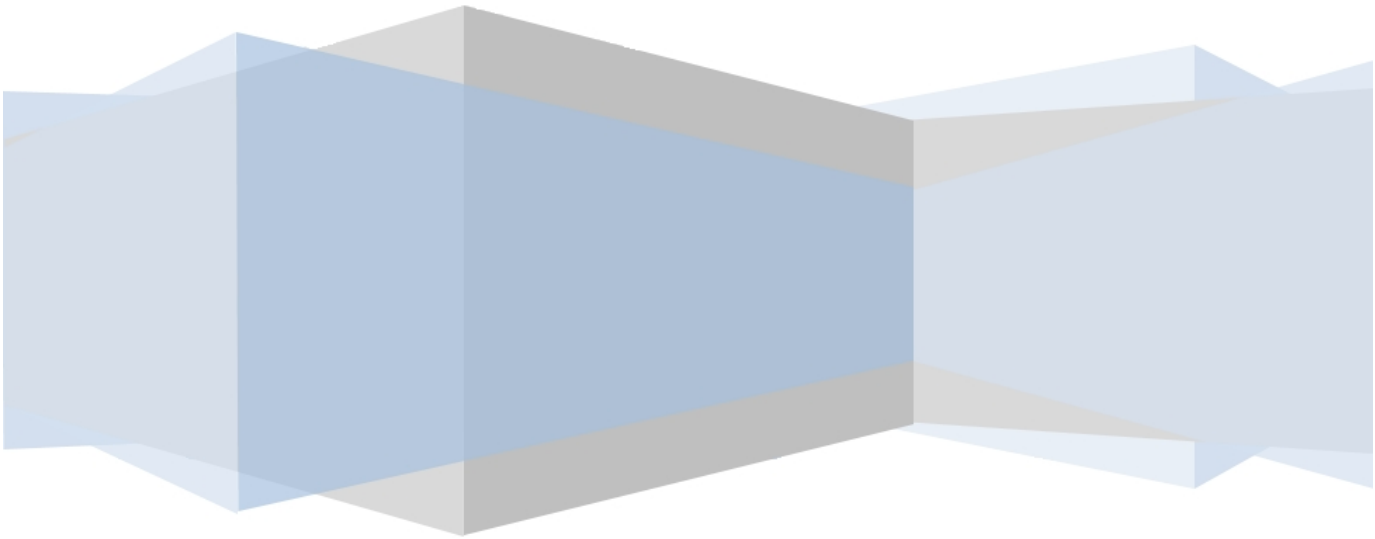
# Property Accountability

## Enterprise Logistics Management System



## Printed Manual

**Version 30 Jul 2026**

# 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 DoD Agencies and Military Services and non-DoD Agencies.
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 PA Module > Any Process Page > 


## Related Topics

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

**Version 30 Jul 2026**

# 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 DoD Agencies and Military Services and non-DoD Agencies.
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.

## 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.
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:




- **Site Id** — Shows the unique database within the Enterprise Logistics Management System.
- **Actbl UIC** — Shows the organization that is assigned management responsibility for property.
- **UIC** — Shows the unique unit, organization, or activity.
- **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

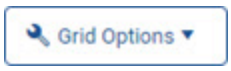
# Enterprise Logistics Management System (ELMS) Property Accountability (PA) Module Grid Options

## Overview

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

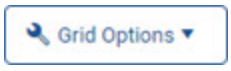
- Clear Filters
- Columns

## Navigation

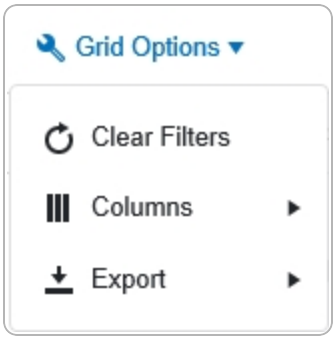
ELMS Property Accountability (PA) Module > Any Process Page > Search Results Grid > Title Bar > 

> 


## Grid Options

Select 

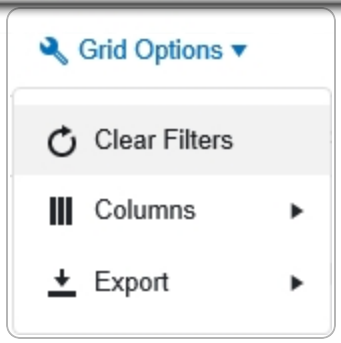
. The Grid Options drop-down menu appears:




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

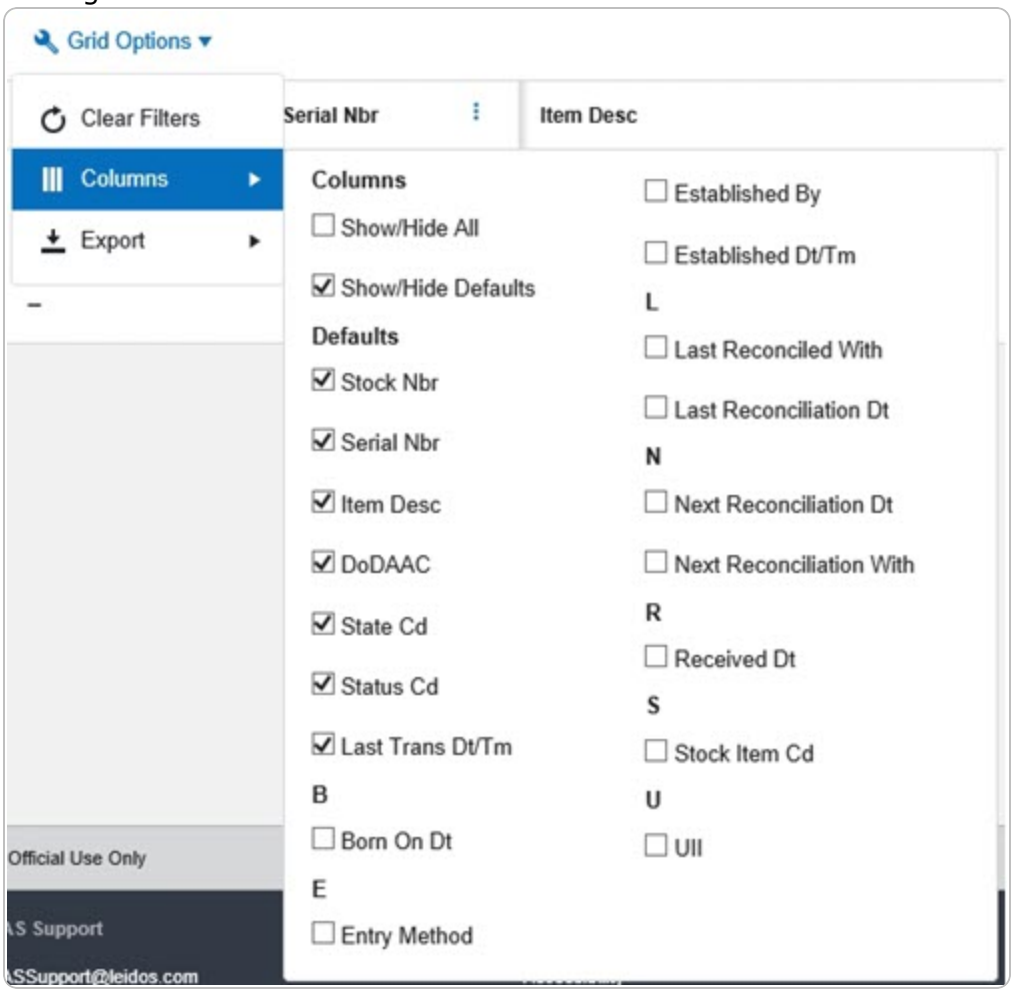
### Clear Filters

Erases any filters used within the Results Grid columns.



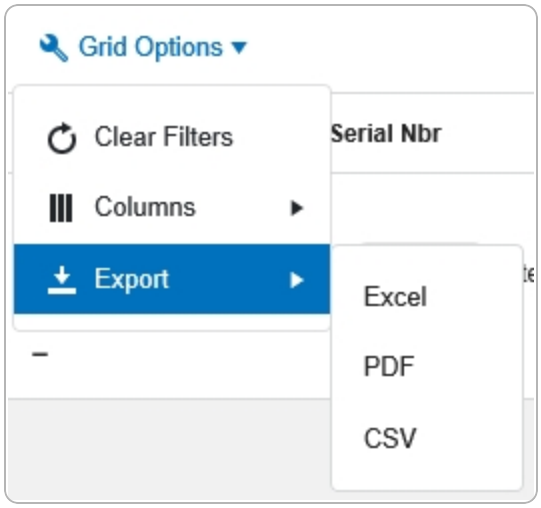

## Columns

Changes what columns are viewed in the Results Grid.



## Export

Saves the Grid in a different format.

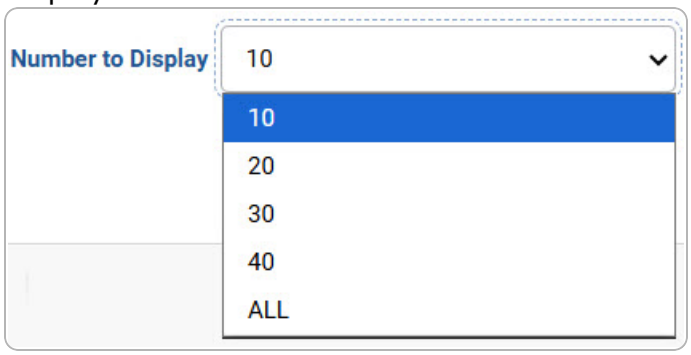



The format choices are:

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

## Number to Display

Displays the selected amount of records in the Search Results grid.



## Related Topics

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

# Export a User Preferences Report

## Overview

The User Preferences Report Export 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. |

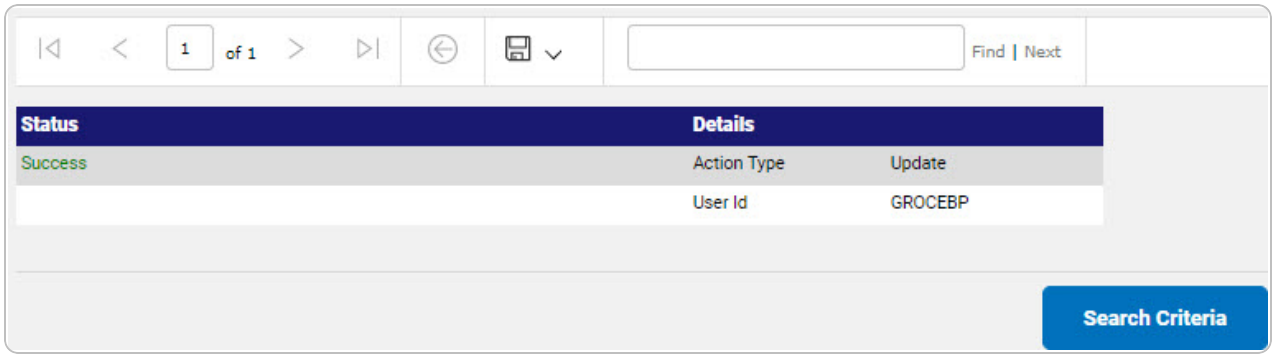
# Procedures

**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* ***User Preferences Update*** *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 **User Preferences Update** page appears.* |

# Related Topics

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

# 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

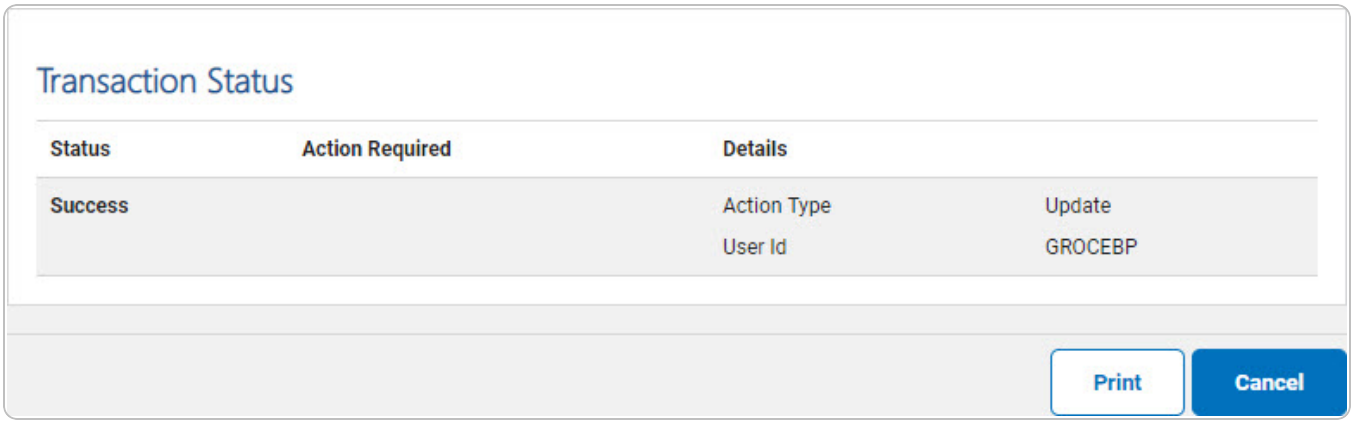
Status
Action Required
Details

# 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

# 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**

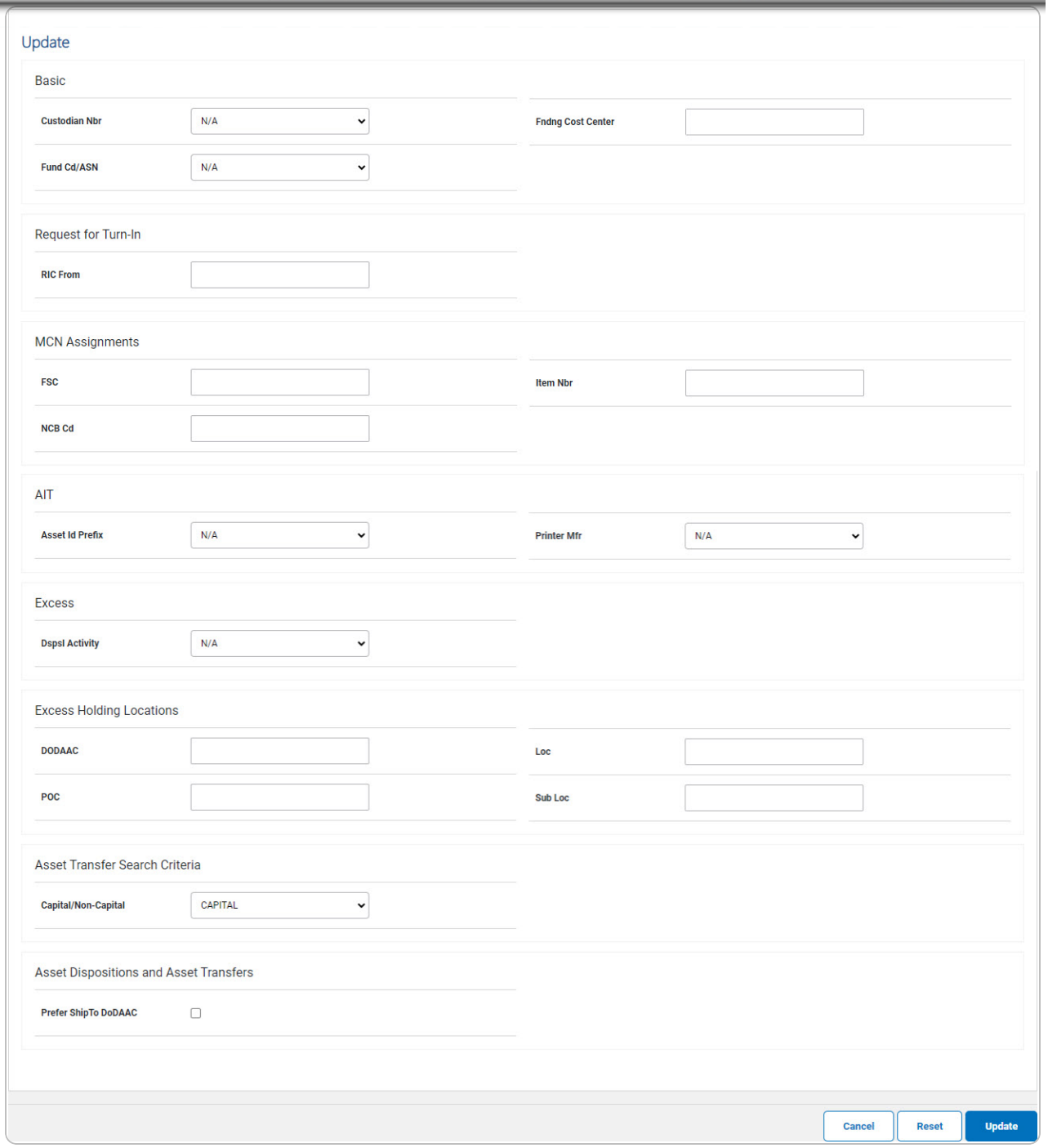


Click the following link to display PA Navigation Tips.

## 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* ***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 **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

# 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

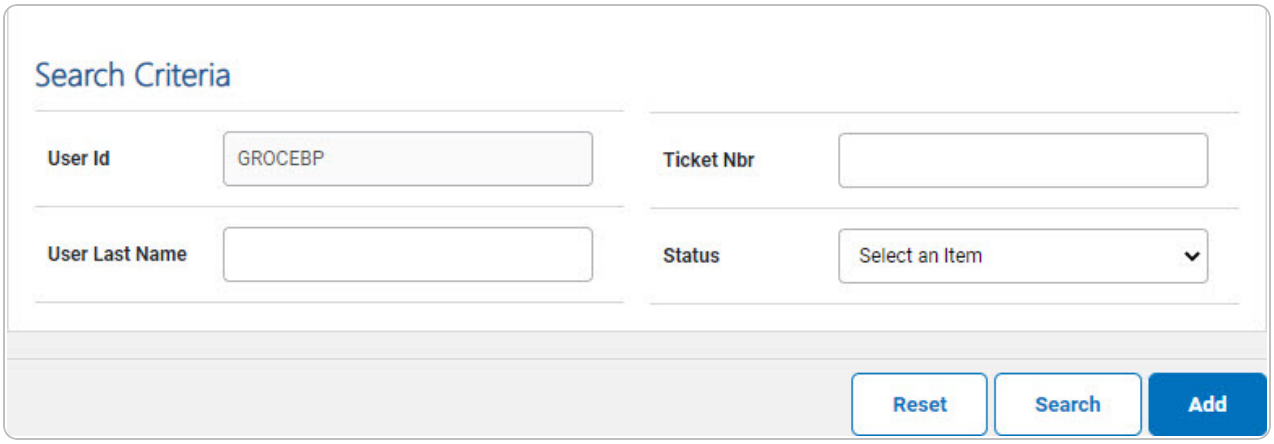
**ELMS Navigation Helpful Tips**

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:.



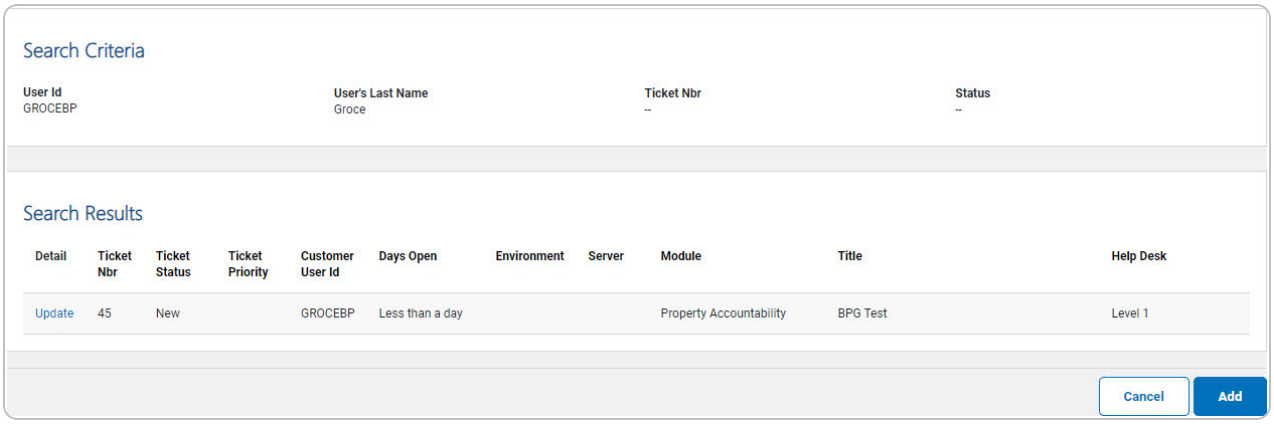

- *The USER ID automatically populates and is not editable.*
- Enter the User Last Name in the field provided. *This is a 20 alphanumeric character field.*

**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

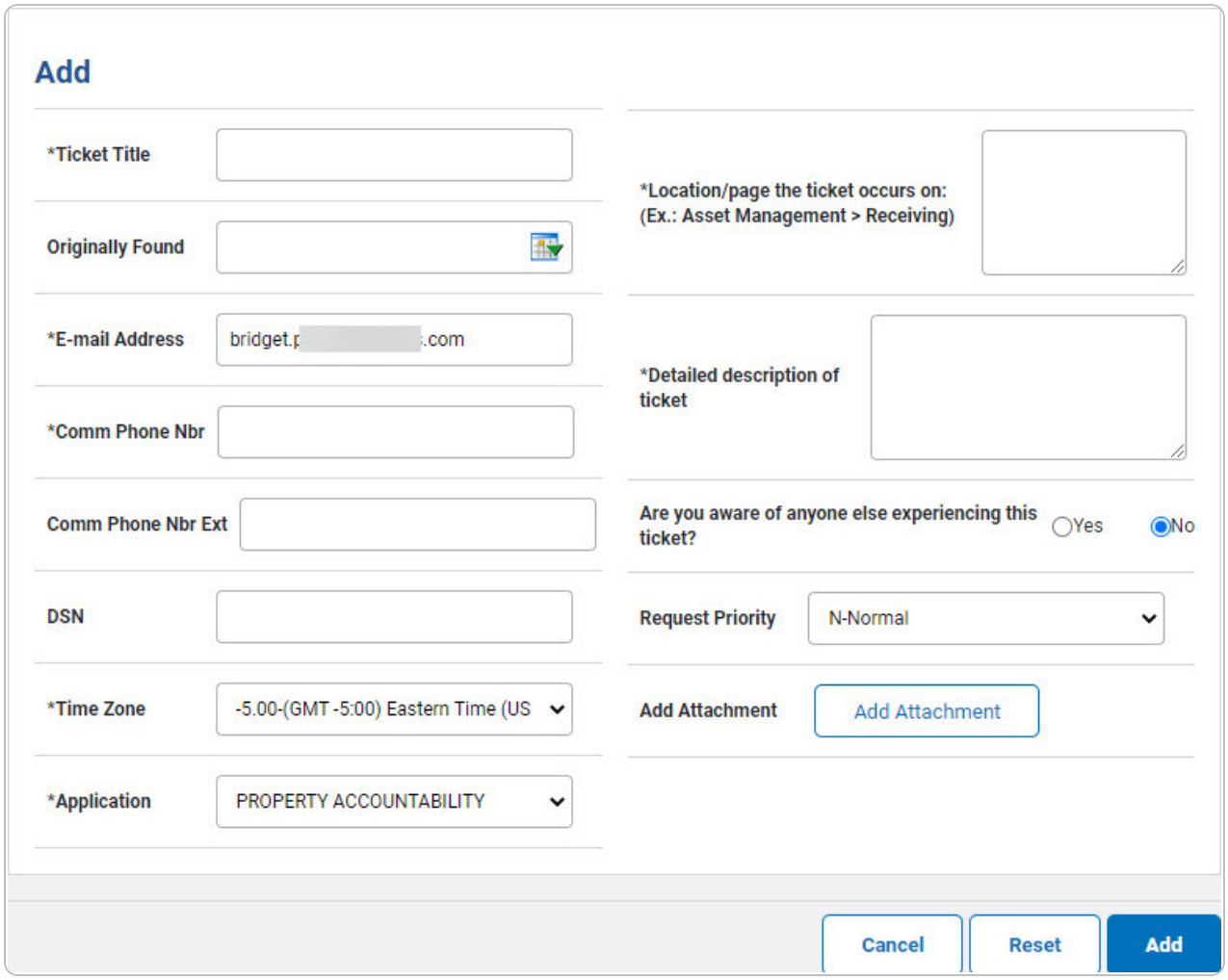
**ELMS Navigation Helpful Tips**

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**

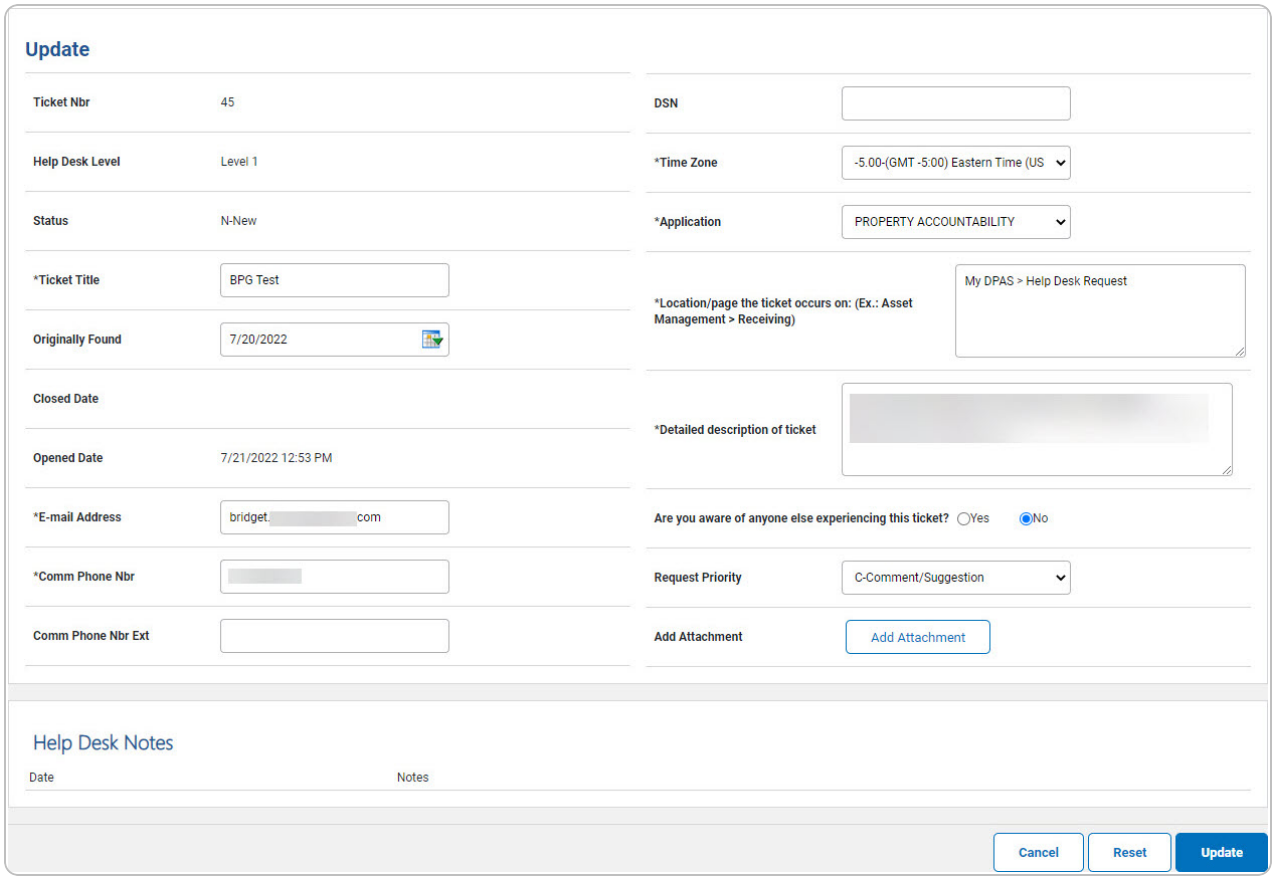


Click the following link to display PA Navigation Tips.

### 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

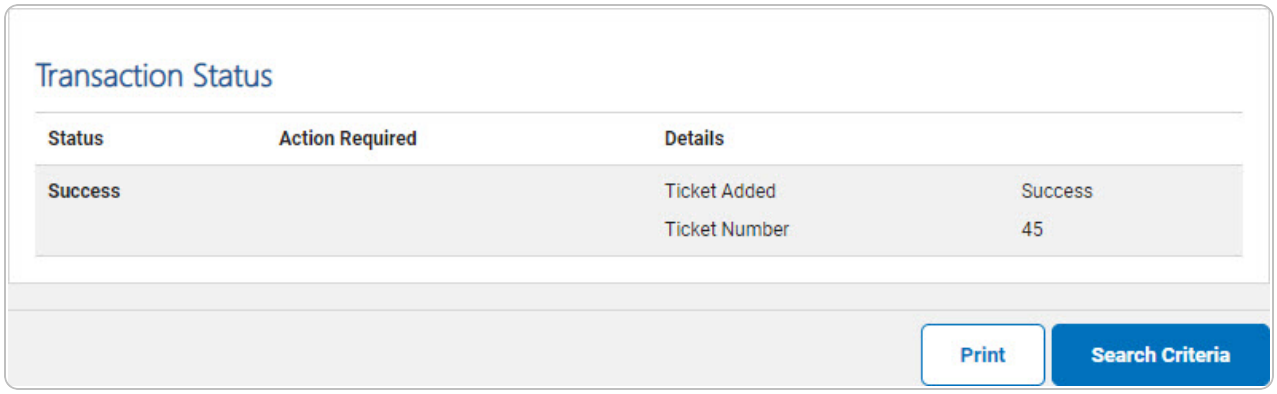
Status
Action Required
Details

## 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

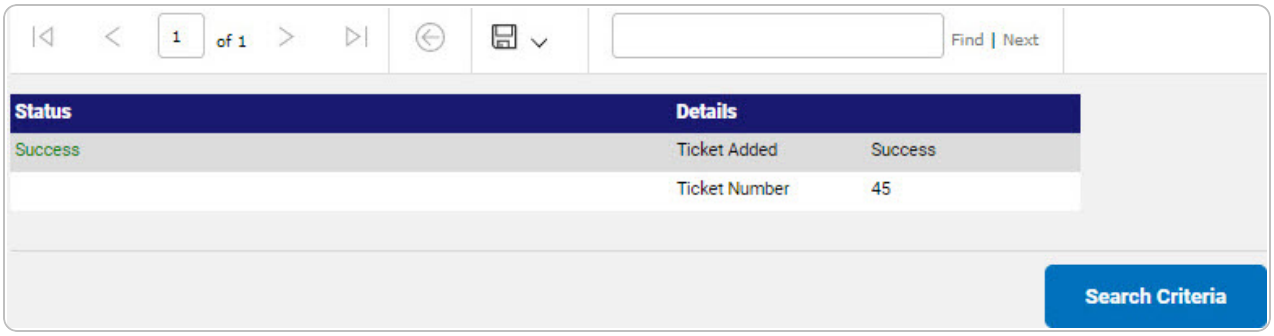
**ELMS Navigation Helpful Tips**



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...

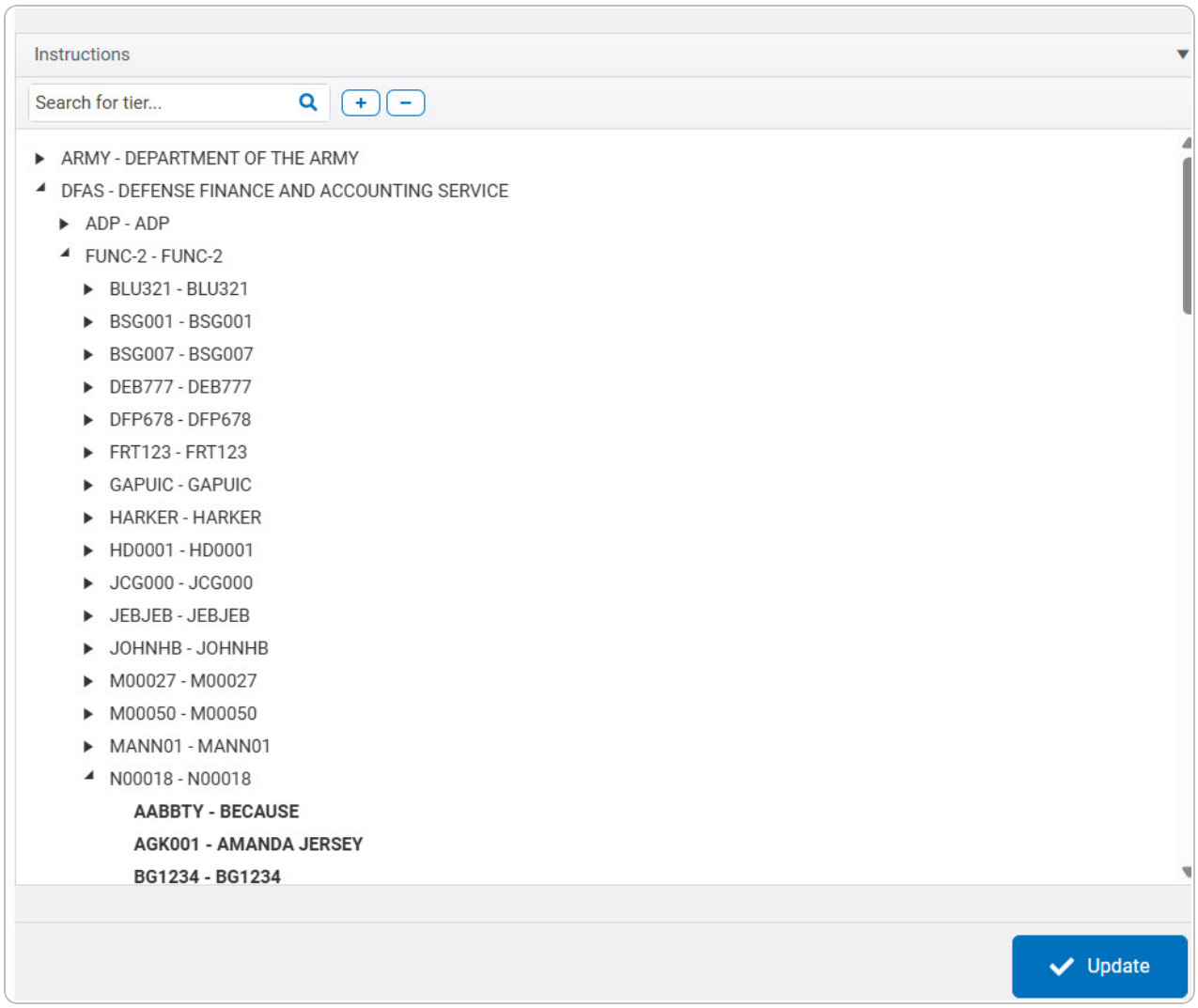
## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Change the SITE ID and/or Accountable UIC/UIC

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 ▶ or ◢ to open the desired UIC.
4. Click the desired **bolded** UIC.

5. Select 

. *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

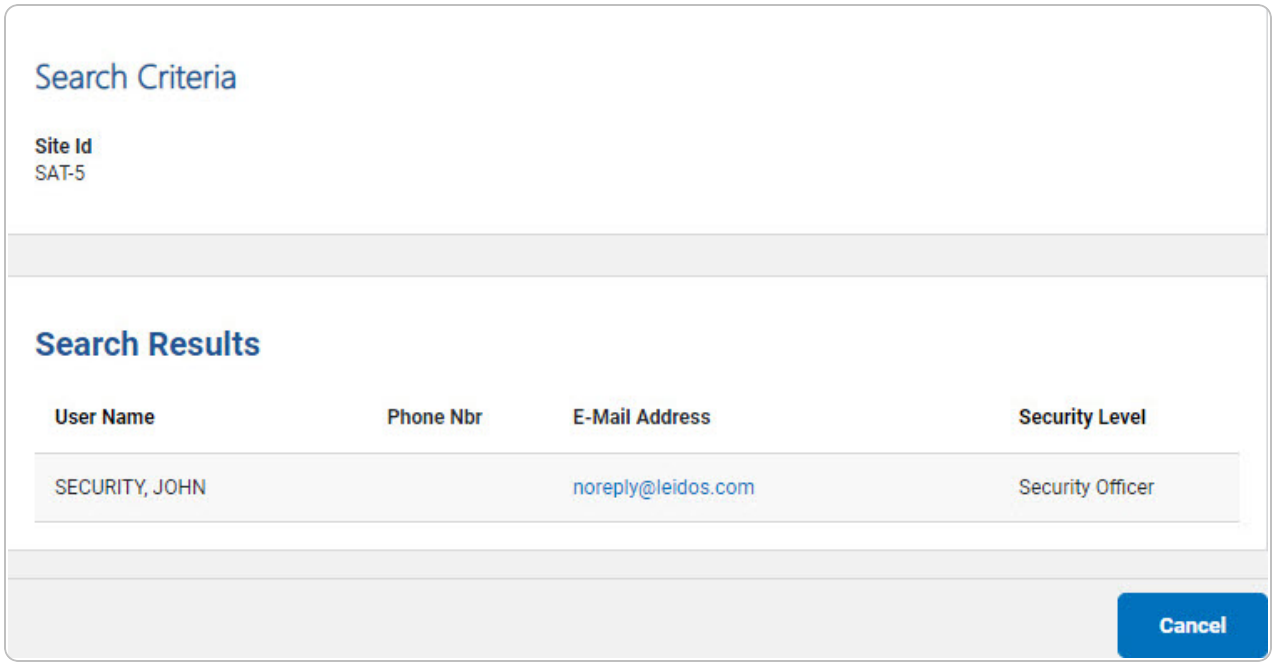
**ELMS Navigation Helpful Tips**

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

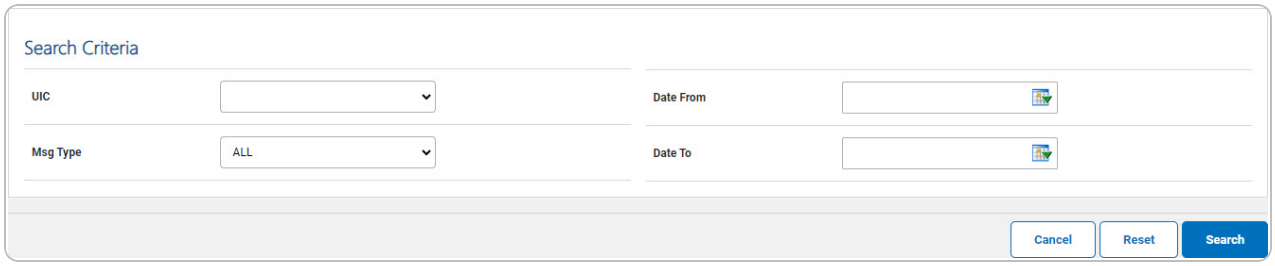
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a Management Message

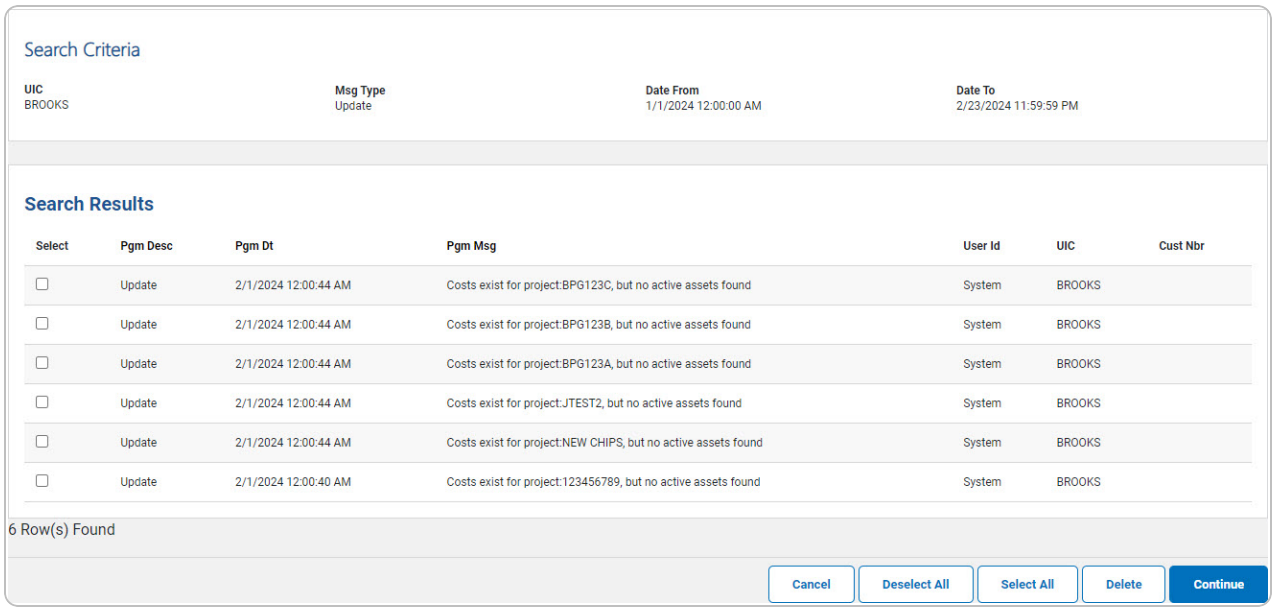
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

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

# 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

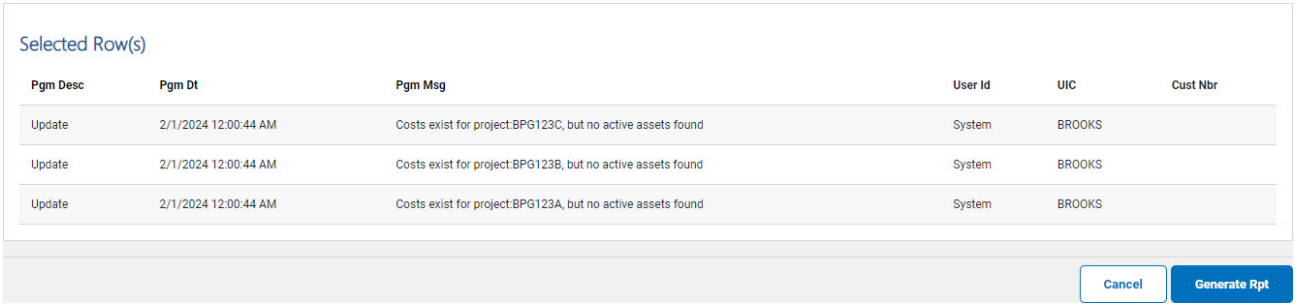
**ELMS Navigation Helpful Tips**

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

# 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**

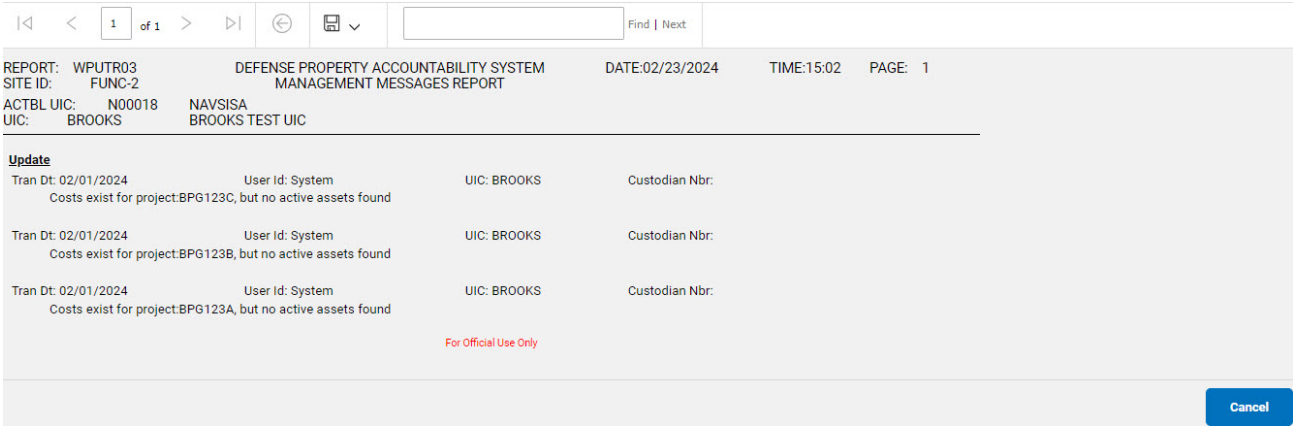


Click the following link to display PA Navigation Tips.

## 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

# 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

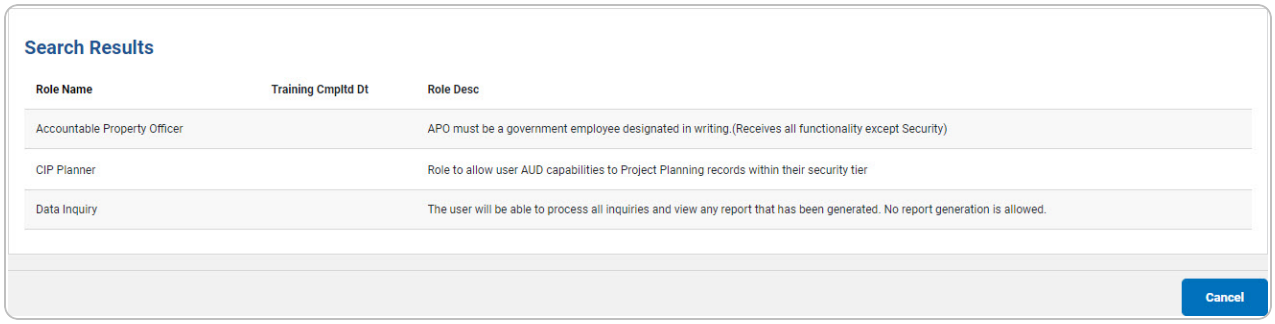
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

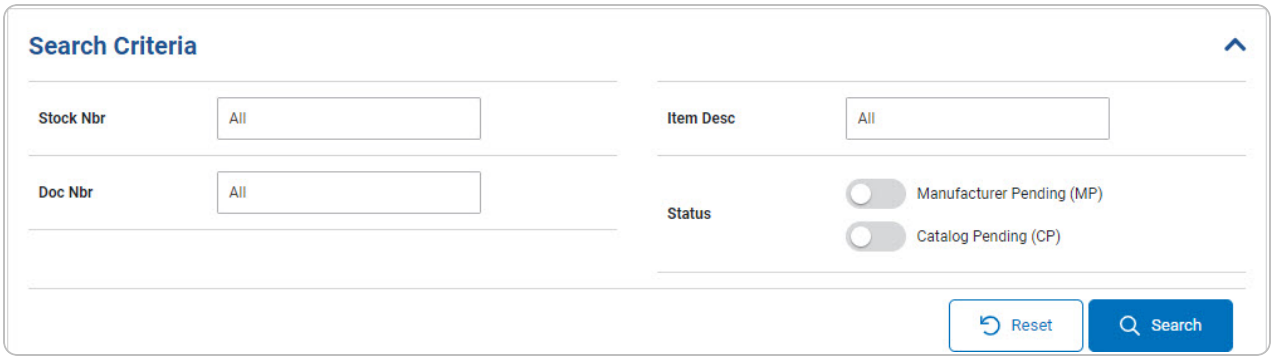
**ELMS Navigation Helpful Tips**

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.*

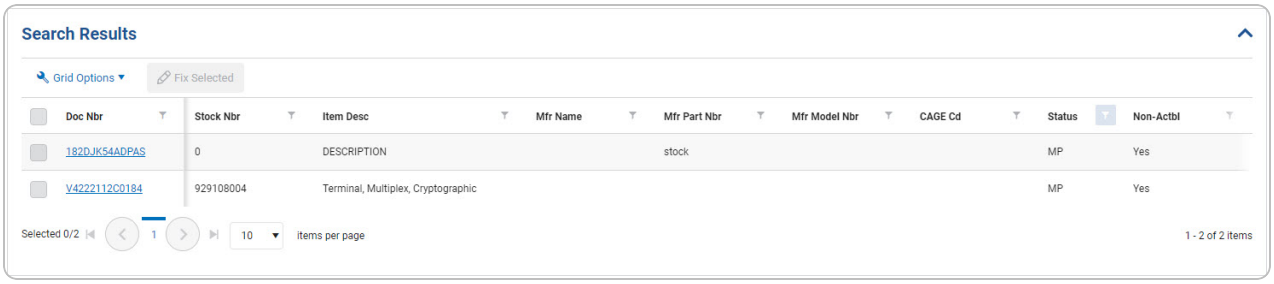
1. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.




- 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 > Search Results > (desired record) > Fix Selected > 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

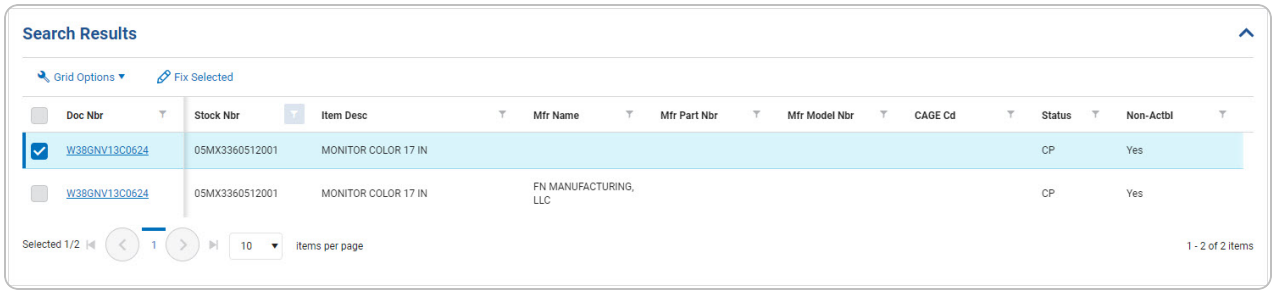
**ELMS Navigation Helpful Tips**

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.*



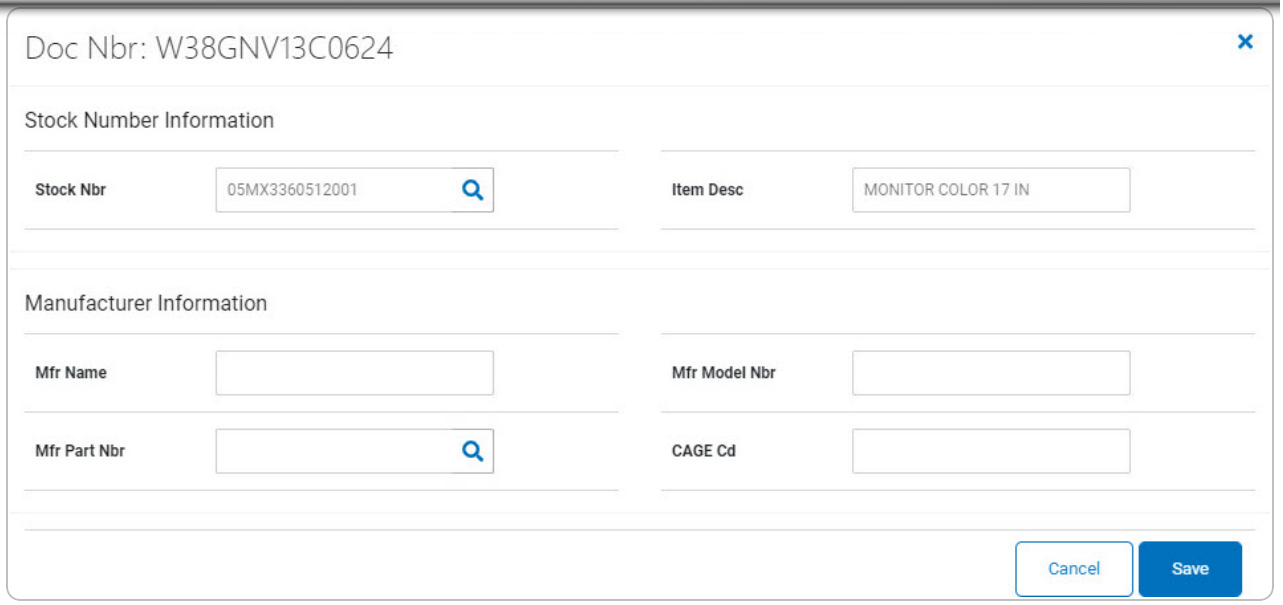

2. Either:

   - 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

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

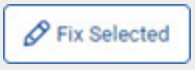
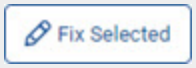
c. Update the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

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   or the Doc Nbr was clicked without any records selected. Click  to select a record, then select   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.   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
- Add a Pending Catalog Transaction Mfr Part Nbr
- Internal Stock Number Browse
- Internal Manufacturer Part Number Browse

# 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

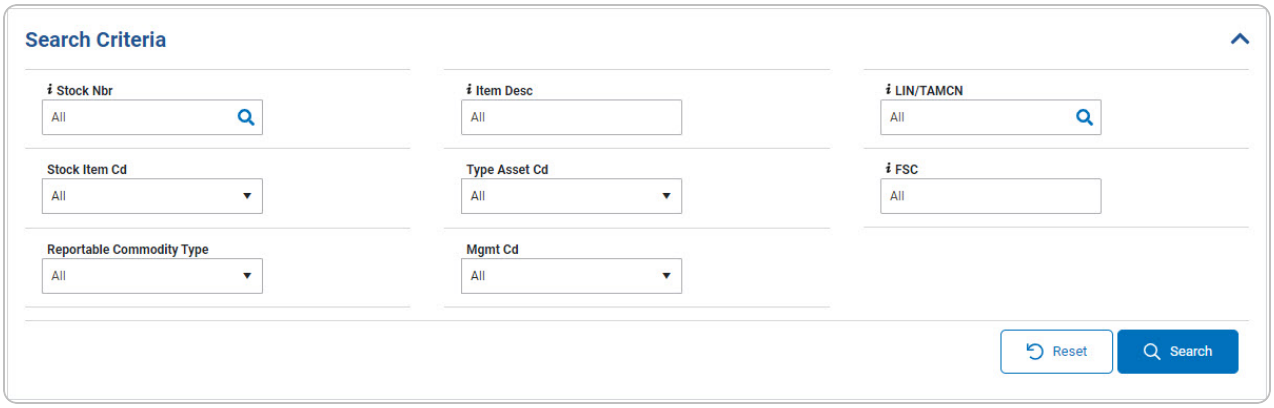
**ELMS Navigation Helpful Tips**

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.*

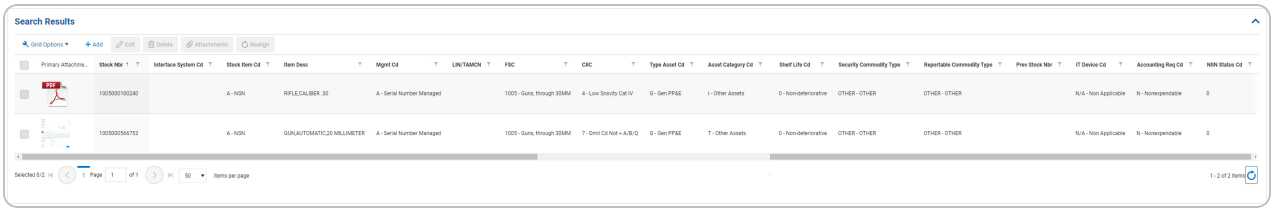
  Stock Number Browse

- 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

- 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
- Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse

# 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

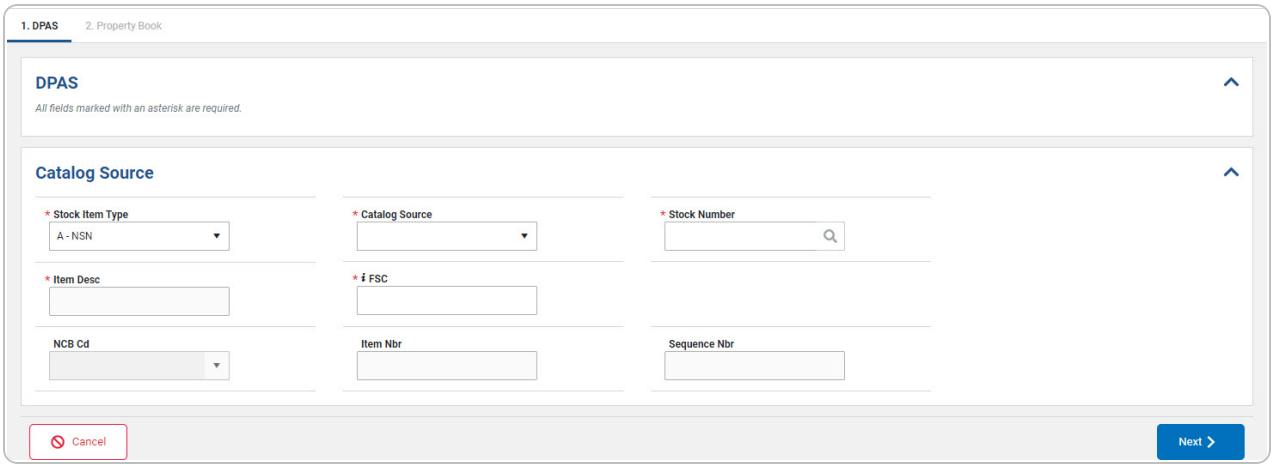
**ELMS Navigation Helpful Tips**

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 to assist with the entry. *This is a 4 numeric character field.*

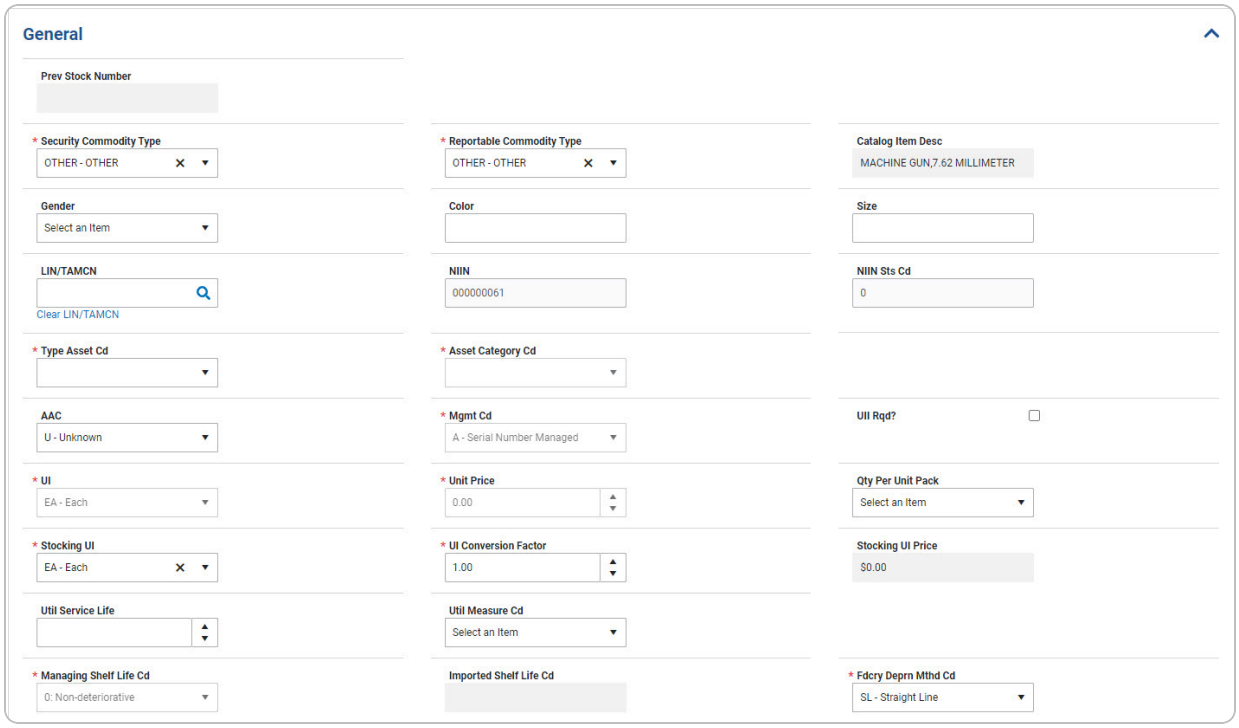
F. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field.*

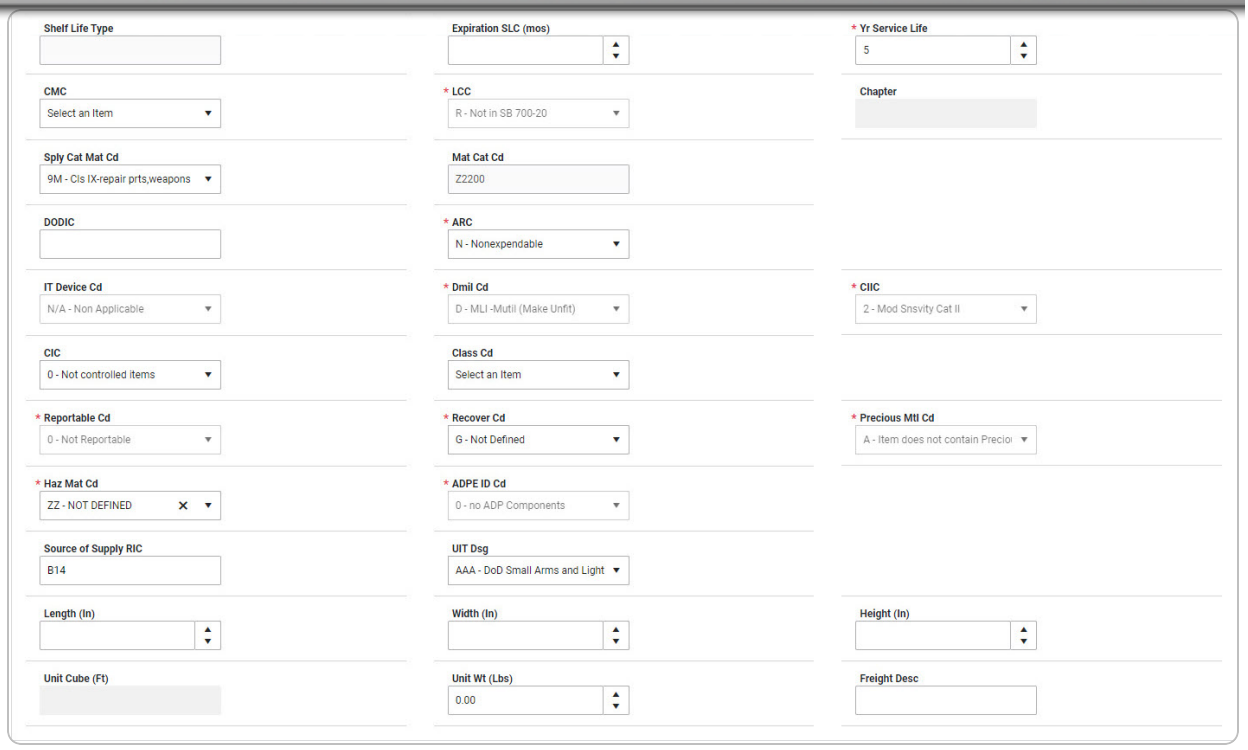
**G.** Enter the STOCK NBR, or use to assist with the entry. *This is a 15 alphanumeric character field.*

External Stock Number Browse

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

**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.*

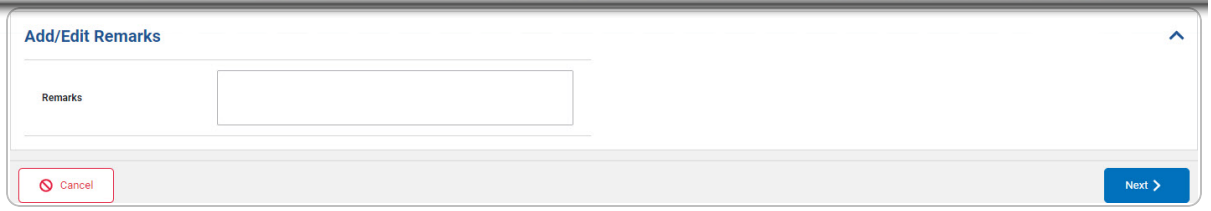
**ay.** Use to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

**az.** Use to select the Precious Mtl Cd.

ba. Use to choose the Height (IN).

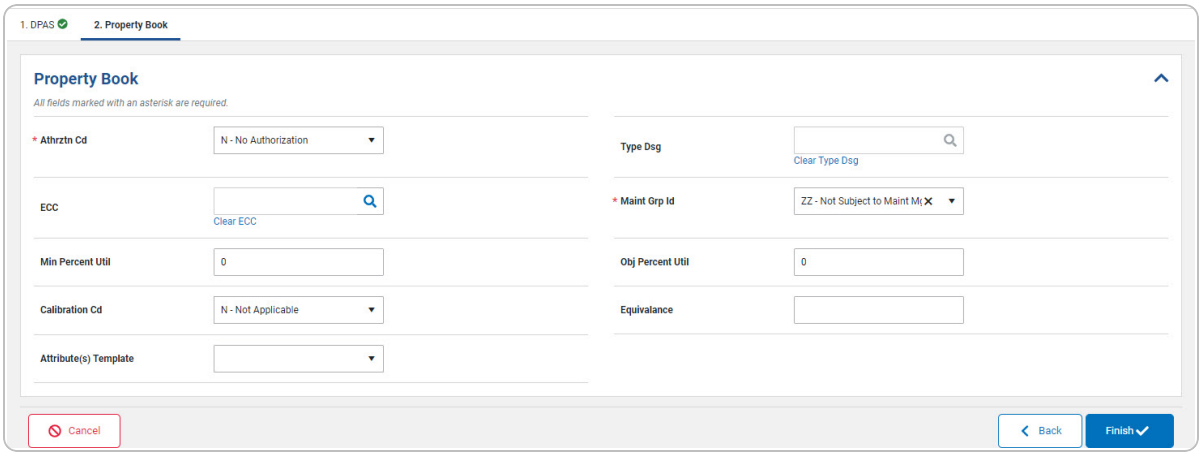
bb. Enter the Freight DESC in the field provided. *This is a 256 alphanumeric character field.*

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

3. Enter the MIN PERCENT UTIL in 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

**7.** Use ▼ to select the Maint Grp Id.

8. Enter the OBJ PERCENT UTIL in 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 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. |
| **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 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. |
| **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

- External Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse
- Equipment Category Code Browse
- Type Designation Browse

# 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**

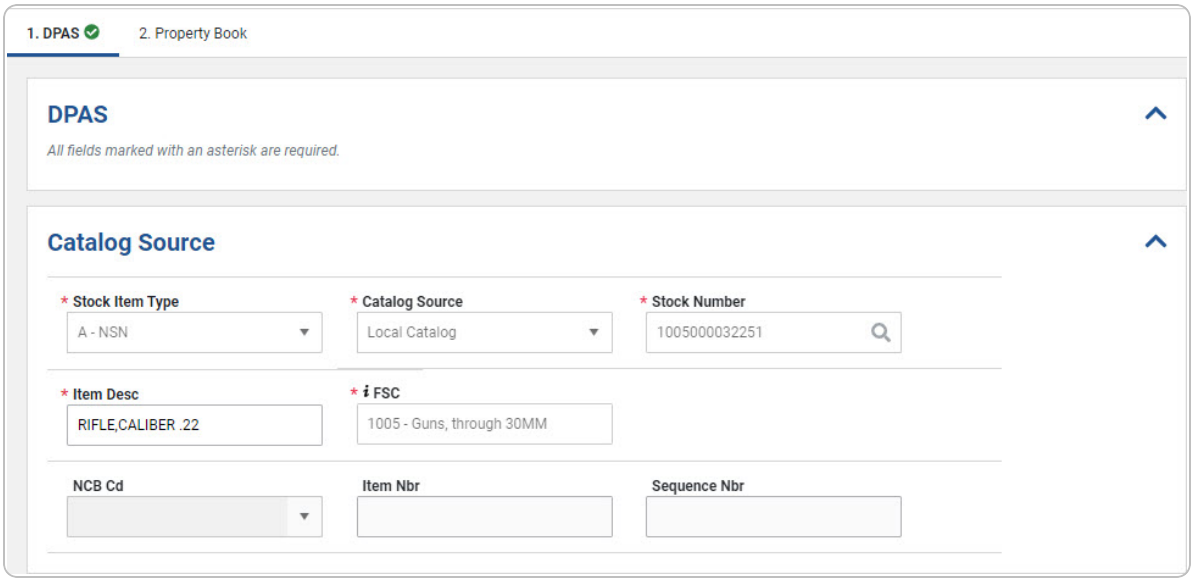
Click the following link to display PA Navigation Tips.

## 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.*

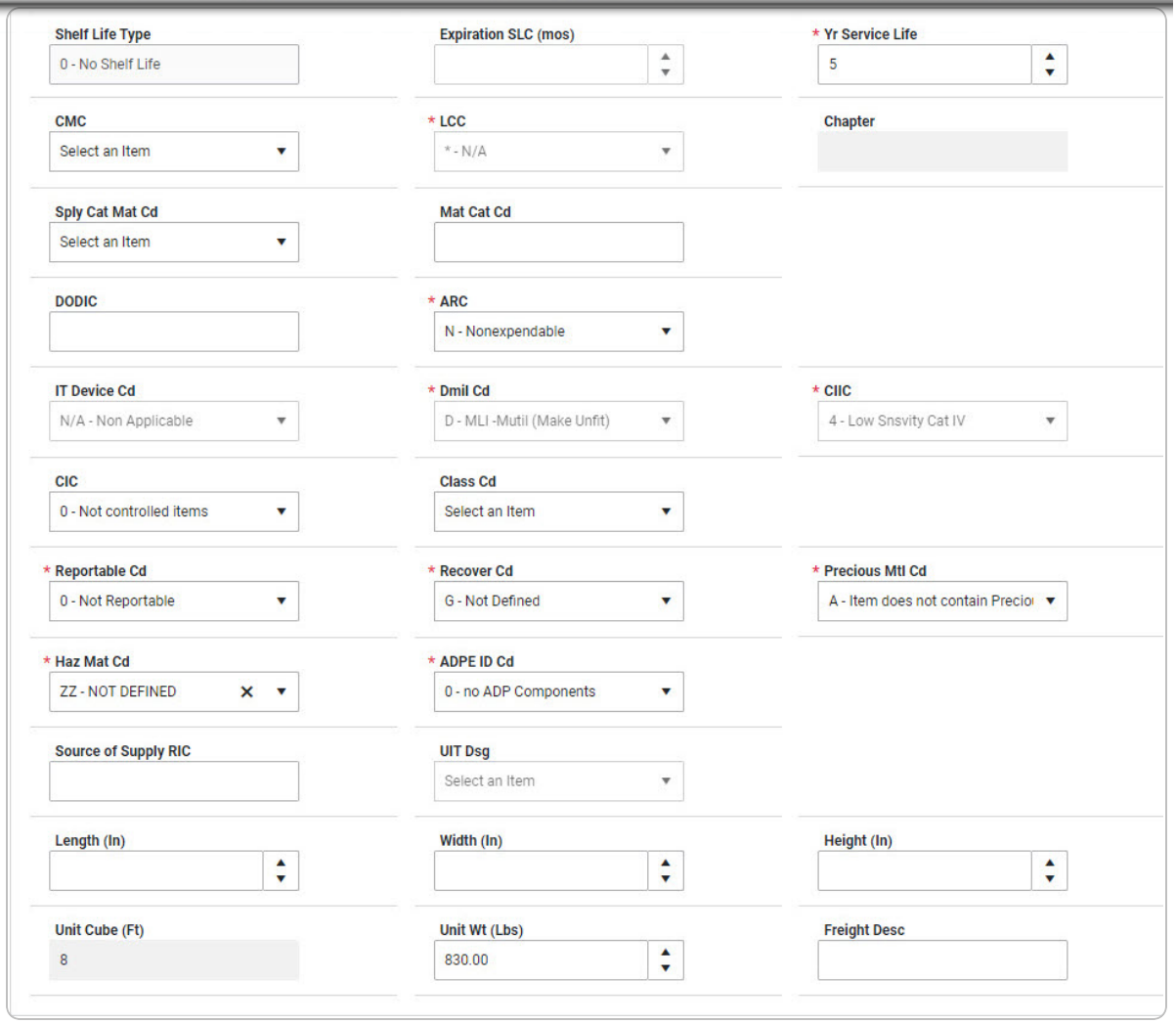
h. *Verify the Sequence NBR.*

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

**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 256 alphanumeric character field.*

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



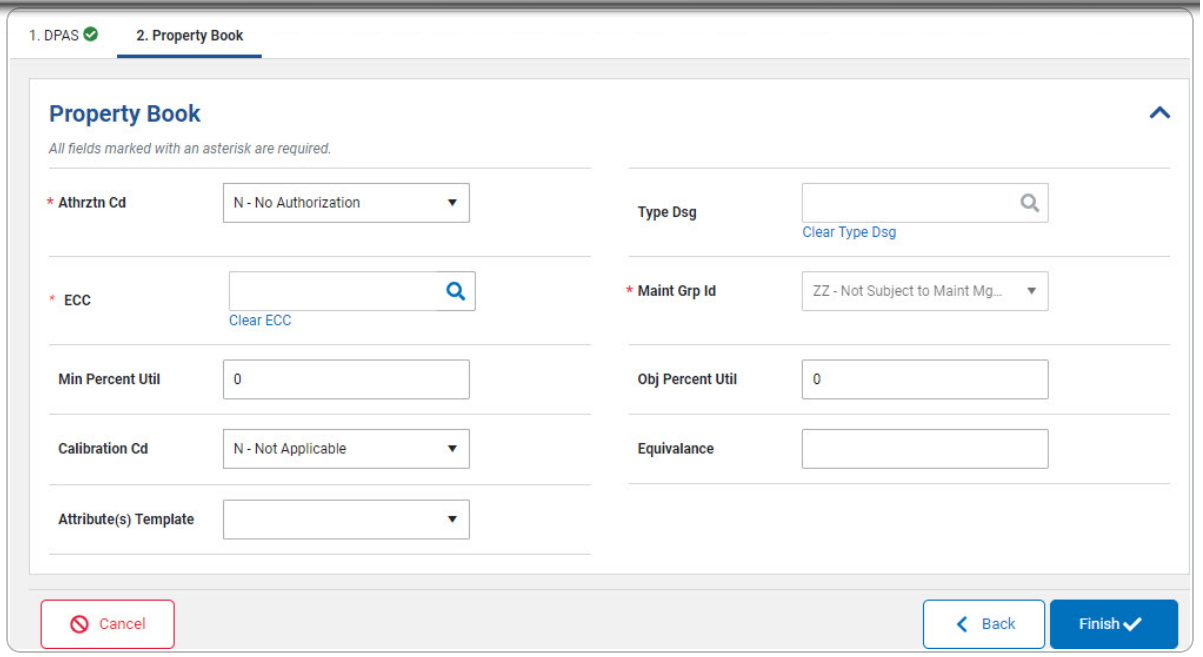

a. Update the Remarks, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

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 alpha-numeric character field.*

Equipment Category Code Browse

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

**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, 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 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 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. |
| **487 — LIN/TAMCN record must be established.** | Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Con-trol 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** | Invalid Entry. The STOCK NBR must not have any assets available in order to change the |

| | |
|---|---|
| **CD.** | 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 i 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
- Line Item Number / Table of Authorized Materiel Control Number Browse
- Equipment Category Code Browse
- Type Designation Browse

# 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

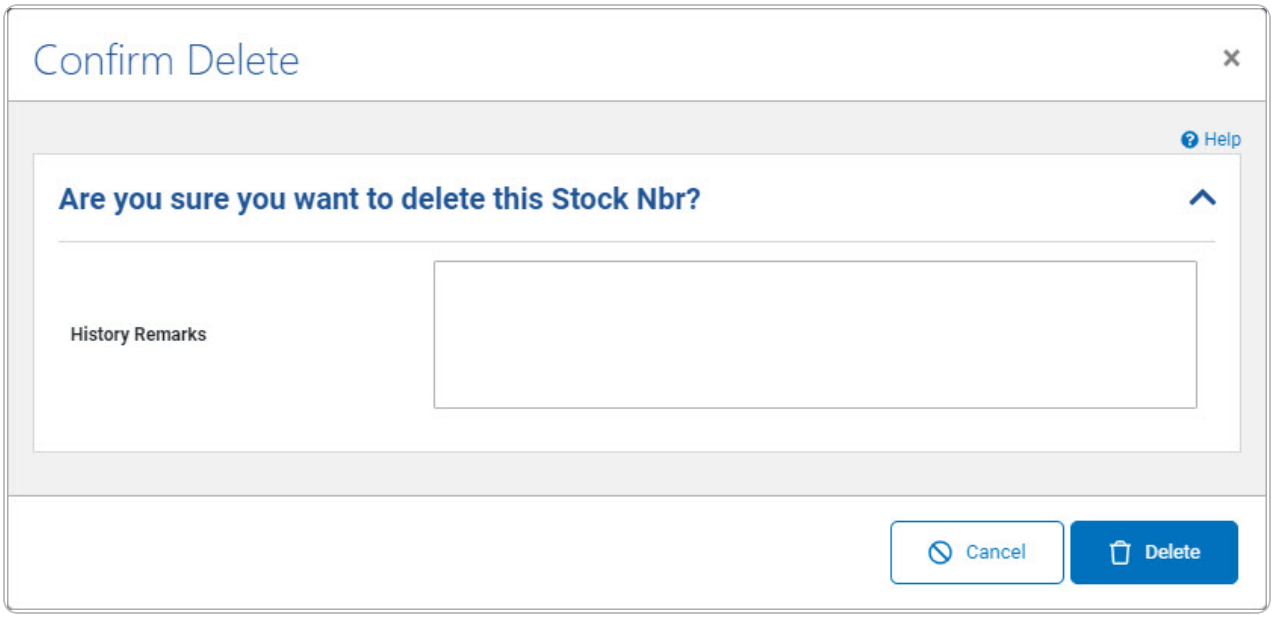
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

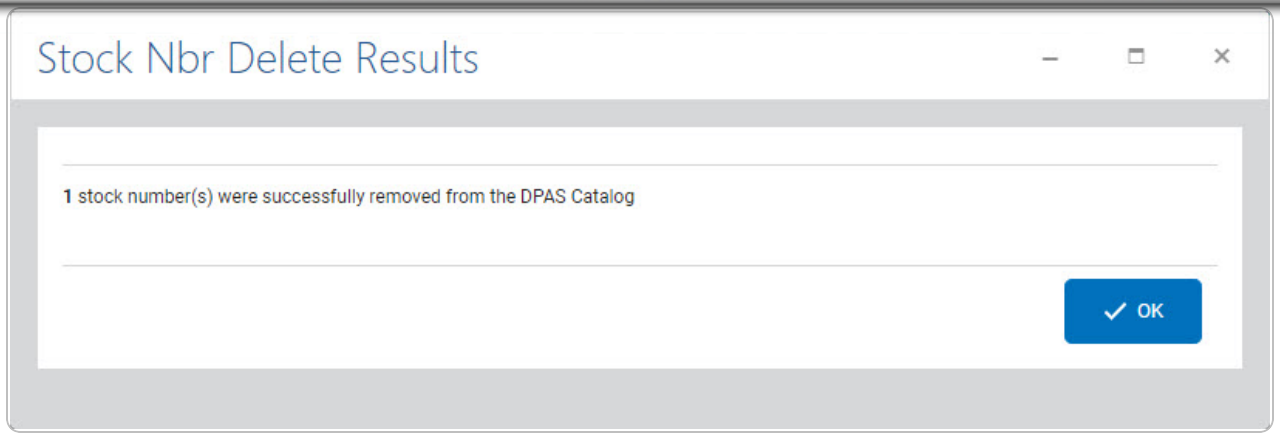
## Delete a Stock Number

*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

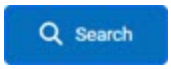
- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

# 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

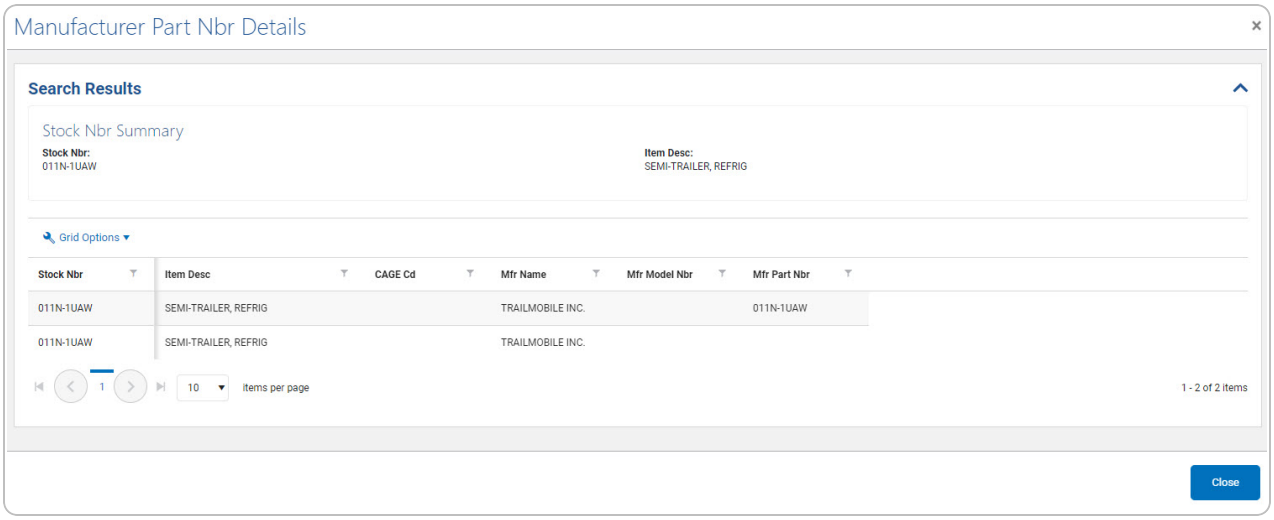
**ELMS Navigation Helpful Tips**

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

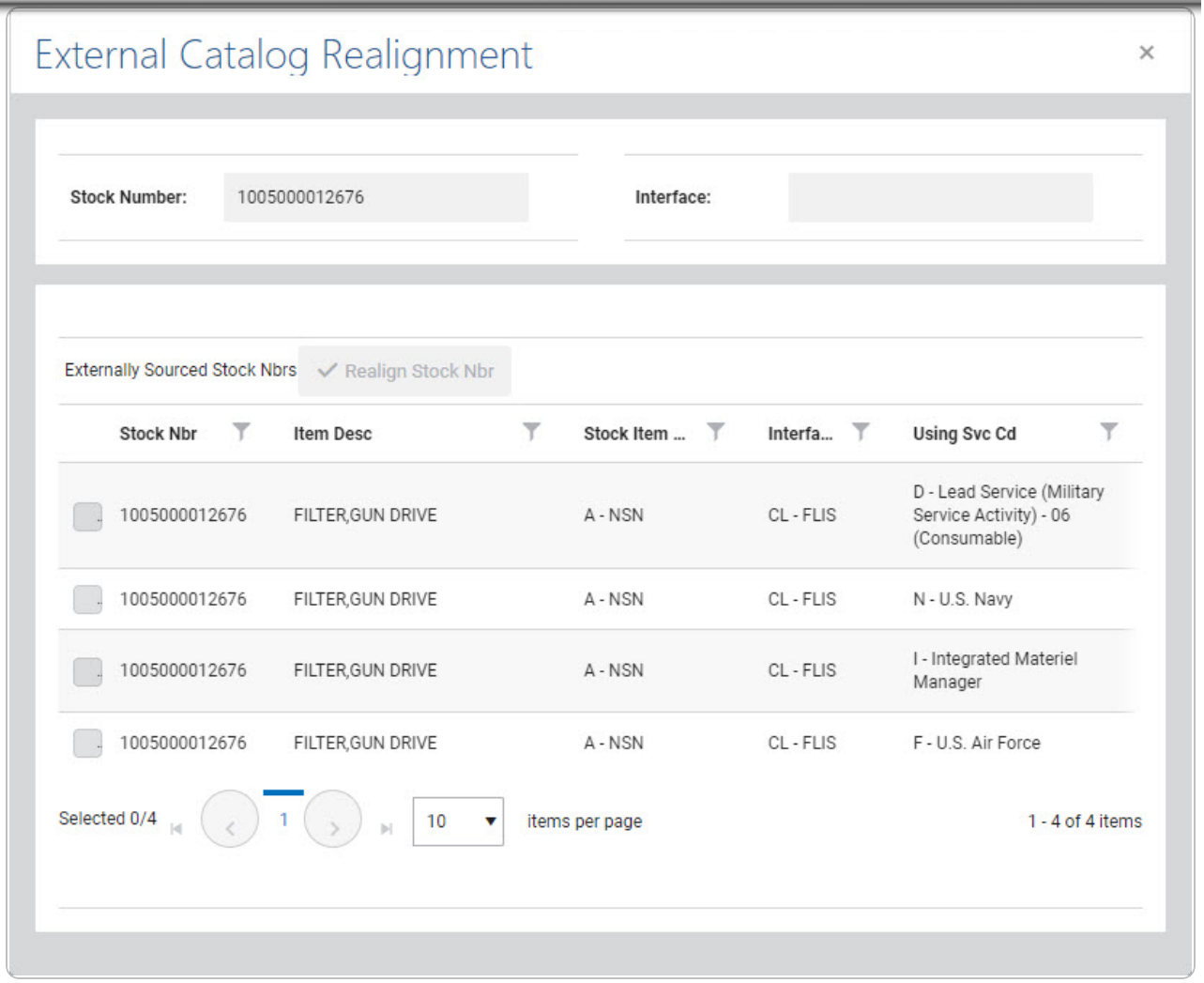
**ELMS Navigation Helpful Tips**

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

# 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

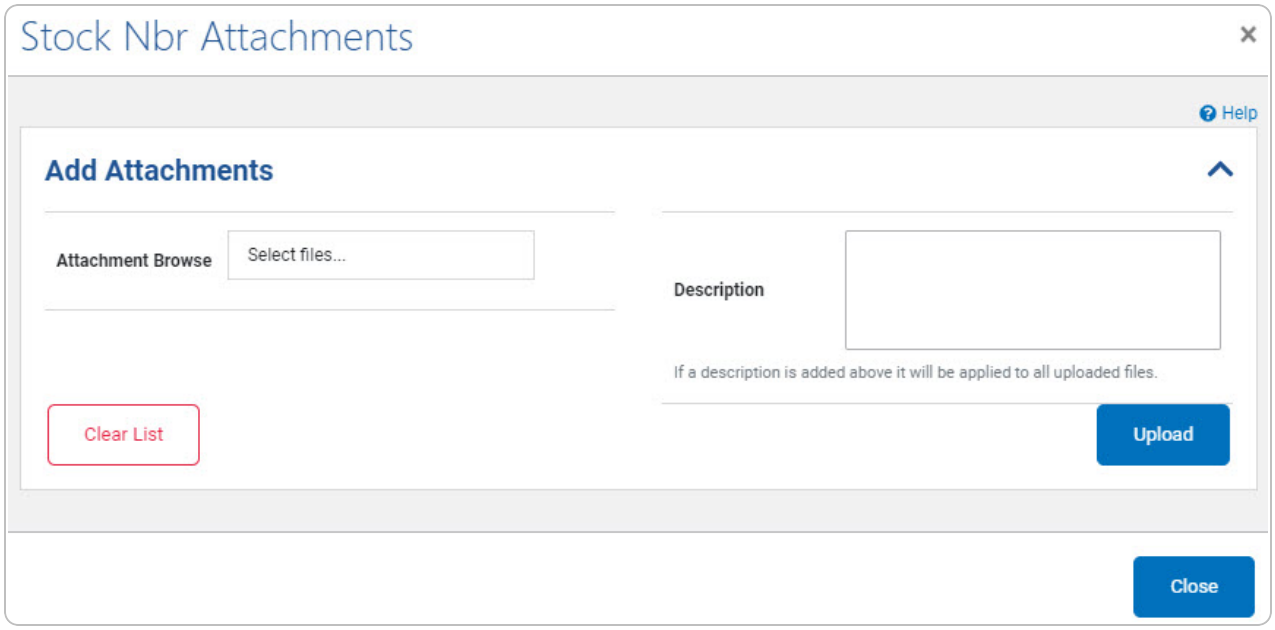
**ELMS Navigation Helpful Tips**

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

# Attach a Document to a Stock Number Record

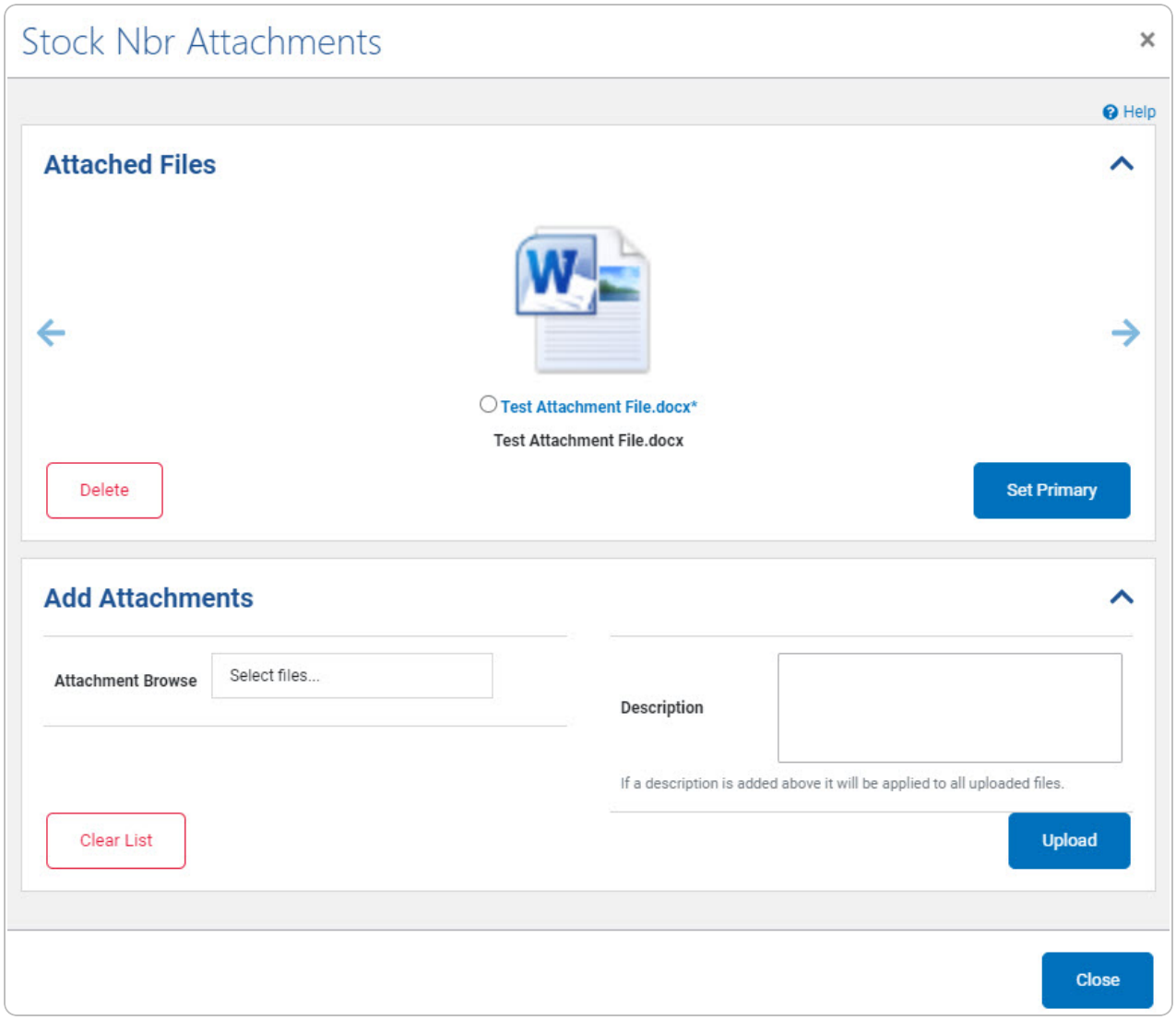
*Selecting* Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 256 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.*

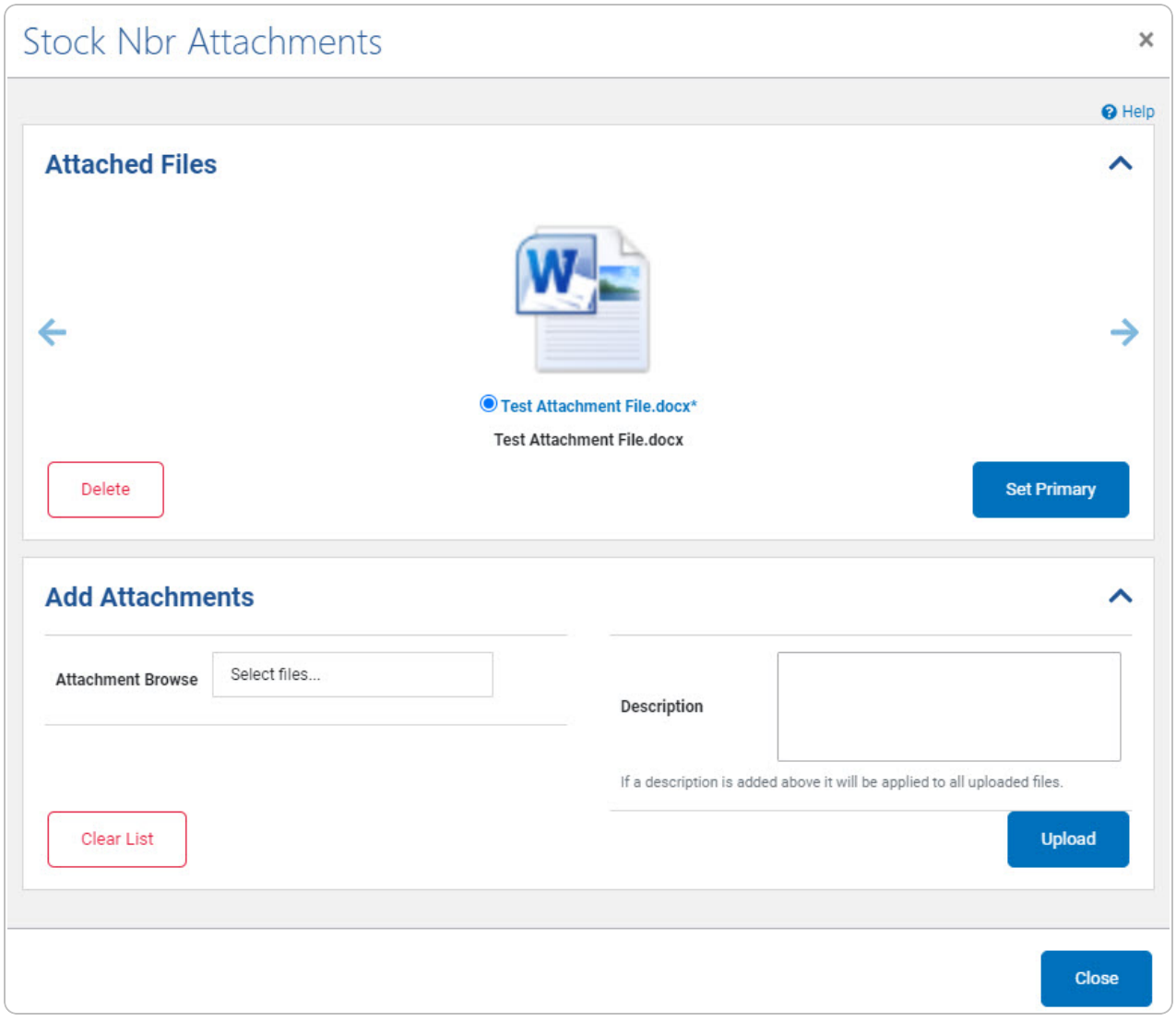



10. Select Close. *The **Stock Nbr Attachments** pop-up windows closes, and the file(s) appears in the Primary Attachments field Search Results grid.*

## 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

# 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**

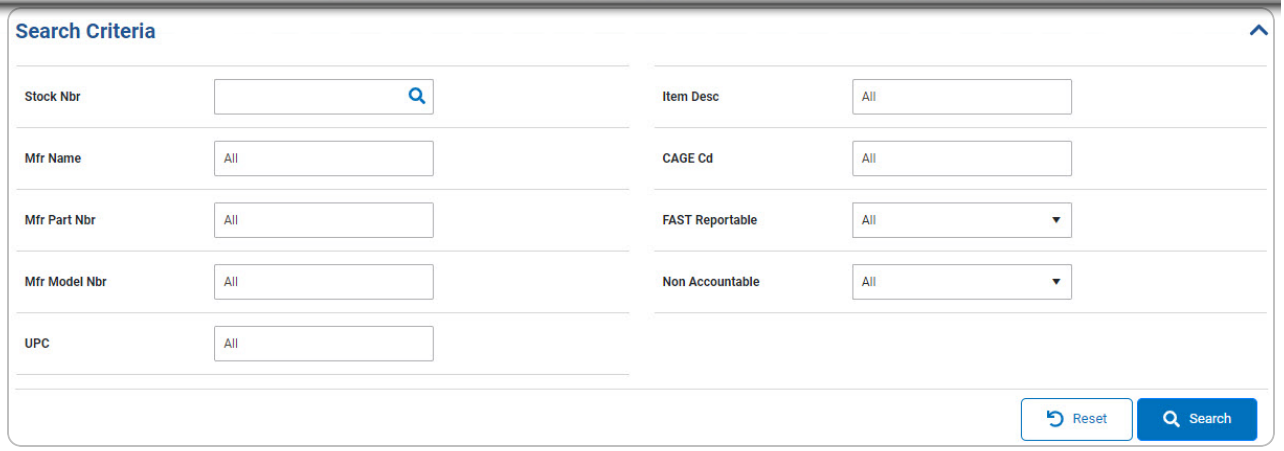


Click the following link to display PA Navigation Tips.

## 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:.



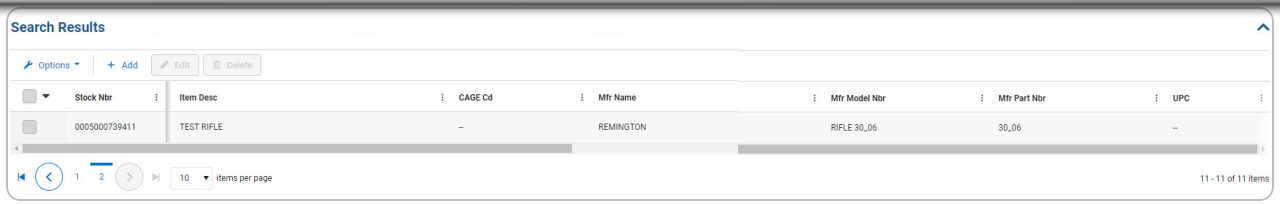

- Enter the STOCK NBR, or use to browse for the entry.

  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

# 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

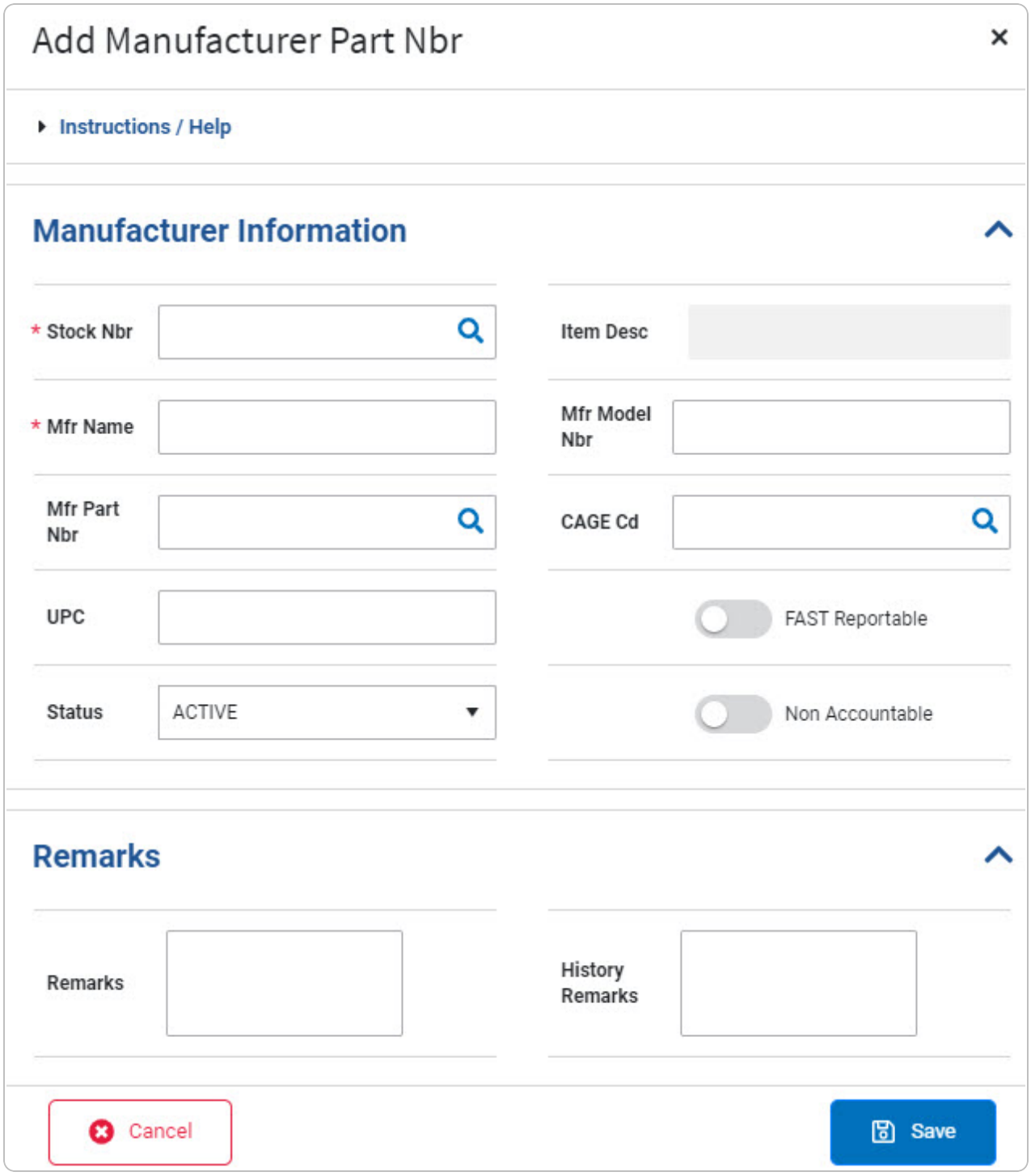
**ELMS Navigation Helpful Tips**

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 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.<br>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.<br>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

# 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**

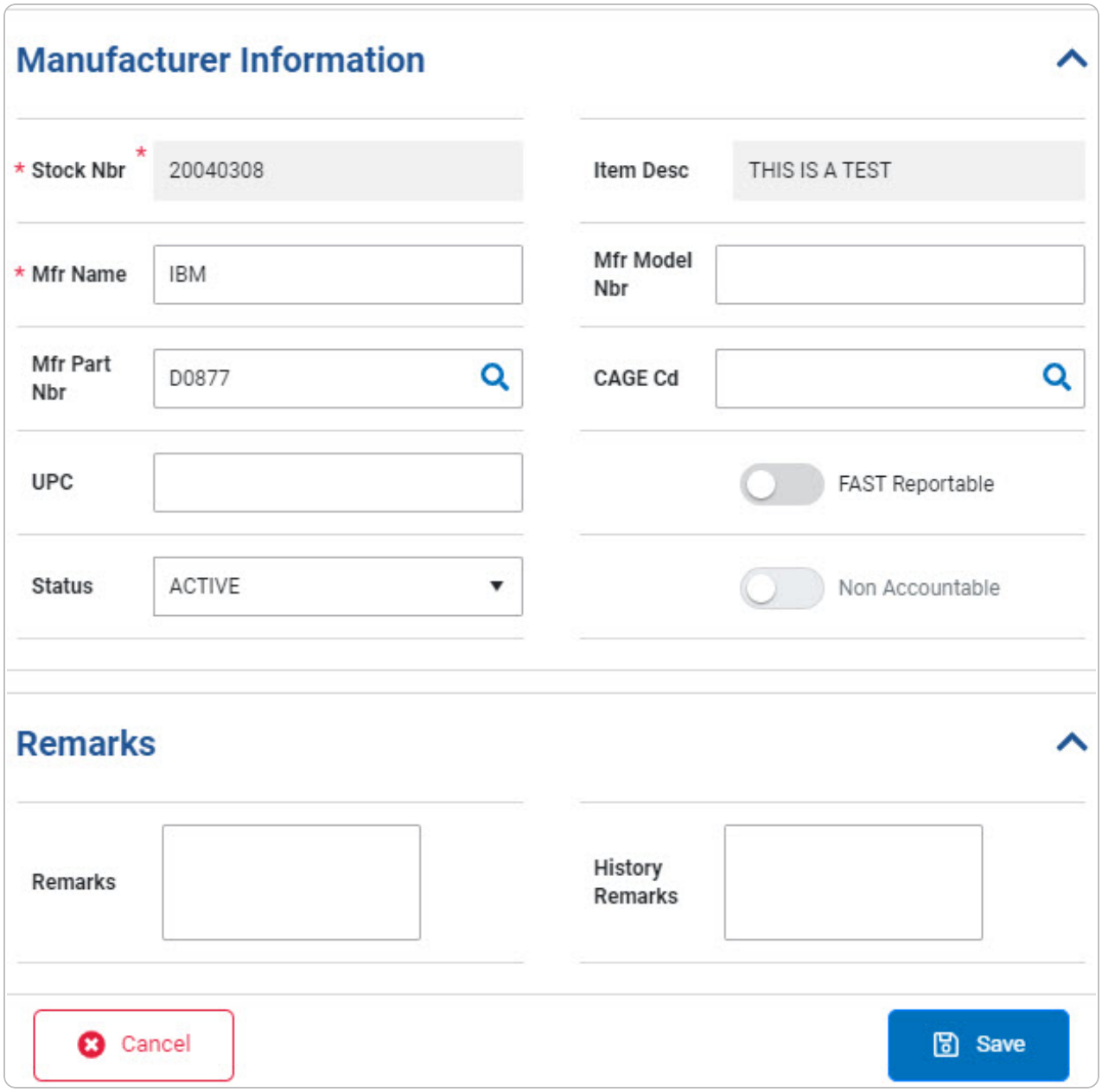
Click the following link to display PA Navigation Tips.

### 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.<br>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.<br>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

# 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

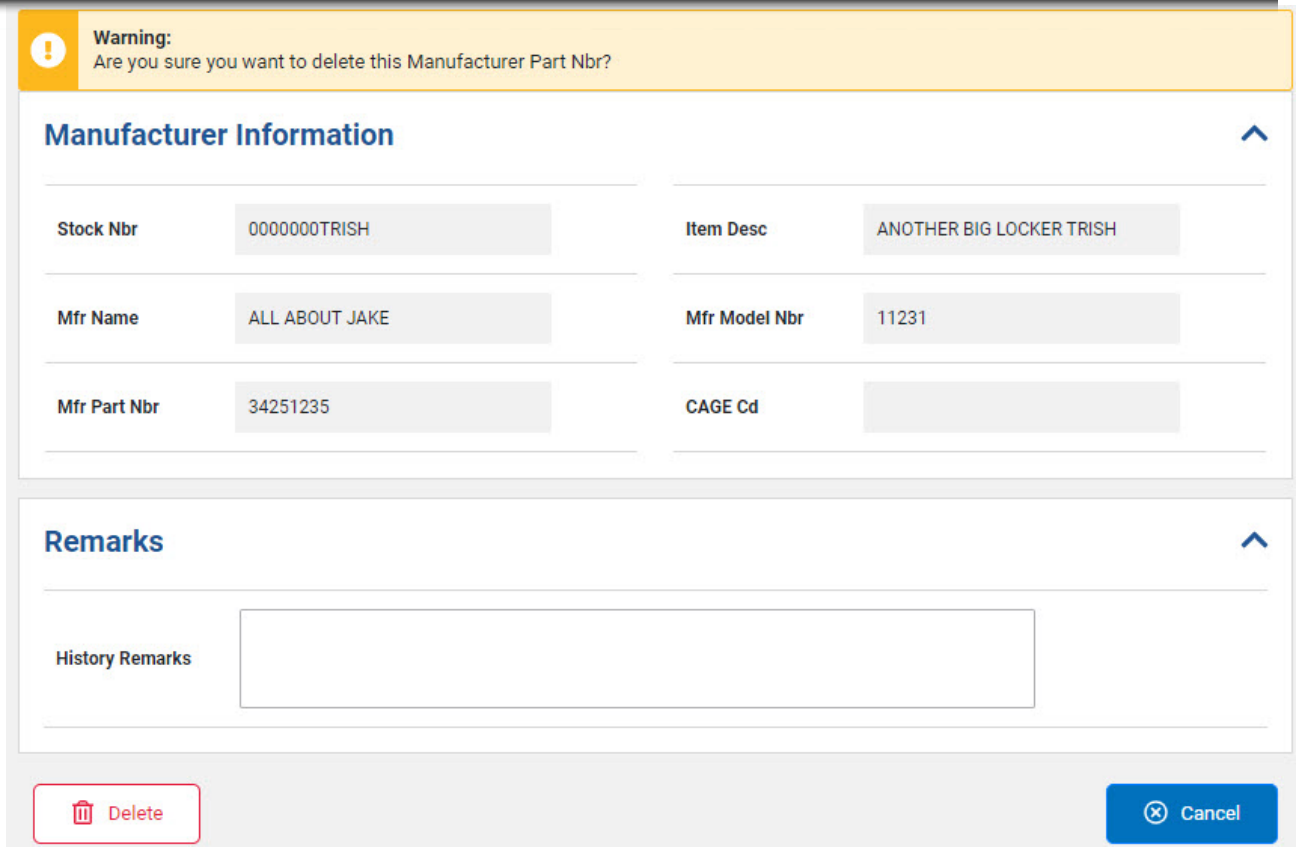
**ELMS Navigation Helpful Tips**

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 Nbr is 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 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

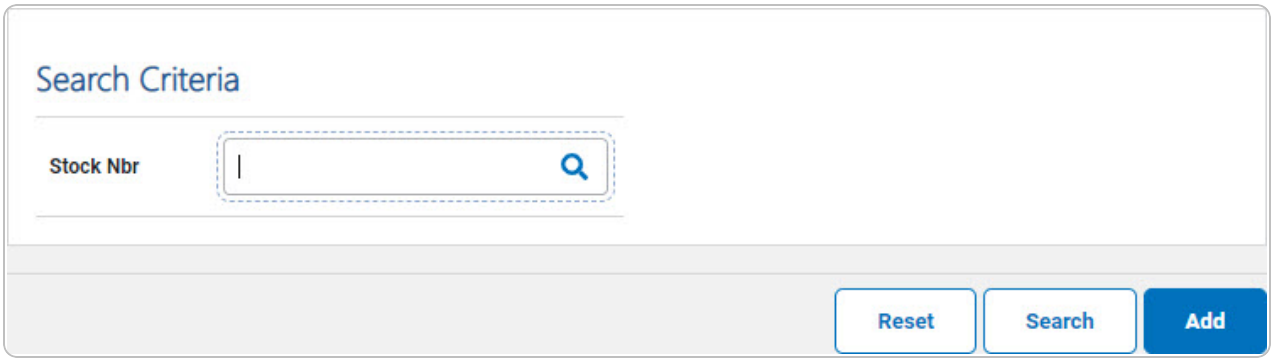
**ELMS Navigation Helpful Tips**

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.*

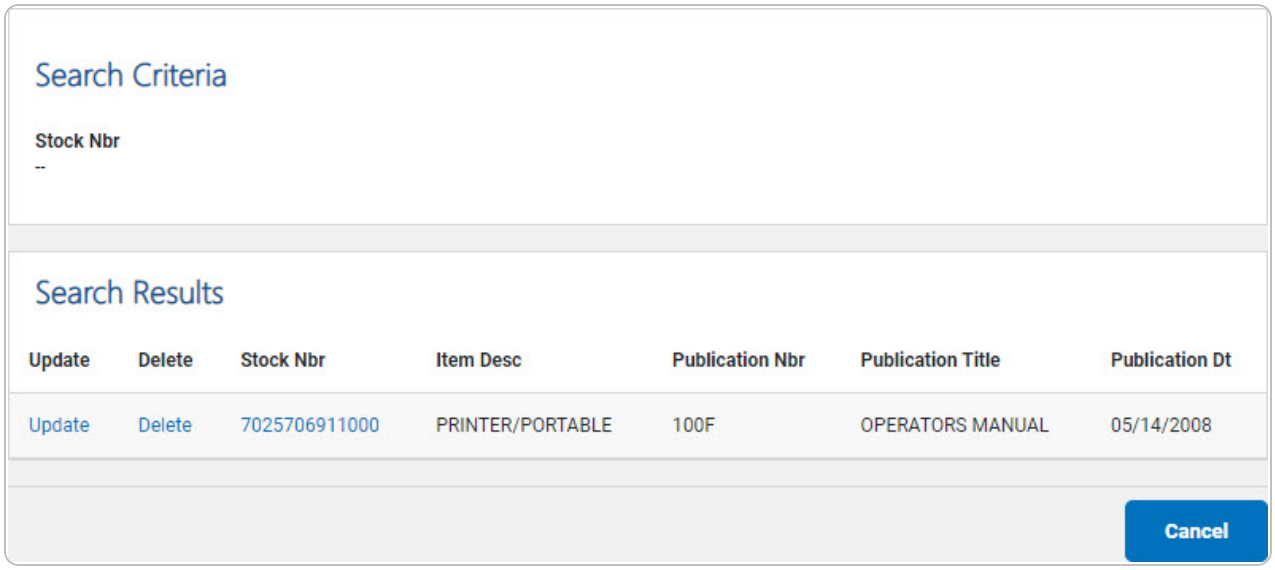
1. In the Search Criteria box, narrow the results by entering the following optional field:




- 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

# 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

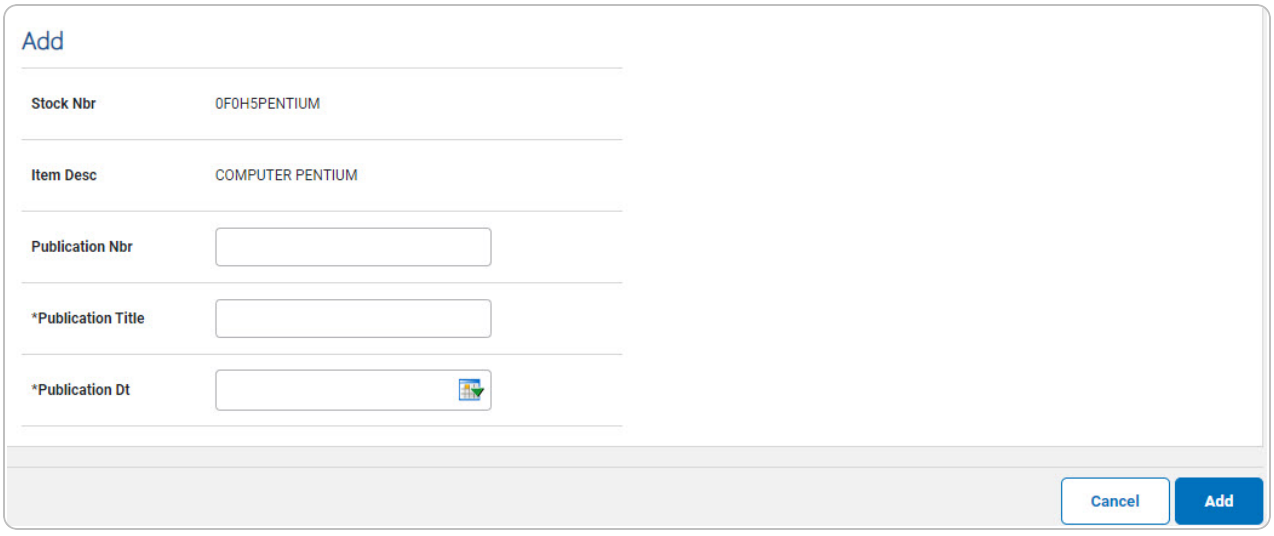
**ELMS Navigation Helpful Tips**

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

# 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

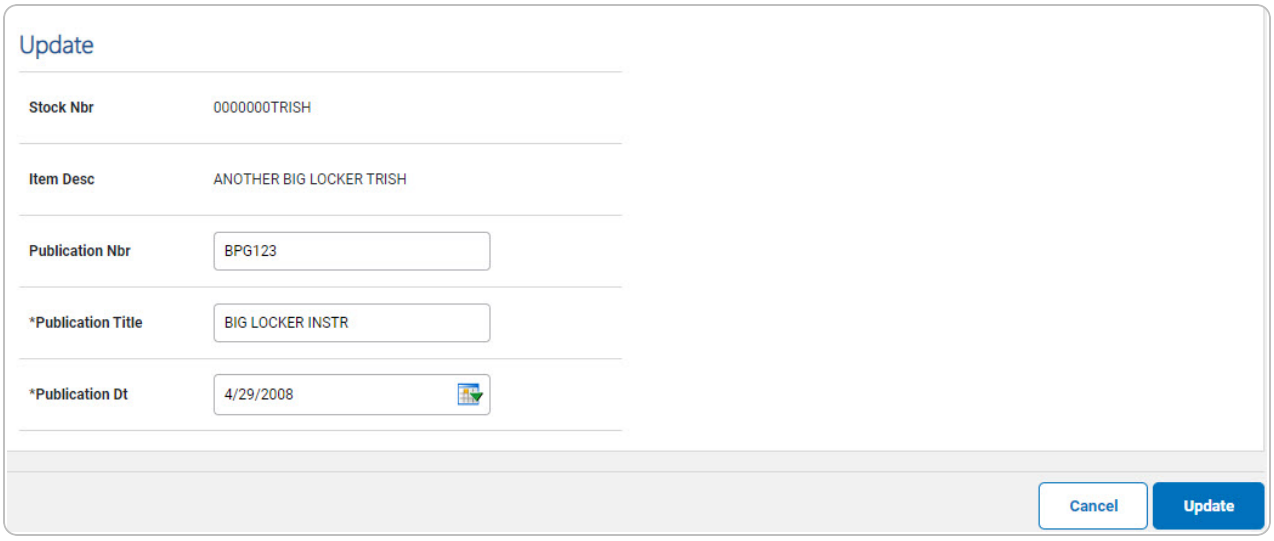
**ELMS Navigation Helpful Tips**

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

# 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

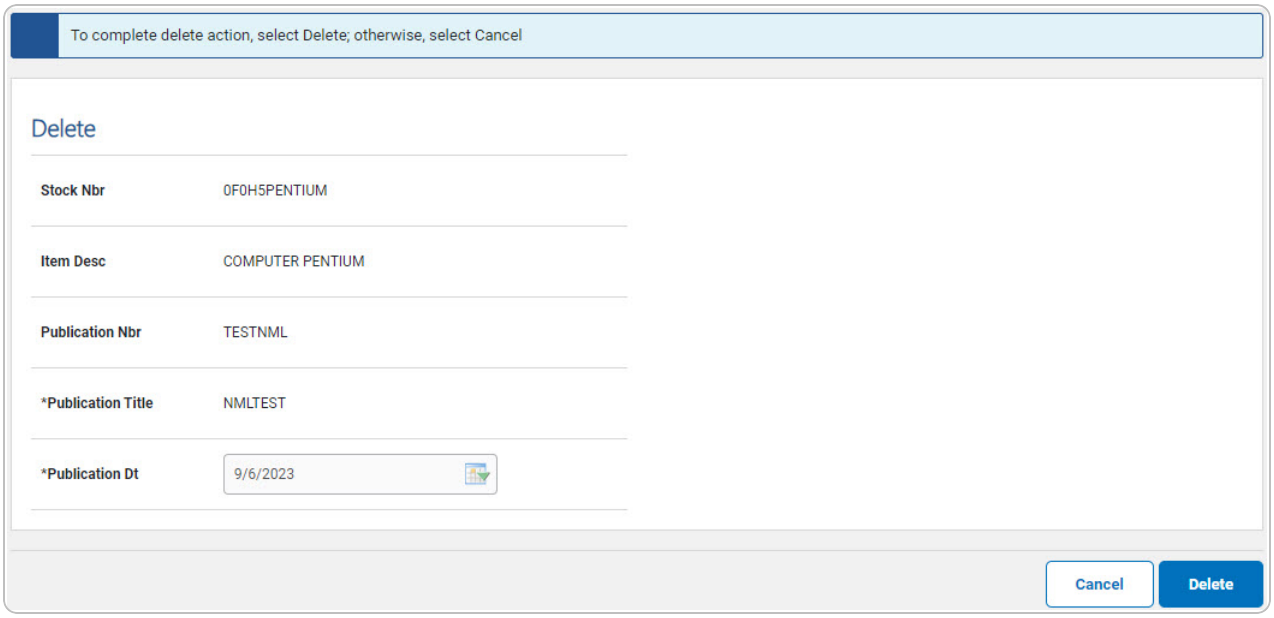
**ELMS Navigation Helpful Tips**

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

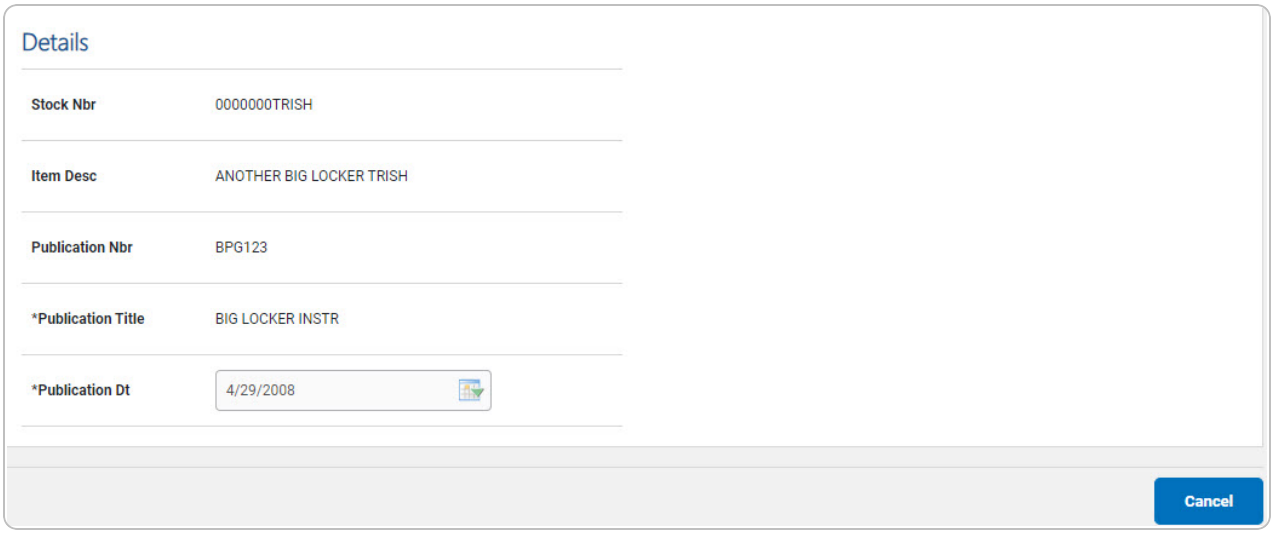
**ELMS Navigation Helpful Tips**

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

# 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

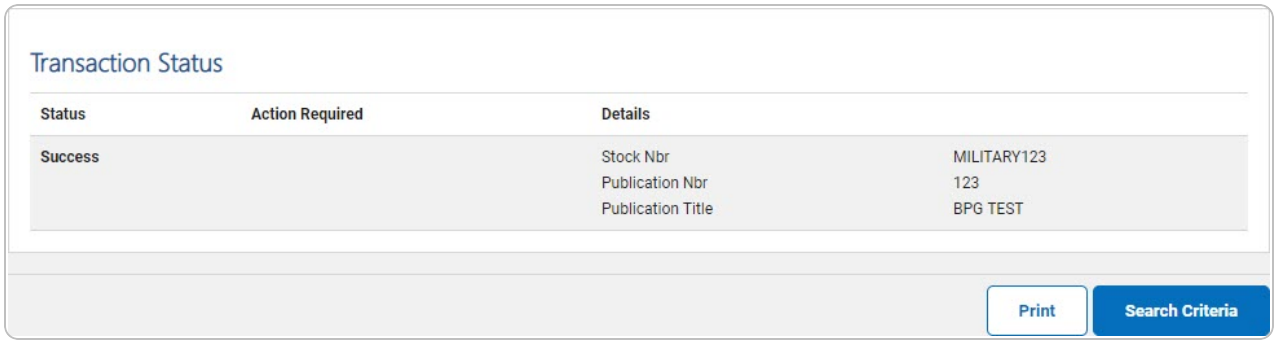
Status
Action Required
Details

# 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

# 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. |

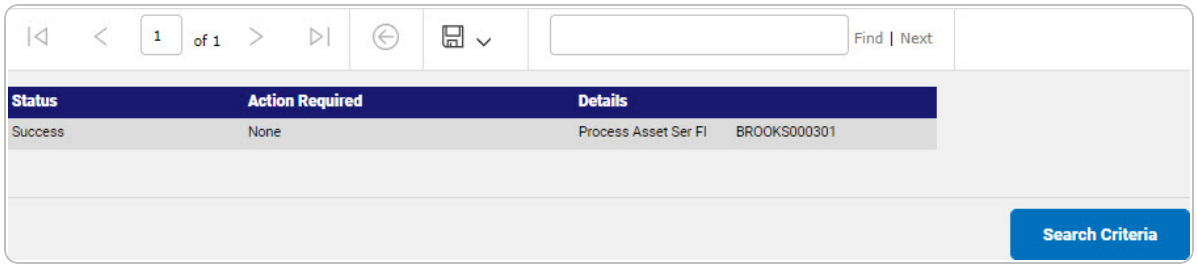
# Procedures

**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 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

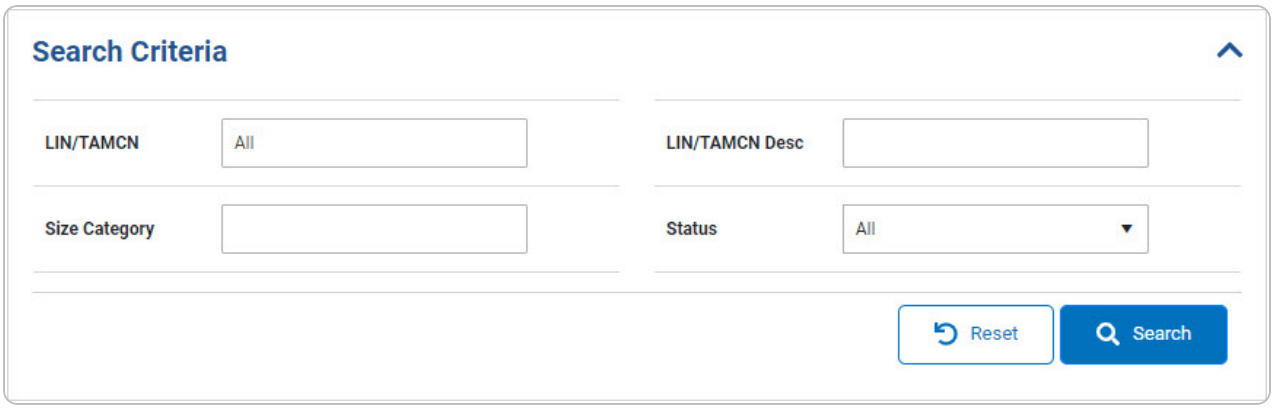
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# Search for a LIN/TAMCN Record

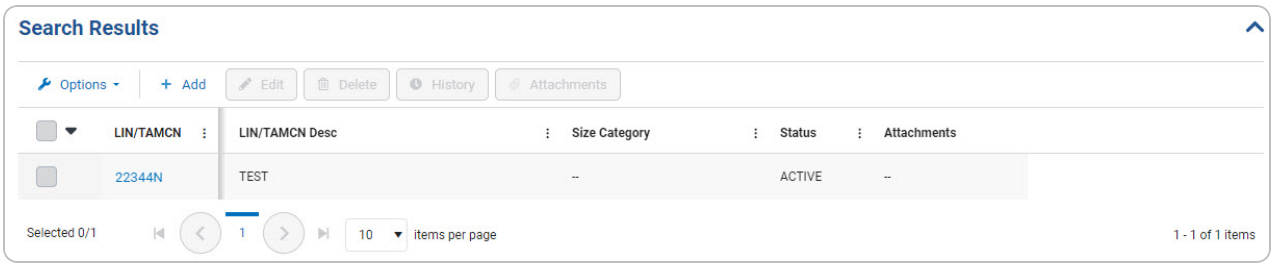
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 > 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 Panel (Add)

LIN/TAMCN *
Size Category
LIN/TAMCN Desc *

Status *

### Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

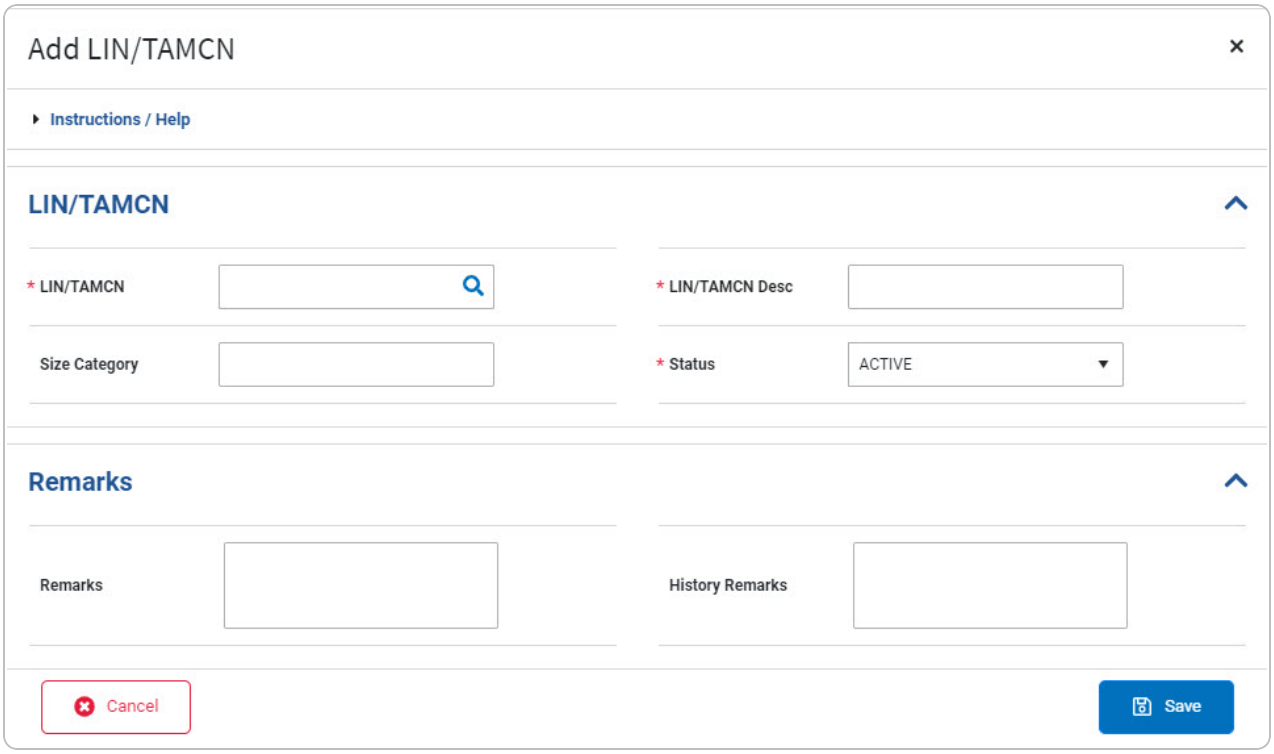
**ELMS Navigation Helpful Tips**

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.*

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

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
- External Line Item Number/Table of Authorized Materiel Control Number Browse

# 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

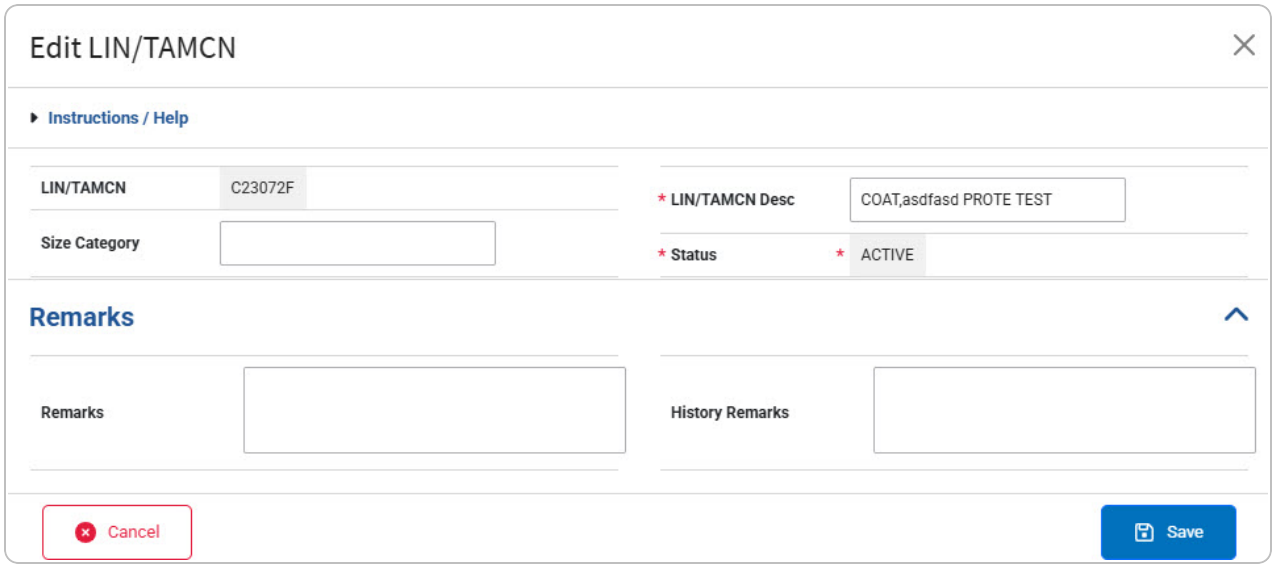
**ELMS Navigation Helpful Tips**

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 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 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

# 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

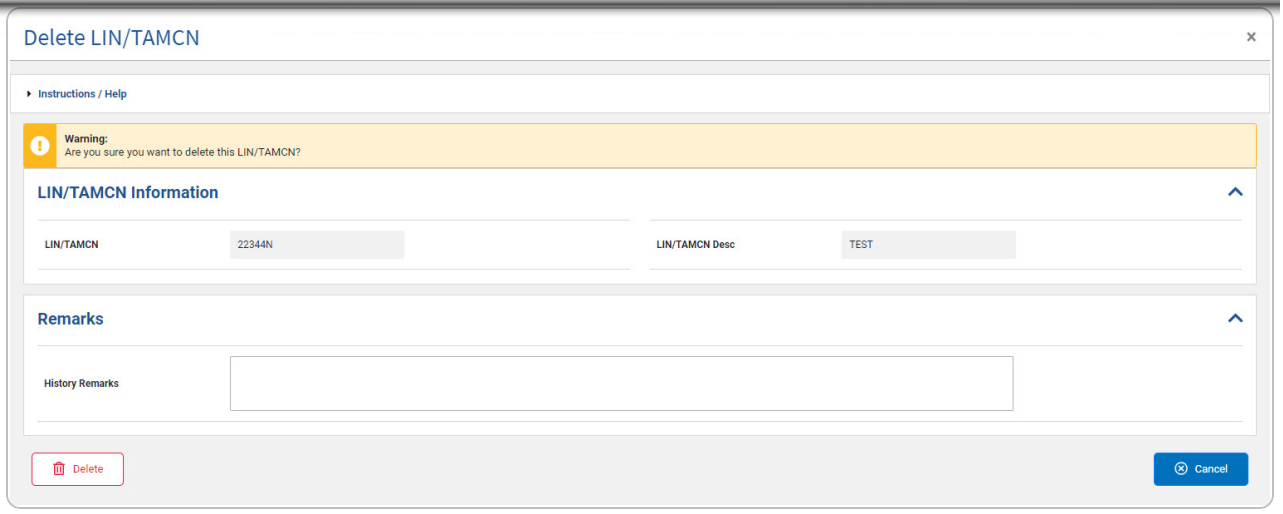
**ELMS Navigation Helpful Tips**

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.*

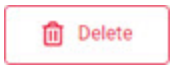



A. *Verify the LIN/TAMCN.*

B. *Verify the LIN/TAMCN DESC.*

C. *Complete the Remarks panel.*

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

3. Select 

. *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

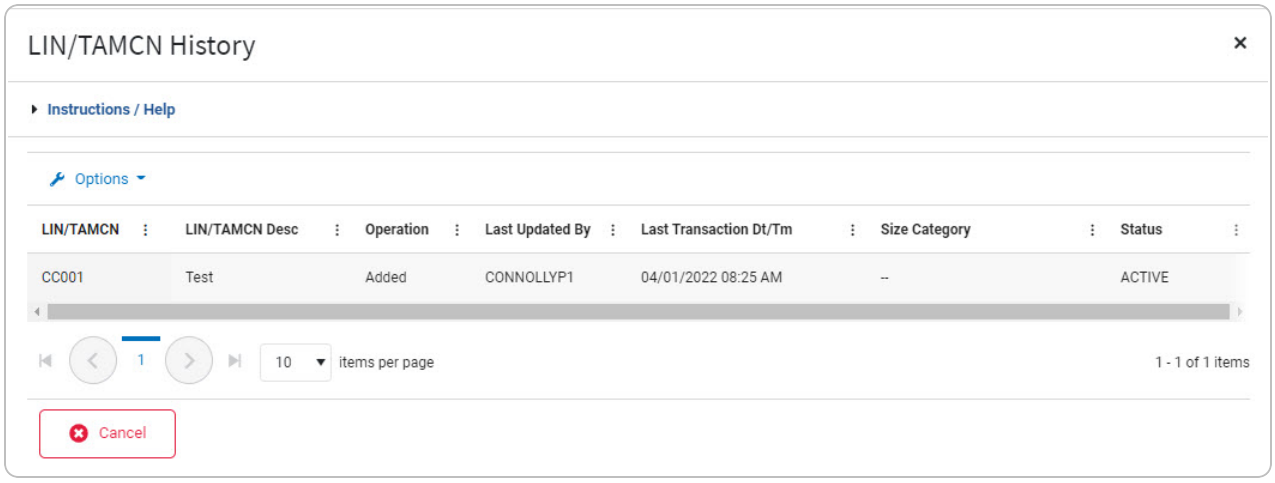
**ELMS Navigation Helpful Tips**

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

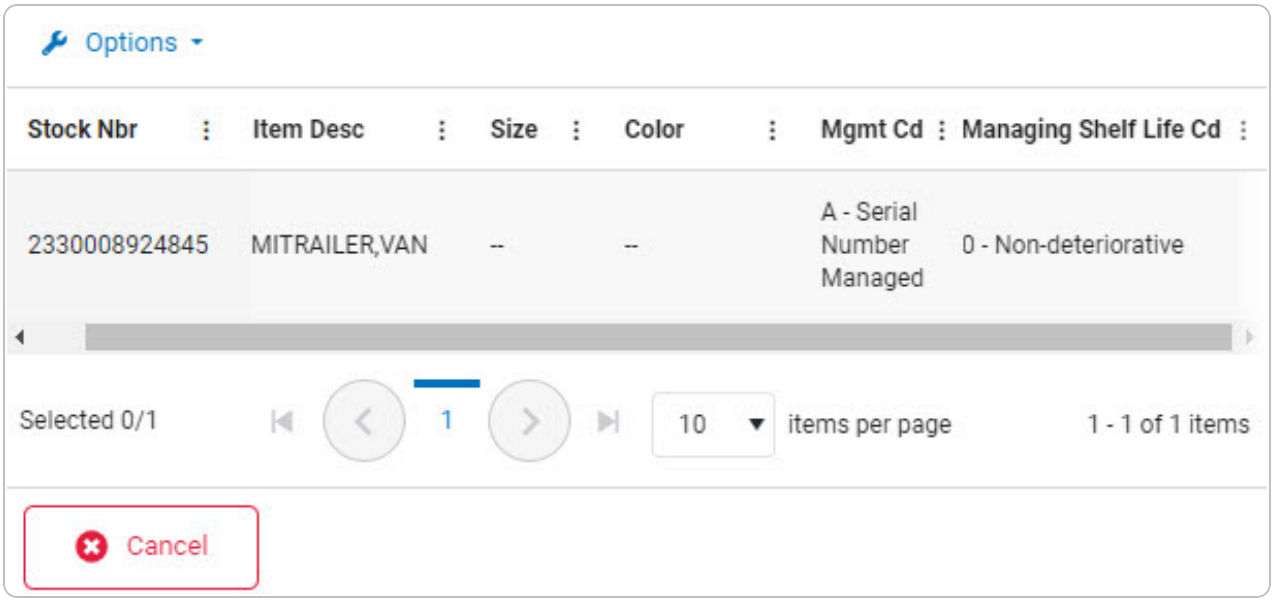
**ELMS Navigation Helpful Tips**

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

# 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

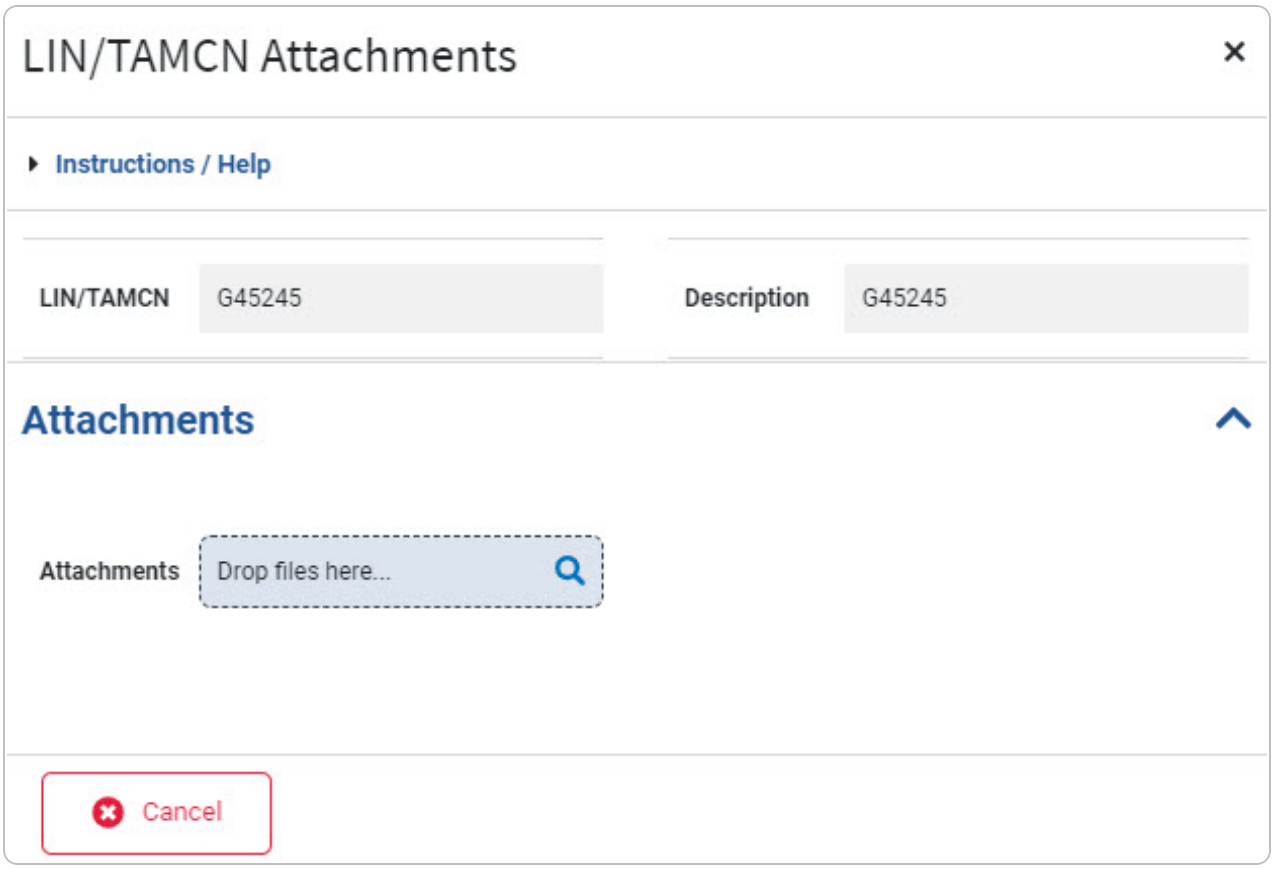
# Procedures

**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.*

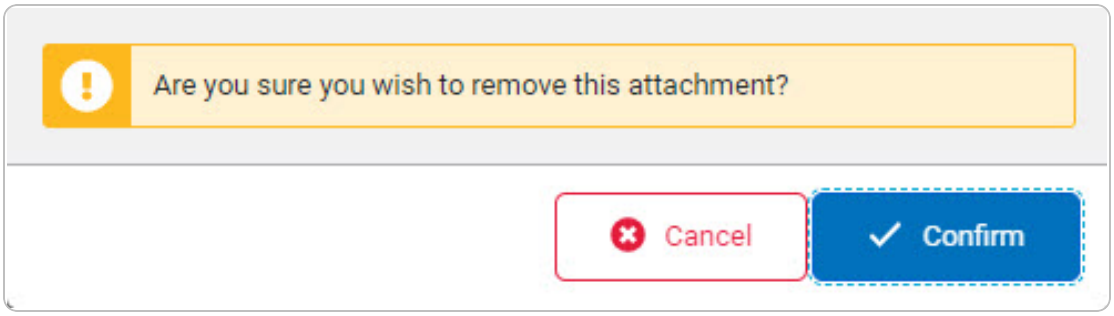
B. *Verify the Description.*

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

# 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

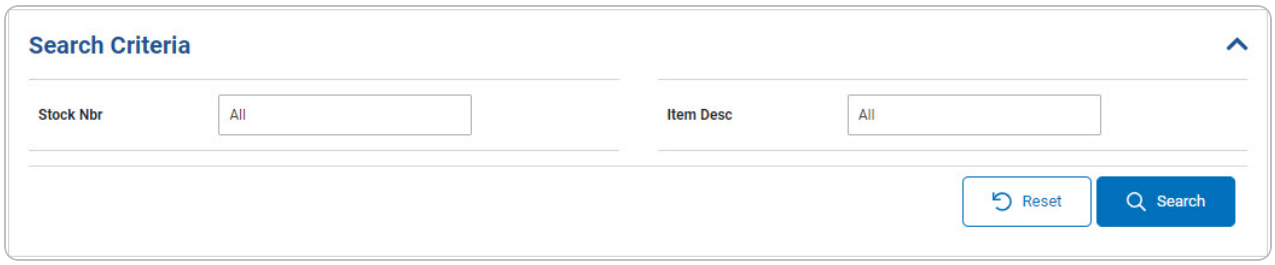
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search For a SKO

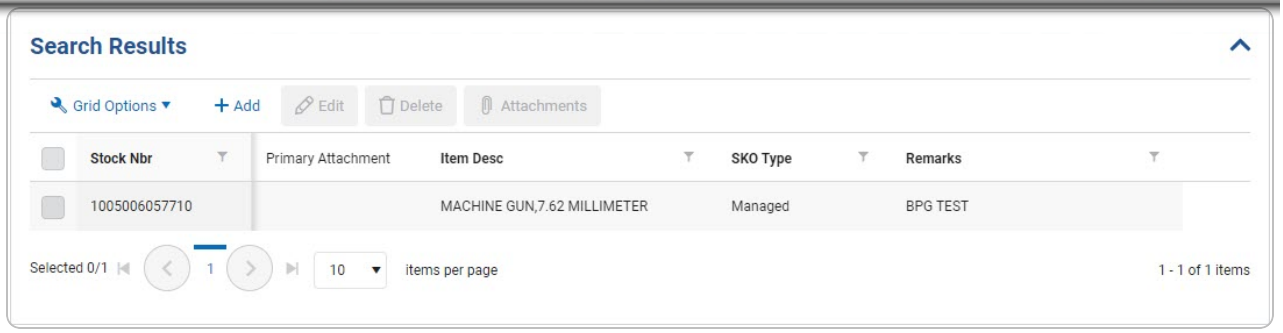
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

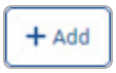
- Add a SKO Catalog
- Update a SKO Catalog
- Delete a SKO Catalog
- View the SKO Details

# 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

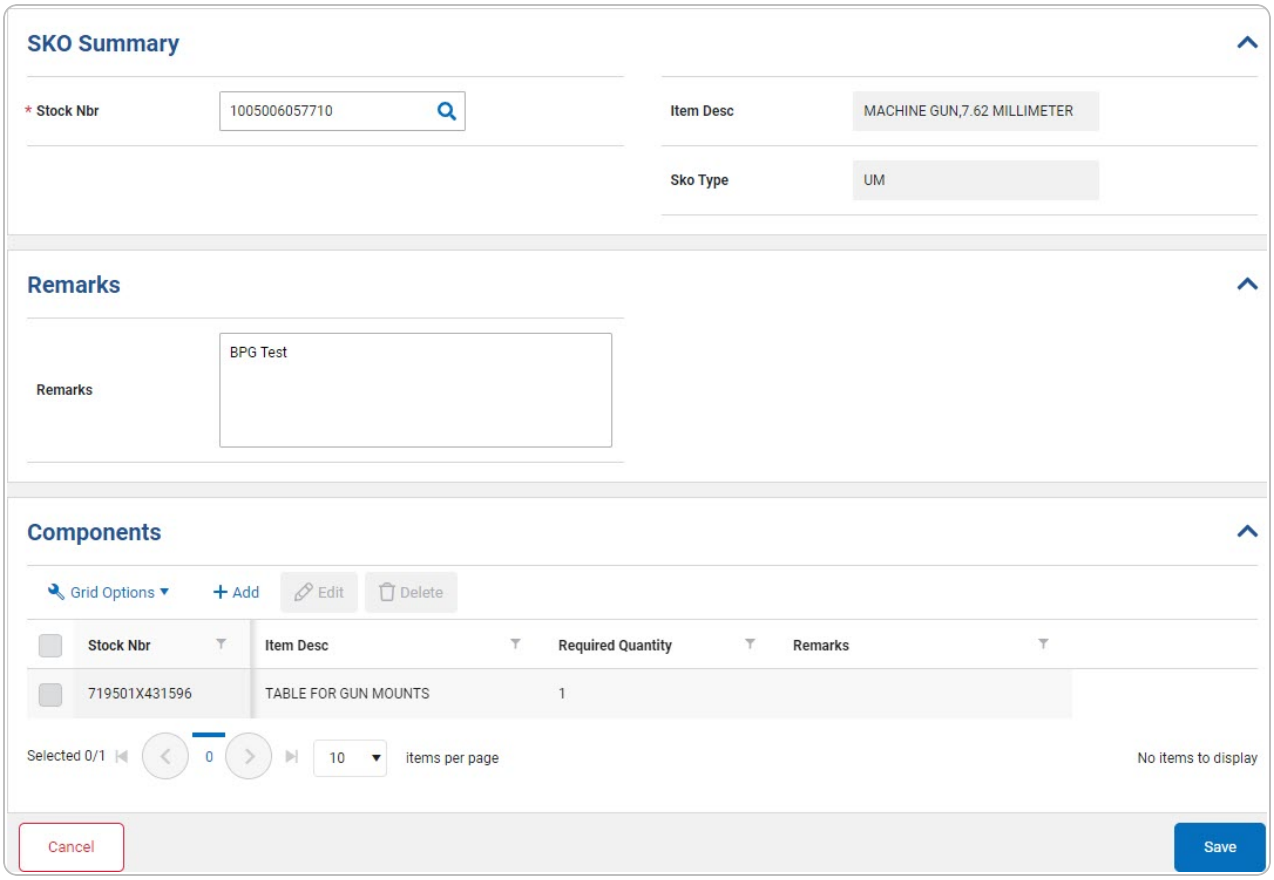
**ELMS Navigation Helpful Tips**

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 256 alphanumeric character field.*

4. *Enter 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.*

5. Select Save. *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

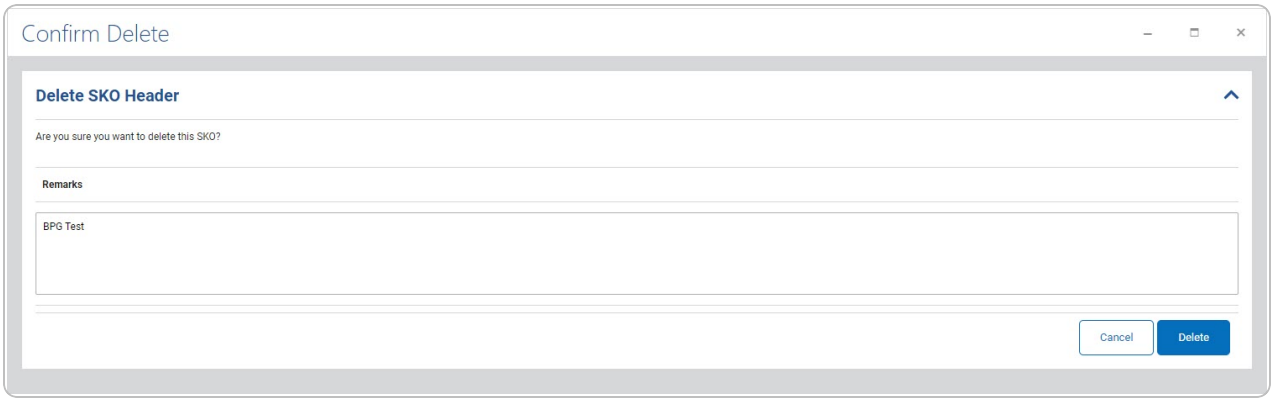
**ELMS Navigation Helpful Tips**

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 256 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

# 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**

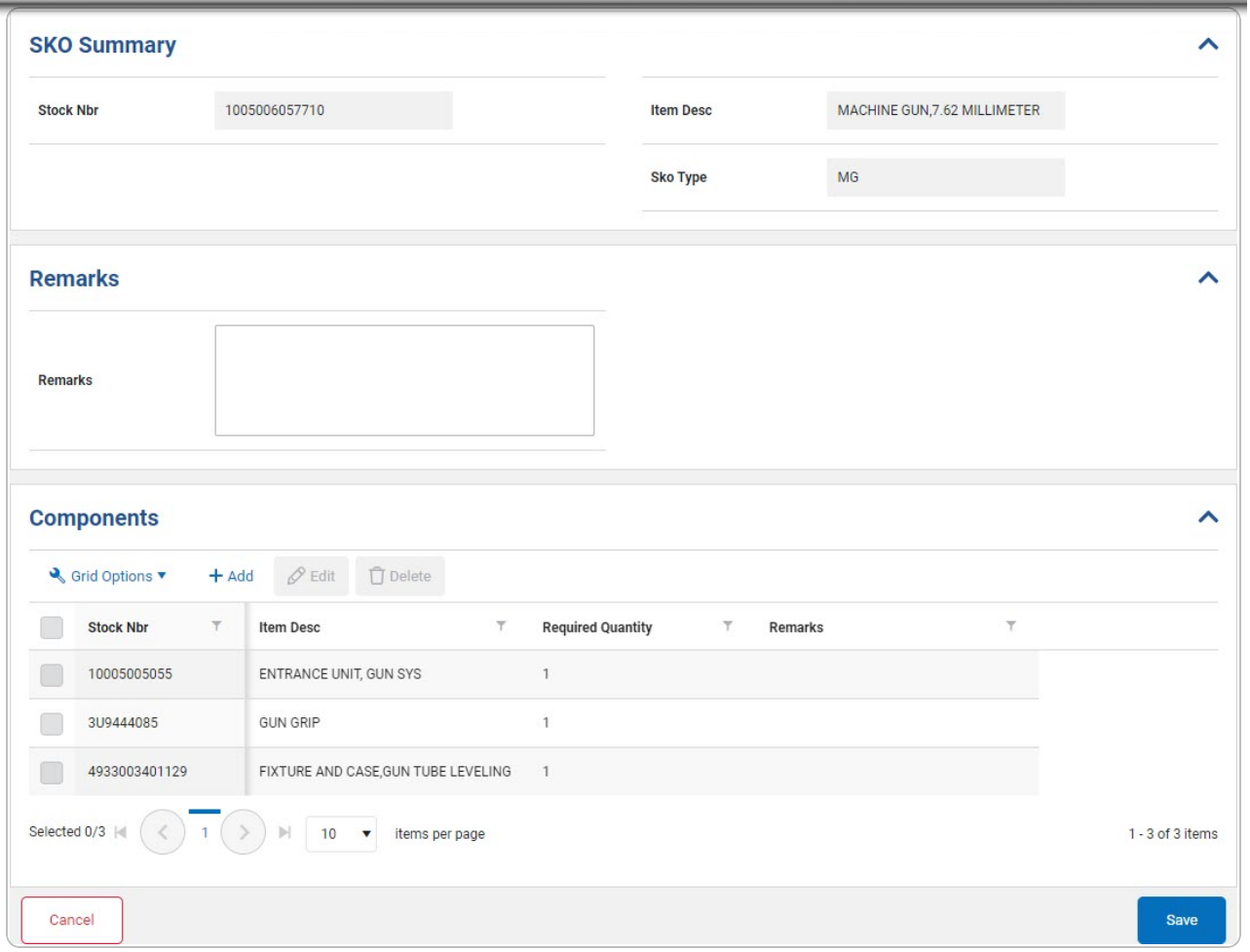


Click the following link to display Warehouse Navigation Tips.

### 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 256 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

# 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

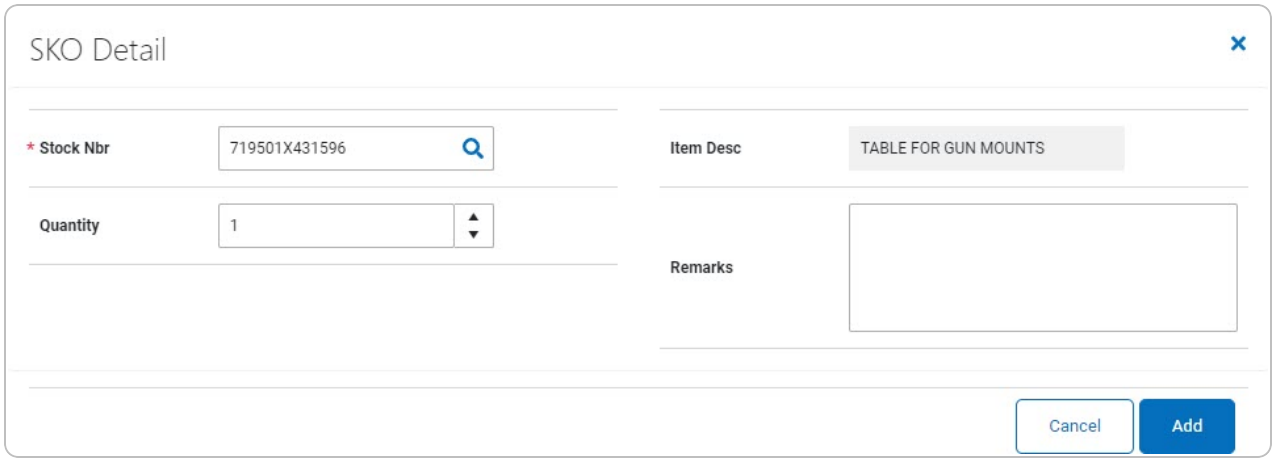
**ELMS Navigation Helpful Tips**

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.

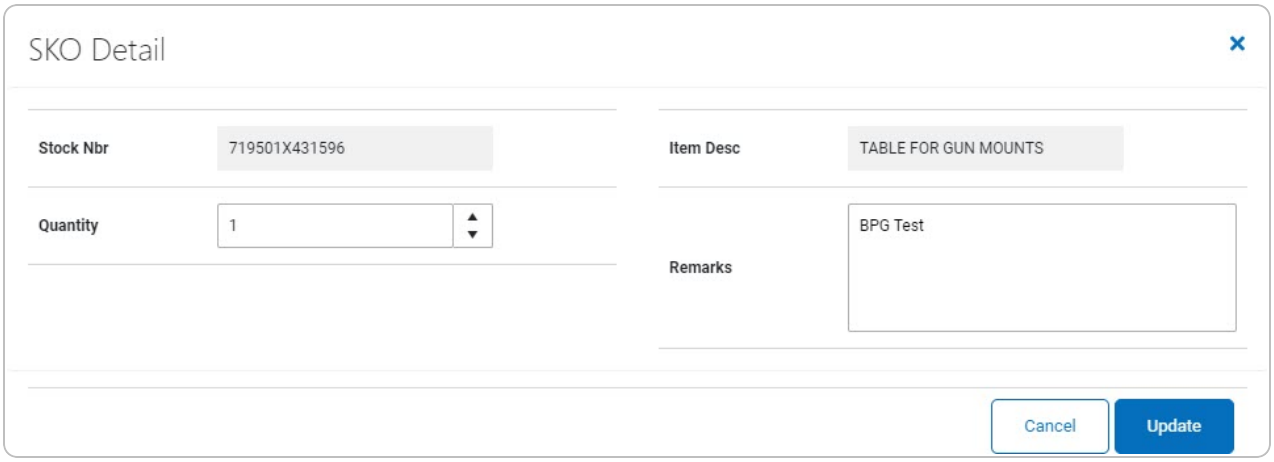
C. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

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

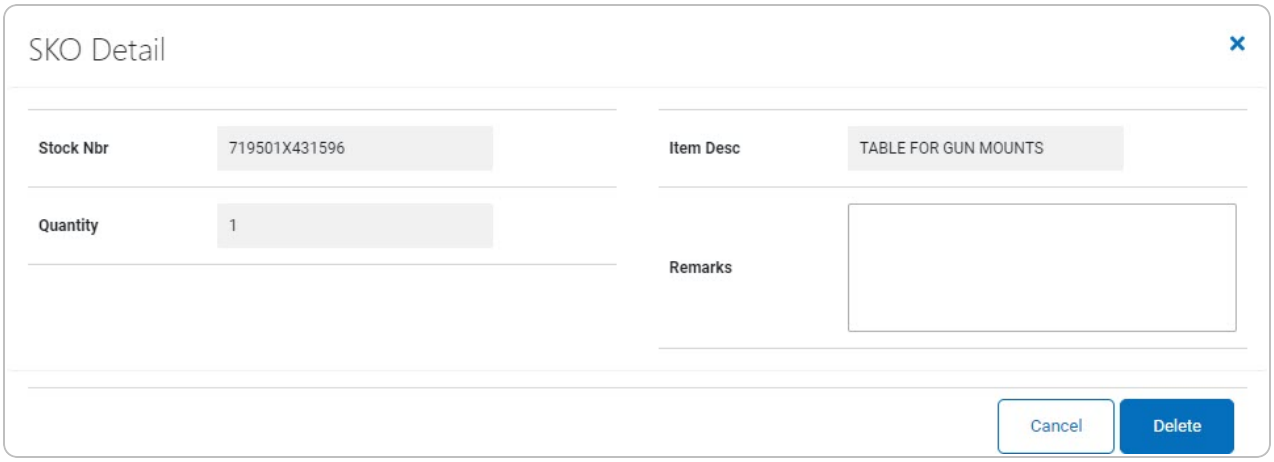
   C. *The ITEM DESC automatically populate and is not editable.*

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

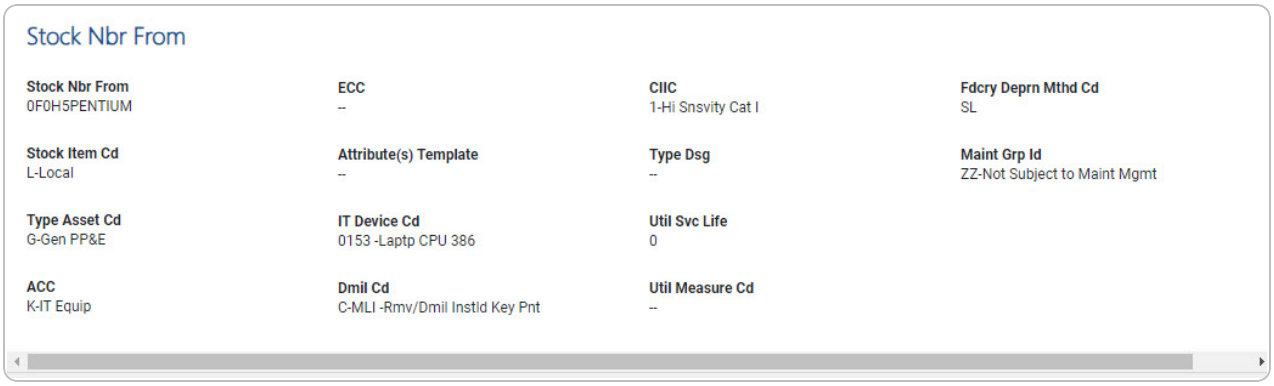
**ELMS Navigation Helpful Tips**

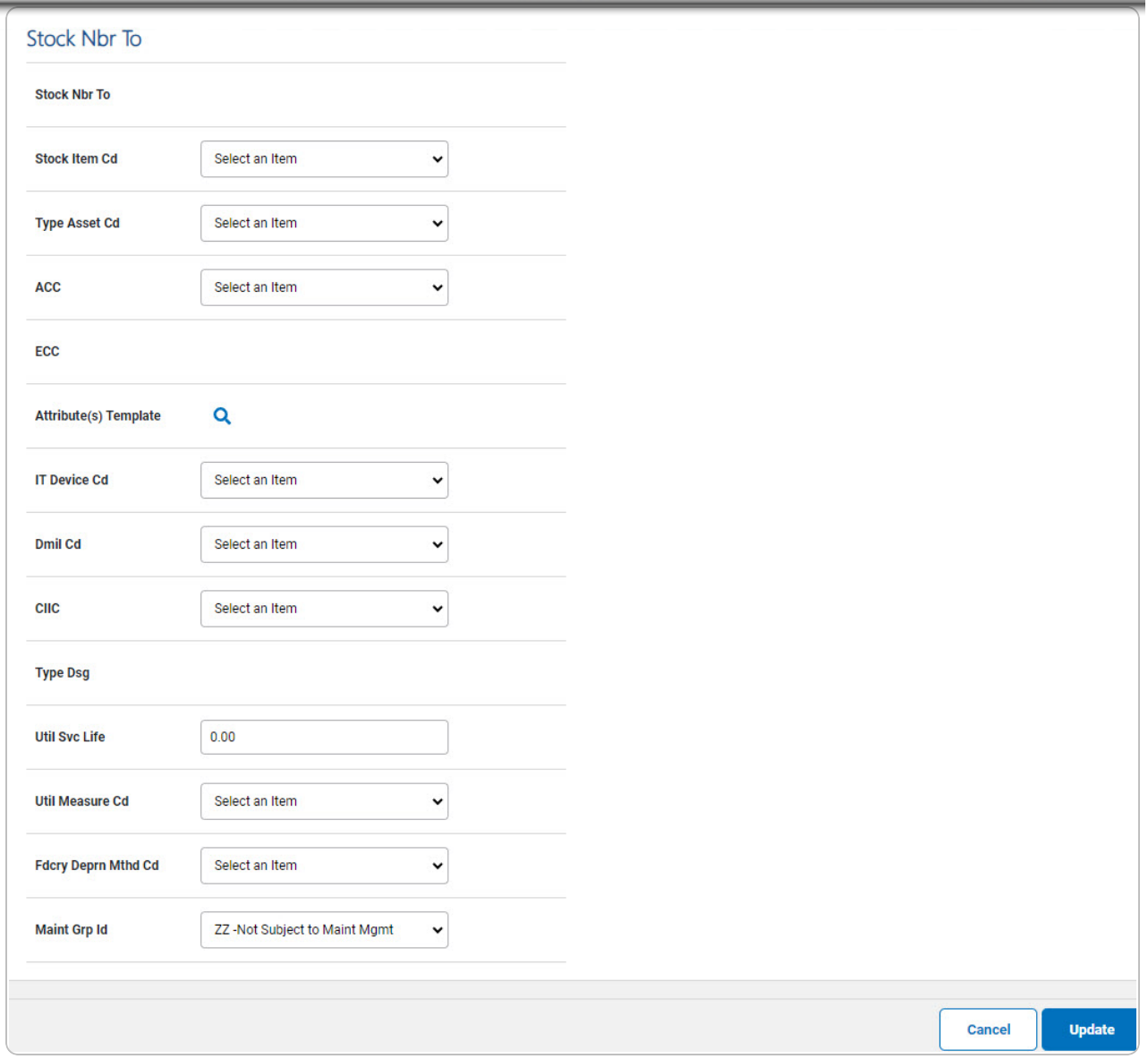
Click the following link to display PA Navigation Tips.

## 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

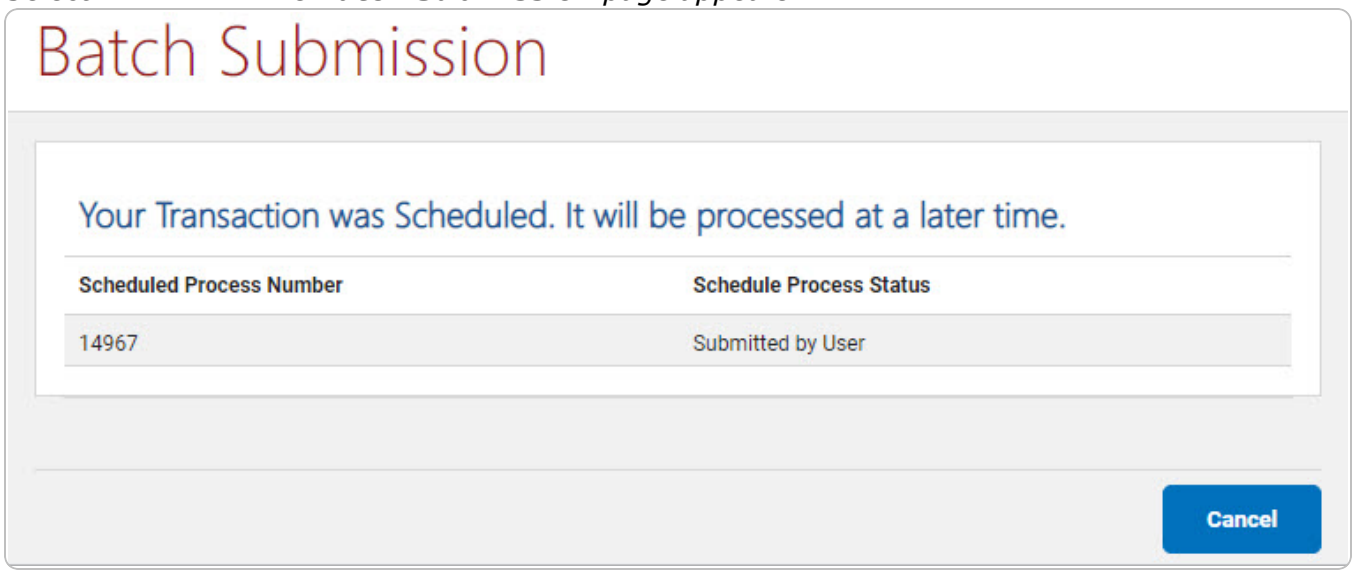
**ELMS Navigation Helpful Tips**

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 Grid

**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.

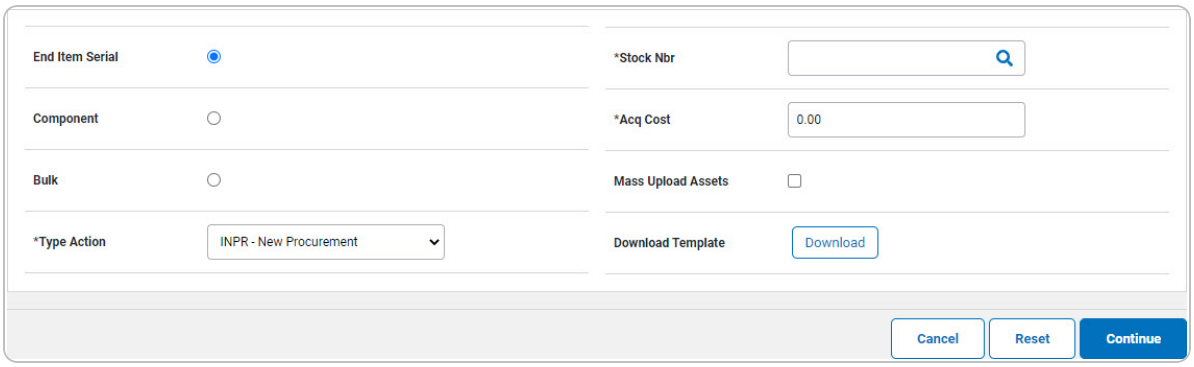
## Add an Asset

*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.*

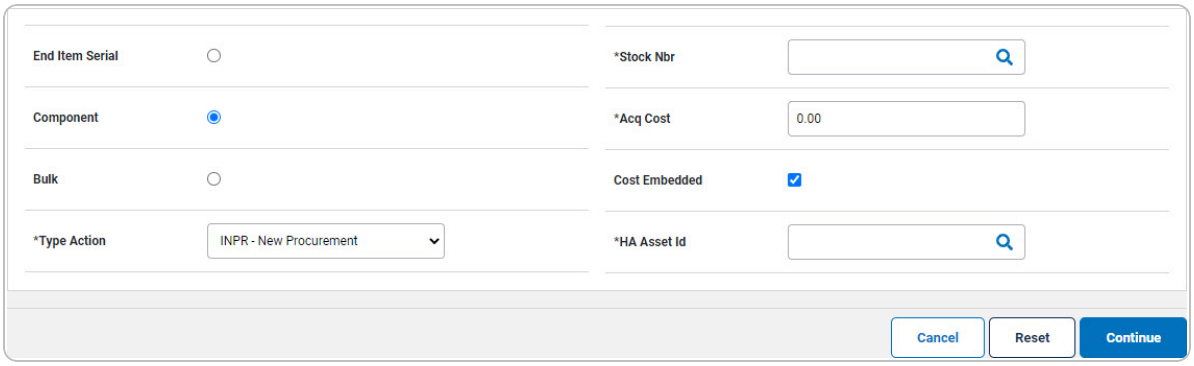
Stock Number Browse help

**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 help

**D.** Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

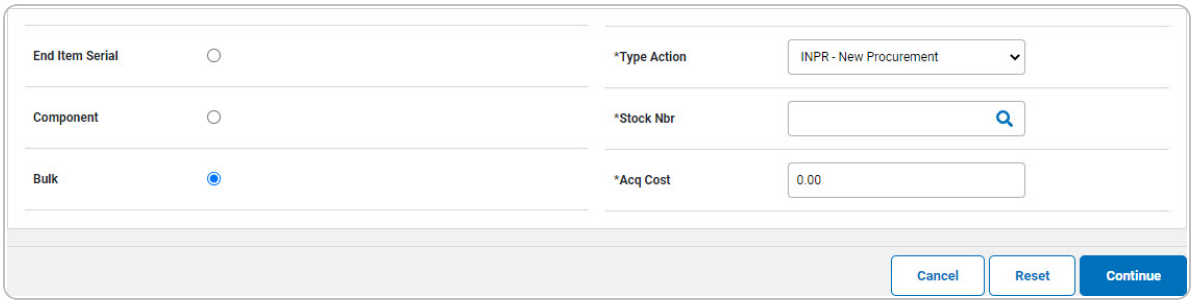
E. Click ☐ to select Cost Embedded.

F. Update the HA ASSET ID by using 🔍 to browse for the entry. *This is a 15 alpha-numeric character field.*

Higher Assemblage Browse help

**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 help

**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
- Stock Number Browse
- Higher Assemblage Browse

# 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 Grid

### 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

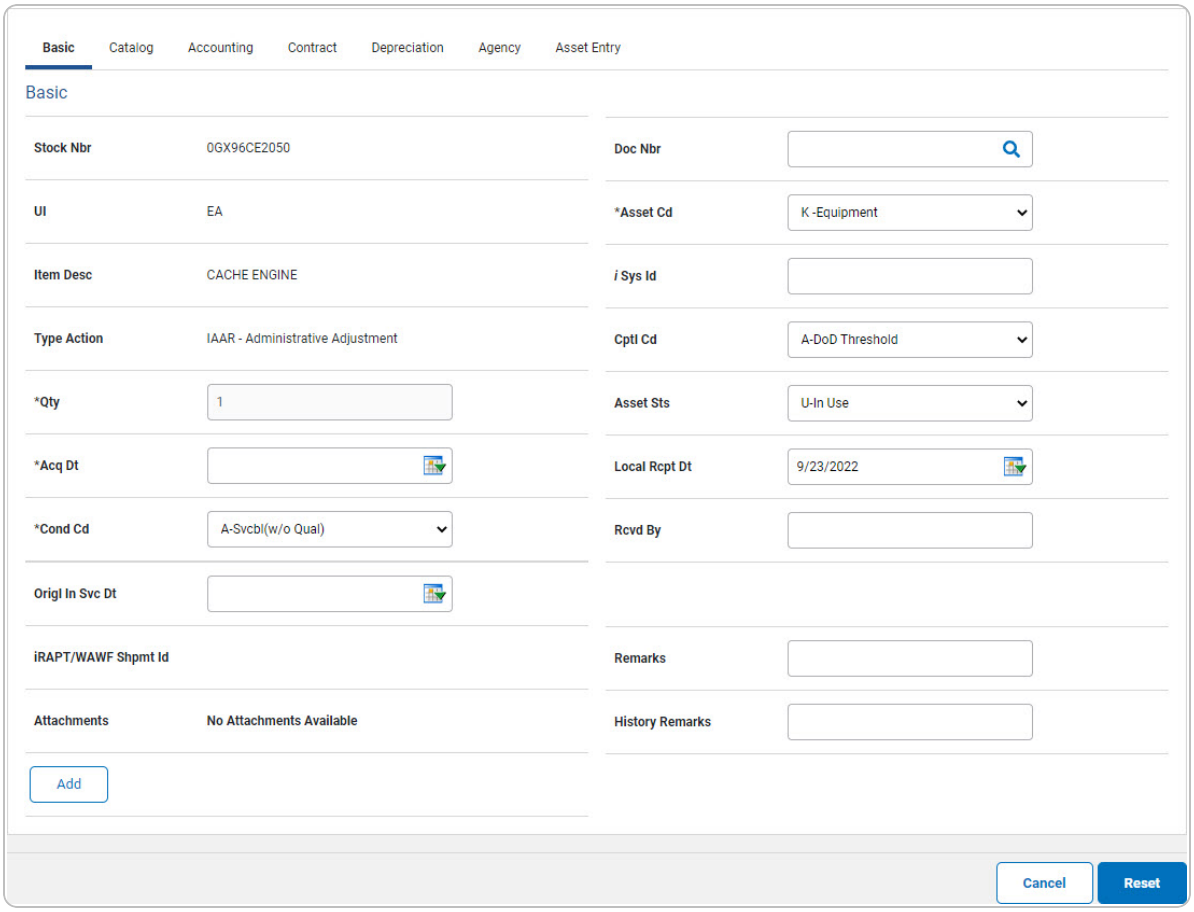
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 help

**I.** Use to select the Asset Cd.

**End Item Serial**




**a.** *The QTY automatically populates and is not editable.*

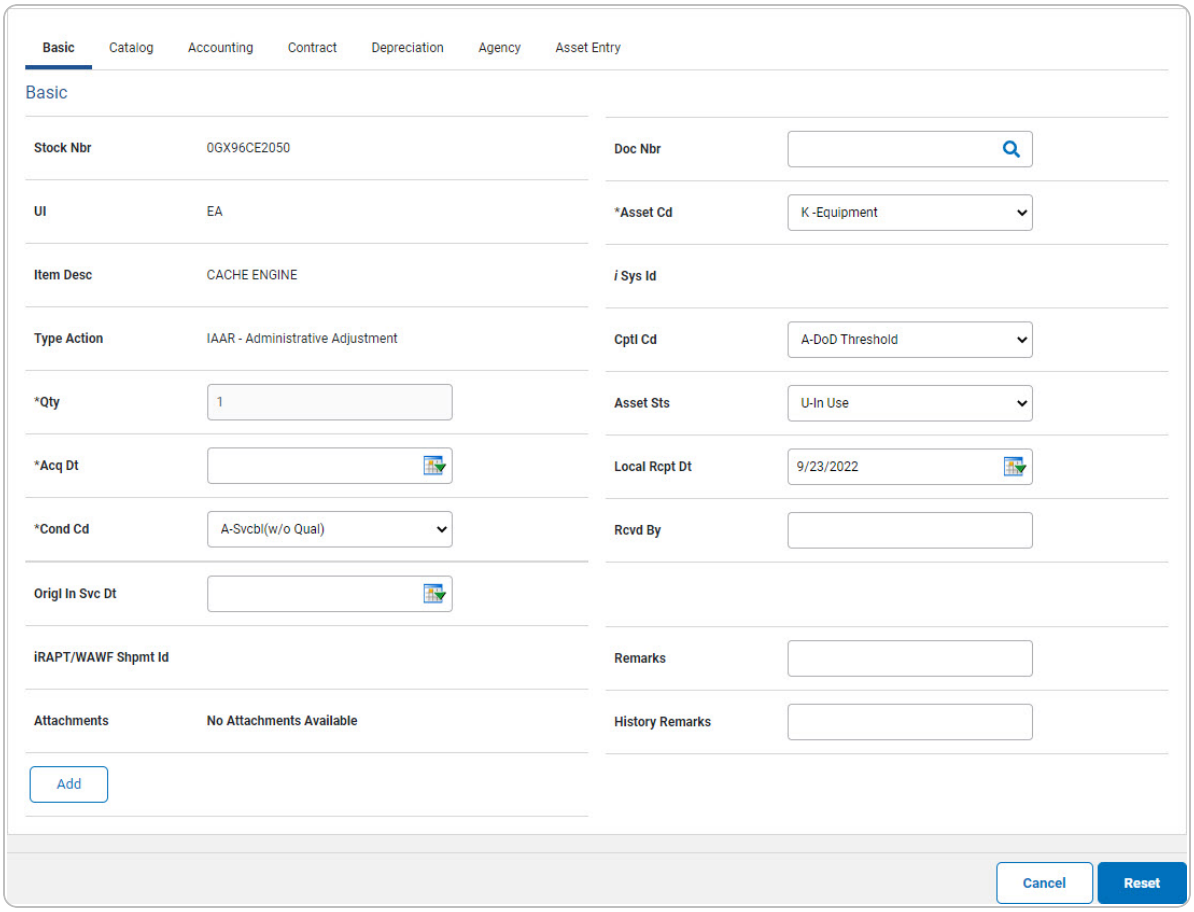
b. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

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.*

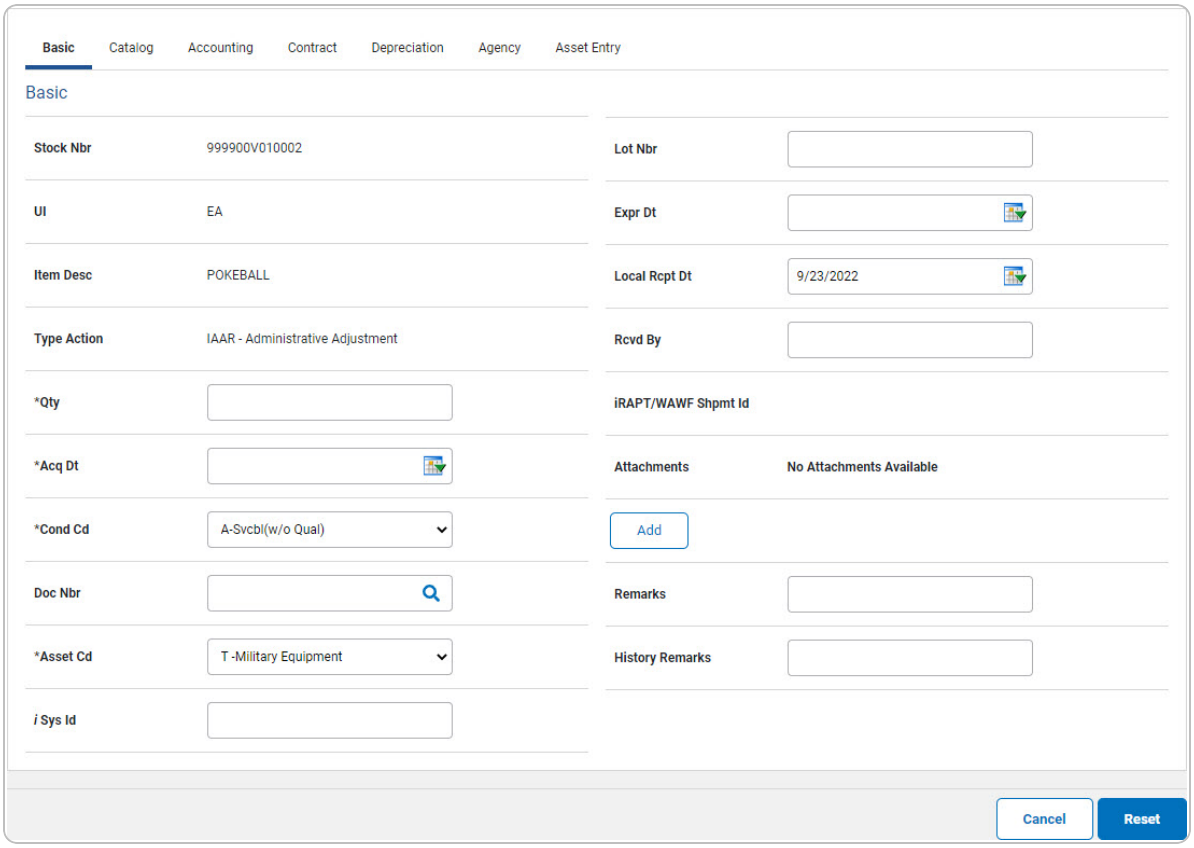
b. *The SYS ID automatically populates and is not editable.*

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 **Attachment Add** page appears.*

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

O. Enter the History Remarks in the field provided. *This is a 256 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 help

H. *The MFR NAME automatically populates and is not editable.*

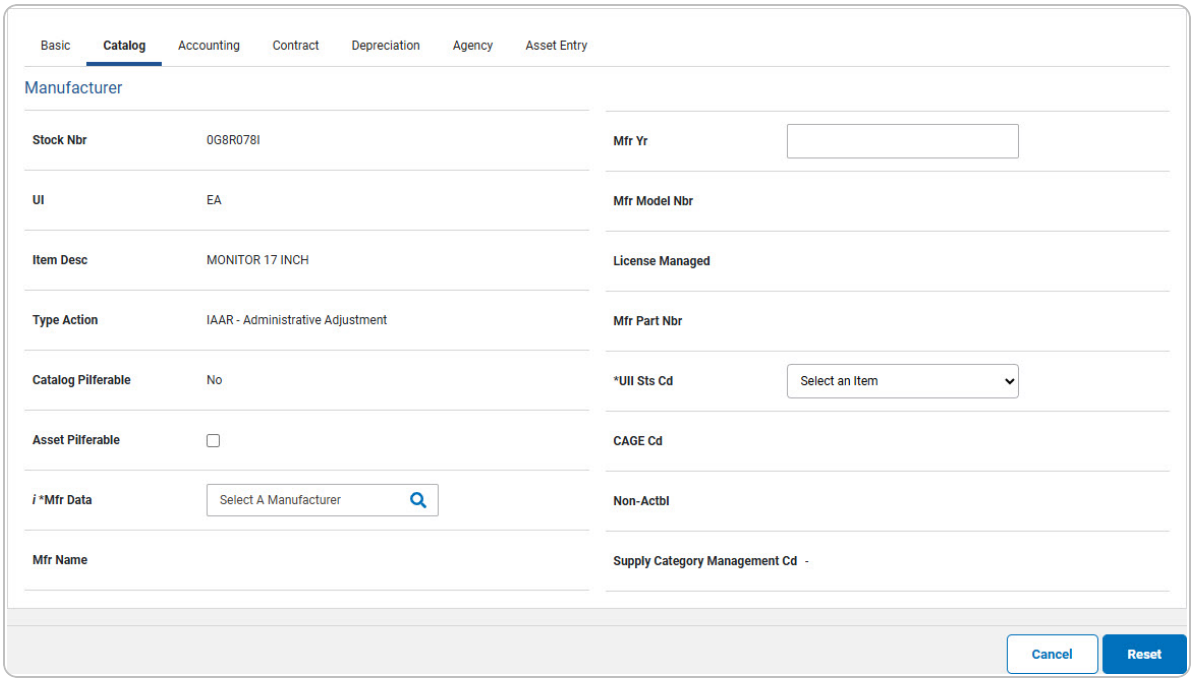
**I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

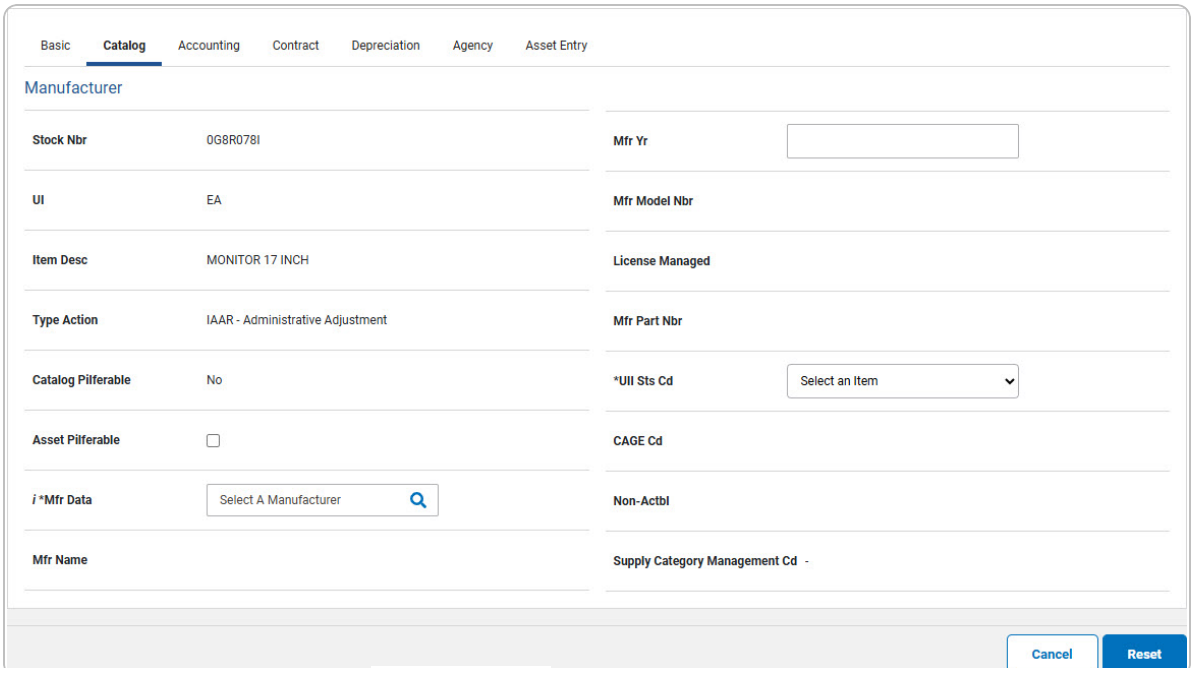
L. *The MFR PART NBR automatically populates and is not editable.*

## End Item Serial



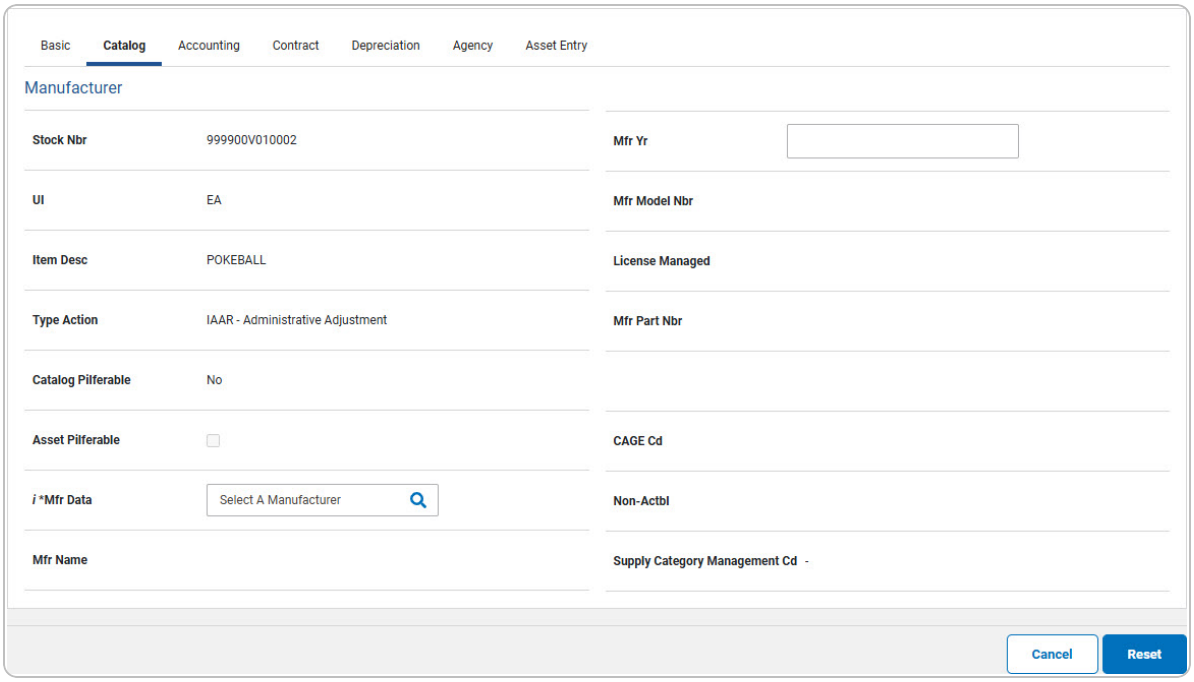

a. Use ⌄ to select the UII Sts Cd.

## Component



**a.** Use ⌄ to select the UII Sts Cd.

**Bulk**



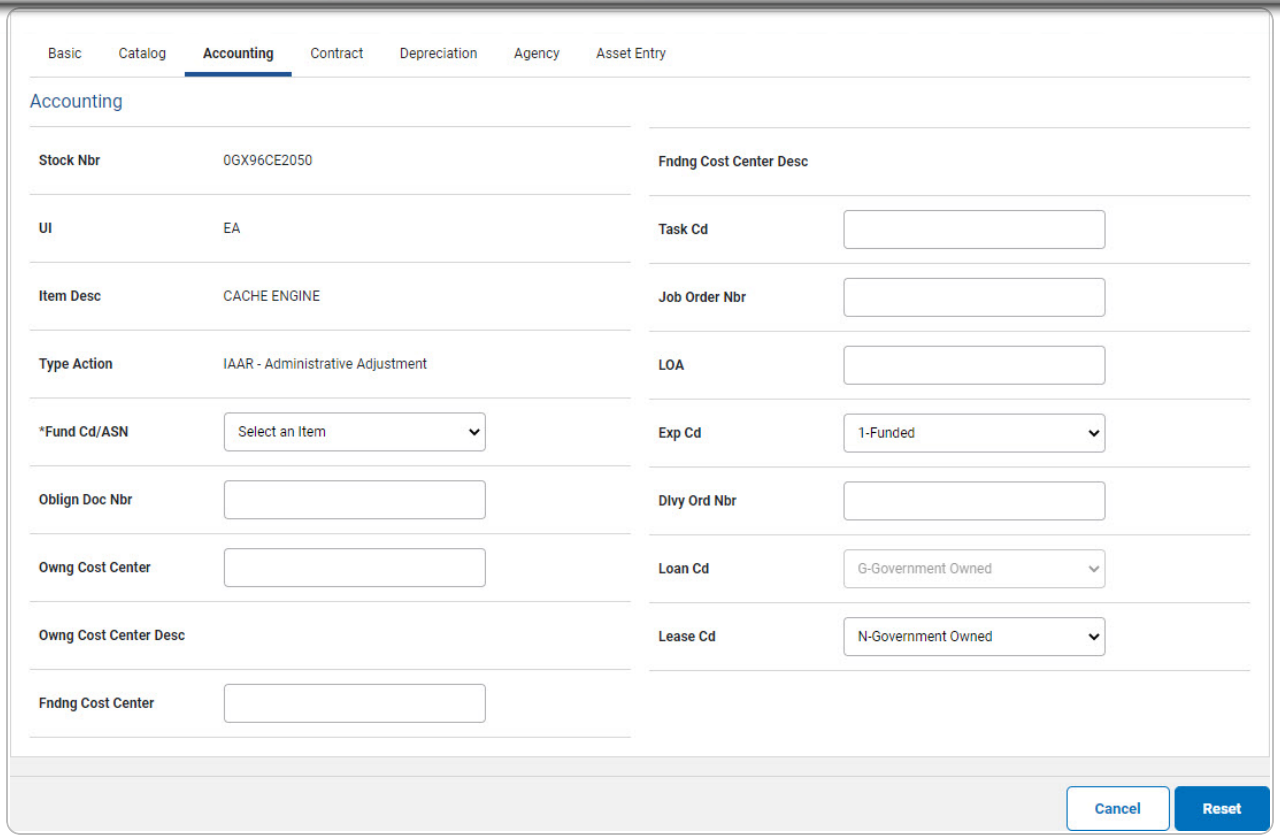

no additional fields

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 help

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 help

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 help

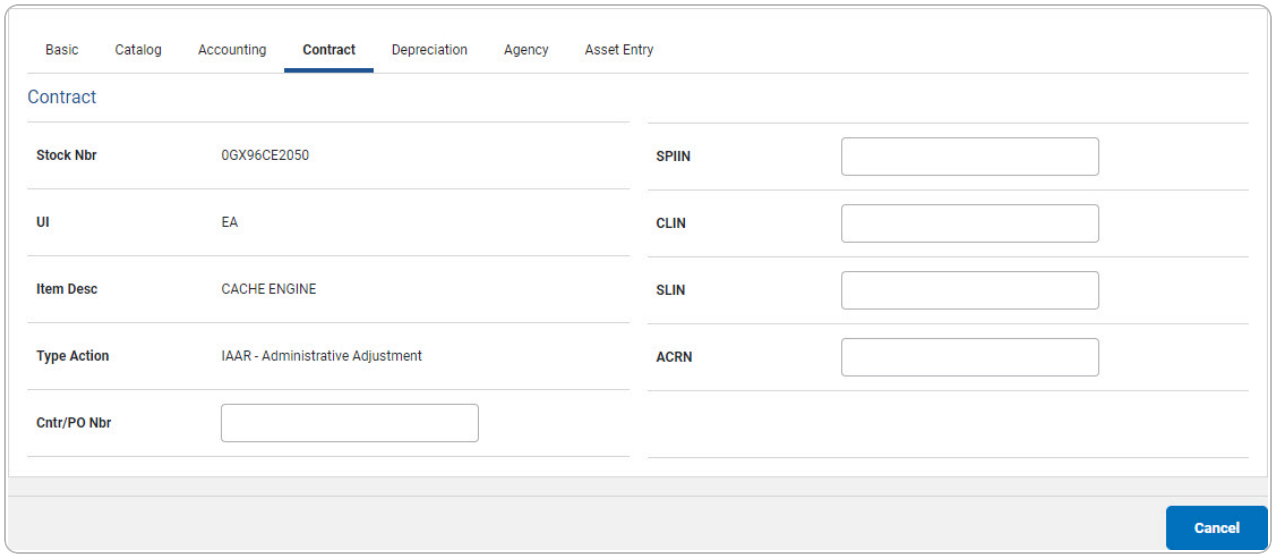
N. Use to select the Exp Cd.

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.*

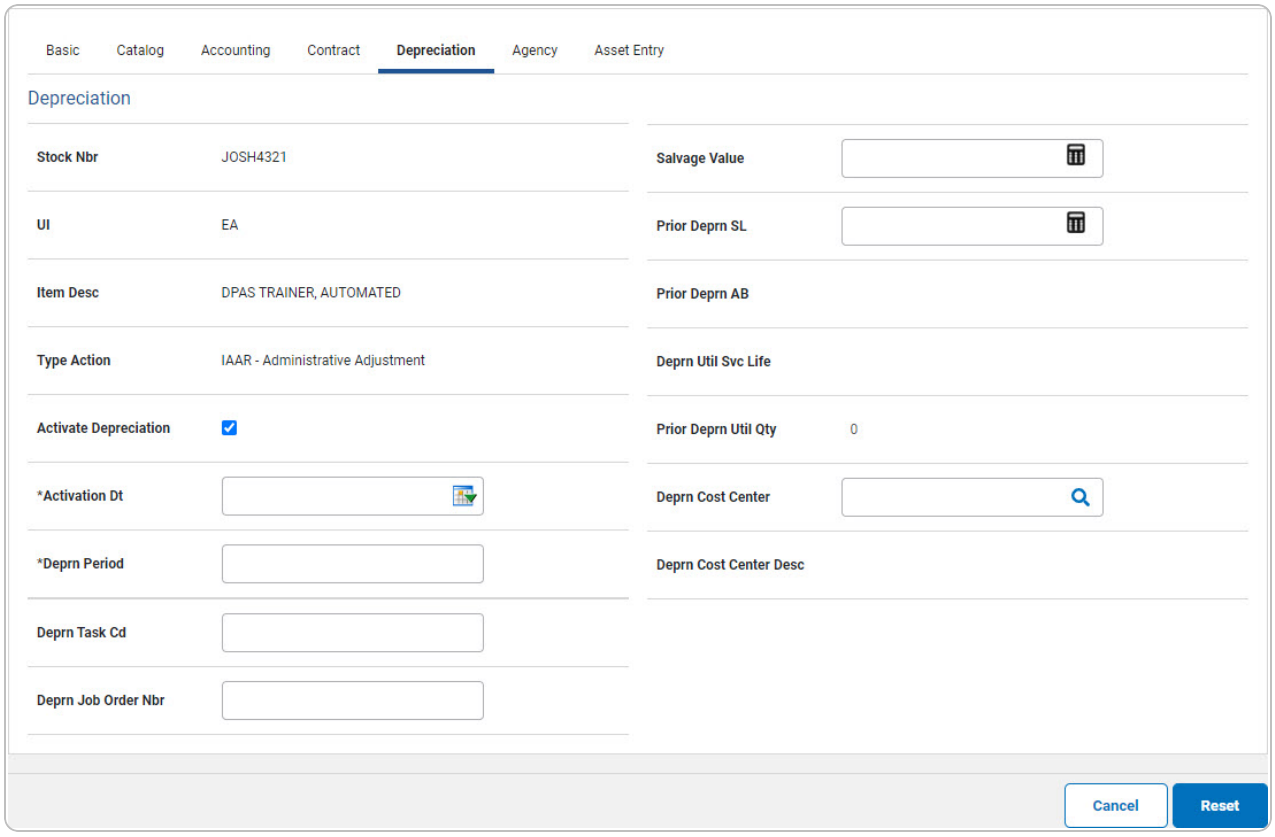
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

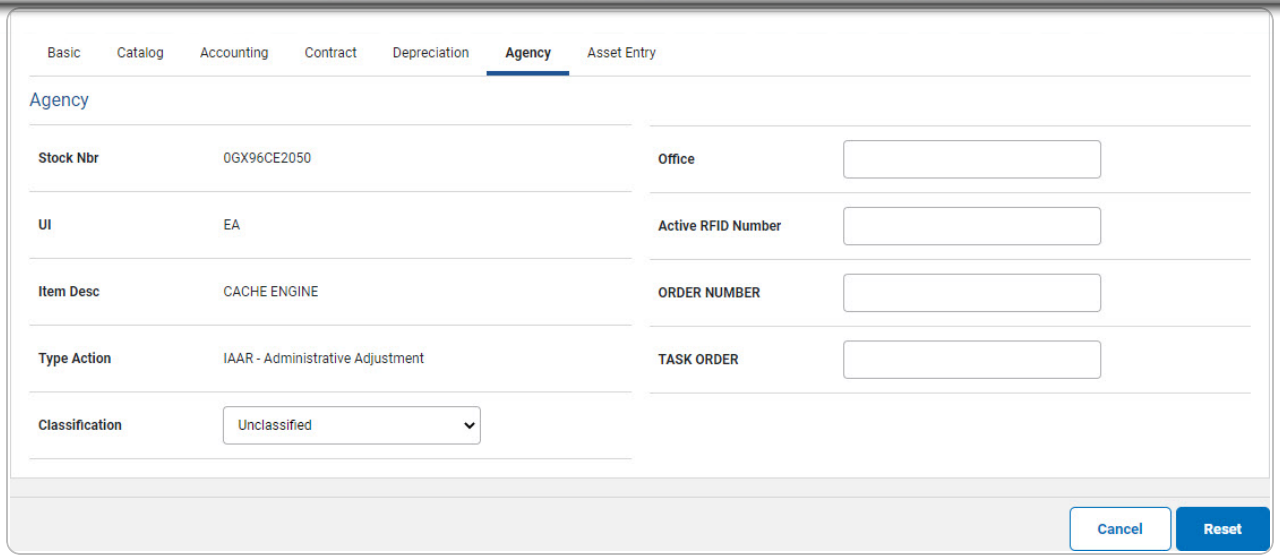
Cost Center Browse help

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.*

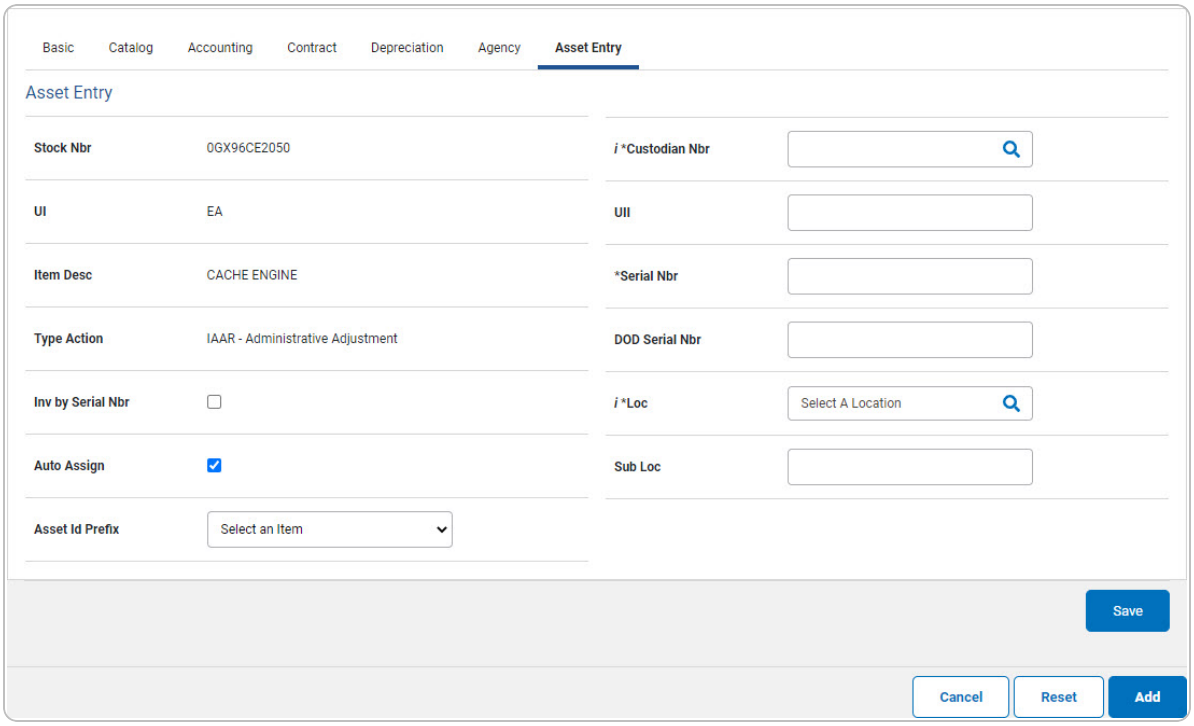
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

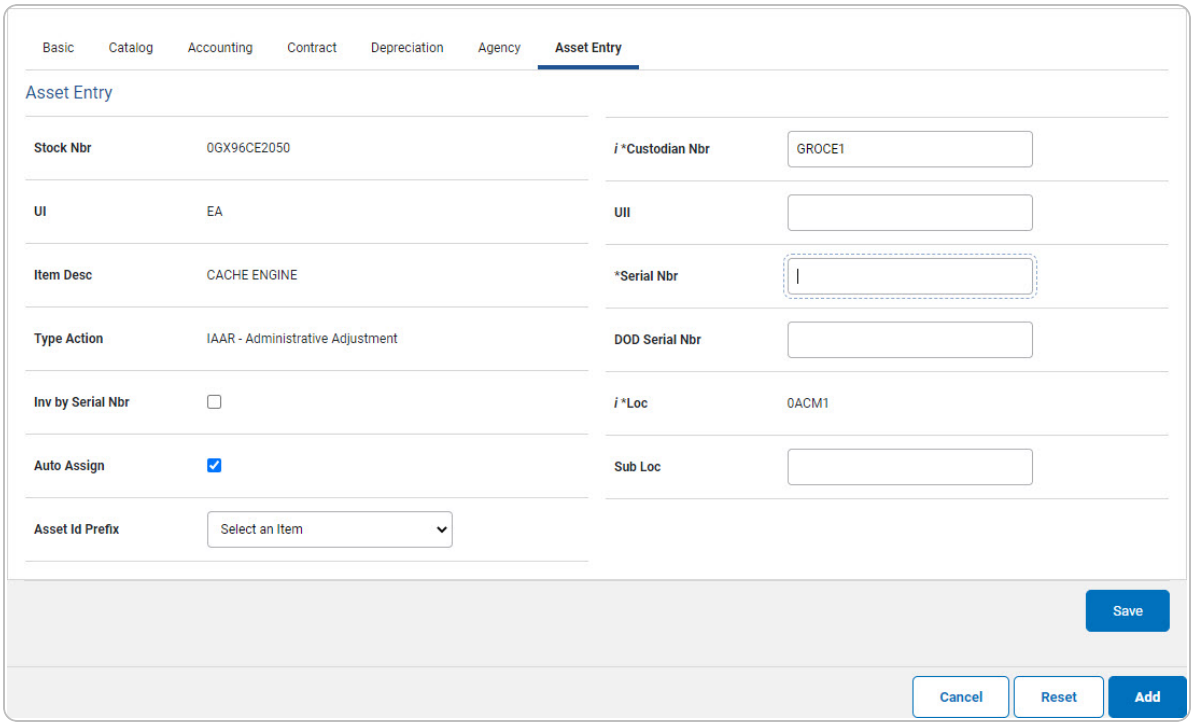
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

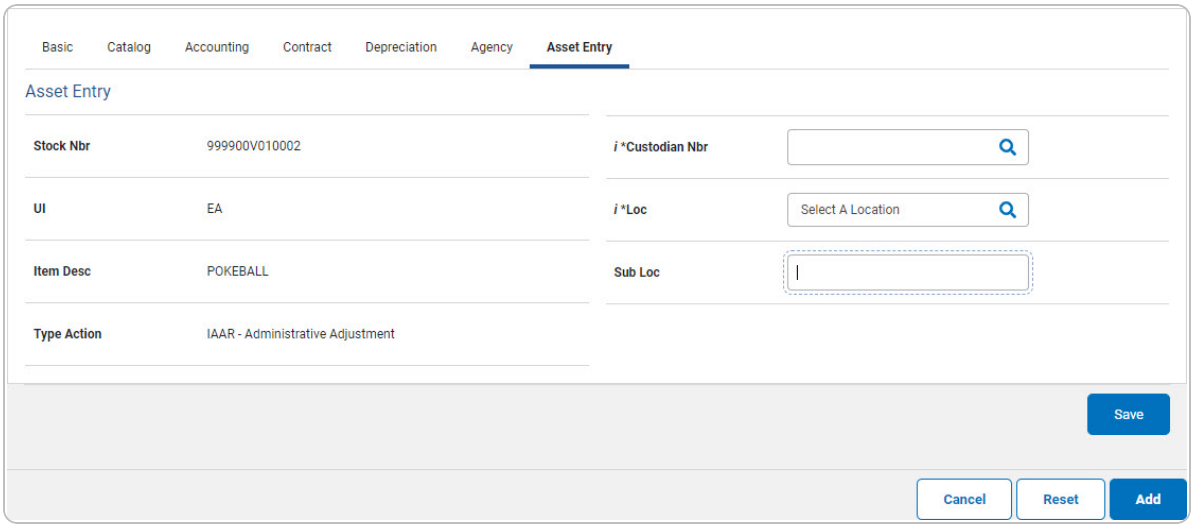
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

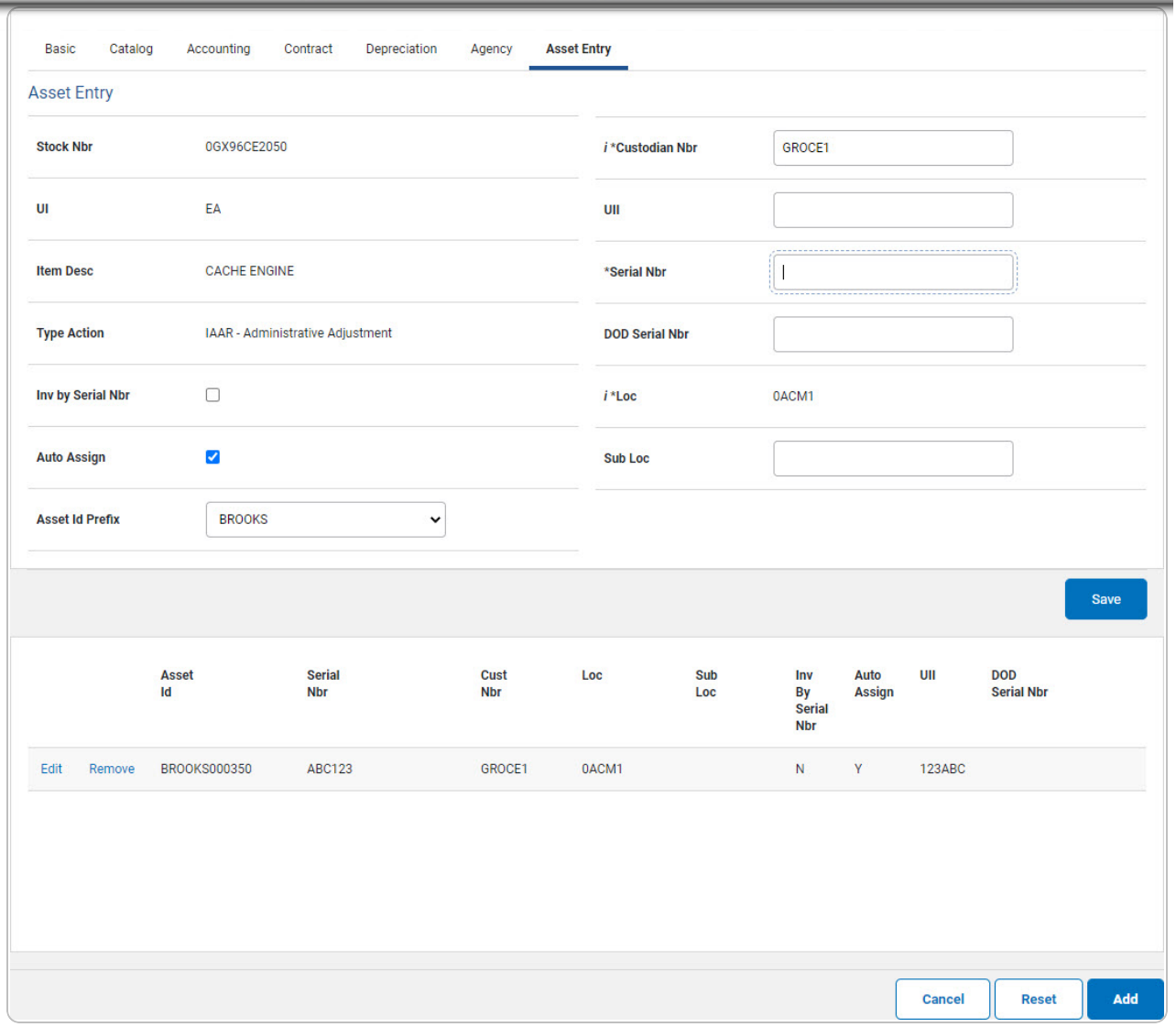
Custodian Browse help

**b.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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:*

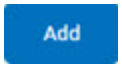
**Edit the Asset**

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
- Manufacturer Data Browse
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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

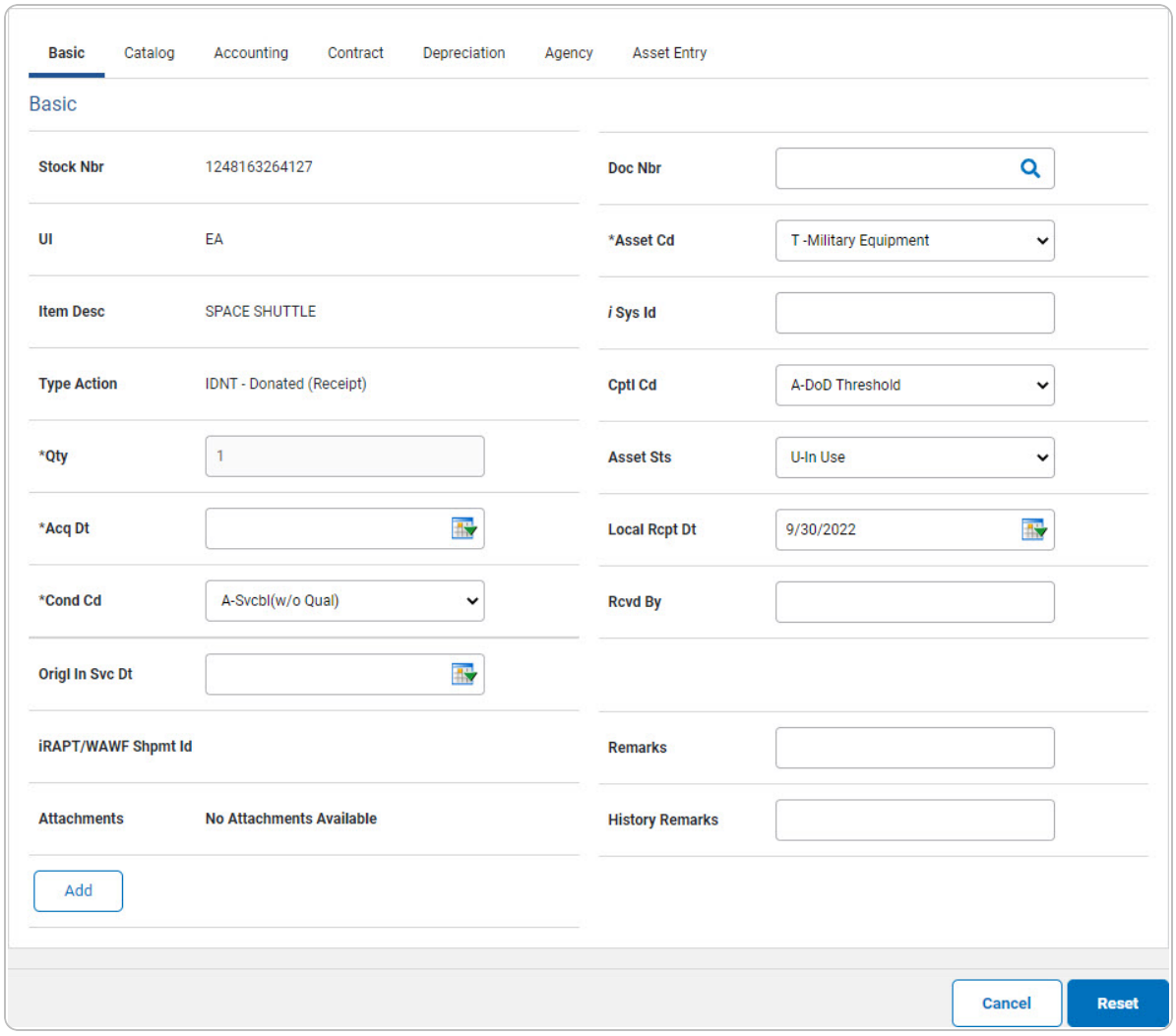
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 help

   **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



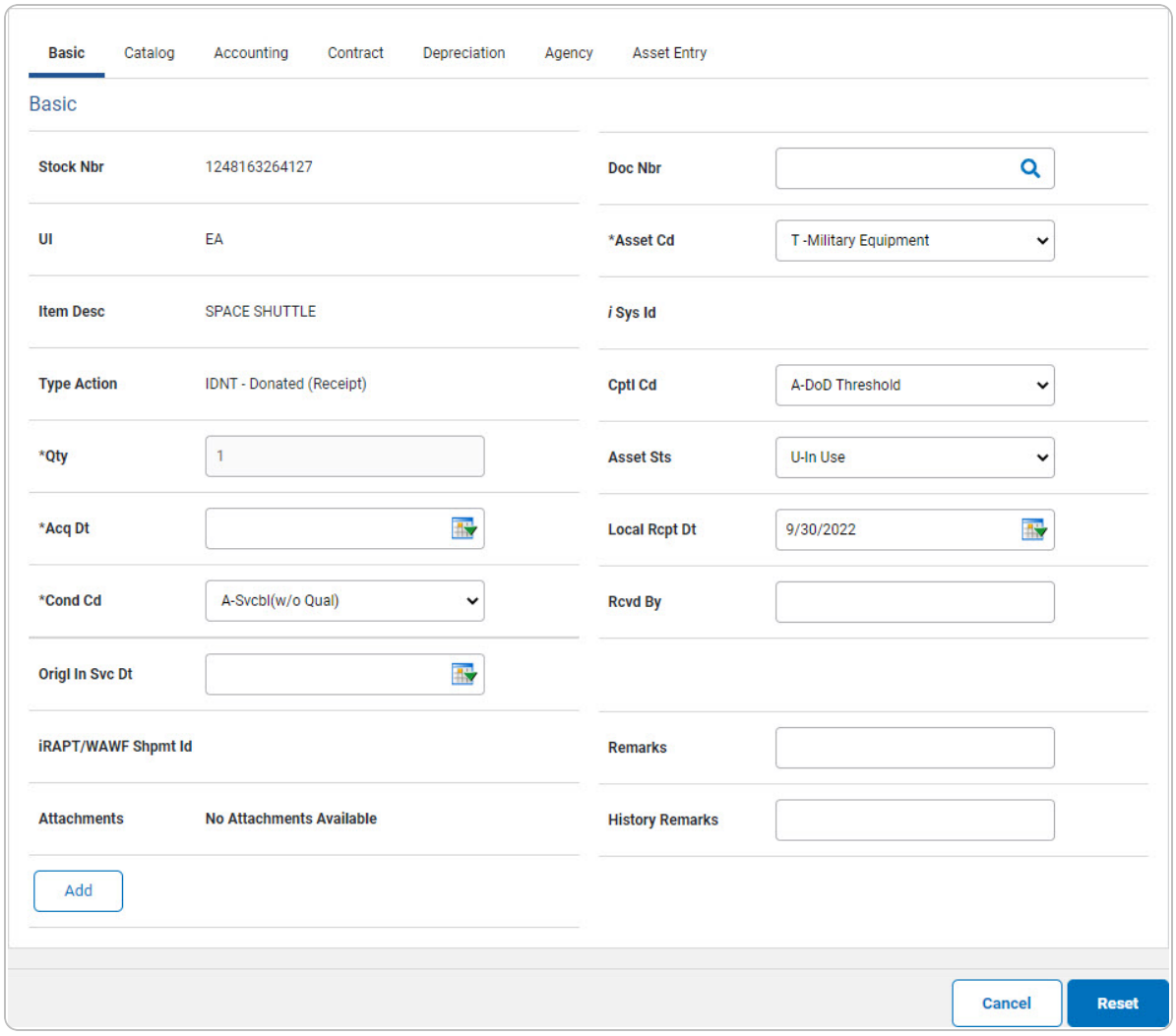

**a.** *The QTY automatically populates and is not editable.*

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



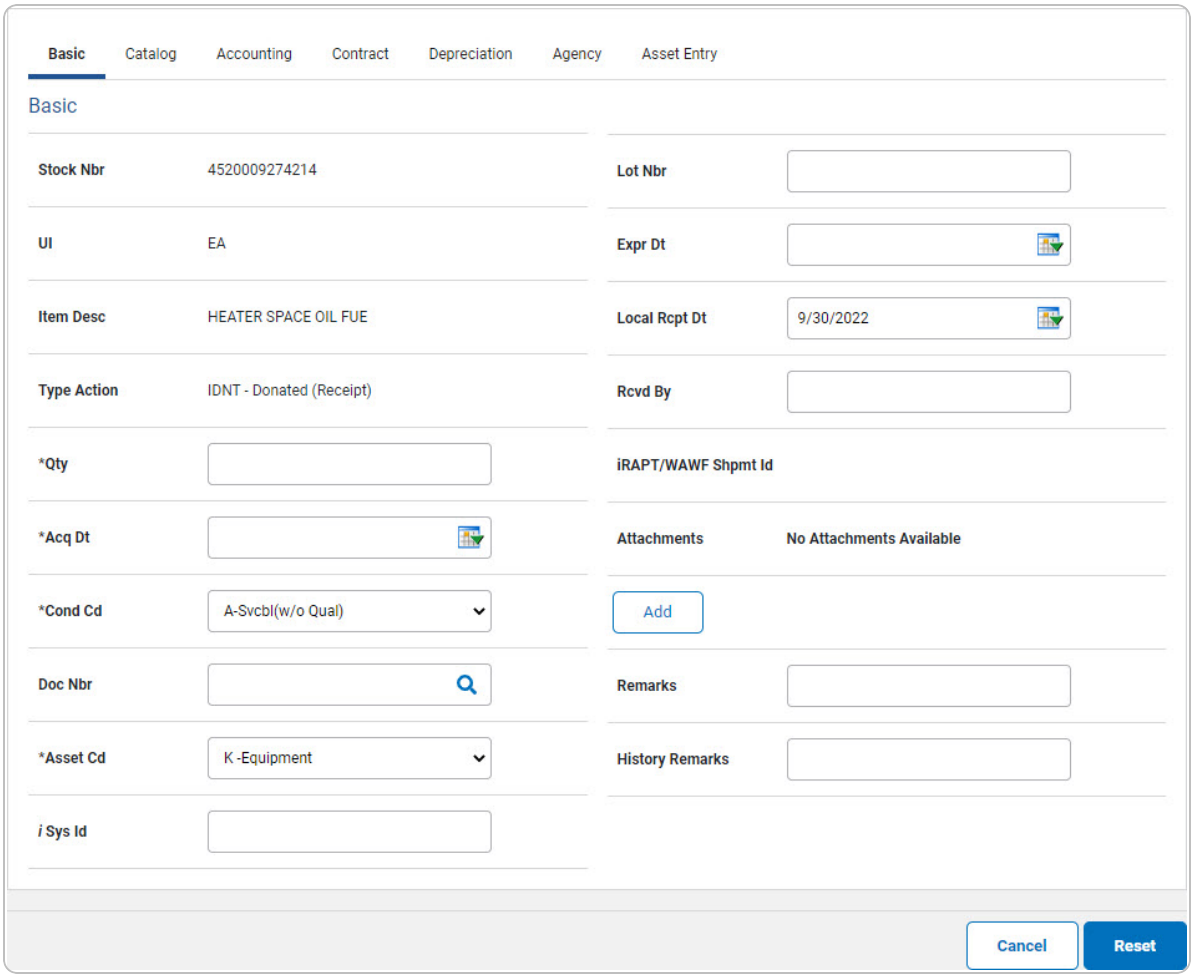

**a.** *The QTY automatically populates and is not editable.*

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 **Attachment Add** page appears.*

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.*

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 help

H. *The MFR NAME automatically populates and is not editable.*

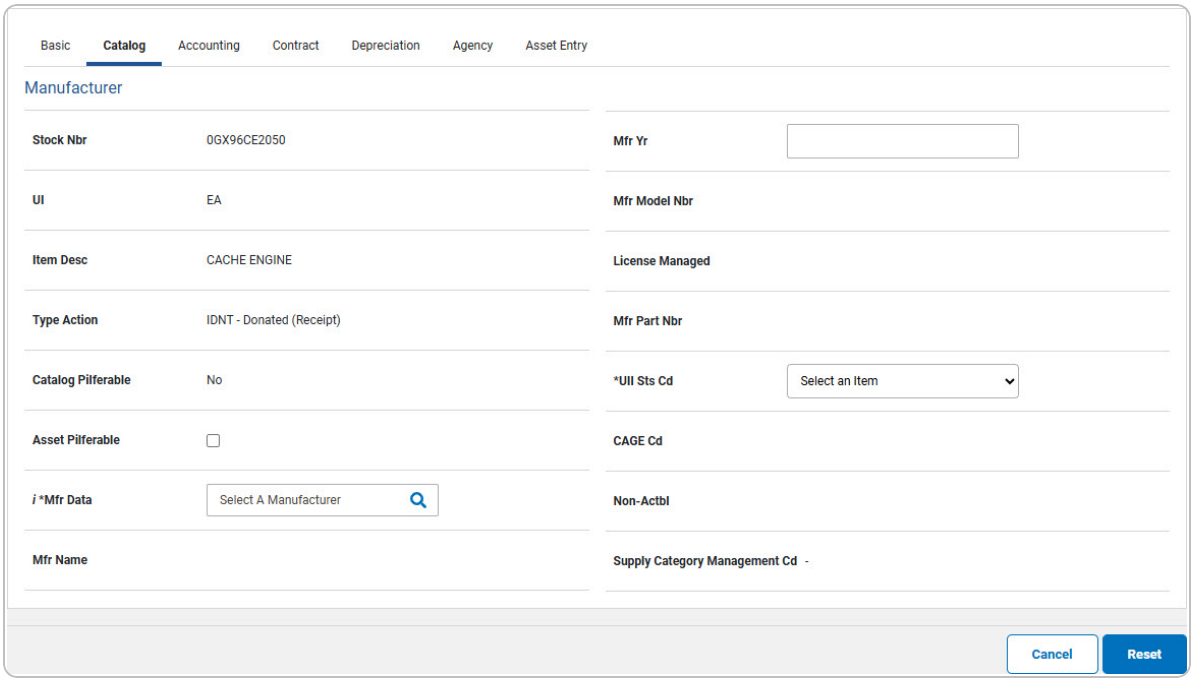
**I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

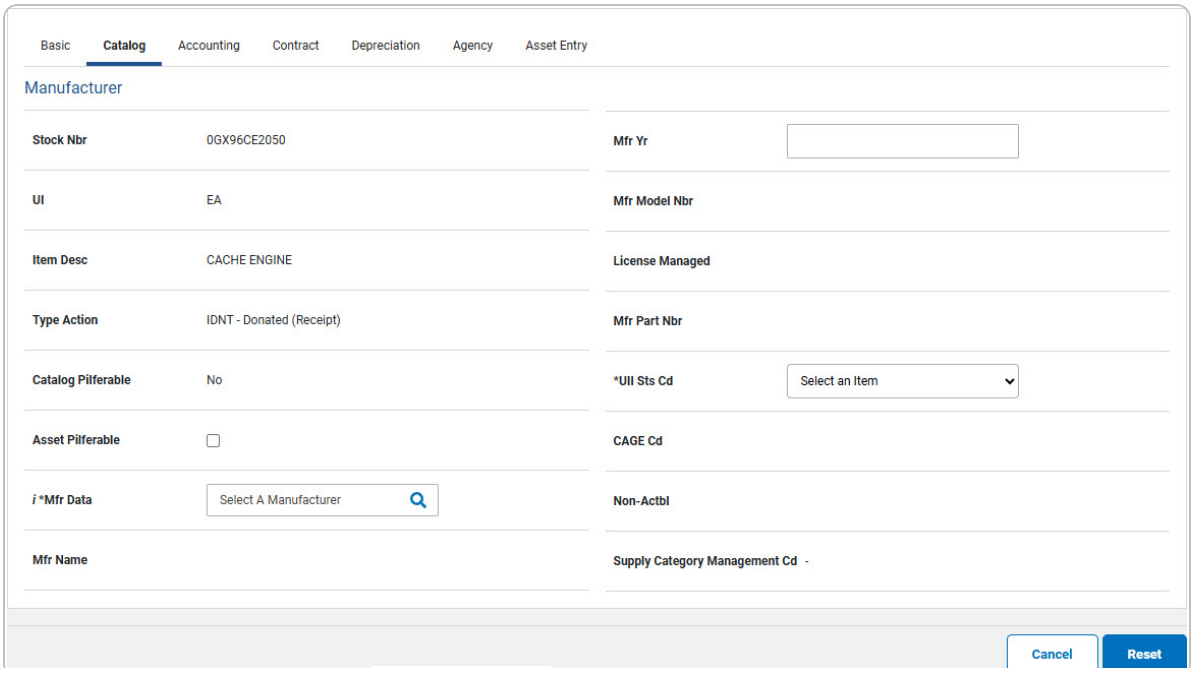
L. *The MFR PART NBR automatically populates and is not editable.*

## End Item Serial



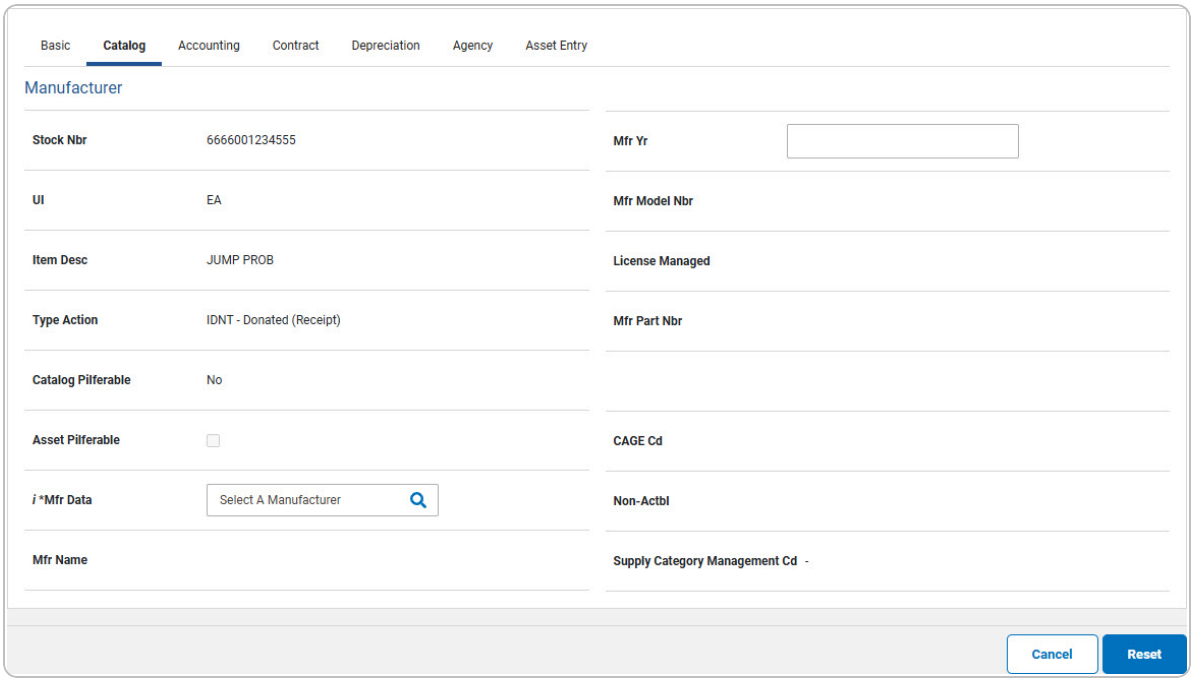

**a.** Use ⌄ to select the UII Sts Cd.

## Component



**a.** Use ⌄ to select the UII Sts Cd.

**Bulk**



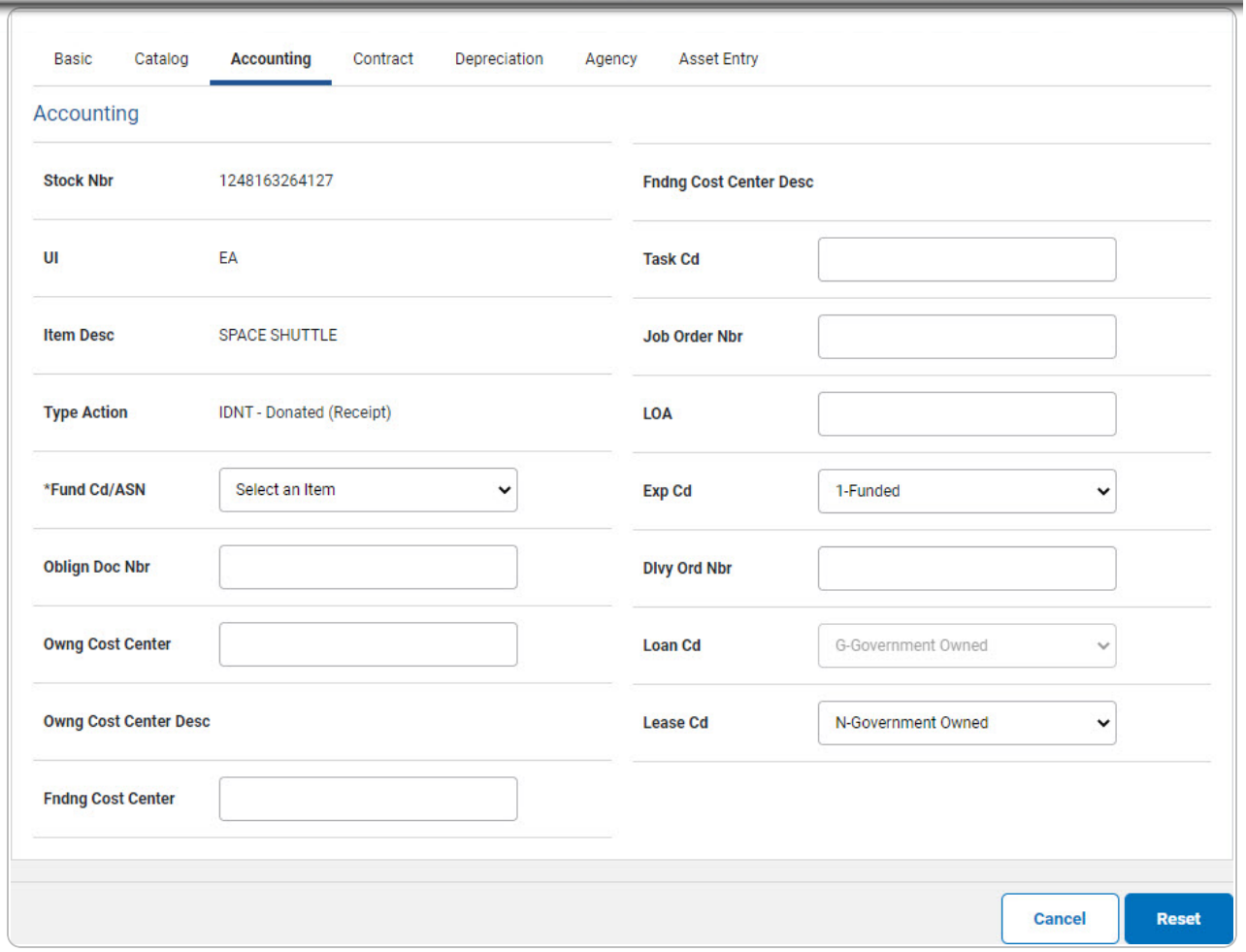

no additional fields

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 help

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 help

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 help

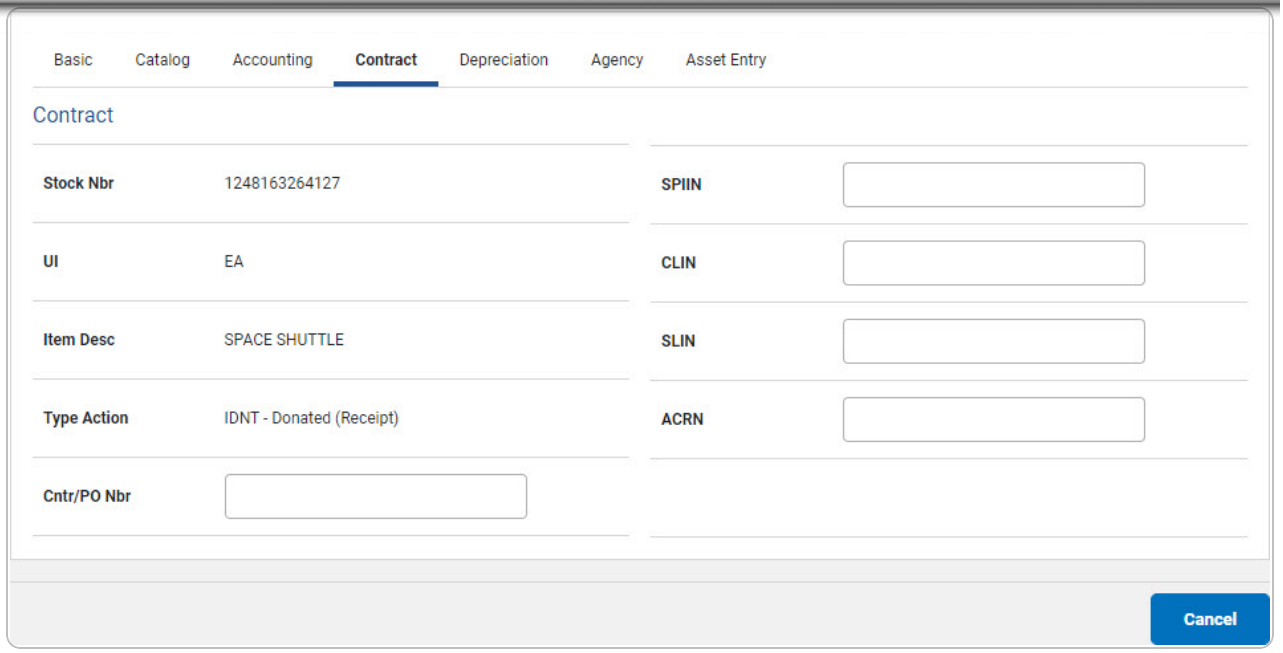
N. Use to select the Exp Cd.

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.*

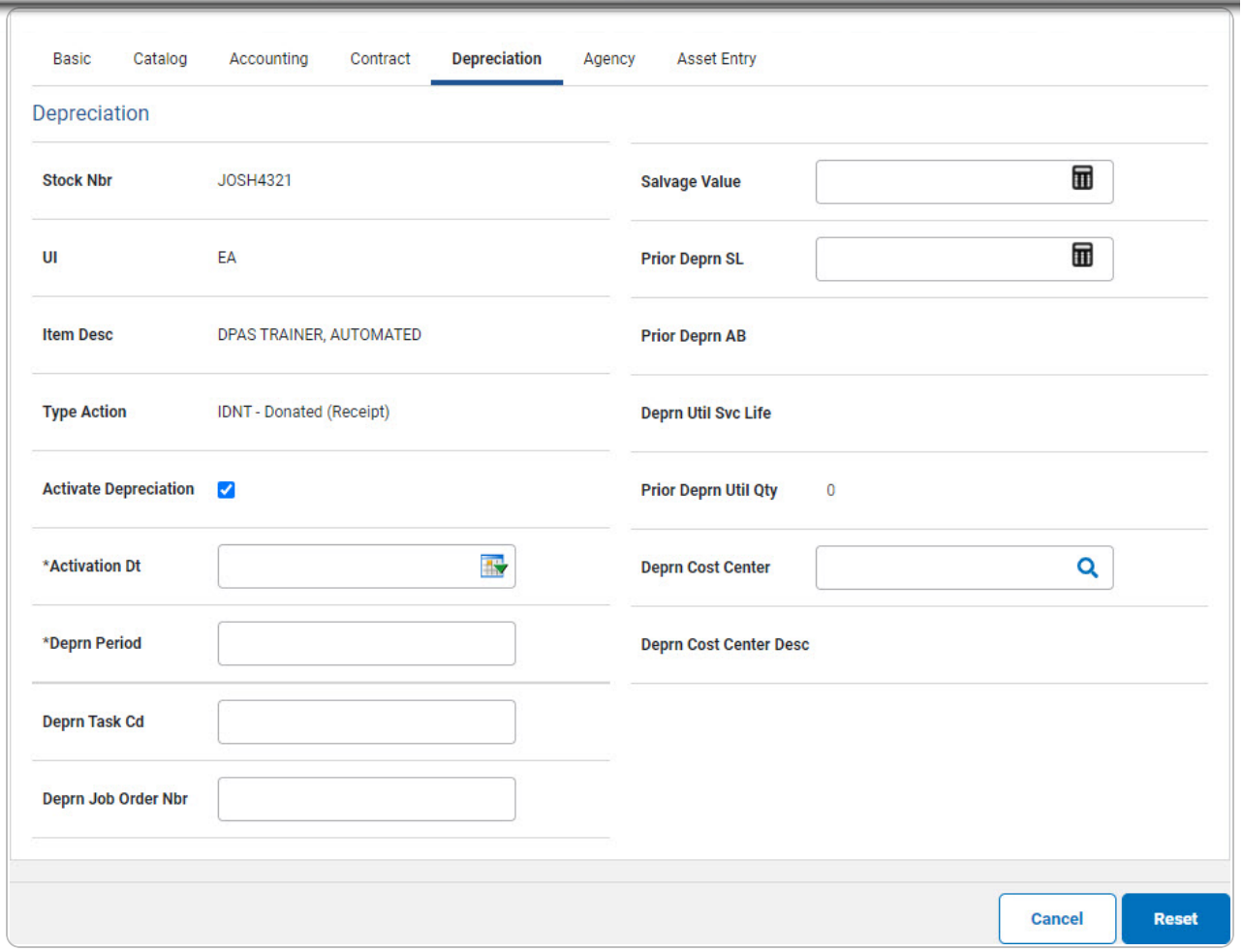
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

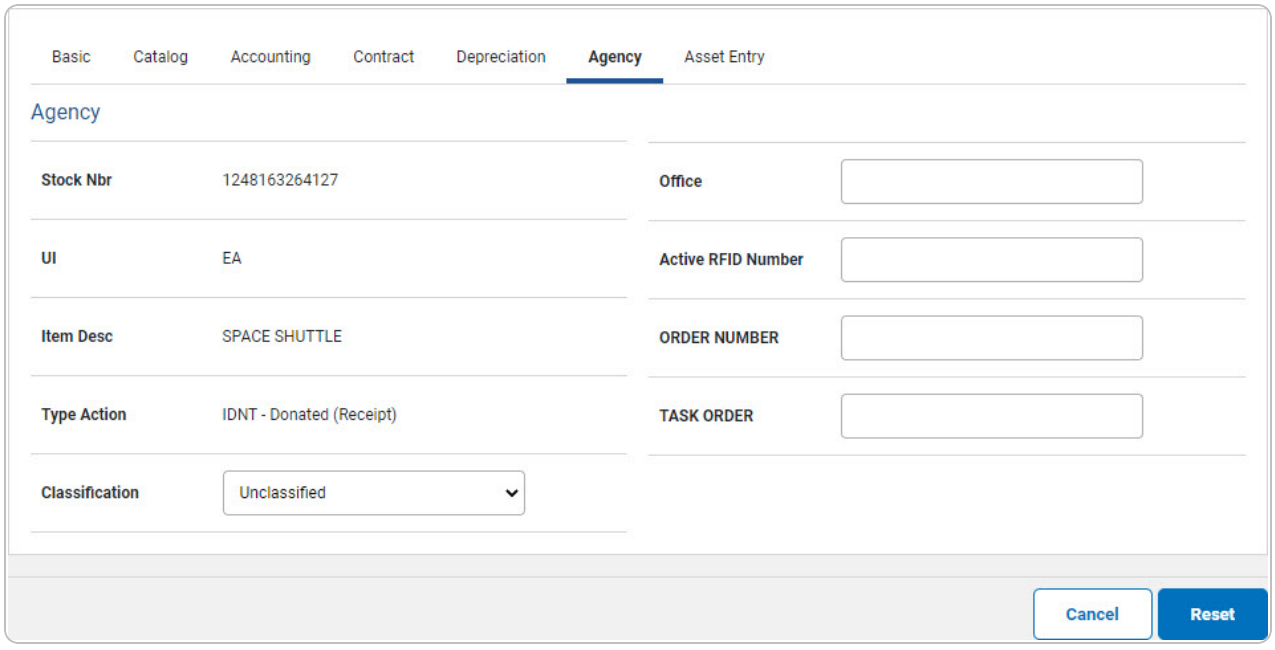
Cost Center Browse help

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.*

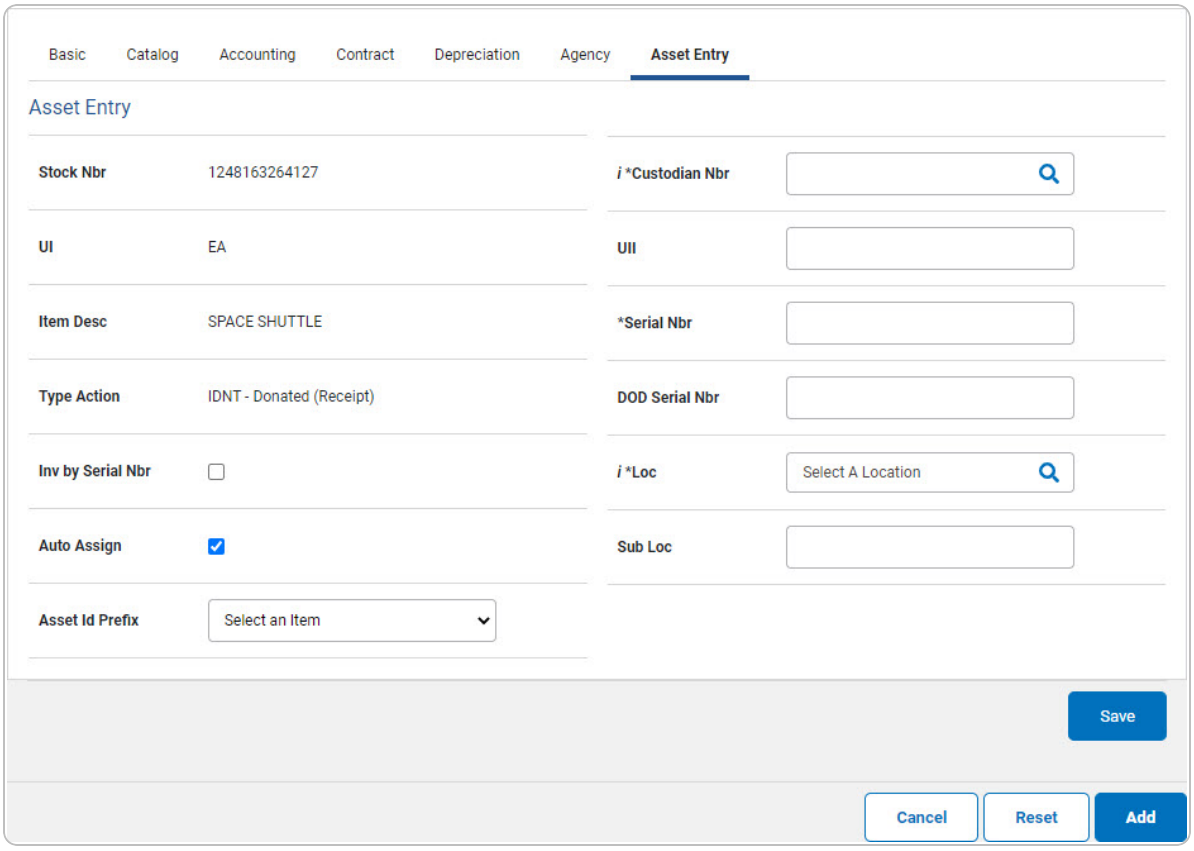
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

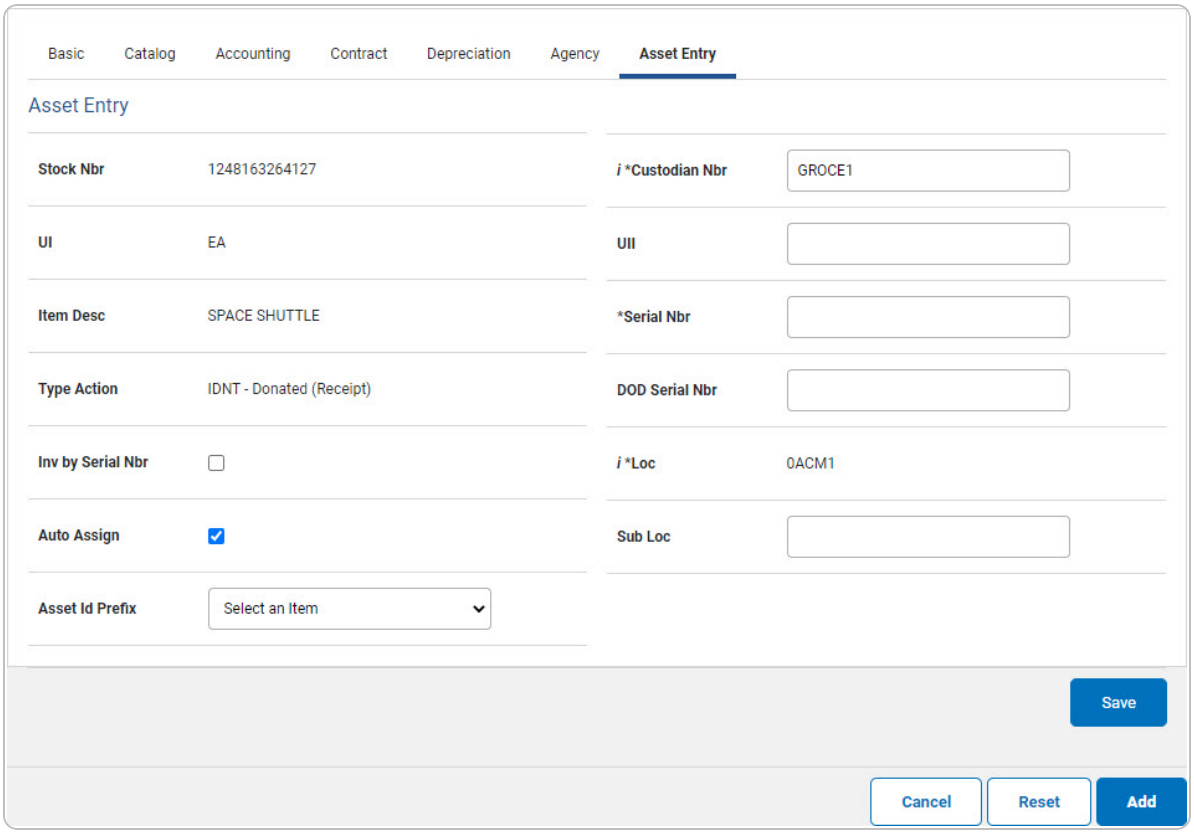
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

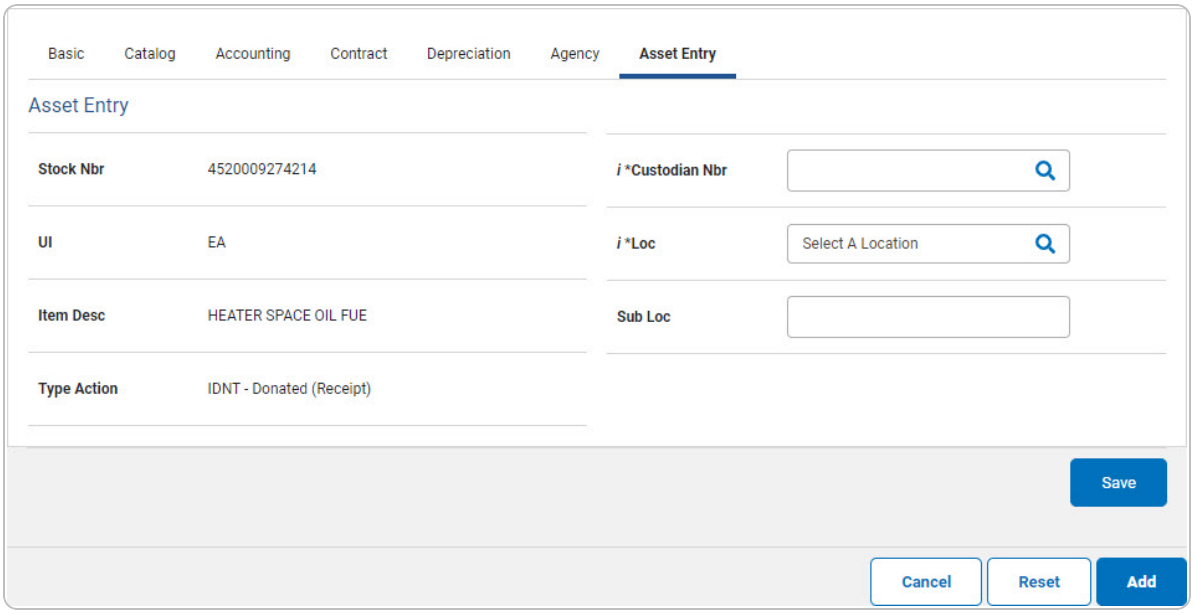
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

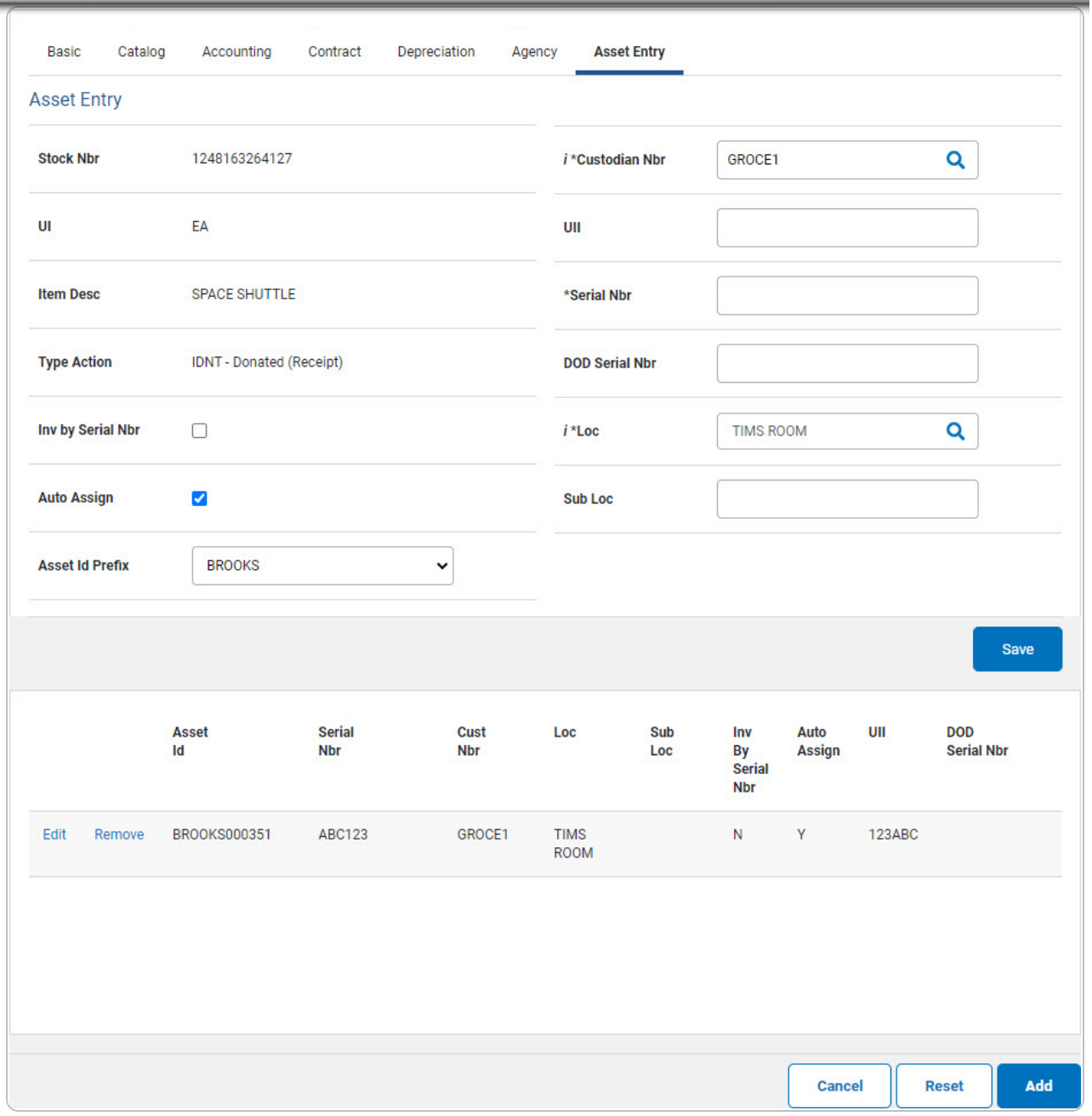
Custodian Browse help

**b.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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:*

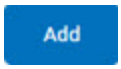
**Edit the Asset**

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*** | 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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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.*

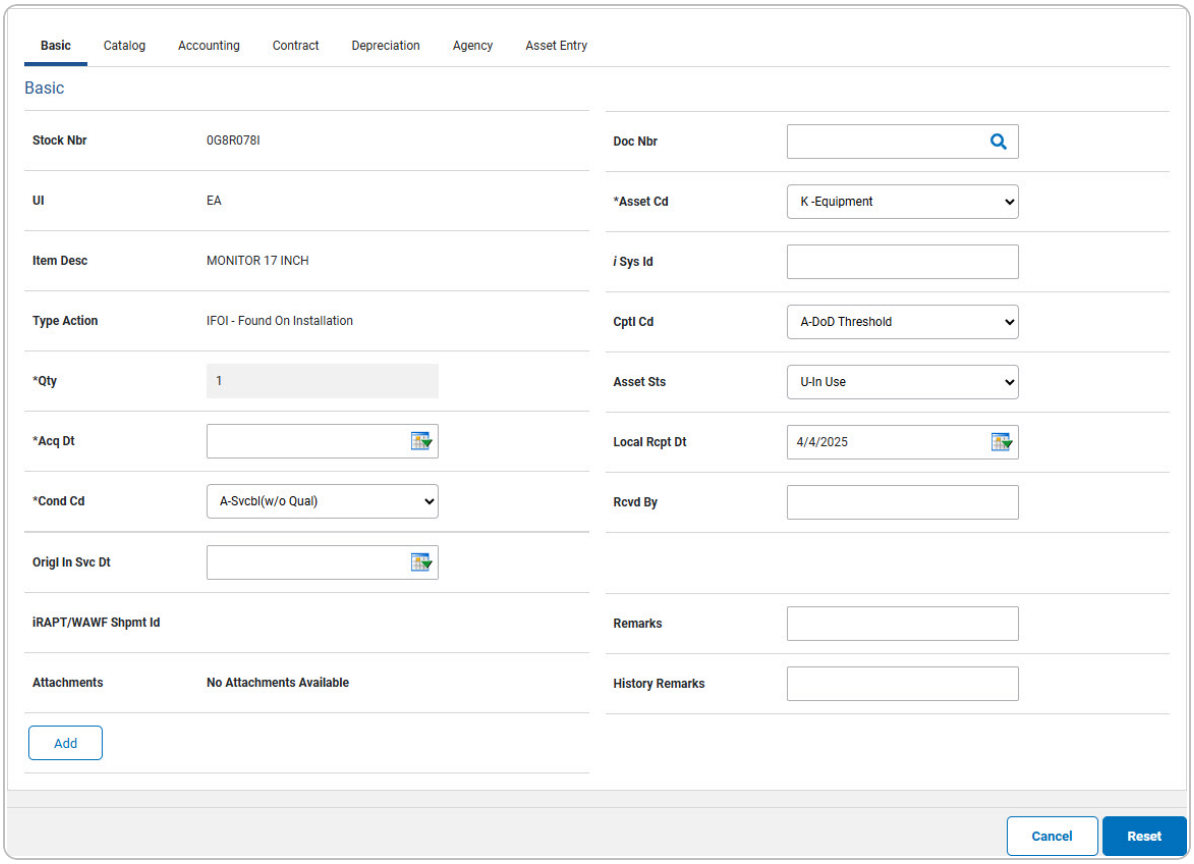
1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***IFOI — Found On Installation***
3. Select Continue. *The Basic tab displays.*
   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The UI automatically 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 help

**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**



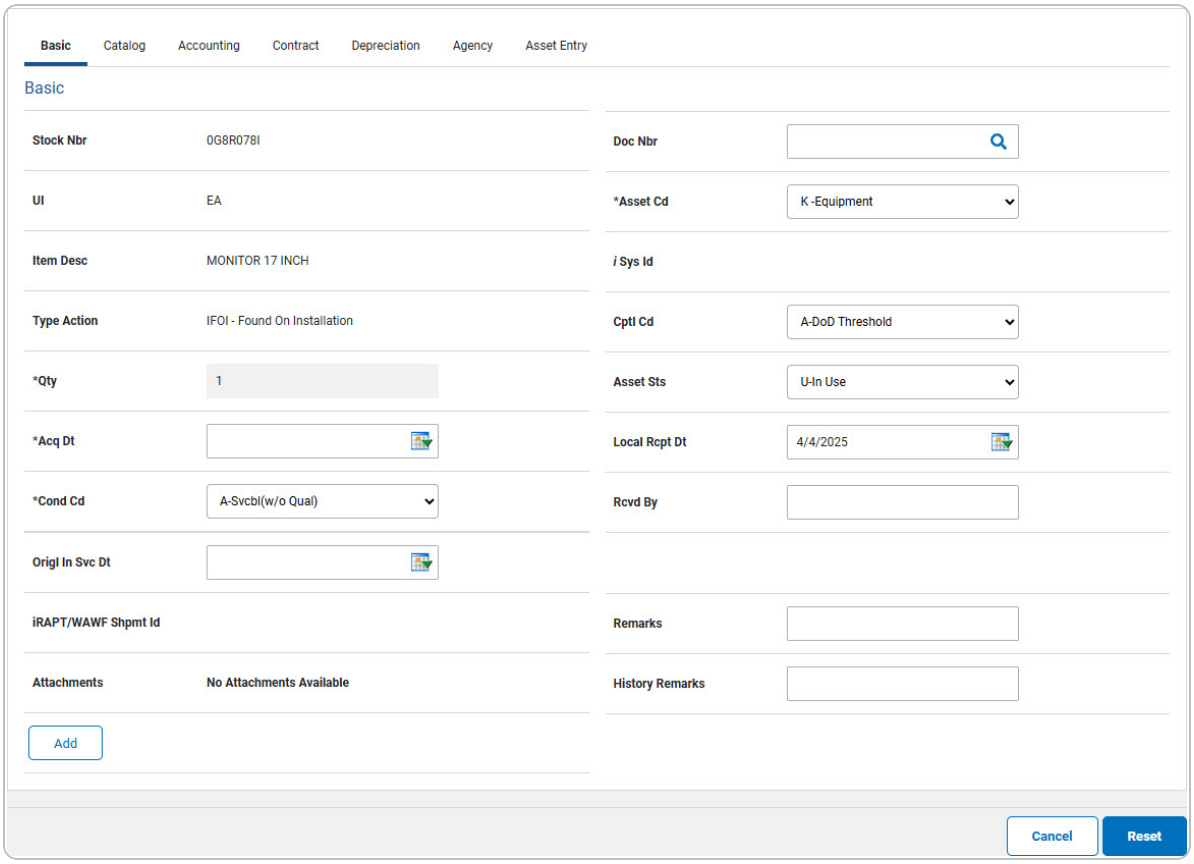

**a.** *The QTY automatically populates and is not editable.*

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



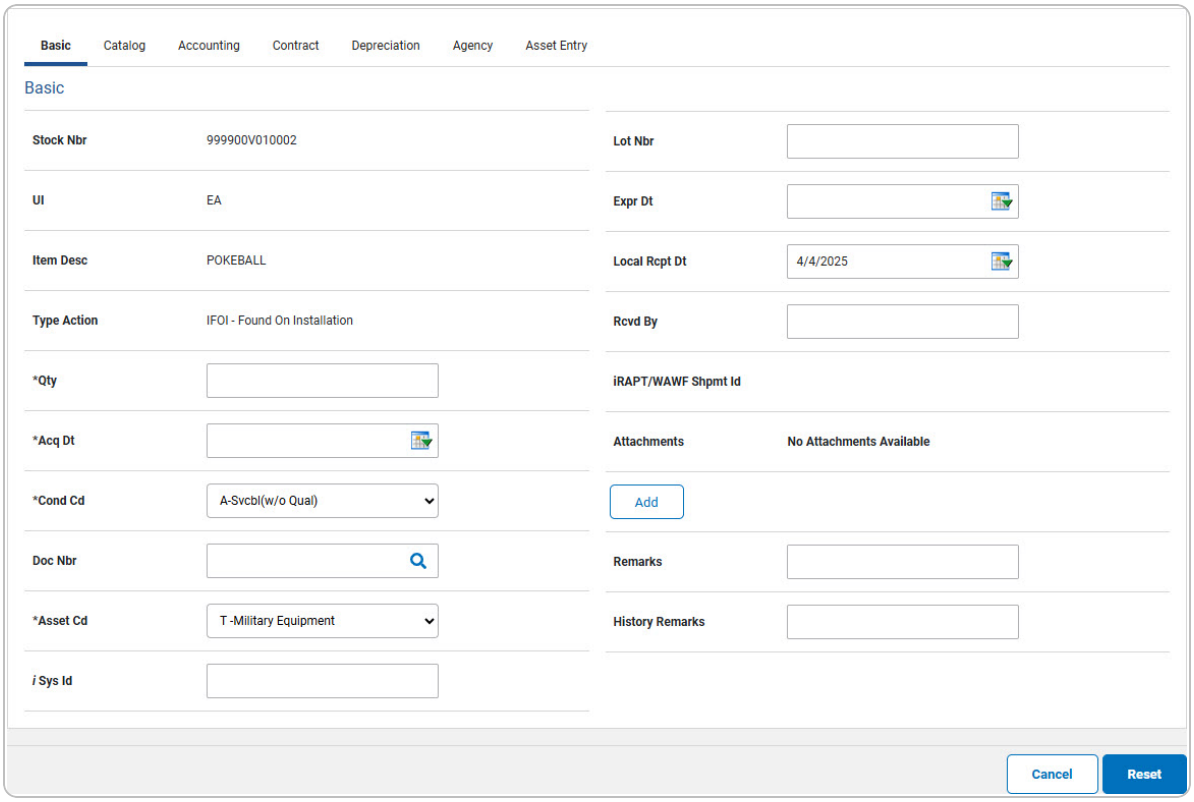

**a.** *The QTY automatically populates and is not editable.*

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 **Attachment Add** page appears.*

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.*

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 help

   H. *The MFR NAME automatically populates and is not editable.*

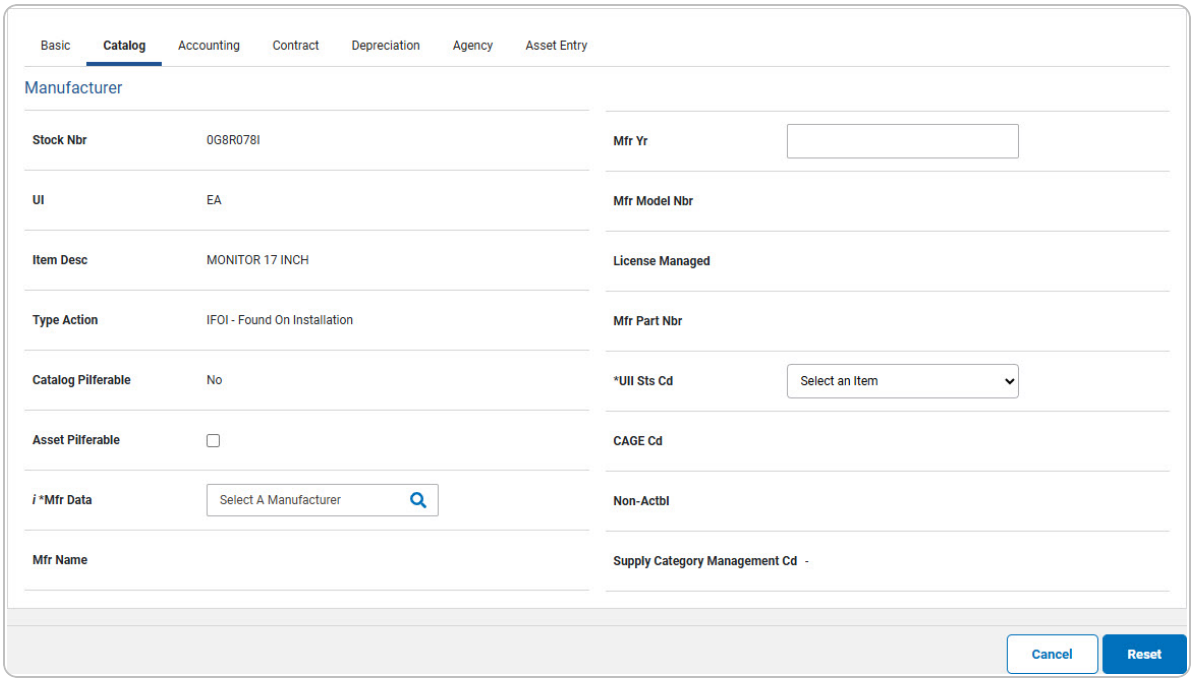
   **I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

   J. *The MFR MODEL NBR automatically populates and is not editable.*

   K. *The License Managed automatically populates and is not editable.*

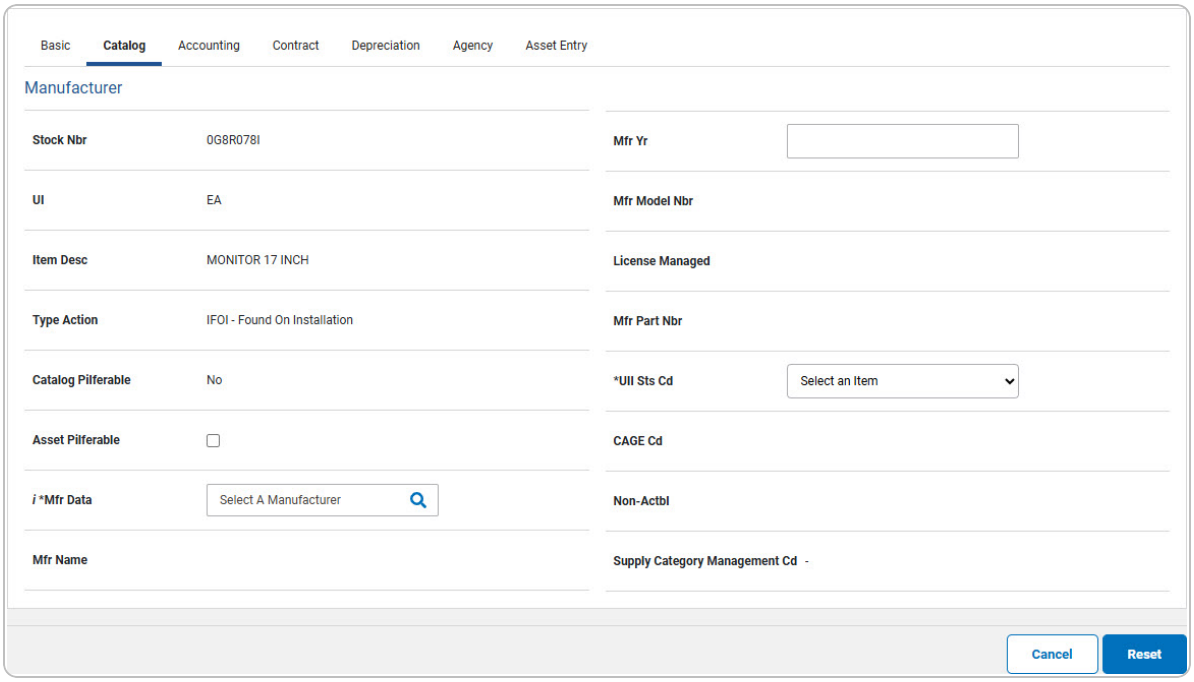
   L. *The MFR PART NBR automatically populates and is not editable.*

**End Item Serial**



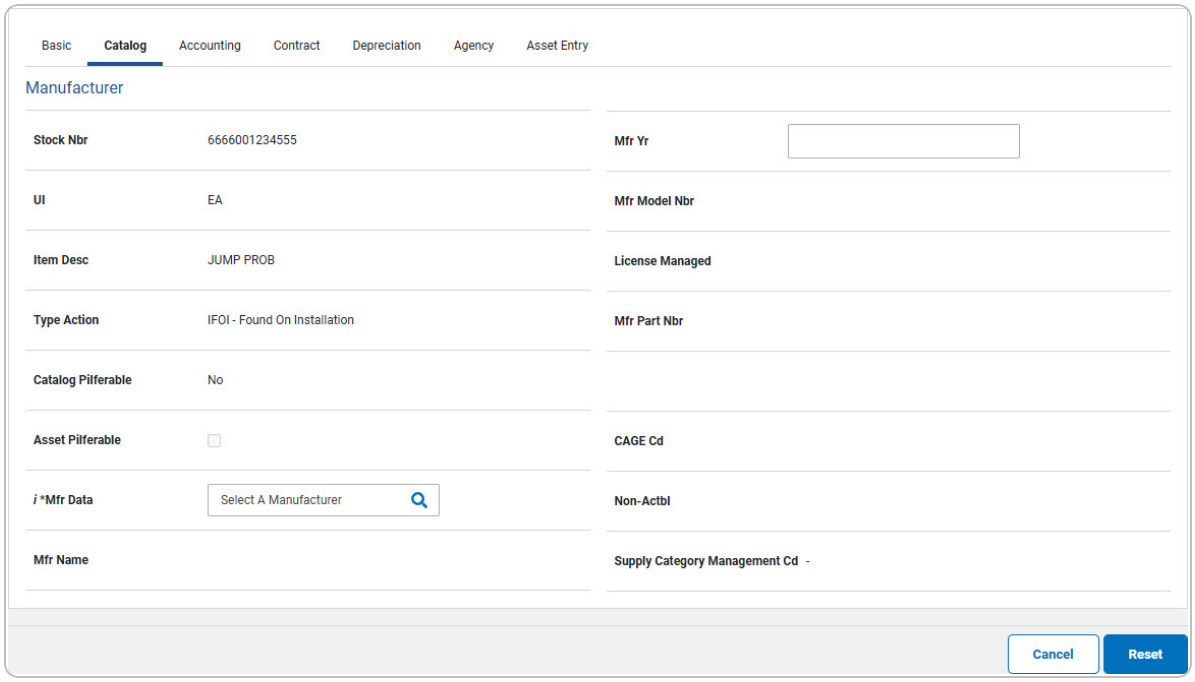
**a.** Use to select the UII Sts Cd.

**Component**




**a.** Use to select the UII Sts Cd.

**Bulk**



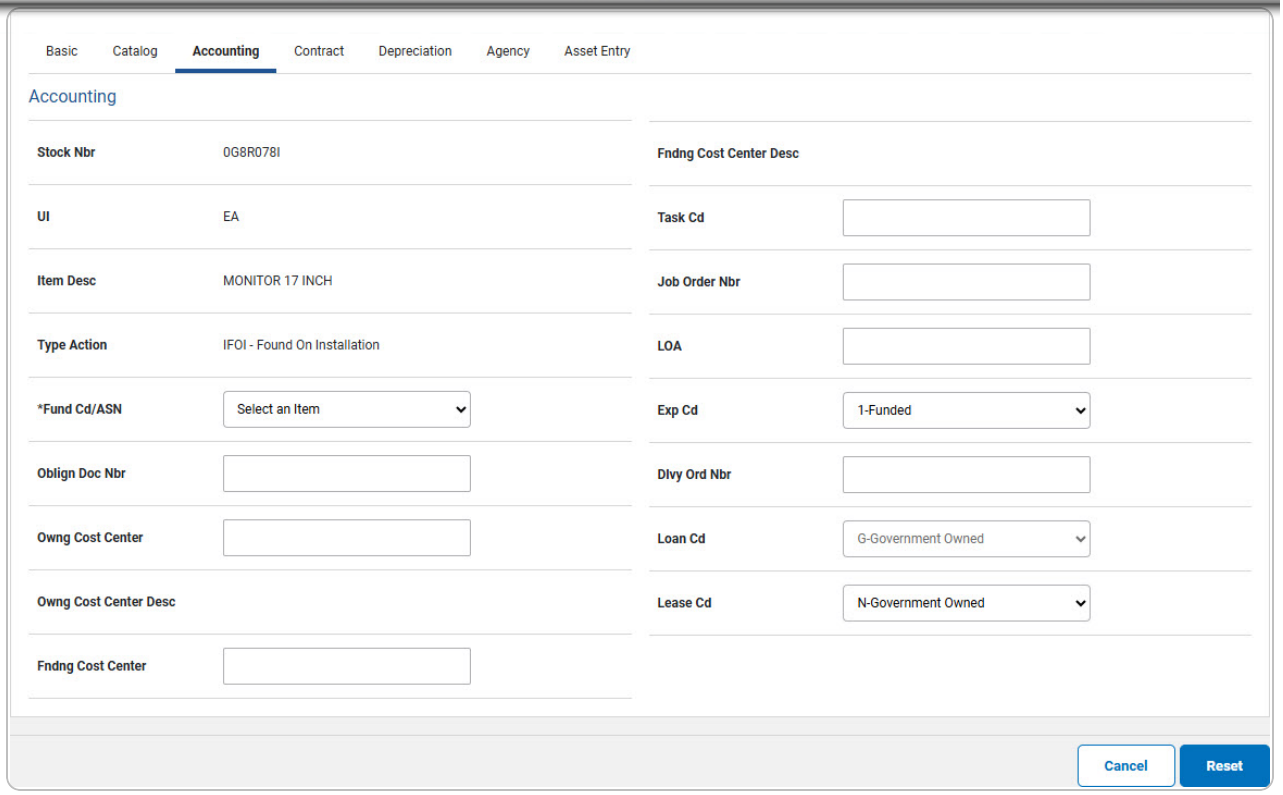

no additional fields

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 help

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 help

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 help

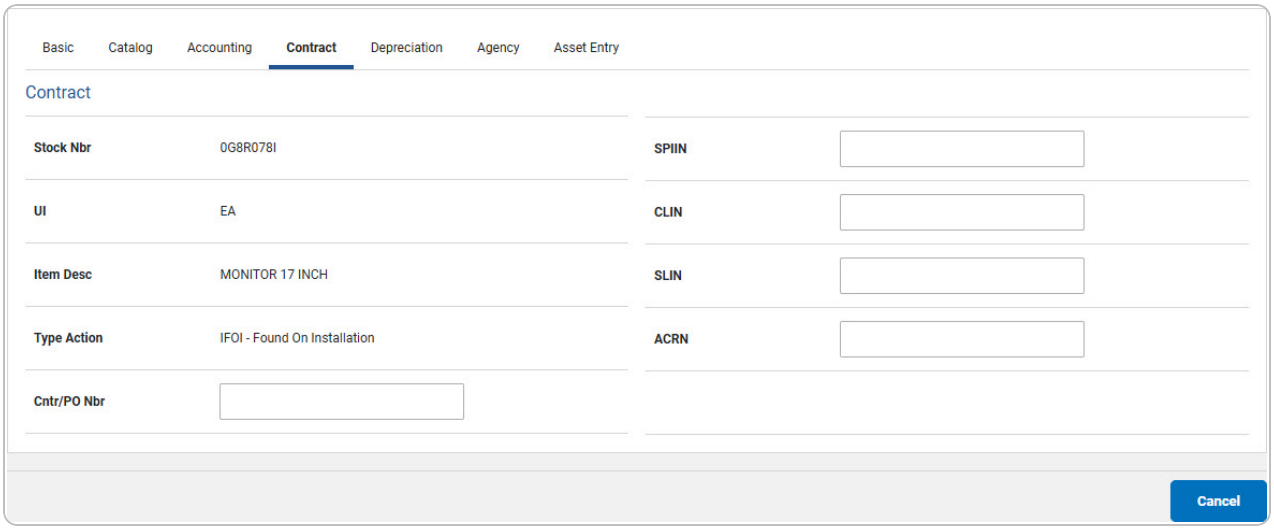
N. Use to select the Exp Cd.

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.*

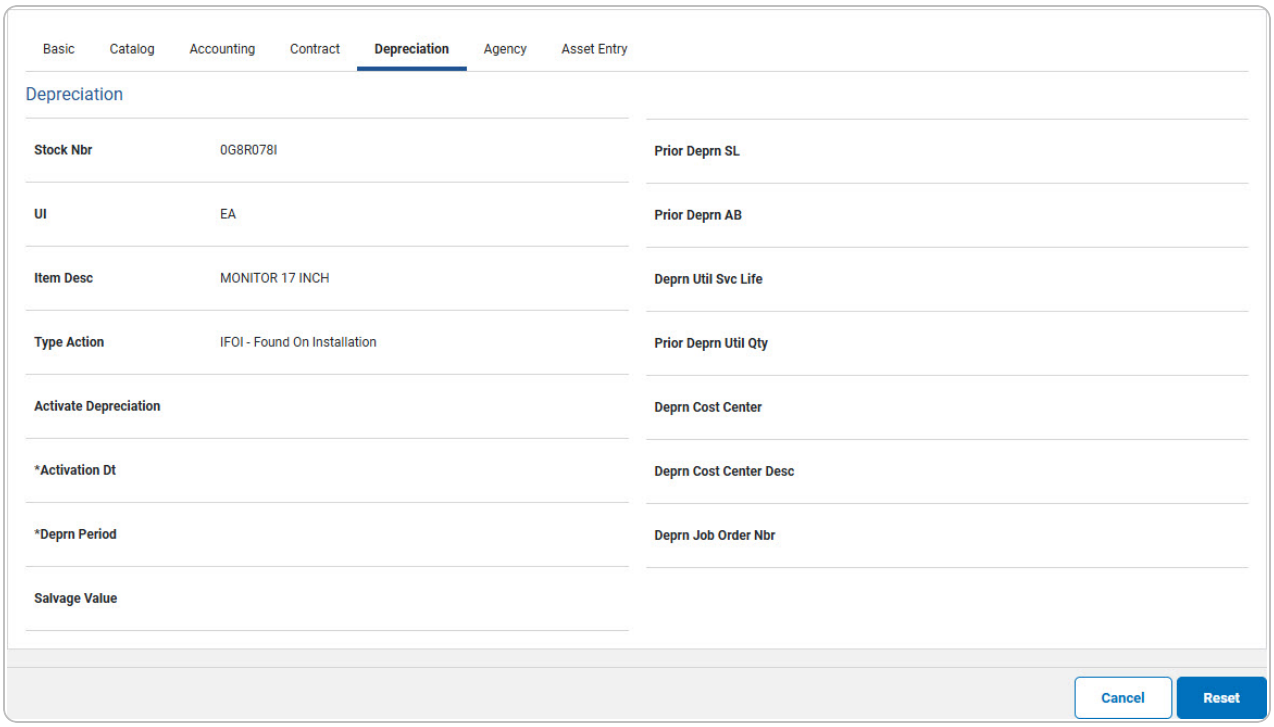
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

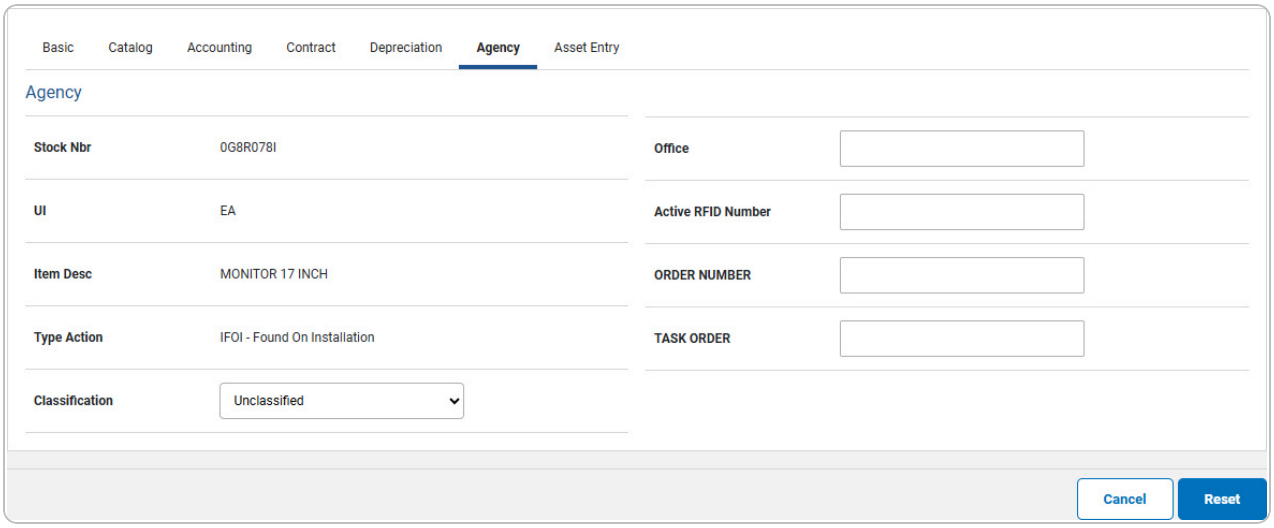
Cost Center Browse help

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.*

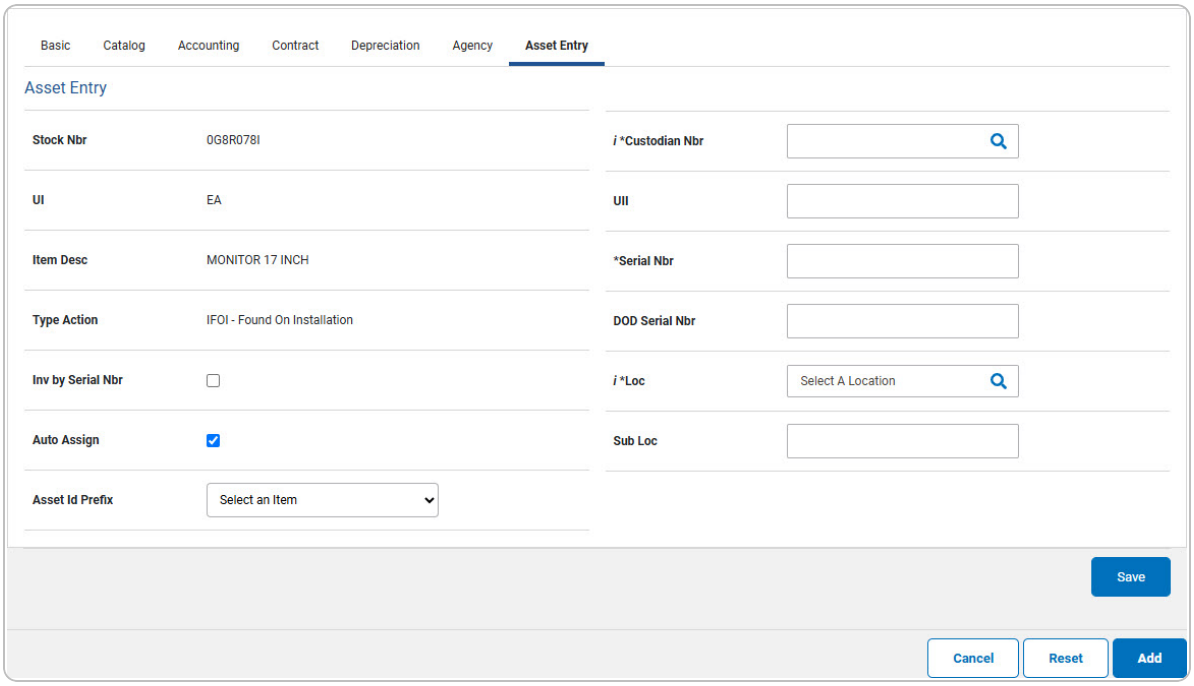
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

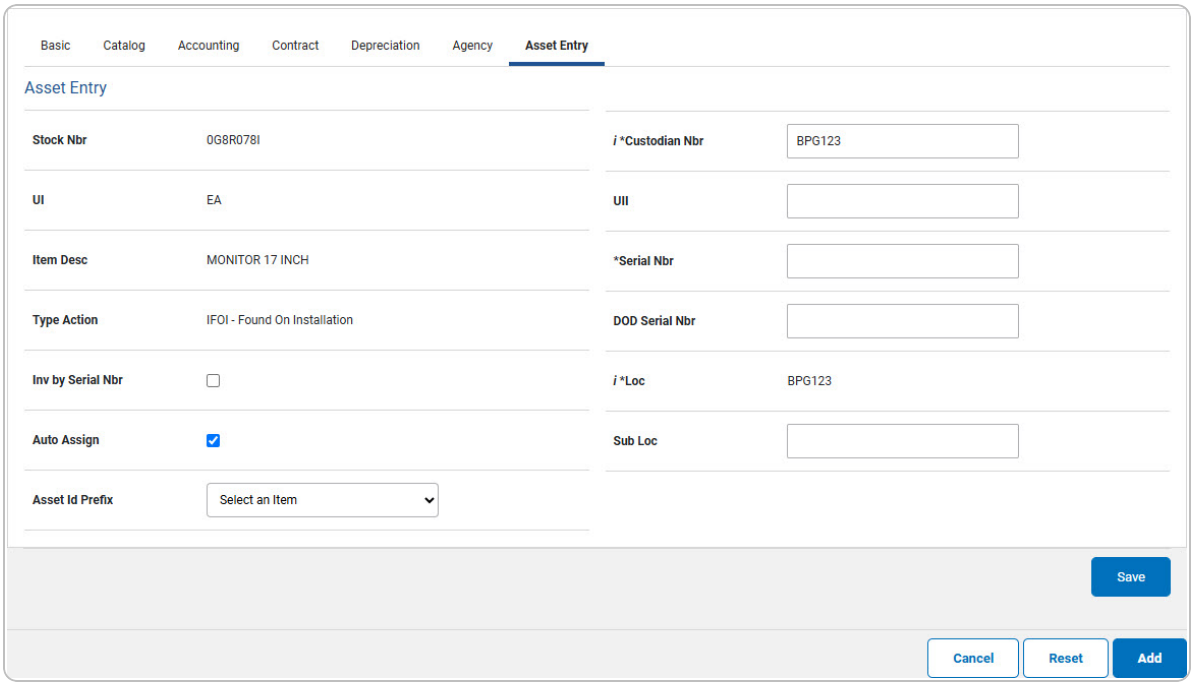
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

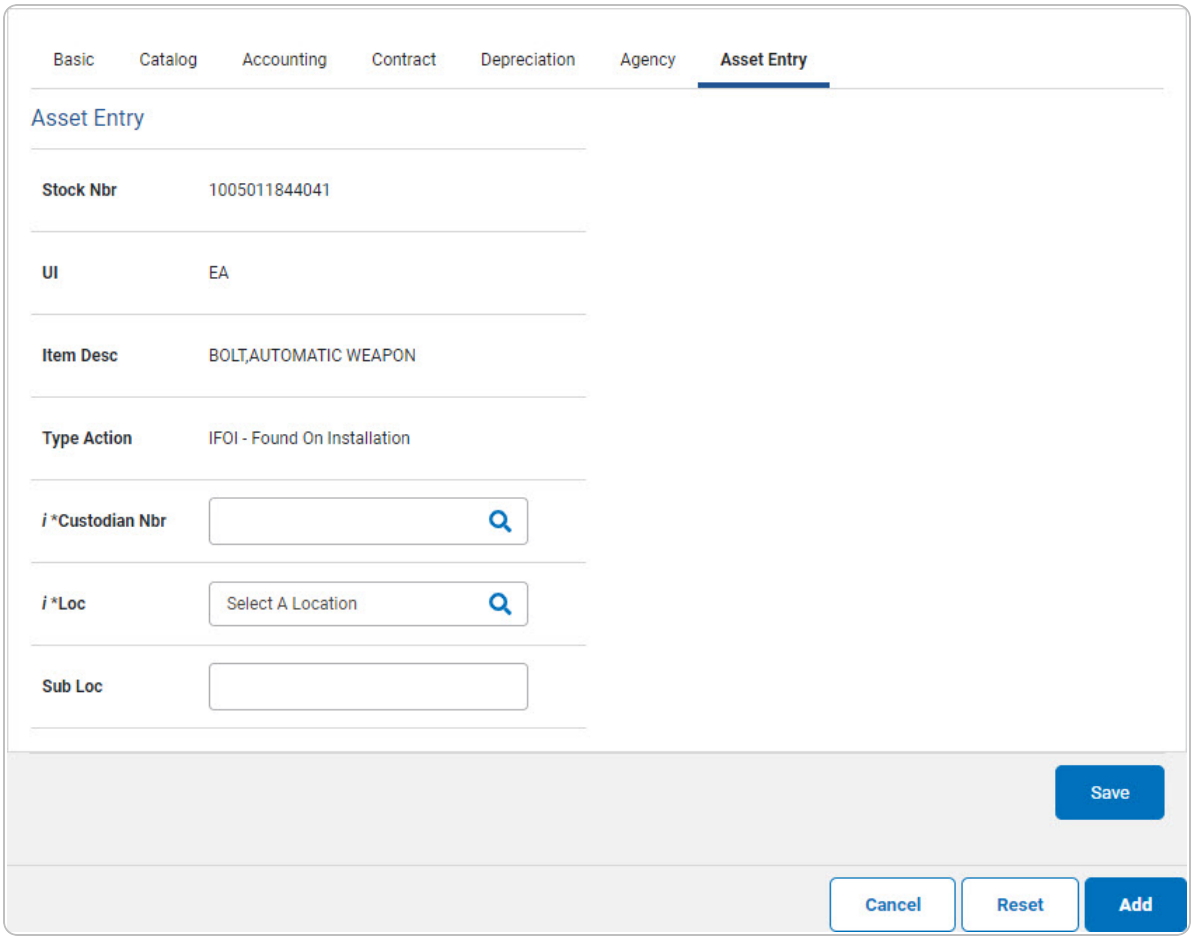
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

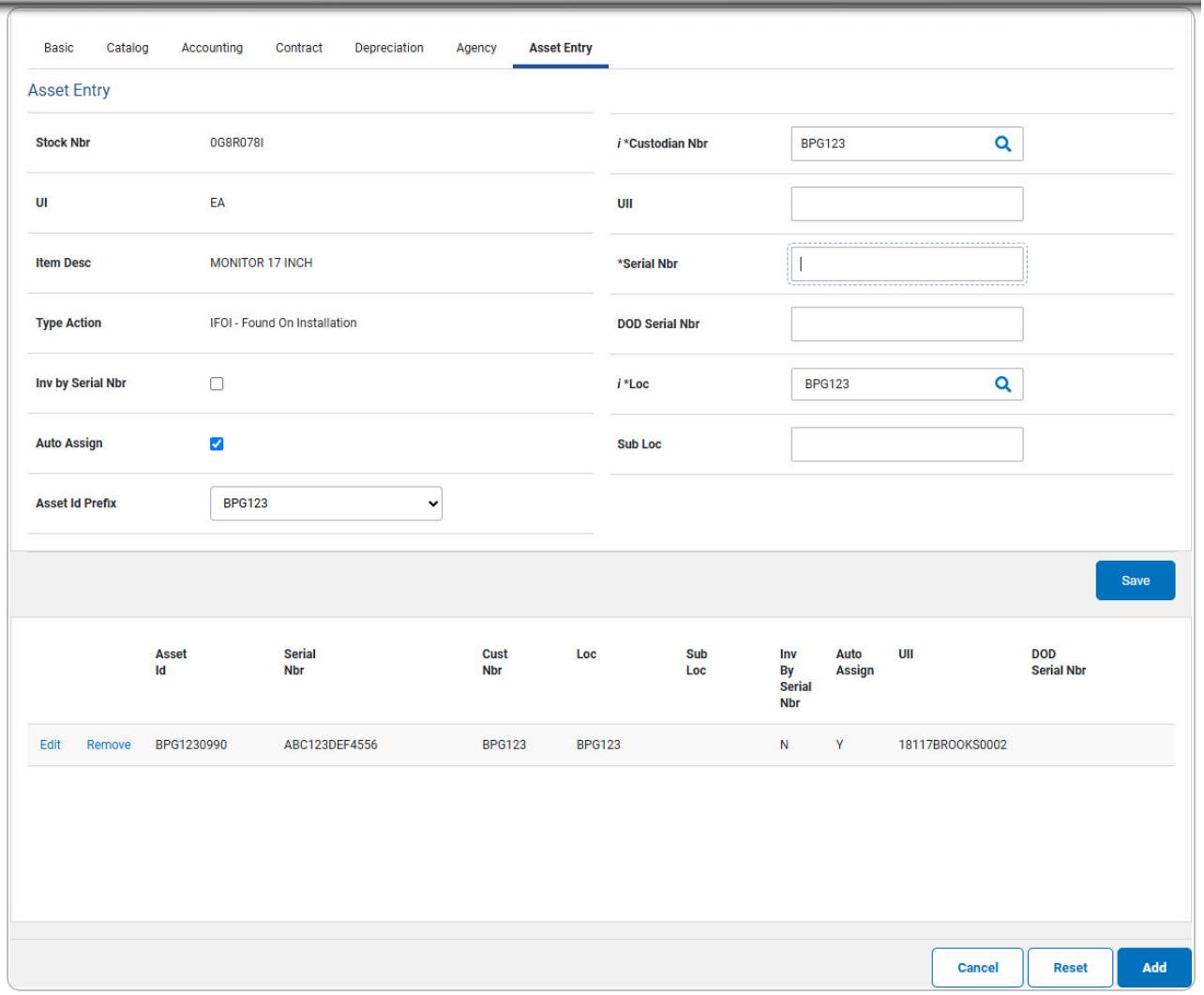
Custodian Browse help

**b.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 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 — 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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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 Grid

**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.

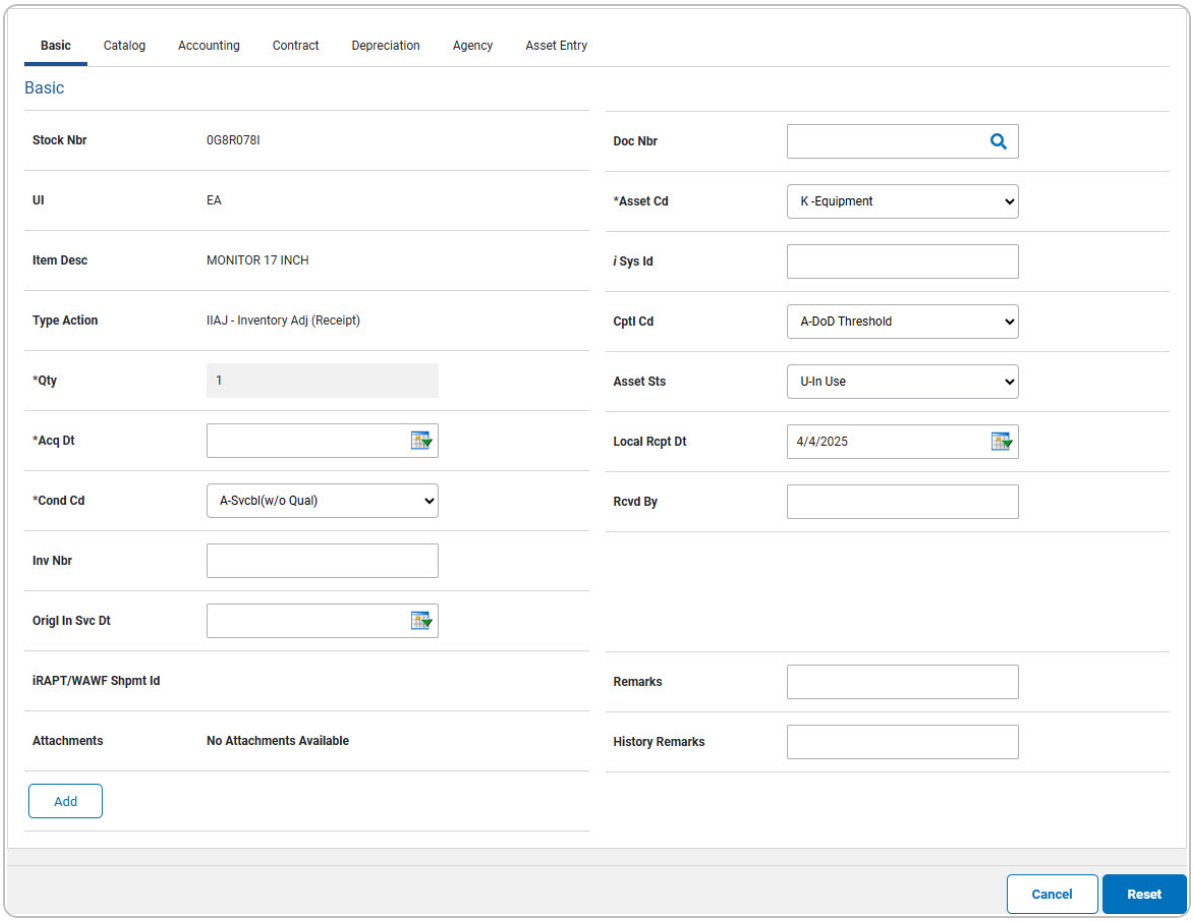
## Add an Asset

*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 help
   - **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



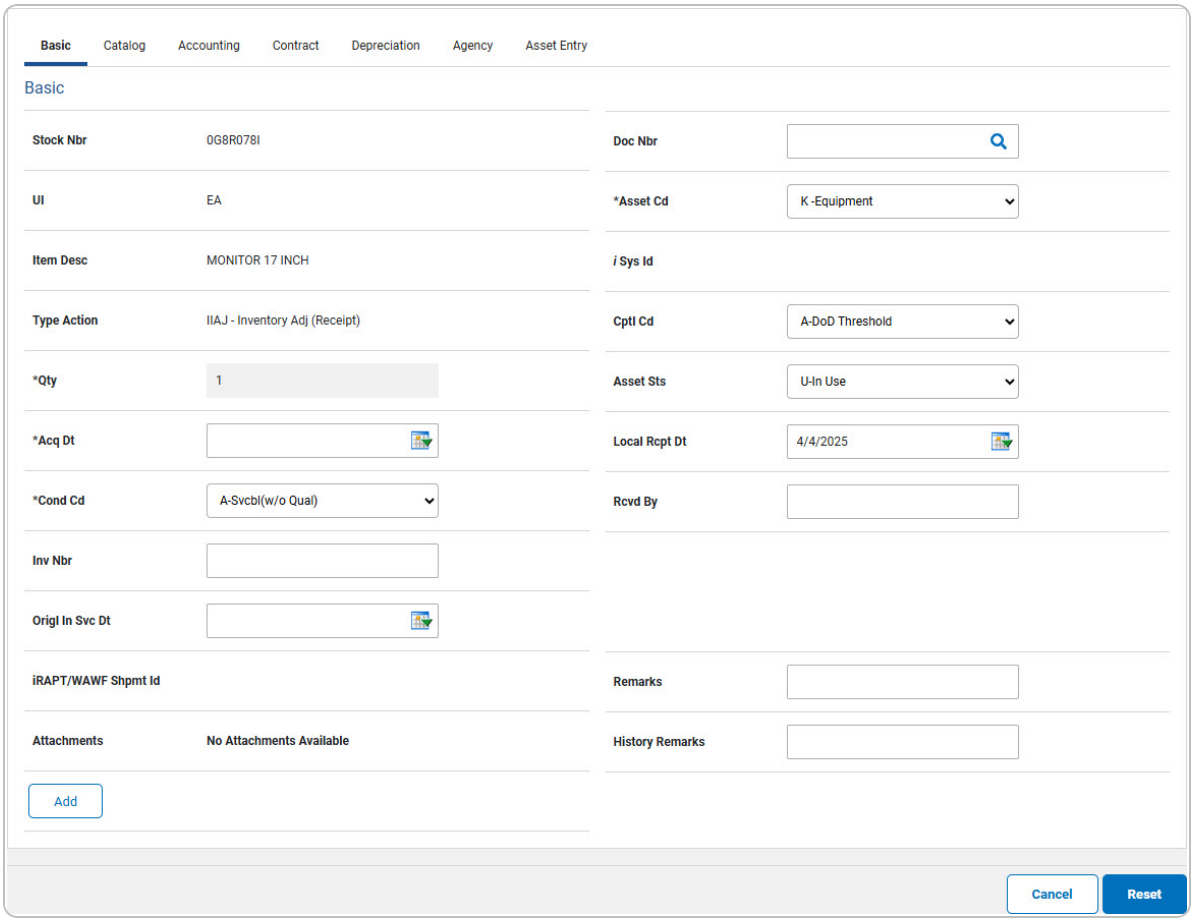

**a.** *The QTY automatically populates and is not editable.*

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



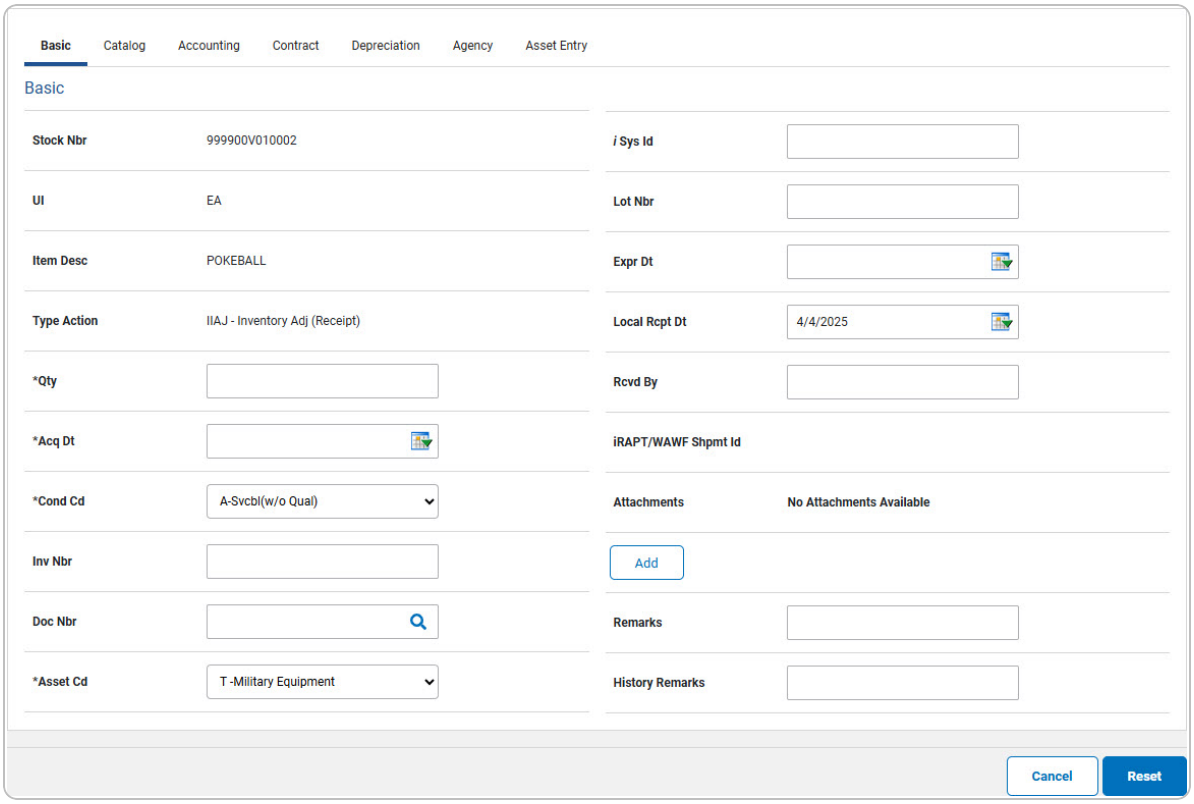

**a.** *The QTY automatically populates and is not editable.*

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.*

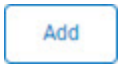
b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

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 **Attachment Add** page appears.*

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

Q. Enter the History Remarks in the field provided. *This is a 256 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 help

H. *The MFR NAME automatically populates and is not editable.*

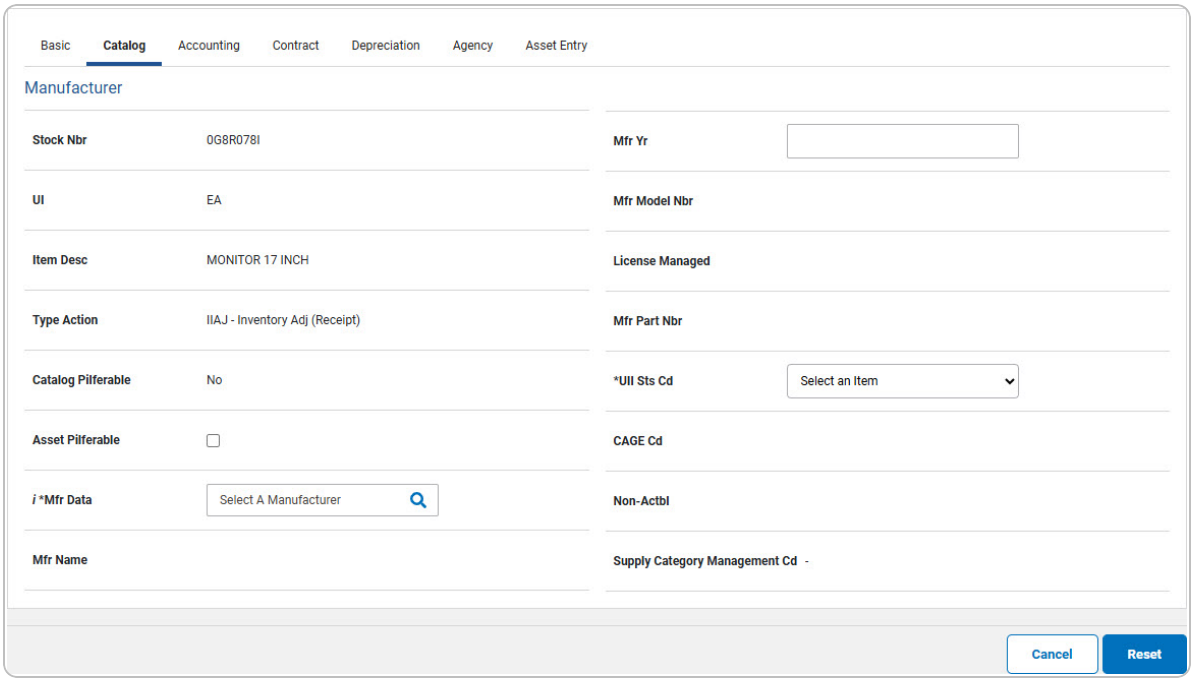
**I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

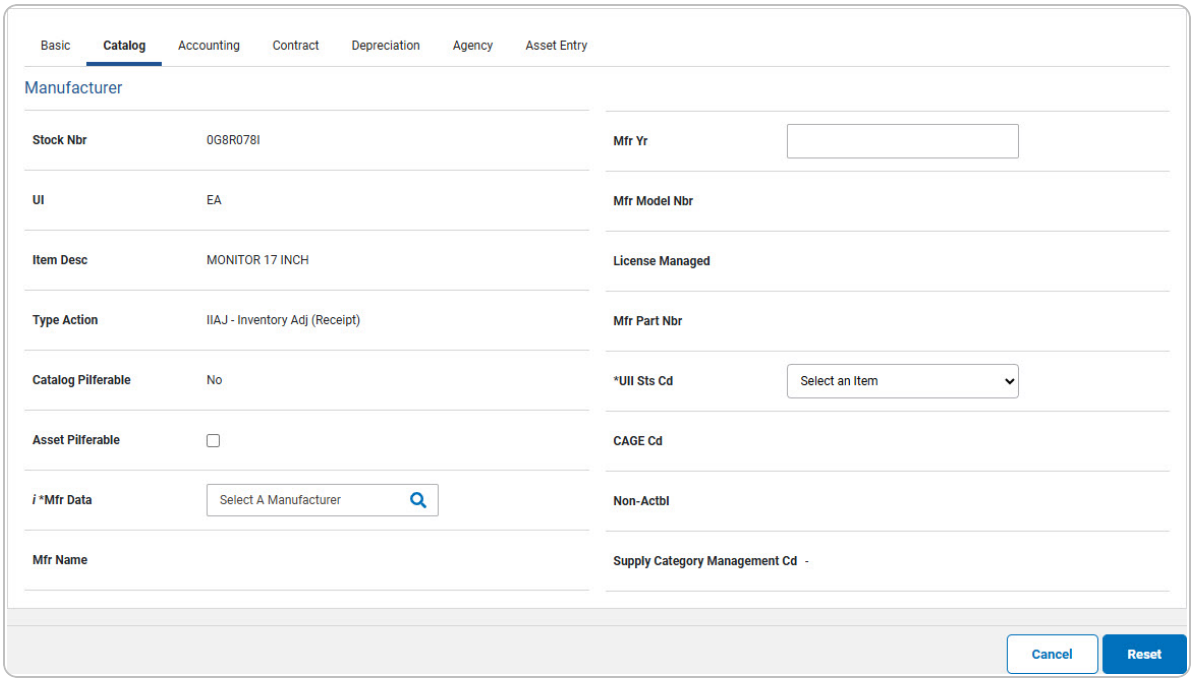
L. *The MFR PART NBR automatically populates and is not editable.*

**End Item Serial**



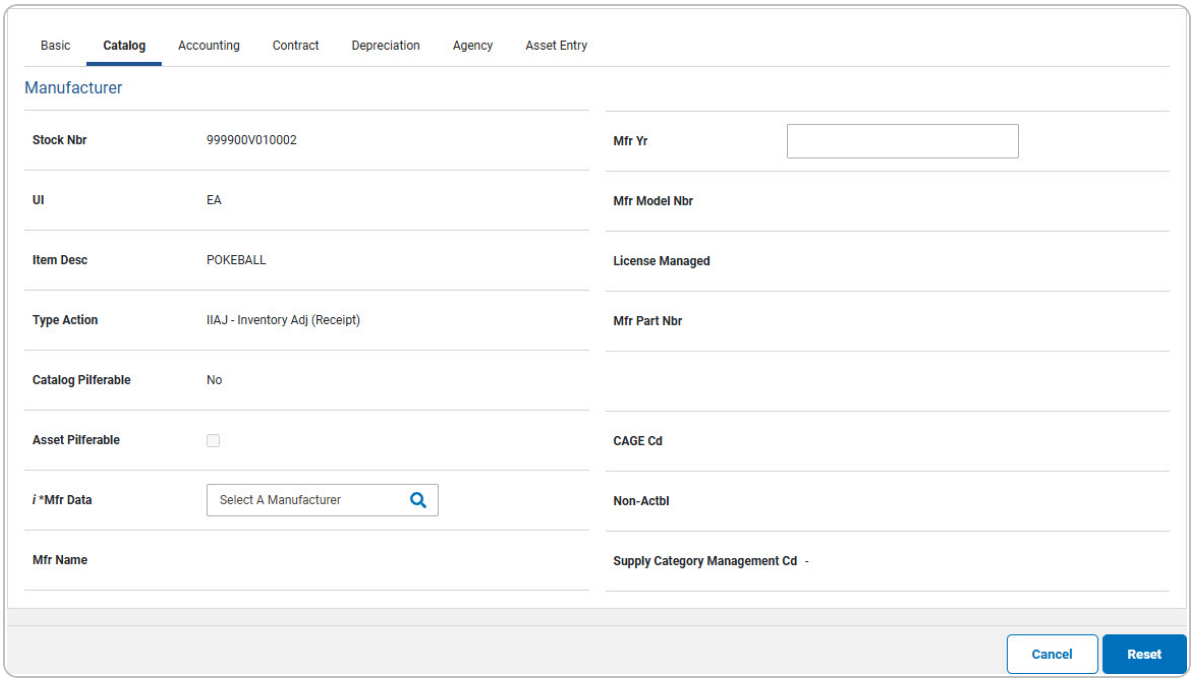
**a.** Use ⌄ to select the UII Sts Cd.

**Component**




**a.** Use ⌄ to select the UII Sts Cd.

**Bulk**



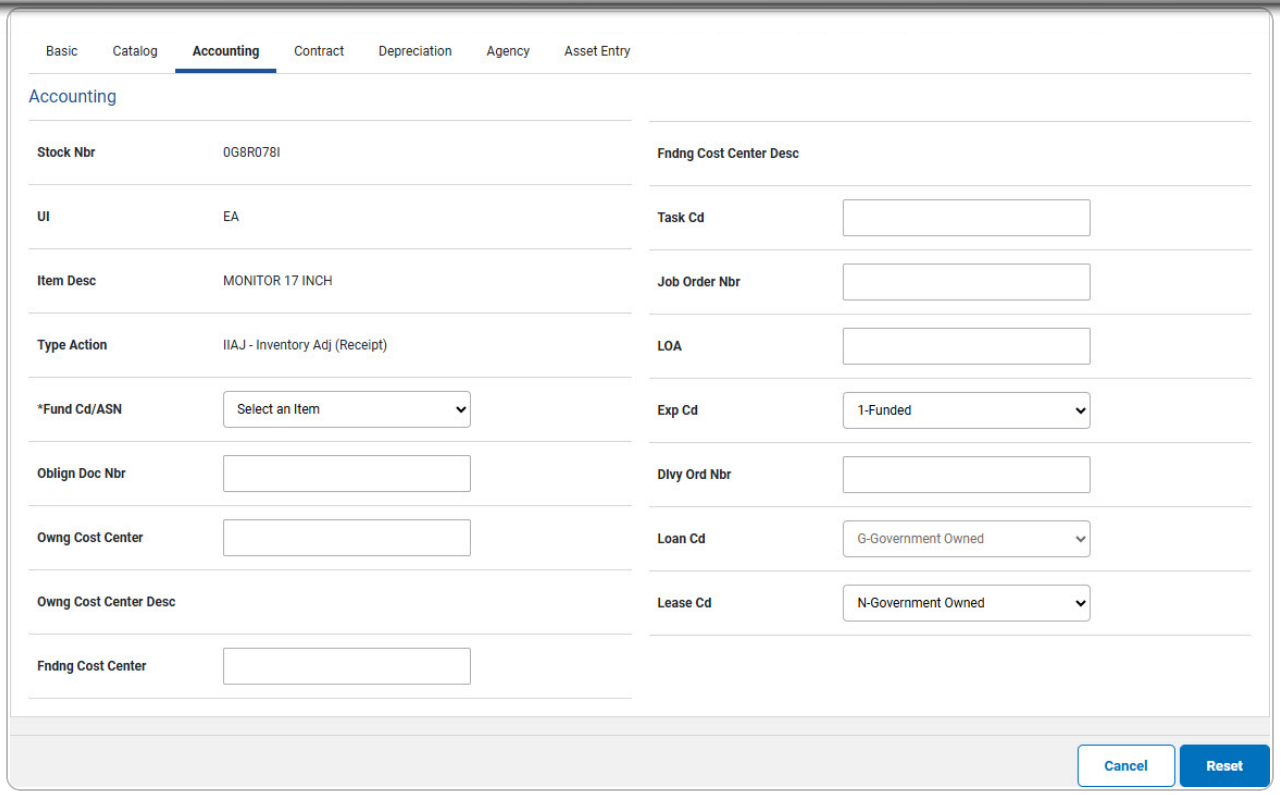

no additional fields

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 help

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 help

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 help

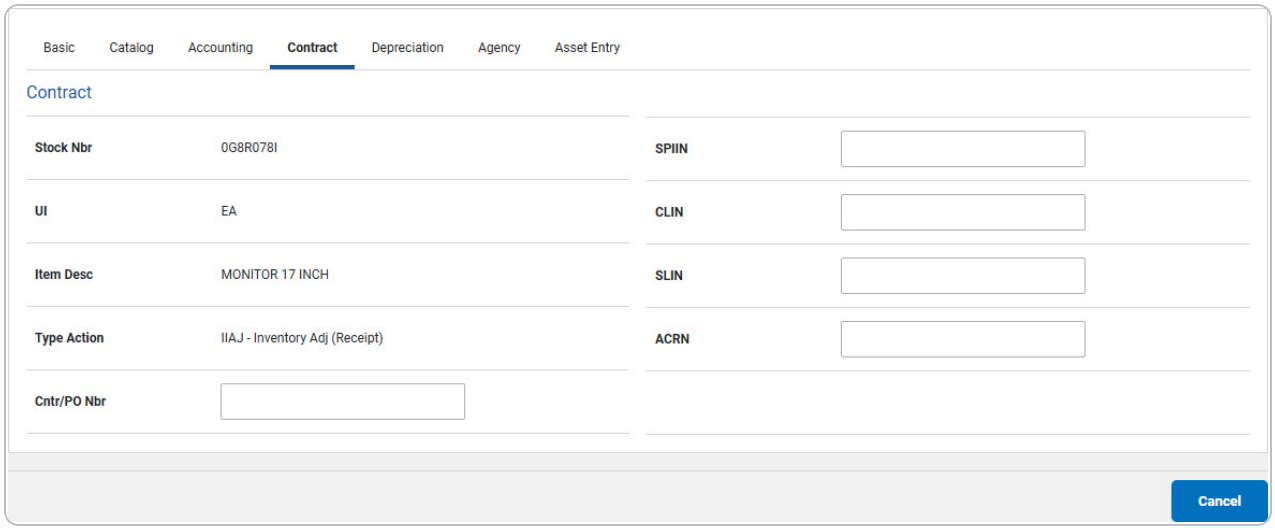
N. Use to select the Exp Cd.

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.*

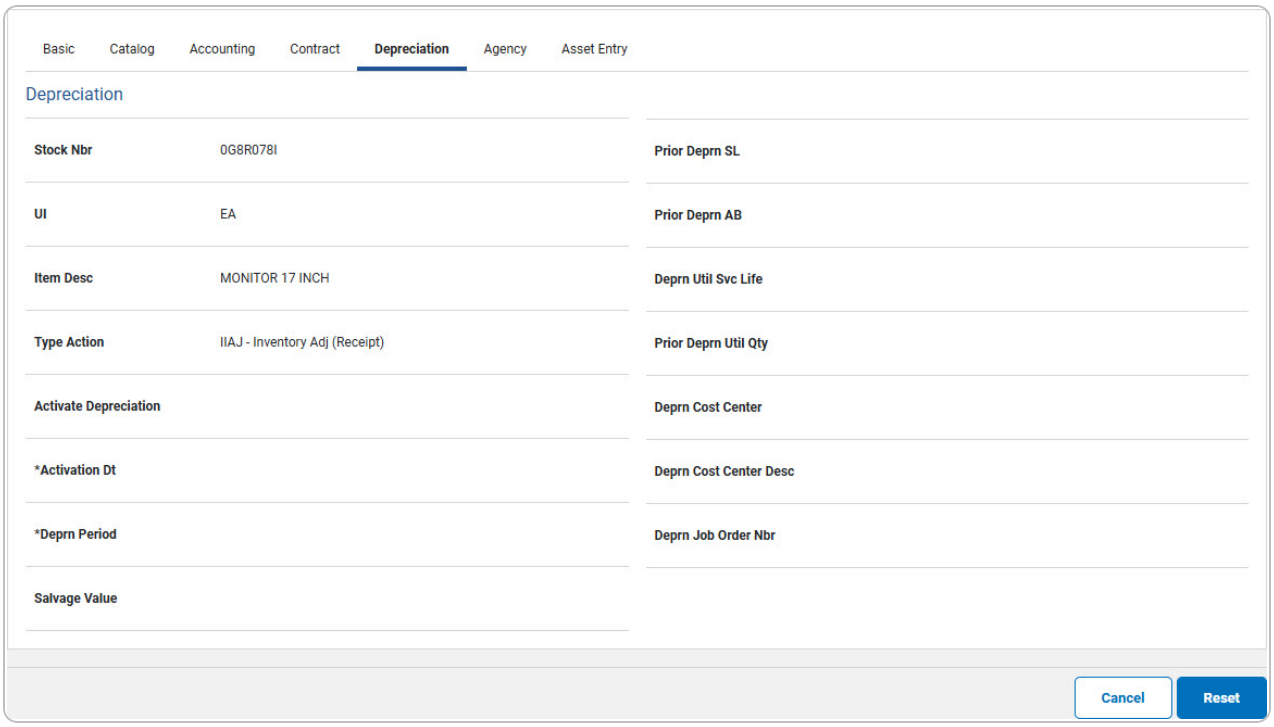
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

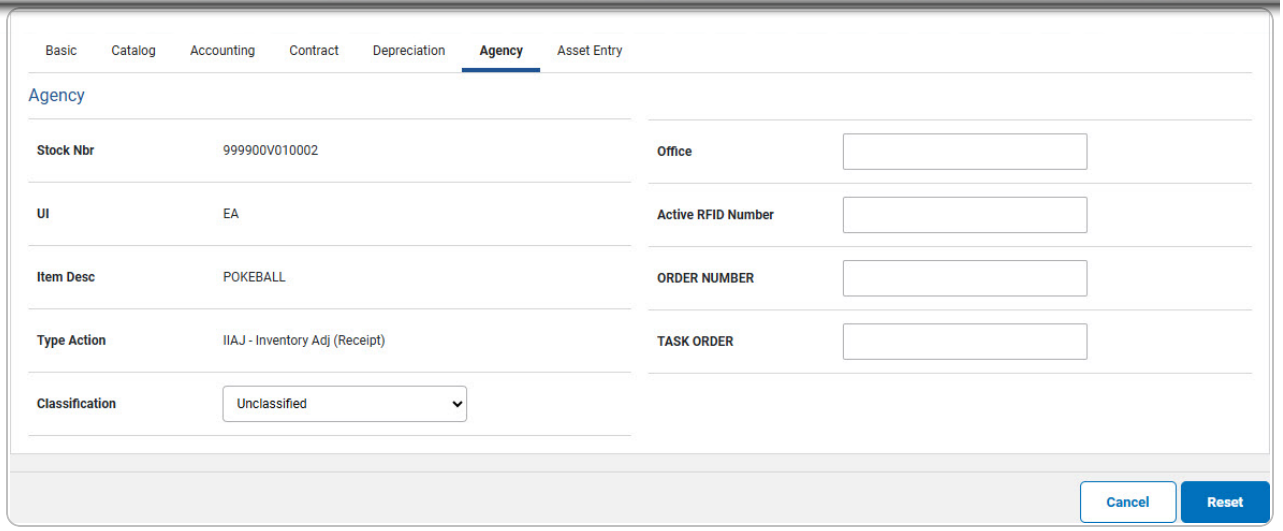
Cost Center Browse help

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.*

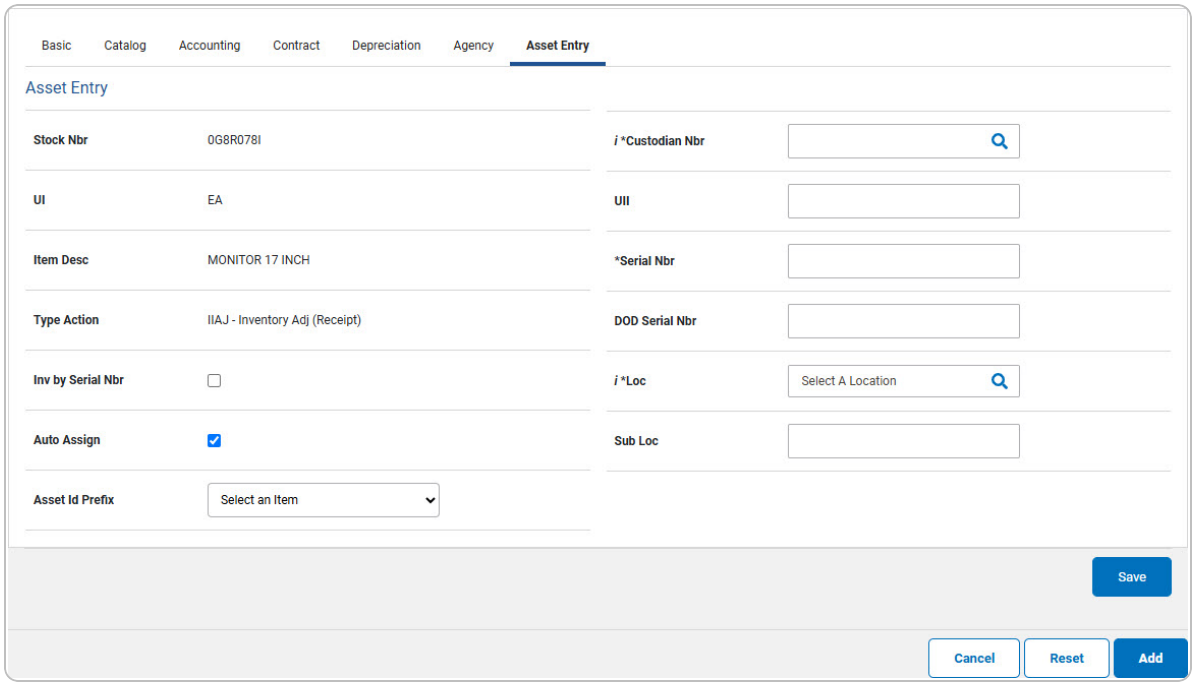
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

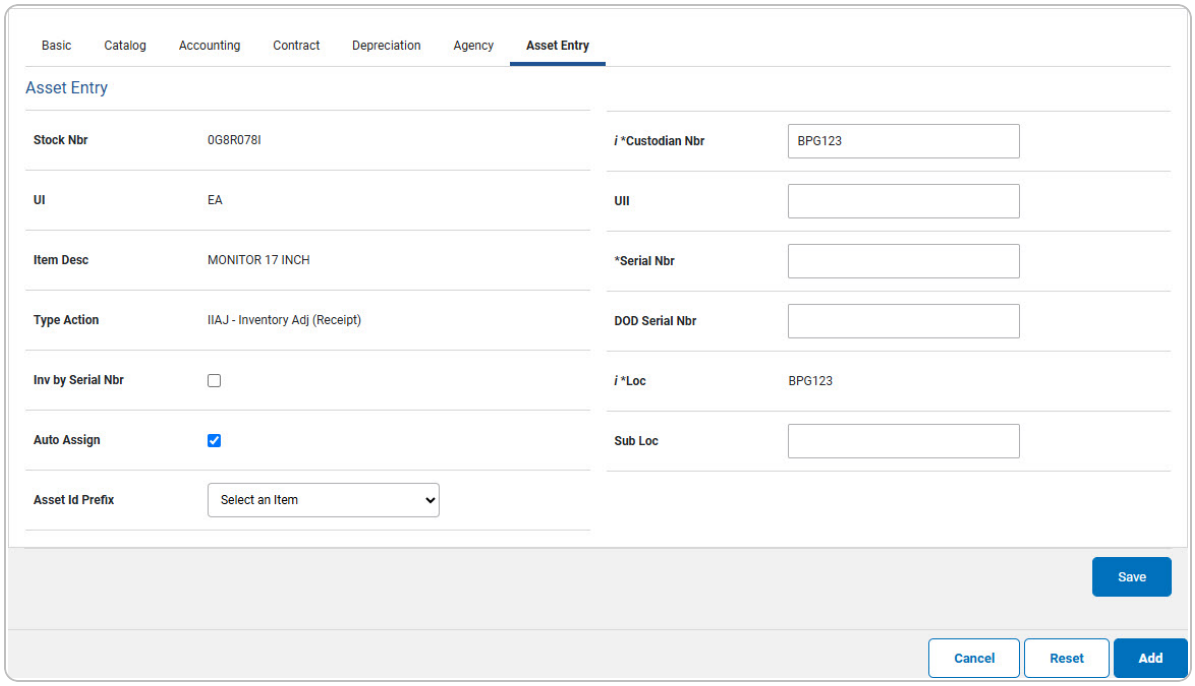
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

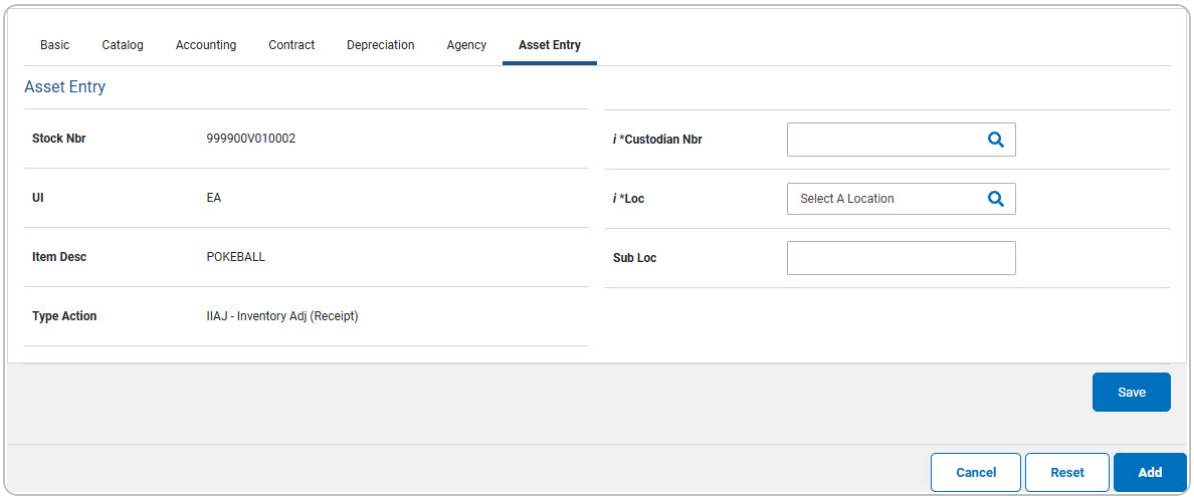
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

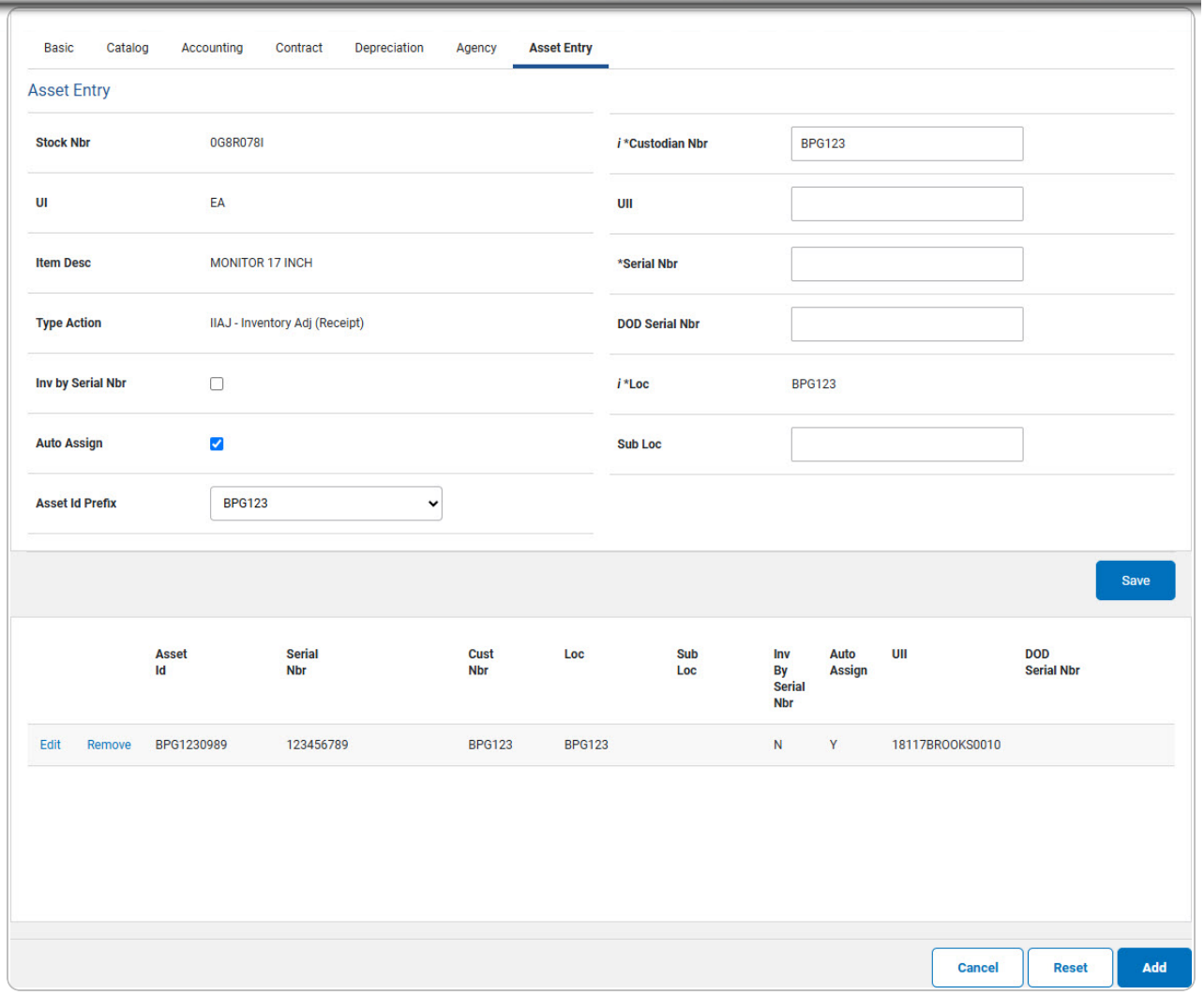
Custodian Browse help

**b.** Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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:*

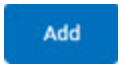
**Edit the Asset**

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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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 Grid

### 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.

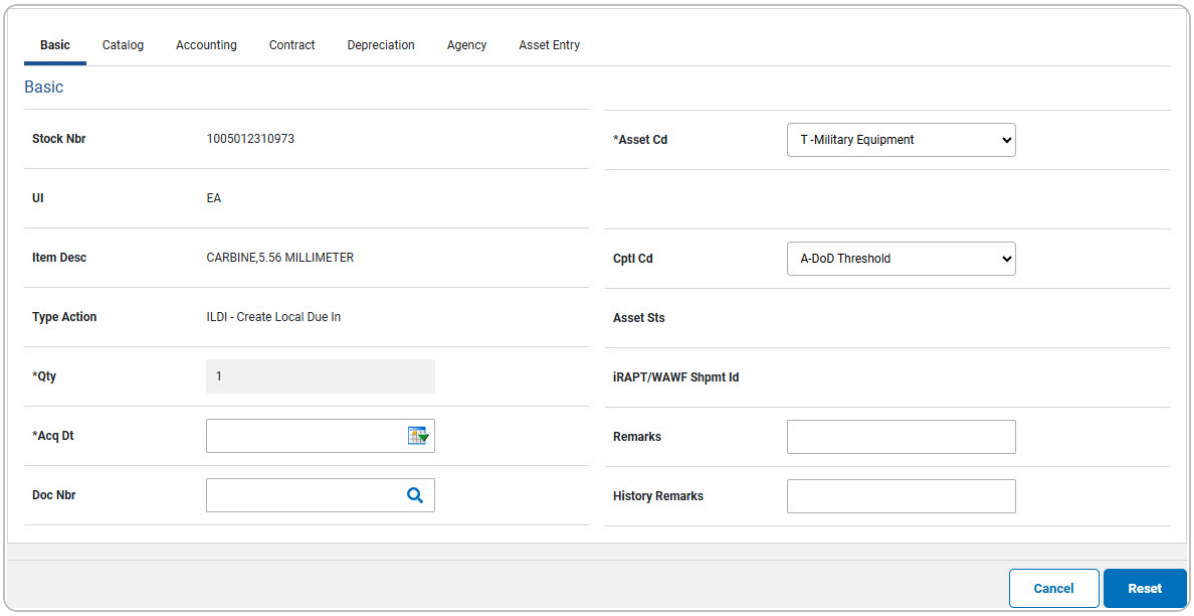
## Add an Asset

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

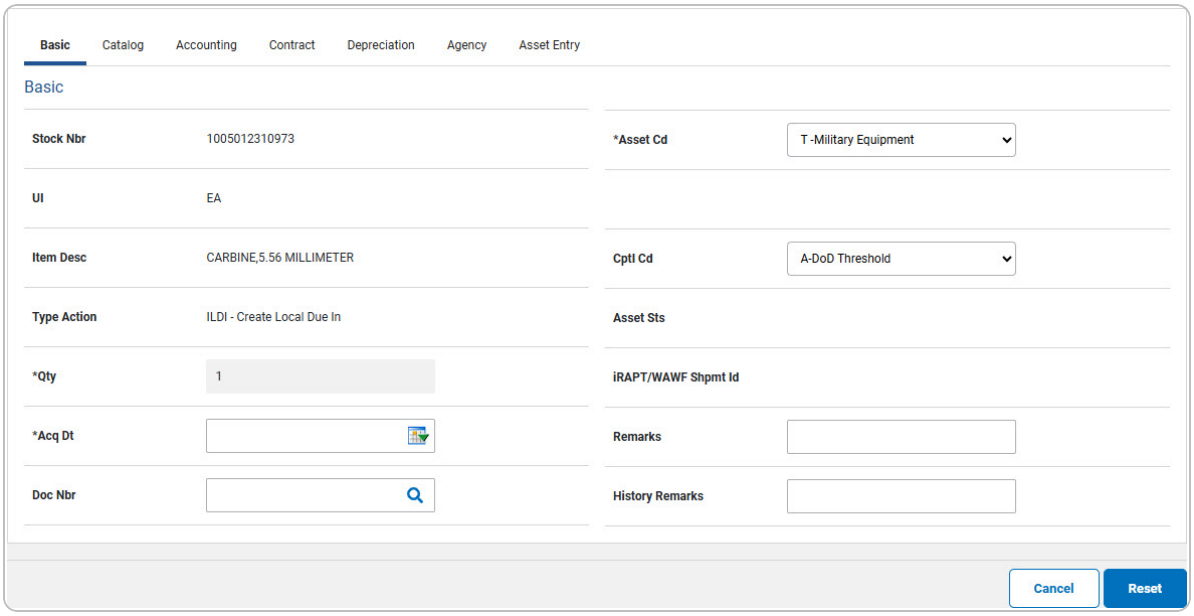
1. In the Asset Management menu, choose Receiving. *The **Asset Receiving** page appears.*
2. Use ⌄ to select the Type Action ***ILDI — Create Local Due In***.
3. Select Continue. *The Basic tab displays.*
   - A. *The STOCK NBR automatically populates and is not editable.*
   - B. *The UI automatically 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 help
   - **H.** Use ⌄ to select the Asset Cd.

## End Item Serial




## Component

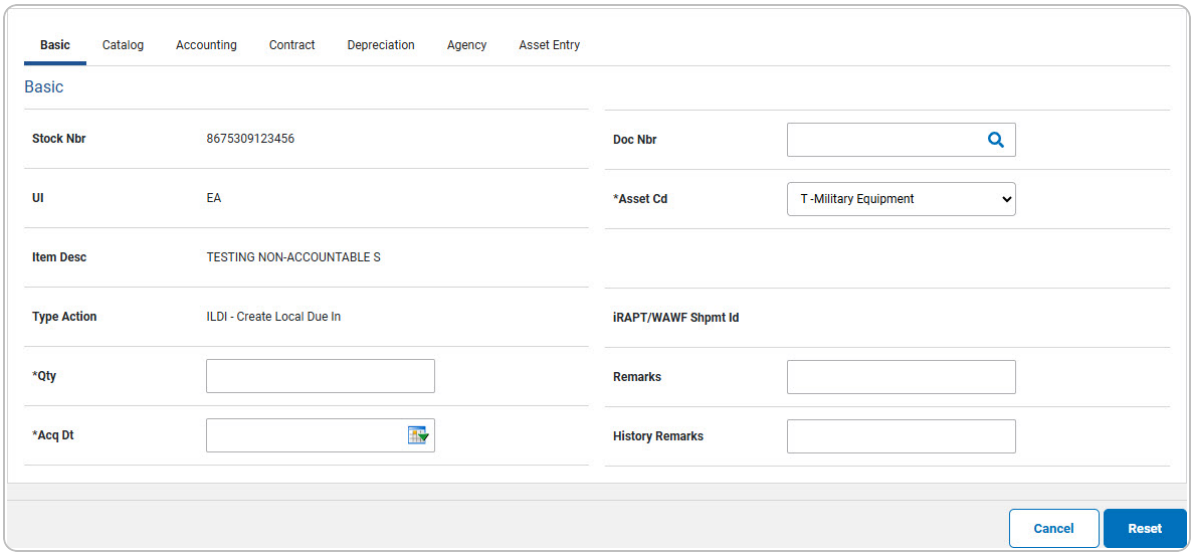



**a.** *The QTY automatically populates and is not editable.*

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 256 alphanumeric character field.*

K. Enter the History Remarks in the field provided. *This is a 256 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 help

H. *The MFR NAME automatically populates and is not editable.*

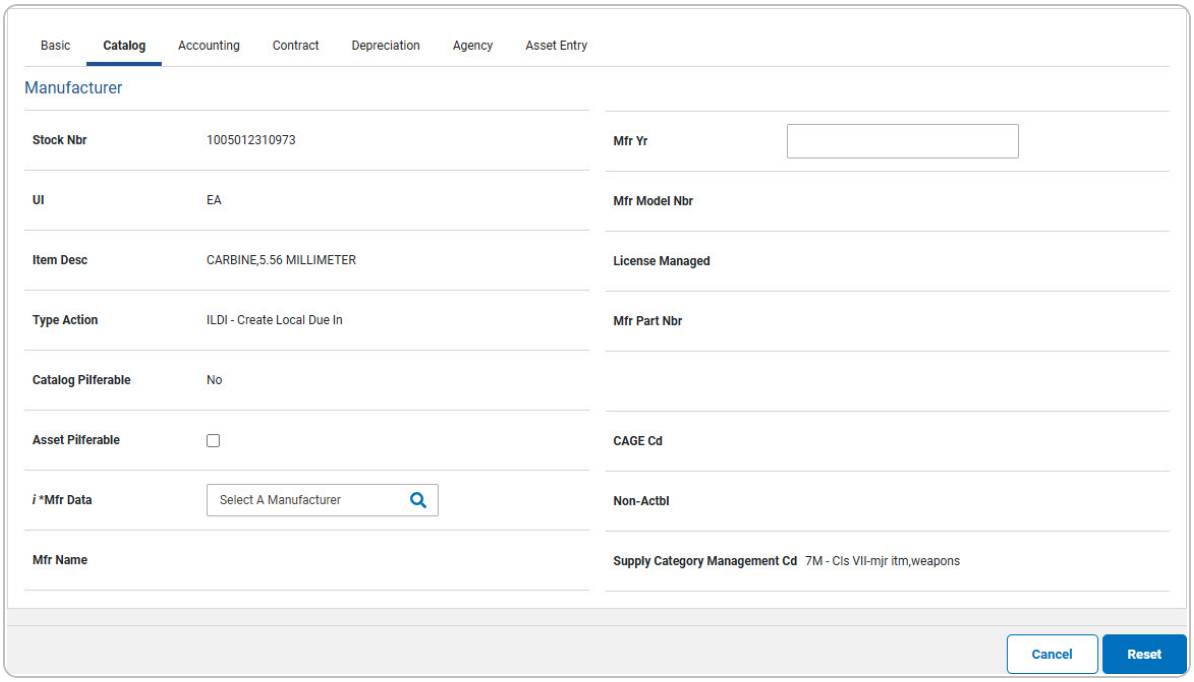
**I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

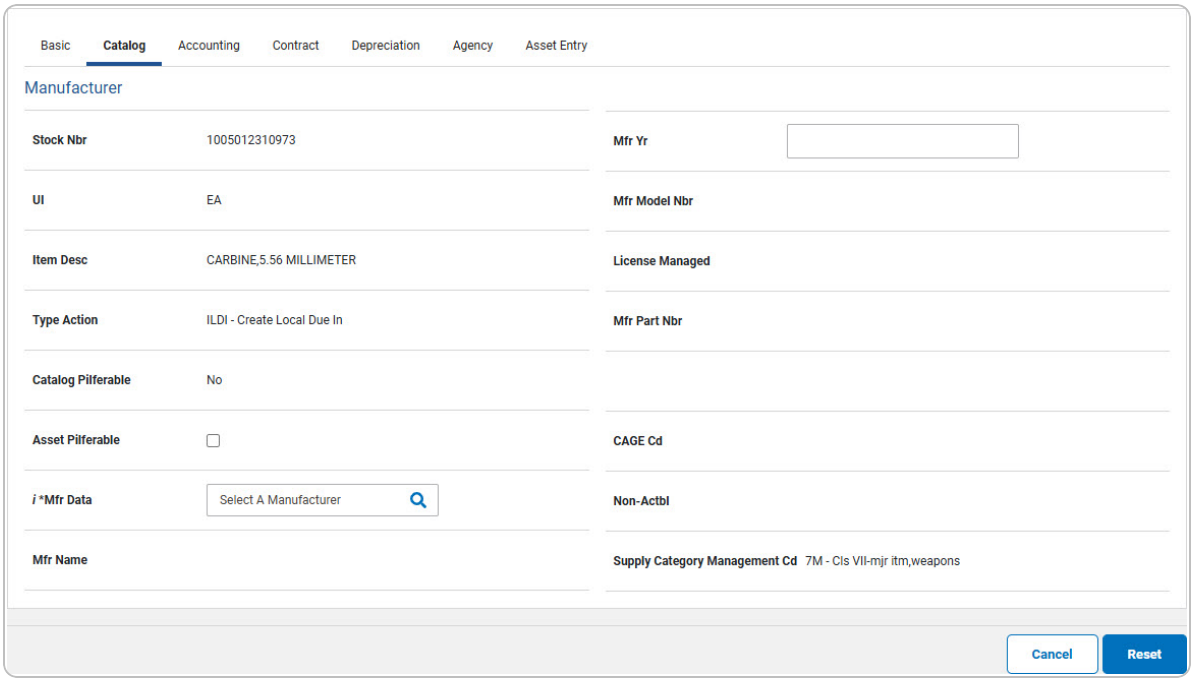
L. *The MFR PART NBR automatically populates and is not editable.*

**End Item Serial**



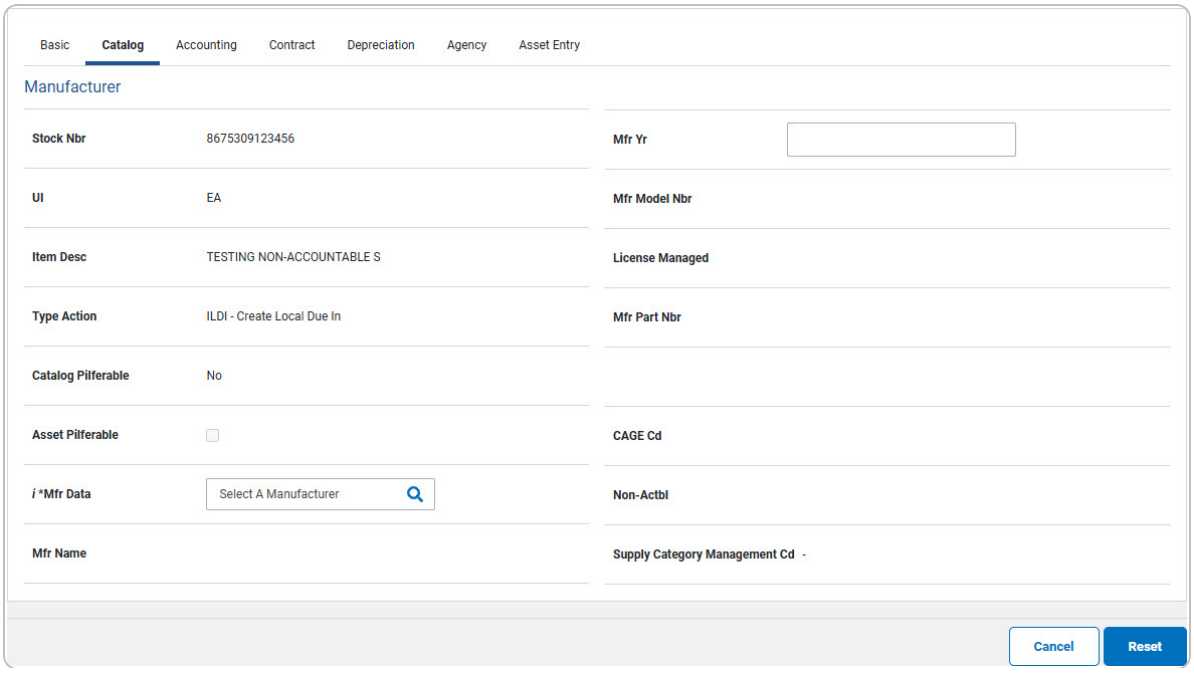

no additional fields

## 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 help

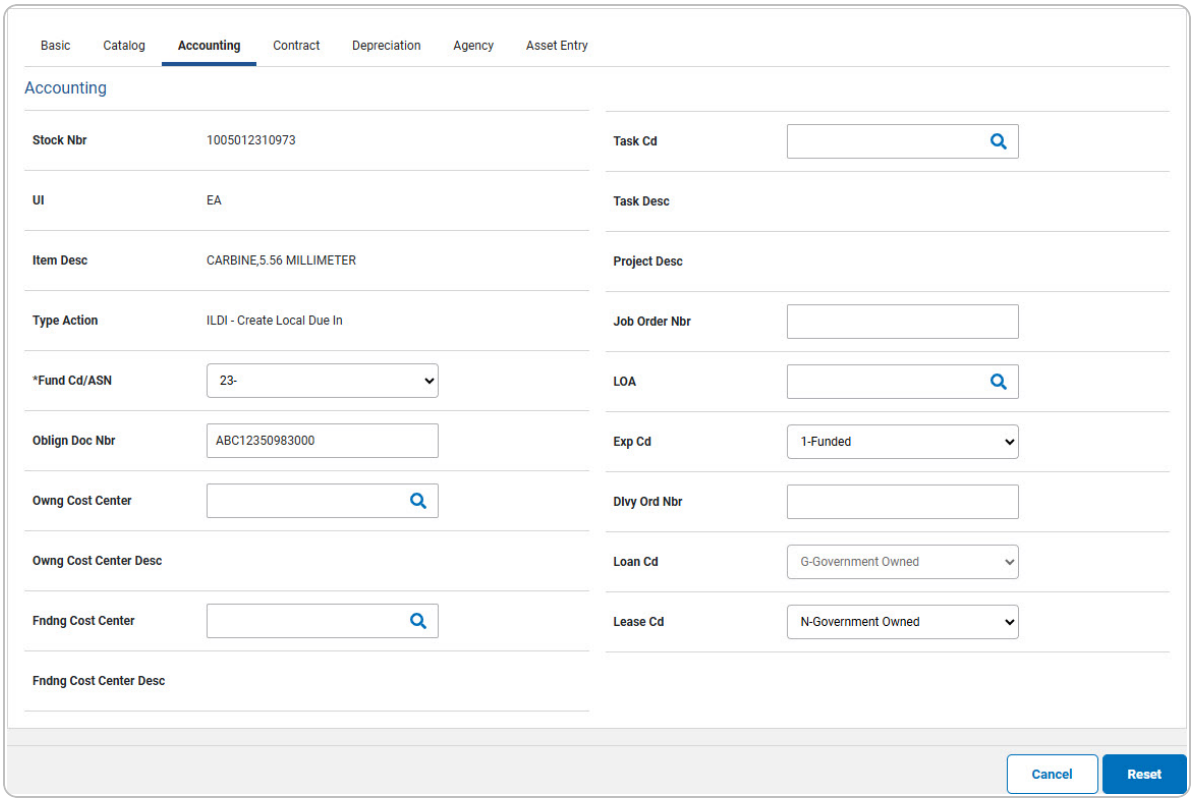
H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

## End Item Serial



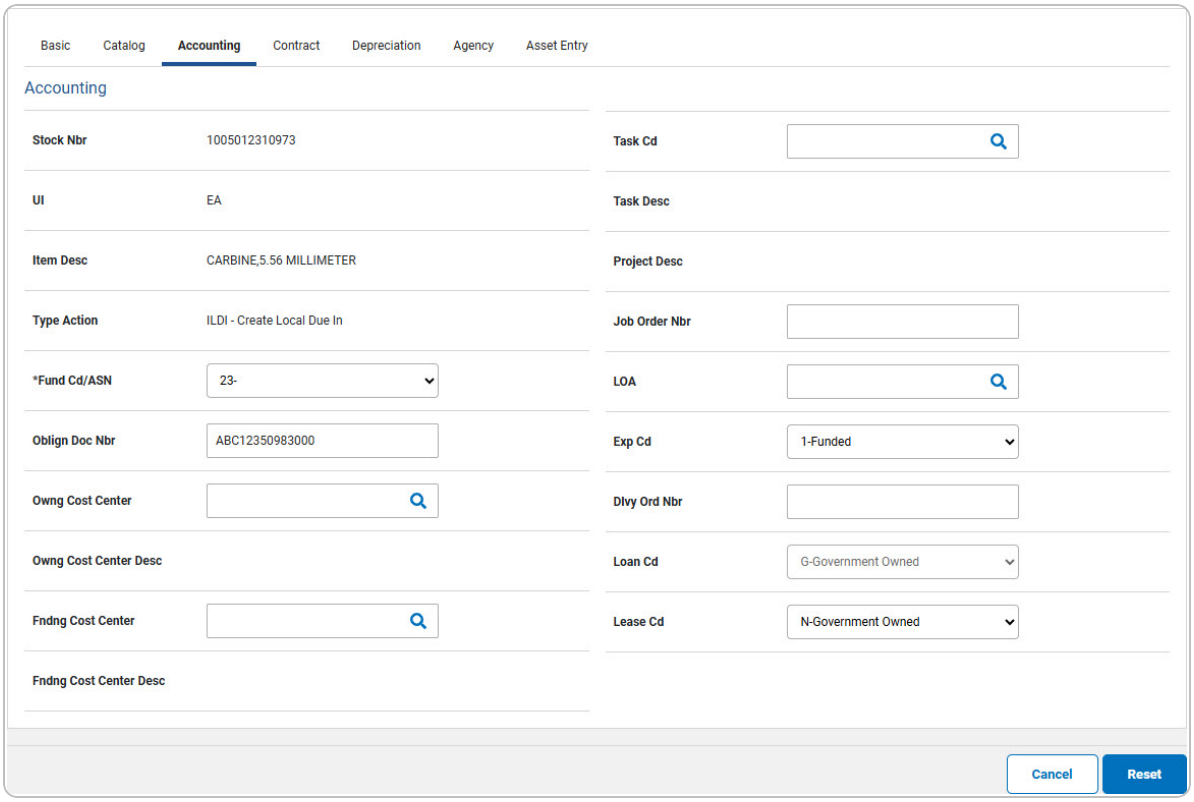

a. Enter the TASK CD, or use 🔍 to browse for the Project Number. *This is a 25 alphanumeric character field.*

Project Number Browse help

b. *The Task DESC automatically populates and is not editable.*

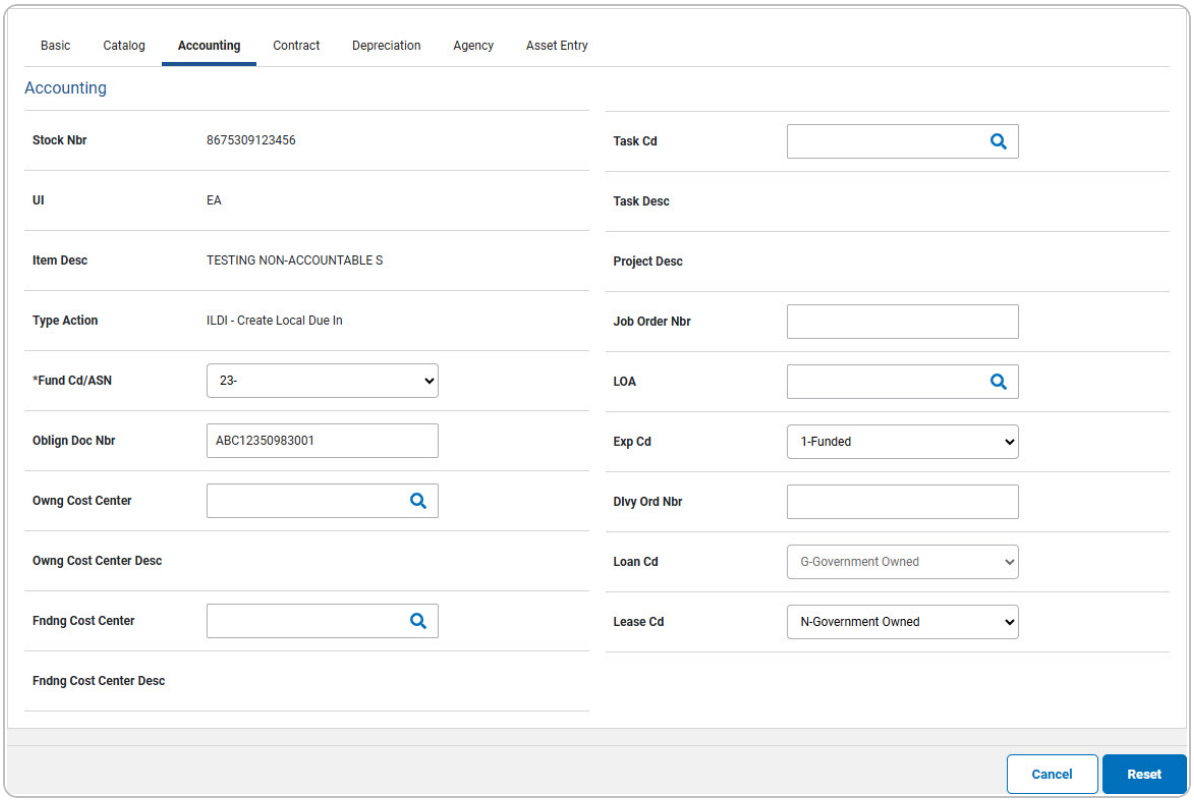
c. *The Project DESC automatically populates and is not editable.*

## 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 help

M. Use to select the Exp Cd.

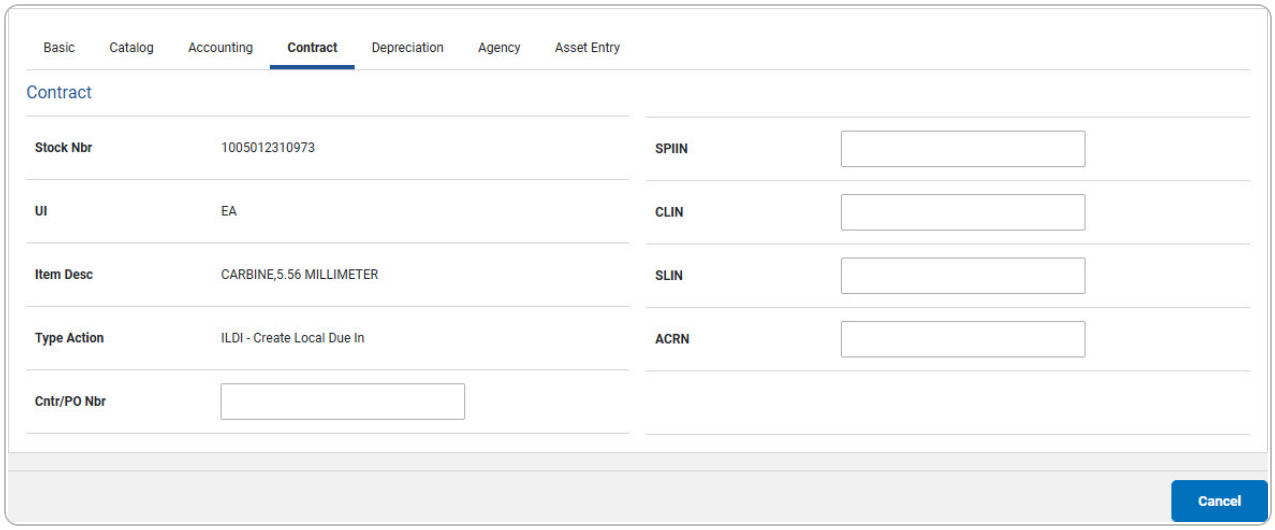
N. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

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.*

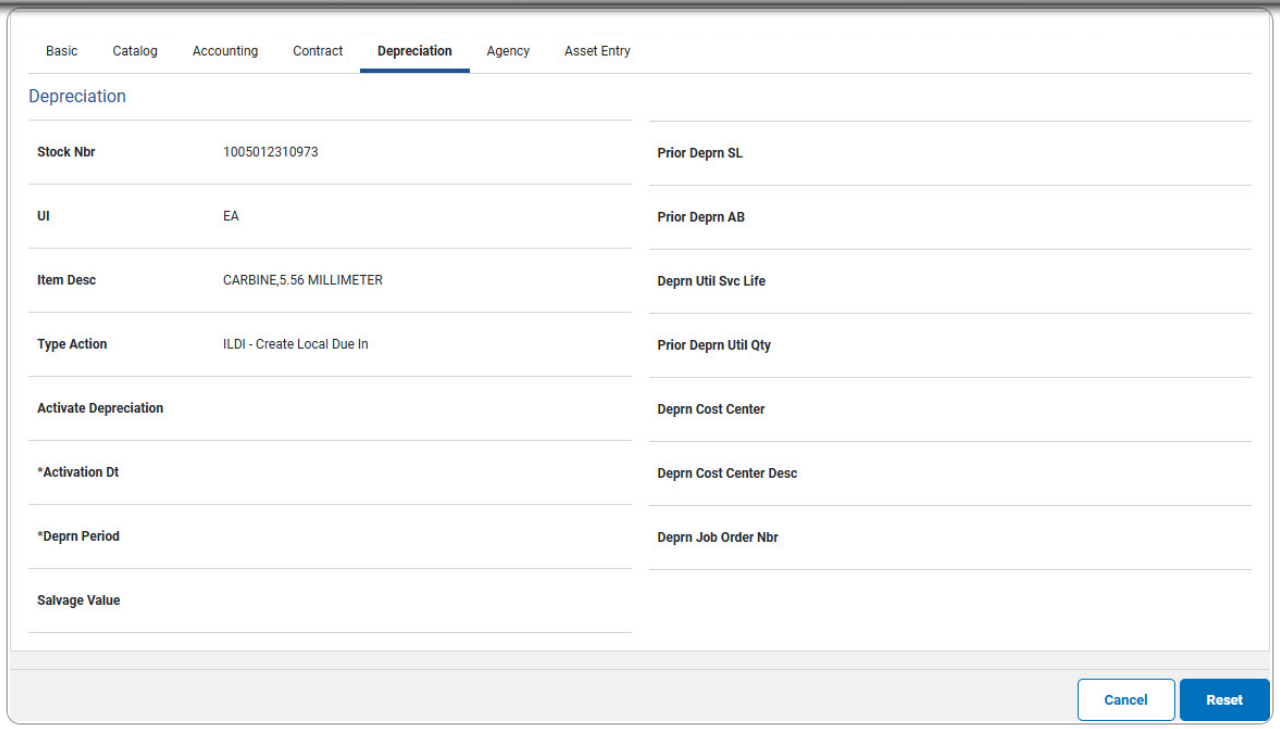
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

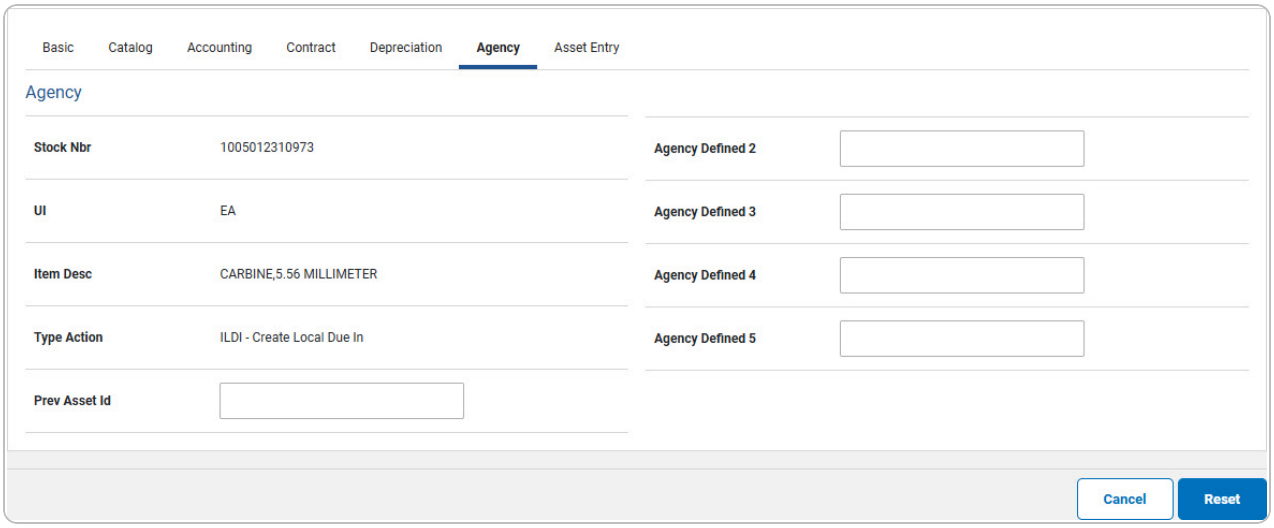
Cost Center Browse help

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.*

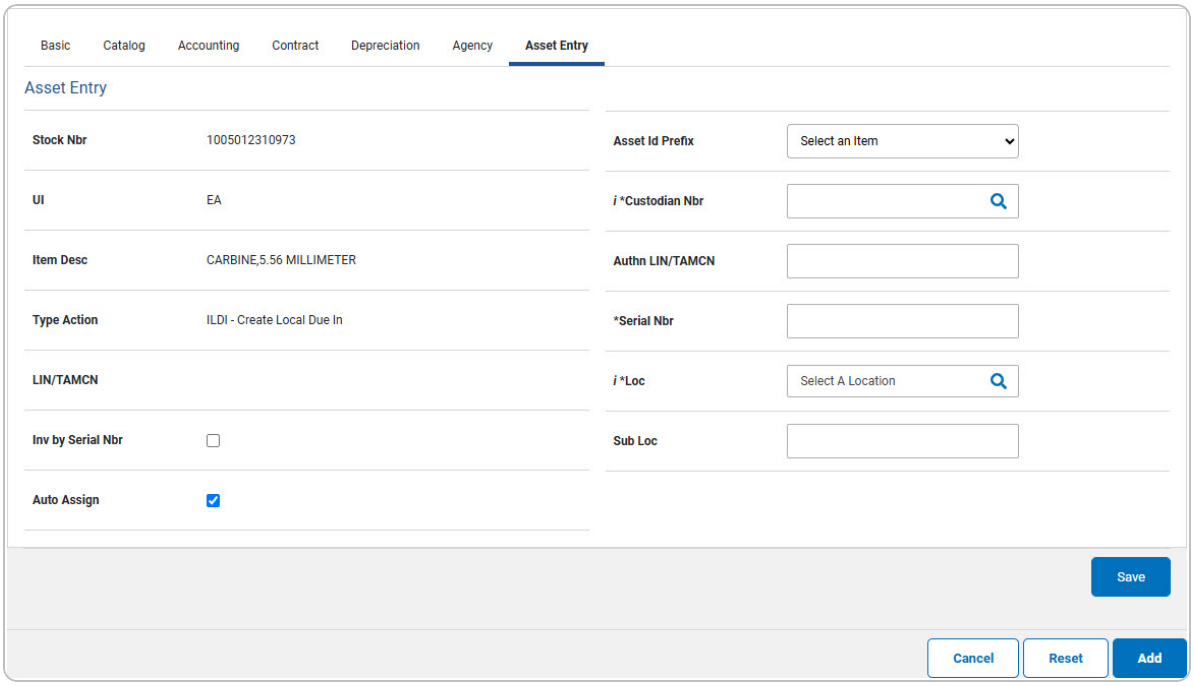
A. *The STOCK NBR automatically populates and is not editable.*

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 help

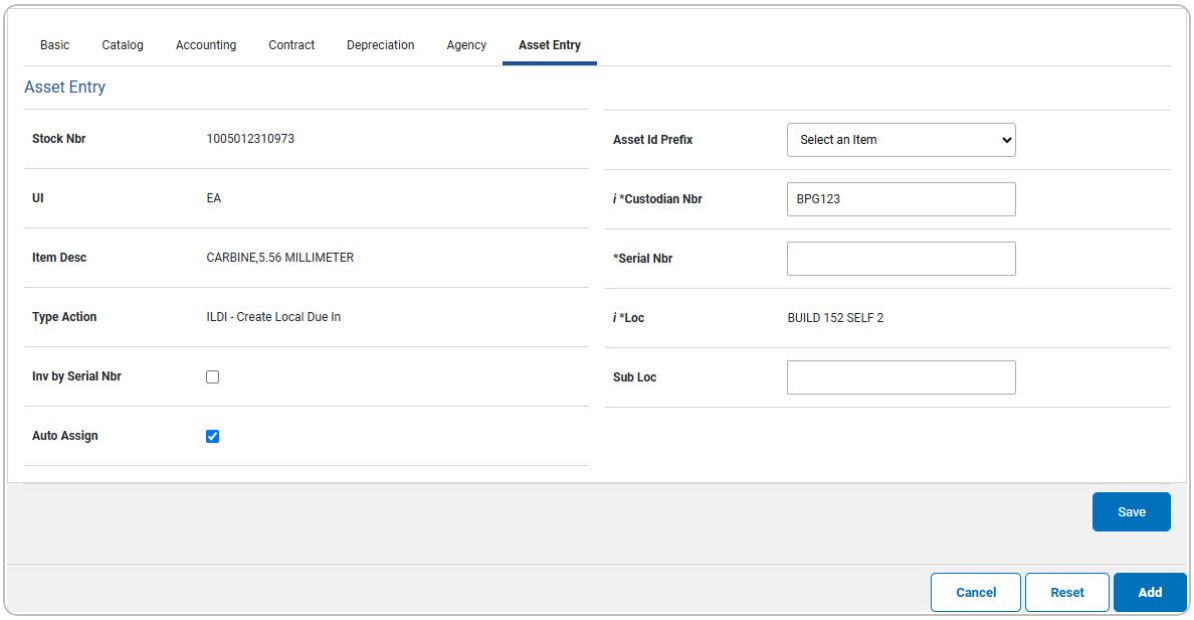
**e.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**f.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

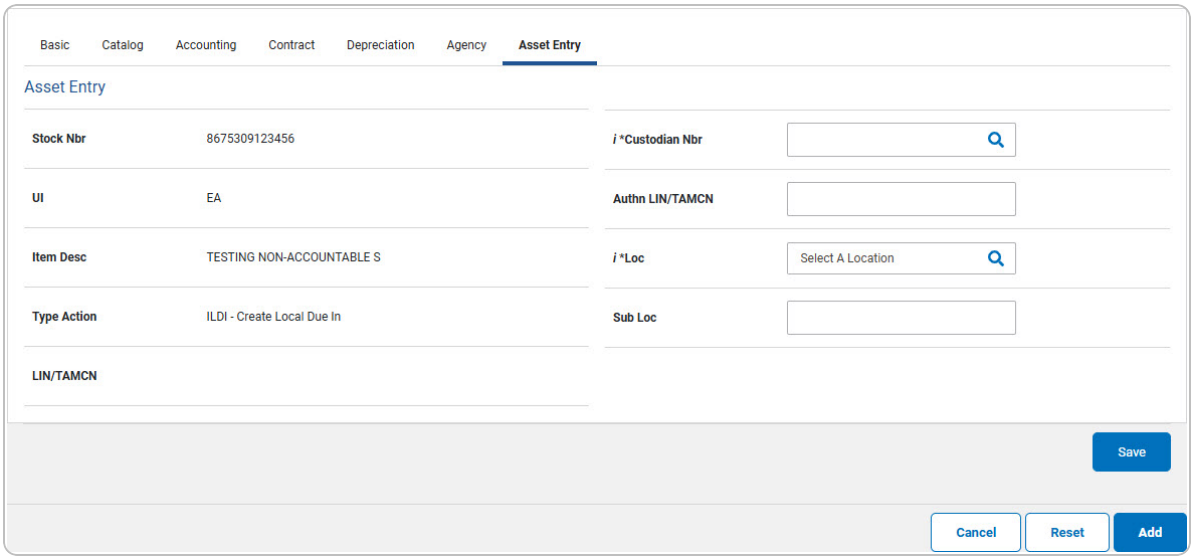
**f.** Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**g.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

h. 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.*

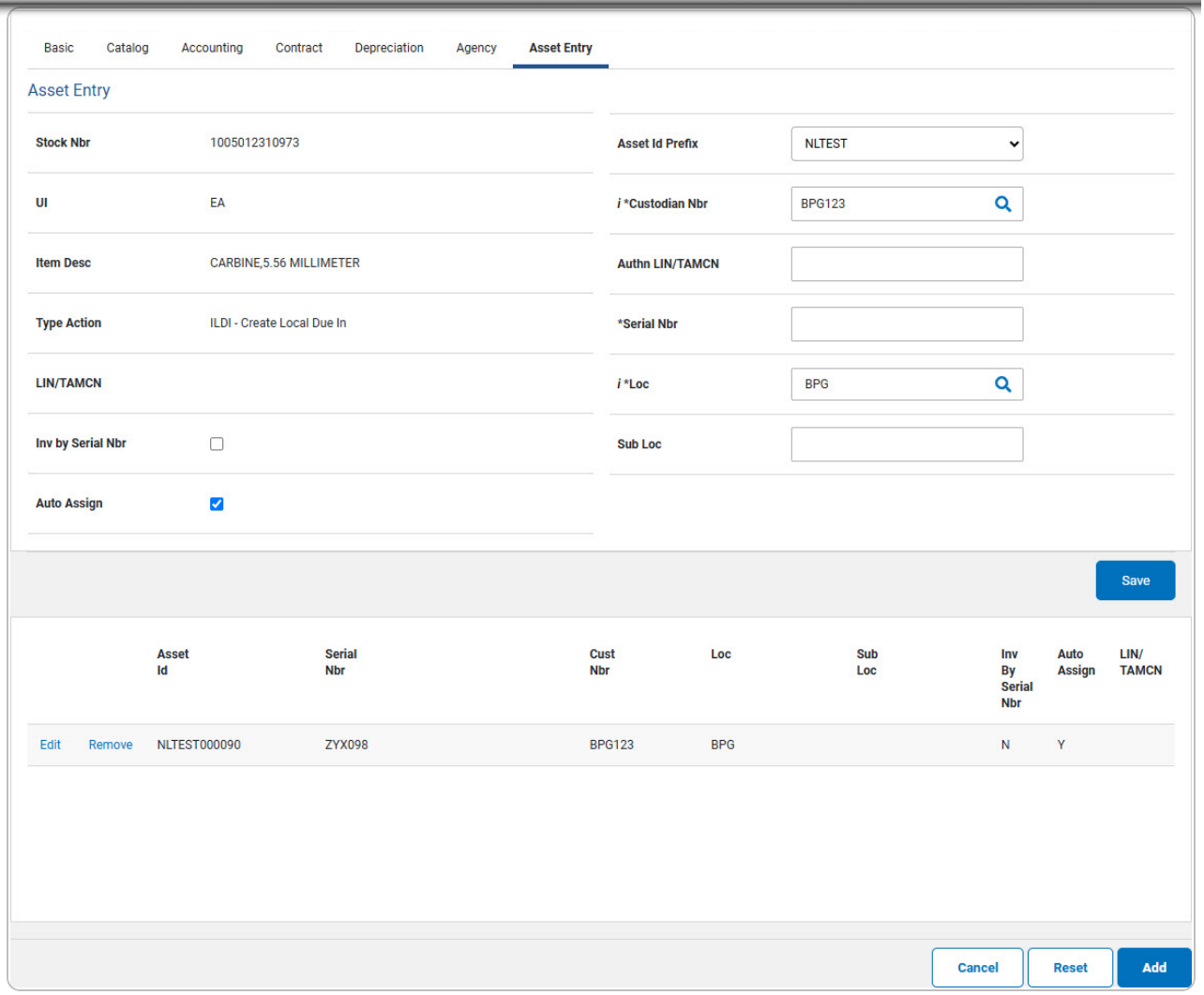
Custodian Browse help

**b.** Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 Record 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 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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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 Grid

**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.

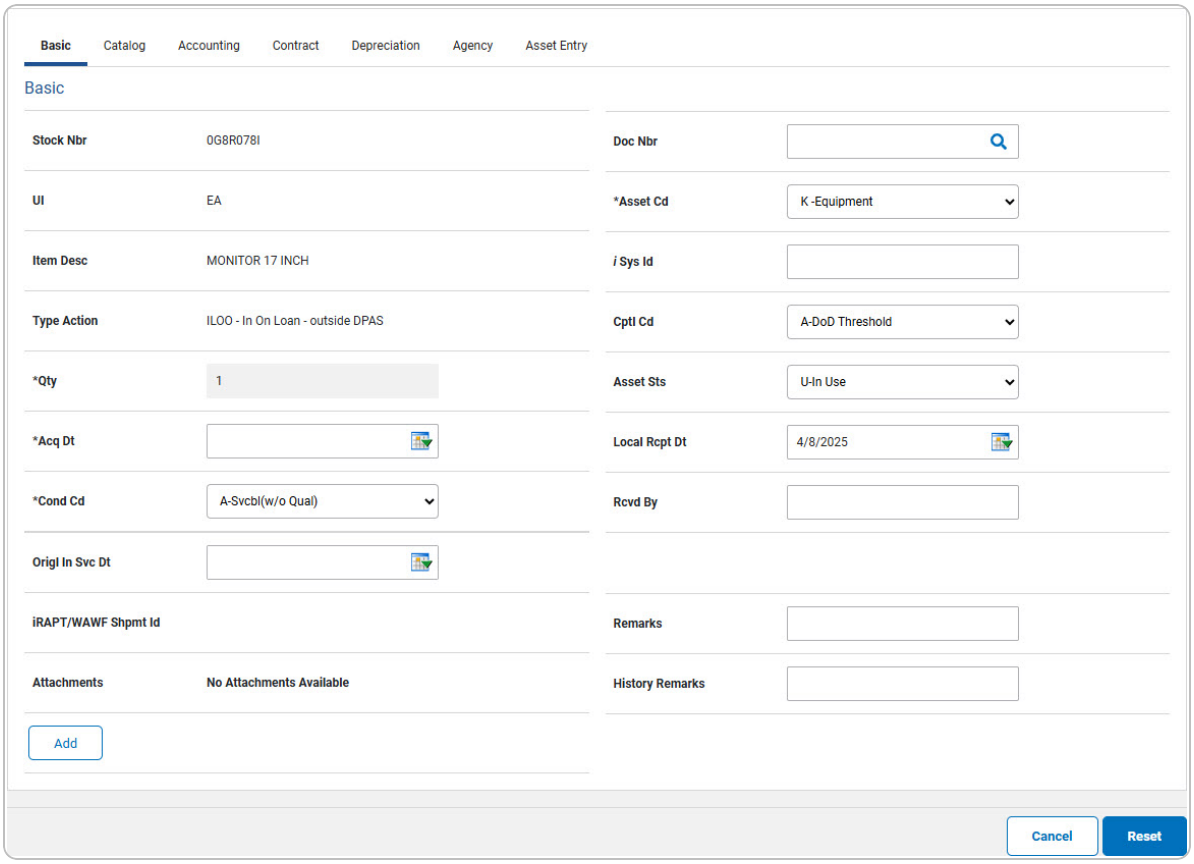
## Add an Asset

*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 help
   - **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.

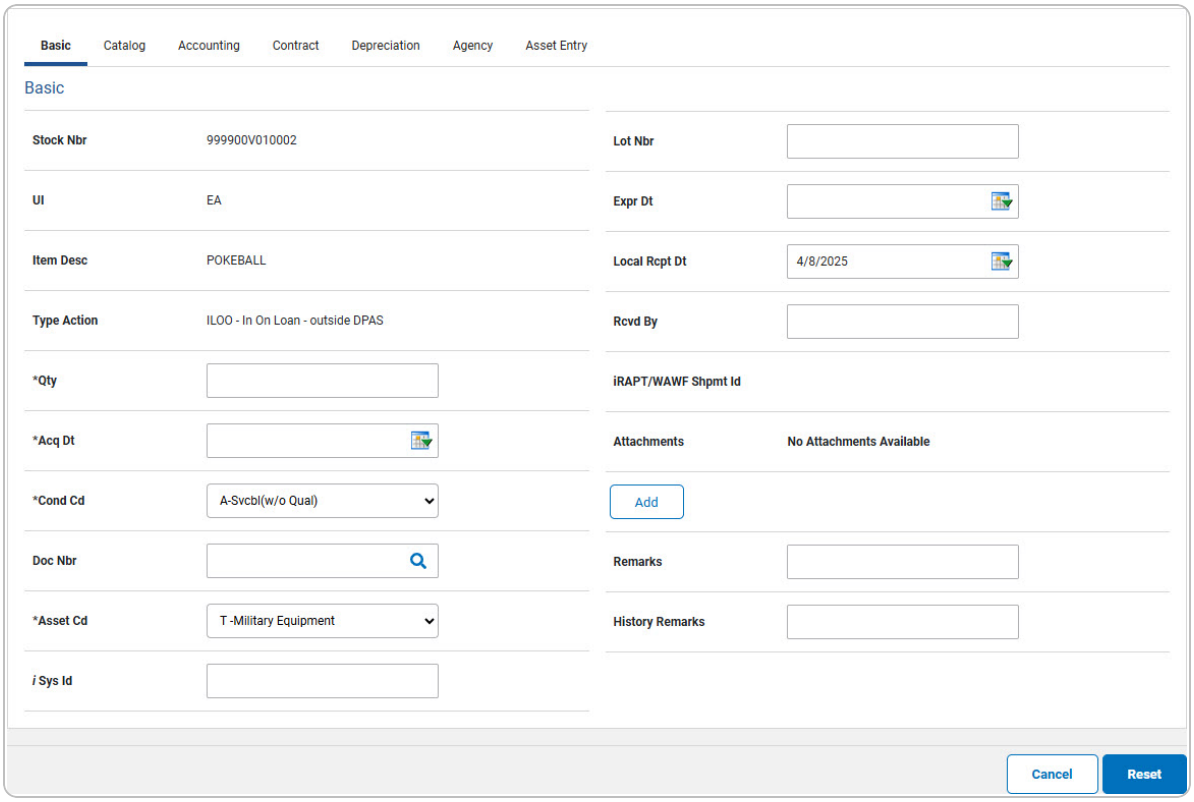
d. Use 📅 to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

## 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 **Attachment Add** page appears.*

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.*

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 help

H. *The MFR NAME automatically populates and is not editable.*

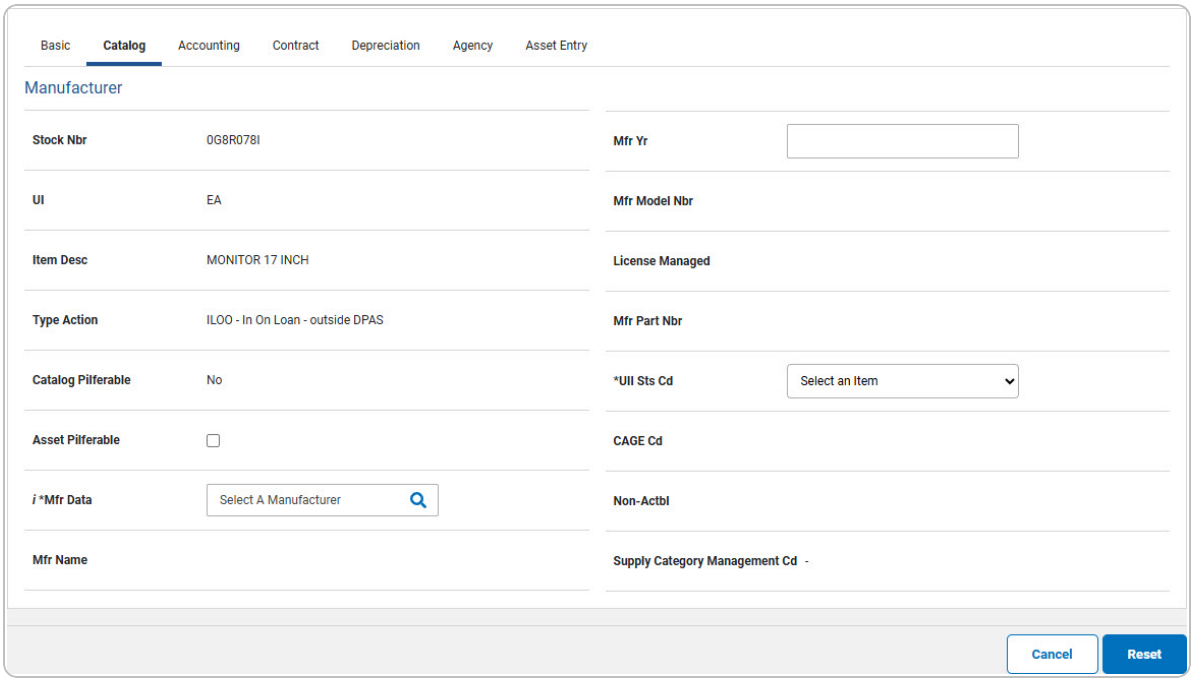
**I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

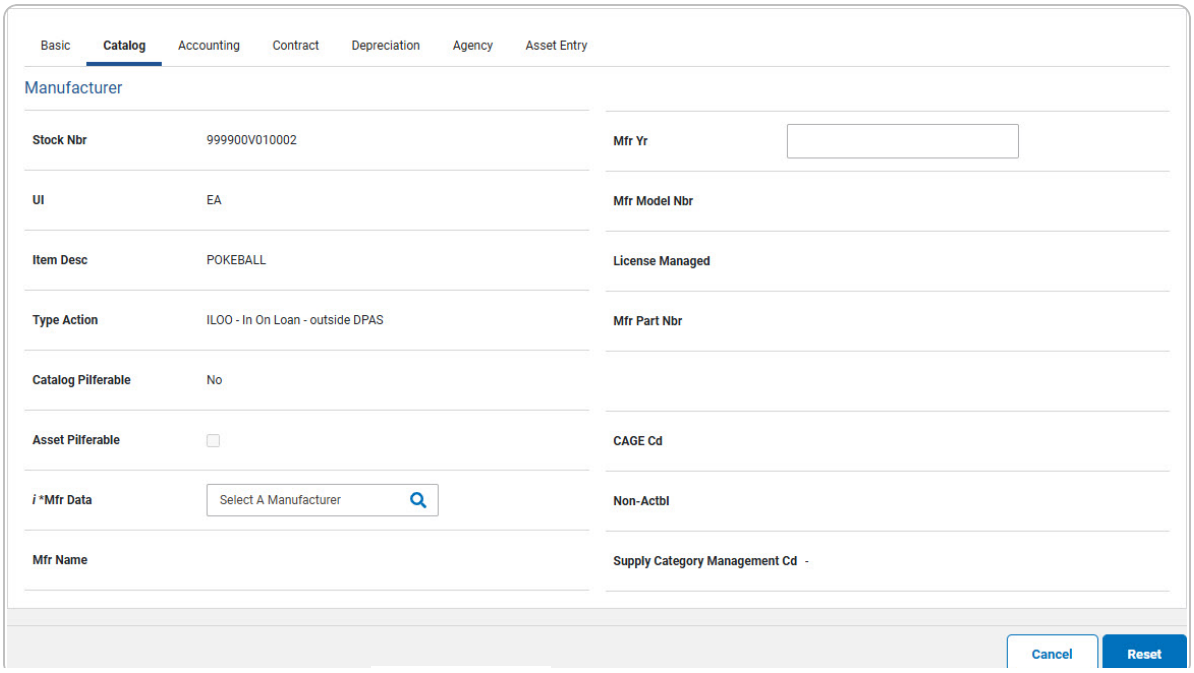
L. *The MFR PART NBR automatically populates and is not editable.*

## End Item Serial




**a.** Use ⌄ to select the UII Sts Cd.

## Bulk



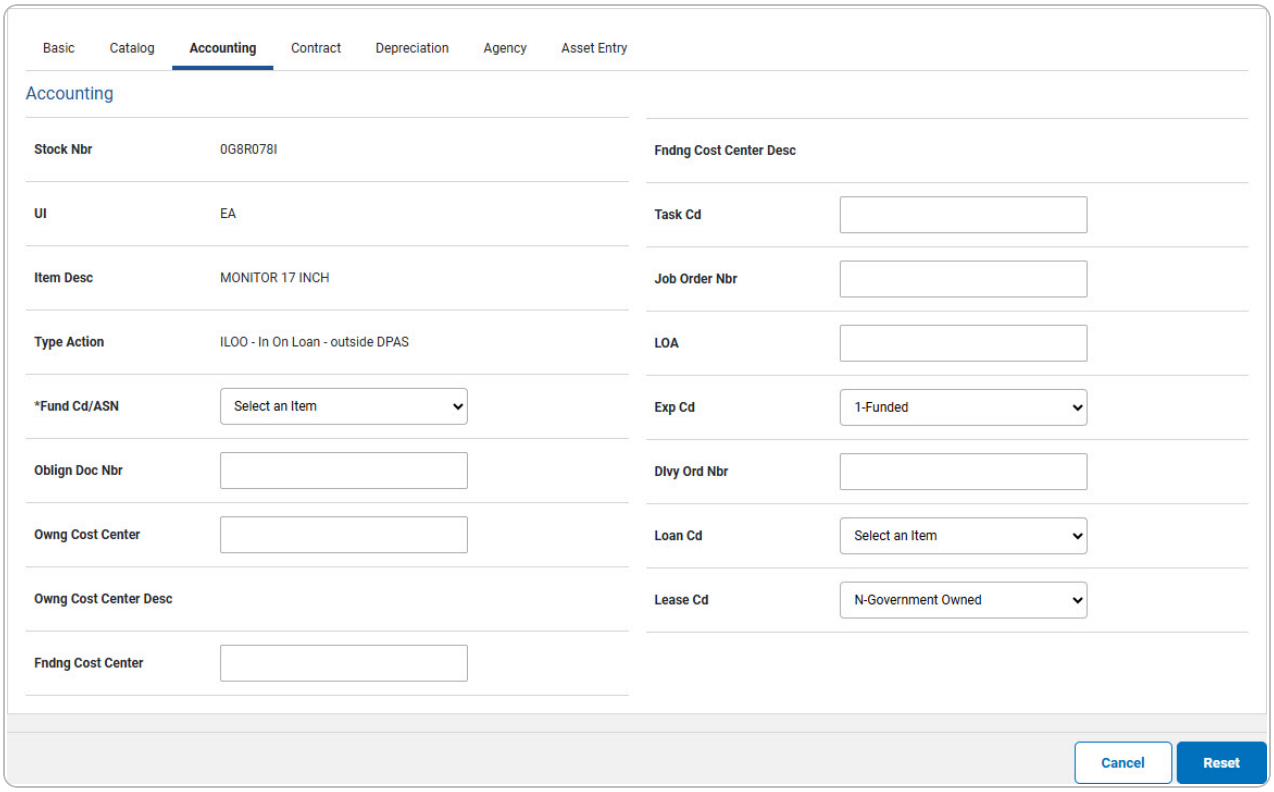
no additional fields

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 help

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 help

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 help

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 help

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.*

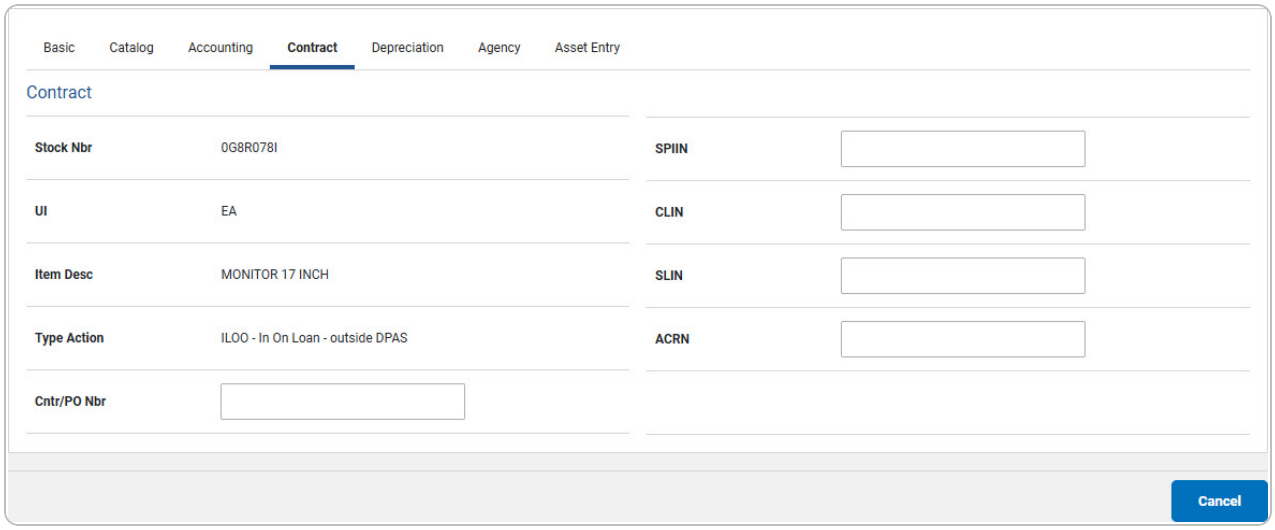
a. Use to browse for the Lease Address.

Address Browse help

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.*

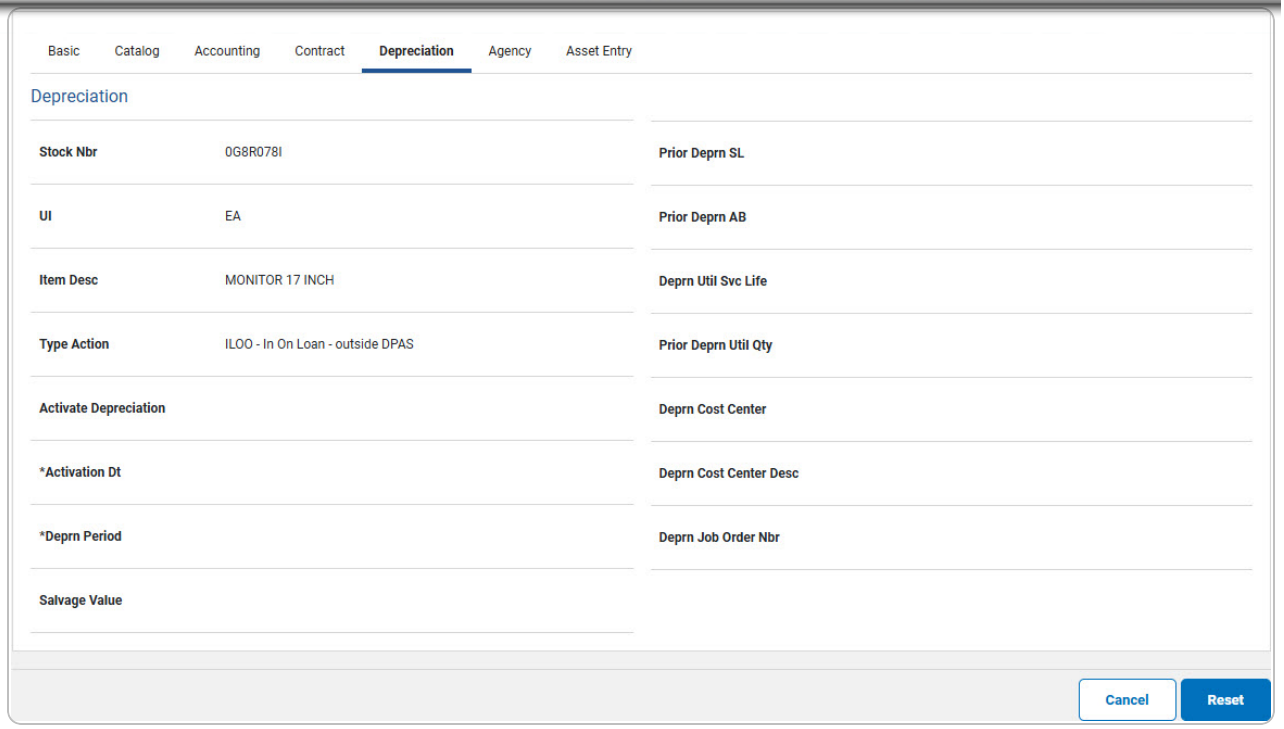
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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.*

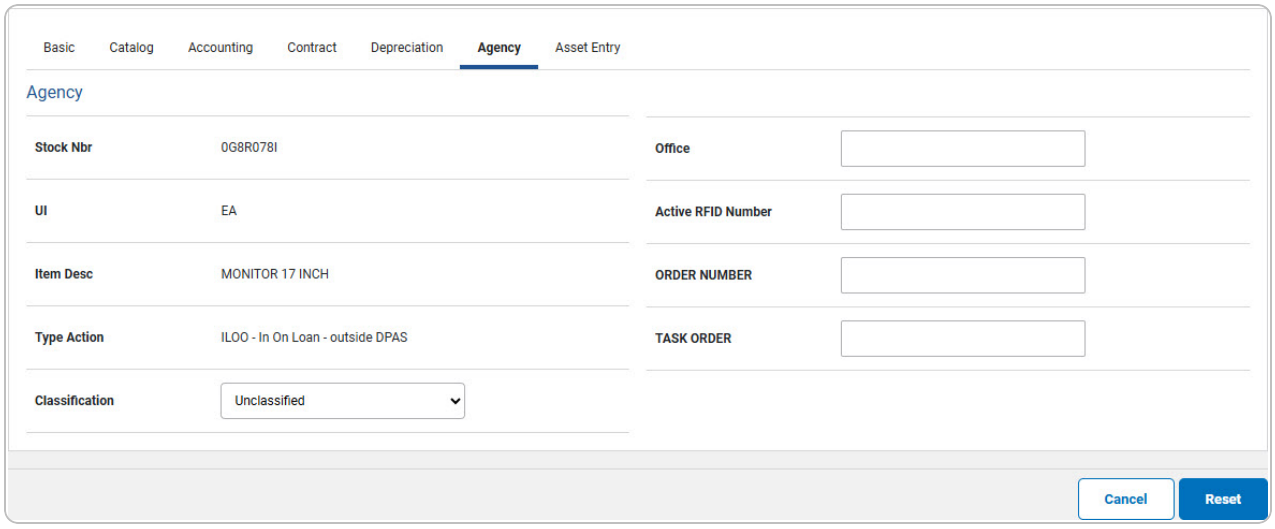
M. *The DEPRN COST CENTER automatically populates and is not editable.*

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.*

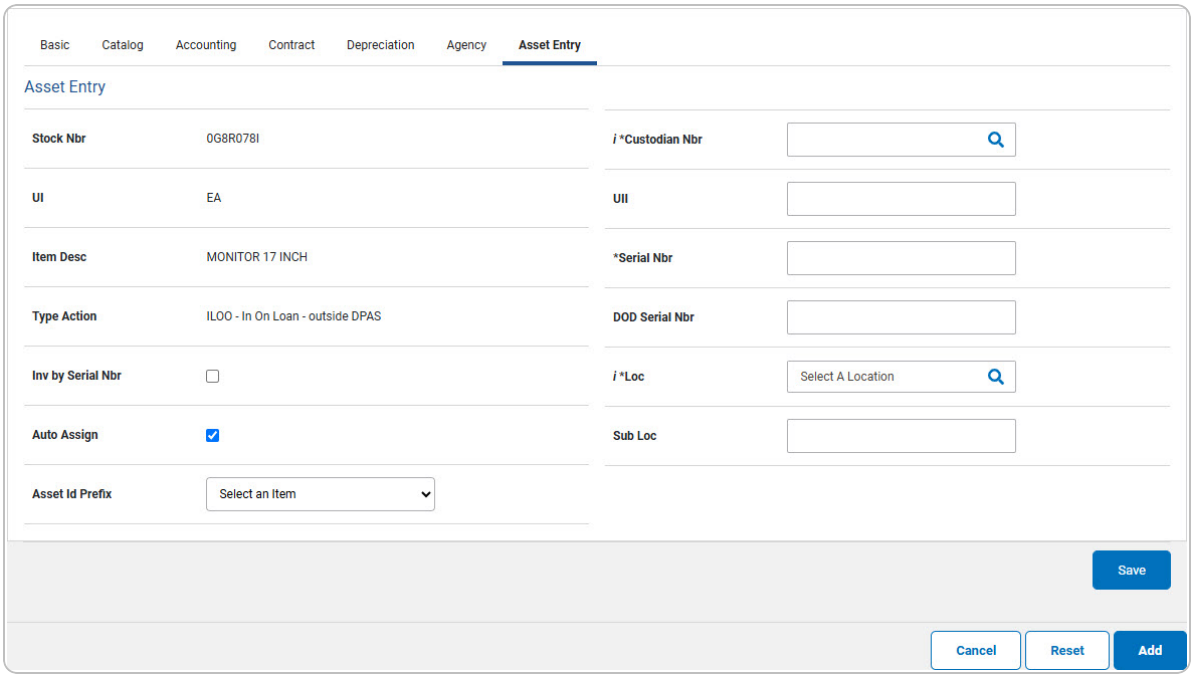
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

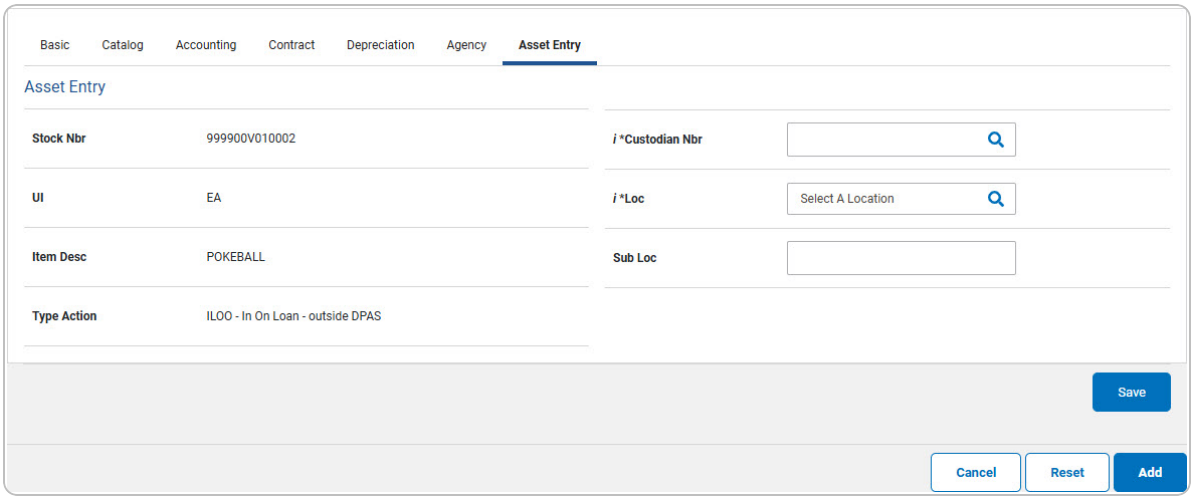
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

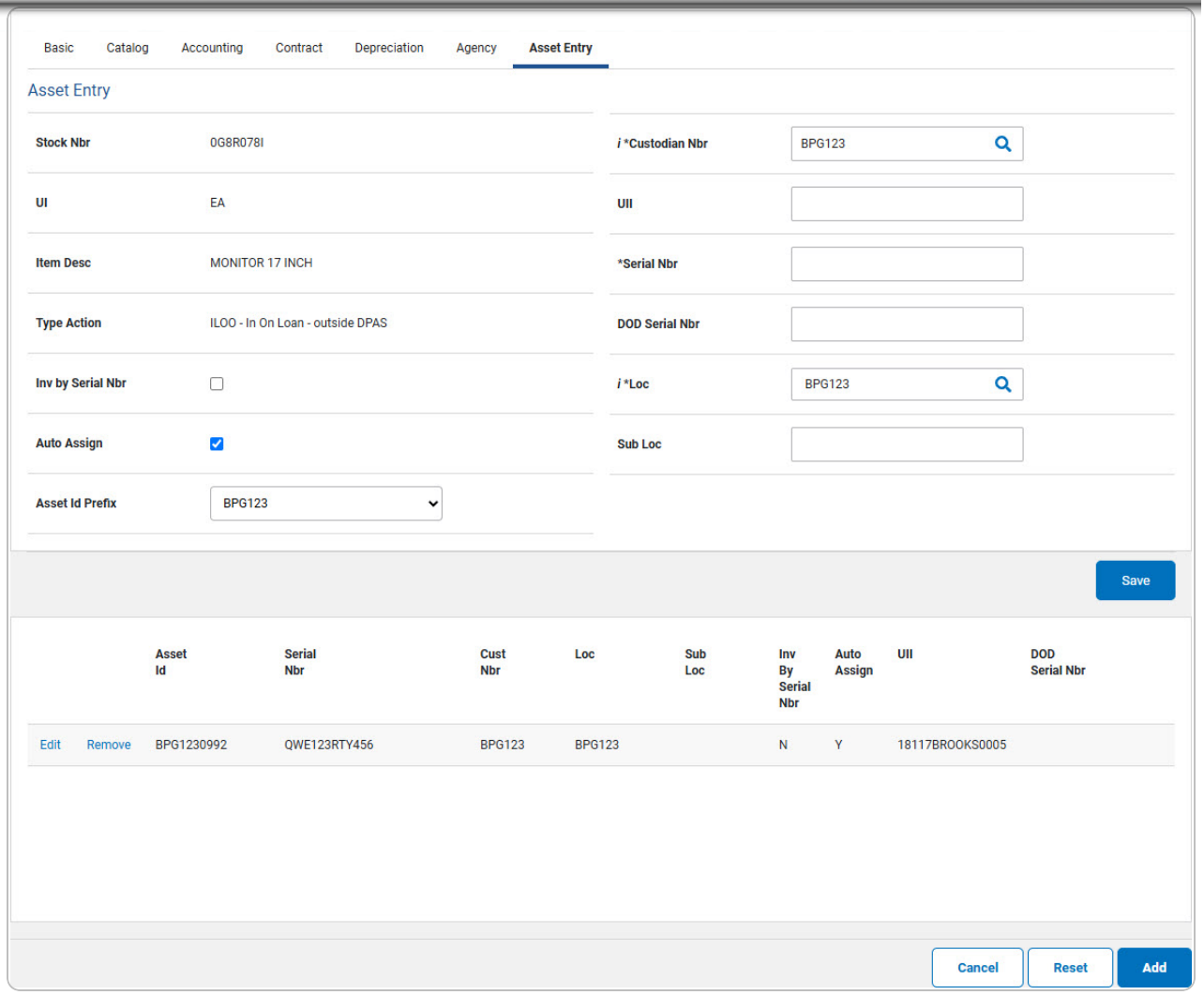
Custodian Browse help

**b.** Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 — 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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Address Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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.

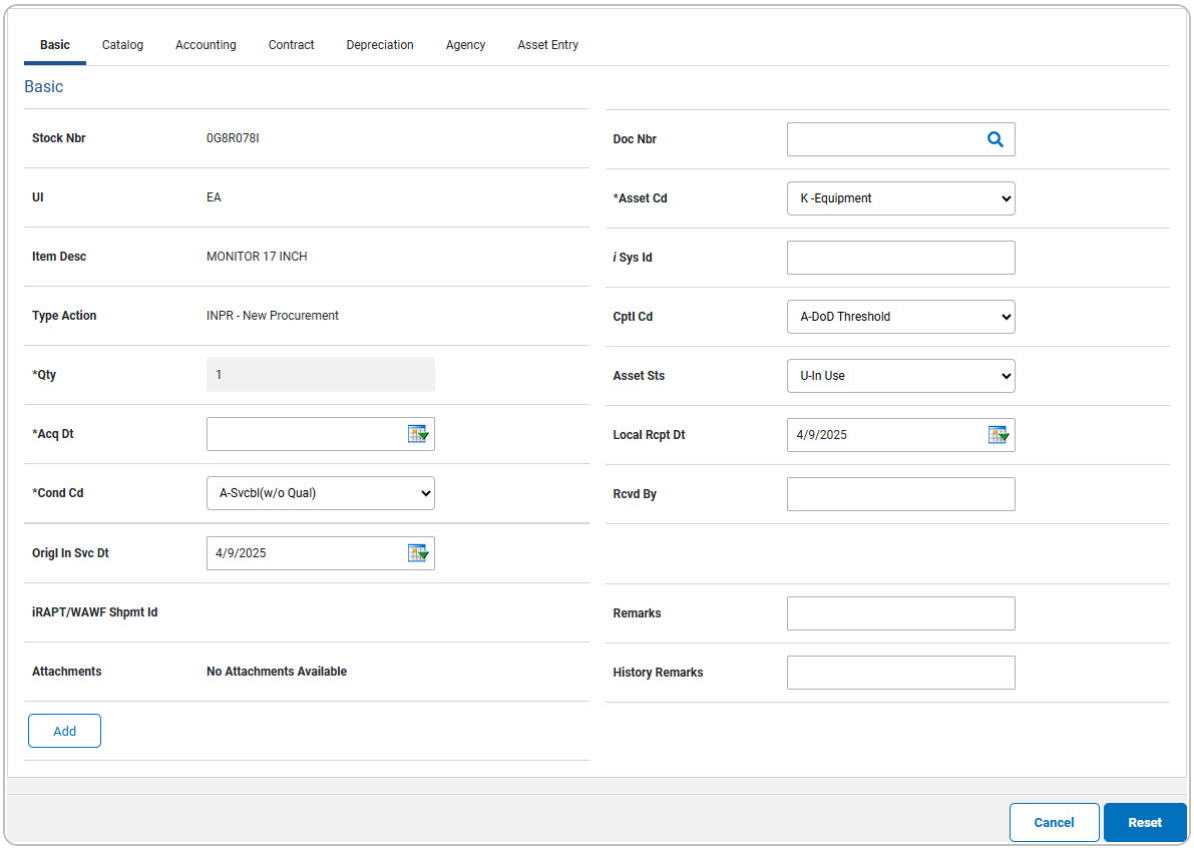
## Add an Asset

*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 help
   - **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



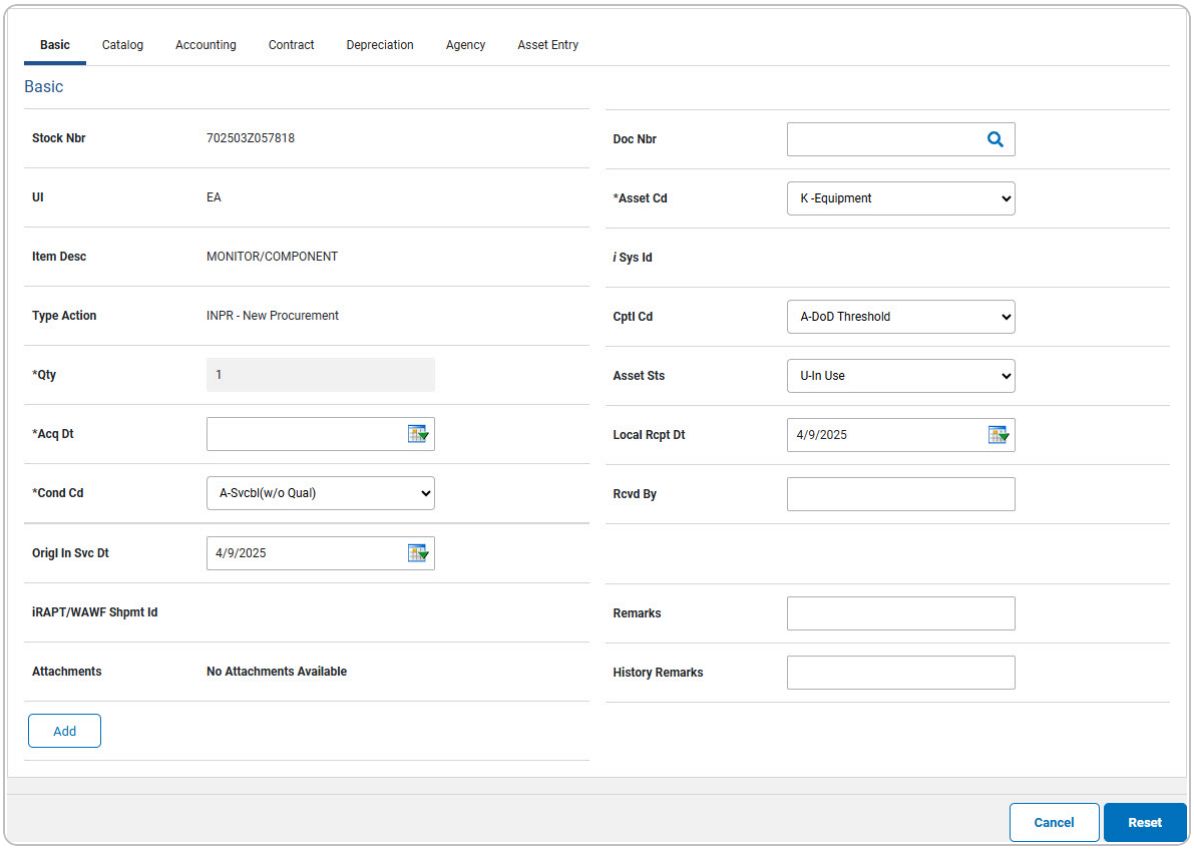

**a.** *The QTY automatically populates and is not editable.*

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



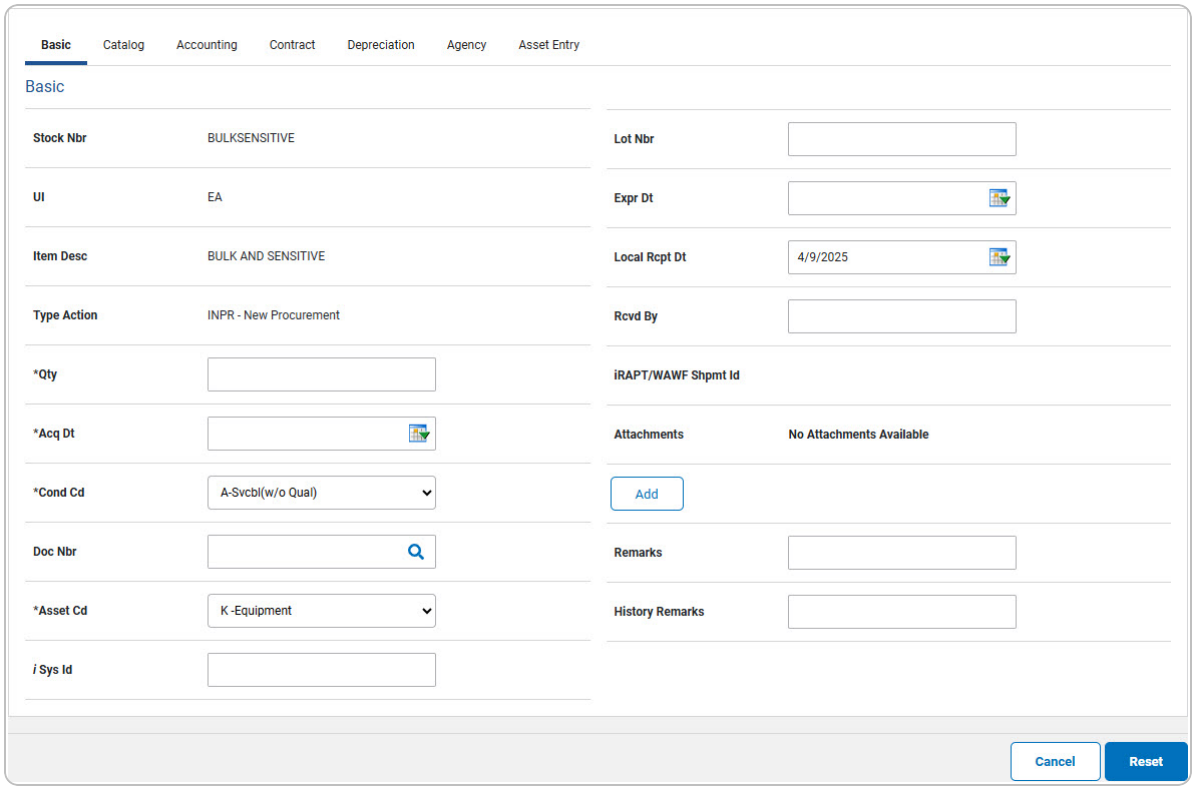

**a.** *The QTY automatically populates and is not editable.*

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 **Attachment Add** page appears.*

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.*

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 help

   H. *The MFR NAME automatically populates and is not editable.*

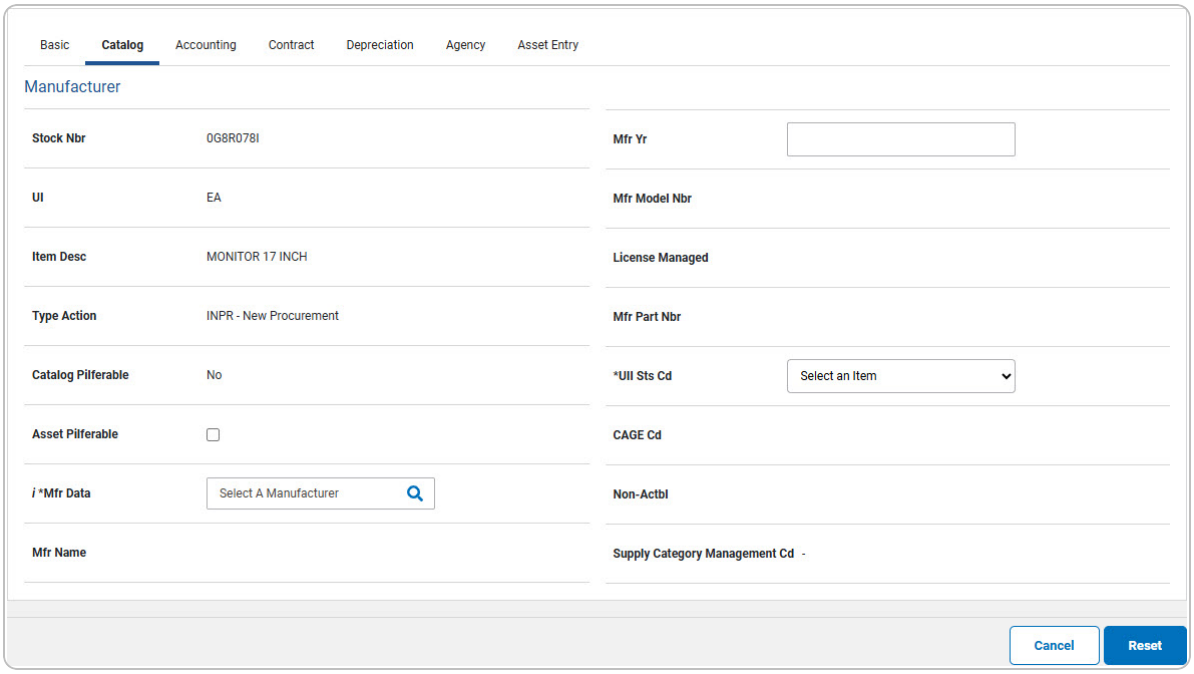
   **I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

   J. *The MFR MODEL NBR automatically populates and is not editable.*

   K. *The License Managed automatically populates and is not editable.*

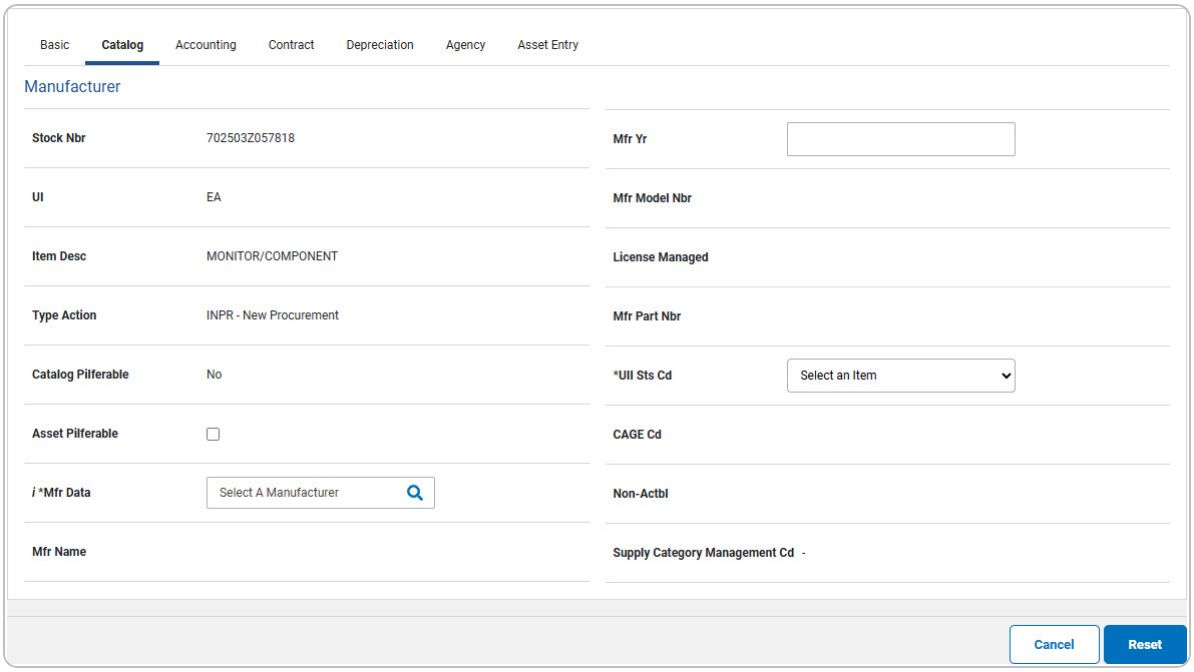
   L. *The MFR PART NBR automatically populates and is not editable.*

**End Item Serial**



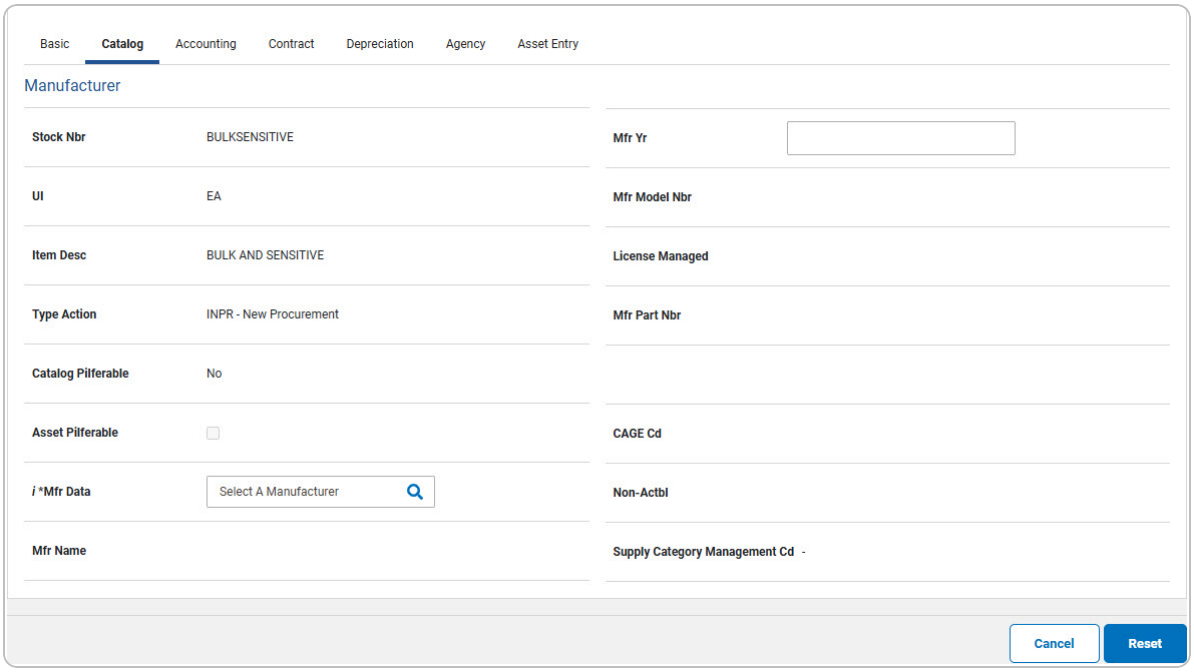
**a.** Use to select the UII Sts Cd.

**Component**




**a.** Use to select the UII Sts Cd.

**Bulk**



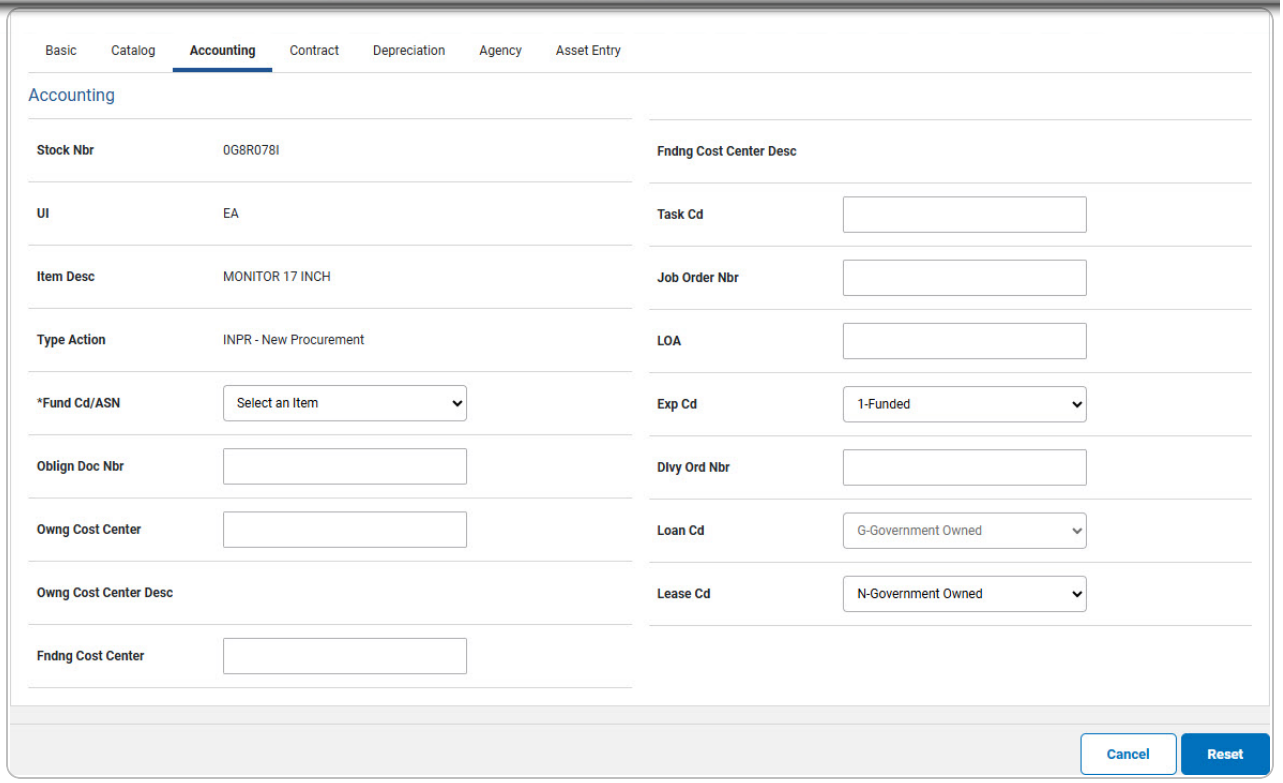

no additional fields

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 help

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 help

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 help

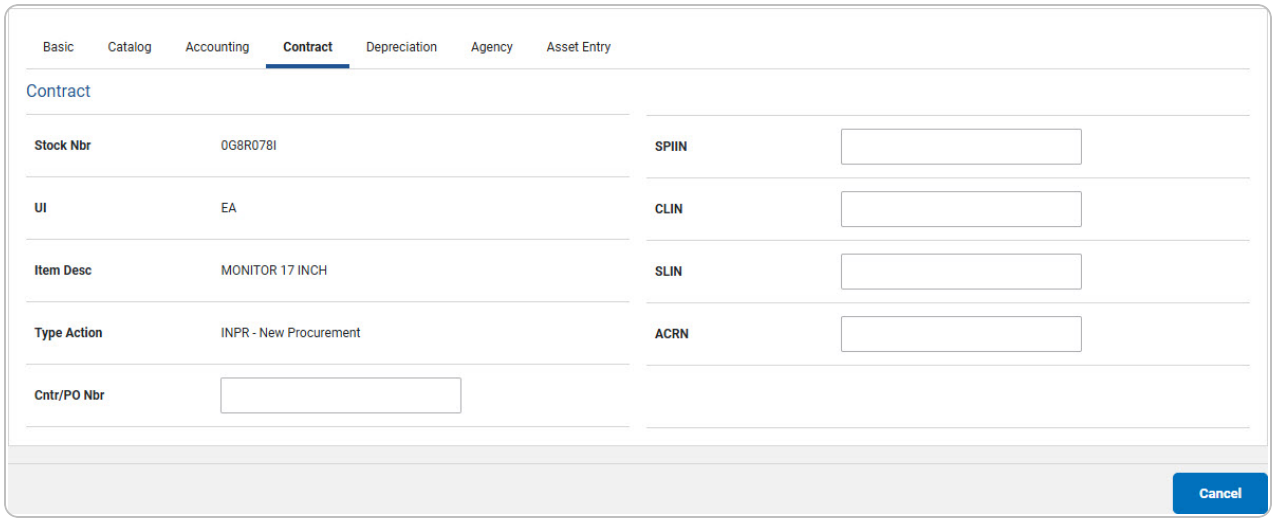
N. Use to select the Exp Cd.

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.*

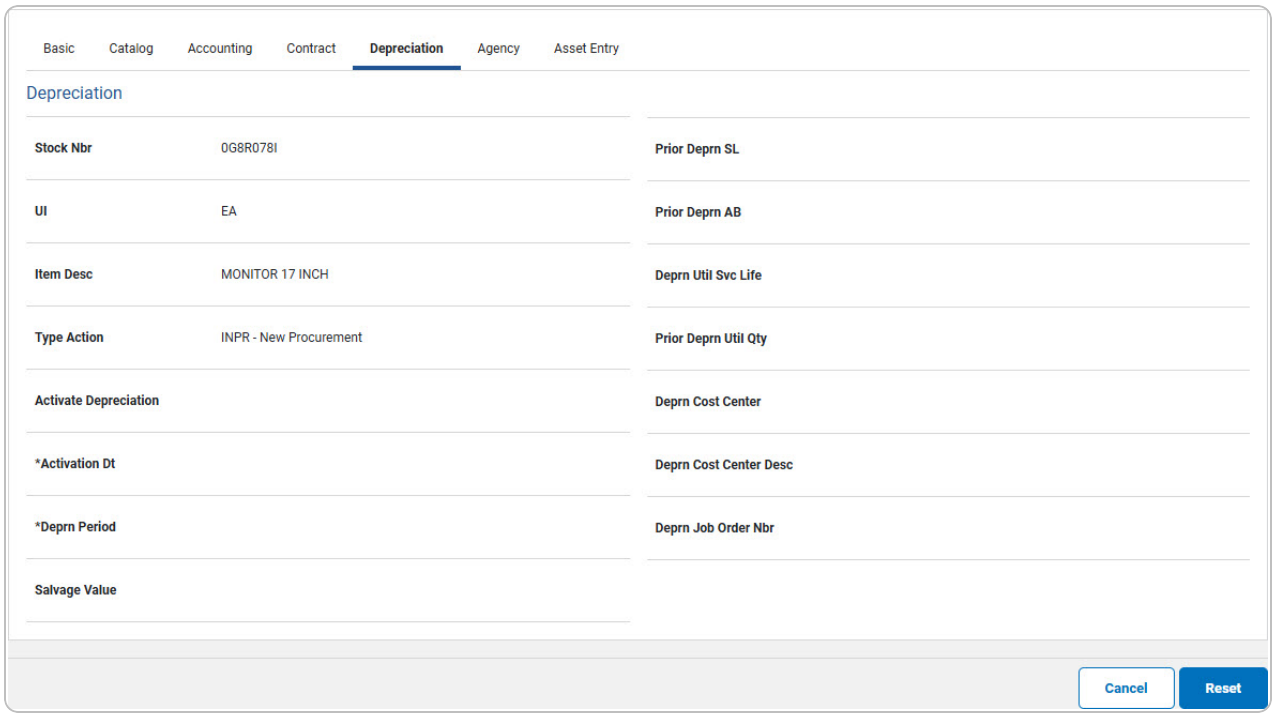
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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.*

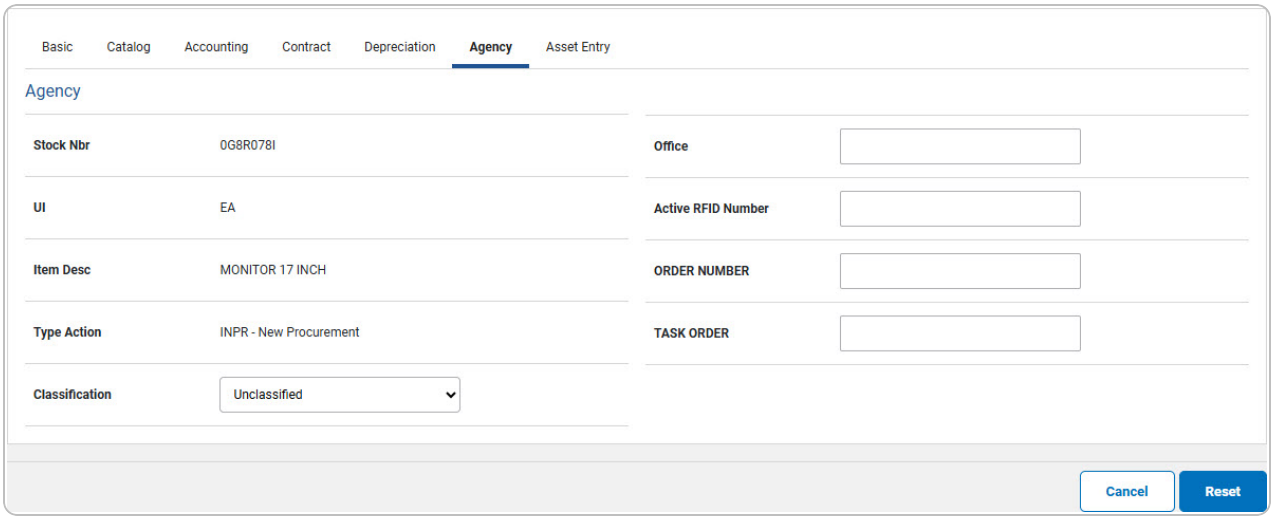
Cost Center Browse help

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.*

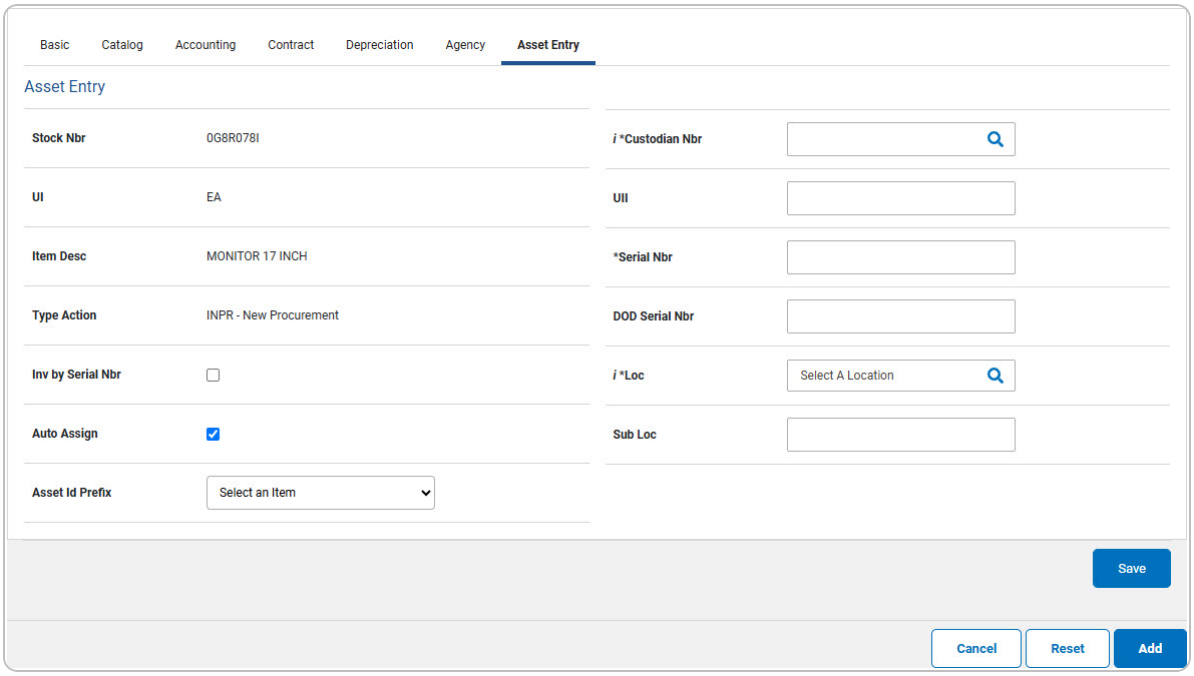
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

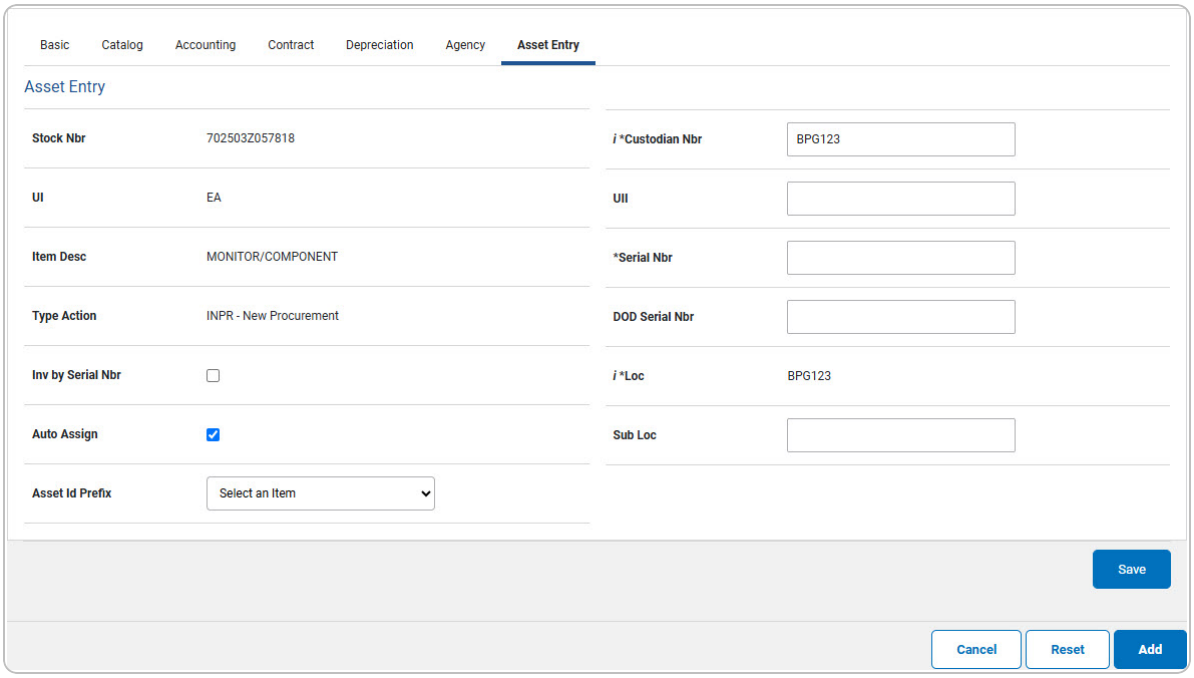
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

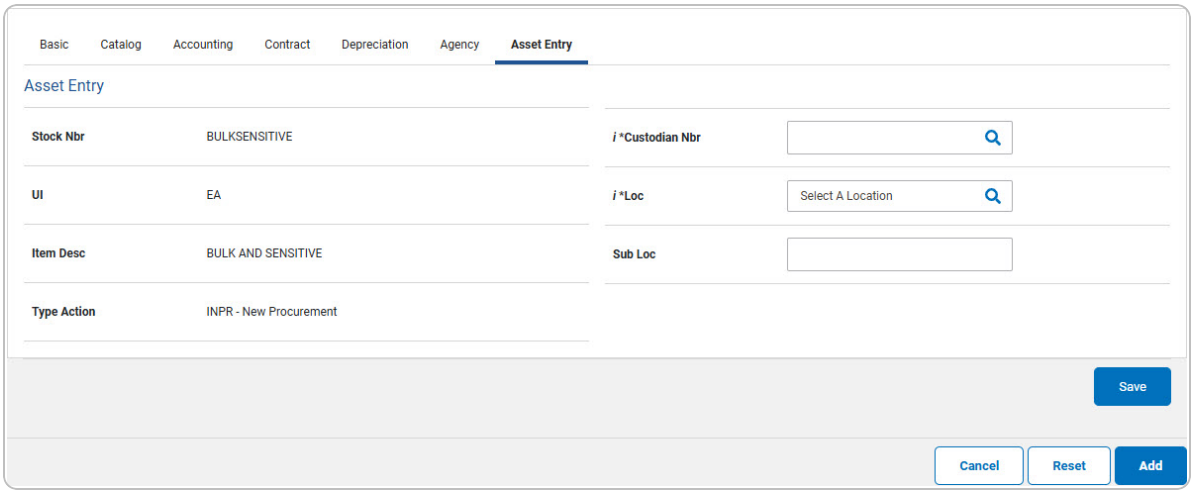
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

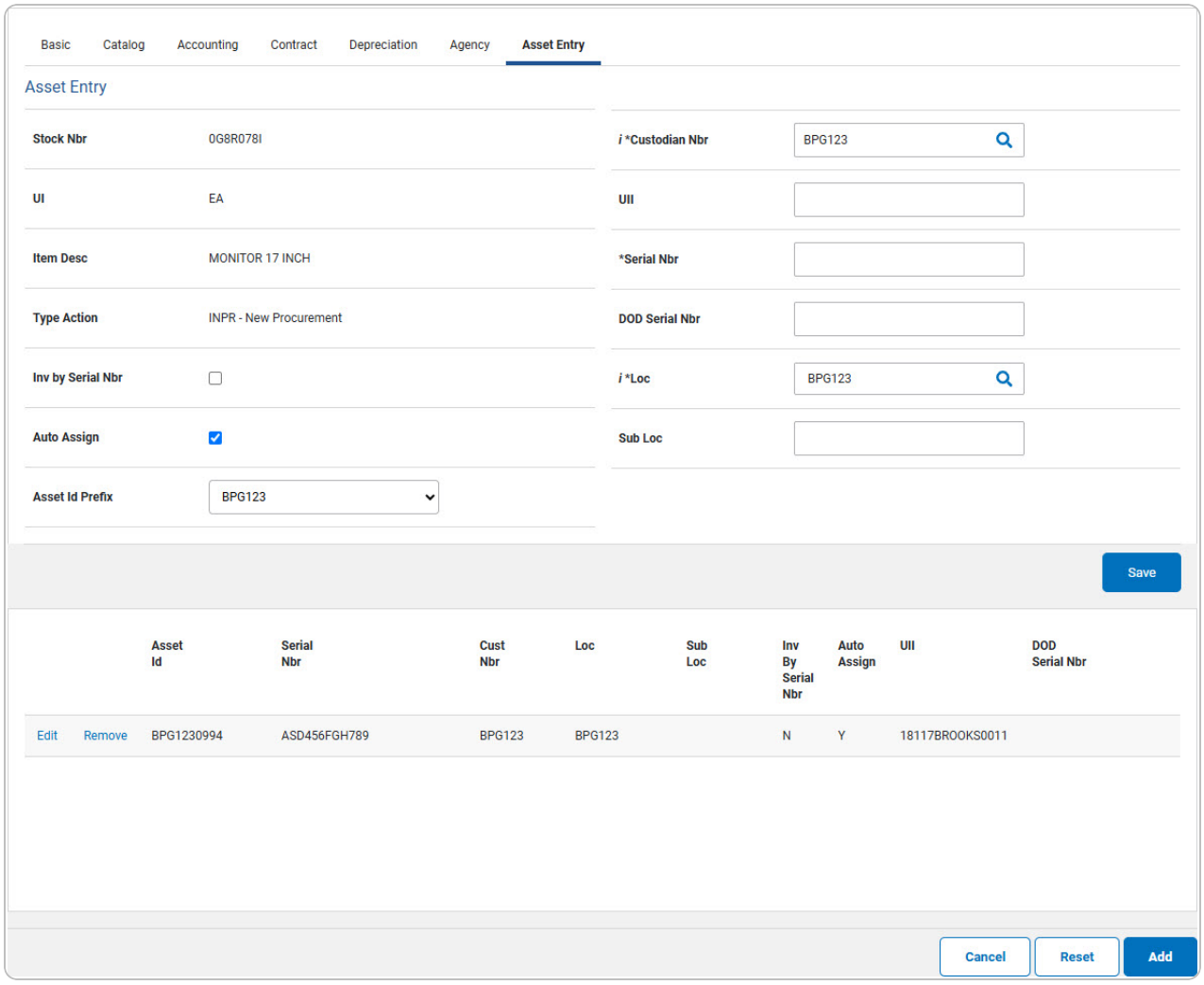
Custodian Browse help

**b.** Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 — 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
- Document Number Browse
- Manufacturer Data Browse
- Line of Accounting Browse
- Cost Center Browse
- Custodian Browse
- Location Browse
- Address Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# 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 Grid

**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

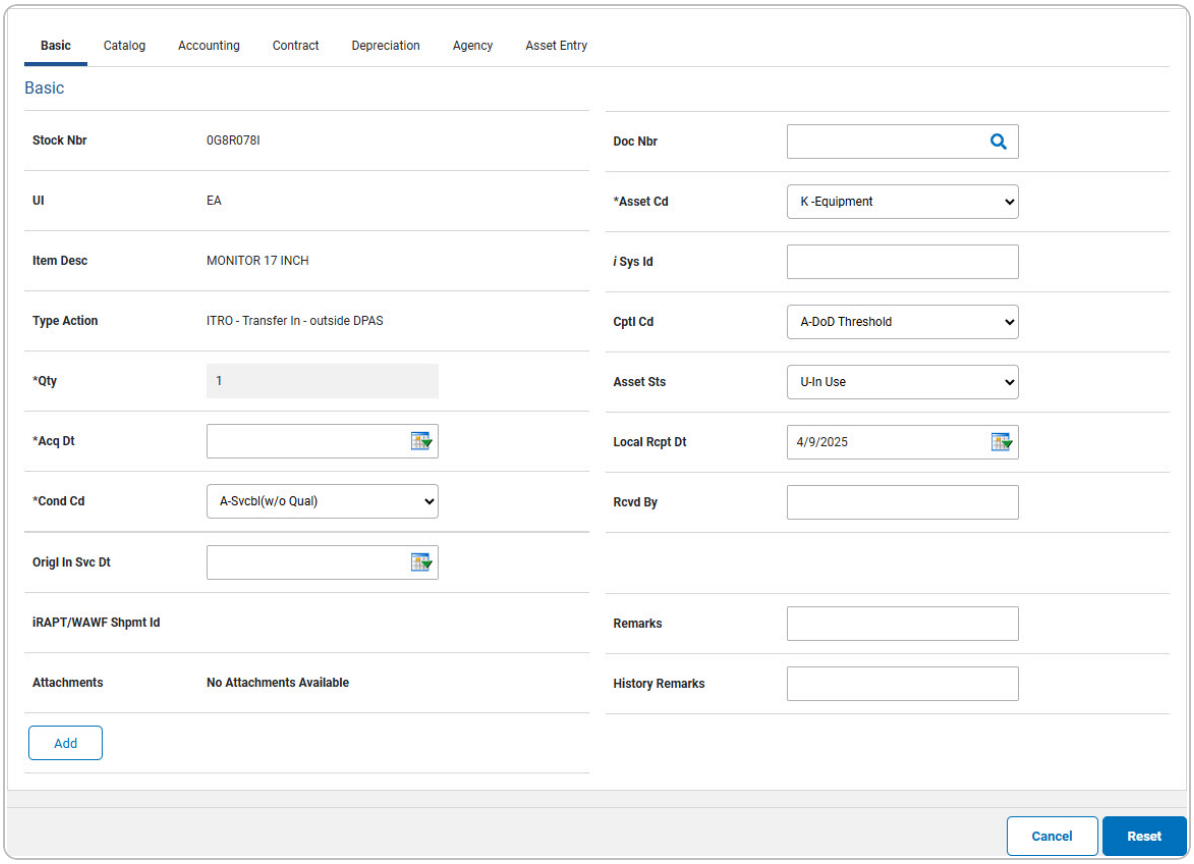
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 help

   **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



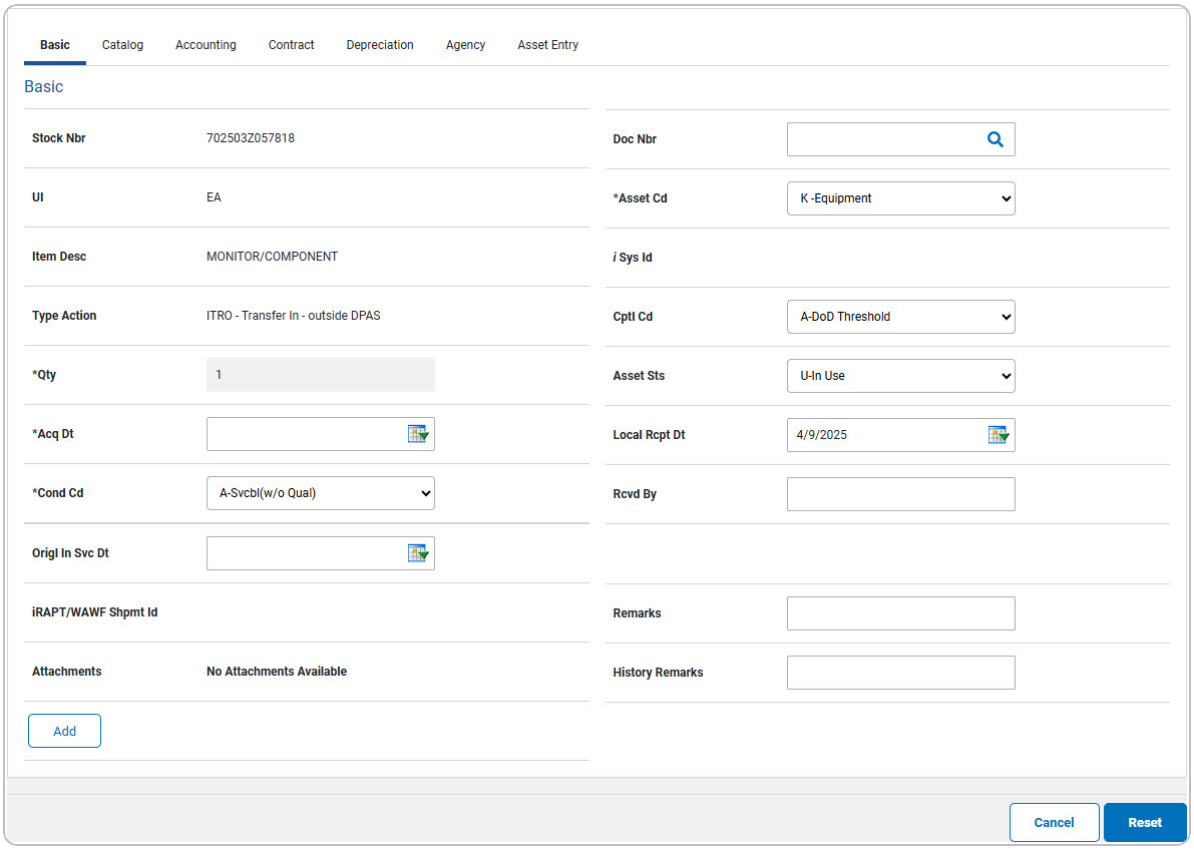

**a.** *The QTY automatically populates and is not editable.*

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



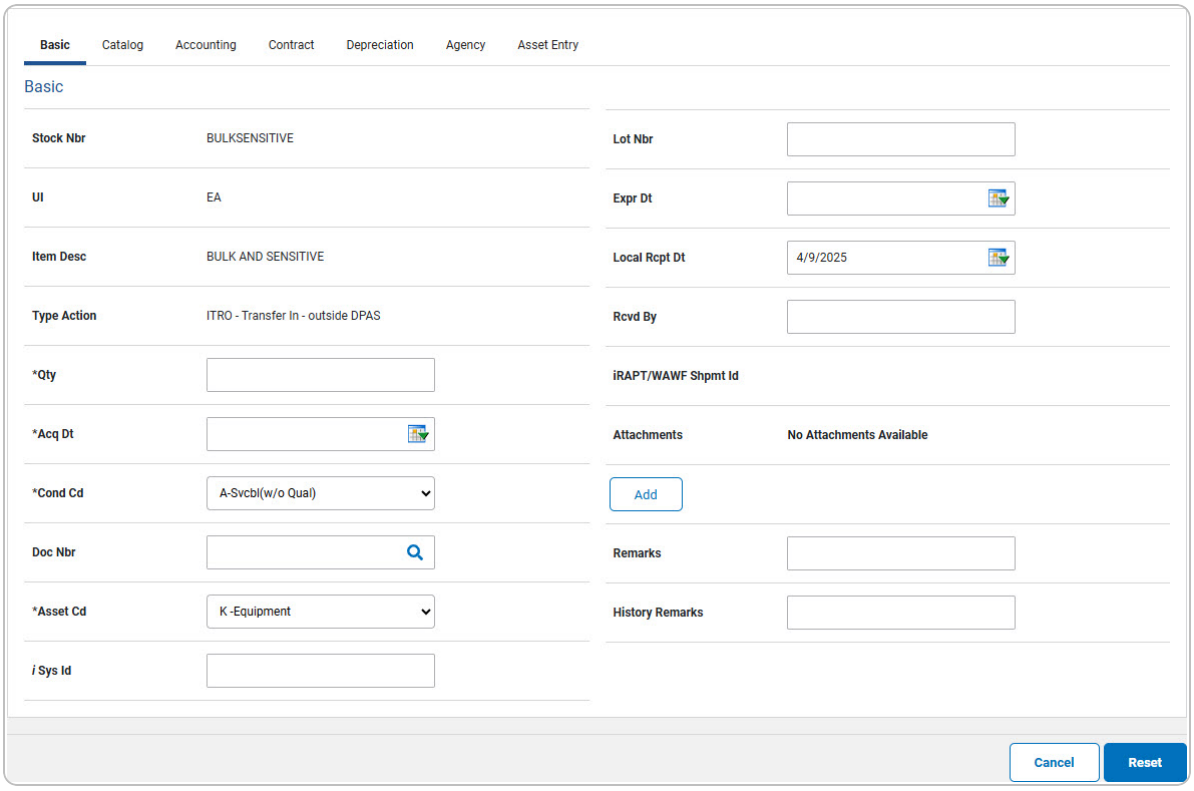

**a.** *The QTY automatically populates and is not editable.*

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 **Attachment Add** page appears.*

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.*

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.*

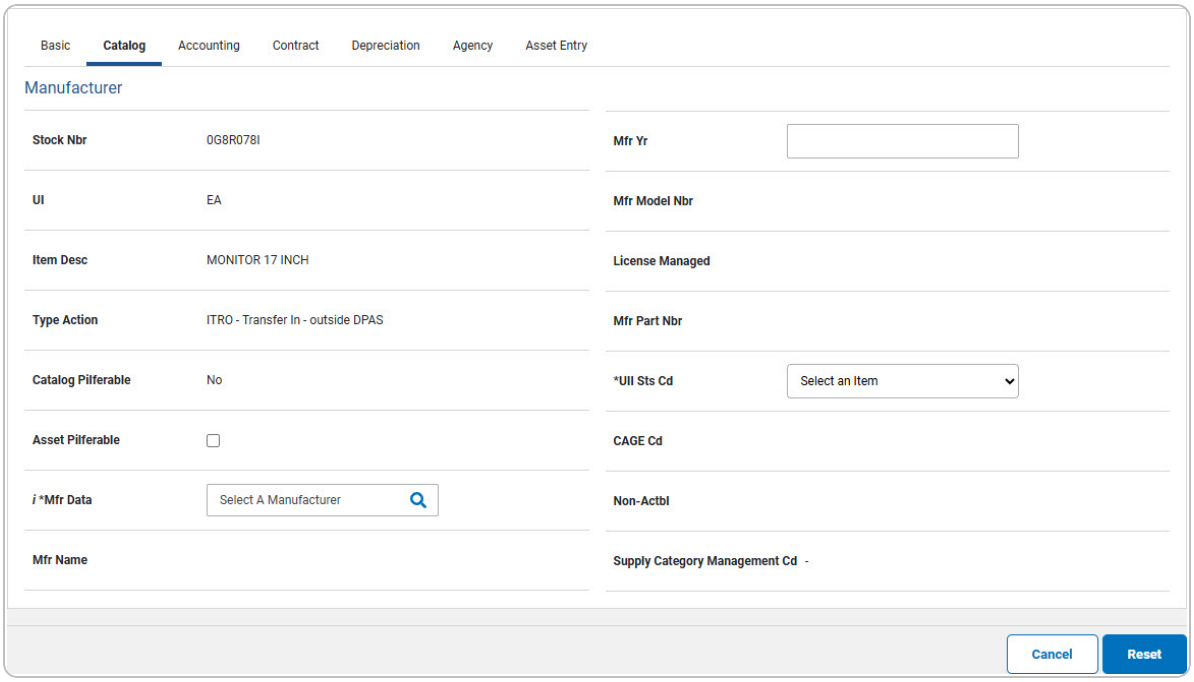
   **I.** Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

   J. *The MFR MODEL NBR automatically populates and is not editable.*

   K. *The License Managed automatically populates and is not editable.*

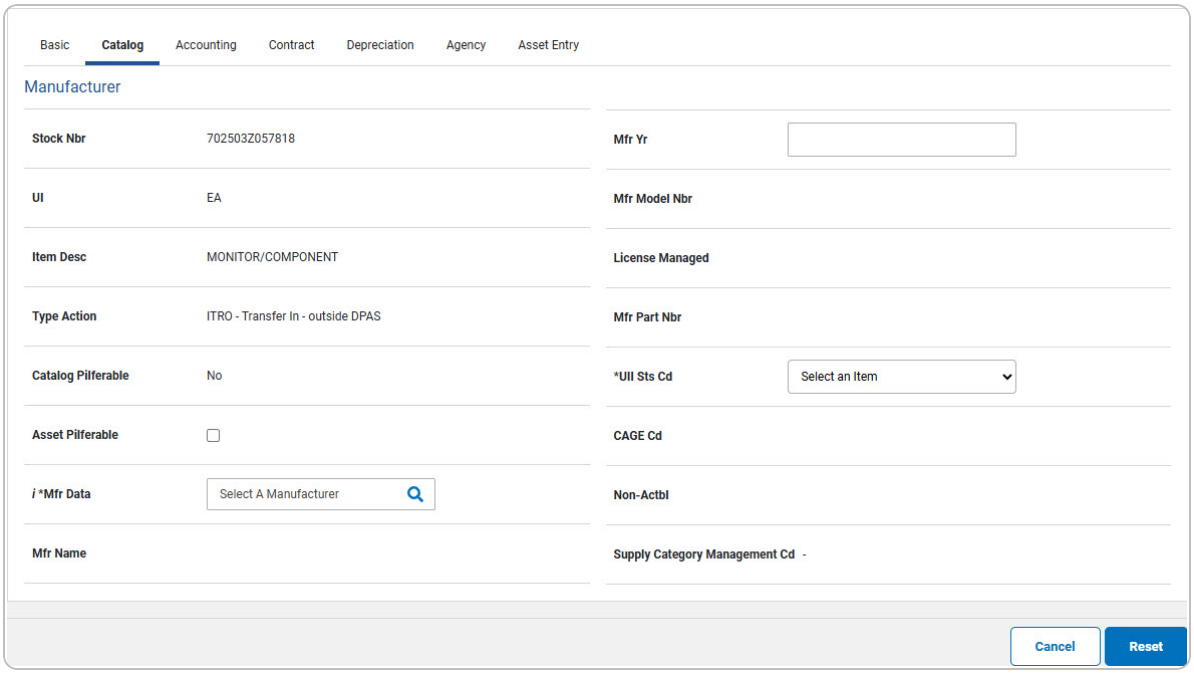
   L. *The MFR PART NBR automatically populates and is not editable.*

**End Item Serial**



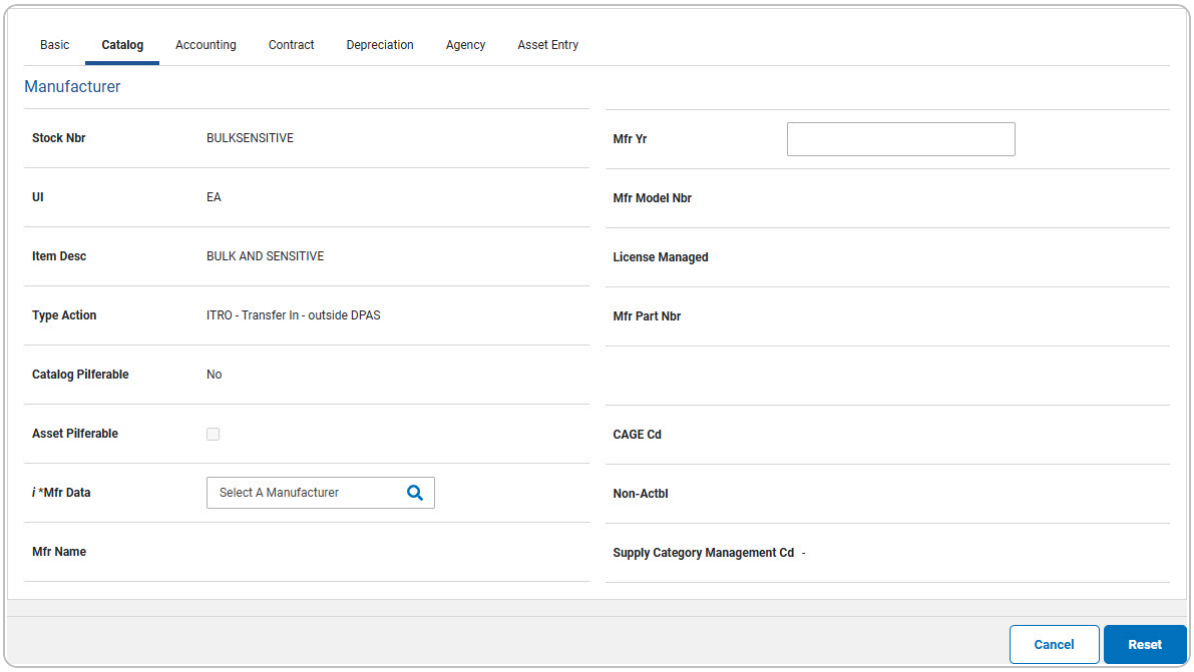
**a.** Use ⌄ to select the UII Sts Cd.

**Component**




**a.** Use ⌄ to select the UII Sts Cd.

**Bulk**



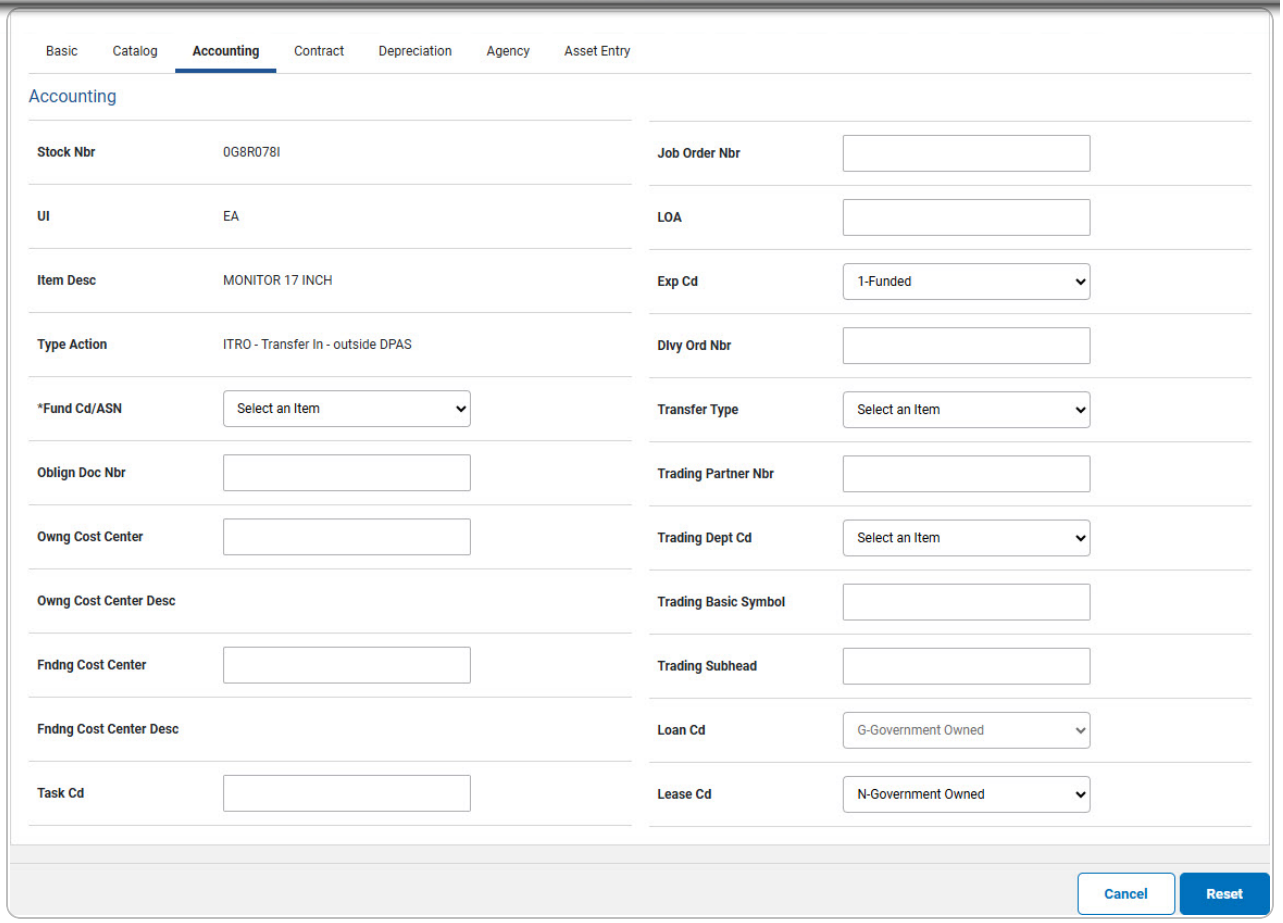

no additional fields

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 help

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 help

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 help

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.

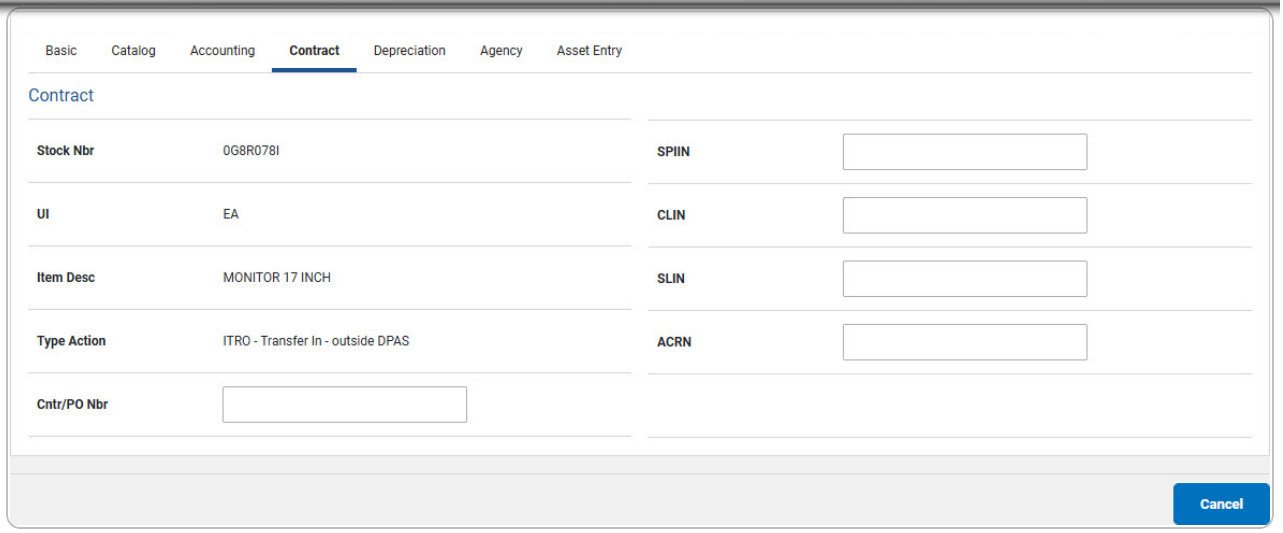
S. Enter the Trading Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

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.*

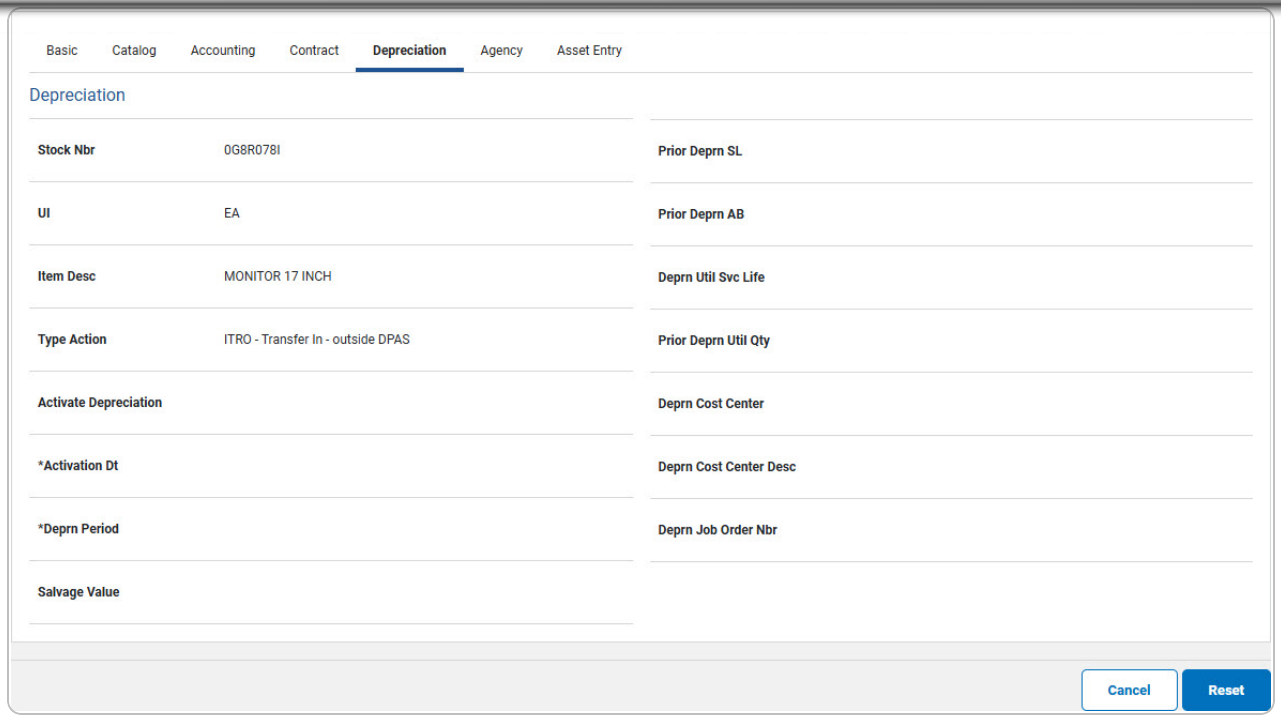
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 help

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 help

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.*

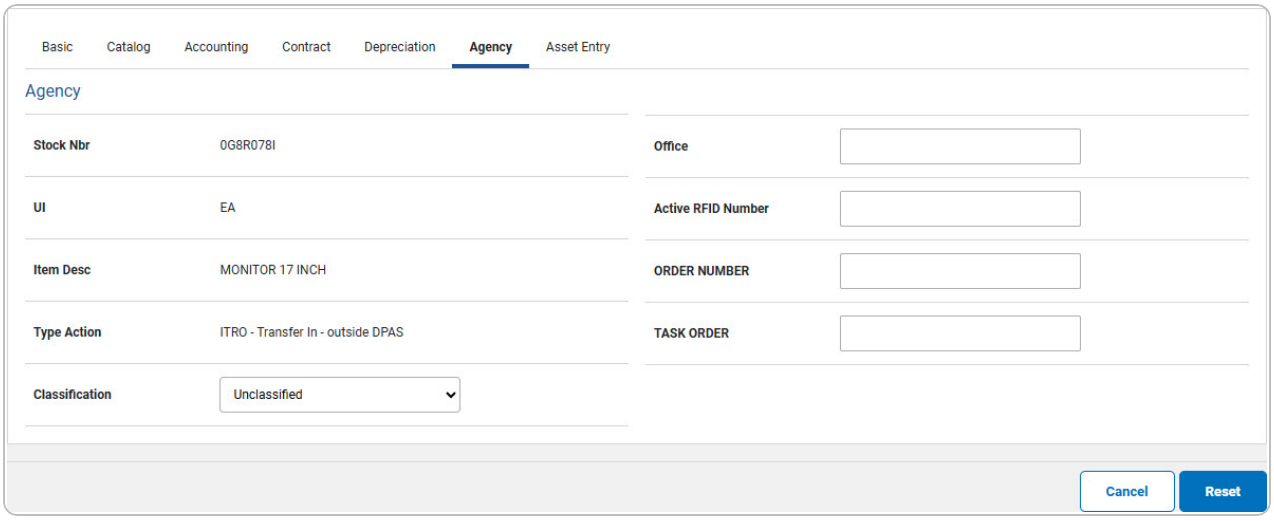
Cost Center Browse help

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.*

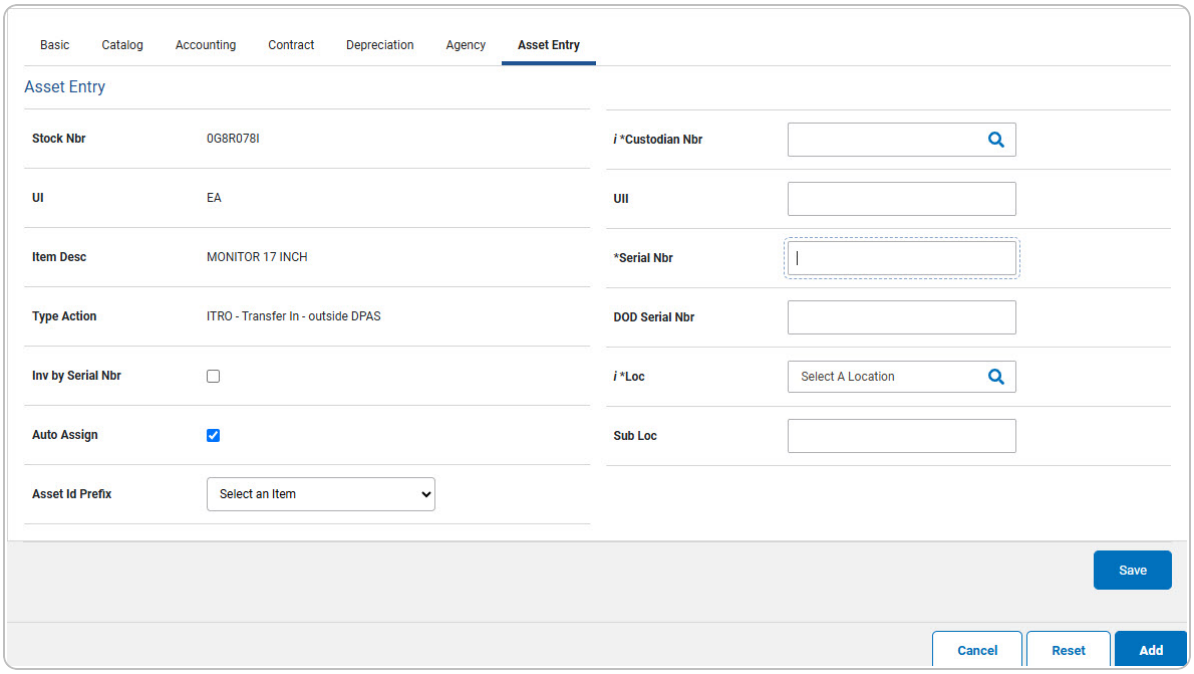
A. *The STOCK NBR automatically populates and is not editable.*

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 help

**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.*

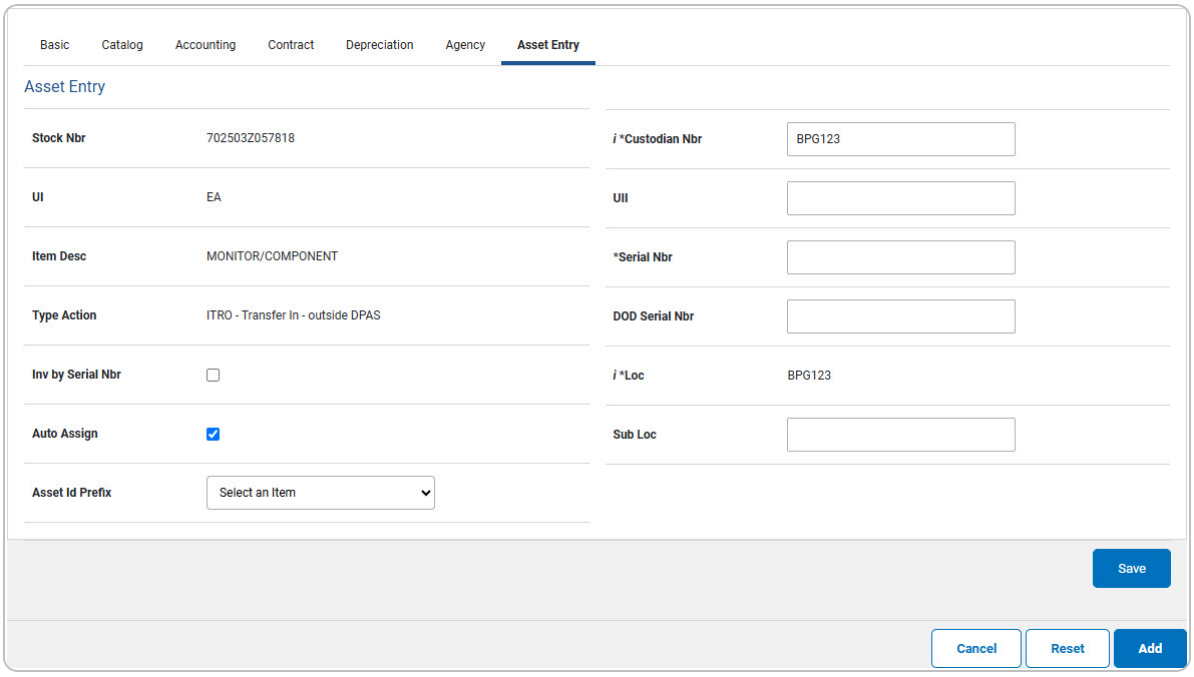
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 help

**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.*

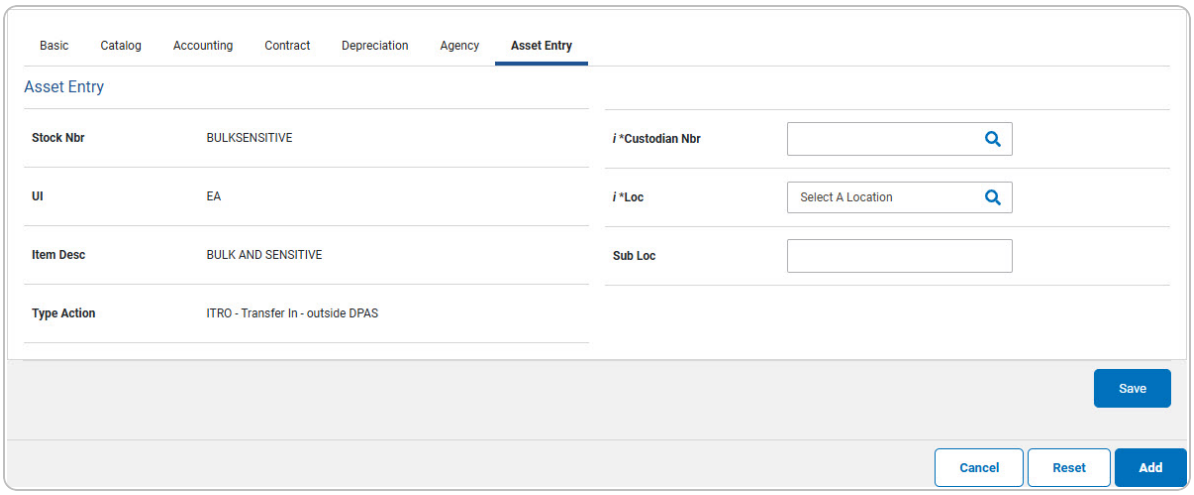
g. Enter the DoD Serial Nbr in the field provided. *This is a 30 alphanumeric character field.*

**h.** Use ℹ or 🔍 to assist with the Loc entry. *This is a 20 alphanumeric character field.*

Location Browse help

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.*

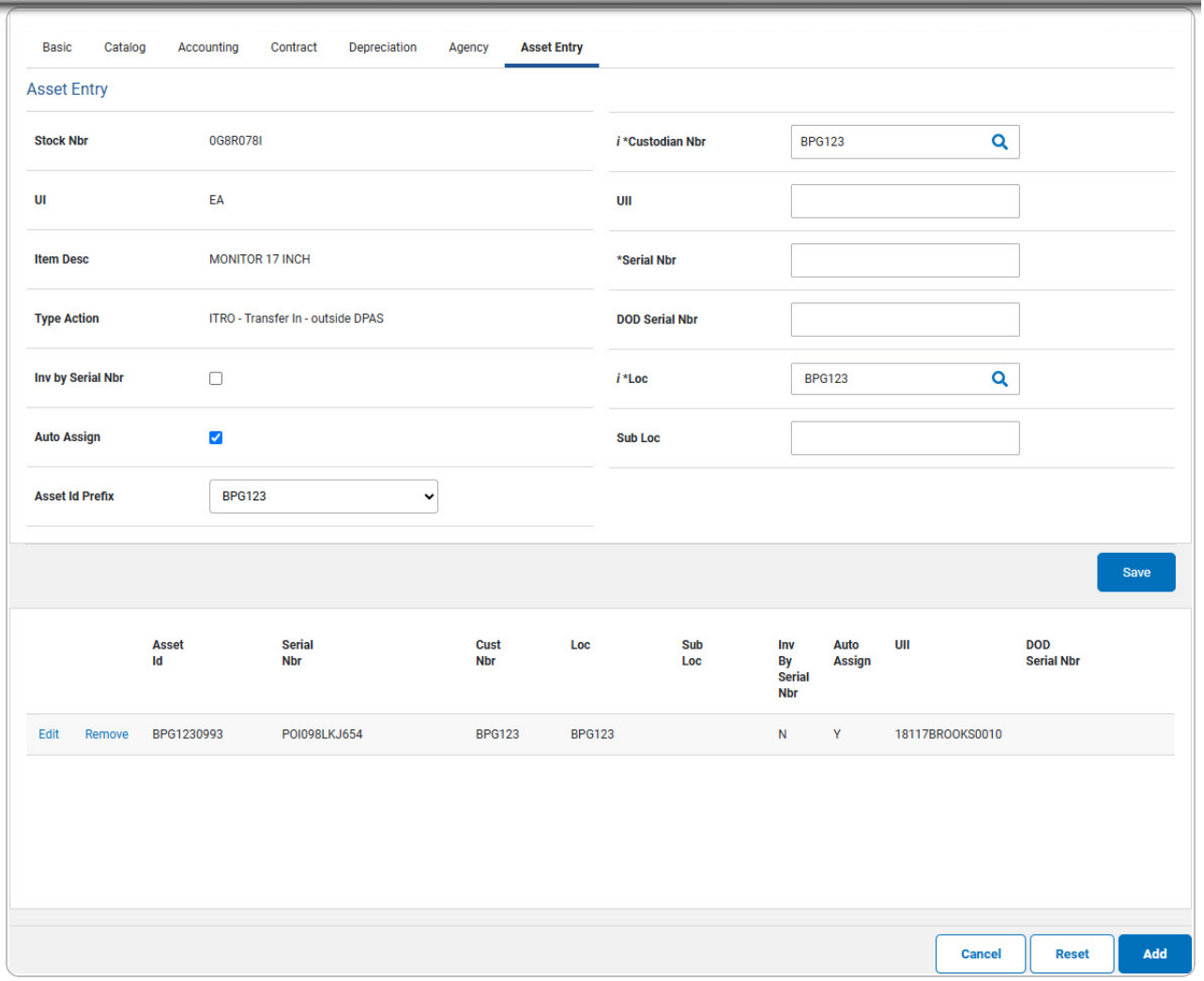
Custodian Browse help

**b.** Use ℹ or 🔍 to assist with the Loc entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 from 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 <= 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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse
- Custodian Browse
- Location Browse
- Salvage Value Calculator
- Prior Depreciation Calculator

# Asset Receiving Entry — Mass Upload

## 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 > ☐ Mass Upload Assets > Type Action drop-down field > Asset Receiving Tabs 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

#### Basic Tab

Depends upon Type Action chosen

**Catalog Tab**

Depends upon Type Action chosen

**Accounting Tab**

Depends upon Type Action chosen

**Contract Info Tab**

Depends upon Type Action chosen

**Depreciation Tab**

Depends upon Type Action chosen

**Agency Tab**

Depends upon Type Action chosen

**Asset Entry Tab**

File Path *
Upload

# Procedures

**ELMS Navigation Helpful Tips**

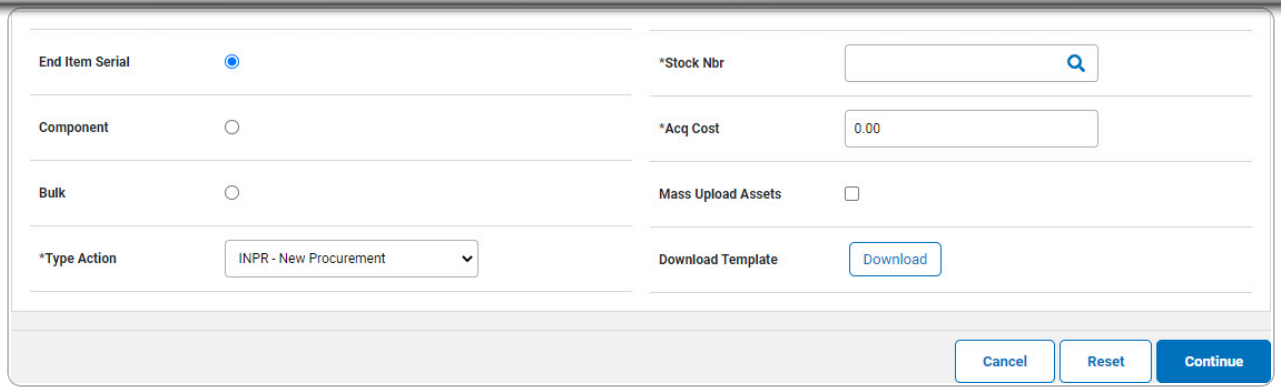
Click the following link to display PA Navigation Tips.

## Create a Mass Upload for Assets

*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 Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*

2. Select ○ End Item Serial. *This displays the Mass Upload Assets field.*




**A.** Use ⌄ to select the Type Action.

**B.** Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

**C.** Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

D. Click ☐ to select Mass Upload Assets. *Select* Download. ***The file AssetReceivingUploadTemplate.xls opens.***

**Note**

Once the Excel file is downloaded, open the file and read the first tab, named **Instructions**. The second tab, **Assets**, is where the information about the loadable assets are entered.

3. Select Continue. *The **Basic tab** displays.*

   Depending upon the Type Action chosen, enter the appropriate fields.
4. Select Catalog. *The **Catalog Tab** displays.*

   Depending upon the Type Action chosen, enter the appropriate fields.
5. Select Accounting. *The **Accounting Tab** displays.*

   Depending upon the Type Action chosen, enter the appropriate fields.
6. Select Contract. *The **Contract Tab** appears.*

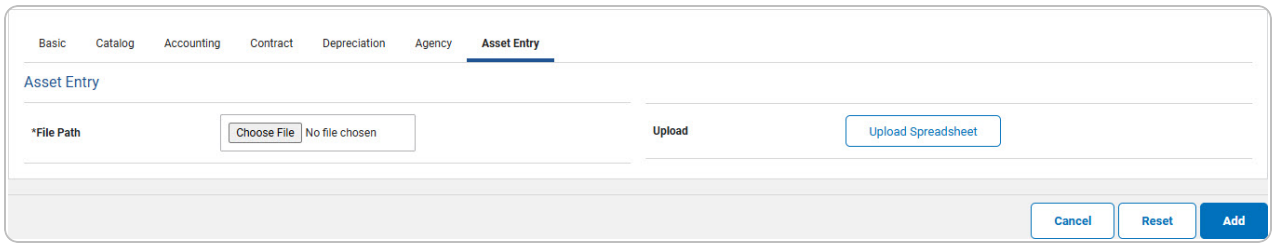
   Depending upon the Type Action chosen, enter the appropriate fields.
7. Select Depreciation. *The **Depreciation Tab** appears.*

   Depending upon the Type Action chosen, enter the appropriate fields.

8. Select Agency. *The **Agency Tab** appears.*

   Depending upon the Type Action chosen, enter the appropriate fields.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*



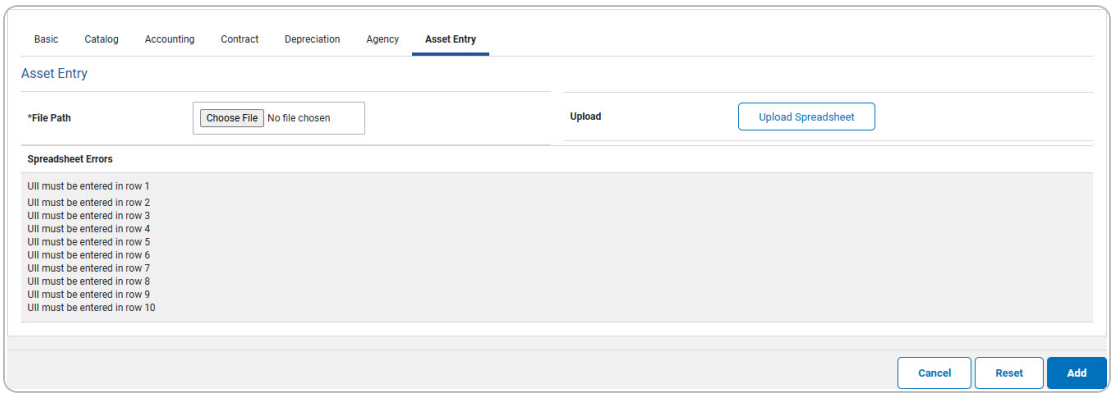

A. Select Choose Files. *The Windows **Choose File to Upload** pop-up window appears.*

B. Choose the file to attach, and select it.

C. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Path field.*

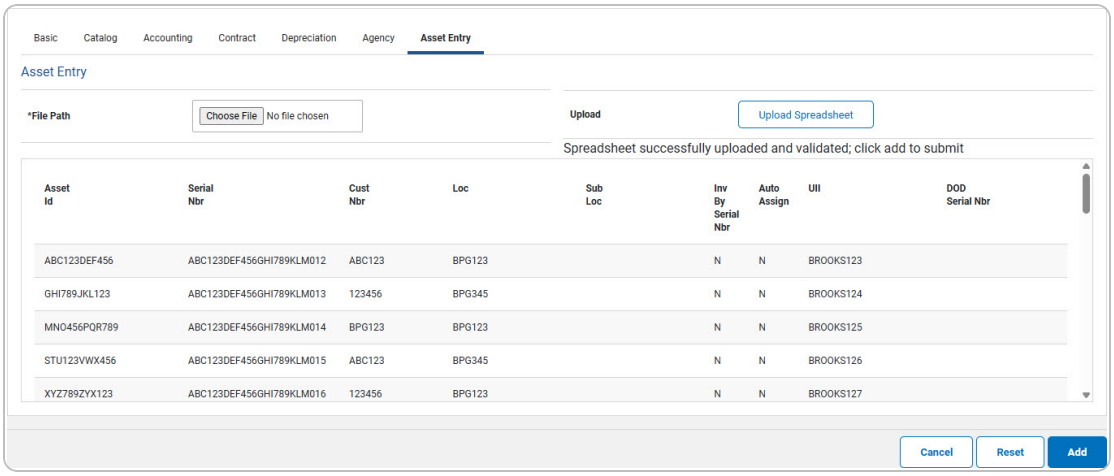
D. Select Upload Spreadsheet.

- If there are errors: *the **Spreadsheet Errors** appears.*




- If there are no errors: *the Assets are listed, and **Spreadsheet successfully***

***uploaded and validated; click add to submit*** *appears at the top of the list.*




10. 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. |

## 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
- 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 process 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

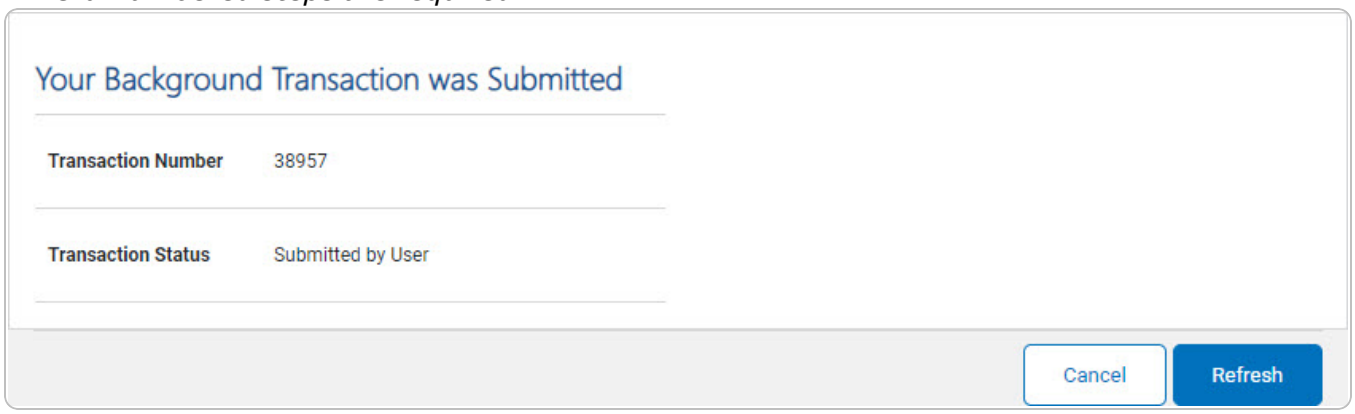
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

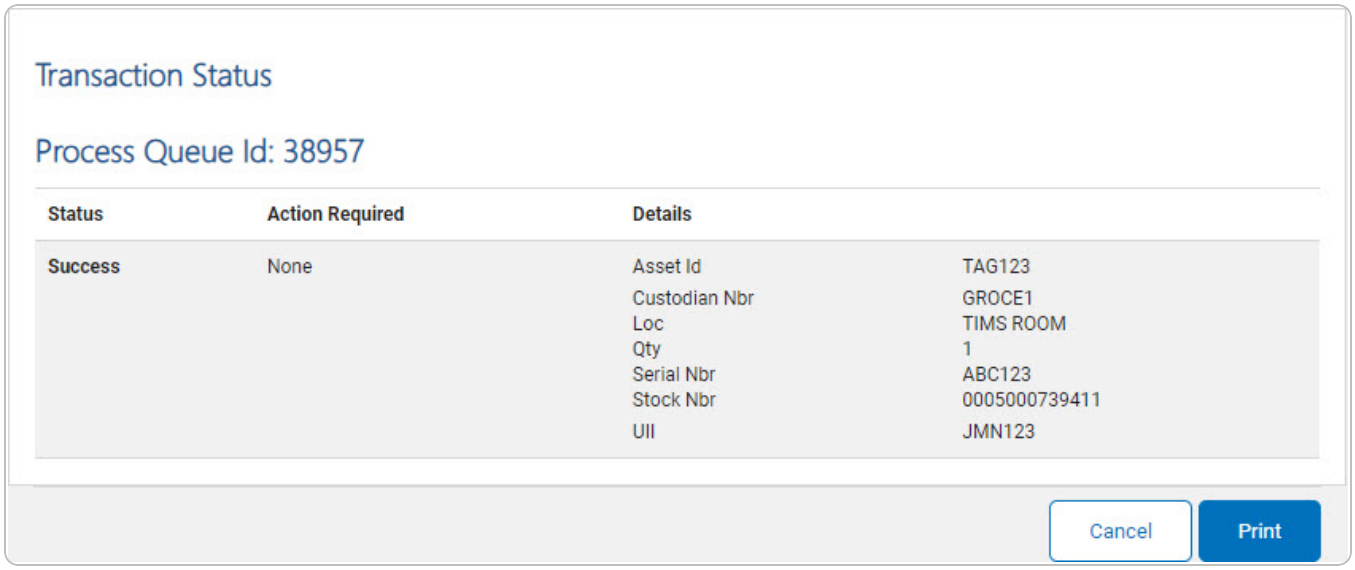
## View the Asset Receiving Background Transaction Status

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




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* ***Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset Receiving Entry*** *page appears.*

## View the Asset Receiving 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 **Asset Transfer Report Export** page appears.*
5. Select Cancel. *The **Asset Transfer 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

- 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 Asset Receiving Report Export process 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

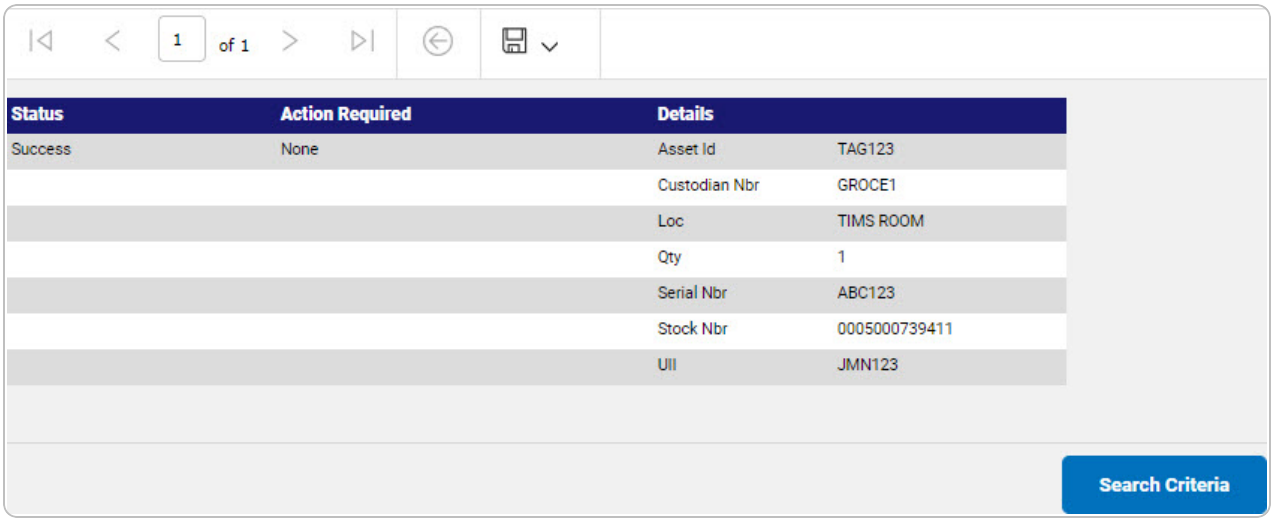
**ELMS Navigation Helpful Tips**



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. *The **Asset Receiving Entry** page appears.* |

# 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

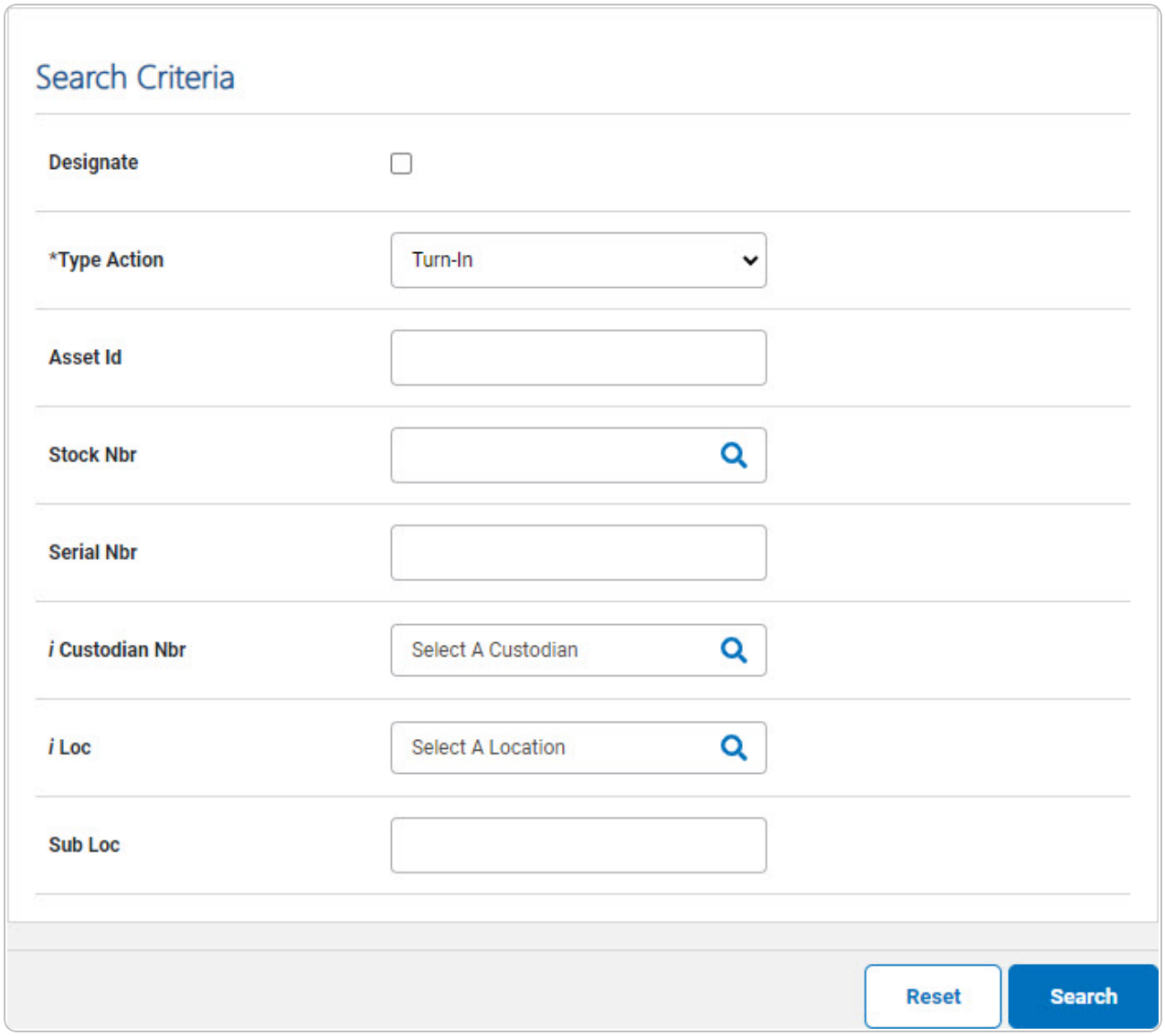
**ELMS Navigation Helpful Tips**

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:.



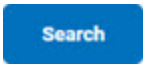

- Click ☐ to select Designate. *This reduces the Type Action availability from 9 to 4 choices.*
- Use ⌄ to select the Type Action.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help

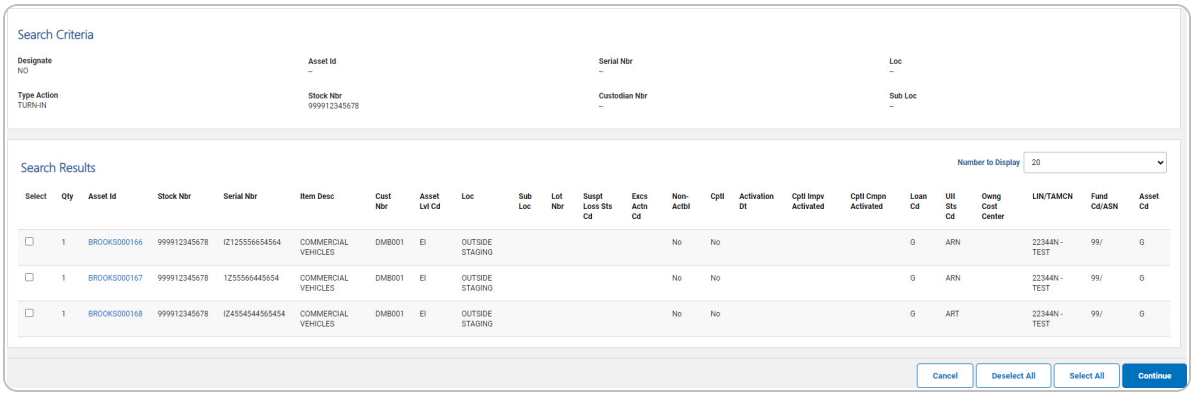
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  or  to assist with the CUSTODIAN NBR. *This is a 12 alphanumeric character field.*

  Custodian Number Browse help
- Use  or  to assist with the LOC. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

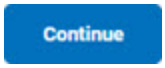
2. Select  . *The **Asset Disposition Search Results** page opens.*

   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  . *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
- Stock Number Browse
- Custodian Number Browse
- Location Browse

# Search for an Asset Disposition — Results

## Overview

The Asset Disposition Results process 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 **Asset Disposition Search Results** page opens.*
2. Select Continue. *The **Asset Disposition Selected Rows** page opens.*

## View the Asset Details

Select the ASSET ID hyperlink. *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 CD.** | Invalid Entry. The Loan Codes for the selected rows are different. Select rows with the same 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 process 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

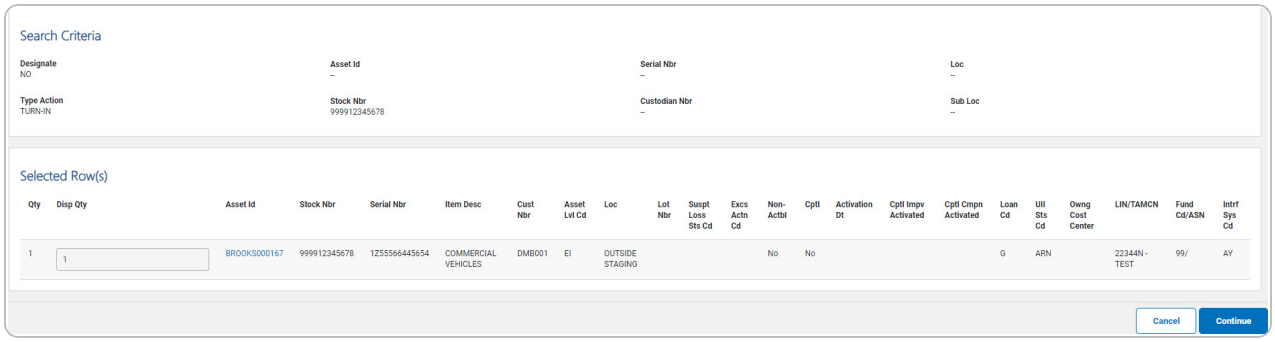
**ELMS Navigation Helpful Tips**

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* ***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 process 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**

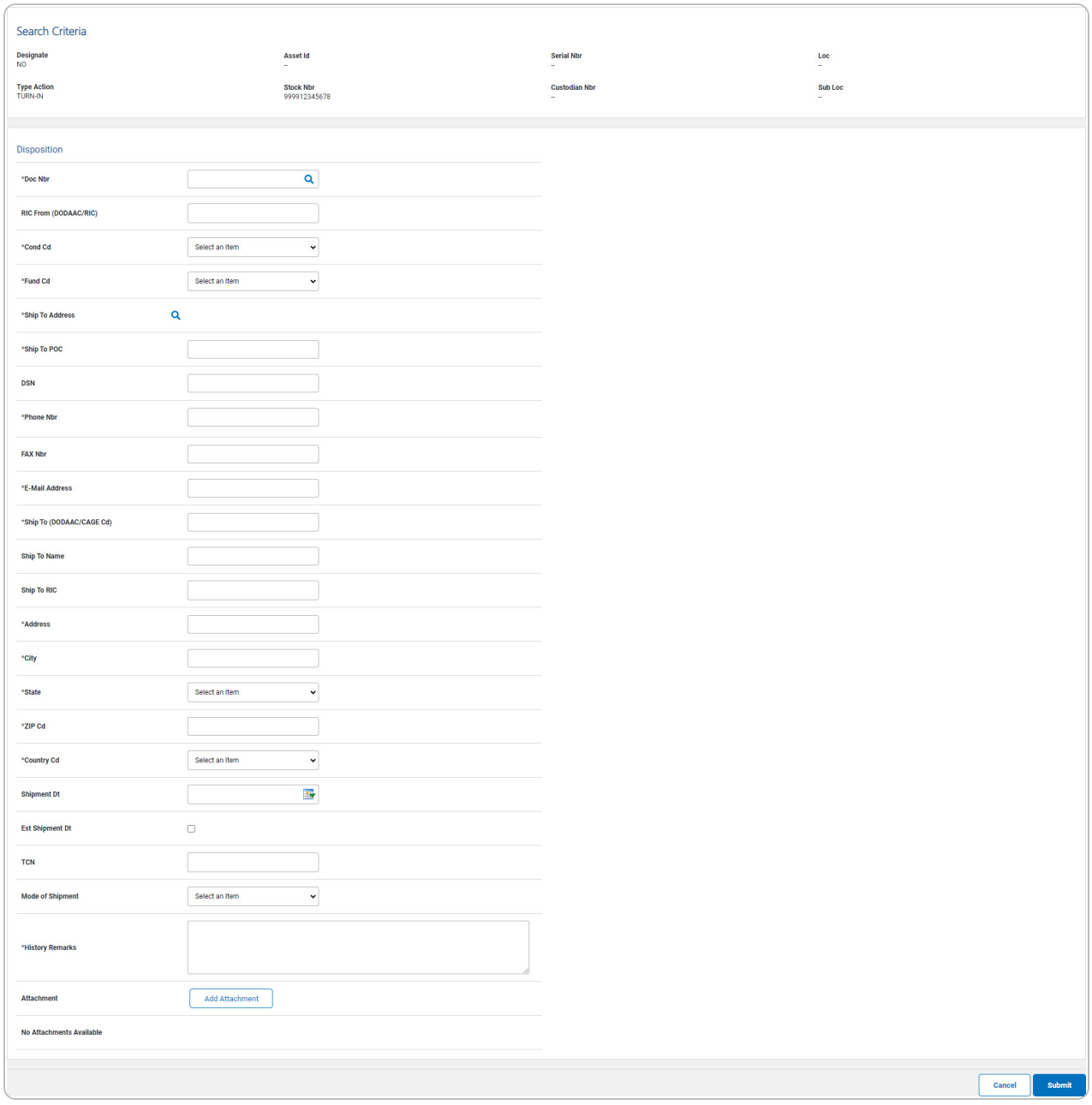
Click the following link to display PA Navigation Tips.

## 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 help

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 help

**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.

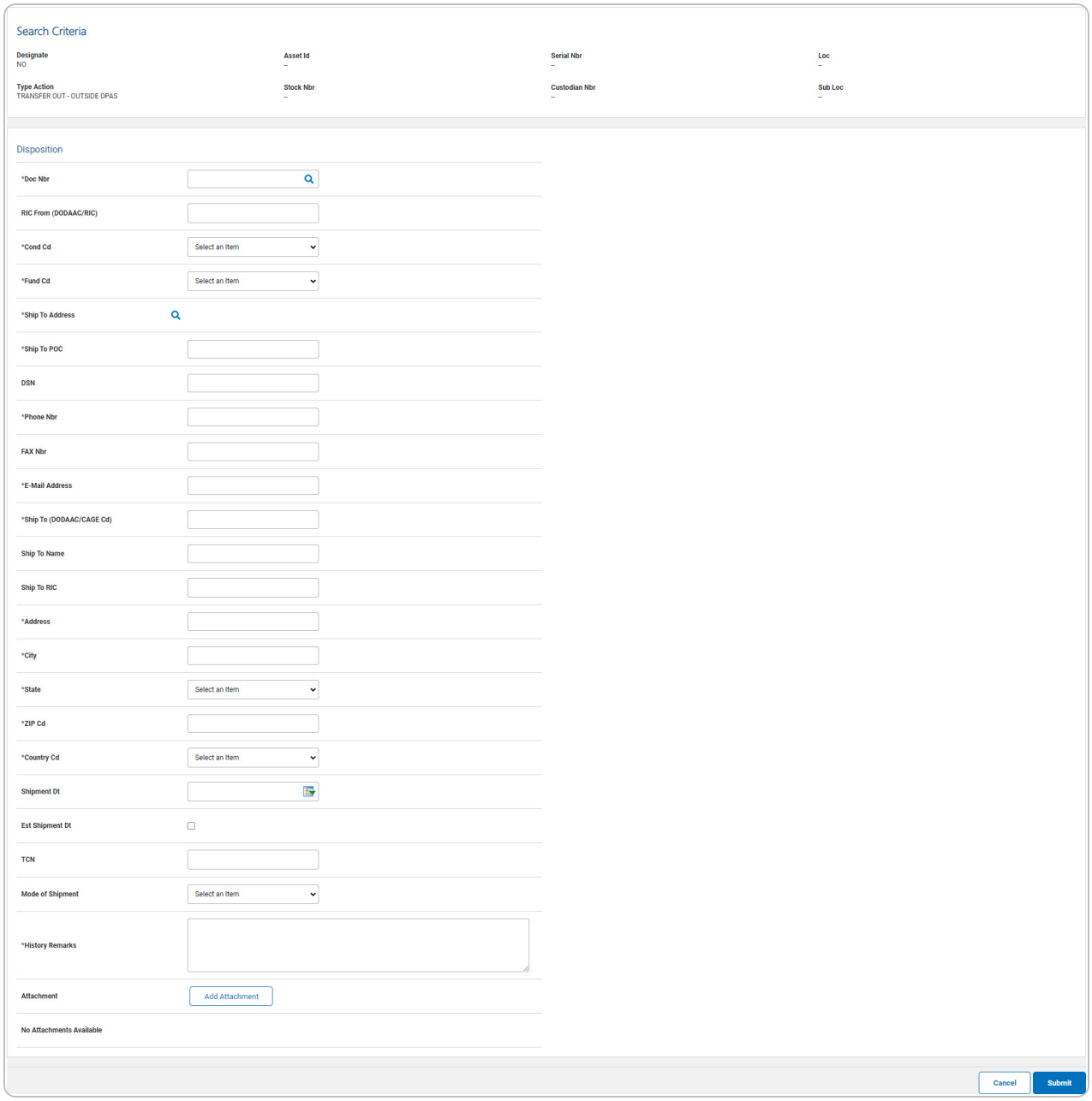
**Q.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

**R.** Use to select the Country Cd.

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

T. Select Add Attachment. *The **Attachment Add** 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.*

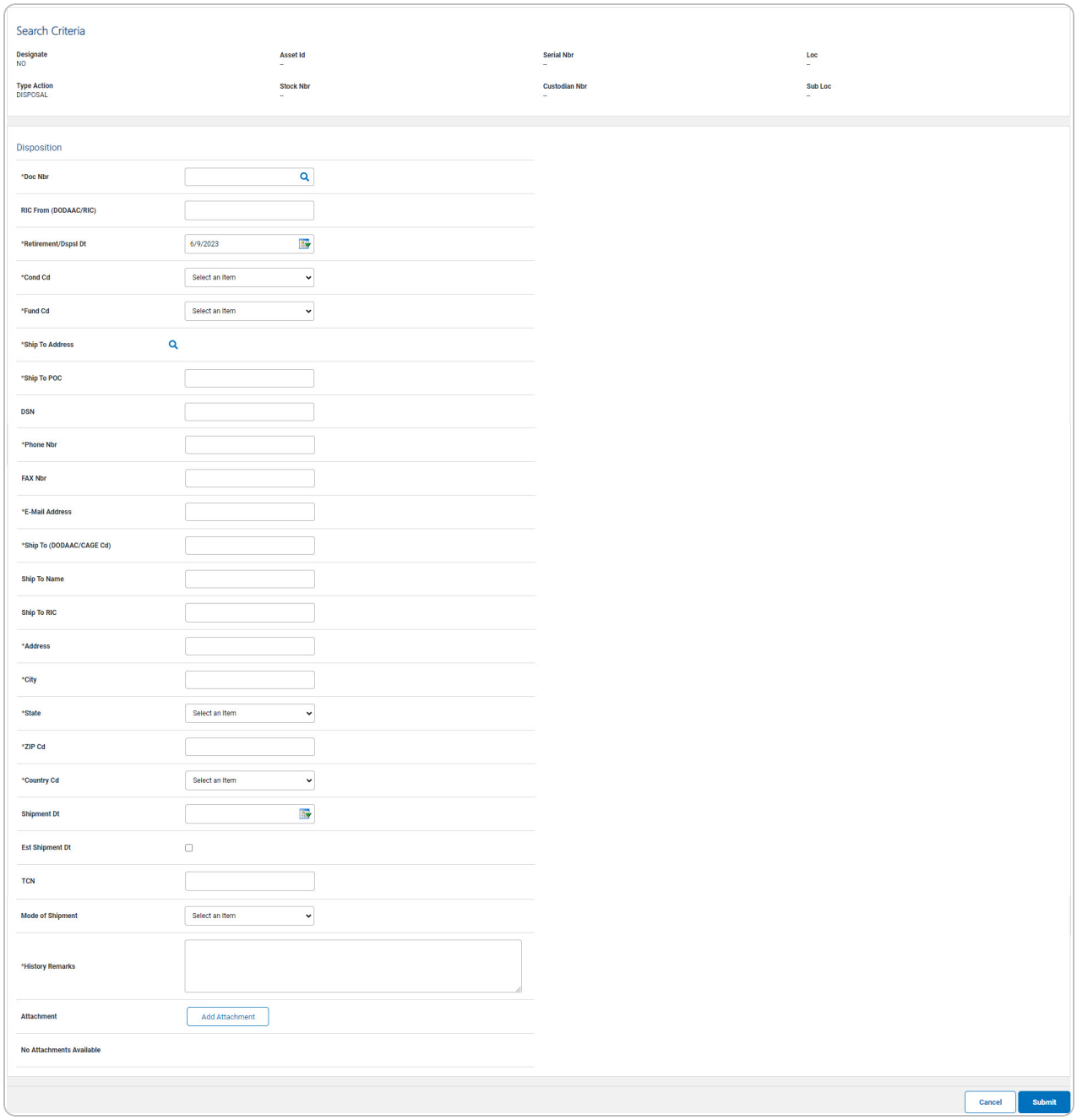
U. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

V. Use to select the Mode of Shipment.

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

X. Select Add Attachment. *The **Attachment Add** 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.*

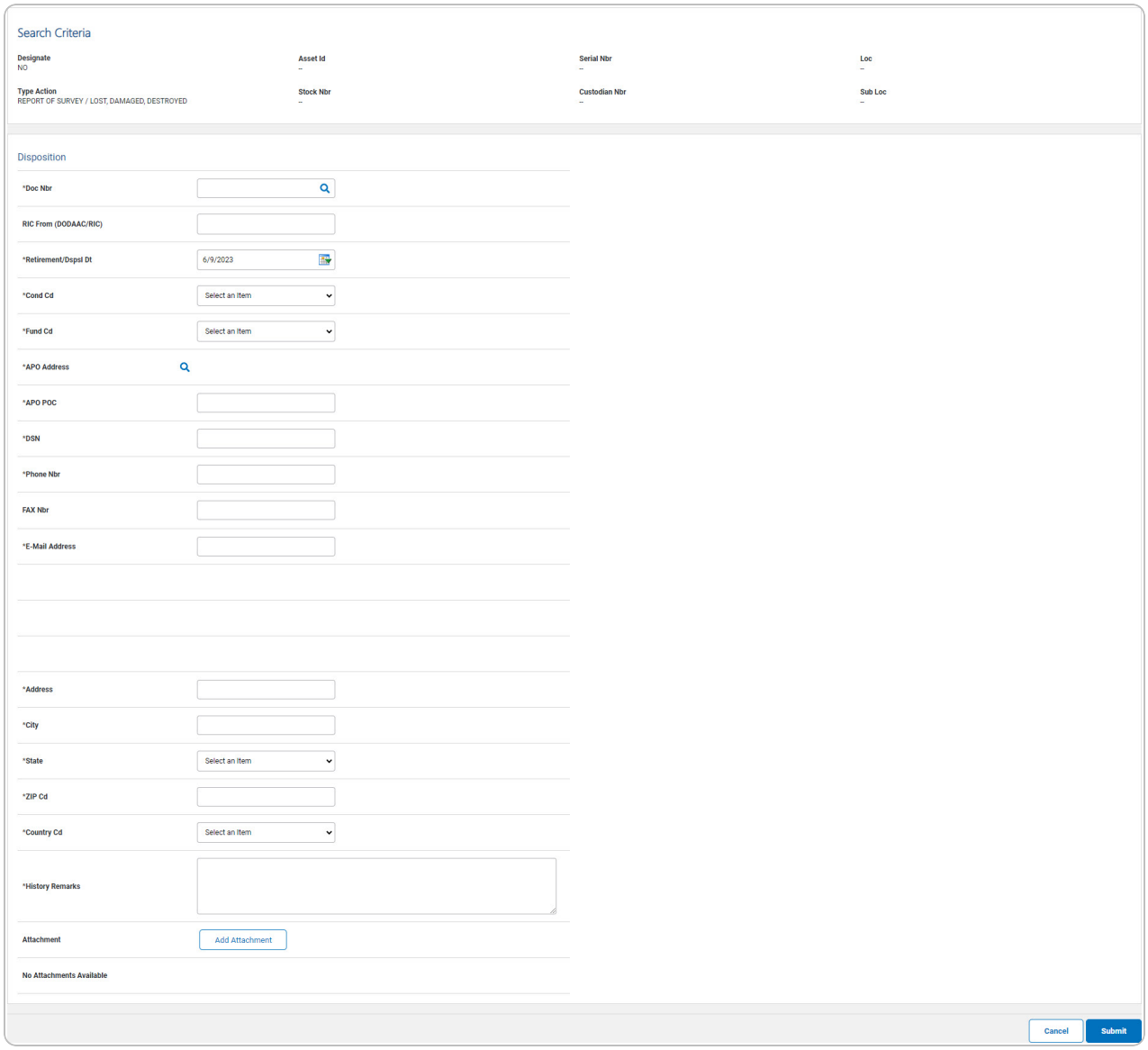
W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

X. Use ⌄ to select the Mode of Shipment.

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

Z. Select Add Attachment. *The **Attachment Add** 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.*

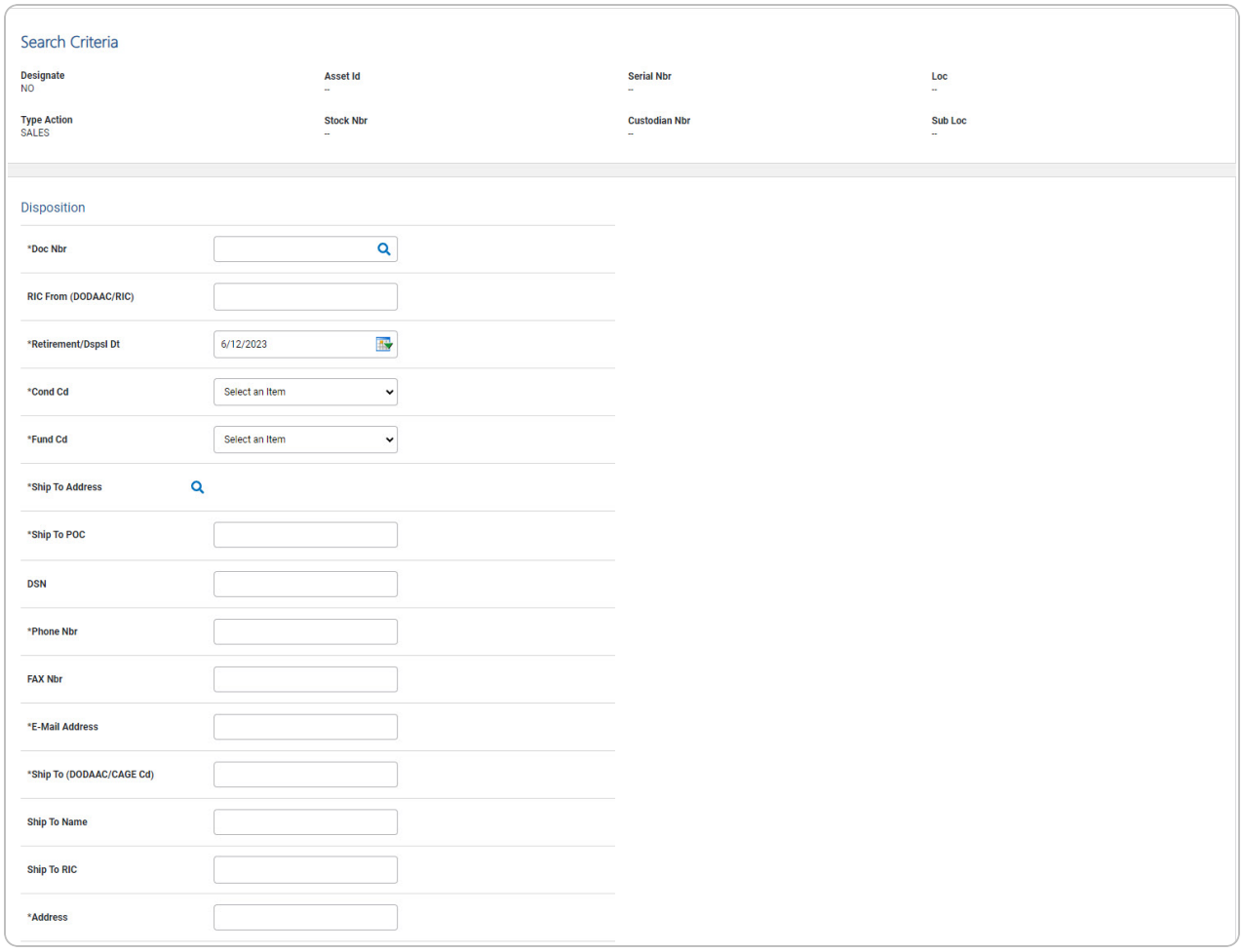
**P.** Use to select the Country Cd.

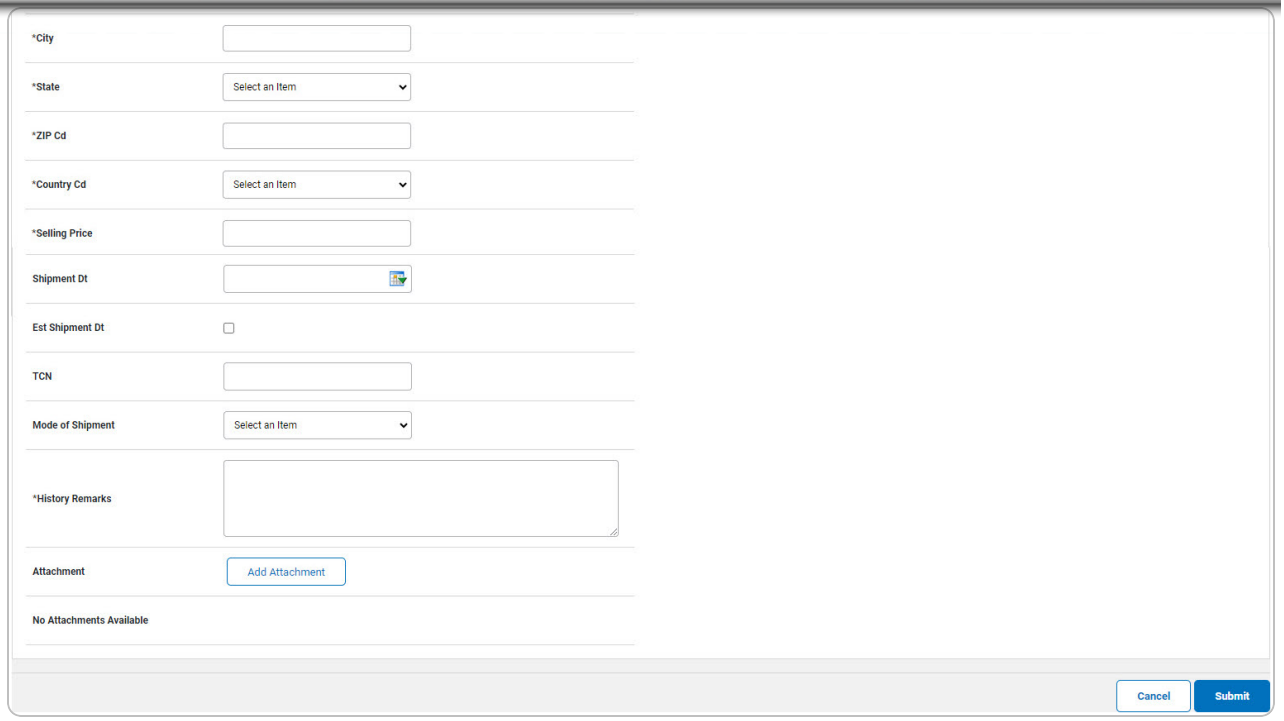
Q. *The Write Off check box automatically populates and is not editable.*

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

S. Select Add Attachment. *The **Attachment Add** 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.*

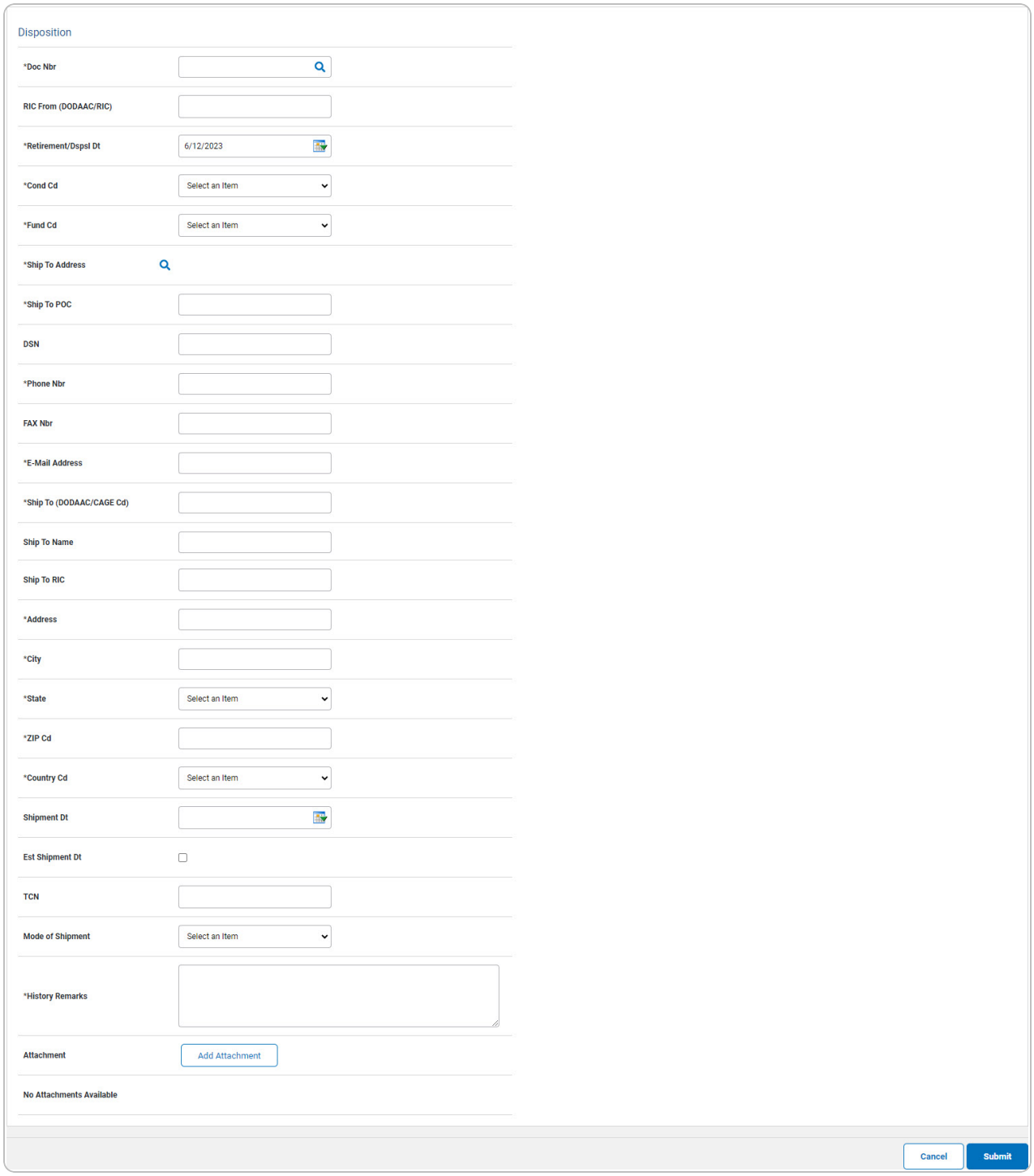
W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

X. Use to select the Mode of Shipment.

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

Z. Select Add Attachment. *The **Attachment Add** 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.*

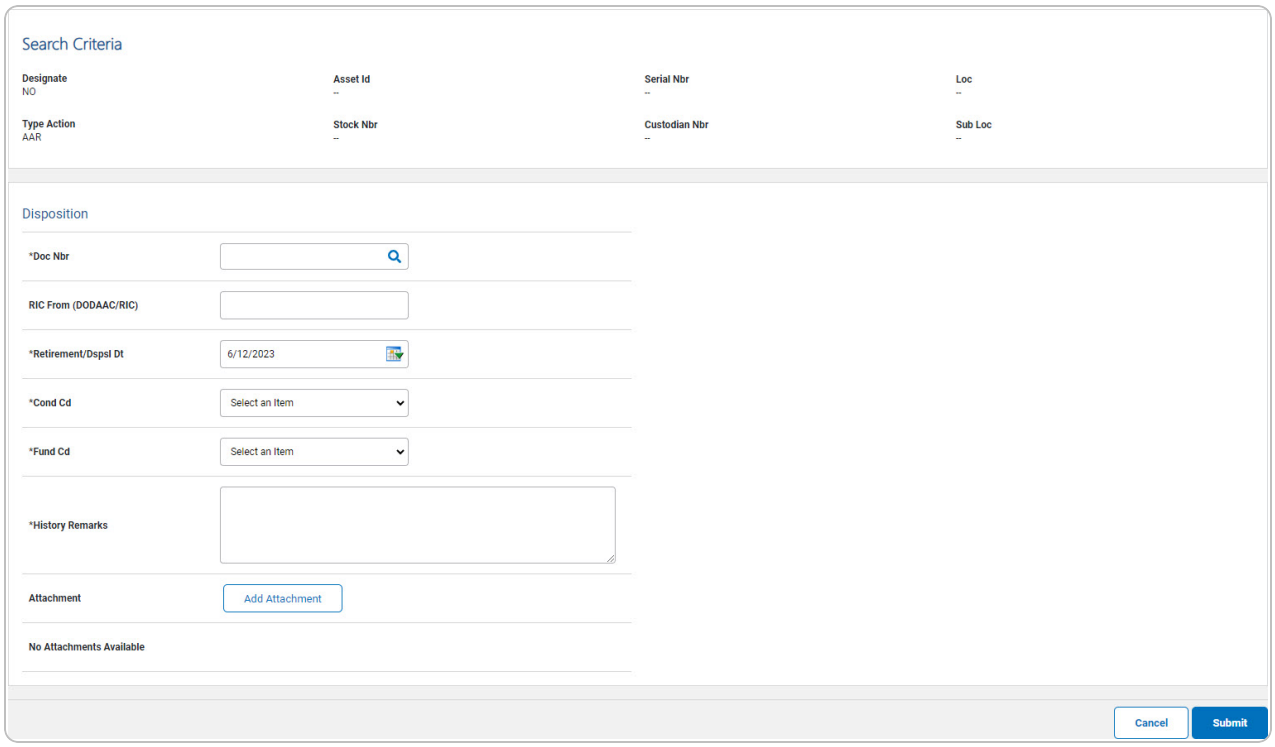
W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

X. Use to select the Mode of Shipment.

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

Z. Select Add Attachment. *The **Attachment Add** 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.

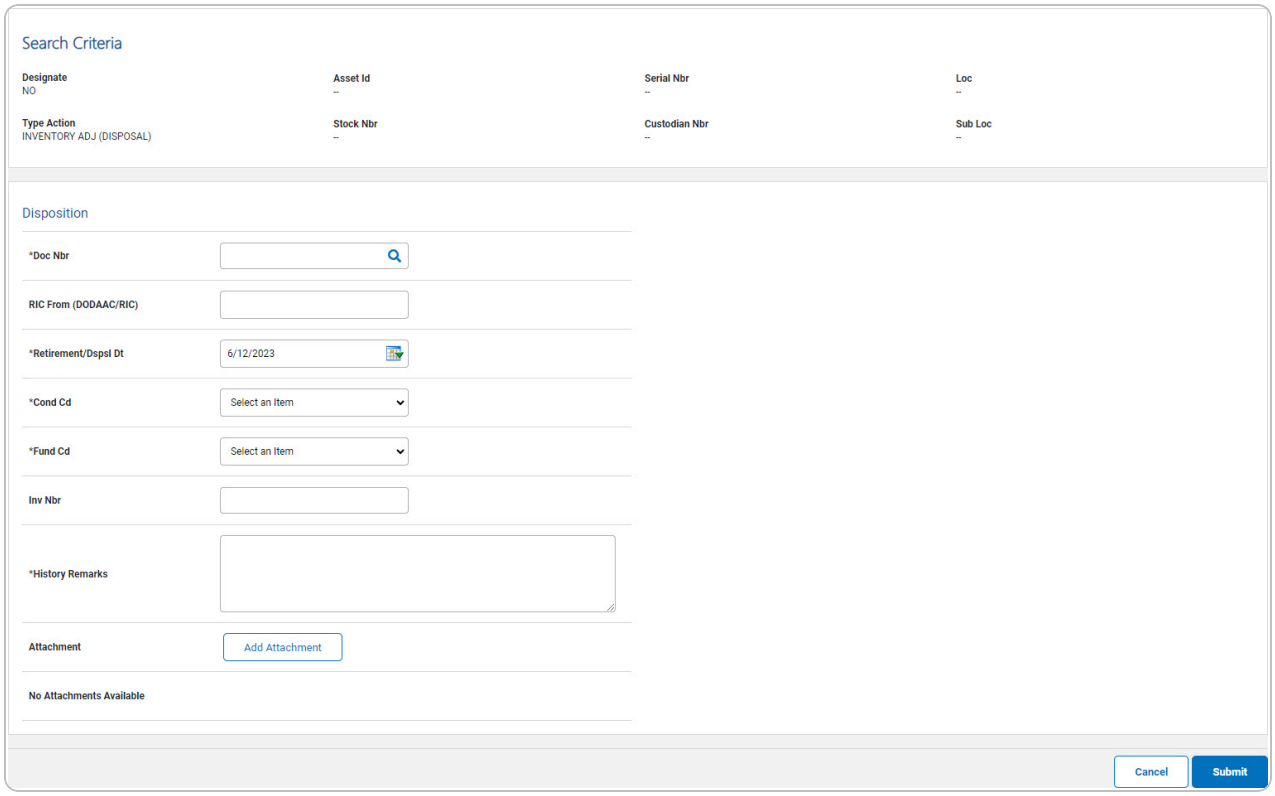
**D.** Use to select the Cond Cd.

**E.** Use to select the Fund Cd.

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

G. Select Add Attachment. *The **Attachment Add** 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.

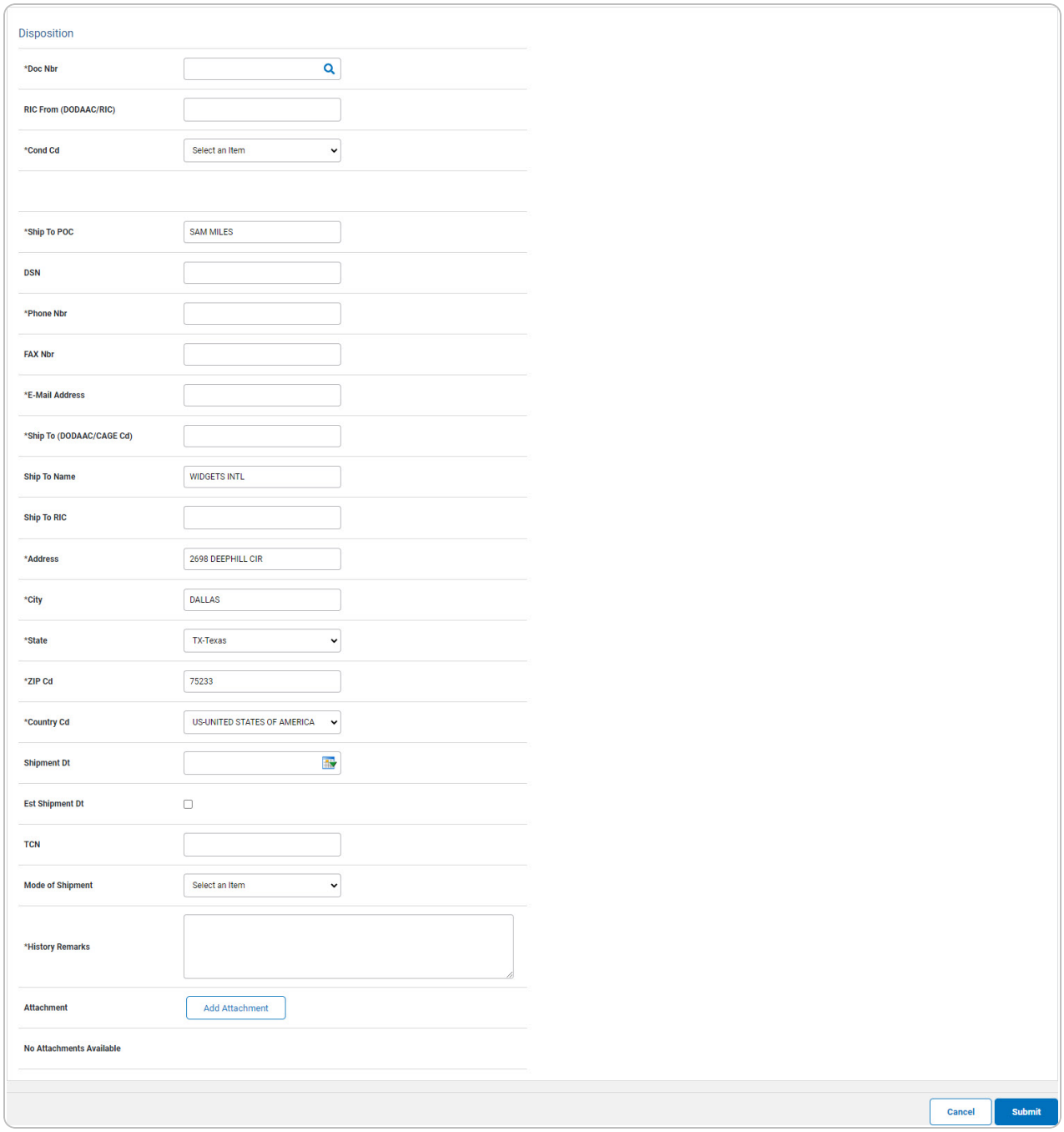
F. *The Write Off check box automatically populates and is not editable.*

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 256 alphanumeric character field.*

I. Select Add Attachment. *The **Attachment Add** 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 256 alphanumeric character field.*

V. Select Add Attachment. *The **Attachment Add** page appears.*

3. Select Submit. *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** | Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter |

| | |
|---|---|
| **month/day combination.** | the date.. |
| **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. |
| **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
- Document Number Browse
- Address Browse

# View the Asset Disposition Transaction Status

## Overview

The Asset Disposition Transaction Status process 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 Disposition 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 Grid

Status

Action Required
Details

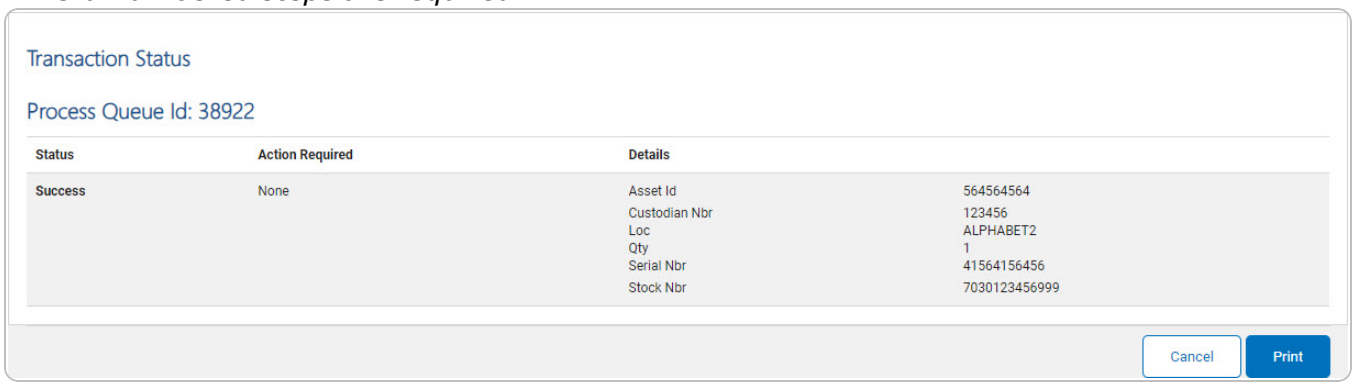
# Procedures

**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.*




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* ***Asset Transfer Report Export*** *page appears.*
5. Select Cancel. *The* ***Asset Disposition 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 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 process 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. |

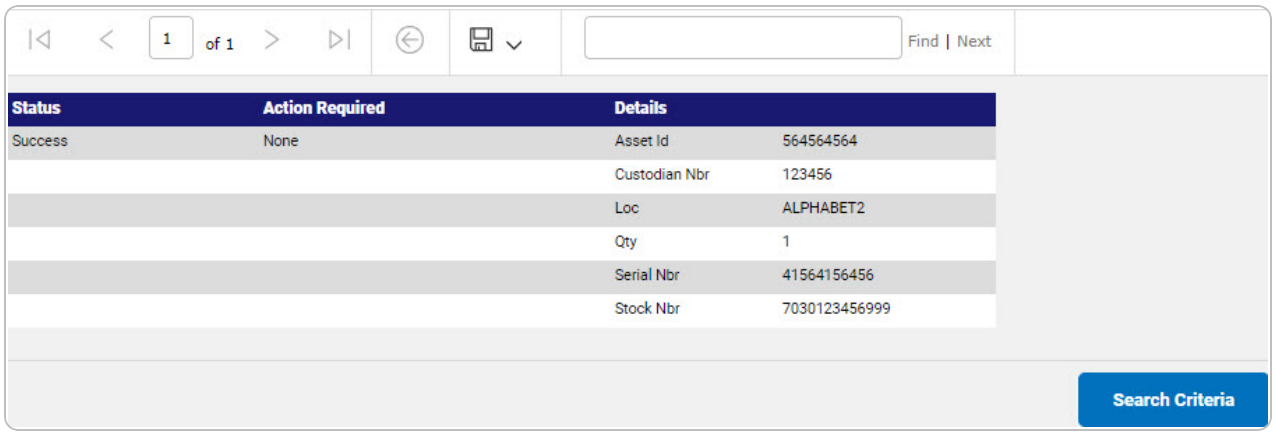
# Procedures

**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 **Asset Disposition 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 **Asset Disposition Search Criteria** page appears.* |

## 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

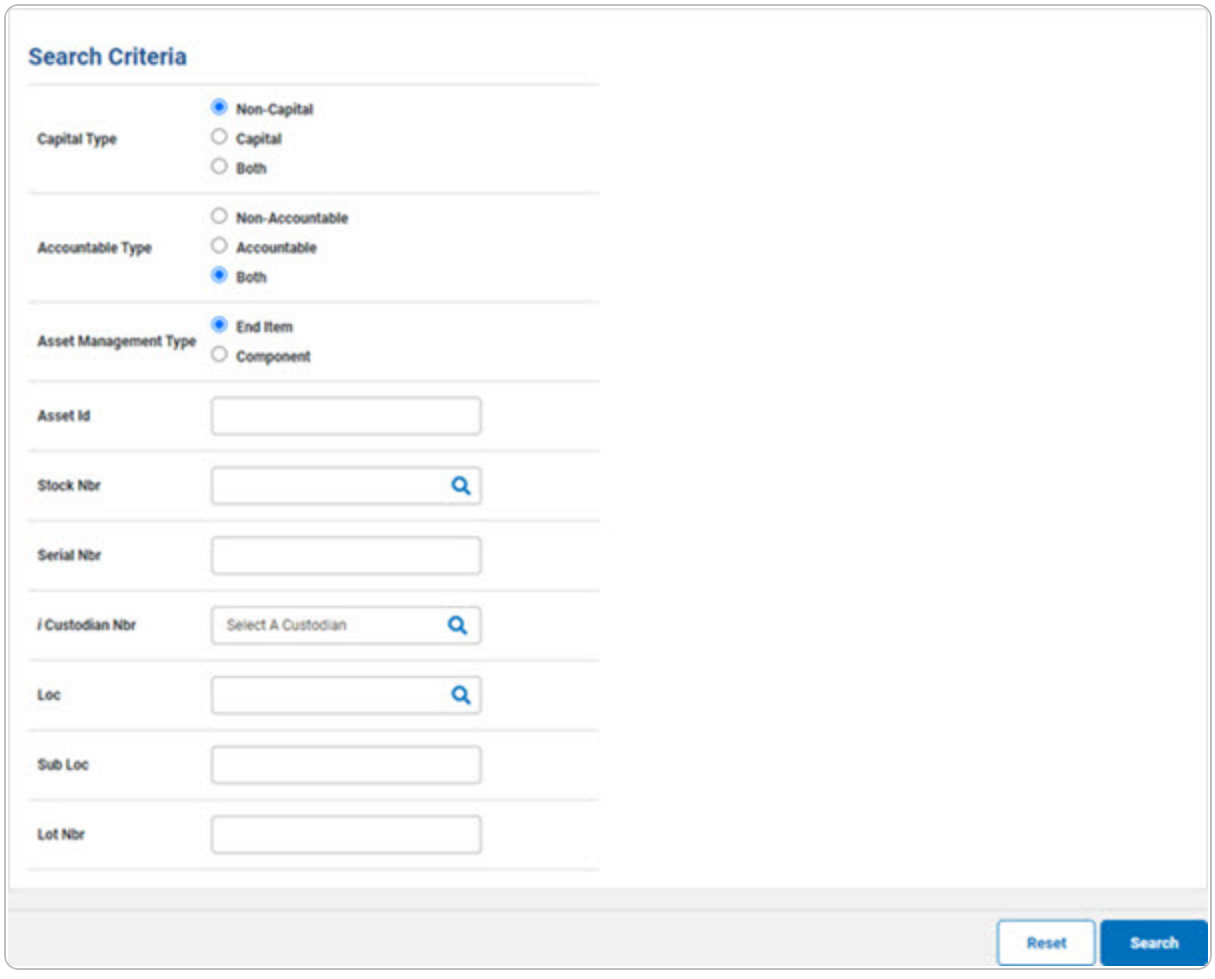
**ELMS Navigation Helpful Tips**

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, subassemblies 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 help

F. Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*

G. Enter the CUSTODIAN NBR, using  or  to browse for the entry. *This is a 12 alpha-numeric character field.*

Custodian Browse help

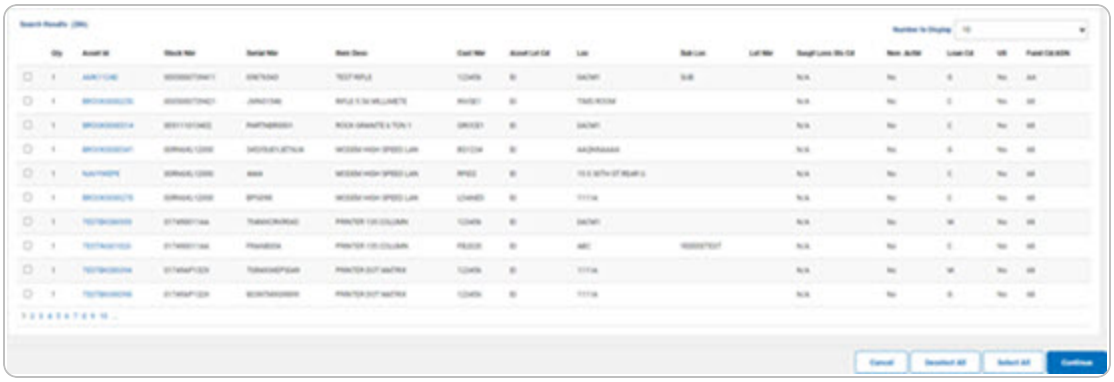
H. Enter the LOC, or use  to browse for the entry. *This is a 20 alphanumeric character field.*

Location Browse help

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 **Asset Transfer Search Results** page appears.*



a. Choose Continue. *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 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. |
| **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** | Invalid Entry. Search Criteria cannot be entered |

| | |
|---|---|
| **Serial Number or Lot Number fields.** | 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
- Stock Number Browse
- Custodian Browse
- Location Browse

# Search for an Asset Transfer — Results

## Overview

The Asset Transfer Search Results process provides the ability to display all assets available for 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 Asset Transfer Search 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 **Asset Transfer Search Results** page appears.*
2. Choose Continue. *The **Asset Transfer Selected Rows** page appears.*

## View the Asset Details

1. Select Search. *The **Asset Transfer Search Results** page appears.*
2. Select the ASSET ID hyperlink. *The **Asset Transfer Details** page appears.*

## Update the Transfer Destination

1. Select the ASSET ID hyperlink. *The **Asset Transfer Details** page appears.*
2. Select Continue. *The **Asset Transfer Destination 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. |

| | |
|---|---|
| **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

# 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.

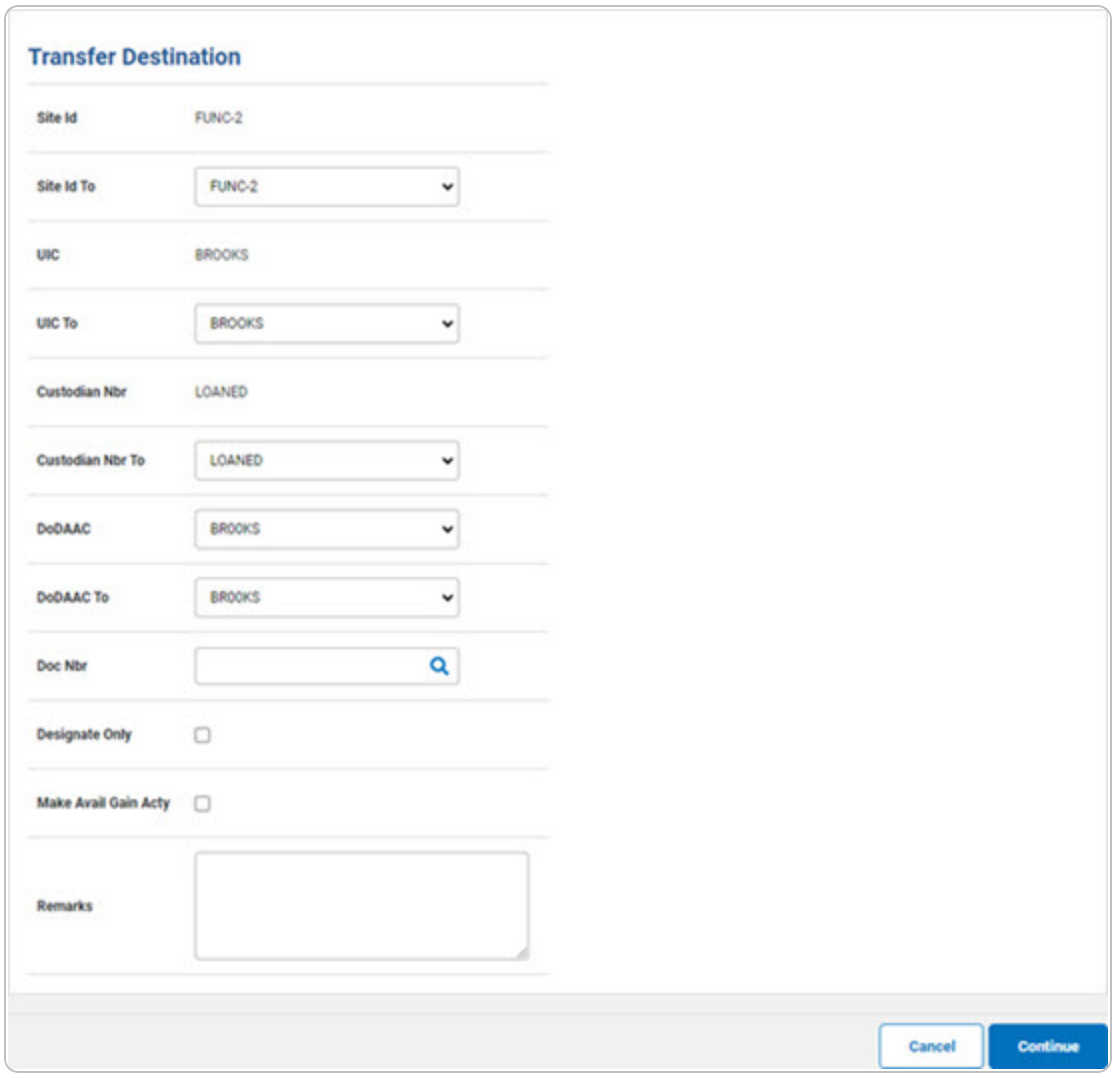
**Attention**



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 help

**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 256 alphanumeric character field.*

M. Select Continue. *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 return from Contractor.** | 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. |

| | |
|---|---|
| **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
- Document Number Browse

# View the Asset Transfer Selected Rows

## Overview

The Asset Transfer Selected Rows process displays the assets selected 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

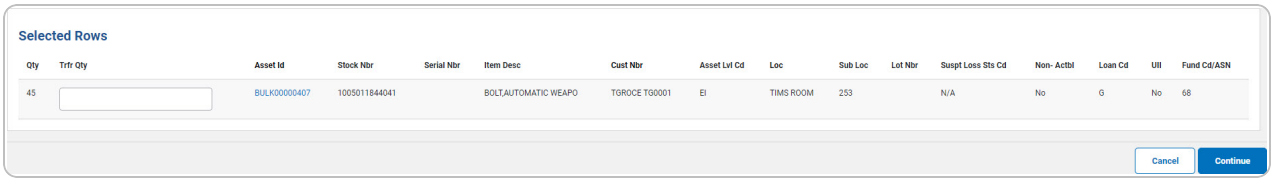
**ELMS Navigation Helpful Tips**

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 **Asset Transfer Details** page appears.*




2. Select Continue. *The **Asset Transfer Destination 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. |
| **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

# 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 hyperlink > 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**



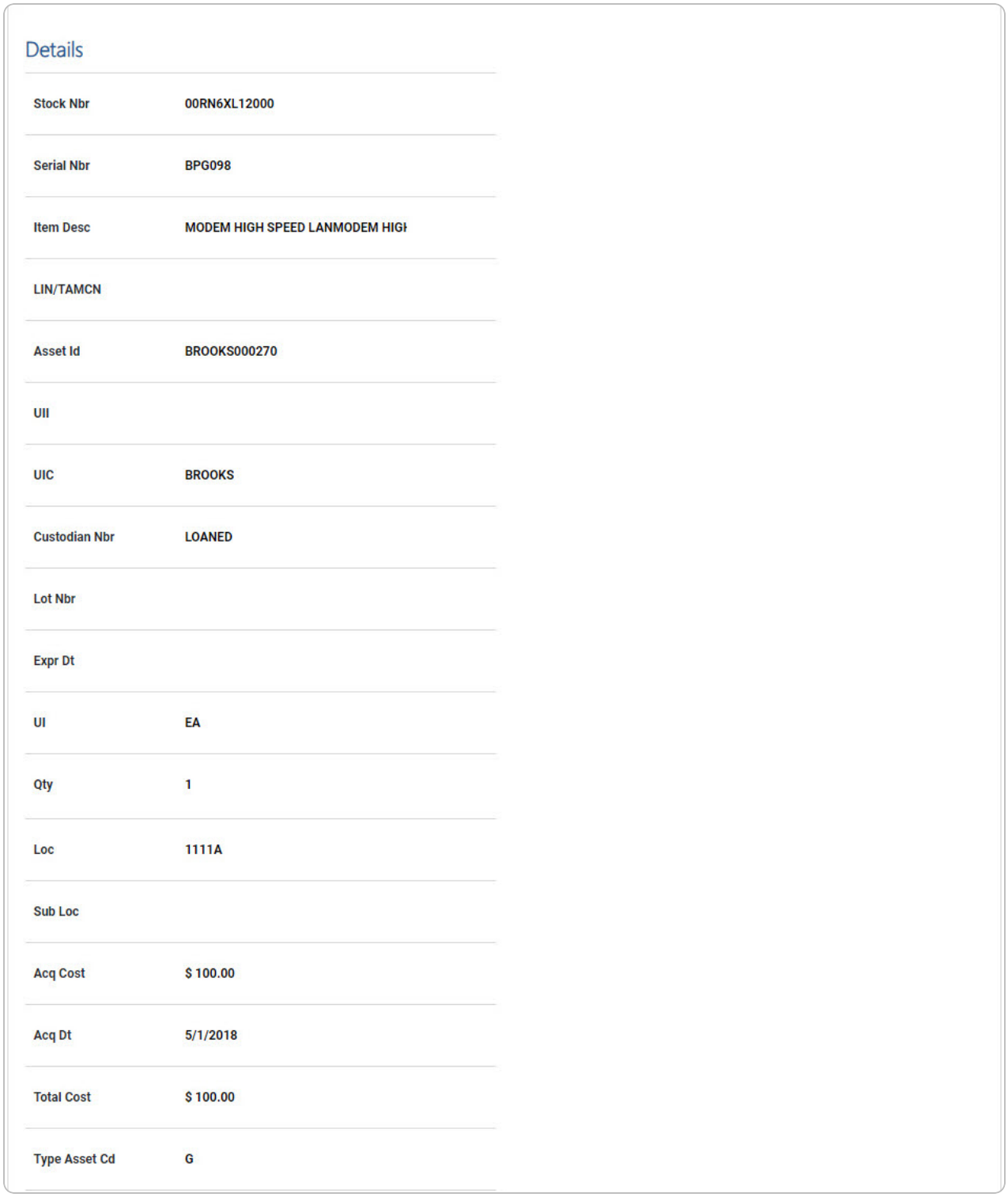
Click the following link to display PA Navigation Tips.

## 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* ***Asset Transfer Search Results*** *page appears. Results display in the Search Results grid.*
2. Select the ASSET ID hyperlink on the desired row. *The* ***Asset Transfer Details*** *page appears.*

3. Review the fields on the Details Tab.



Details

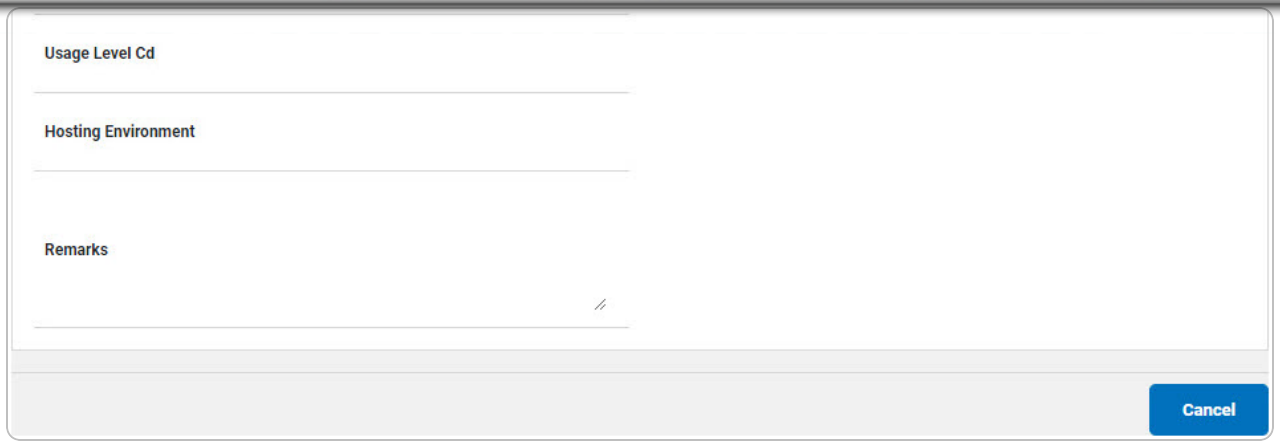
| | |
|---|---|
| Stock Nbr | 00RN6XL12000 |
| Serial Nbr | BPG098 |
| Item Desc | MODEM HIGH SPEED LANMODEM HIGI |
| LIN/TAMCN | |
| Asset Id | BROOKS000270 |
| UII | |
| UIC | BROOKS |
| Custodian Nbr | LOANED |
| Lot Nbr | |
| Expr Dt | |
| UI | EA |
| Qty | 1 |
| Loc | 1111A |
| Sub Loc | |
| Acq 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 process 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 Grid

Status

Action Required
Details

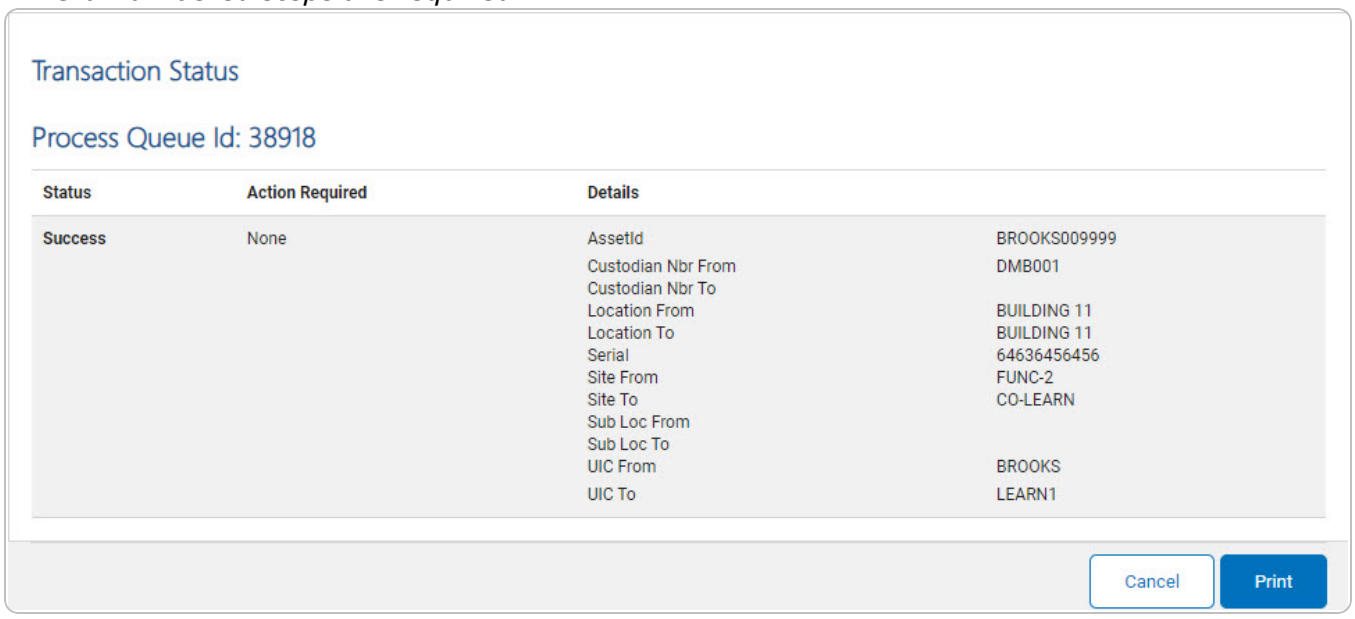
# Procedures

**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.*




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* ***Asset Transfer Report Export*** *page appears.*
5. Select Cancel. *The* ***Asset Transfer 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 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 process provides the ability to save the Transaction Status in different formats.

## Navigation

Asset Management > Transfer > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Asset Transfer Report Export page

## Page Fields

The following fields display on the **Asset Transfer 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
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. |

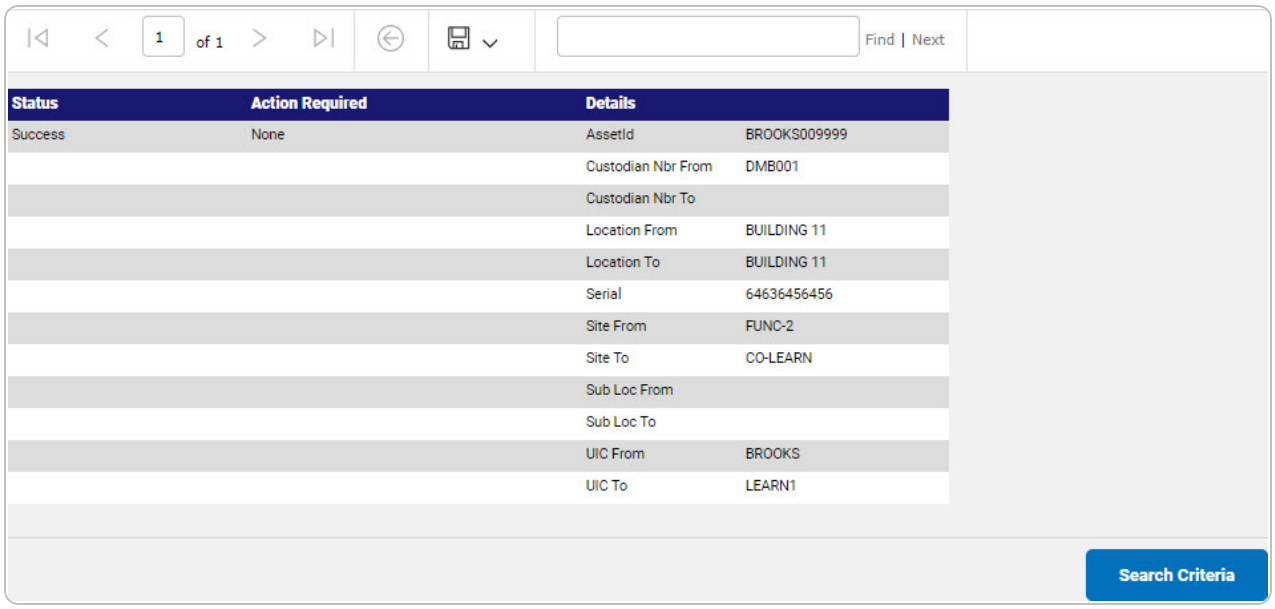
# Procedures

**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* ***Asset Transfer Search Criteria*** *page appears.*

## Search the Results

1. Select the empty field 

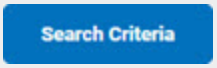
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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 **Asset Transfer Search Criteria** page appears.* |

# 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<br>○ Accountable<br>◉ Both |
| Asset Management Type | ◉ End Item Serial<br>○ Component<br>○ 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.*

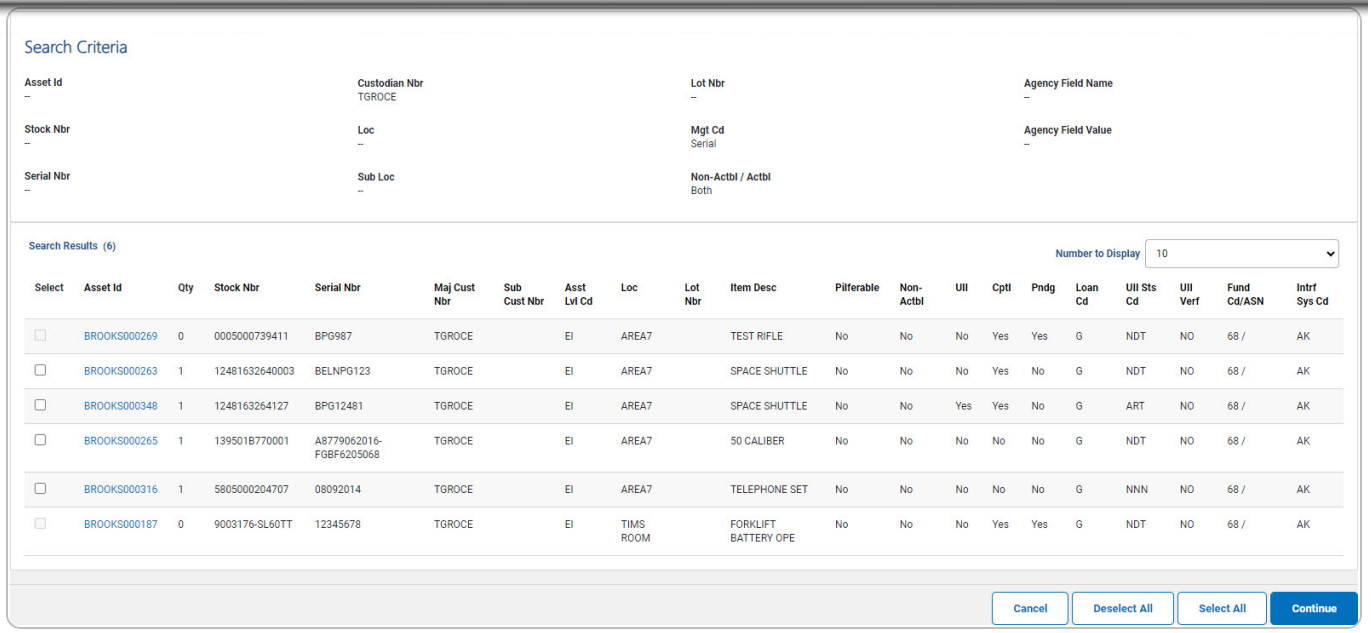
  Asset Identifier Browse
- Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

  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 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 Attributes Asset Details
- Add Attribute Values
- 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 process 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 **Asset Update Selected Rows** page opens.*

## View the Asset Details

Select the ASSET ID hyperlink. *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 Attributes Asset Details
- Add Attribute Values
- 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

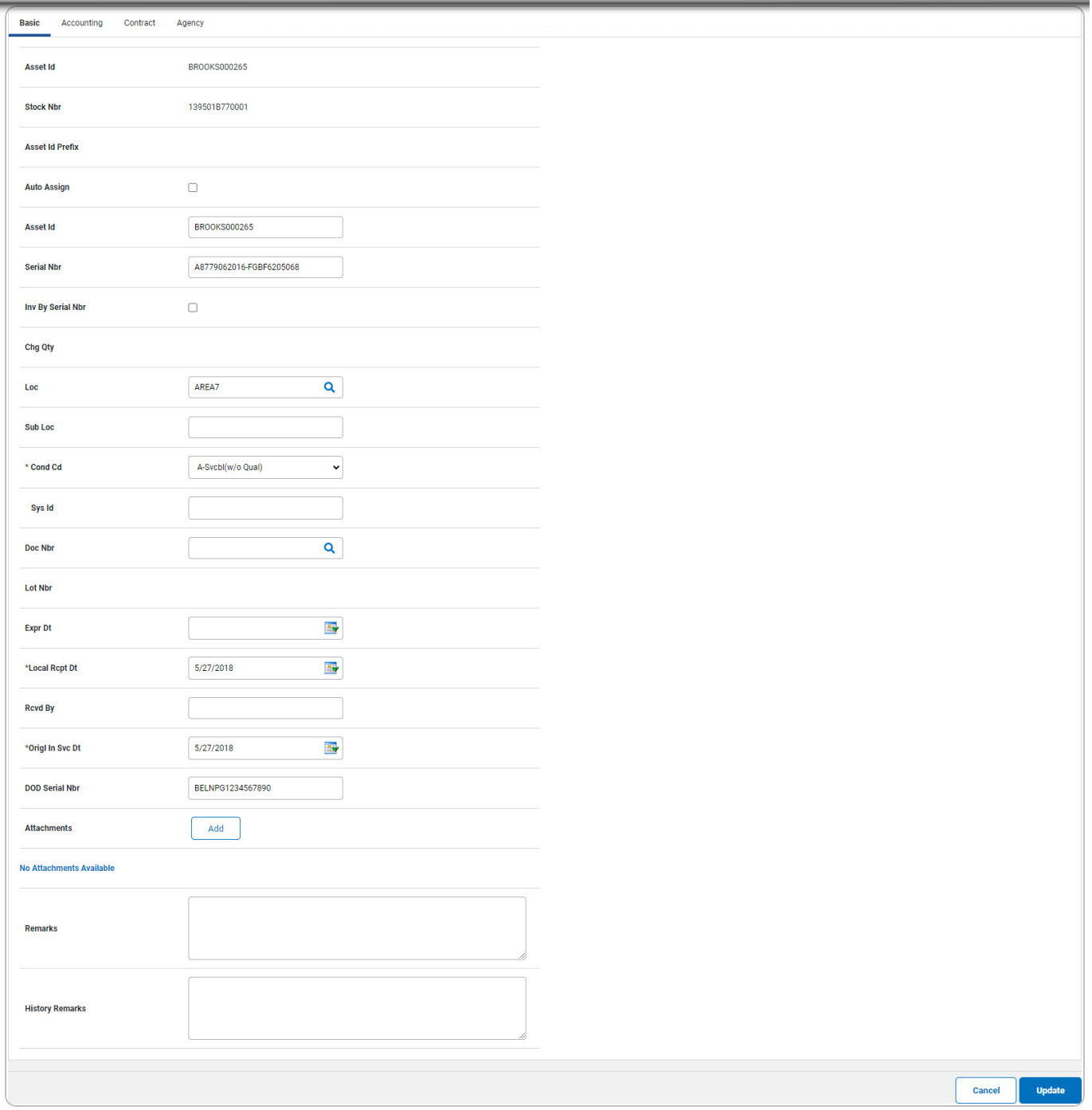
**ELMS Navigation Helpful Tips**

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 ℹ 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.*

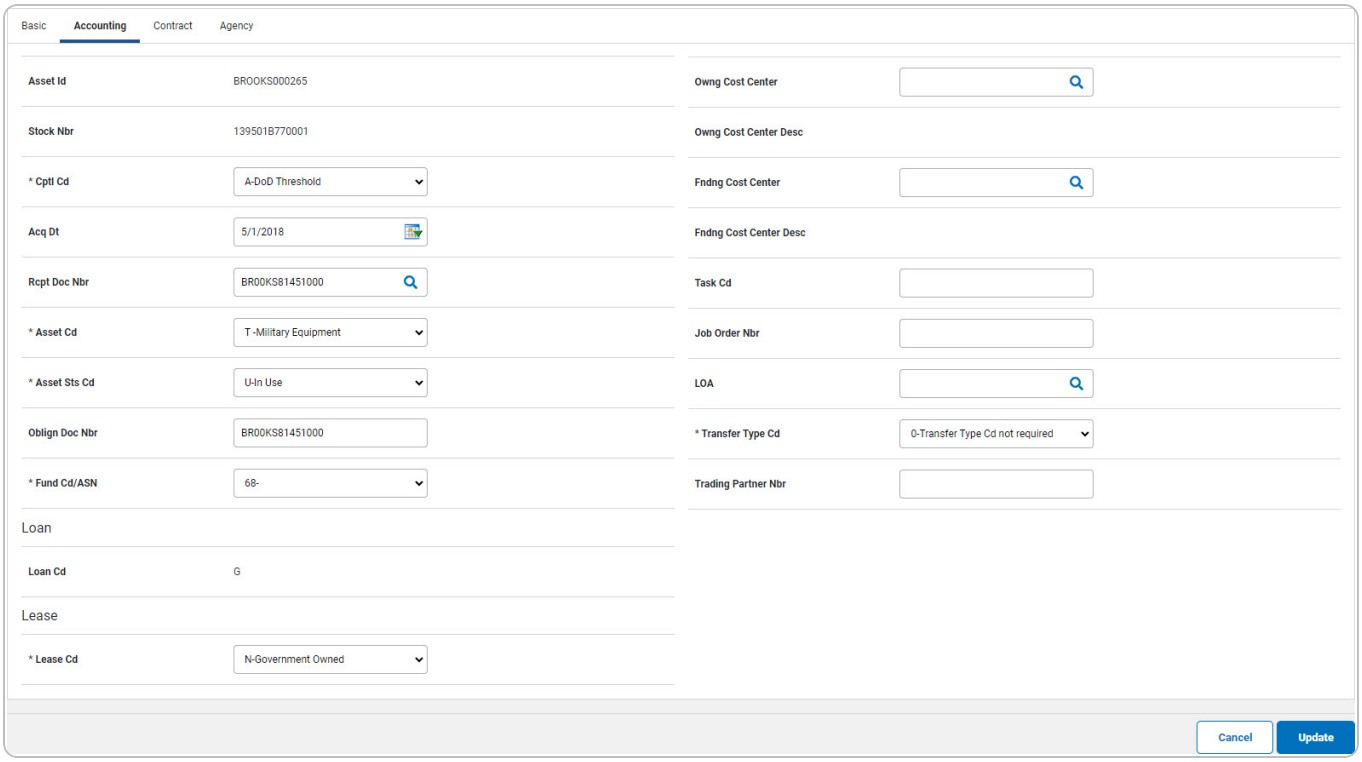
T. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select Update. *The **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.*

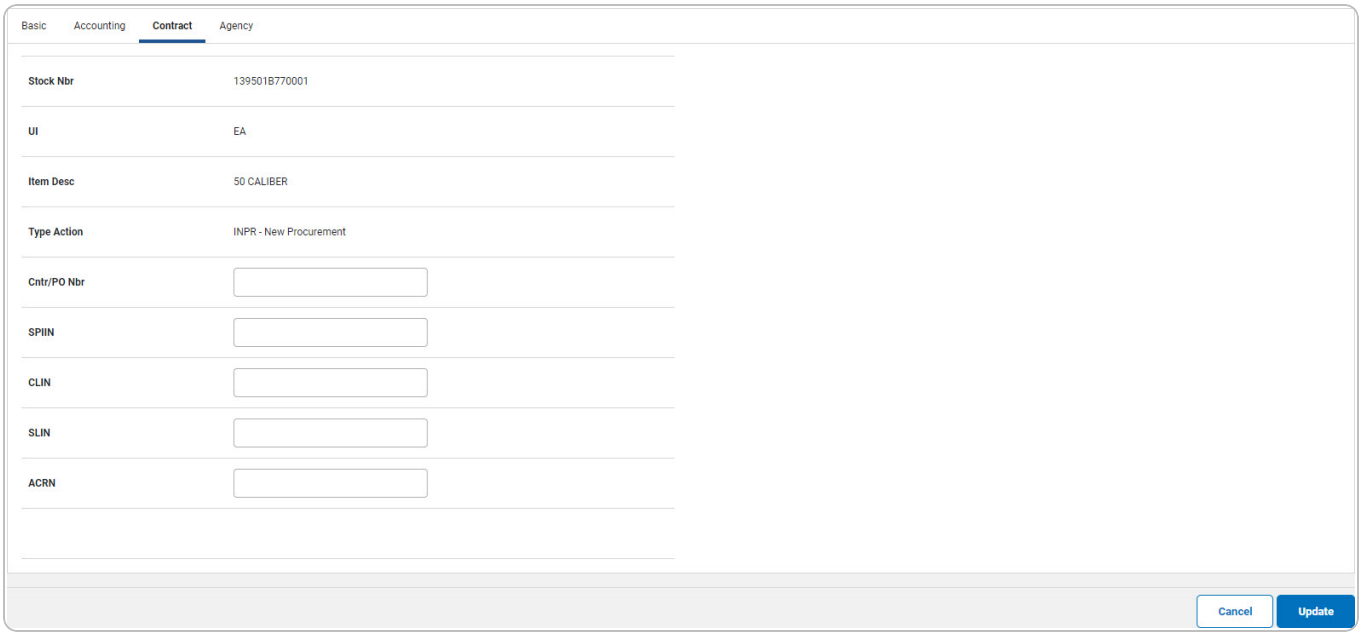
c. Update the LEASE START DT, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the LEASE END DT, using or entering the date (MM/DD/YYYY) in the field provided.

6. Select Update. *The **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.*

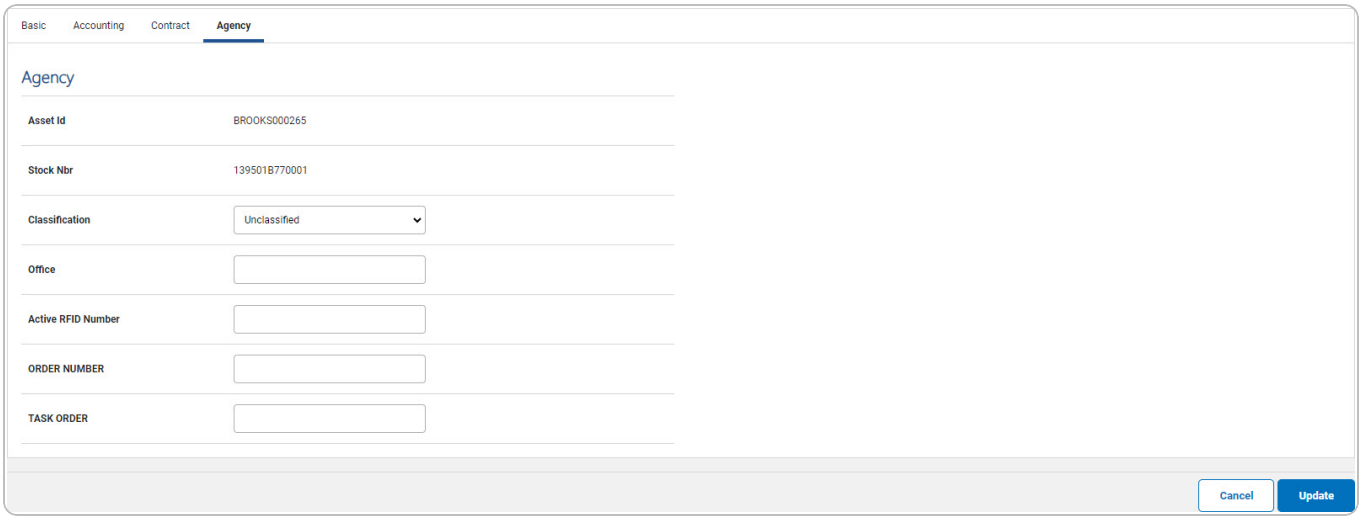
H. Update the SLIN, entering the revised identifier in the field provided. *This is a 2 alpha-numeric character field.*

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 Attributes Asset Details
- Add Attribute Values
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment
- Location Browse
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse
- Address Browse

# 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

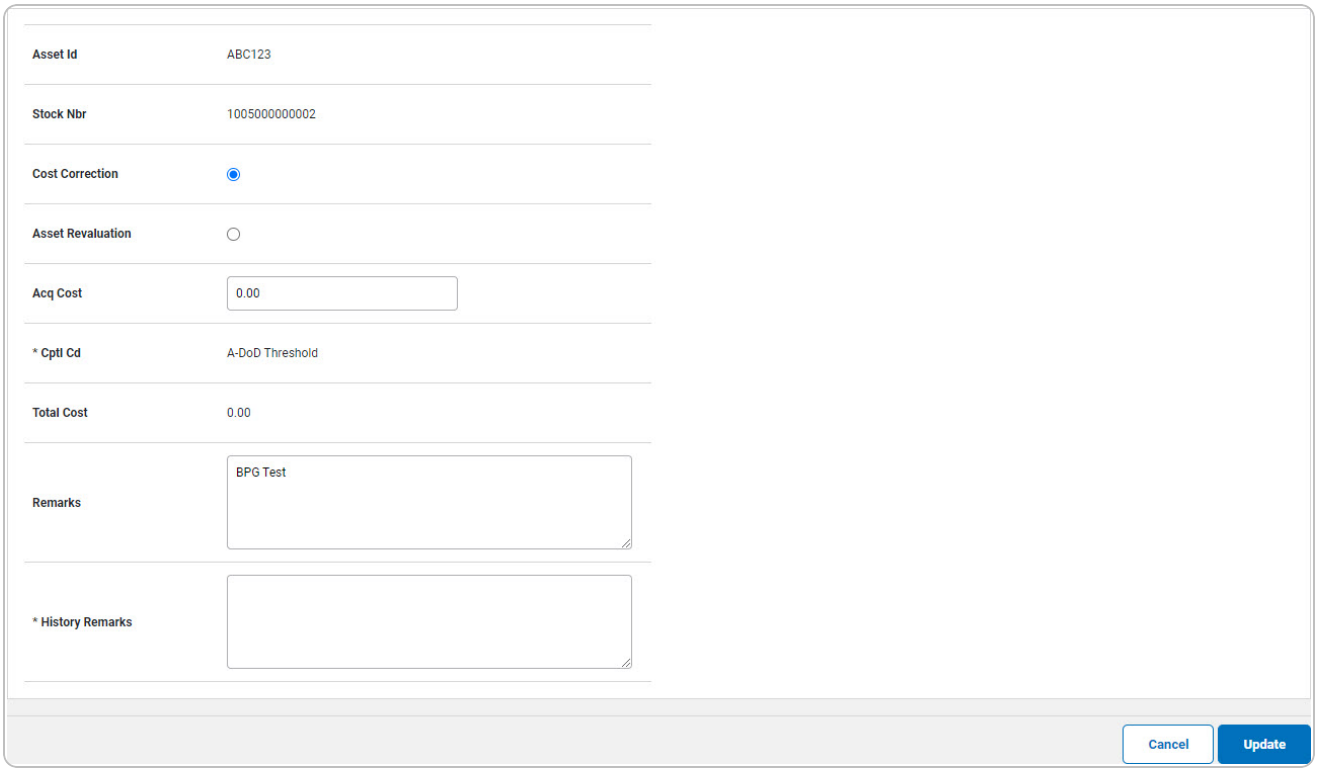
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

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**

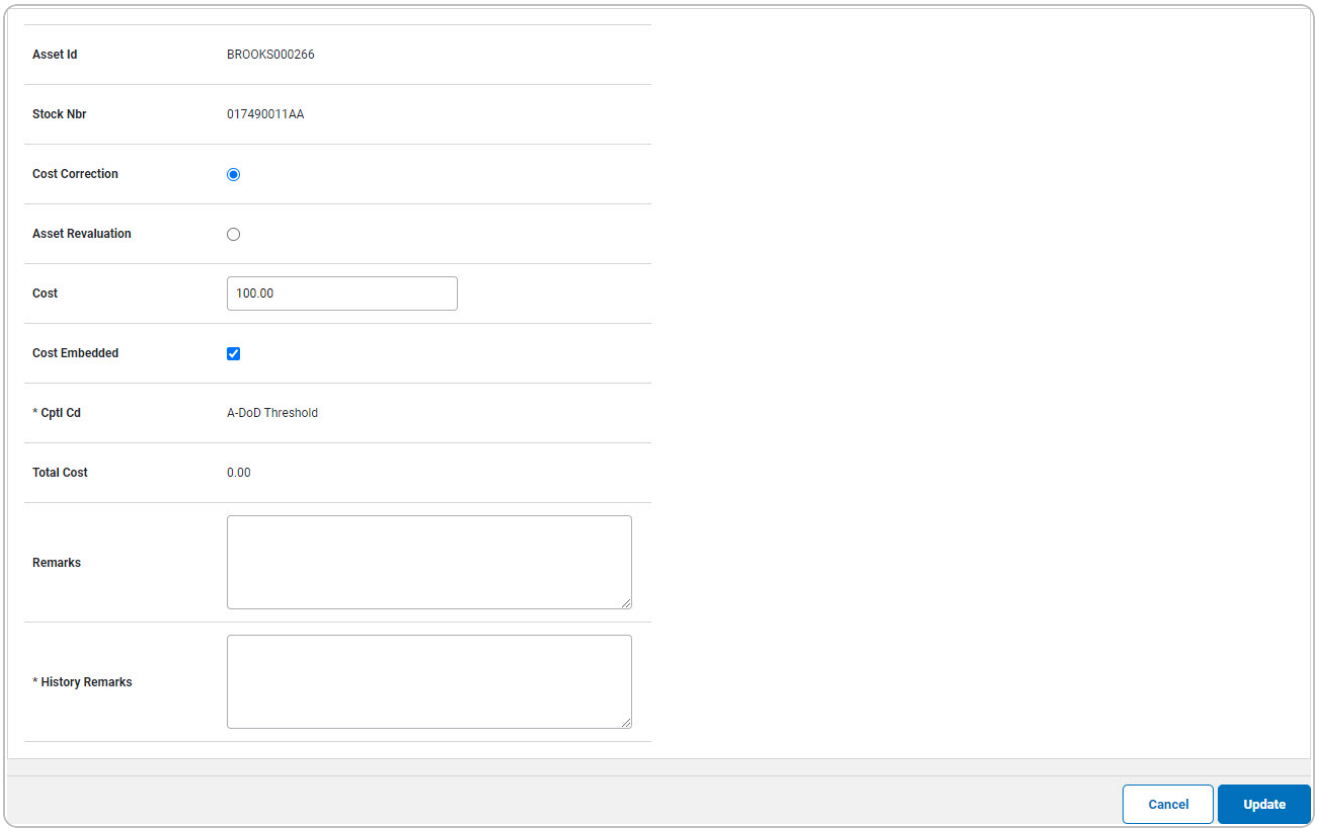
   Select ○ Asset Revaluation if the asset price has changed since it was entered.

## 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 256 alphanumeric character field.*

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

9. 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 |
|---|---|
| **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 Attributes Asset Details
- Add Attribute Values
- 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

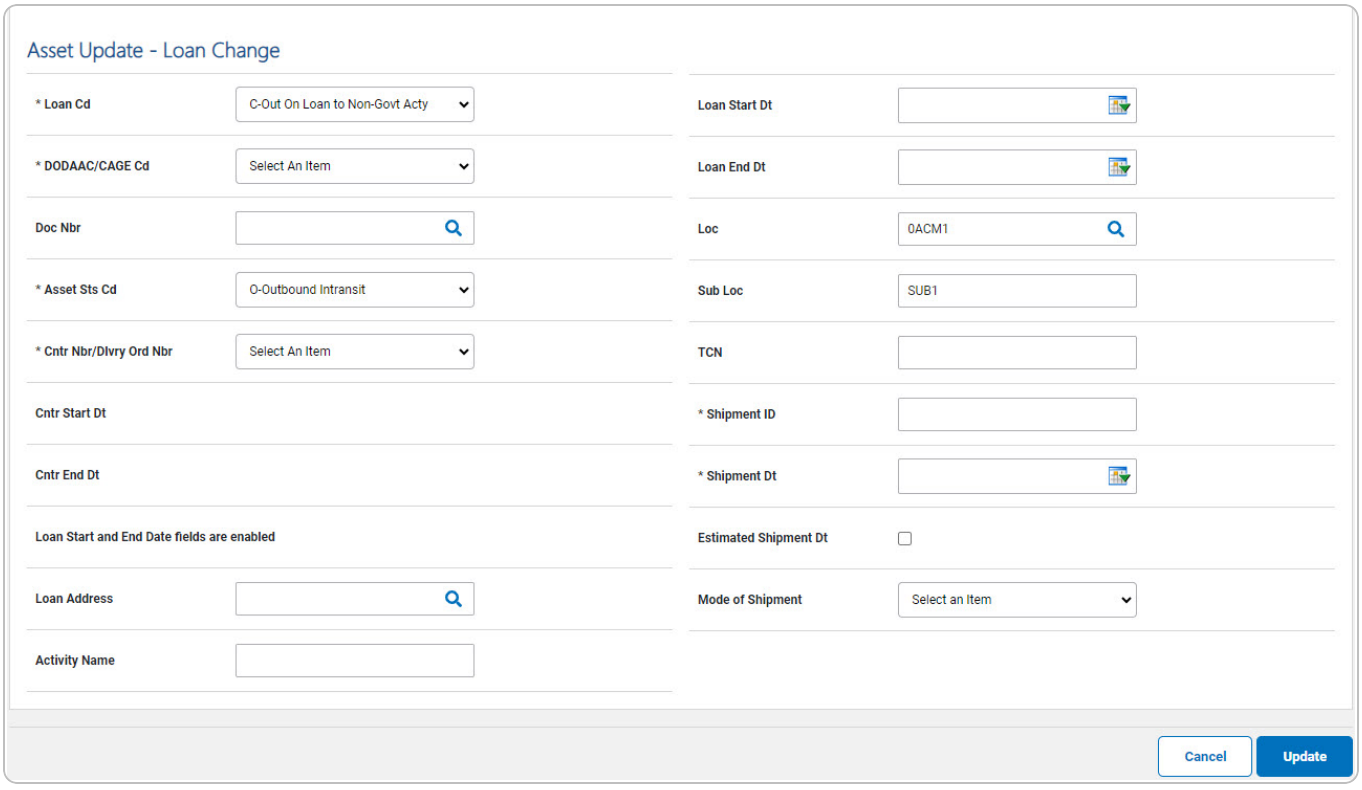
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

**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**

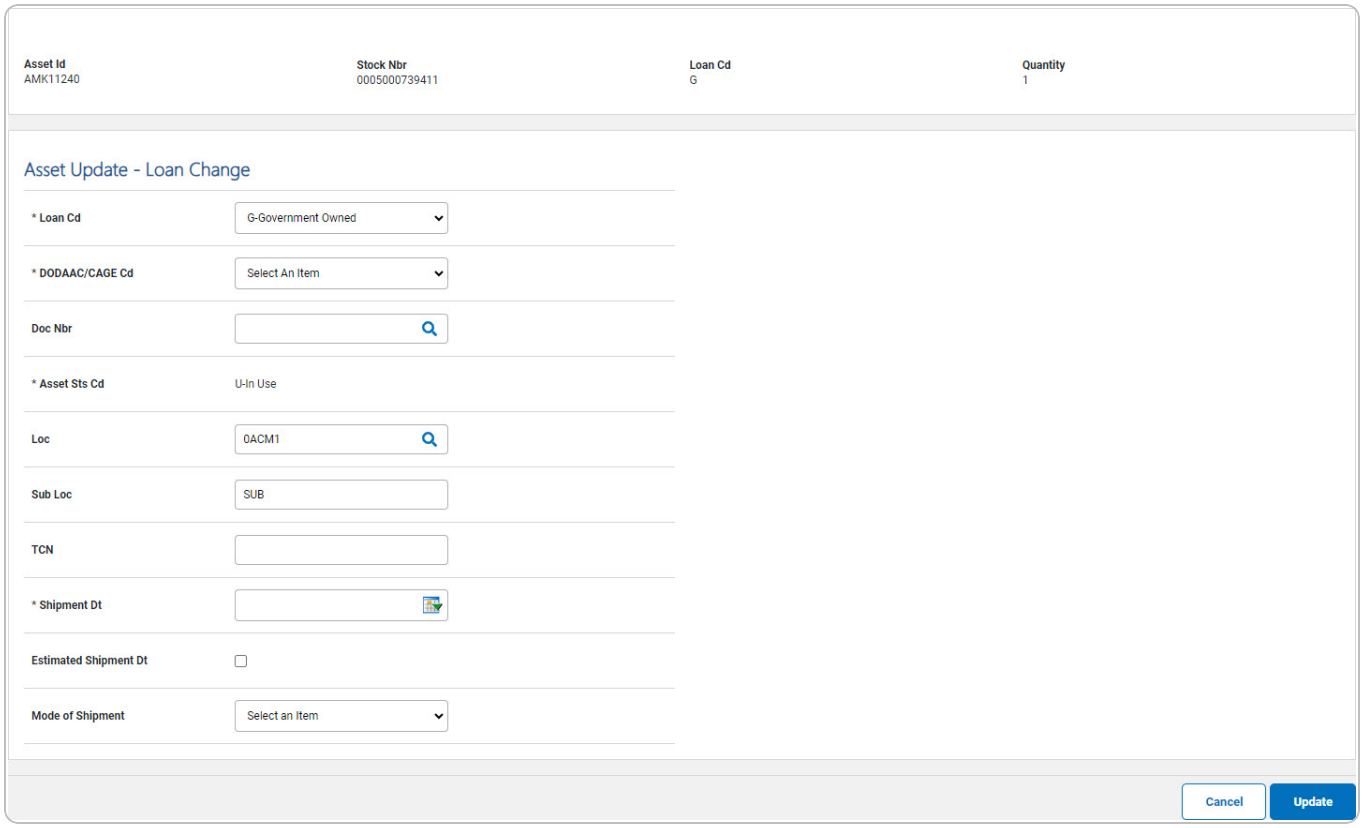
To transmit information to the GFP module in PIEE, a new SHIPMENT ID is required. It is recommended to use a carrier-provided tracking number, if applicable.

**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.*

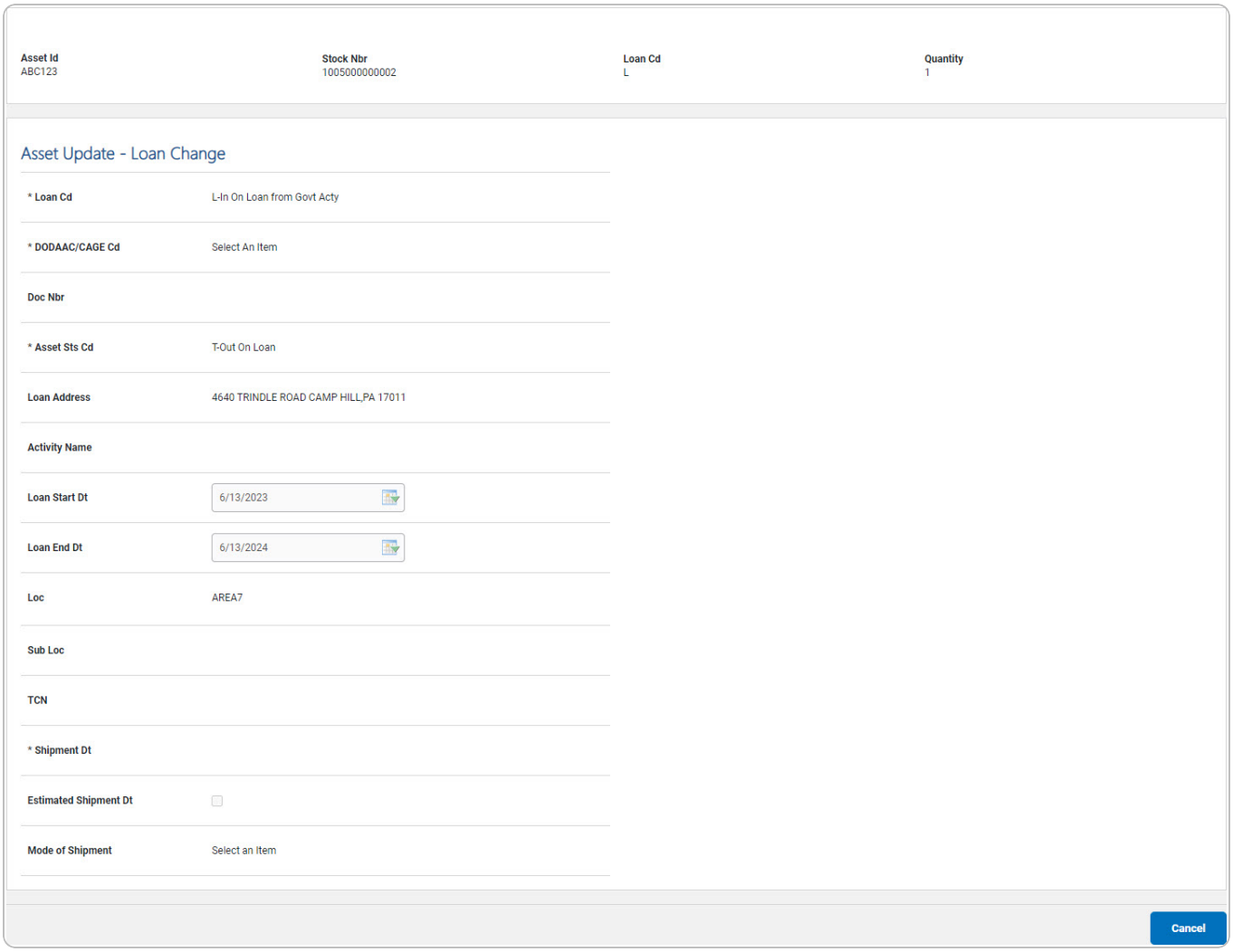
G. Update the TCN, entering the revised location in the field provided. *This is a 40 alpha-numeric character field.*

**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.*

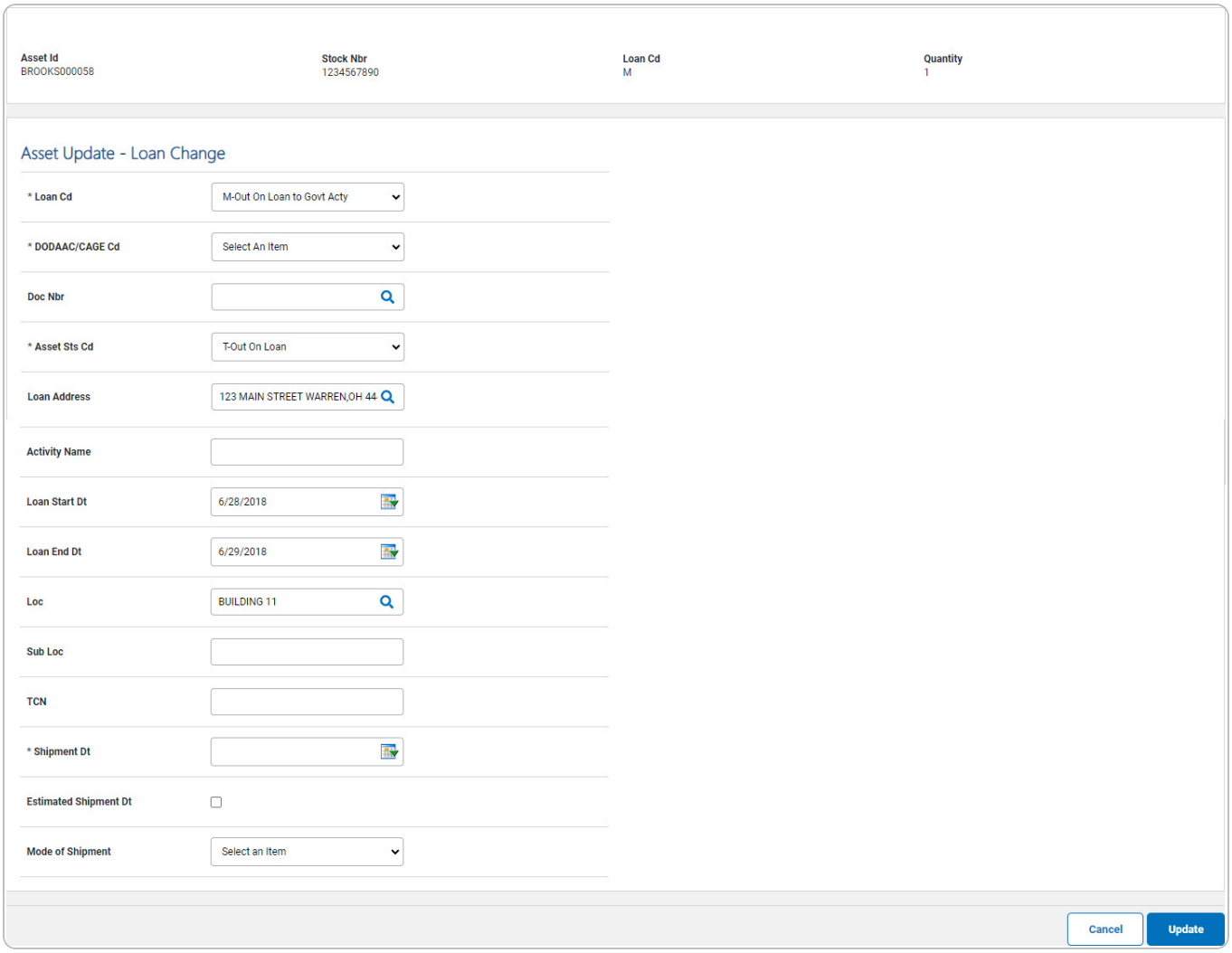
K. *Verify the TCN.*

**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.*

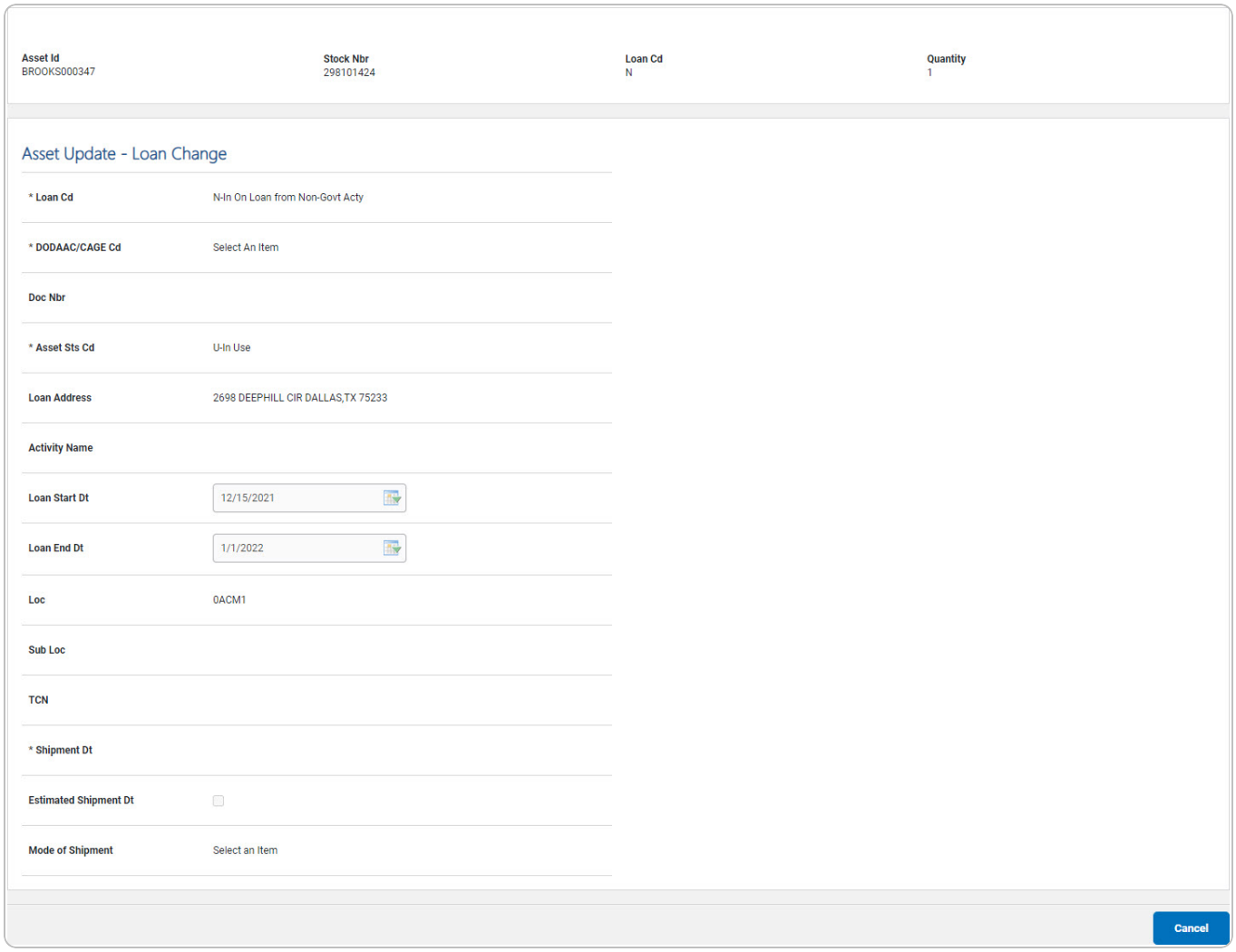
K. Update the TCN, entering the revised location in the field provided. *This is a 40 alpha-numeric character field.*

**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 Attributes Asset Details
- Add Attribute Values
- Update the Mass Assets Details

- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment
- Document Number Browse
- Location Browse
- Address Browse

# 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

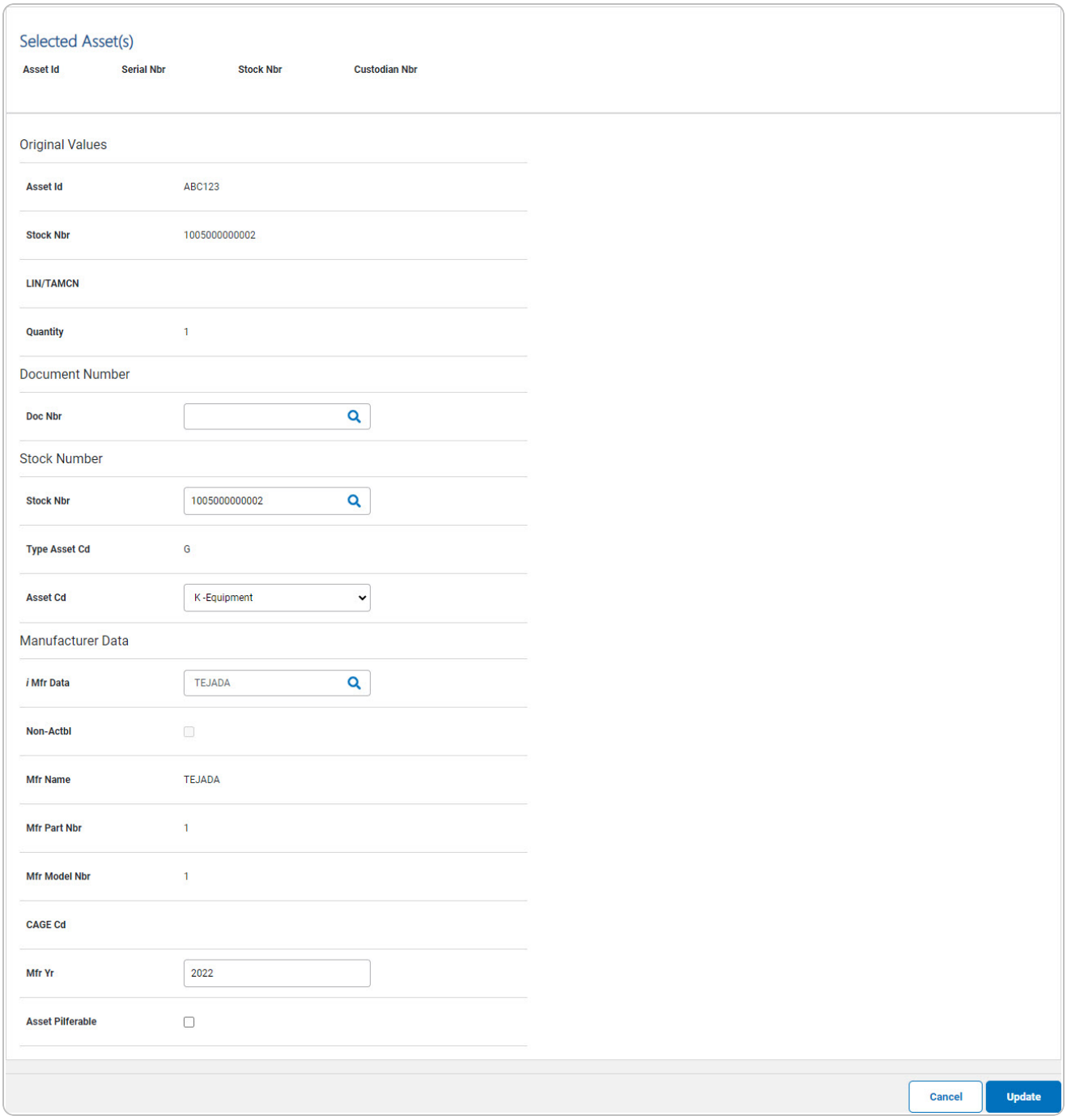
**ELMS Navigation Helpful Tips**

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 help

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 help

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 help

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 **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 Attributes Asset Details
- Add Attribute Values
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment
- Document Number Browse
- Stock Number Browse
- Manufacturer Data Browse

# Asset Update Attribute(s) Update

## Overview

The Asset Update Attribute(s) Update process allows editing of the attributes of an asset. Only serial assets and components are eligible for added attributes. Bulk assets are not included. The Attribute(s) Update option only appears if there is a template associated to the Stock Number.

## Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ Attribute(s) Update > Continue > Asset Update Attribute(s) Update page

## Page Fields

The following fields display on the **Asset Update Attribute(s) Update** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|
| **xxxx** | Click Attribute(s) button to open Attribute User Input browse. |

### Attribute(s) Update Grid

**Original Value(s) Grid**

Asset Id
Stock Nbr
LIN/TAMCN
Quantity

**Attribute Value(s) Grid**

Attribute(s)

(*) Asterisk identifies mandatory fields.

# Procedures

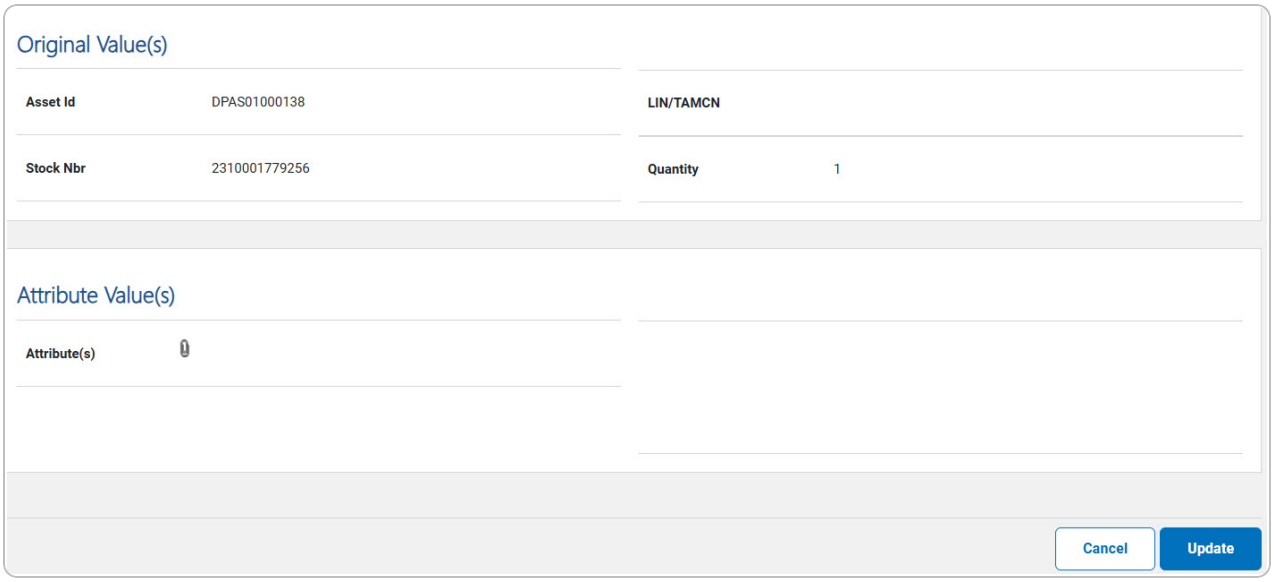
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Update the Attribute(s)

*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 Attribute(s) Update*** *page appears.*




2. *Verify the Original Value(s) grid.*
   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the LIN/TAMCN.*

D. *Verify the Quantity.*

3. *Verify the Attribute Value(s) grid.*

   A. Select  . *The **Attribute User Input** pop-up window appears.*

4. Select 

. *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 |
|---|---|
| **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. |
| **2447 — Asset has missing mandatory attributes. Return to the Basic Update Tab to add mandatory attributes.** | Invalid Entry. There are missing required attributes. Re—enter the attributes. |

## 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
- Add Attribute Values
- Update the Mass Assets Details
- View the Asset Update Transaction Status

- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

# Add Attribute Value(s)

## Overview

The Attribute User Input process allows the ability to add attribute information to an asset. Attributes are added based on the template selected when the Stock Number is first added to the catalog. The same template must be used for all attribute entries regarding the Stock Number, though the attributes can differ.

## Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ Attribute(s) Update > Continue > Asset Update Attribute(s) Update > Attributes Value(s) > 🖱 > Attribute User Input pop-up window

## Page Fields

The following fields display on the **Attribute User Input** 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(s) Value Update Grid

Asset Id
ACC
Template(s)

### Attribute(s) Grid (Template)

Based on Agency*

(*) Asterisk identifies fields are agency-specific.

# Procedures

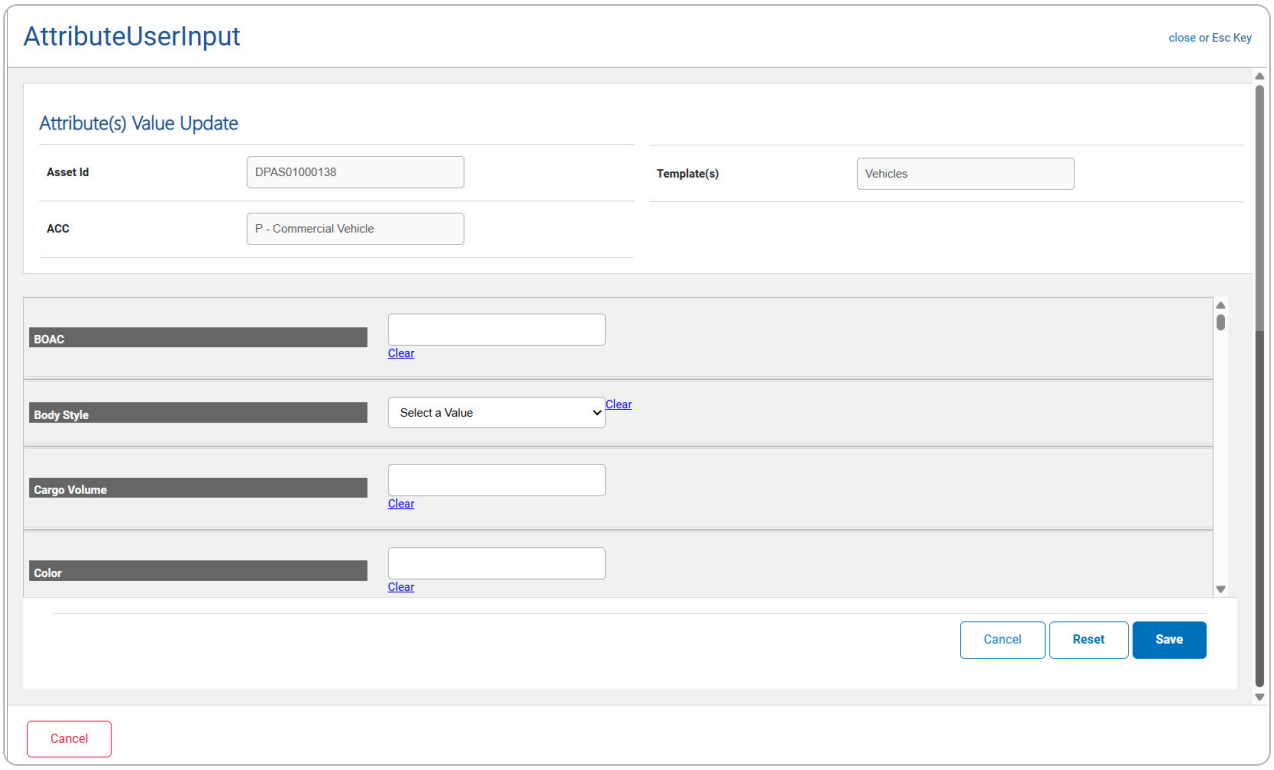
**ELMS Navigation Helpful Tips**

Click the following link to display ELMS Navigation Tips.

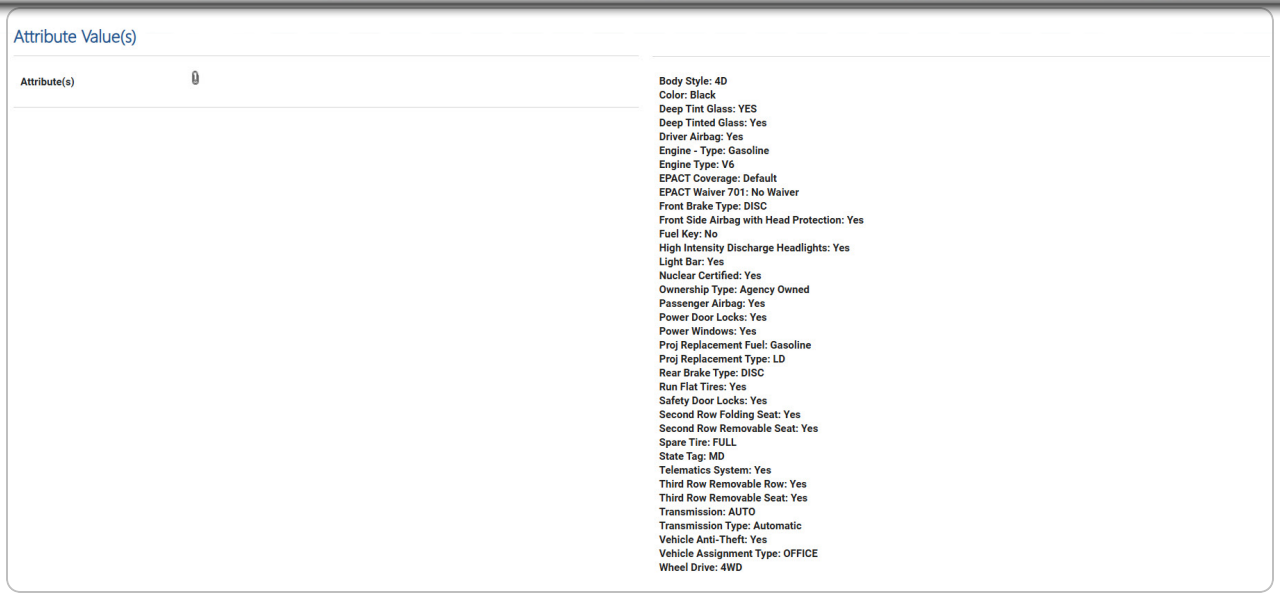
### Add Attribute Value(s)

*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 **Attribute User Input** pop-up window appears.*




2. *Verify the Attribute(s) Update Value grid.*
   - *Verify the ASSET ID.*
   - *Verify the ACC.*
   - *Verify the Template(s).*
3. *Complete the Attributes grid.*
4. Select  . *The **Attribute User Input** pop-up window closes, and the **Attribute(s) Asset Details Update** page reappears with the added Attribute information in the Attribute Value(s) 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 |
|---|---|
| **2447 — Asset has missing mandatory attributes. Return to the Basic Update Tab to add mandatory attributes.** | Invalid Entry. There are missing required attributes. Re—enter the attributes. |
| **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 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 Attributes 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

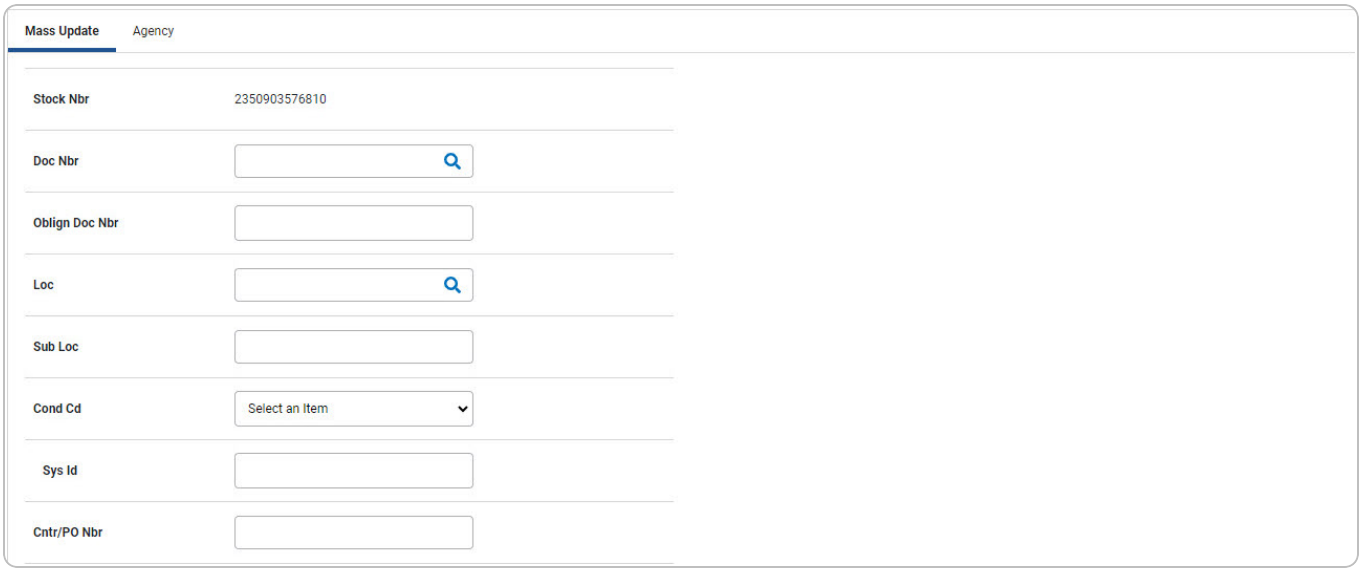
**ELMS Navigation Helpful Tips**

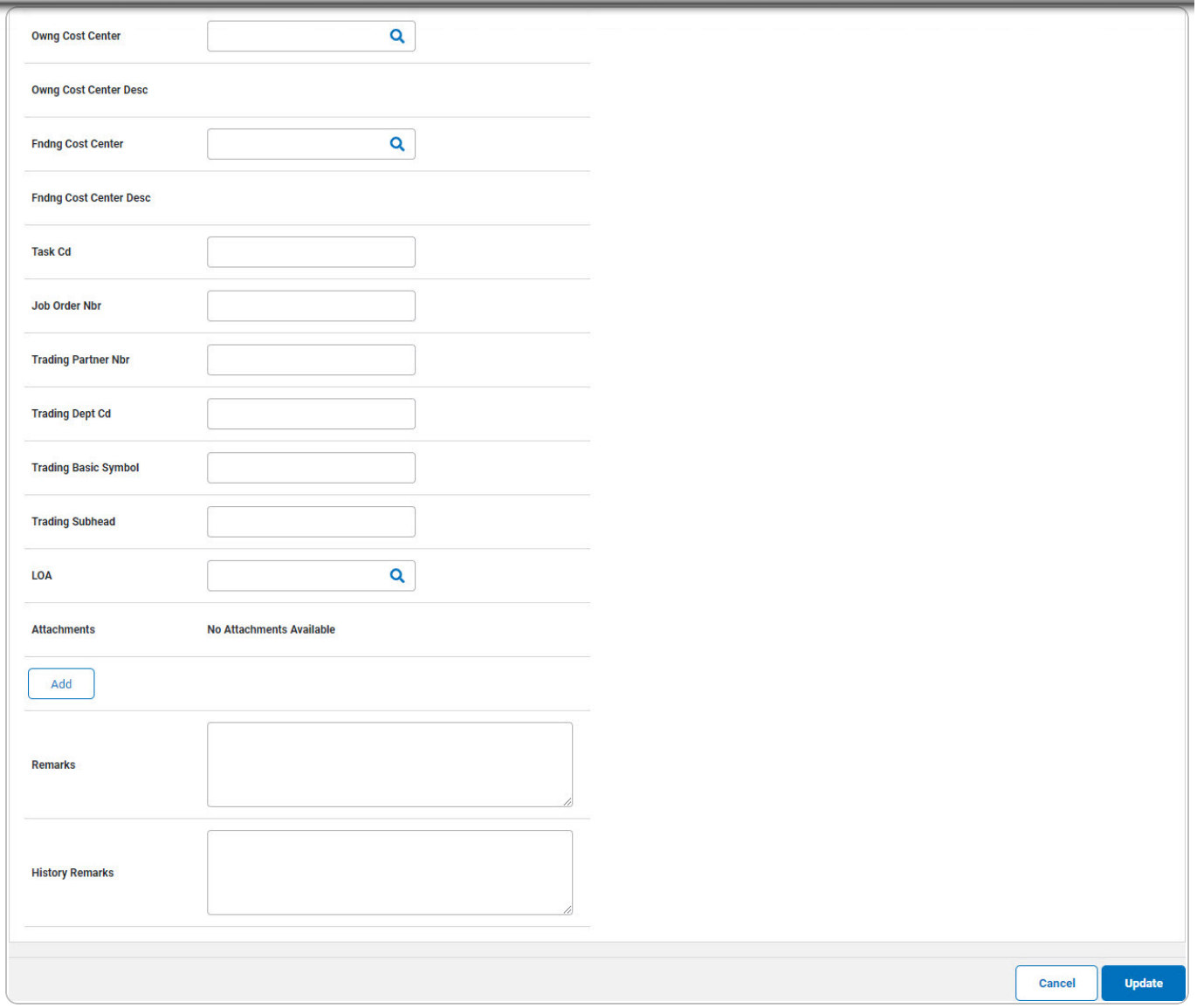
Click the following link to display PA Navigation Tips.

### Update Multiple Records

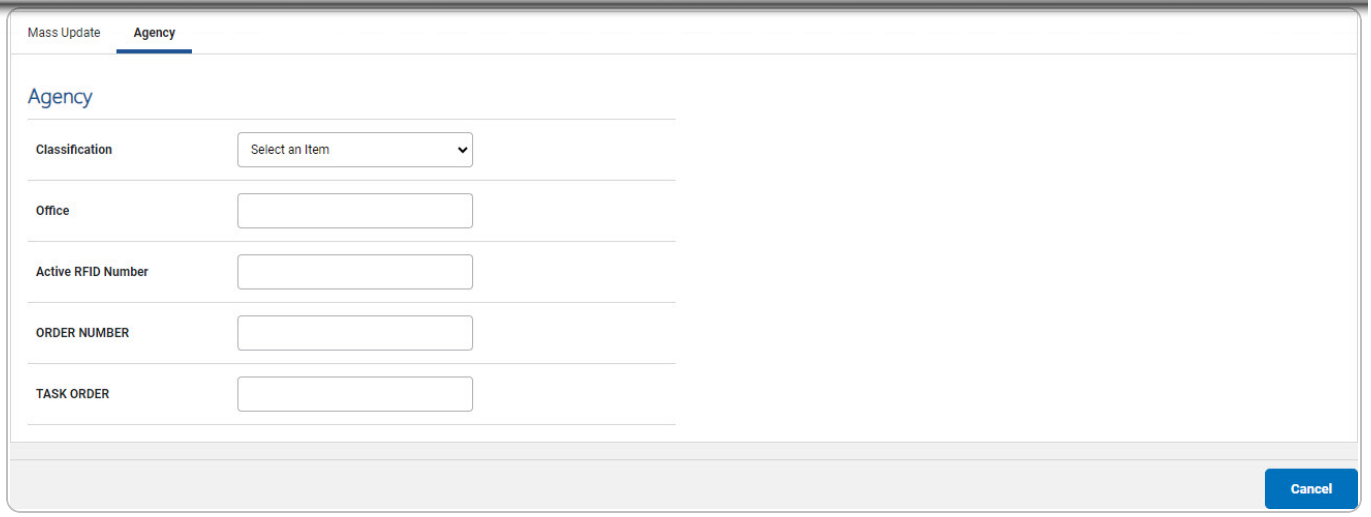
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 **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 Attributes Asset Details
- Add Attribute Values
- Update the Loan Asset 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 process 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
- **Attribute(s) Update**
  - only Attribute related fields
- **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**

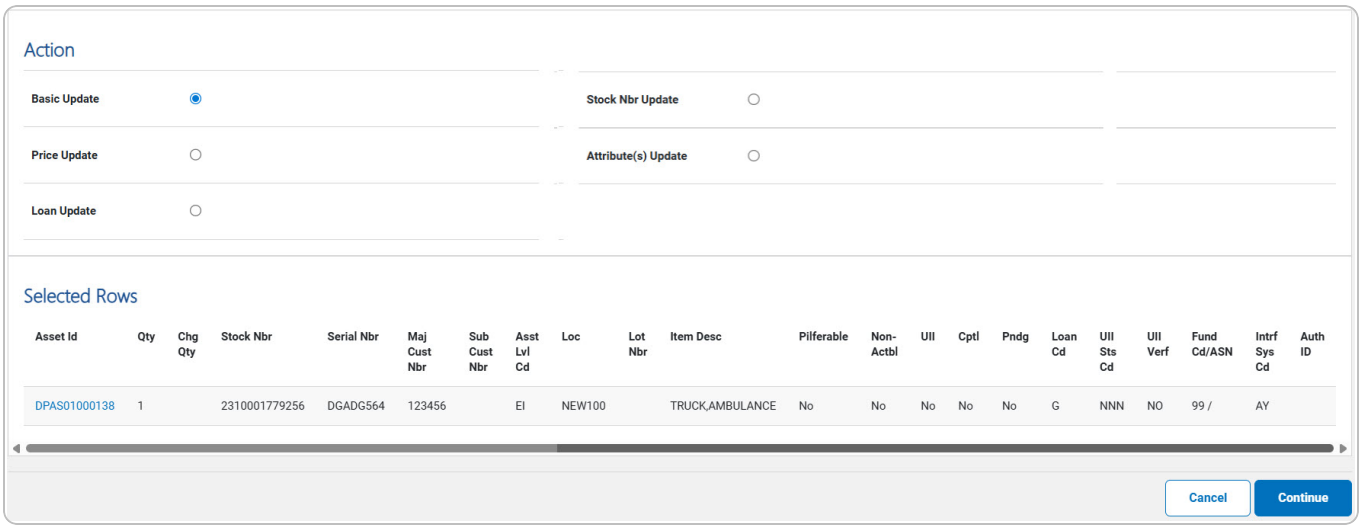
Click the following link to display PA Navigation Tips.

### Select Rows for Asset Update

*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. *The AUTH ID automatically populates and is not editable.*

W. Select ○ Basic Update if the update regards typical details. *The **Basic Asset Update Details** page appears.*

X. Select ○ Price Update if the update regards costs. *The **Price Asset Details Update** page appears.*

Y. Select ○ Loan Update if the update regards loan details. *The **Loan Asset Details Update** page appears.*

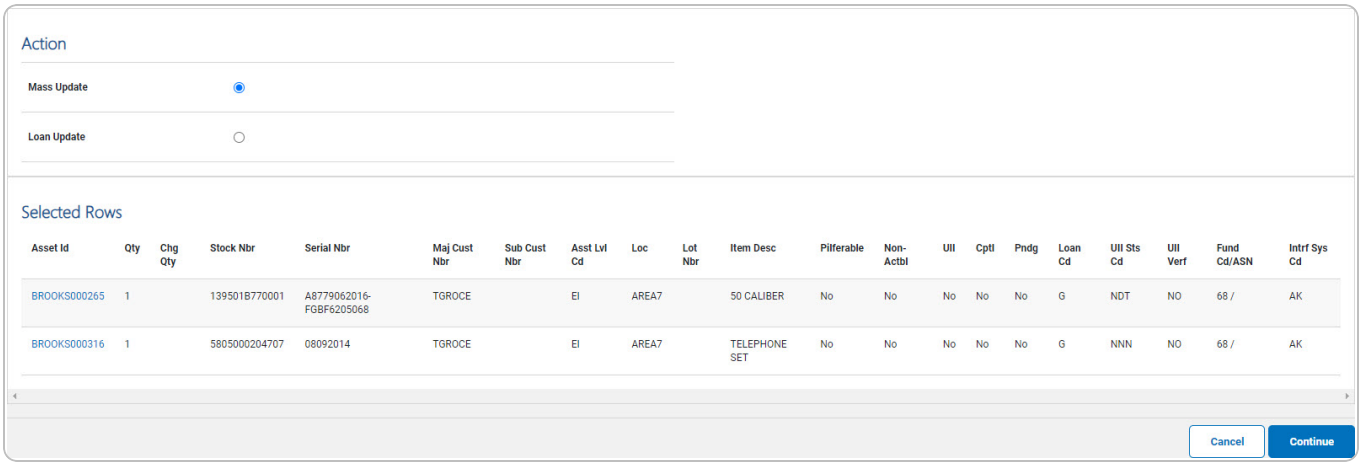
Z. Select ○ STOCK NBR Update if the update regards Stock Number details. *The **Stock Nbr Asset Details Update** page appears.*

AA. Select ○ Attributes(s) Update if the update regards Attribute details. *The **Attribute(s) Asset Details Update** page appears.*

2. Select Continue. *The appropriate **Asset Details Update** 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 **Mass Assets Details Update** page appears.*

W. Select ○ Loan Update if the updates regard loan details. *The **Loan Asset Details Update** page appears.*

X. Select ○ STOCK NBR Update if the updates regard Stock Number details. *The **Stock Nbr Asset Details Update** page appears.*

2. Select Continue. *The appropriate **Asset Details 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. |
| **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 document 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 Attributes Asset Details
- Add Attribute Values
- 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

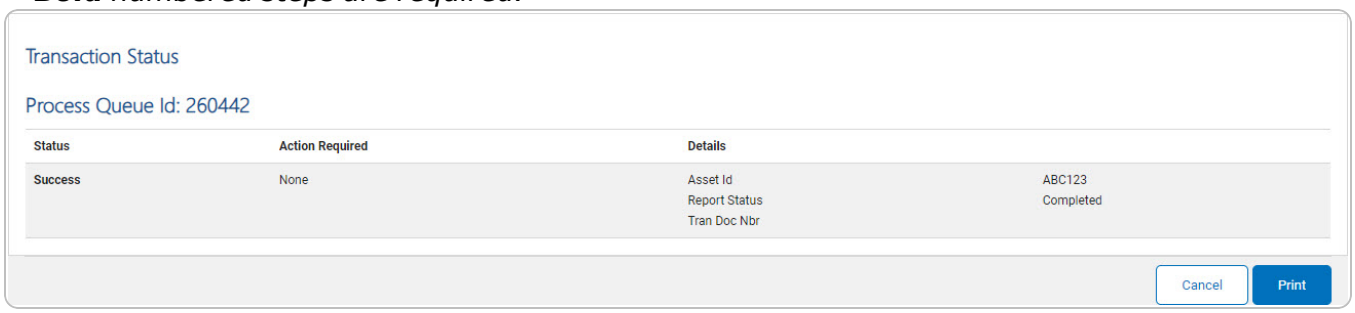
## Procedures

**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* ***Asset Update Report Export*** *page appears.*
- Select Cancel. *The* ***Asset 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 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 Attributes Asset Details
- Add Attribute Values
- 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 process 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

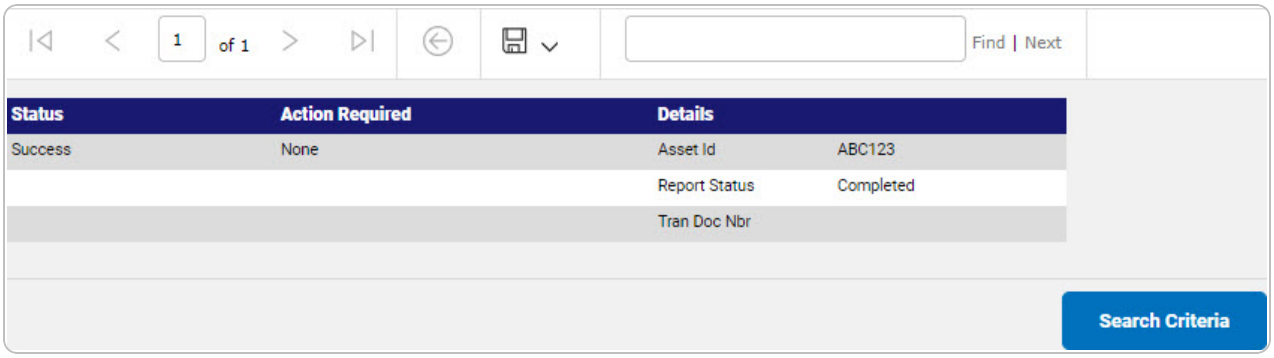
**ELMS Navigation Helpful Tips**



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 **Asset Update Search Criteria** page appears.*

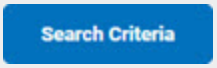
## Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  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 **Asset Update Search 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 Attributes Asset Details
- Add Attribute Values
- 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 > Custodian Search Criteria page

## 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 Grid

Maj Custodian Nbr
Sub Custodian Nbr

### Search Results Grid

Update
Delete
Cust Nbr
Cust Name
Office
Loc
Sub Loc

# Procedures

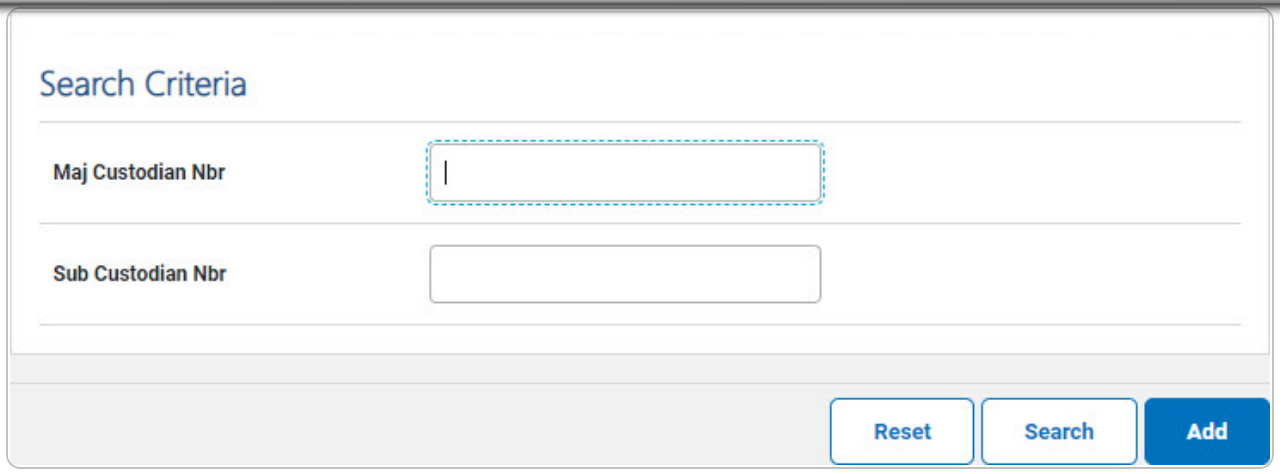
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for an Existing Custodian

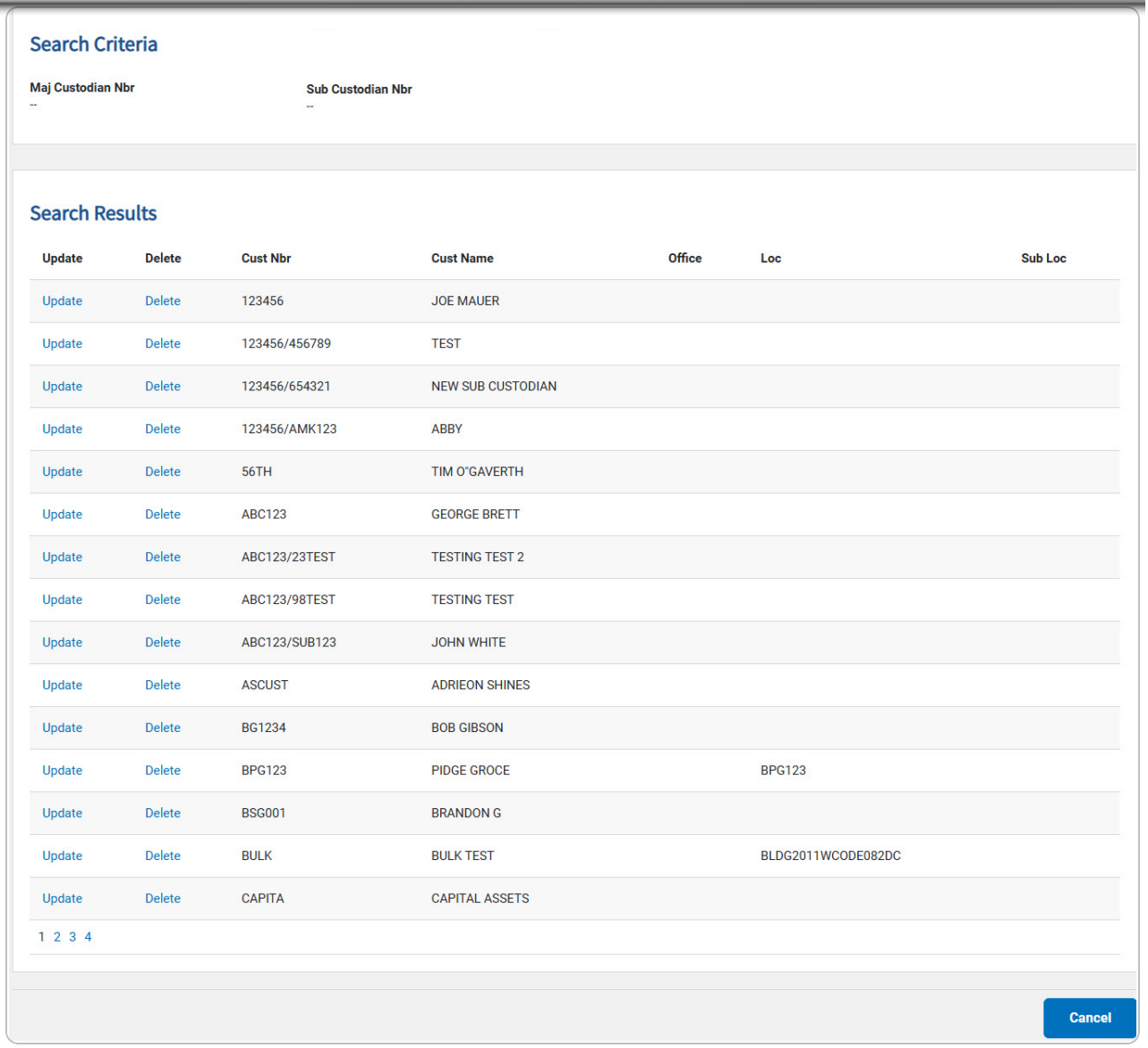
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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. *This is a 6 alphanumeric character field.*
- Enter the SUB CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*

2. Click Search. *The **Custodian Search Results** page appears.*




## Add a New Major Custodian

*Selecting* Reset *at any point of this procedure returns all fields to the default setting.*

**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 returns all fields to the default setting.*

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** | Invalid Entry. The CUSTODIAN NBR Add request |

| | |
|---|---|
| **already exists.** | 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

## 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 Grid

Maj Custodian Nbr

Sub Custodian Nbr

### Search Results Grid

Update
Delete
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

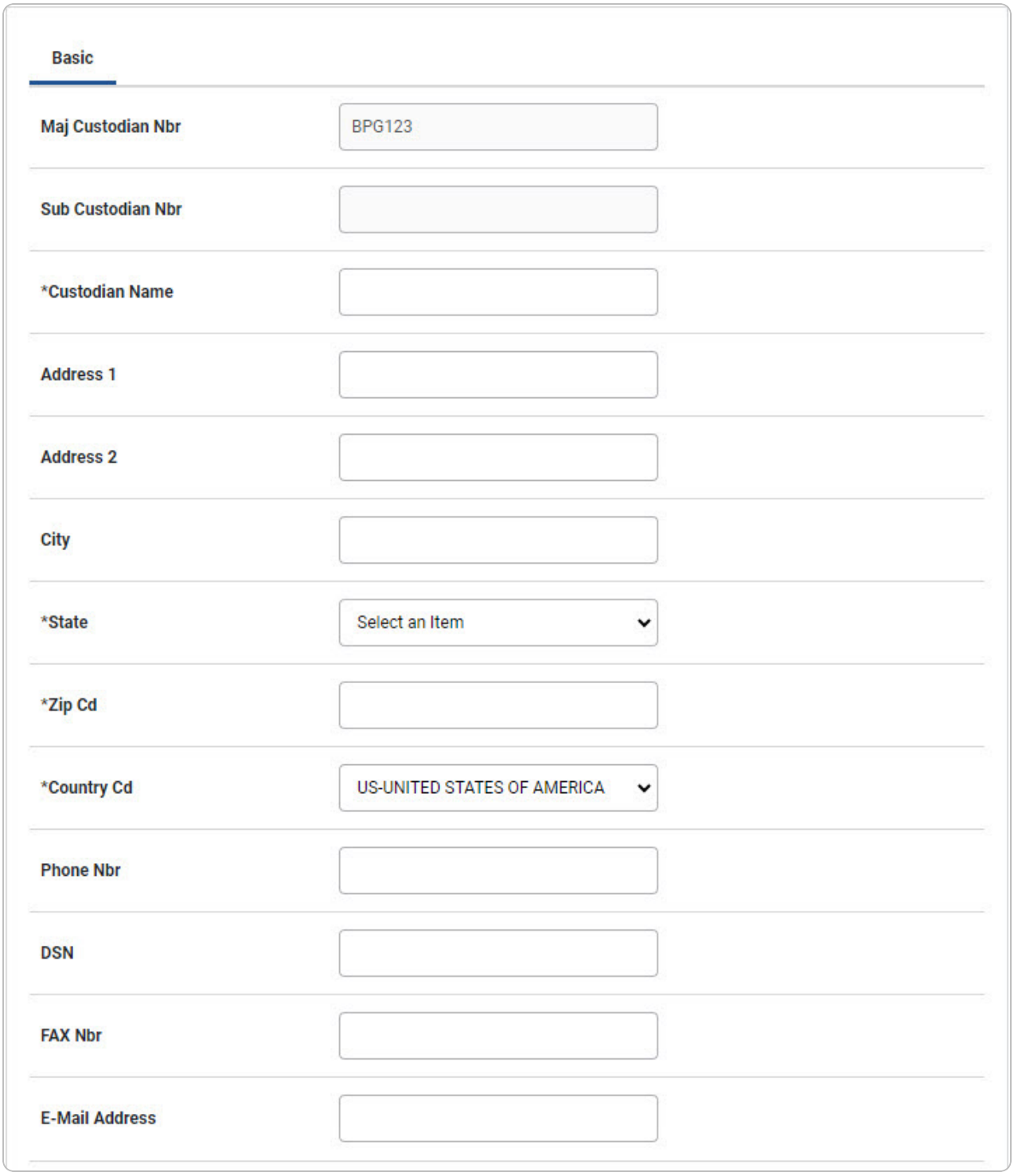
**ELMS Navigation Helpful Tips**

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 help
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
- Location Browse

# 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 > 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

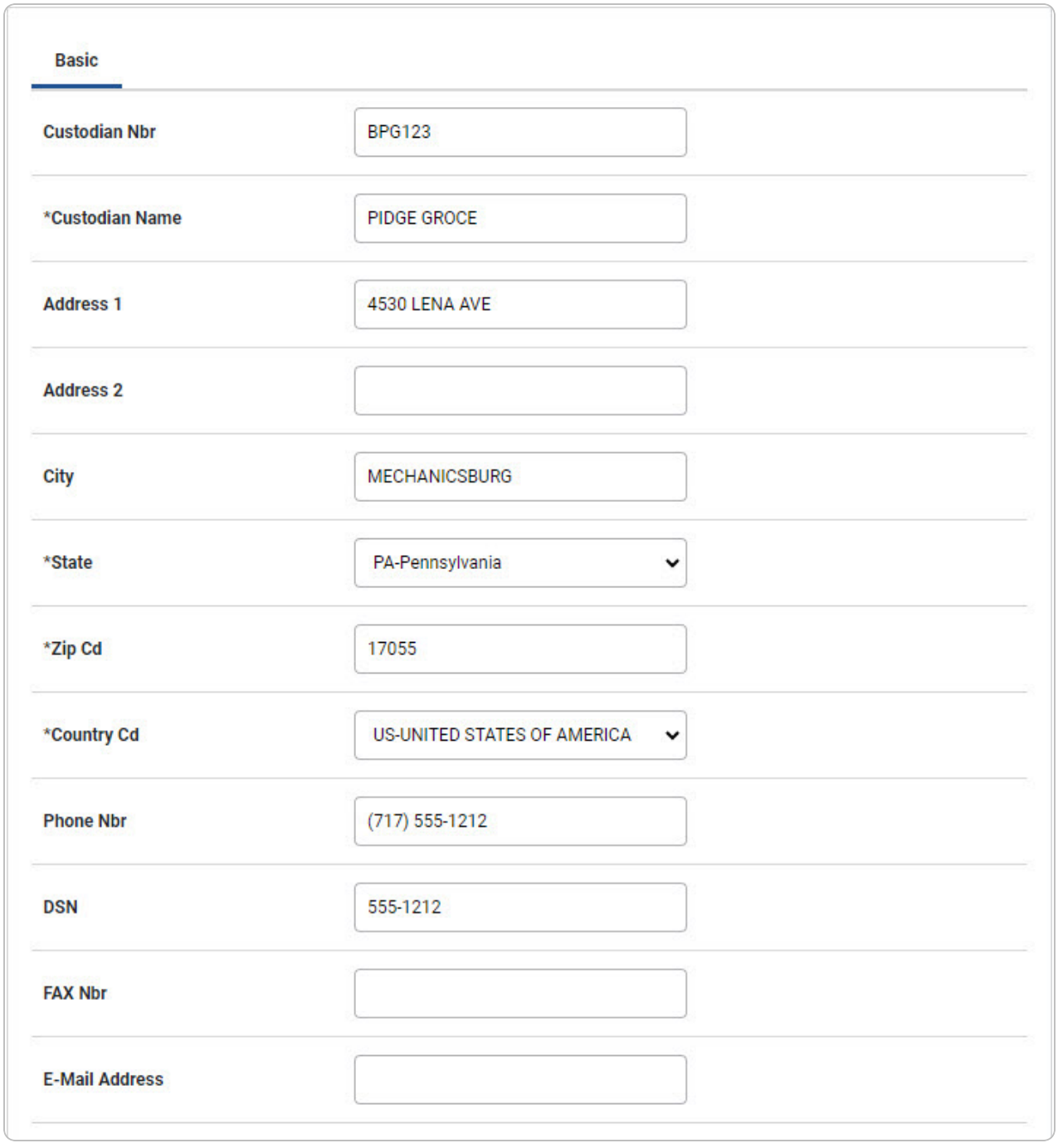
**ELMS Navigation Helpful Tips**

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 help

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 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 

. *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
- Location Browse

# 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**

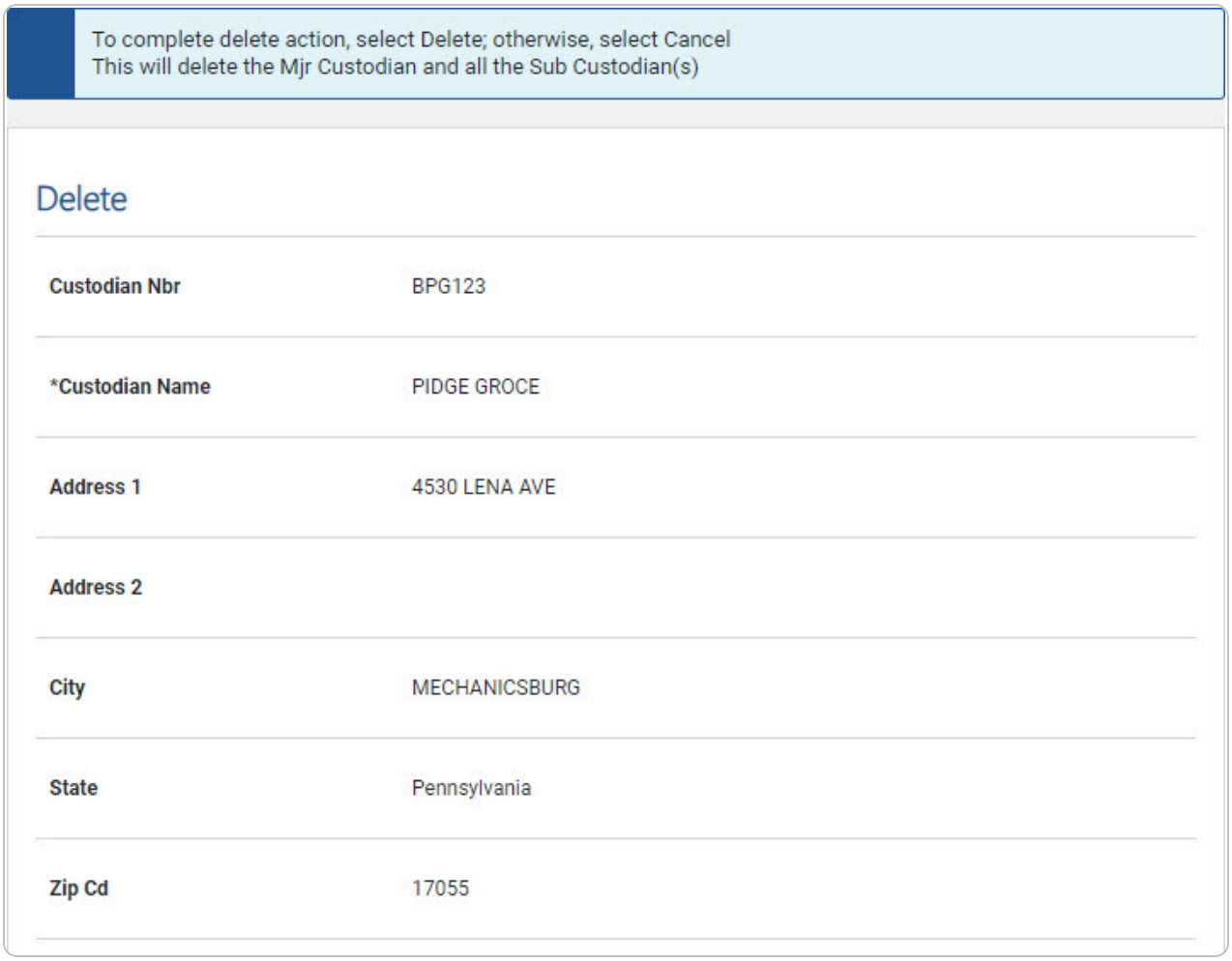


Click the following link to display PA Navigation Tips.

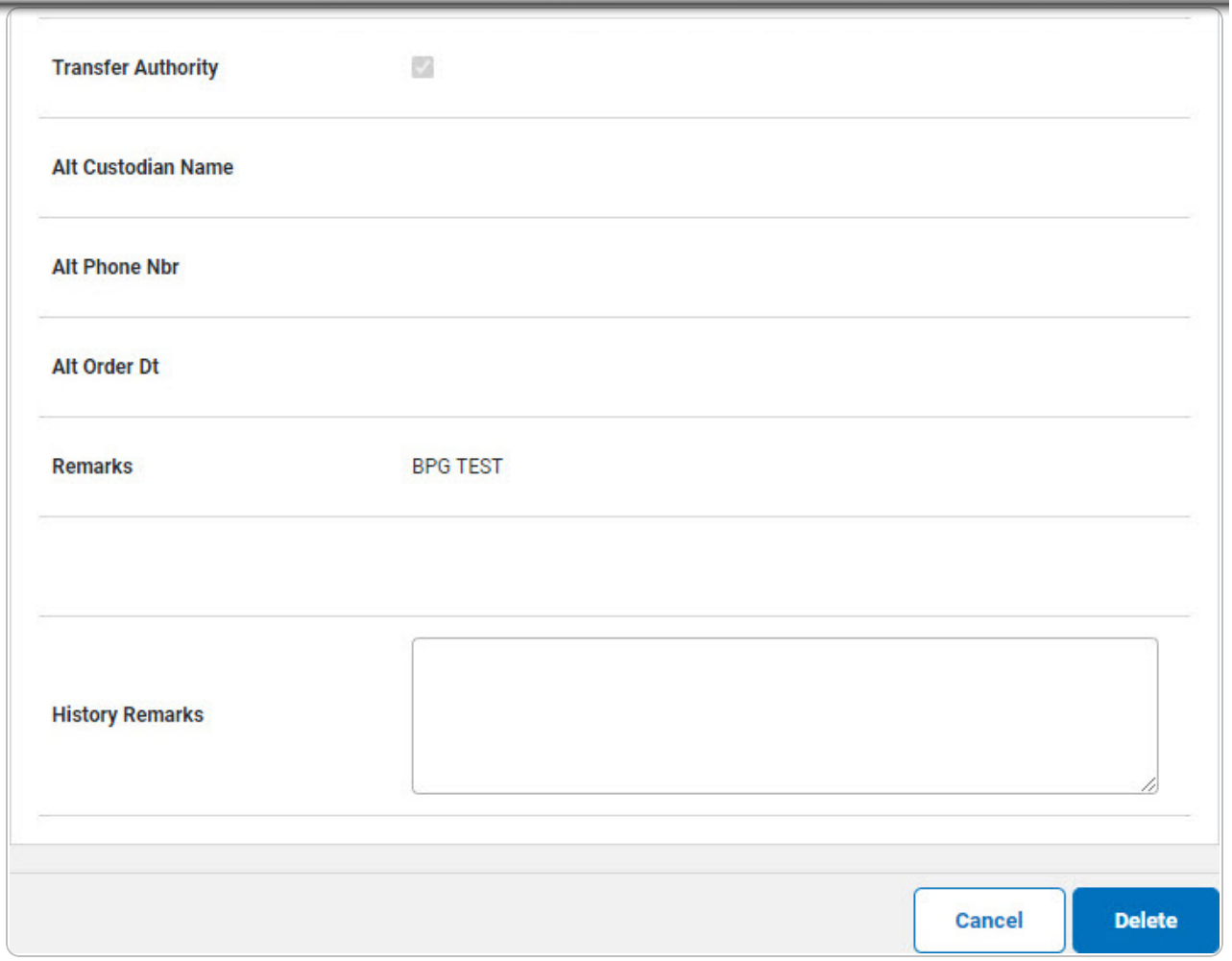
## Delete a Custodian Record

*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 256 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 process 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 Grid

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

# Procedures

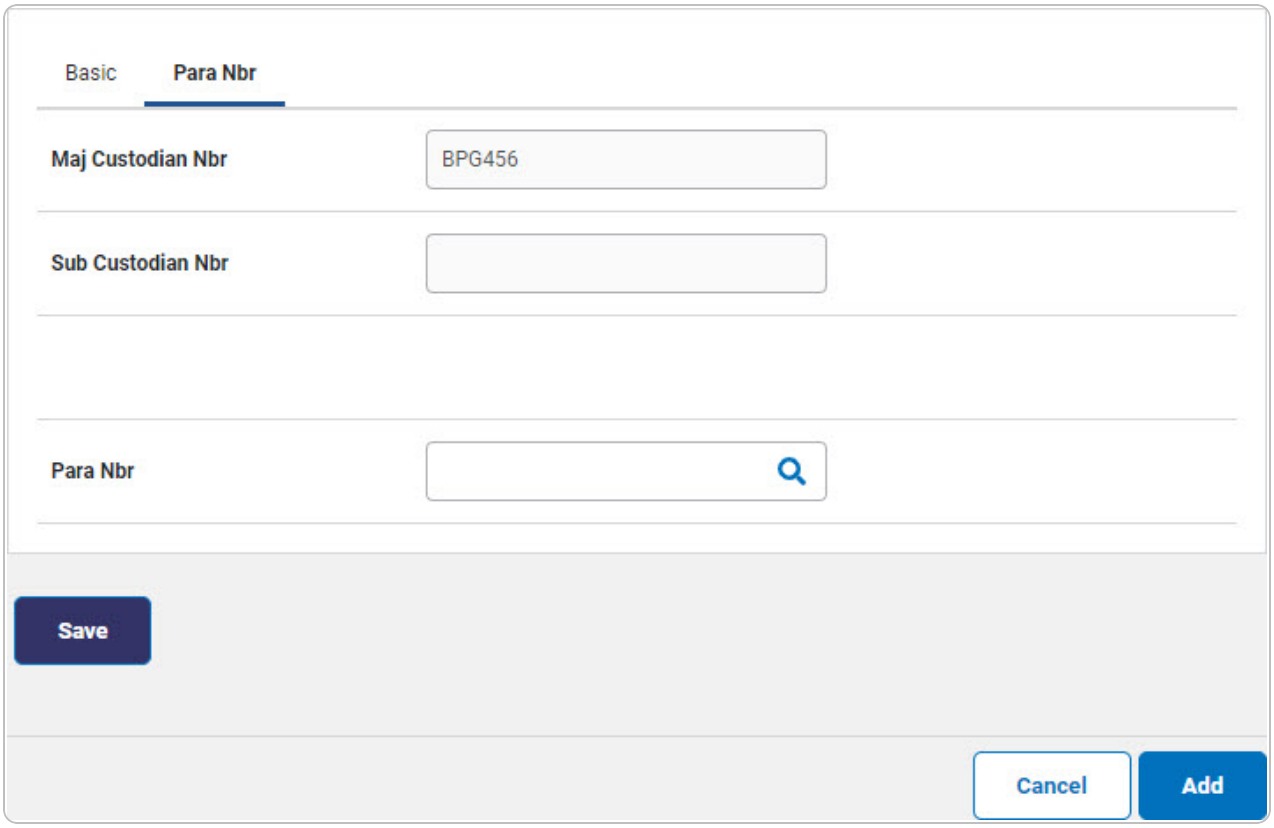
**ELMS Navigation Helpful Tips**

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.*

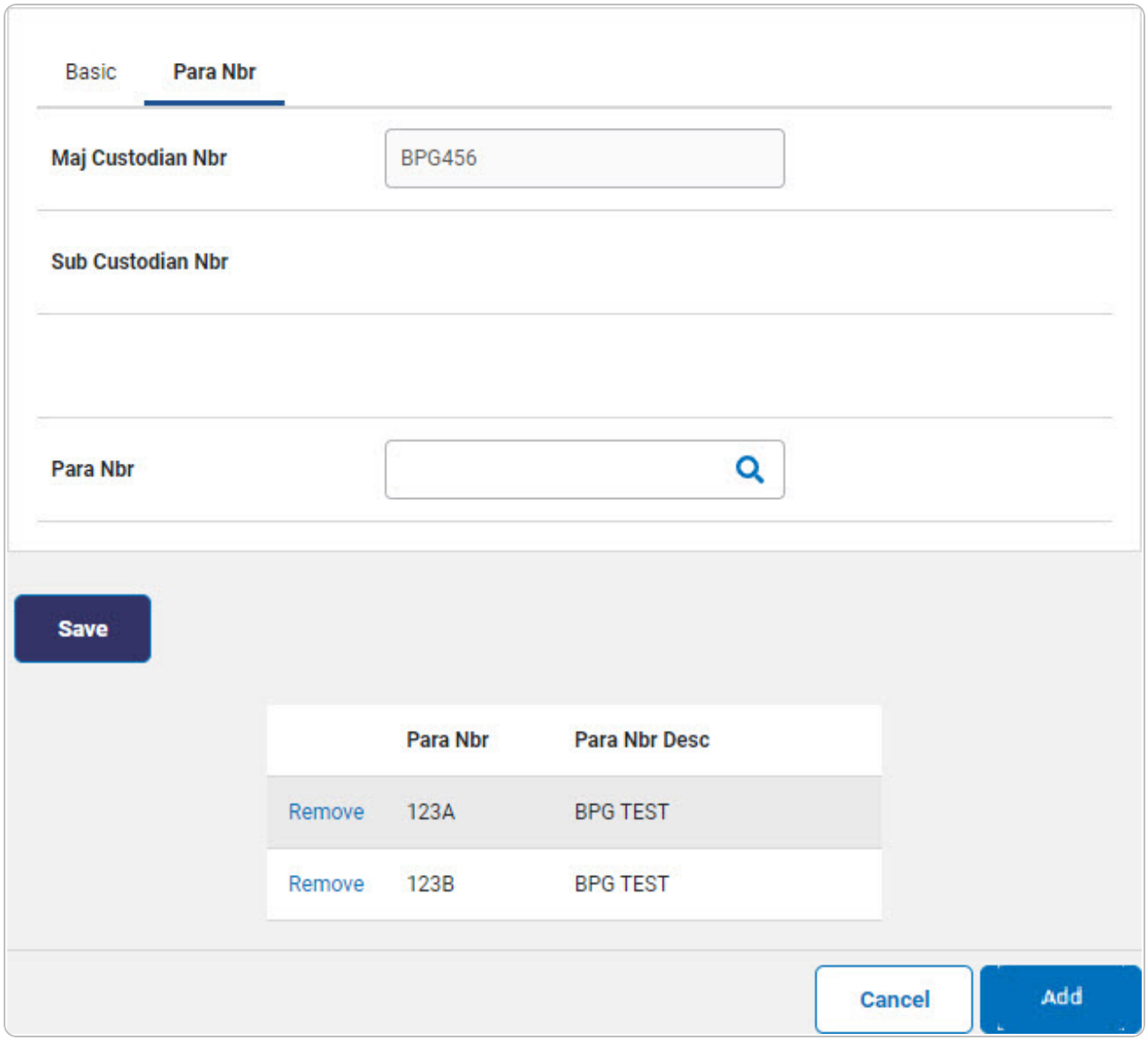
1. Select the PARA NBR tab. *The* ***Custodian Paragraph Number*** *page appears.*




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 help

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 fol- |

| | |
|---|---|
| | lowing 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
- Paragraph Number Browse

# 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** tab. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### PARA NBR Grid

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

### PARA NBR Grid

Para Nbr
Para Nbr Desc

# Procedures

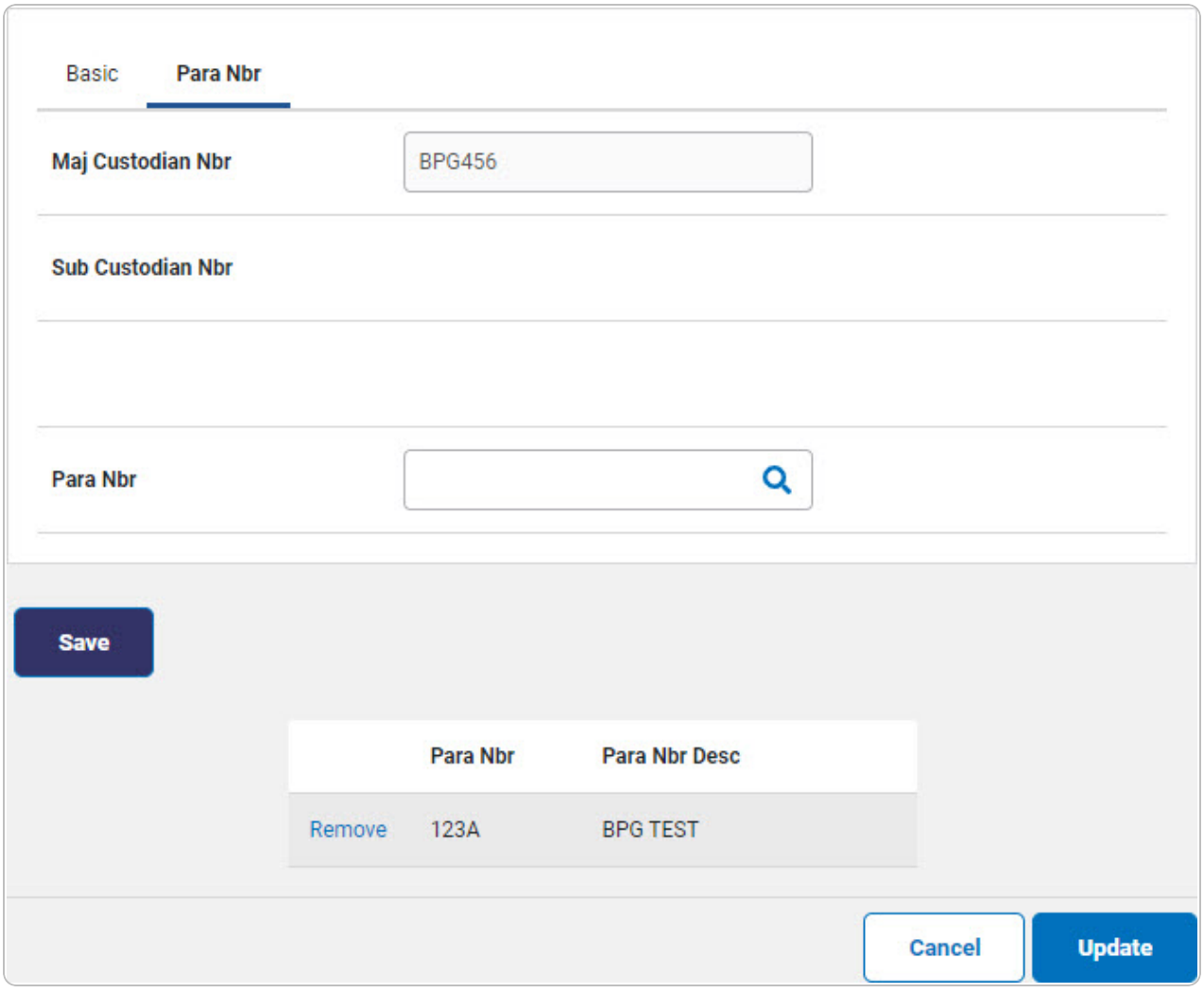
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Update a Paragraph Number(s) for a Custodian

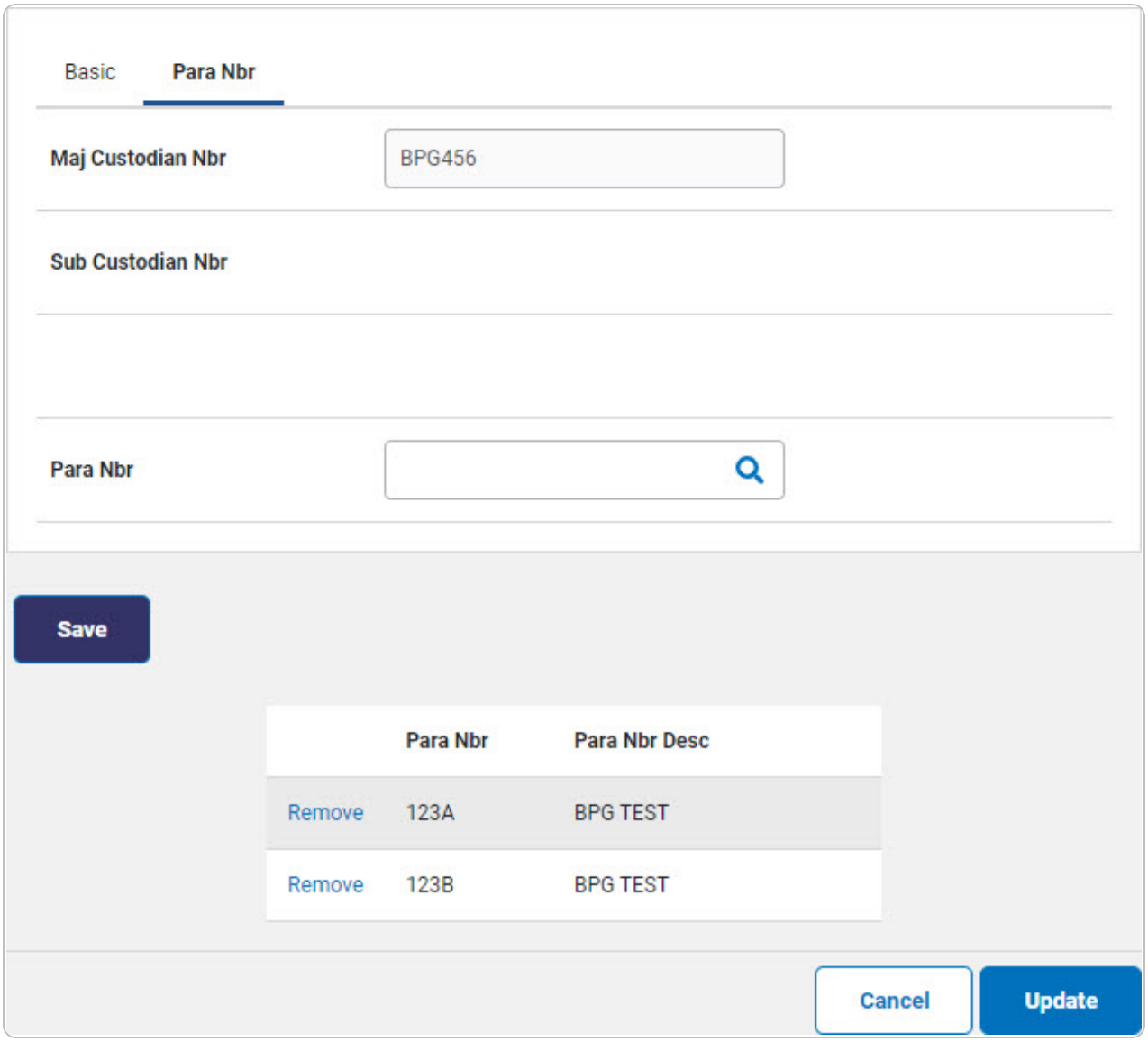
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 help
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** tab. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### PARA NBR Grid

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

### PARA NBR Grid

Para Nbr
Para Nbr Desc

# Procedures

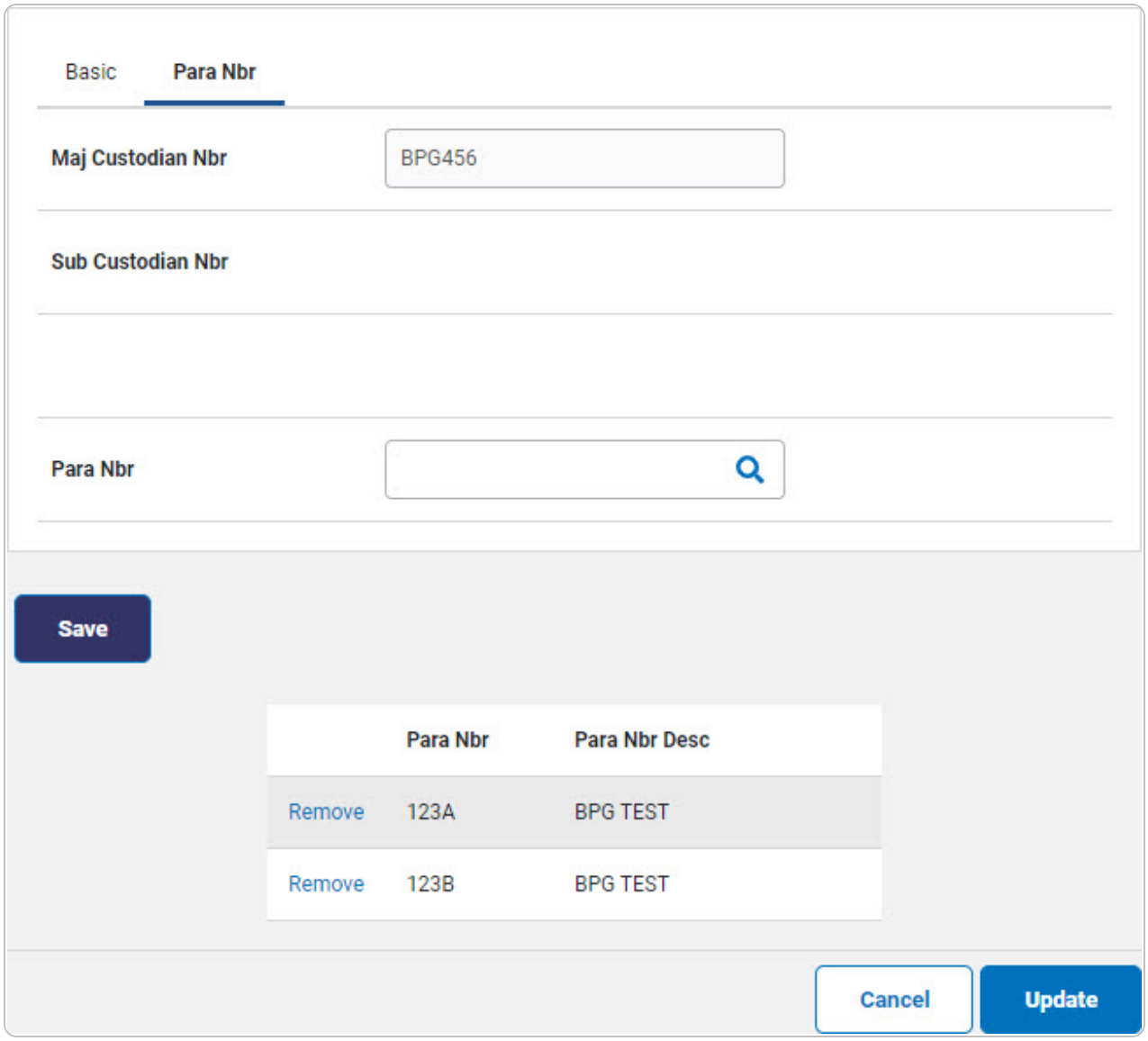
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

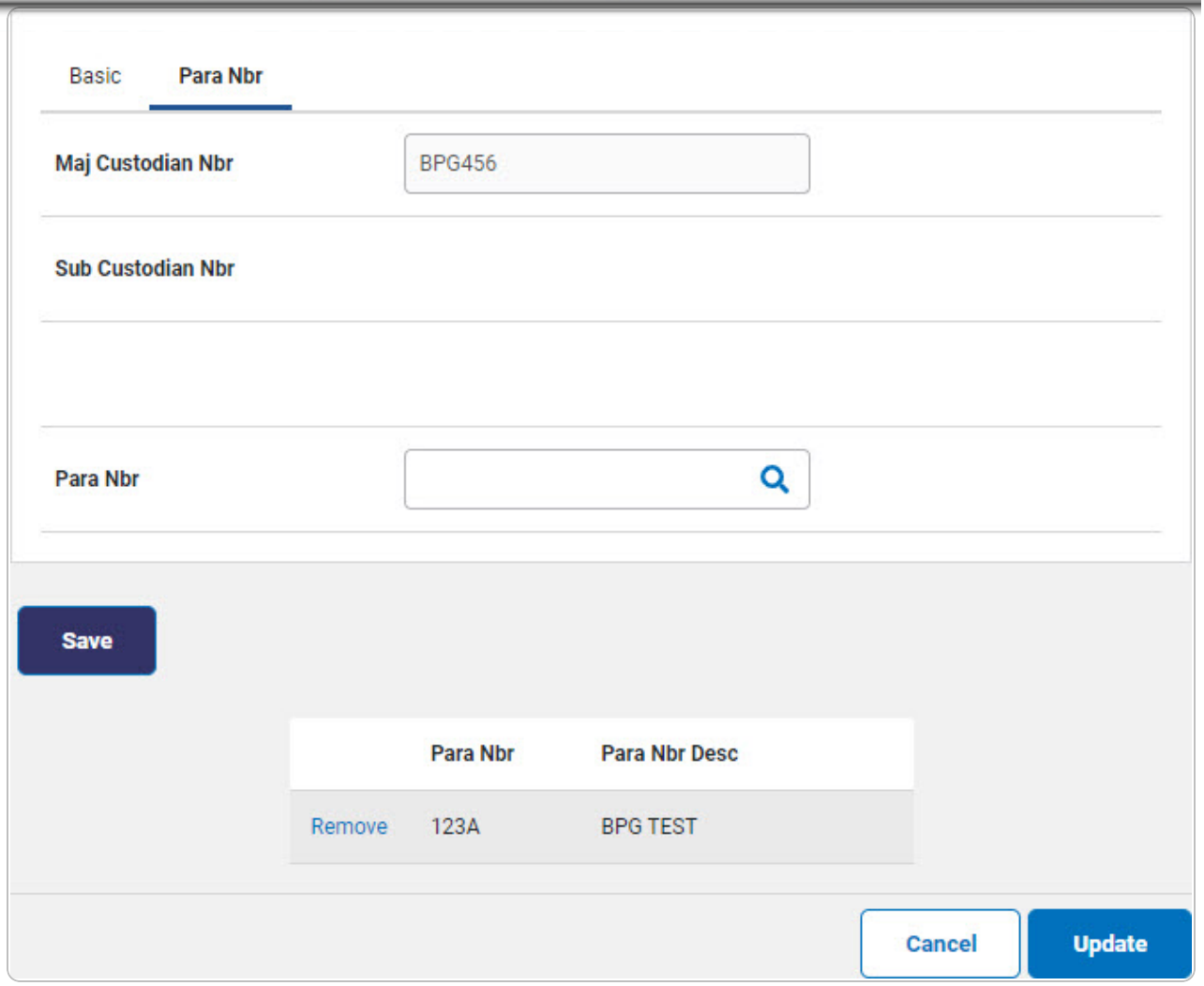
## Delete a Paragraph Number(s) from a Custodian

*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 process 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 Grid

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.*




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* ***Custodian Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Custodian 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 — 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 process 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 **Custodian 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

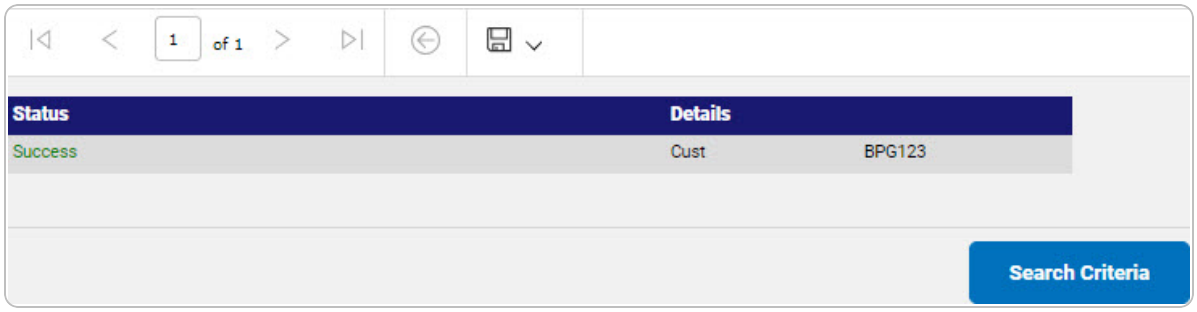
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Custodian 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* ***Custodian 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 Search Criteria** page appears*. |

## 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 Grid

Process

Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr
UII

# Procedures

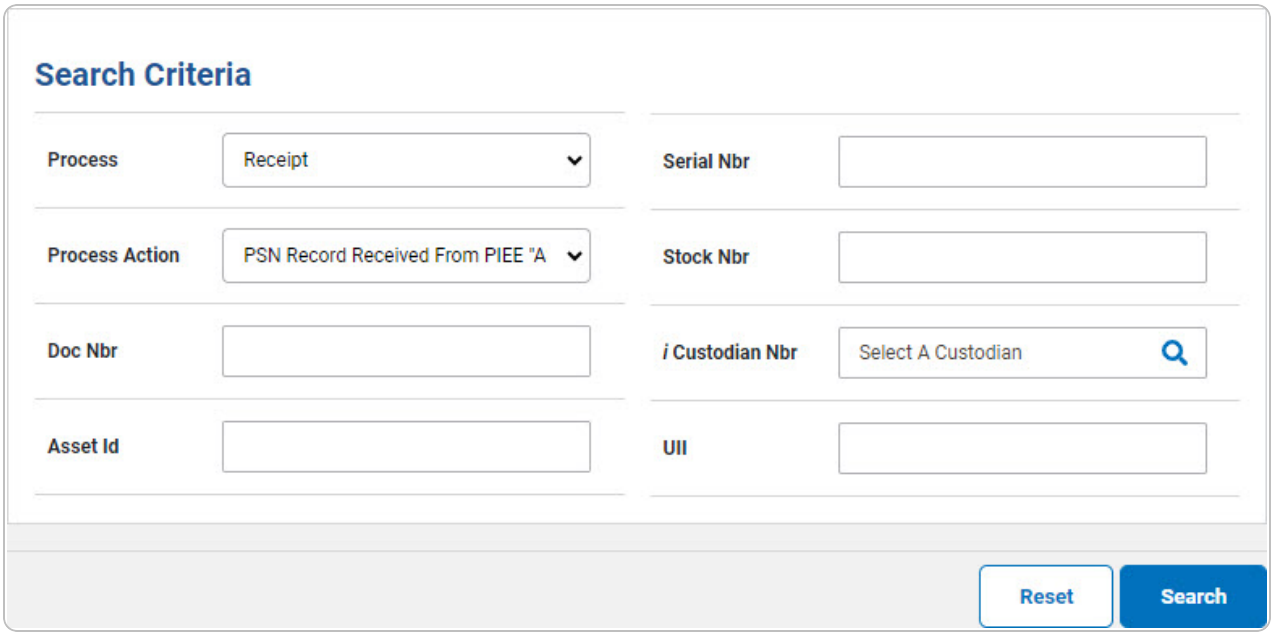
**ELMS Navigation Helpful Tips**

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.*

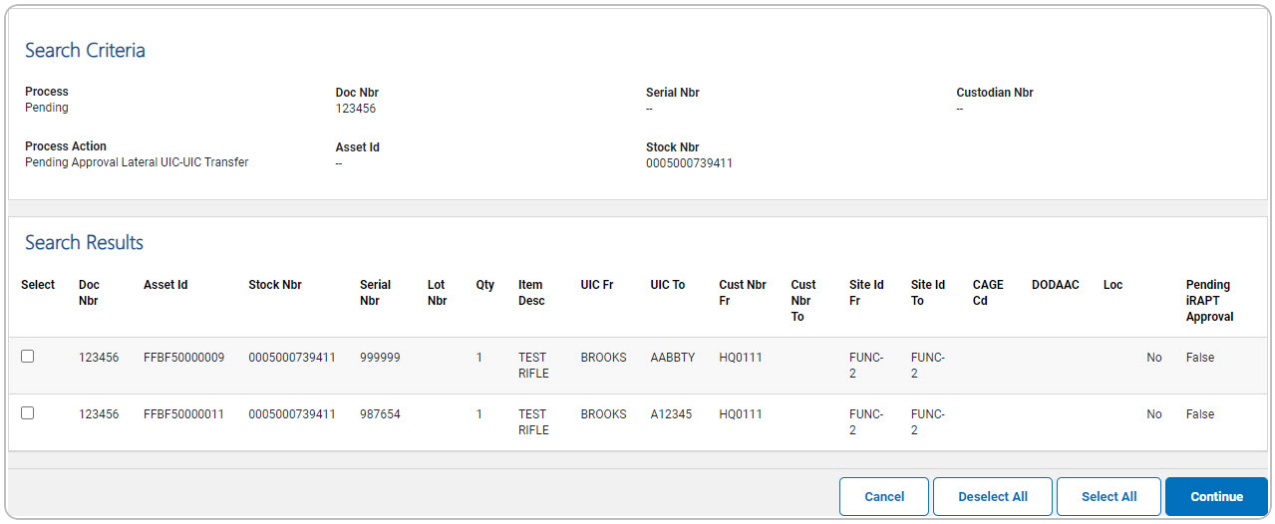
F. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

G. Use or to assist with the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

H. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Pending Transactions Search 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
- Custodian Number Browse

# Search for Pending Transactions — Results

## Overview

The Pending Transaction Results process 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 Grid

Process
Process Action

Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr
UII

### Search Results Grid

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 contain the same Doc Nbr.** | Invalid Entry. Multiple rows were selected and 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

# Approve Pending Transactions

## Overview

The Pending Transactions Approve process 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 Grid

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

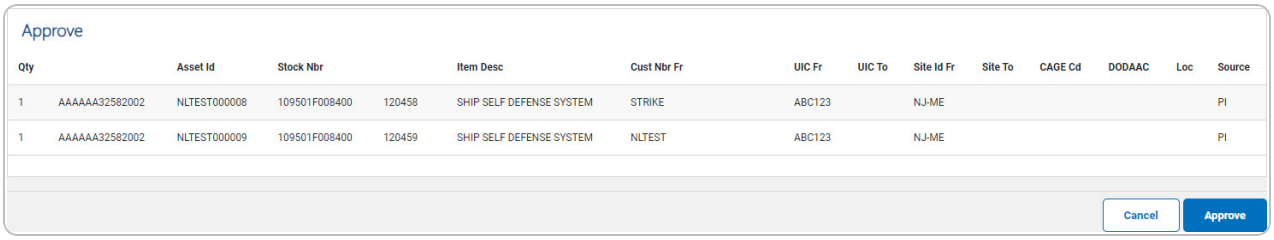
**ELMS Navigation Helpful Tips**

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 process 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 Grid

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

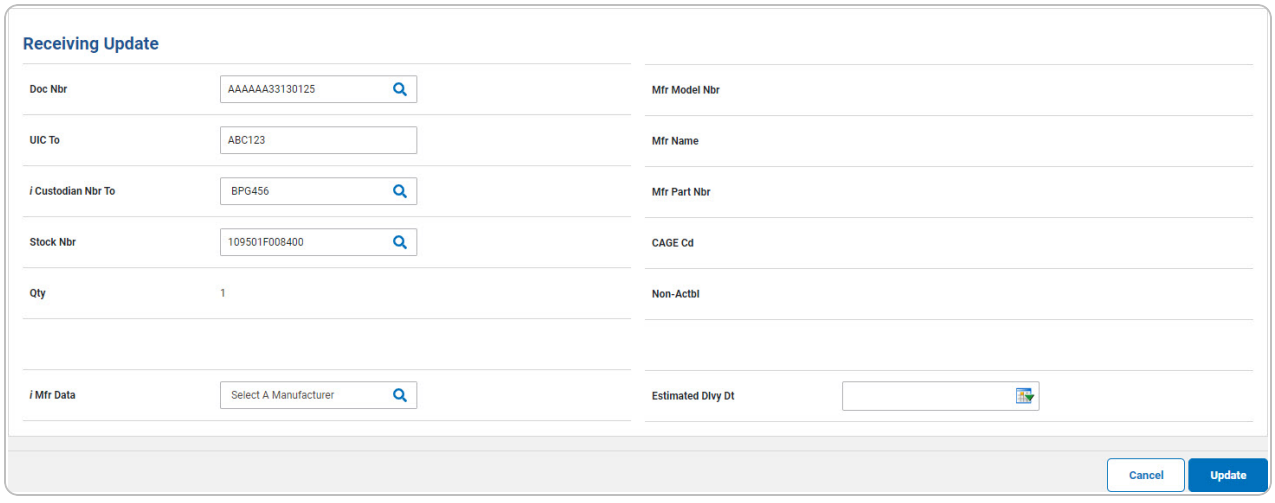
**ELMS Navigation Helpful Tips**

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 help

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 help
5. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help
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 help
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
- Document Number Browse
- Custodian Browse
- Stock Number Browse
- Manufacturer Data Browse

# Reject Pending Transactions

## Overview

The Pending Transactions Reject process 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 Grid

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

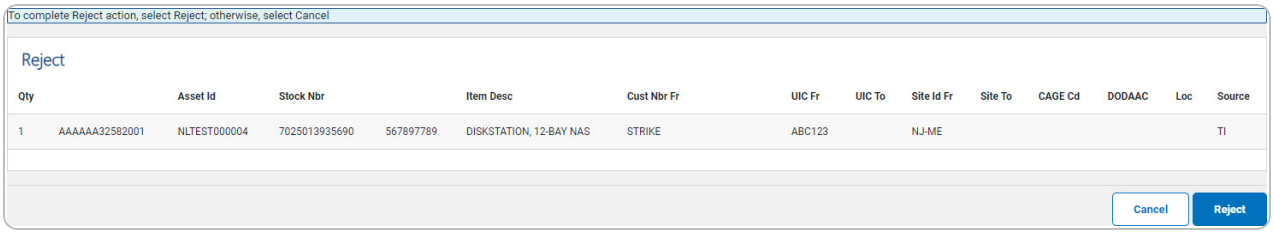
**ELMS Navigation Helpful Tips**

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.*

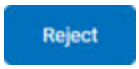



A. *Verify the QTY.*
B. *Verify the DOC NBR.*
C. *Verify the ASSET ID.*
D. *Verify the STOCK NBR.*
E. *Verify the SERIAL NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the CUST NBR FR.*
H. *Verify the UIC FR.*
I. *Verify the UIC TO.*
J. *Verify the SITE ID FR.*
K. *Verify the SITE ID TO.*
L. *Verify the 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 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 Grid

Process
Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr

Custodian Nbr
UII

**Selected Rows Grid**

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 Grid**

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 Grid

Process
Process Action

Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr

**Selected Rows Grid**

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

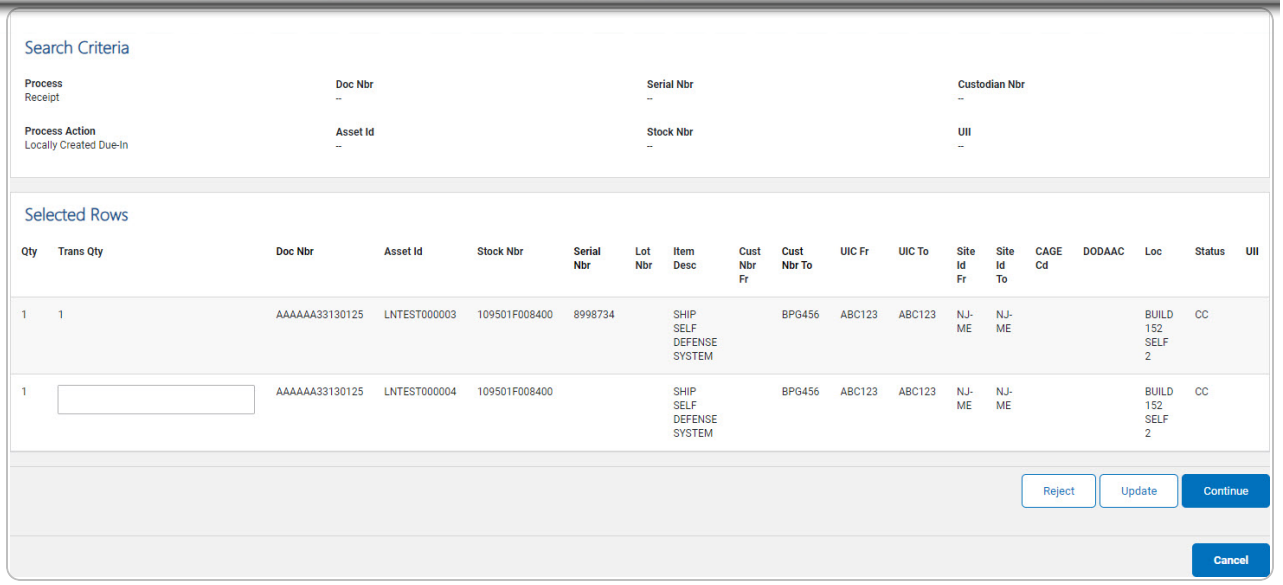
**ELMS Navigation Helpful Tips**

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 ***Selected Rows*** page appears.



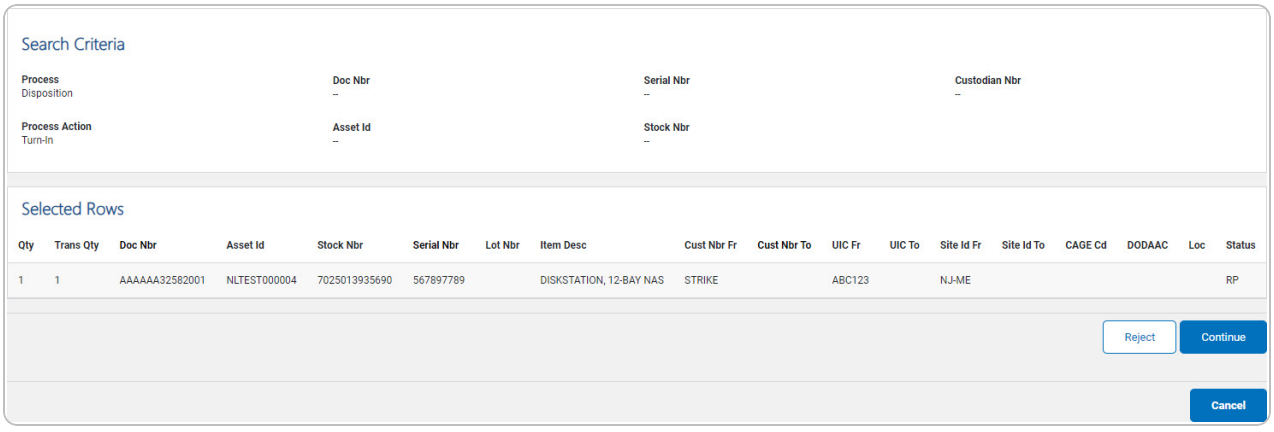

A. Select Reject. *The **Pending Transaction Reject** page appears.*

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 **Selected Rows** page appears.*

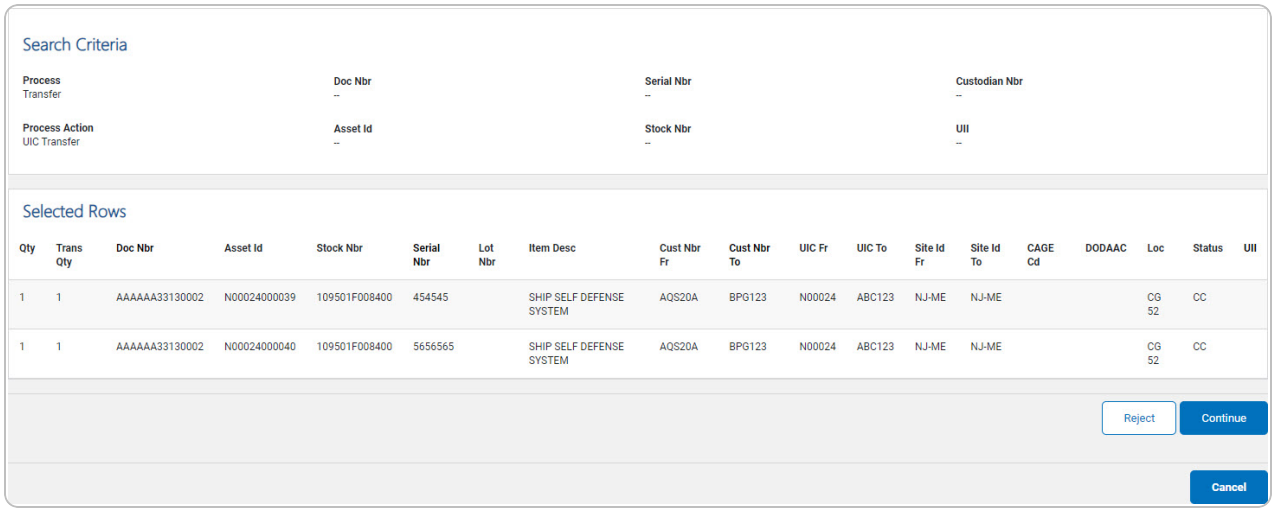


A. Select Reject. *The **Pending Transaction Reject** page appears.*

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.*

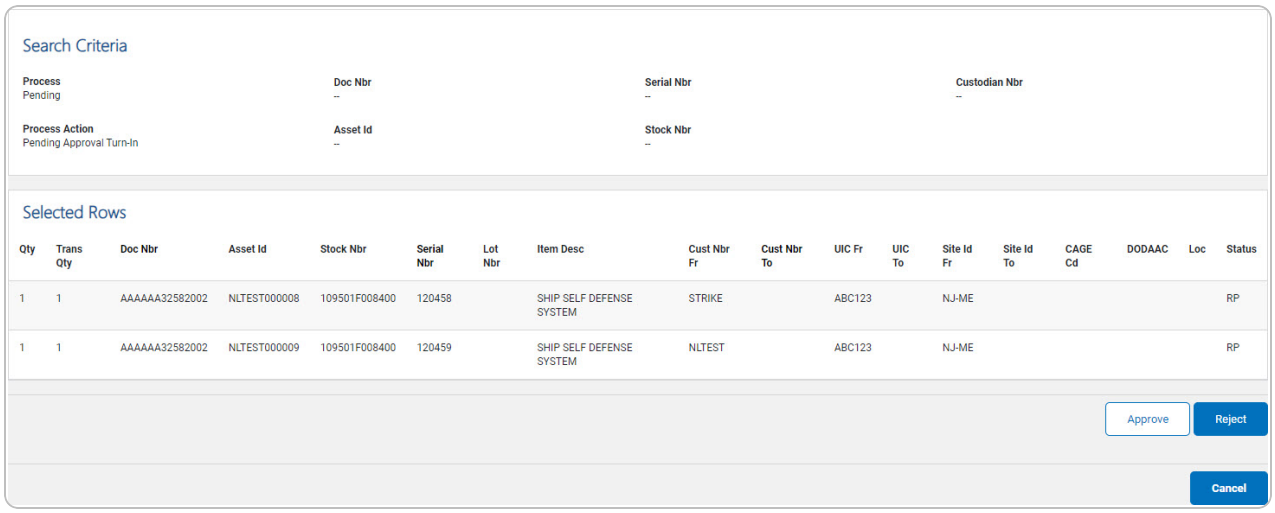



A. Select Reject. *The **Pending Transaction Reject** page appears.*

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 **Pending Transaction Approve** page appears.*

B. Select Reject. *The **Pending Transaction Reject** 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 Transaction 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 Transaction 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

# View the Pending Transactions Transaction Status

## Overview

The Pending Transactions Transaction Status process displays information concerning the transaction just completed.

## Navigation

Asset Management > Pending TRAN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Pending Transactions 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 Grid

Status
Action Required
Details

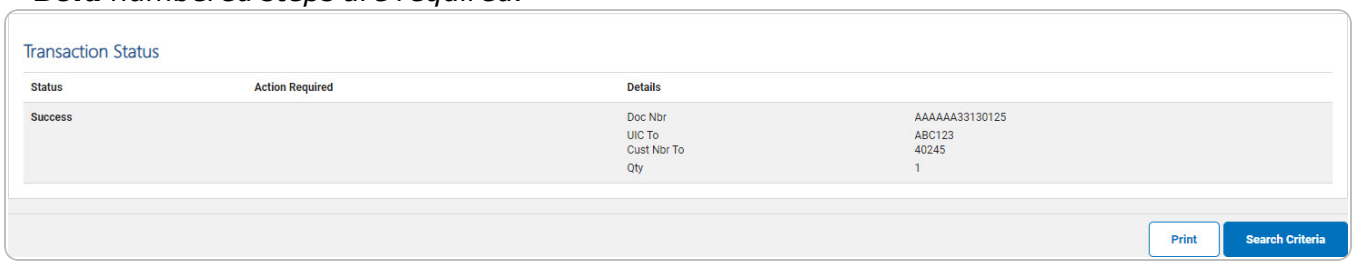
## Procedures

**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.*




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* ***Pending Transactions Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Pending Transactions 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 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 Pending Transactions Report Export process 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

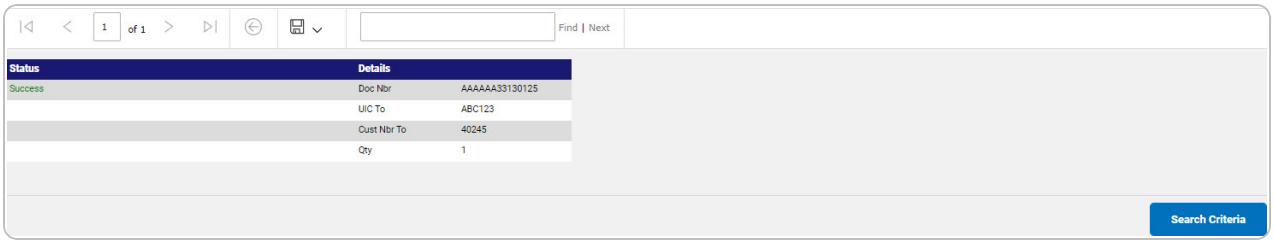
**ELMS Navigation Helpful Tips**



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 Search Criteria. *The **Pending Transactions 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 **Pending Trans-** |

| | |
|---|---|
| | ***actions Search 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 Grid

UIC *
Stock Nbr
Authn Ref Nbr

(*) Asterisk identifies mandatory fields.

# Procedures

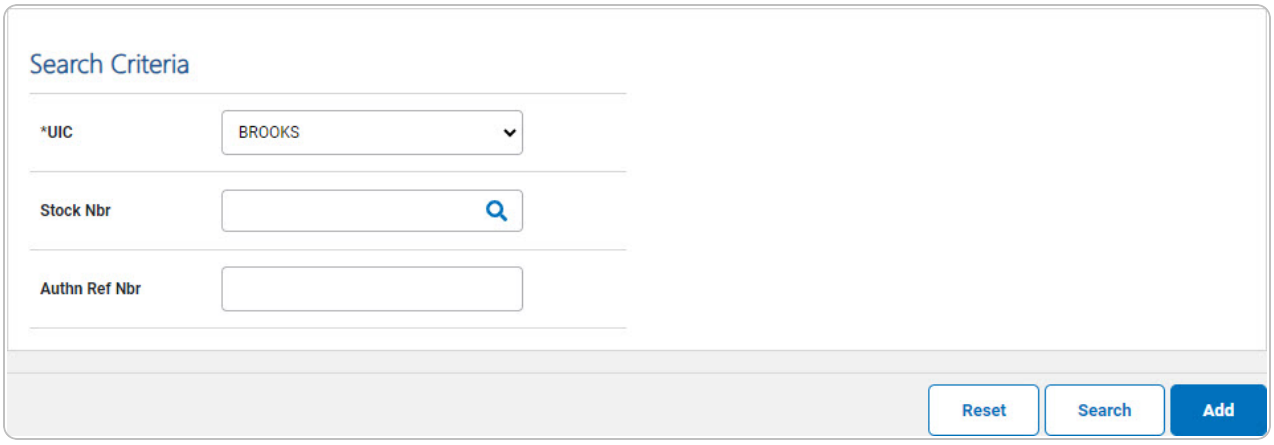
**ELMS Navigation Helpful Tips**

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:.



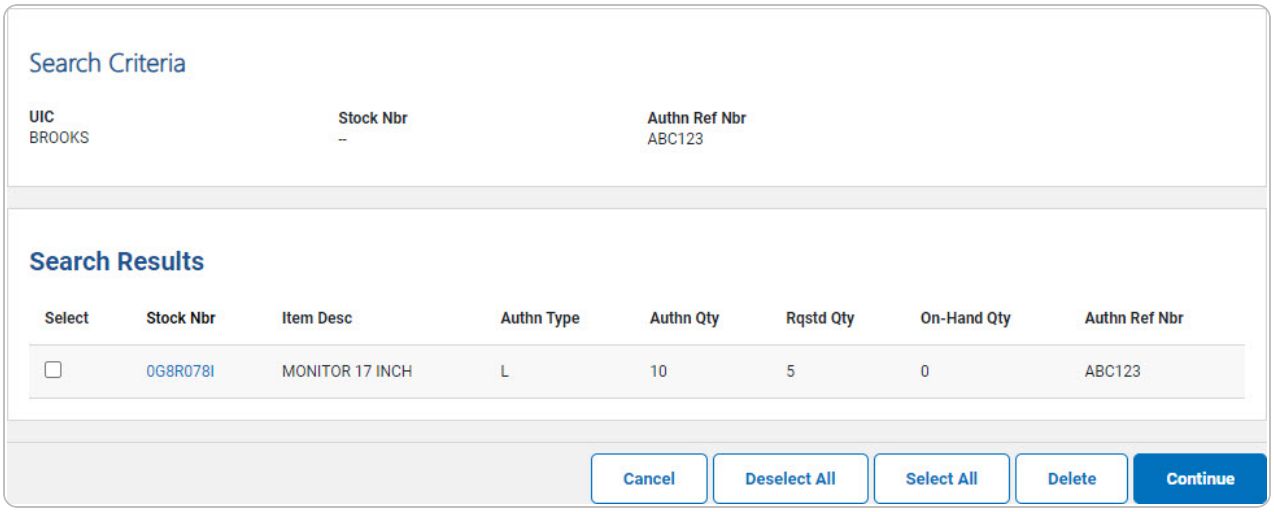

**A.** Use ⌄ to select the UIC.

B. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

C. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Authorization Search Results** page appears.*




## Add an Authorization

Select Add. *The **Authorization 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. |

| | |
|---|---|
| **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
- Stock Number Browse

# Search for an Authorization — Results

## Overview

The Authorizations Search Results process 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 > Authorizations Search Results page

## Page Fields

The following fields display on the **Authorizations 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 Grid

UIC *
Stock Nbr
Authn Ref Nbr

### Search Results Grid

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 **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 **Authorization Delete** page appears.*

## View Authorization Details

1. Click ☐ to select the desired authorization.
2. Select the STOCK NBR hyperlink. *The **Authorization 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 — 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 Grid

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

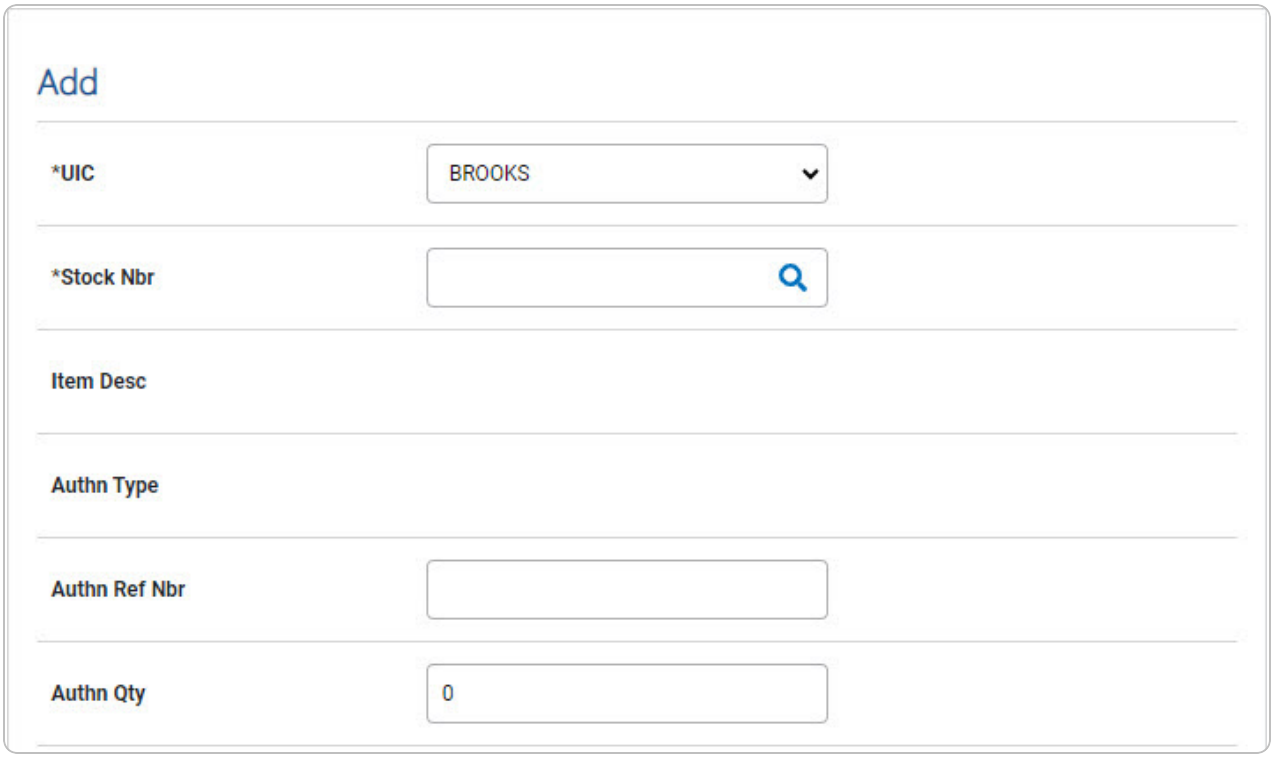
**ELMS Navigation Helpful Tips**

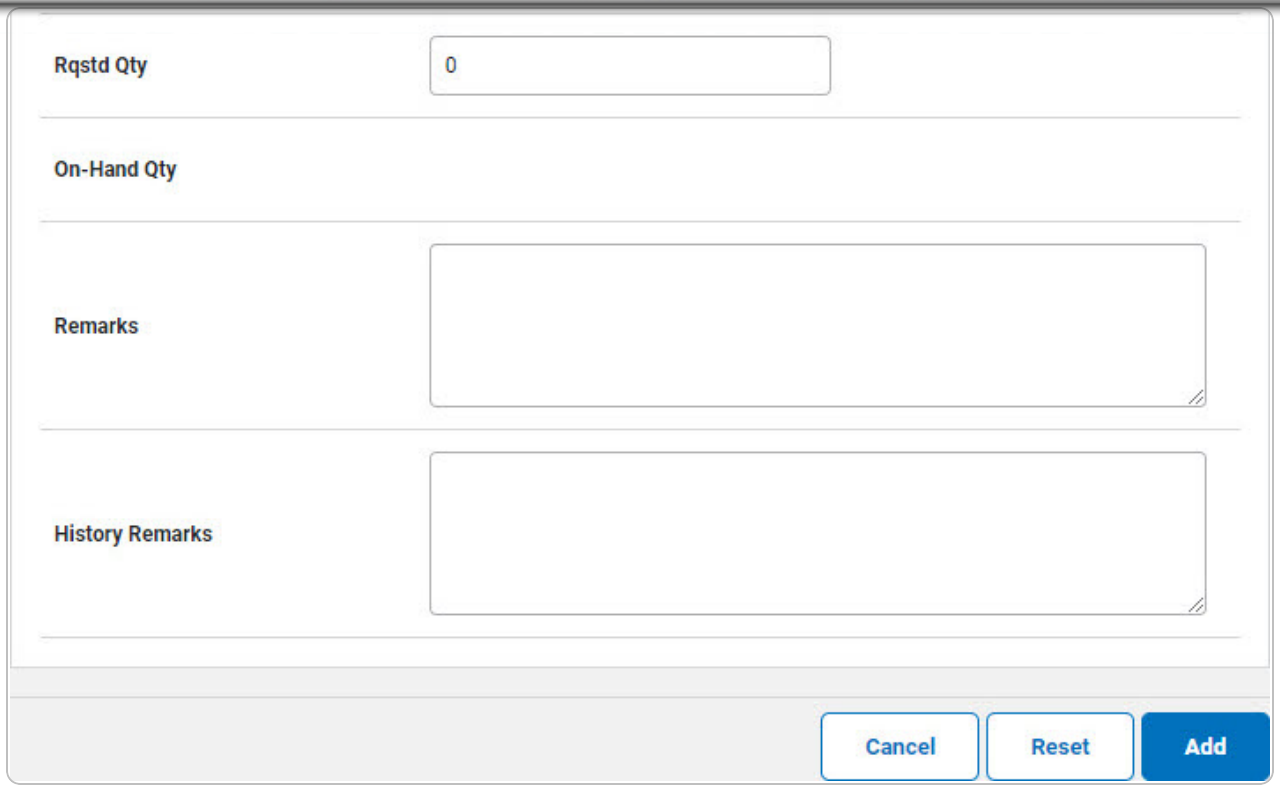
Click the following link to display PA Navigation Tips.

### 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 **Authorization Add** 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 help
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 256 alphanumeric character field.*
11. Enter any History Remarks in the field provided. *This is a 256 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

# 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 > 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 |
|---|---|
| **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 Grid

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

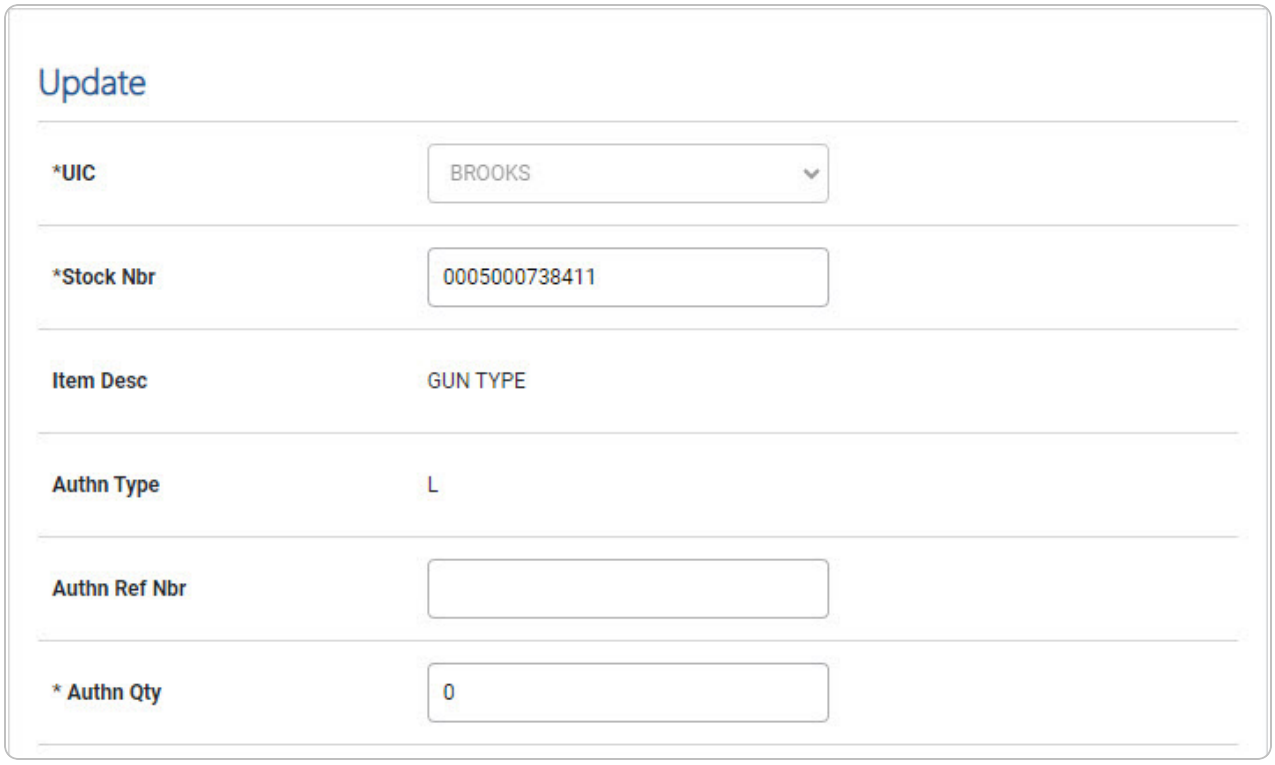
**ELMS Navigation Helpful Tips**

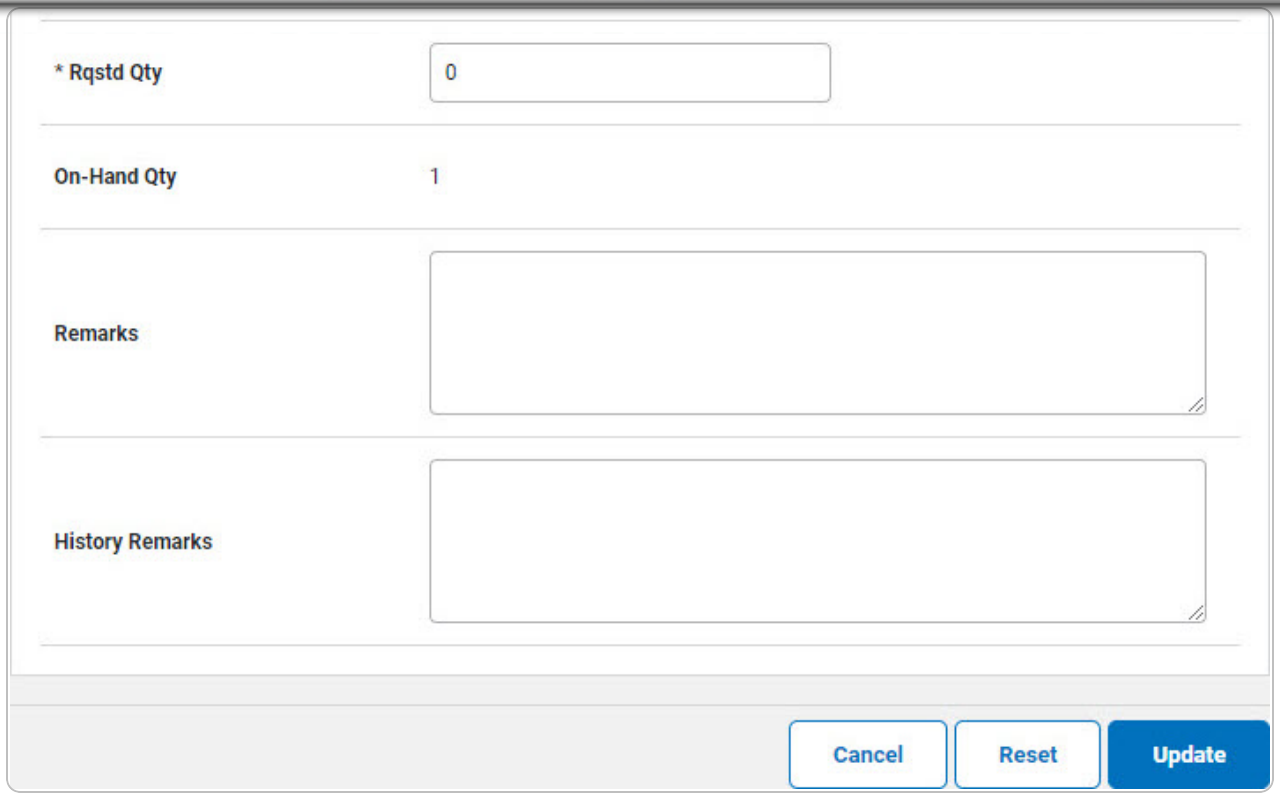
Click the following link to display PA Navigation Tips.

### 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 **Authorization Update** 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 help

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 256 alphanumeric character field.*

11. Enter any History Remarks in the field provided. *This is a 256 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
- Stock Number Browse

# 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 > 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. |

### Search Criteria Grid

UIC
Stock Nbr
Authn Ref Nbr

### Search Results Grid

UIC
Stock Nbr
Item Desc
Authn Type

Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Record Type
Remarks
History Remarks

# Procedures

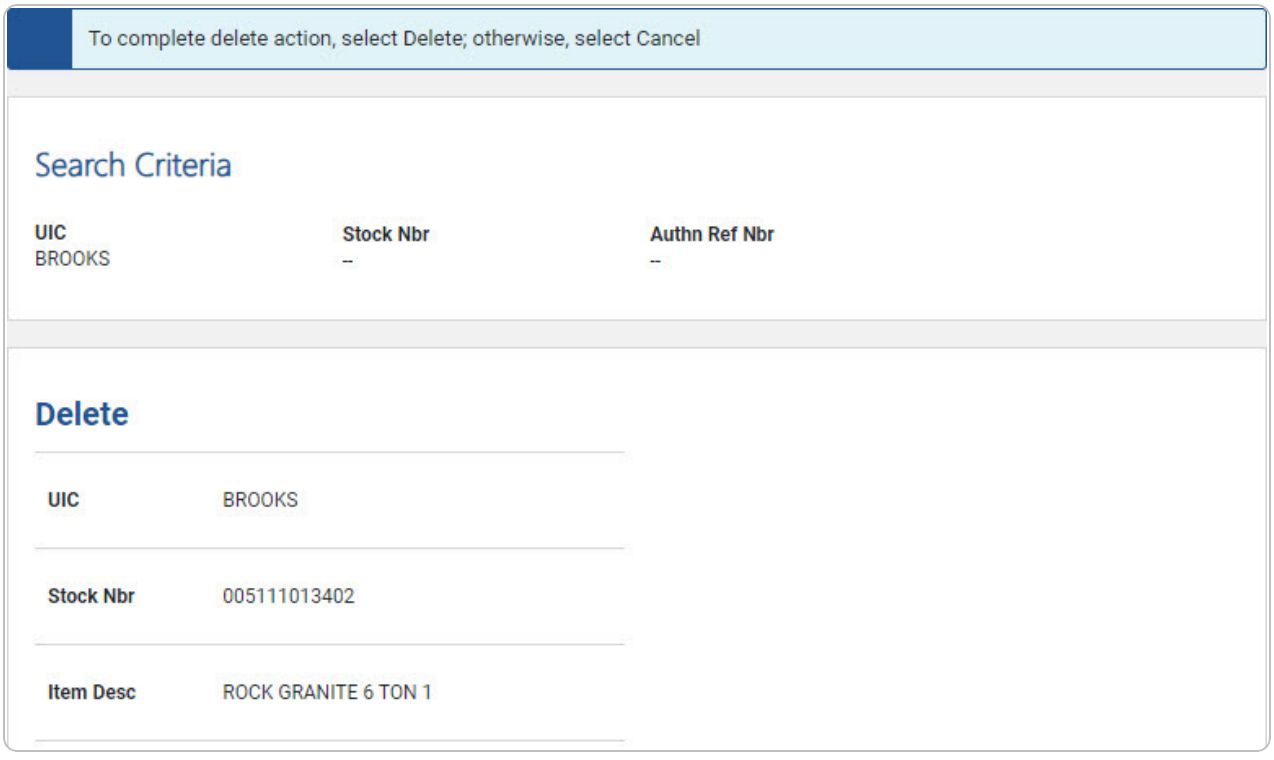
**ELMS Navigation Helpful Tips**

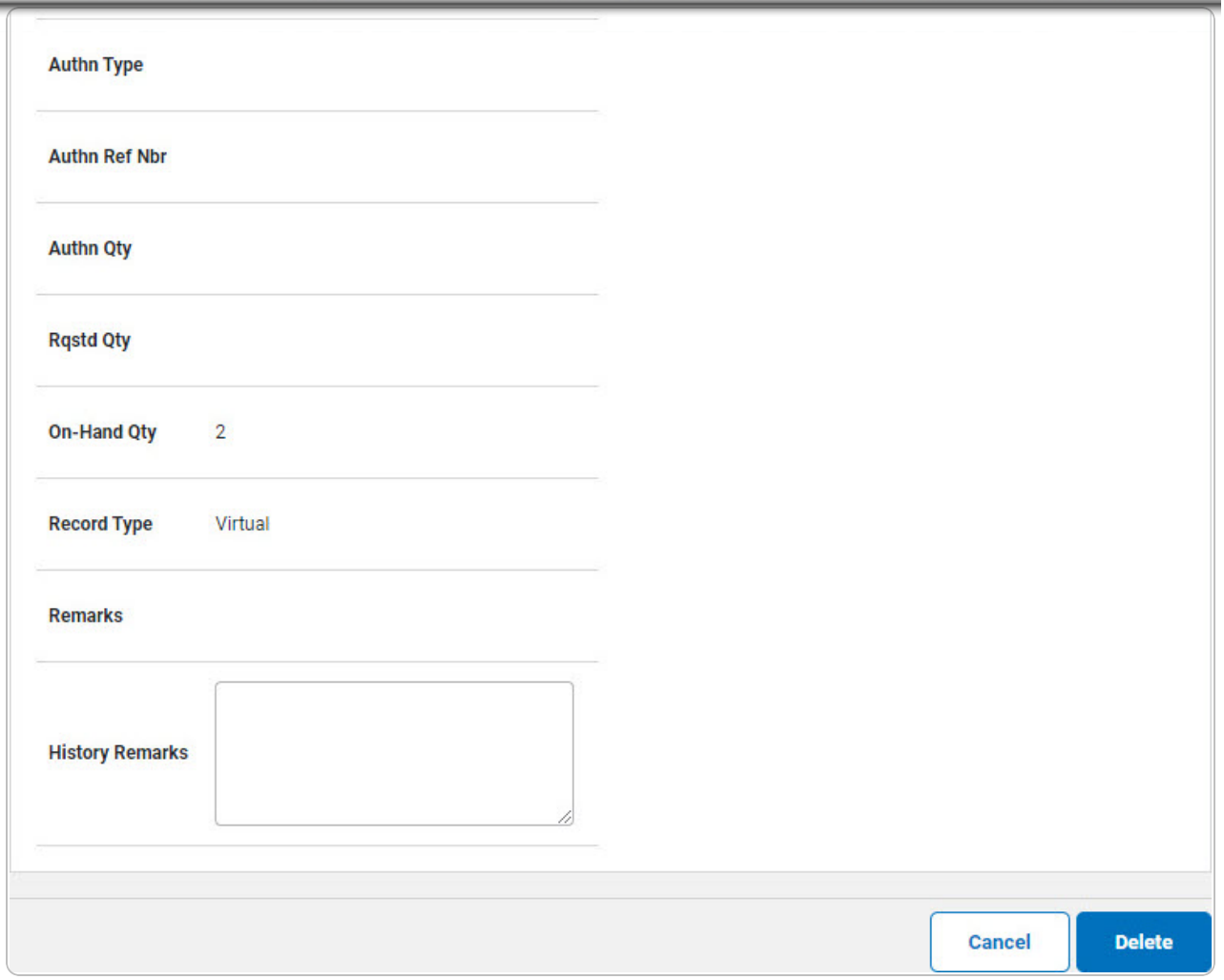
Click the following link to display PA Navigation Tips.

## 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* ***Authorization Delete*** *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 256 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

# 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 Grid

UIC
Stock Nbr
Authn Ref Nbr

### Selected Rows Grid

Stock Nbr
Item Desc
Authn Type
Authn Qty
Rqstd Qty
On-Hand Qty
Authn Ref Nbr

# Procedures

**ELMS Navigation Helpful Tips**

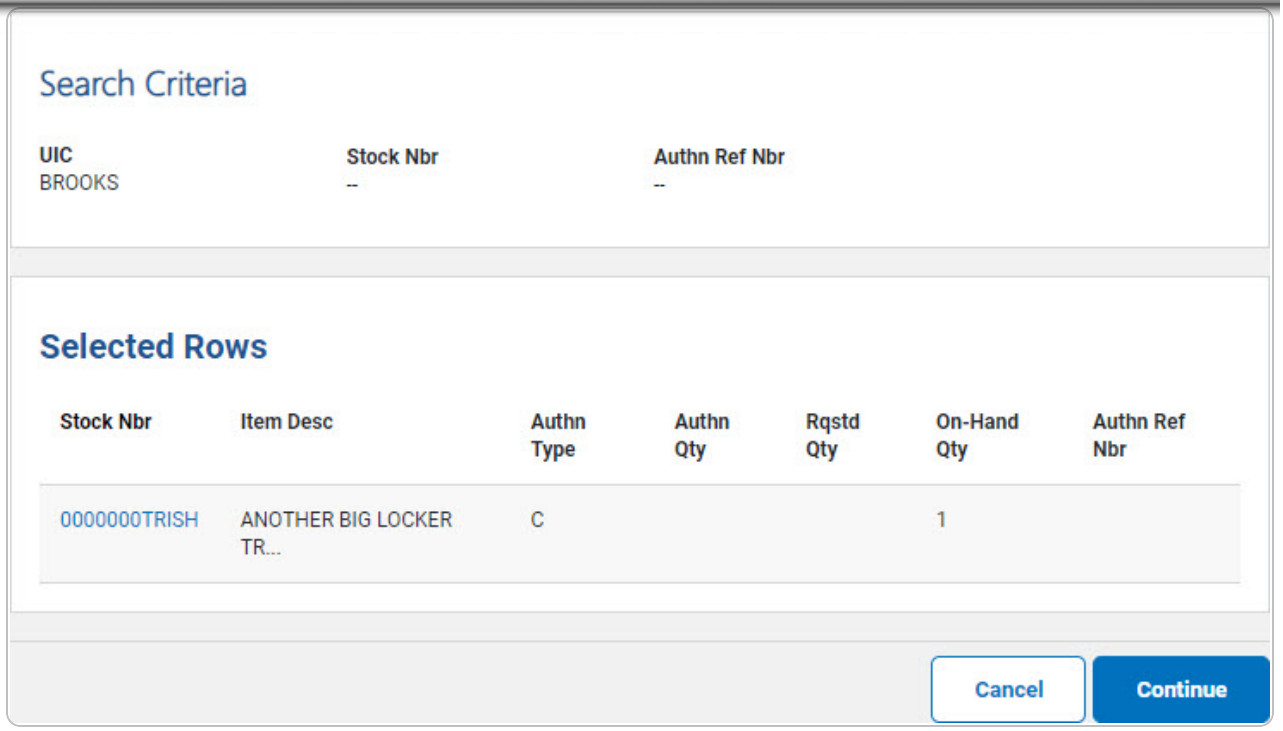


Click the following link to display PA Navigation Tips.

## 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 **Authorization 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 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

# 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 Grid

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**

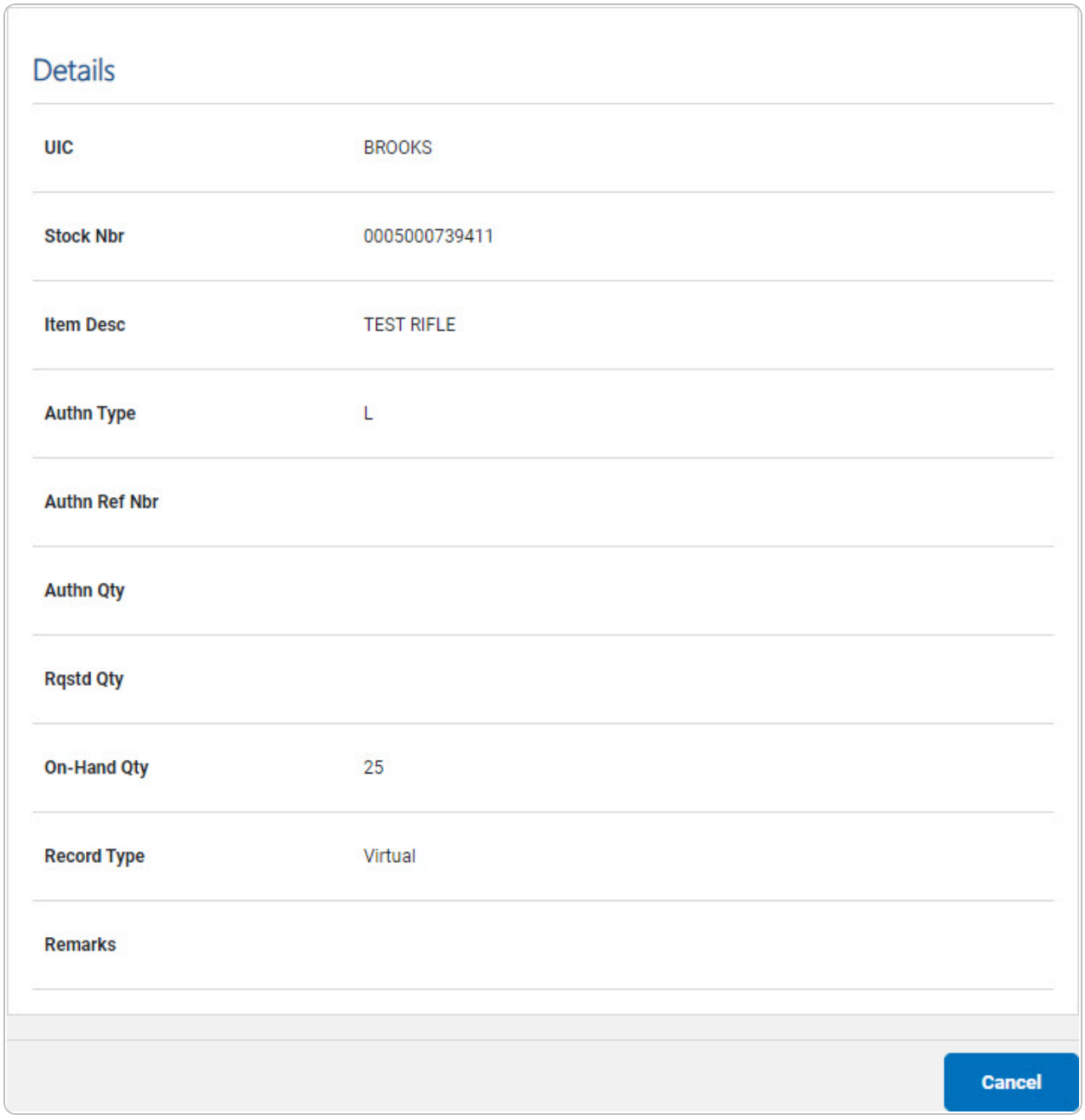


Click the following link to display PA Navigation Tips.

### 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 **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 process 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 Grid

Status

Action Required
Details

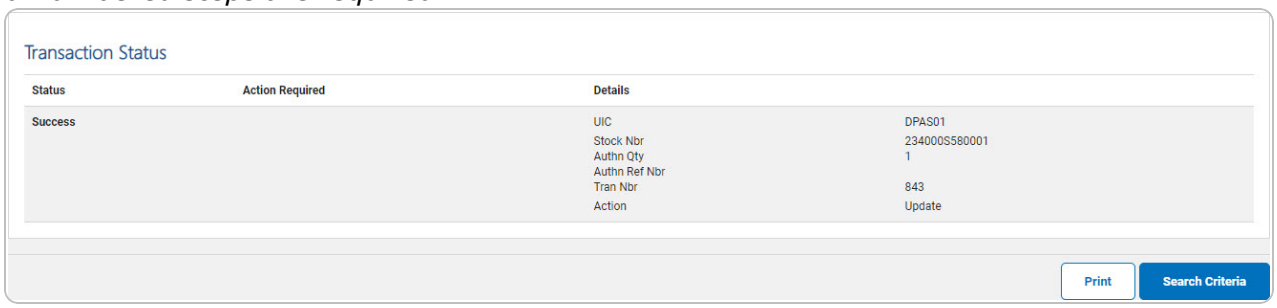
# Procedures

**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.*




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* ***Authorization Report Export*** *page appears.*
5. 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
- 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 Authorization Report Export process provides the ability to save the Transaction Status in different formats.

## Navigation

Asset Management > Authorization > Search Criteria > *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 |
|---|---|
| **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. |

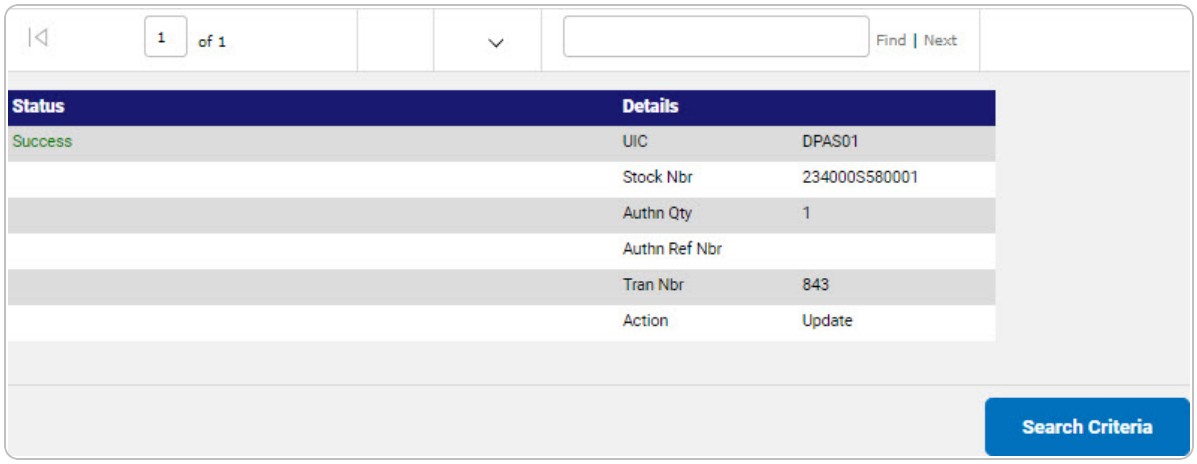
# Procedures

**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* ***Asset Transfer 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 **Asset Transfer Search Criteria** page appears.* |

## 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

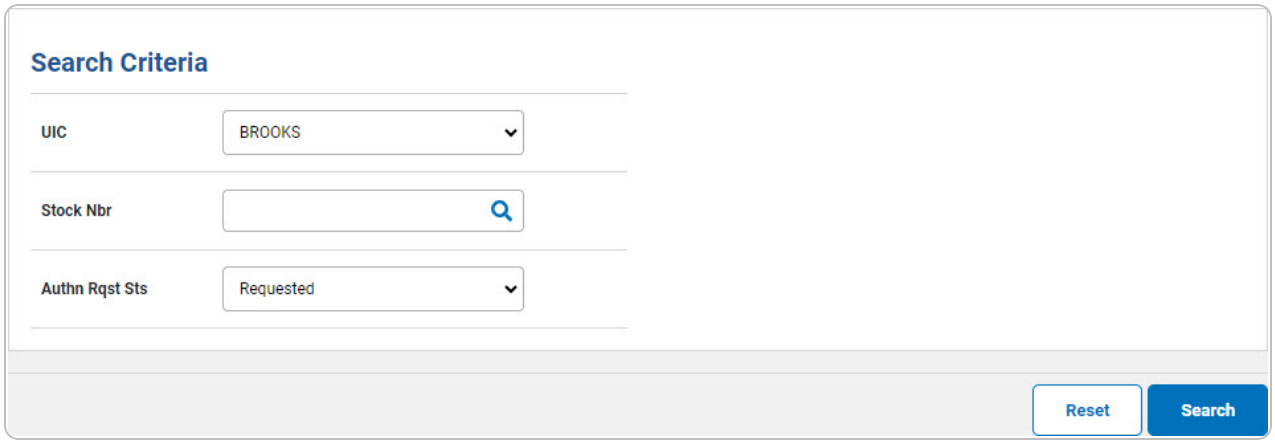
**ELMS Navigation Helpful Tips**

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.*

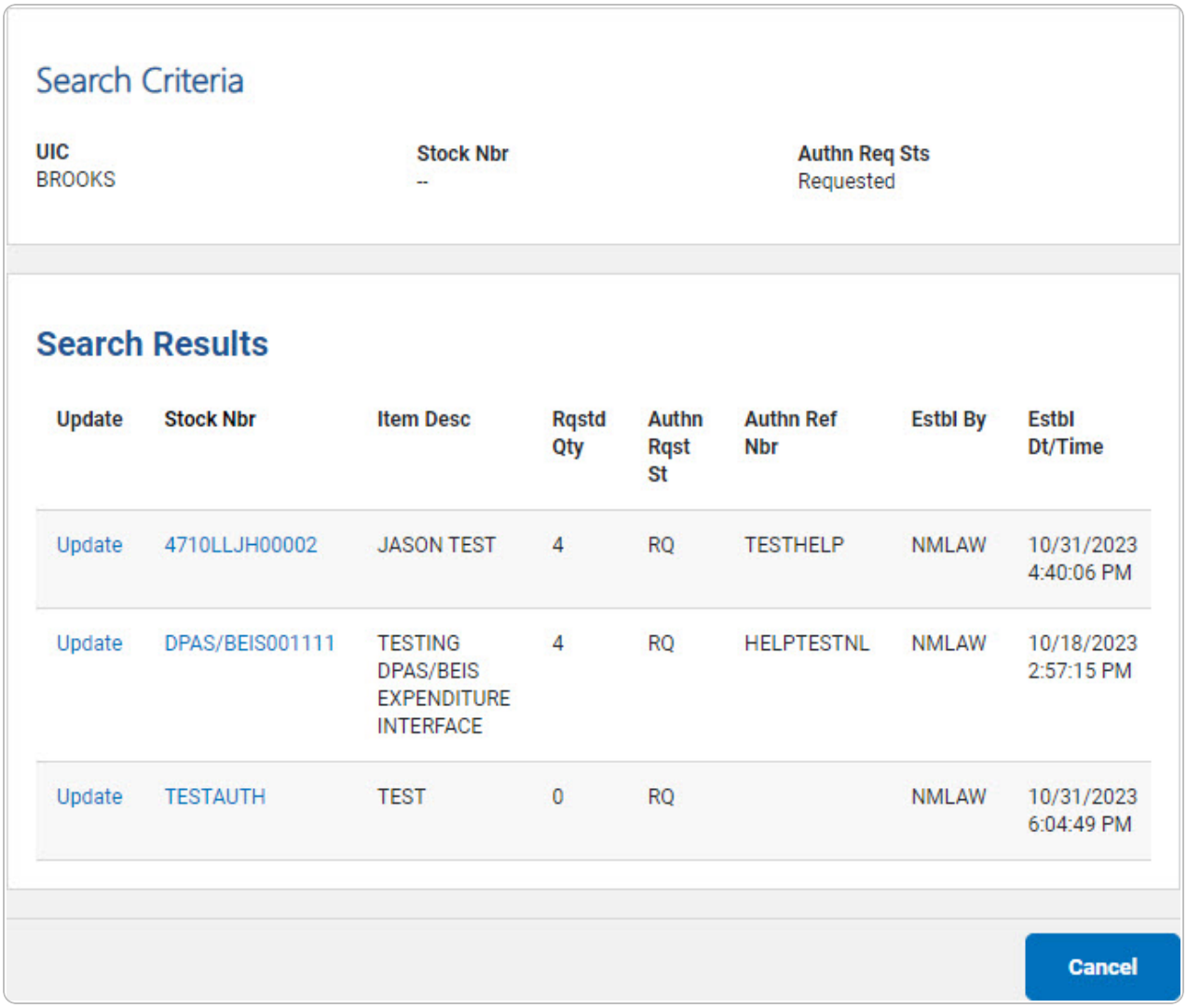
1. In the Search Criteria panel, narrow the results by entering one of the following fields:.




- 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 help
- Use to select the Authn Rqst Sts.

2. Select Search. *The **Authorizations Pending 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. |
| **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 — Deletion
- View the Authorizations Request Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report
- Stock Number Browse

# 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.

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

### Update Requested Authorizations

Select the Update hyperlink. *The **Authorizations Pending Update** page appears.*

### View the Stock Number Details

Select the Stock Number hyperlink. *The **Authorizations 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 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. |
| **94 — Select a record(s) to continue.** | Missing Entry. Continue or Delete was clicked without any records selected. Click ☐ to select a record, then select Continue or Delete. |

## Related Topics

- Search for Authorizations Pending — Criteria
- View the Authorizations Pending Selected Rows — Deletion
- View the Authorizations Request Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

# Update a Pending Authorization

## Overview

The Authorizations Pending Update process allows editing of 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 > Search Results > Update hyperlink > Authorizations Pending Update page

## Page Fields

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

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|
| **273** | Select "AUTHN RQST STS" to approve or disapprove a request. |
| **274** | Select "Attachments" to add or view an Attachment. |

### Search Criteria Grid

UIC
Stock Nbr
Item Desc

O/H Qty
Authn Qty

**Update Grid**

Rqstd Qty
Rqst Remarks
Authn Rqst Status
Authn Ref Nbr
Approved Qty
Approval Remarks
Attachment

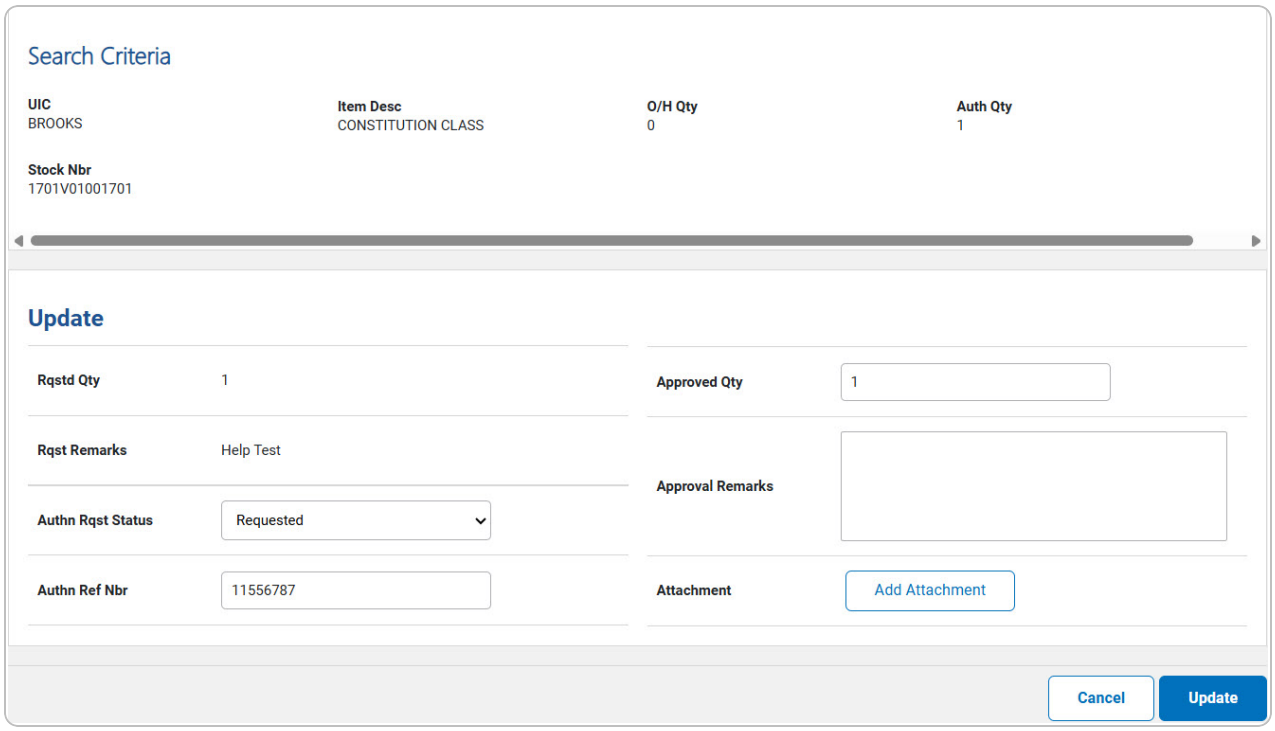
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Update a Pending Authorization

1. Select the Update hyperlink. *The **Authorizations Pending Update** 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 O/H QTY.*
   E. *Verify the AUTH QTY.*
3. *Complete the Update grid.*
   A. Verify the RQSTD QTY.
   B. Verify the RQST Remarks.
   C. Update the Authn Rqst Status, using ⌄ to select the desired status.
   D. Update the AUTHN REF NBR, entering the revised number in the field provided. *This is an 15 alphanumeric character field.*

E. Update the APPROVED QTY, entering the revised quantity in the field provided. *This is an numeric character field.*

F. Update the Approval Remarks, entering the revised remarks in the field provided. *This is a 250 alphanumeric character field.*

G. Select Add Attachment. *The **Attachment Add** page appears.*

**Note**

When the Approving Official processes a request, the Requestor is notified by email.

4. Select Update. *The **Authorizations Pending 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 - 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 250 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 — Deletion
- View the Authorizations Request Details
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report
- Add an Attachment

# View the Authorizations Pending Selected Rows — Deletion

## Overview

The Authorizations Pending Selected Rows Delete process displays the disapproved authorizations prior to a delete action.

**Note**

Delete is only available when all of the selected records are disapproved.

## Navigation

Asset Management > Authorizations PNDG > Search Criteria > AUTHN REQ STS set to "Disapproved" > Search > Search Results > ☐ (desired record(s)) > Authorizations Pending Selected Rows Delete page

## Page Fields

The following fields display on the **Authorizations Pending Selected Rows Delete** 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

Stock Nbr

### Selected Rows Grid

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, select the **STOCK NBR** hyperlink. *The* ***Authorizations Request Details*** *page appears.*

**Note**

Delete is only available when all of the selected records are disapproved.

2. Select Delete to remove the record. *The* ***Delete confirmation*** *pop-up window appears.*

**Note**

On the confirmation window, select Delete. *The selected request record(s) is physically removed and 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 have been identified for this page.** | |

# Related Topics

- Search for Authorizations Pending — Criteria
- Search for Authorizations Pending — Results
- View the Authorizations Request Details
- Update the Authorizations Pending
- 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 and can include attachments if available.

## Navigation

Asset Management > Authorization RQST > Search Criteria > Search > Search Results > STOCK NBRhyperlink > Authorization Request Add Details page

## Page Fields

The following fields display on the **Authorization Request Add 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
Attachment

# Procedures

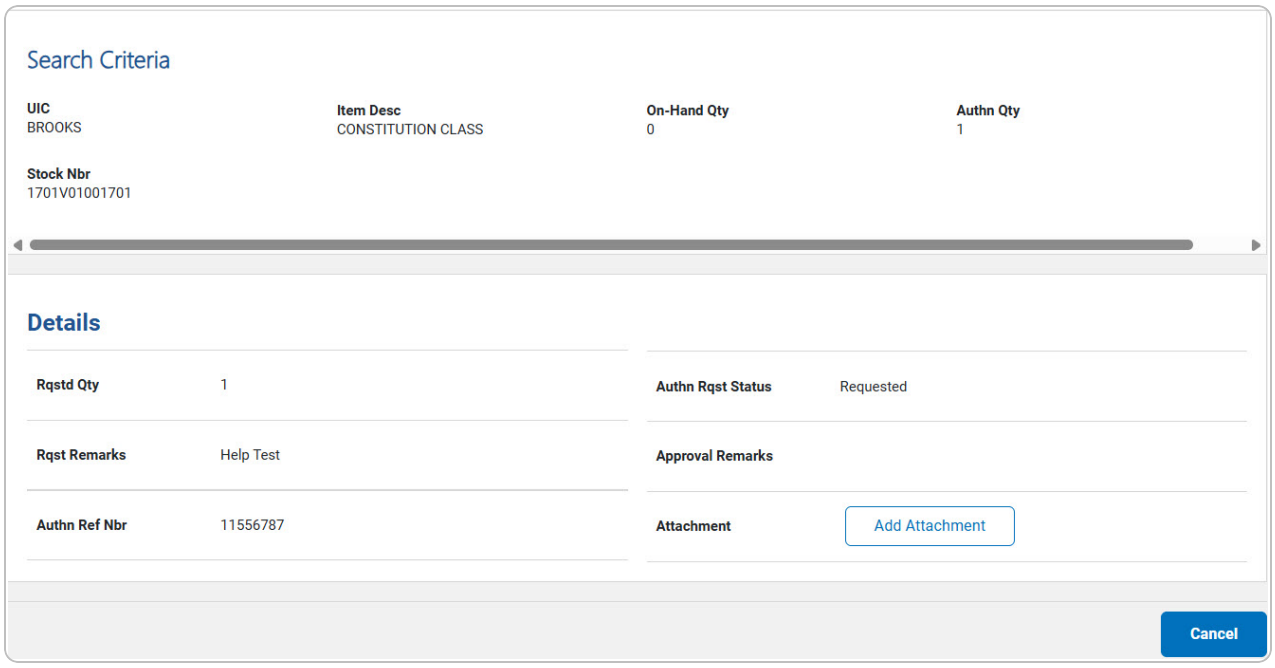
**ELMS Navigation Helpful Tips**

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 NBRhyperlink . *The **Authorization Request Add 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.*

F. Select 

. *The **Attachment 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 |
|---|---|
| **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
- Add an Attachment

# 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 > Search Results > Update hyperlink > Update > Update > Authorizations Pending 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 |
|---|---|
| **273** | Select "AUTHN RQST STS" to approve or disapprove a request. |
| **274** | Select "Attachments" to add or view an Attachment. |

### Transaction Status Grid

Status
Action Required
Details

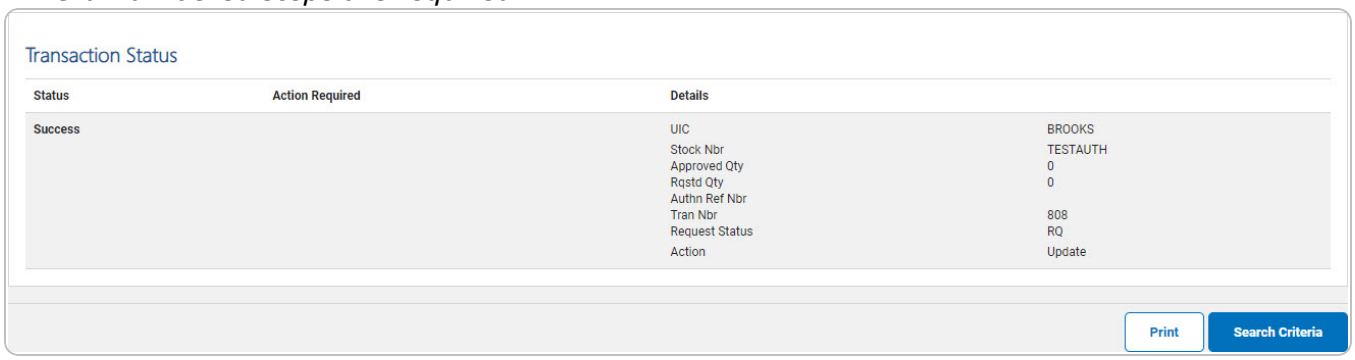
# Procedures

**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.*




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 **Asset Transfer Report Export** page appears.*
5. Select Cancel. *The **Asset Transfer 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 Authorizations Pending — Criteria
- Search for Authorizations Pending — Results
- View the Authorizations Pending Selected Rows — Deletion
- View the Authorizations Request Details
- Update the Authorizations Pending
- Export the Authorizations Pending Report

# Export an Authorizations Pending Report

## Overview

The Authorizations Pending Report Export process provides the ability to save the Transaction Status in different formats.

## Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update hyperlink > Update > 

> Transaction Status > Authorizations Pending Report Export page

## Page Fields

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

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|
| **273** | Select "AUTHN RQST STS" to approve or disapprove a request. |
| **274** | Select "Attachments" to add or view an Attachment. |

### 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. |

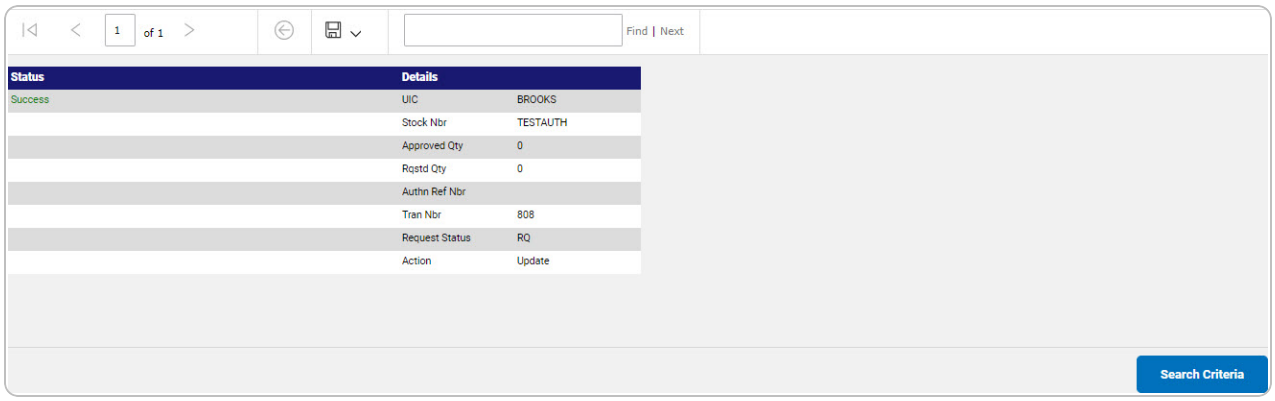
# Procedures

**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 Search Criteria. *The **Authorizations Pending 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 **Authorizations Pending Search Criteria** page appears.* |

# Related Topics

- Search for Authorizations Pending — Criteria
- Search for Authorizations Pending — Results
- View the Authorizations Pending Selected Rows — Deletion
- View the Authorizations Request Details
- Update the Authorizations Pending
- View the Authorizations Pending 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.

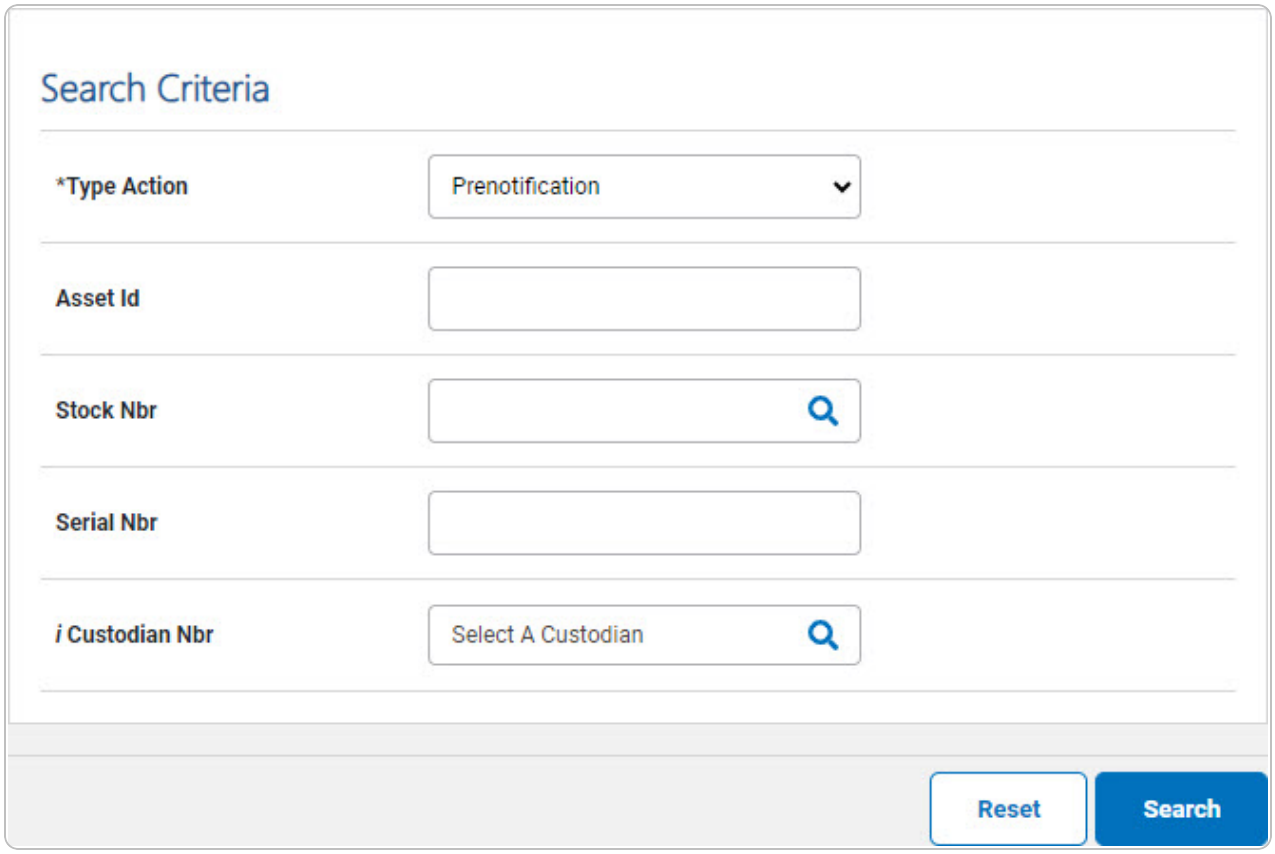
### Search for an Asset to Excess

*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.

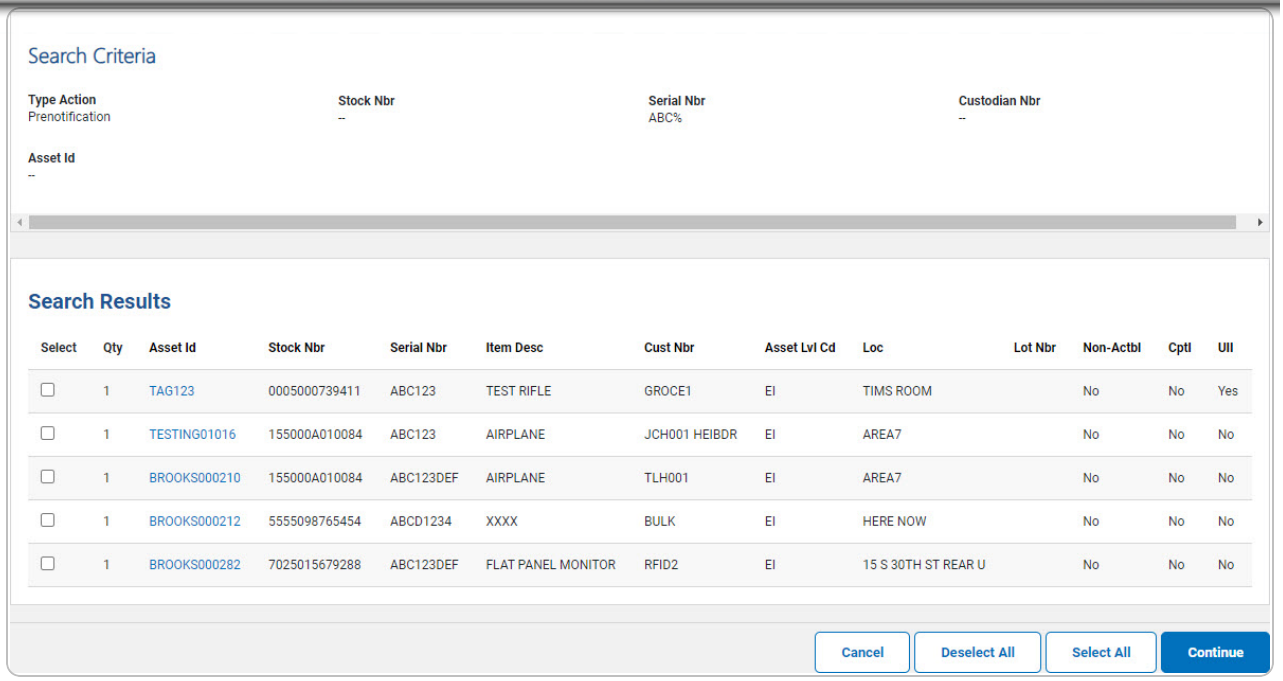
1. In the Search Criteria box, narrow the results by entering one of the following fields:.




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 help
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 help
7. Select Search. *The **Excess Asset Search 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
- Stock Number Browse
- Custodian Browse

# 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 Grid

Type Action
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Id

### Search Results Grid

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 **Asset Details** page appears.*

### View the Excess Asset Selected Rows

1. Click ☐ to select the desired Asset record(s).
2. Select Continue. *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. *The **Excess Asset Search Criteria** page appears.* |

## 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

# 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 Grid

Type Action
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Id

### Update Grid

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

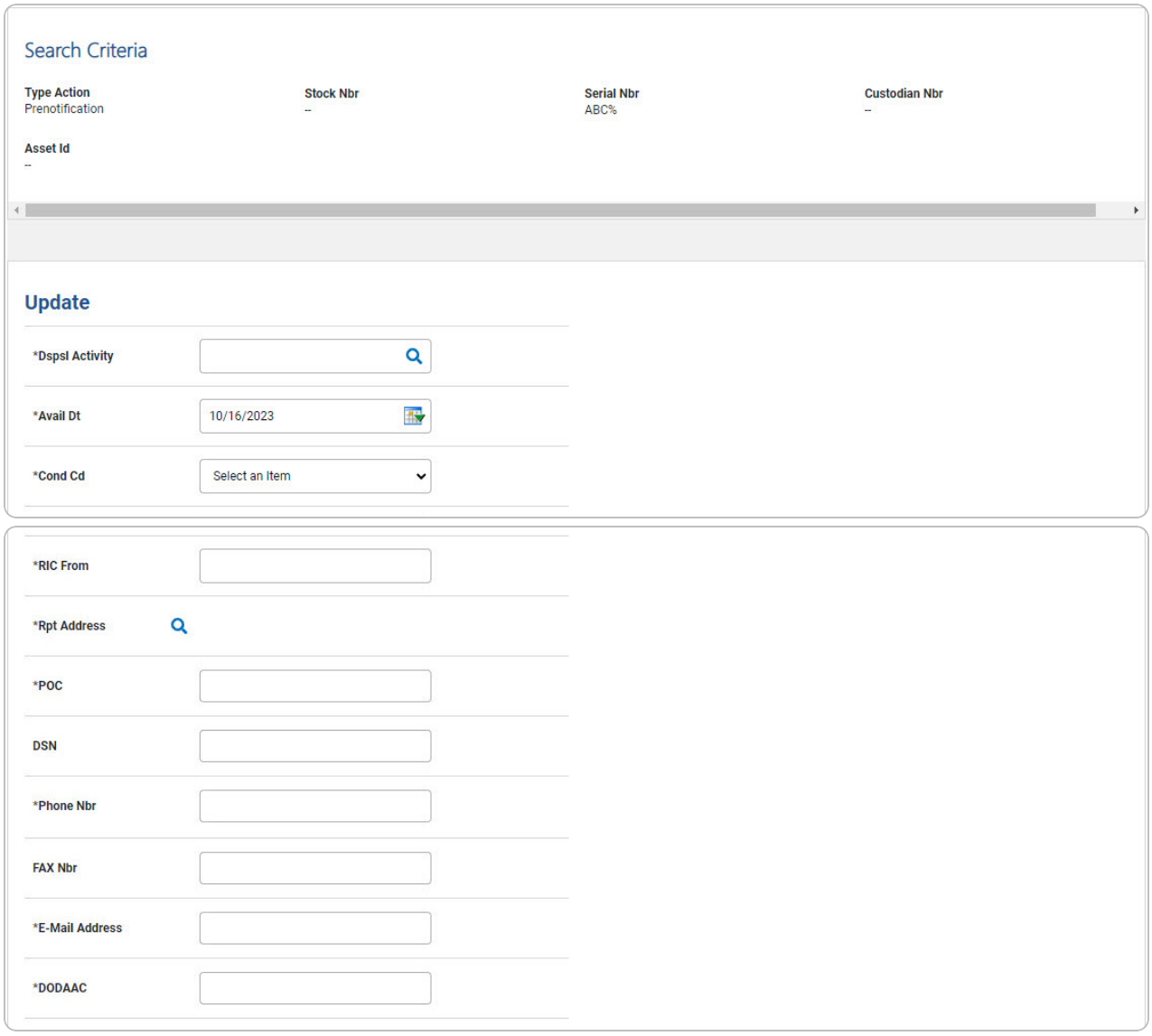
**ELMS Navigation Helpful Tips**

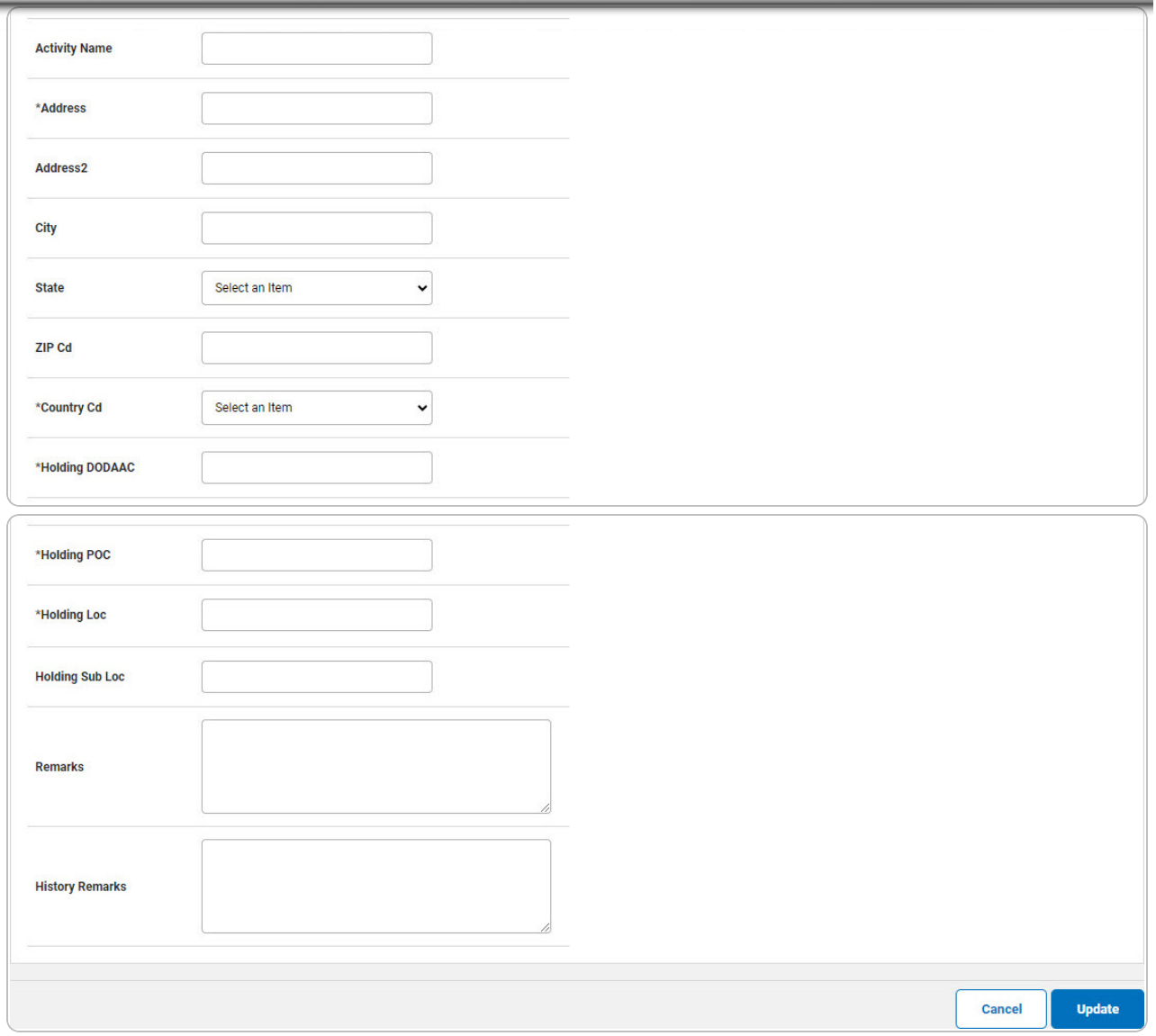
Click the following link to display PA Navigation Tips.

### 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 **Excess Asset Update** page appears.*






**2.** Enter the DSPSL ACTIVITY, or use to browse for the activity. *This is a 6 alphanumeric character field.*

Disposal Activity Browse help

**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 help

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 256 alphanumeric character field.*
25. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*
26. Select Update. *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 the 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 Grid

Type Action
Stock Nbr

Serial Nbr
Custodian Nbr
Asset Id

### Selected Rows Grid

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**

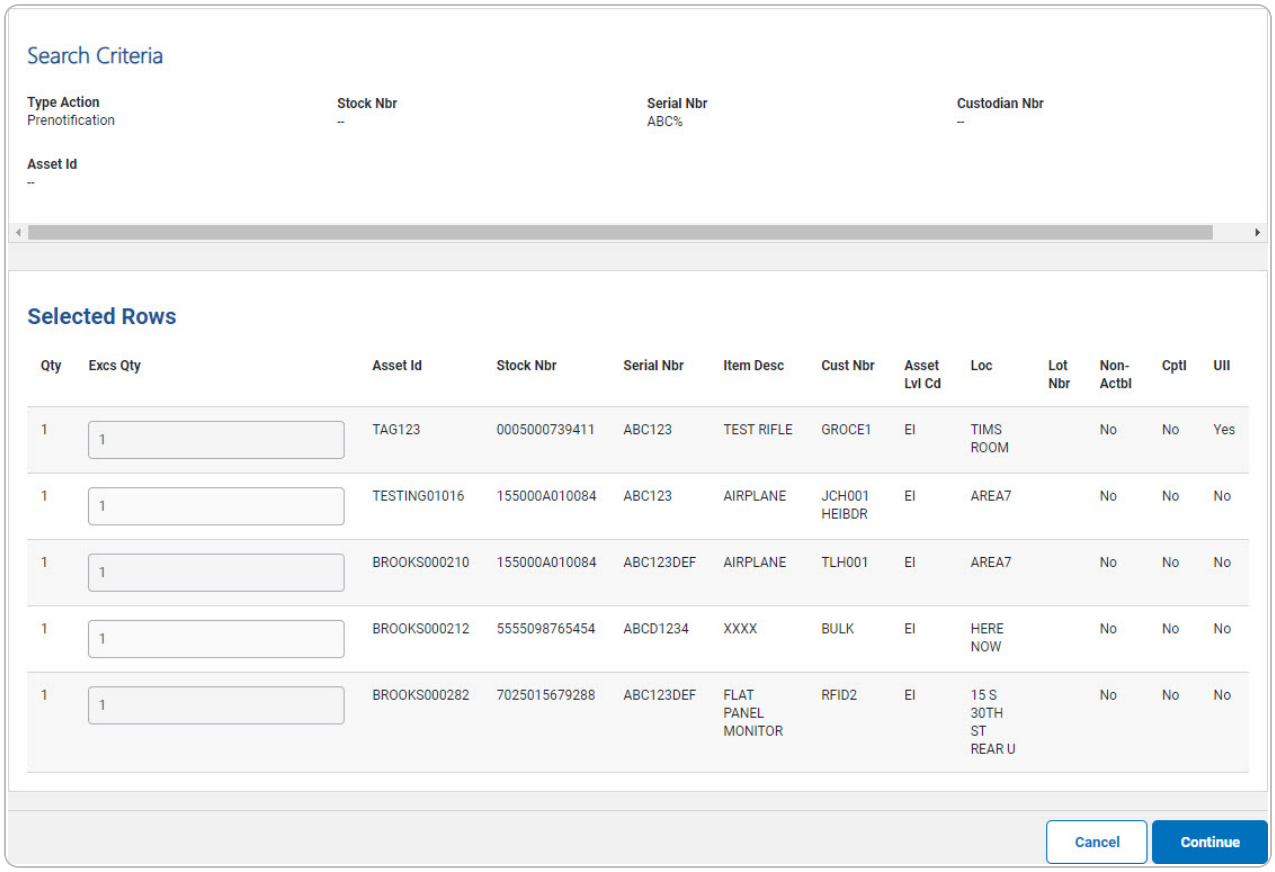
Click the following link to display PA Navigation Tips.

*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

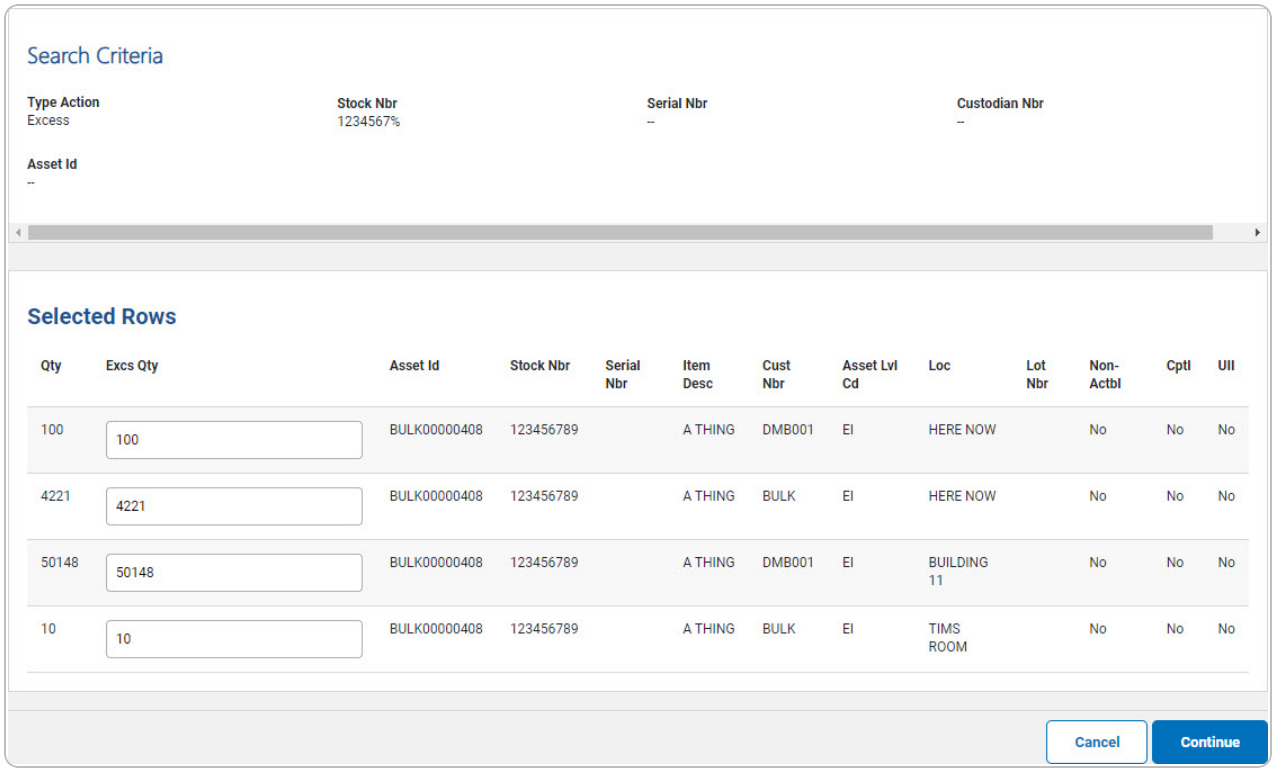
1. Select Continue. *The **Excess Asset Selected Rows** page appears.*

## 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 **Excess Asset 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 |
|---|---|
| **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 the 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.

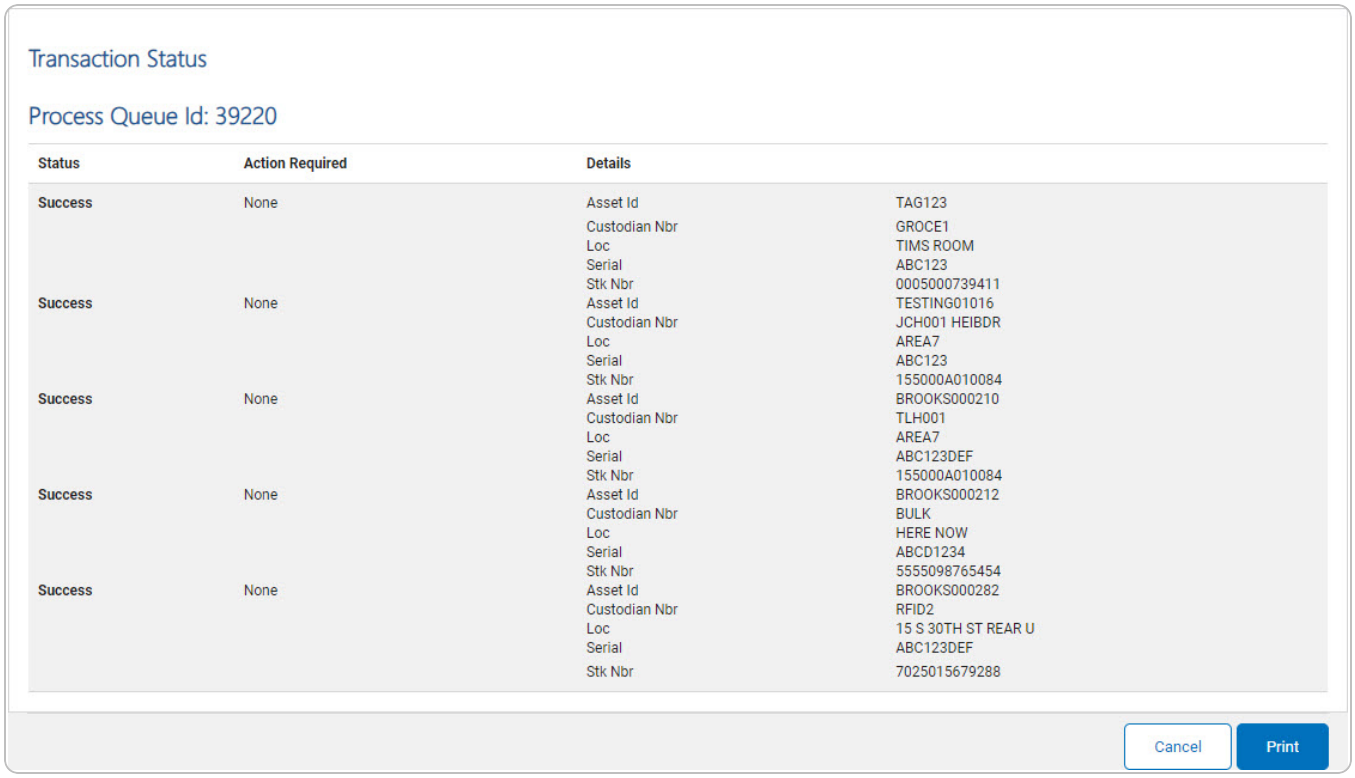
## View the Excess Asset Background Transaction Status

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




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* ***Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Excess Asset Search Criteria*** *page appears.*

## View the Excess Asset 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 **Excess Asset Report Export** page appears.*
5. Select Cancel. *The **Excess Asset 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 Excess Asset — Criteria
- Search for an Excess Asset — Results
- View the Excess Asset Selected Rows
- Update an Excess Asset
- Export the Excess Asset Report

# Export an Excess Asset Report

## Overview

The Excess Asset Report Export process 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

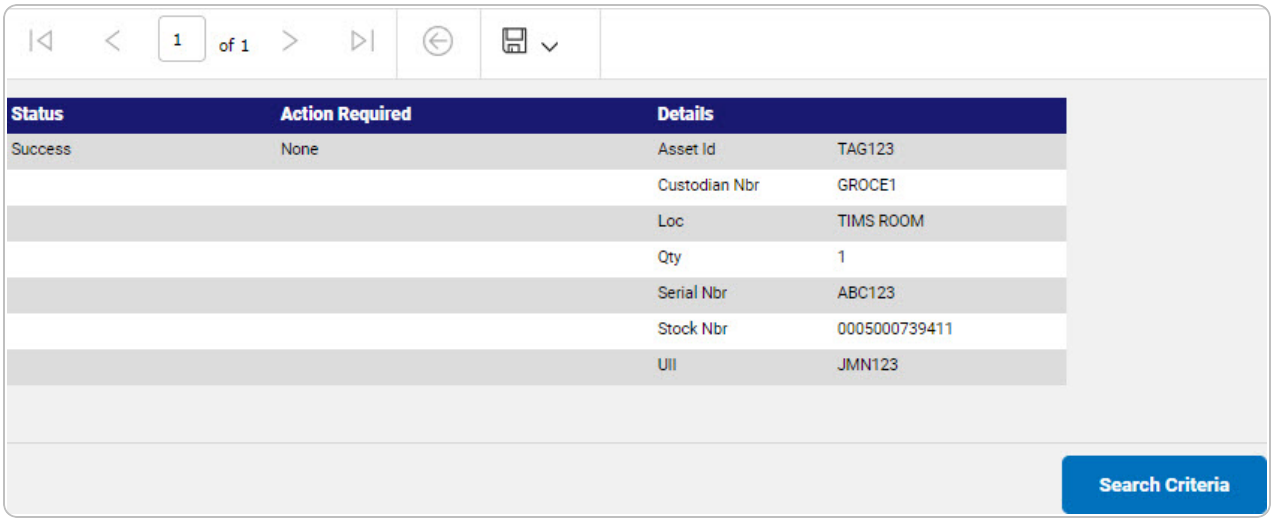
**ELMS Navigation Helpful Tips**



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 **Excess Asset 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 **Excess Asset Search Criteria** page appears.* |

# 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 Grid

Dspsl Doc Nbr

# Procedures

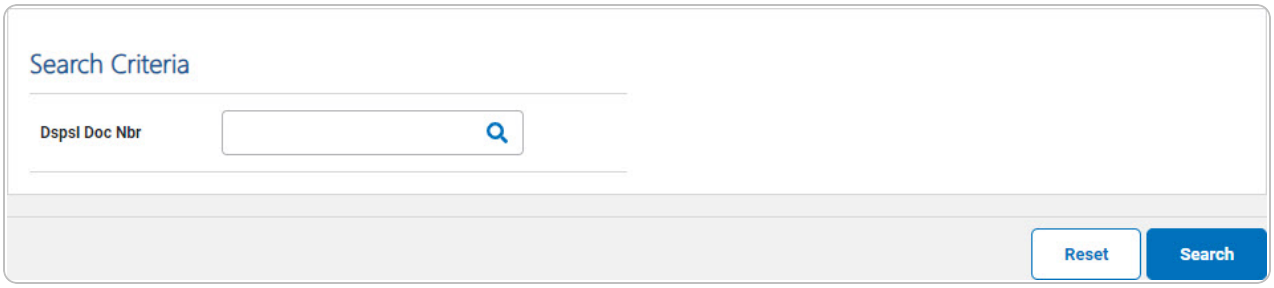
**ELMS Navigation Helpful Tips**

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.

   Document Number Browse help

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
- Export an Excess In Place Report
- Document Number Browse

# Search for an Excess In Place Delete — Results

## Overview

The Excess In Place Delete Results process provides the ability to display 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 Grid

Dspsl Doc Nbr

### Search Results Grid

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) 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
- Export an Excess In Place Report

# Excess In Place Delete - Delete

## Overview

The Excess In Place Delete process allows removal of an Excess In Place record.

## Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Excess In Place 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.

### 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. |

### Delete Grid

Qty
Asset Id
Stock Nbr
Serial Nbr
Lot Nbr
Loc
Dspsl Doc Nbr

Item Desc
History Remarks *

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Delete an Excess In Place

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

1. Select Delete. *The* ***Excess In Place Delete*** *page appears.*
   - A. *Verify the QTY.*
   - B. *Verify the ASSET ID.*
   - C. *Verify the STOCK NBR.*
   - D. *Verify the SERIAL NBR.*
   - E. *Verify the LOT NBR.*
   - F. *Verify the LOC.*
   - G. *Verify the DSPSL DOC NBR.*
   - H. *Verify the ITEM DESC.*
   - **I.** Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
2. Select Delete. *The* ***Delete*** *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 |
|---|---|

| | |
|---|---|
| **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
- Export an Excess In Place Report

# Excess In Place Delete Transaction Status

## Overview

The Excess In Place Delete Transaction Status process displays a verification of the delete transactions performed. This is a batch process transaction.

## Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete > Excess In Place Delete Transaction Status page

## Page Fields

The following fields display on the **Excess In Place Delete 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. |

### 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.

## View the Excess In Place Delete 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 In Place Delete Report Export** page appears.*
5. Select Search Criteria. *The **Excess In Place Delete 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

- 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

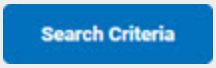
1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  . *The **Excess In Place Delete 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 **Excess In Place*** |

| | |
|---|---|
| | ***Delete Search Criteria*** *page appears.* |

## 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 Out-Of-Cycle Reconciliation Request

## Overview

The UIT Out-Of-Cycle 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 UIC selected in the UIT Reconciliation Request program. The UIT Reconciliation Process then processes the batch record.

## Navigation

Asset Management > UIT Out Of Cycle RECON > UIT Out-Of-Cycle Reconciliation page

## Page Fields

The following fields display on the **UIT Out-Of-Cycle Reconciliation** 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 Grid

UIC

# Procedures

**ELMS Navigation Helpful Tips**

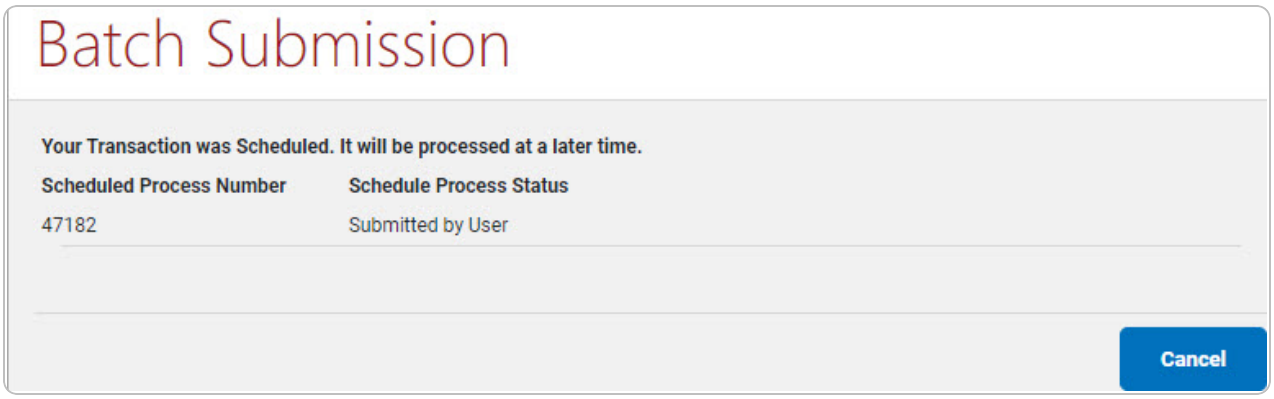
Click the following link to display PA Navigation Tips.

## Submit a Out-Of-Cycle 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 Grid

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

# Procedures

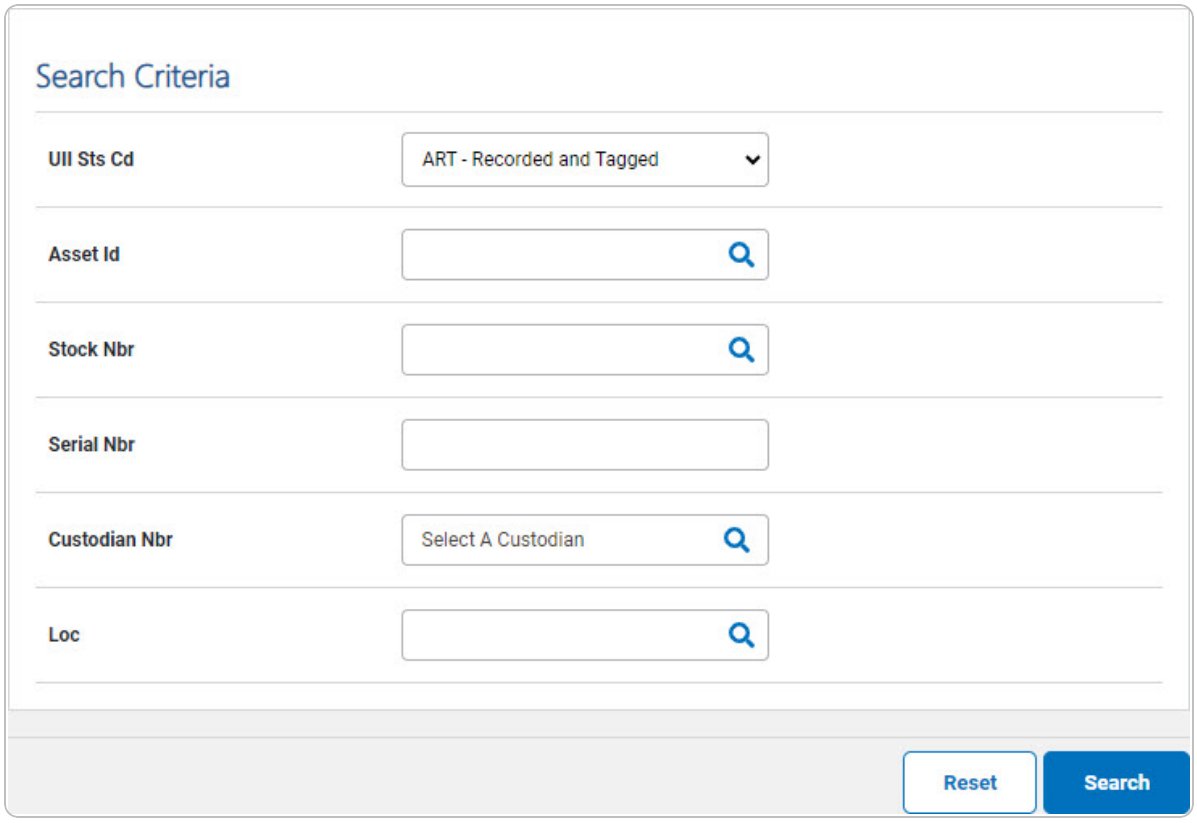
**ELMS Navigation Helpful Tips**

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.*

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

   Stock Number Browse help

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

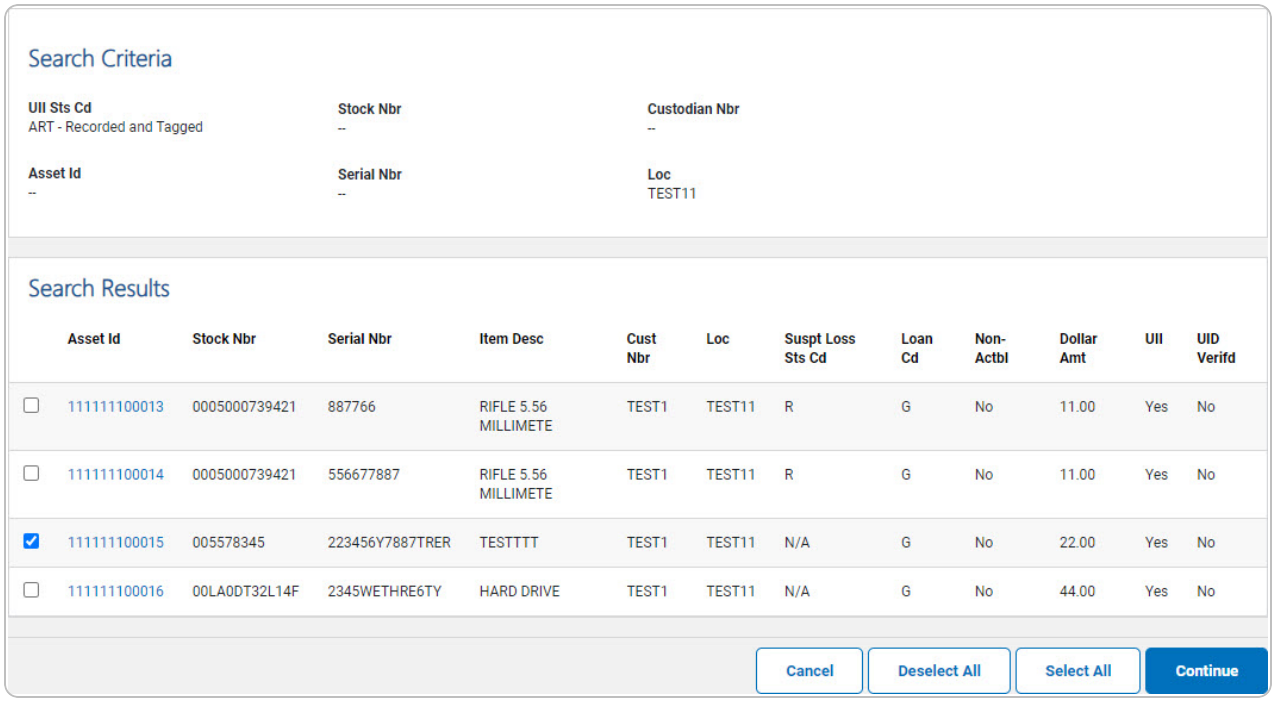
5. Enter the CUSTODIAN NBR, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Custodian Number Browse help

6. Enter the LOC, or use to browse for the entry. *This is a 20 alphanumeric character field.*

   Location Browse help

7. Select Search. *The **UII Update/Assignment 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. |
| **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
- Asset Identifier Browse
- Stock Number Browse
- Custodian Number Browse
- Location Browse

# Search for a UII Update/Assignment — Results

## Overview

The UII Update/Assignment Search Results process 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 Grid

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

### Search Results Grid

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

# 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 > UII Update 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 Grid

UII Sts Cd
Asset Id
Stock Nbr

Serial Nbr
Custodian Nbr
Loc

### Update Grid

UII Sts Cd
Print Label

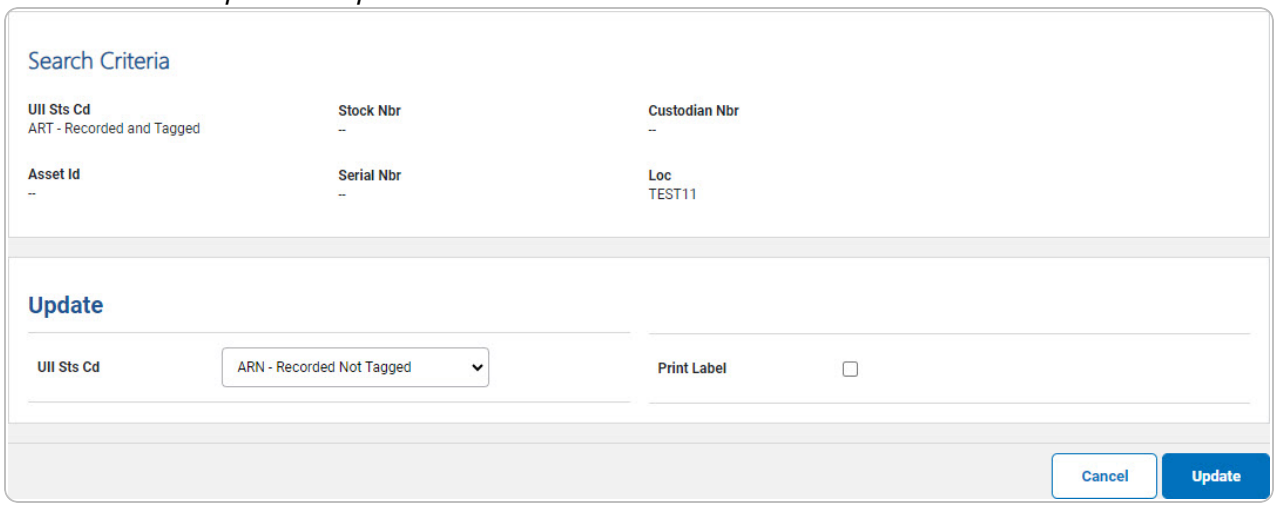
# Procedures

**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 Details

## Overview

The UII Update/Assignment Details process 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 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 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.*

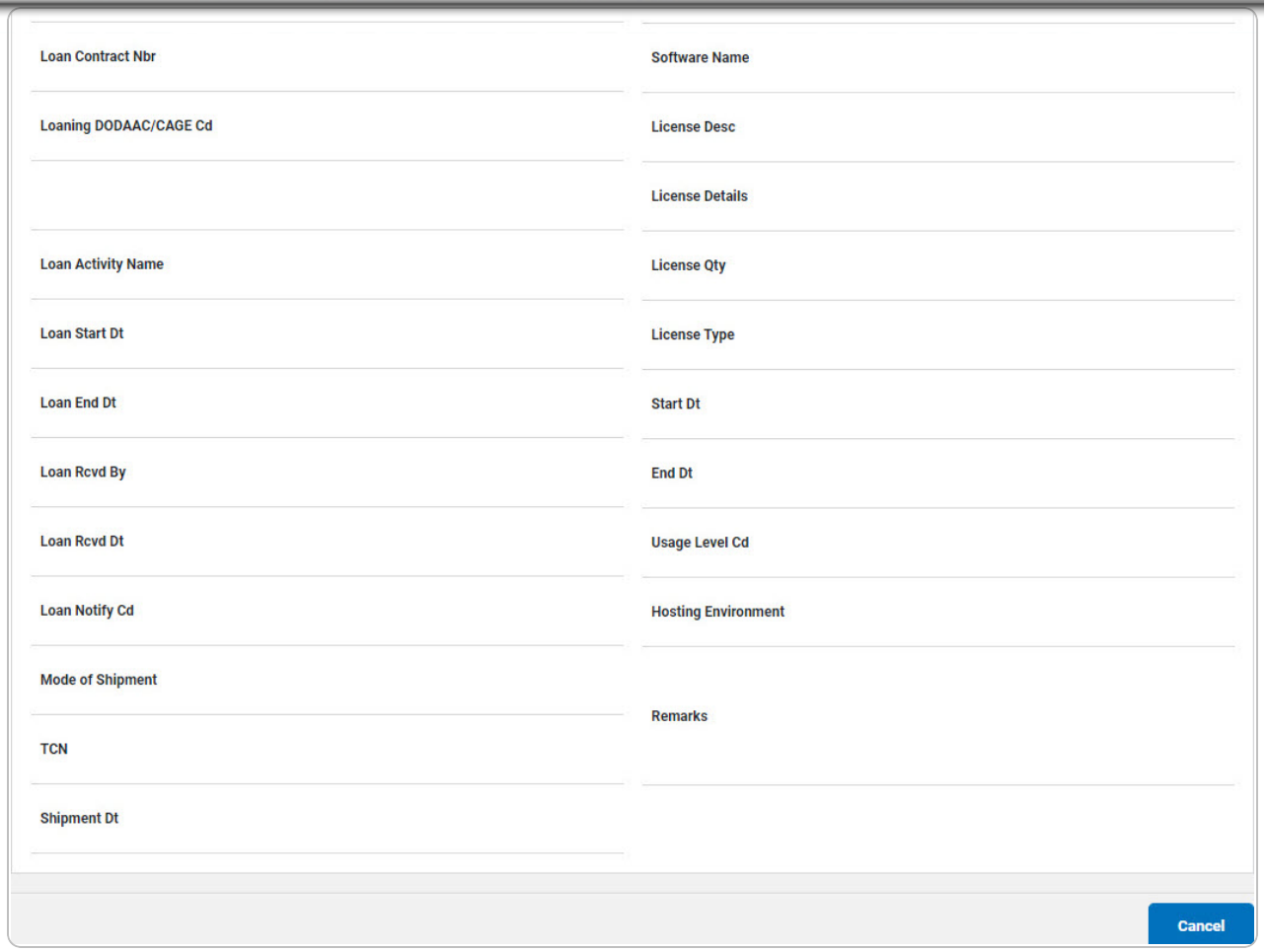
1. Select the ASSET ID hyperlink. *The **UII Update/Assignment Asset Details** page appears.*

## 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

# Select UII Update/Assignment Rows

## Overview

The UII Update/Assignment Selected Rows process 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 Grid

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

### Selected Row(s) Grid

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loc
Suspt Loss Sts Cd
Loan Cd
Non-Actbl
Dollar Amt
UII
UID Verifd

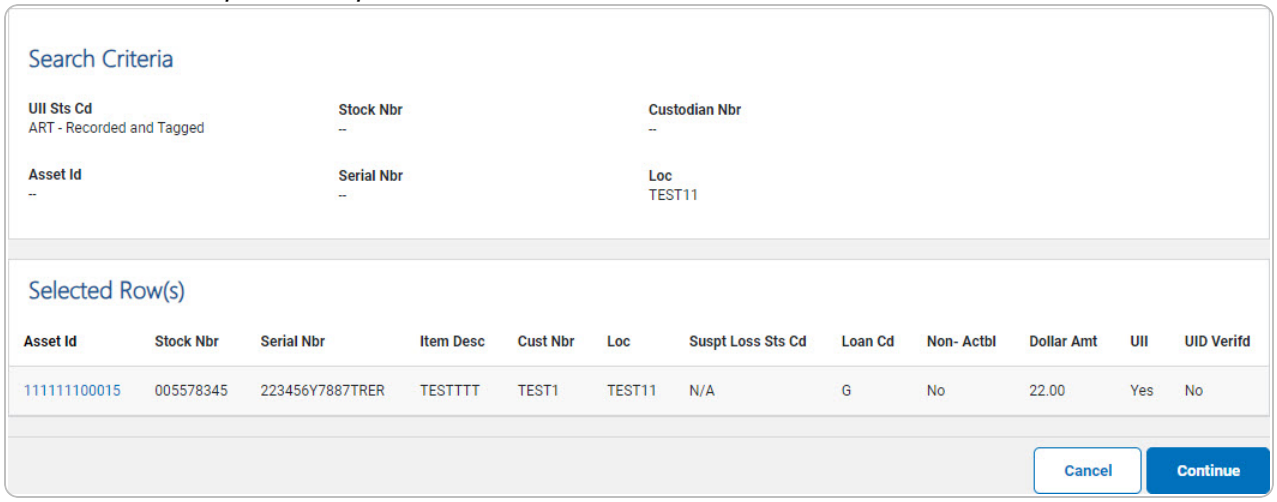
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

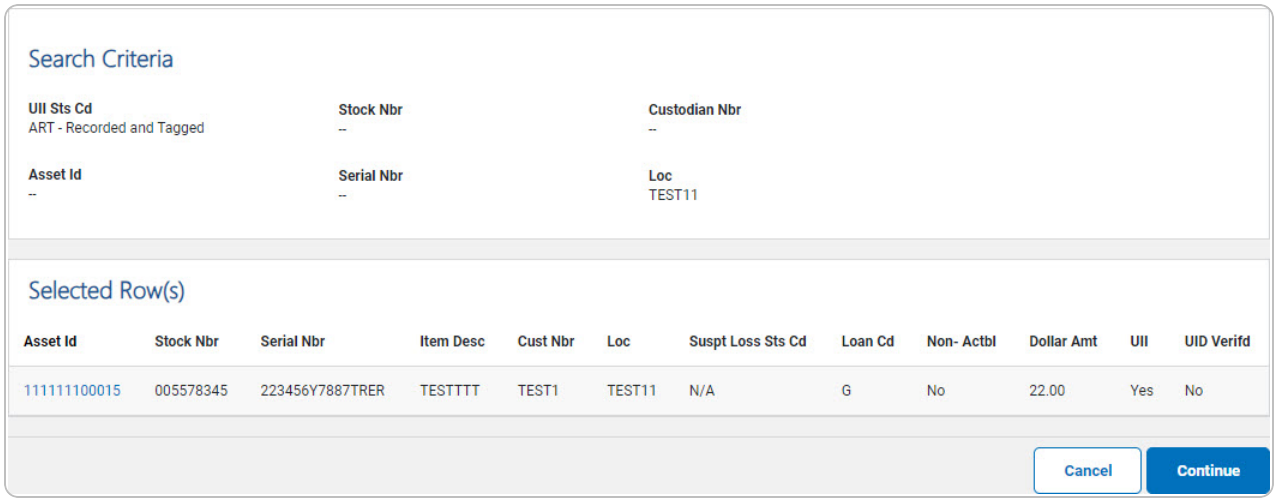
## View the Asset Details

*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 **UII Update/Assignment 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 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 Transaction Status

## Overview

The UII Update/Assignment Transaction Status process 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.

### 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. |

### Transaction Status Grid

Status

Action Required
Details

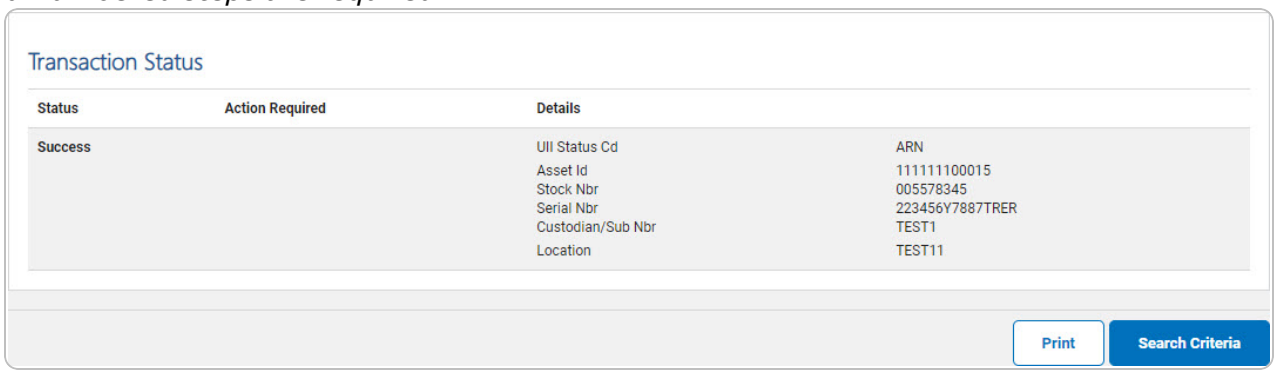
# Procedures

**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.*




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* ***UII Update/Assignment Report Export*** *page appears.*
5. Select Search Criteria. *The* ***UII Update/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 |

## 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 UII Update/Assignment Report Export process 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 **UII Update/Assignment 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
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. |

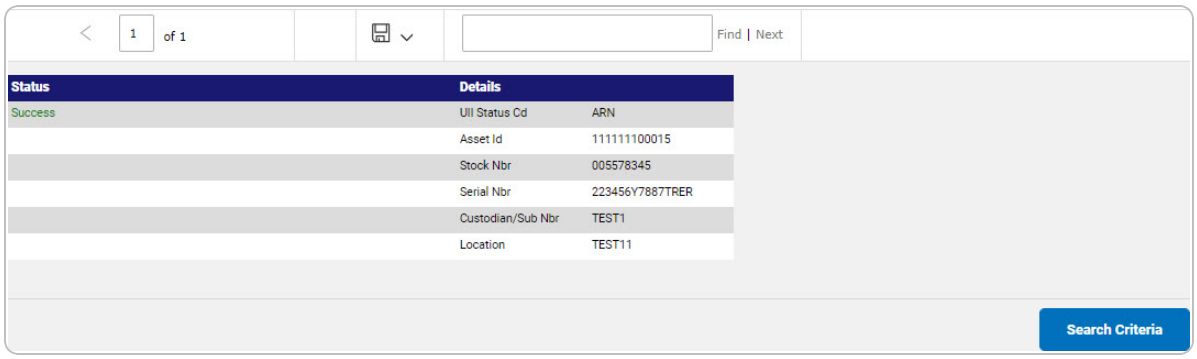
# Procedures

**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  . *The **UII Update/Assignment 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 Update/Assignment Search Criteria** page appears.*. |

# 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 Grid

Asset Id *
Stock Nbr
Item Desc

UII Status
UII *
Serial Nbr
Mfr Part Nbr

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

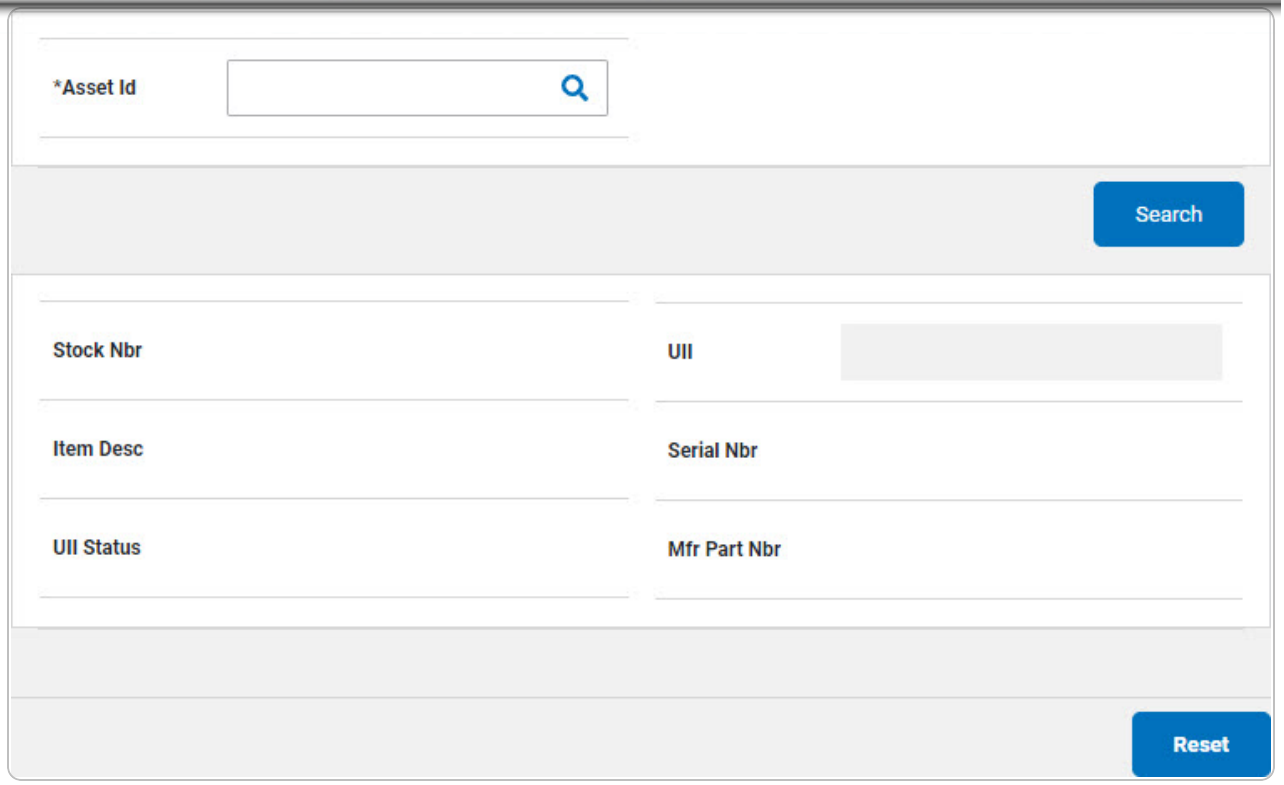
Click the following link to display PA Navigation Tips.

## Query for a UII Registry Asset Id

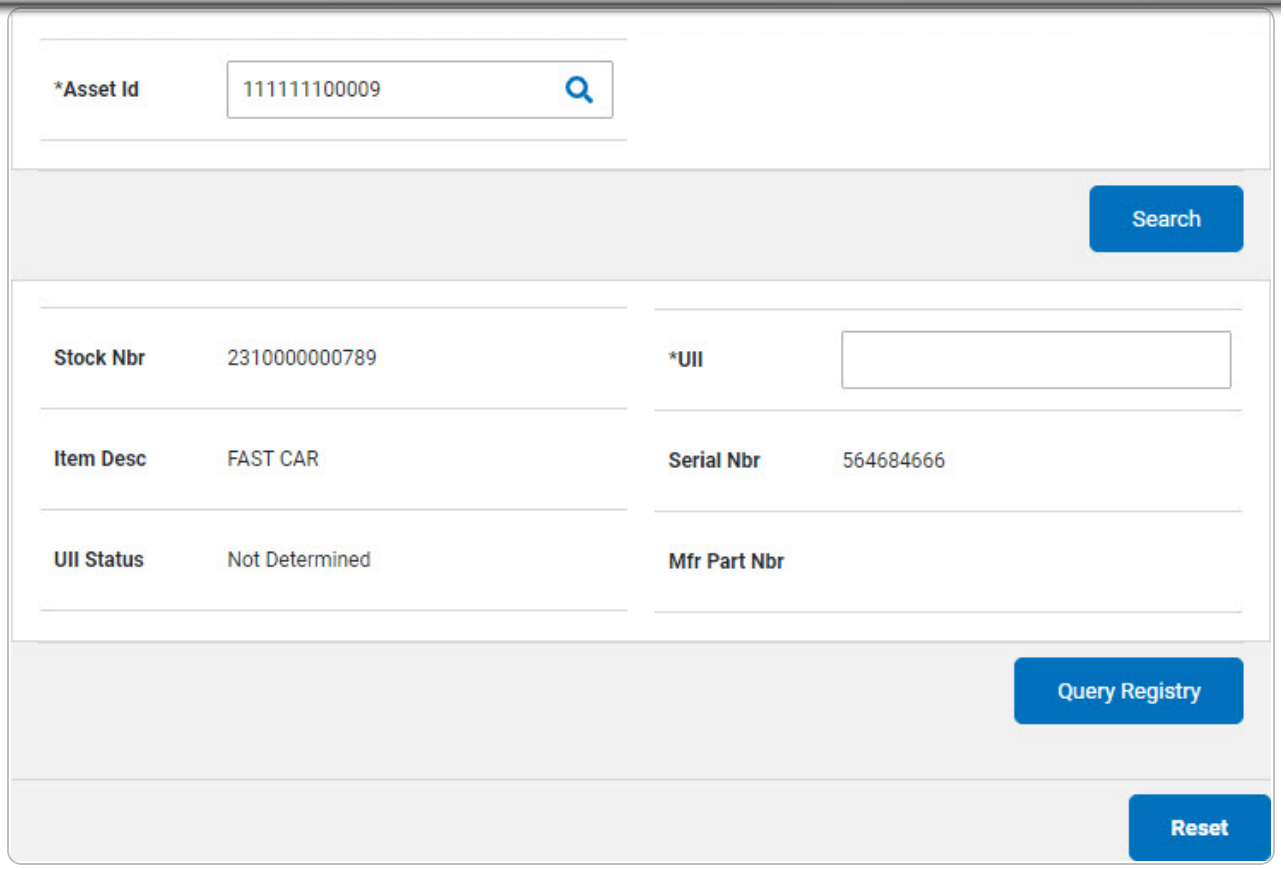
*Selecting* Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

**1.** Enter the Asset Id or use to browse for the identifier.

Asset ID Browse help




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

- Search for a Unique Item Identifier (UII) Update/Assignment — Criteria
- Asset ID Browse

# 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

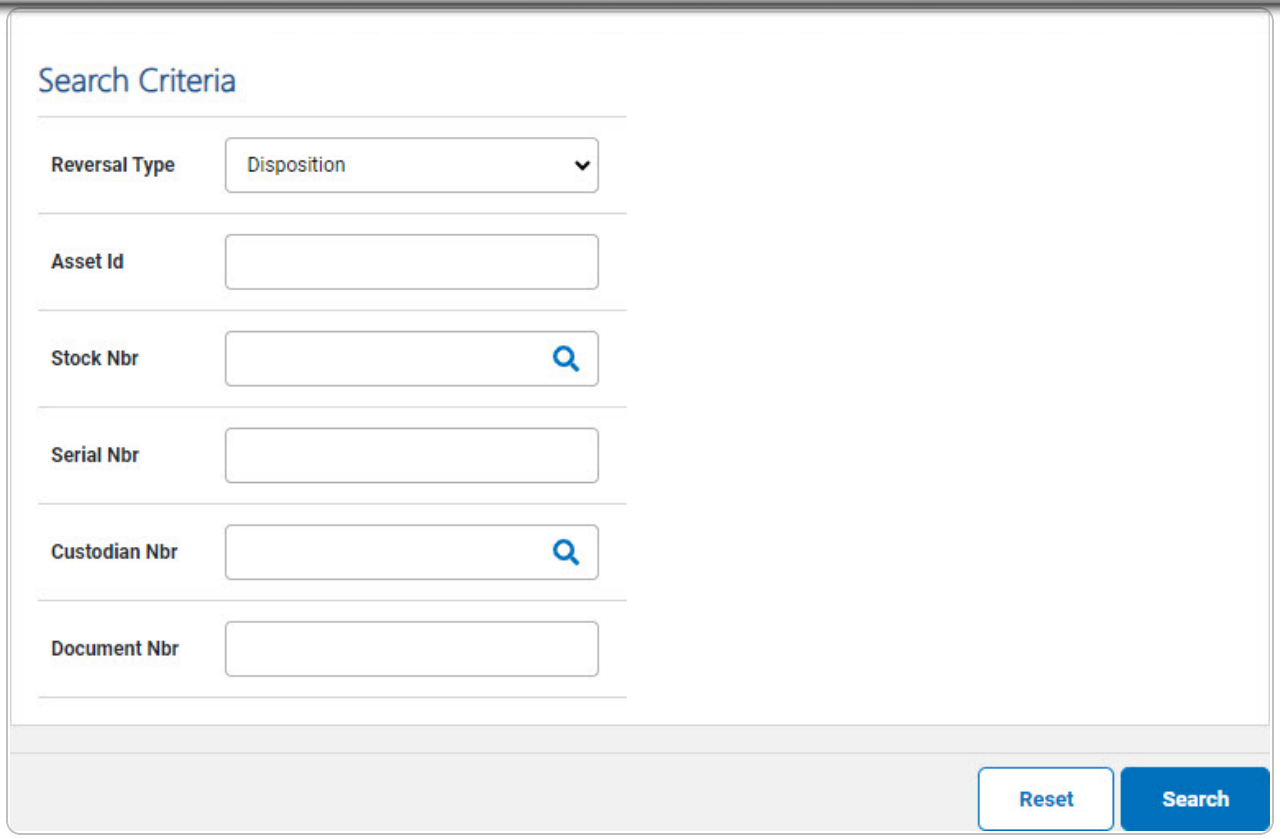
**ELMS Navigation Helpful Tips**

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:.

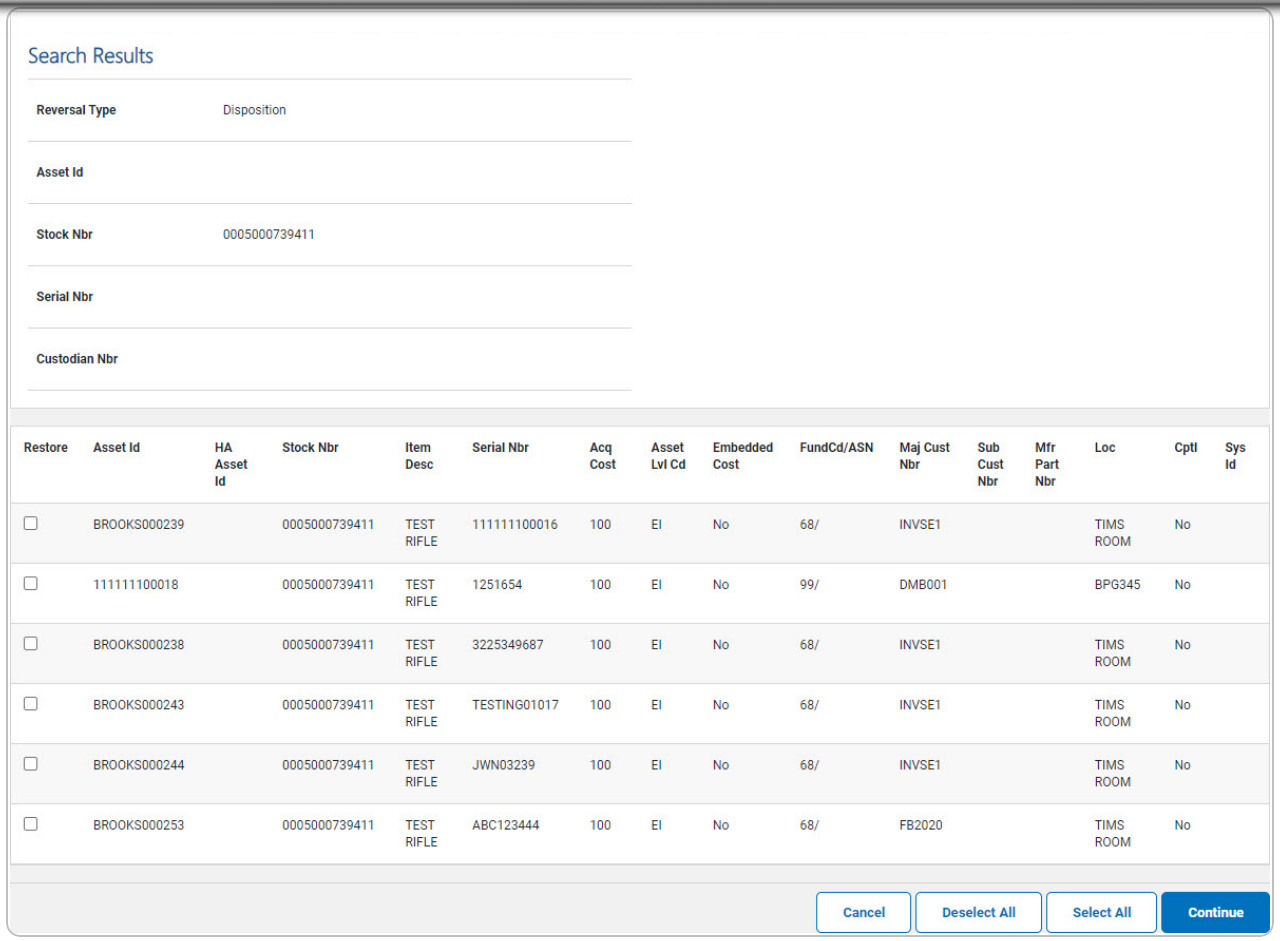



- Use to select the Reversal Type.
- Enter the ASSET ID. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help
- 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 help
- Enter the DOCUMENT NBR. *This is a 14 alphanumeric character field.*

2. Select Search. *The **Asset Reversal Search 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
- Stock Number Browse
- Custodian Browse

# 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 **Asset Reversal Selected 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 **Asset Reversal 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 |
|---|---|
| **xxxx - Unable to get off page.** | Select Cancel. *The **Asset Reversal Search 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

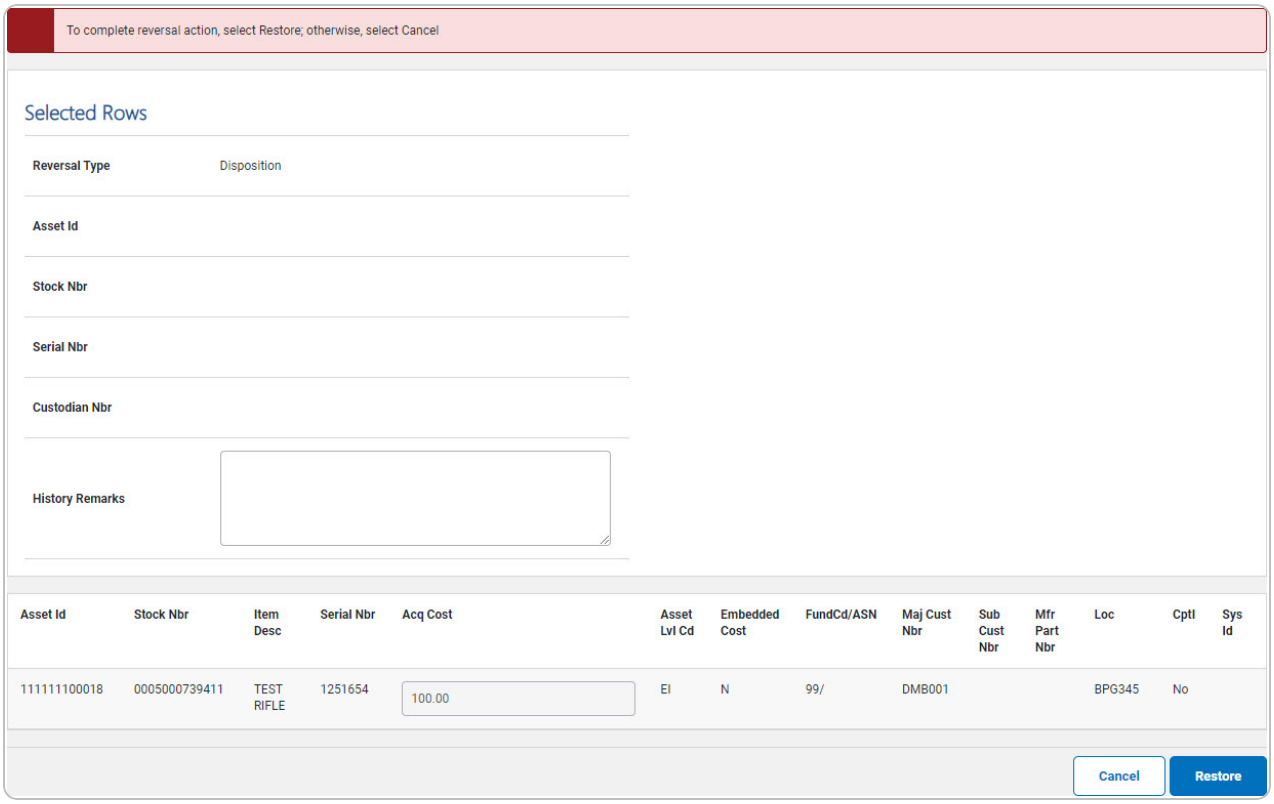
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Reverse a Single Asset

1. Verify the Search Criteria panel:

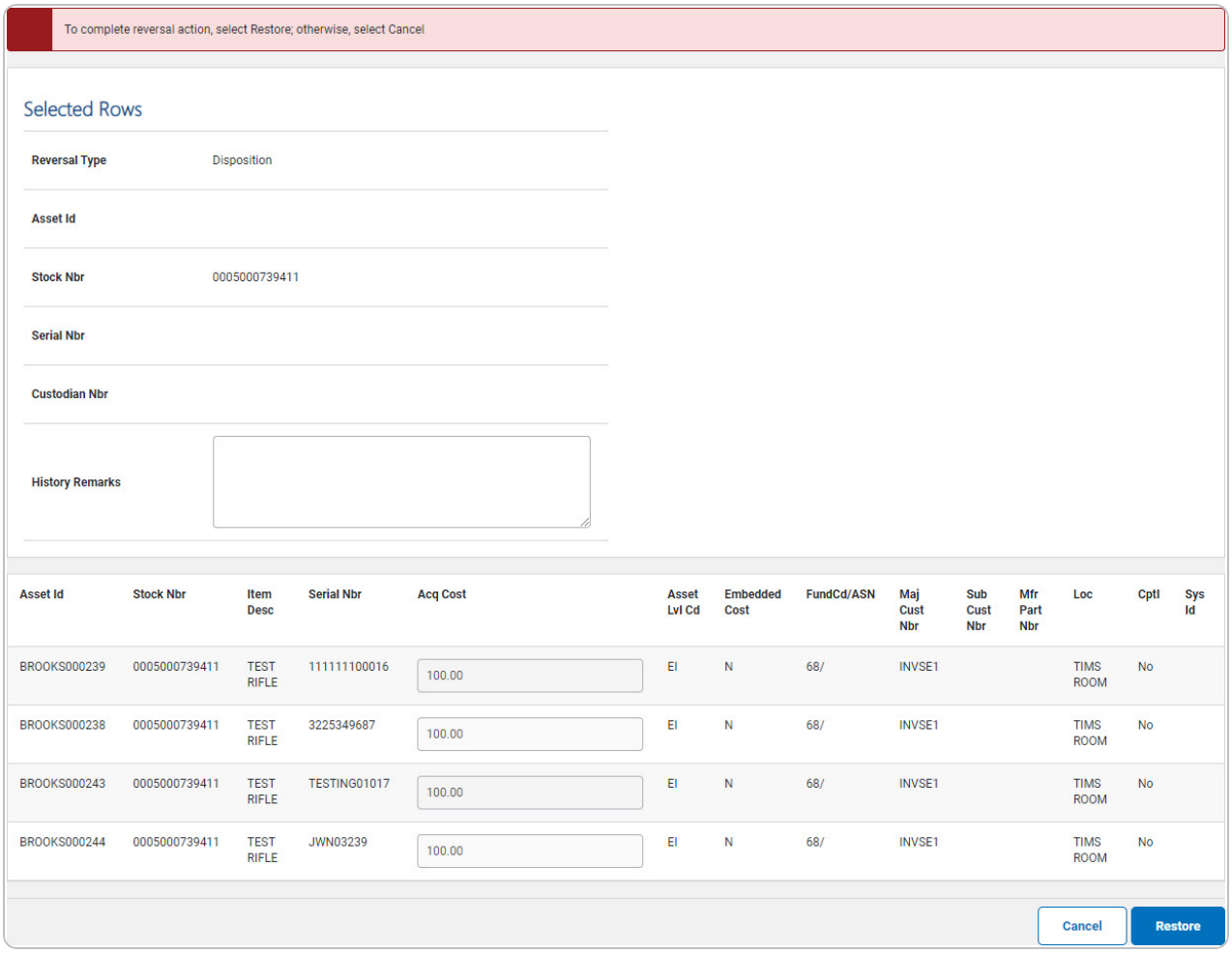



   A. *Verify the Reversal Type.*
   B. *Verify the ASSET ID.*
   C. *Verify the STOCK NBR.*
   D. *Verify the SERIAL NBR.*
   E. *Verify the CUSTODIAN NBR.*
   F. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*
   G. When available, enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

2. Select Restore. *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 256 alphanumeric character field.*

G. When available, enter any ACQ COSTS in the fields provided. *These are 15 numeric character fields.*

2. Select Restore. *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 **Asset Reversal Search 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 process 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.

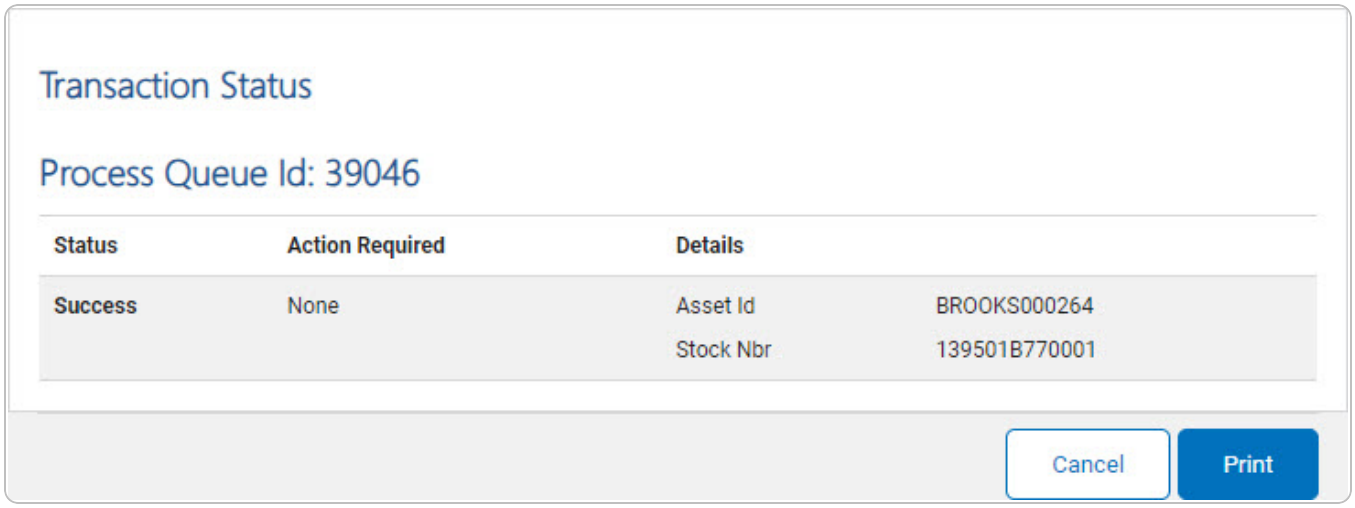
## View the Asset Reversal Background Transaction Status

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




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* ***Asset Reversal Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset Reversal Search Criteria*** *page appears.*

## View the Asset Reversal 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 **Asset Reversal Report Export** page appears.*
5. Select Cancel. *The **Asset Reversal 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 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 Asset Reversal Report Export process 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

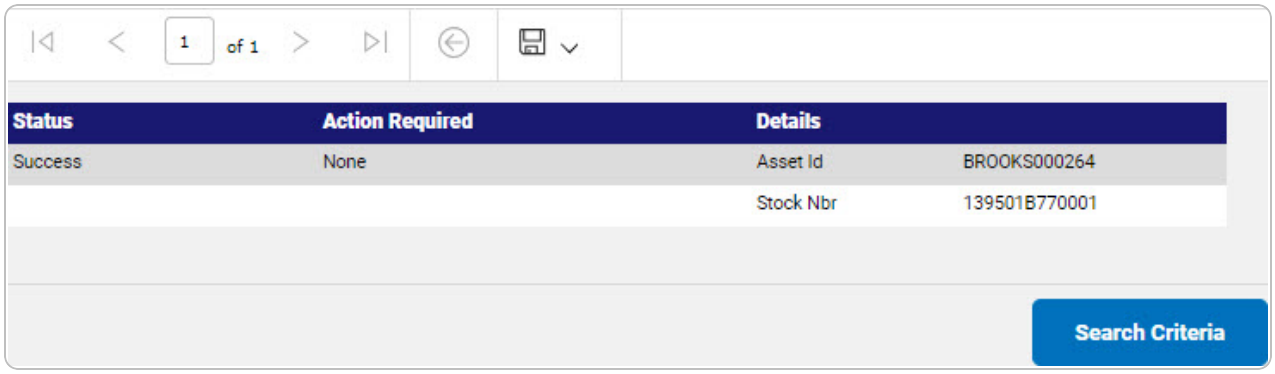
**ELMS Navigation Helpful Tips**



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 **Asset Reversal Search 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

# 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

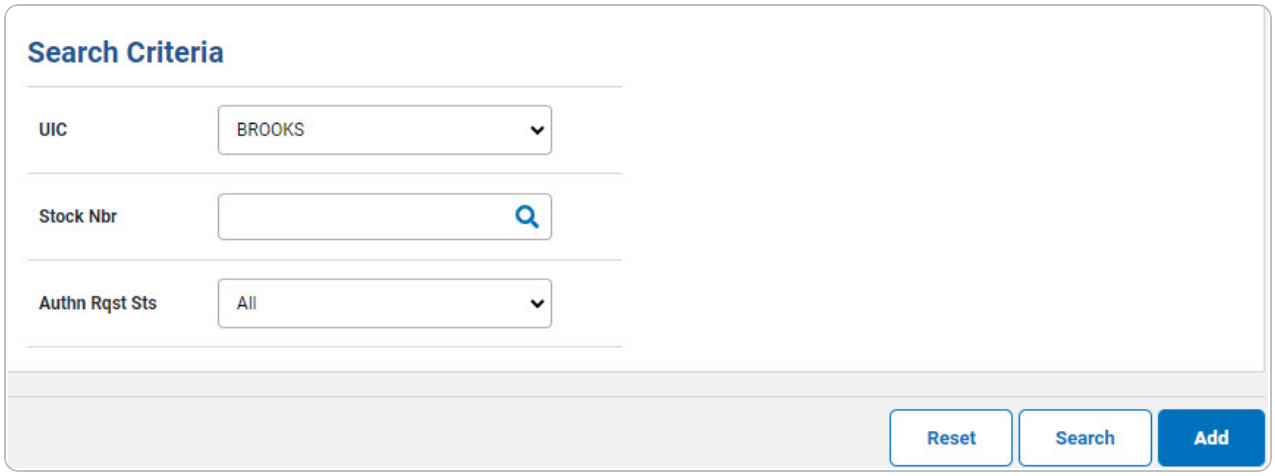
**ELMS Navigation Helpful Tips**

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

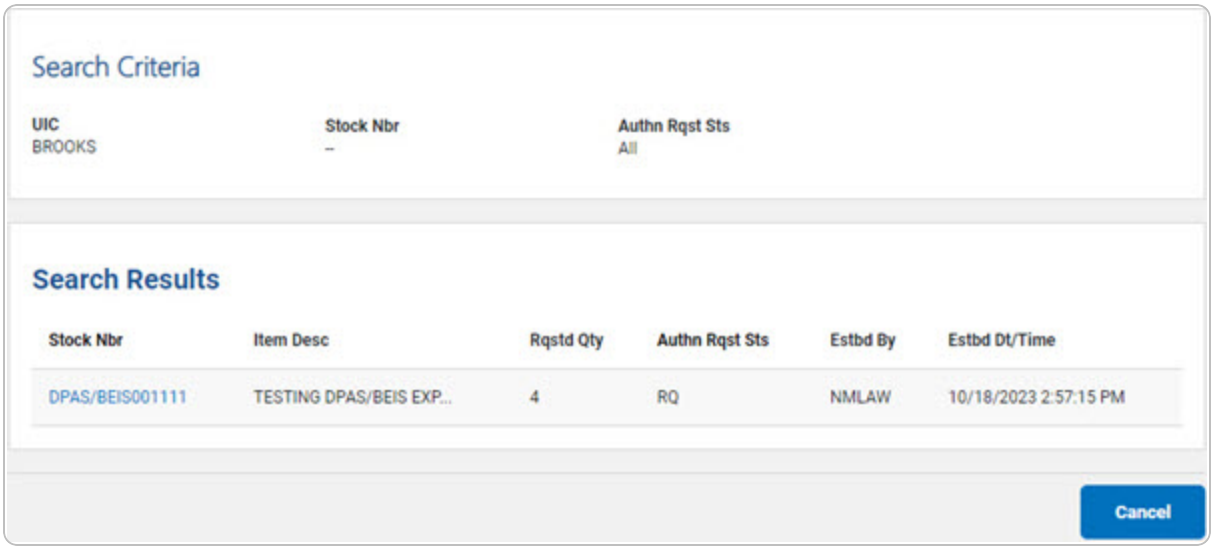
**ELMS Navigation Helpful Tips**

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**

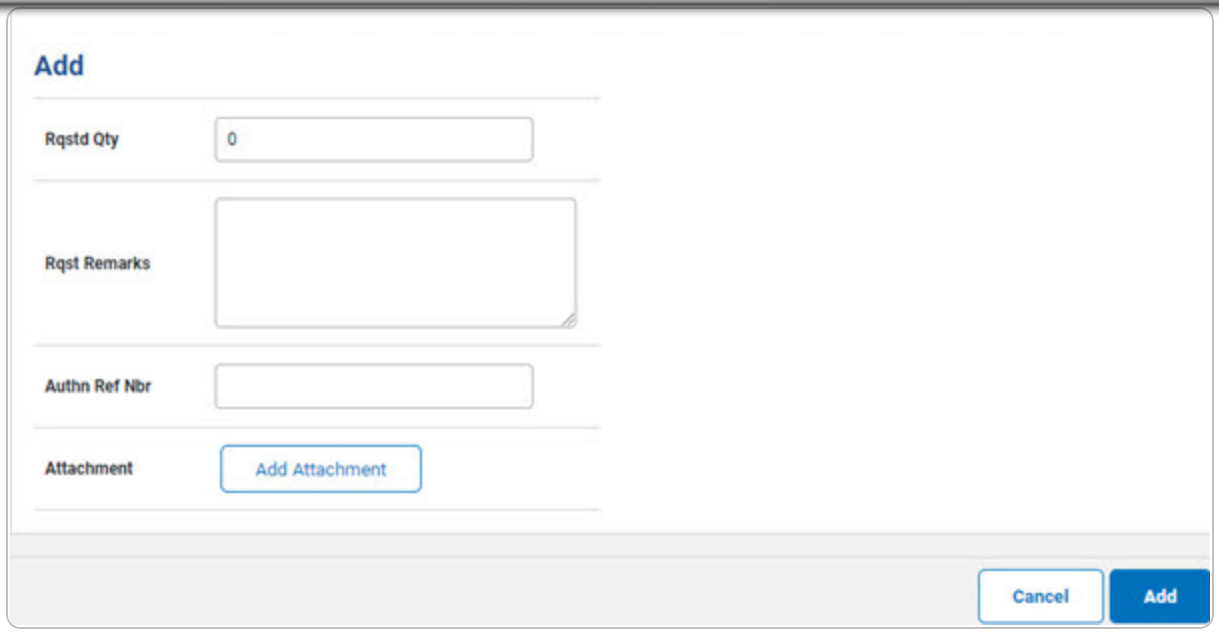
Click the following link to display PA Navigation Tips.

## 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 Add Details page

## Page Fields

The following fields display on the **Authorization Request Add 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
Attachment

# Procedures

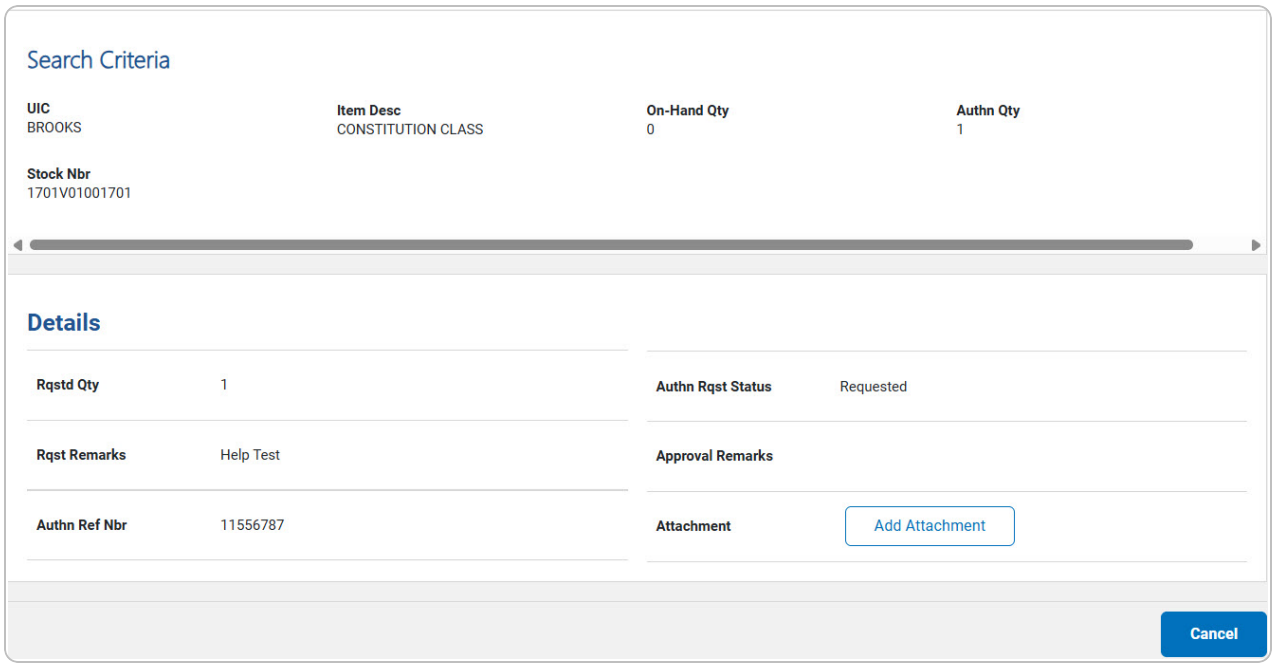
**ELMS Navigation Helpful Tips**

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 Add 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.*

F. Select Add Attachment. *The **Attachment 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 |
|---|---|
| **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
- Add an Attachment

# 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

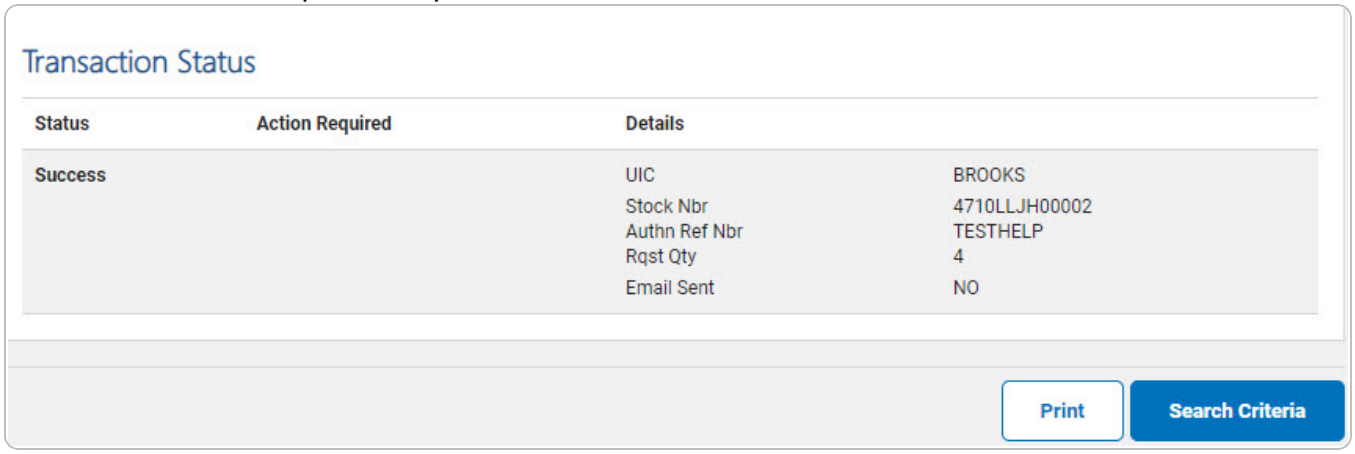
# Procedures

**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. |

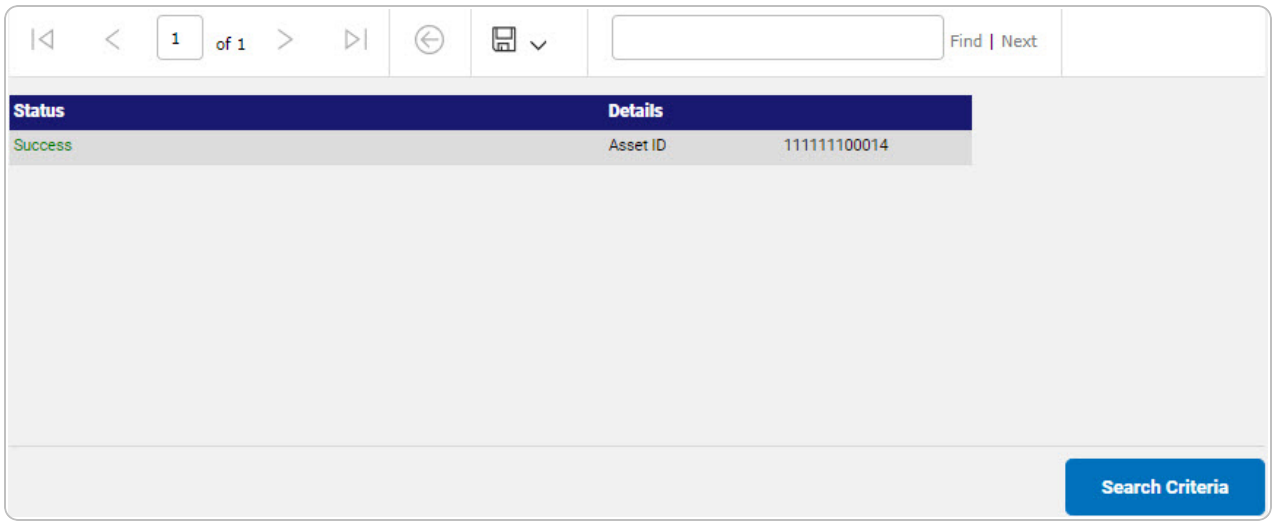
# Procedures

**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

# 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

# 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
Count
License Type
Count

## Expired

Expired Licenses

## Search

### Software

Software Name
Software Version
Manufacturer Name
Software Type

### IT Device

Asset ID

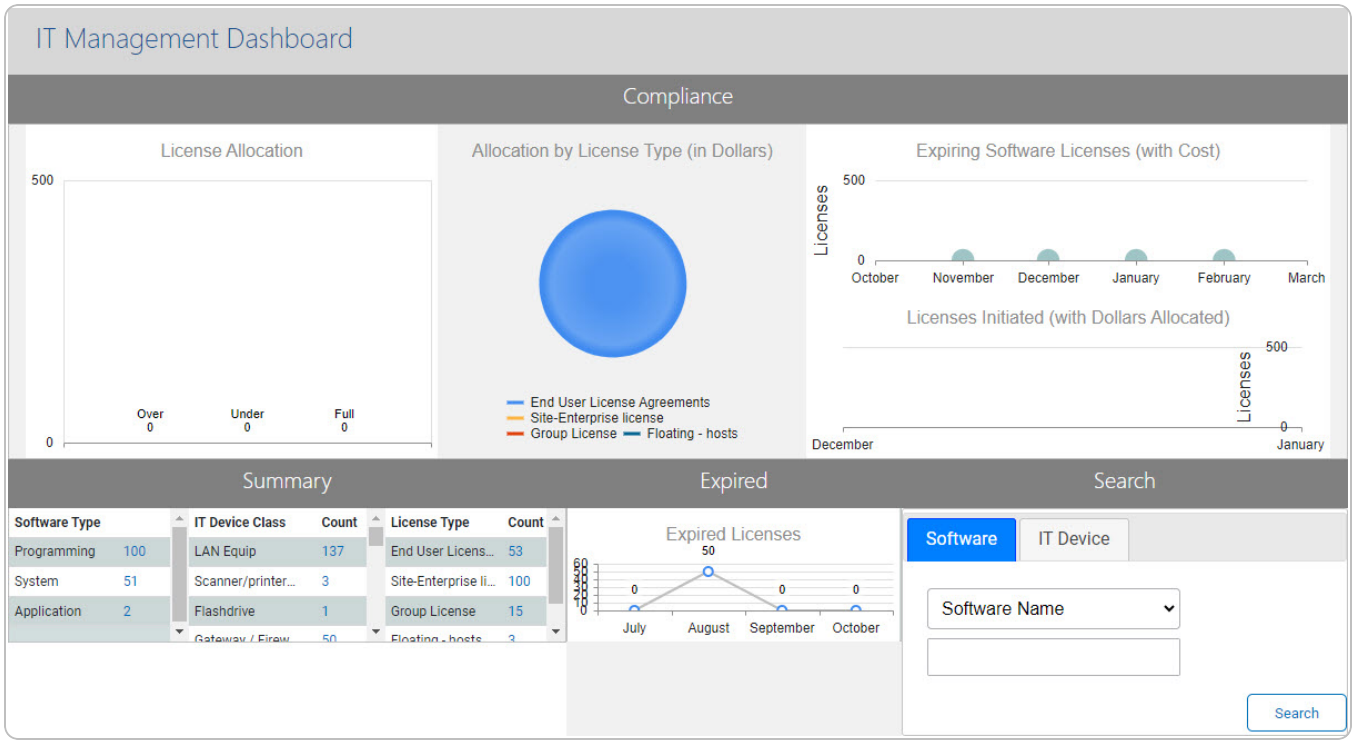
(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

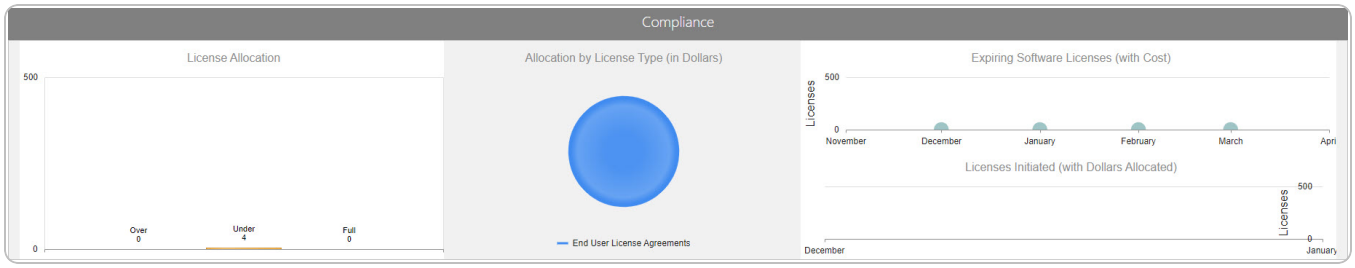
Click the following link to display PA Navigation Tips.

# IT Management Dashboard




There are four sections of the Dashboard:

## Compliance




1. Compliance consists of:

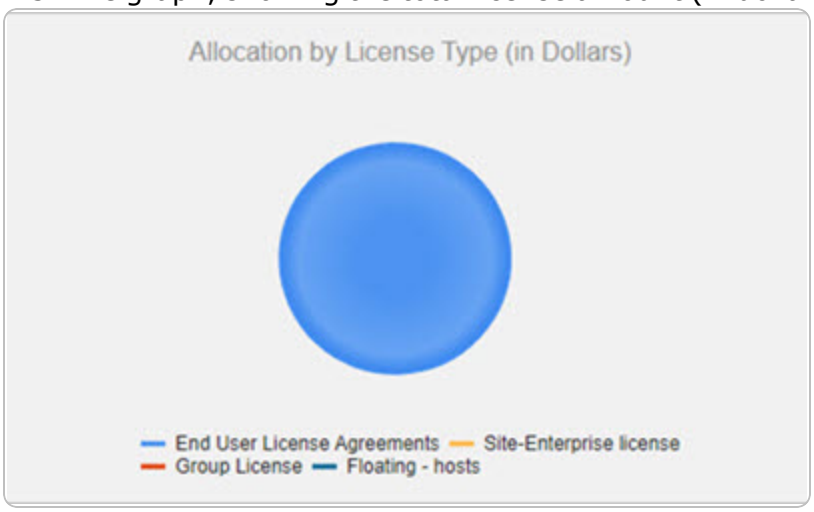
   A. **License Allocation**

   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.

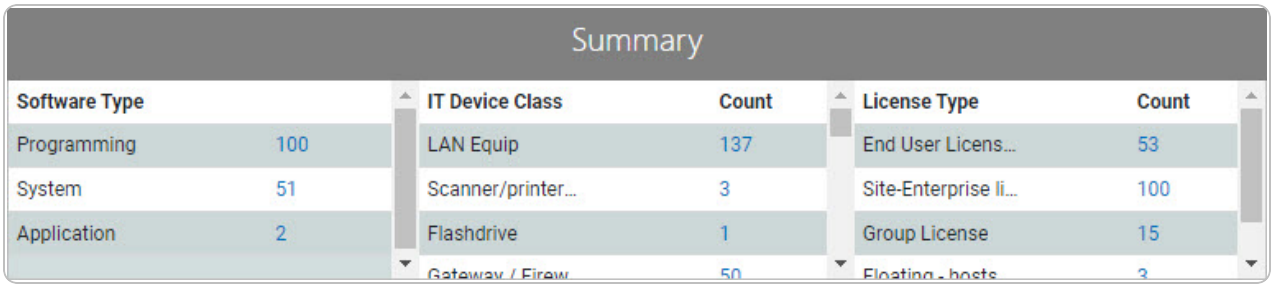


## Summary

**Note**

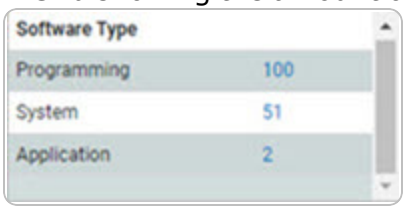
Clicking the Count hyperlink next to the listed item brings up the Results list for that item.

1. Summary consists of:



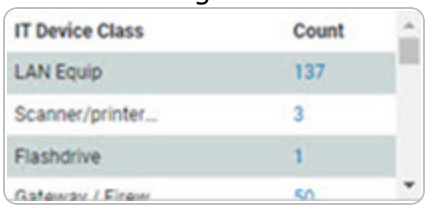

### A. Software Type

A Grid showing the amount of each kind of software.



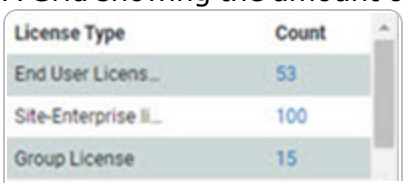

### B. IT Device Class

A Grid showing the amount of each kind of IT asset.



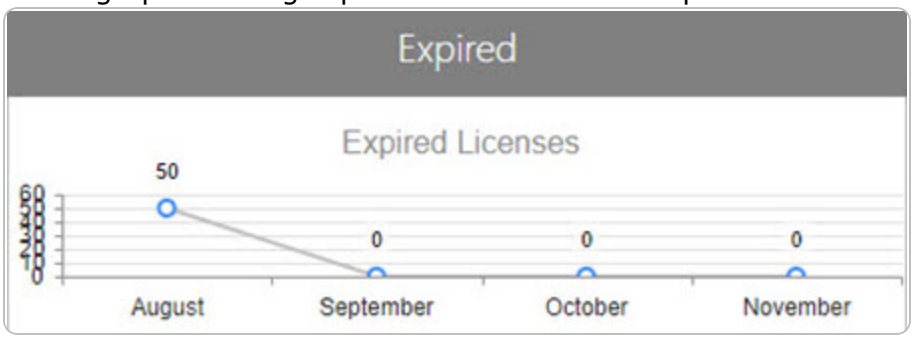

### C. License Type

A Grid showing the amount of each kind of License.



**Expired**

A Line graph showing expired licenses within the past 4 months.




**Search**

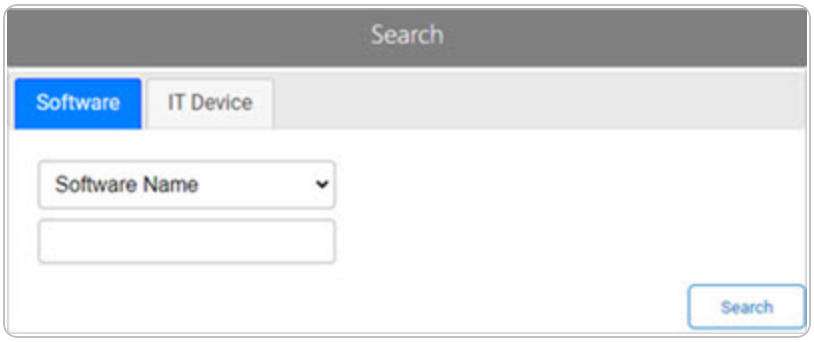
1. Search consists of:

A. **Software**

a. Software consists of:

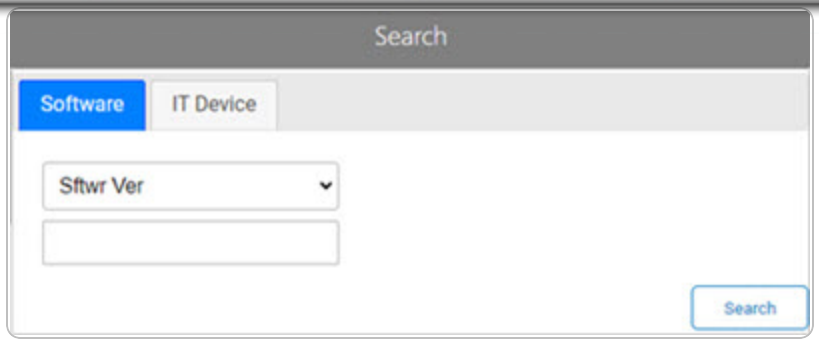
I. **Software Name**

Enter the Software Name in the field provided. *This is a 100 alpha-numeric character field.*



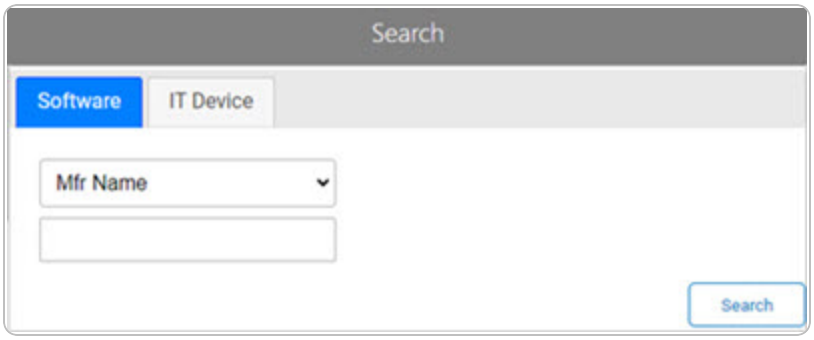

II. **Software Version**

Enter the Software Version in the field provided. *This is a 100 alpha-numeric character field.*



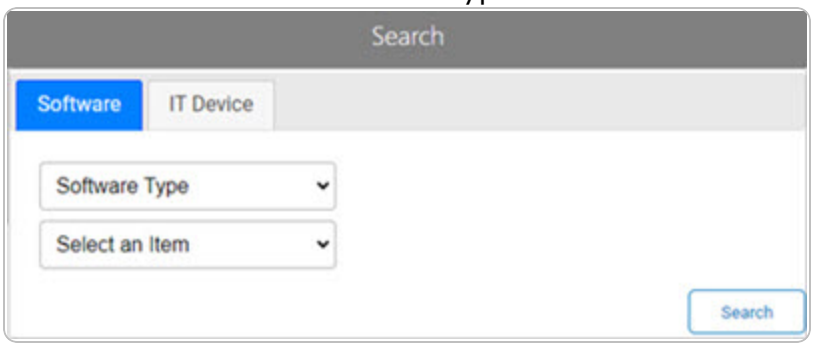

III. **Manufacturer Name**

Enter the Manufacturer Name in the field provided. *This is a 36 alpha-numeric character field.*

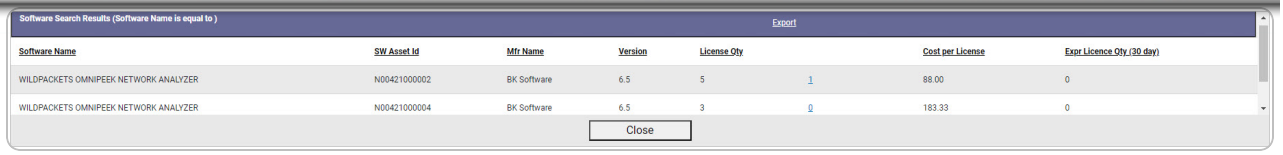



IV. **Software Type**

Use ⌄ to select the Software Type.

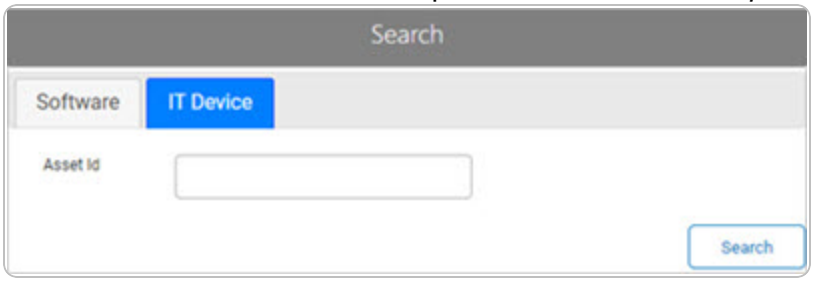



b. Select Search. *The Software Search Results grid appears.*



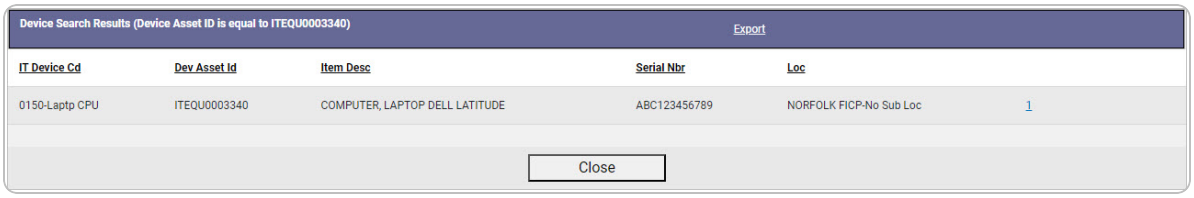

B. **IT Device**

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 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 Grid

IT Device
Stock Nbr
IT Device Class
IT Device Cd

Sftwr Nm

### Search Grid

Software Catalog Data

### Search Results Grid

Select
Sftwr Nm
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

# Procedures

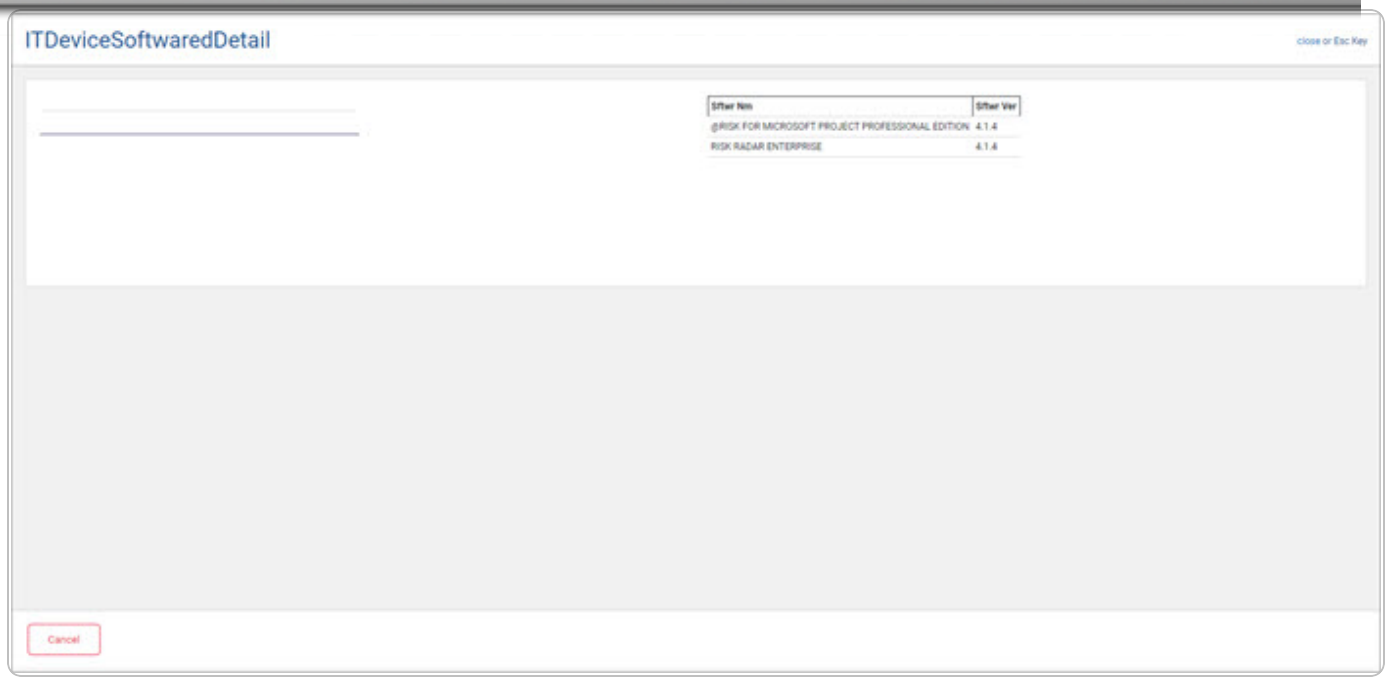
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Software Detail

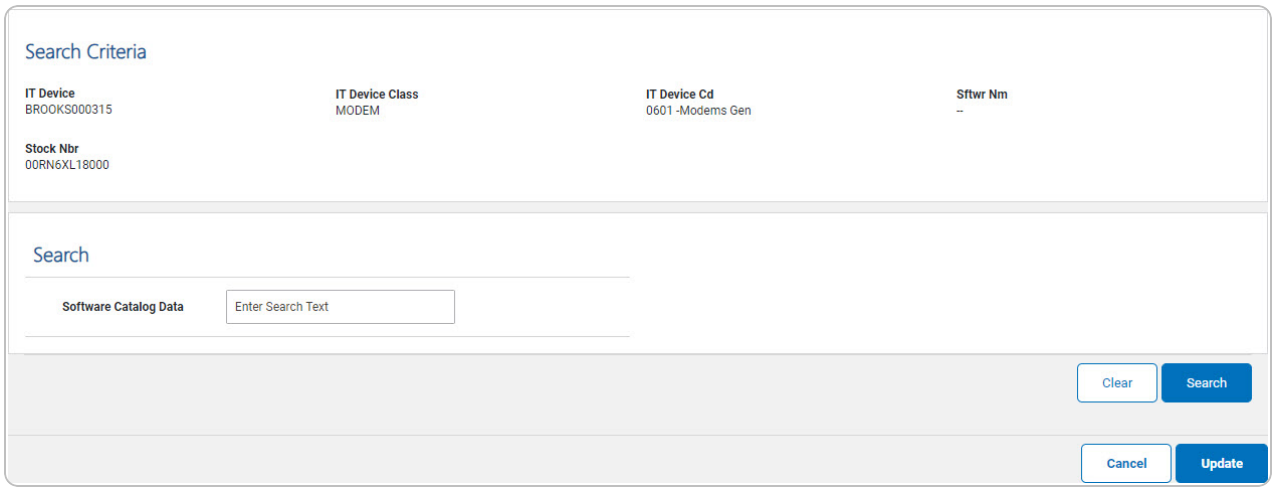
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

1. Select Search. *The **IT Device Software Search Results** page appears.*
2. Select the Software QTY hyperlink. *The IT Device Software Detail pop-up window appears.*



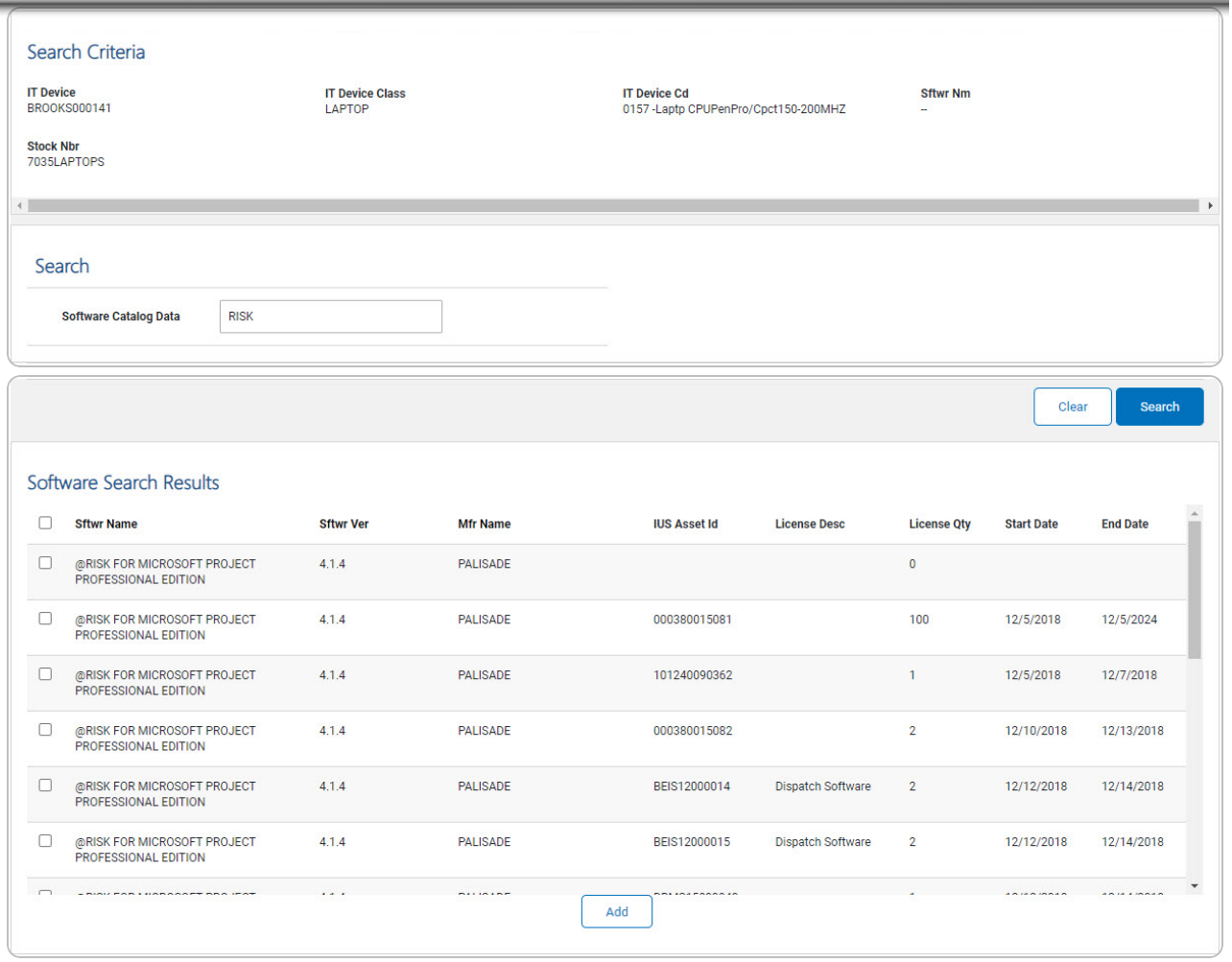

## Search the Software Data Catalog

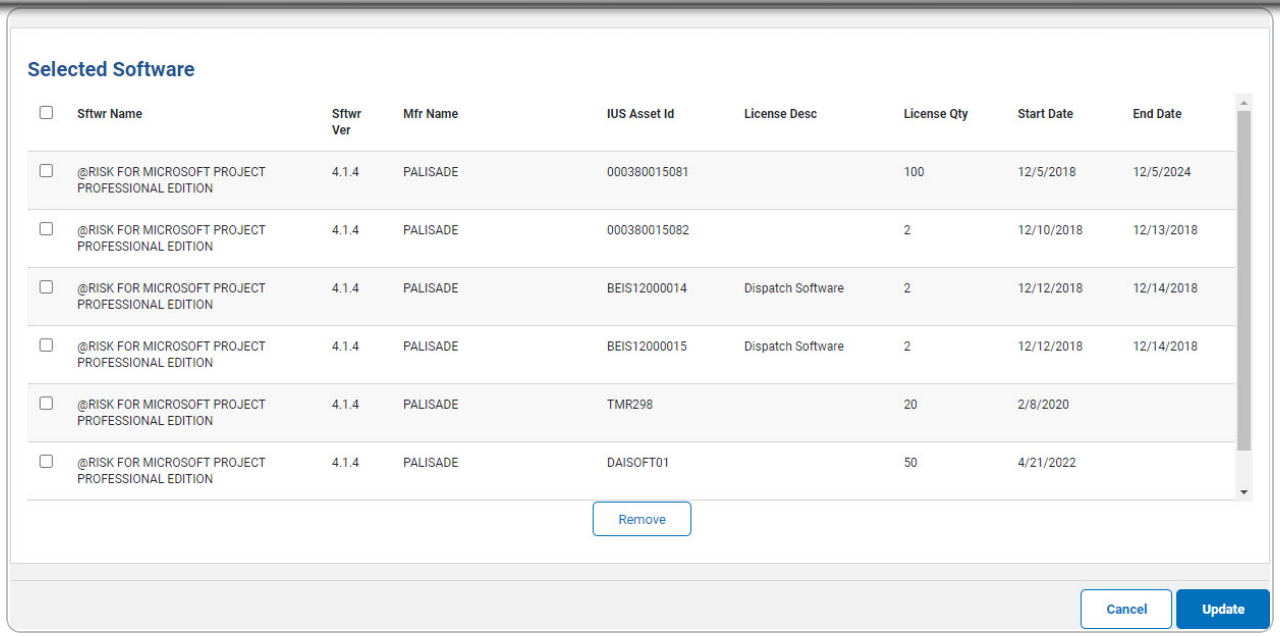
1. In the Search Criteria box, narrow the results by entering the following optional field:.




2. Enter the Software Catalog Data in the field provided. *This is a 100 alphanumeric character field.*

3. Select Search. *The **IT Software Catalog Search 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** | 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. |
| **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

# 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 Grid

IT Device
Stock Nbr
IT Device Class
IT Device Cd
Sftwr Nm

## Search Results Grid

Select
IT Device
Stock Nbr
Item Desc
Serial Nbr
IT Device Cd
IT Device Class
Software QTY

(*) Asterisk identifies mandatory fields.

# Procedures

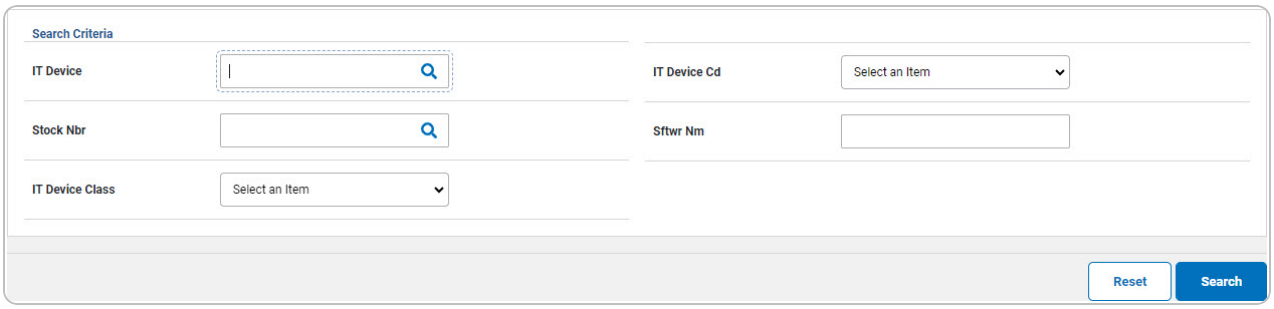
**ELMS Navigation Helpful Tips**

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 help

B. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

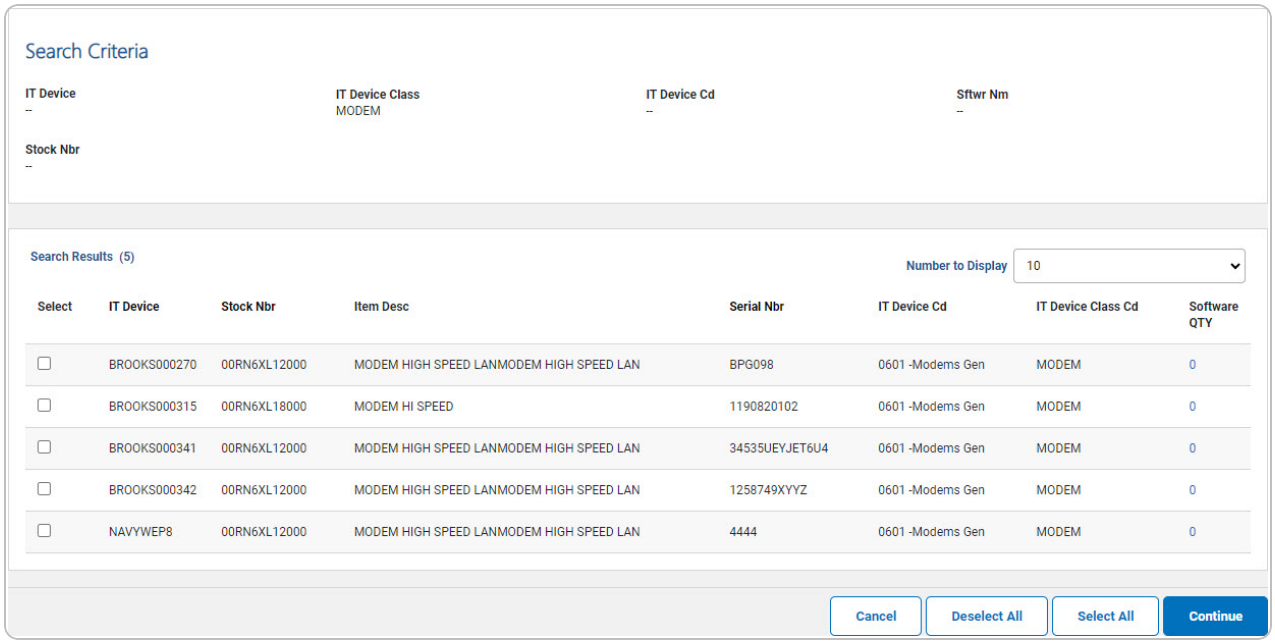
Stock Number Browse help

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 **IT Device Software 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. |
| **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
- Asset Identifier Browse
- Stock Number Browse

# 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 > Selected Software grid

## Page Fields

The following fields display on the **Information Technology (IT) Device Selected Software** grid. 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 Grid

Select
Sftwr Name
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

# Procedures

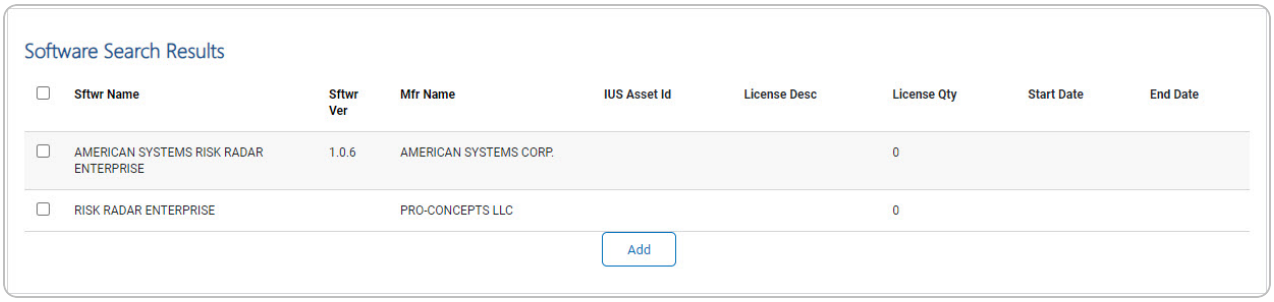
**ELMS Navigation Helpful Tips**

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 > Selected Software grid

## Page Fields

The following fields display on the **Information Technology (IT) Device Selected Software** grid. 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 Grid

Select
Sftwr Name
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

# Procedures

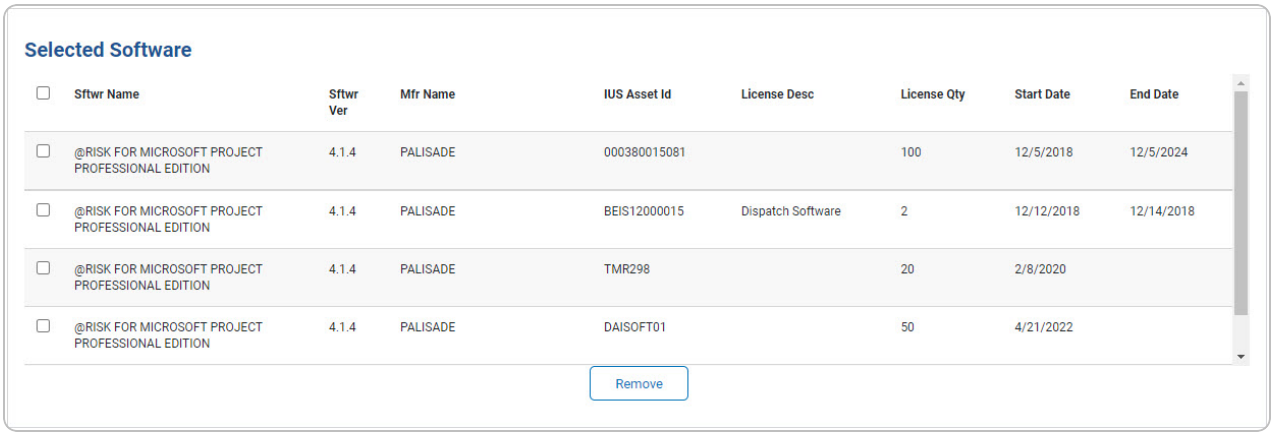
**ELMS Navigation Helpful Tips**

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 process 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 hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Transaction Status Grid

Status
Action Required
Details

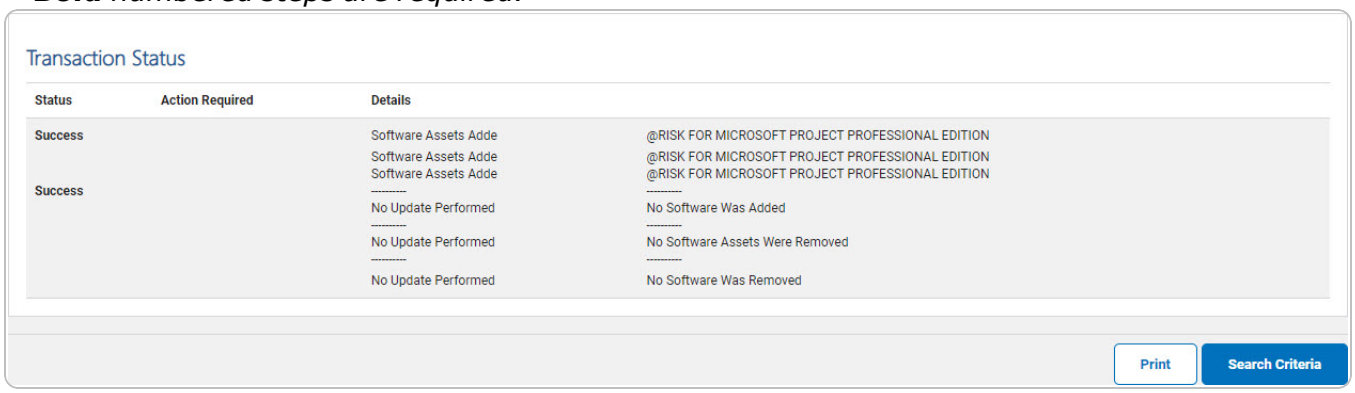
## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# View the IT Device Software Transaction Status

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




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 **IT Device Software Report Export** page appears.*
5. Select Search Criteria. *The **IT Device Software 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 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 process 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

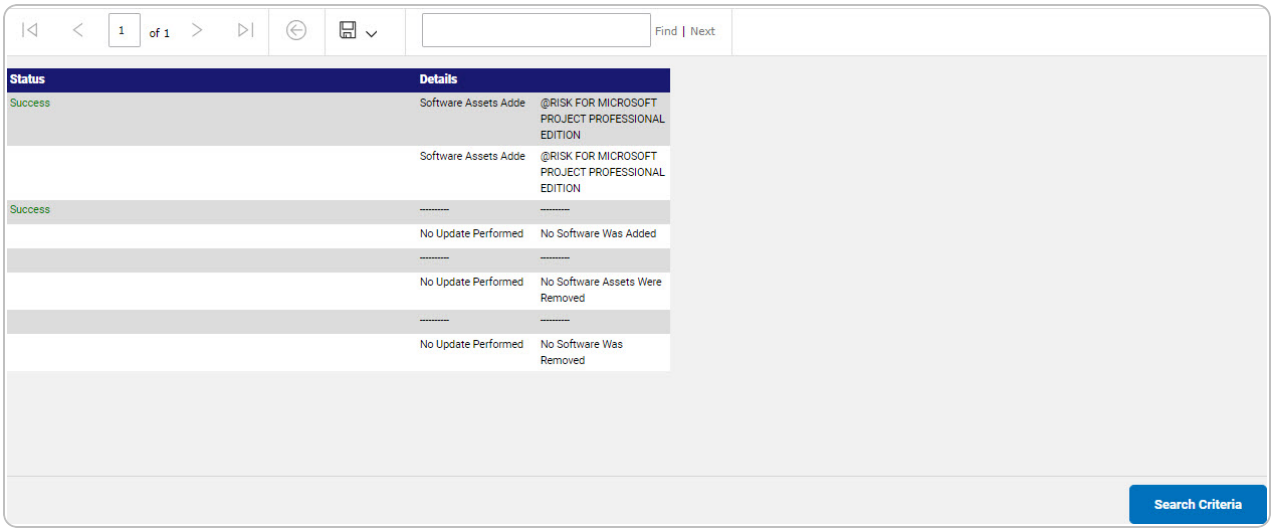
**ELMS Navigation Helpful Tips**



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 **IT Device Software 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 **IT Device Software Search 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 Grid

Sftwr Name *
Sftwr Ver *
Mfr Name *
DADM Id
Sftwr Type *
Func Area *
Website
Sftwr Desc

#### Requestor Information Grid

Name *
Phone *

E-mail *
Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

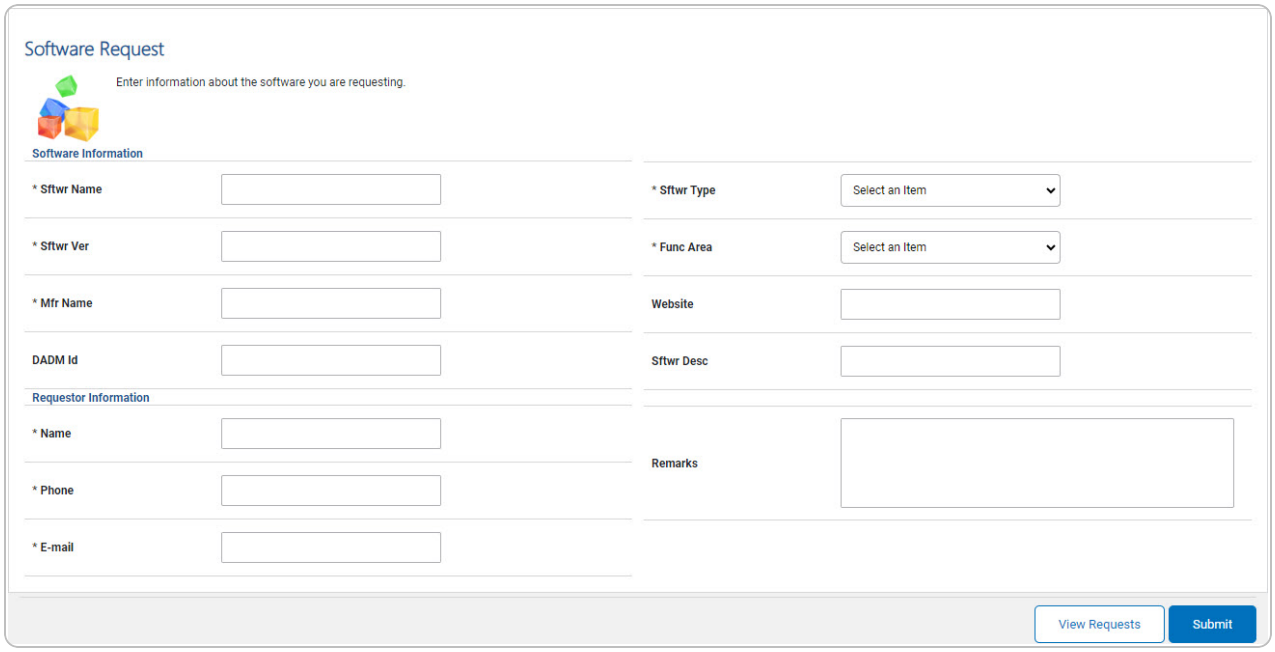
**ELMS Navigation Helpful Tips**

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 256 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 Grid

Sftwr Name
Sftwr Ver
Mfr Name
DADMS Id
Rqestg Contact

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

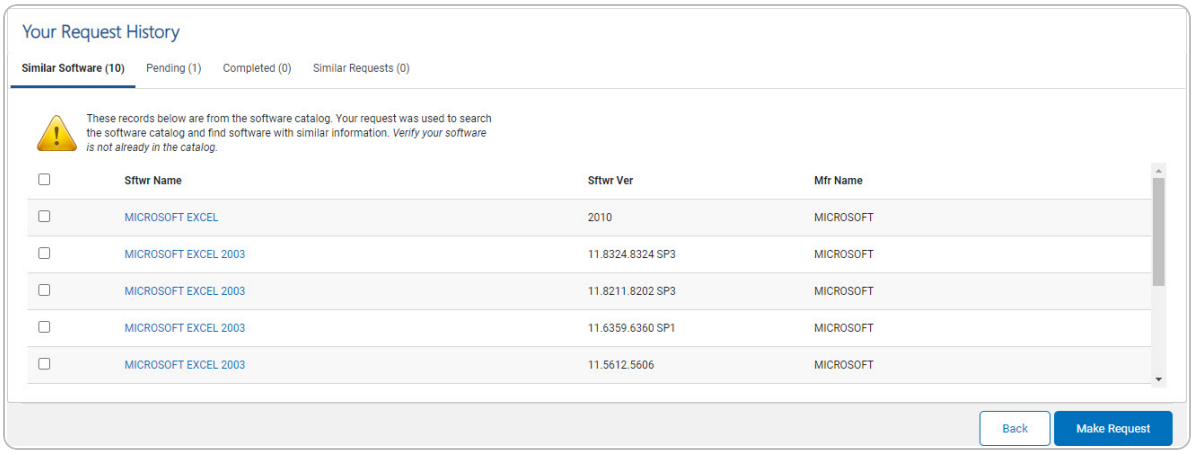
# View a Software Request

*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.*

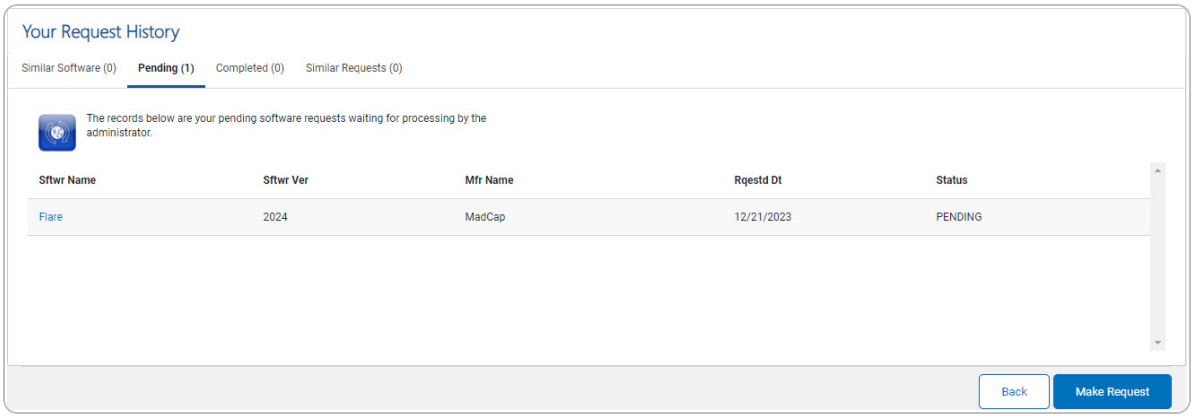



2. Review the Request Details grid.
   A. *Verify the SFTWR NAME.*
   B. *Verify the SFTWR VER.*
   C. *Verify the MFR NAME.*
   D. *Verify the DADMS ID.*
   E. *Verify the RQESTG CONTACT.*
3. Review the Your Request History grid.
   A. View the Similar Software tab.




   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.*

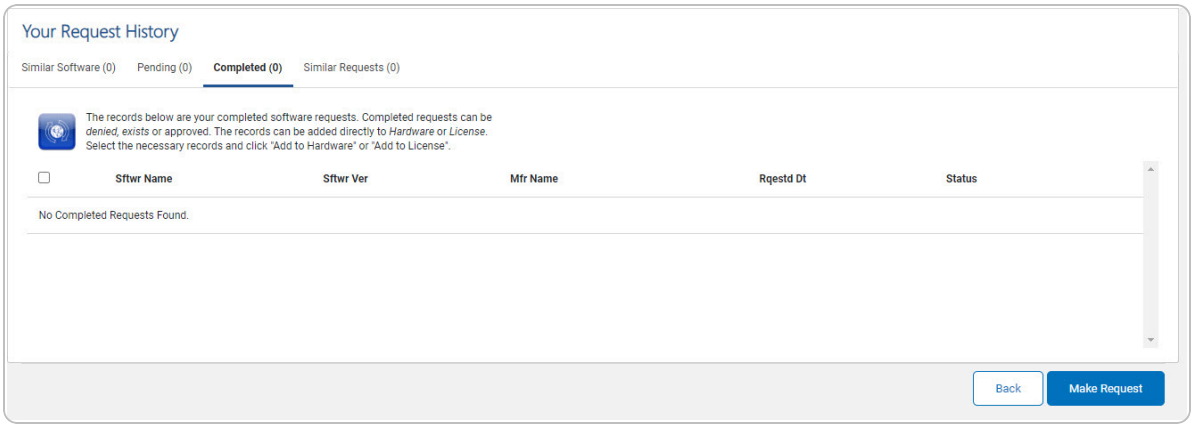
B. *Verify the SFTWR VER.*

C. *Verify the MFR NAME.*

D. *Verify the RQESTD DT.*

E. *Verify the Status.*

C. View the Completed tab.




A. *Verify the SFTWR NAME.*

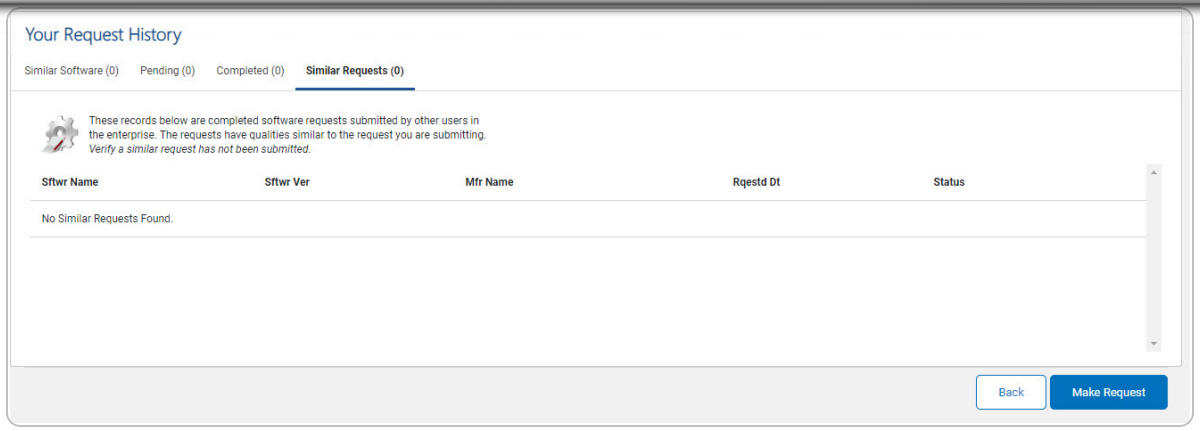
B. *Verify the SFTWR VER.*

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

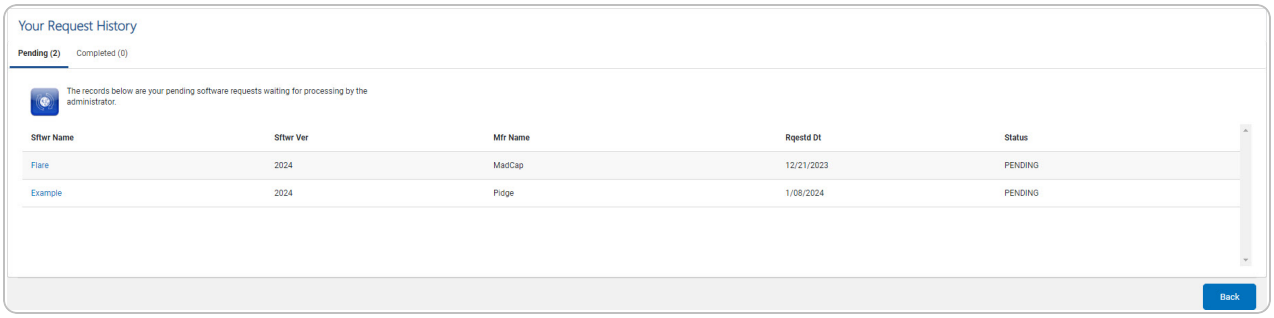
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

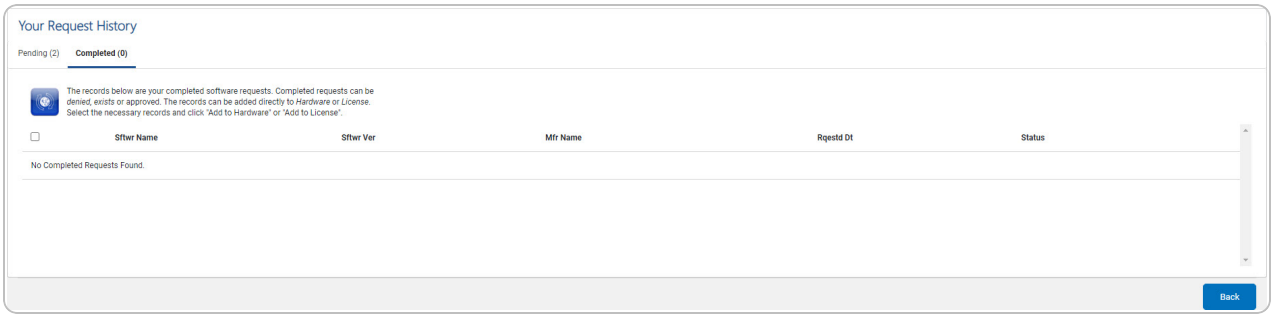
## Create a Software Request

*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 Grid

Asset Id
IT Device Class
IT Device Cd
IT Device Name

(*) Asterisk identifies mandatory fields.

# Procedures

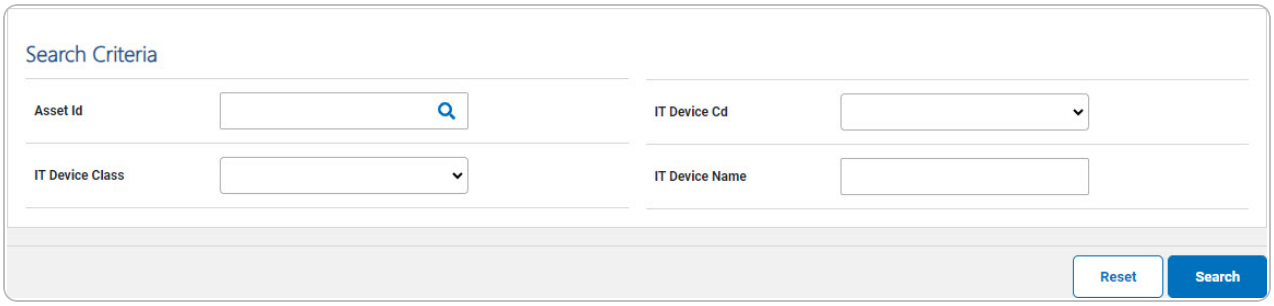
**ELMS Navigation Helpful Tips**

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.*

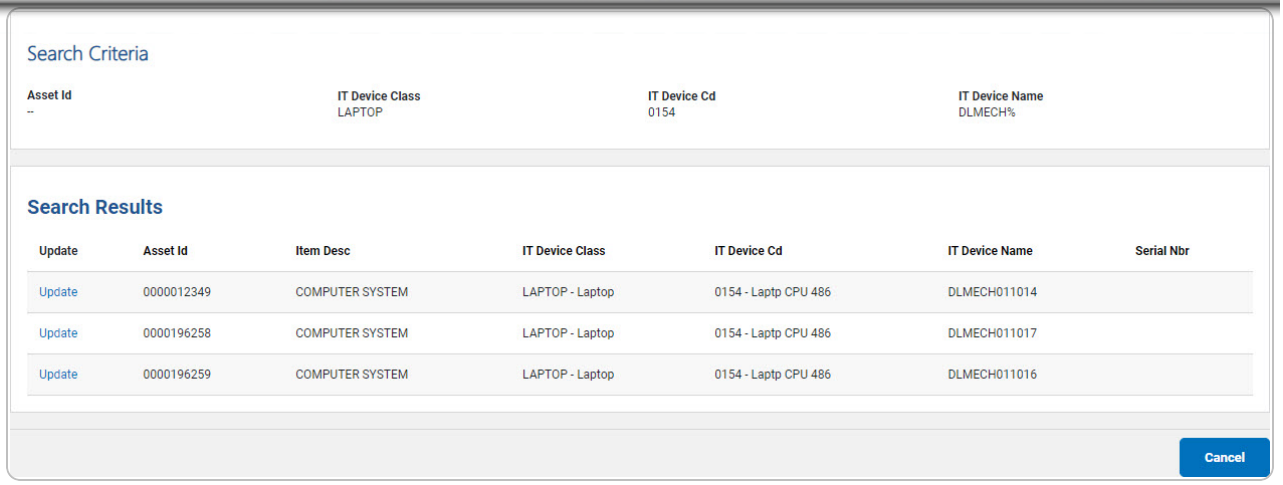
      Asset Identifier Browse help

   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
- Asset Identifier Browse

# 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 Grid

Asset Id

IT Device Class
IT Device Cd
IT Device Name

### Search Results Grid

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 **IT Asset Characteristics 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 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 Grid

Asset Id *
IT Device Name *
Service Tag/Serial Nbr
IP Address
Domain Name
Login User
History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

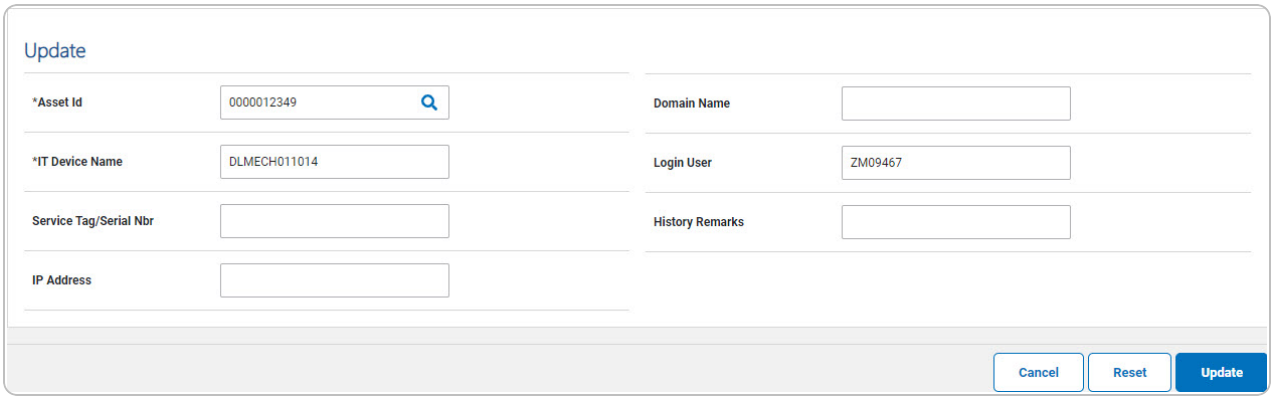
**ELMS Navigation Helpful Tips**

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* ***IT Asset Characteristics Update*** *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 256 alphanumeric character field.*

2. Select Update. *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: *ASSET ID*.** | Missing Entry. Enter the appropriate information 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

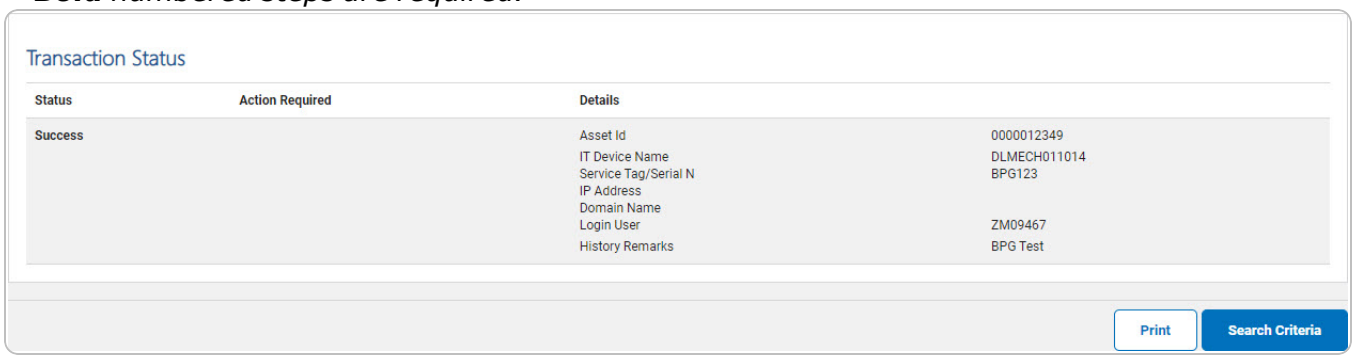
## Procedures

**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 **IT Asset Characteristics Report Export** page appears.*
- Select Cancel. *The **IT Asset Characteristics 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 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 process 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

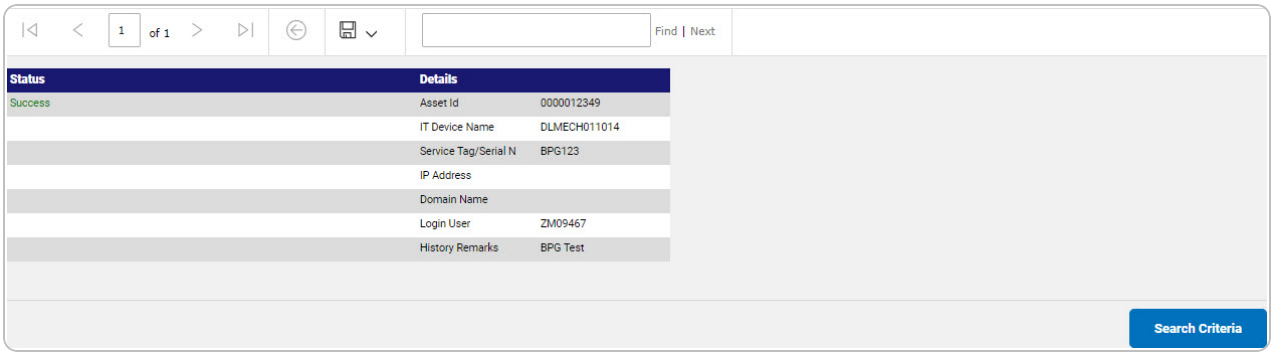
**ELMS Navigation Helpful Tips**



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 **IT Asset Characteristics 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 **IT Asset Characteristics Search 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

# Software Request Details

## Overview

The Enterprise Logistics Management System (ELMS) allows you to view the details of the software which does not currently exist on your catalog which are approved or denied by the administrator.

## Navigation

Asset Management > IT Management > Request Management > Software Request Details

## Page Fields

The following fields display on the **Software Request Details** page. For more information on each field, select the appropriate hyperlink.

**Software Request pop-up**
*Sftwr Name
*Sftwr Ver
*Mfr Name
DADM Id
*Sftwr Type
*Func Area
Website
Sftwr Desc
Rqestd Dt
Rqested UIC
Rqestd Name
Rqested Contact
Remarks
Processing Remarks

* denotes a mandatory field

# Procedures

**To Approve or Deny a Software Request:**

1. Review the Software Information and Requestor Information to ensure this is the record you want to modify.
2. Select Approved to approve the software request, enter **Processing Remarks** or choose Denied to deny the request. Select ✖ in the upper right-corner to return to the **Software Management Request** 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: Processing Remarks | Enter remarks to identify why the software request is denied. |

# Related Topics

- Software Request Management

PageID Ref: WFIT0702_6

# Software Request Management

## Overview

The Enterprise Logistics Management System (ELMS) allows you to request software not currently listed in your catalog. Your requests can be approved by the administrator or denied for the reason listed in the **Processing Remarks** on the **Completed** tab.

## Navigation

Asset Management > IT Management > Request Management.

## Page Fields

The following fields display on the **Software Request Management** page. For more information on each field, select the appropriate hyperlink.

**Pending tab**
Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

**Completed tab**
Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

* denotes a mandatory field

# Procedures

**To Approve or Deny a Software Request:**

1. The **Pending** tab displays showing software requests which have been submitted.
2. From the list of **Open Requests**, select the **SFTWR NM** hyperlink for the request you want to process to view the **Software Request** pop-up.

# Common Errors

No common errors have been identified for this page.

# Related Topics

- Software Request Details

PageID Ref: WFIT0701_99

# Search for Software License Association — Criteria

## Overview

The Enterprise Logistics Management System (ELMS) allows you to associate software to the license.

## Navigation

Asset Management > IT Management > Software License > Search Criteria

## Page Fields

The following fields display on the **Software License Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

CAGE Cd
Contract Nbr
Clause Desc
License Type
End Dt From
End Dt To
Software Nm

* denotes a mandatory field

## Procedures

### To Search for Software to Associate a Software License:

1. Search Criteria can be entered to reduce the number of Search Results returned. Leave the Search Criteria blank returns all results.
2. Select Search to display your **Search Results** or choose Reset to clear data entered on 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 |
|---|---|
| Date format should be MM/DD/YYYY; with valid month/day combination | Insure any entries in End Date From and/or End Date To are in the correct MM/DD/YYYY format. |
| Date (To) must be > Date (From) | You entered a Date To which occurs before the Date From. Correct so the Date From occurs before the Date To. |

# Related Topics

- Software License Association Search Results
- Software License Association Add
- Software License Association Update
- Software License Association Delete

PageID Ref: WFITN0101_5

# Software License Association Search Results

## Overview

The Enterprise Logistics Management System (ELMS) allows you to select software to associate with a software license.

**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 > Software License > Search Criteria > Search Results

## Page Fields

The following fields display on the **Software License Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

**Search Criteria**
CAGE Cd
Contract Nbr
Clause Desc
License Type
End Dt From
End Dt To
Software Nm

**Search Results**
Update
CAGE Cd
Contract Nbr
Dlvy Order Nbr
CLIN
SLIN
Clause Desc
License Type
Seq Nbr

End Dt

* denotes a mandatory field

# Procedures

**To Select a Software License Association to Add, Update, or Delete:**

1. From the list of available software licenses, select the**Update** hyperlink for the software license association you want to modify.
2. Select the **Update** hyperlink to display the **Update** page or choose Reset to clear data entered on 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 |
|---|---|
| No record(s) match search criteria or you do not have the appropriate security access. | Revise your search criteria. Your current search criteria resulted in no results, the asset searched has been deleted or you do not have appropriate security access to view assets. If you have inadequate security access to view an asset, you may contact the information owner who may process the necessary paperwork to grant you access or you may ask someone with adequate security access to process the transfer. You can identify the information owner by looking at line 21 on your DD Form 2875. |

# Related Topics

- Software License Association Search Criteria
- Software License Association Add
- Software License Association Update
- Software License Association Delete

# Software License Association Add

## Overview

The Enterprise Logistics Management System (ELMS) allows you to associate a License to a Software.

## Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Add page

## Page Fields

The following fields display on the **Software License Association Add** page. For more information on each field, select the appropriate hyperlink.

Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

## Procedures

### To Add a Software License Association:

**Helpful Tip**

You can associate multiple software records using this process.

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the search fields blank returns all results.
2. Select Search to display the software available to associate the license with.

3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right corner returns you to the **Software License Association Update** page.
4. Use the checkbox to select the software you wish to associate the license with and choose Add to view **Associate Software** table.
5. Next to each **SFTWR NM**, select the checkbox or use the ☐ to select all records.
6. Select Update to process the transactions or choose Cancel to return to the previous page.

## Common Errors

No common errors have been identified for this page.

## Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Update
- Software License Association Delete

PageID Ref: WFITN0103_1

# Software License Association Delete

## Overview

The Enterprise Logistics Management System (ELMS) allows you to delete Software License Association(s).

## Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the **Software License Association Delete** page. For more information on each field, select the appropriate hyperlink.

**Update**
CAGE Cd
Contract Nbr
Dlvy Order Nbr
License Type
CLIN
SLIN
Seq Nbr
Clause Desc
End Dt
History Remarks

**Search Field**
Search

**Software Search Results**
Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

# Procedures

## To Delete a Software License Association:

1. To view the **Software Request** information for a specific record select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Associate Software** table.
2. In the **Associate Software** table, use the checkbox to select the software you wish to delete the license association with.
3. Select Remove to delete the license association and then choose Update to process the transaction. Select Cancel to return to the previous page.

# Common Errors

No common errors have been identified for this page.

# Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Add
- Software License Association Update

PageID Ref: WFITN0103_4

# Software License Association Update

## Overview

The Enterprise Logistics Management System (ELMS) allows you to search for software to associate with a software license.

## Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Update page

## Page Fields

The following fields display on the **Software License Association Update** page. For more information on each field, select the appropriate hyperlink.

**Update**
CAGE Cd
Contract Nbr
Dlvy Order Nbr
License Type
CLIN
SLIN
Seq Nbr
Clause Desc
End Dt
History Remarks

**Search Field**
Search

**Software Search Results**
Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

# Procedures

**Helpful Tip**



You can associate multiple software records using this process.

## To Add a Software License Association:

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the search fields blank returns all results.
2. Select Search to display the software available to associate the license with.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Software License Association Update** page.
4. Use the checkbox to select the software you wish to associate the license with and choose Add to view **Associate Software** table.
5. Next to each **SFTWR NM**, select the checkbox or use the ☐ to select all records.
6. Select Update to process the transactions or choose Cancel to return to the previous page.

## To Delete a Software License Association:

1. In the **Associate Software** table, use the checkbox to select the software you wish to delete the license association with.

1. Select Remove to delete the license association and then choose Update to process the transactions. 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 |
| --- | --- |
| You have exceeded the browse limit of a 500 row display. Refine Search Criteria | Enter Search Criteria to reduce the number of rows returned. |
| Special character(s) is not acceptable | Remove the characters which are not letters or numbers from the Search Criteria |

## Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Add
- Software License Association Delete

PageID Ref: WFITN0103_9

# Search for Software — Criteria

## Overview

The Enterprise Logistics Management System (ELMS) allows you to search the catalog to view a list of software available. This allows you to have visibility of what software is available to add to an IT device or software license.

## Navigation

Asset Management > IT Management > Software Search > Search Criteria

## Page Fields

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

Search

* denotes a mandatory field

## Procedures

### To Search for Software:

1. **Search Criteria** can be entered to reduce the number of Search Results displayed. Leaving the Search Criteria blank returns all results. You can enter a partial software name to limit the list, or if the name is not known, select Search to display the entire Catalog.
2. Select Search to display the **Search Results** page or choose Request New to launch the **Software Request** process.

## Common 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 |
| --- | --- |
| Special character(s) is not acceptable | Remove the characters which are not letters or numbers from the Search Criteria |
| You have exceeded the browse limit of a 500 row display. Refine Search Criteria. | Enter Search Criteria to reduce the number of rows returned. |

## Related Topics

- Software Search Add

PageID Ref: WfITN0601_5

# Software Search Add

## Overview

The Enterprise Logistics Management System (ELMS) allows you to add software with an Information Technology (IT) Device or Associate with a Software License.

## Navigation

Asset Management > IT Management > Software Search > Search Criteria > Add

## Page Fields

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

**Software Search Results**
Sftwr Nm
Sftwr Ver
Mfr Nm

**Select Software**
Sftwr Nm
Sftwr Ver
Mfr Nm

* denotes a mandatory field

## Procedures

### To Add a Selected Software:

**Helpful Tip**

You can associate multiple software records using this process.

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the Search Criteria blank returns all results.
2. Select Search to display the software available to add to an IT Device or associate with a Software License.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Software Search Add** page.
4. Use the checkbox to select the software you wish to associate and select Add to view **Selected Software** table
5. Next to each **SFTWR NM** select the checkbox or use the ☐ to select all records.
6. Select Add to Device to add to an **IT Device** or choose Add to License to associate with a software license.

**To Delete Selected Software:**

1. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Selected Software** table.
2. In the **Selected Software** table, use the checkbox to select the software you wish to delete the license association with.
3. Select Remove to delete the selected software.

## Common Errors

No common errors have been identified for this page.

## Related Topics

- Software Search

PageID Ref: WfITN0602_5

# 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

# 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

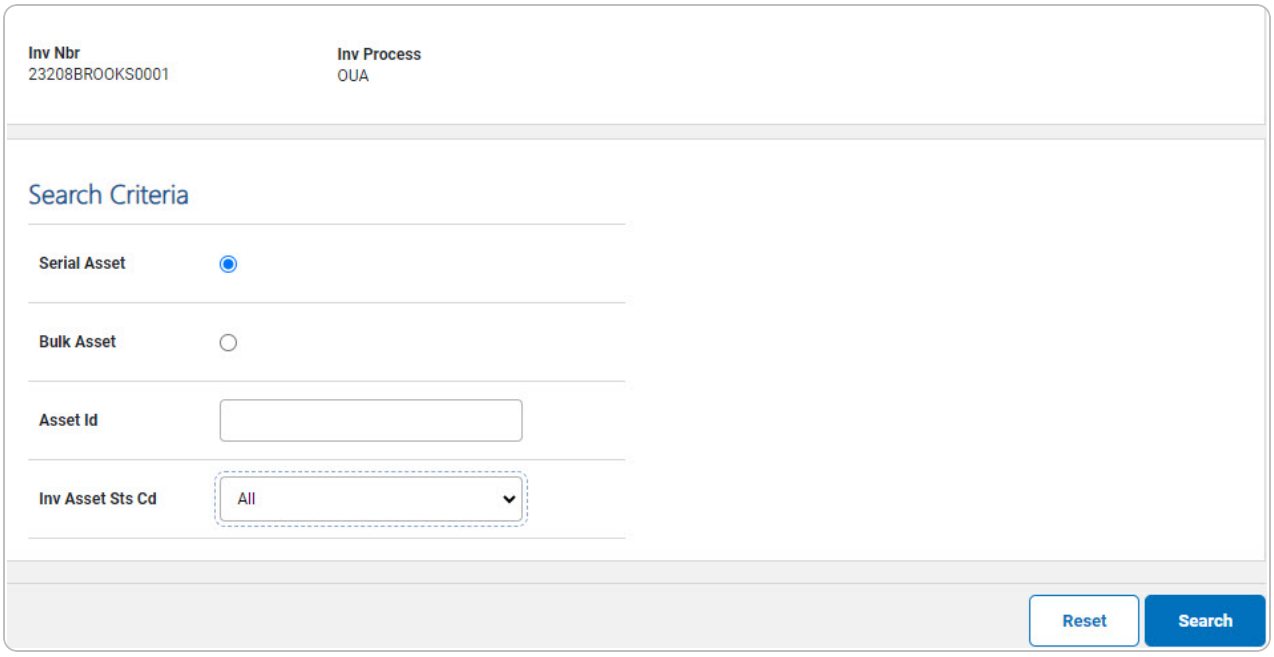
**ELMS Navigation Helpful Tips**

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.*

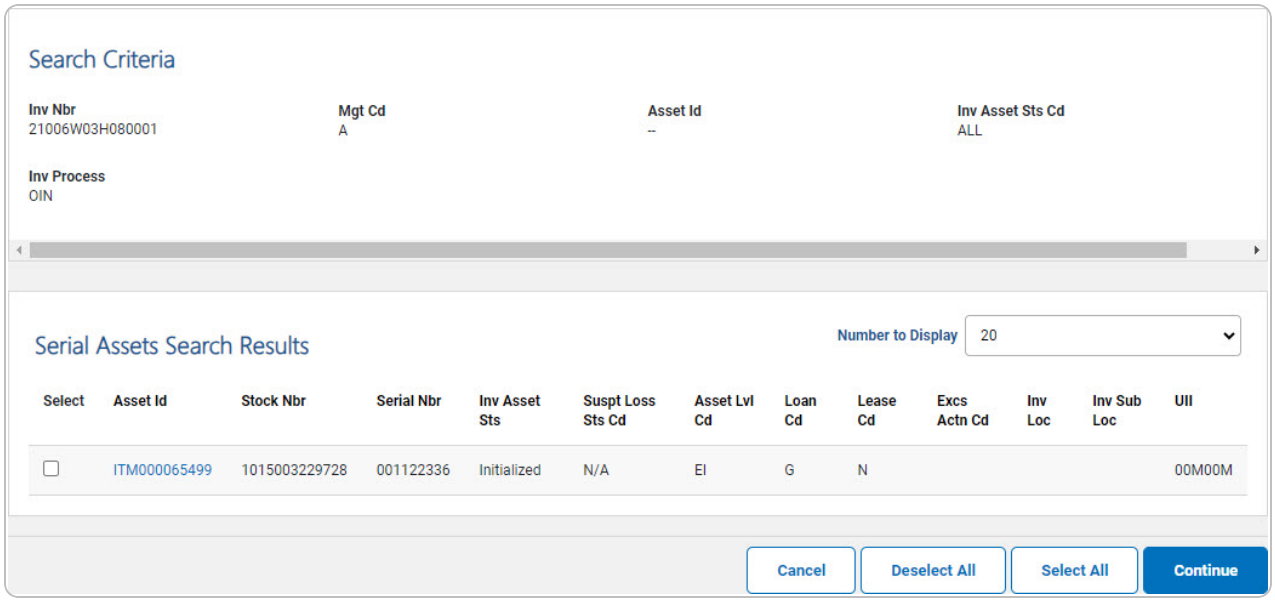
2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.

- 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.*

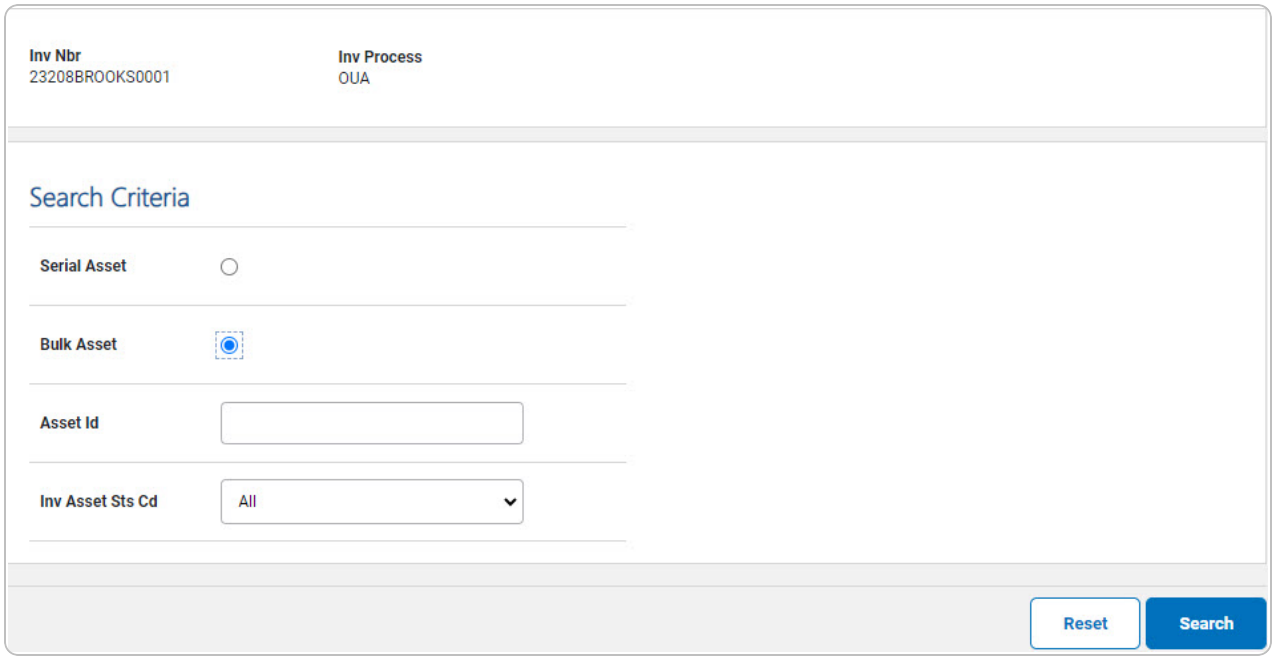



## Reconcile Bulk Assets

*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:

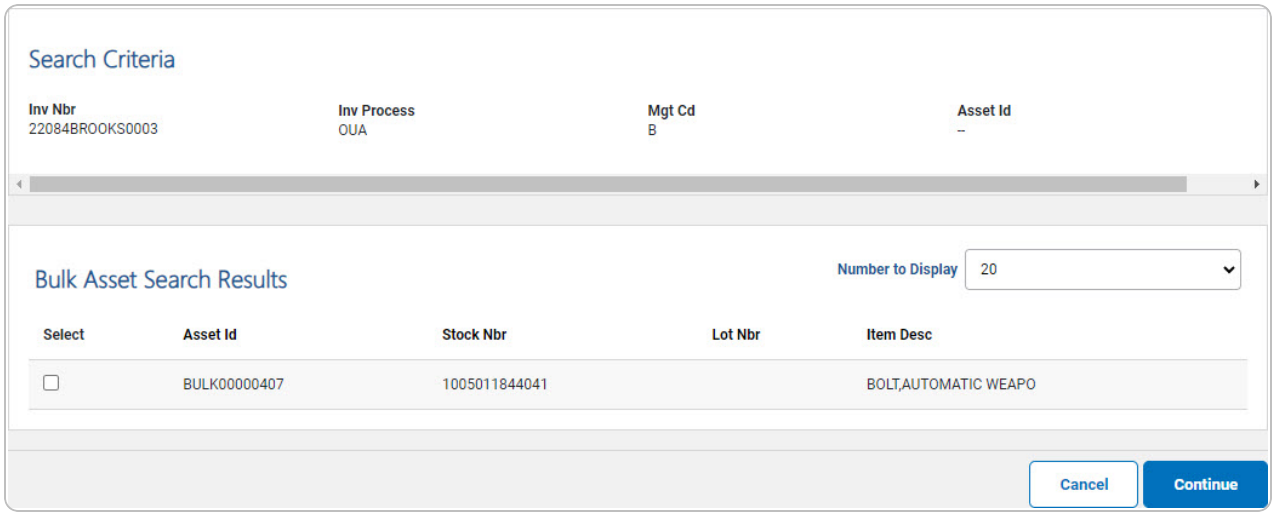
- Choose Bulk Asset.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Inv Asset Sts Cd.

**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

# 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

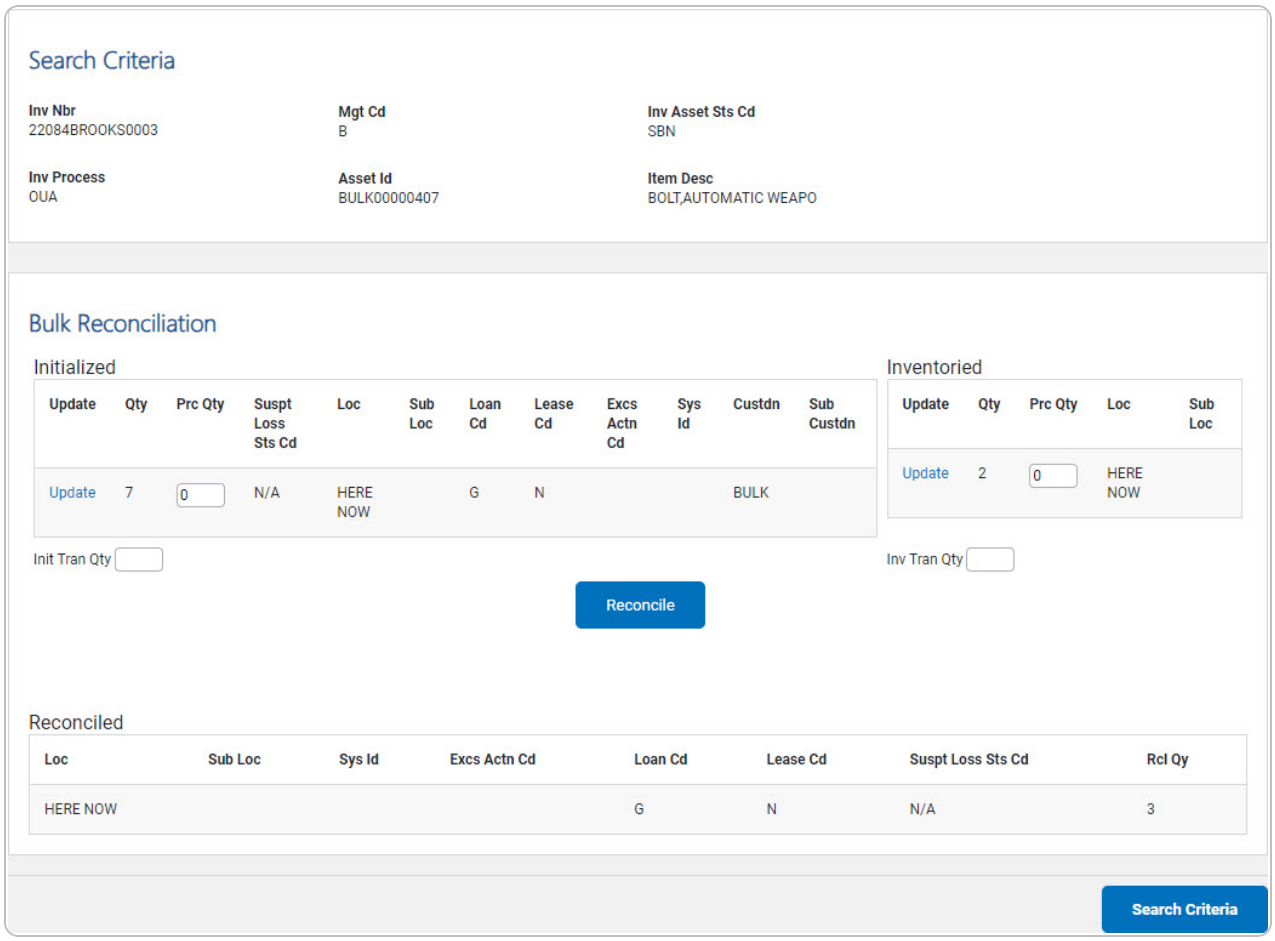
**ELMS Navigation Helpful Tips**



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 **Reconcile Inventory Data Bulk Overage 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 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 — 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

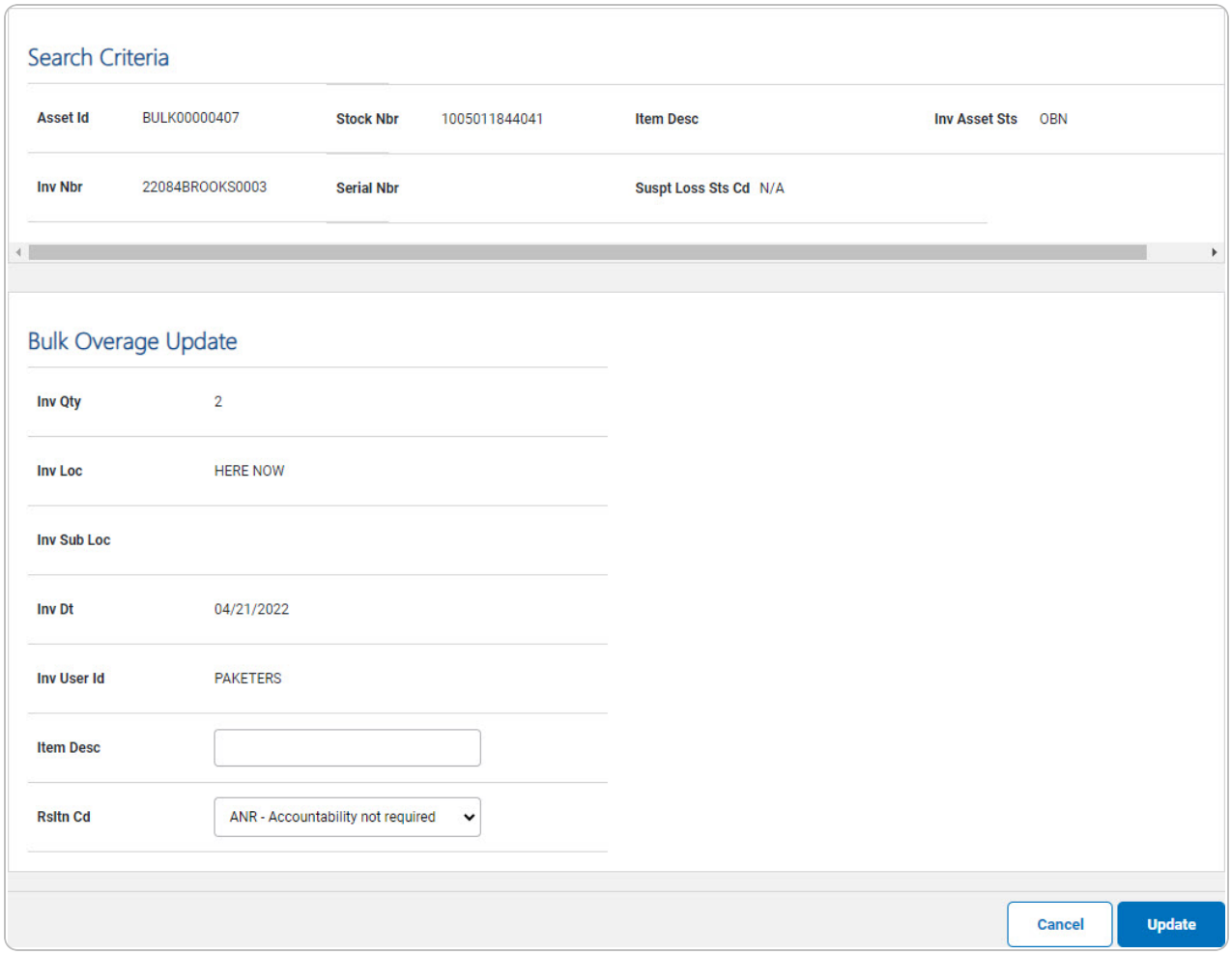
**ELMS Navigation Helpful Tips**

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

# 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

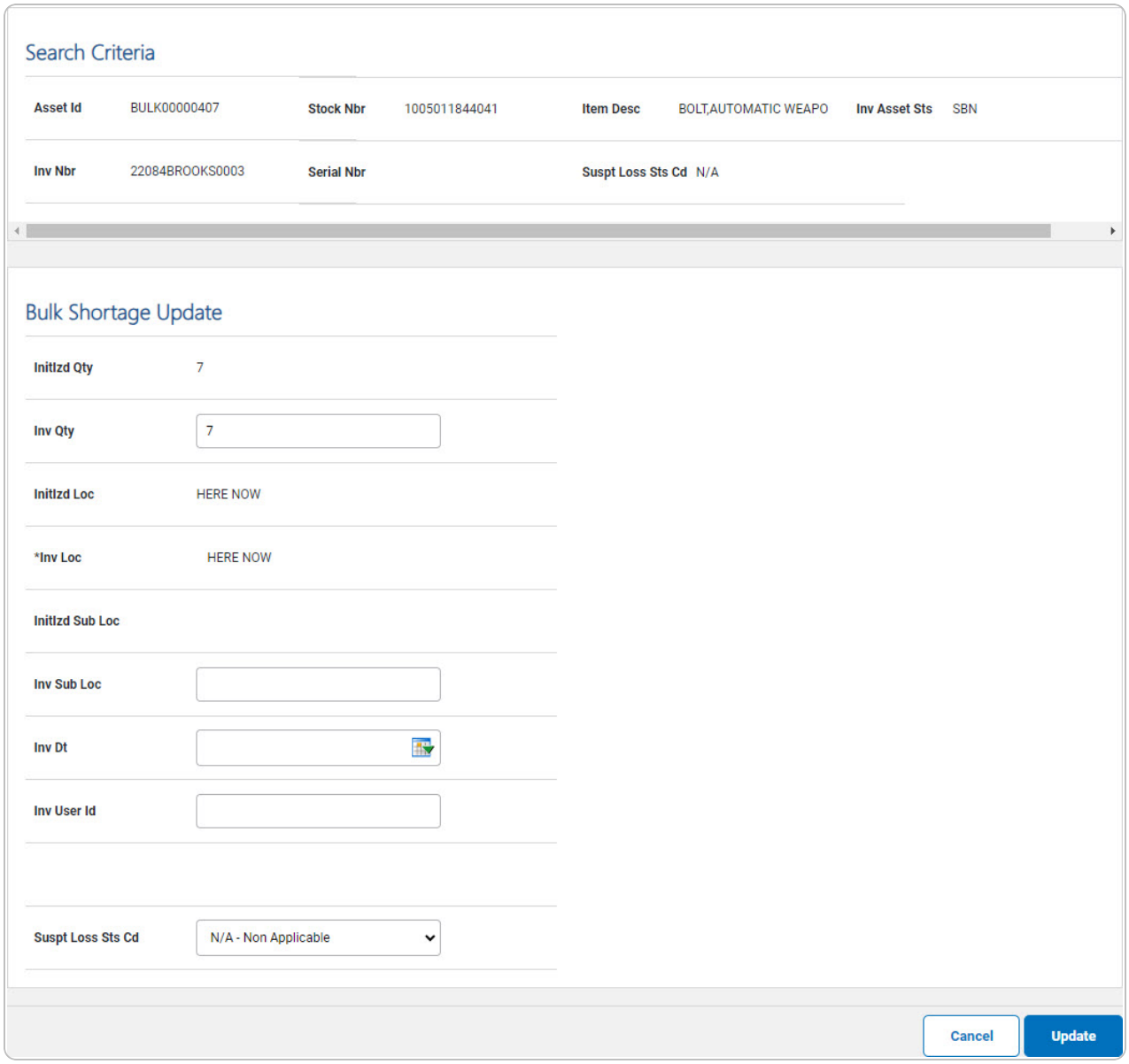
**ELMS Navigation Helpful Tips**

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

# 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

# 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

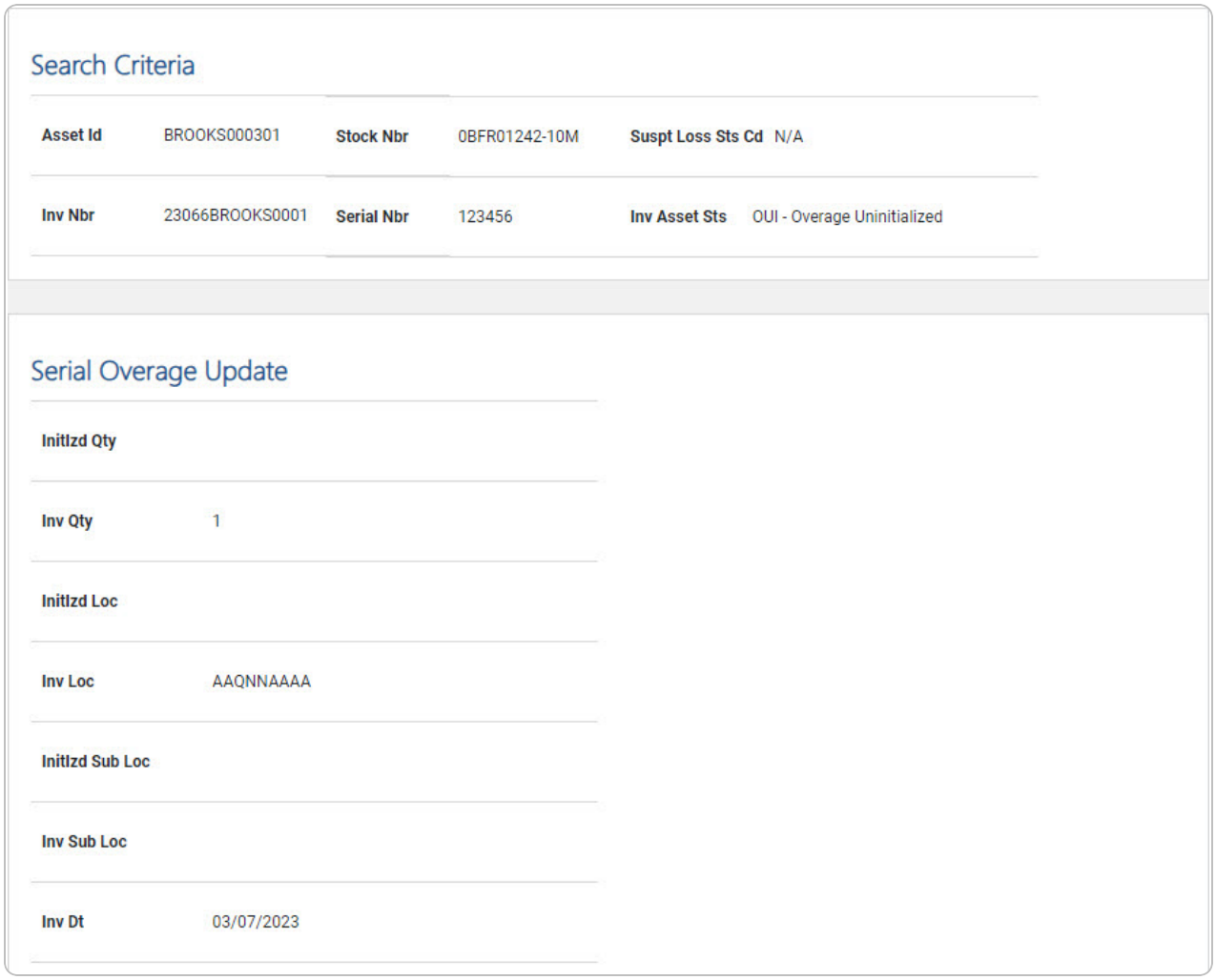
**ELMS Navigation Helpful Tips**

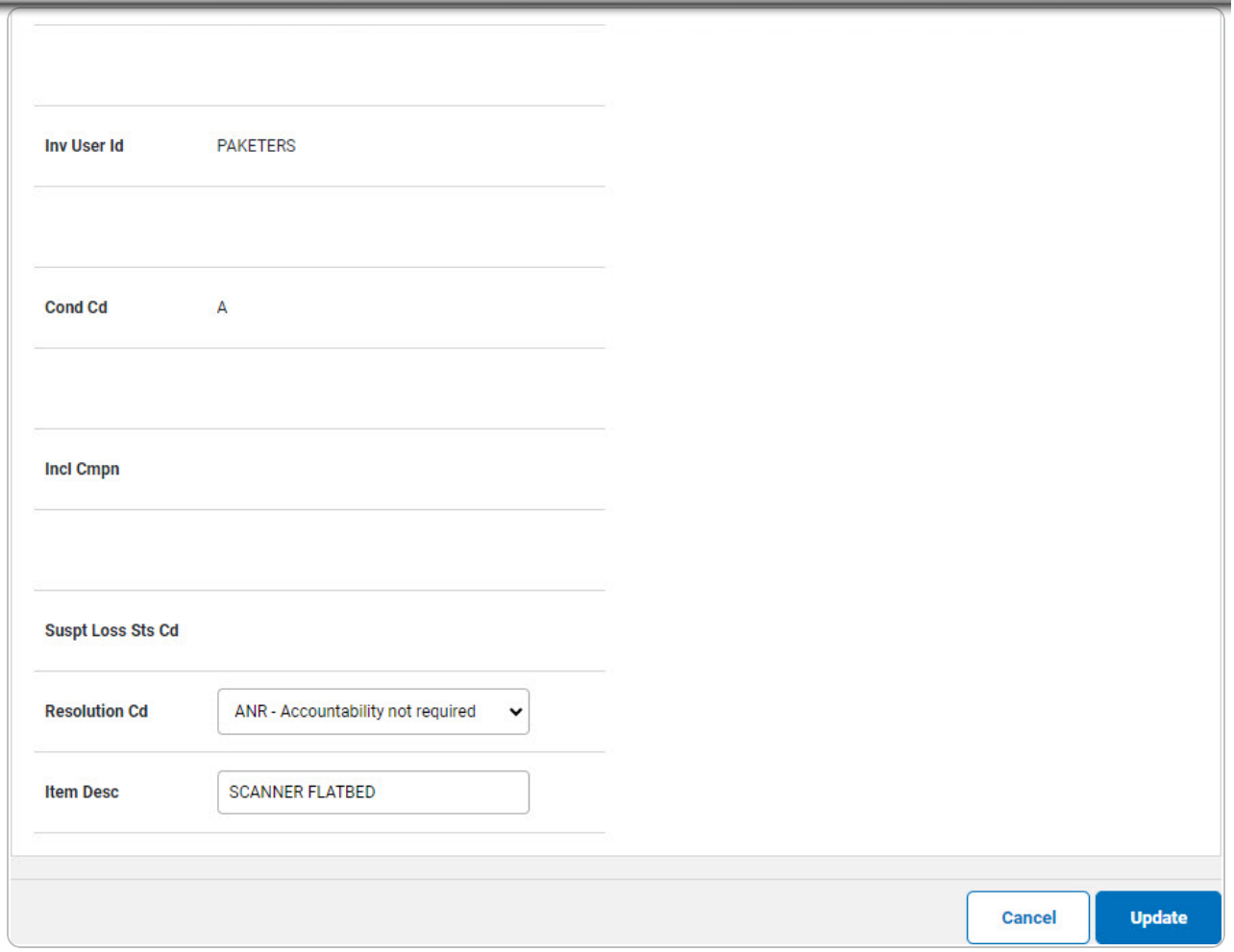
Click the following link to display PA Navigation Tips.

## 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

# 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

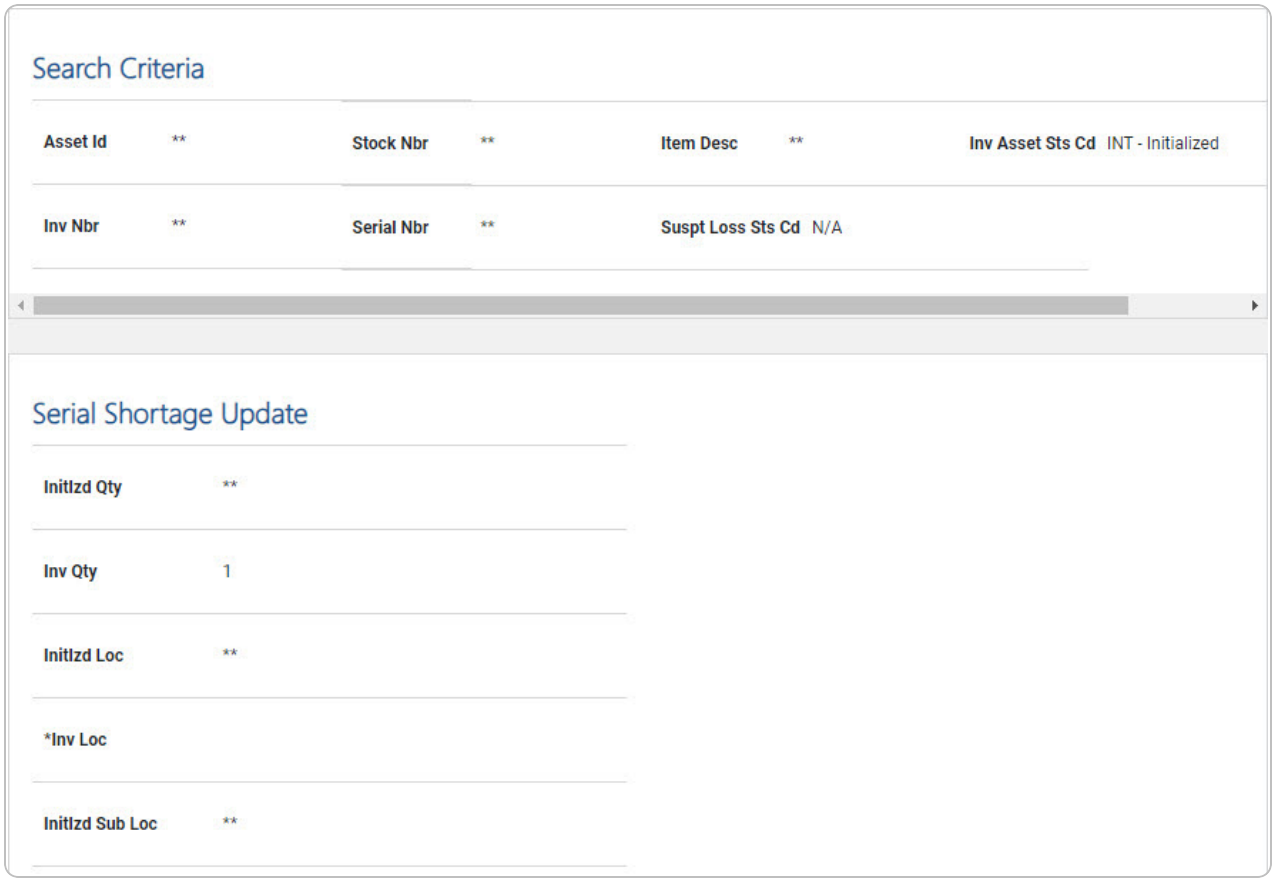
**ELMS Navigation Helpful Tips**

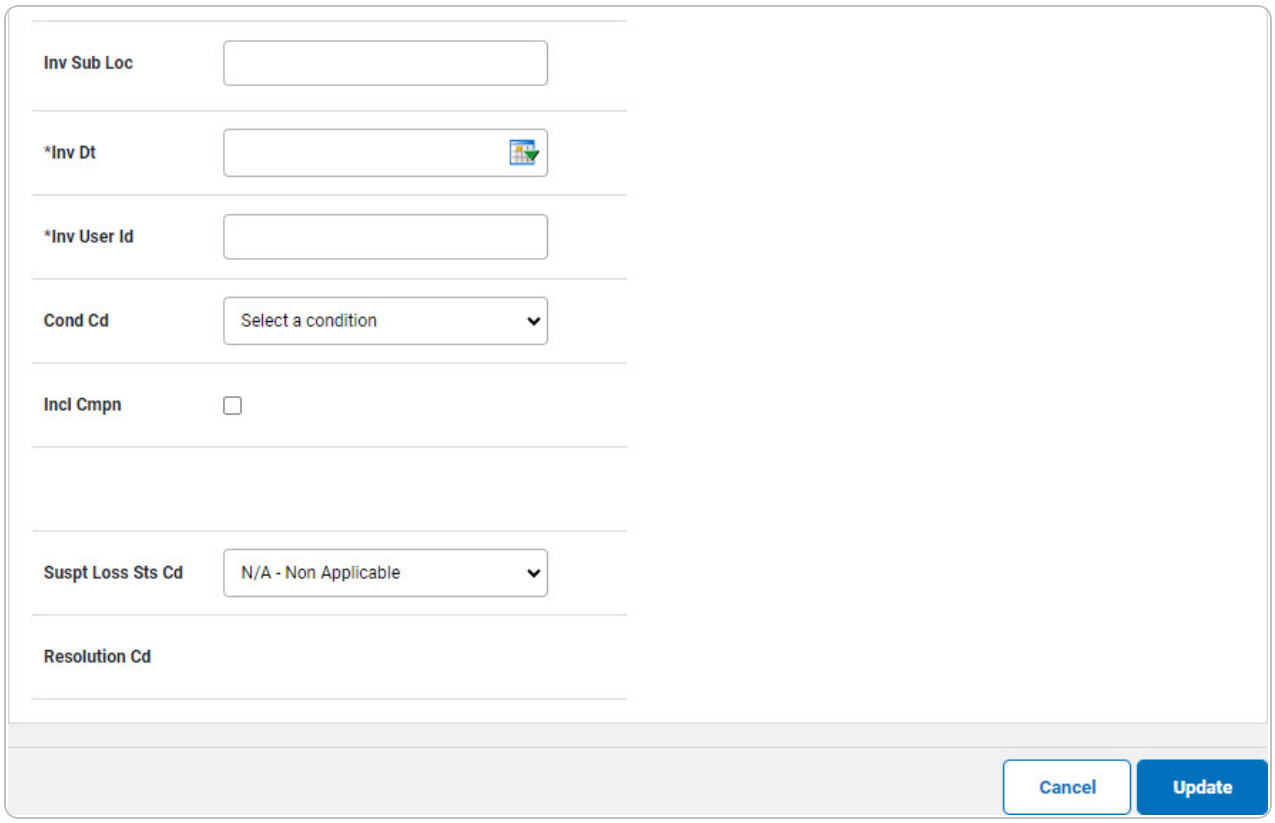
Click the following link to display PA Navigation Tips.

## 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 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

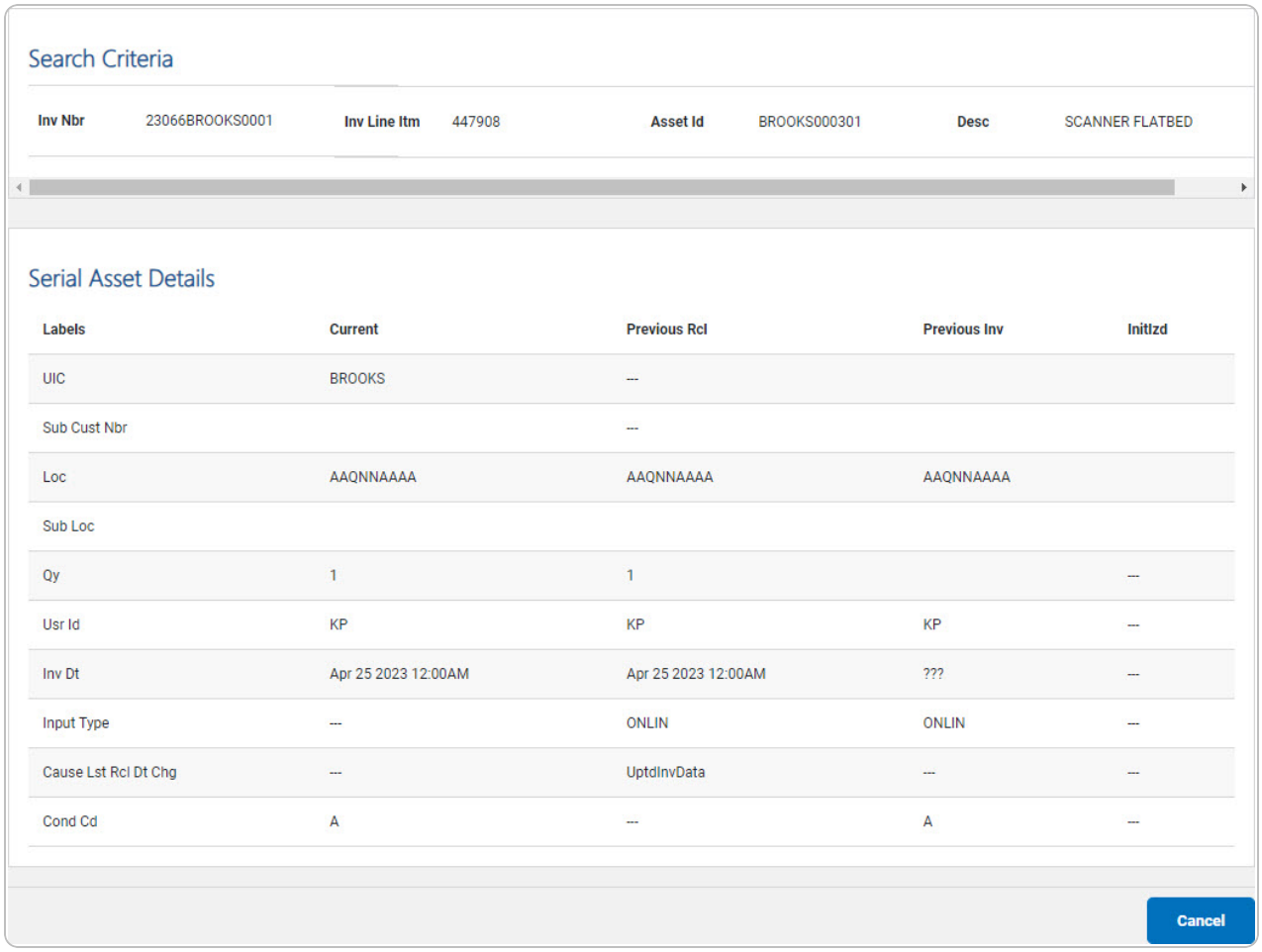
**ELMS Navigation Helpful Tips**

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

# 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

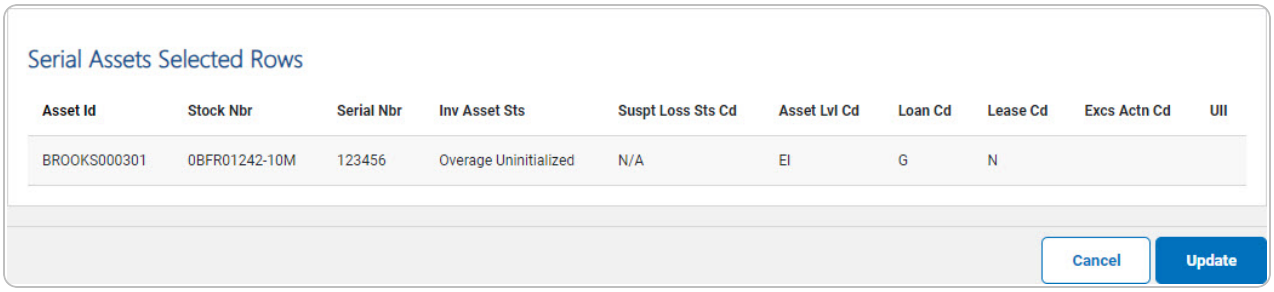
**ELMS Navigation Helpful Tips**

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

# 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

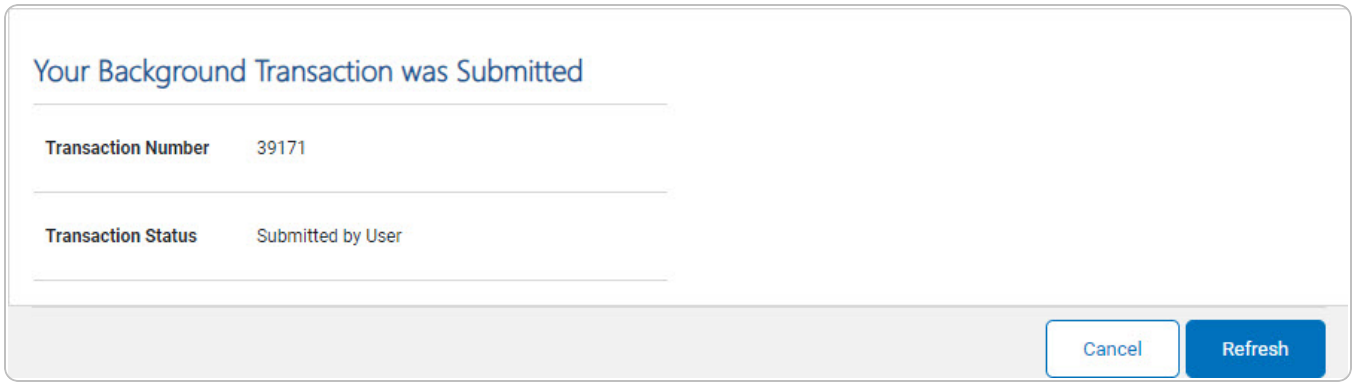
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

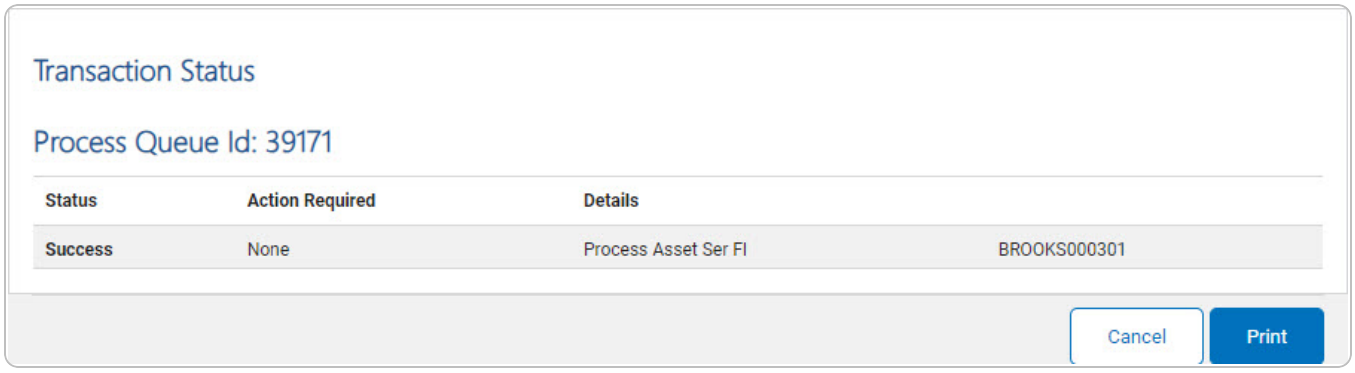
Click the following link to display PA Navigation Tips.

## 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

# 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. |

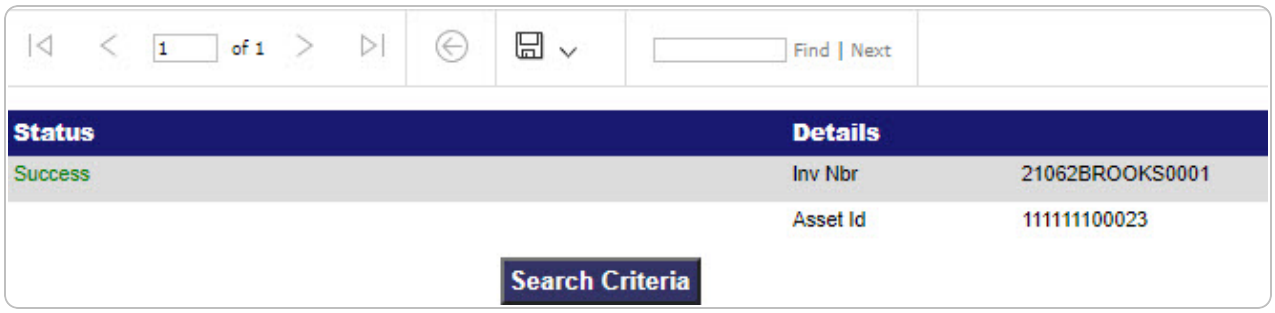
# Procedures

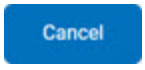
**ELMS Navigation Helpful Tips**

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 Search Criteria. *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

# 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

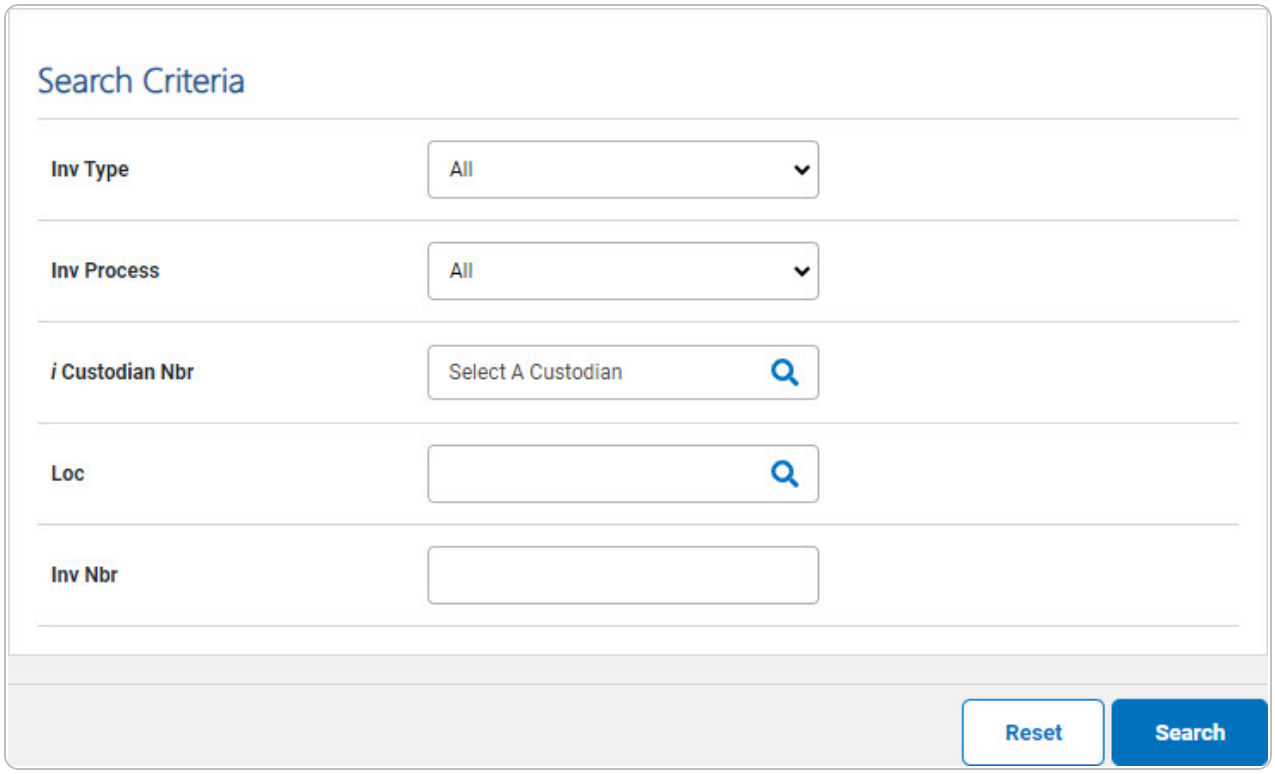
**ELMS Navigation Helpful Tips**

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:.



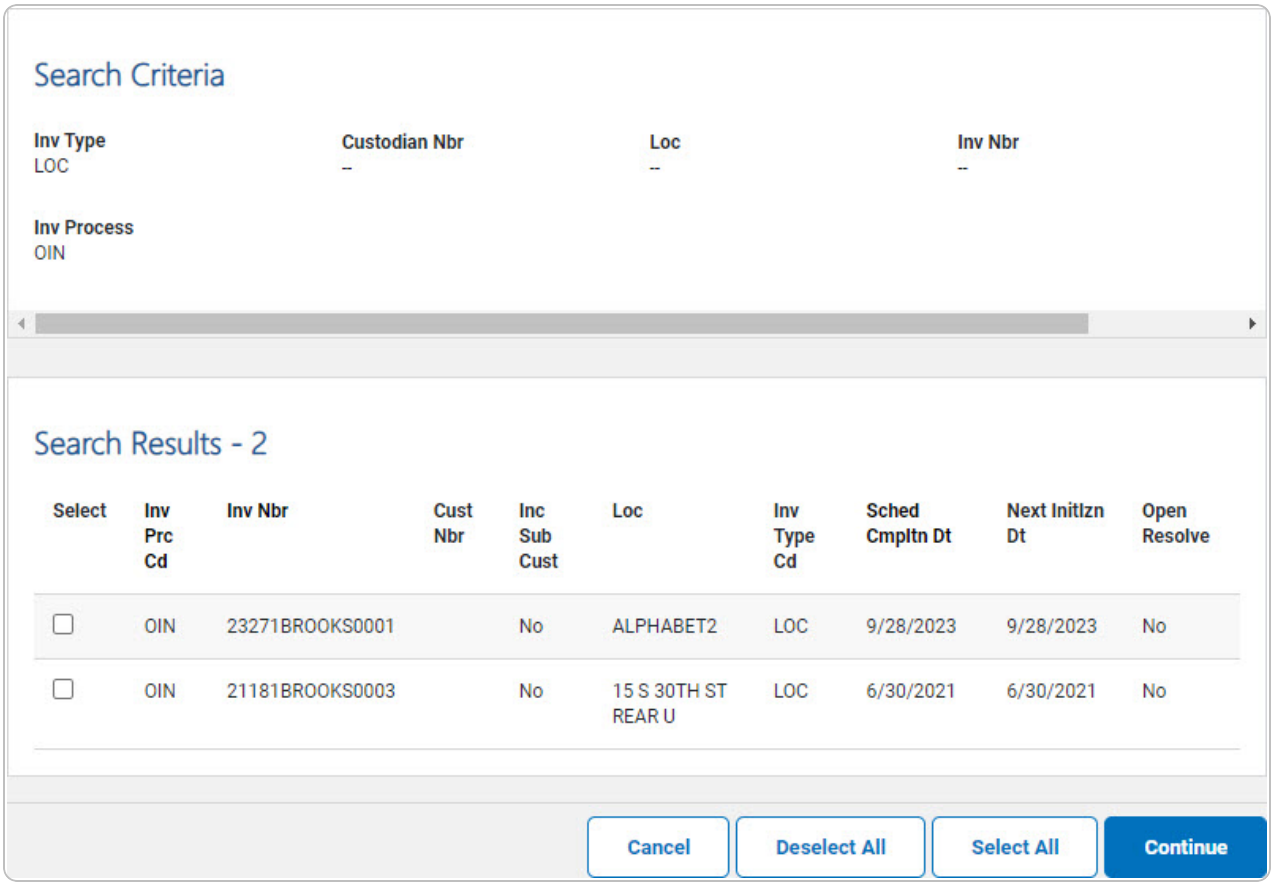

- Use ⌄ to select the Inv Type.
- Use ⌄ to select the Inv Process.
- Use i or 🔍 to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

  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

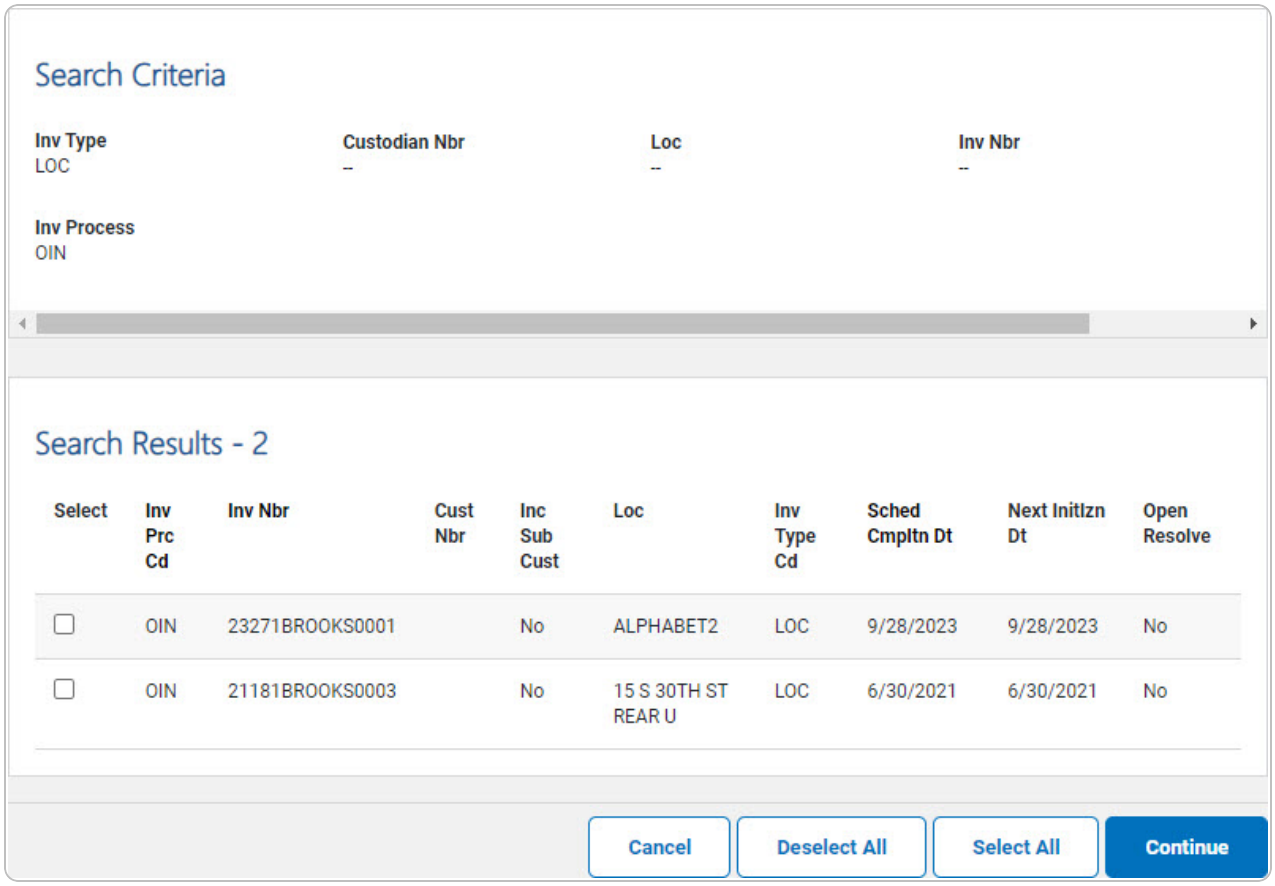
**ELMS Navigation Helpful Tips**

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

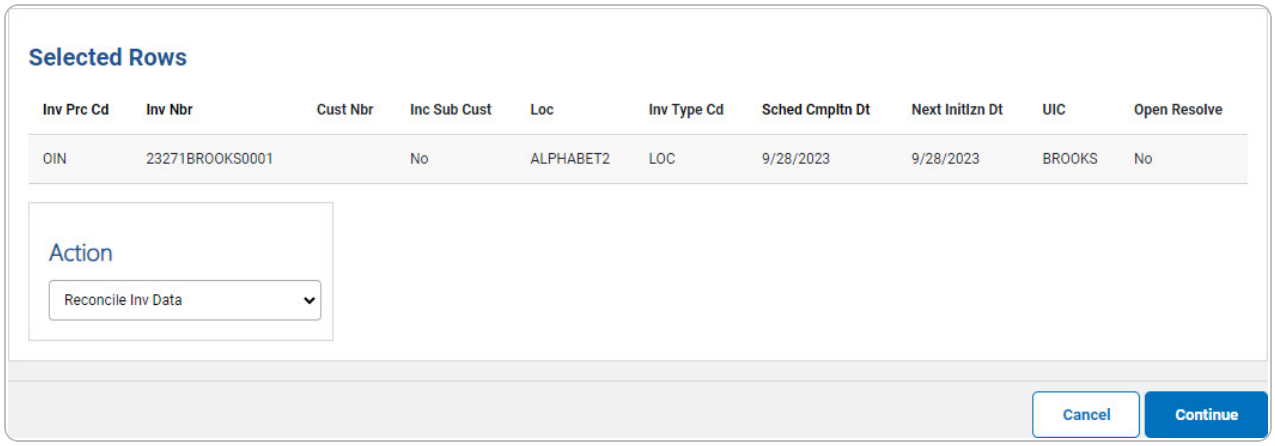
**ELMS Navigation Helpful Tips**

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.*

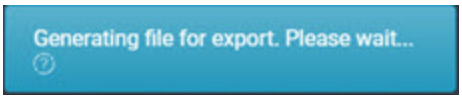
- **Generate INV HDR Report**

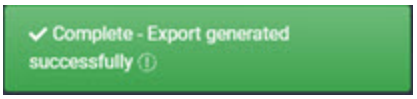
  Select Continue. *The **Generate/Reprint Inventory Report** page appears.*

- **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

# 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

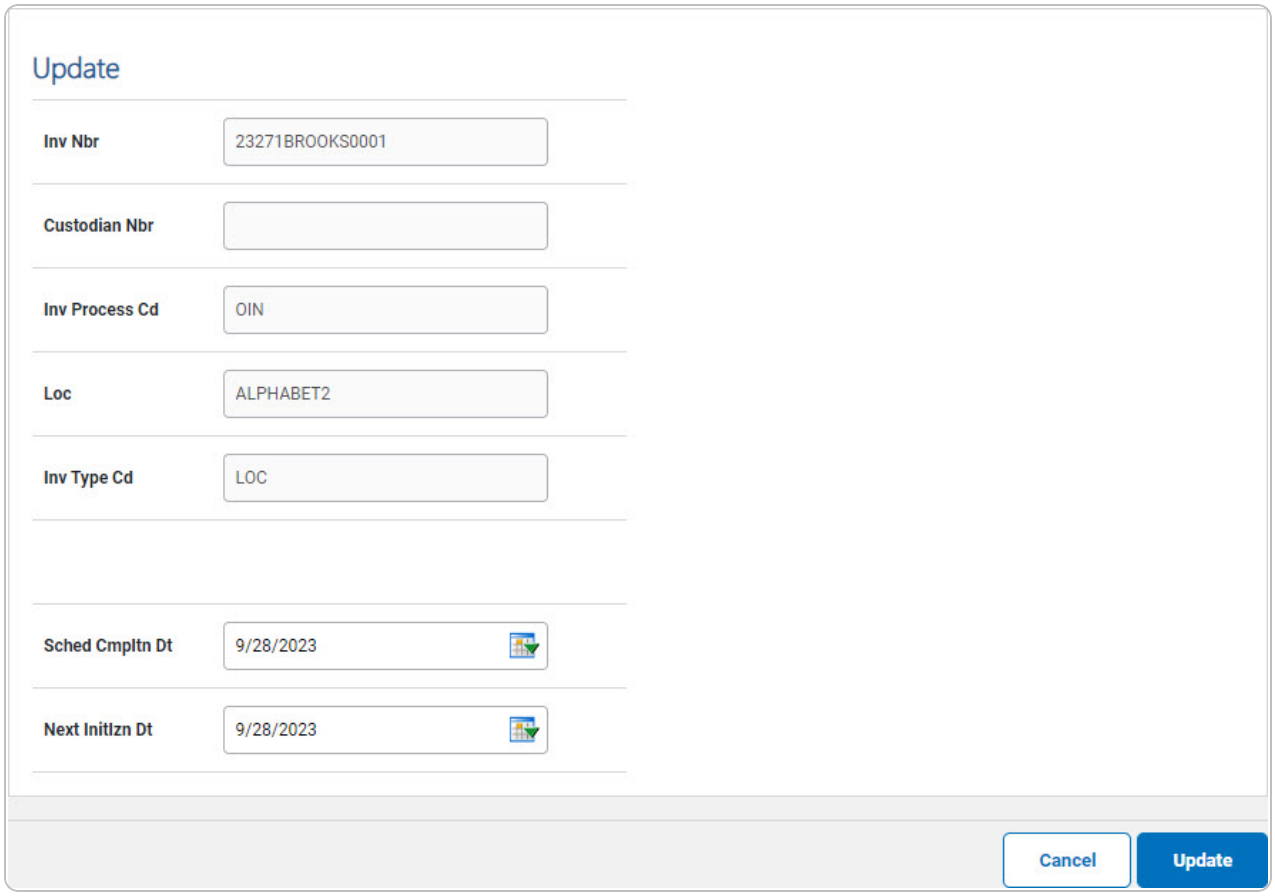
**ELMS Navigation Helpful Tips**

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

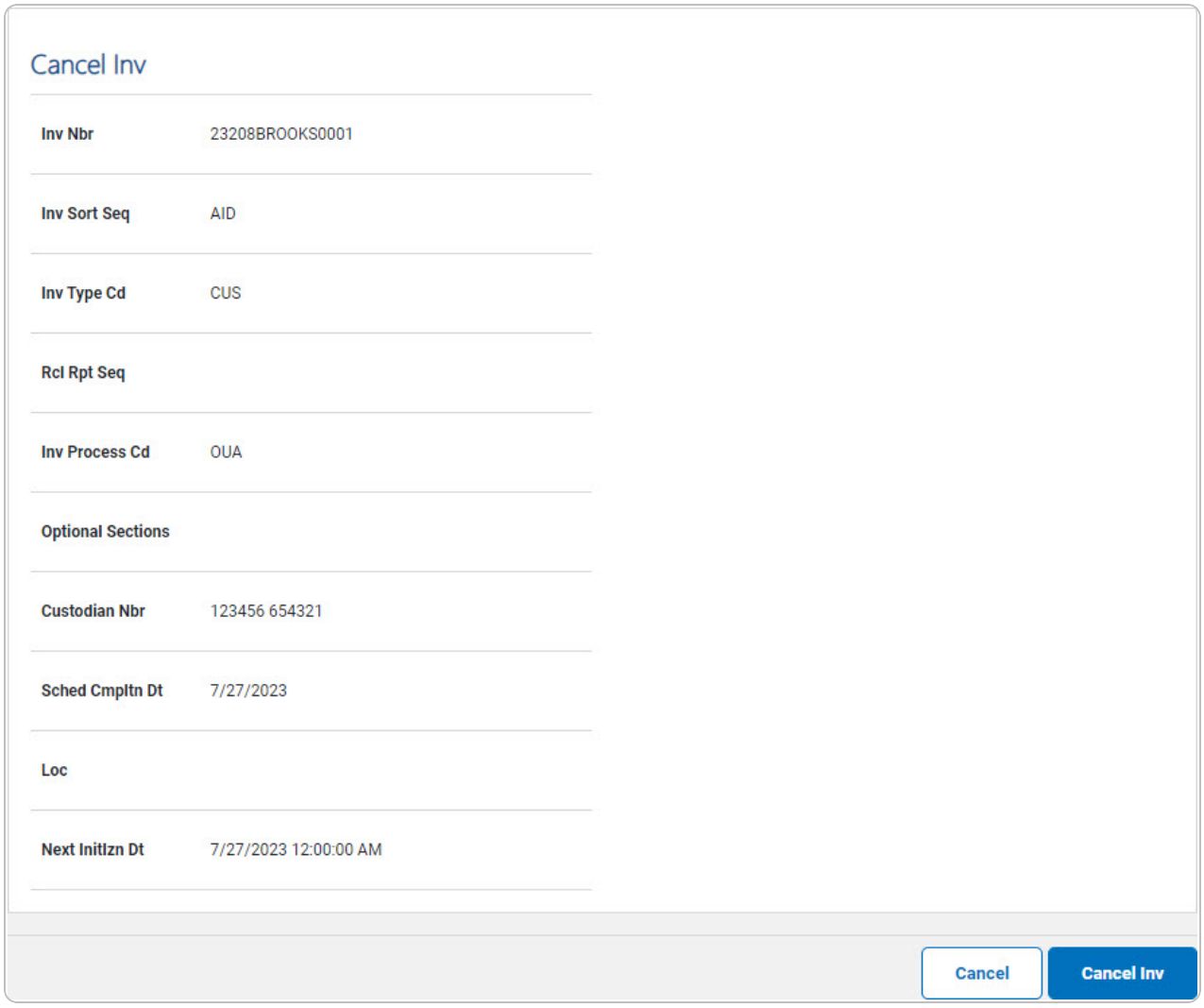
**ELMS Navigation Helpful Tips**

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

# 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

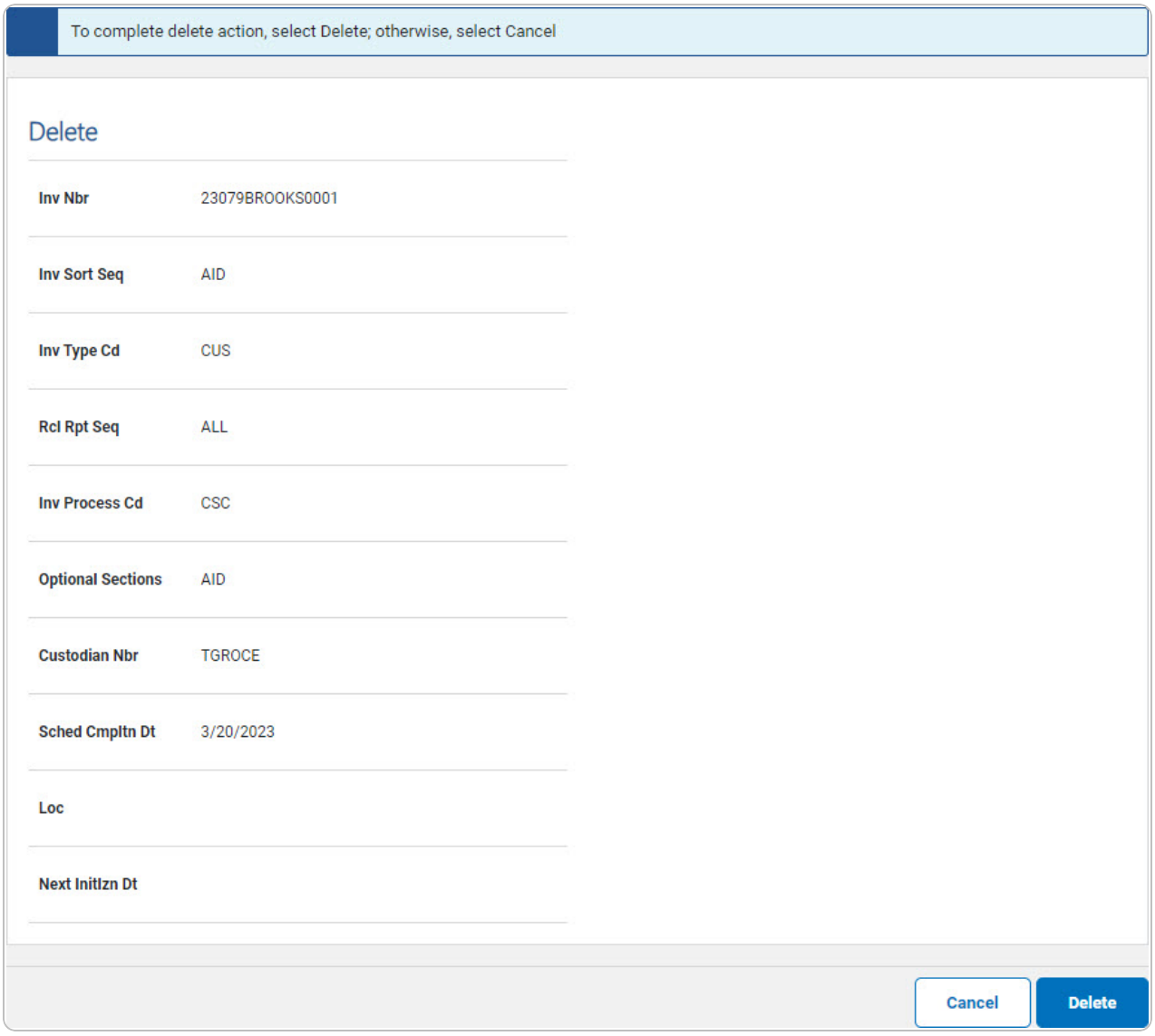
**ELMS Navigation Helpful Tips**

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

# 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

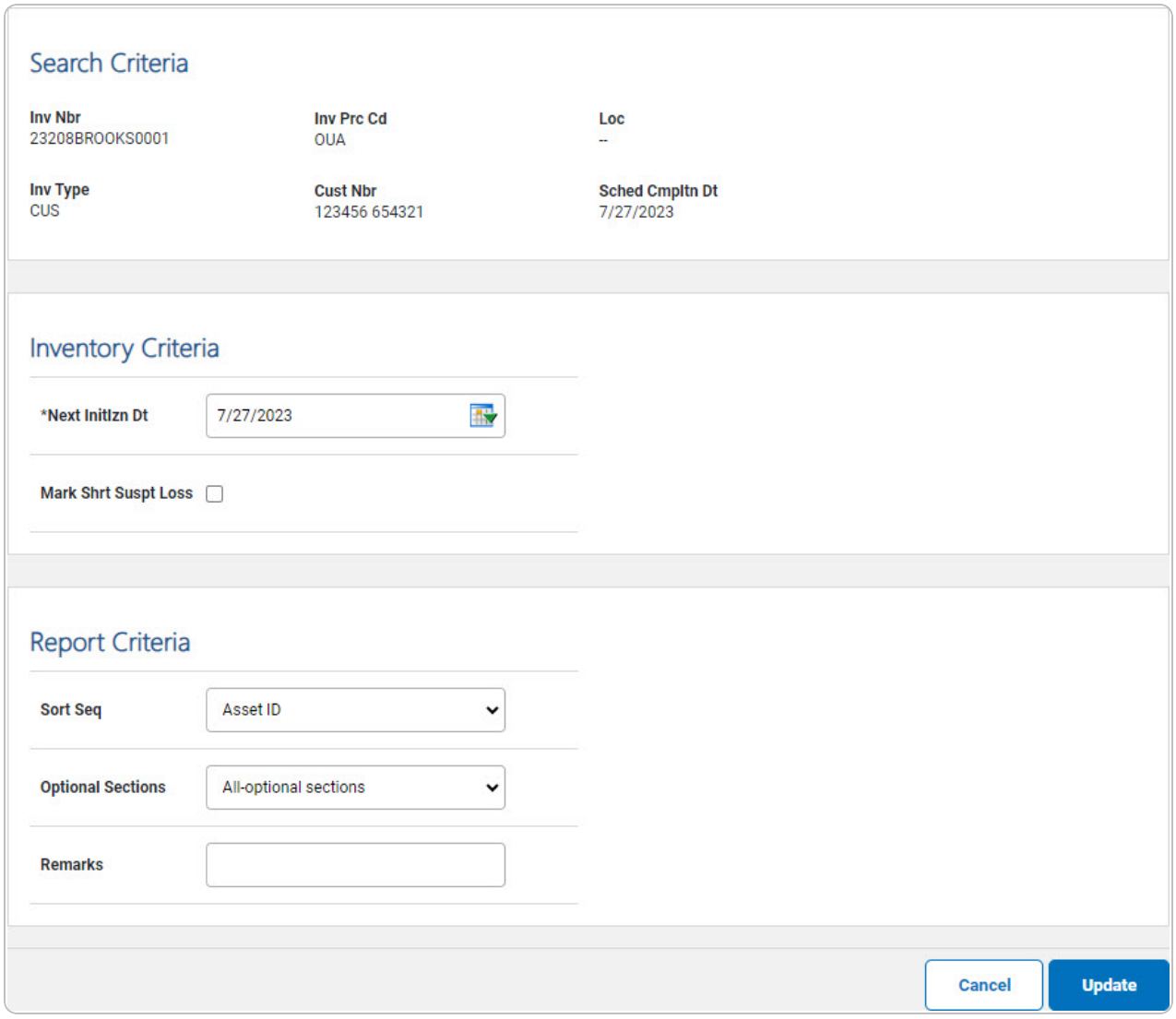
**ELMS Navigation Helpful Tips**

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.*



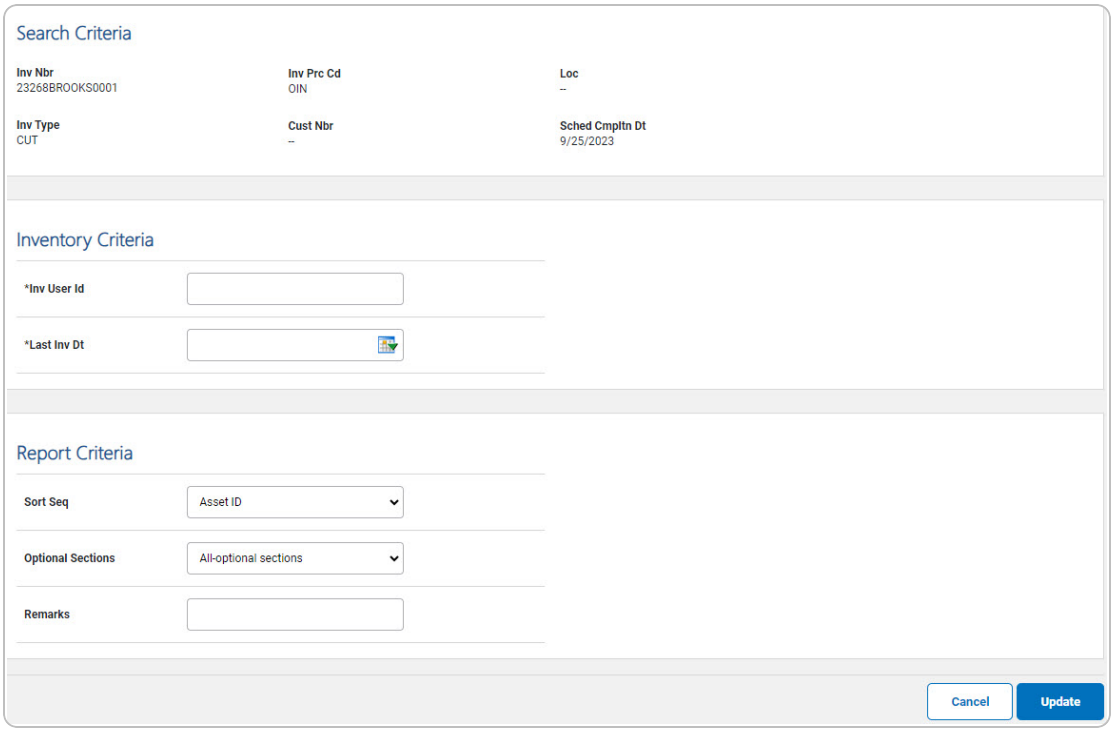

A. *Verify the Search Criteria grid.*
   a. *Verify the INV NBR.*
   b. *Verify the INV TYPE.*
   c. *Verify the INV PRC CD.*
   d. *Verify the CUST NBR.*

e. *Verify the LOC.*

f. *Verify the SCHED CMPLTN DT.*

B. *Update the Inventory Criteria grid.*

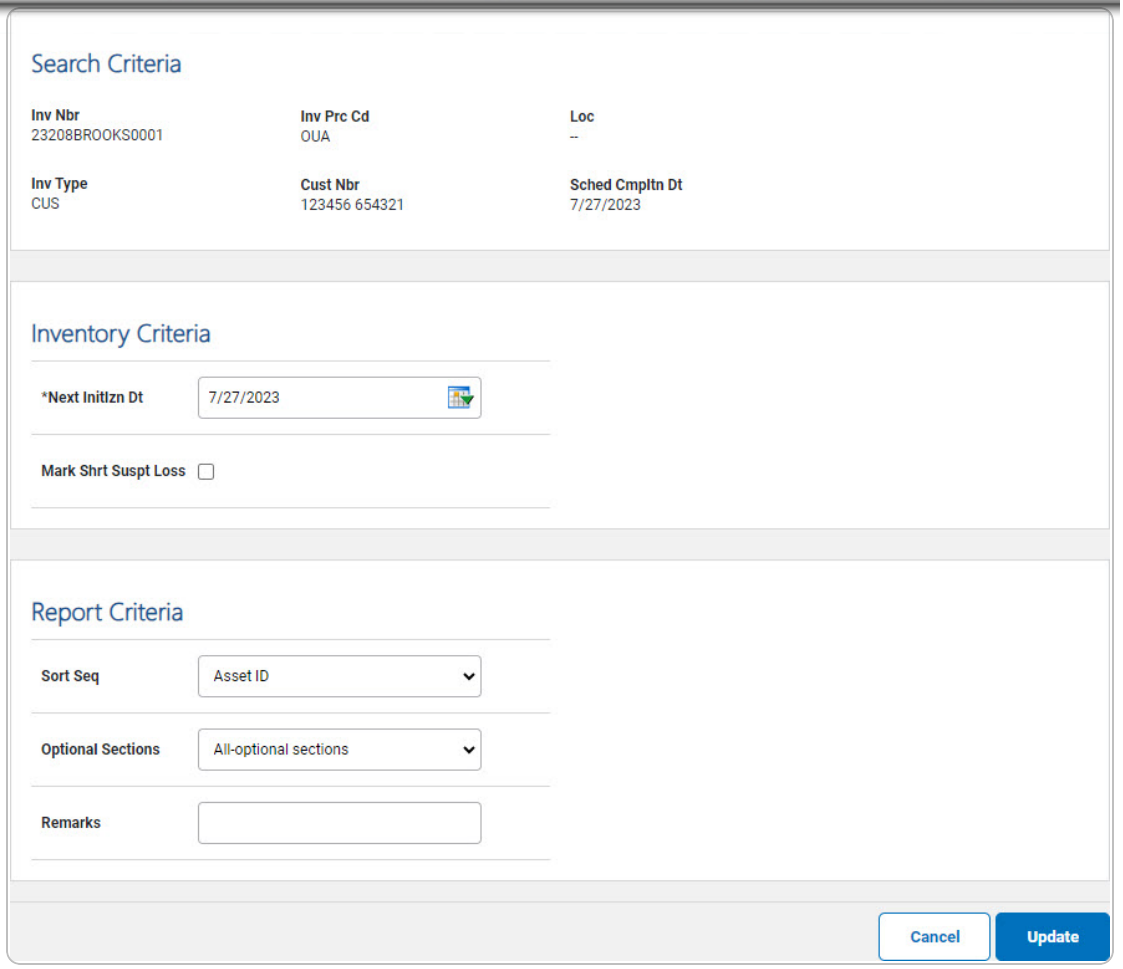
- OIN




**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.

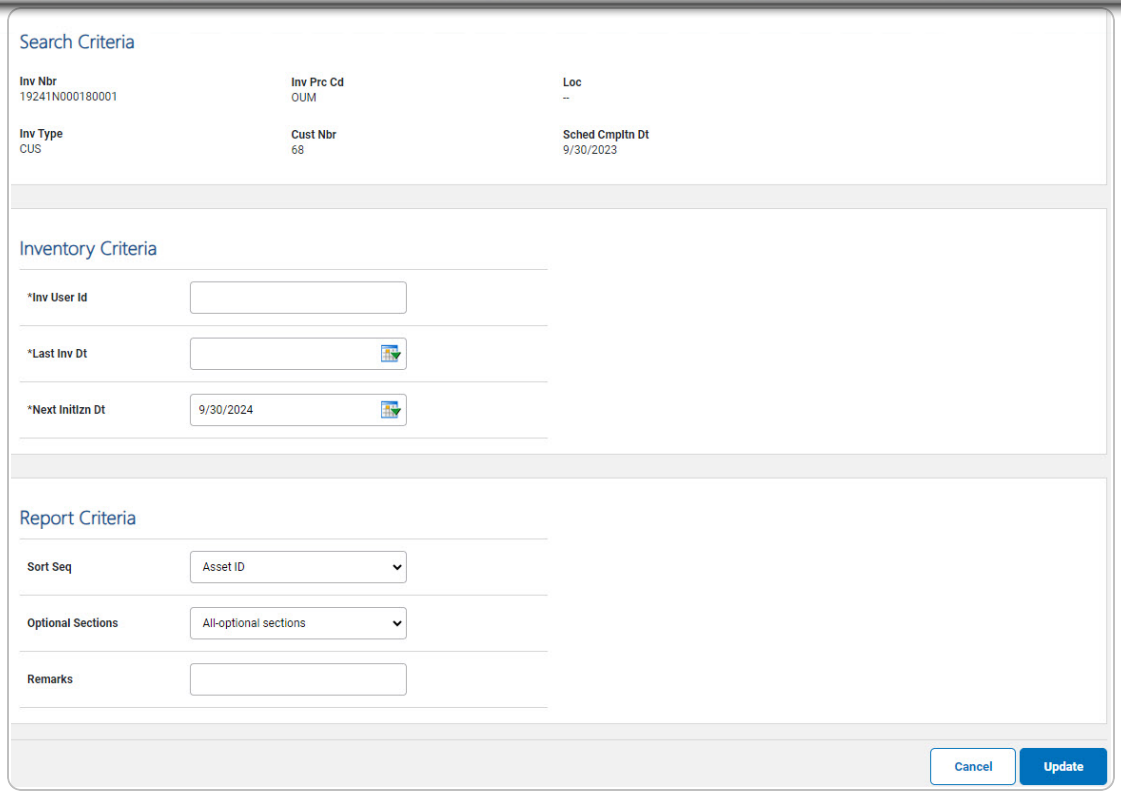
- OUA




**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

# 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

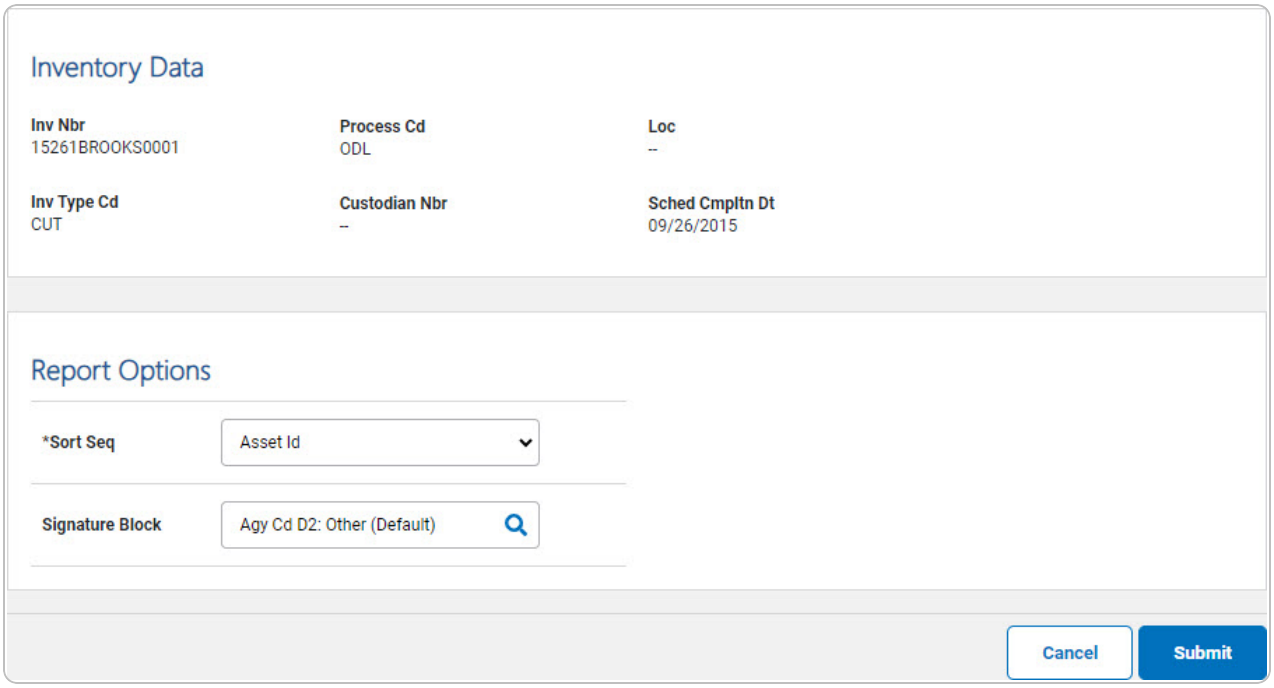
**ELMS Navigation Helpful Tips**

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

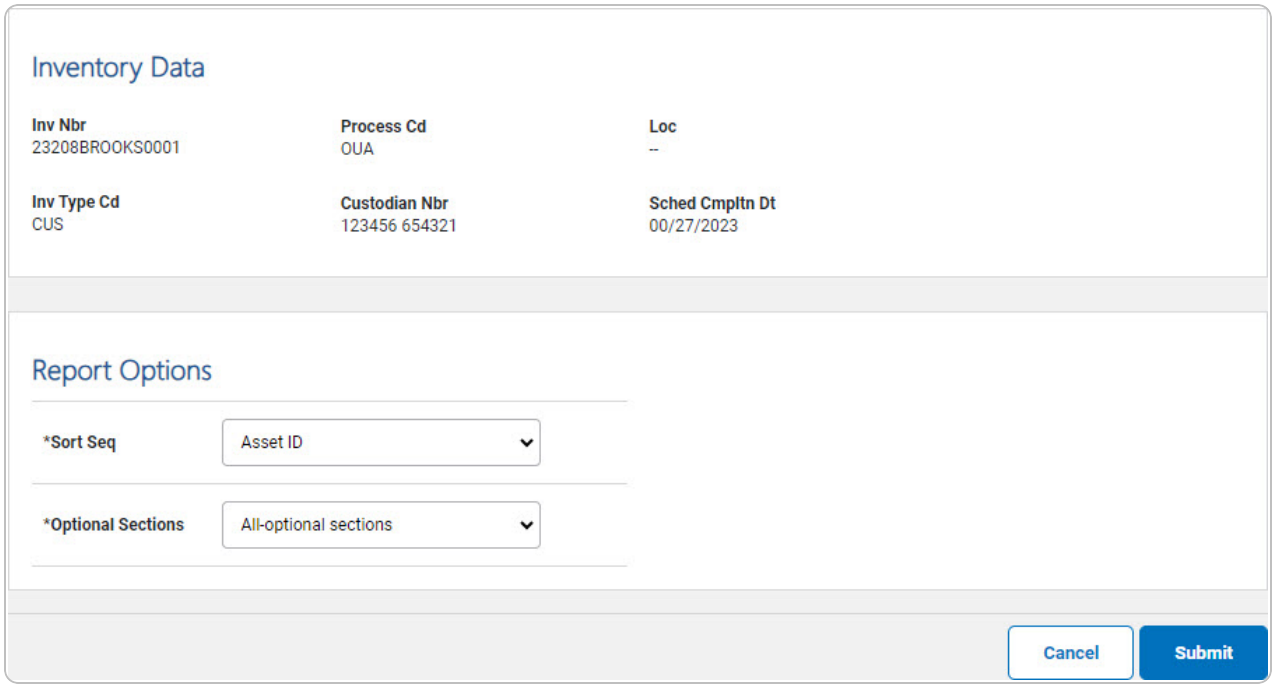
**ELMS Navigation Helpful Tips**

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

# 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

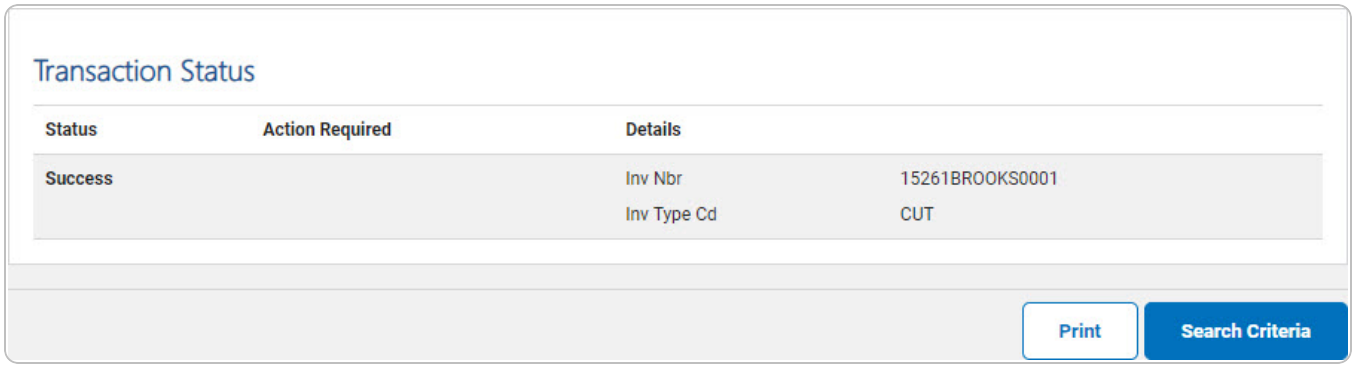
Status
Action Required
Details

## 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

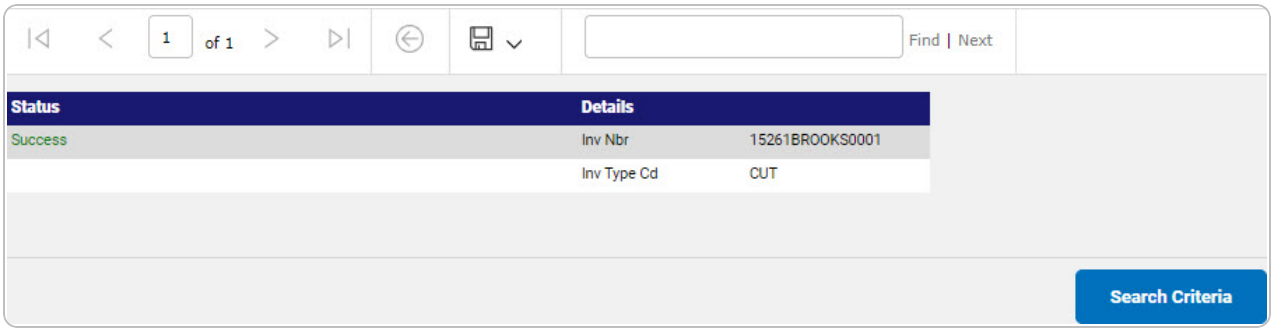
**ELMS Navigation Helpful Tips**



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

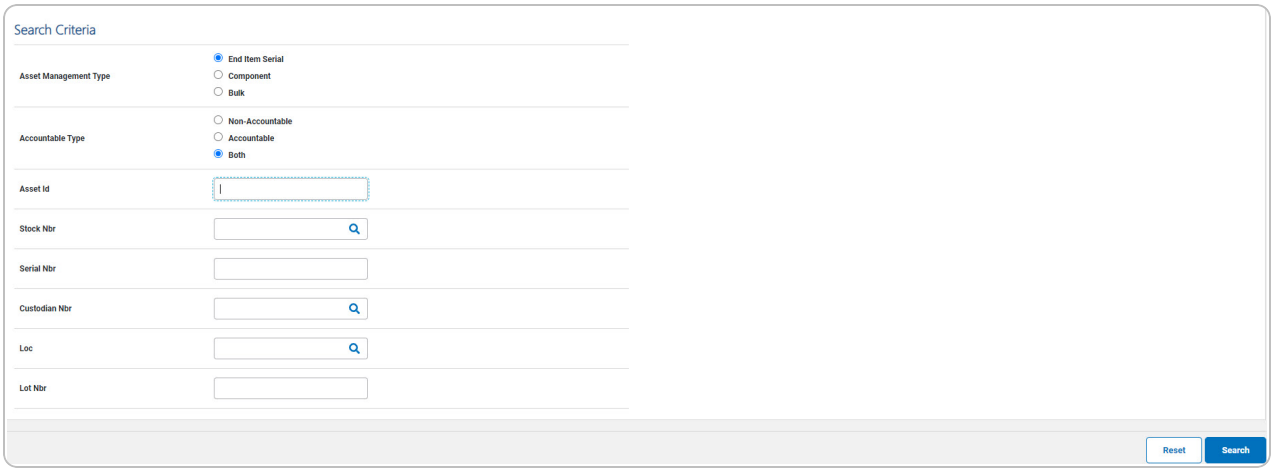
**ELMS Navigation Helpful Tips**

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

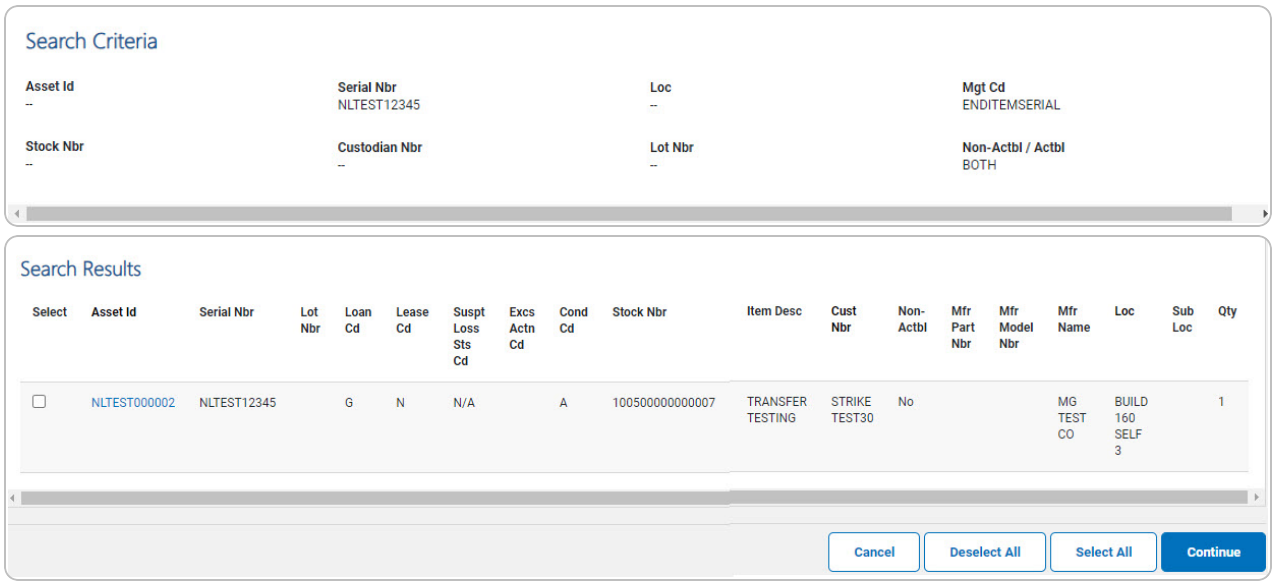
**ELMS Navigation Helpful Tips**

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 check-box 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 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

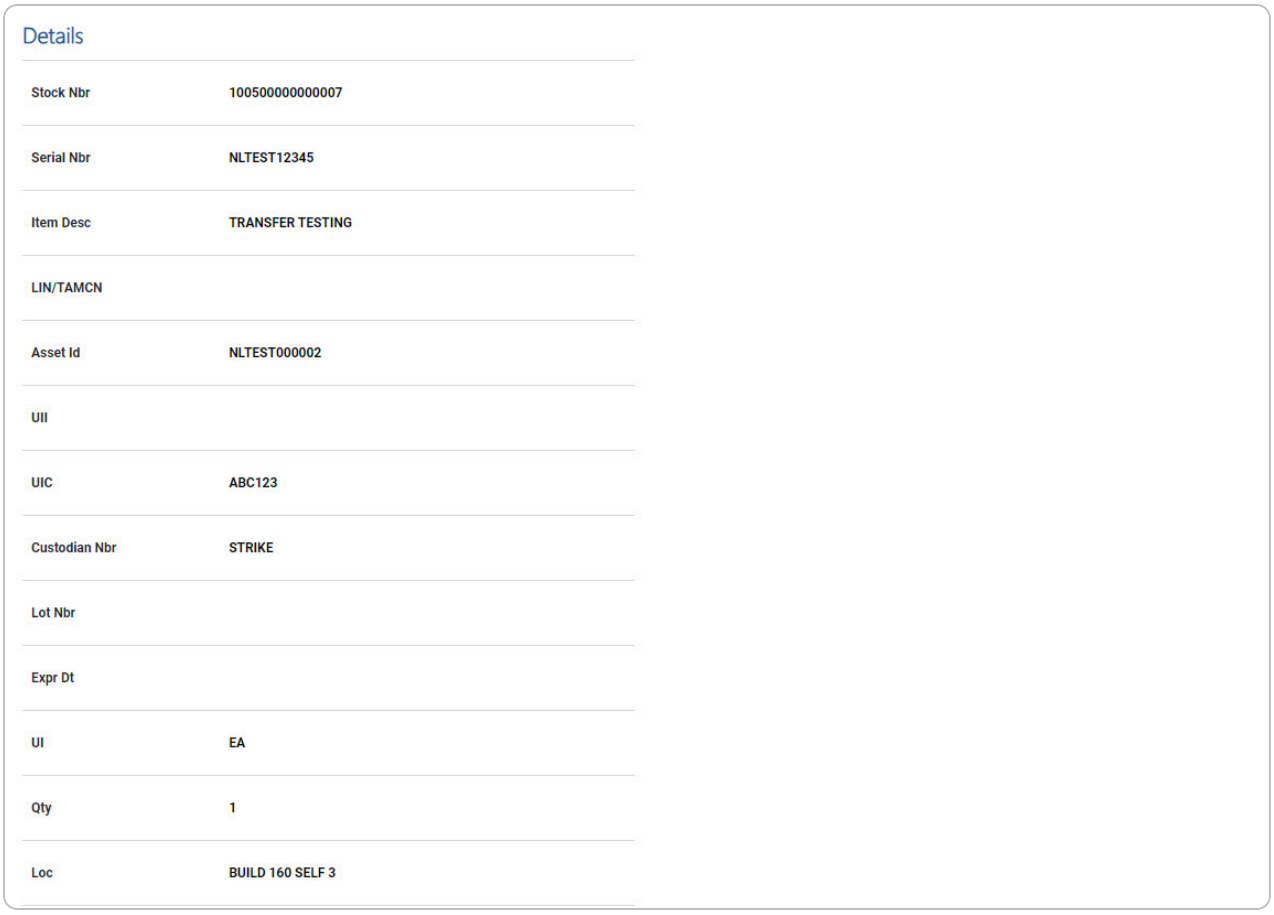
**ELMS Navigation Helpful Tips**

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.*



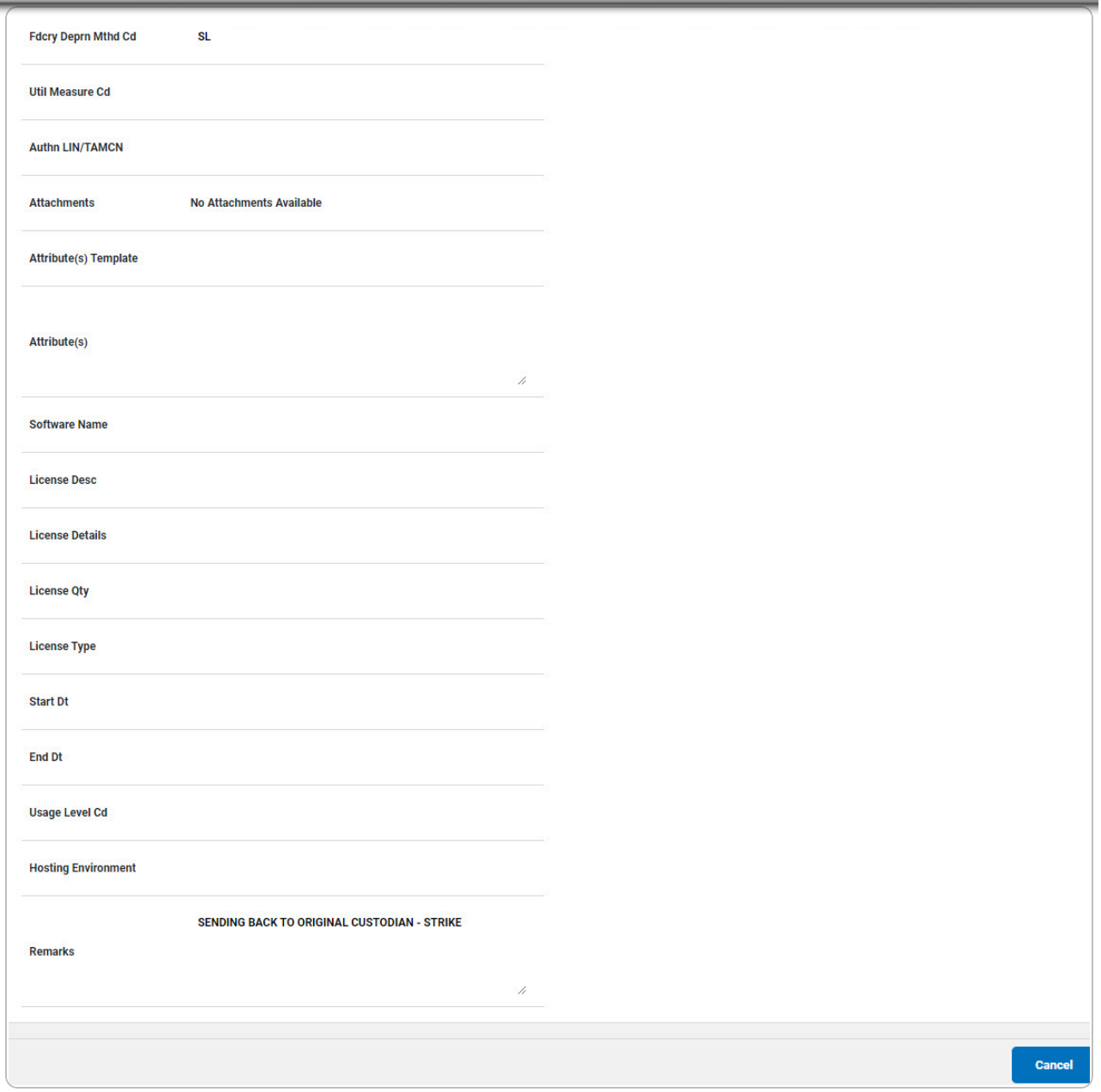
| | |
|---|---|
| Sub Loc | |
| Acq Cost | $ 100.00 |
| Acq Dt | 9/13/2023 |
| Total Cost | $ 100.00 |
| Type Asset Cd | G |
| Cond Cd | A |
| Asset Level Cd | EI |
| Asset Cd | K |
| Sys Id | |
| Doc Nbr | AAAAAA32582003 |
| Excs Actn Cd | |
| Mfr Name | MG TEST CO |
| Mfr Model Nbr | |
| Mfr Part Nbr | |
| 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**

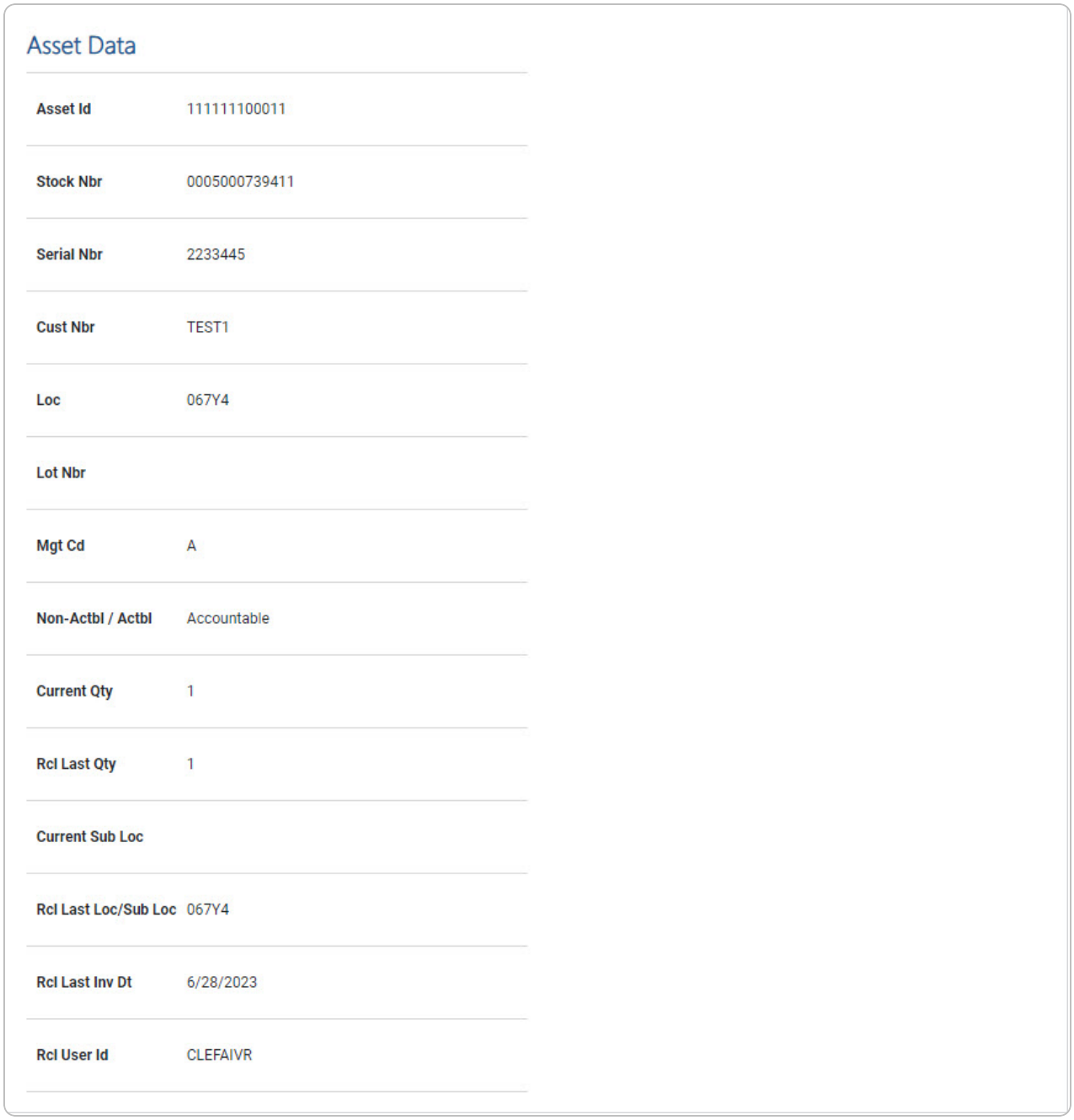


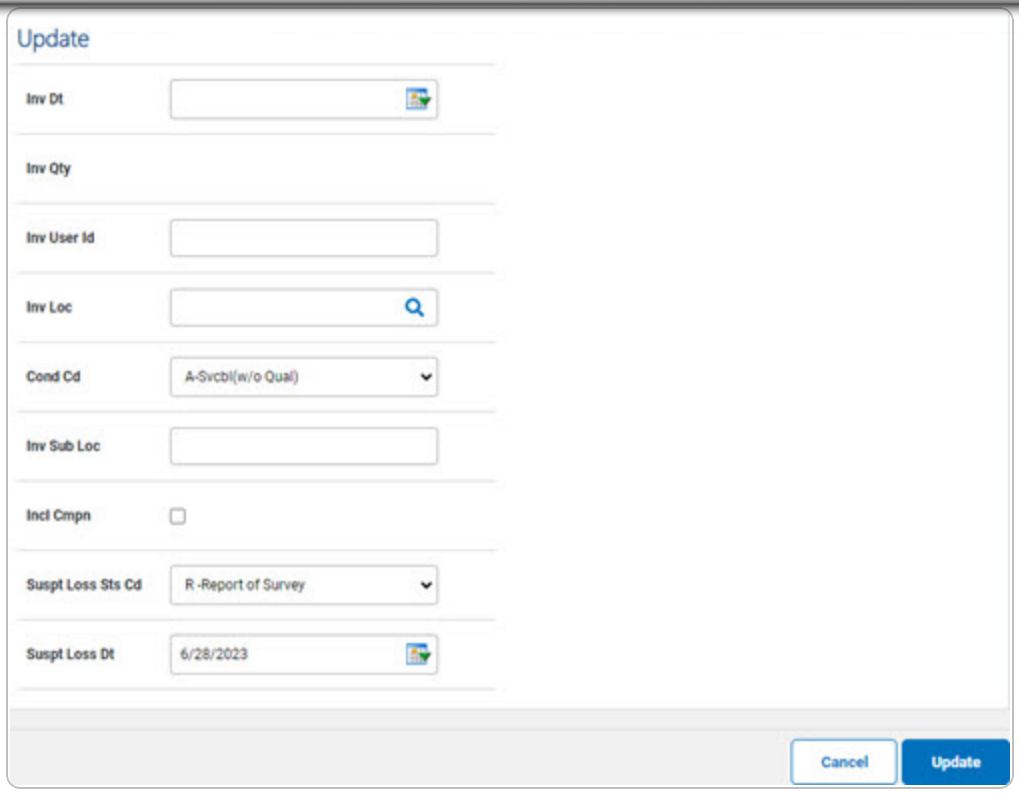
Click the following link to display PA Navigation Tips.

### 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.*






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 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

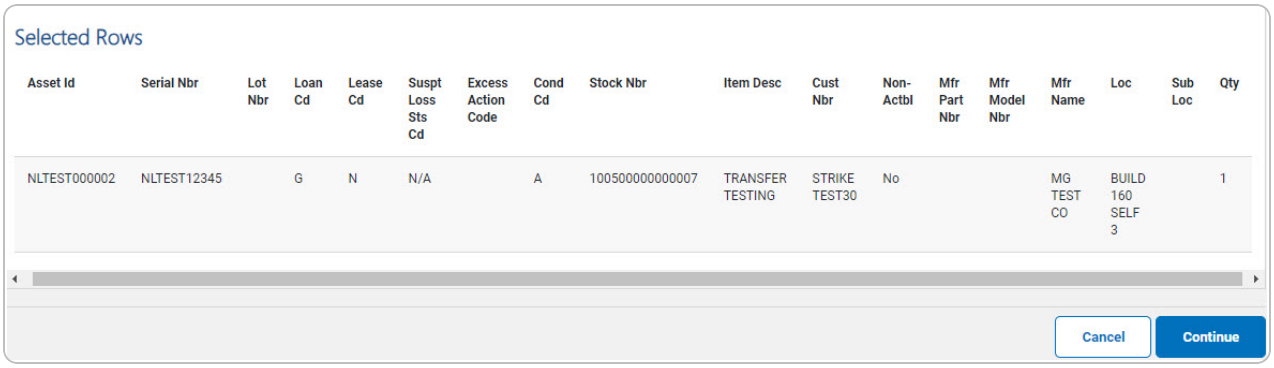
**ELMS Navigation Helpful Tips**

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 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

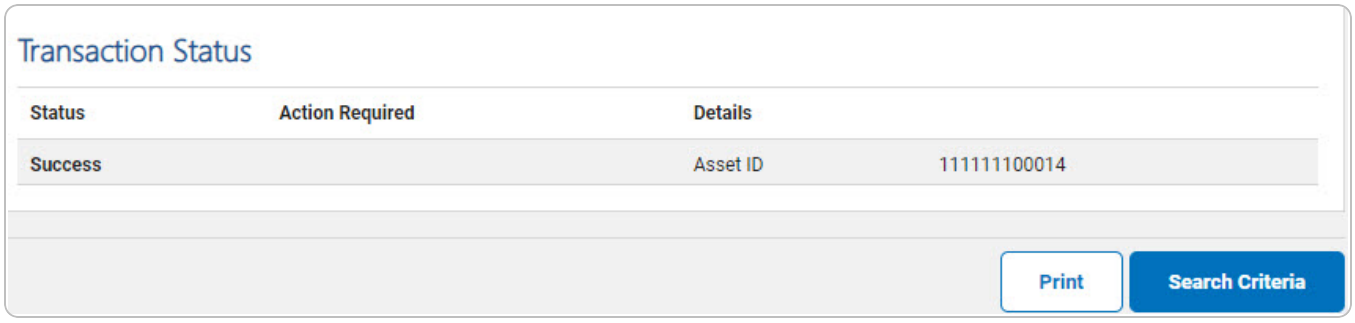
Status
Action Required
Details

# 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. |

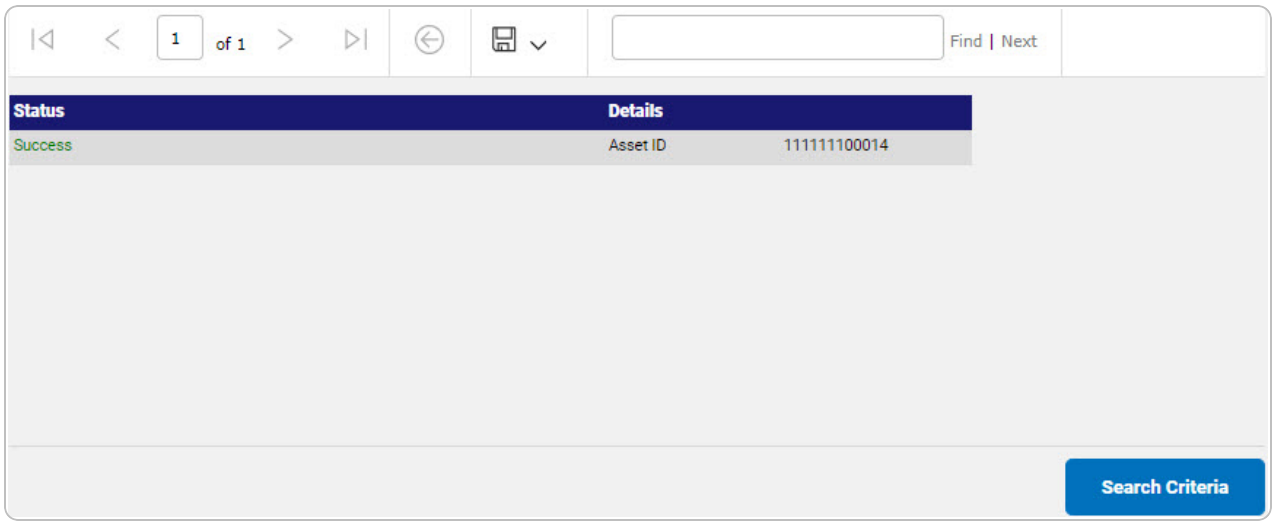
# Procedures

**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 

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

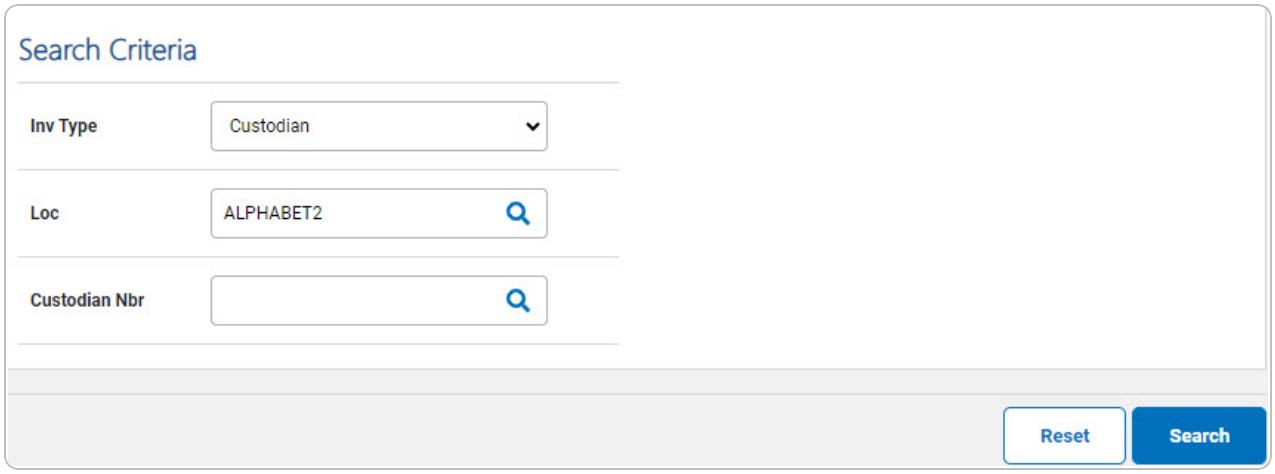
**ELMS Navigation Helpful Tips**

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

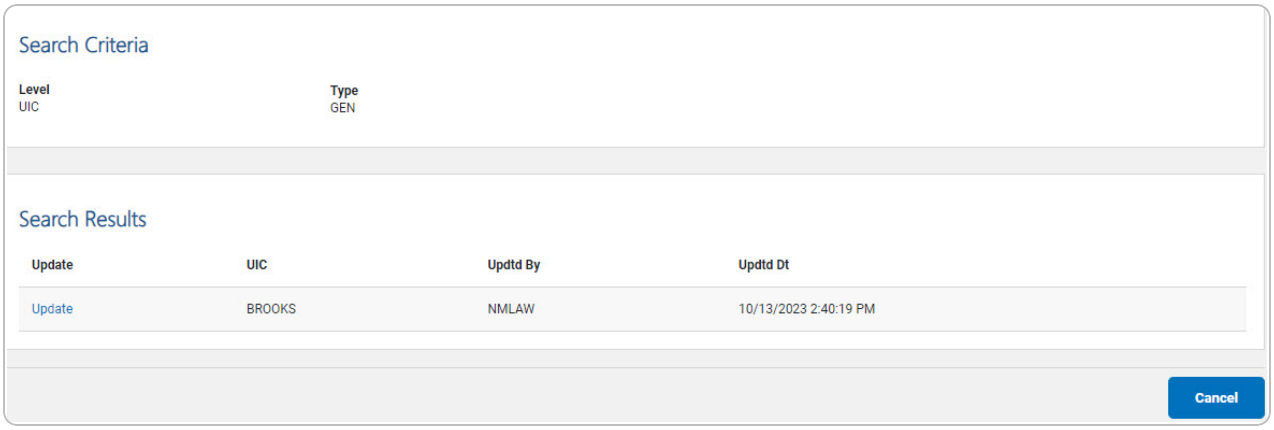
**ELMS Navigation Helpful Tips**

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

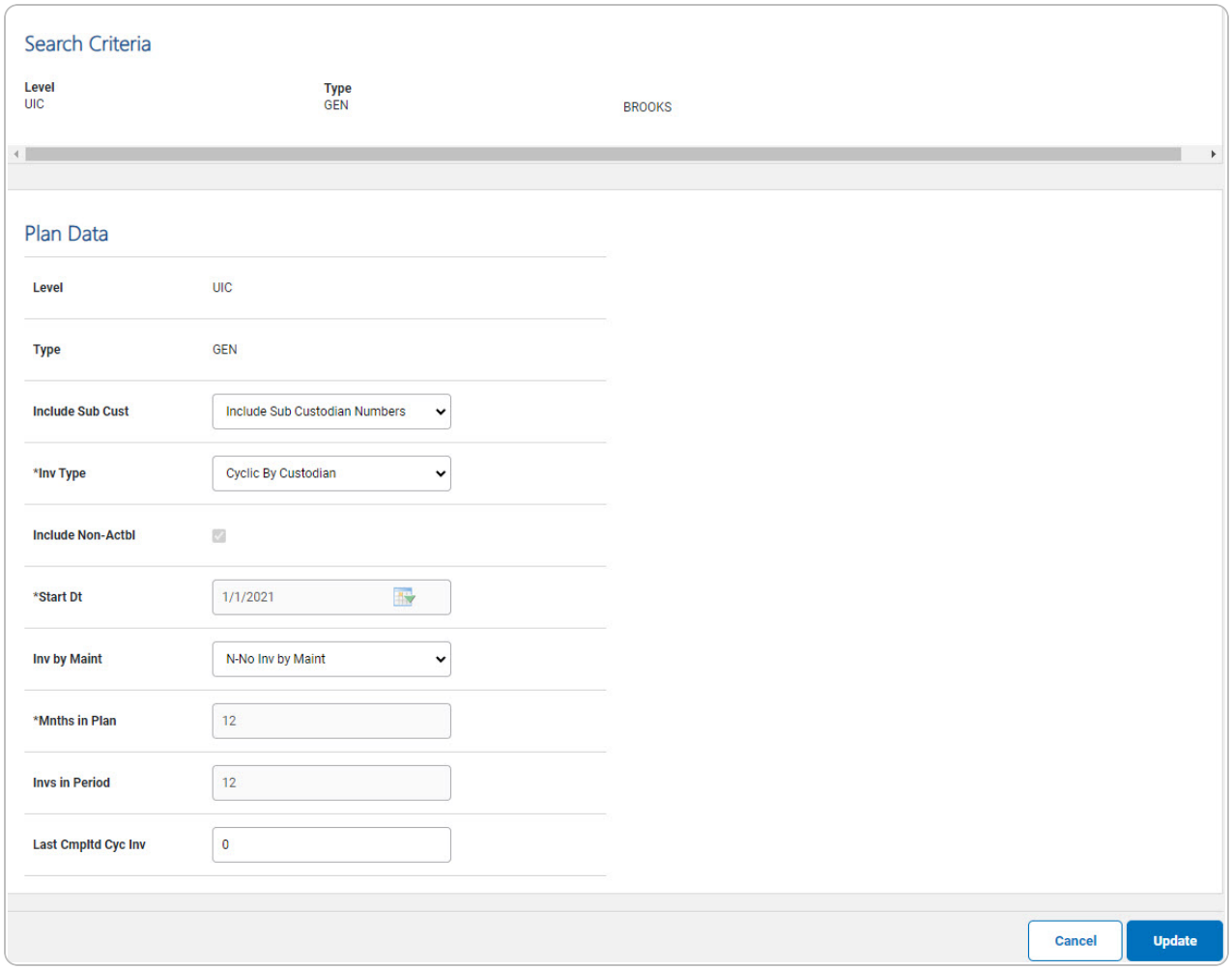
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

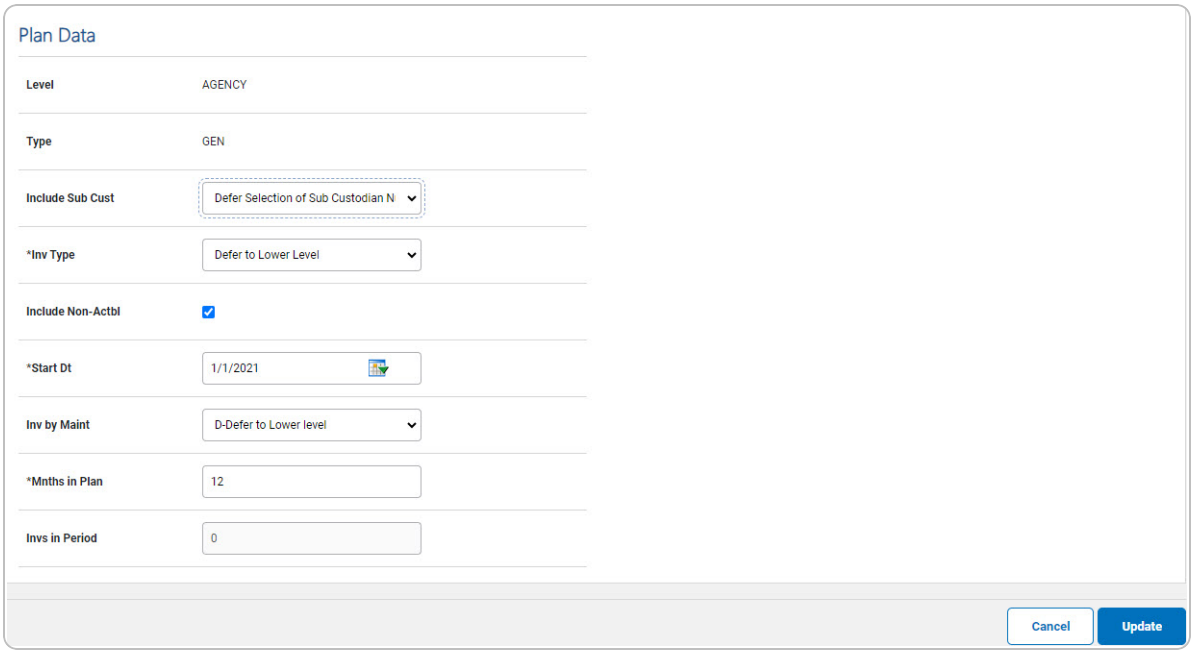
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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.

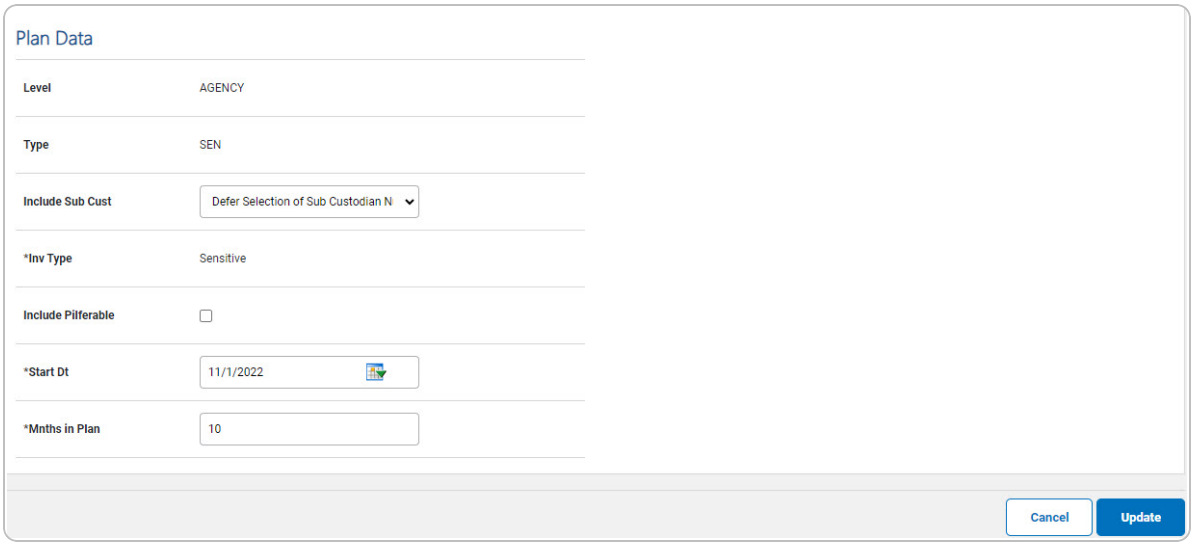
> **Note**
>
> Changing the Start Date begins a new plan and replaces the existing plan.

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.*

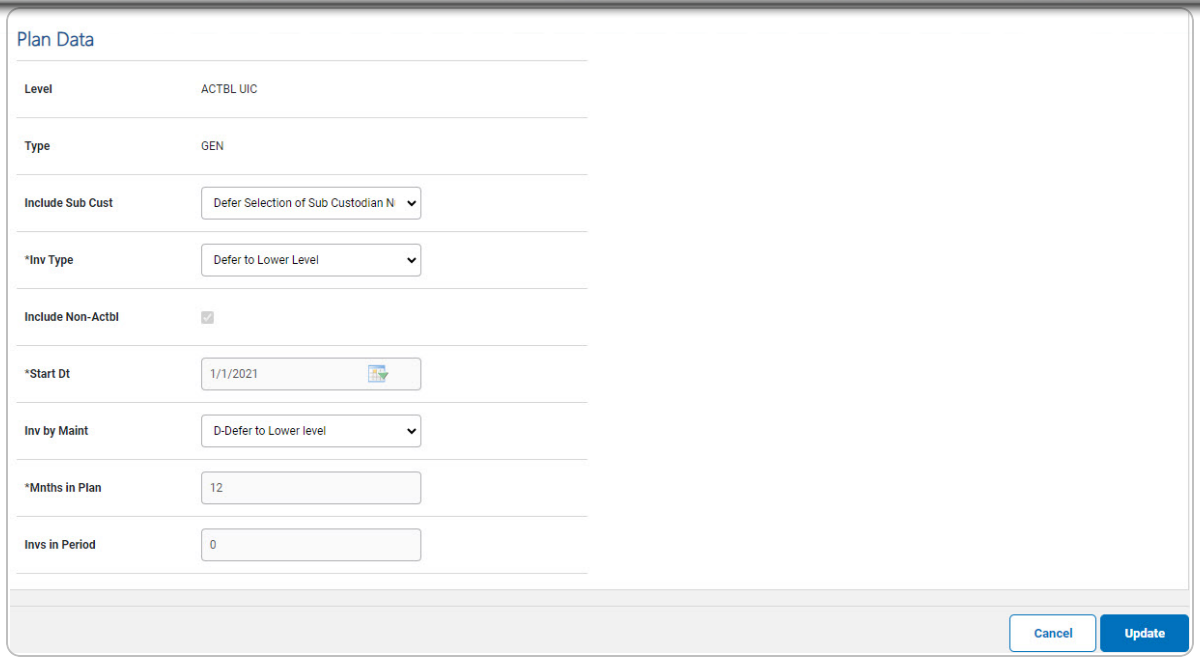
**F.** Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

**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.*

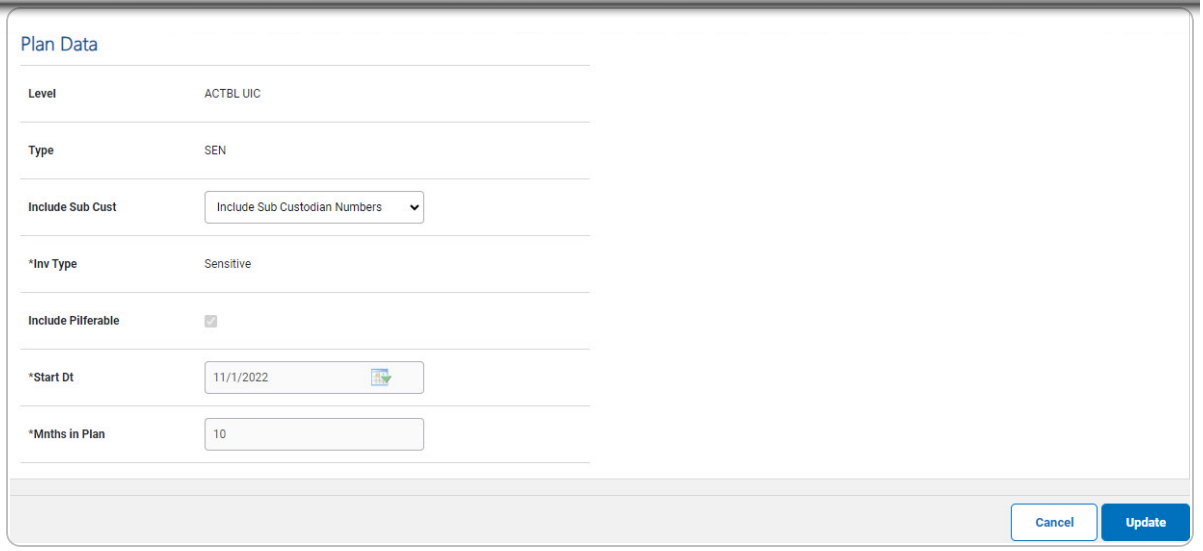
**F.** *Verify the START DT.*

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.

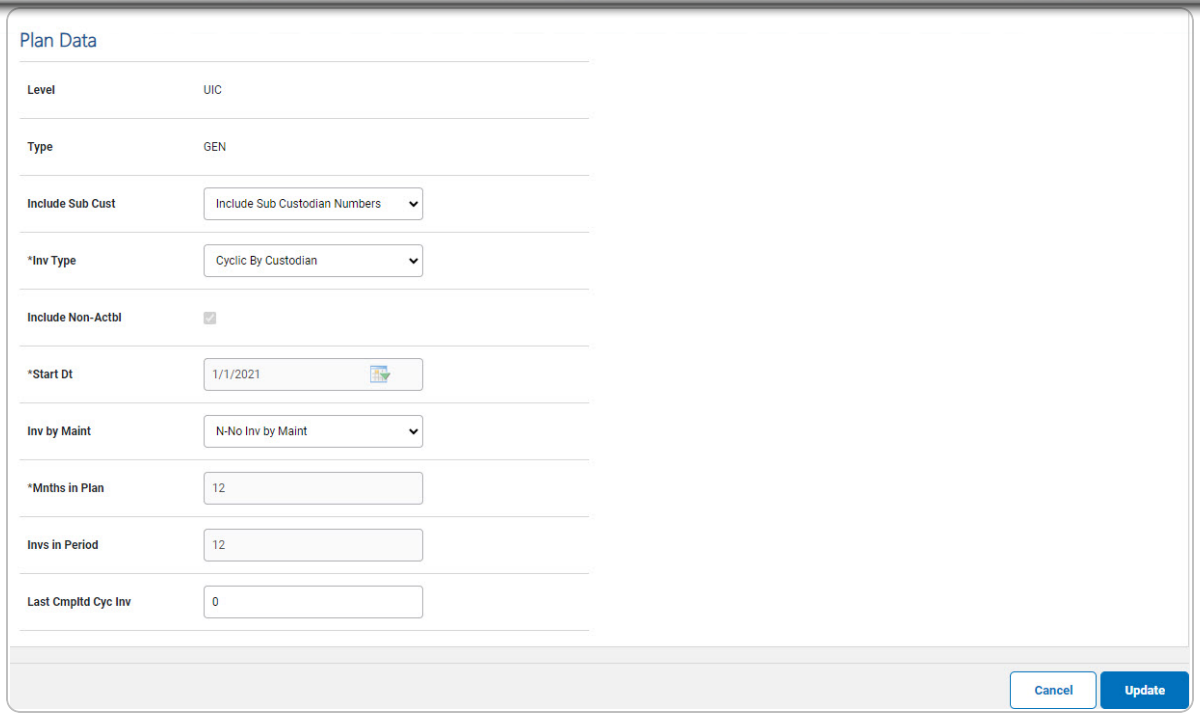
**D.** *Verify the INV TYPE.*

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.*

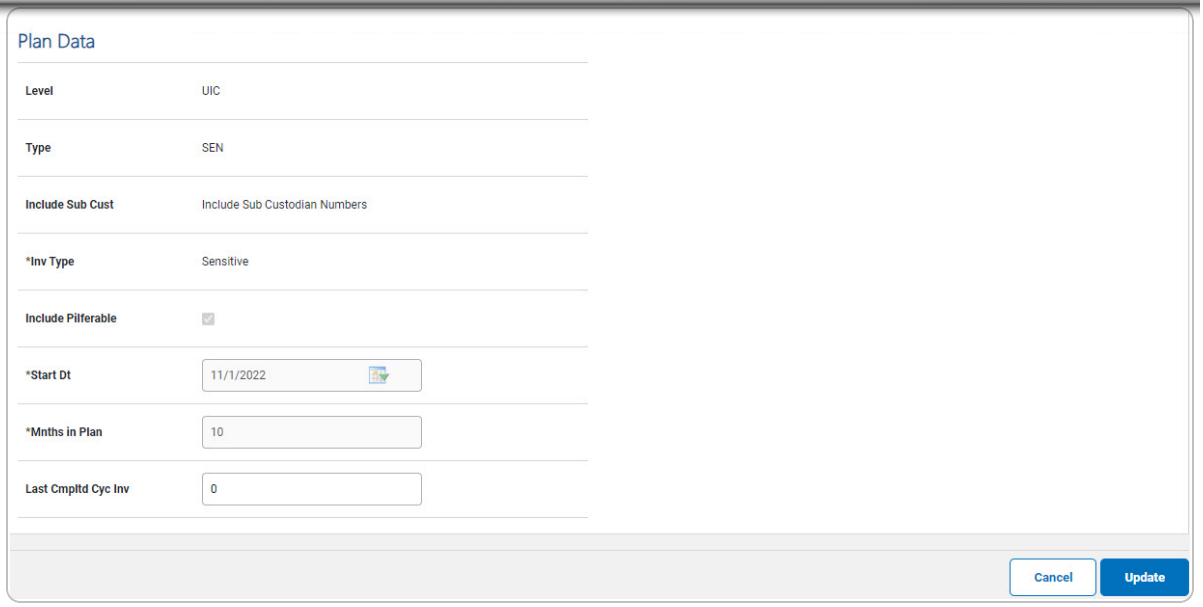
G. Update the INV BY MAINT, using ⌄ to select the desired inventory.

**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

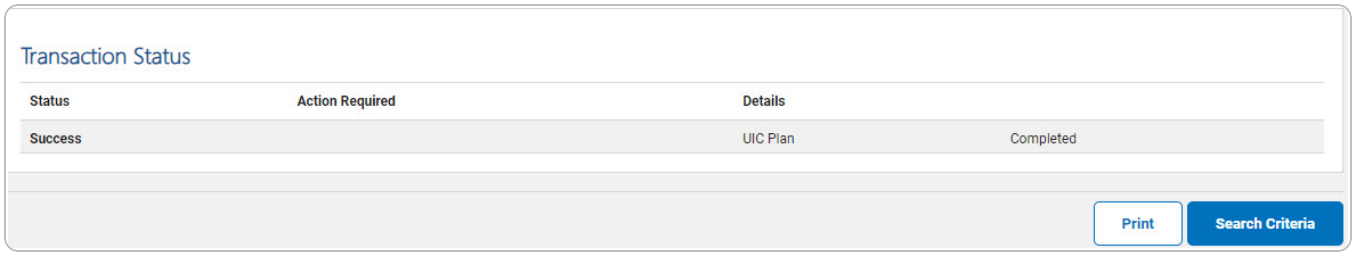
Status
Action Required
Details

# 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. |

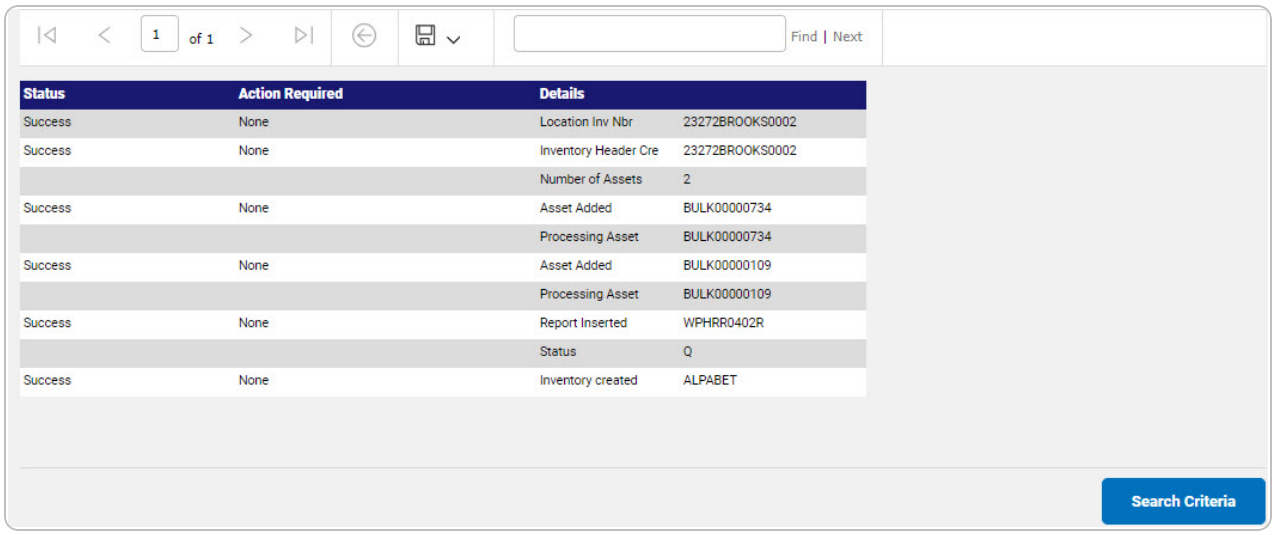
# Procedures

**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

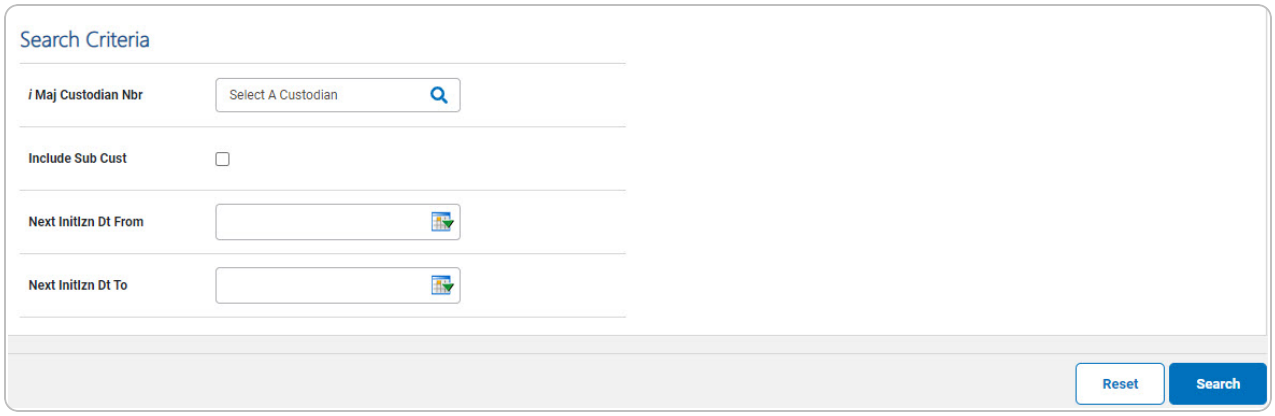
**ELMS Navigation Helpful Tips**

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:.

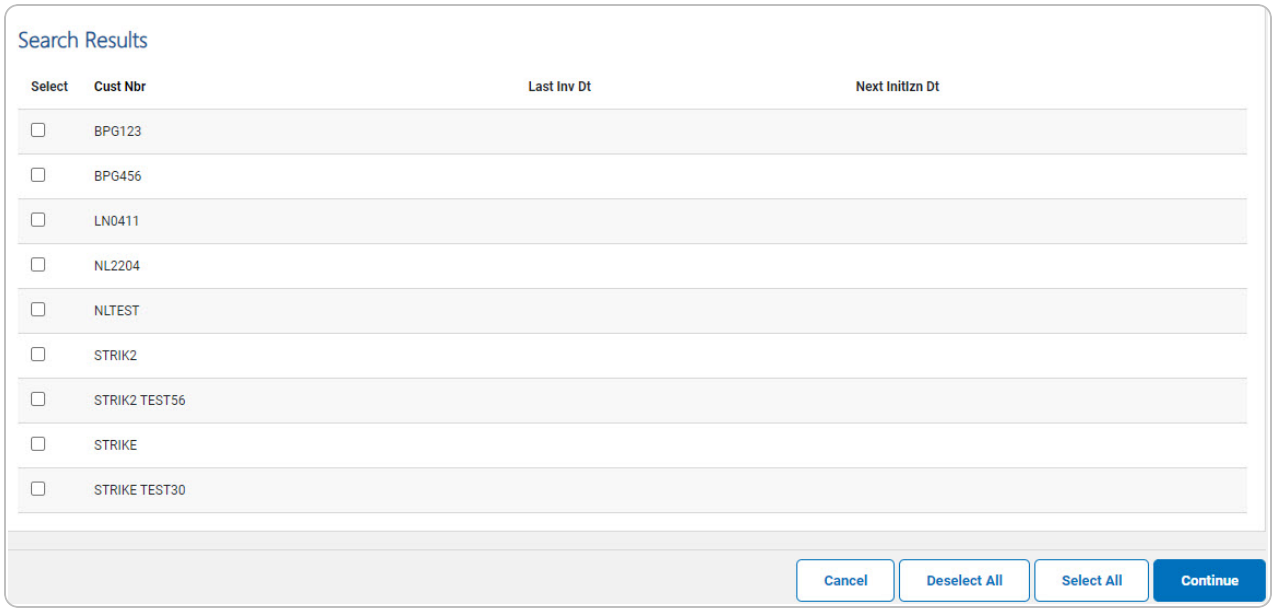



- Use i or 🔍 to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*

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

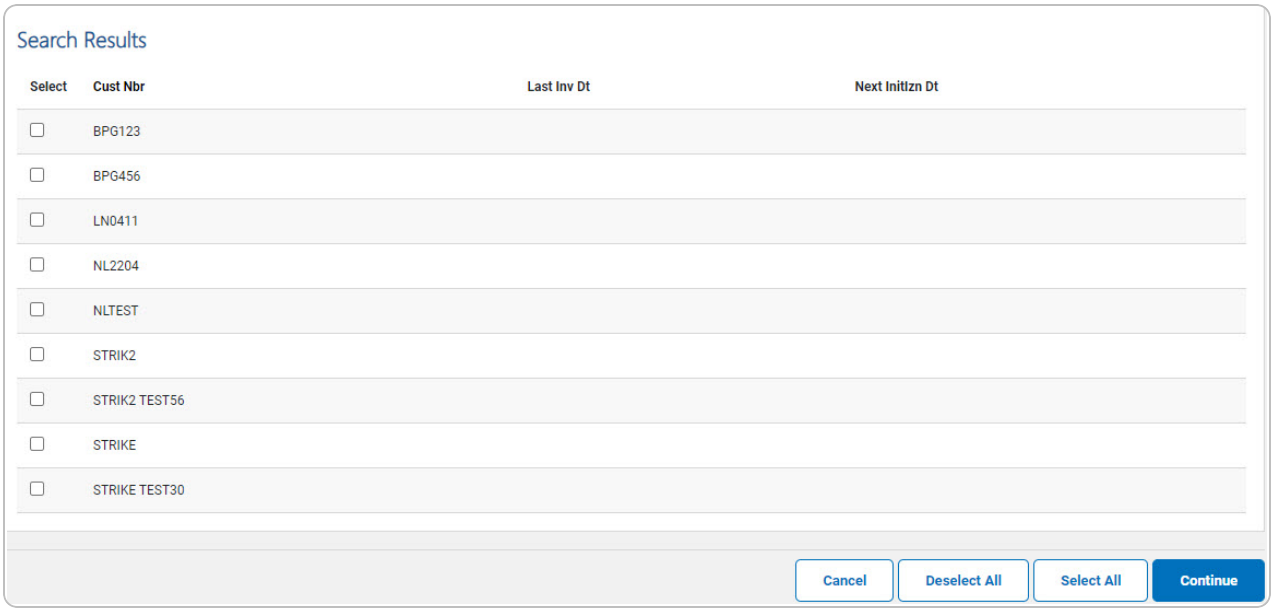
**ELMS Navigation Helpful Tips**

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

# 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.

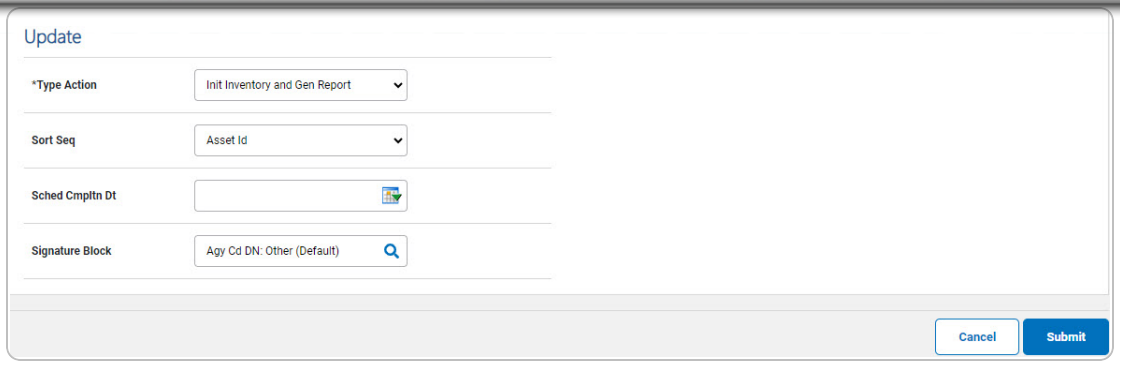
- Init Inventory




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.

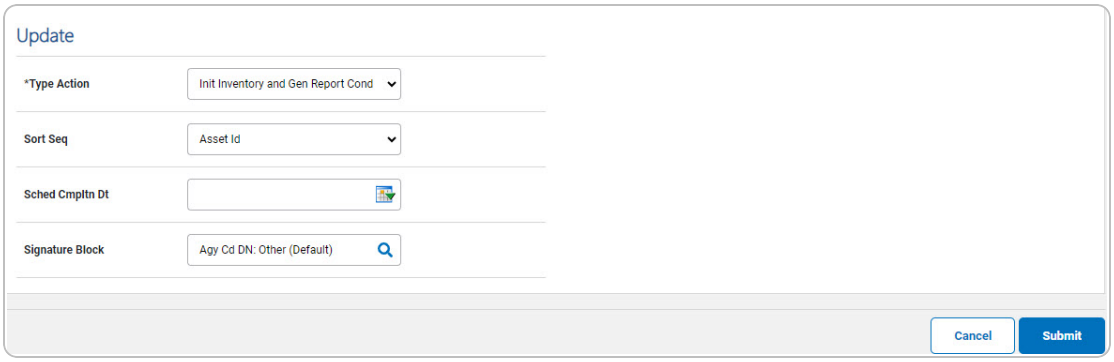
b. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

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



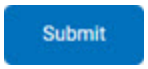

a. Update the Sort Seq, using to select the desired sort sequence.

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  . *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 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

# 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**

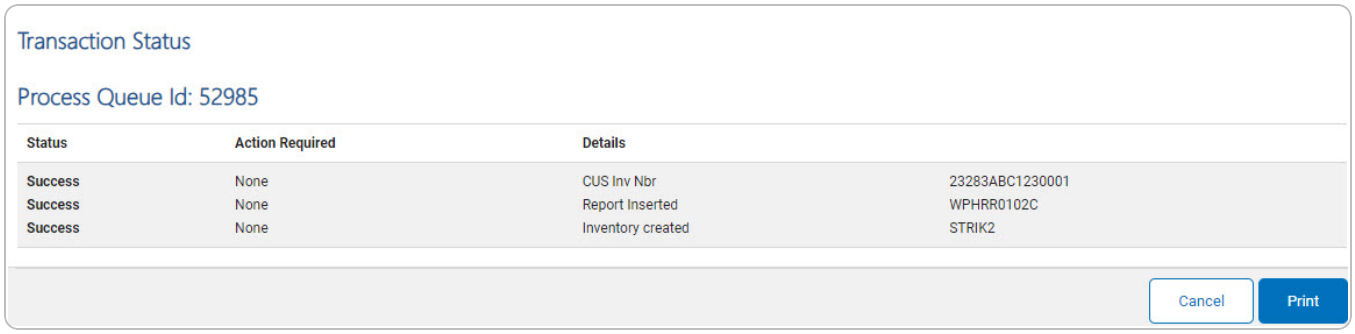
Click the following link to display PA Navigation Tips.

## 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

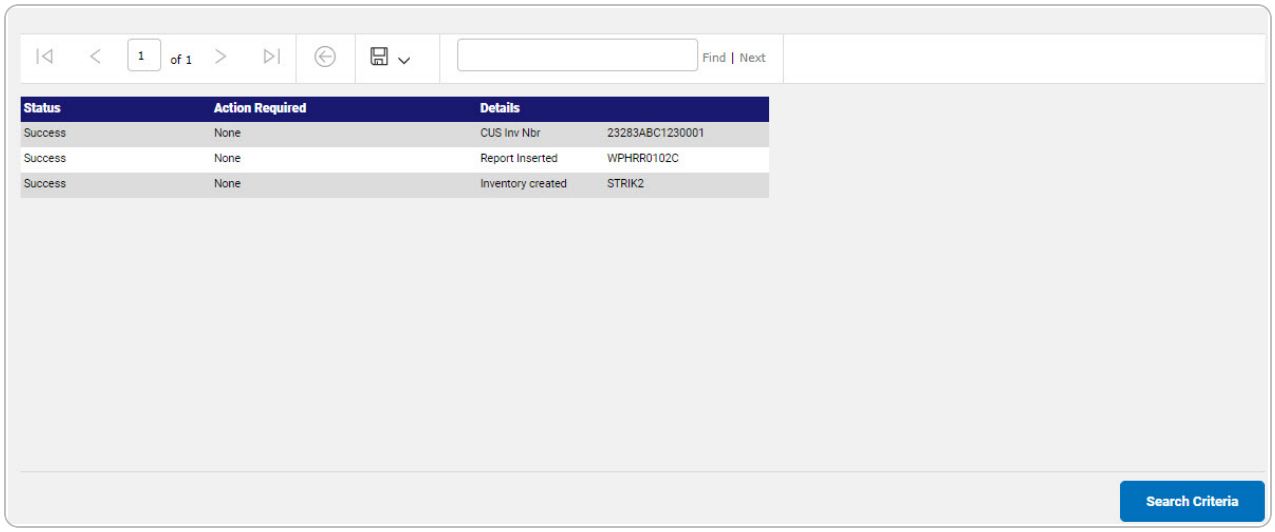
**ELMS Navigation Helpful Tips**



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

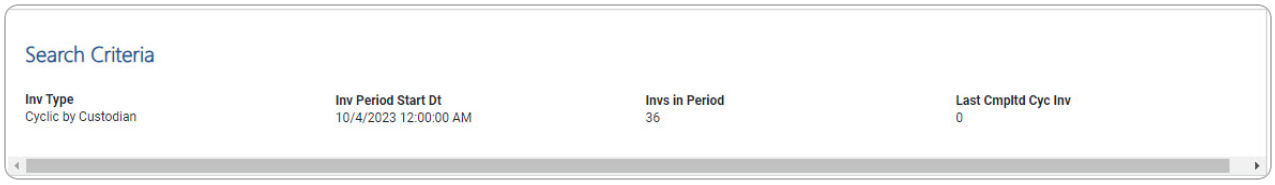
**ELMS Navigation Helpful Tips**

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

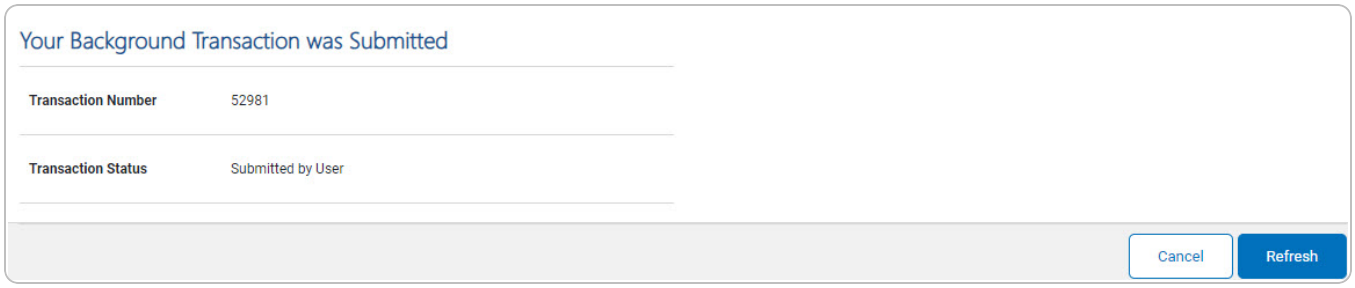
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

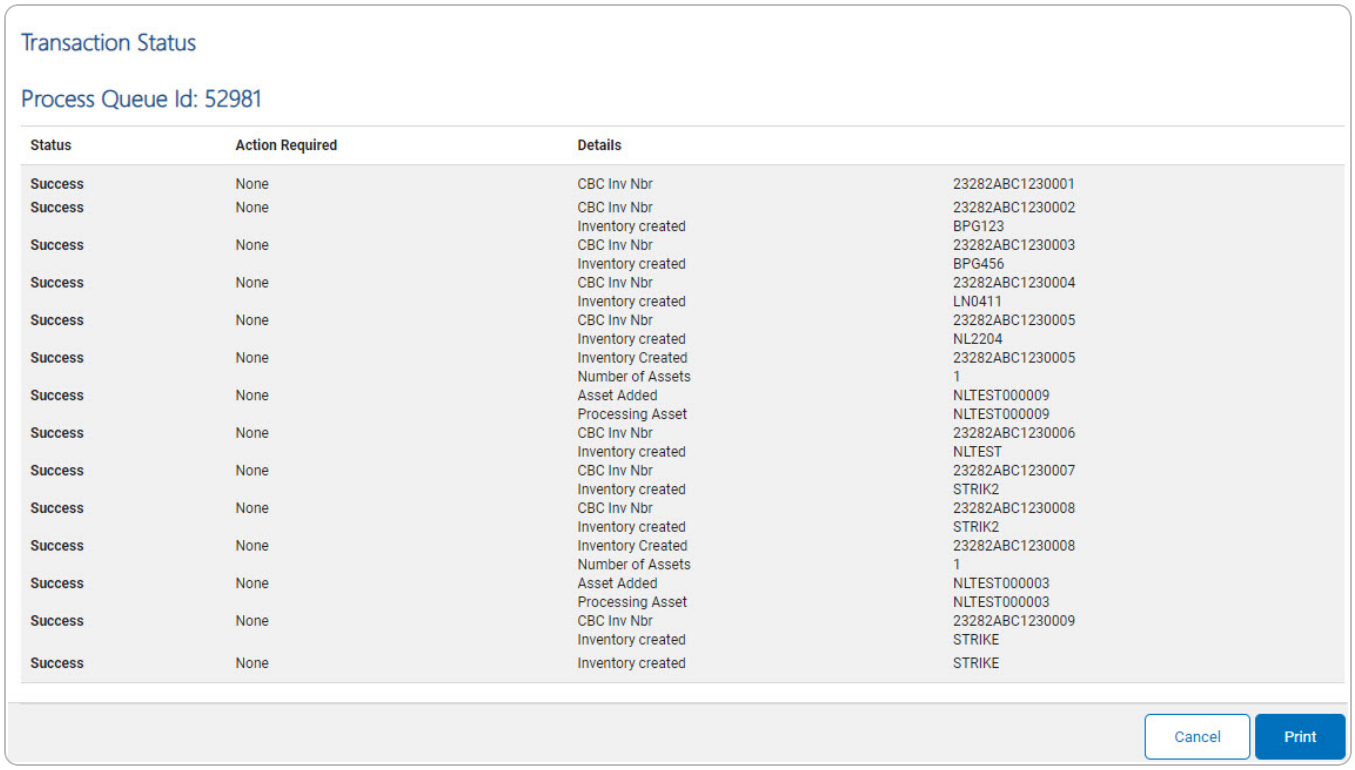
Click the following link to display PA Navigation Tips.

## 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

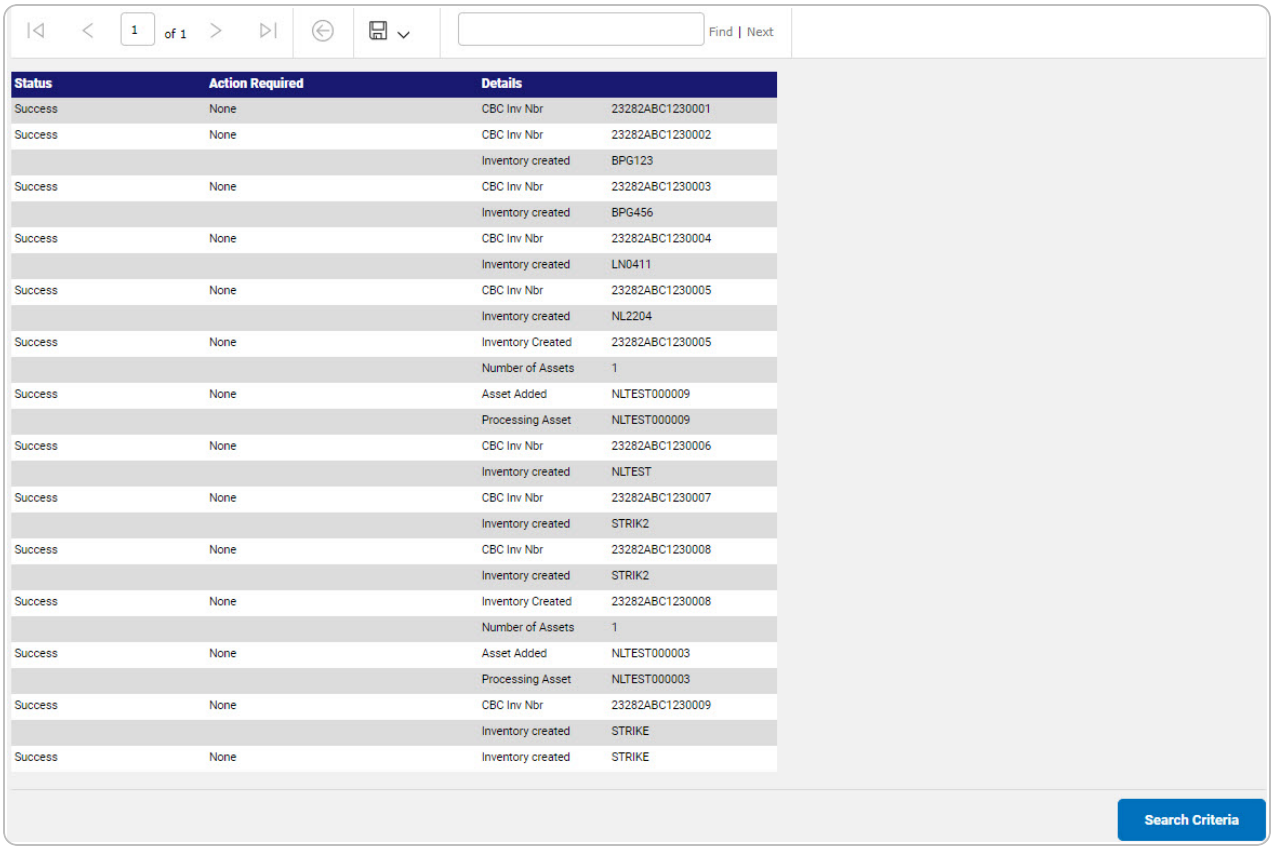
**ELMS Navigation Helpful Tips**



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

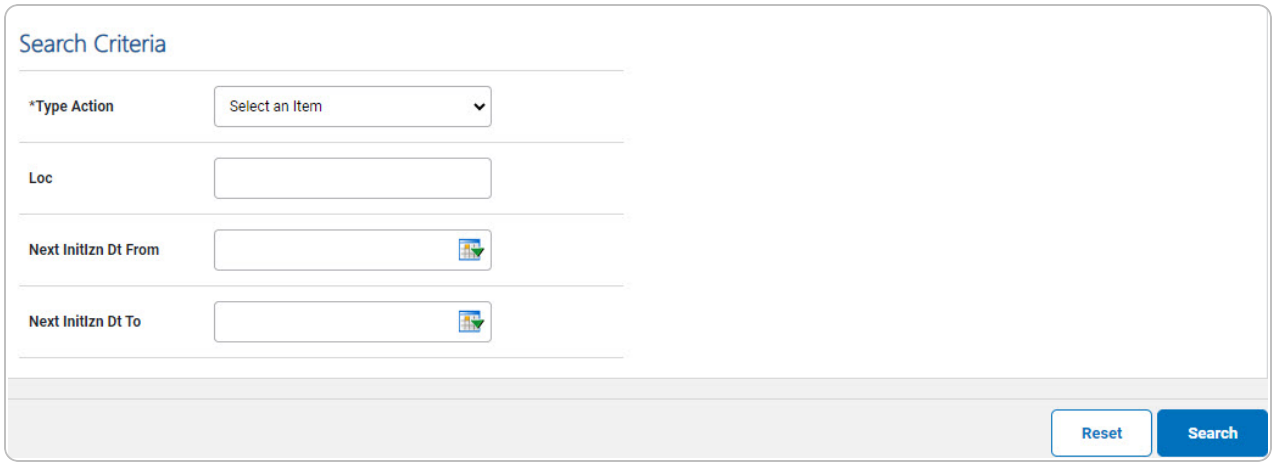
**ELMS Navigation Helpful Tips**

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.*

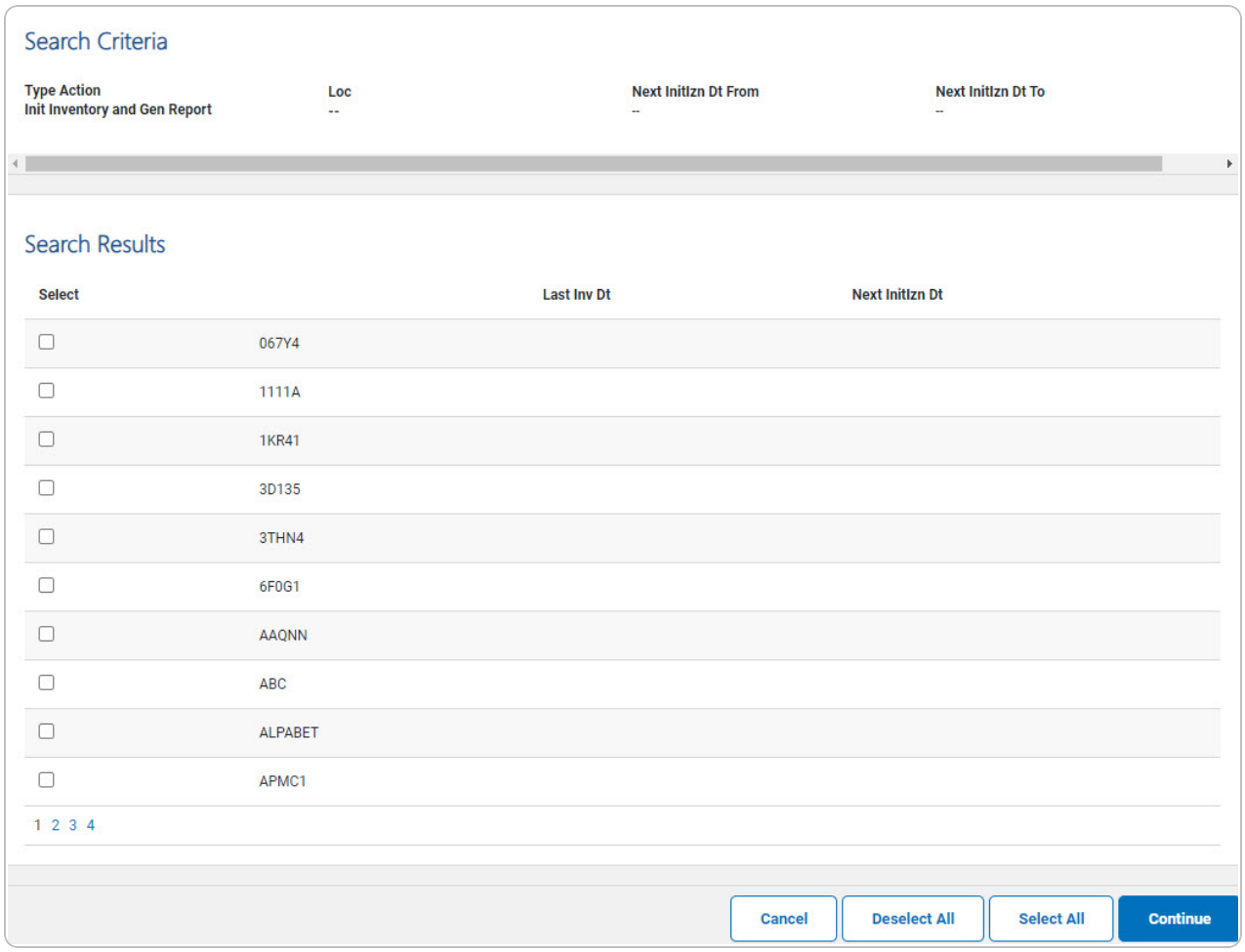
**Note**

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**

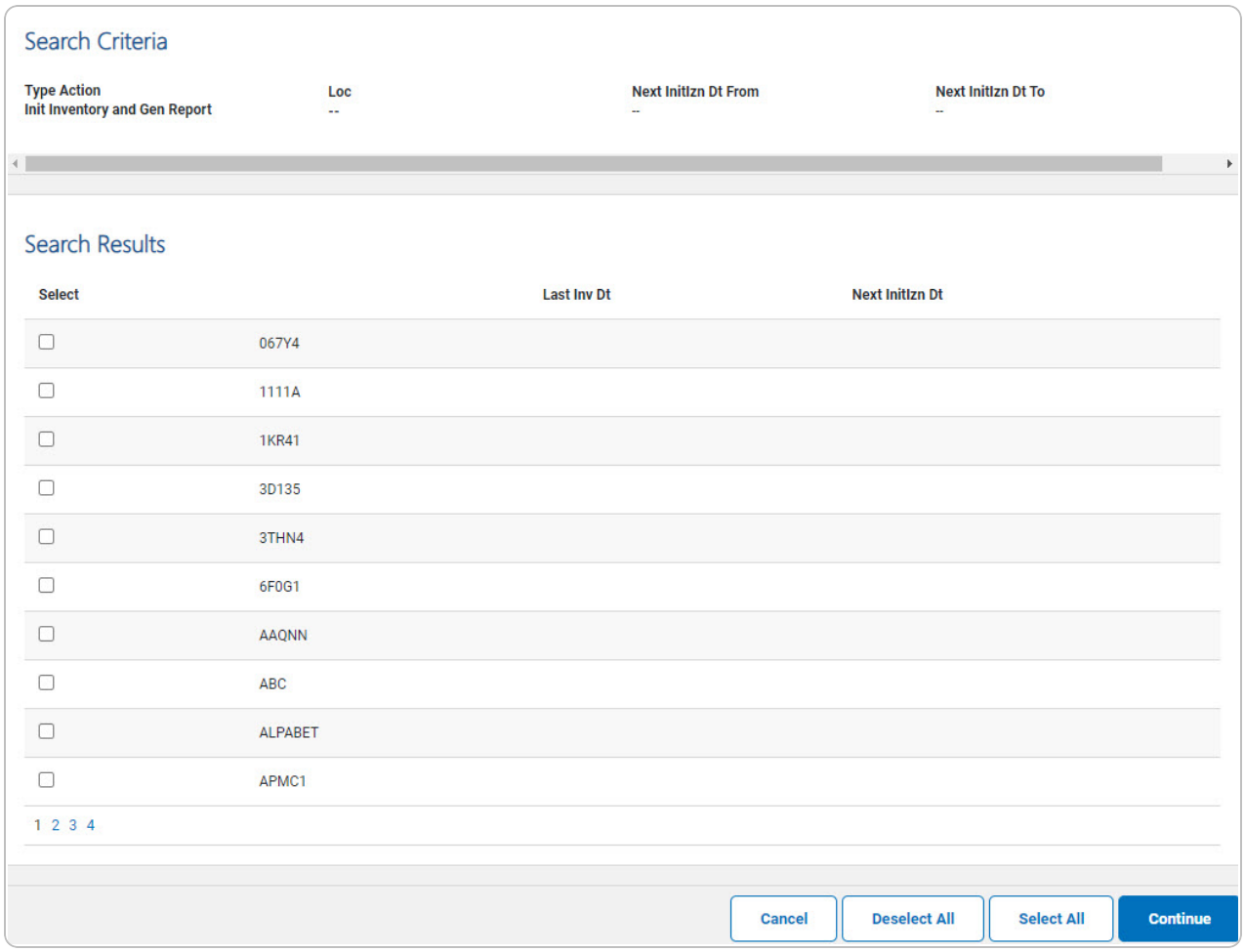


Click the following link to display PA Navigation Tips.

*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

# 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

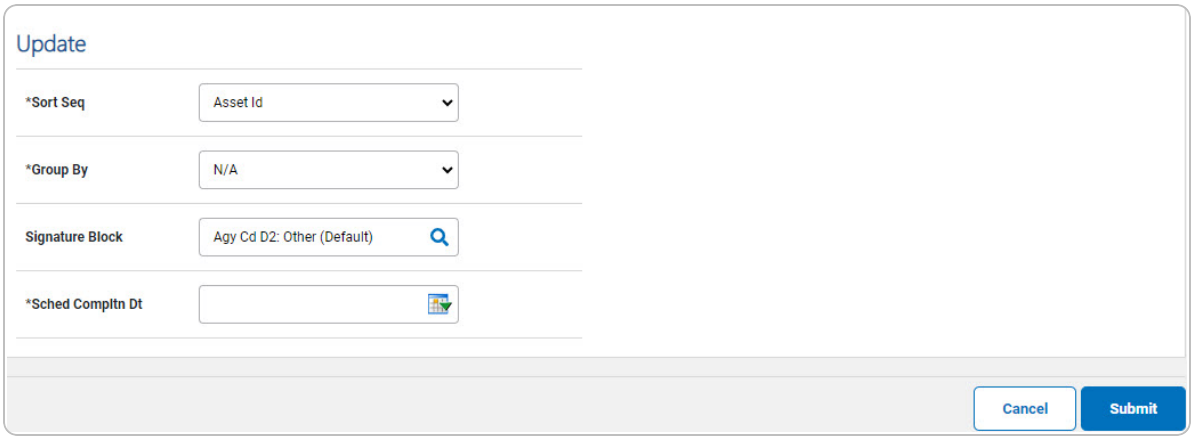
**ELMS Navigation Helpful Tips**

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.

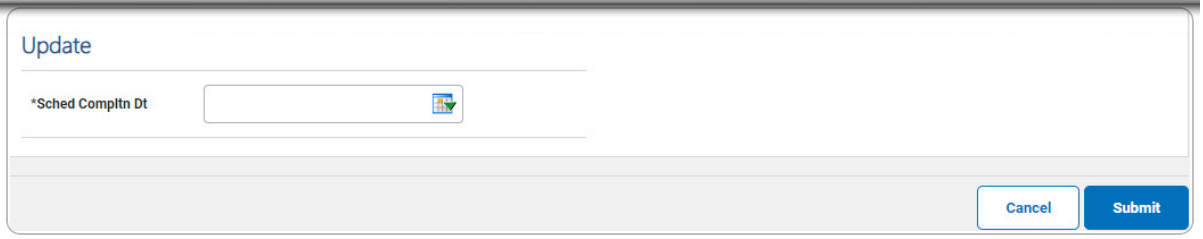
   **B.** Use ⌄ to select the Group By.

   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 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

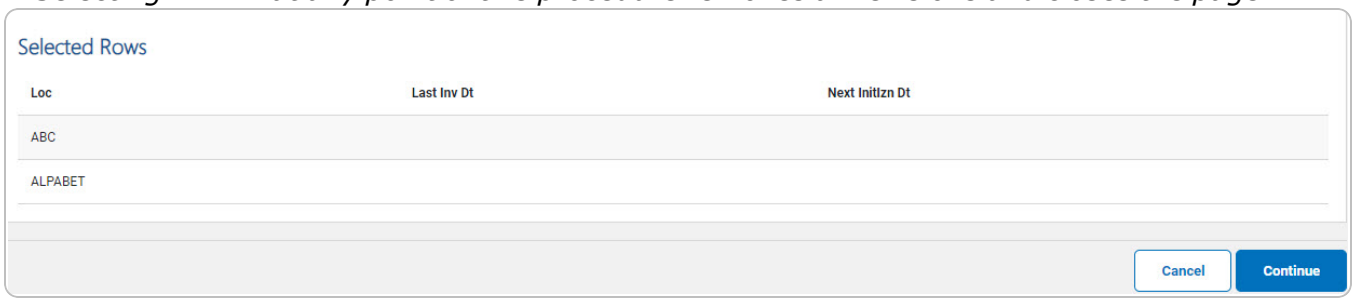
# Procedures

**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

# 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**

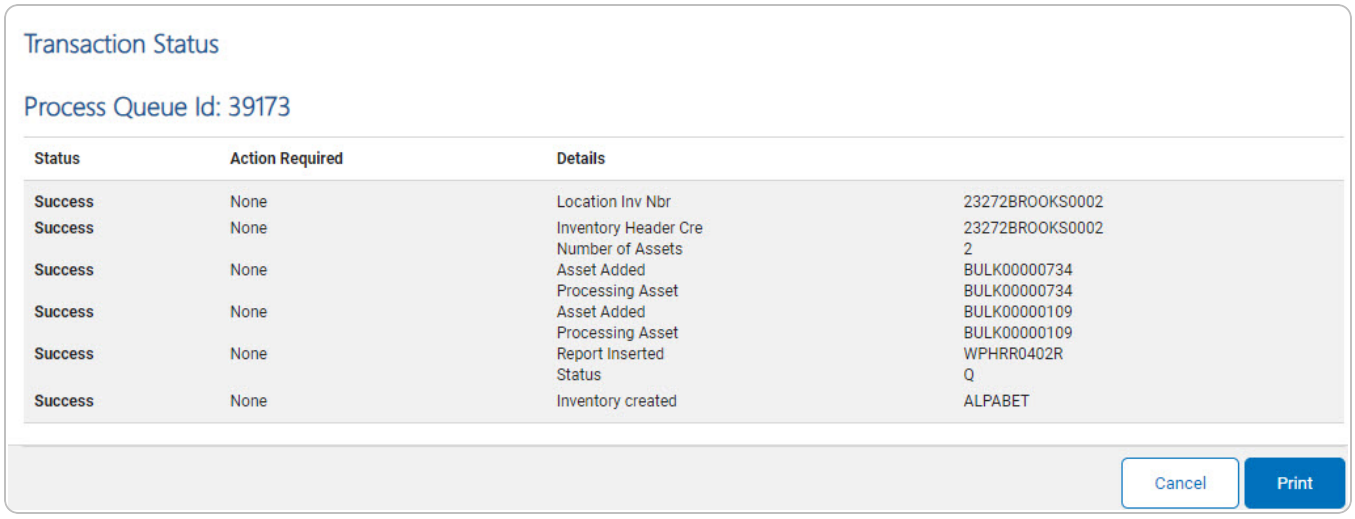
Click the following link to display PA Navigation Tips.

## 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

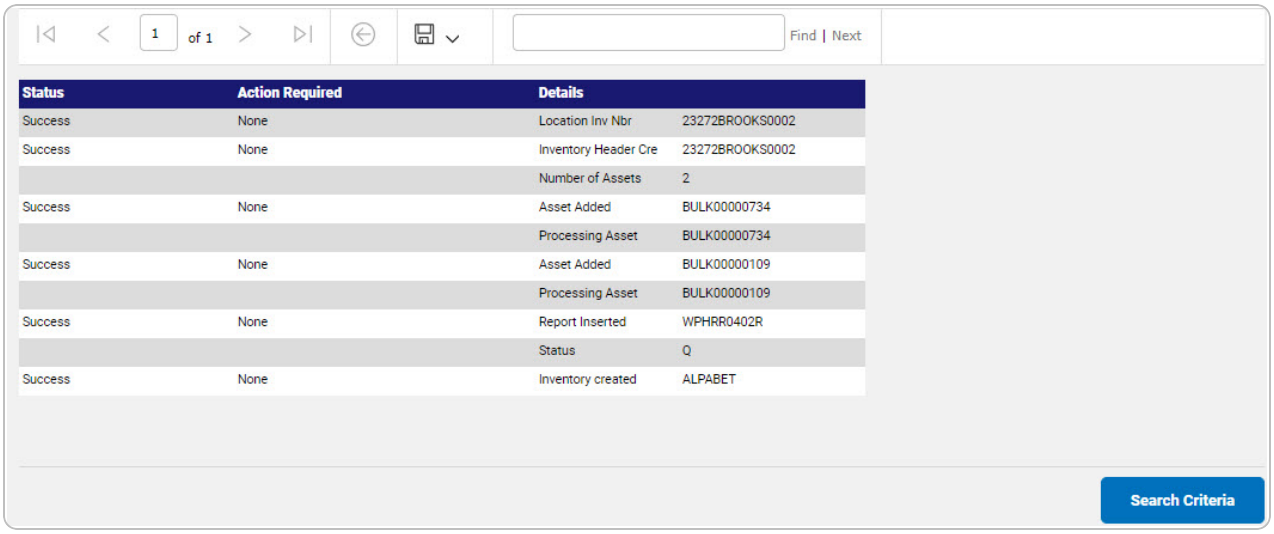
**ELMS Navigation Helpful Tips**



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

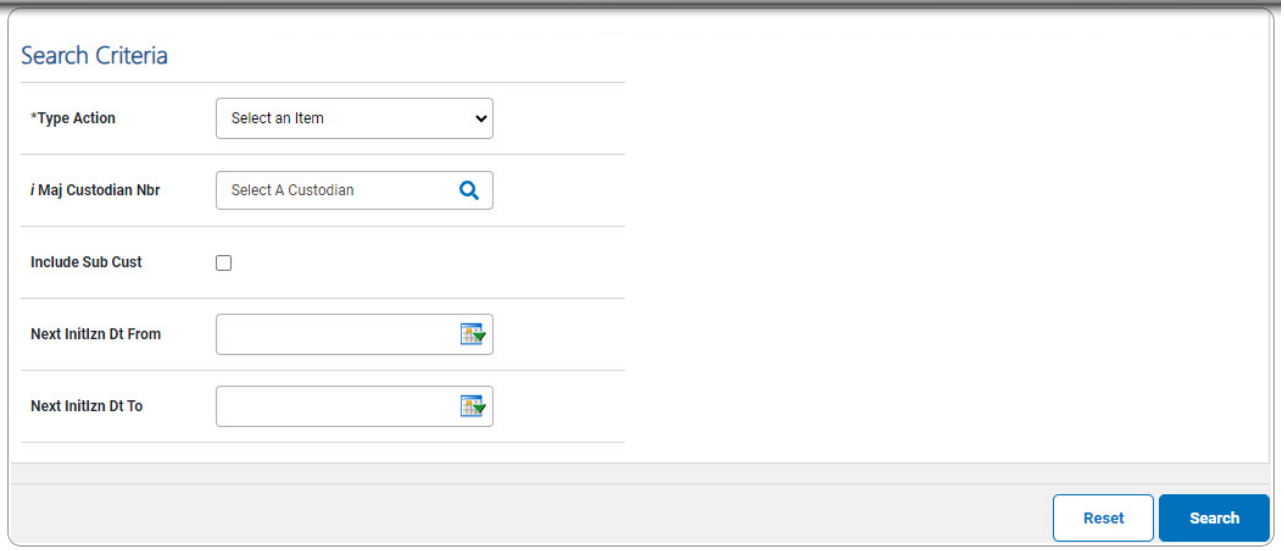
**ELMS Navigation Helpful Tips**

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 or to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*

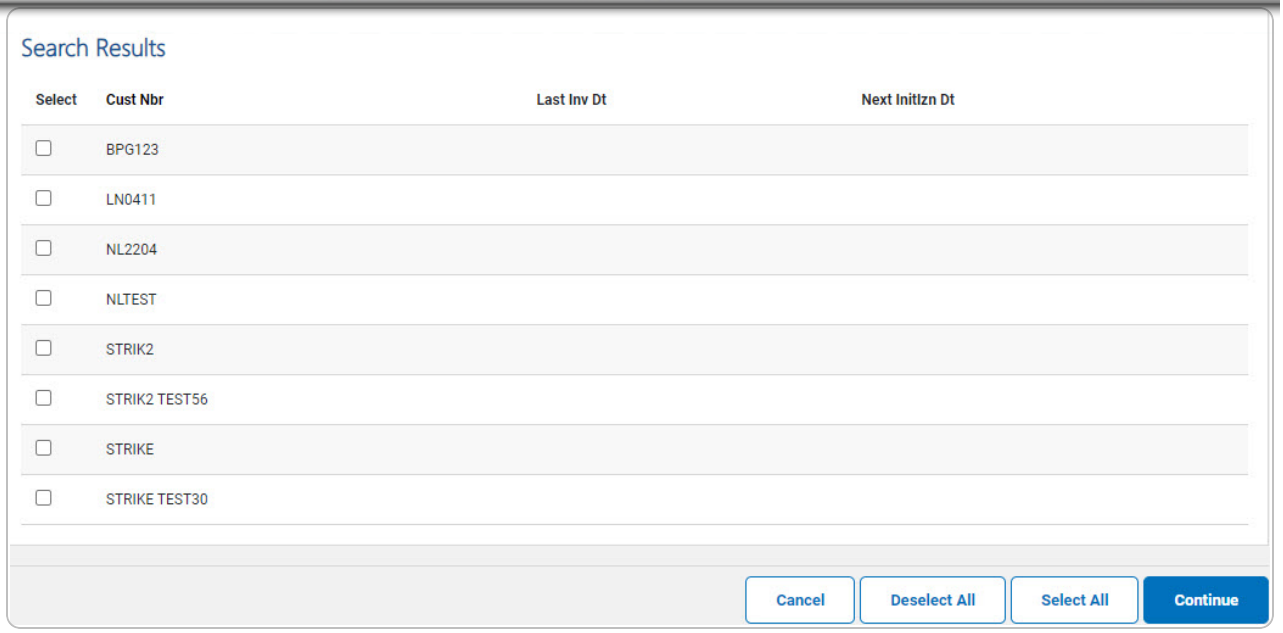
  Custodian Browse help
- Click to select the Include SUB CUST. *Selecting indicates the inclusion of the sub-ordinate custodian.*

**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

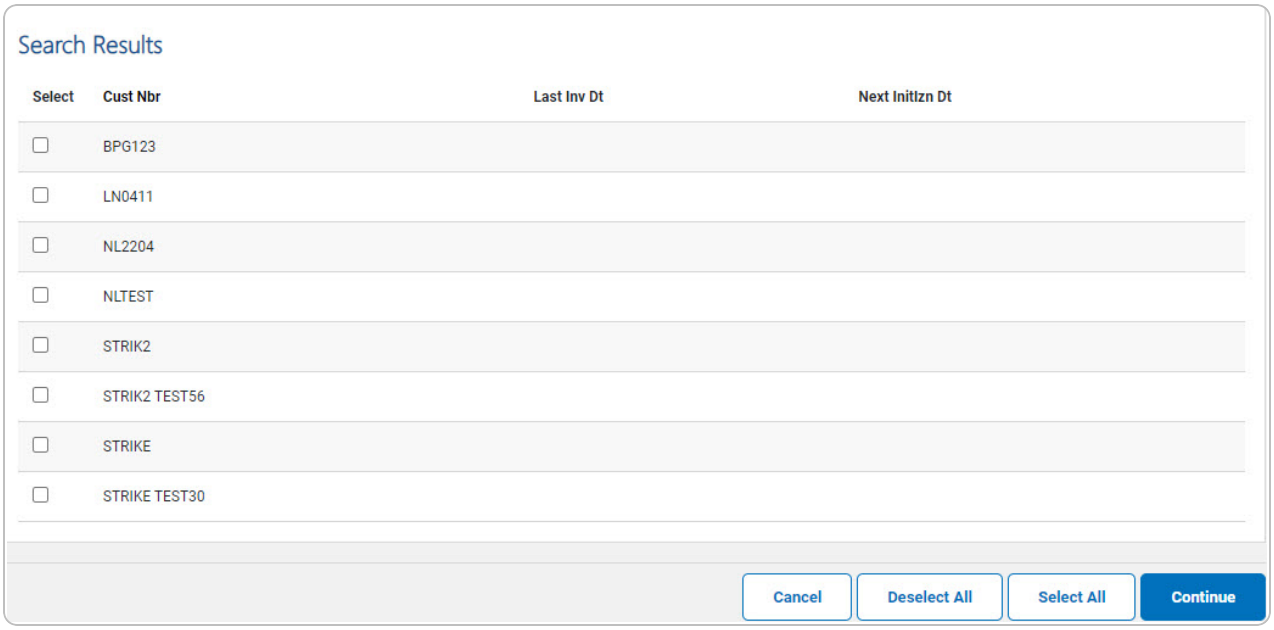
**ELMS Navigation Helpful Tips**

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

# 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**

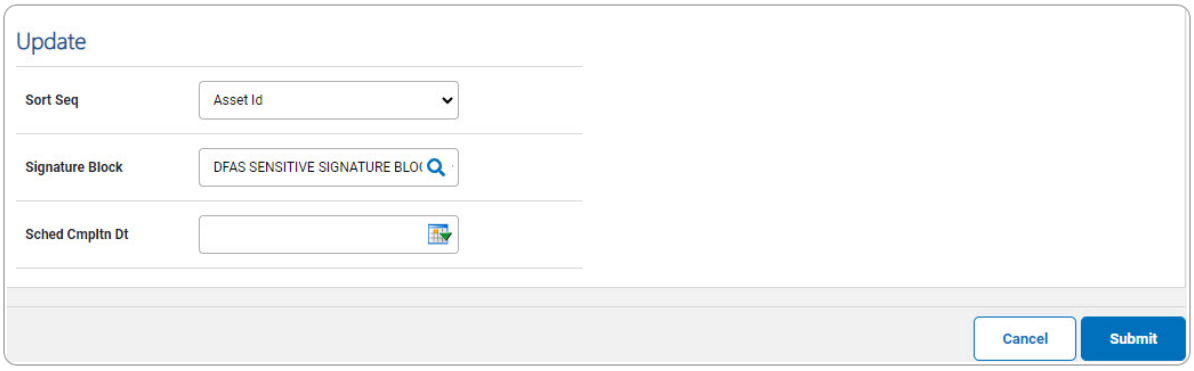
Click the following link to display PA Navigation Tips.

## 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 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

# 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

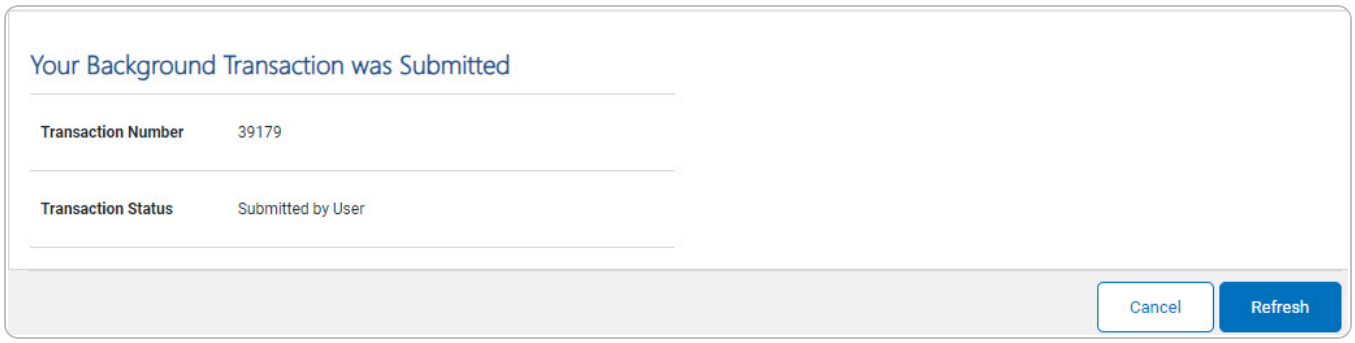
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

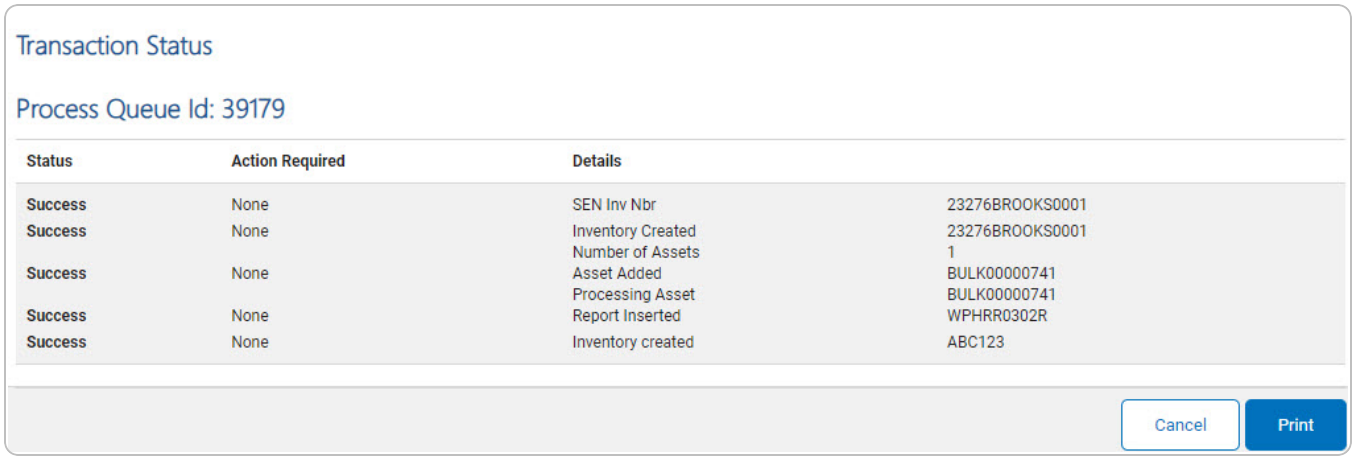
Click the following link to display PA Navigation Tips.

## 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

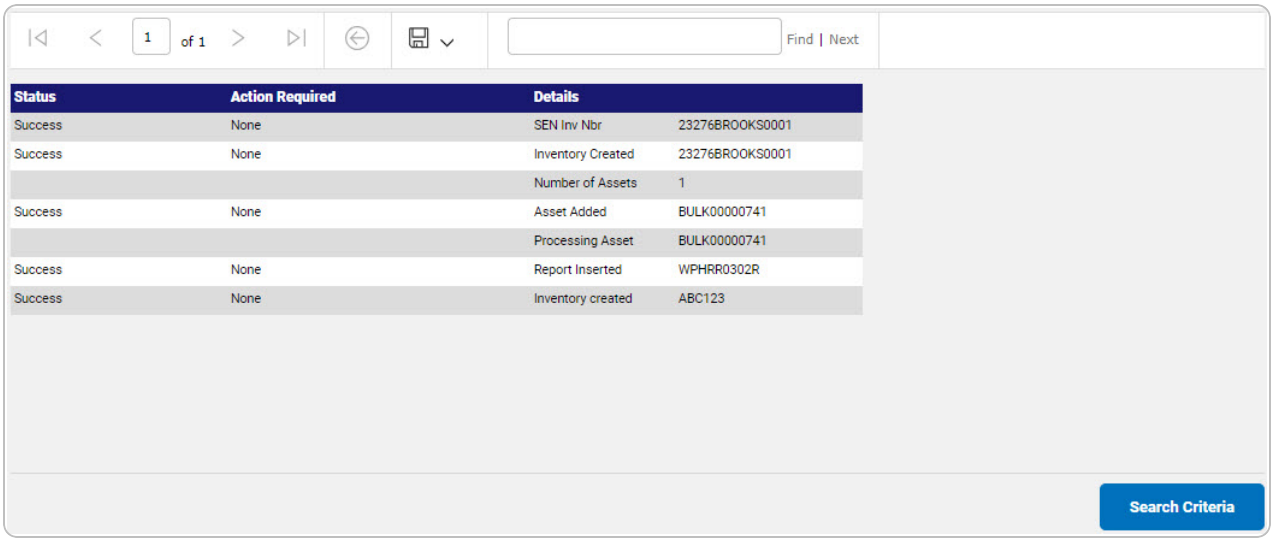
**ELMS Navigation Helpful Tips**



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

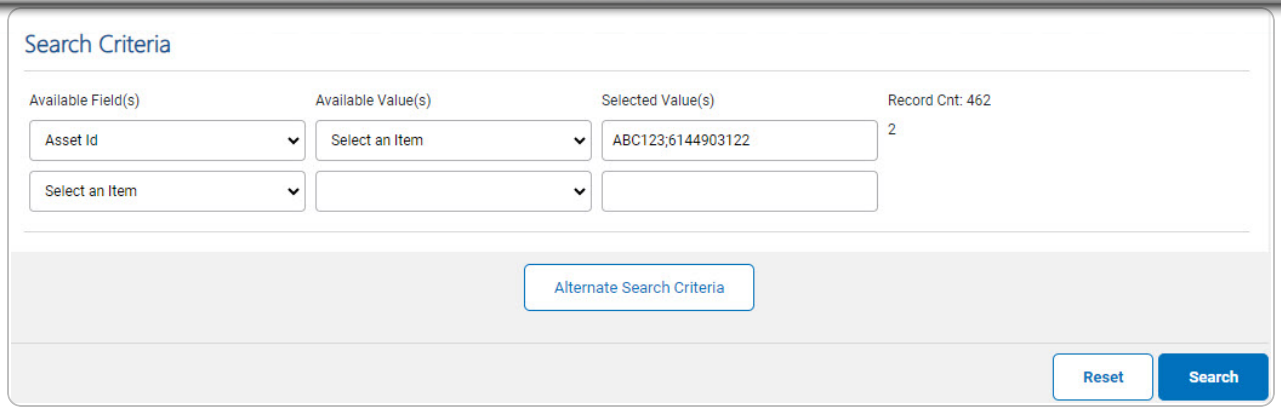
**ELMS Navigation Helpful Tips**

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**

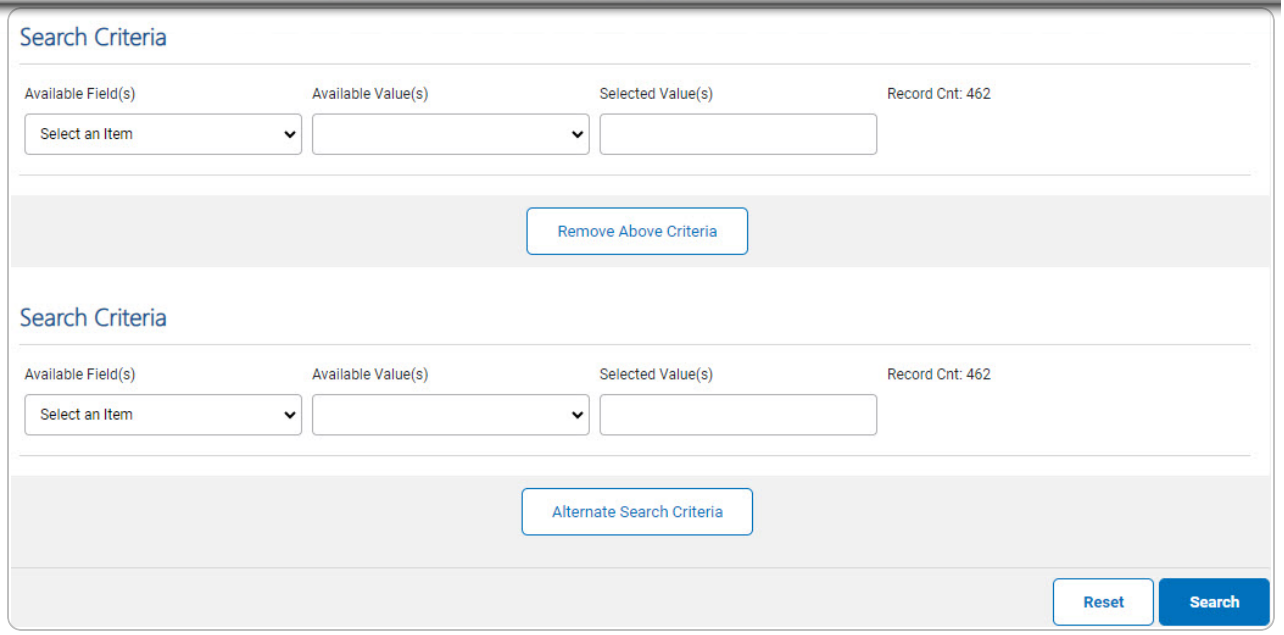
Use "wildcard characters" (percent sign [%], greater than [>] or less than [<] symbols) to refine the search. For example, if *Item Description* is selected in the Available Field(s) and *%LAPTOP%* is entered in the Selected Value(s) field, the process retrieves all records with the word *LAPTOP* in 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.

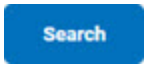
2. Select Alternate Search Criteria. *An Alternate Search Criteria grid appears.*



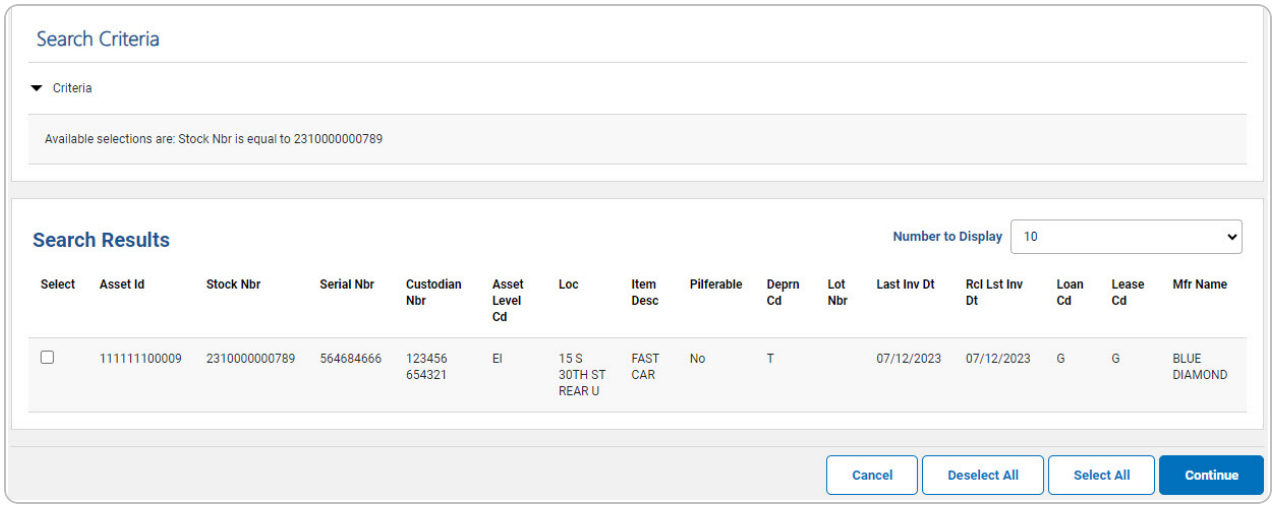

3. *Repeat the Search Criteria steps.*

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

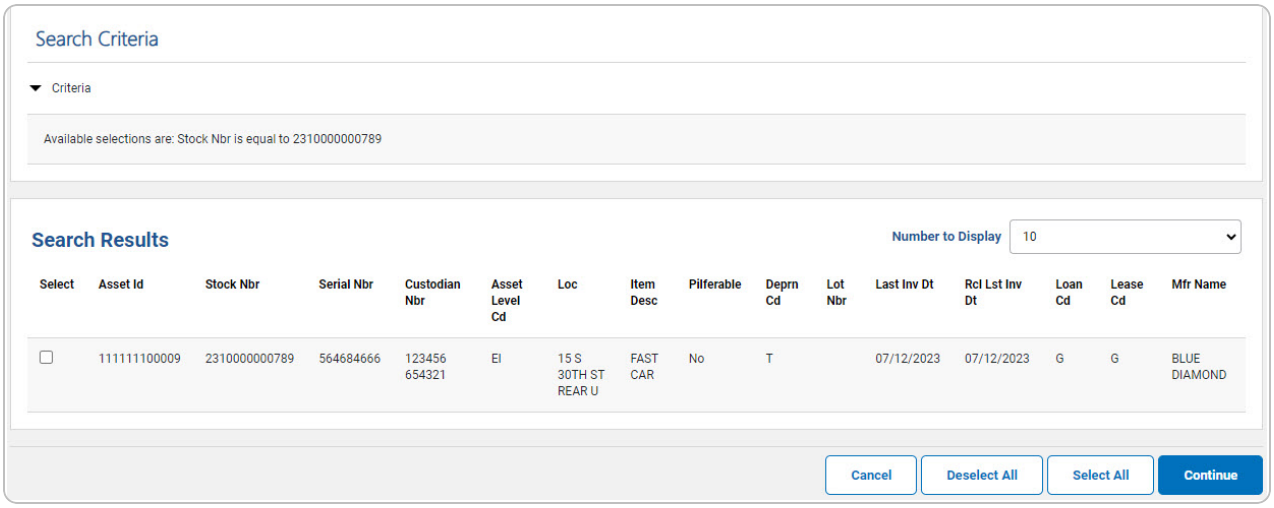
**ELMS Navigation Helpful Tips**

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

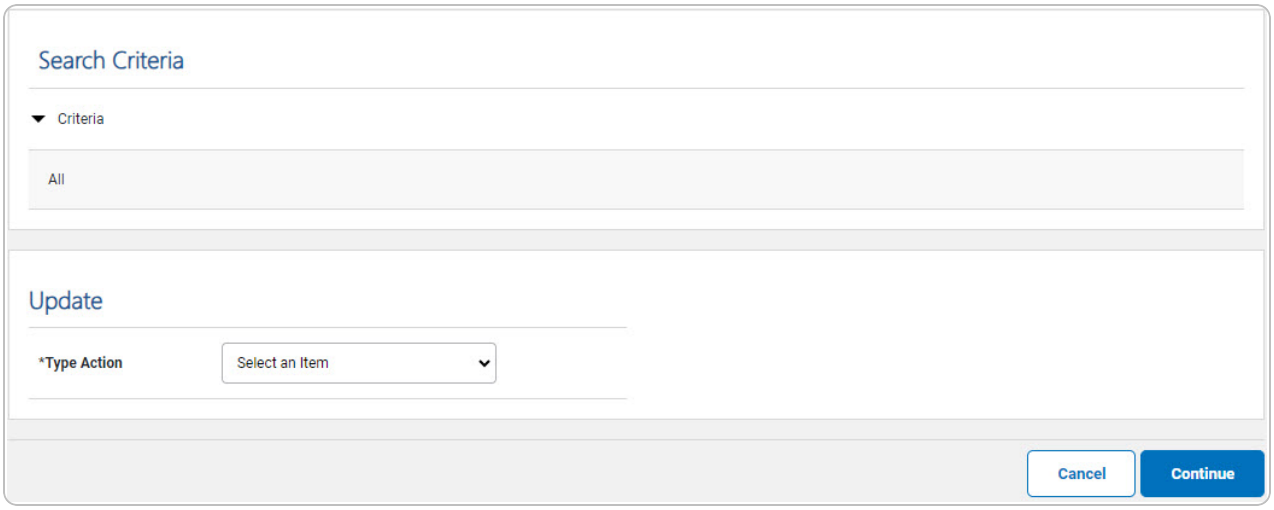
**ELMS Navigation Helpful Tips**

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.*

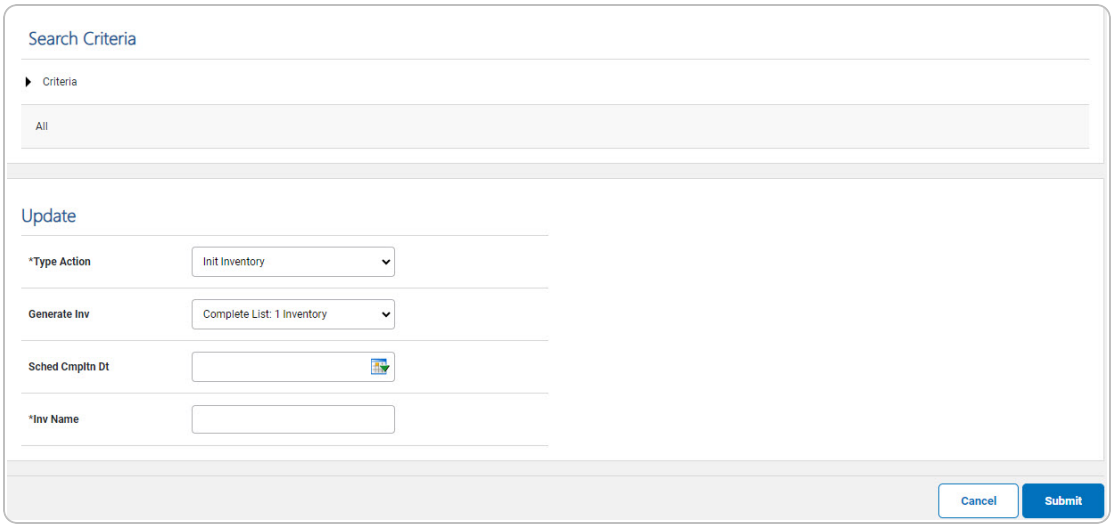
1. Select Continue. *The **Request Custom Inventory Update** page appears.*




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



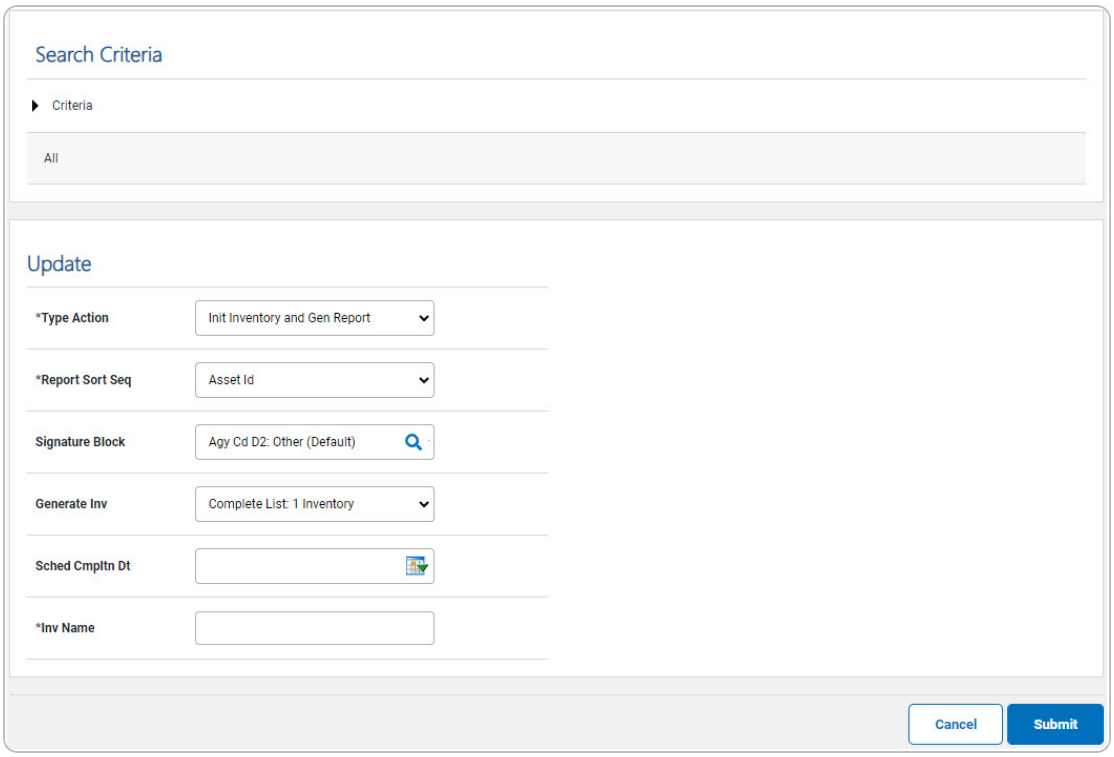
a. Update the Generate Inv, using to select the desired inventory.

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

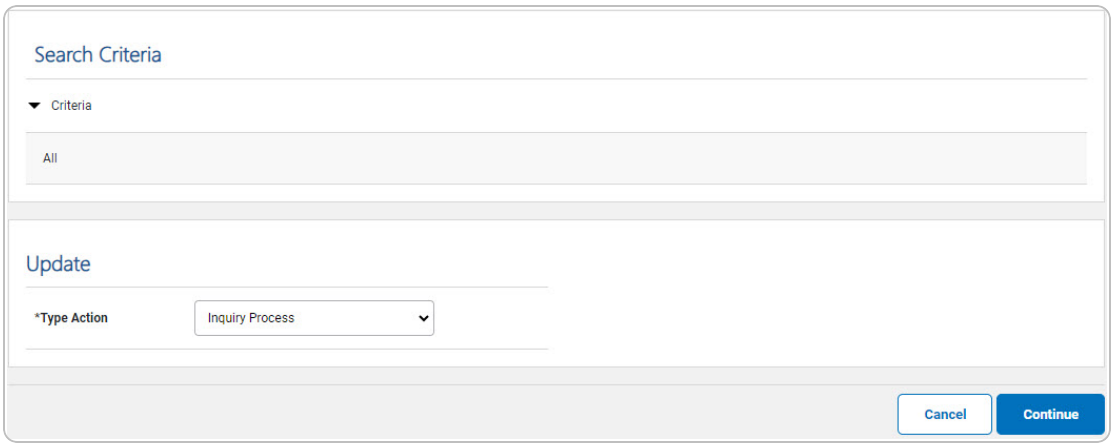
c. Update the Generate Inv, using to select the desired inventory.

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

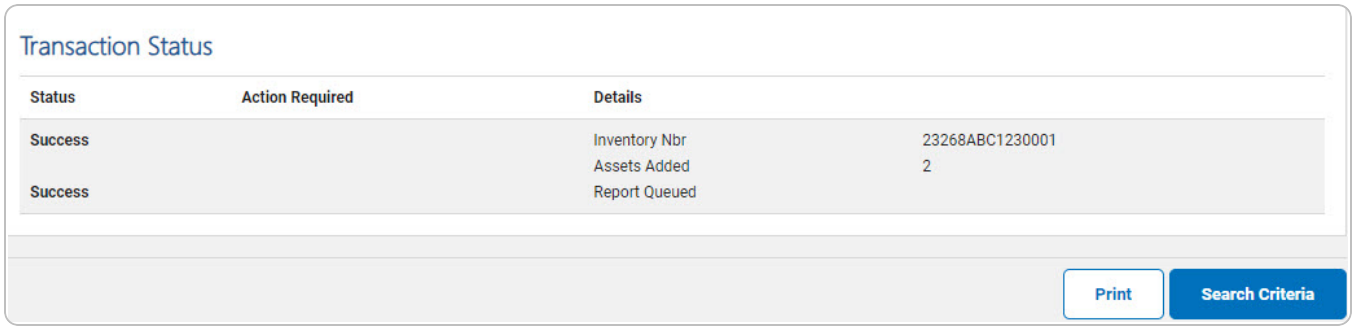
Status
Action Required
Details

# 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. |

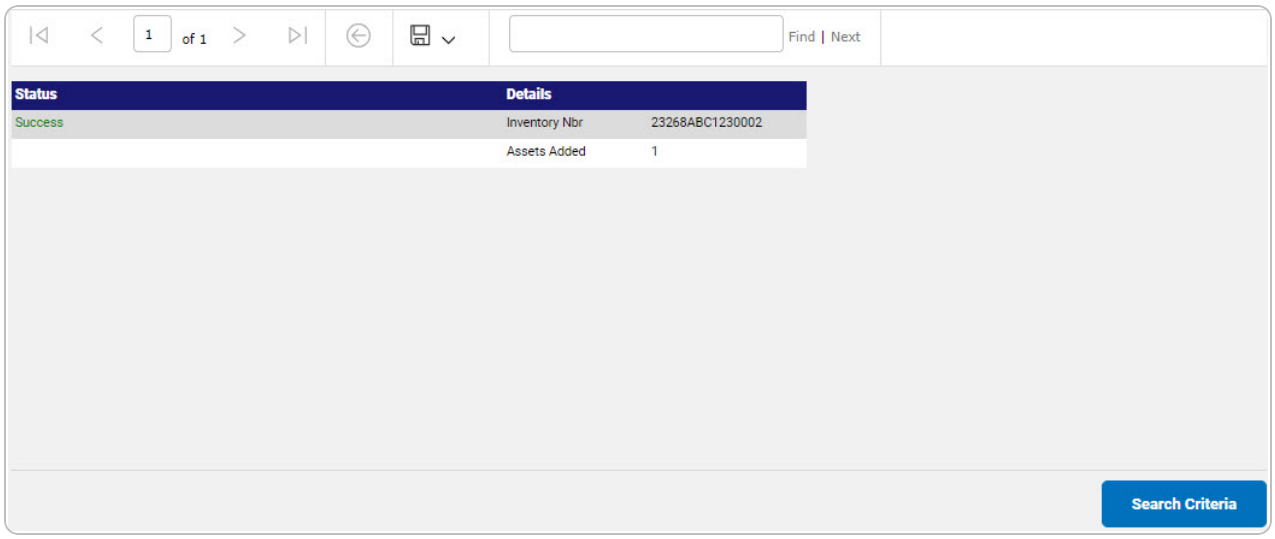
# Procedures

**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

# 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

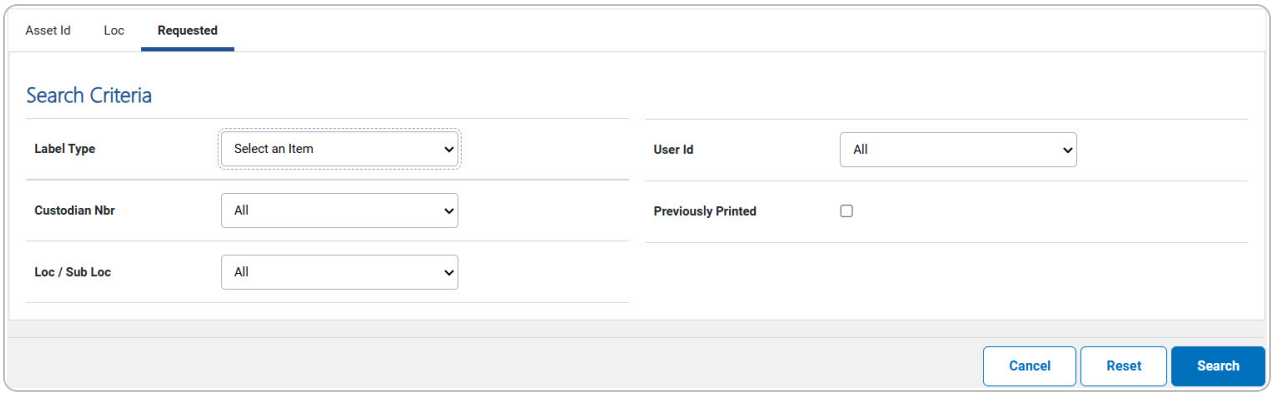
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# Search for a Requested AIT Label

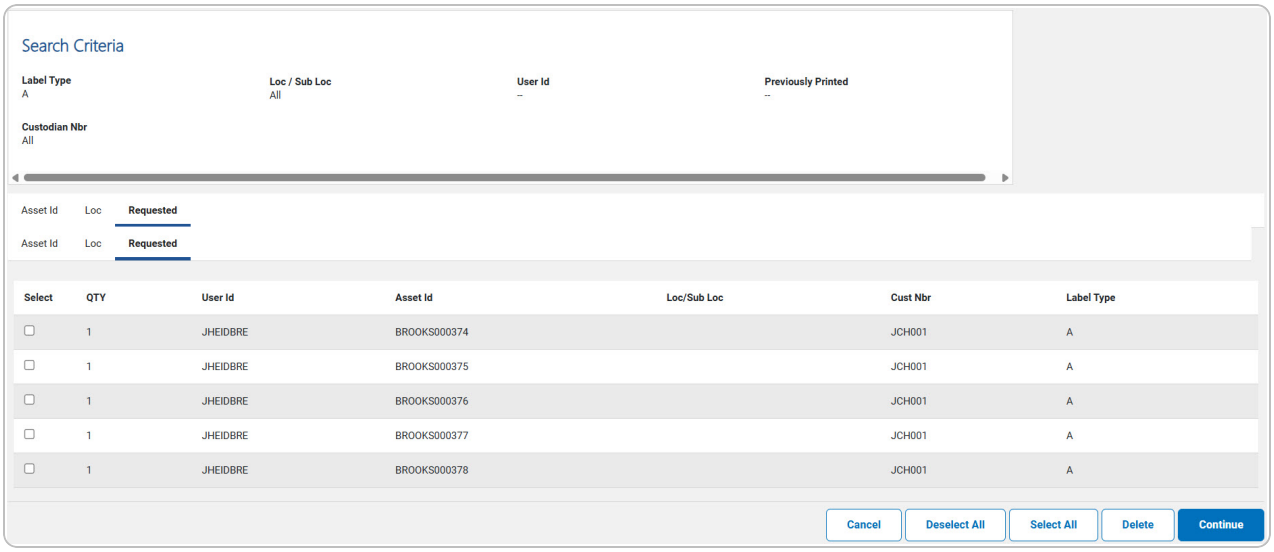
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 Grid

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

## Search Results Grid

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

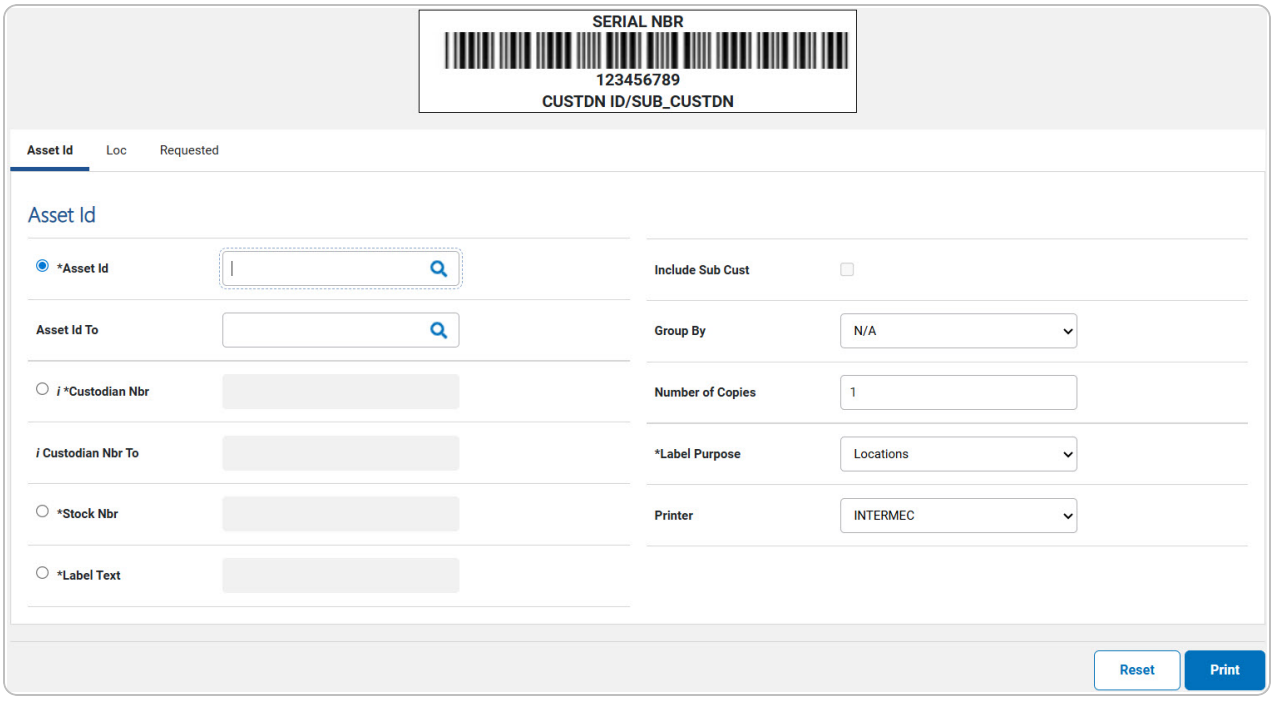
**ELMS Navigation Helpful Tips**

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

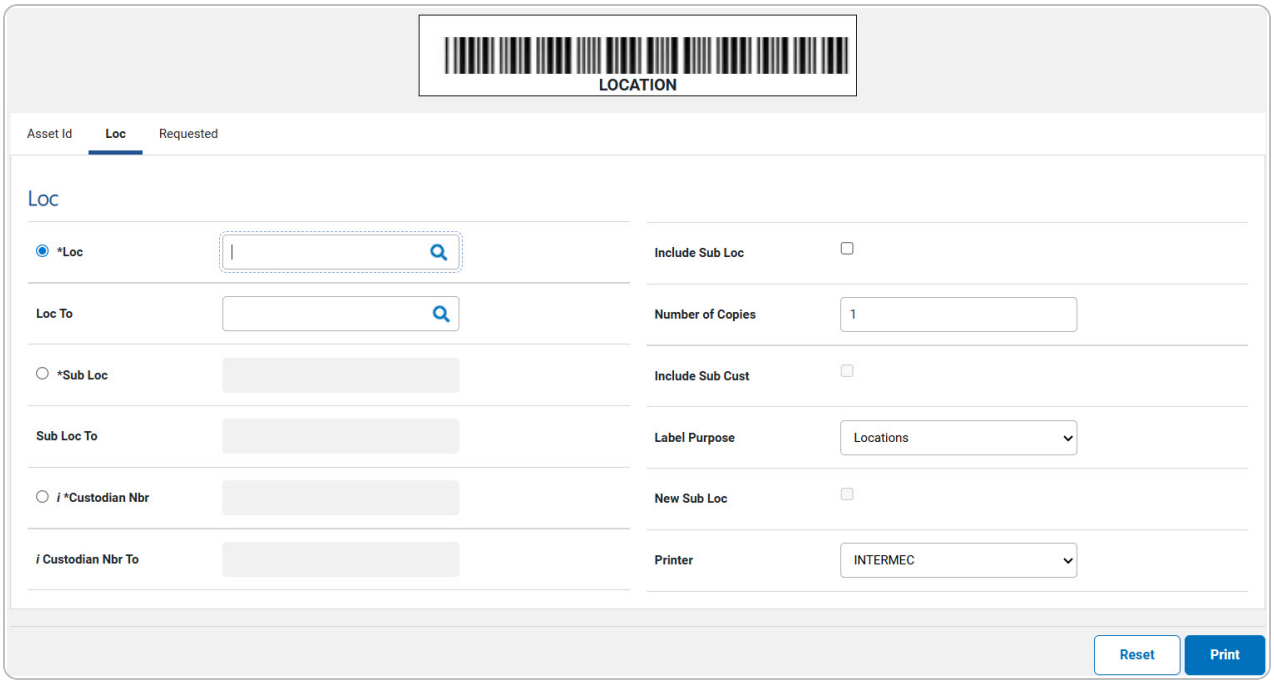
**ELMS Navigation Helpful Tips**

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

# 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 Grid

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 Grid

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

### Print Grid

Print Qty
QTY
User Id

Asset Id
Loc/Sub Loc
Cust Nbr
Label Type

# Procedures

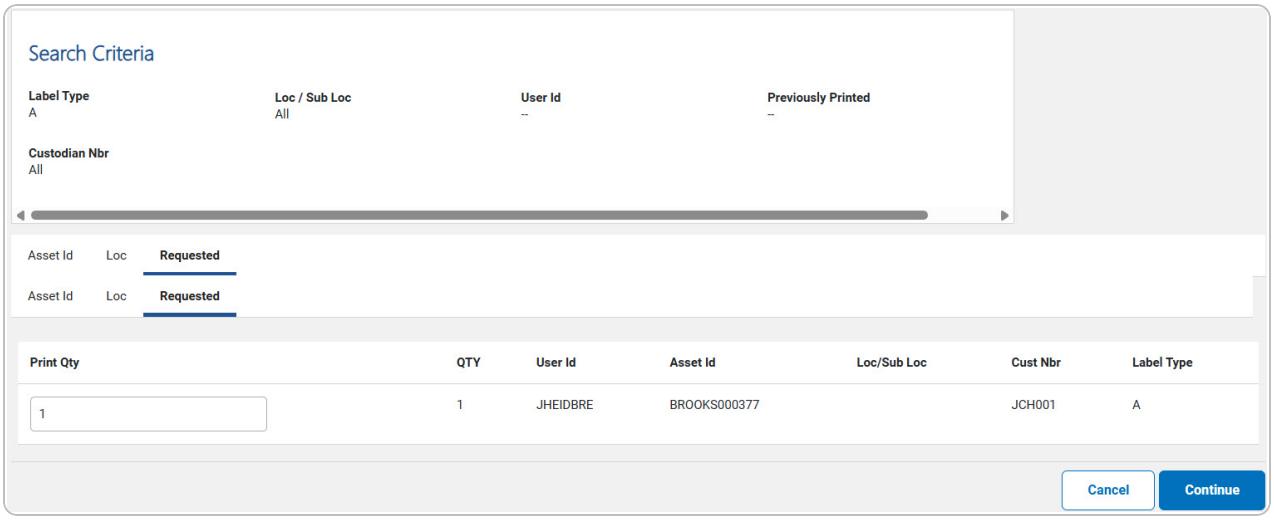
**ELMS Navigation Helpful Tips**

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

# 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 Grid

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

### Delete Grid

QTY
User Id
Asset Id
Loc/Sub Loc

Cust Nbr
Label Type

# Procedures

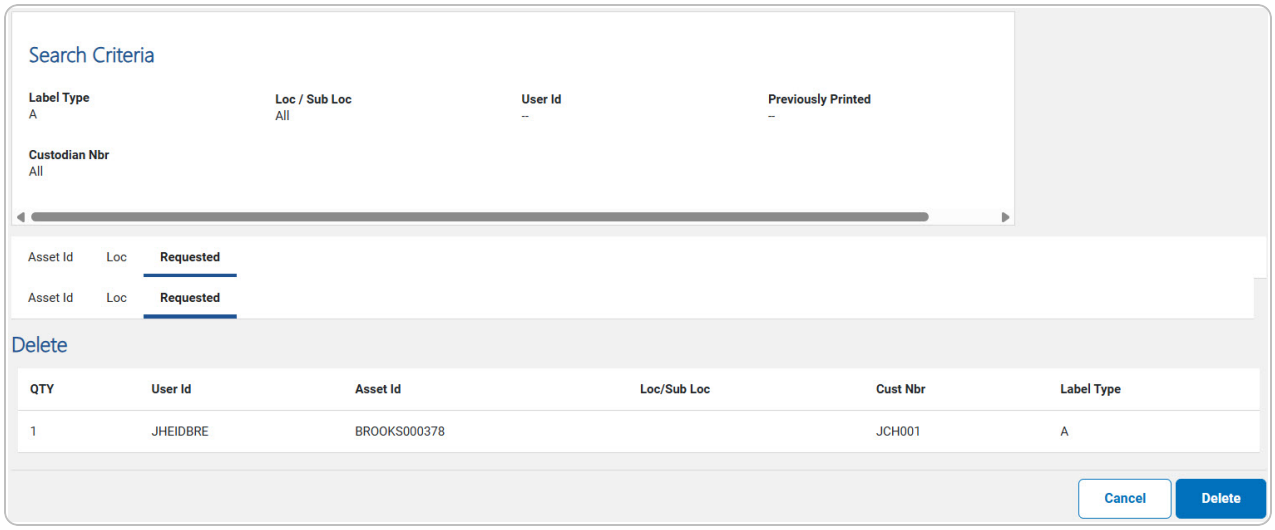
**ELMS Navigation Helpful Tips**

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

# 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 [ 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] 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 — 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 UPLOAD field.

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

# 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

# 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 

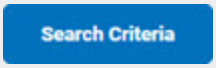
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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

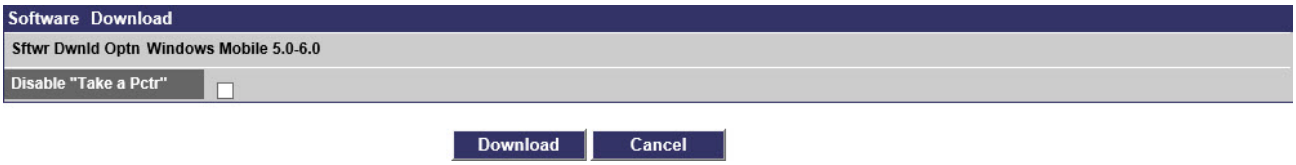
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

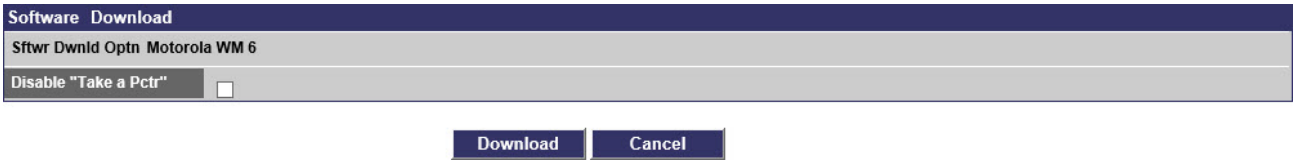
## Download the PDCD Software Install File

*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 Grid

UIC *
Label Purpose

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

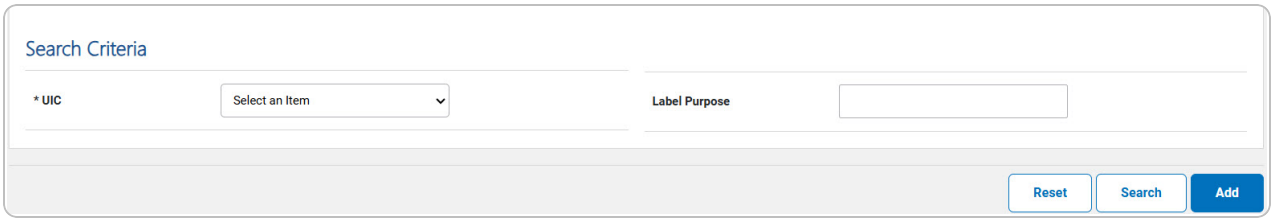
Click the following link to display PA Navigation Tips.

## 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.

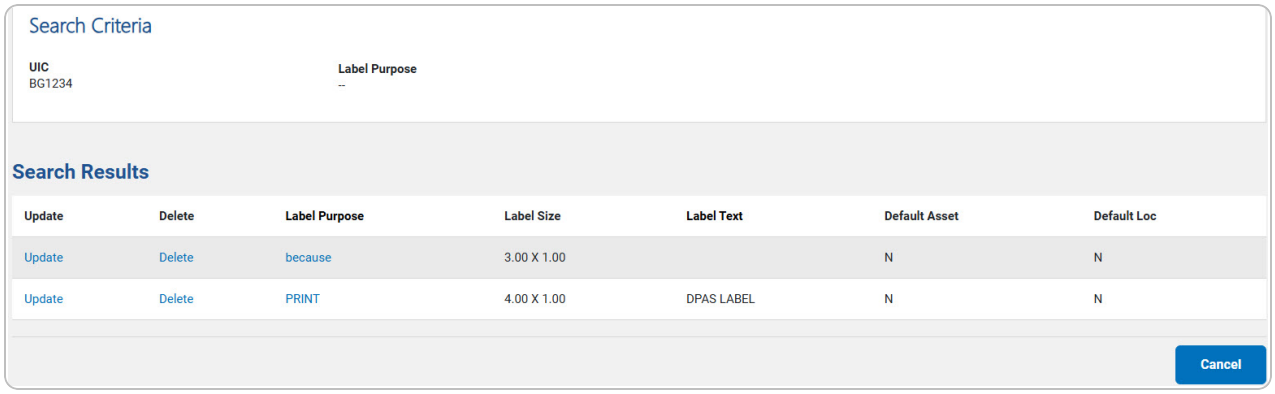



2. Enter the Label Purpose in the field provided. *This is a 10 alphanumeric character field.*

**Attention**

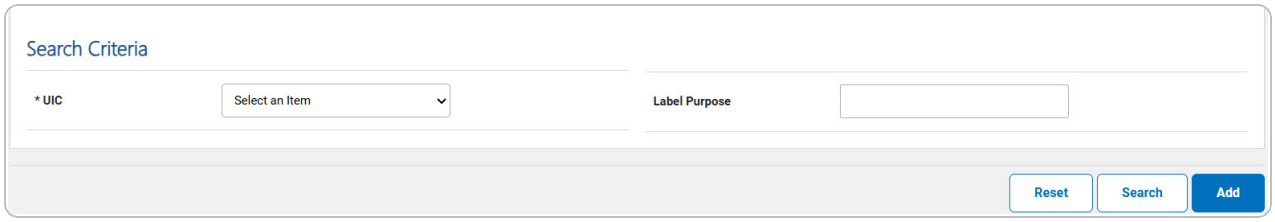
The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Select Search. *The **AIT Label Format Search 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 **AIT Label Format Add** 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 process 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 Grid

UIC
Label Purpose

### Search Results Grid

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 **AIT Label Format Update** page opens.*

### Delete an AIT Label Format

Select the Delete hyperlink. *The **AIT Label Format Delete** page opens.*

### View the Detail Page for an AIT Label Format

Select the Label Purpose hyperlink. *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 Grid

UIC *
Label Purpose *
Label Size *

### Text Grid

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

**Optional**

Label Text

### Graphics Grid

UII
Logo

**Optional**

Printer

### Defaults Grid

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

# Procedures

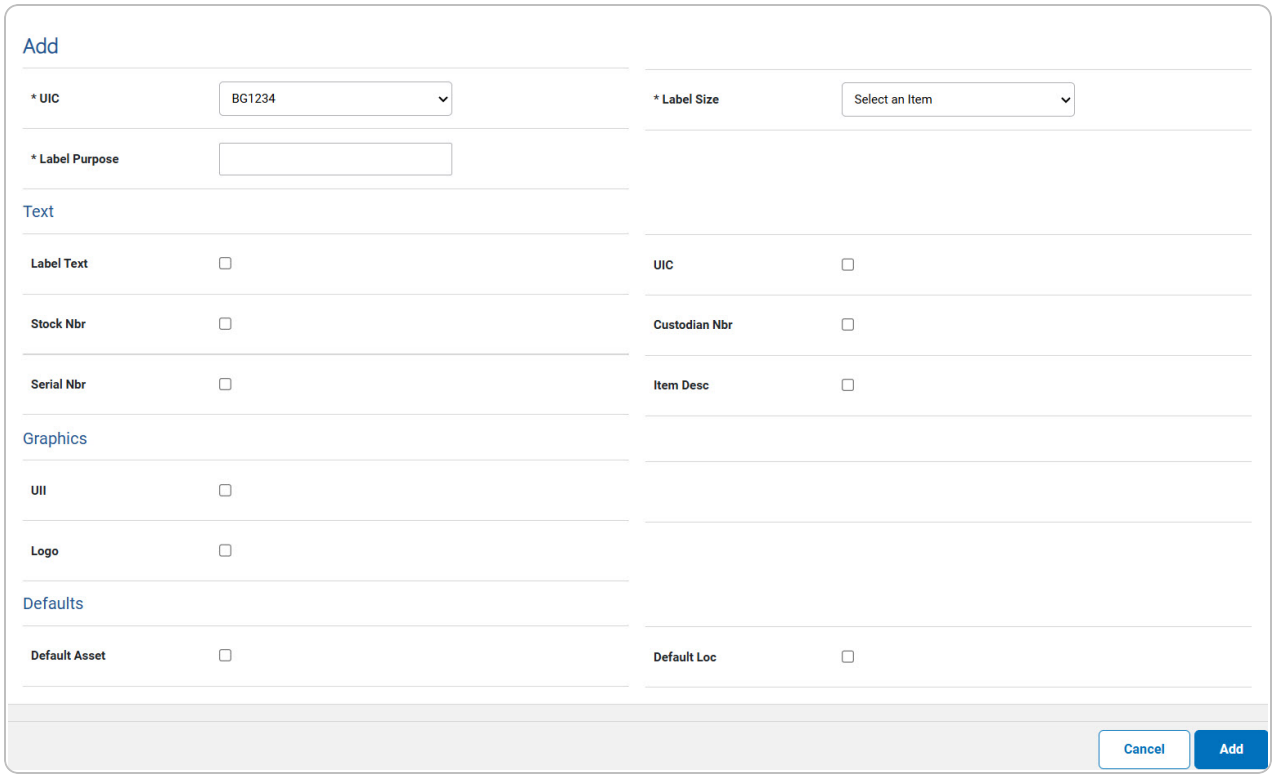
**ELMS Navigation Helpful Tips**

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 ELMS 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 Grid

UIC *

Label Purpose *
Label Size *

### Text Grid

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

**Optional**

Label Text

### Graphics Grid

UII
Logo

**Optional**

Printer

### Defaults Grid

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

# Procedures

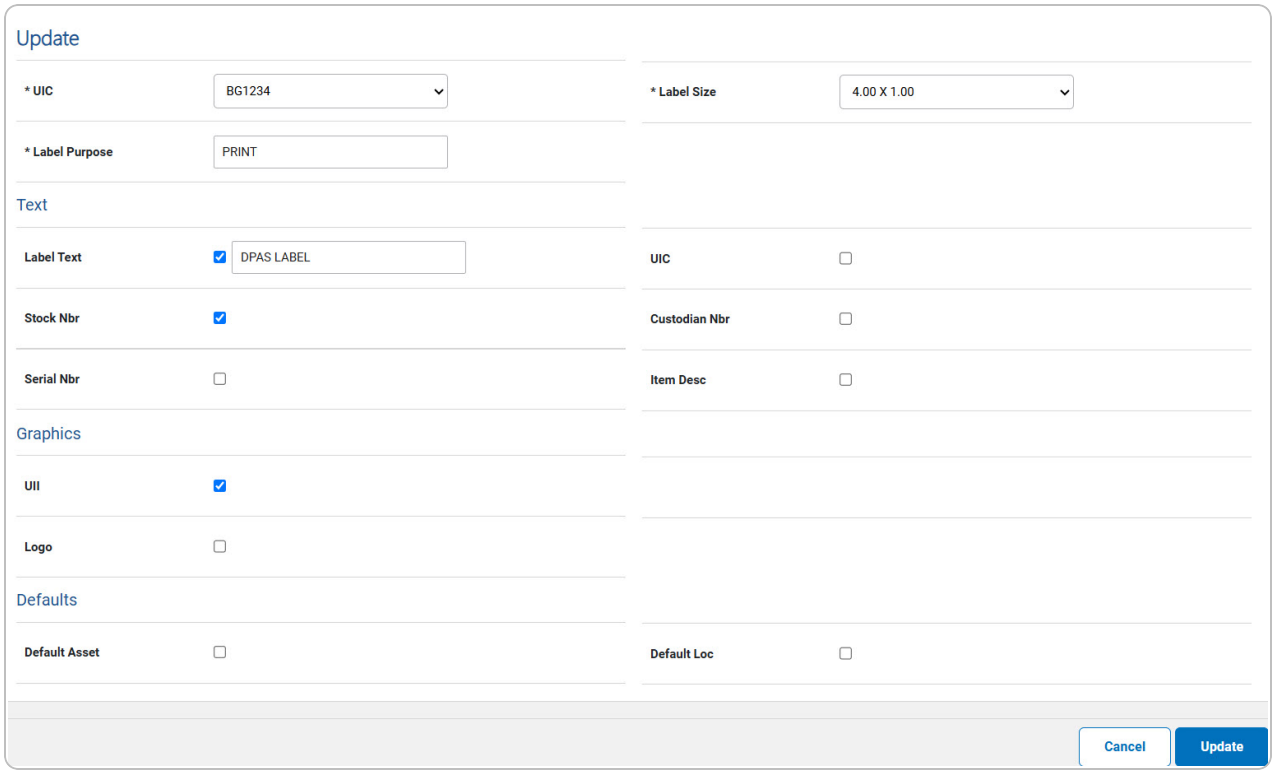
**ELMS Navigation Helpful Tips**

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 ELMS 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 Grid

UIC *
Label Purpose *
Label Size *

### Text Grid

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

**Optional**

Label Text

### Graphics Grid

UII
Logo

**Optional**

Printer

### Defaults Grid

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

# Procedures

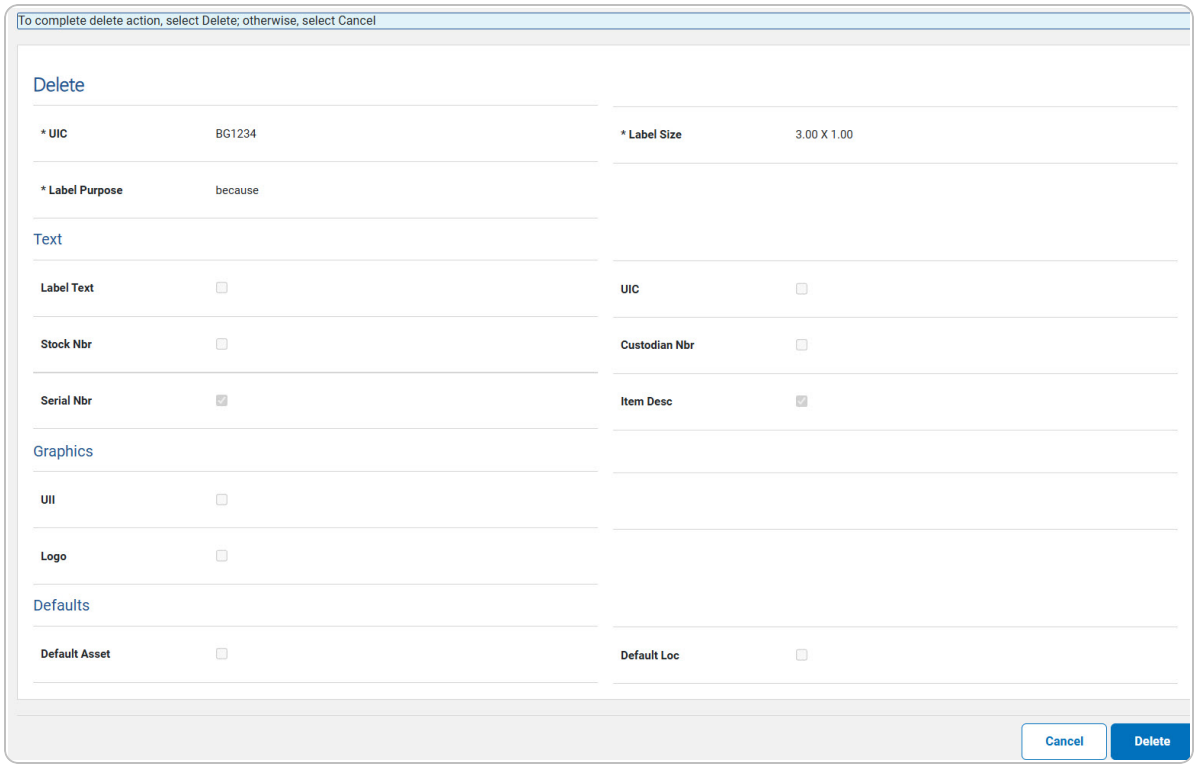
**ELMS Navigation Helpful Tips**

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 hyperlink > 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 Grid

UIC *
Label Purpose *
Label Size *

### Text Grid

Label Text
Stock Nbr
Serial Nbr
UIC

Custodian Nbr
Item Desc

**Optional**

Label Text

### Graphics Grid

UII
Logo

**Optional**

Printer

### Defaults Grid

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

# Procedures

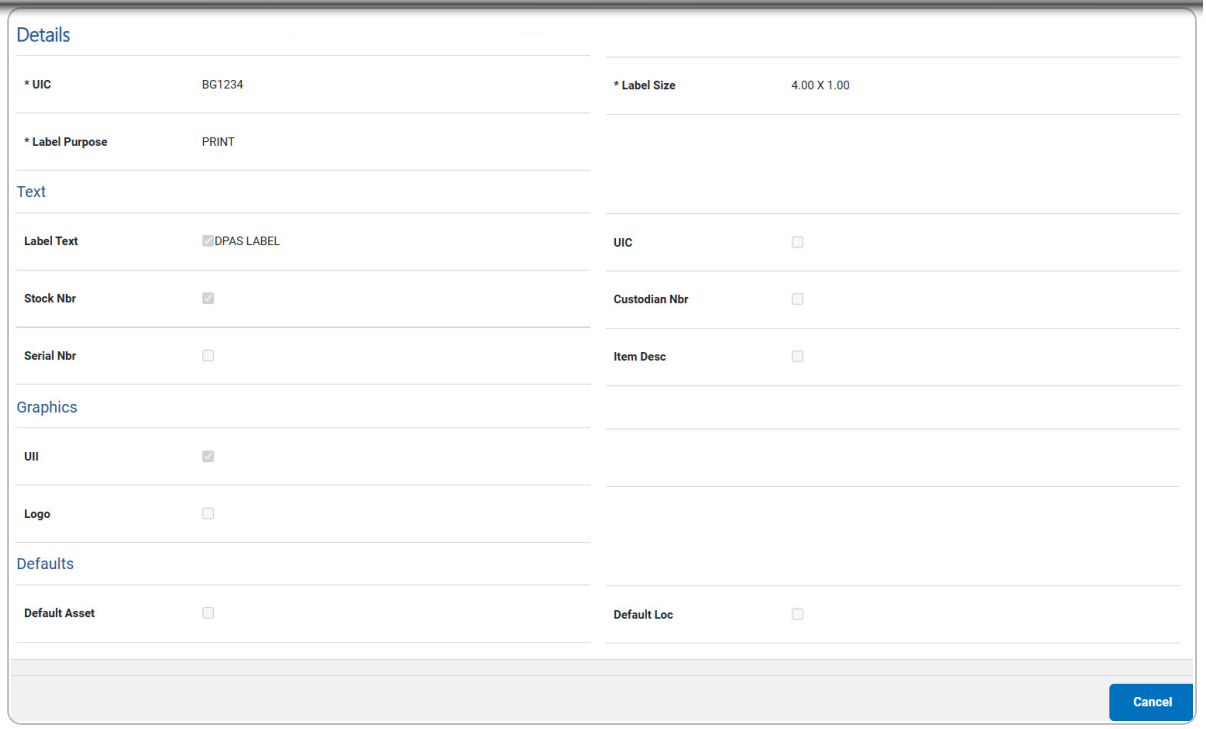
**ELMS Navigation Helpful Tips**

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 process 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 |
|---|---|
| **20** | Enter data in the field(s) you want to update. |
| **24** | (*) Asterisk identifies mandatory fields. |
| **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

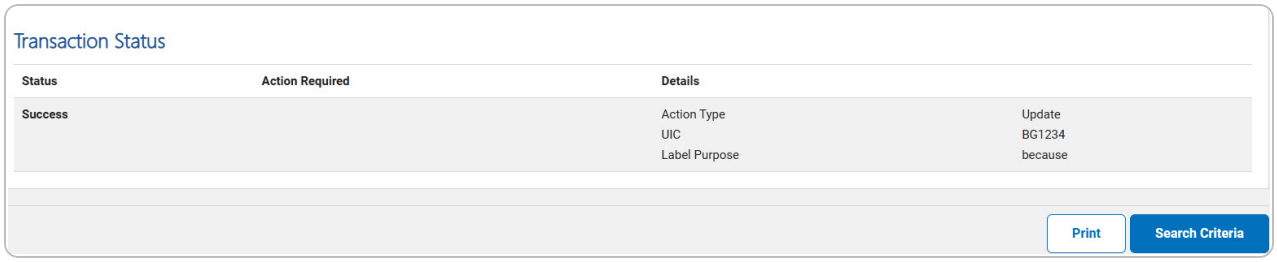
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### The Transaction Status offers the following options:




- Select Print to print a report of the transaction. *The **AIT Label Format Report Export** page appears.*
- Select Search Criteria. *The **AIT Label Format 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 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 Automatic Identification Technology (AIT) Label Format Report Export process 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

The following fields display on the **AIT Label Format 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. |
| **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). |

## 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**

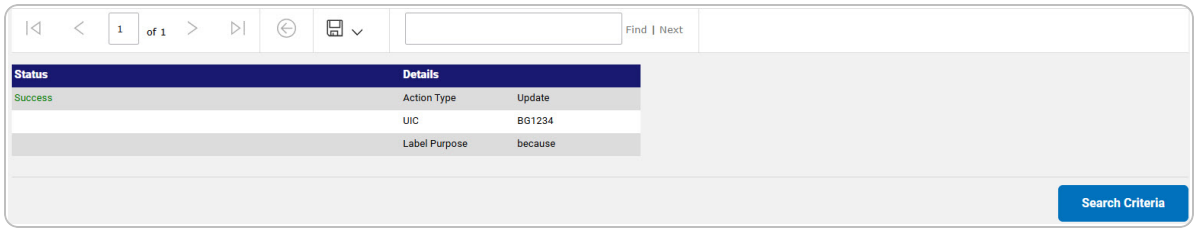


Click the following link to display PA Navigation Tips.

## Export the 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
Sequence Nbr

# Procedures

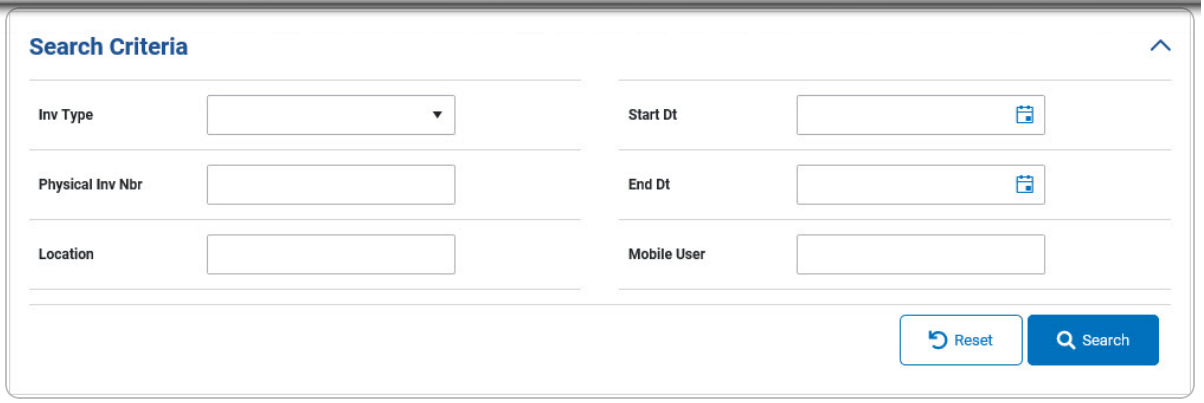
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search For a Physical Inventory Resolution

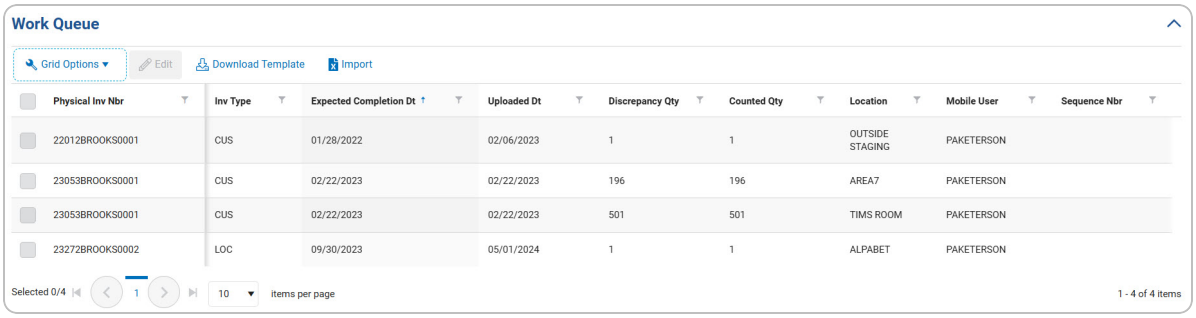
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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.*




## Resolve a Physical Inventory

1. Click to select the entry. *The Physical Inventory Number is highlighted, and* Edit, Download Template, *and* Import *become available.*

2. Select Edit. *The **Item Resolve** slide-out window appears on the right.*

### Download a Template

1. Click to select the entry. *The Physical Inventory Number is highlighted, and* Edit, Download Template, *and* Import *become available.*
2. Select Download Template. 

*appears in the bottom right. Follow the prompts provided by the computer.*

### Import a Physical Inventory Resolution

1. Click to select the entry. *The Physical Inventory Number is highlighted, and* Edit, Download Template, *and* Import *become available.*
2. Select Import. *The **Import Inventory** 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. |
| **161 — Remarks must be alphanumeric with supported special character(s)** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, |

| | |
|---|---|
| **$, — , /, #, &, comma, period, and space.** | comma, period, and space. Special characters like ! or @ are prohibited. |

## Related Topics

- AIT Overview
- Resolve a Physical Inventory
- Split the Asset
- Import a Physical Inventory Resolution

# Import a Physical Inventory Resolution

## Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory Resolution Import process provides the ability to import physical inventory data for resolution.

## Navigation

AIT > Physical Inventory Resolution > Import > Import Inventory pop-up window

## Page Fields

The following fields display on the **Import Inventory** pop-up window. 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. |

### Select Files grid

Upload
Generate Inv

# Procedures

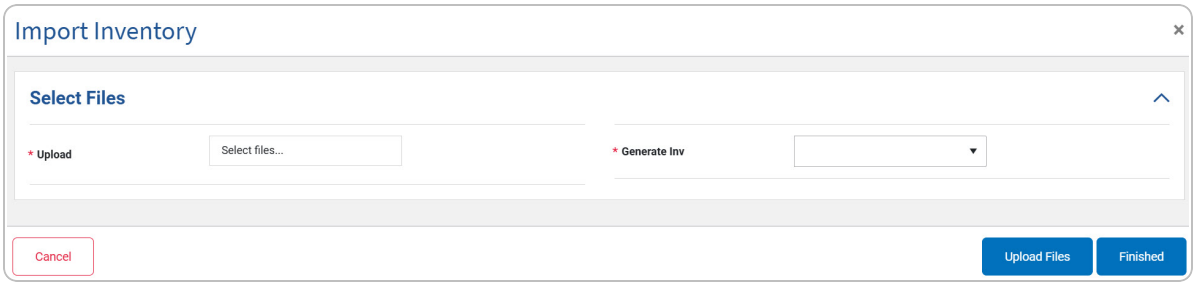
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

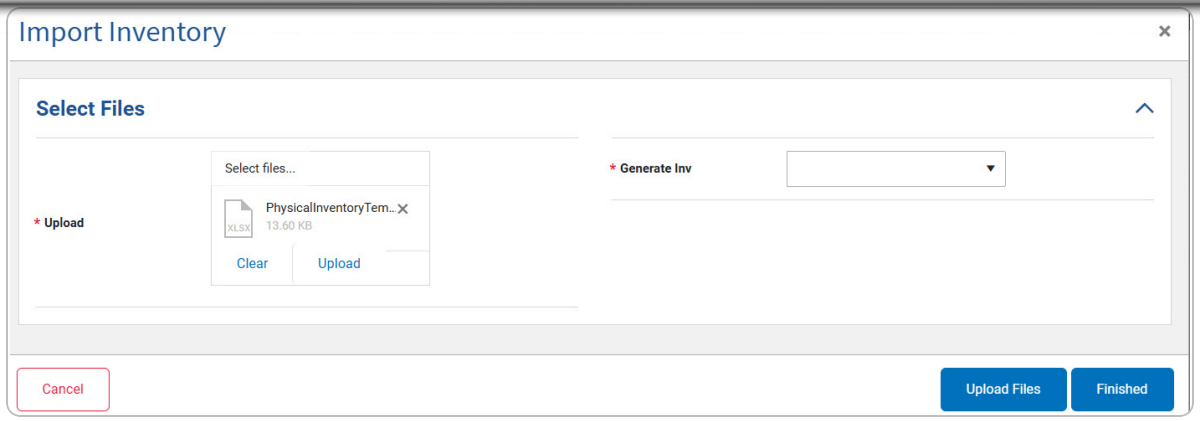
## Import a Physical Inventory Resolution

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

1. Select Import. *The **Import Inventory** pop-up window appears.*

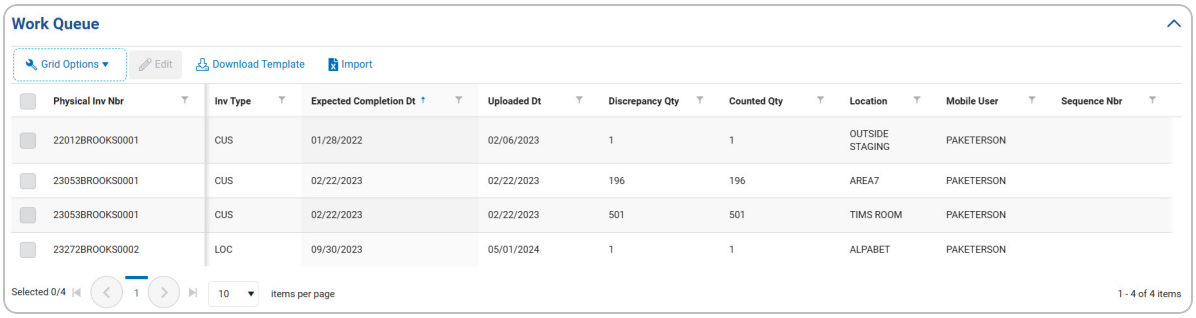



- Use Select files... to select the Upload. *Follow the prompts provided by the computer or device. After selecting the files, the Upload field changes and* Clear *and* Upload *appear.*




- Select Upload or Upload Files to upload the files.
- Use ▾ to select the GENERATE INV.

2. Select Finished. *The pop-up window closes and the uploaded file that needs resolution appears in the Work Queue 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. |
| **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 — File upload error occurred. Please review data in error row(s) of spreadsheet.** | Invalid Entry. Please review and revise the data in the error row of the spreadsheet and re-try the upload. |
| **2431 — On {} rows the Sequence Number is invalid. [Rows: #-#]** | Invalid Entry. Please review and revise the data in the error row of the spreadsheet and re-try the upload. |
| **2278 — No inventory header found. Inventory cannot be uploaded.** | Invalid Entry. The inventory header does not exist. Revise the spreadsheet by adding an inventory header. Re-try the upload. |
| **2274 — No data found to upload.** | Invalid Entry. No data exist to upload. Add the data and re-upload the file. |
| **447 — Inventory Upload failure. Contact the ELMS CALL CENTER.** | Contact the ELMS Call Center |
| **2275 — Selected inventory** | Invalid Selection. The imported selected invent- |

| | |
|---|---|
| **number has not been released yet. Inventory cannot be uploaded.** | ory is not released yet. Inventory cannot upload. Confirm the imported inventory is released and re-upload the inventory number. |
| **2276 — Reconciliation is in progress for selected inventory number. Inventory cannot be uploaded.** | Invalid Entry. The imported inventory is already in reconciliation and cannot be uploaded. Check the information again and ensure it is not in reconciliation, and re-select the inventory. |
| **2277 — Selected inventory number is closed. Inventory cannot be uploaded.** | Invalid Selection. The imported inventory is already closed. Re-select the inventory and re-try the upload. |
| **2393 — Upload error occurred. {0} Records do not have {1}.** | Invalid Entry. The record is missing the required fields. Re-check the record, and re-try the upload. |
| **2322 — Inventory number {0} has already been uploaded. File cannot be uploaded.** | Invalid Entry. The inventory number is already imported. Re-select the inventory number, and re-upload the file. |
| **2409 — Inventory Status {0}. File cannot be uploaded.** | Invalid Entry. The header status is unexpected and the file will not upload. Correct the status, and re-try the upload. |
| **2408 — Device is offline. Please establish a connection and try again.** | Invalid Entry. The device is not connected to the internet to start the upload. Re-check the internet connection, and re-try the upload. |
| **2429 — Multiple Inventories** | Invalid Entry. The file contains multiple Physical |

| | |
|---|---|
| **cannot be uploaded on single file.** | Inventory Numbers. Only one can be uploaded on a single file. Re-select the inventory for uploading. |

## Related Topics

- AIT Overview
- Search for a Physical Inventory Resolution
- Resolve a Physical Inventory
- Split the Asset

# Start a Physical Inventory

## Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory process provides the ability to conduct inventory via a handheld device. Data can be added manually or by scanning 1D/2D barcode labels, UII labels, or RFID tags.

## 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 Grid

First Name
User Id *
Last Name

## Inventories Grid

Inventory Name
Created Date
Status

(*) Asterisk identifies mandatory fields.

# Procedures

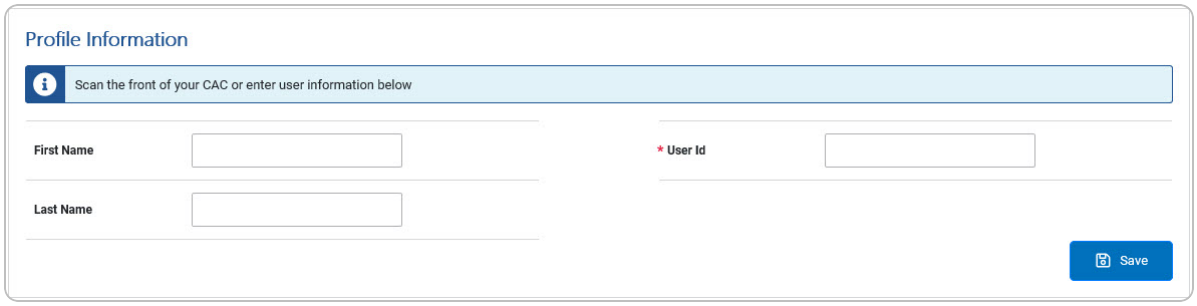
**ELMS Navigation Helpful Tips**

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:.




**Helpful Tip**

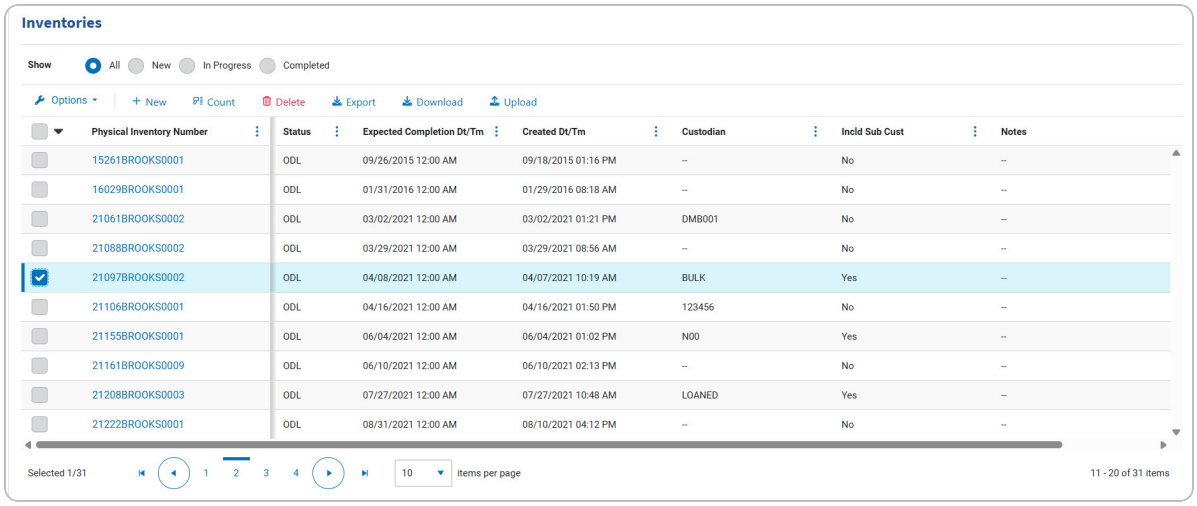
Scanning a CAC auto-fills all fields.

A. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

B. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

**C.** Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

2. Select Save. *The **Inventories** panel appears.*




3. Select + New. *The **New Inventory** page appears.*

## Update a Physical Inventory

1. Click ☐ to select the entry. *The Physical Inventory Number is highlighted, and* Count, Delete, Export, Download, *and* Upload *become available.*

**Note**

Count, Delete, Export, Download, and Upload become available depending on the status of the Physical Inventory Number.

2. Select Count. *The **Count Inventory** page appears.*

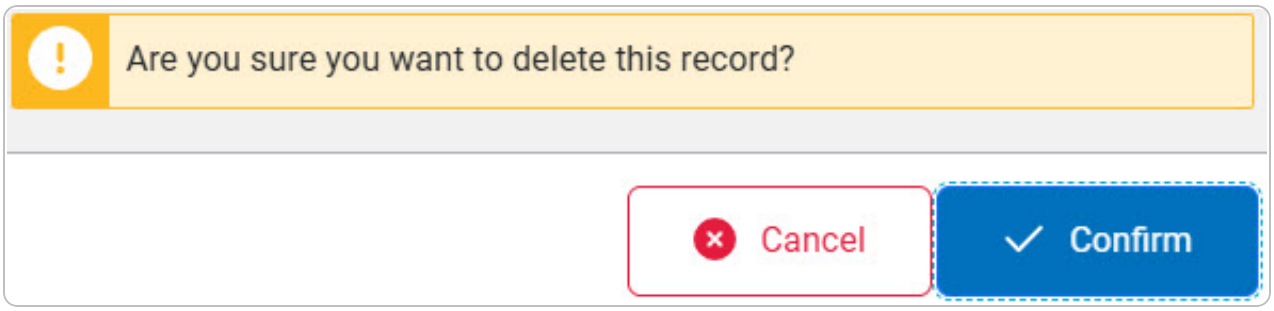
## Delete a Physical Inventory

1. Click ☐ to select the entry. *The Physical Inventory Number is highlighted, and* Count, Delete, Export, Download, *and* Upload *become available.*

**Note**

Count, Delete, Export, Download, and Upload become available depending on the status of the Physical Inventory Number.

2. Select Delete. *The **Count Inventory** page appears.*




3. Select Confirm. *The selected record is removed from the **Inventories grid**.*

## View the Physical Inventory Detail

1. Select the Physical Inventory Number hyperlink. *The **Items Counted** slide-out window appears on the right.*

## Export the Physical Inventory

1. Click to select the entry. *The Physical Inventory Number is highlighted, and Count, Delete, Export, Download, and Upload become available.*

**Note**

Count, Delete, Export, Download, and Upload become available depending on the status of the Physical Inventory Number.

2. Select Export. *Follow the prompts provided by the computer or device.*

## Download the Physical Inventory

1. Click ☐ to select the entry. *The Physical Inventory Number is highlighted, and* Count, Delete, Export, Download, *and* Upload *become available.*

**Note**

Count, Delete, Export, Download, and Upload become available depending on the status of the Physical Inventory Number.

2. Select Download. *The selected physical inventory content is downloaded to the computer or device, and the status of the inventory is updated to "Open Downloaded".*

**Helpful Tip**

Use the Download feature if the inventory is conducted in a location with limited internet connectivity.

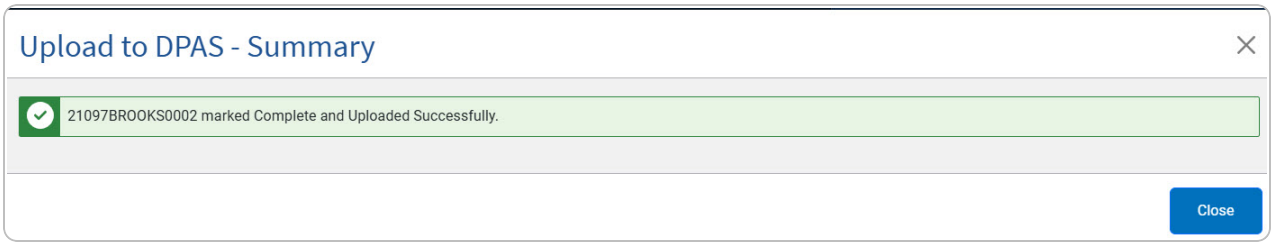
## Upload the Physical Inventory

1. Click ☐ to select the entry. *The Physical Inventory Number is highlighted, and* Count, Delete, Export, Download, *and* Upload *become available.*

**Note**

Count, Delete, Export, Download, and Upload become available depending on the status of the Physical Inventory Number.

2. Select Upload.

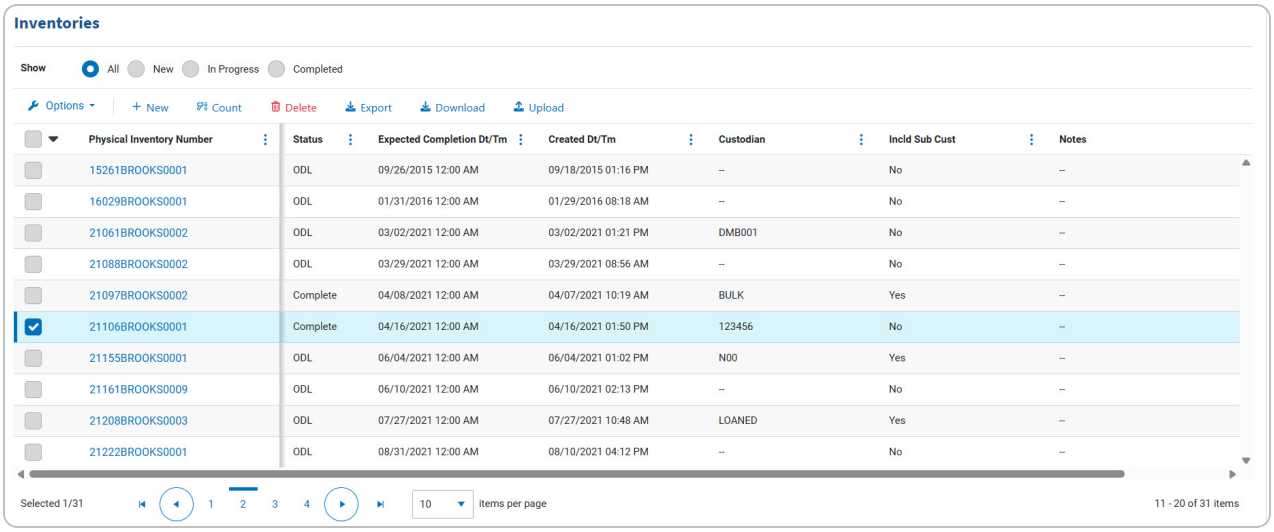



*appears .*

**Helpful Tip**

Use the Upload feature if the inventory was conducted in a location with limited internet connectivity and needs to be imported into the server.

3. Select Close. *The **Inventories** grid reappears and the selected Physical Inventory Number is uploaded to the server.*




# Common Errors

The table below provides a list of common errors and possible solutions. 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: *User ID*.** | Missing Entry. Enter the appropriate information in the desired field. |

## Related Topics

- AIT Overview
- Add a Physical Inventory
- Add a Count Inventory
- View the Item Count Detail

# Add a Count Inventory

## Overview

The Automatic Identification Technology (AIT) Physical Inventory Add process provides the ability to create new physical inventory.

## Navigation

AIT > Physical Inventory > Physical Inventory > + New > New Inventory > Save > Count Inventory page

**Note**

Additional Navigation: AIT > Physical Inventory > Physical Inventory > Count > Count Inventory page

## Page Fields

The following fields display on the **Count 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 |

## Single Item Entry Grid

### Item Details Grid

Location *
Sub Location
Quantity
Notes

### Items Counted Grid

#### Show Grid

Only remaining items
Only current location
Item Identifier
Stock Number
Item Description
Serial Number
Expected Qty
Quantity
Location
Asset Id
UII
RFID
Date
Notes
GPS

## Continuous Capture Grid

### Item Details Grid

Location *
Sub Location

### Items Counted Grid

#### Show Grid

Only remaining items
Only current location
Item Identifier
Stock Number

Item Description
Serial Number
Expected Qty
Quantity
Location
Asset Id
UII
RFID
Date
Notes
GPS

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

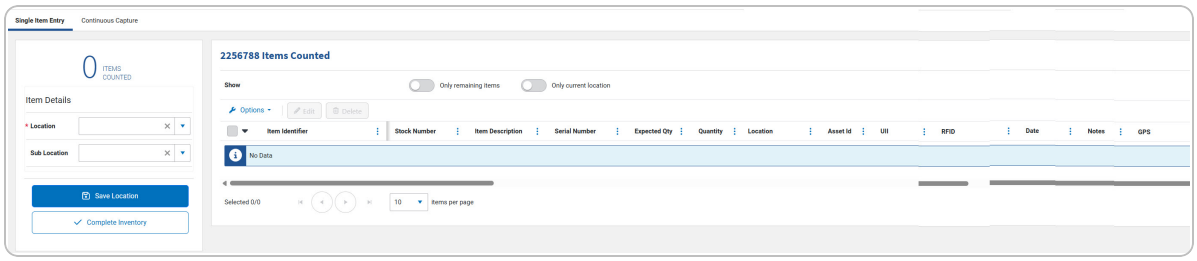
Click the following link to display PA Navigation Tips.

## Add a Count Inventory - Single Item Entry

1. Select Save. *The **Count Inventory** page appears.*

**Helpful Tip**

Select ← Inventory List. *The **Physical Inventory** page appears.*

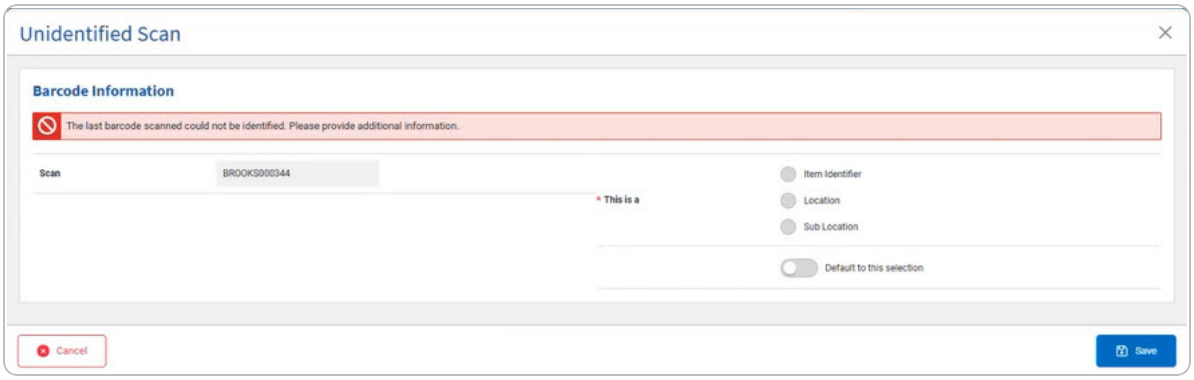



**A.** Enter the Location in the field provided. *This is a 20 alphanumeric character field.*

B. Enter the SUB LOCATION in the field provided. *This is a 20 alphanumeric character field.*

C. Select Save Location. *Additional fields appear. Enter the additional fields **or** start scanning items using the device scanner.*

**Scanner - Count Inventory**




**Note**

The **Unidentified Scan** pop-up window only appears during the first scan of an asset in PA.

A. *Verify the Scan.*

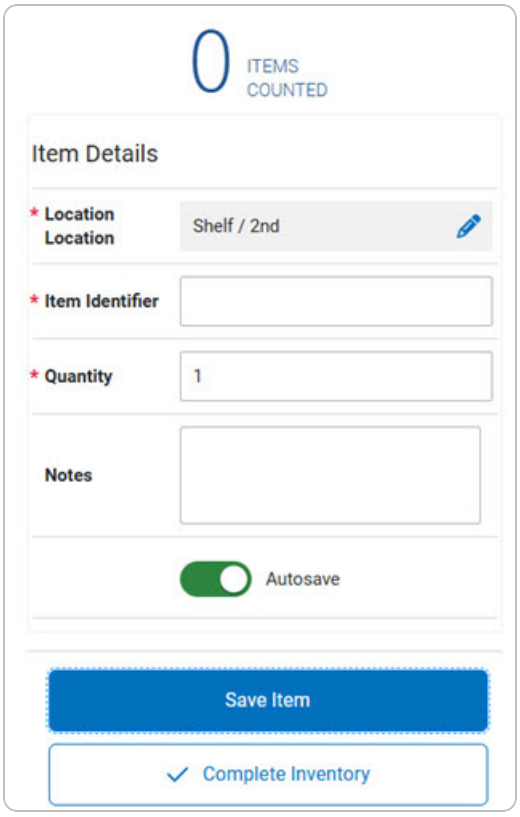
B. Select This is a. *When selected, this identifies the item being scanned.*

C. Click to select the Default to this selection. *When selected, the scanned items will default to the selection made under the "This is a" field.*

D. Select Save. *The **Unidentified Scan** pop-up window closes, the **Items Counted** grid re-appears, and the selections are applied to the selected asset and as a preference for future assets.*

E. Continue to scan items as needed.

## Manual - Count Inventory




**Note**

Select . *The **Location and Sub Location fields** appear for editing.*

Select Save Location. *The **Item Details grid** appears with additional fields. Repeat Steps D-H to add additional items to the Counted Inventory.*

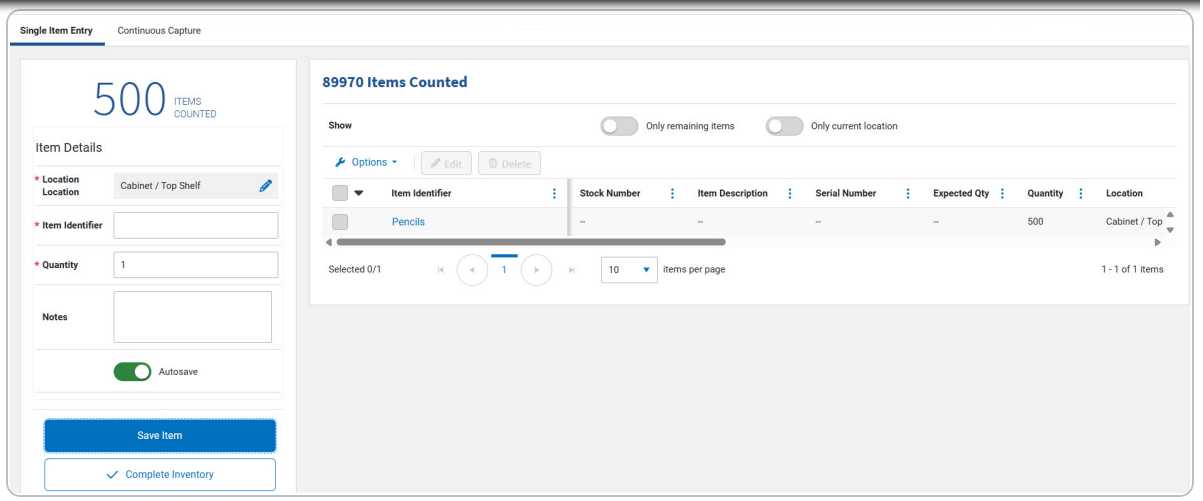
**A.** Enter the Item Identifier in the field provided. *This is a 20 alphanumeric character field.*

**B.** Enter the Quantity in the field provided. *This is a 6 numeric character field.*

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

D. Click to select the Autosave. *When selected, the entered items are auto-matically save.*

E. Select Save Item. *The entered inventory appears on the right in the Items Counted grid.*

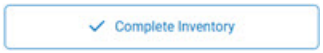



**Note**

In the Items Counted grid, click  to select the Only remaining items. *When selected, this shows only remaining inventory items.*

Click  to select the Only current location. *When selected, this shows only inventory items at the current location.*

F. Repeat Steps A-H as needed to add additional inventory.

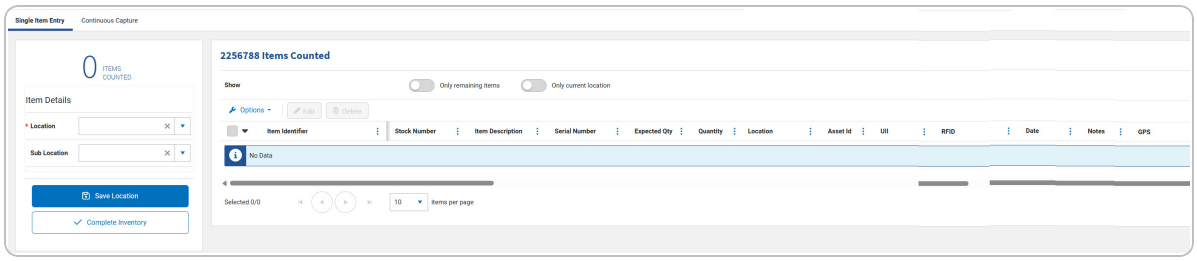
G. Select  . *The **Physical Inventory** page appears.*

## Add a Count Inventory - Continuous Capture

1. Select  . *The **Count Inventory** page appears.*

**Helpful Tip**

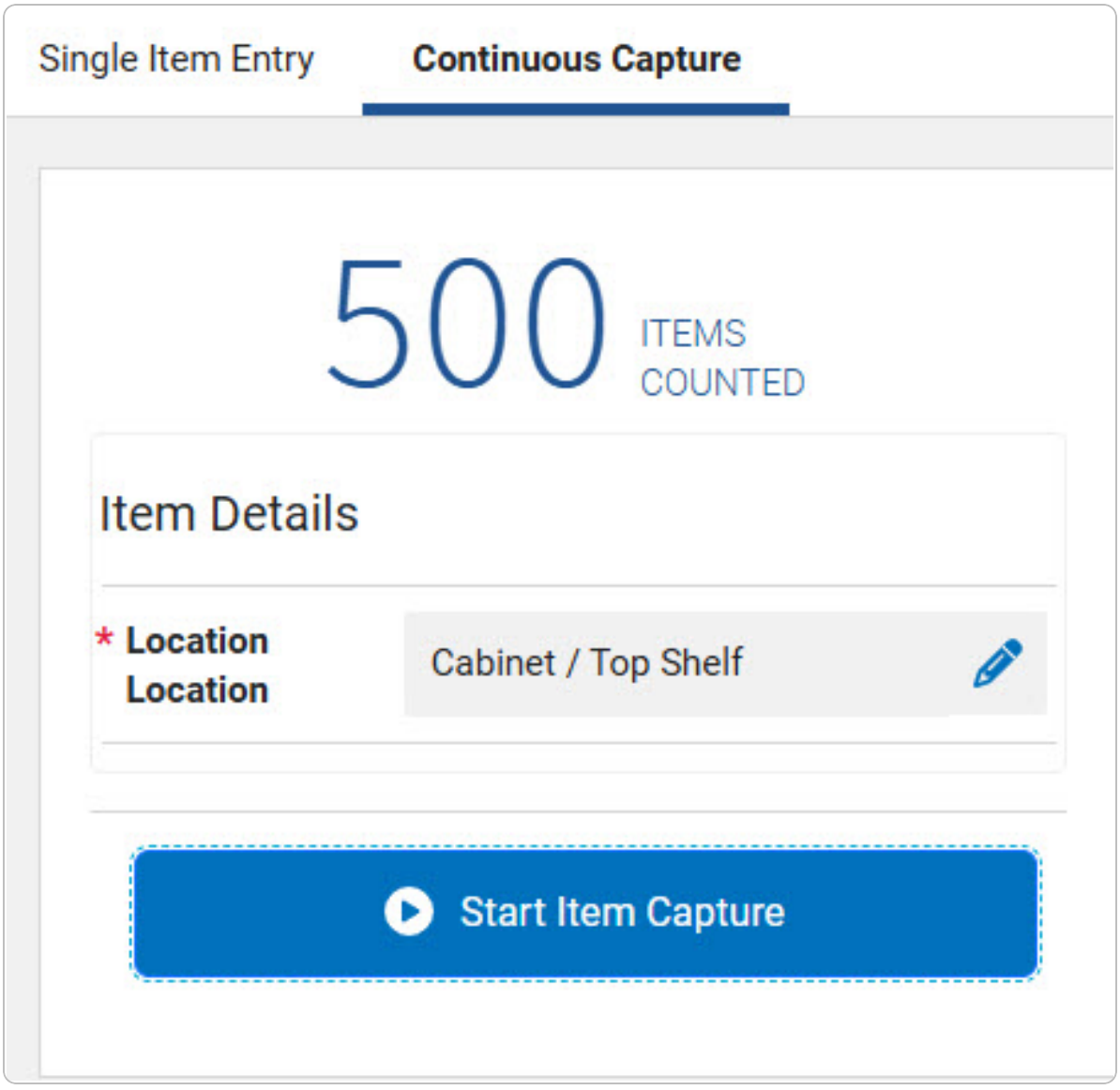
Select  . *The **Physical Inventory** page appears.*



**A.** Enter the Location in the field provided. *This is a 20 alphanumeric character field.*

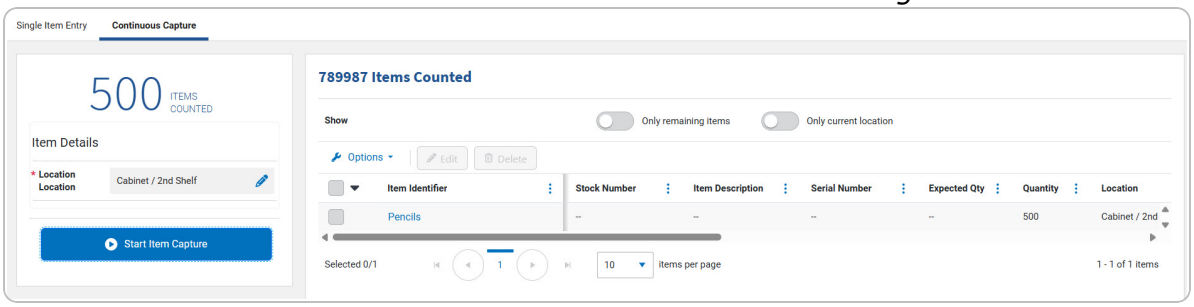
B. Enter the SUB LOCATION in the field provided. *This is a 20 alphanumeric character field.*

C. Select Save Location. *The Location fields combine and* Start Item Capture *appears.*




D. Select Start Item Capture. *Start scanning the Inventory items using the handheld device. Scanned items will appear on the right side in the Item Counted grid and the*

*0 Items Counted will increase on the left side in the Item Details grid.*




**Note**

In the Items Counted grid, click to select the Only remaining items. *When selected, this shows only remaining inventory items.*

Click to select the Only current location. *When selected, this shows only inventory items at the current location.*

E. Select Stop Item Capture. *Select once the scanning is complete. The scanned items appear in the Items Counted grid.*

F. Repeat Steps A-D as needed to add additional inventory.

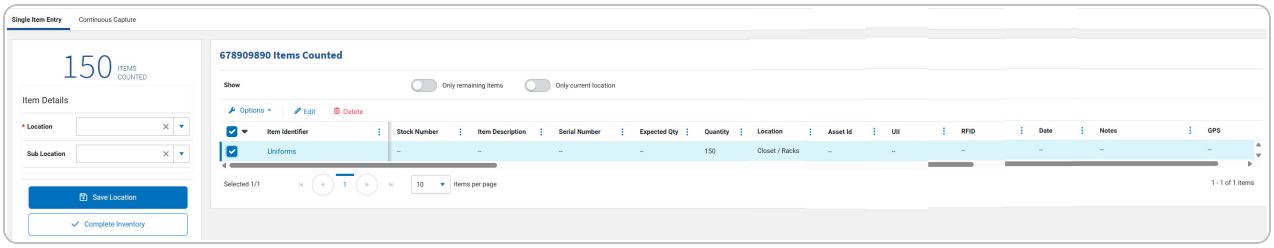
G. Select Complete Inventory. *The **Physical Inventory** page appears.*

## Update a Count Inventory - Single Item Entry

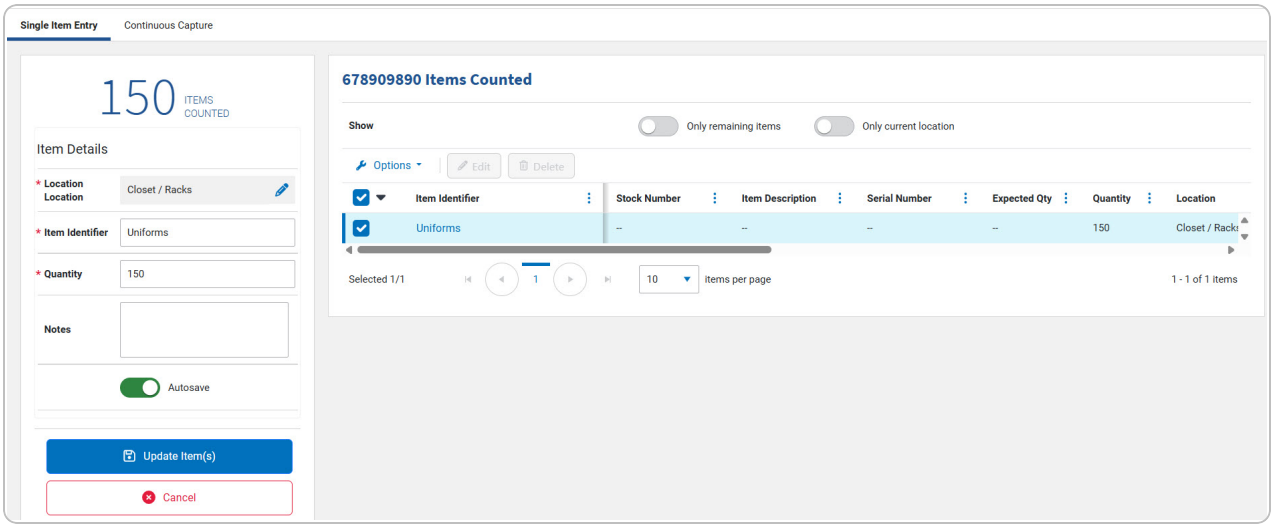
1. Click to select the entry. *The Item Identifier is highlighted, and* Edit *and* Delete *become available.*

**Helpful Tip**

Select ← Inventory List. *The **Physical Inventory** page appears.*



2. Select Edit. *The selected Item Identifier information appears on the left in the Item Details grid and additional fields appear.*




**Note**

Select . *The **Location and Sub Location fields** appear for editing.*

Select Save Location. *The **Item Details grid** appears with additional fields. Repeat Steps 5-8 to add additional items to the Counted Inventory.*

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

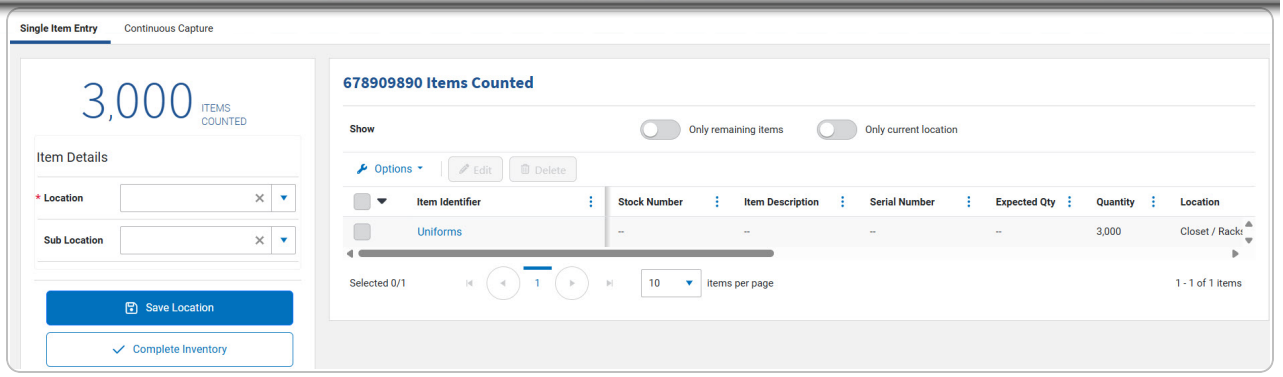
**4.** Update the Item Identifier, entering the revised Item Identifier in the field provided. *This is a 20 alphanumeric character field.*

**5.** Update the Quantity, entering the revised quantity in the field provided. *This is a 6 numeric character field.*

6. Update the Notes, entering the revised notes in the field provided. *This is a 256 alpha-numeric character field.*

7. Verify the Autosave contains the appropriate or . *When selected, the entered items are automatically save.*

8. Select Update Item(s). *The updated Items Counted changes to the quantity entered and the updated information appears in the Items Counted grid.*



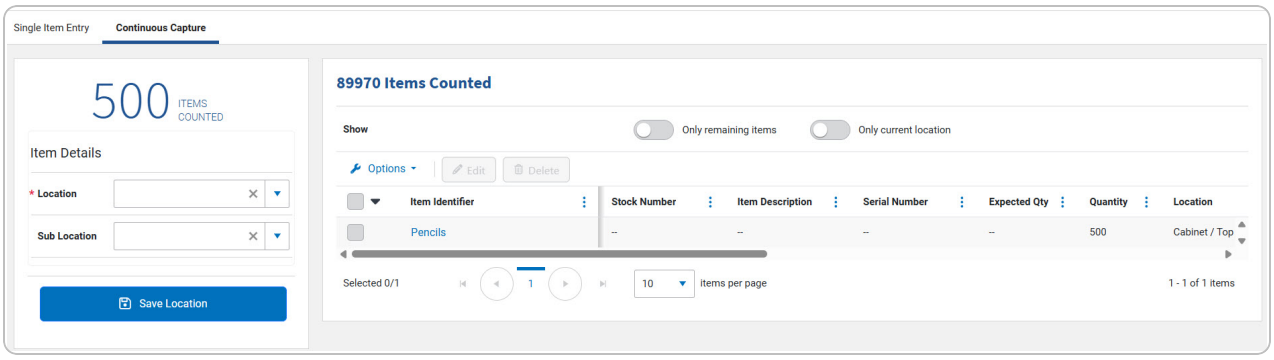

9. Select Complete Inventory. *The **Physical Inventory** page appears and the updated Count Inventory appears in the Physical Inventory grid.*

## Update a Count Inventory - Continuous Capture

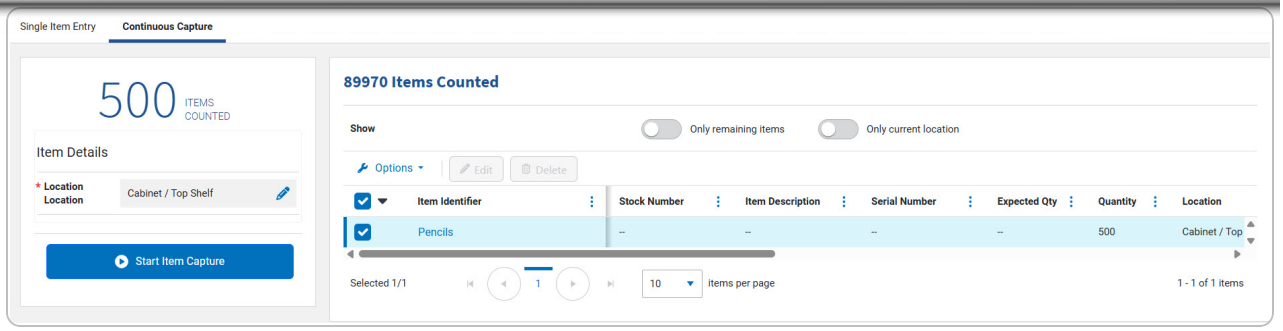
1. Click ☐ to select the entry. *The Item Identifier is highlighted, and* Edit *and* Delete *become available.*

**Helpful Tip**

Select ← Inventory List. *The **Physical Inventory** page appears.*




2. Select Edit. *The selected Item Identifier information appears on the left in the Item Details grid and additional fields appear.*



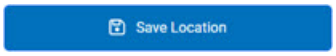

3. Select  to edit the Location/Location, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

**Note**

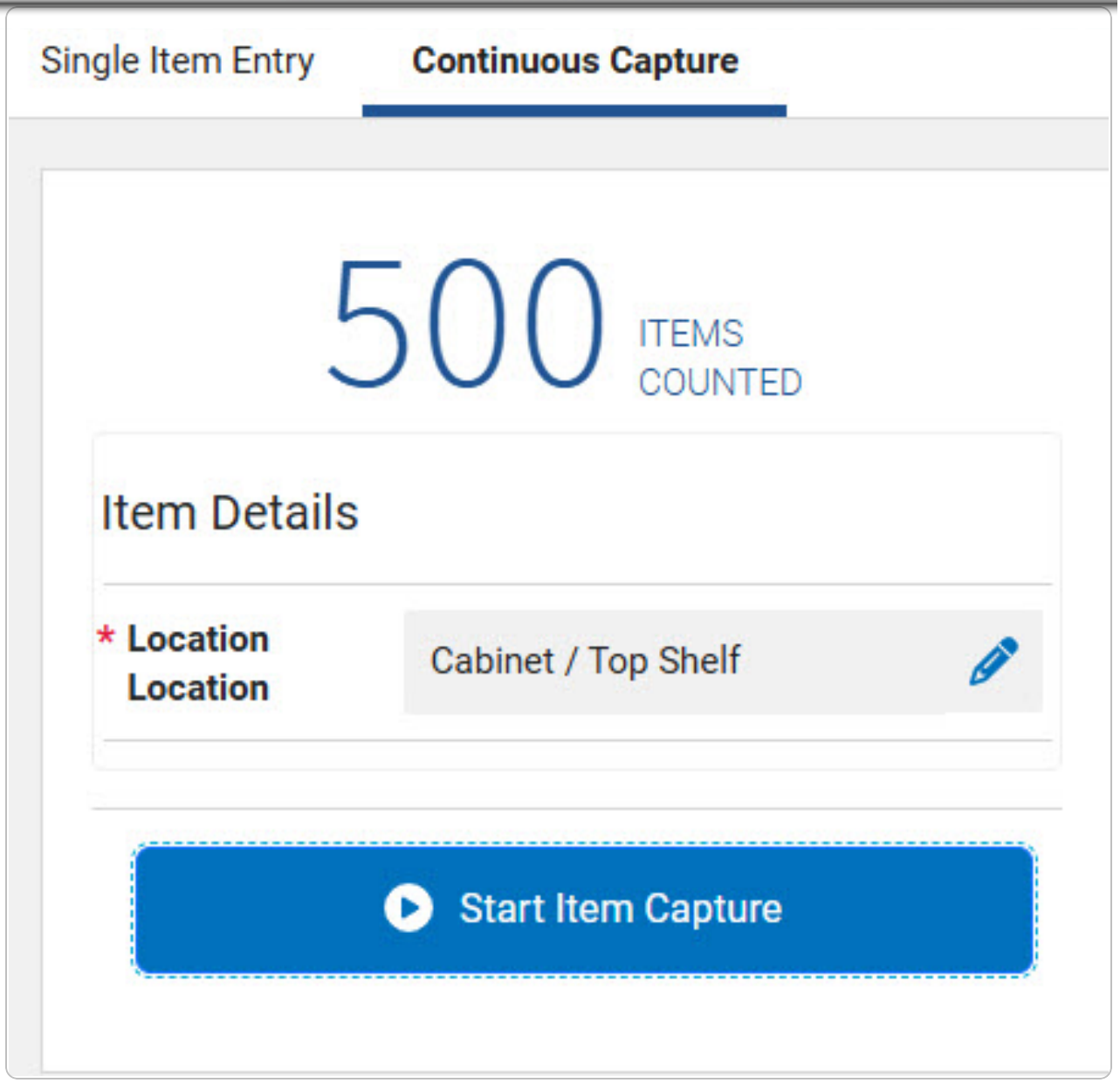
 Select  . *The **Location and Sub Location fields** appear for editing.*

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

Update the Sub Location, entering the revised Item Identifier in the field provided. *This is a 20 alphanumeric character field.*

Select  . *The **Item Details grid** appears with additional fields.Repeat Steps 5-8 to add additional items to the Counted Inventory.*

4. Select  . *Start scanning the Inventory items using the handheld device. Scanned items will appear on the right side in the Item Counted grid and the 0 Items Counted will increase on the left side in the Item Details grid.*




5. Select Stop Item Capture. *Select once the scanning is complete. The scanned items appear in the Items Counted grid.*
6. Repeat Steps 5-6 as needed to add additional inventory.
7. Select Complete Inventory. *The **Physical Inventory** page appears and the updated Count Inventory appears in the Physical Inventory grid.*

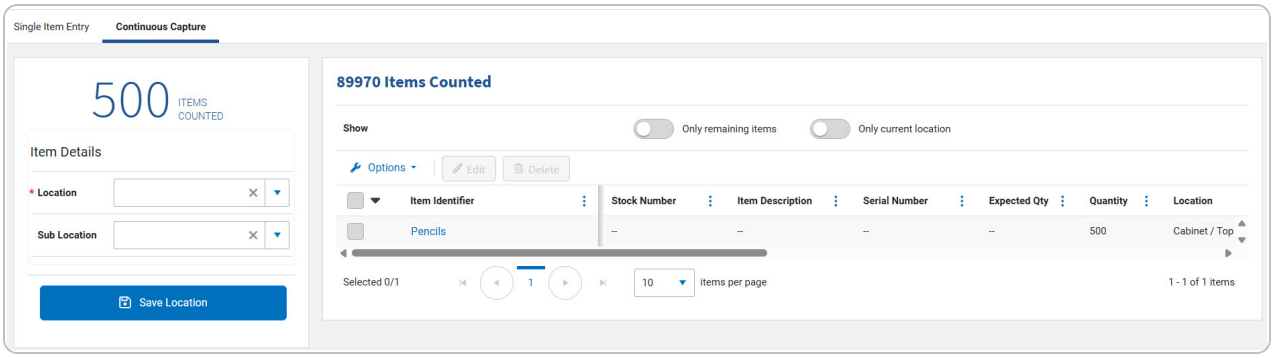
## Delete a Count Inventory

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

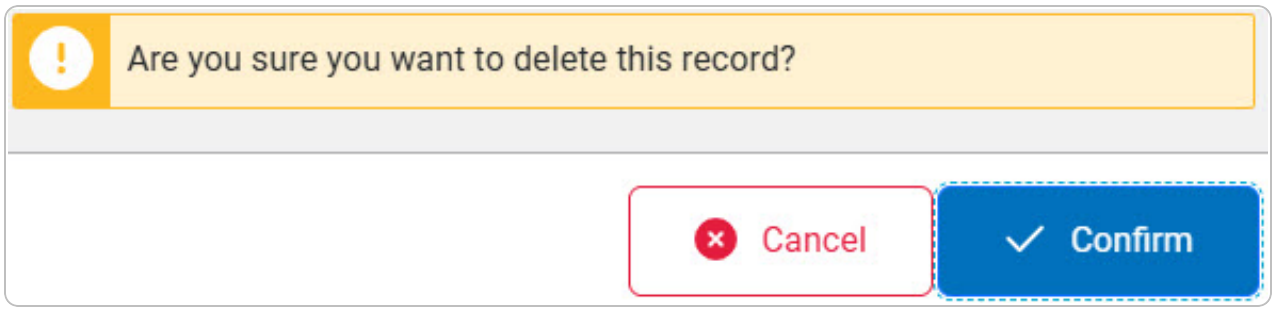
1. Click ☐ to select the entry. *The Item Identifier is highlighted, and* Edit *and* Delete *become available.*

**Helpful Tip**

Select ← Inventory List. *The* ***Physical Inventory*** *page appears.*




2. Select Delete. *The* ***Count Inventory Delete*** *pop-up window appears.*

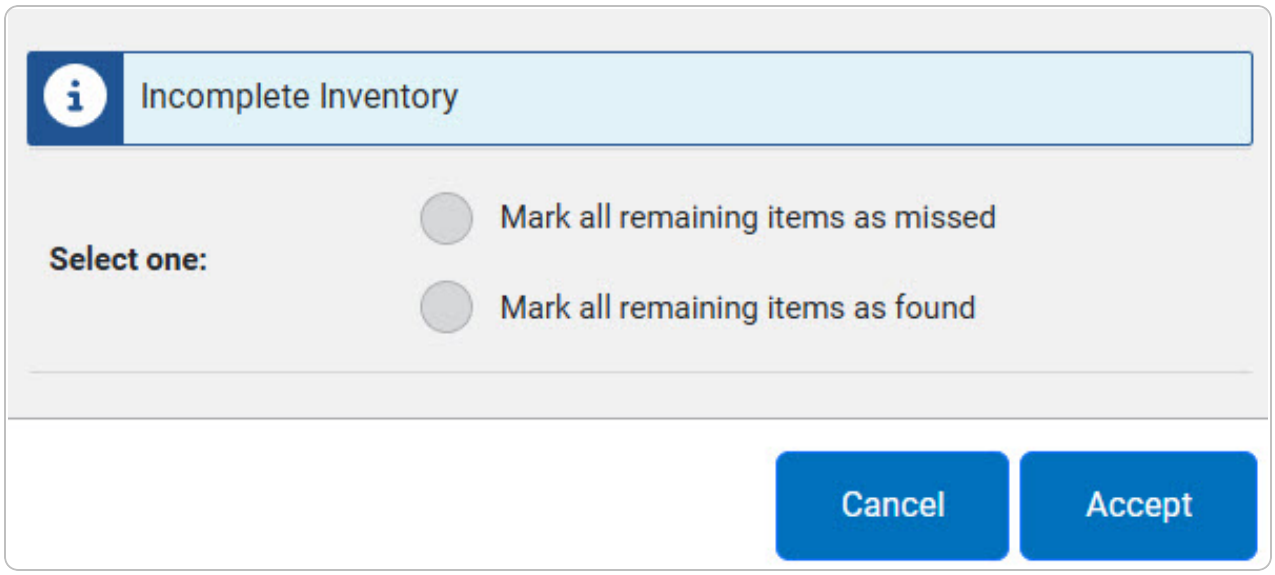



3. Select Confirm. *The selected record is removed from the* ***Count Inventory grid*** *and the* ***Item Counted total*** *decreases by the count number of the selected inventory.*

## Resolve an Incomplete Inventory

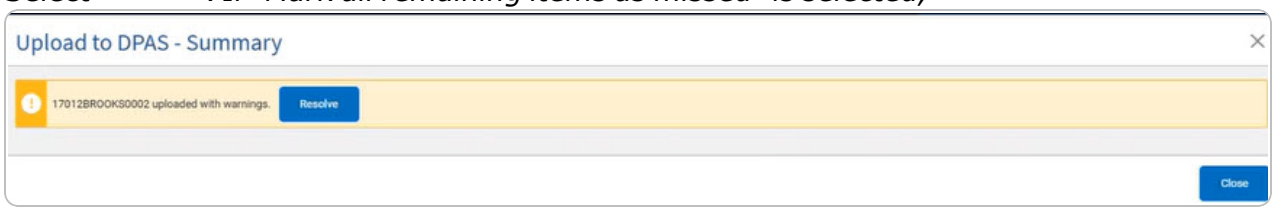
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

1. Select Complete Inventory. *The **Incomplete Inventory** pop-up window appears.*




2. Select . *If "Mark all remaining items as missed" is selected, this indicates the remaining items are missing and does not match the count. If "Mark all remaining items as found" is selected, this indicates the items have been found and counted.*

3. Select Accept. *If "Mark all remaining items as missed" is selected,*




*appears.*

4. Select Resolve. *The **Physical Inventory Resolution** page appears*.

## Common Errors

The table below provides a list of common errors and possible solutions. 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: *Location*.** | |
| **13 — Mandatory Entry: *Item Identifier*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *Quantity*.** | |

## Related Topics

- AIT Overview
- Start a Physical Inventory
- Add a Physical Inventory
- View the Item Count Detail

# Add a Physical Inventory

## Overview

The Automatic Identification Technology (AIT) Physical Inventory Add process provides the ability to create new physical inventory.

## Navigation

AIT > Physical Inventory > Physical Inventory > + New > New Inventory page

## Page Fields

The following fields display on the **New 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 |

### New Inventory Grid

Physical Inventory Number *
Import Data
Notes

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

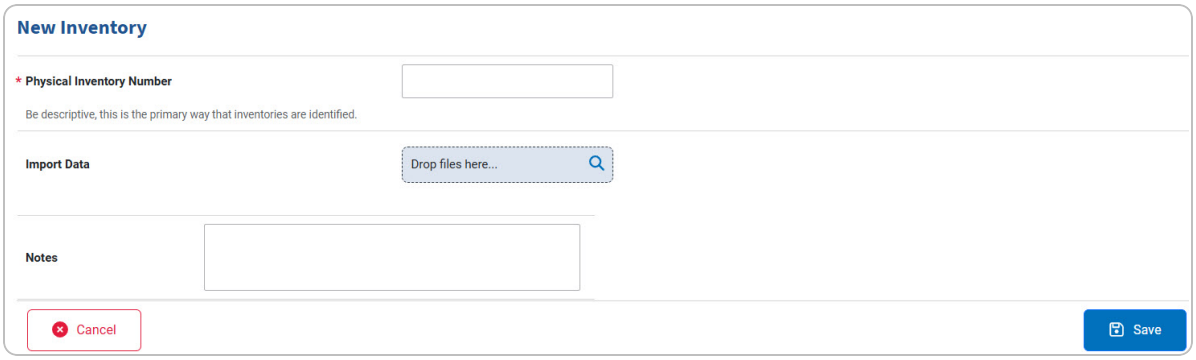
Click the following link to display PA Navigation Tips.

## Add 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. Select + New. *The* ***New Inventory*** *page appears.*




   **A.** Enter the Physical Inventory Number in the field provided. *This is a 32 alphanumeric character field.*

   B. Enter the Import Data, or use to browse for the data using the computer or device prompts.

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

2. Select Save. *The* ***Count 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 |
|---|---|
| **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: *Physical Inventory Number*.** | Missing Entry. Enter the appropriate information in the desired field. |

## Related Topics

- AIT Overview
- Start a Physical Inventory
- Add a Count Inventory
- View the Item Count Detail

# View the Items Counted Detail

## Overview

The Automatic Identification Technology (AIT) Physical Inventory Items Counted Detail process is view only and displays the selected Physical Inventory information.

## Navigation

AIT > Physical Inventory > Physical Inventory > Physical Inventory Number hyperlink > Items Counted Detail page

## Page Fields

The following fields display on the **Items Counted Detail** 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 |

### Items Counted Detail Grid

**Show Grid**

Only remaining items
Item Identifier

Stock Number
Item Description
Serial Number
Expected Qty
Quantity
Location
Asset Id
UII
RFID
Date
Notes
GPS

(*) Asterisk identifies mandatory fields.

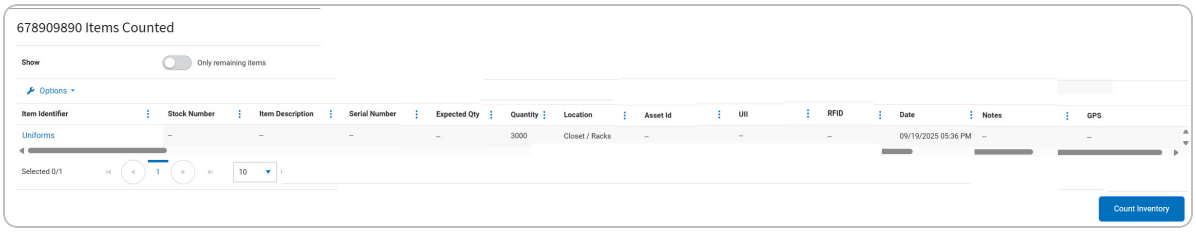
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Items Counted Detail

1. Select the Physical Inventory Number hyperlink. *The **Items Counted** slide-out window appears.*




A. Click to select the Only remaining items. *When selected, this shows only remaining inventory items.*

B. *Verify the Item Identifier.*

C. *Verify the Stock Number.*

D. *Verify the Item Description.*

E. *Verify the Serial Number.*

F. *Verify the Expected QTY.*

G. *Verify the Quantity.*

H. *Verify the Location.*

I. *Verify the ASSET ID.*

J. *Verify the UII.*

K. *Verify the RFID.*

L. *Verify the Date.*

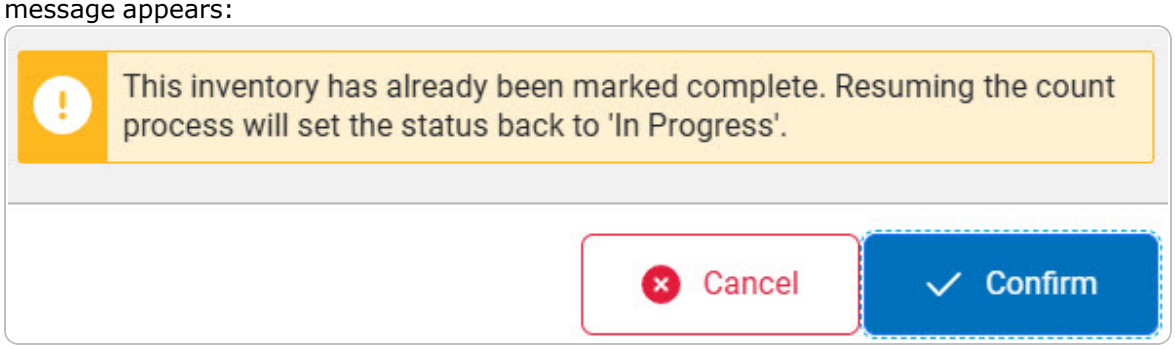
M. *Verify the Notes.*

N. *Verify the GPS.*

2. Select Count Inventory. *The **Count Inventory** page appears.*

**Note**

If the selected Physical Inventory Number is in a "Complete" Status, the following message appears:




.

Select Confirm. *The **Count 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 |
|---|---|
| **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. |

## Related Topics

- AIT Overview
- Start a Physical Inventory
- Add a Physical Inventory
- Add a Count Inventory

# 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 ELMS 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 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

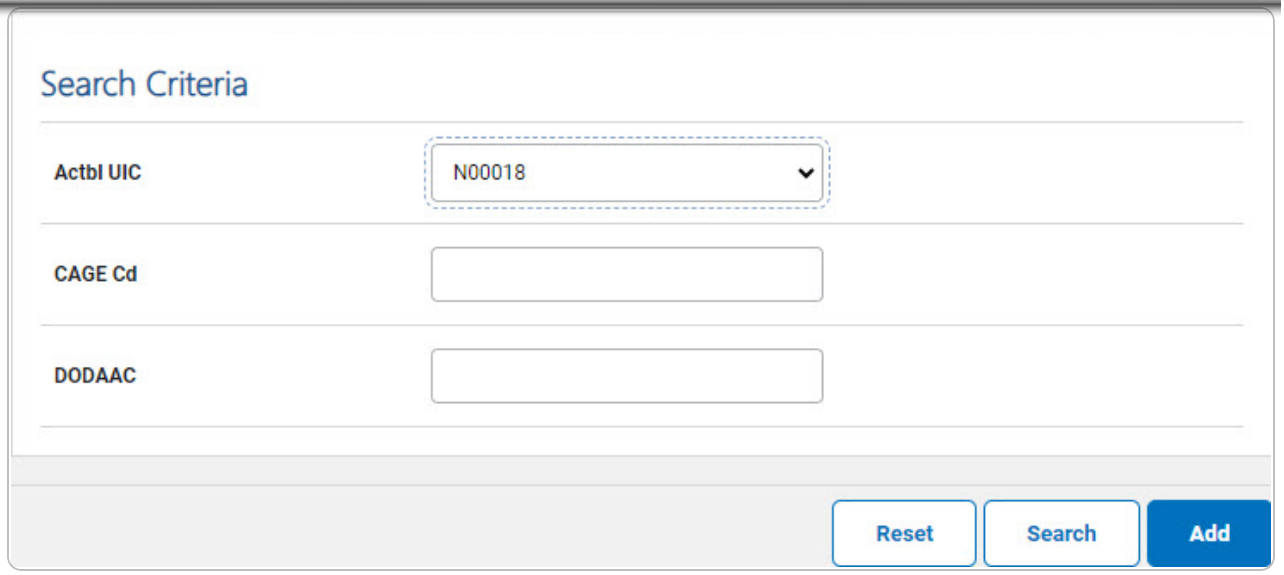
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a Contractor

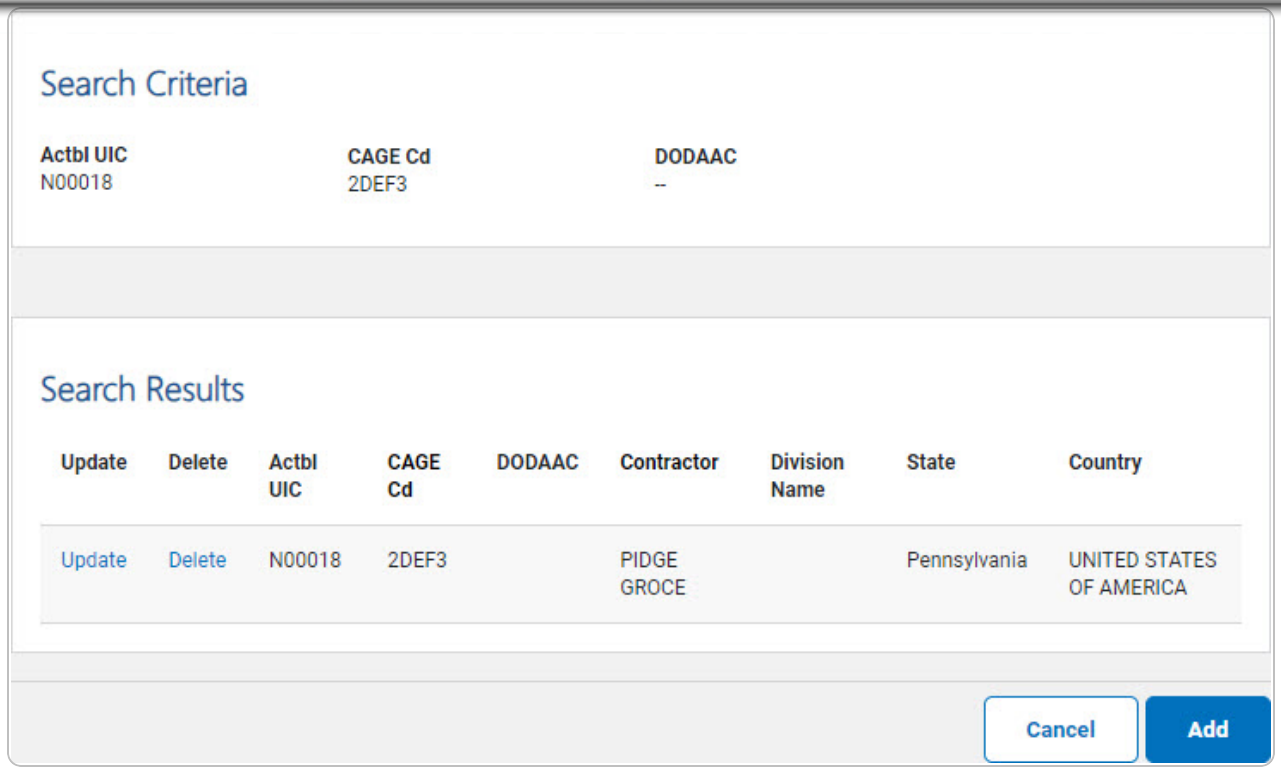
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



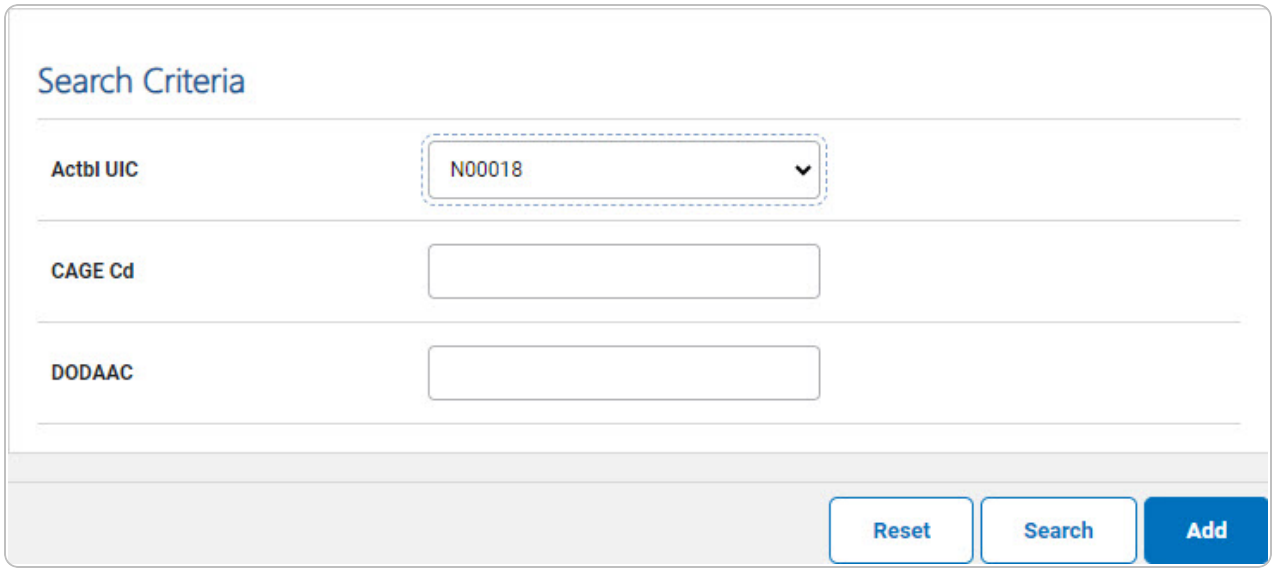

- Use ⌄ to select the Actbl UIC.
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

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.<br>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.<br>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

# 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

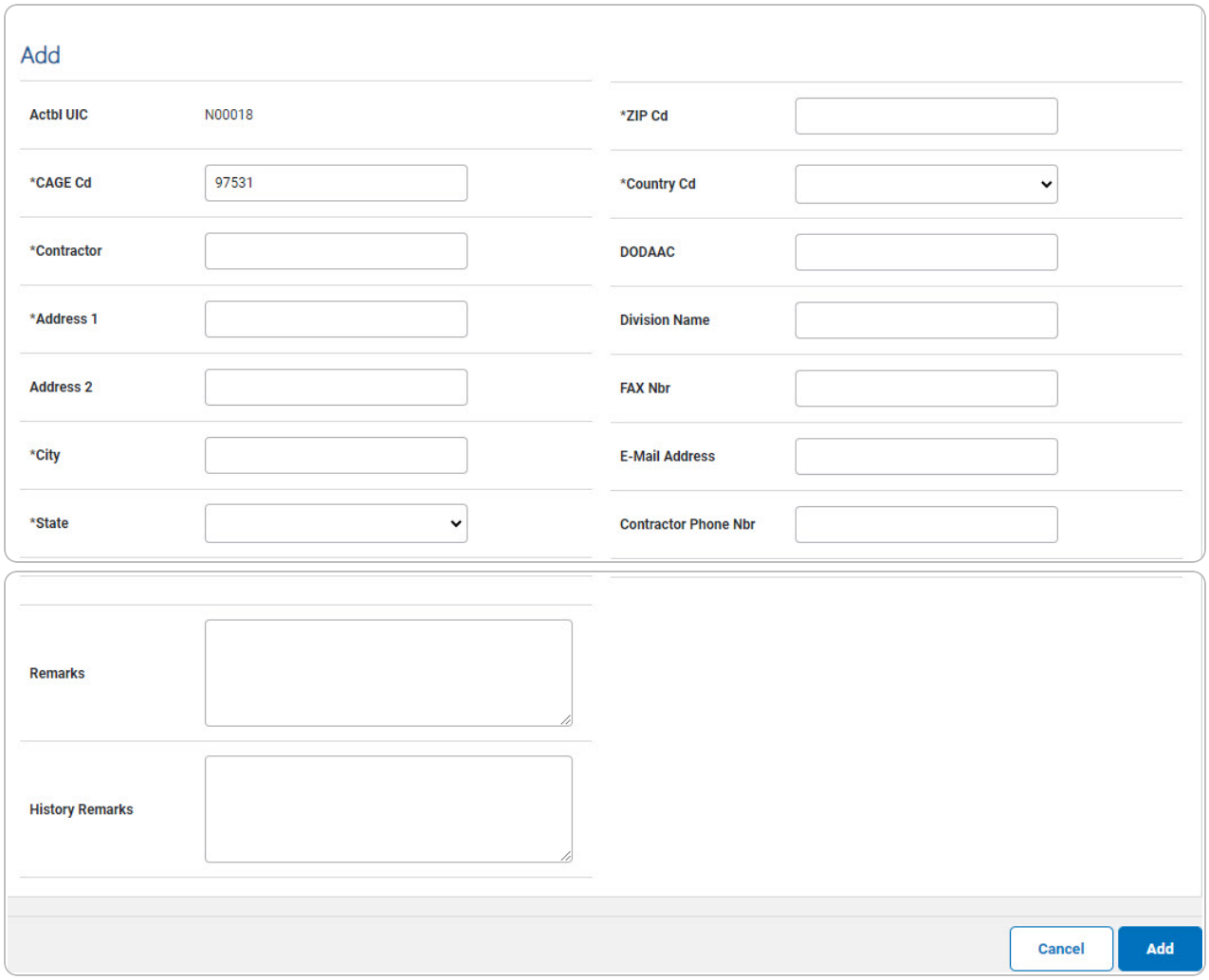
**ELMS Navigation Helpful Tips**

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

# 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

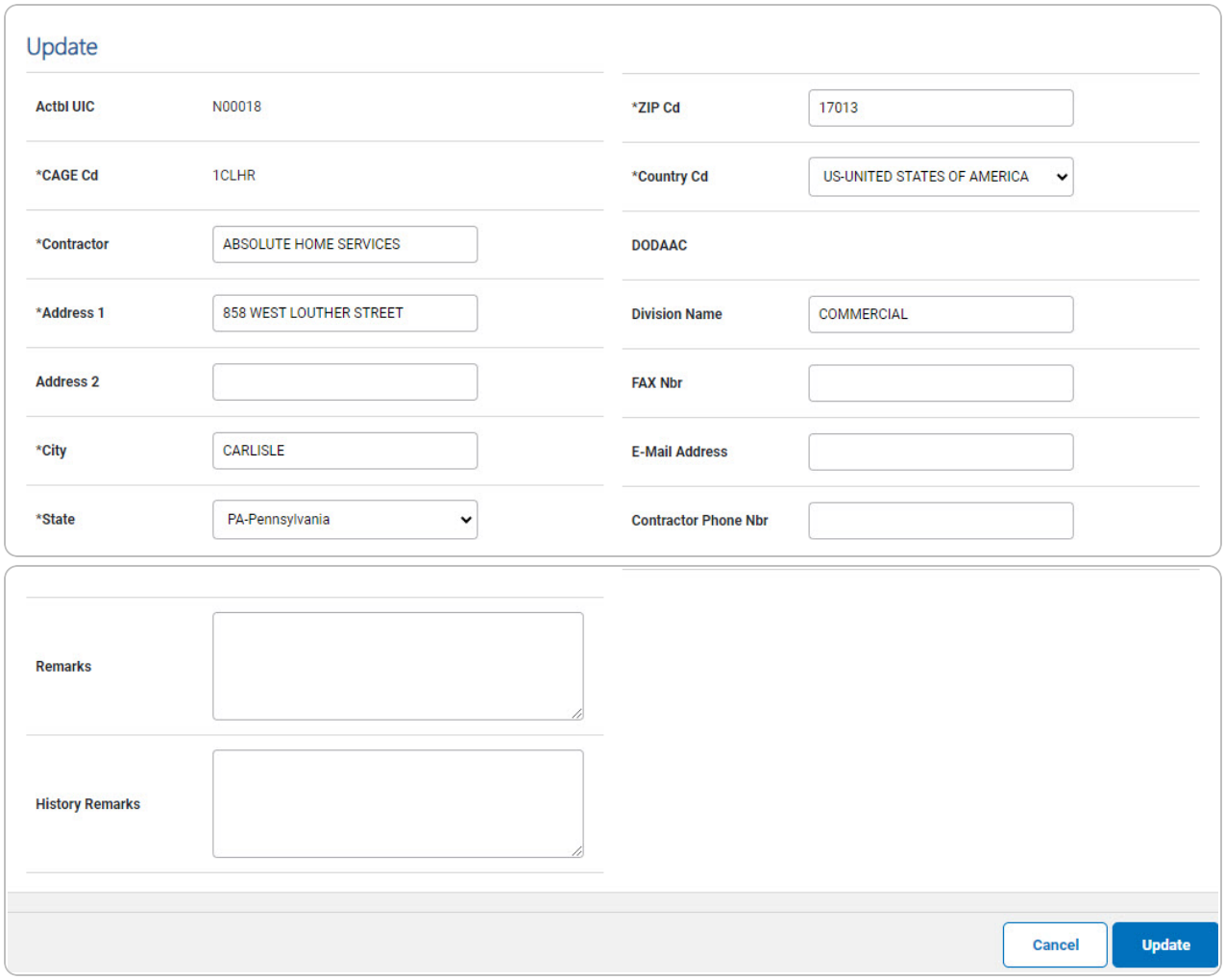
**ELMS Navigation Helpful Tips**

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

# 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

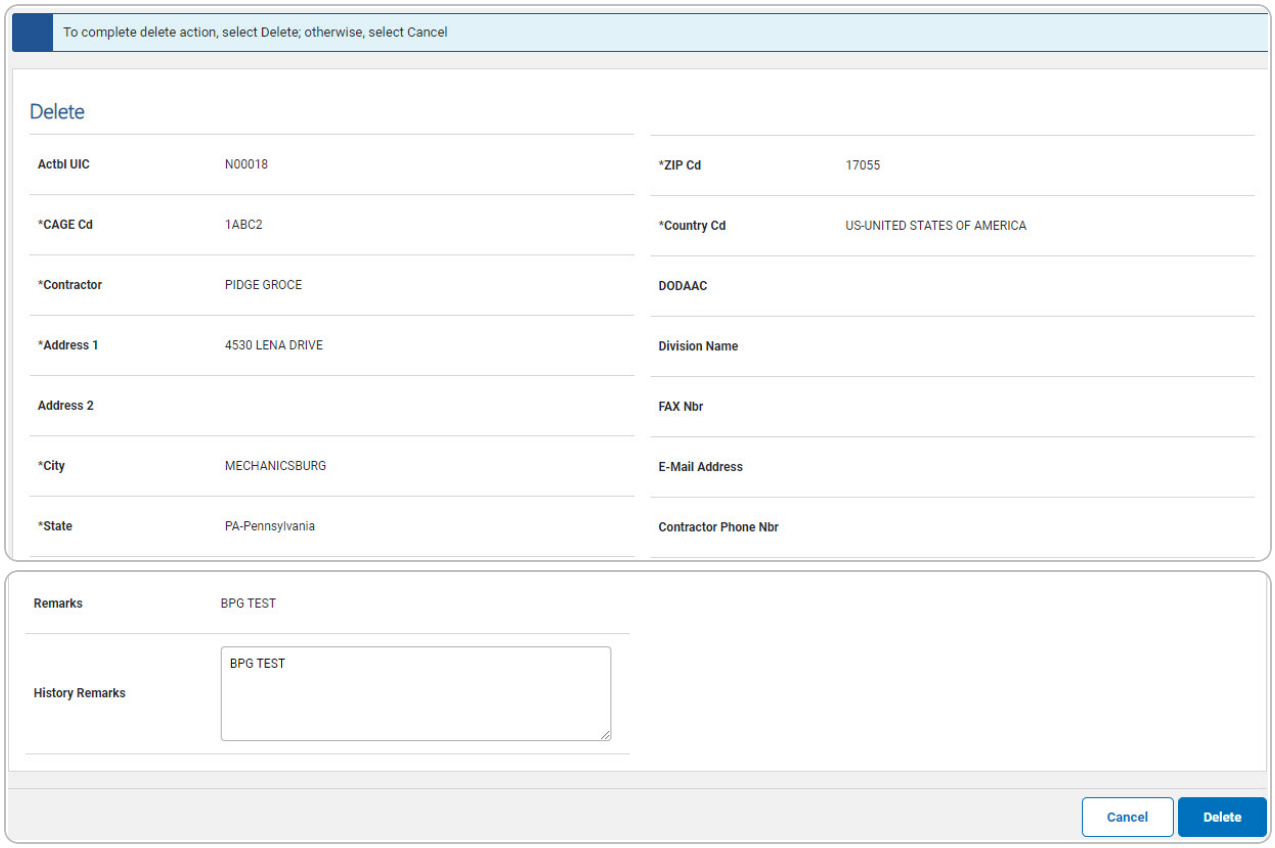
**ELMS Navigation Helpful Tips**

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

# 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

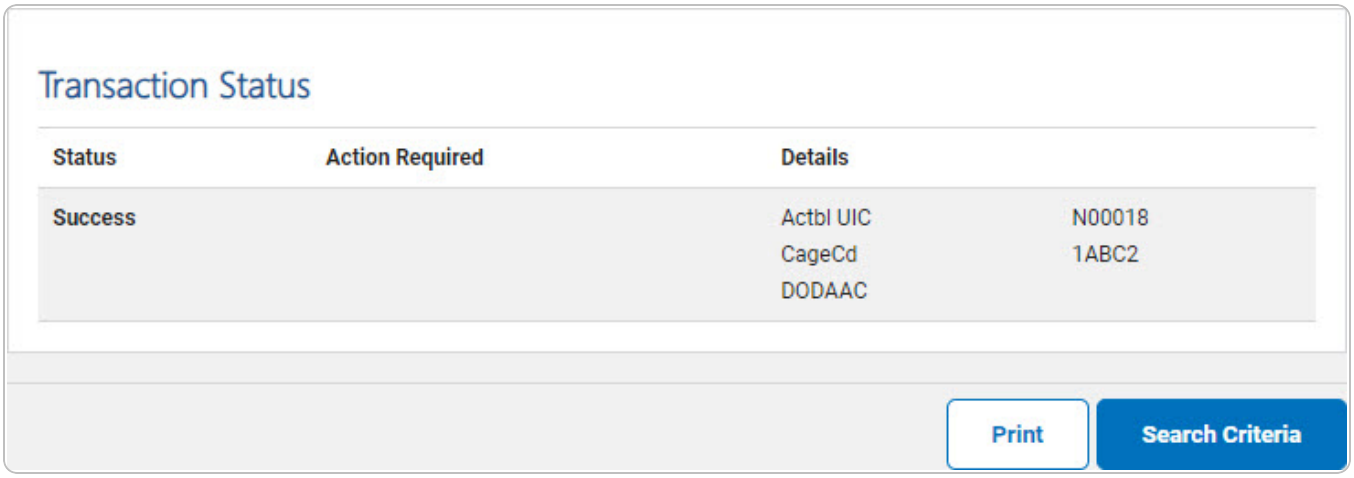
Status
Action Required
Details

# 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

# 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

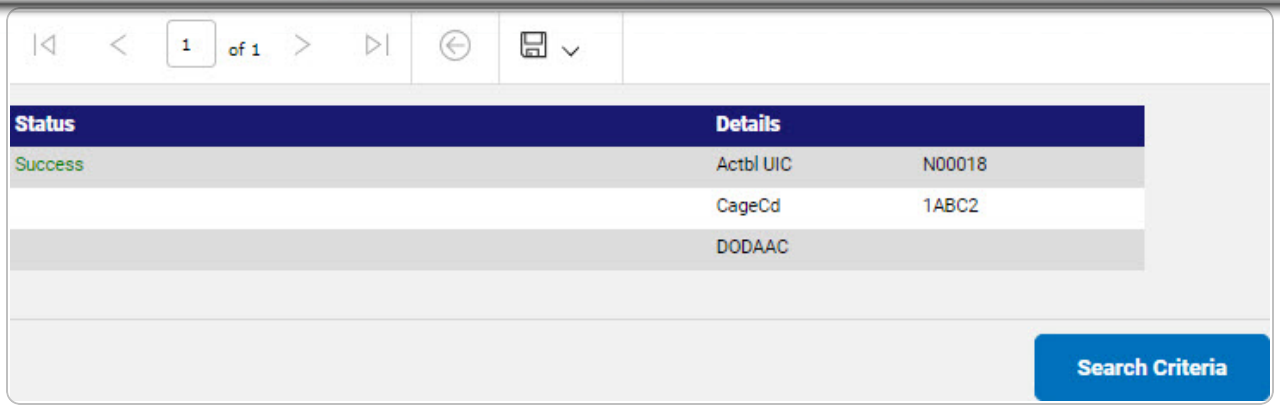
**ELMS Navigation Helpful Tips**



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 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

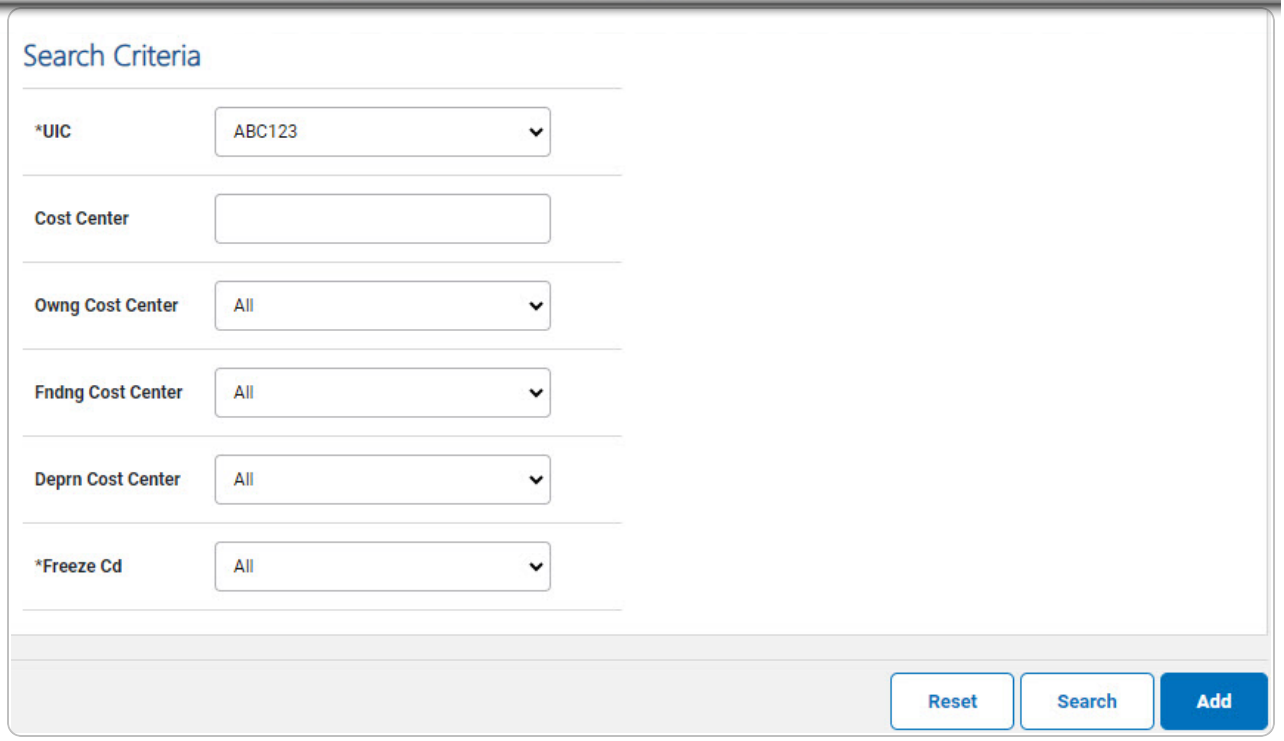
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a Cost Center — Criteria

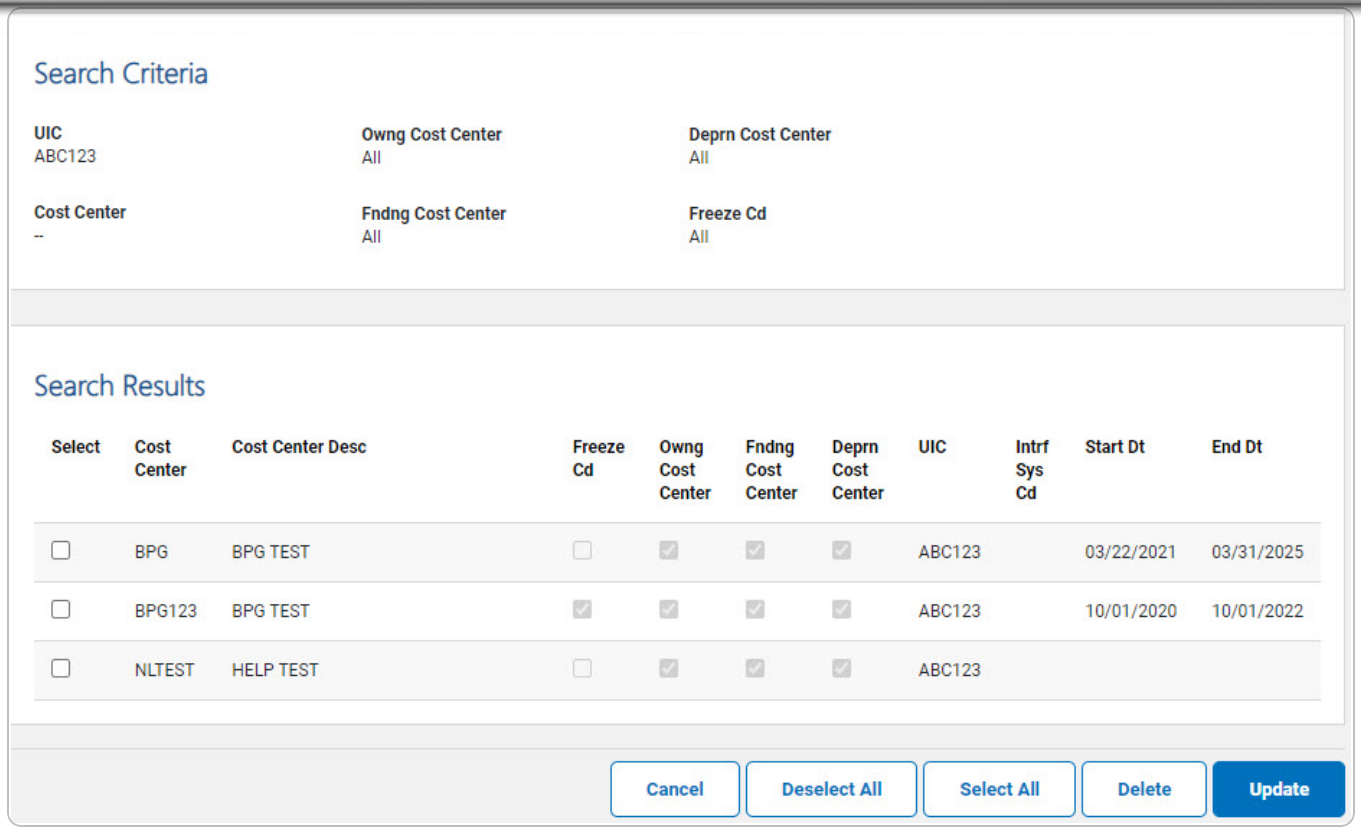
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

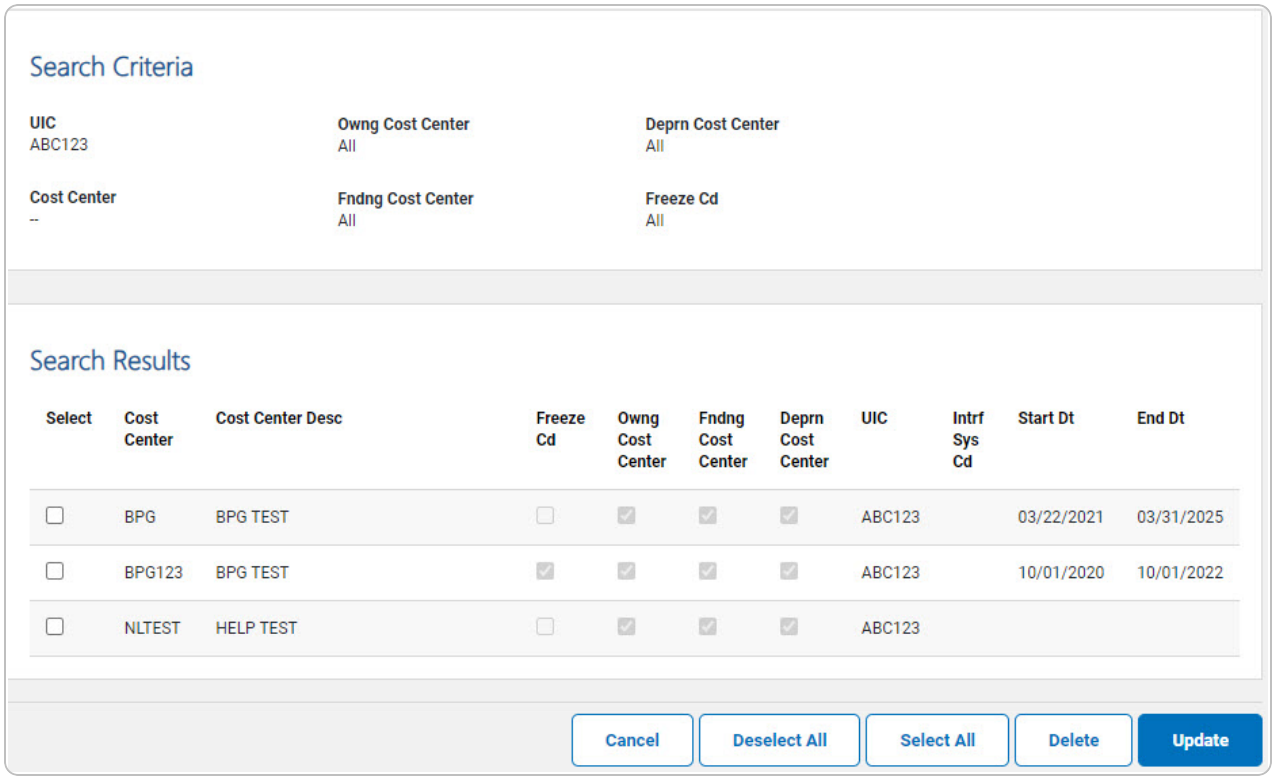
**ELMS Navigation Helpful Tips**

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.*

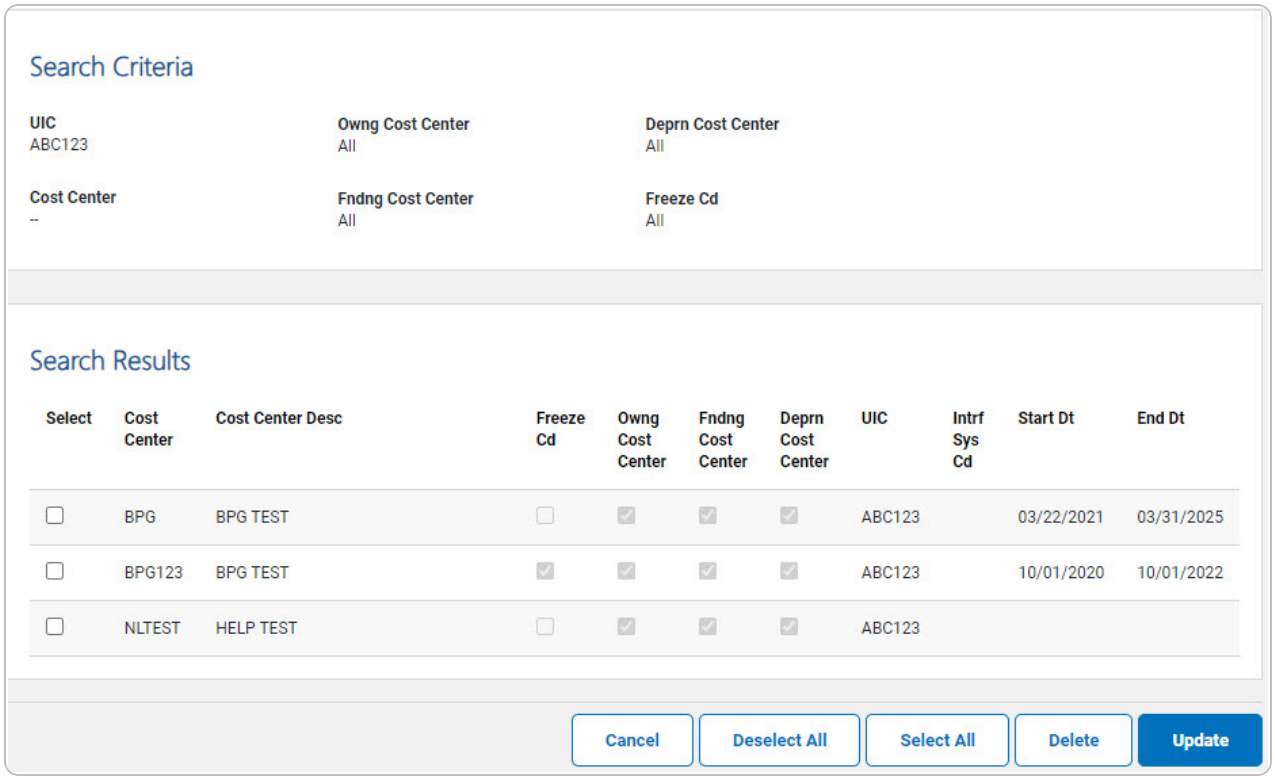



2. Click ☐ to select the desired Cost Center(s).

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

# 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

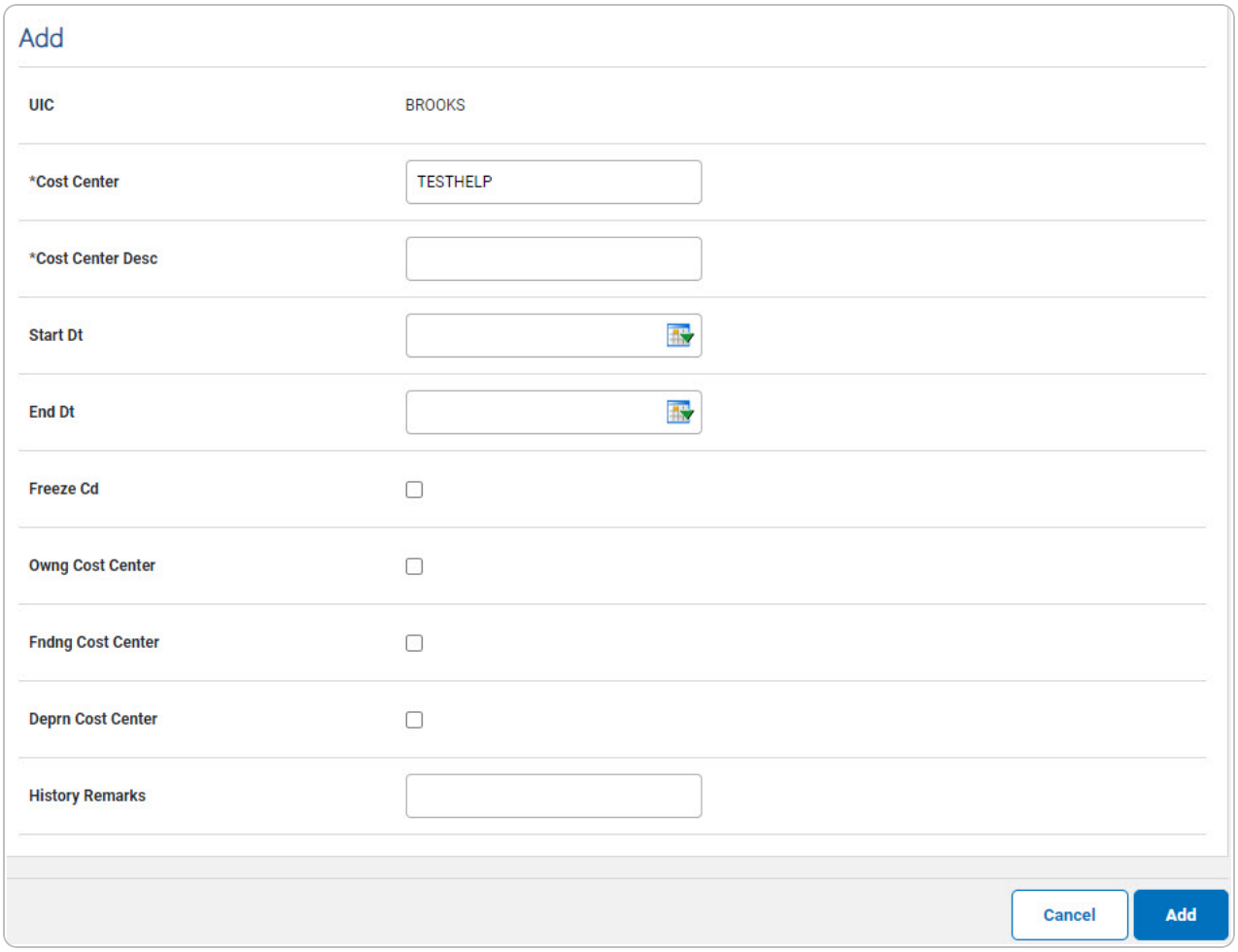
**ELMS Navigation Helpful Tips**

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 256 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

# 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

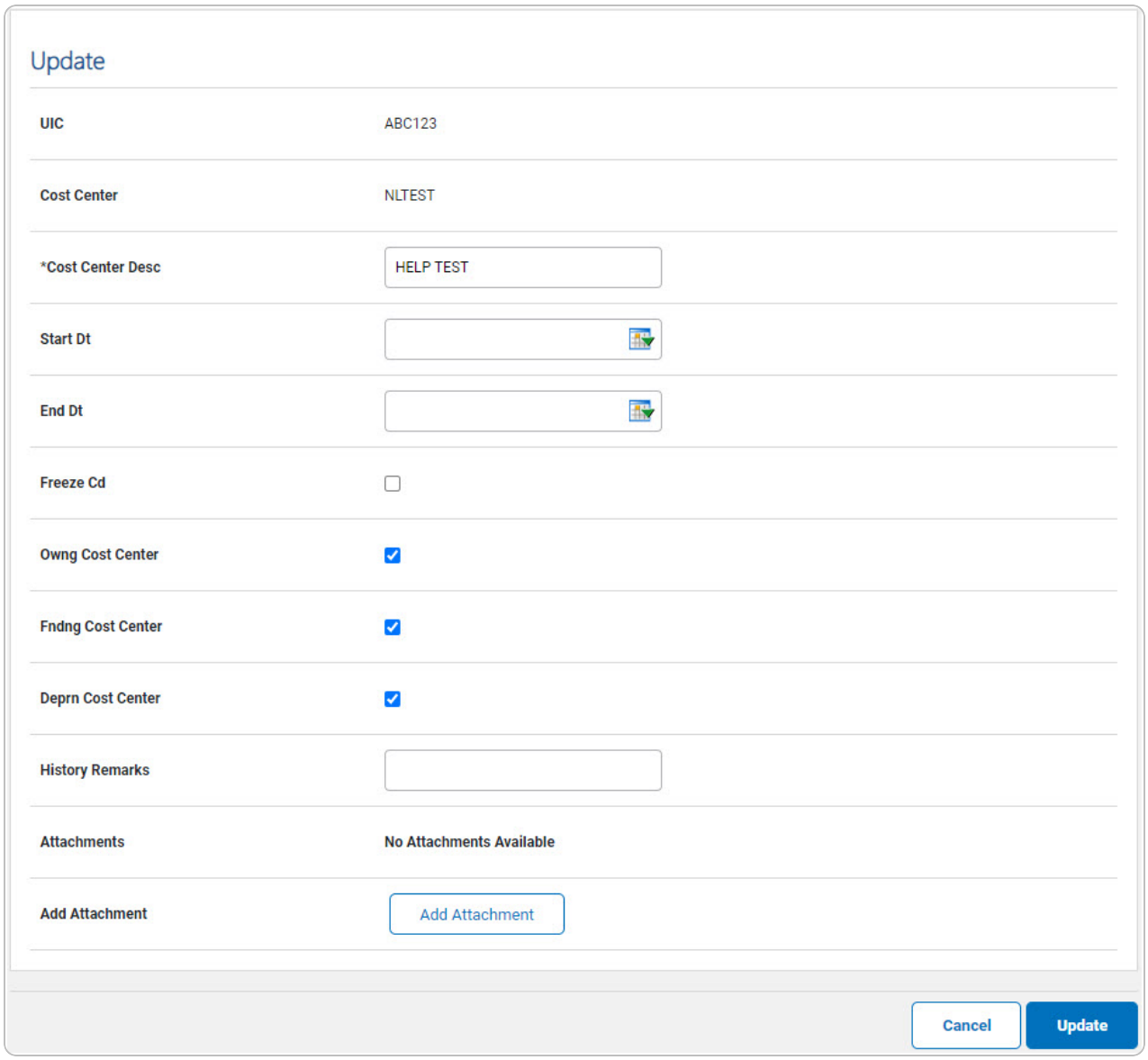
**ELMS Navigation Helpful Tips**

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 256 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.*

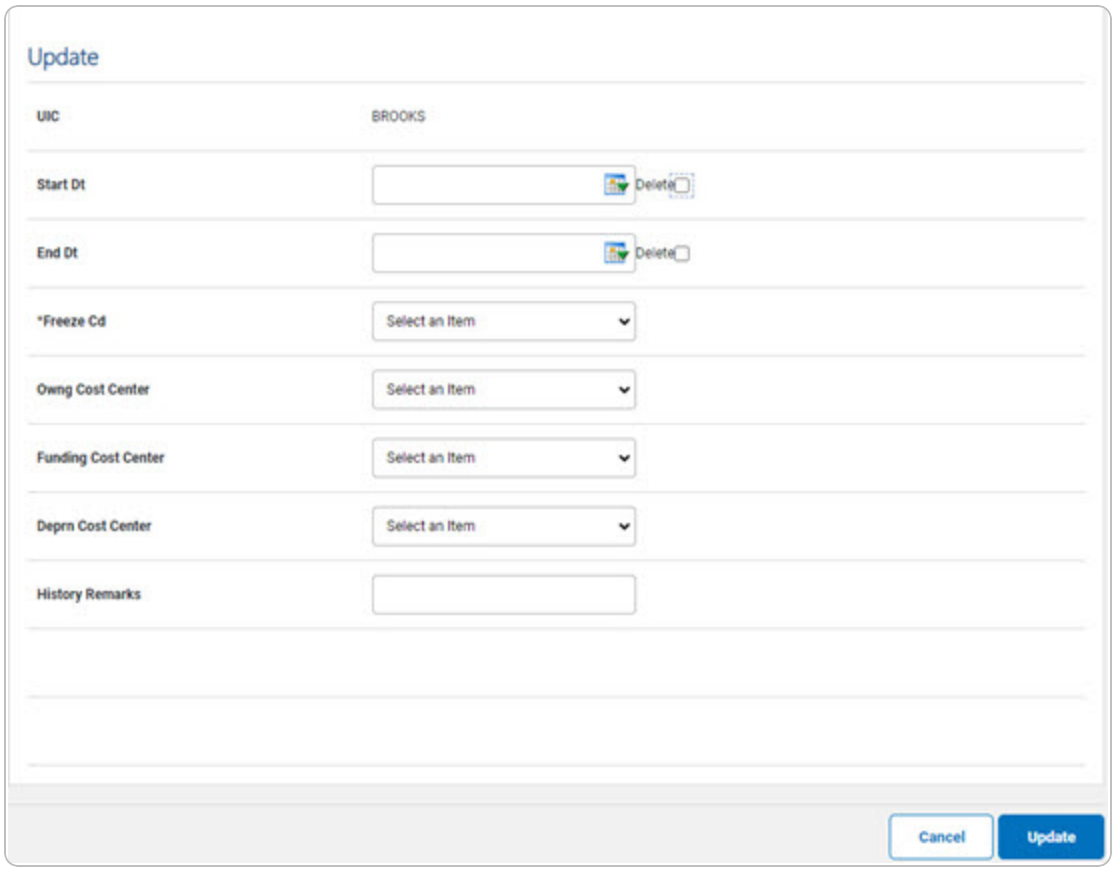
K. *Verify the Attachments.*

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

# 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.

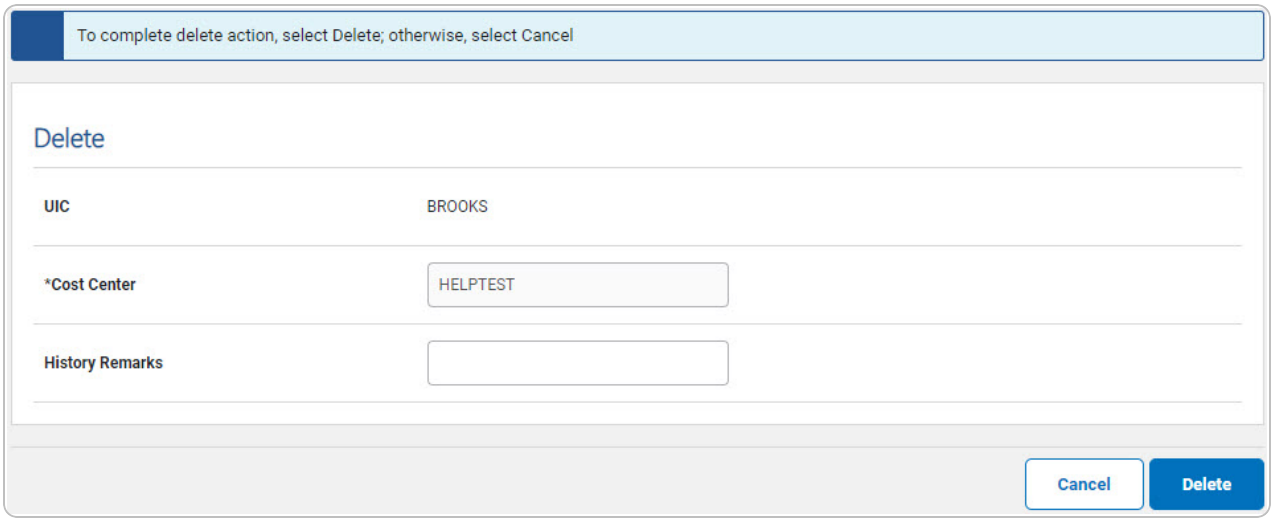
## Procedures

**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.*

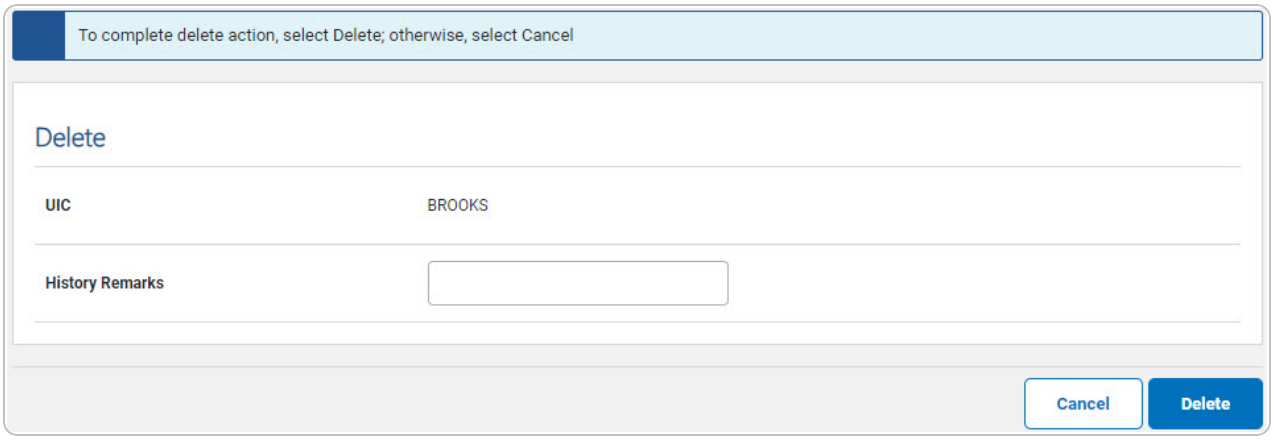
   **B.** *Verify the Cost Center.*

   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

# 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

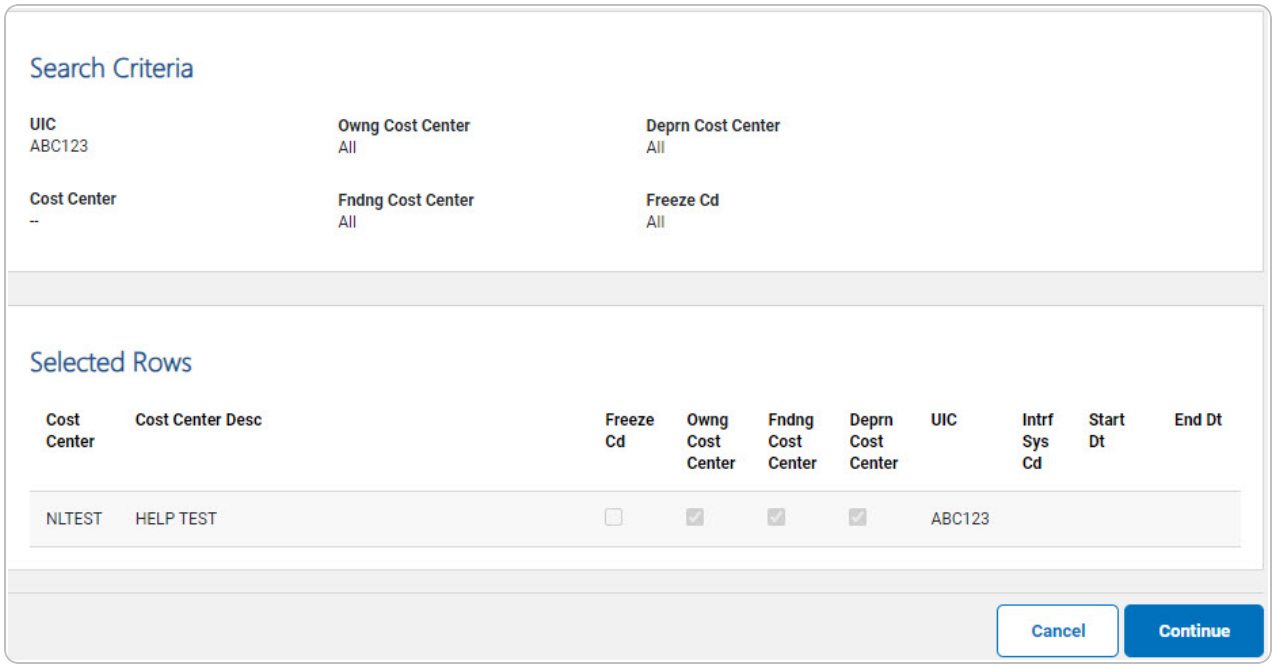
**ELMS Navigation Helpful Tips**

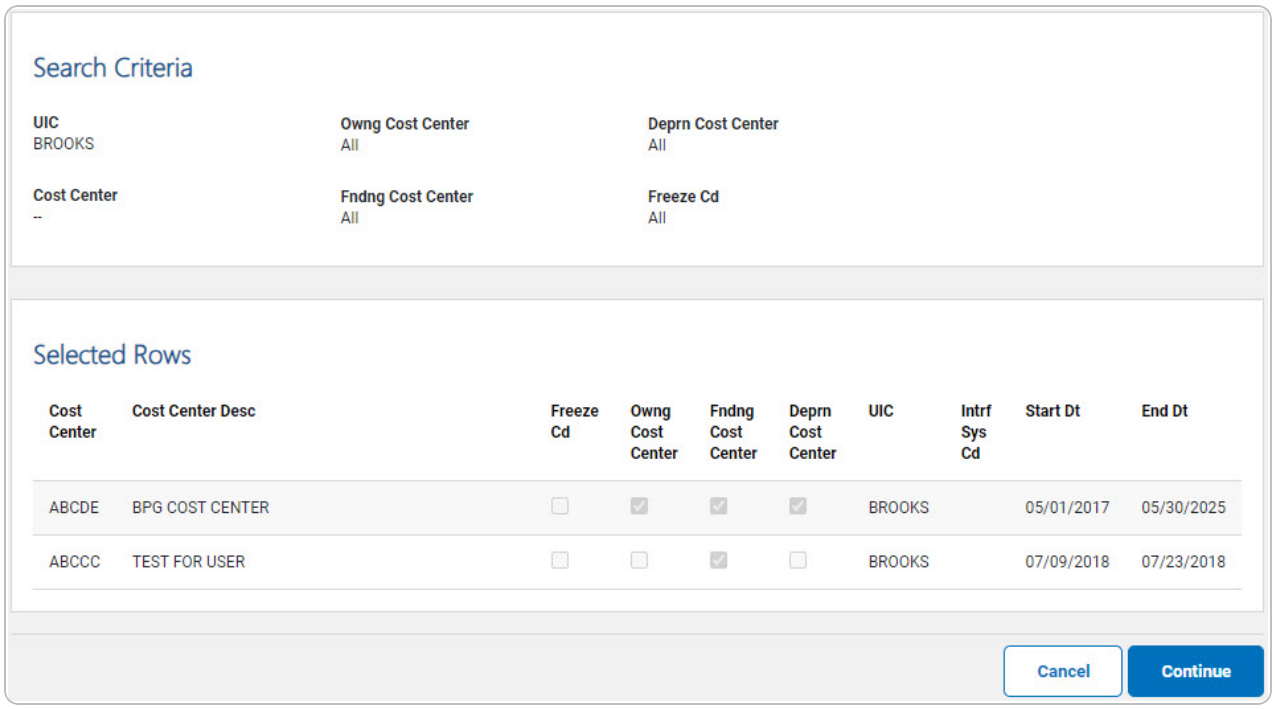
Click the following link to display PA Navigation Tips.

### 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

# 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

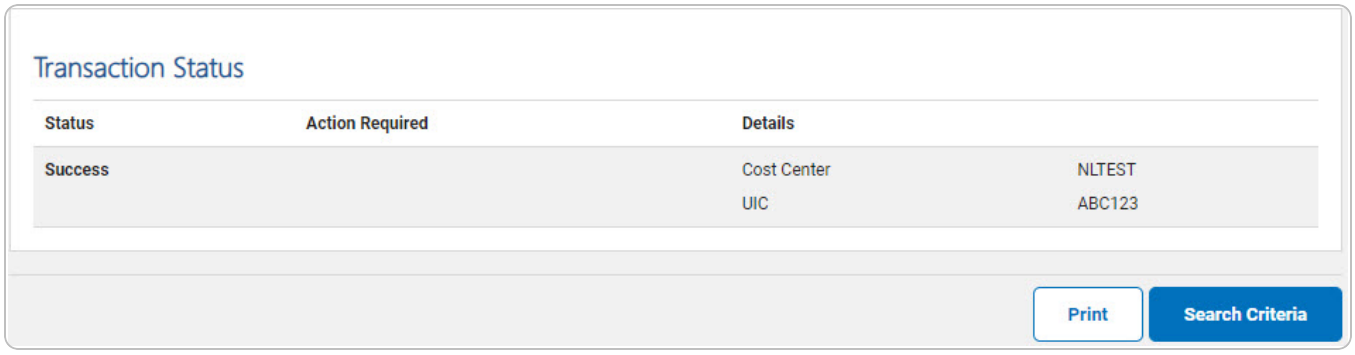
Status
Action Required
Details

# 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

# 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

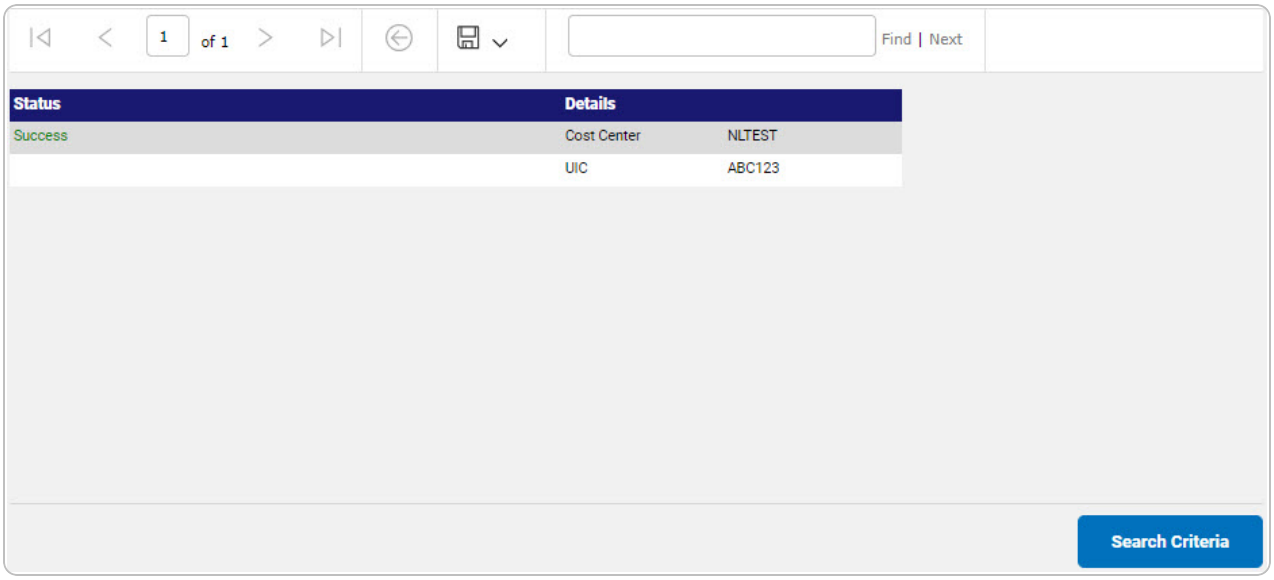
**ELMS Navigation Helpful Tips**



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

# 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.

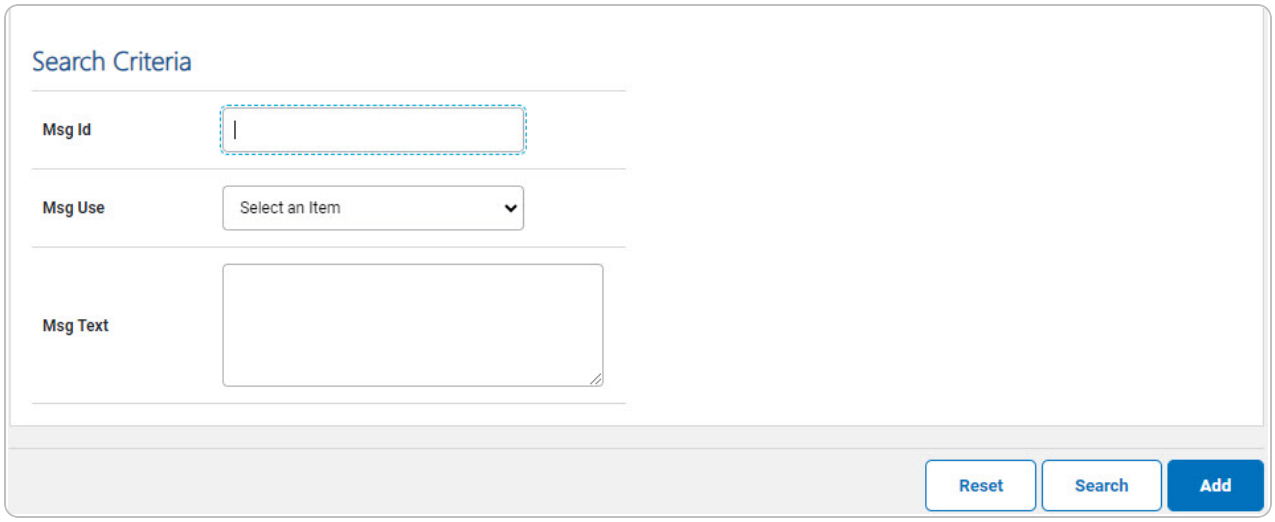
## Search for a Reports/Forms Message — Criteria

*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**

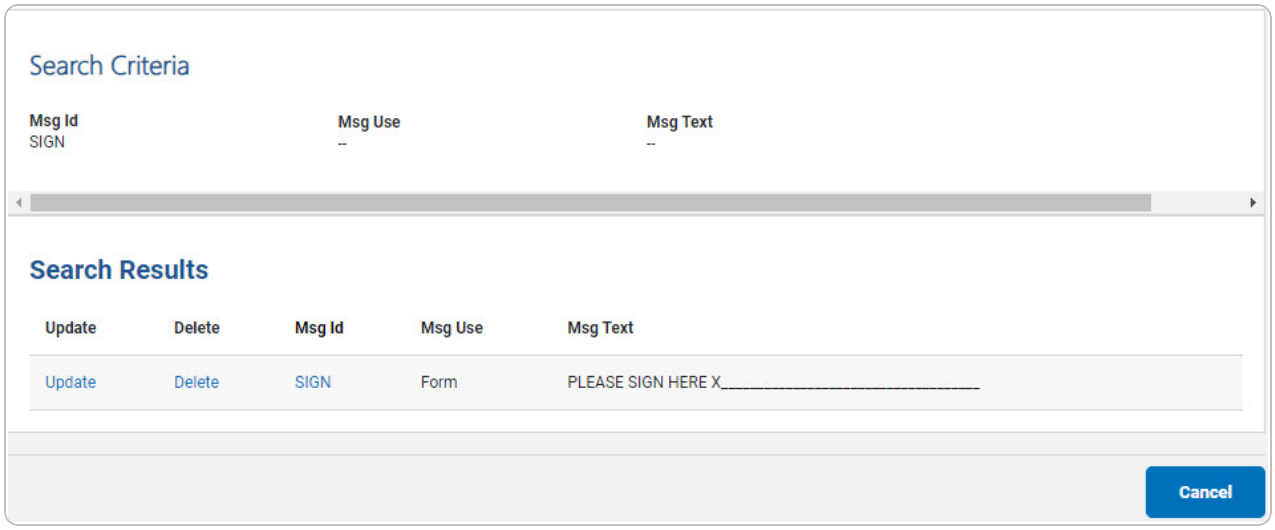
Leave all fields blank to see all existing MESSAGE ID's, both Form and Report.

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

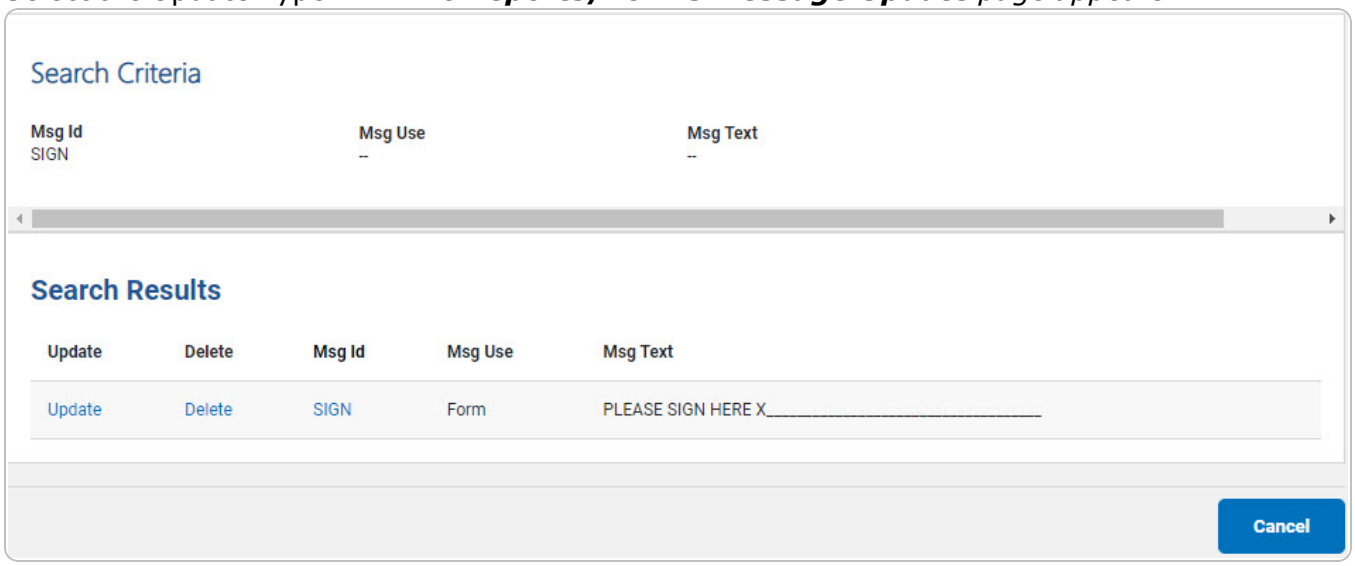
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

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

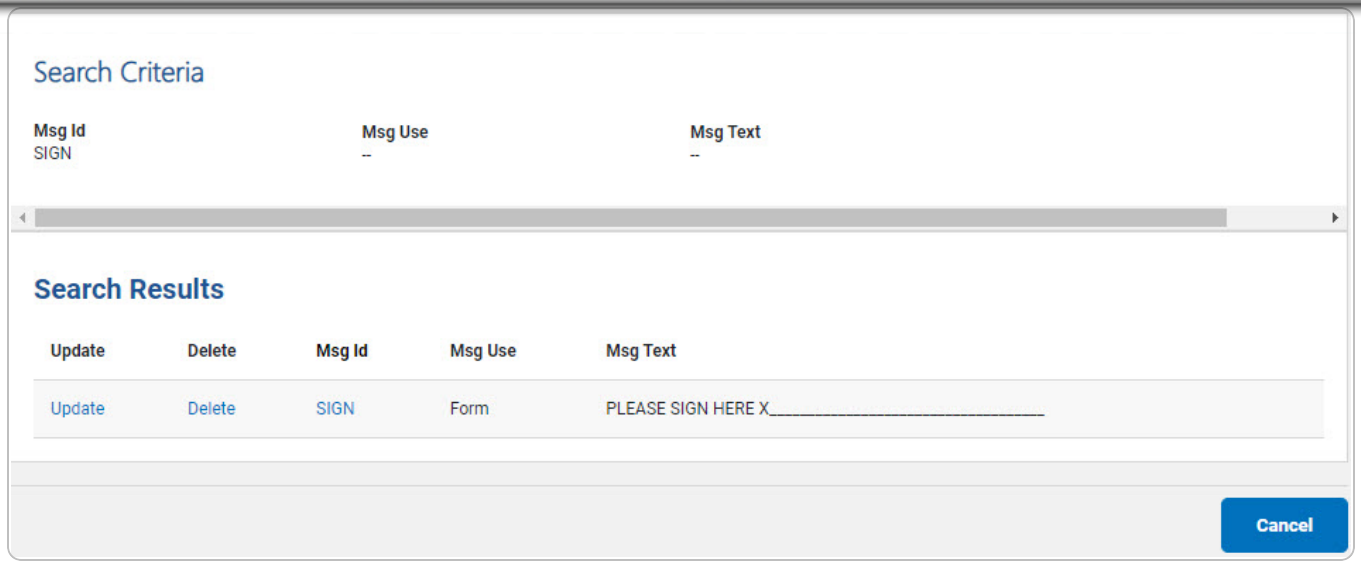
## Update the Reports/Forms Message

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

# 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 256 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

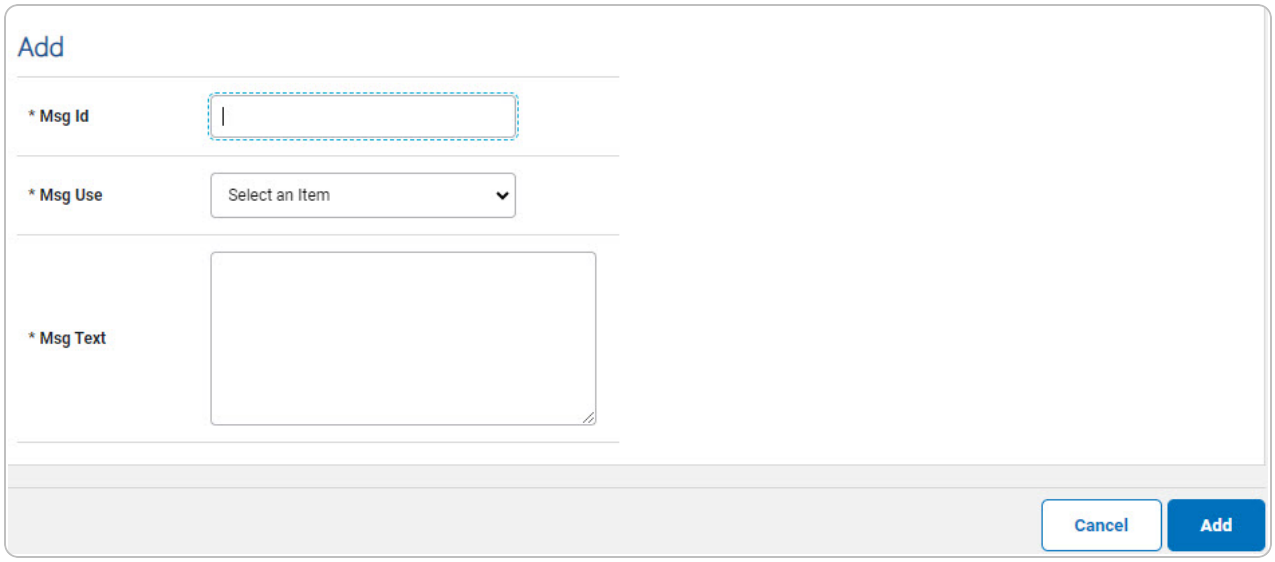
**ELMS Navigation Helpful Tips**

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 256 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 256 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. |
| **320 — Entry exceeds maximum length: Msg Text <= 1024.** | Invalid Entry. There are too many characters entered. Reduce the number of characters in the field. |
| **320 — Entry exceeds maximum length: Msg Text <= 120.** | 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

# 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.

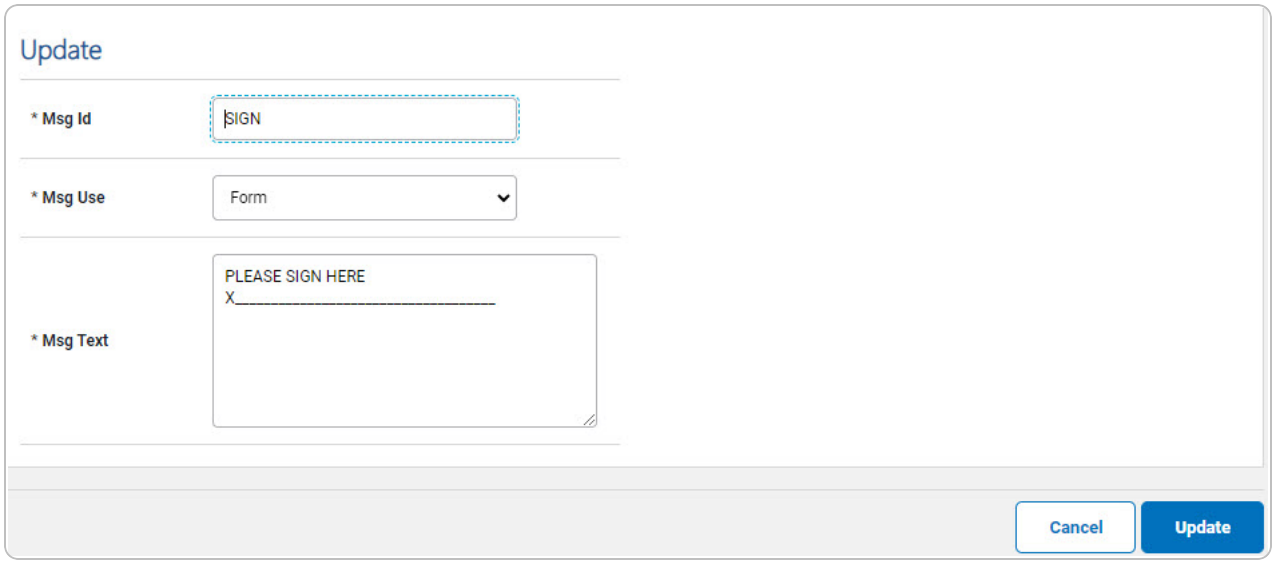
## Update the Reports/Forms Message

*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. |
| **320 — Entry exceeds maximum length: Msg Text <= 1024.** | Invalid Entry. There are too many characters entered. Reduce the number of characters in the field. |
| **320 — Entry exceeds maximum length: Msg Text <= 120.** | 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

# 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

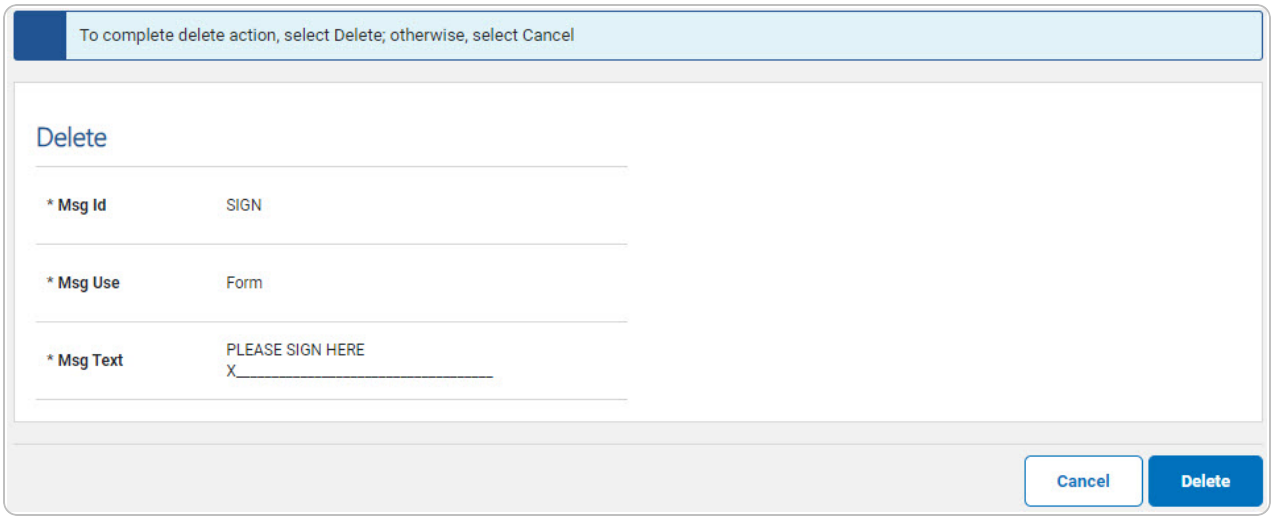
**ELMS Navigation Helpful Tips**

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

# 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

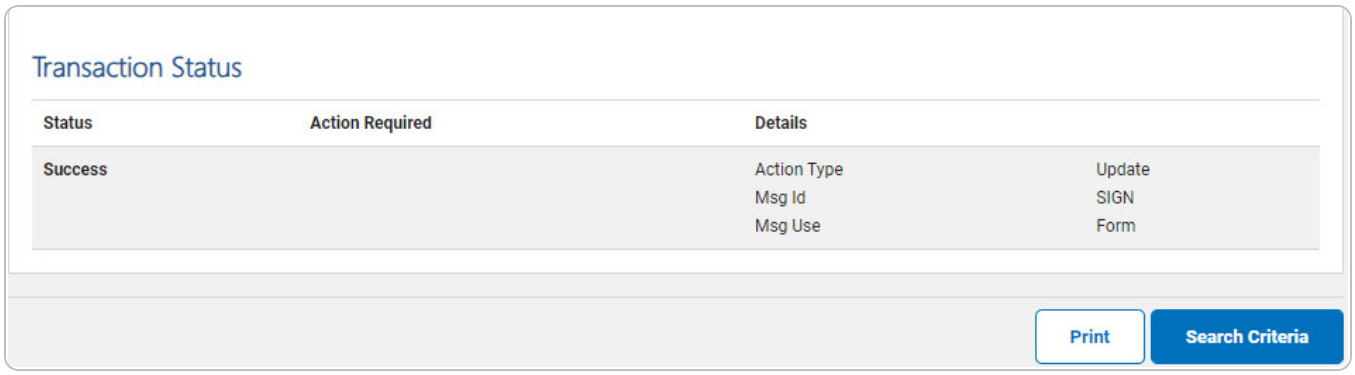
## Procedures

**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

# 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. |

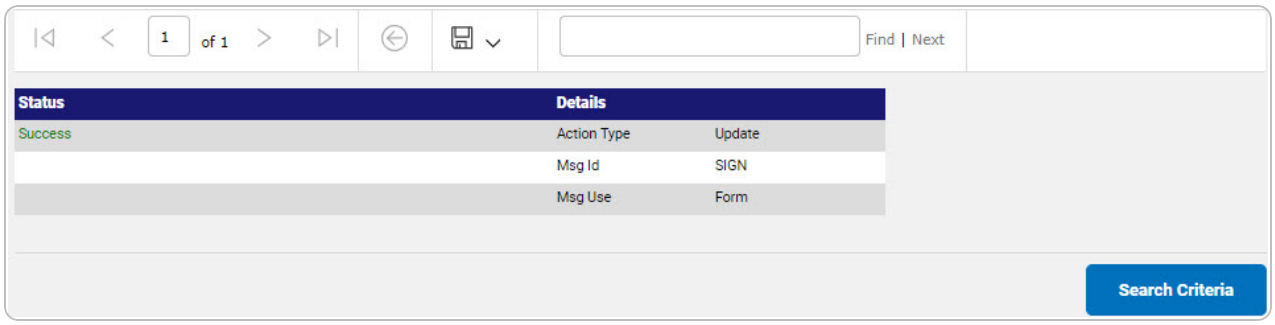
# Procedures

**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 Search Criteria. *The* ***Reports/Forms Message 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 **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 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**

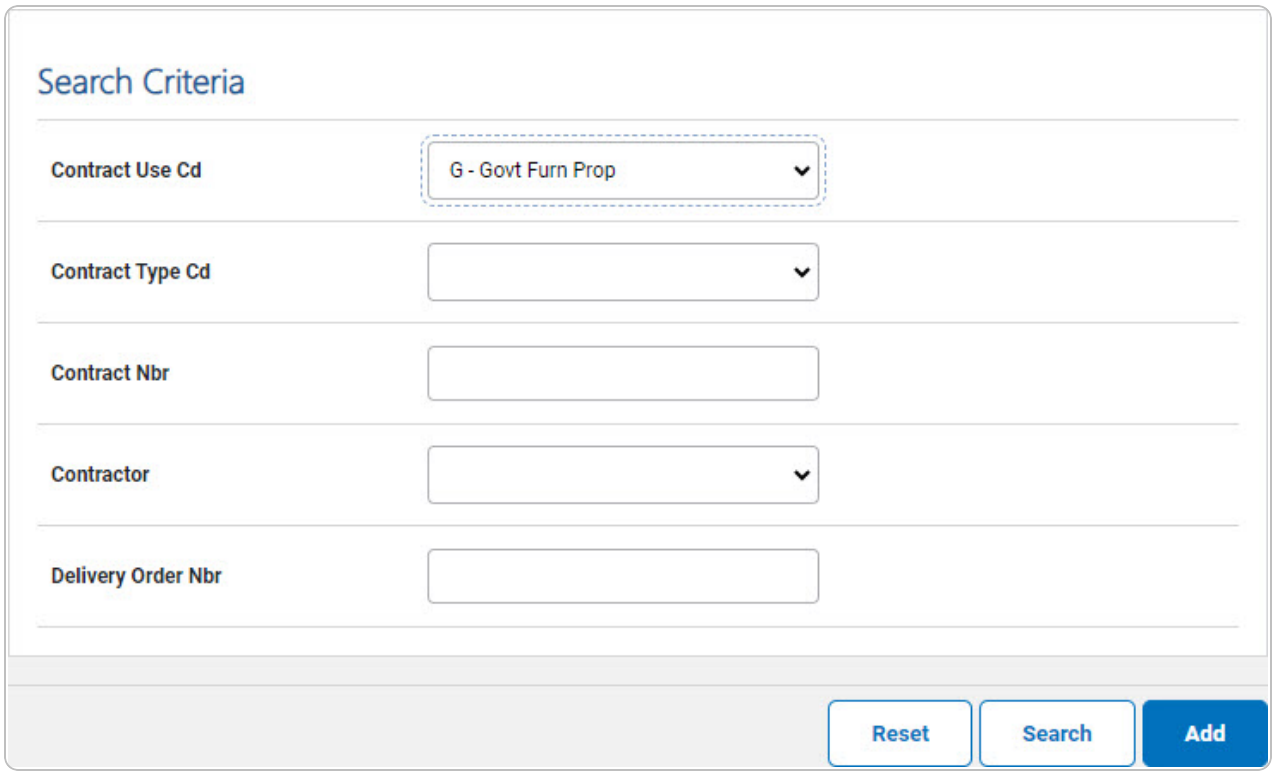
Click the following link to display PA Navigation Tips.

## 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)

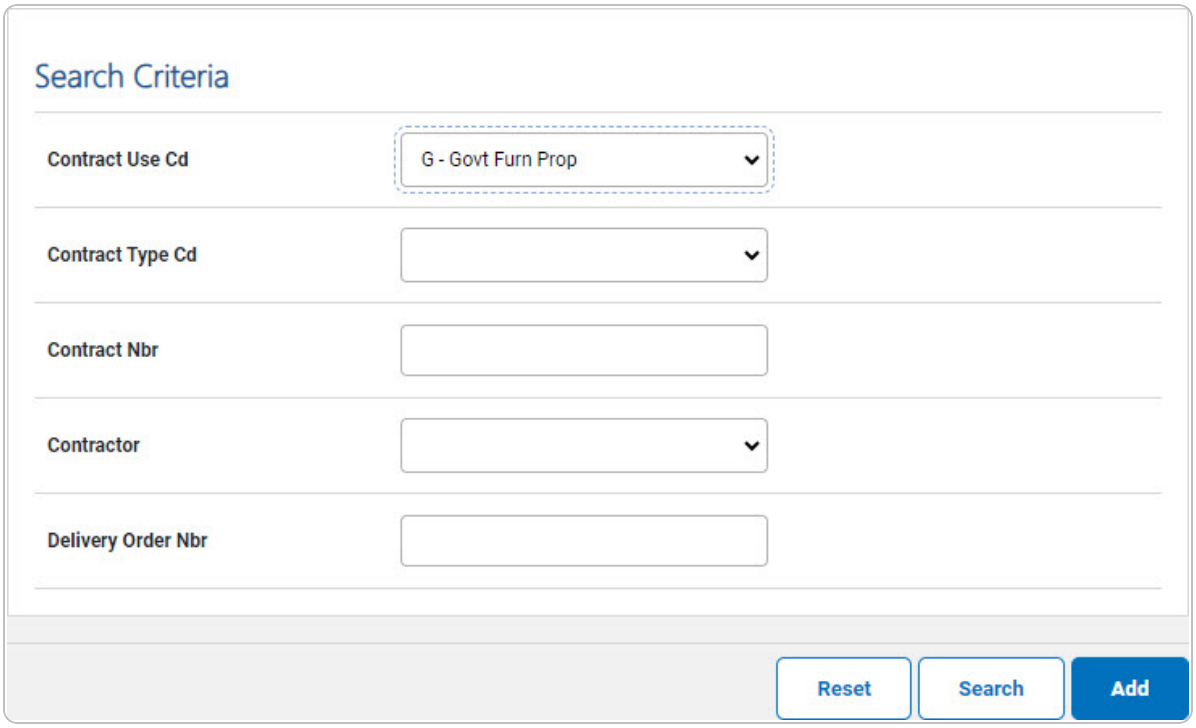
## Search Results

| 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.

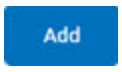
### Update a Contract

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

# 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**

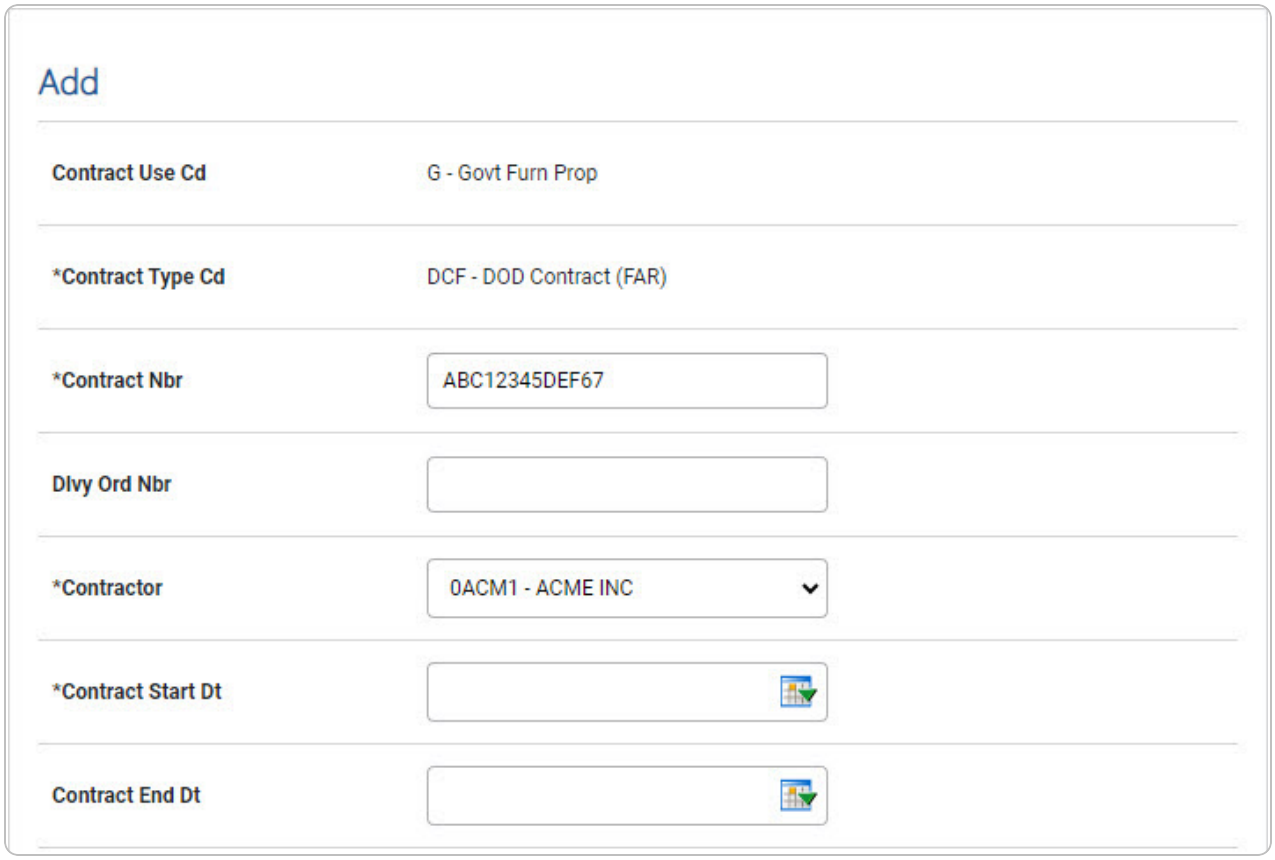
Click the following link to display PA Navigation Tips.

## Add a Contract

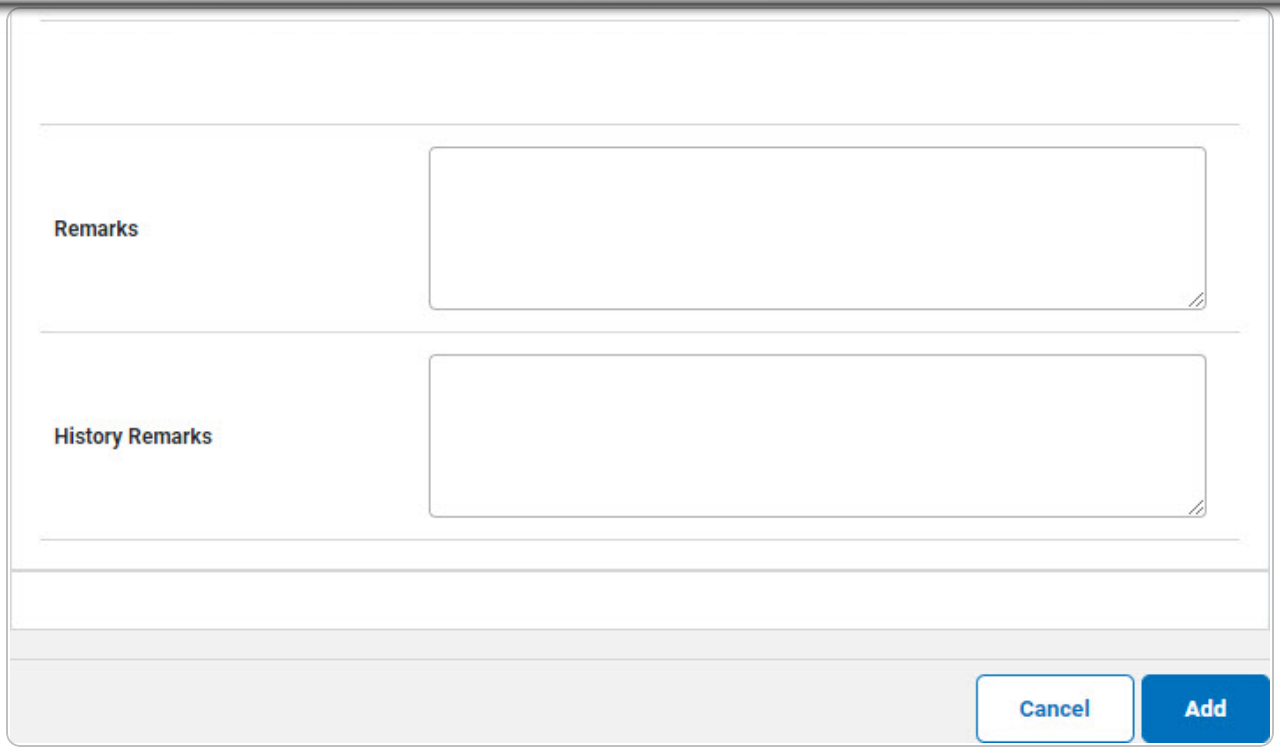
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 DODAAC in 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

# 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

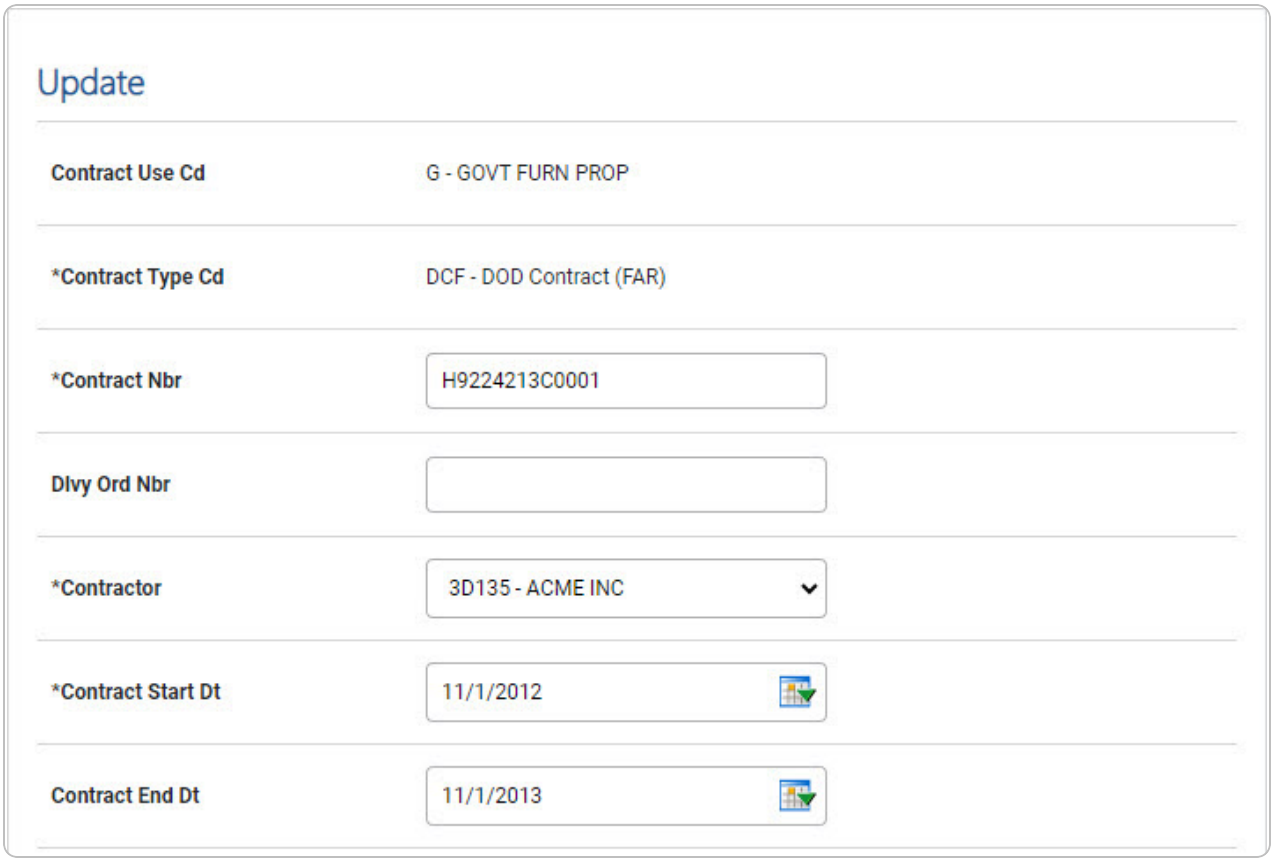
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

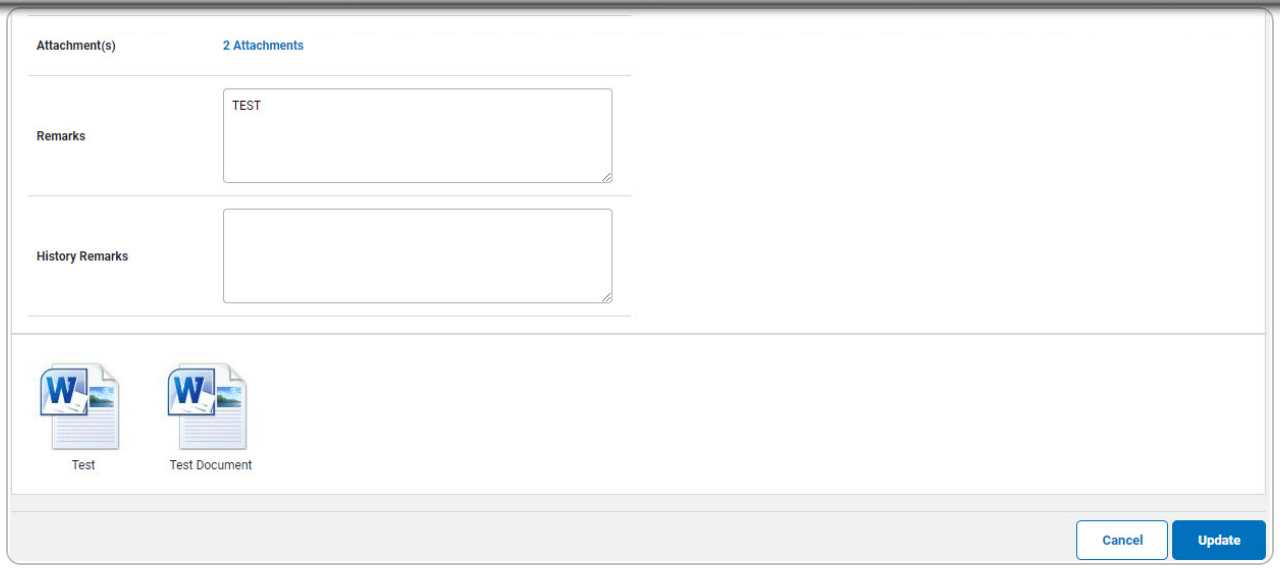
## Update a Contract

*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

# 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

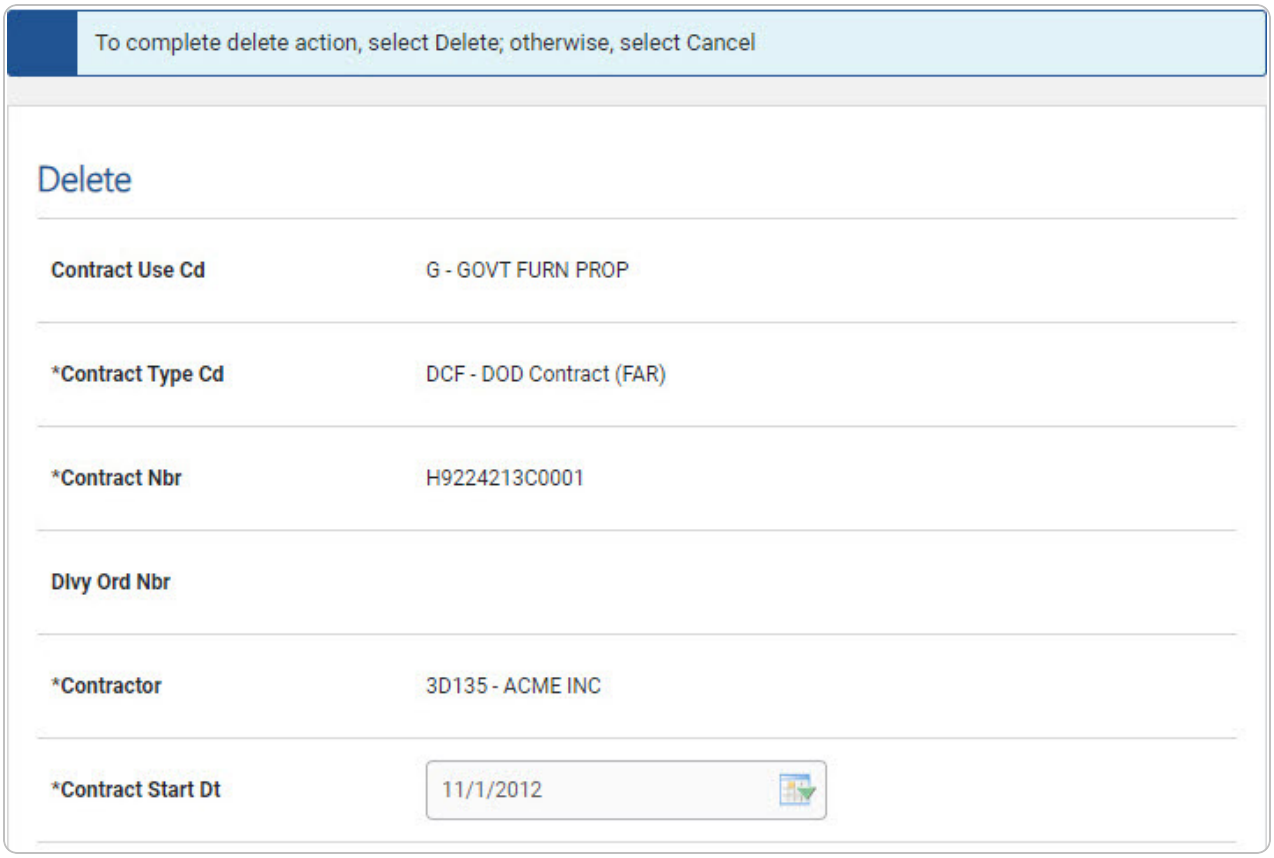
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

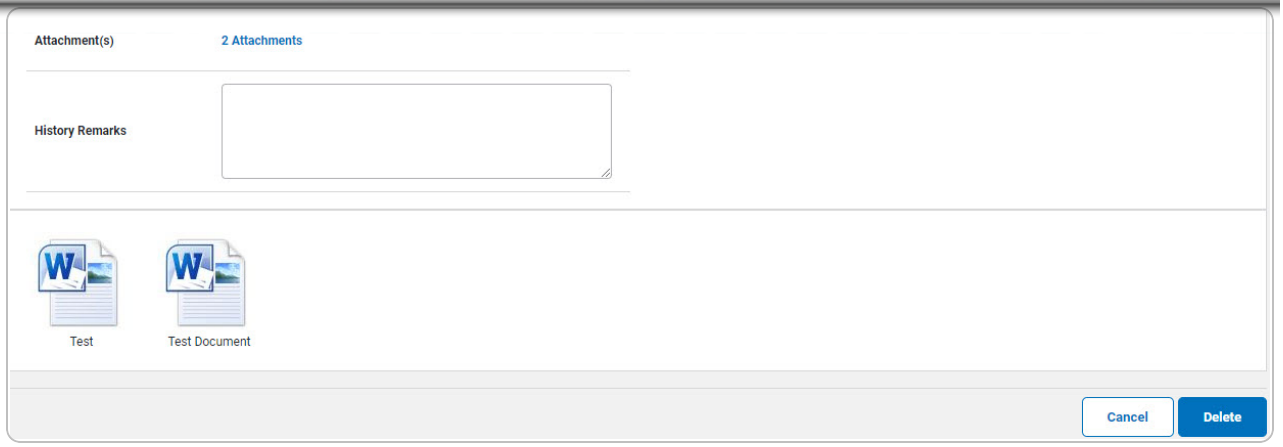
## Delete a Contract

*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

# 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

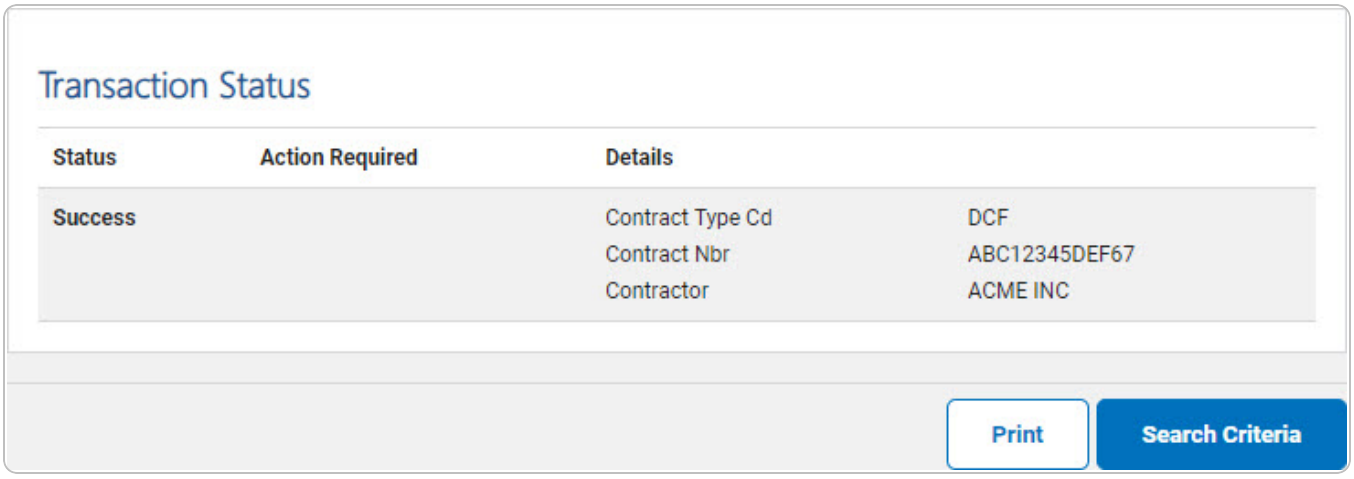
Status
Action Required
Details

# 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

# 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. |

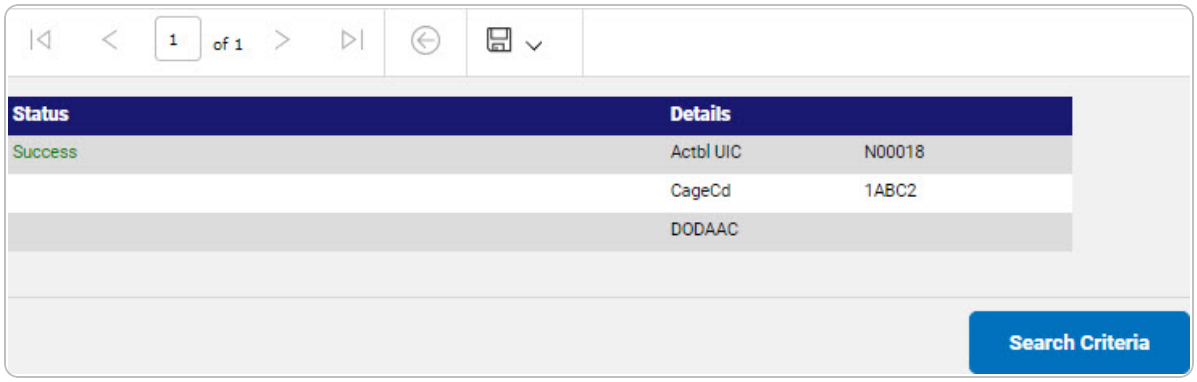
# Procedures

**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 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

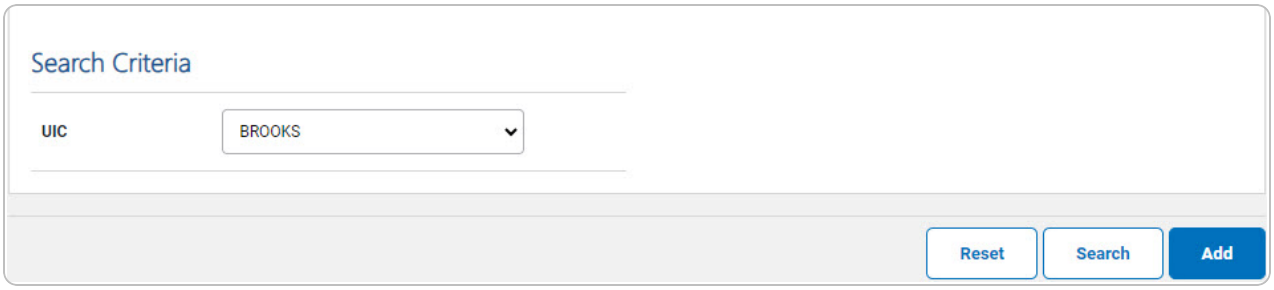
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a Document Number Range — Criteria

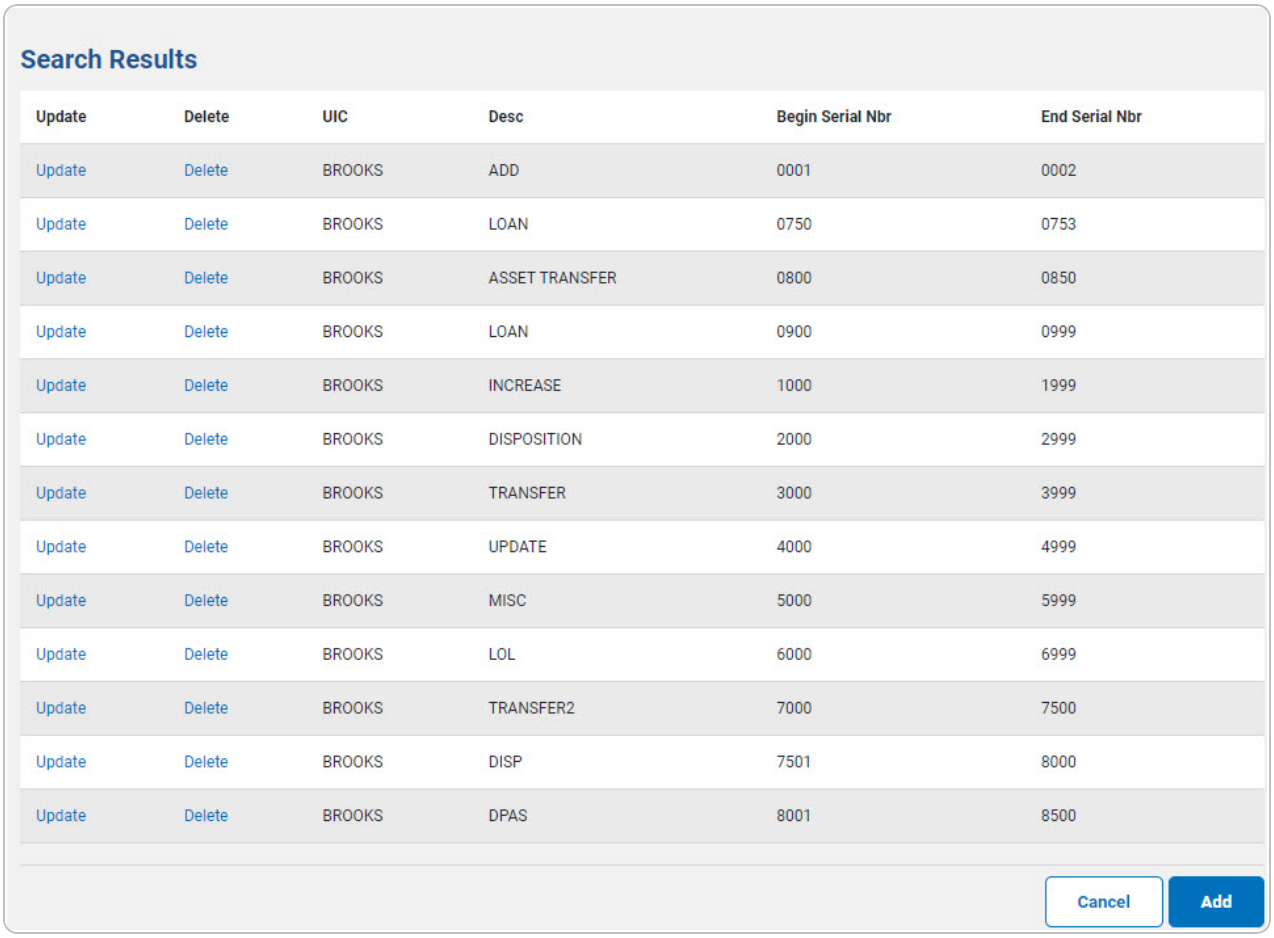
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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.*




**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

# 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

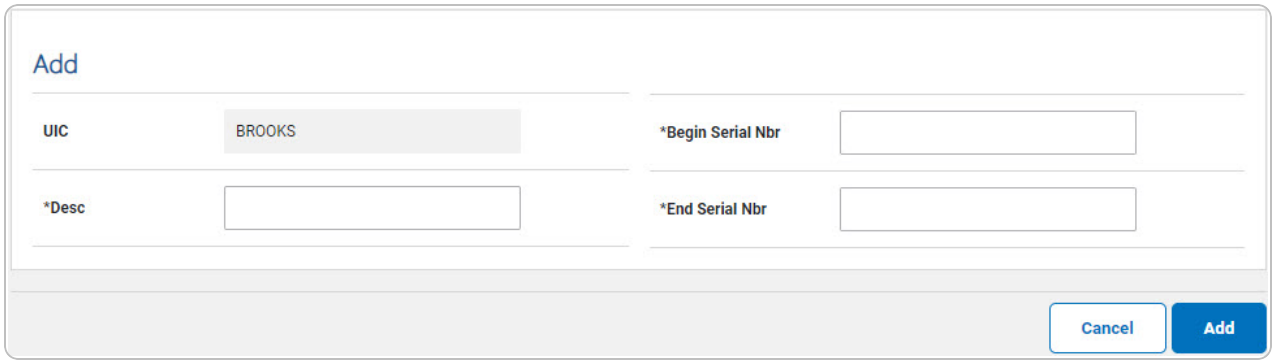
**ELMS Navigation Helpful Tips**

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

# 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

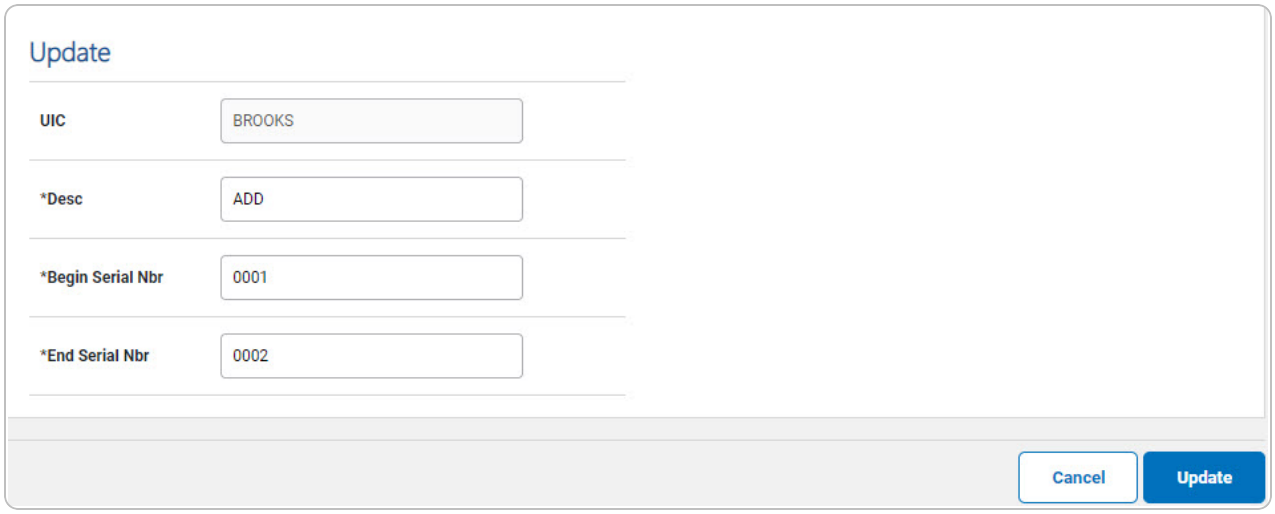
**ELMS Navigation Helpful Tips**

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

# 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

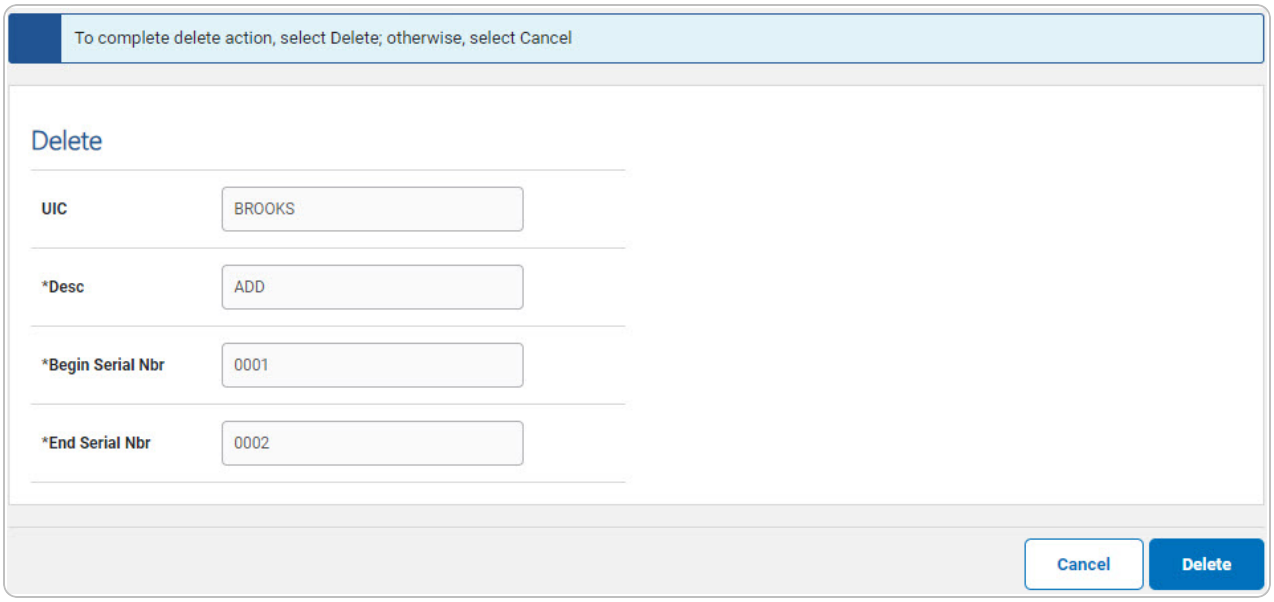
**ELMS Navigation Helpful Tips**

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

# 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

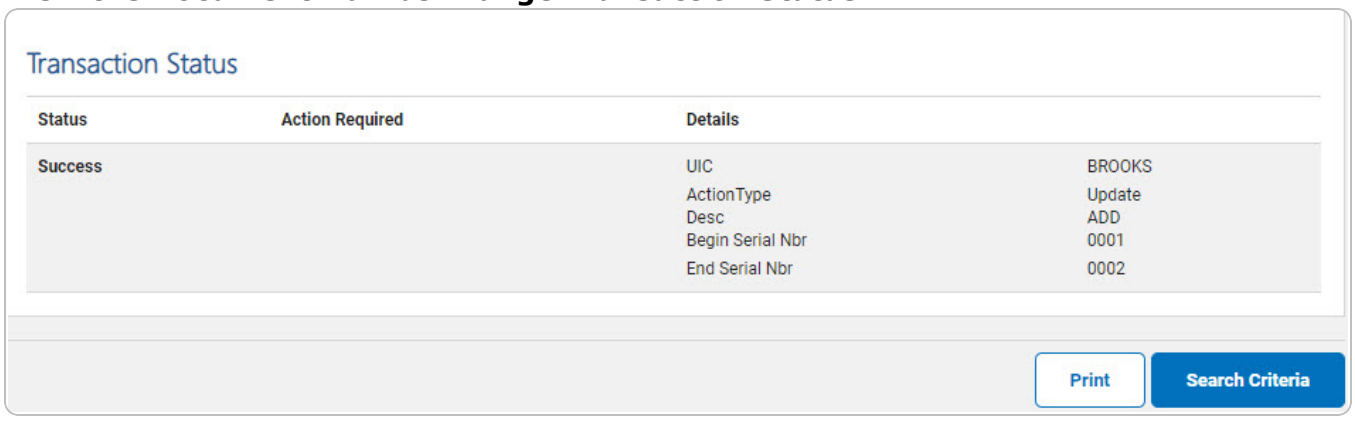
Status
Action Required
Details

# 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

# 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. |

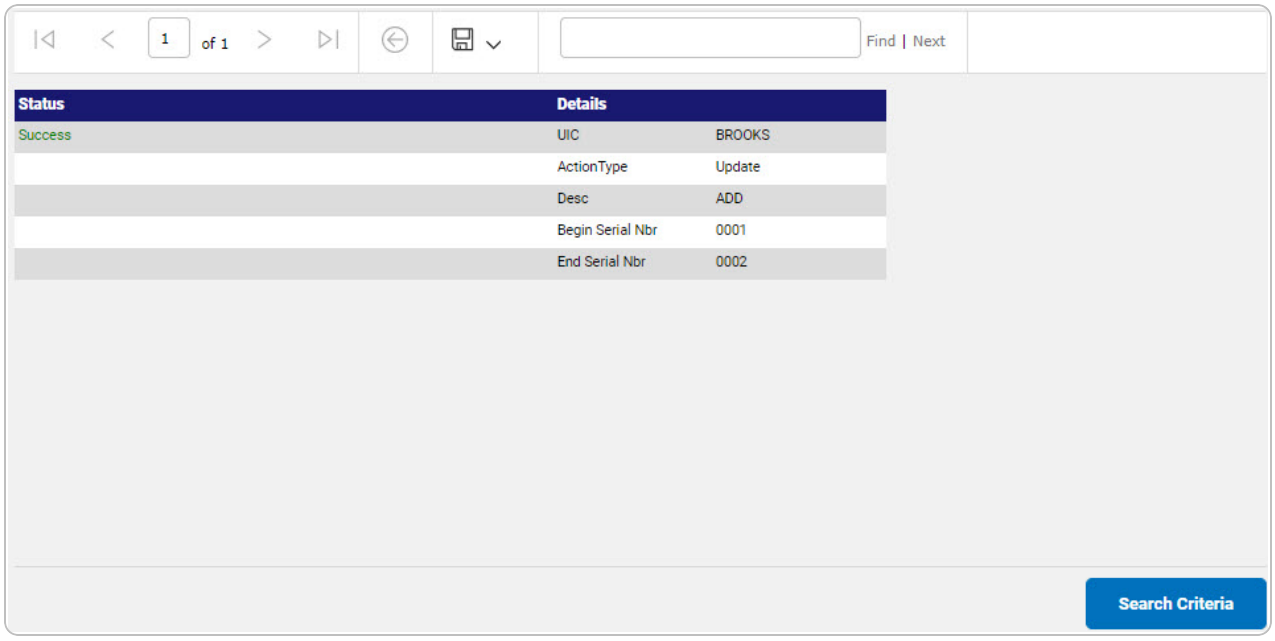
# Procedures

**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 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:.



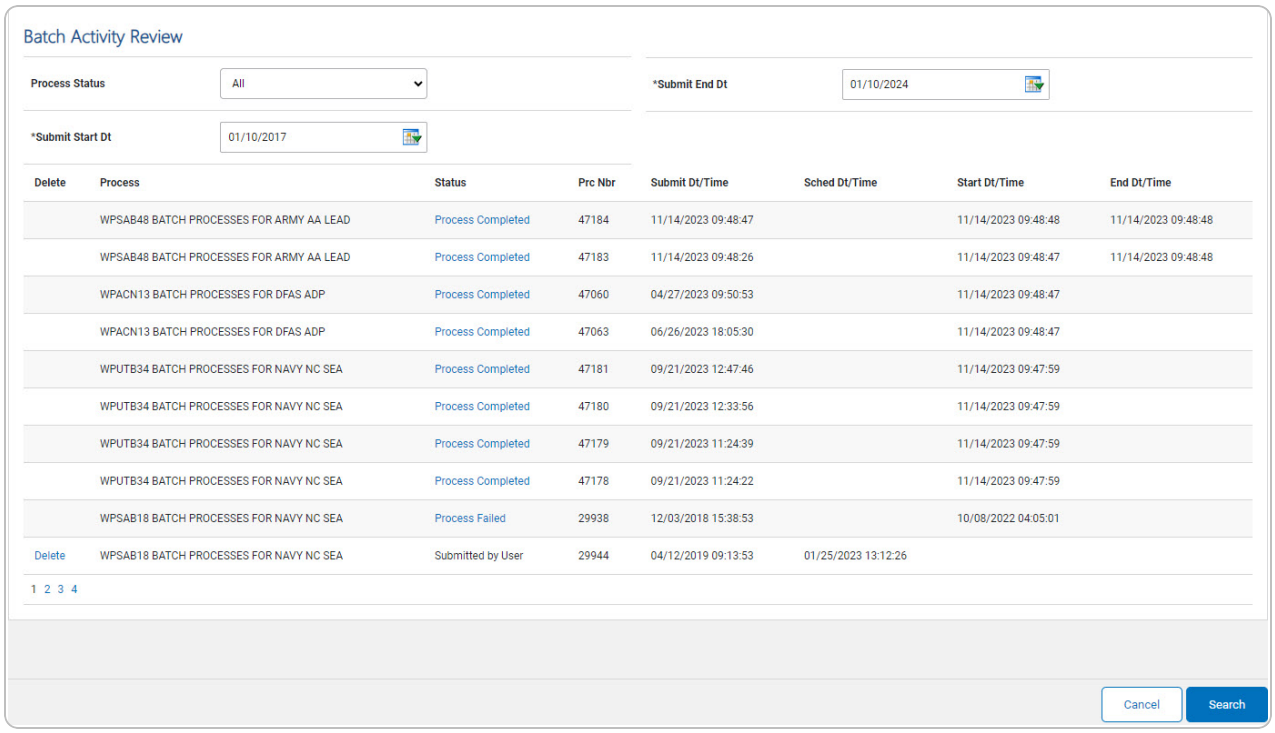

- Use to select the Process Status.
- Use to select the Submit START DT, or enter the date (MM/DD/YYYY) in the field provided.

**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

# 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

# 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. |

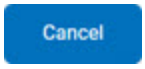
| | |
|---|---|
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page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

# Procedures

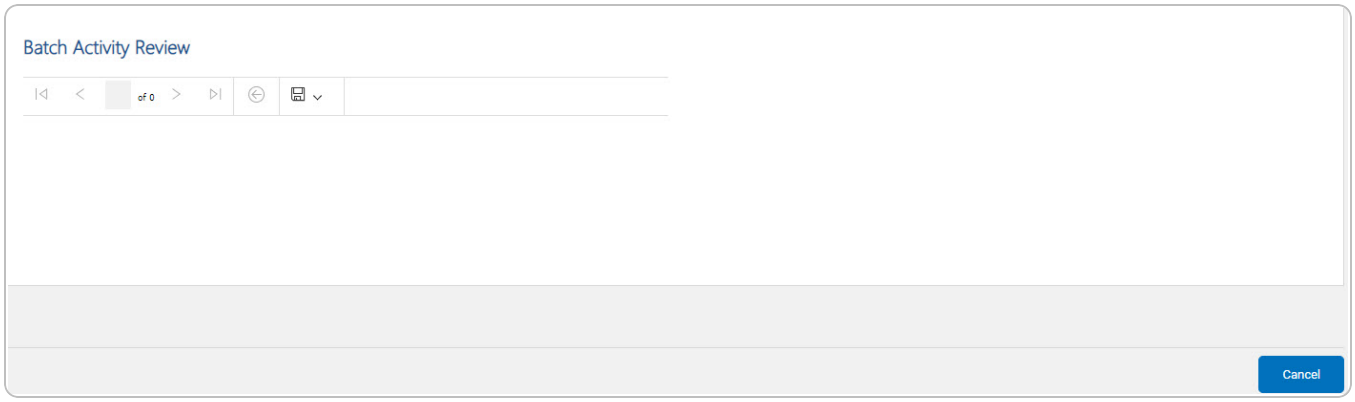
**ELMS Navigation Helpful Tips**



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

# 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**

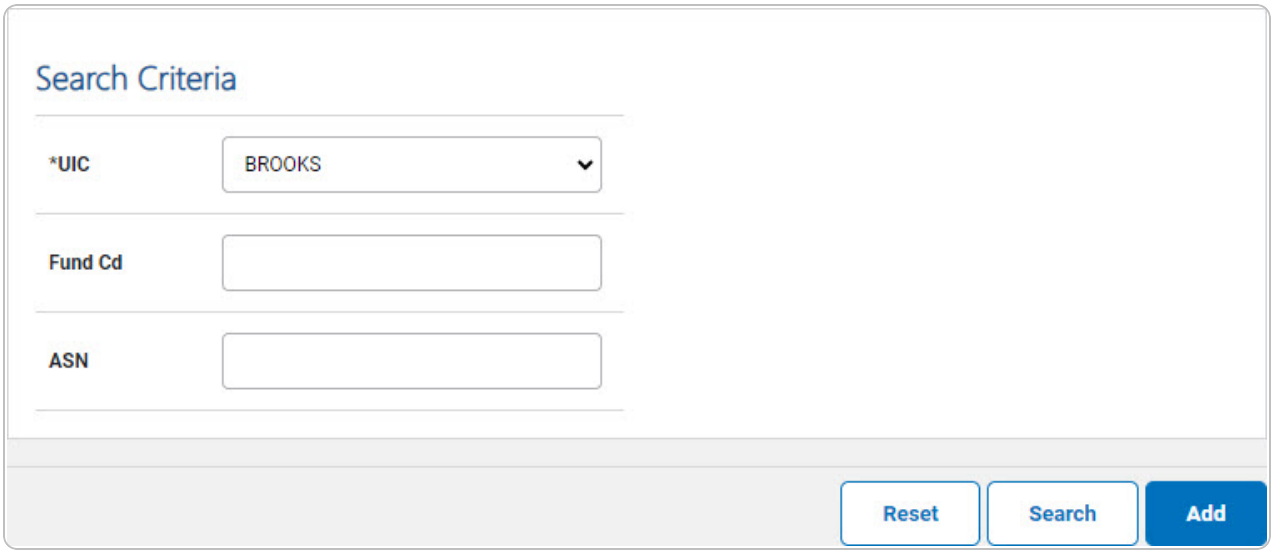
Click the following link to display PA Navigation Tips.

## 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

# 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

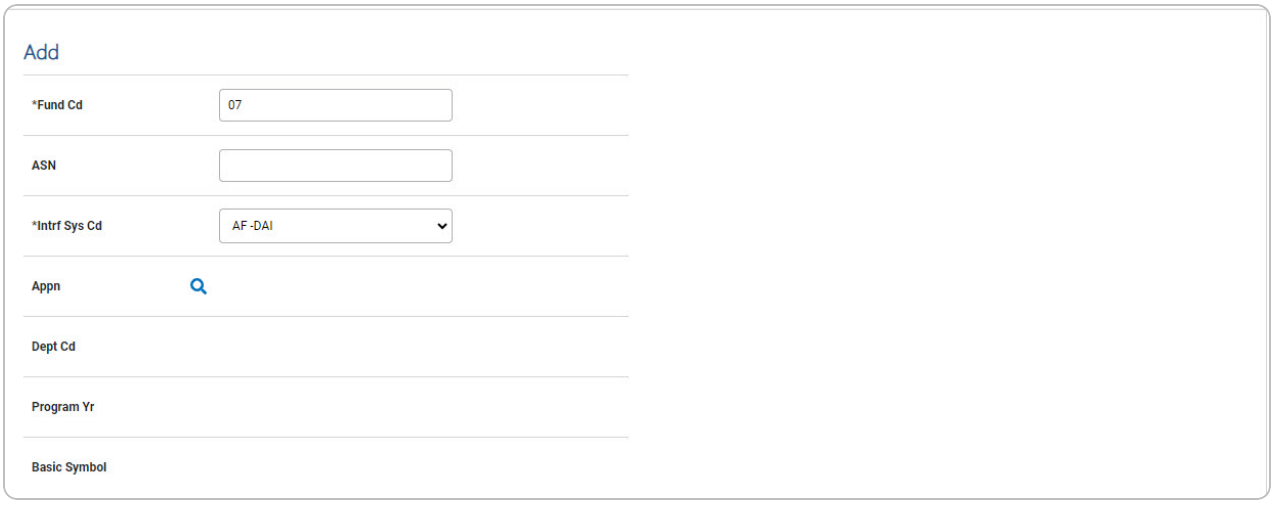
**ELMS Navigation Helpful Tips**

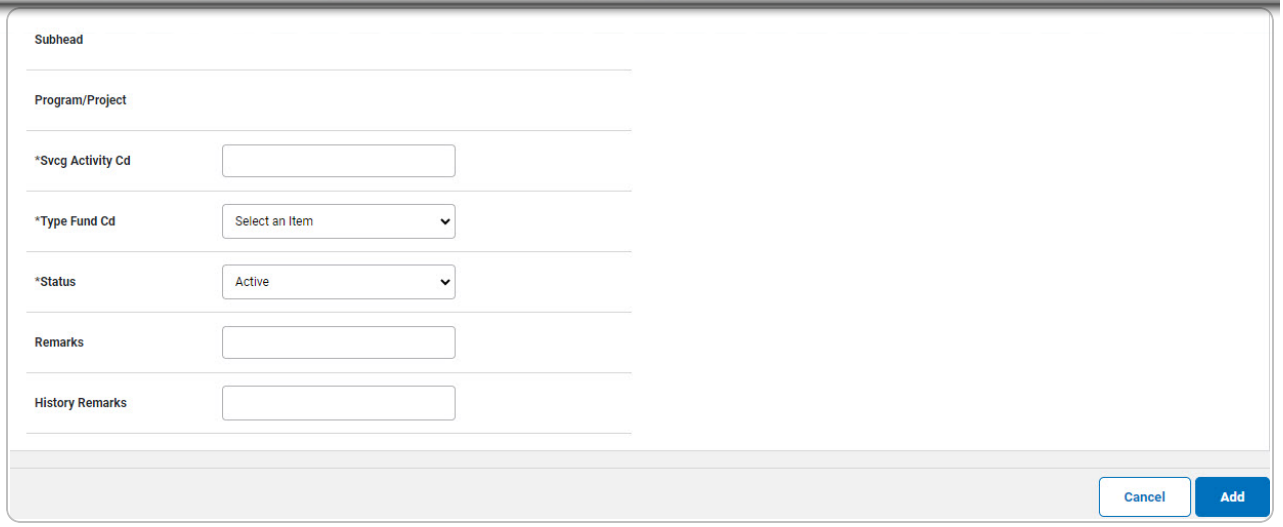
Click the following link to display PA Navigation Tips.

## 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

# 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

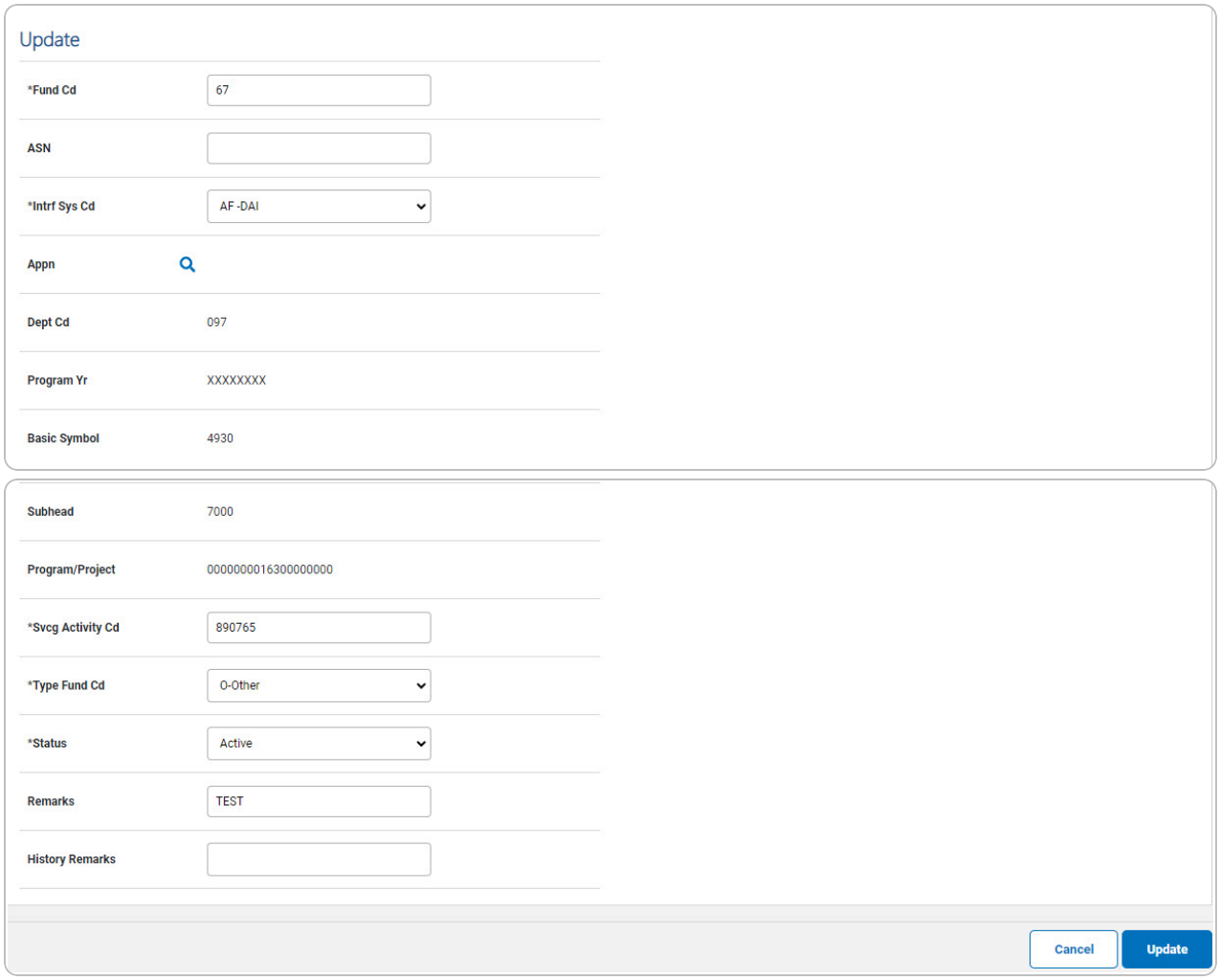
**ELMS Navigation Helpful Tips**

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

# 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

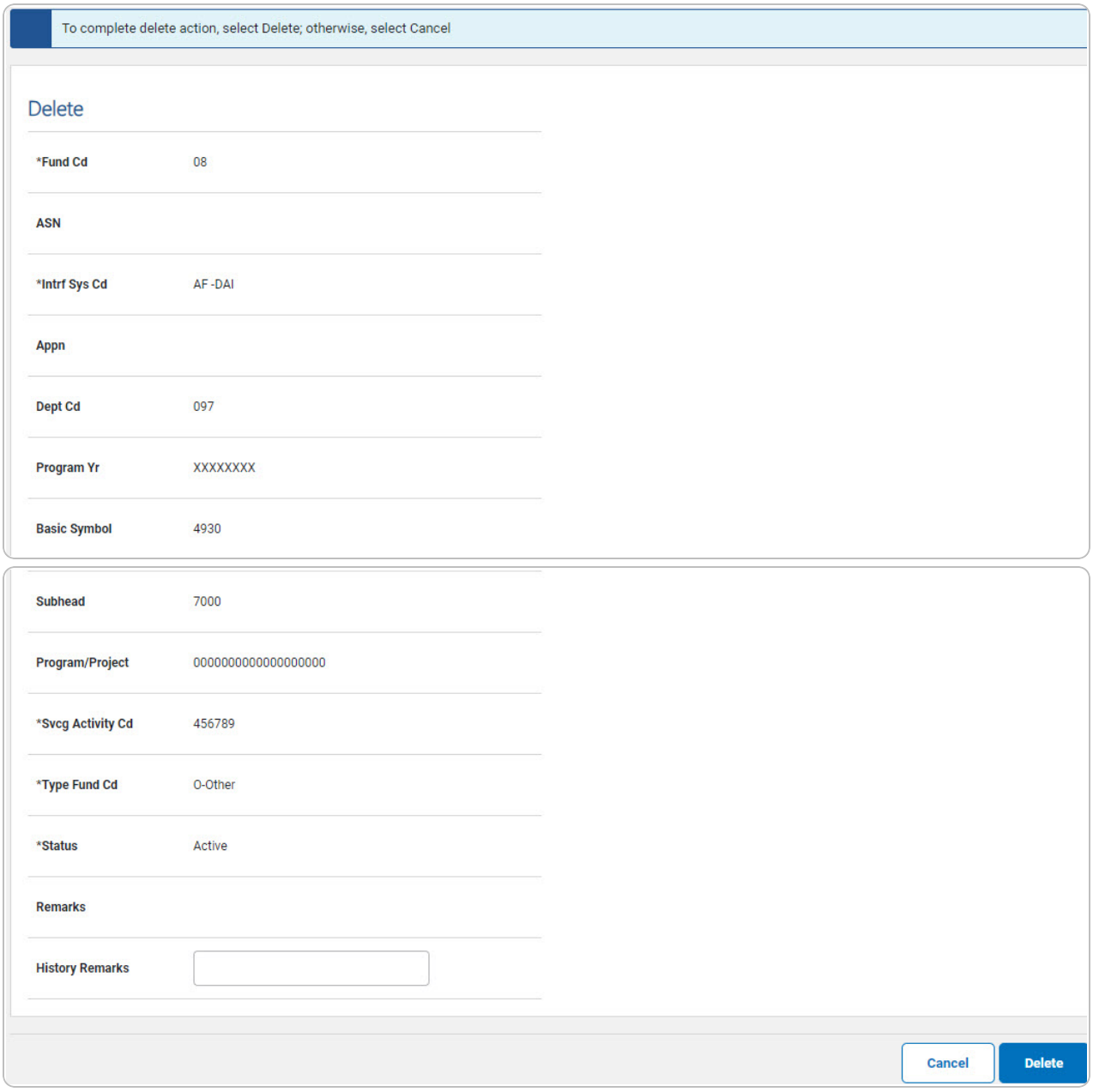
**ELMS Navigation Helpful Tips**

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

# 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

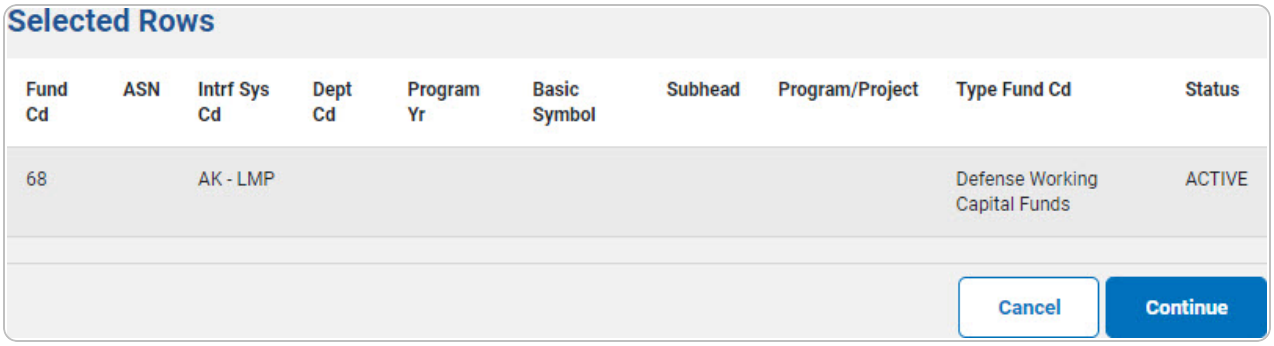
**ELMS Navigation Helpful Tips**

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

# 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

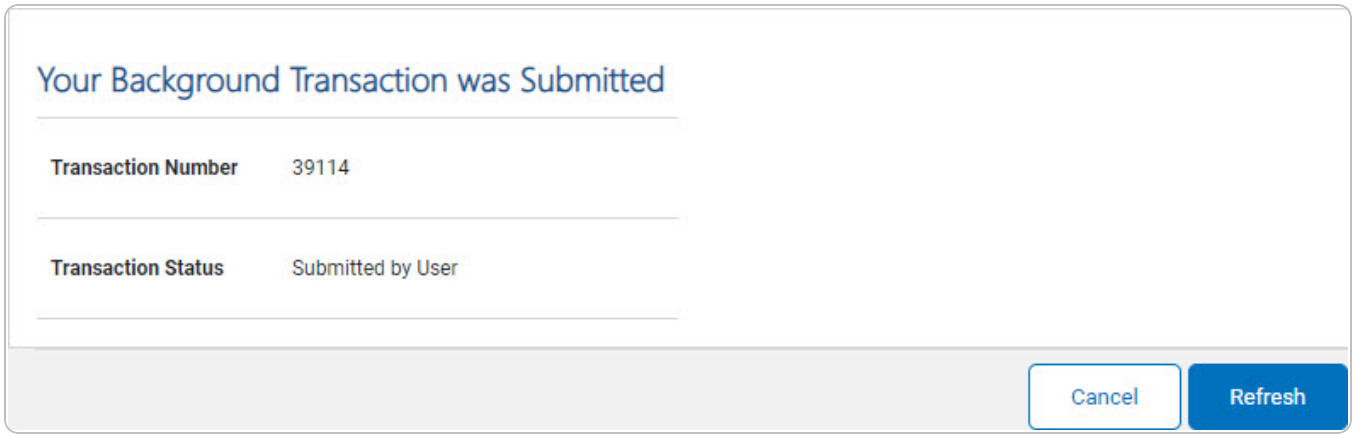
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

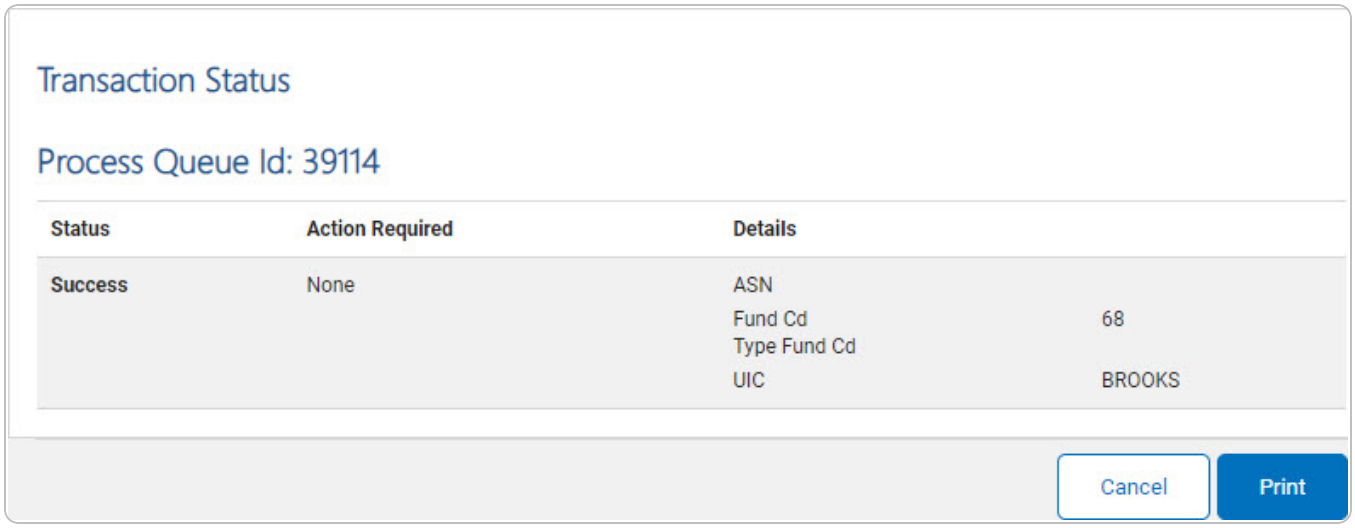
Click the following link to display PA Navigation Tips.

## 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

# 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

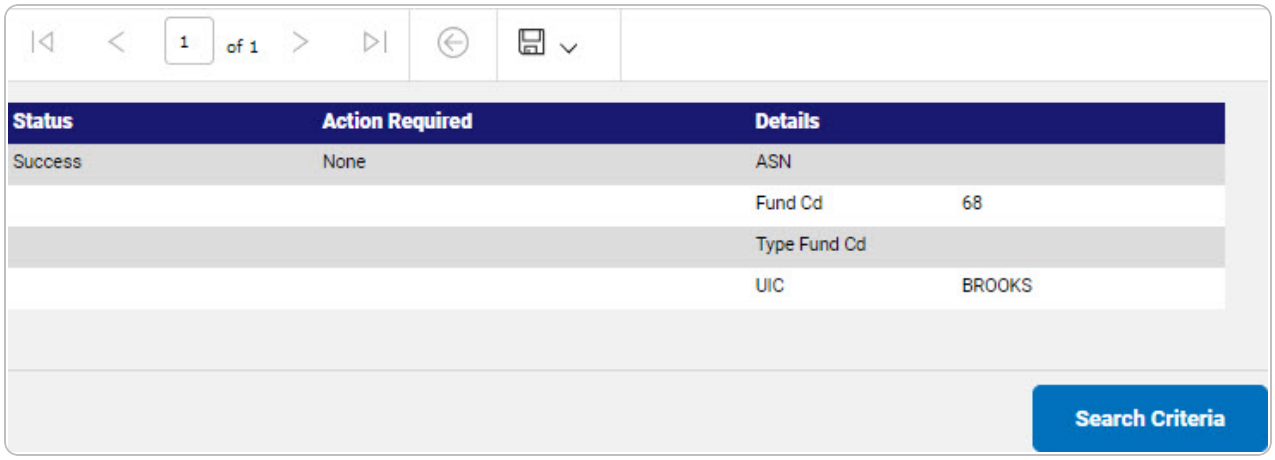
**ELMS Navigation Helpful Tips**



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

# 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

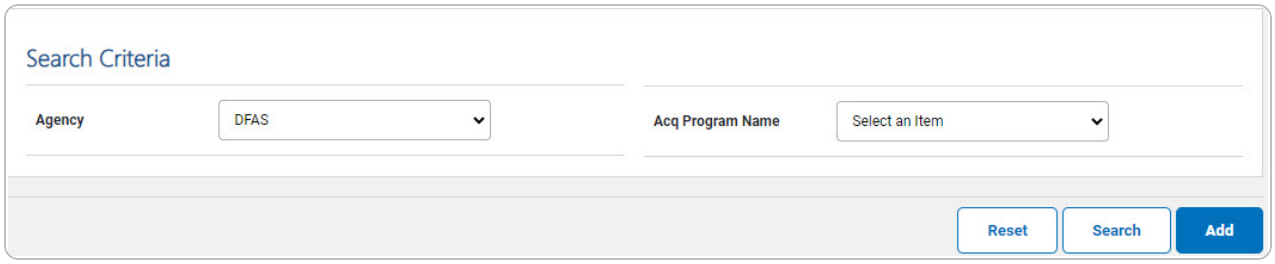
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for an Acquisition Program — Criteria

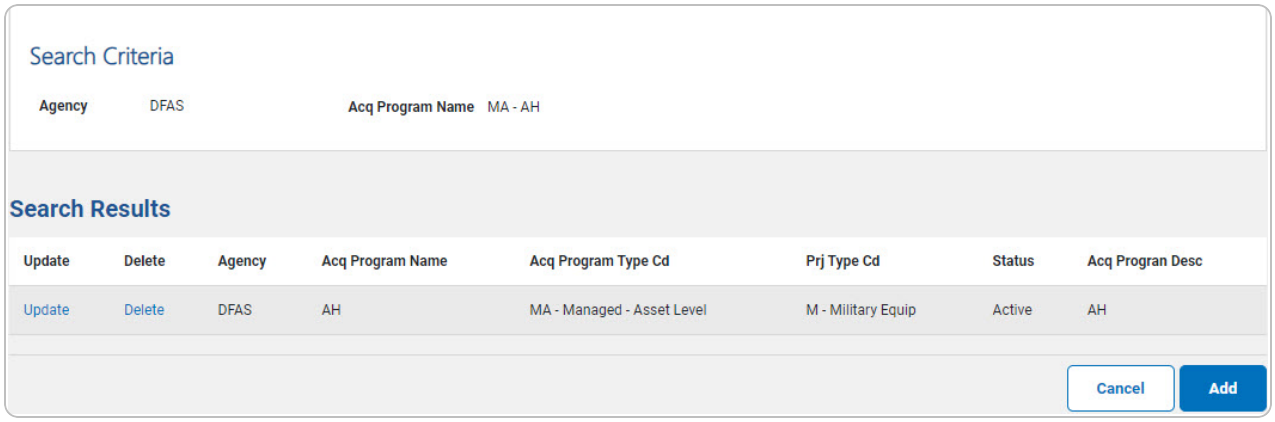
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 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 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

# 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

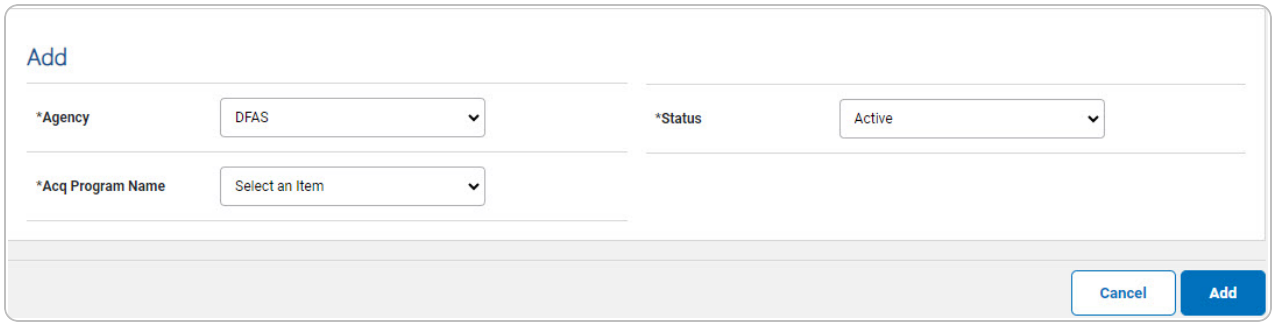
**ELMS Navigation Helpful Tips**

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

# 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

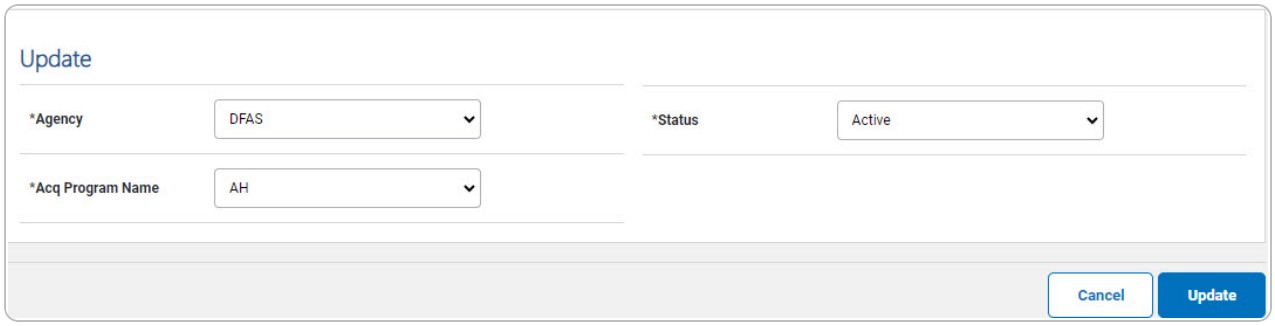
**ELMS Navigation Helpful Tips**

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

# 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

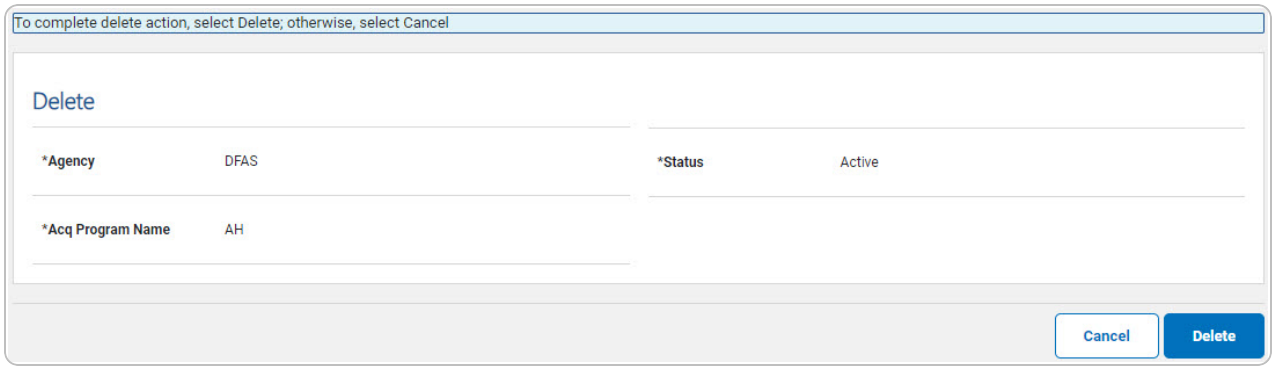
**ELMS Navigation Helpful Tips**

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

# 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

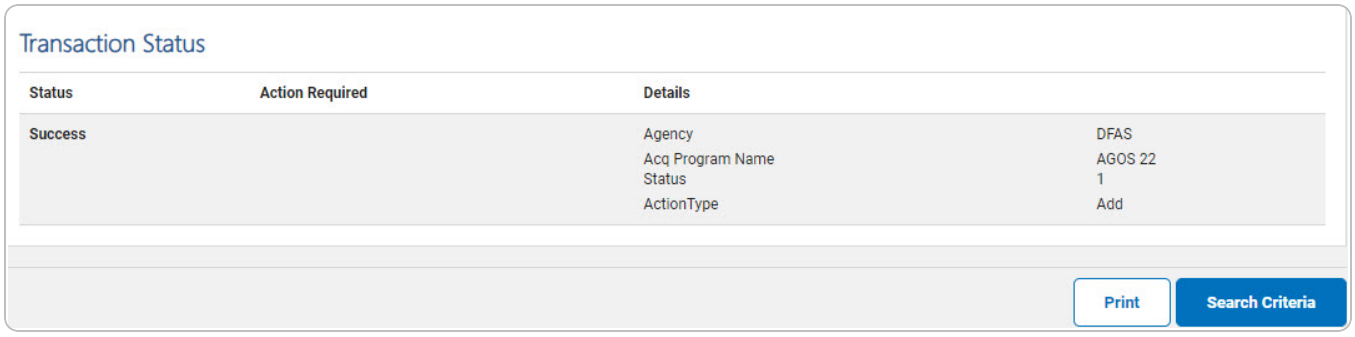
Status
Action Required
Details

# 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

# 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

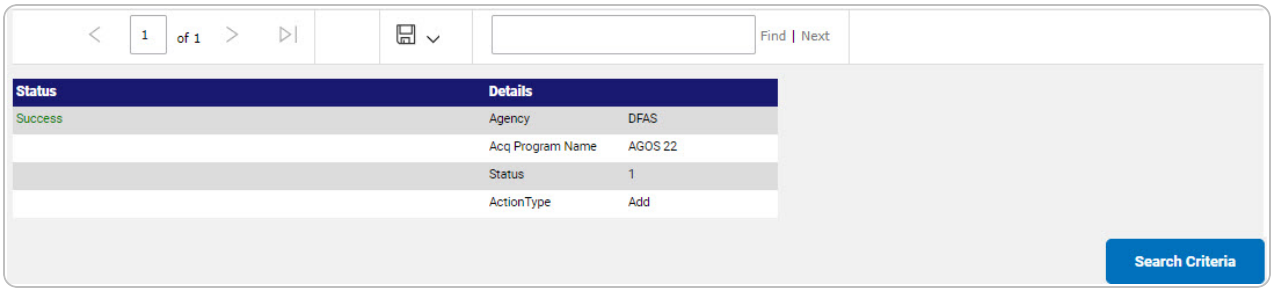
**ELMS Navigation Helpful Tips**



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 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

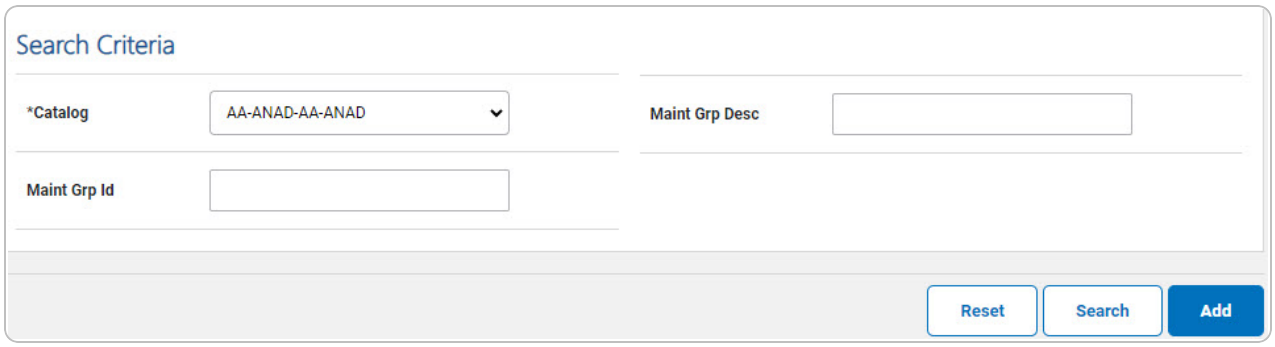
**ELMS Navigation Helpful Tips**

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:.

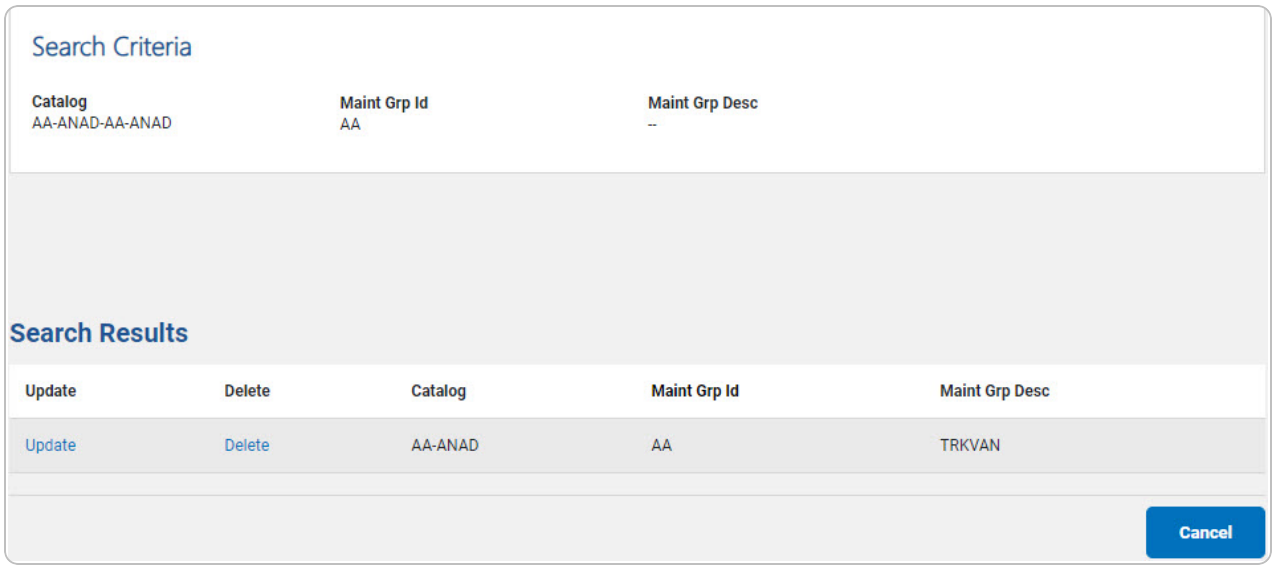


- Use ⌄ to select the Catalog.
- Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

**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

# 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

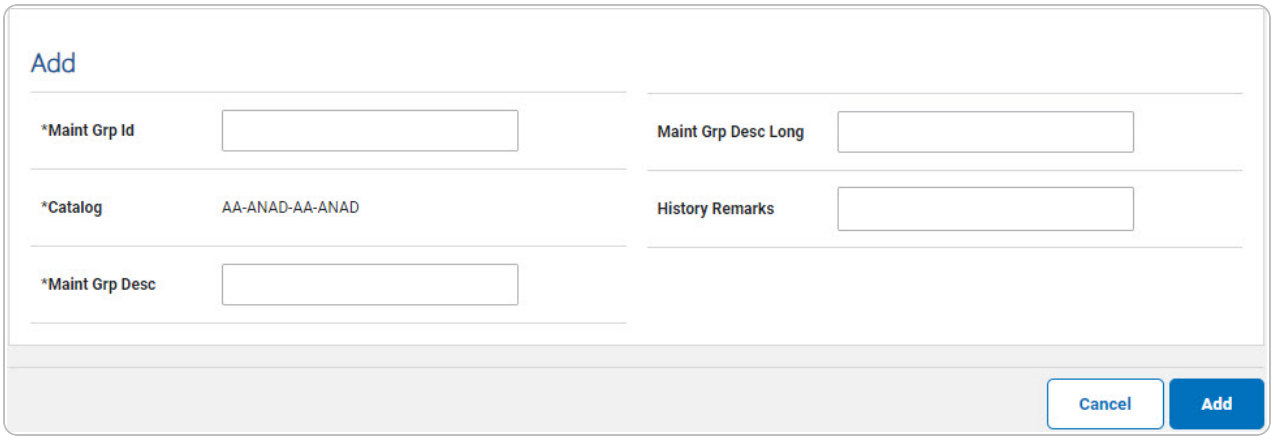
**ELMS Navigation Helpful Tips**

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

# 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

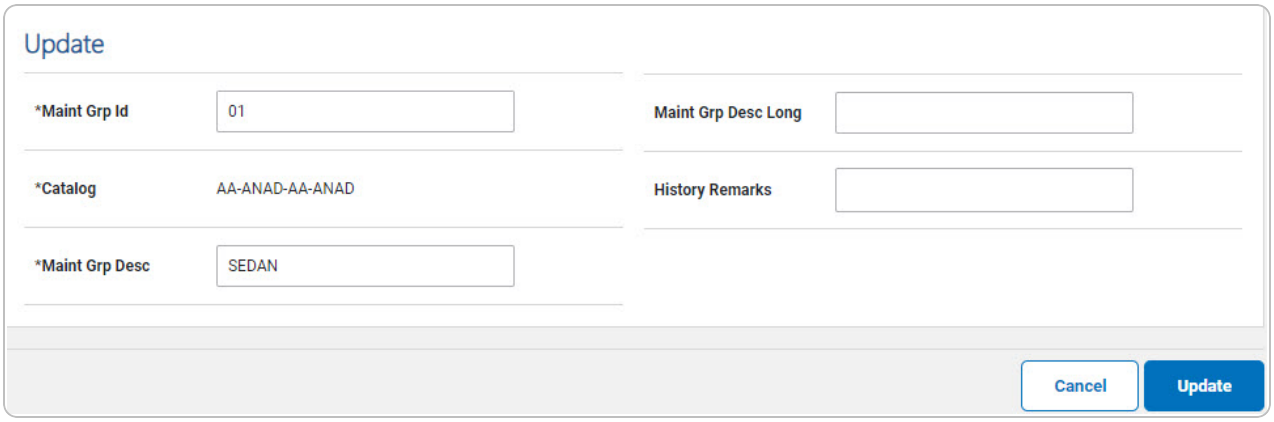
**ELMS Navigation Helpful Tips**

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

# 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

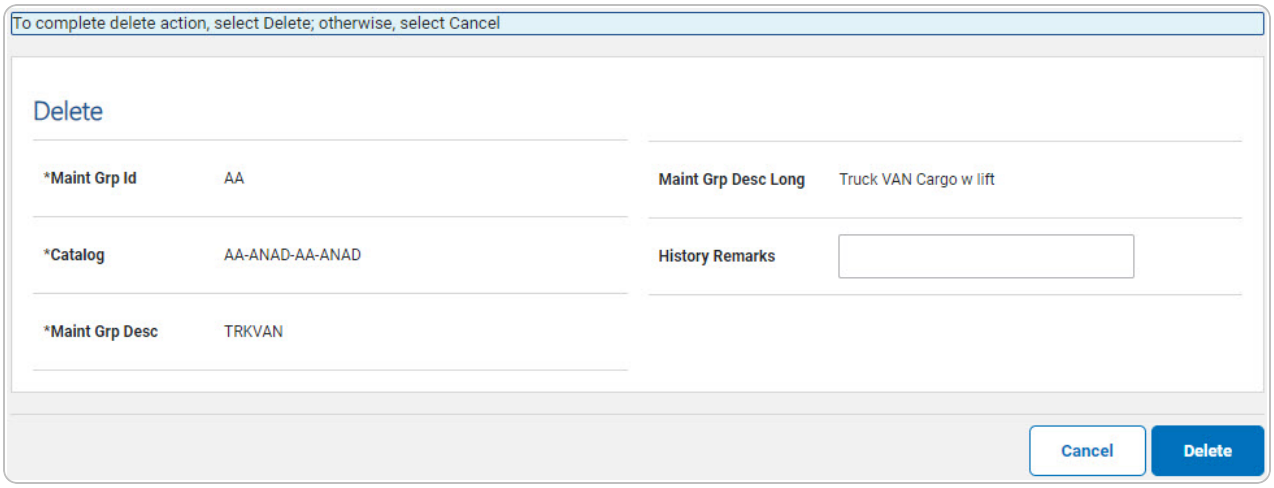
**ELMS Navigation Helpful Tips**

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

# 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

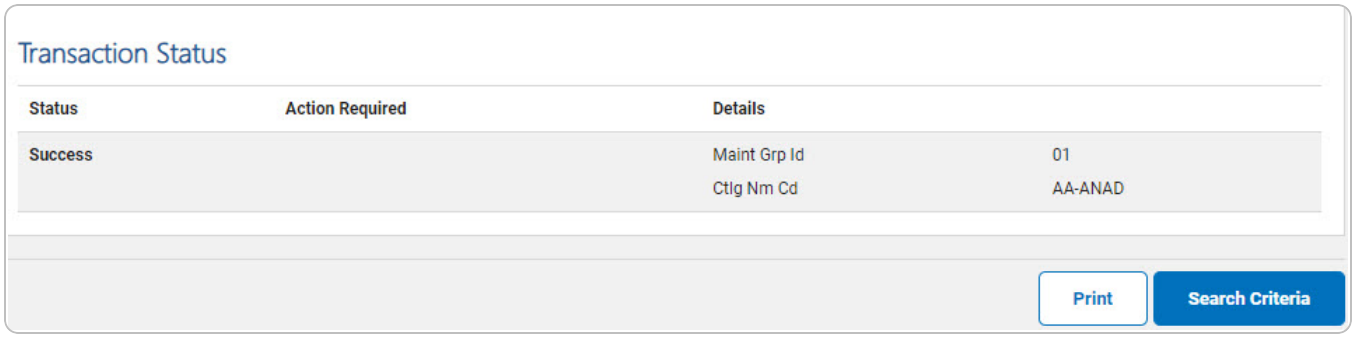
Status
Action Required
Details

# 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

# 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. |

### 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. |

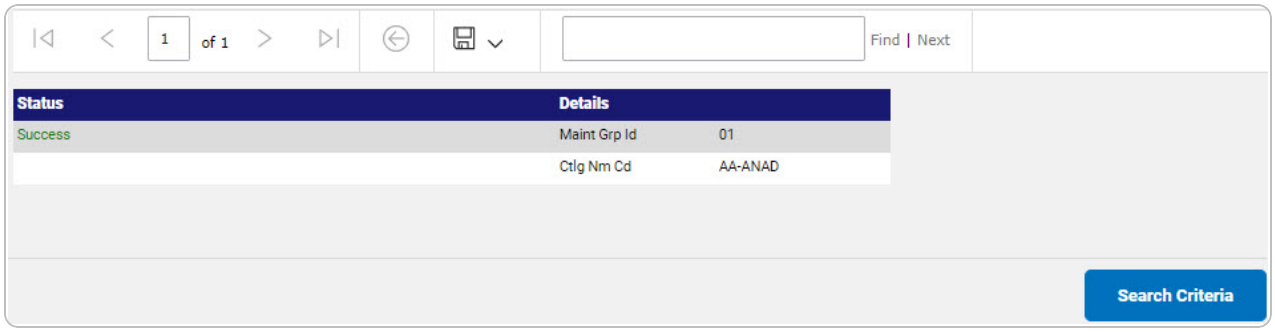
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Maint Group Id Report

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 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 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

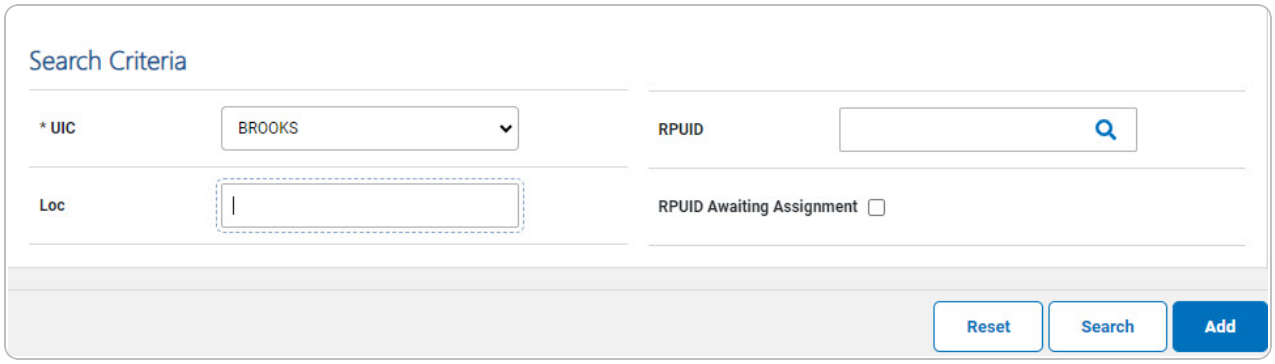
**ELMS Navigation Helpful Tips**

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 Loc in 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 LOC in 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

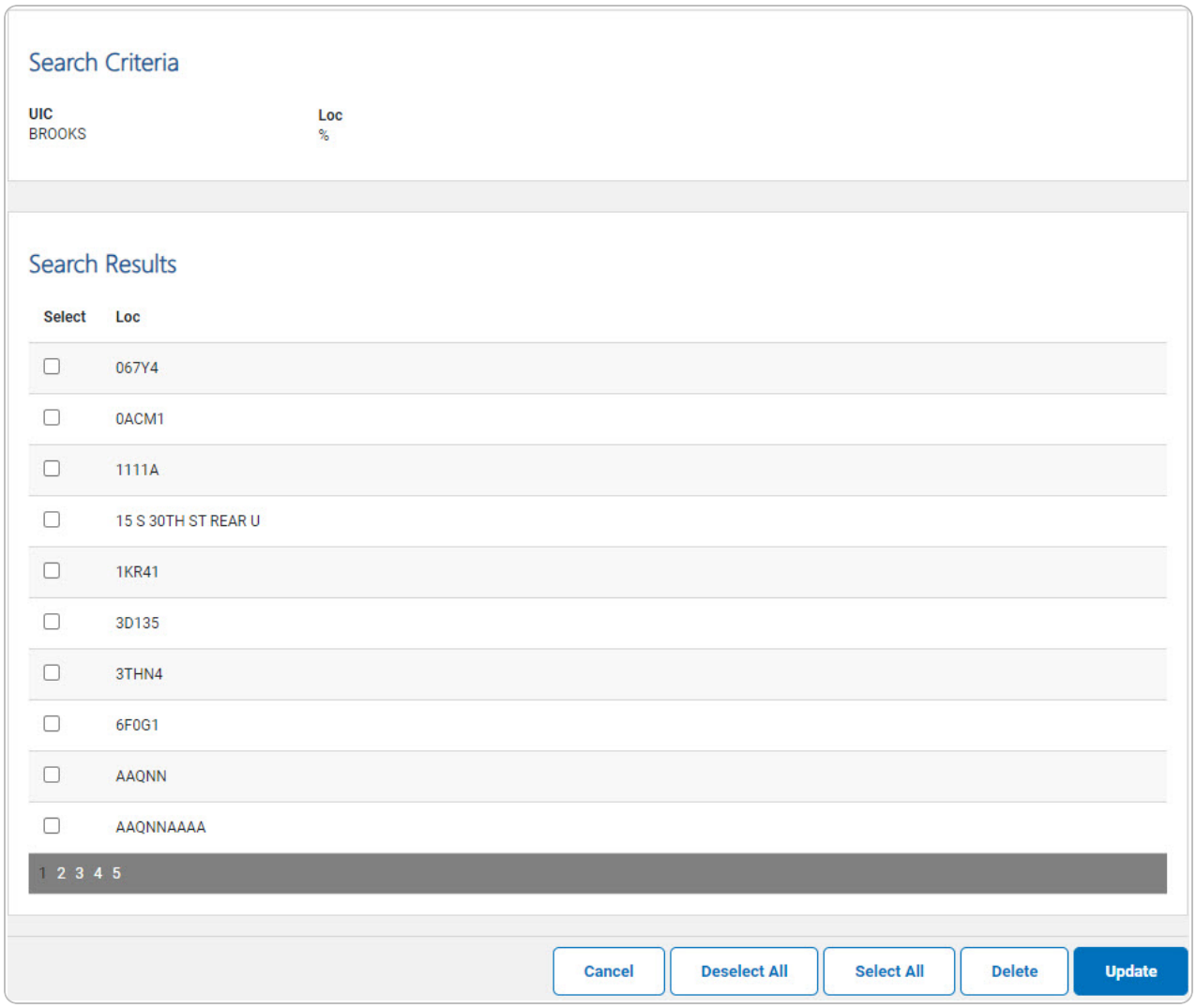
**ELMS Navigation Helpful Tips**

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

# 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

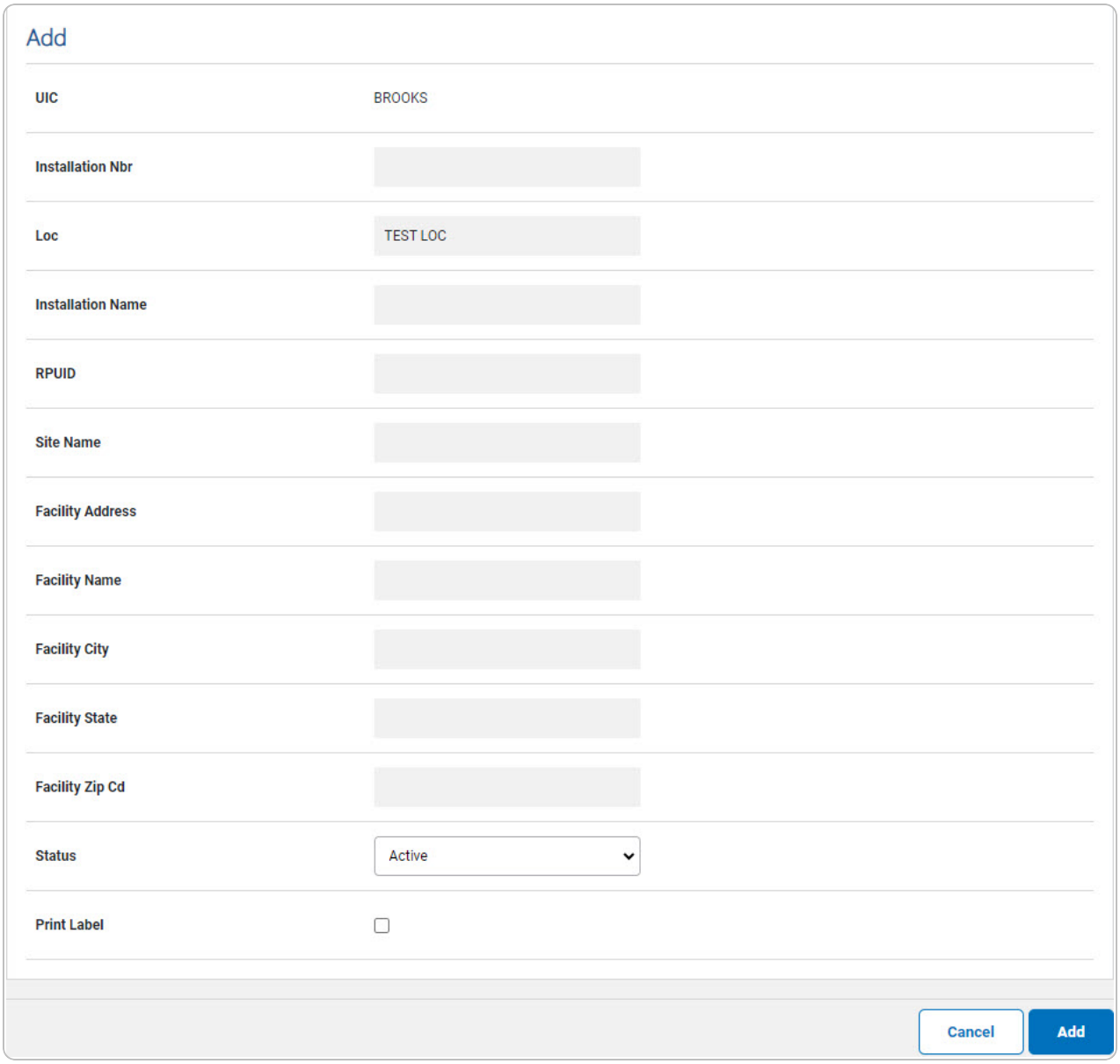
**ELMS Navigation Helpful Tips**

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 Add. *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

# 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

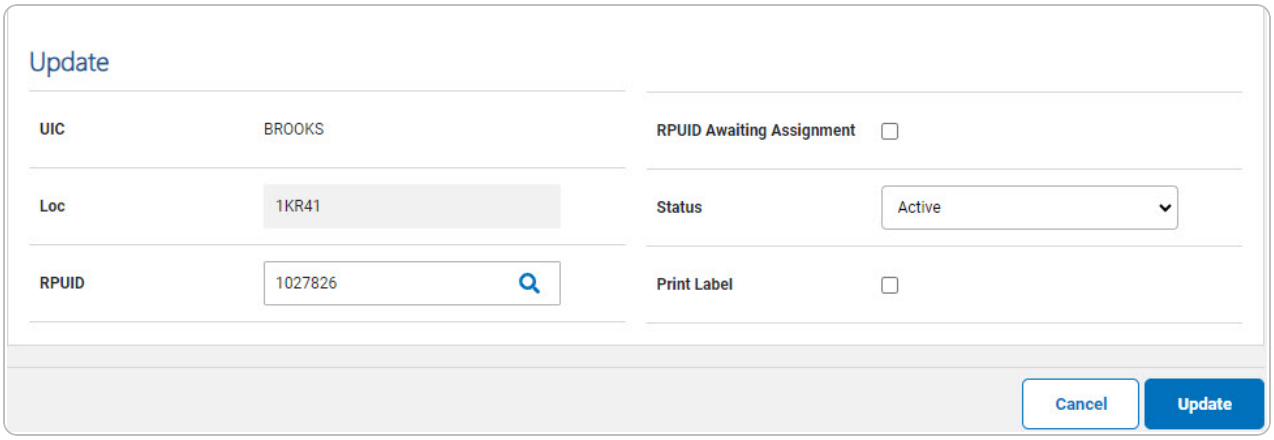
**ELMS Navigation Helpful Tips**

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

# 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

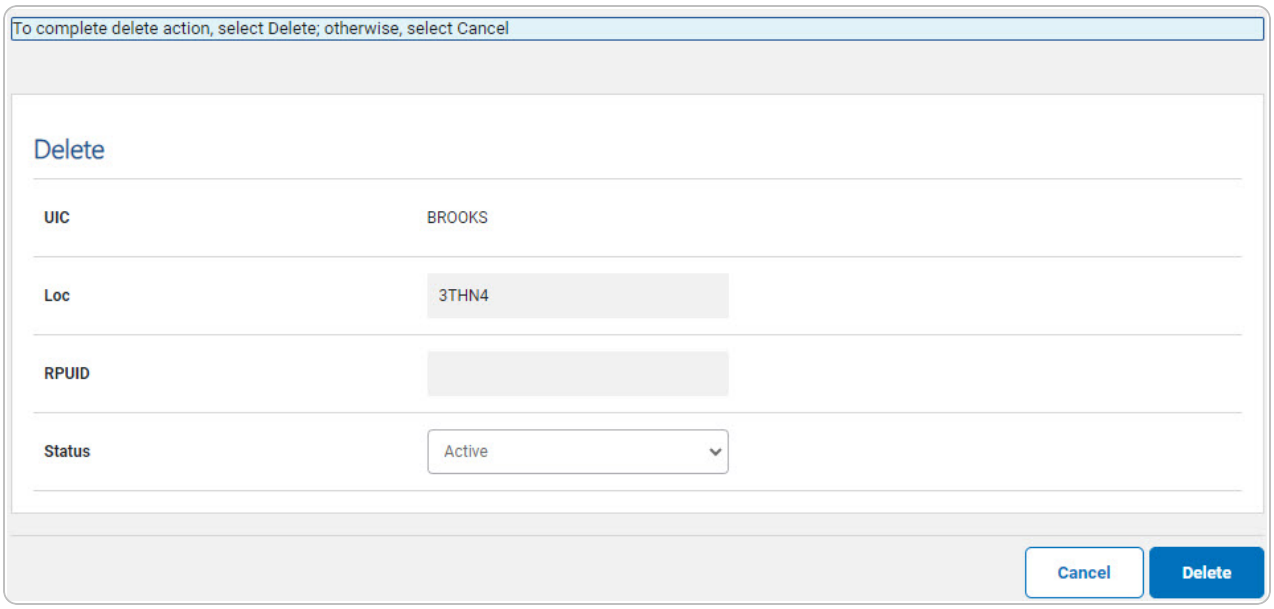
**ELMS Navigation Helpful Tips**

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

# 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

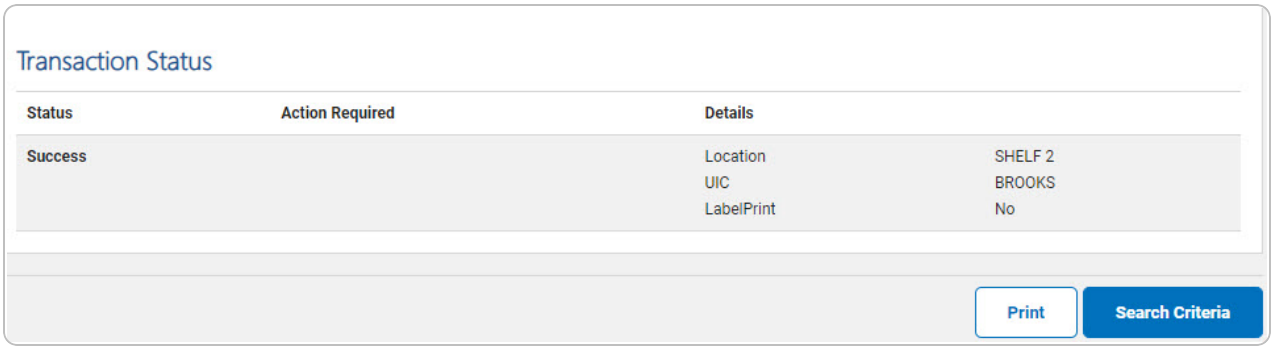
Action Required
Details

# 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

# 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. |

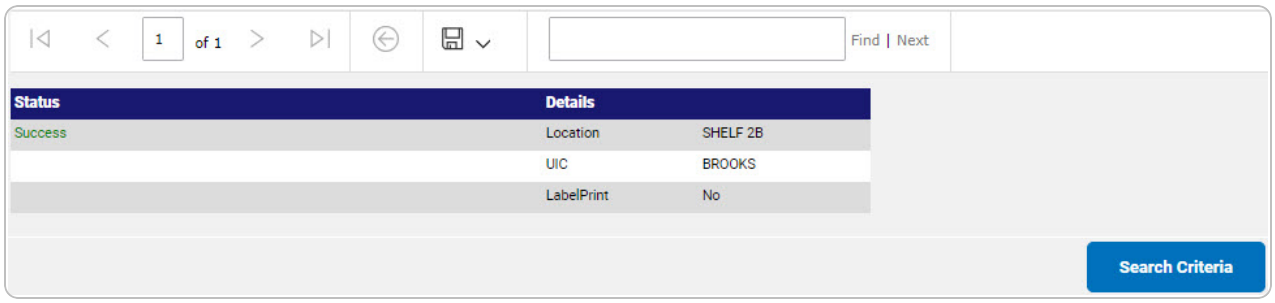
# Procedures

**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 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

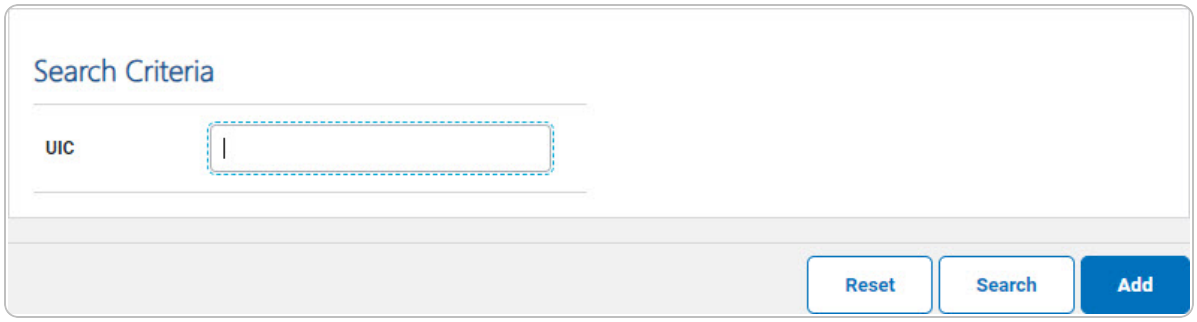
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for an ACTBL UIC/UIC — Criteria

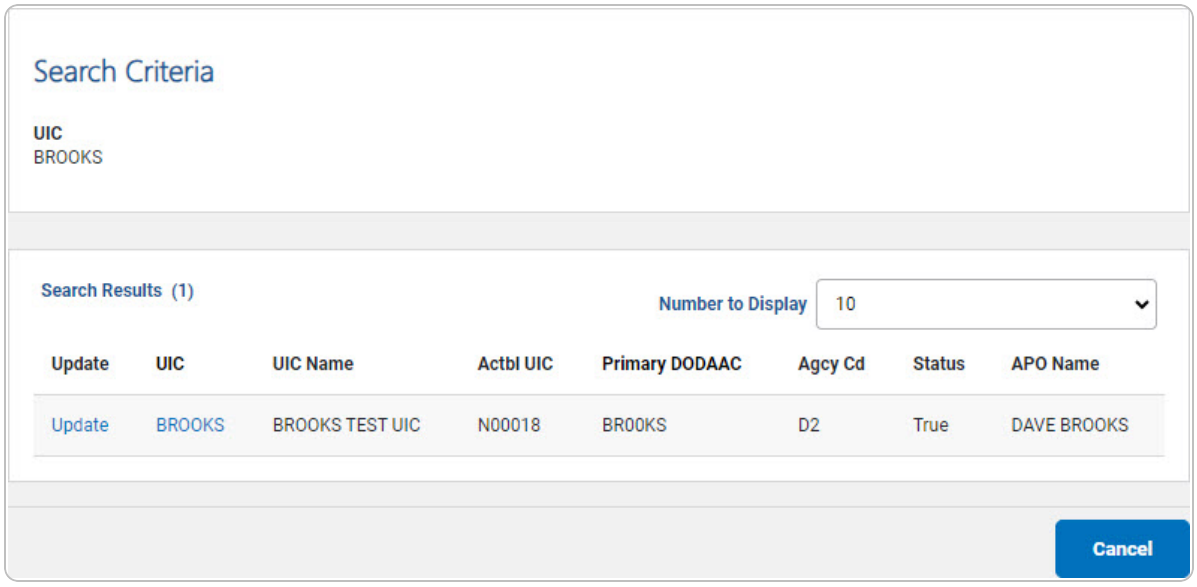
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

# 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

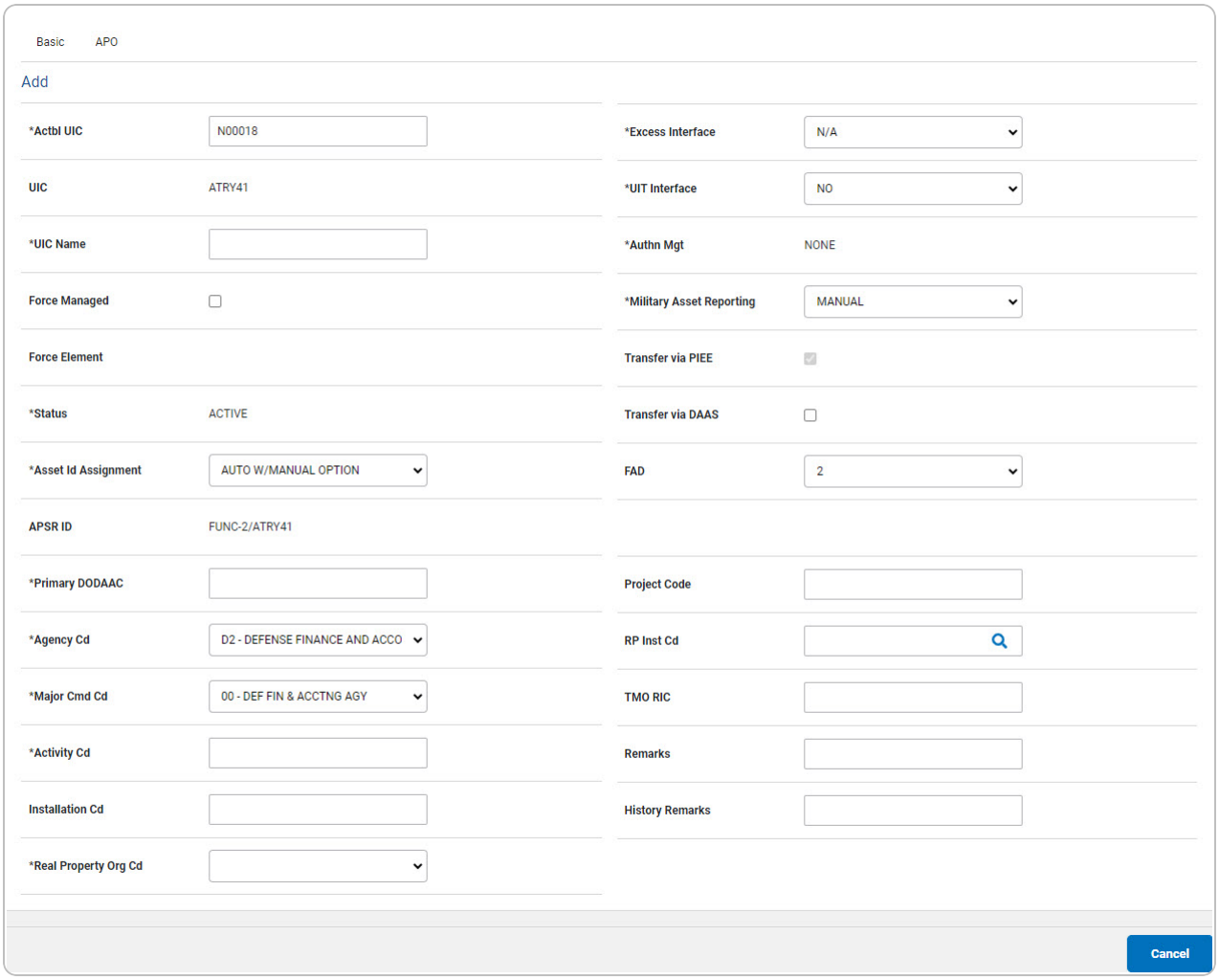
**ELMS Navigation Helpful Tips**

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.*

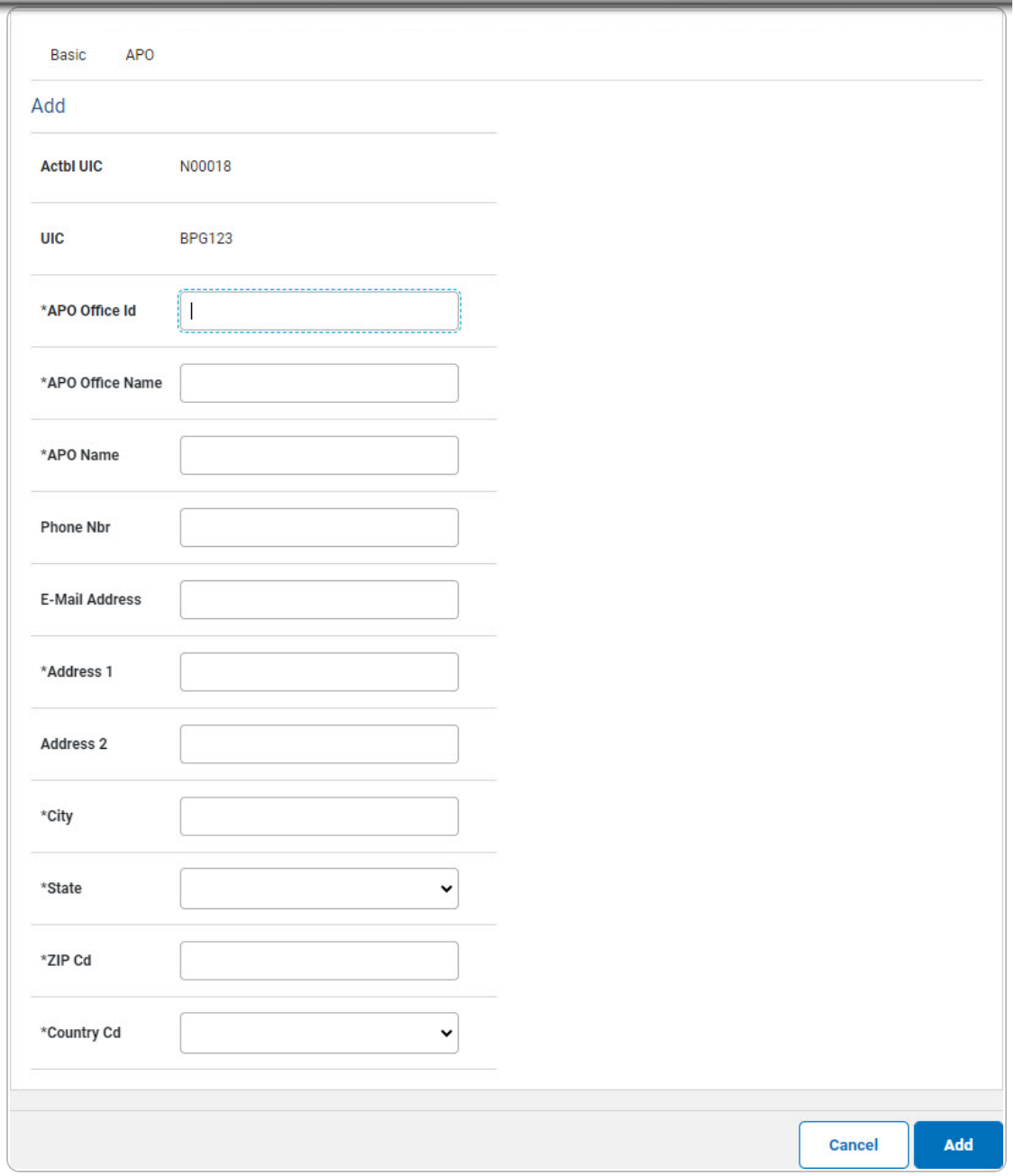
UIC RP Installation Code Browse help topic

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.

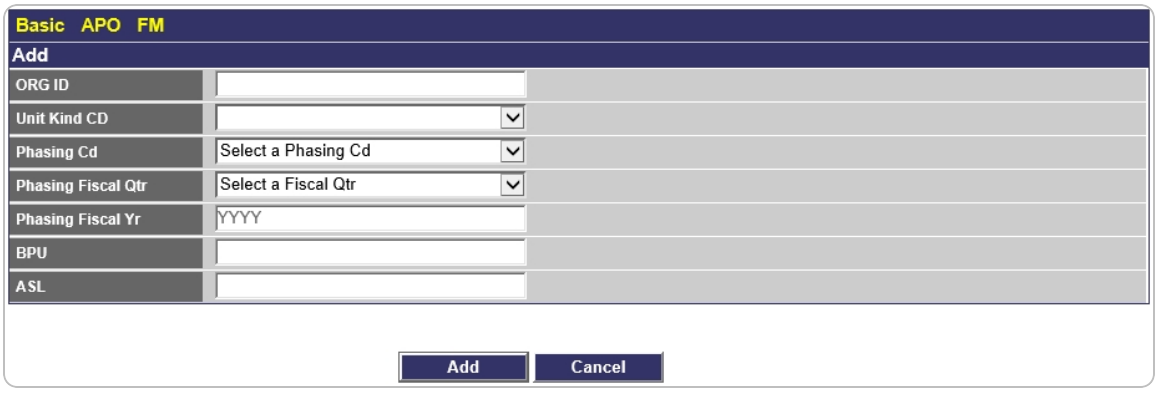
**l.** Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

**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 UIC can 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 UIC can 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 UIC can 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

# 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

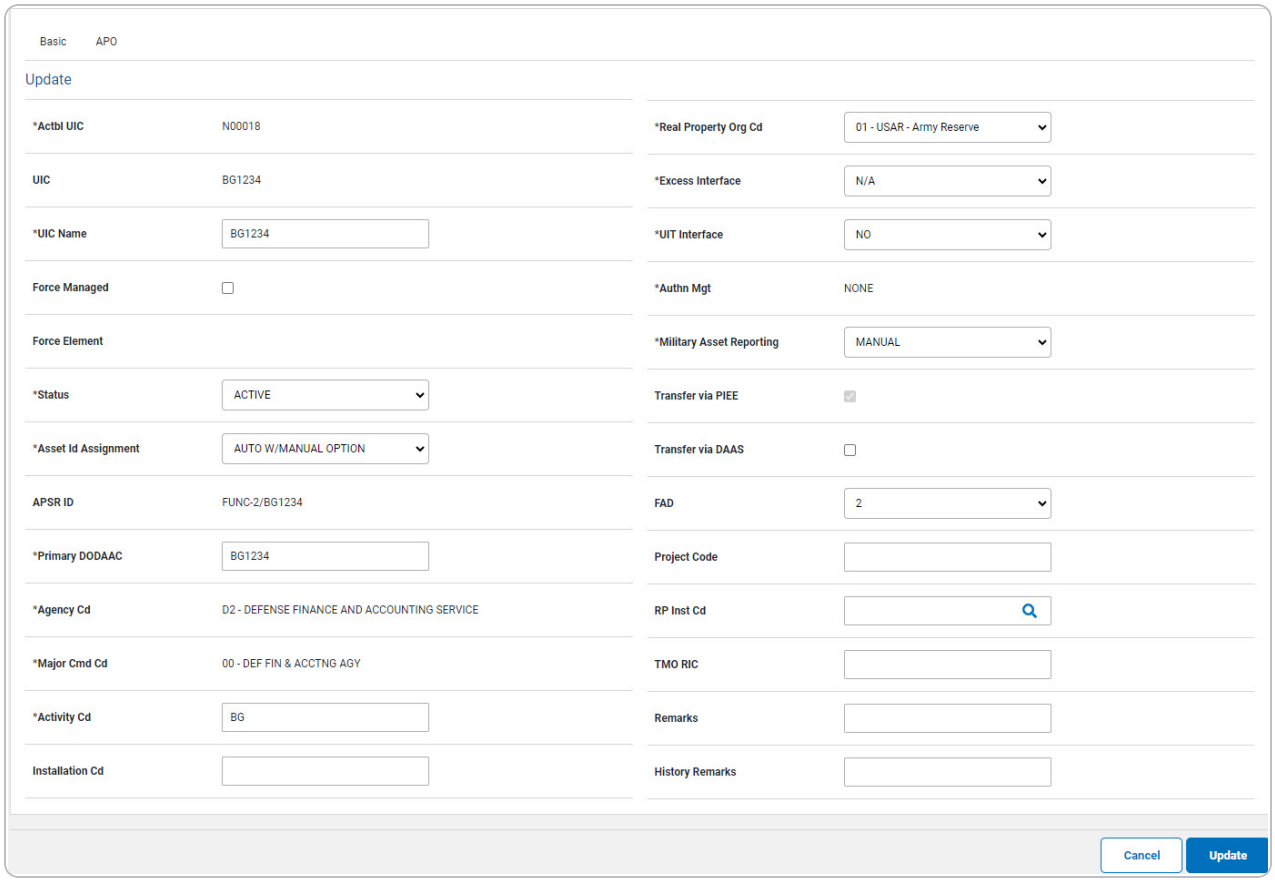
**ELMS Navigation Helpful Tips**

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.*

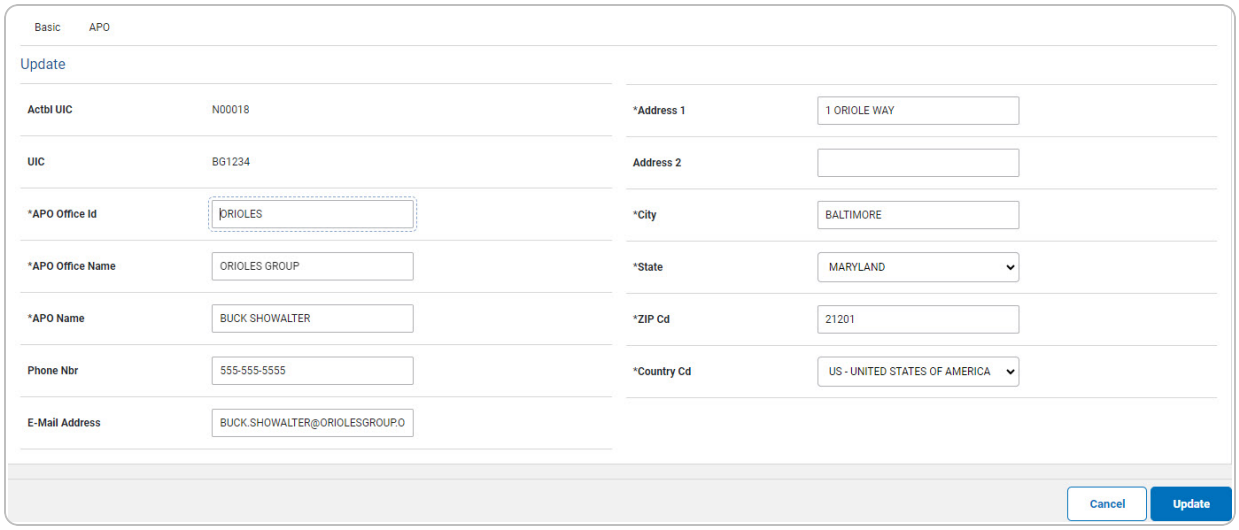
Z. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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.

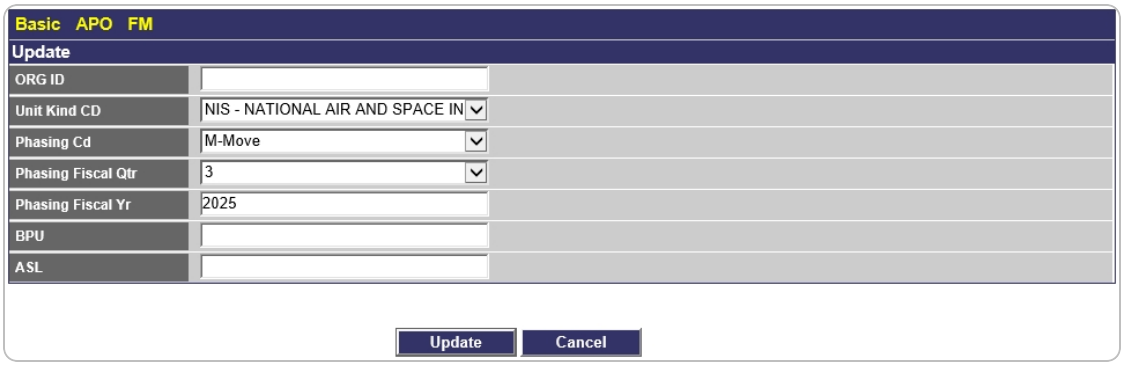
**L.** Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

**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 UIC can 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 UIC can 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 UIC can 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

# 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**

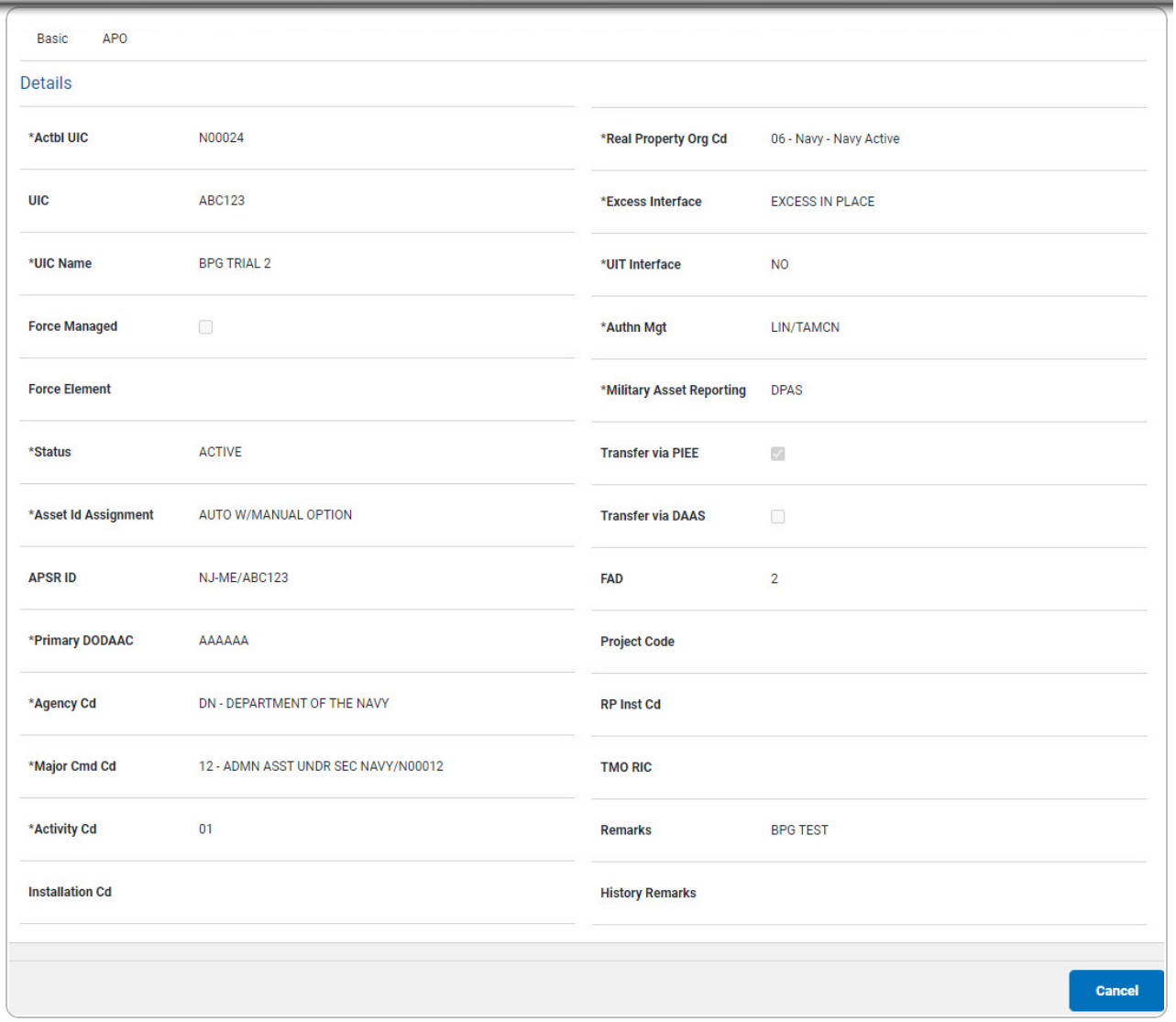


Click the following link to display PA Navigation Tips.

## 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.*

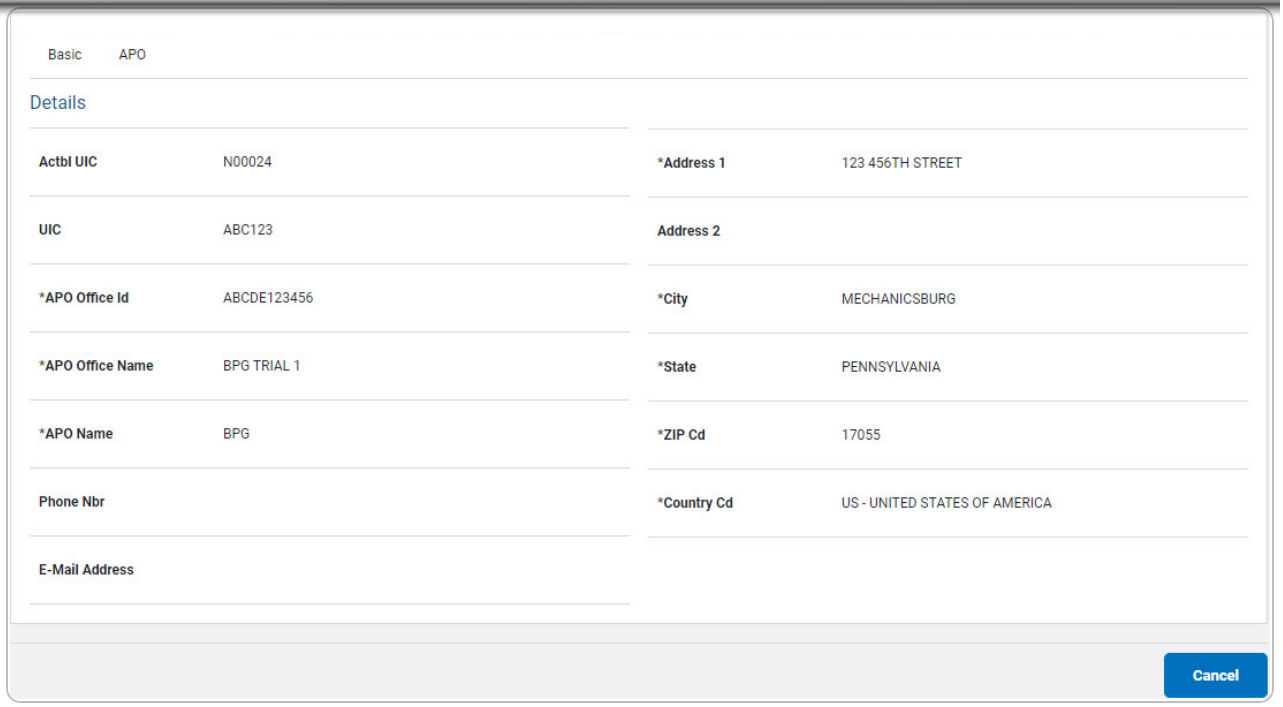
W. *Verify the RP INST CD.*

X. *Verify the TMO RIC.*

Y. *Verify the Remarks.*

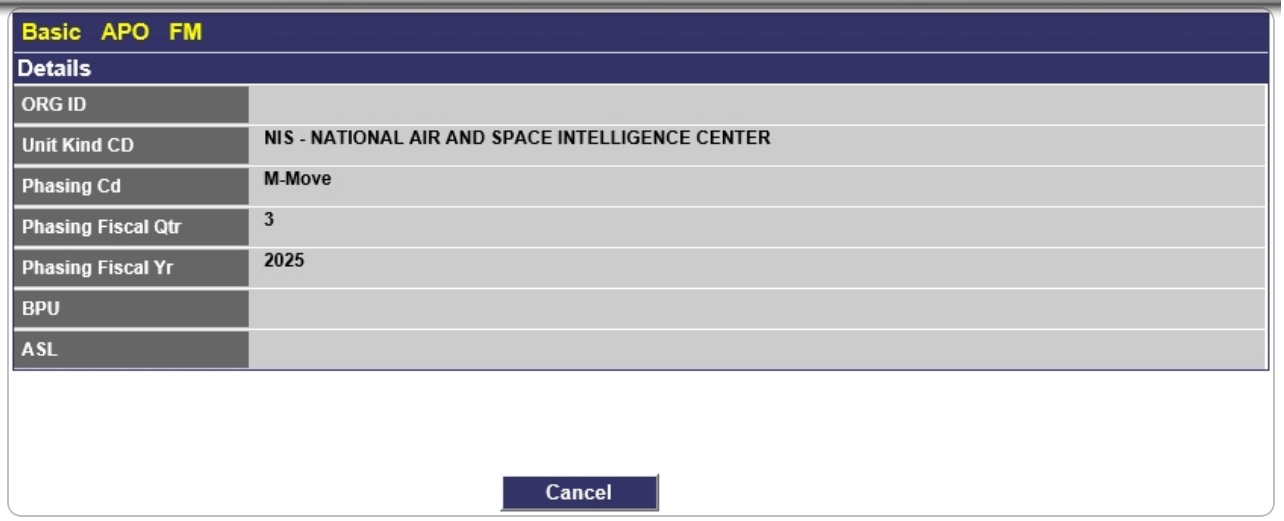
Z. *Verify the History Remarks.*

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

# 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

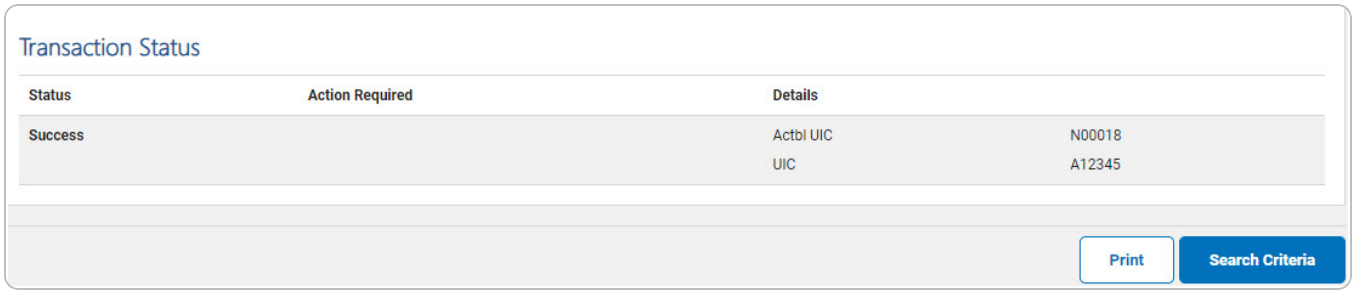
Status
Action Required
Details

# 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

# 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

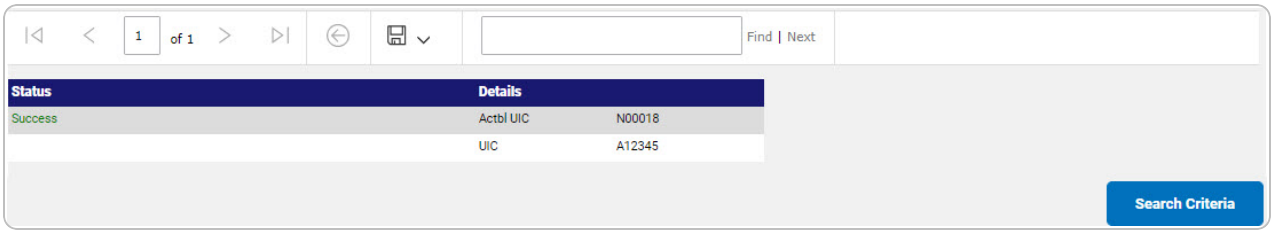
**ELMS Navigation Helpful Tips**



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 [ 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 **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 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

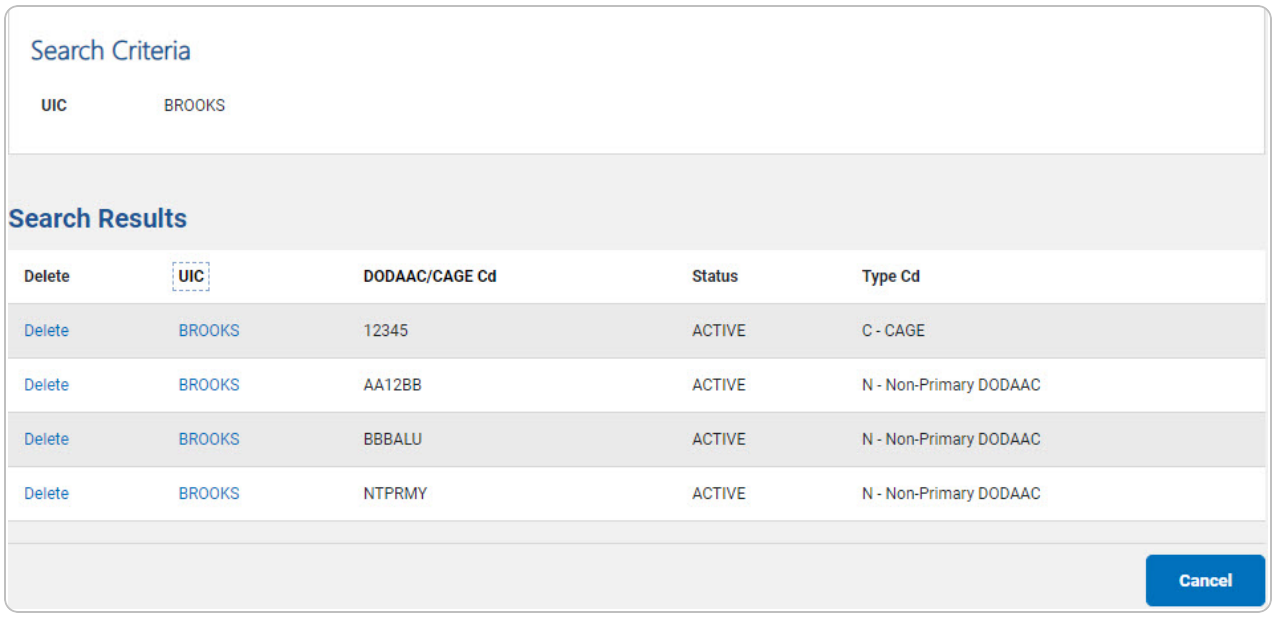
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

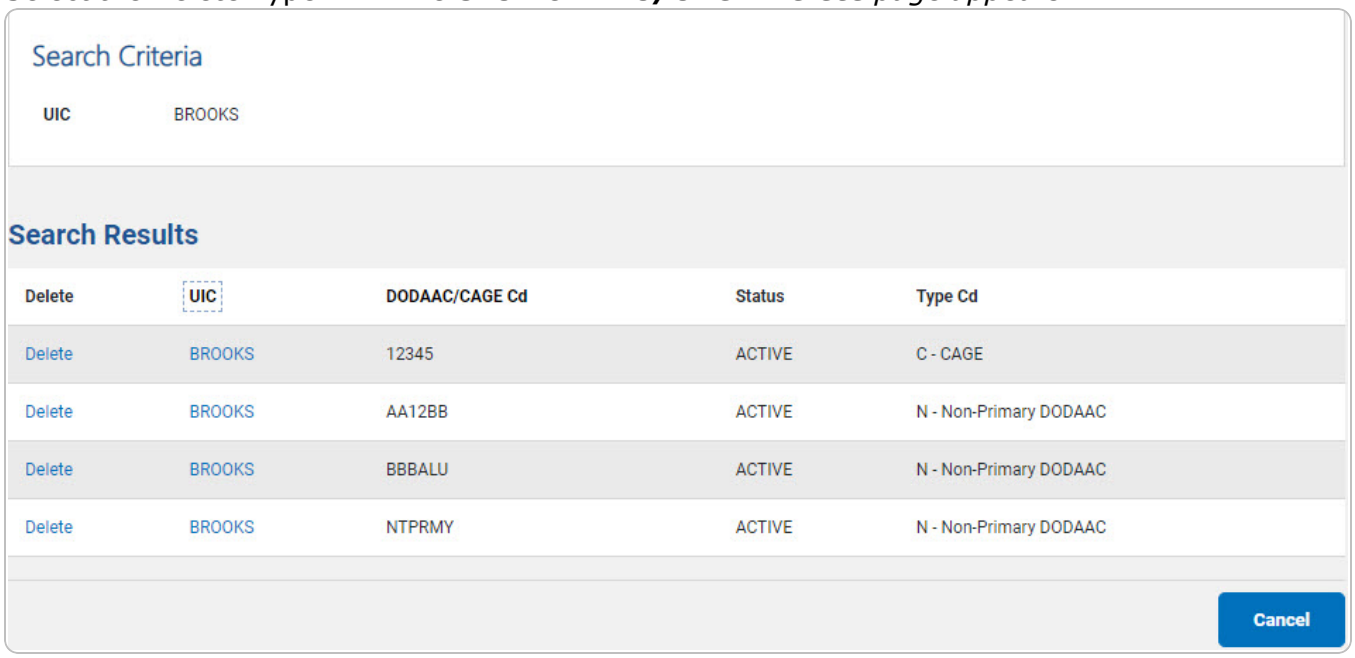
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

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

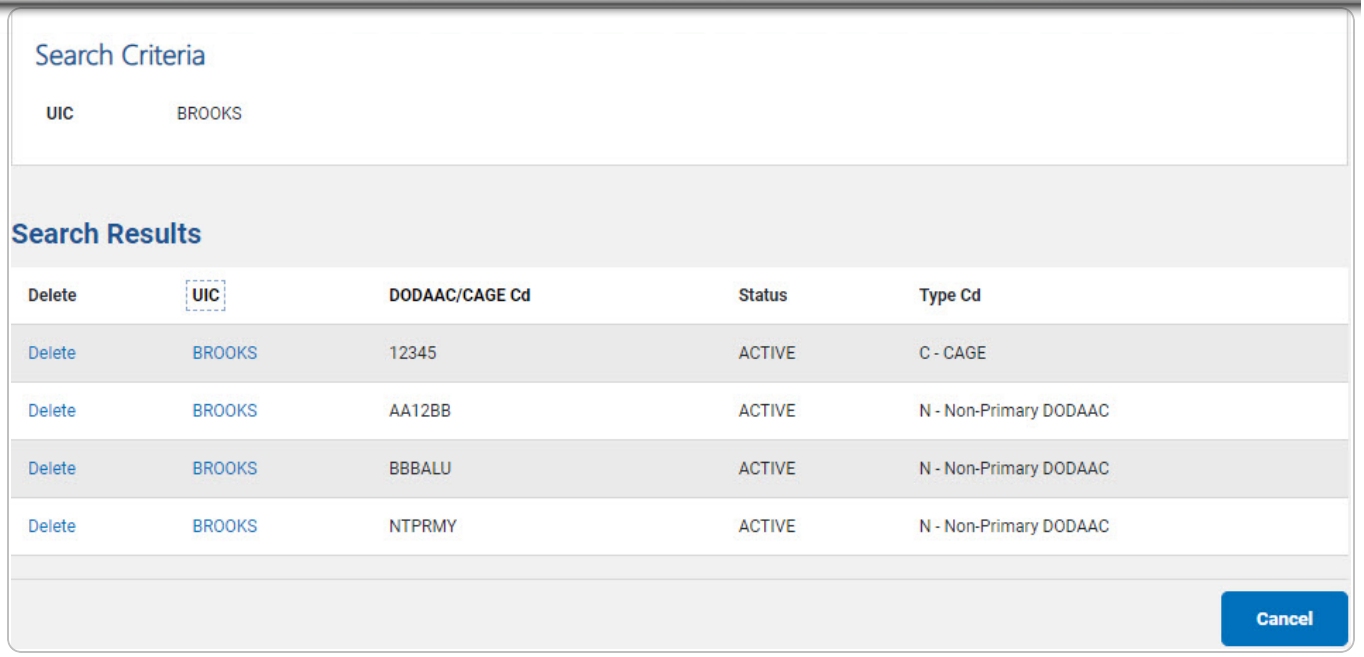
## Delete a UIC DoDAAC/CAGE

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

# 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

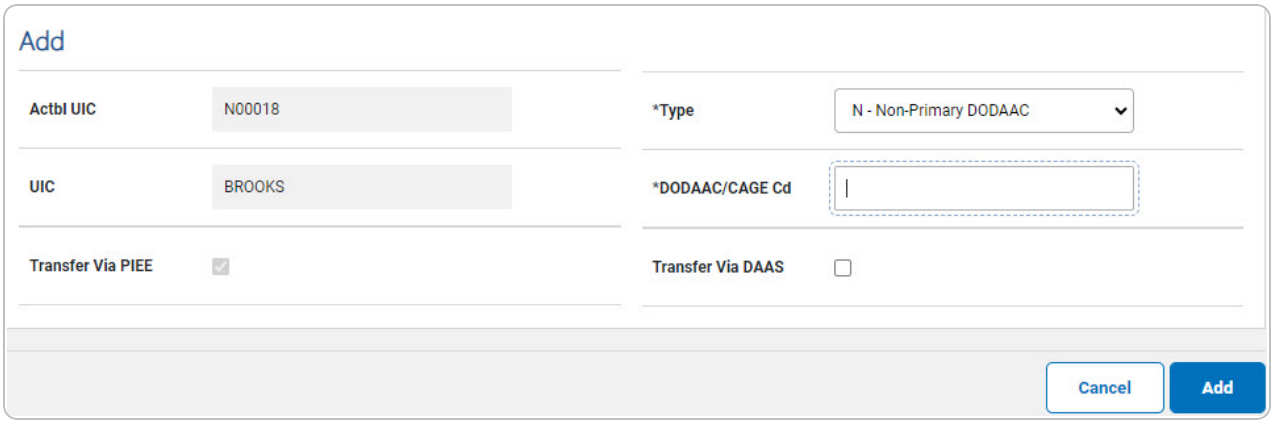
**ELMS Navigation Helpful Tips**

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

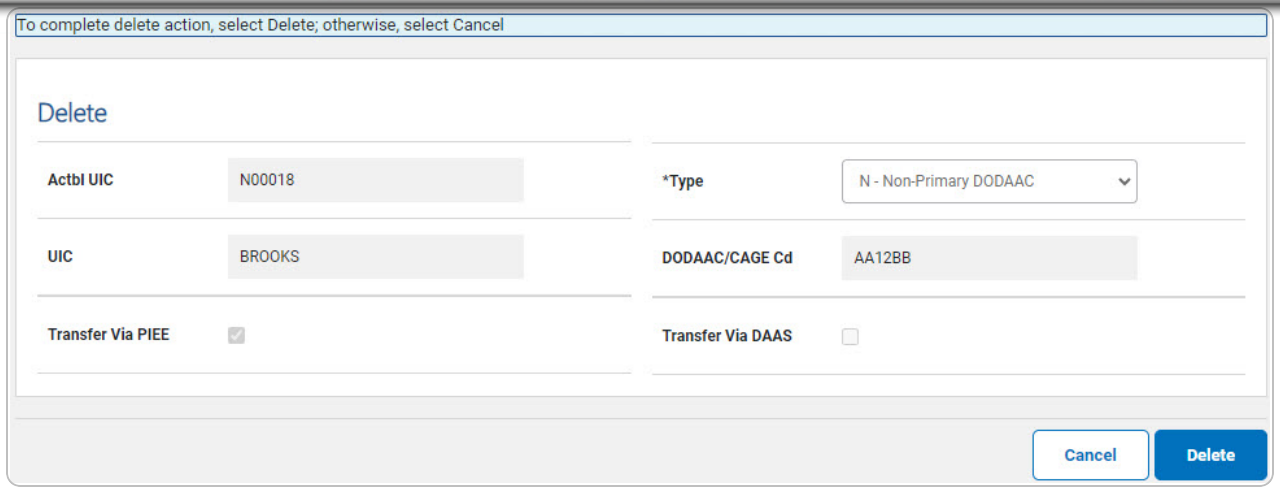
**ELMS Navigation Helpful Tips**

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

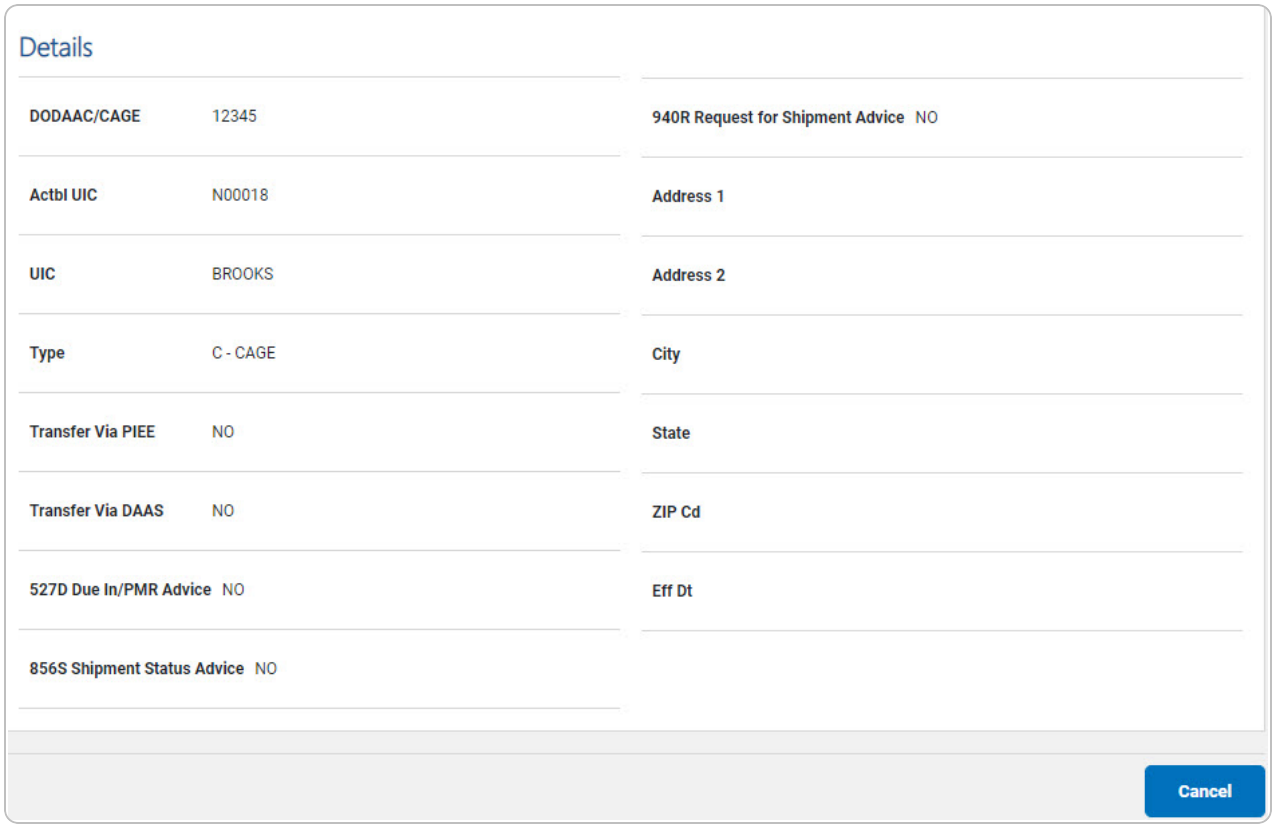
**ELMS Navigation Helpful Tips**

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

# 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

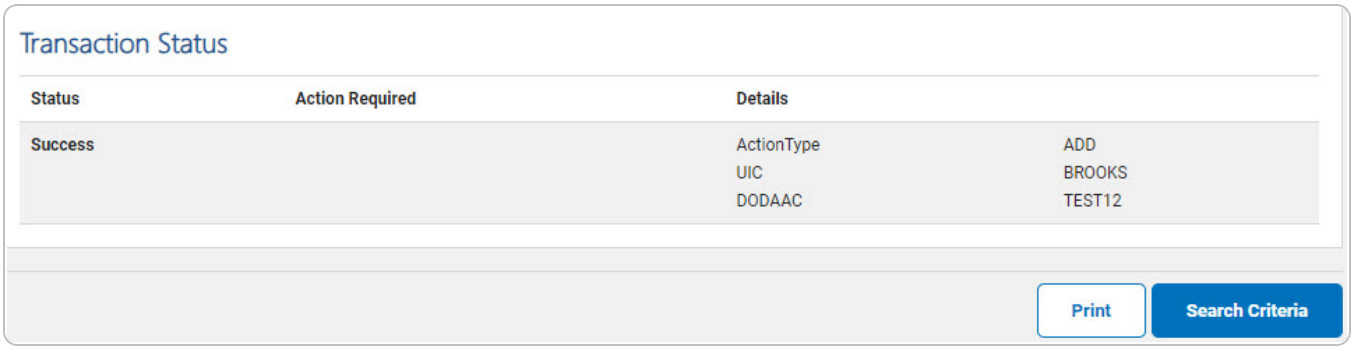
Status
Action Required
Details

# 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

# 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

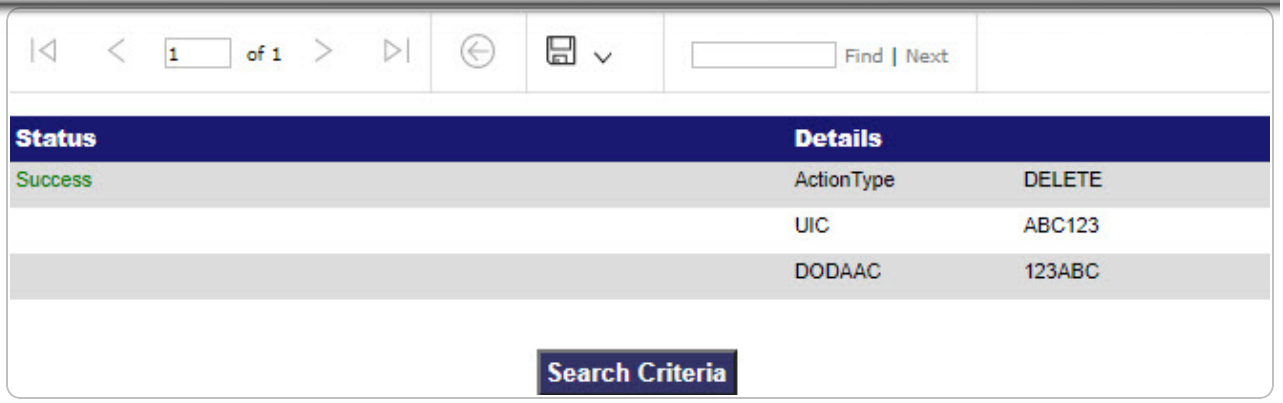
**ELMS Navigation Helpful Tips**



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 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

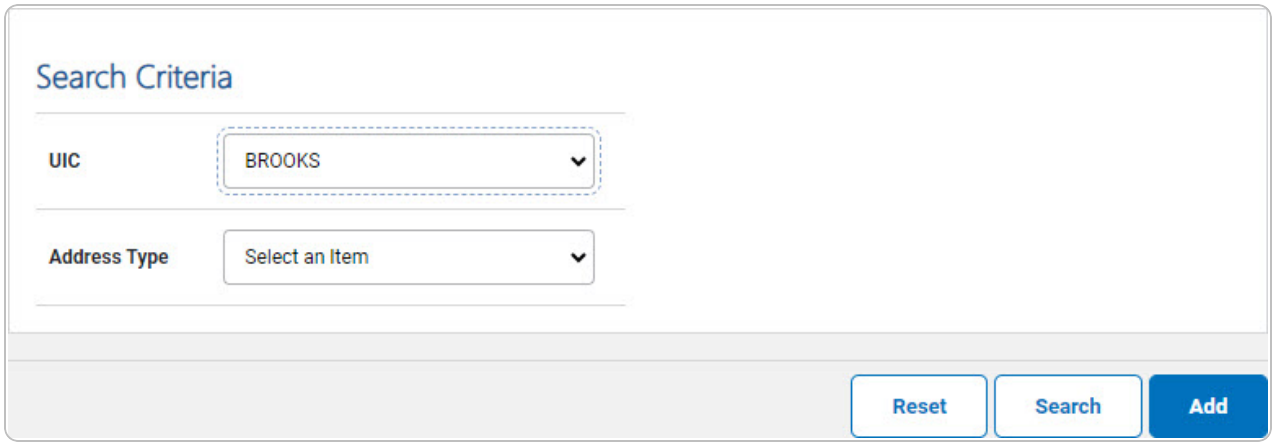
**ELMS Navigation Helpful Tips**

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

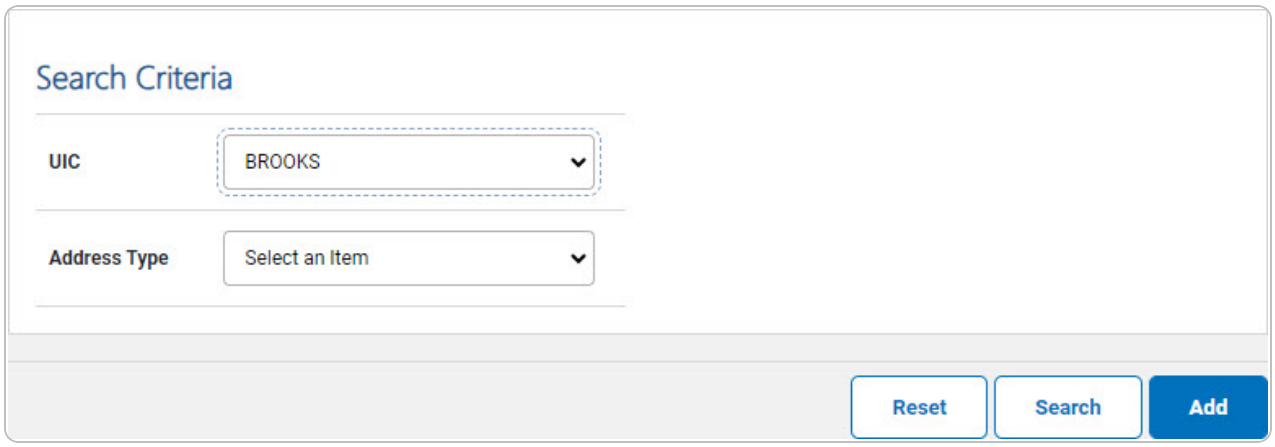
Number to Display: 10

| 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

# 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

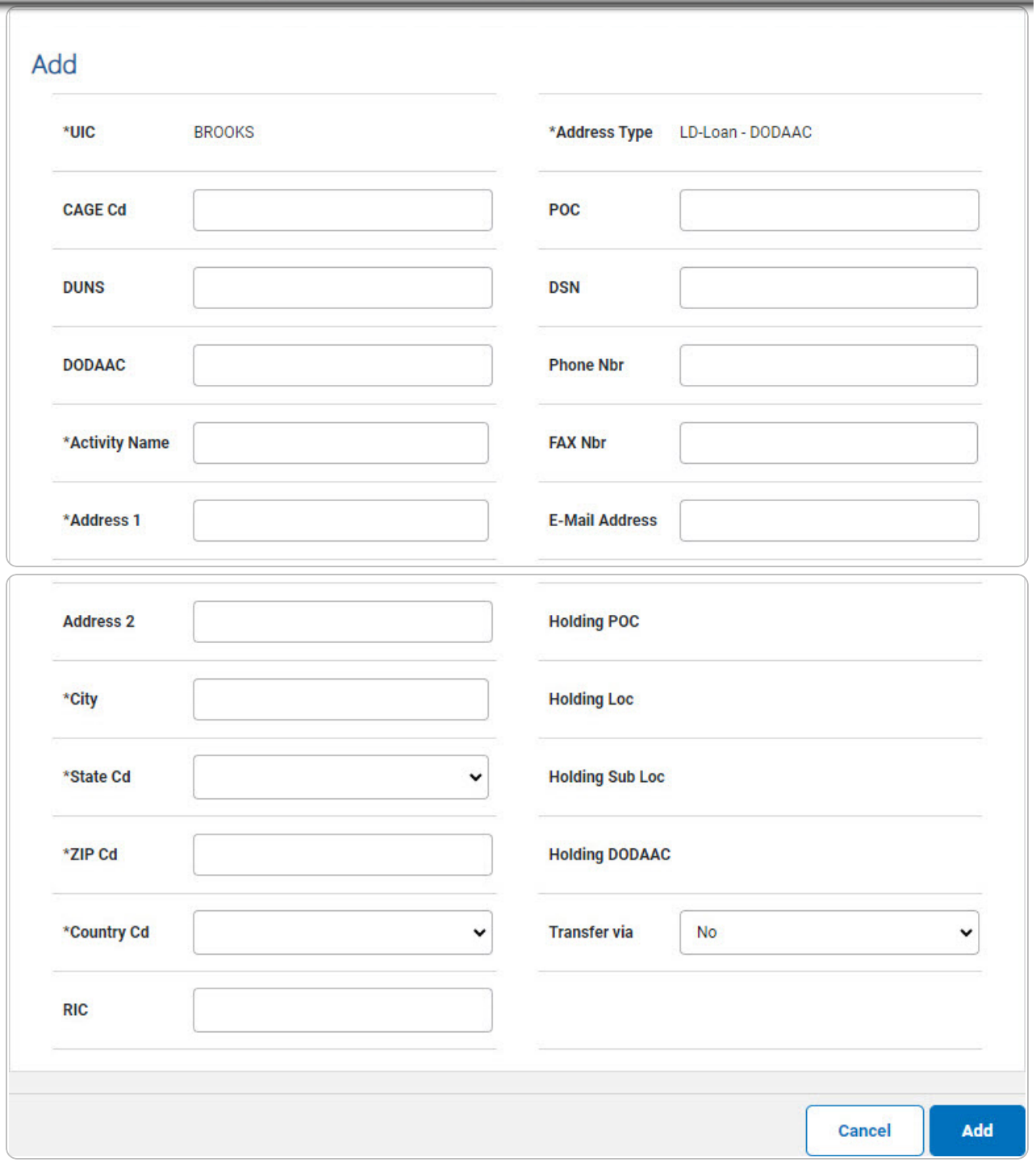
**ELMS Navigation Helpful Tips**

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.*

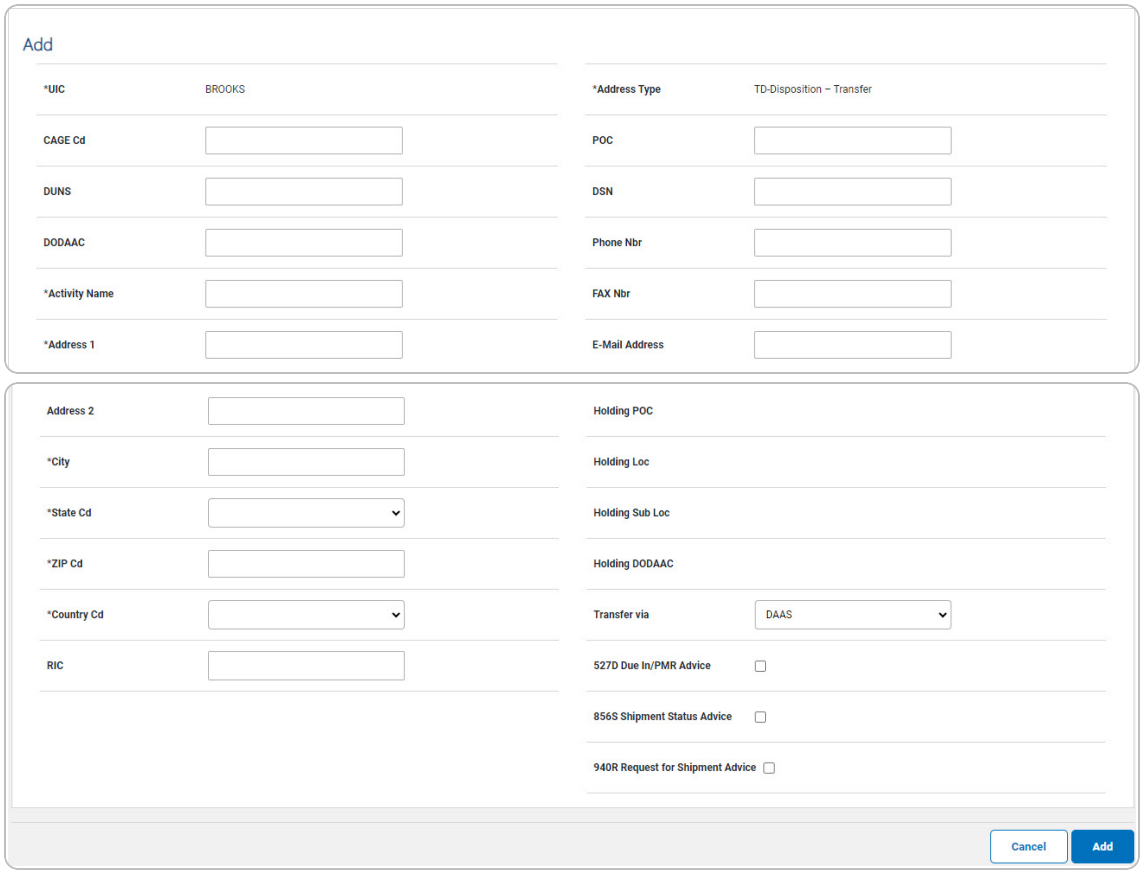
V. *The Holding DODAAC automatically populates and is not editable.*

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.<br>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.<br>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

# 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

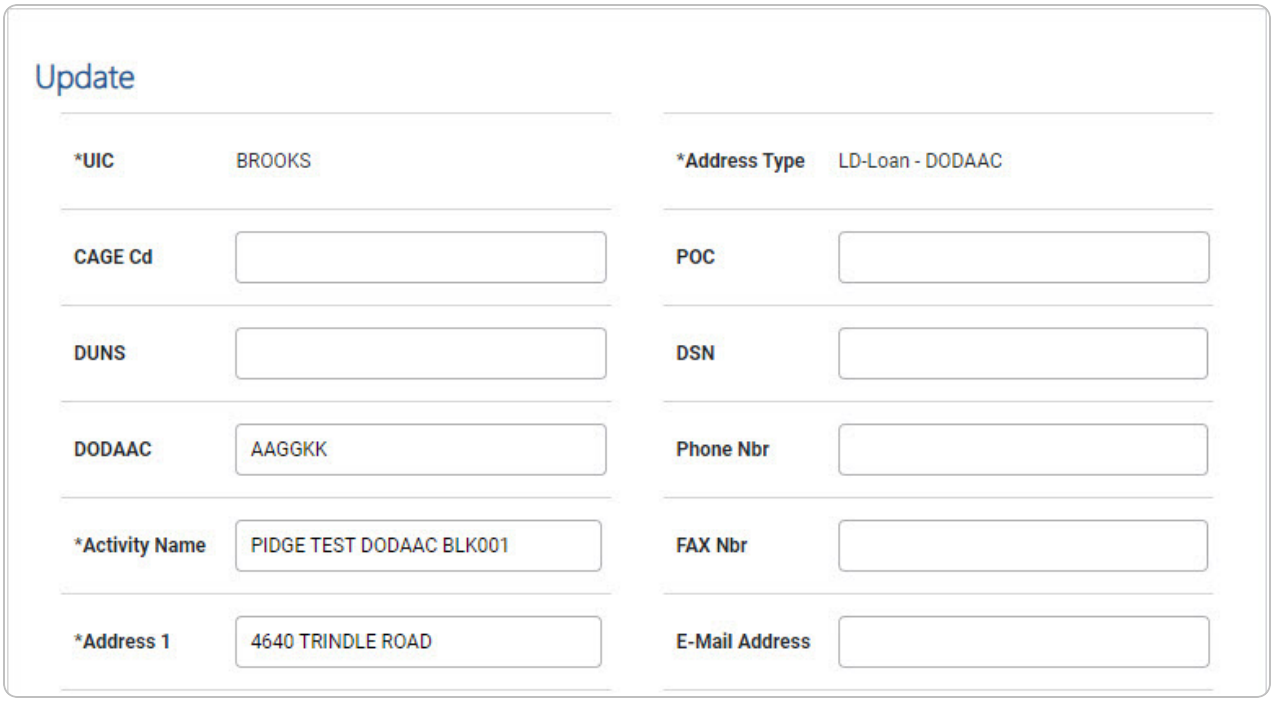
**ELMS Navigation Helpful Tips**

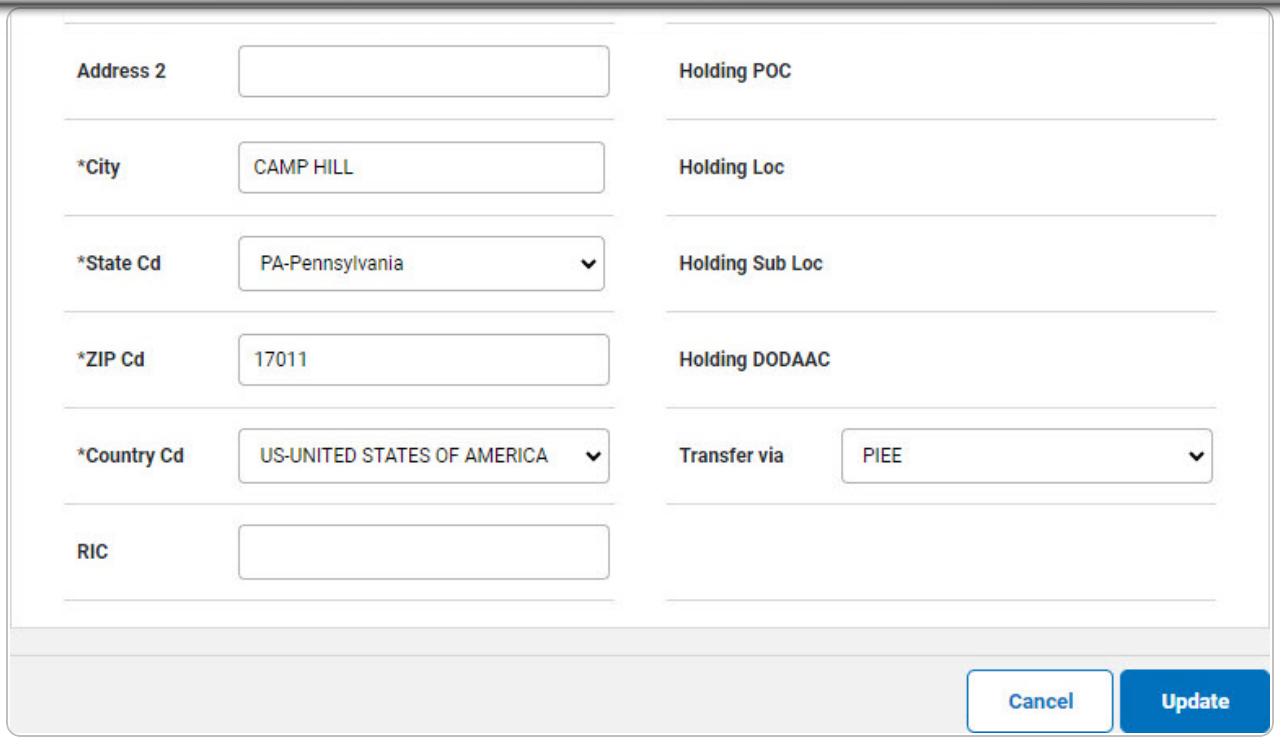
Click the following link to display PA Navigation Tips.

## 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.*

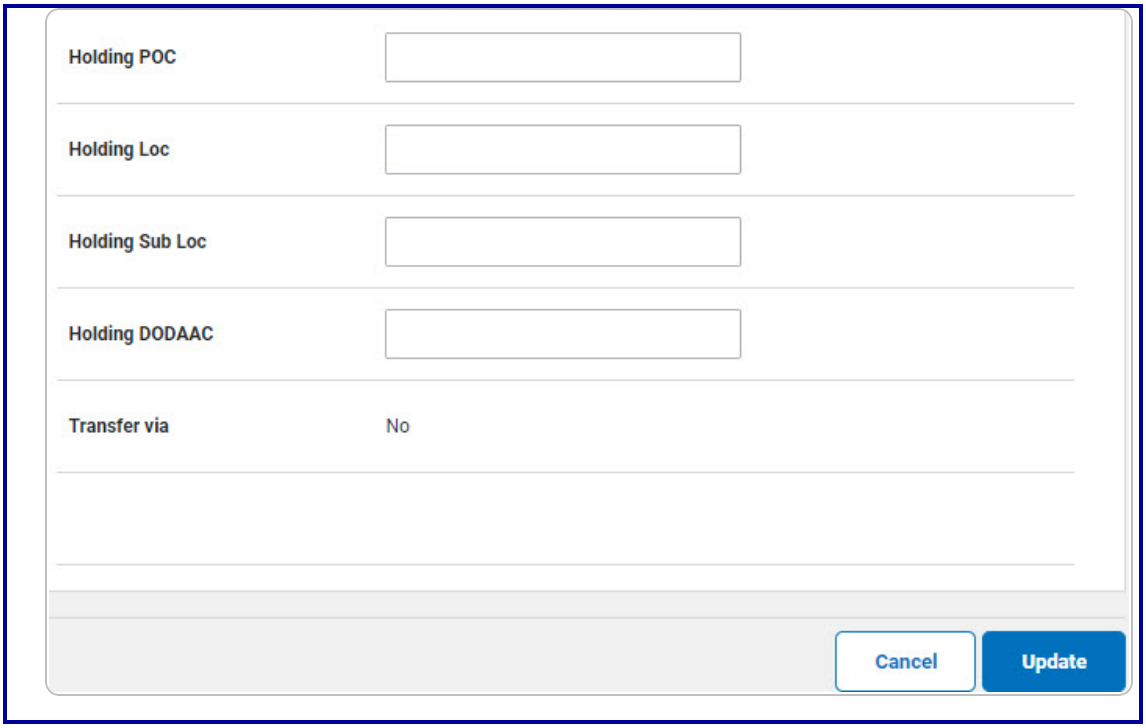
Q. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

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.*

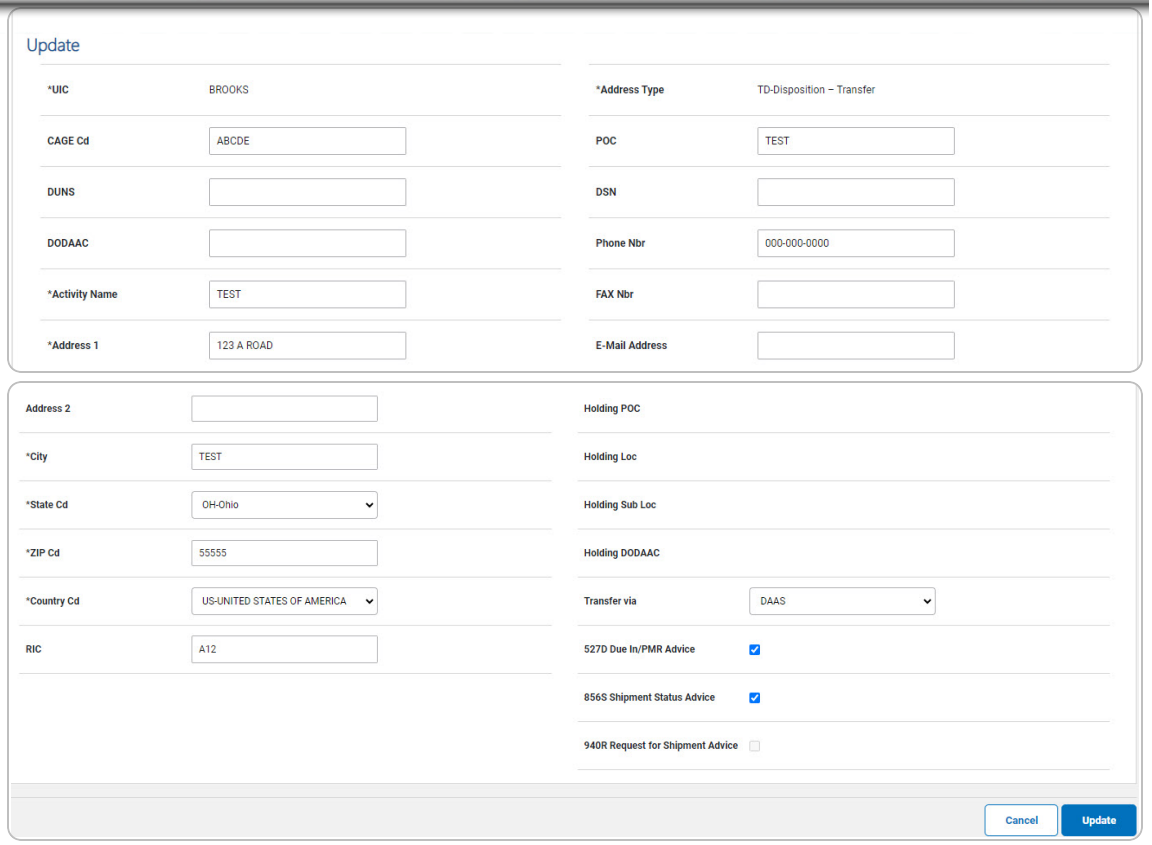
V. Update the Holding DODAAC, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*

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.<br>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.<br>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

# 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

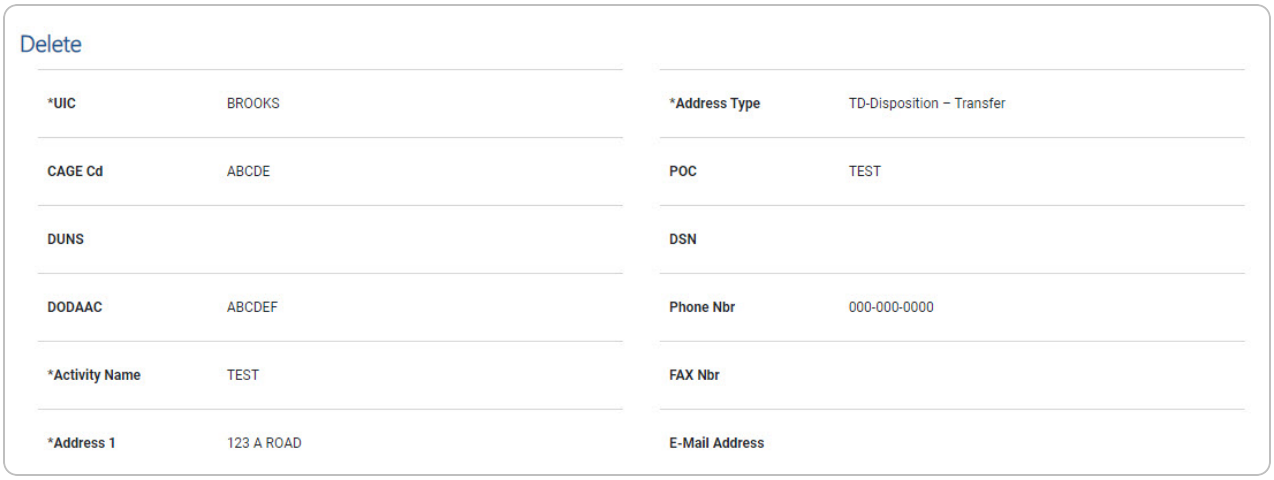
**ELMS Navigation Helpful Tips**

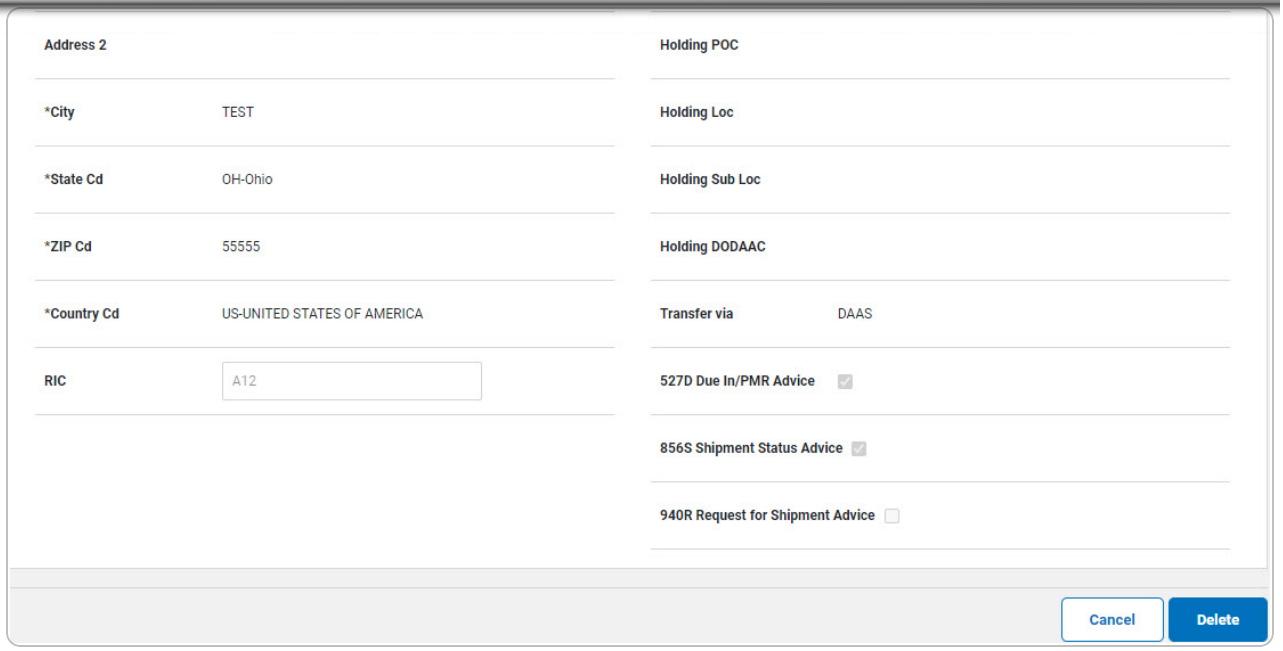
Click the following link to display PA Navigation Tips.

## 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

# 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

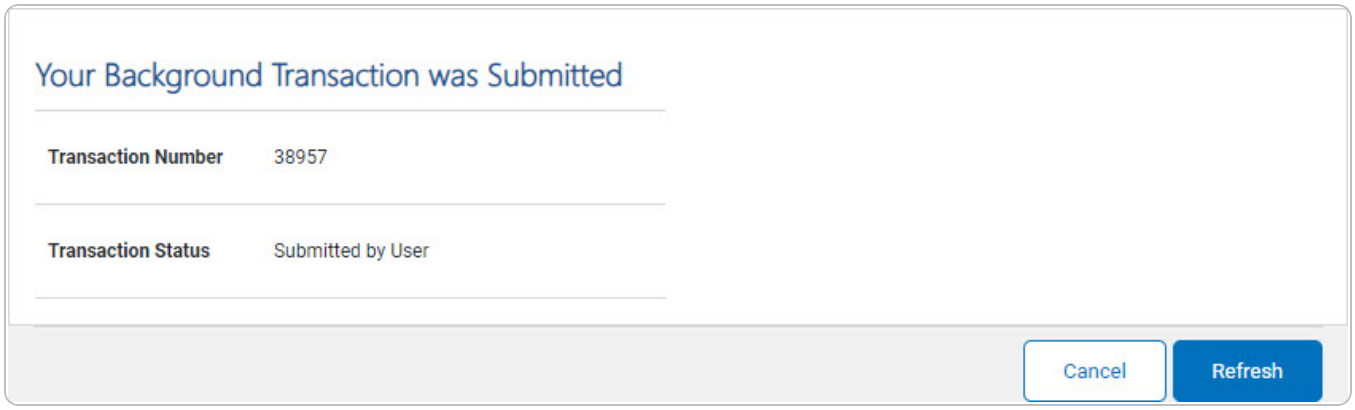
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

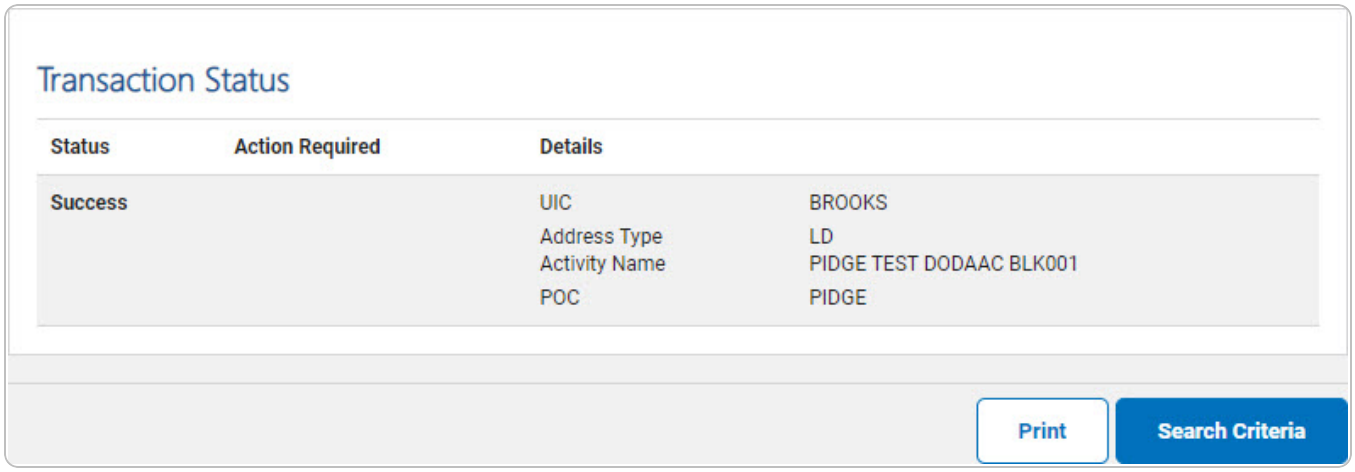
Click the following link to display PA Navigation Tips.

## 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

# 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

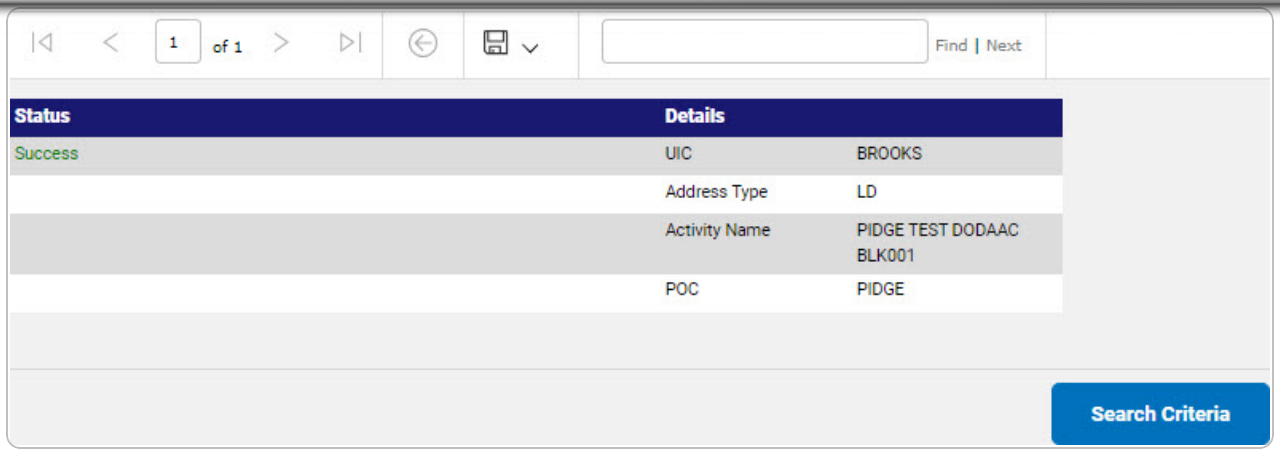
**ELMS Navigation Helpful Tips**



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 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

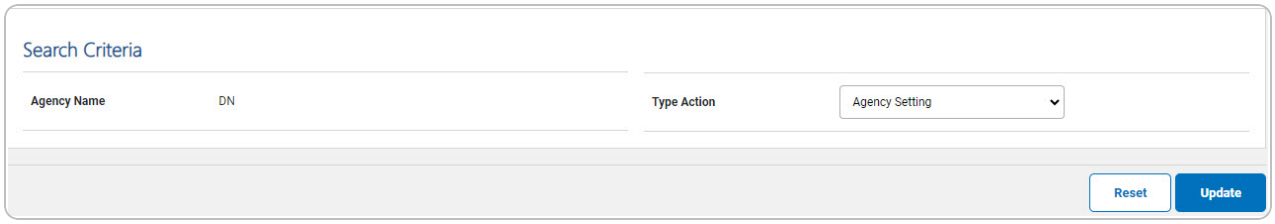
**ELMS Navigation Helpful Tips**

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.

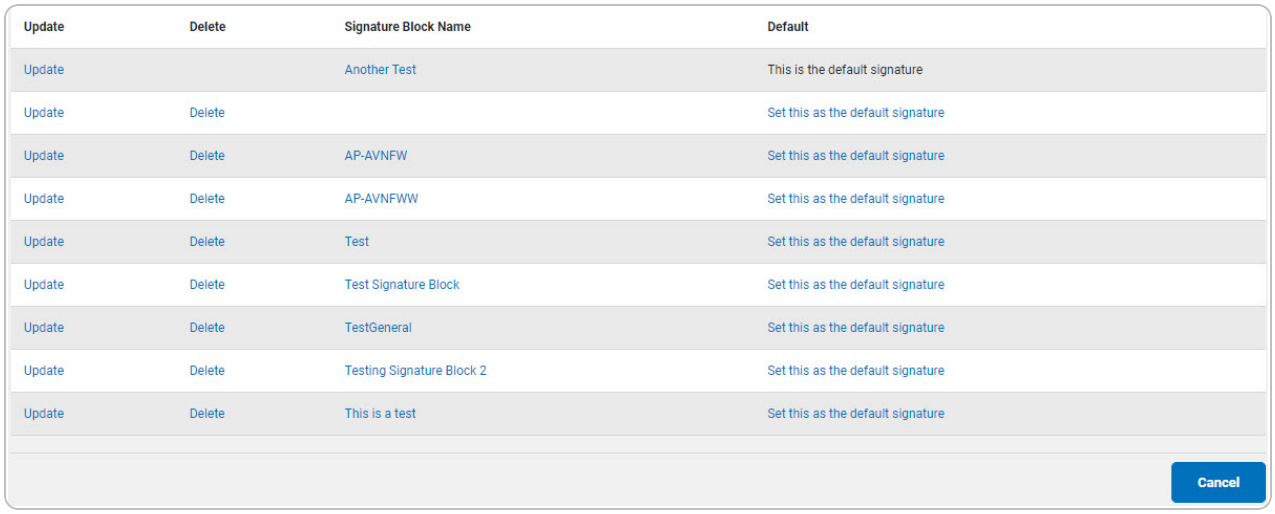
2. Select Update. *The **Agency Setting Update** page appears.*

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

# 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

# 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

# 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

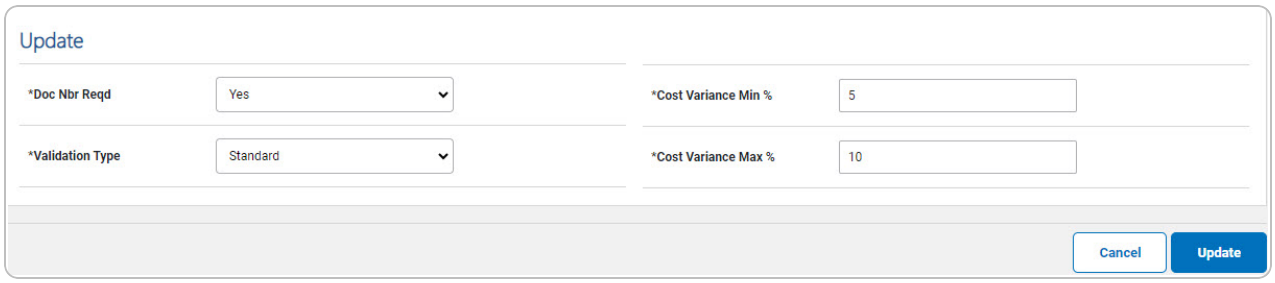
**ELMS Navigation Helpful Tips**

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

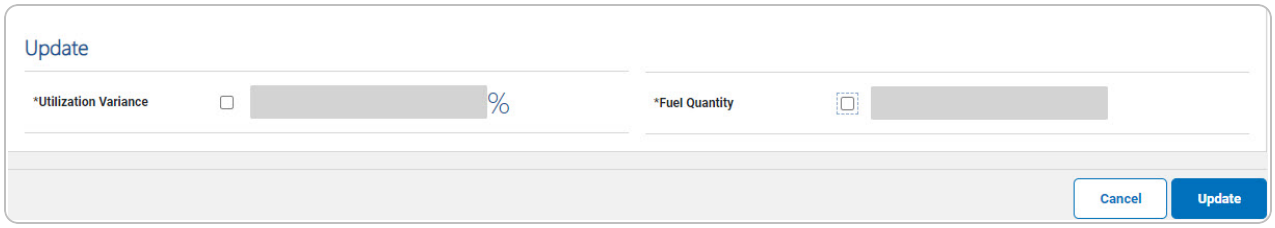
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Update an Agency Setting — MNU

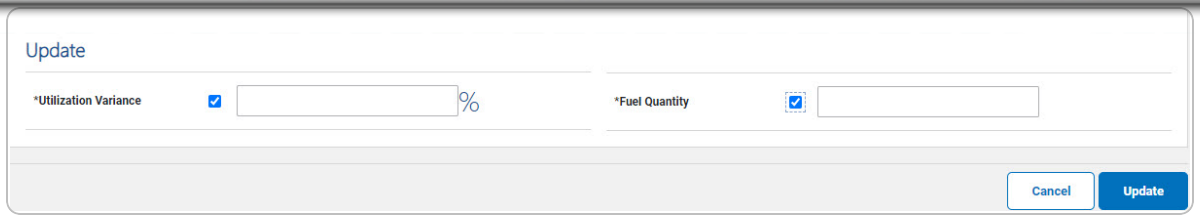
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

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

# 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

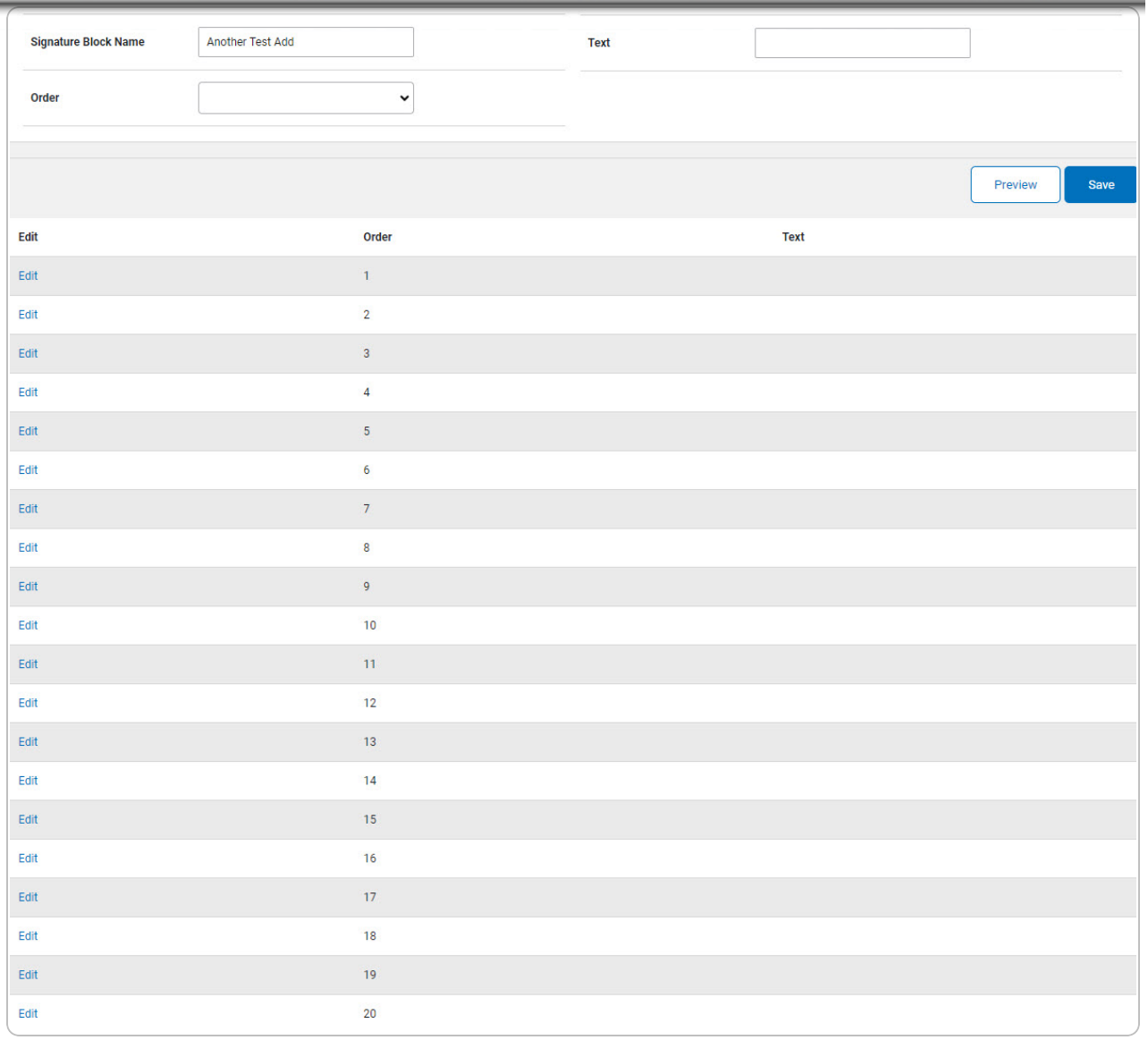
**ELMS Navigation Helpful Tips**

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

| | |
|---|---|
| Edit | 21 |
| Edit | 22 |
| Edit | 23 |
| Edit | 24 |
| Edit | 25 |
| Edit | 26 |
| Edit | 27 |
| Edit | 28 |
| Edit | 29 |
| Edit | 30 |
| Edit | 31 |
| Edit | 32 |
| Edit | 33 |
| Edit | 34 |
| Edit | 35 |
| Edit | 36 |
| Edit | 37 |
| Edit | 38 |
| Edit | 39 |
| Edit | 40 |
| Edit | 41 |
| Edit | 42 |
| Edit | 43 |
| Edit | 44 |
| Edit | 45 |
| Edit | 46 |
| Edit | 47 |
| Edit | 48 |

Cancel Update

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

# 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

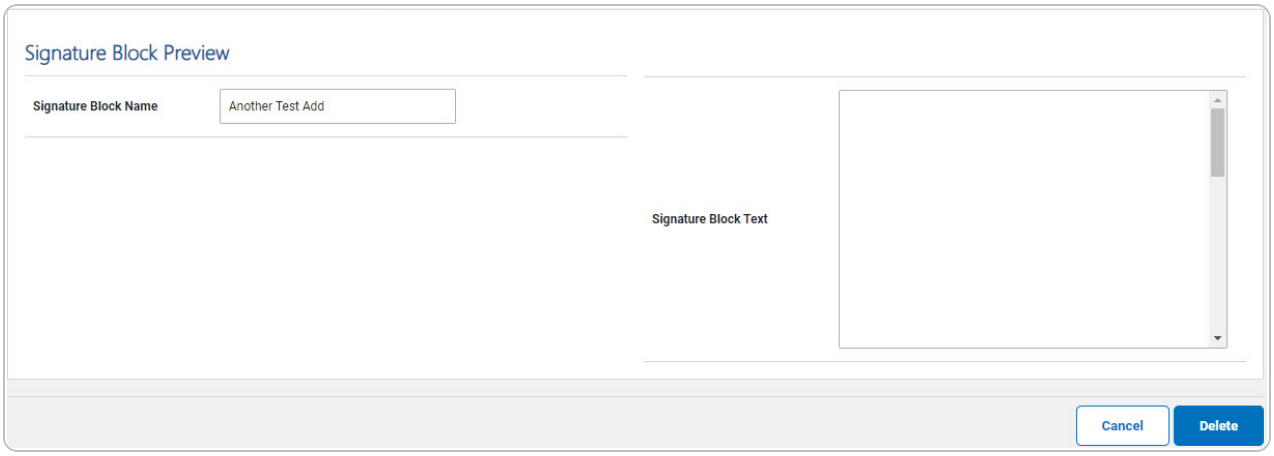
**ELMS Navigation Helpful Tips**

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 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

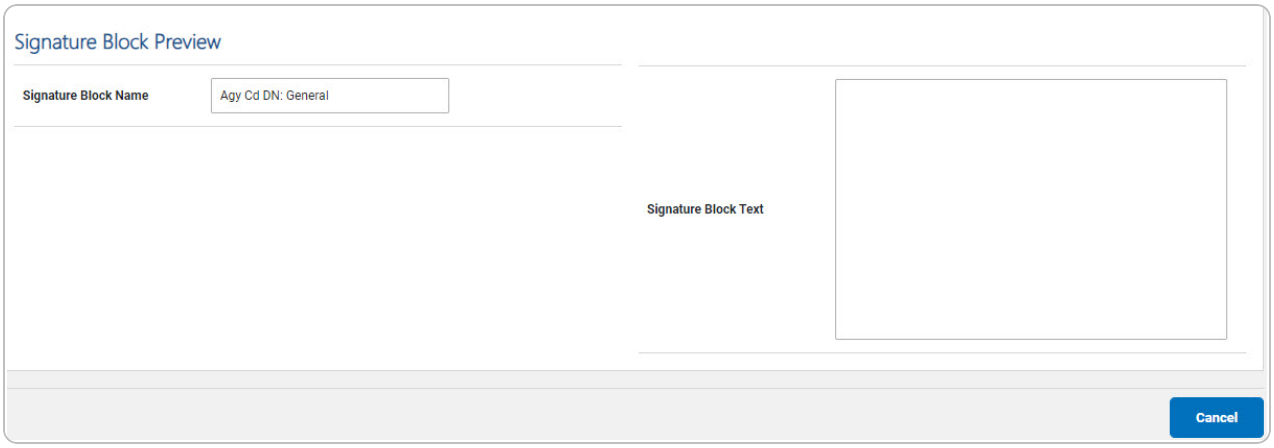
# Procedures

**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

# 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

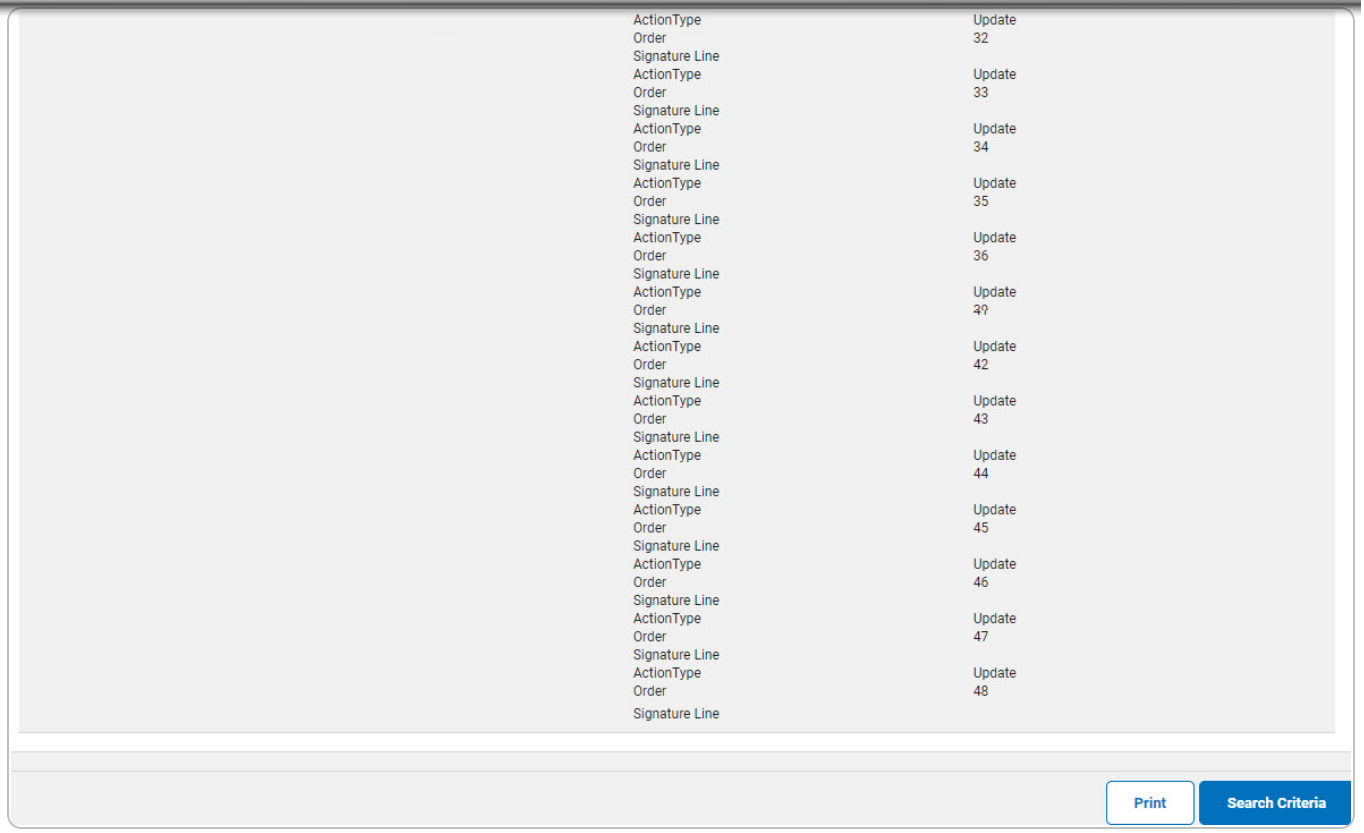
**ELMS Navigation Helpful Tips**

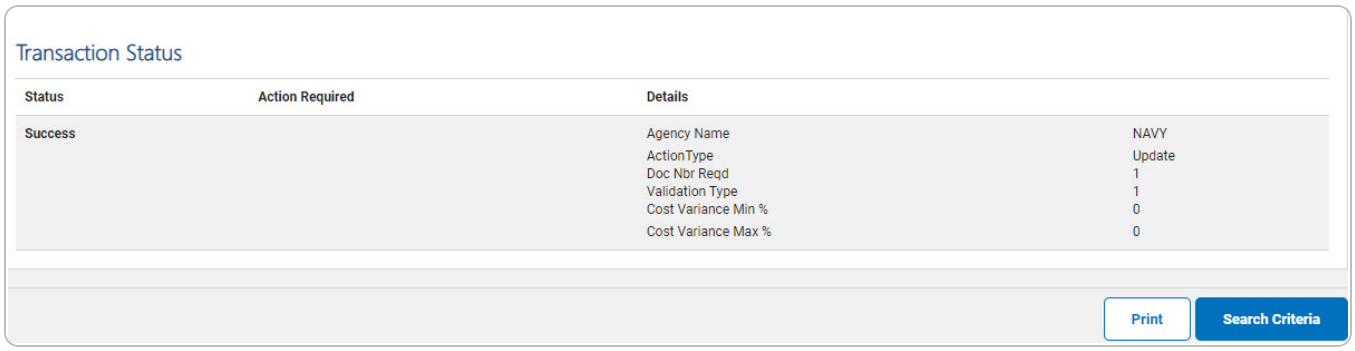
Click the following link to display PA Navigation Tips.

## 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

# 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

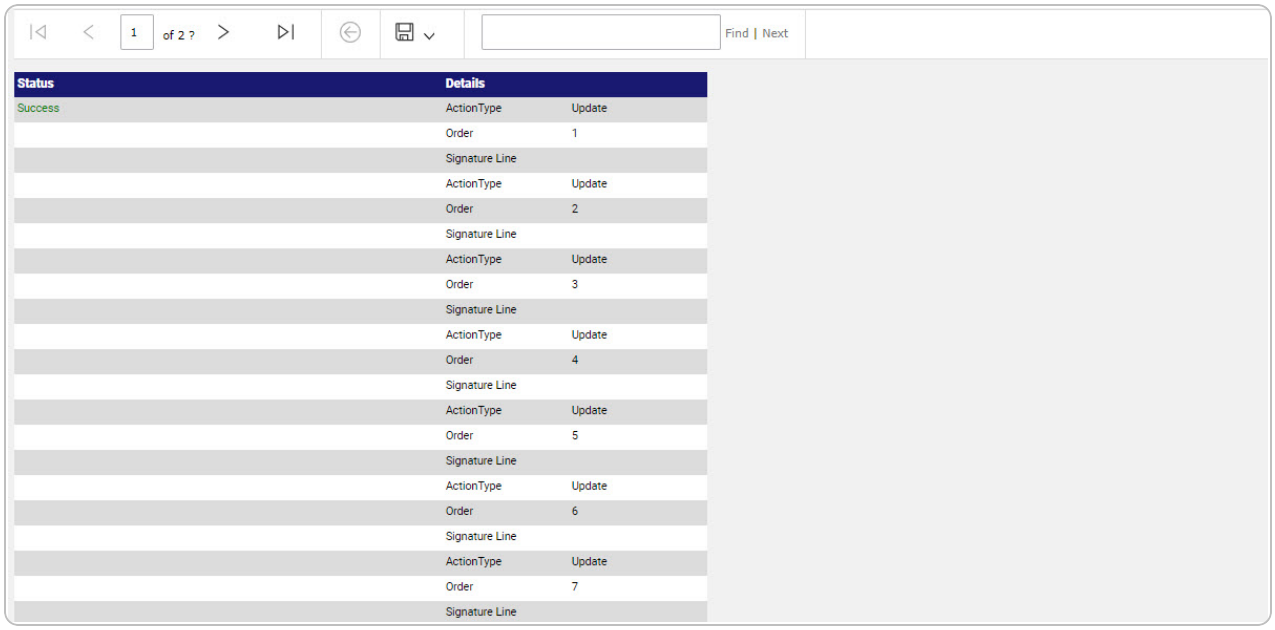
**ELMS Navigation Helpful Tips**

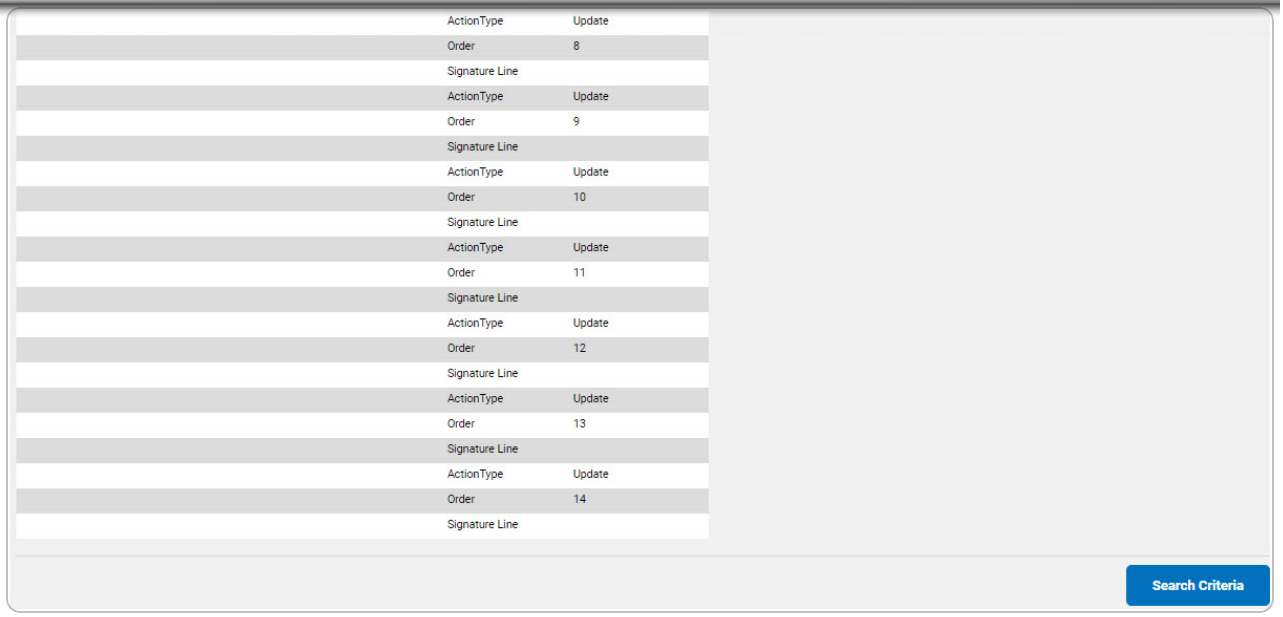


Click the following link to display PA Navigation Tips.

## 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.*






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 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.*

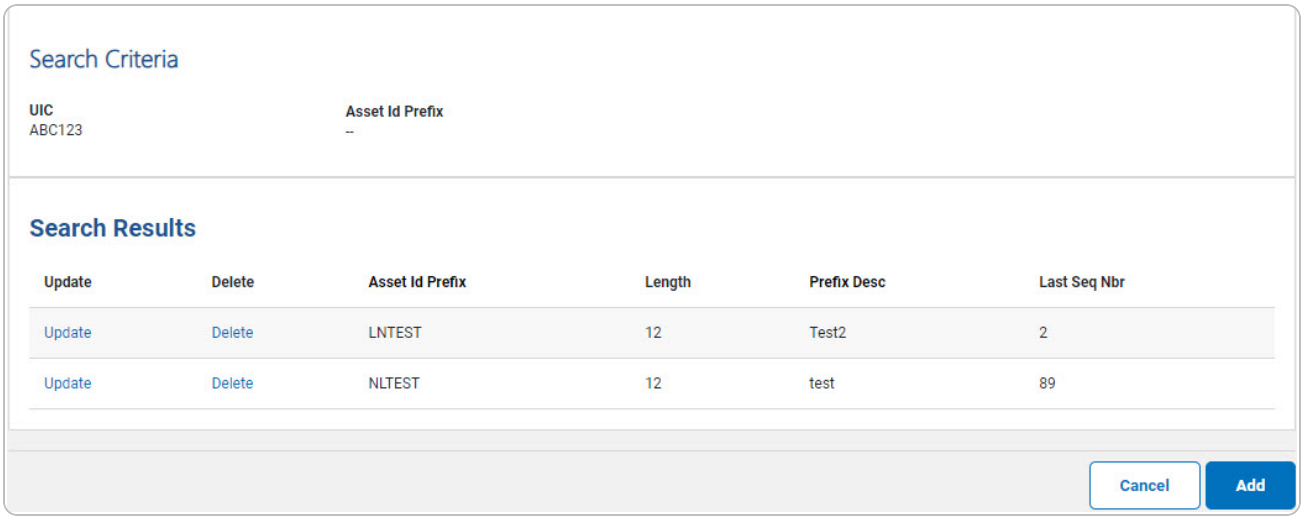
1. In the Search Criteria box, narrow the results by entering the following fields:.




**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

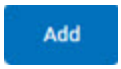
## Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

### Add an Asset Id Prefix

Select 

. *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

# 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

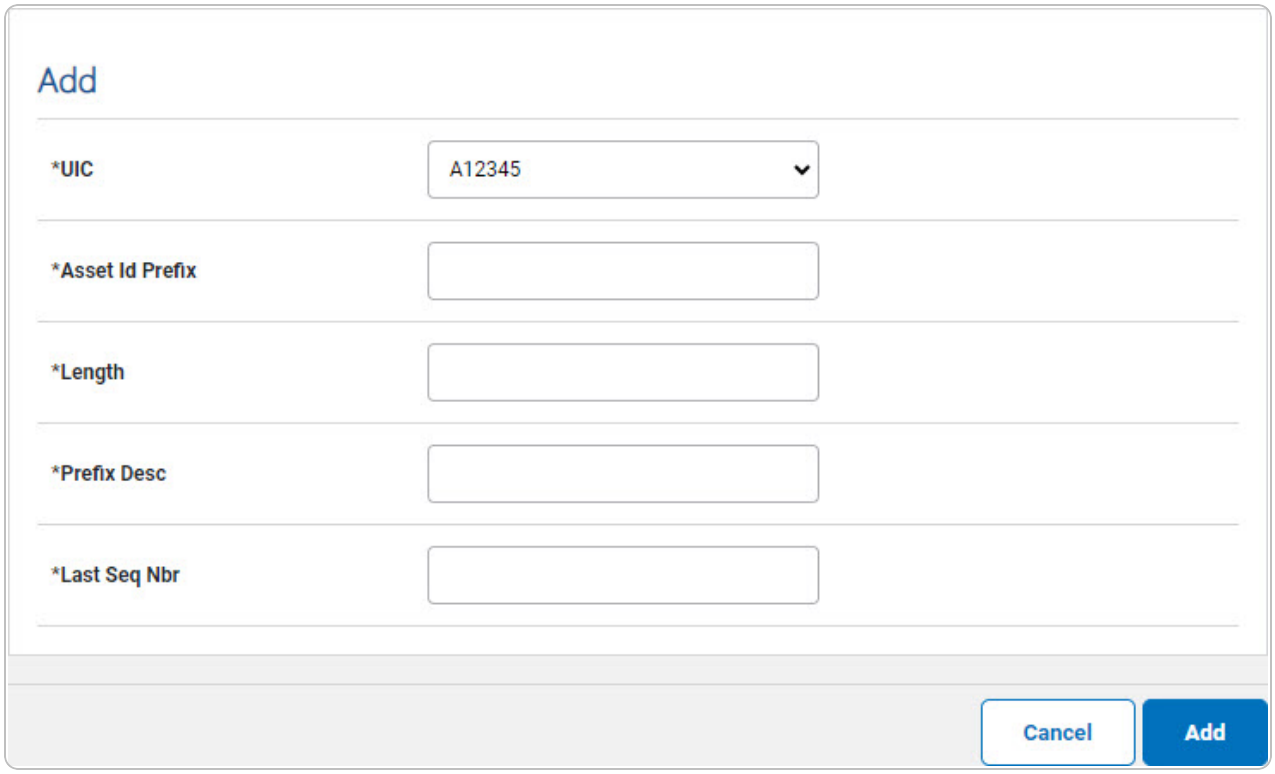
**ELMS Navigation Helpful Tips**

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

# 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

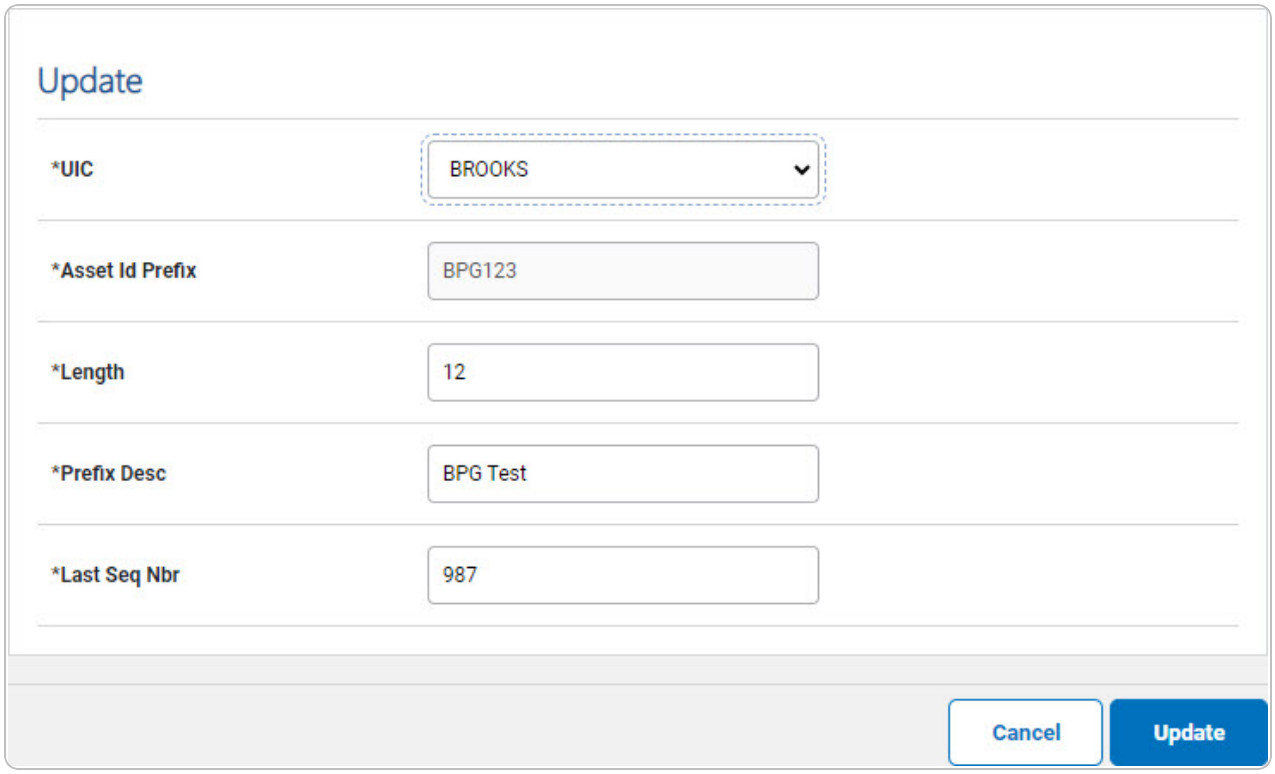
**ELMS Navigation Helpful Tips**

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

# 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

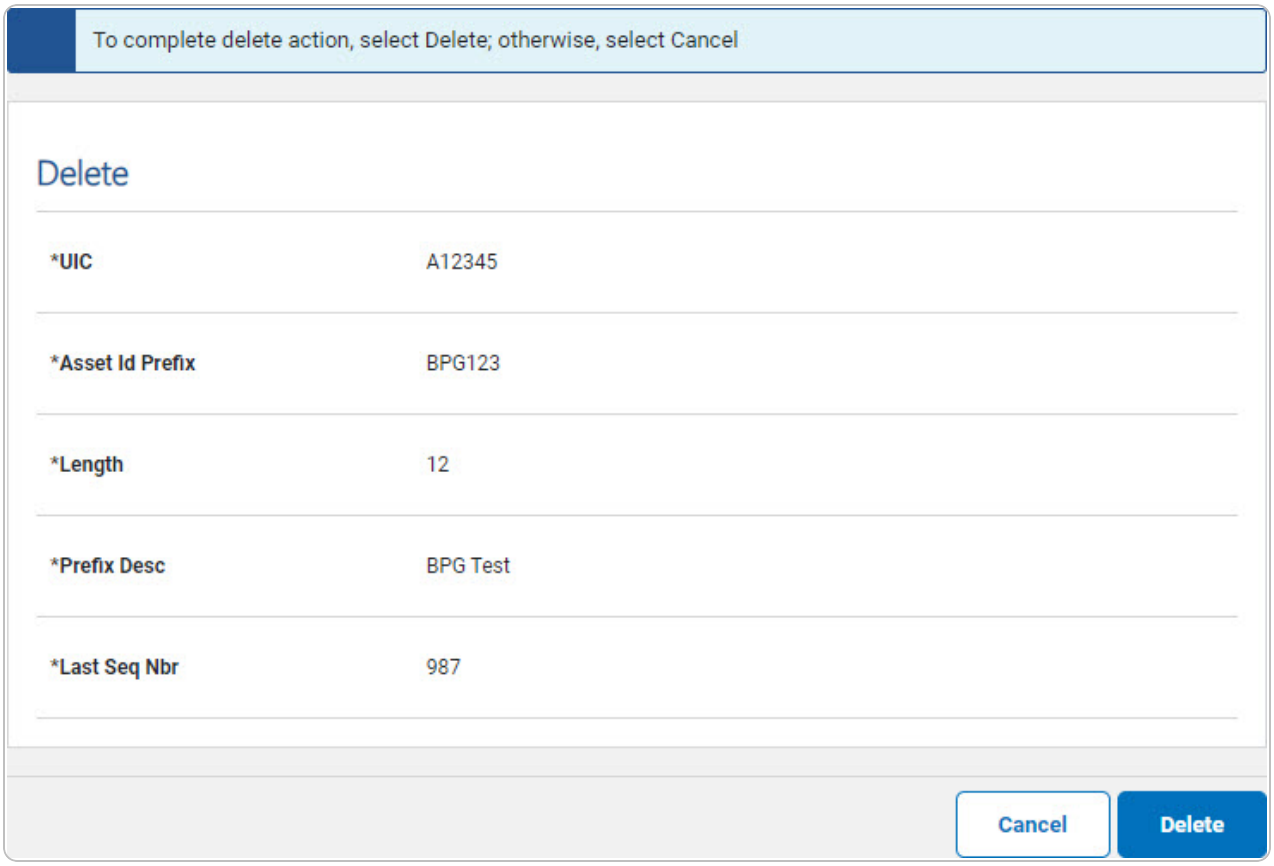
**ELMS Navigation Helpful Tips**

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

# 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

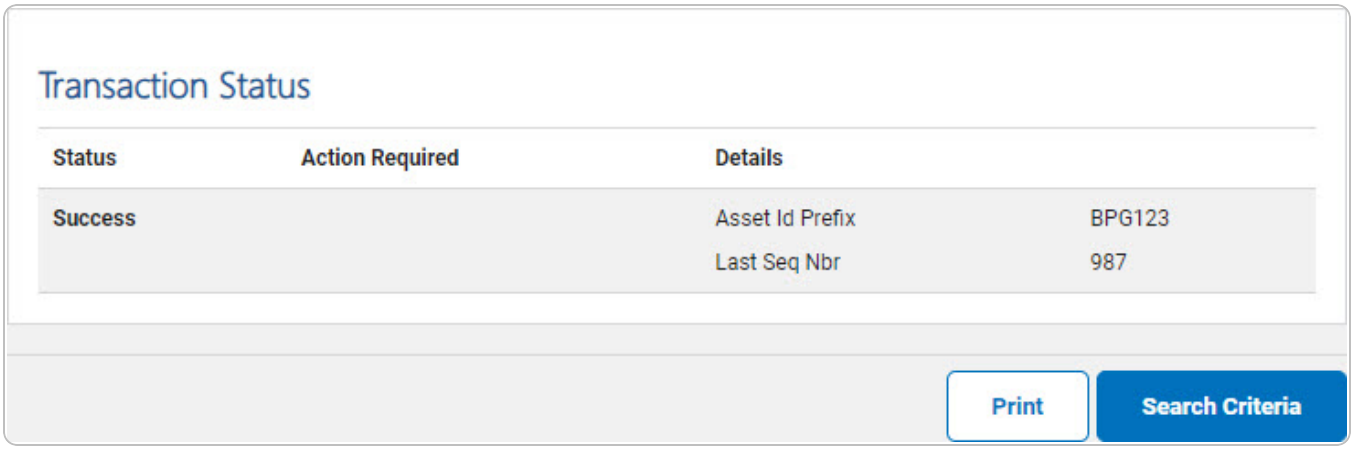
Status
Action Required
Details

# 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

# 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. |

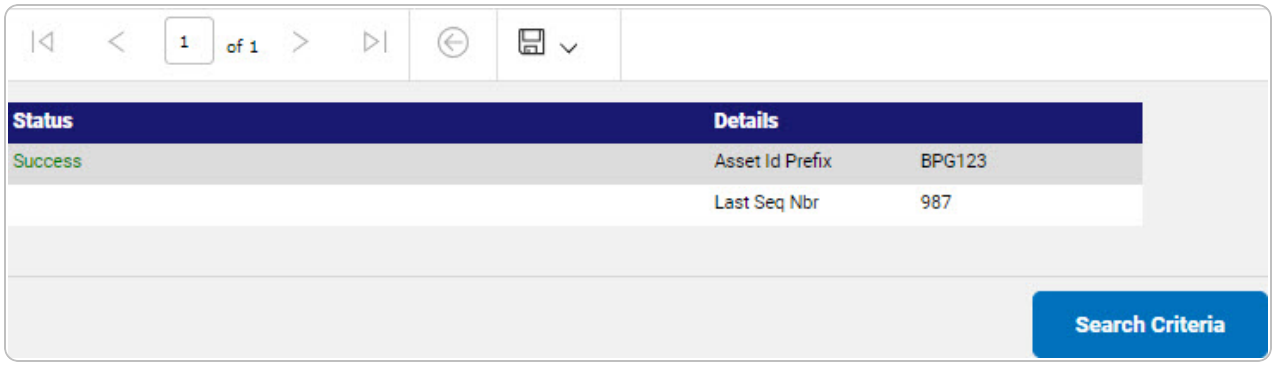
# Procedures

**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 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

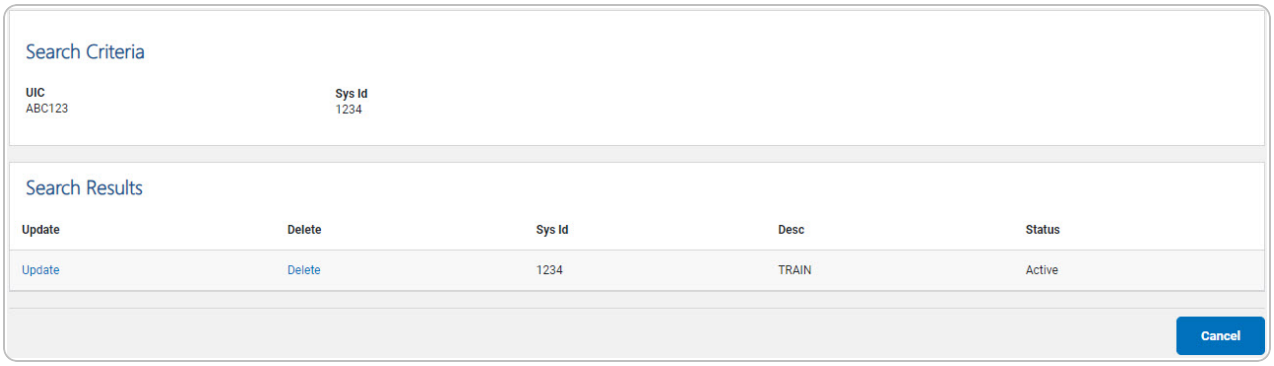
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

# 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

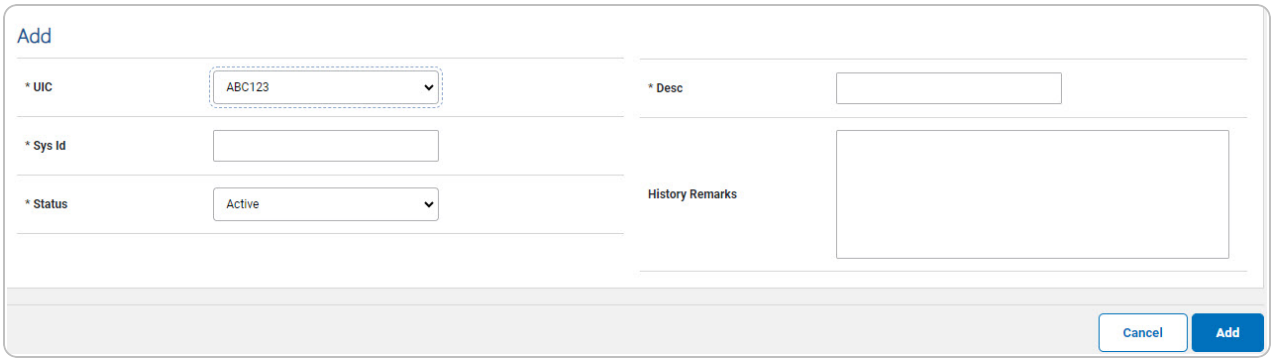
**ELMS Navigation Helpful Tips**

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

# 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

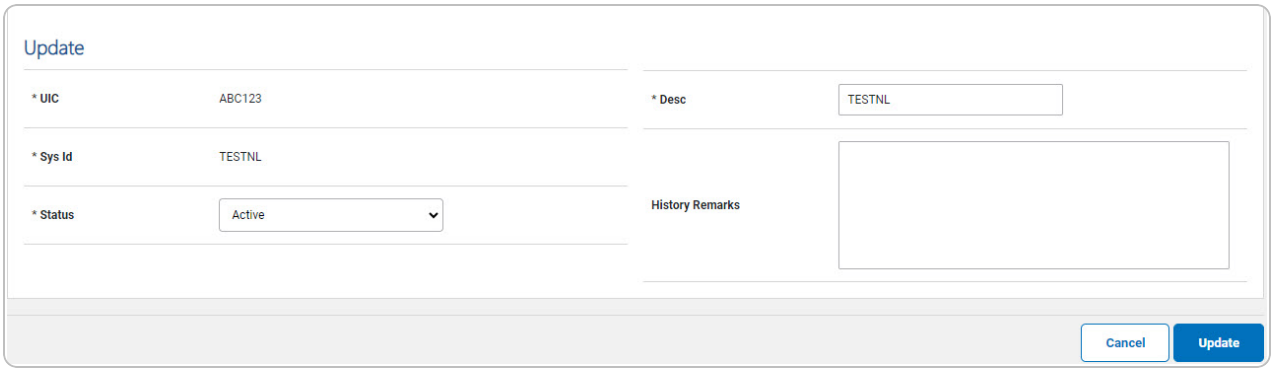
**ELMS Navigation Helpful Tips**

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

# 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

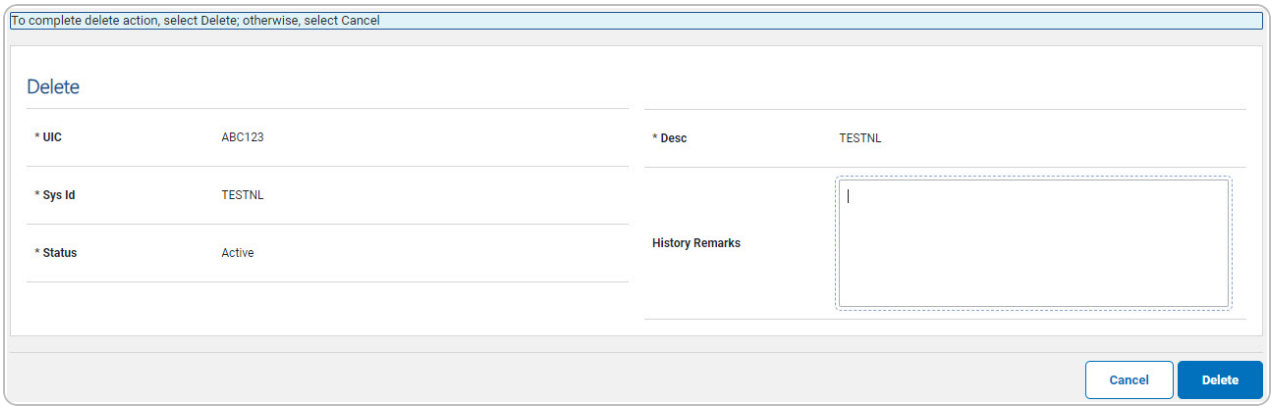
**ELMS Navigation Helpful Tips**

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

# 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

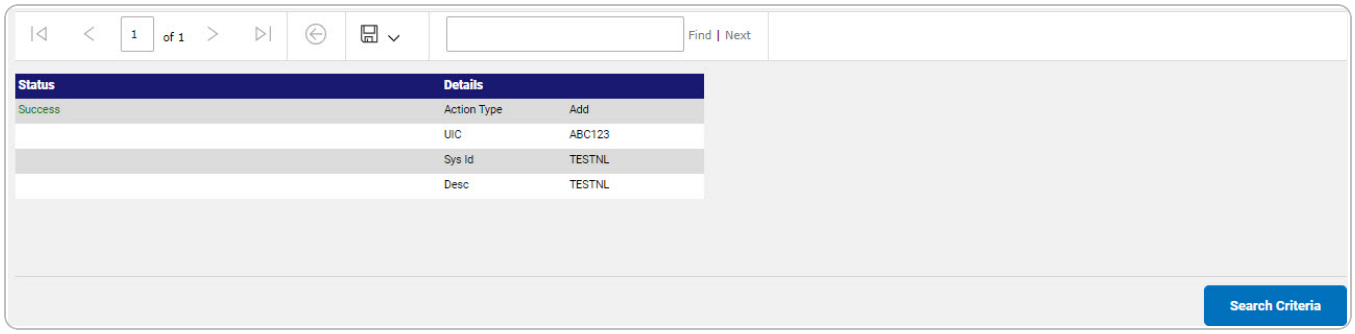
Status
Action Required
Details

# 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

# 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

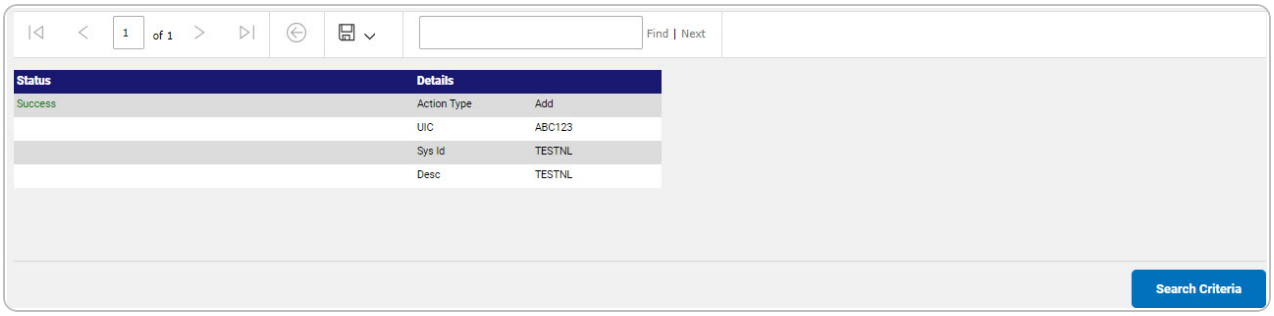
**ELMS Navigation Helpful Tips**



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 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

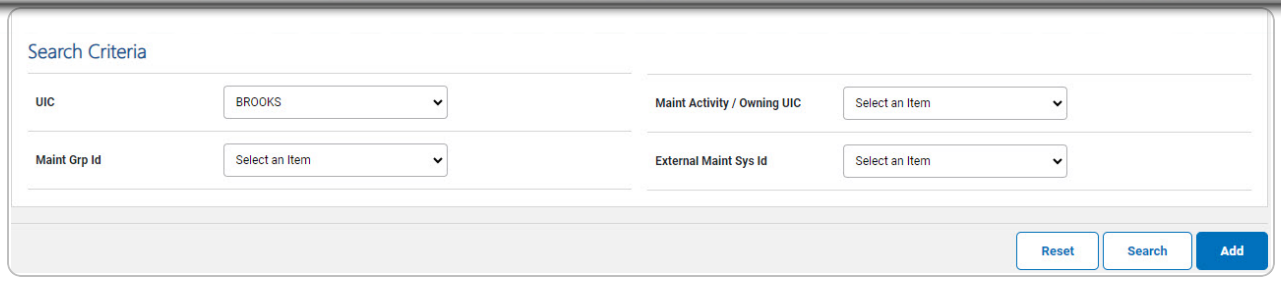
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a MAINT Management Assignment — Criteria

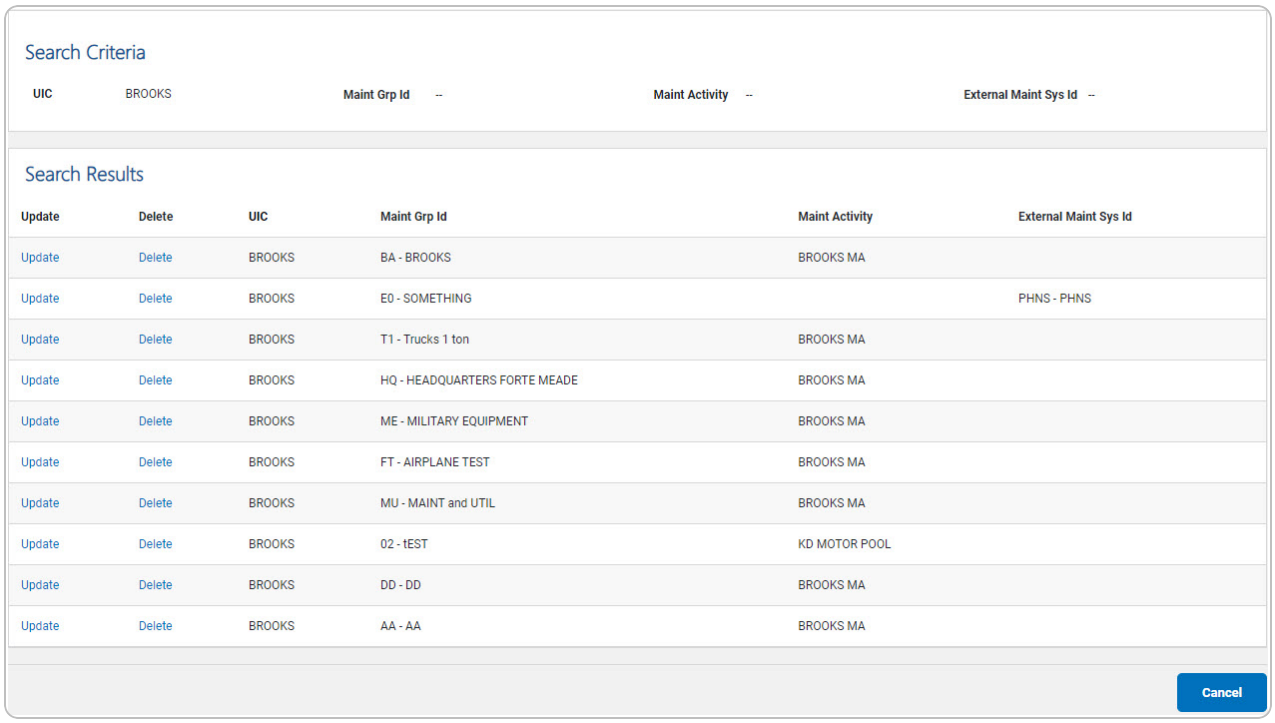
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

# 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

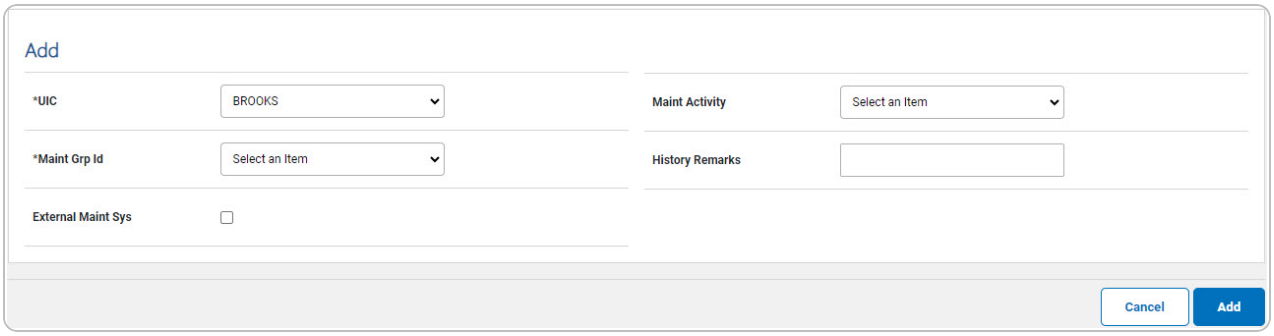
**ELMS Navigation Helpful Tips**

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

# 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.

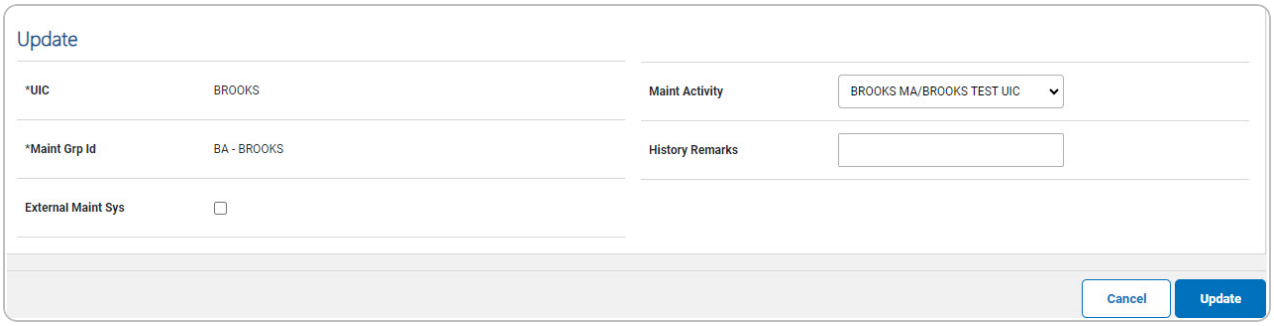
# Procedures

**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

# 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.

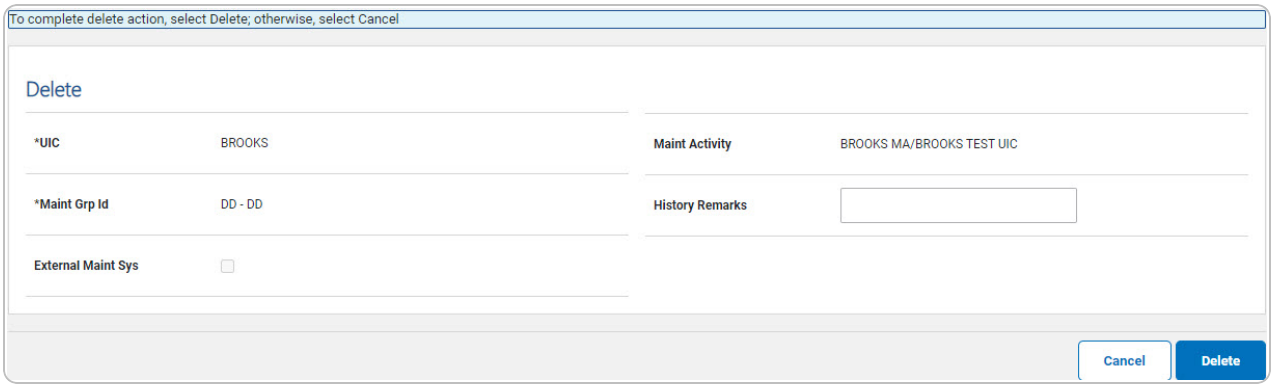
# Procedures

**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

# 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

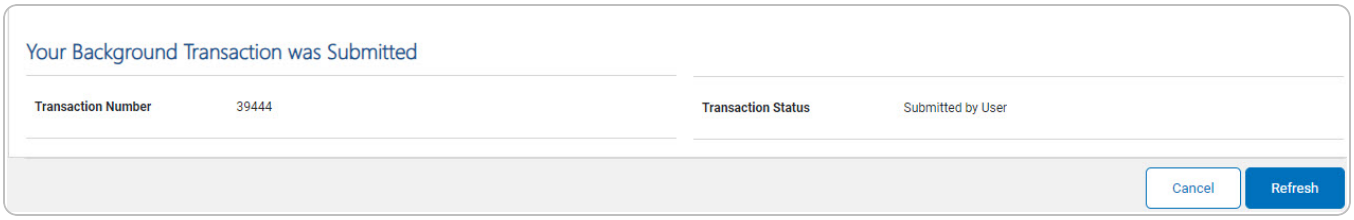
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

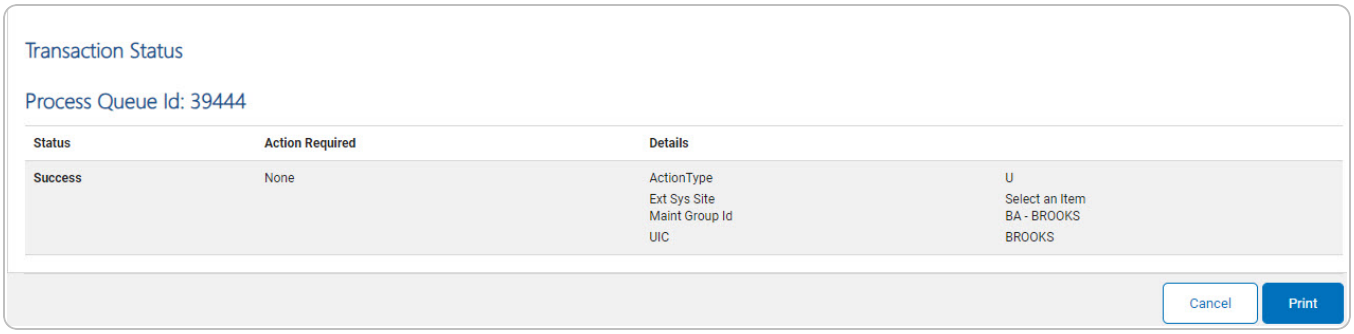
Click the following link to display PA Navigation Tips.

## 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

# 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.

### 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

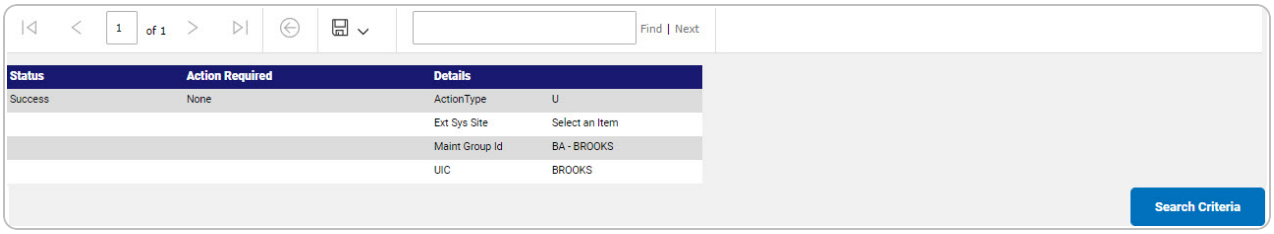
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the 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 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* ***Maint Management Assignment 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 **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

# 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

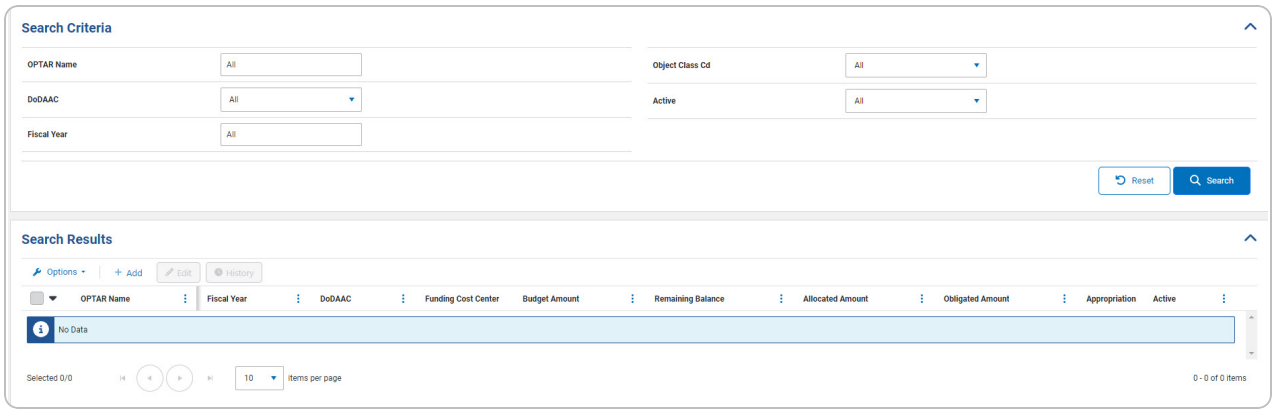
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# Search for an Operating Target (OPTAR)

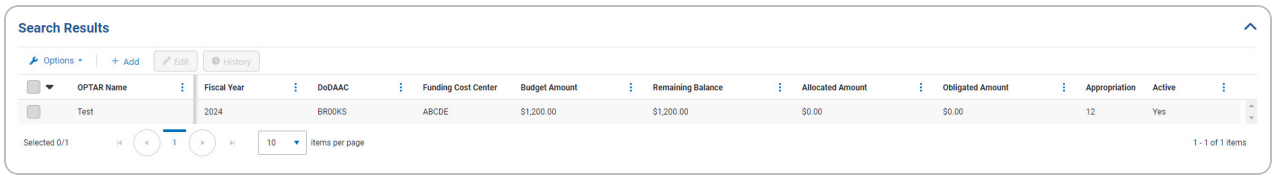
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

# 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 slide-out window

## 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

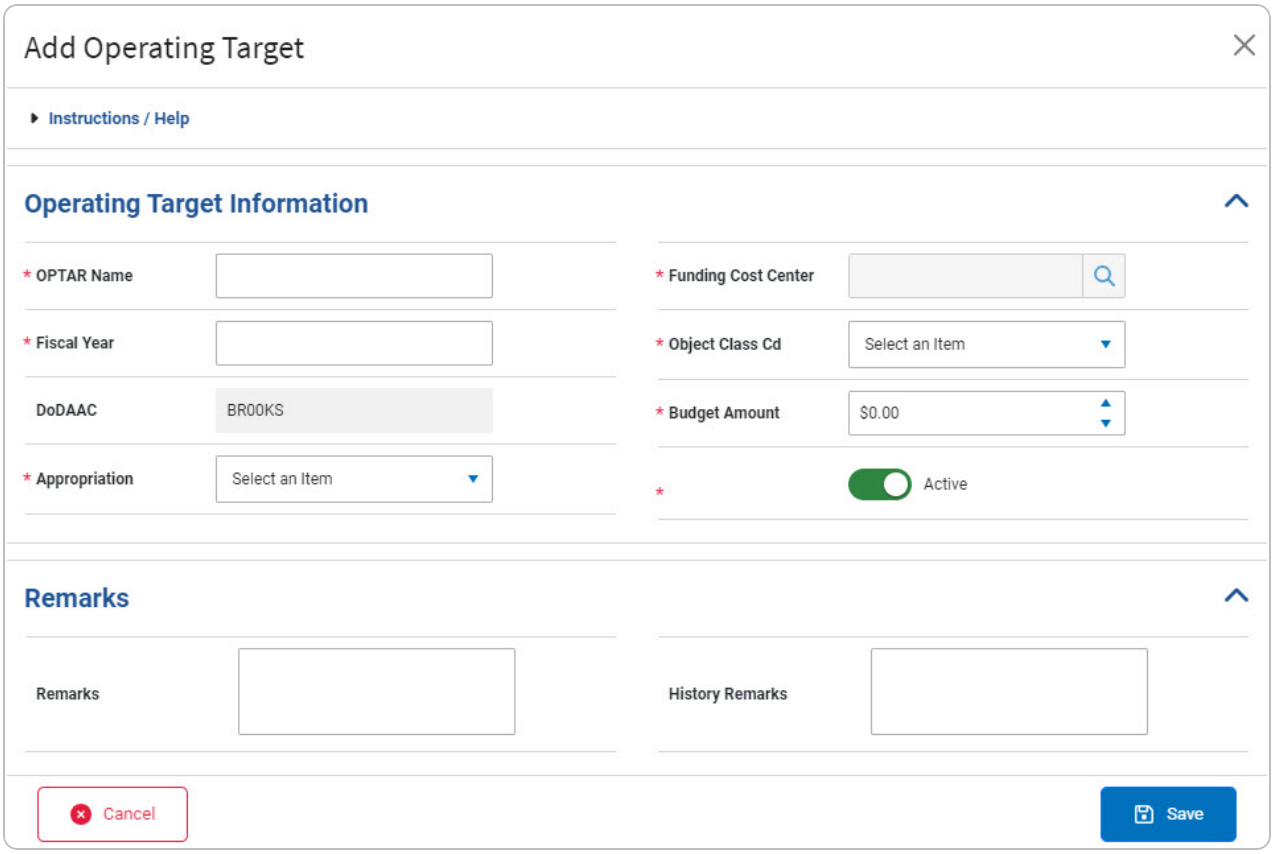
**ELMS Navigation Helpful Tips**

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 + Add. *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.

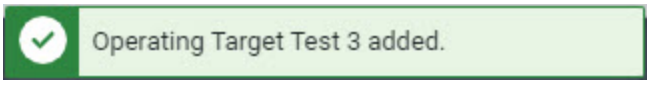
**H.** Click  to select the Active. *When selected, indicates the Operating Target is currently active.*

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)** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, |

| | |
|---|---|
| **$, — , /, #, &, comma, period, and space.** | 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 max-** | Invalid Entry. There are too many characters |

| | |
|---|---|
| **imum length.** | 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

# 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

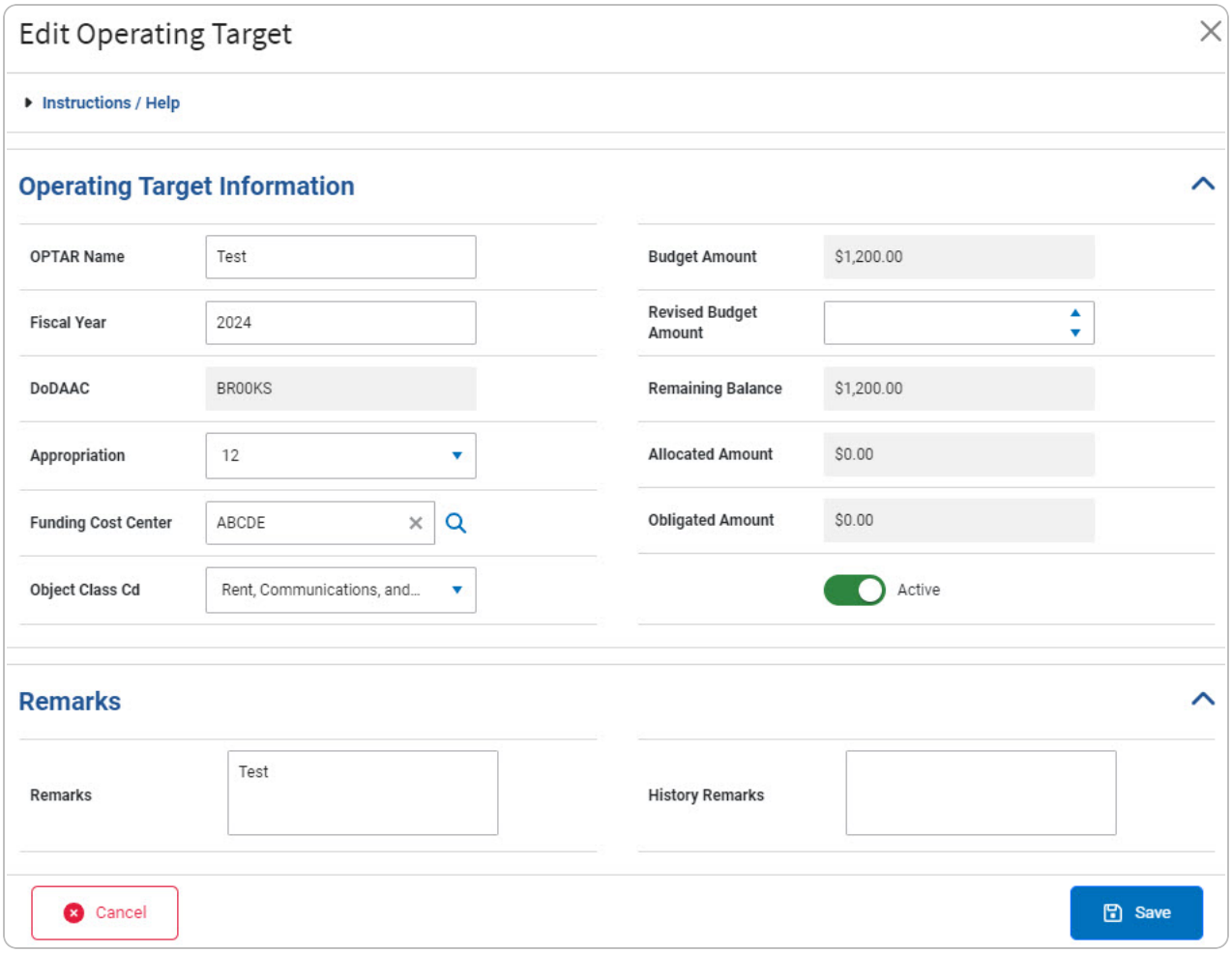
**ELMS Navigation Helpful Tips**

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.

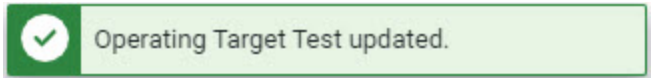
H. Verify the Active contains the appropriate or . *When selected, indicates the Operating Target is currently active.*

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*




*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

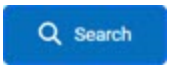
- Search for an Operating Target
- Add an Operating Target
- View the Operating Target History

# 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** slide-out window. 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**

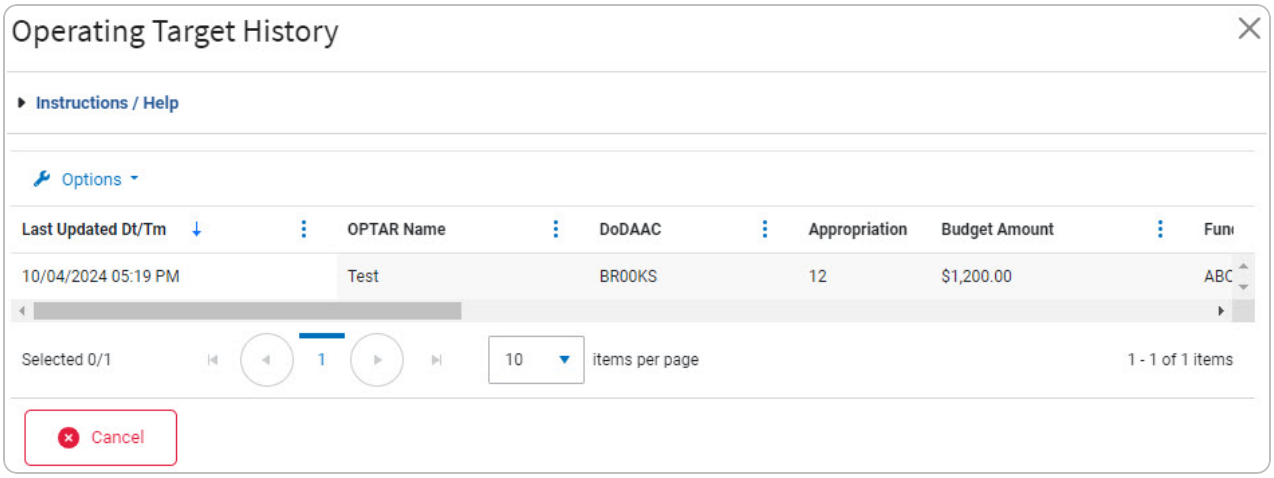
Click the following link to display PA Navigation Tips.

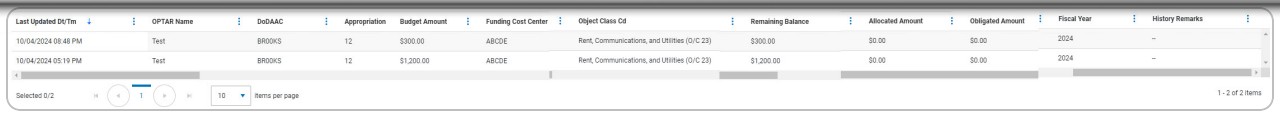
## View the Operating Target History

*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

# 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

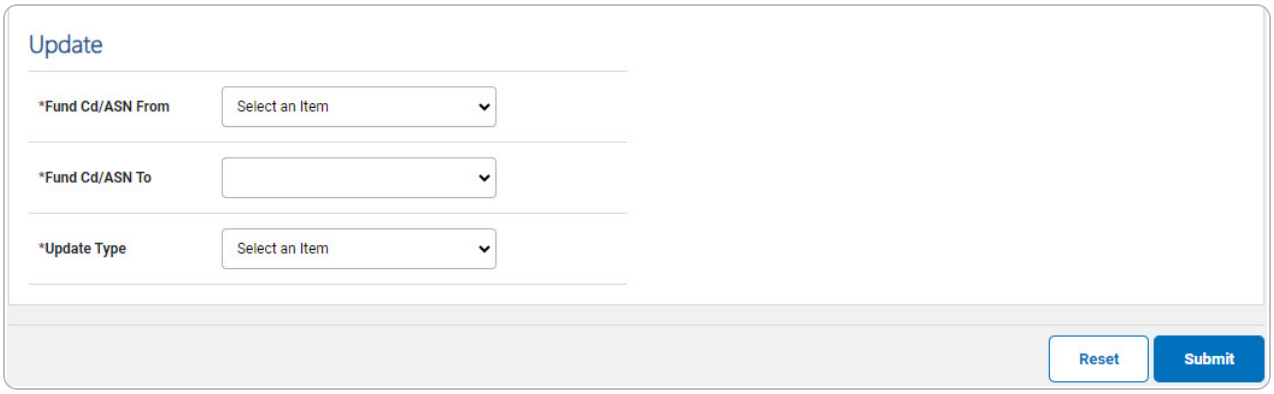
**ELMS Navigation Helpful Tips**

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**

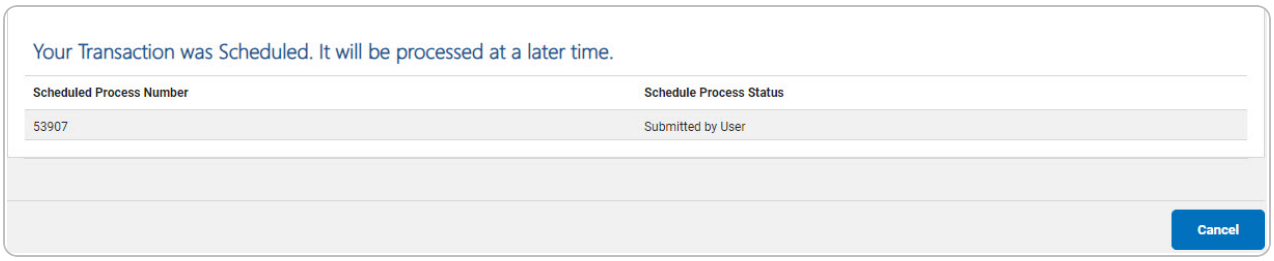
The Mass Update Appropriation process cannot be used to change between different Interface System Code associated Fund Codes (i.e.: AY to AG or AG to AY). The

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 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

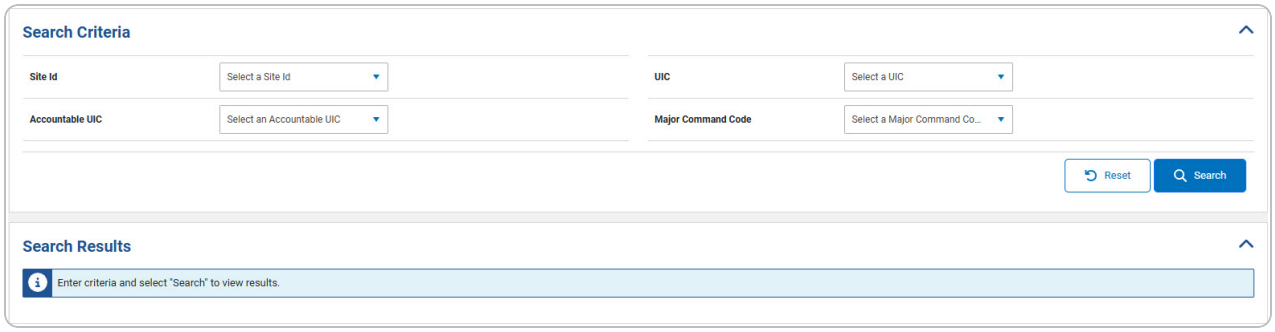
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a UIC Realignment

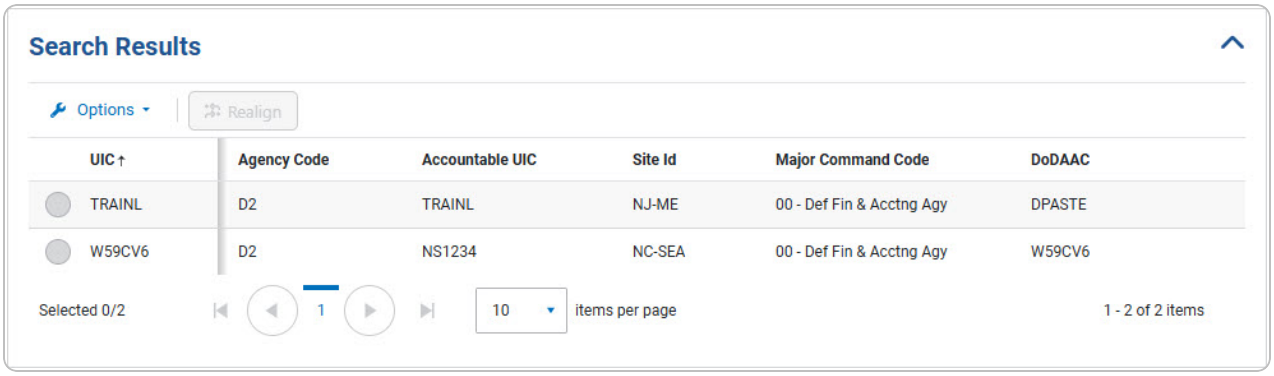
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

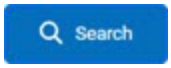
- Realign a UIC

# 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**

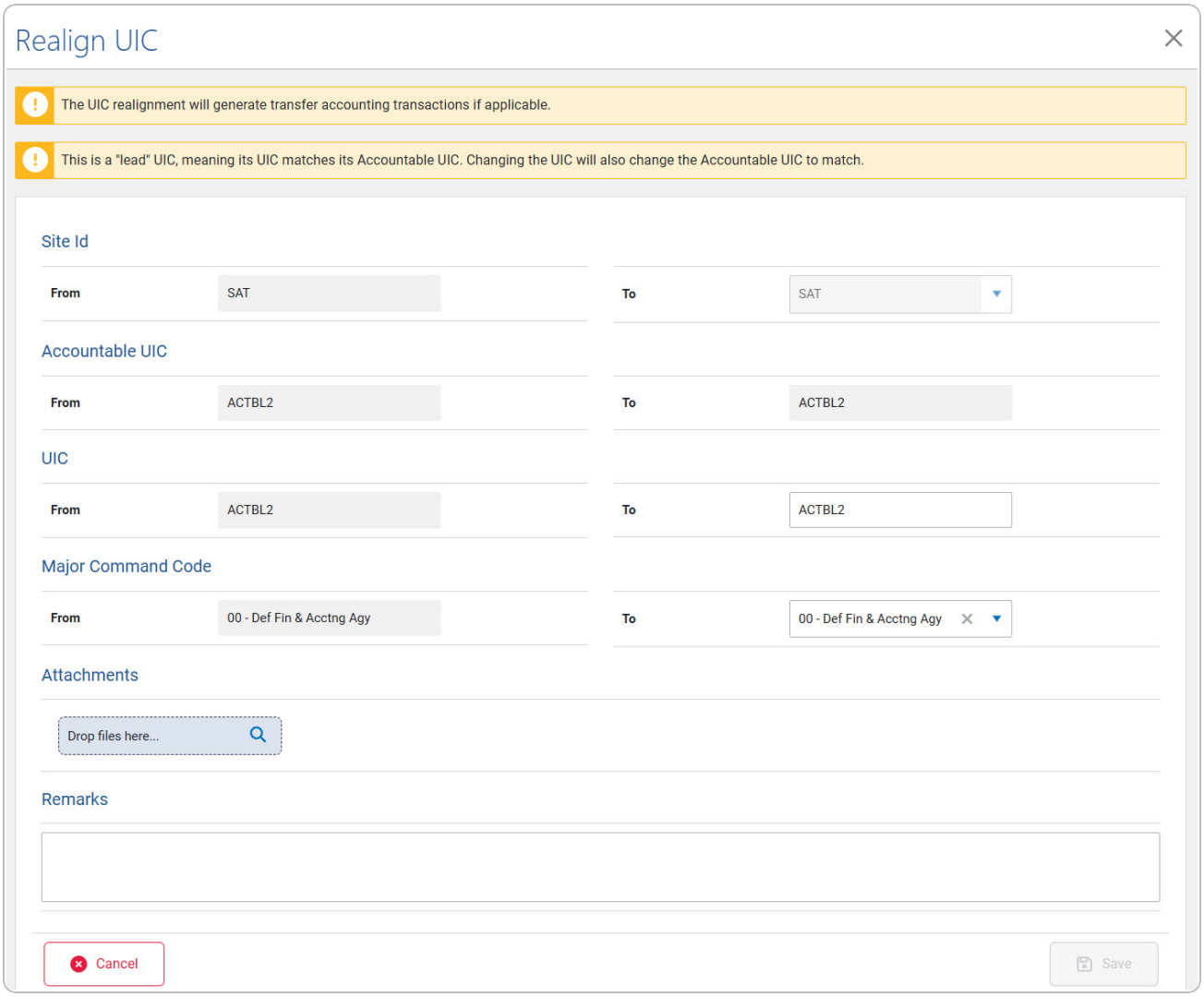


Click the following link to display PA Navigation Tips.

## 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.*

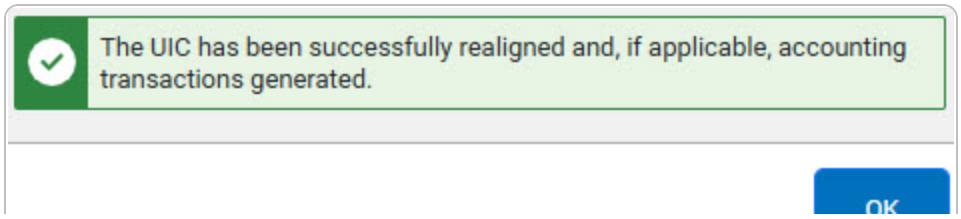
A. Use to assist with the Attachments entry. *The Windows* ***Choose File to Upload/Open*** *pop-up window appears.*

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*



*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 — Major Command Code

## Overview

The UIC Realignment Search — Major Command Code process provides the ability to search for and 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

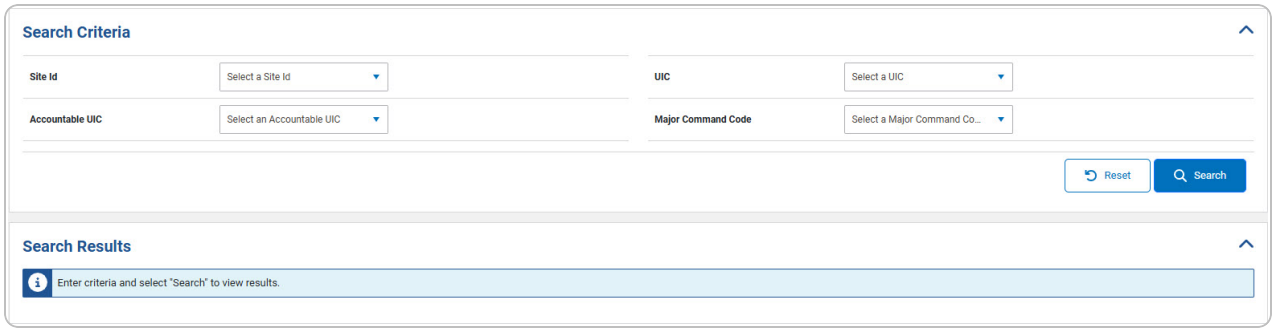
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a UIC Realignment — Major Command Code

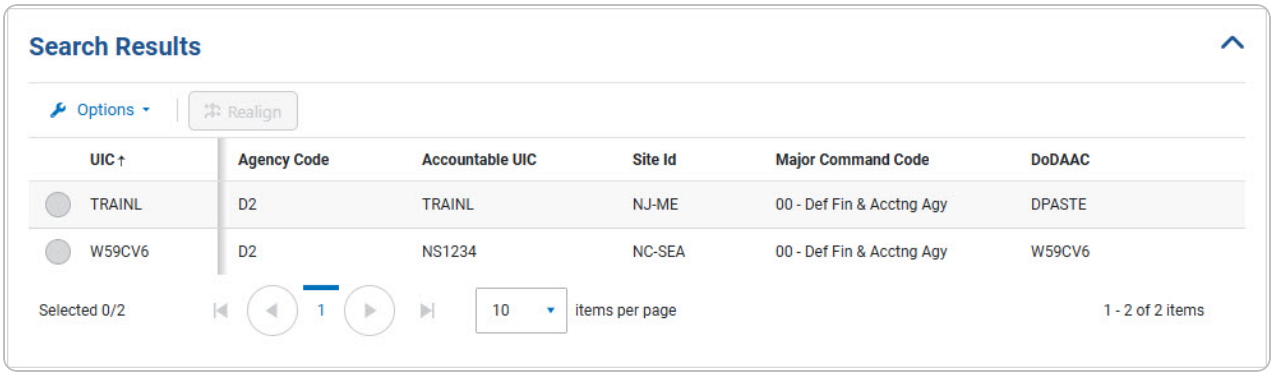
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. 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— Major Command 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. 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 — Major Command Code

# Realign a UIC— Major Command Code

## Overview

The UIC Realignment — Major Command Code process provides the ability to realign a Major Command Code. The data displayed in the 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 > Search > (desired record) > Realign > 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

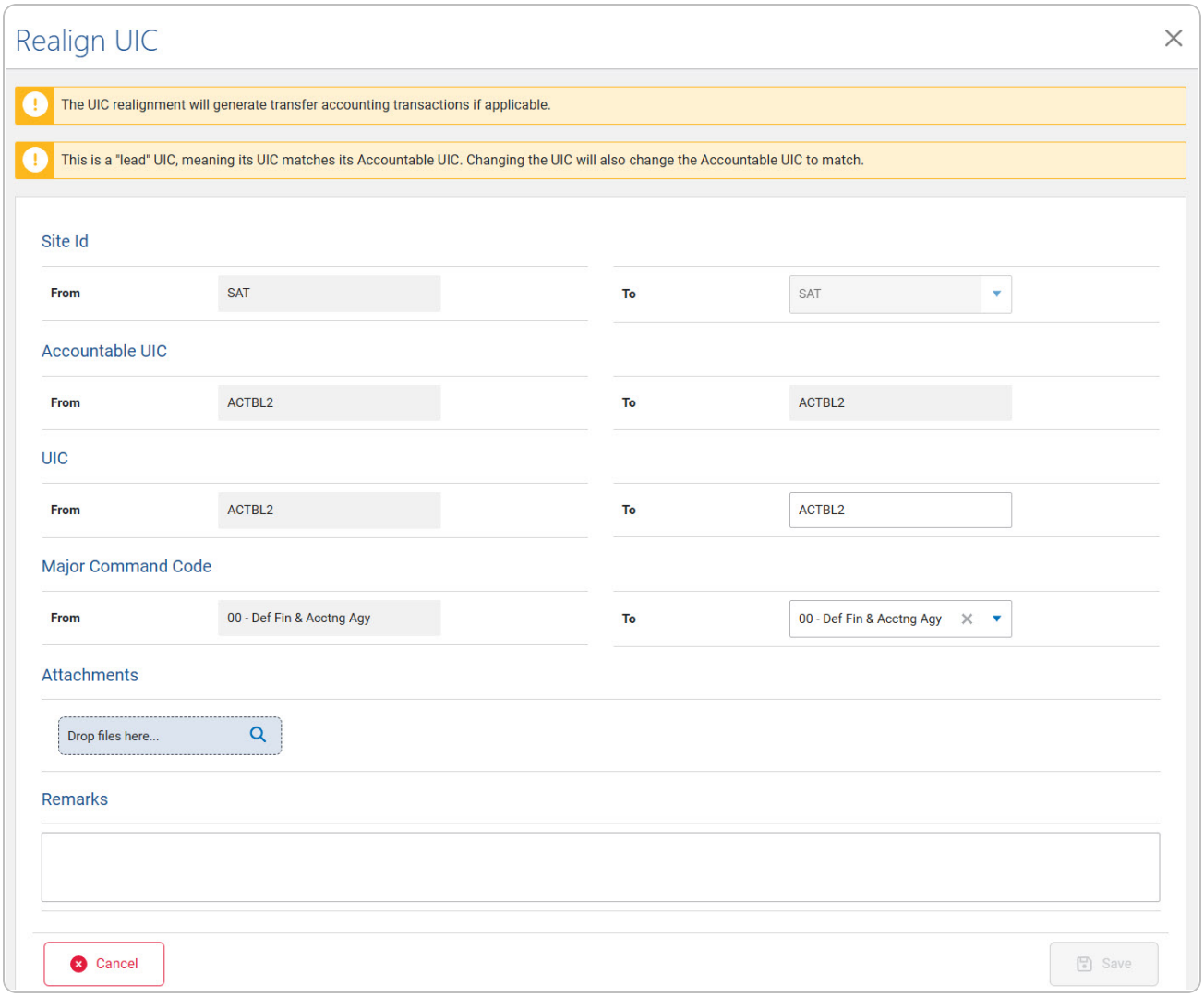
**ELMS Navigation Helpful Tips**

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 Major Command Code, then the Major Command Code field is not editable. If access is granted to multiple Major Command Codes, then the Major Command Code field becomes editable with the available Major Command Codes.

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.*

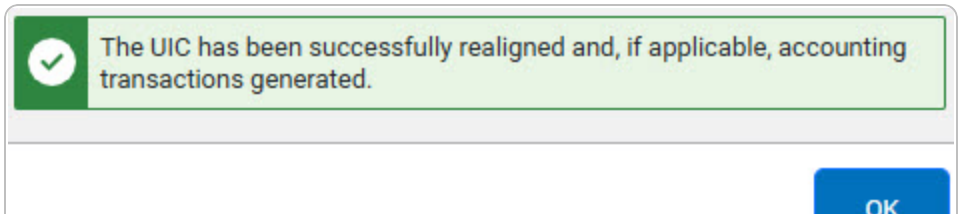
A. Use to assist with the Attachments entry. *The Windows* ***Choose File to Upload/Open*** *pop-up window appears.*

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*



*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 — Major Command Code

# 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

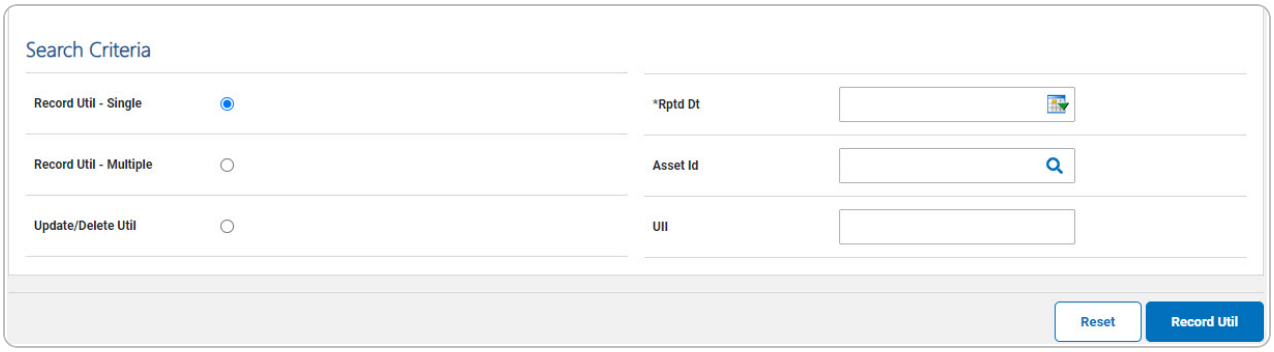
**ELMS Navigation Helpful Tips**

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 .



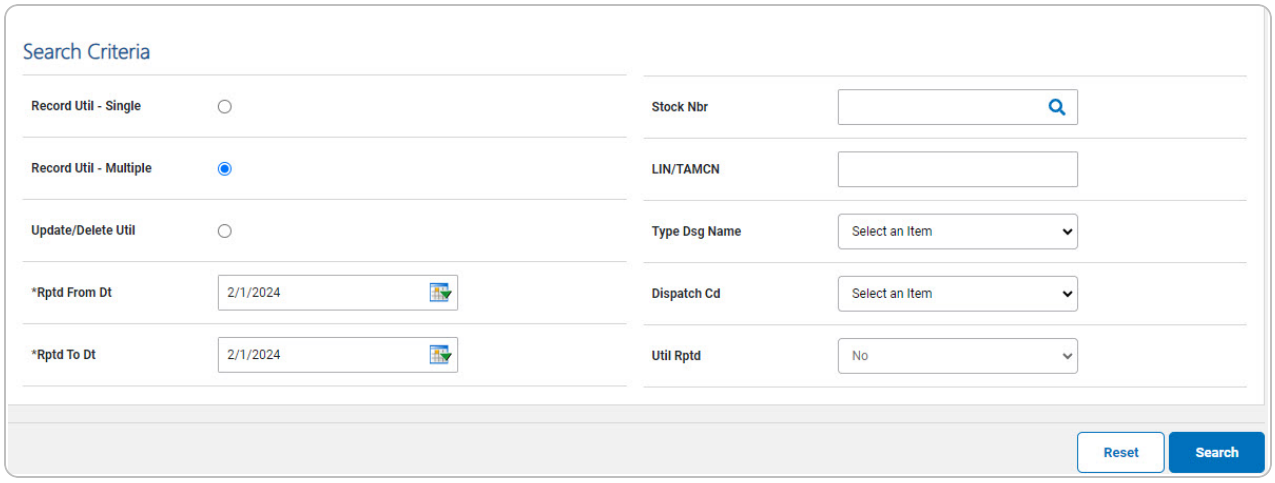

- Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following fields:.
  - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

    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

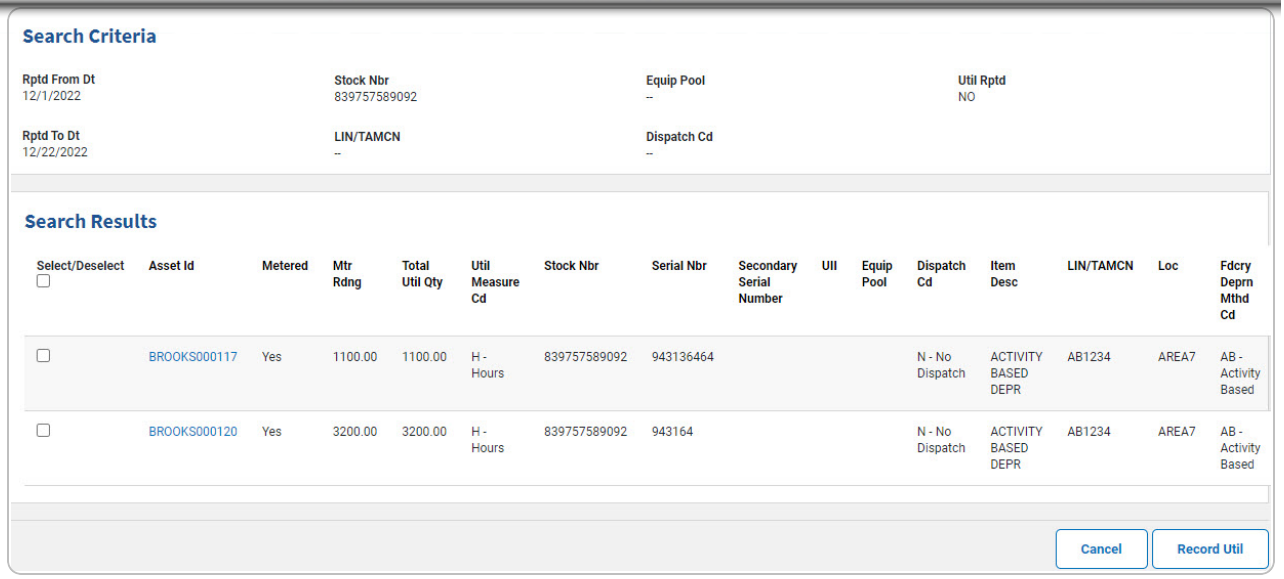
1. In the Search Criteria grid, select the Record UTIL - Multiple ○.




- 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 alphanumeric character field.*

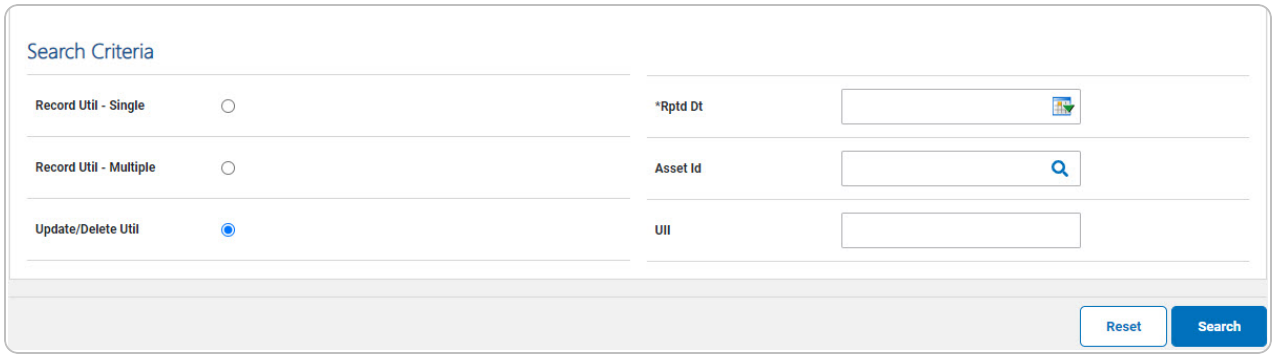
    Stock Nbr Browse help
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Use to select the Equip Pool.
  - Use to select the Dispatch Cd.
  - Use to select the Util Rptd.

2. Select Search. *The **Asset Utilization Record — Results** page appears.*




## Search for an Asset Utilization Record — Criteria — Record UTIL - Update/Delete Util

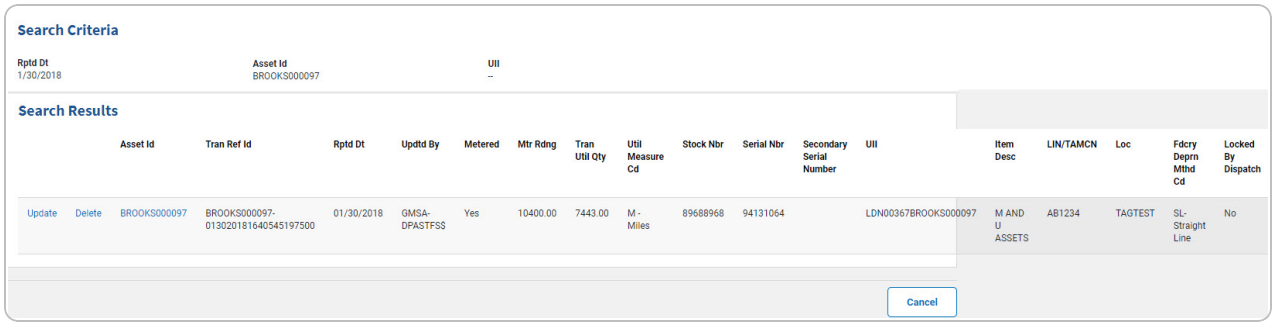
1. In the Search Criteria grid, select the Record UTIL - Update/Delete ○.




- 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 .



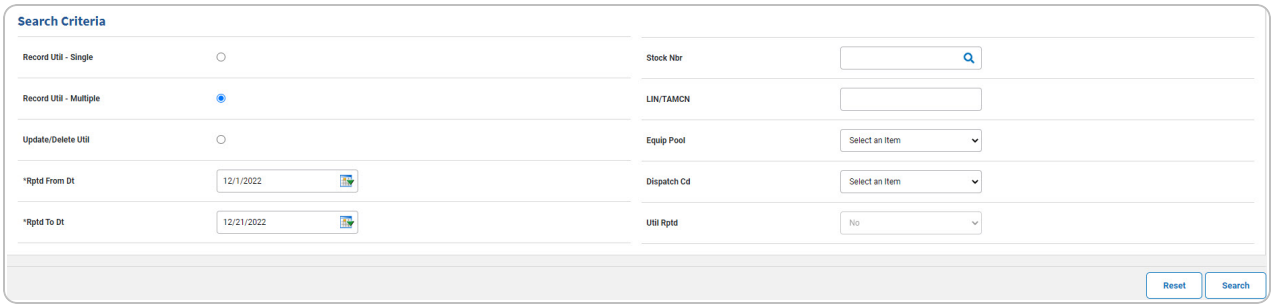

- Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields:.
  - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

    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

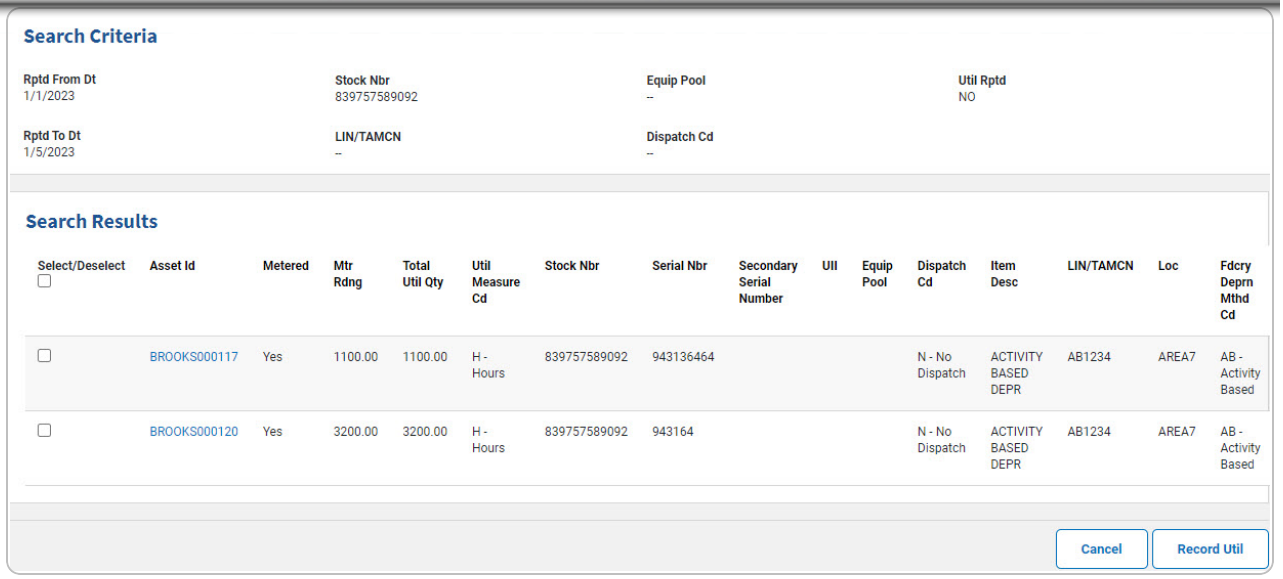
1. In the Search Criteria grid, select the Record UTIL - Multiple ○.




- 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 estab-** | Invalid Entry. The Asset Stock Number selected does not have a Utilization Measure Code established for the Catalog record. Re-enter the Stock |

| | |
|---|---|
| **lished. Cannot establish Asset Utilization Record.** | 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

# View the Component Viewer Details

## Overview

The Component Viewer process is view only and displays information for a specific record.

## Navigation

MAINT/UTIL > Search Criteria > Search > Search Results > Asset Id hyperlink > Asset Utilization Detail > Asset Level Cd hyperlink > Component Viewer page

## Page Fields

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

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|
| **173** | Asset info of the ASSET ID and its lower level Components are displayed on the Component View page. |
| **174** | Click the (+) or (-) signs in the tree-view to expand or collapse the nodes. |
| **175** | Click ASSET ID to view detail data for component. |
| **184** | Component level will be displayed in ASSET LVL CD grid. |

| | |
|---|---|
| **14** | Select "Cancel" button to return to previous page. |

### Component Viewer Grid

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

### Component Viewer Results Grid

Asset Lvl Cd
Level
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd

# Procedures

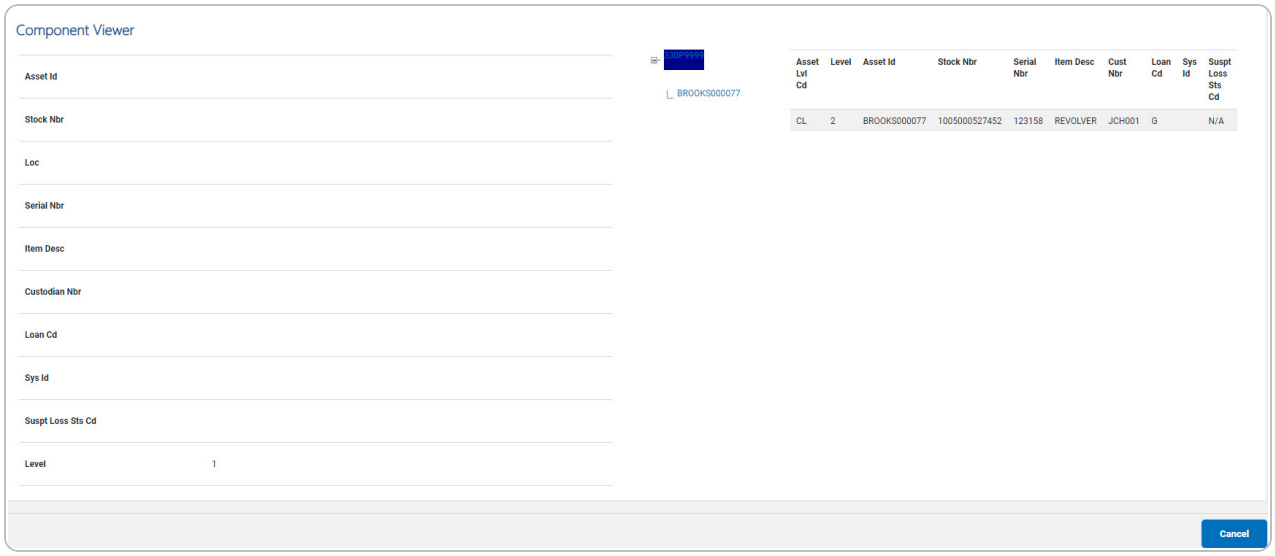
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

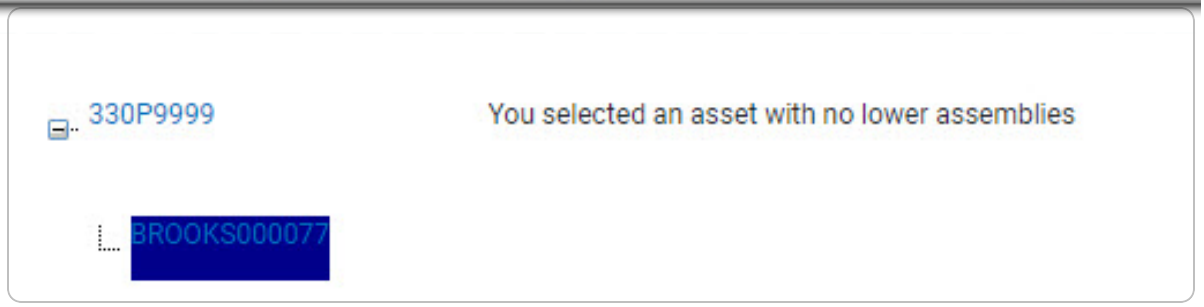
### View the Component Viewer Details

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

1. Select the ASSET LEVEL CD hyperlink. *The **Component Viewer** page appears.*




2. *Verify the Component Viewer grid.*
   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.*
3. *Verify the Component Viewer Results grid.*
   A. Select the Component hyperlink. *The selected component information appears or the message "You selected an asset with no lower assemblies" appears.*




## Common Errors

The 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 Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View the Asset Utilization 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

# 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

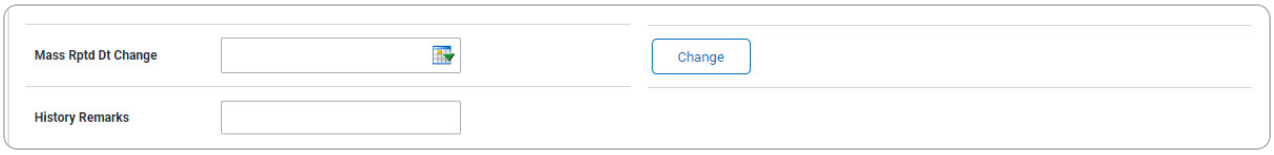
**ELMS Navigation Helpful Tips**

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.*

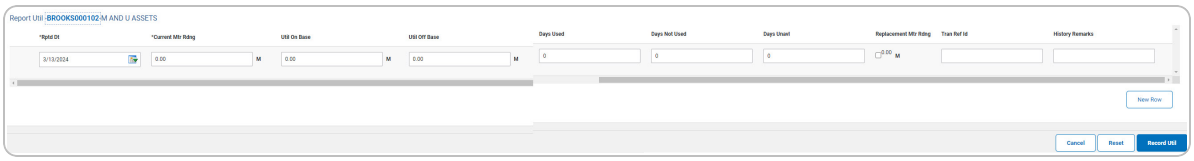
**Helpful Tip**

For Single Entries within a Single Record, disregard the above fields. The Mass Update section is for updating multiple entries at the same time.

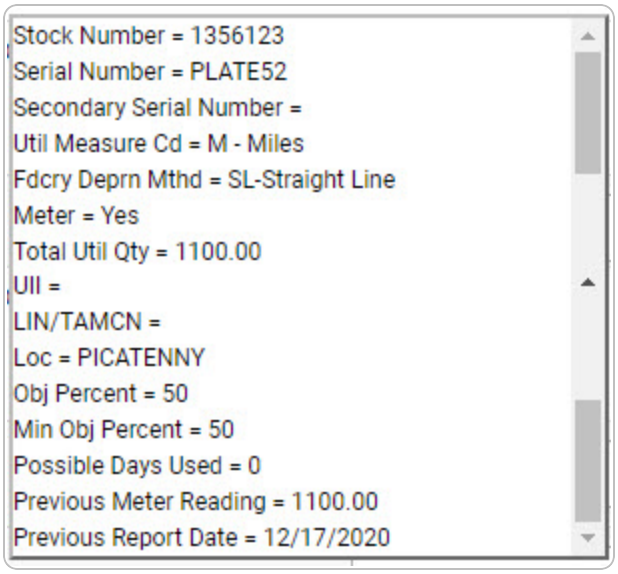
For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

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.*

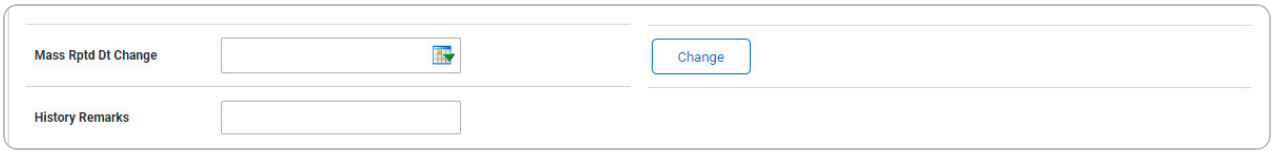
## Add an Asset Utilization Record — Record UTIL - Multiple

**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.

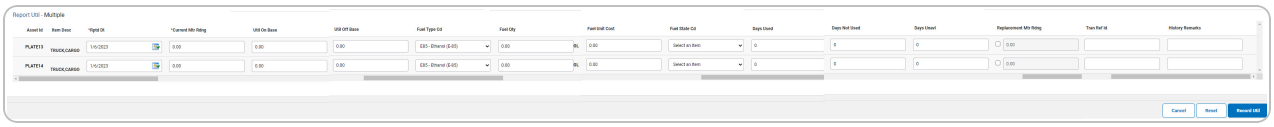
A. Use to select the MASS RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.

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**

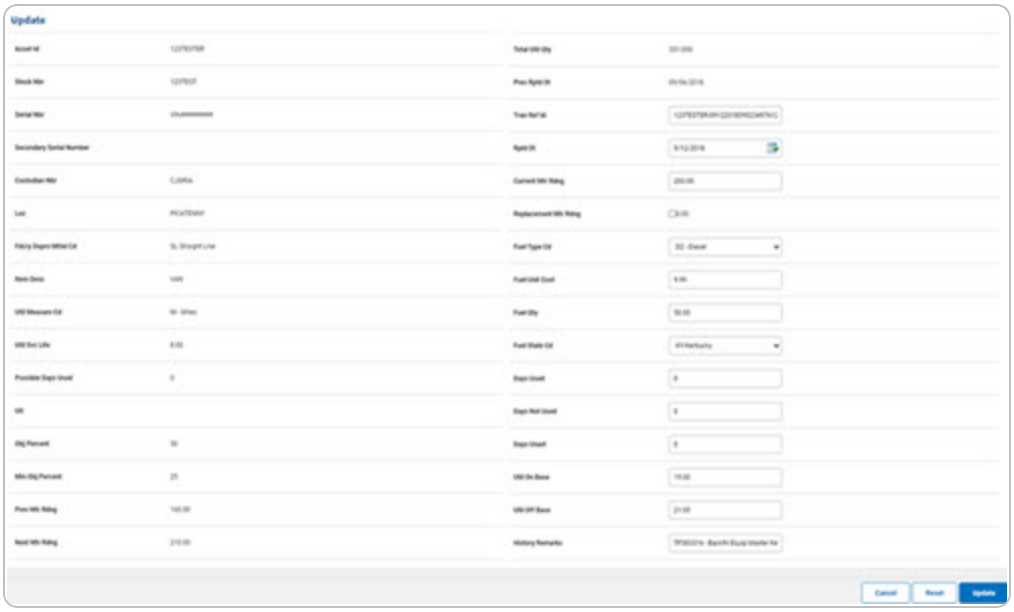
Click the following link to display PA Navigation Tips.

## 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 256 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

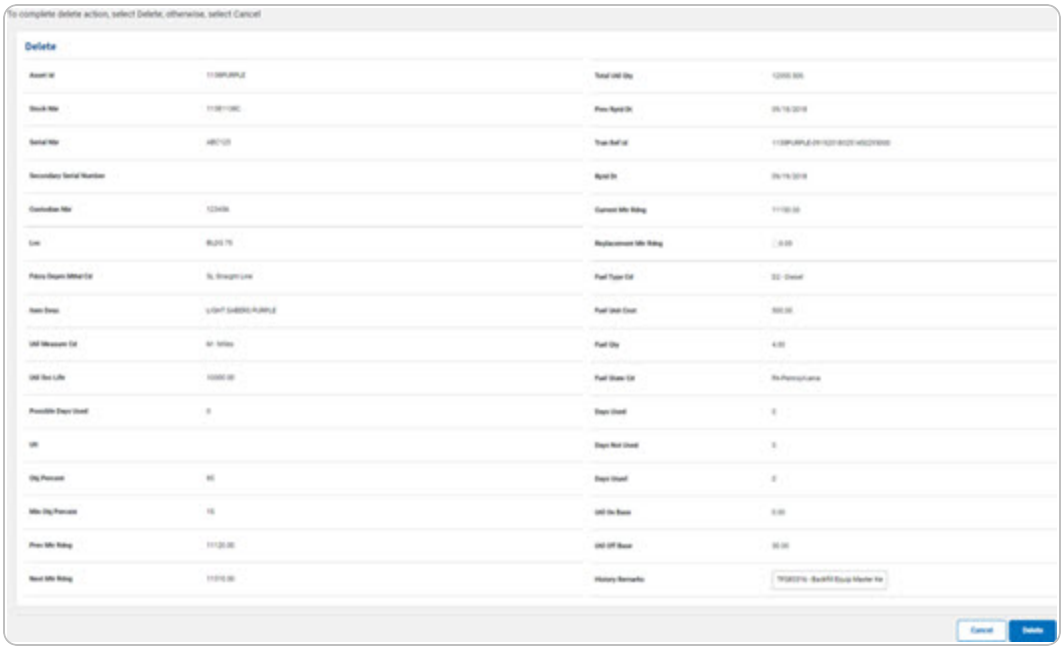
**ELMS Navigation Helpful Tips**

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 256 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.*

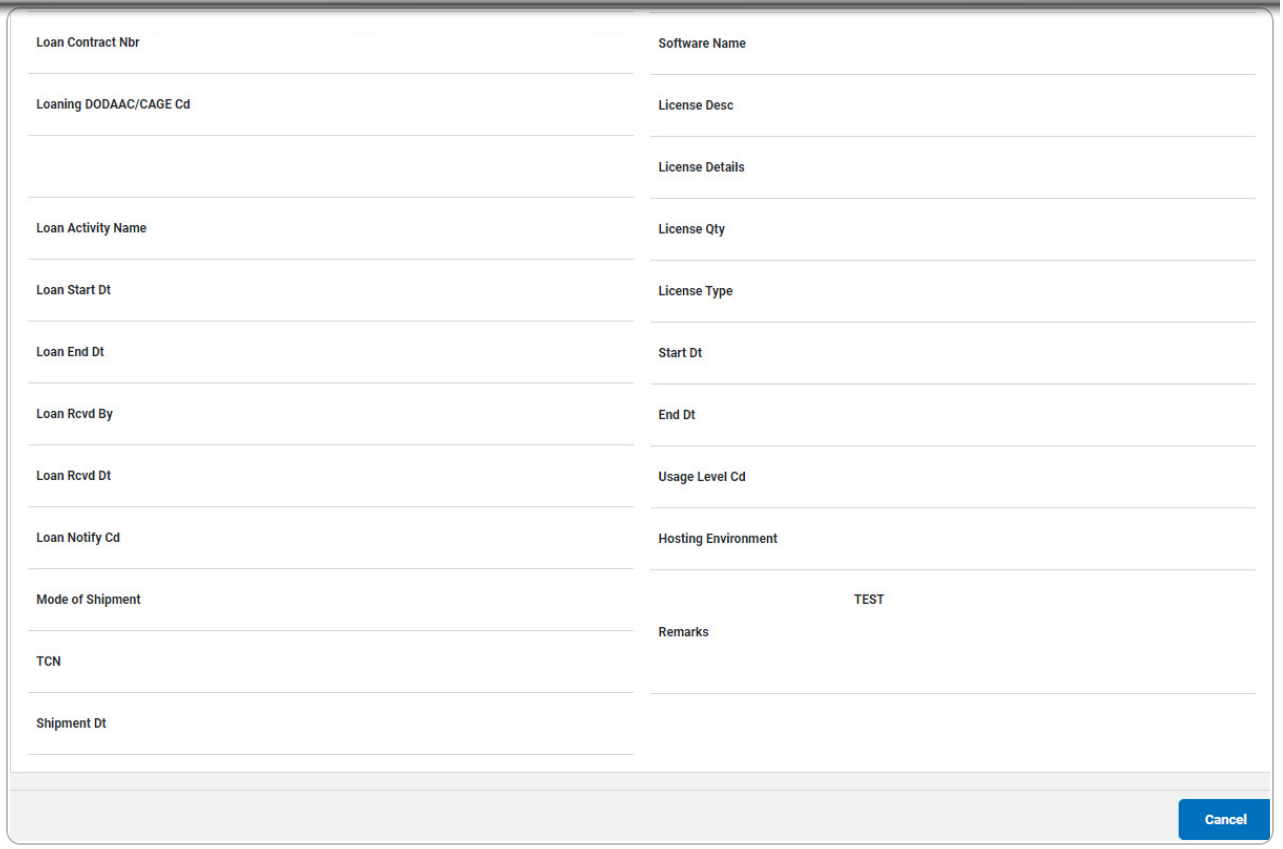
1. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page appears*.

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 

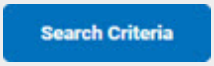
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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 **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**

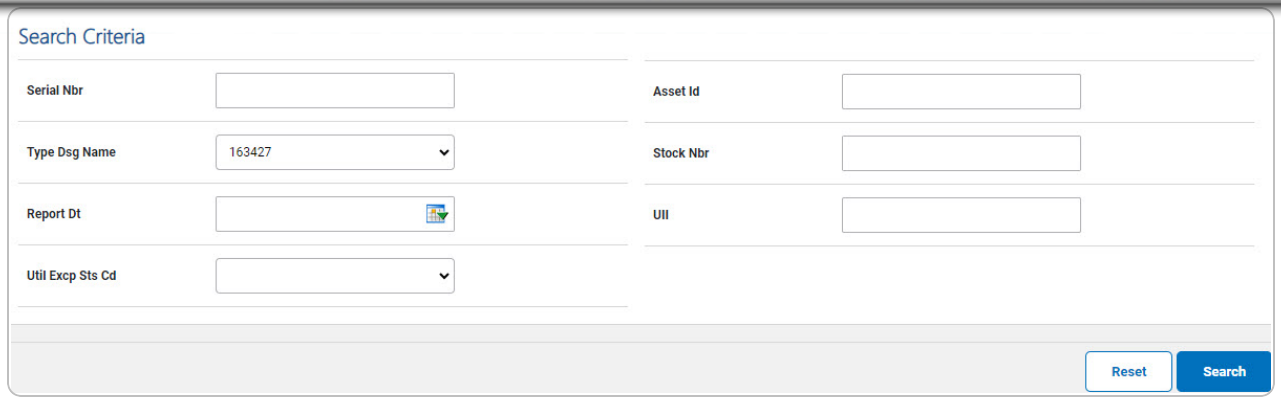


Click the following link to display PA Navigation Tips.

## Search for Available Exceptions

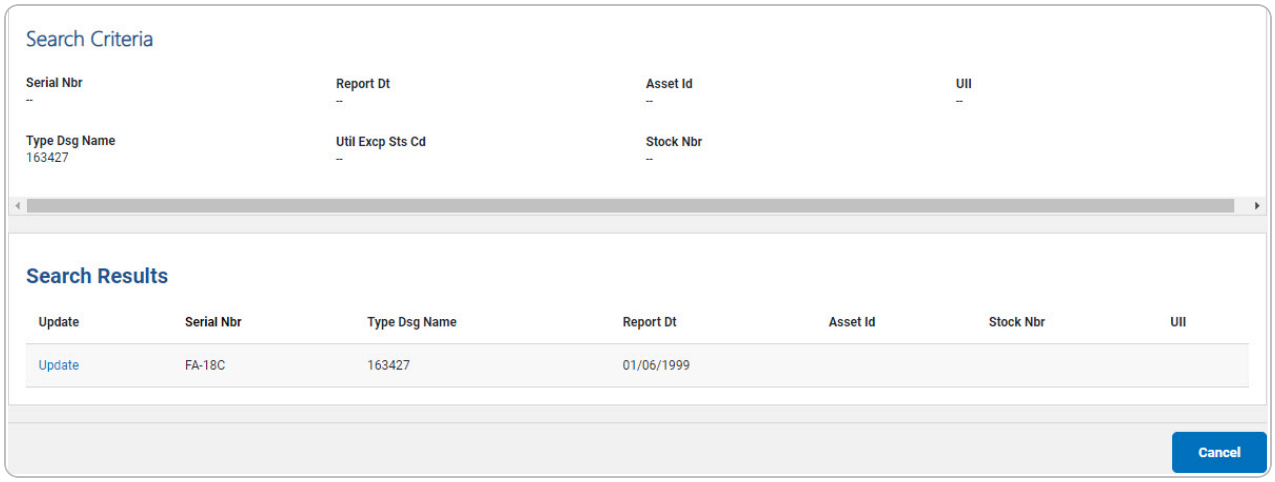
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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




- Enter the SERIAL NBR in 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 ID in the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the UII in 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**

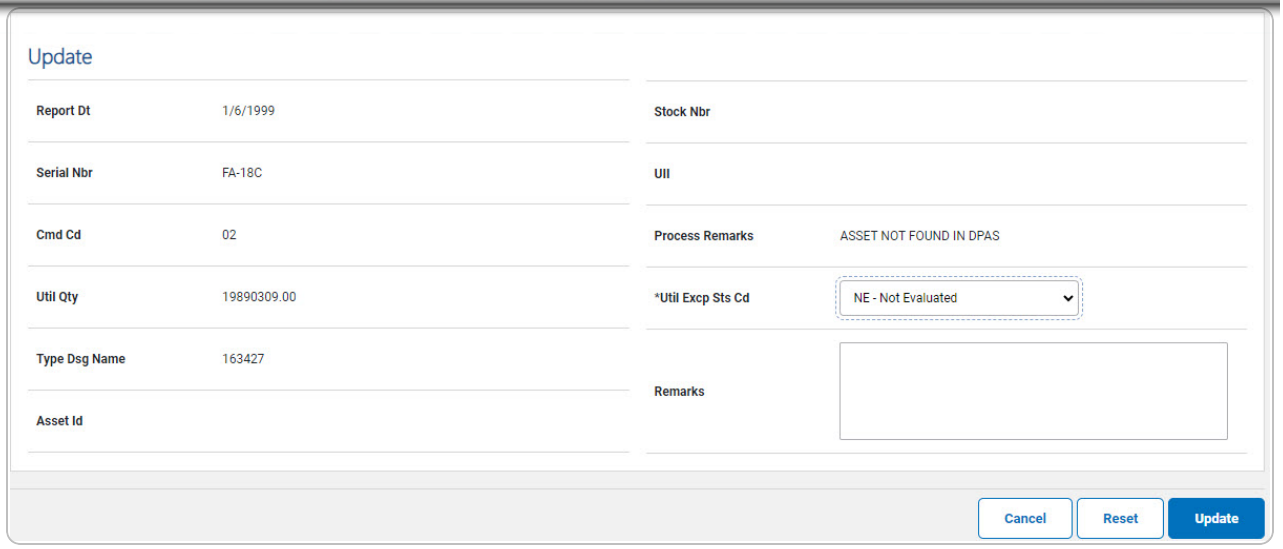
Click the following link to display PA Navigation Tips.

### 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

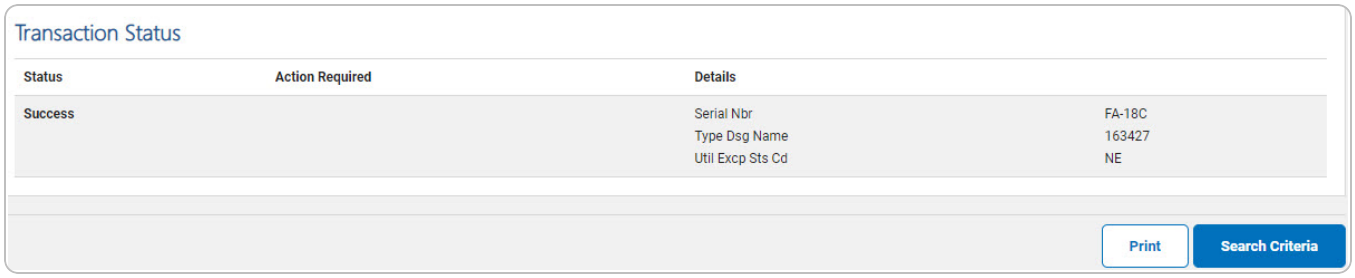
Status
Action Required
Details

# 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. |

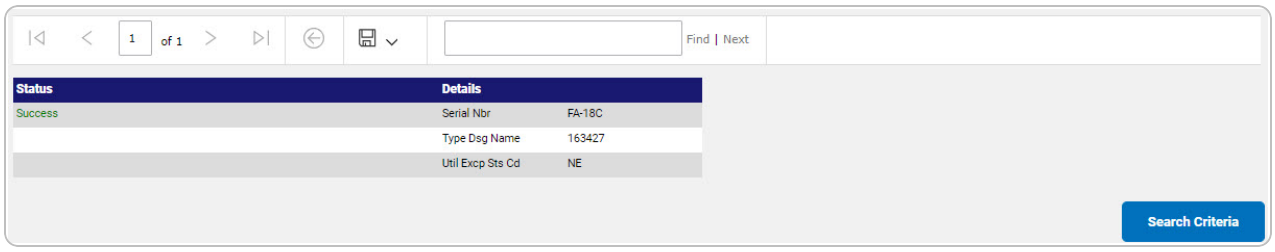
# Procedures

**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  . *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  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 **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 — 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

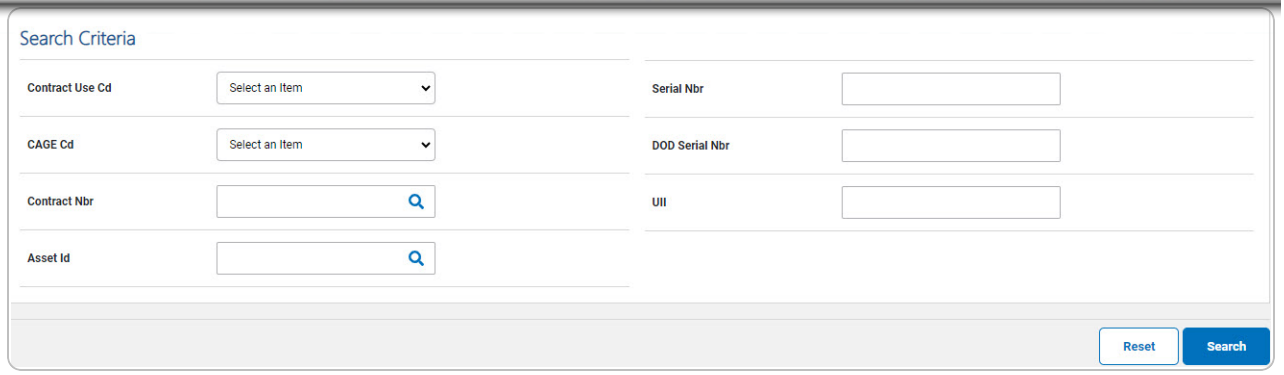
**ELMS Navigation Helpful Tips**

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:.



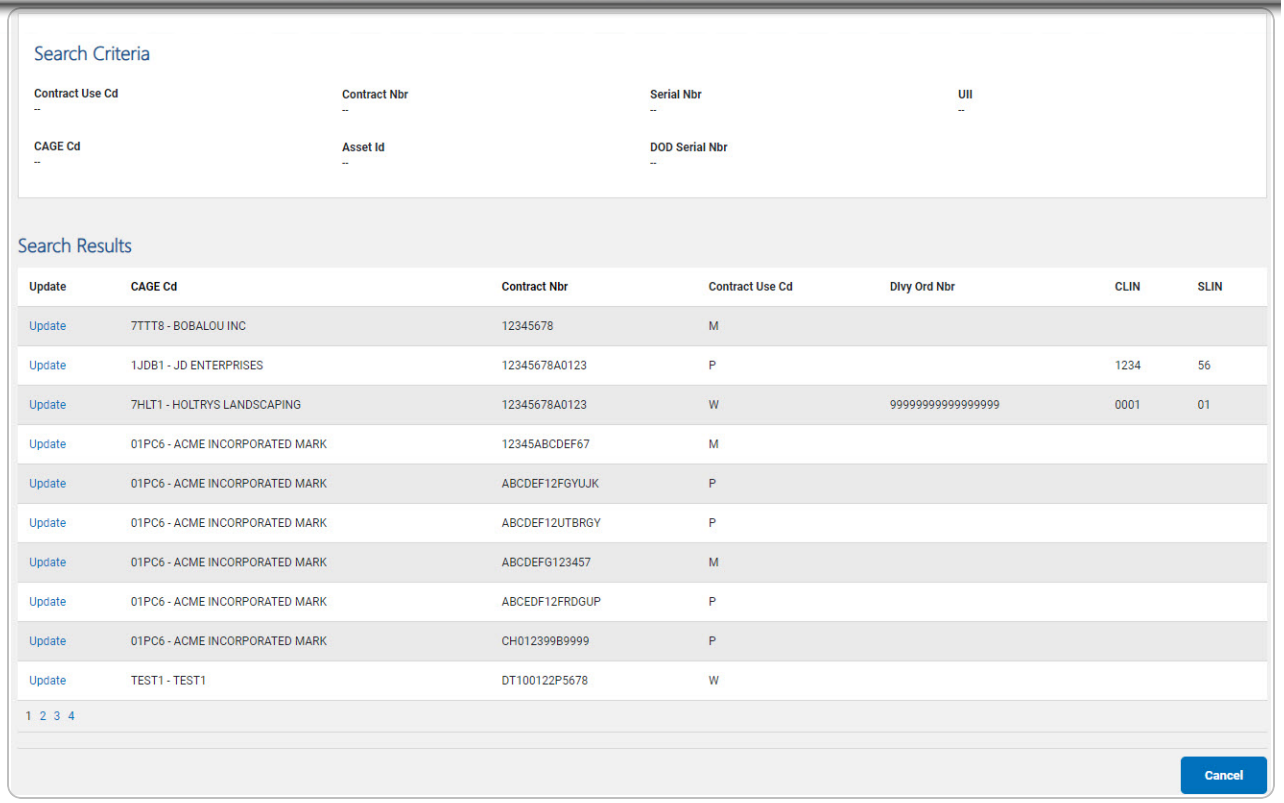

- Use to select the Contract Use Cd.
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  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 ASSOC Search 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

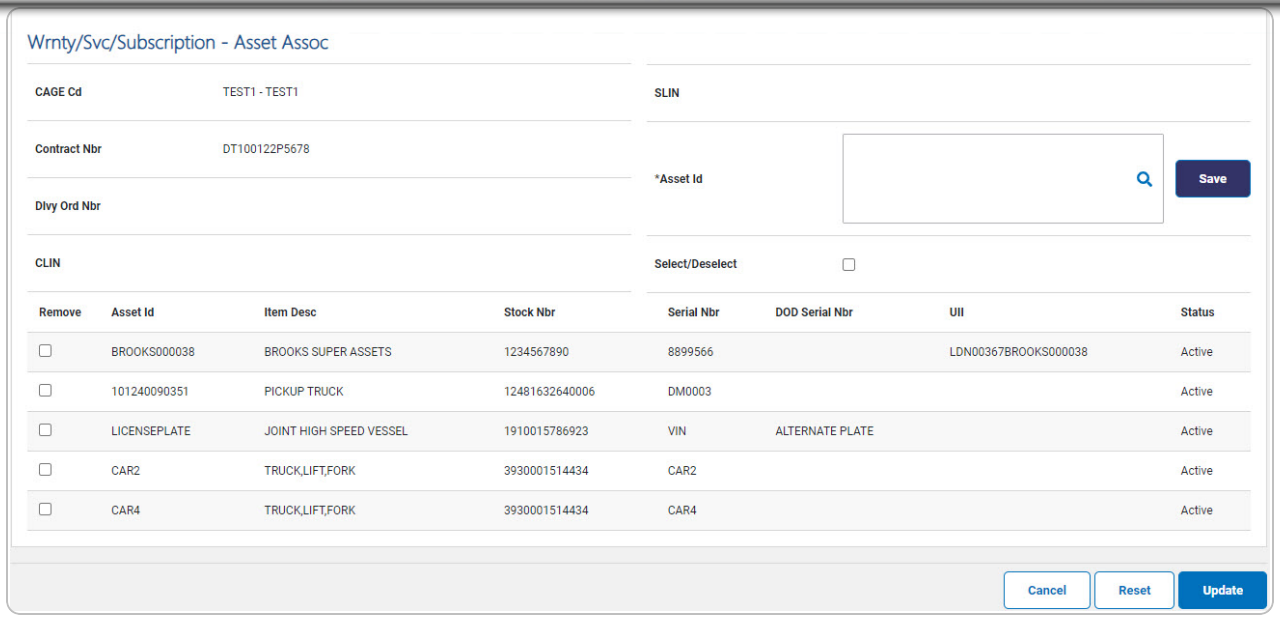
**ELMS Navigation Helpful Tips**

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* ***WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update*** *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
- Asset Id Browse

# 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 ASSOC Transaction 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

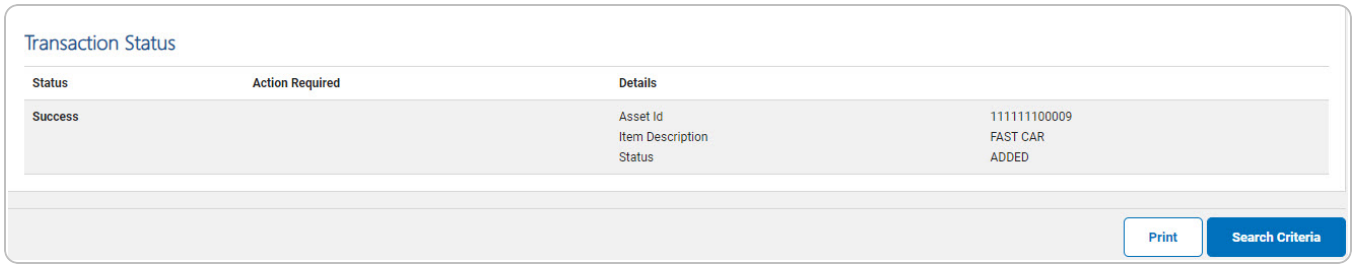
Status
Action Required
Details

# 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 Export** 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

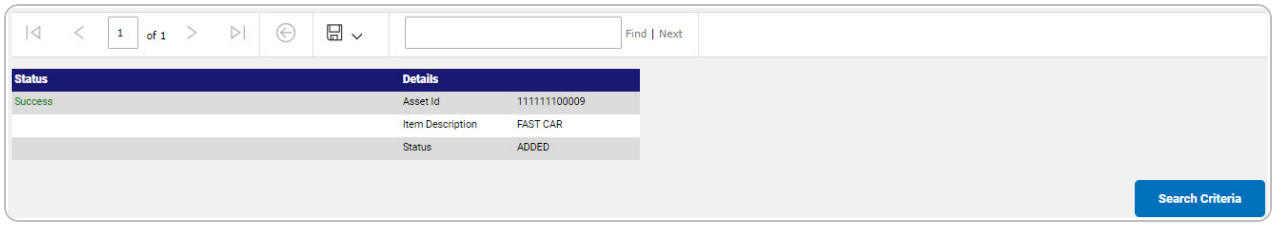
**ELMS Navigation Helpful Tips**



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 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 **Wrnty/Svc/Subscription — Asset Assoc Search 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 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

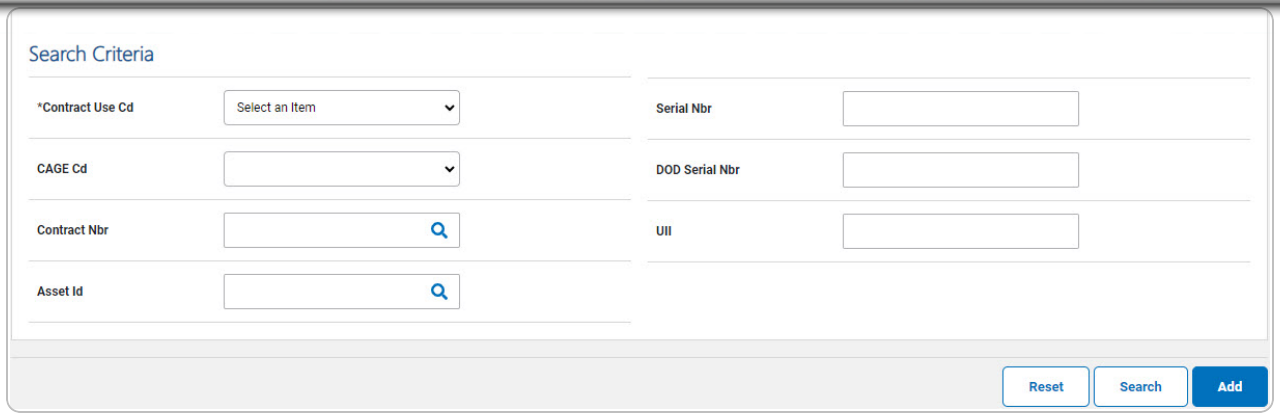
**ELMS Navigation Helpful Tips**

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:.

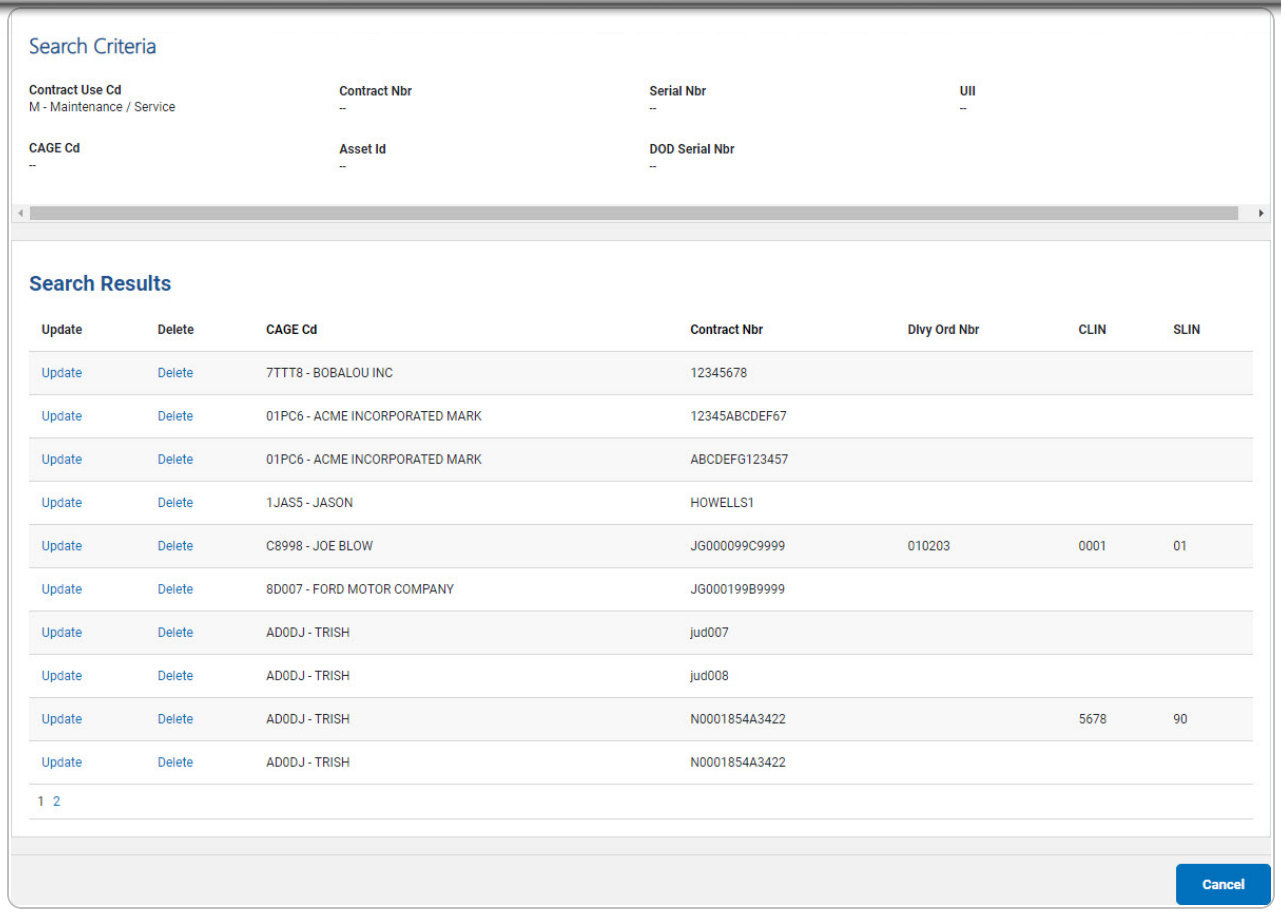



- Use to select the Contract Use Cd. *The choices for the CAGE CD depend upon this code.*
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  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/Cond Search 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**



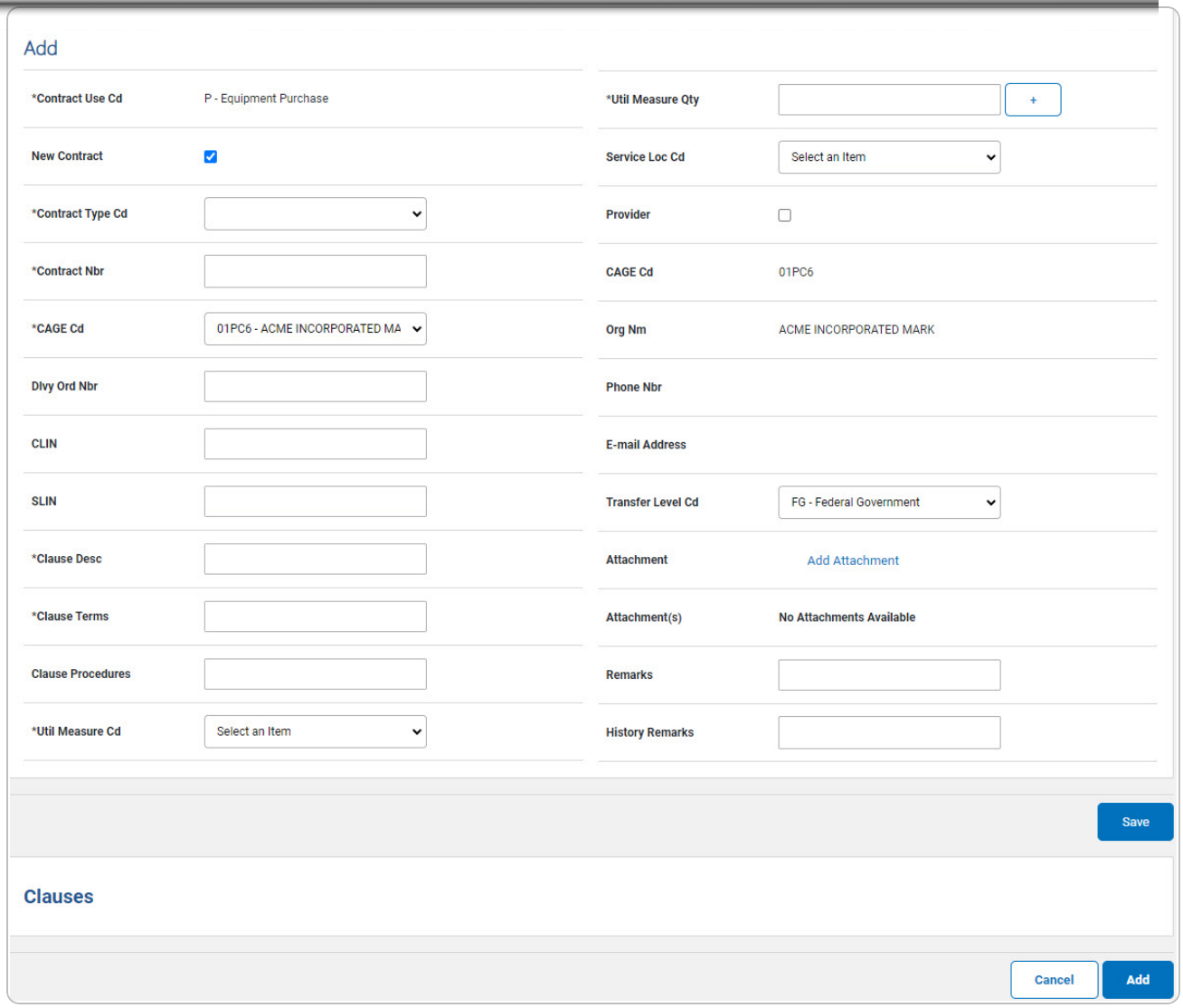
Click the following link to display PA Navigation Tips.

## 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 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 CLAUSE DESC in 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 QTY in the field provided. *This is an 8 numeric character field.*

**Helpful Tip**

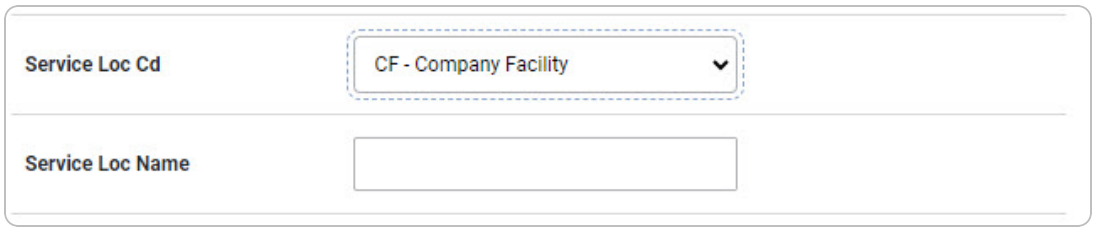
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

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.



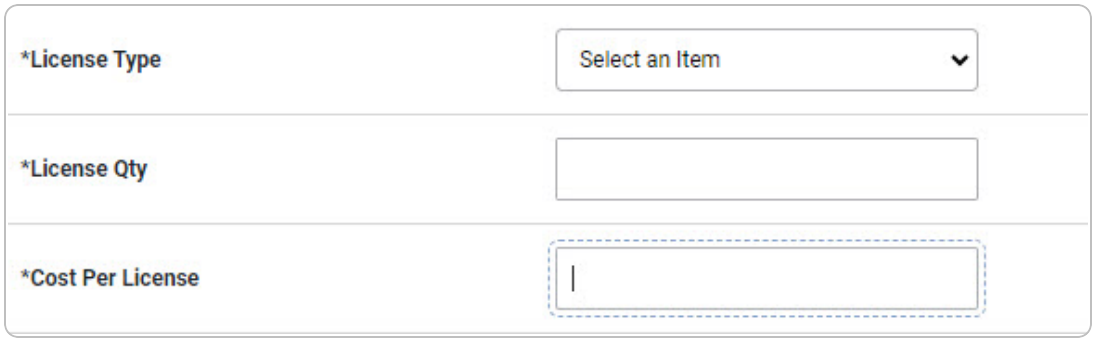

**R.** Use to select the License Type.

**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.*

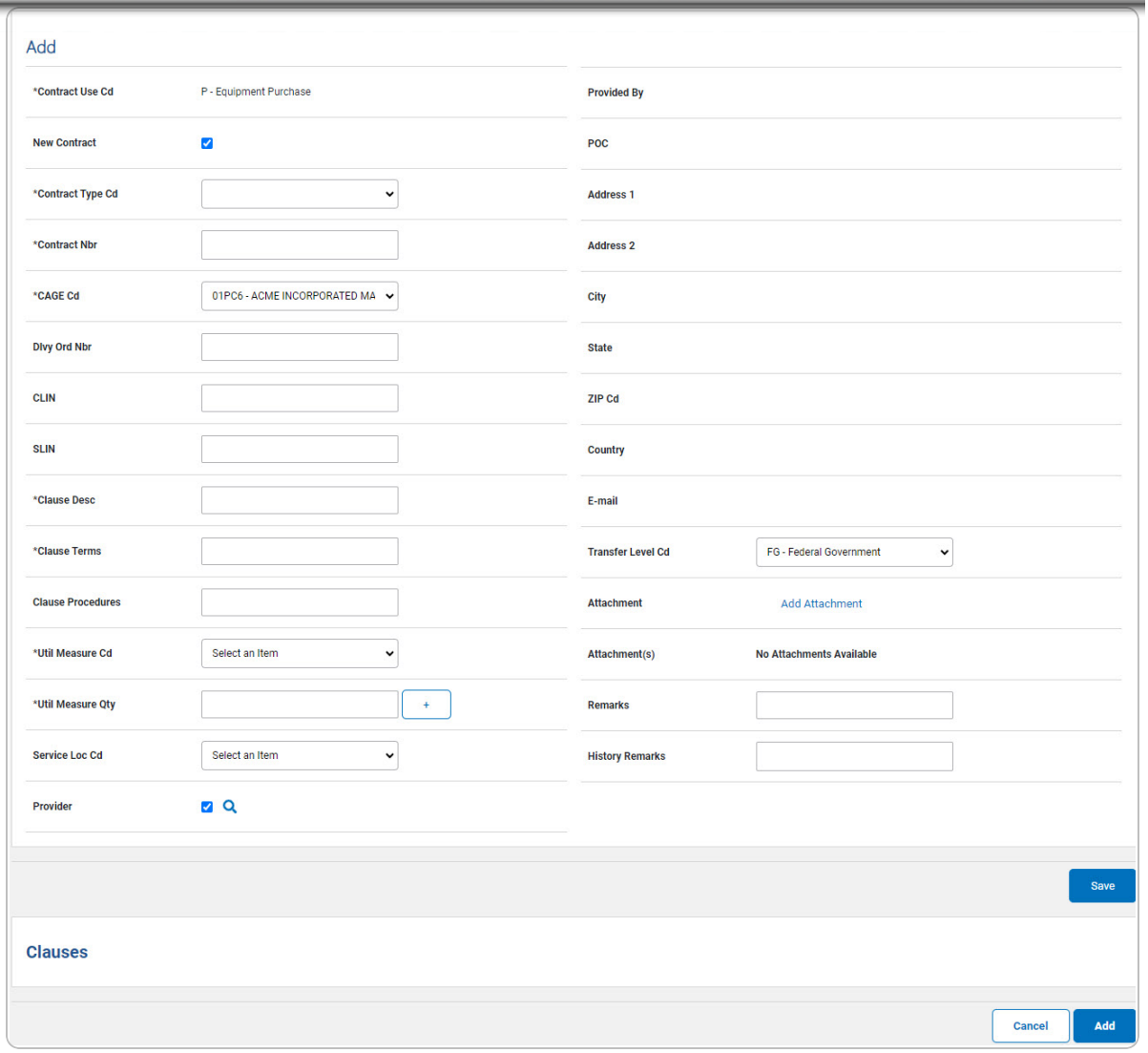
**Note**

The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.




**U.** Enter the COST AMT in 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.*

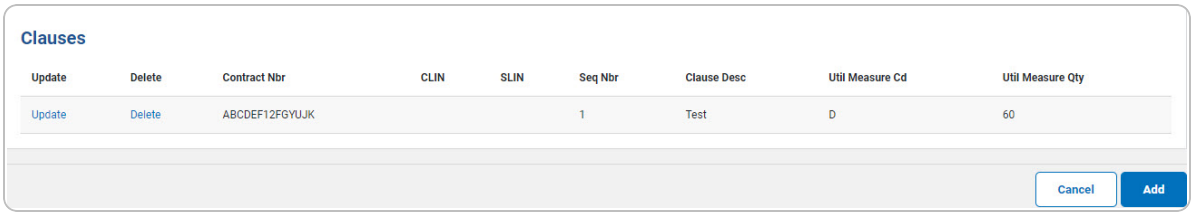
**Note**

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.*

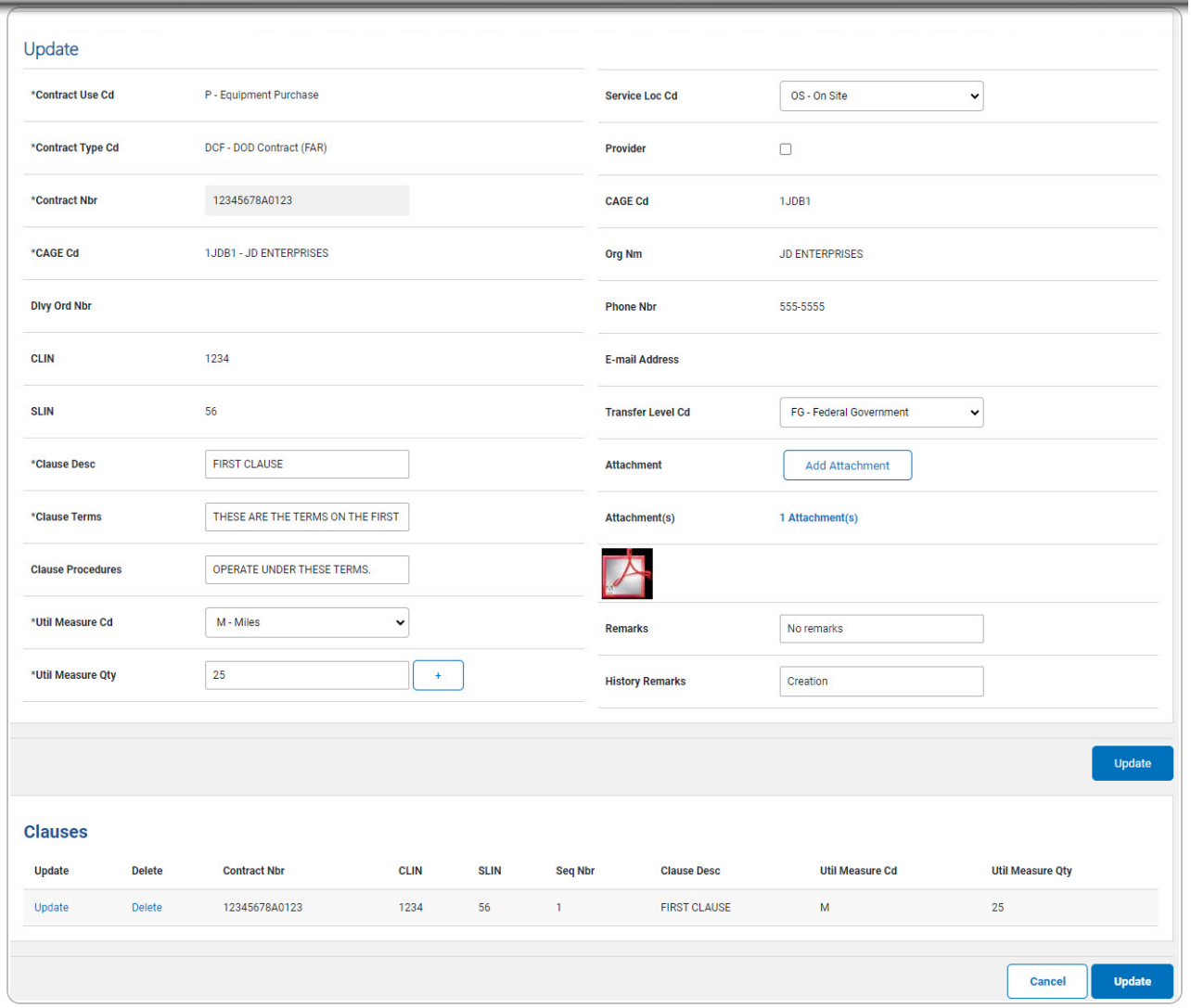
AE. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*




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**

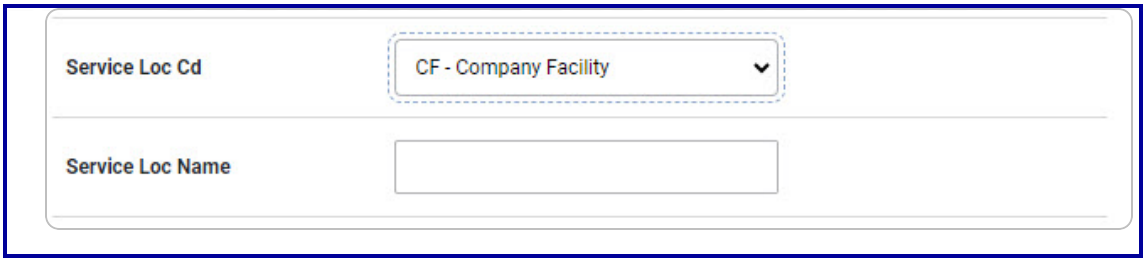
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

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.



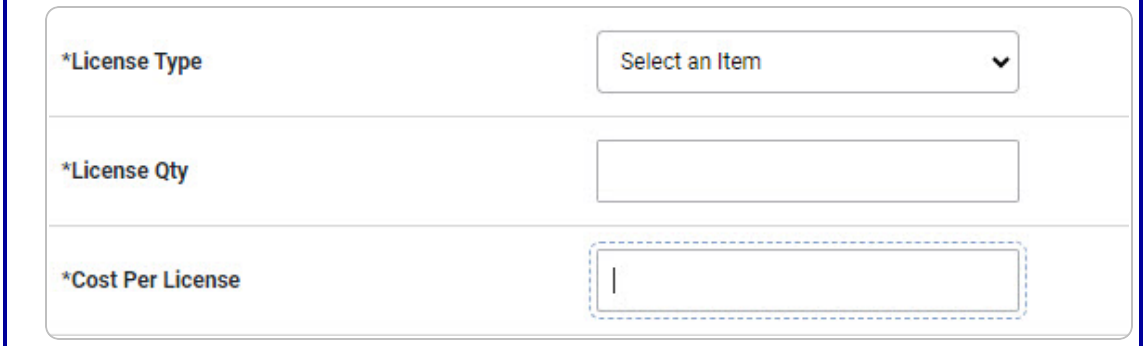

**Q.** Update the License Type, using ⌄ to select the desired type.

**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.*

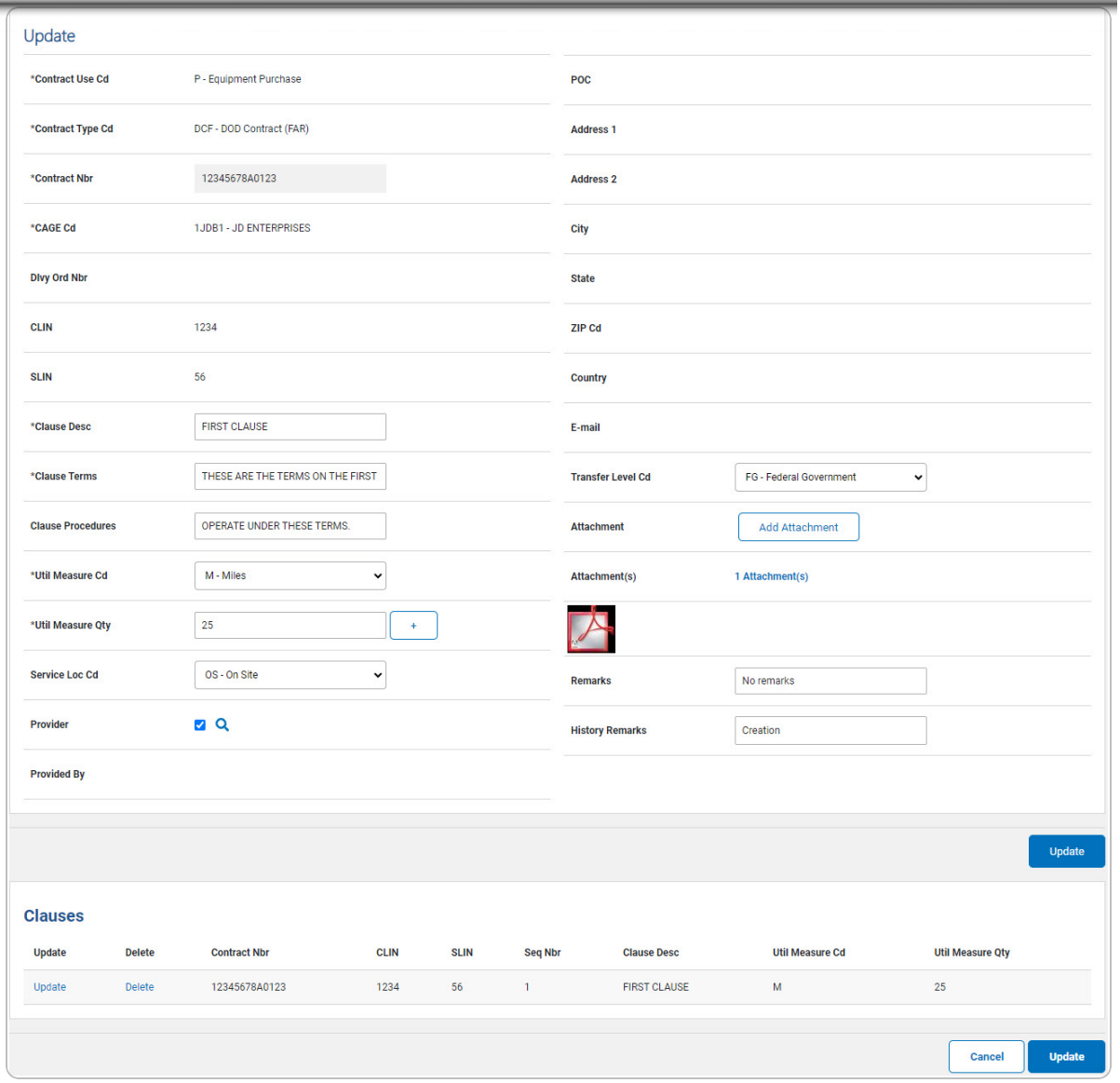
**Note**

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

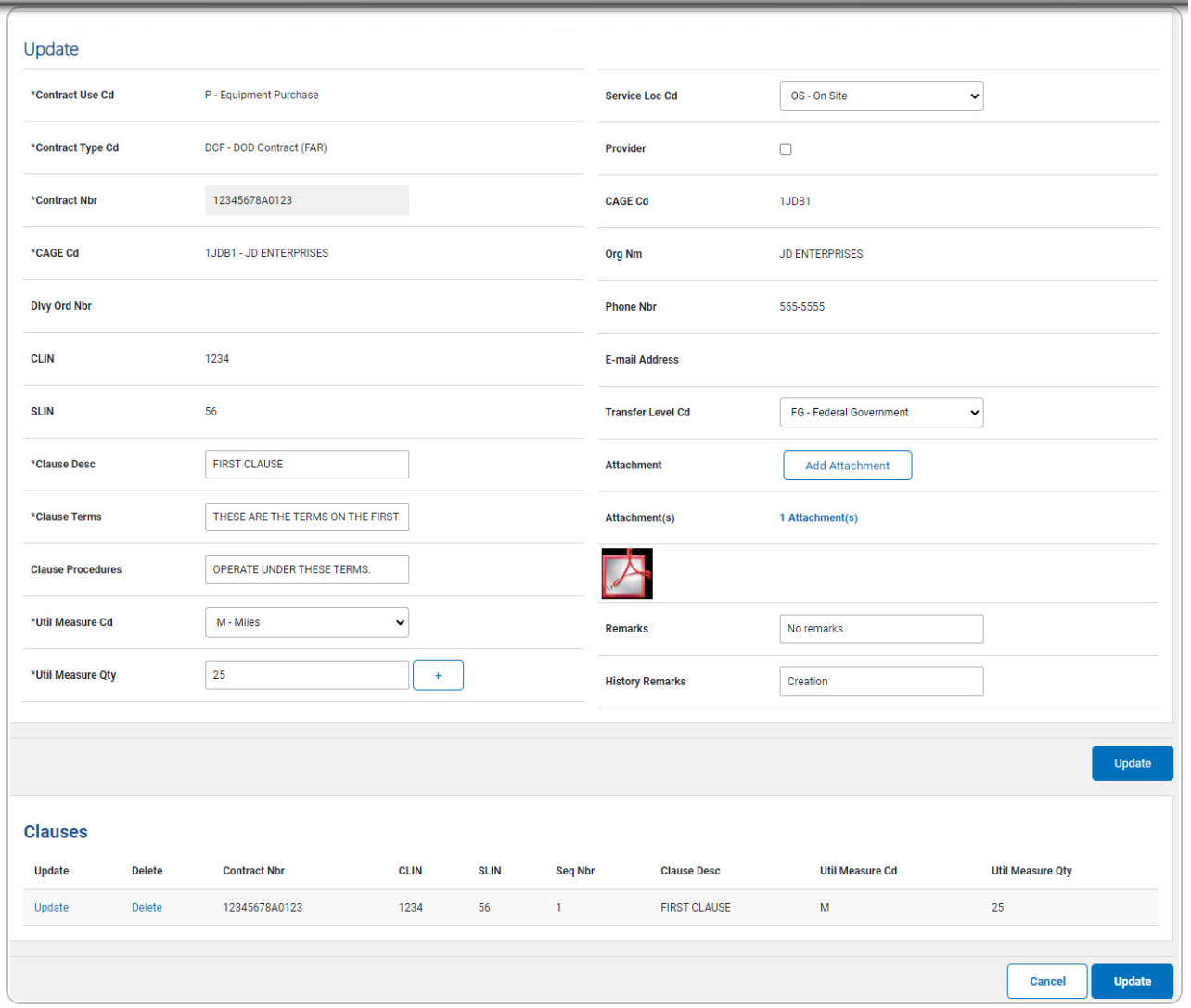
**ELMS Navigation Helpful Tips**

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**

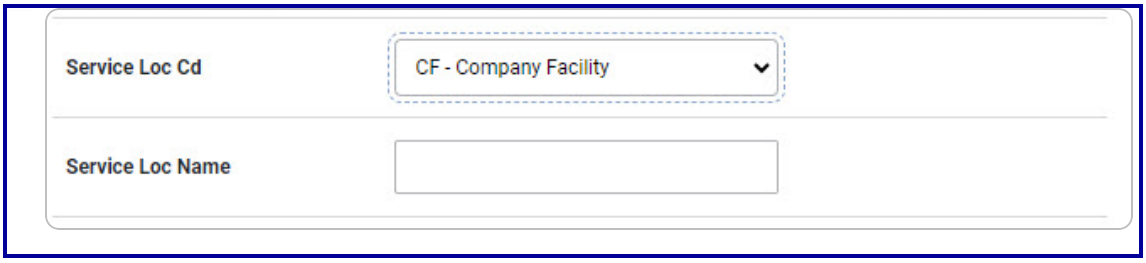
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

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.*

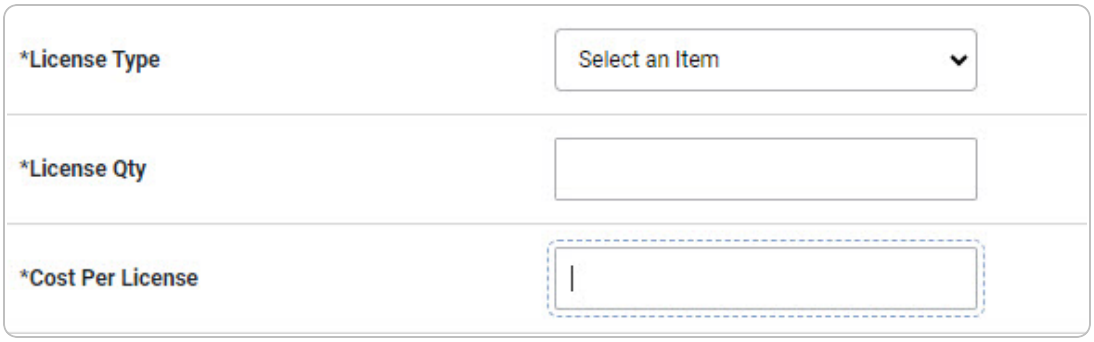
**R.** Update the License Type, using ⌄ to select the desired type.

**S.** Update the License QTY, entering the revised quantity in the field provided. *This is a 9 numeric character field.*

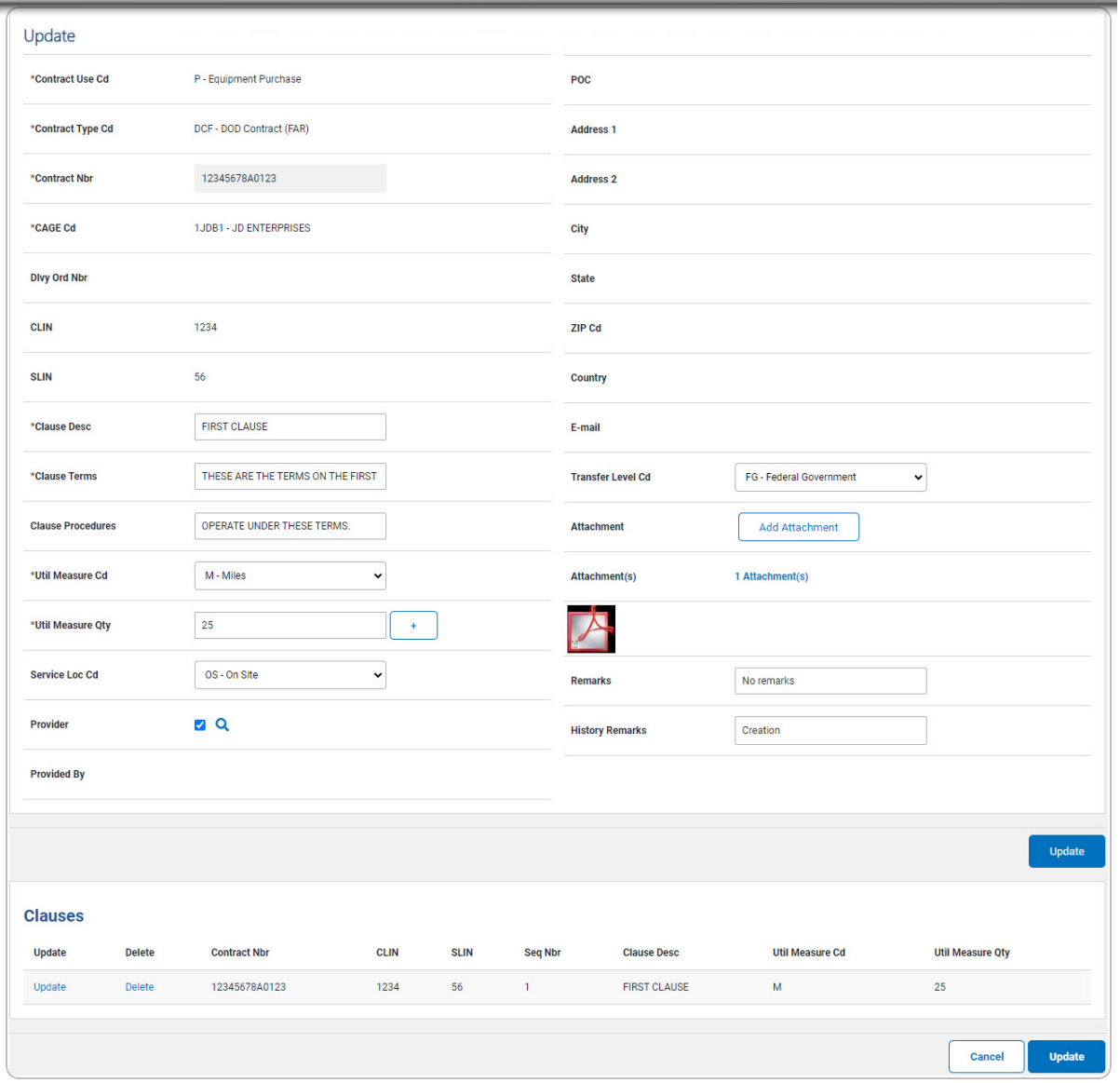
**T.** Update the Cost Per License, entering the revised cost in the field provided. *This is a 18 numeric character field.*

**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.*

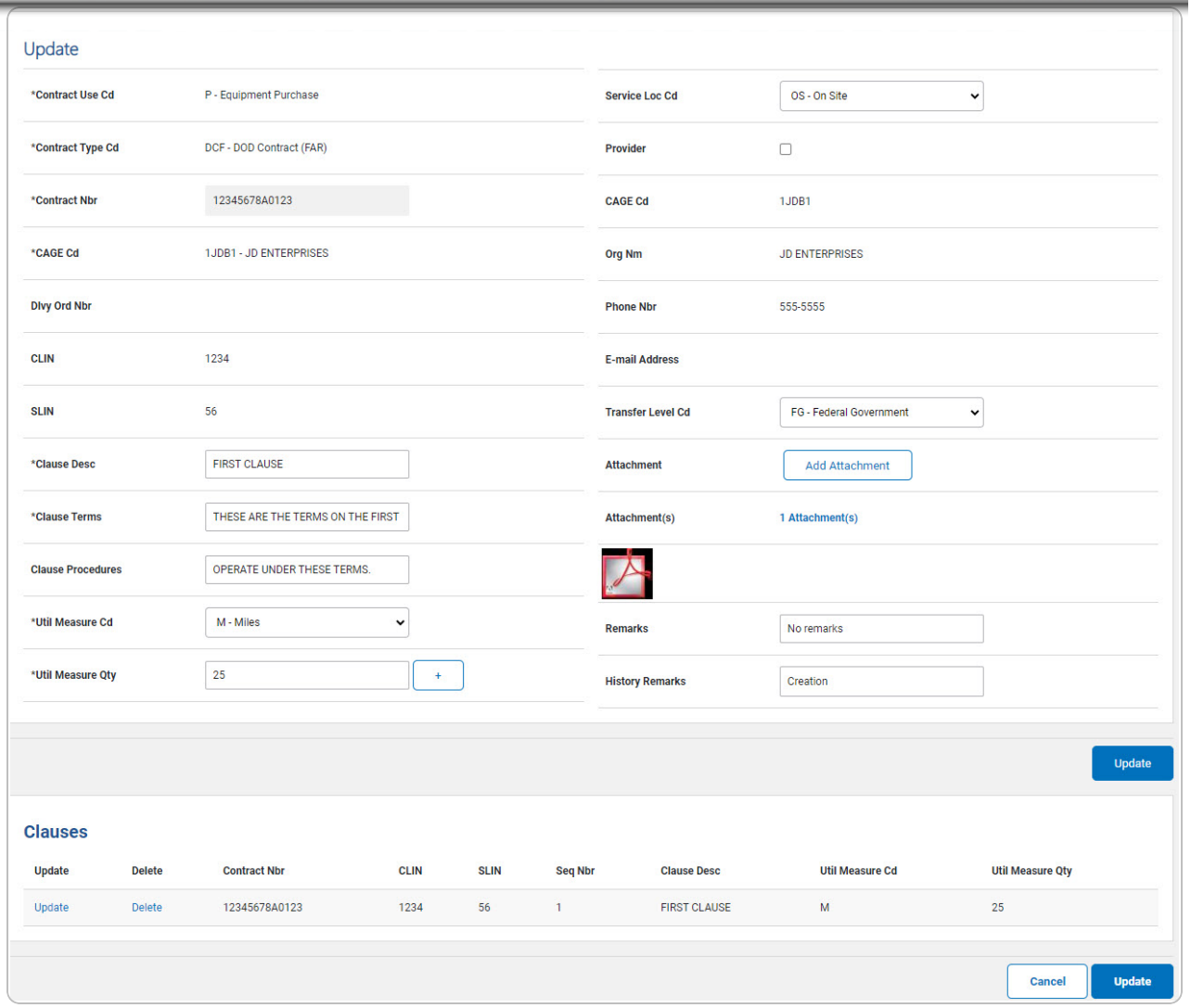
AD. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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.

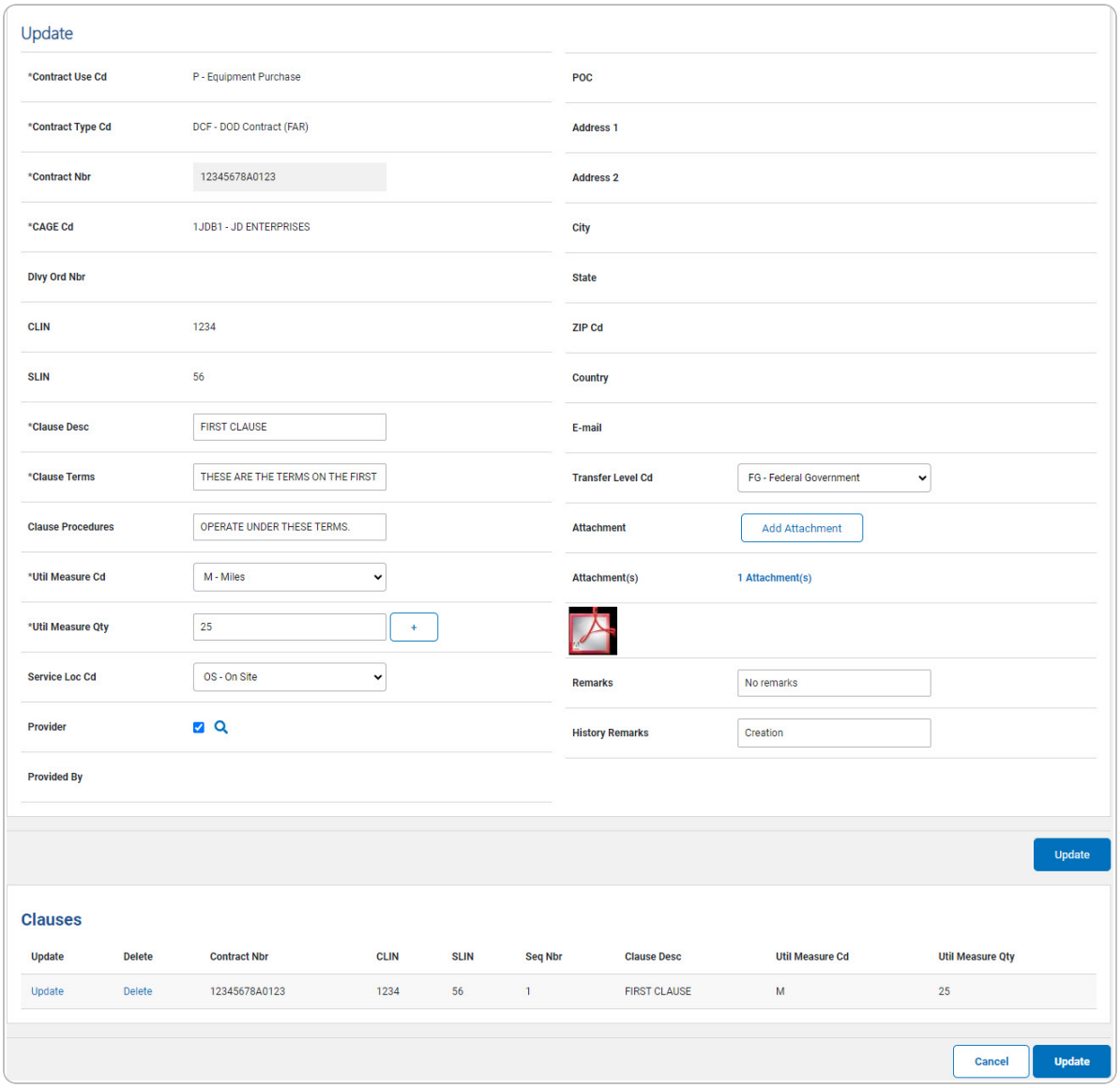
P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

**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

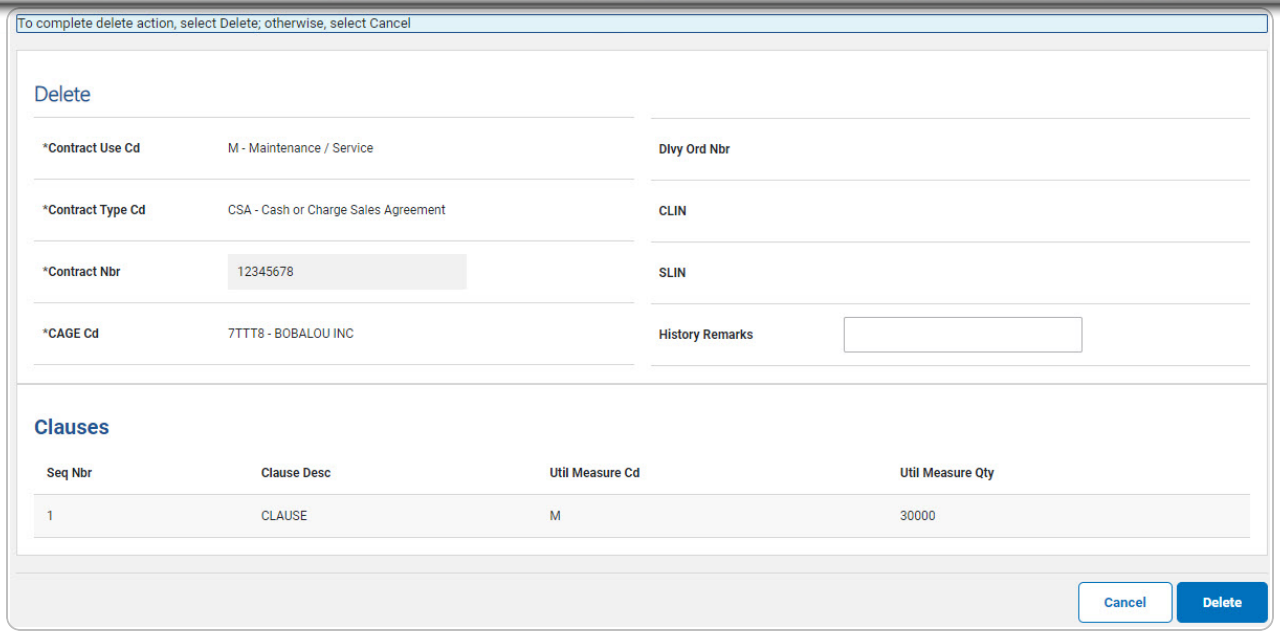
**ELMS Navigation Helpful Tips**

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/COND 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

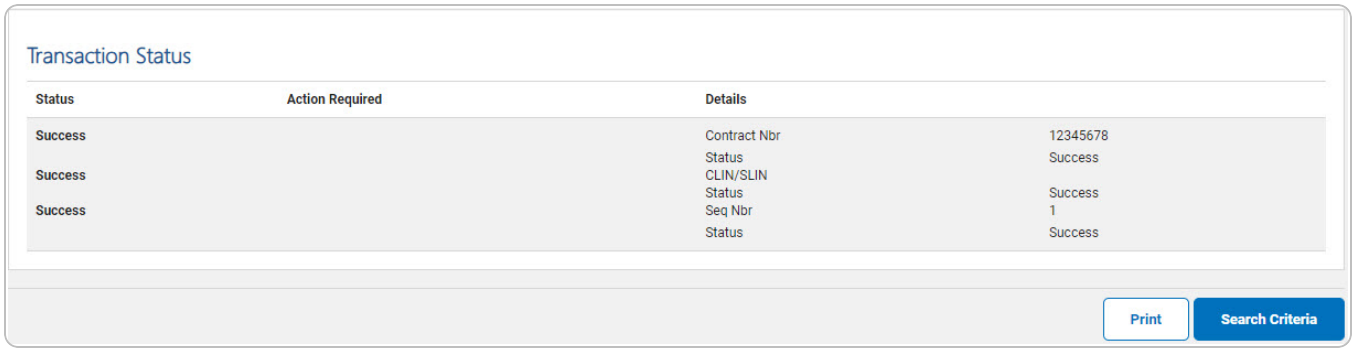
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# View the 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/Cond Report 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

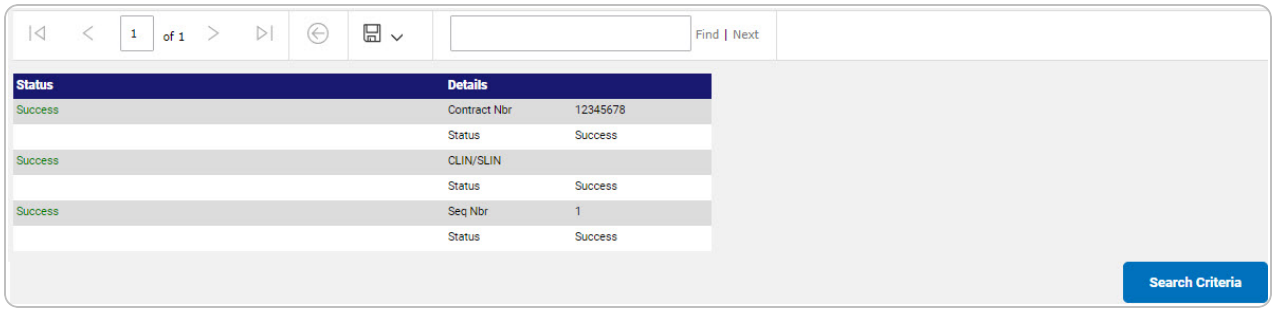
**ELMS Navigation Helpful Tips**



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 

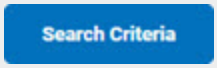
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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 **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 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

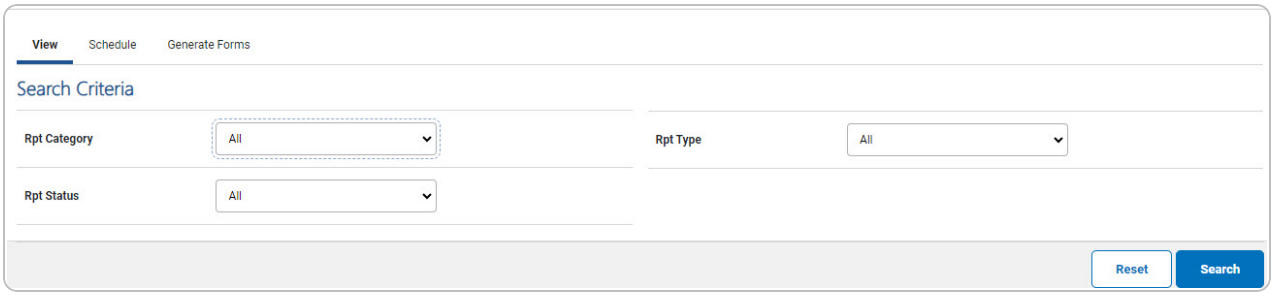
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a Reports Manager Report — Criteria - View

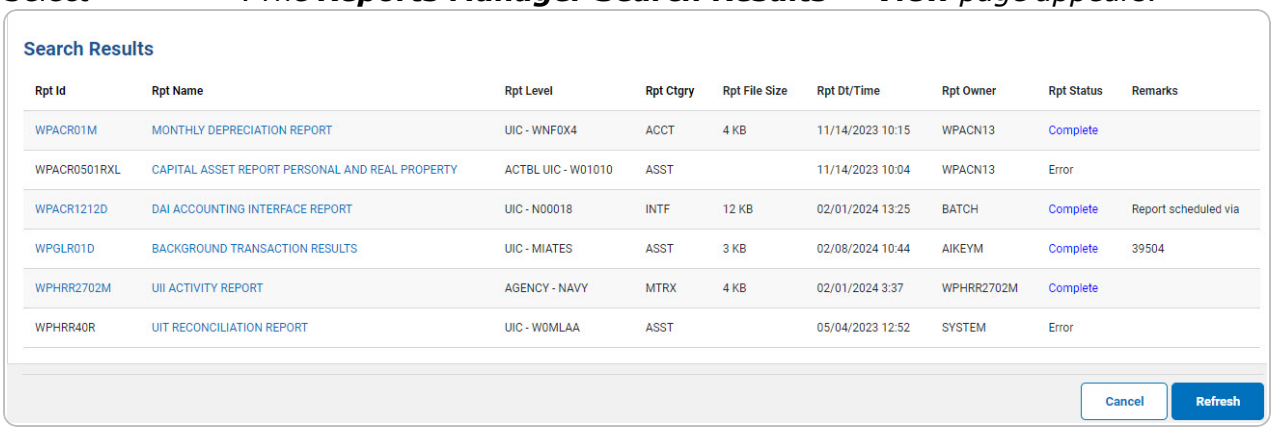
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

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 ID WPHRR0102R 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

# 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

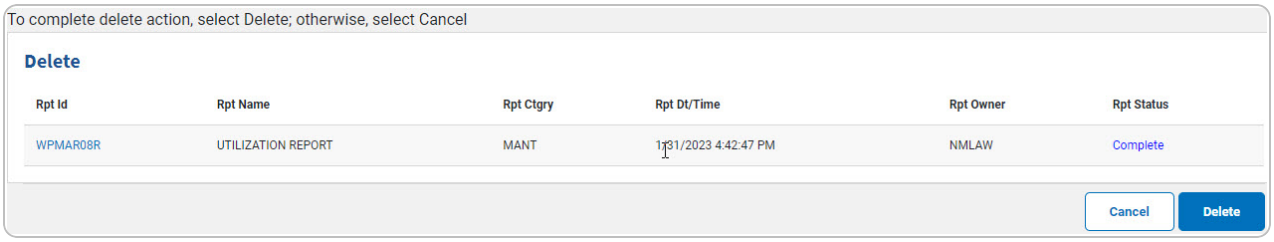
**ELMS Navigation Helpful Tips**

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 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.

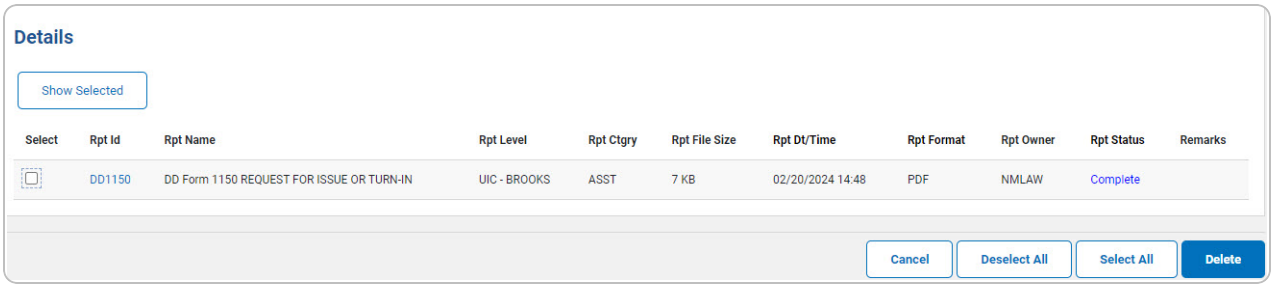
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

### 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.*

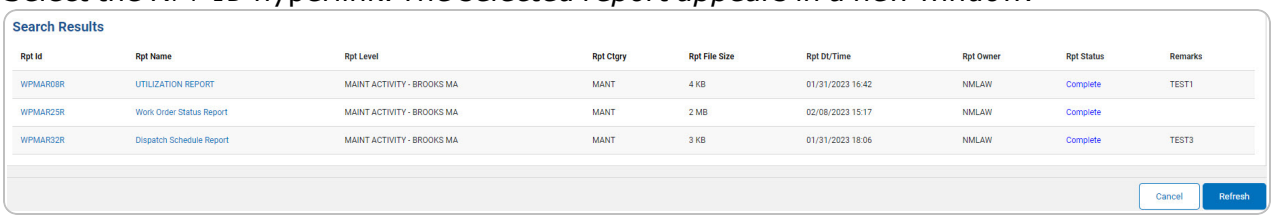



Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

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

# 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 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

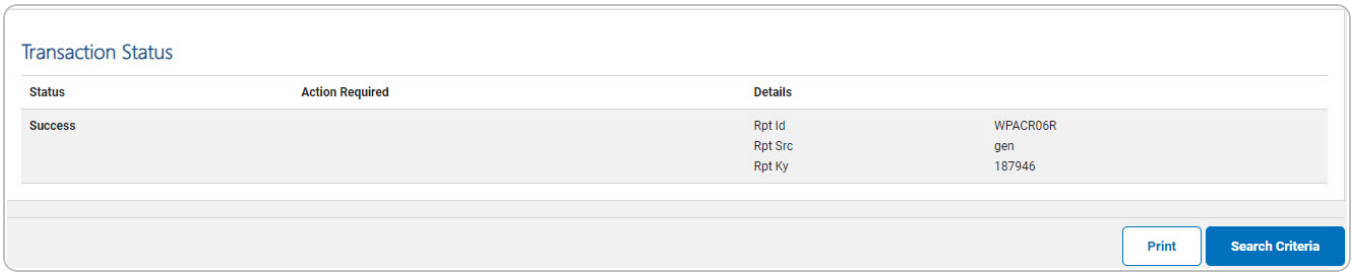
Status
Action Required
Details

# 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. |

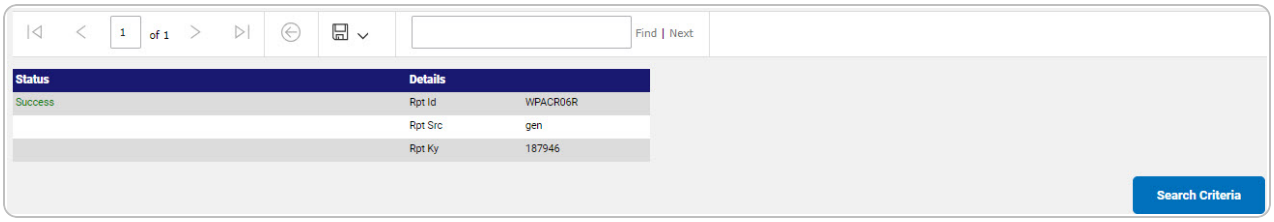
# Procedures

**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 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

# 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

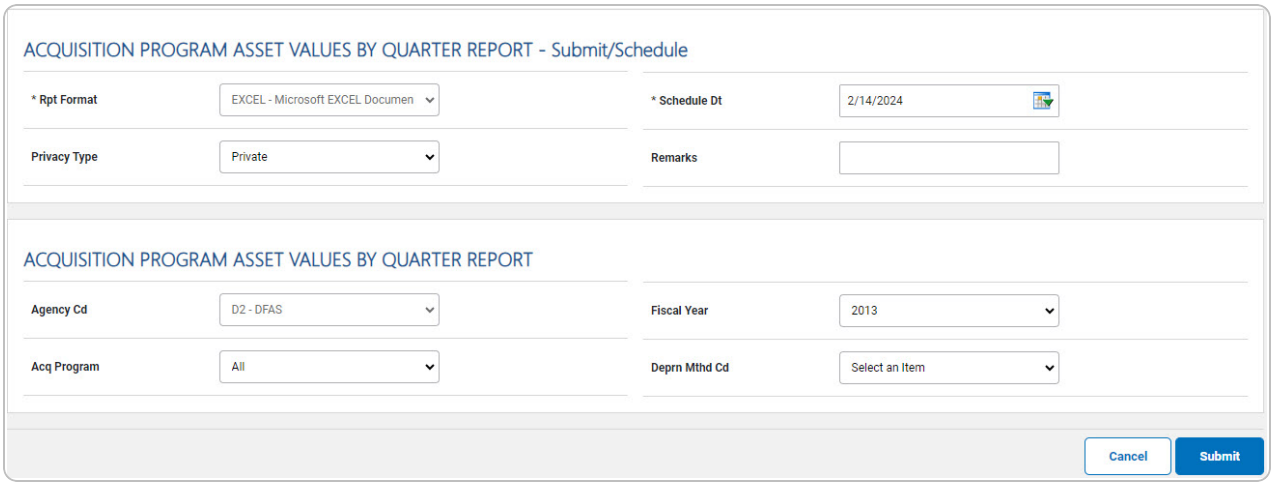
**ELMS Navigation Helpful Tips**

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

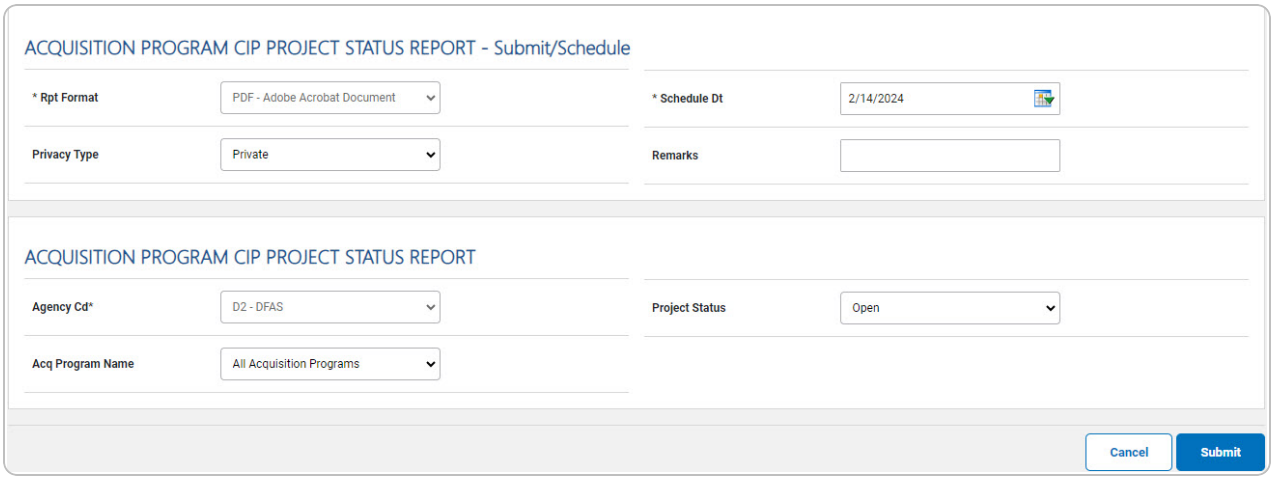
**ELMS Navigation Helpful Tips**

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

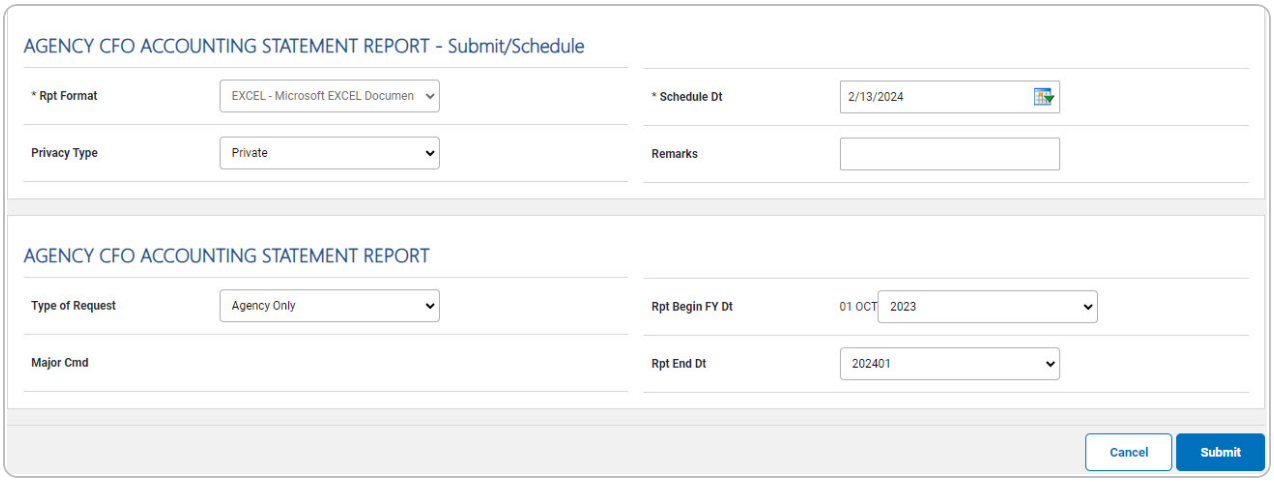
**ELMS Navigation Helpful Tips**

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.*

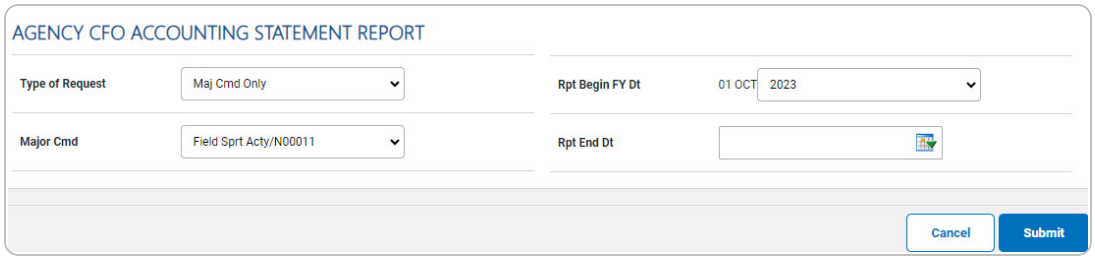
3. *Compete the Agency CFO Accounting Statement Report grid.*

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

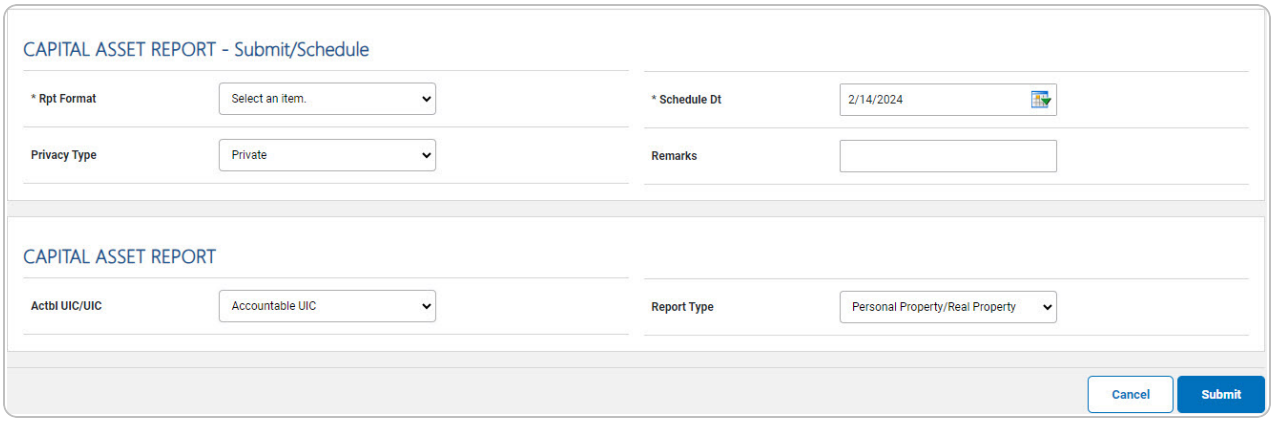
**ELMS Navigation Helpful Tips**

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.

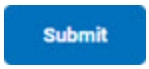
**C.** Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

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

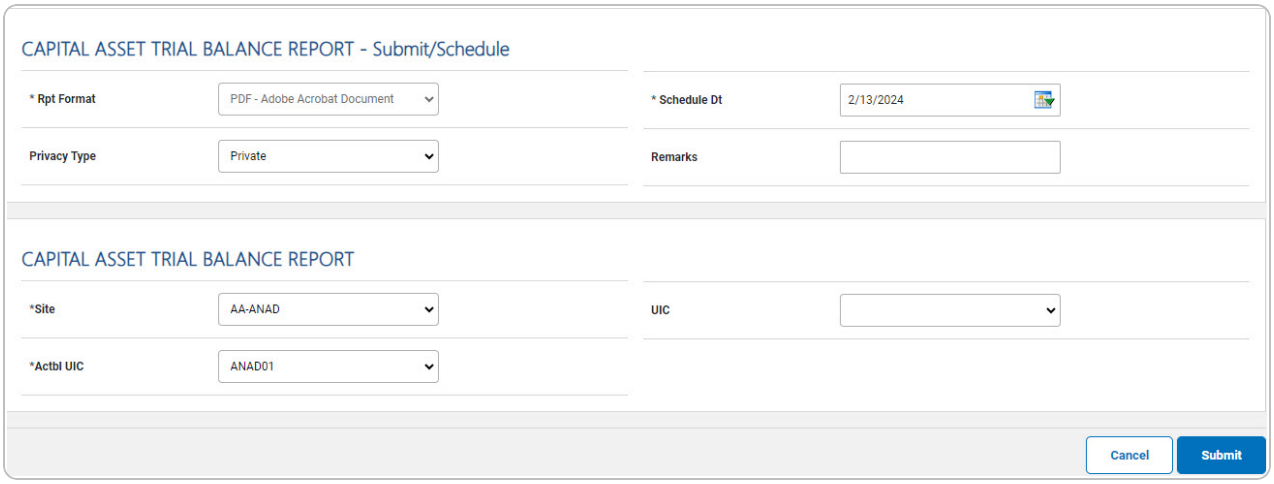
**ELMS Navigation Helpful Tips**

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.

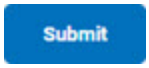
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

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  . *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

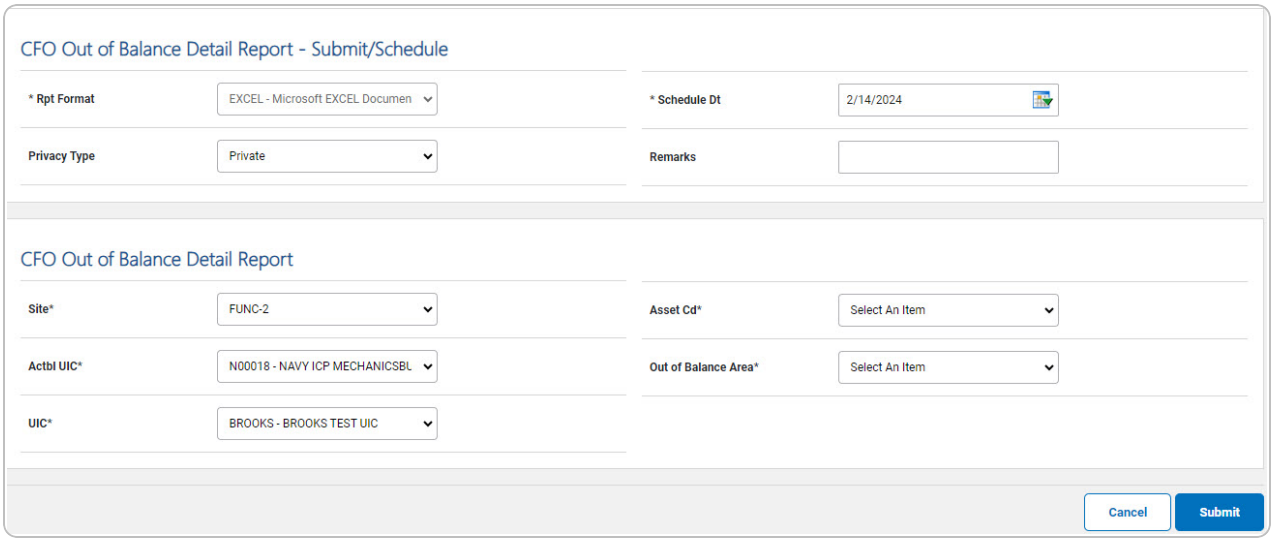
**ELMS Navigation Helpful Tips**

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

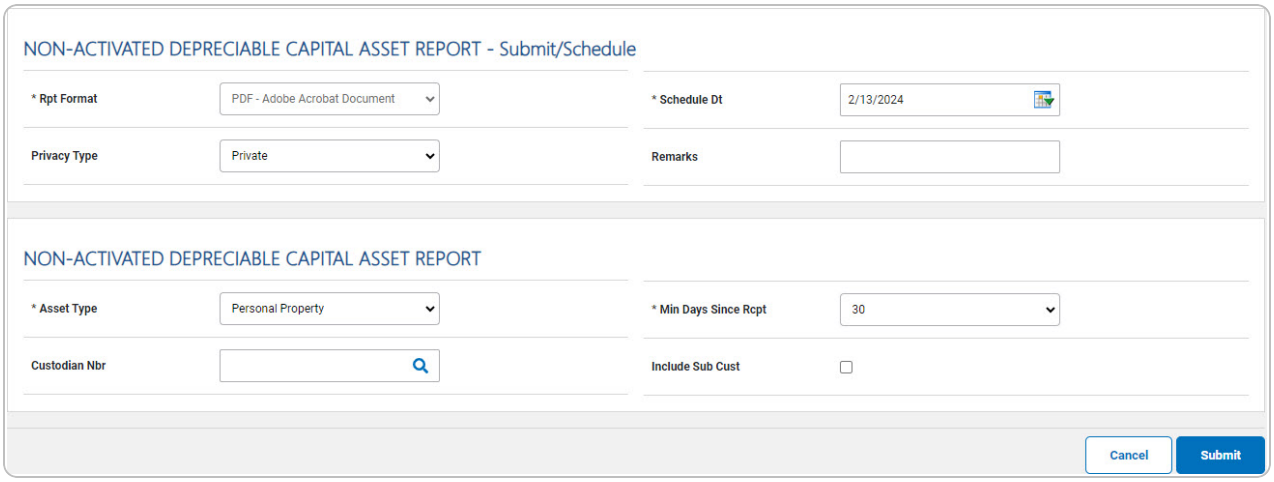
**ELMS Navigation Helpful Tips**

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

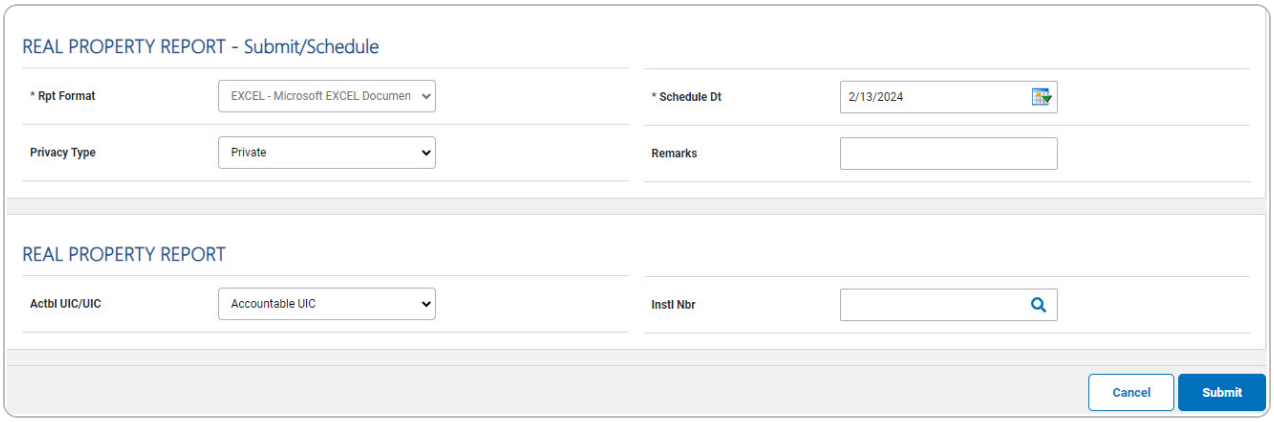
**ELMS Navigation Helpful Tips**

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

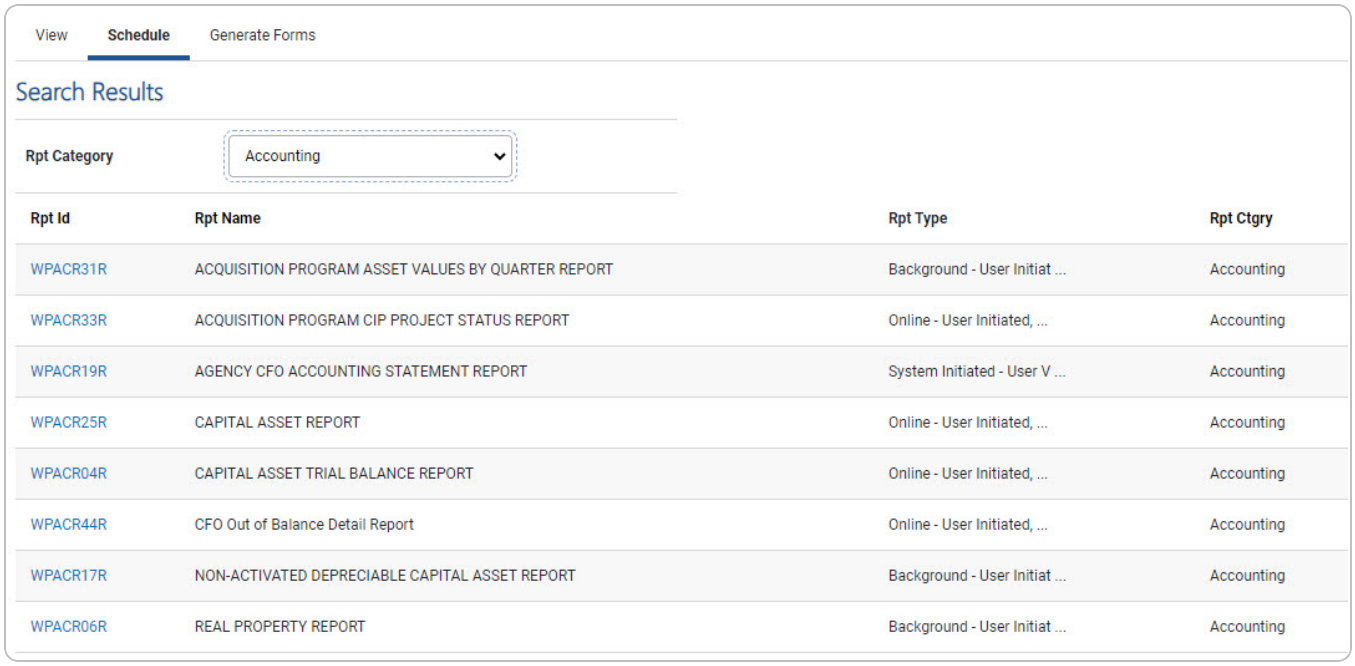
Rpt Id
Rpt Name
Rpt Type
Rpt Category

# 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

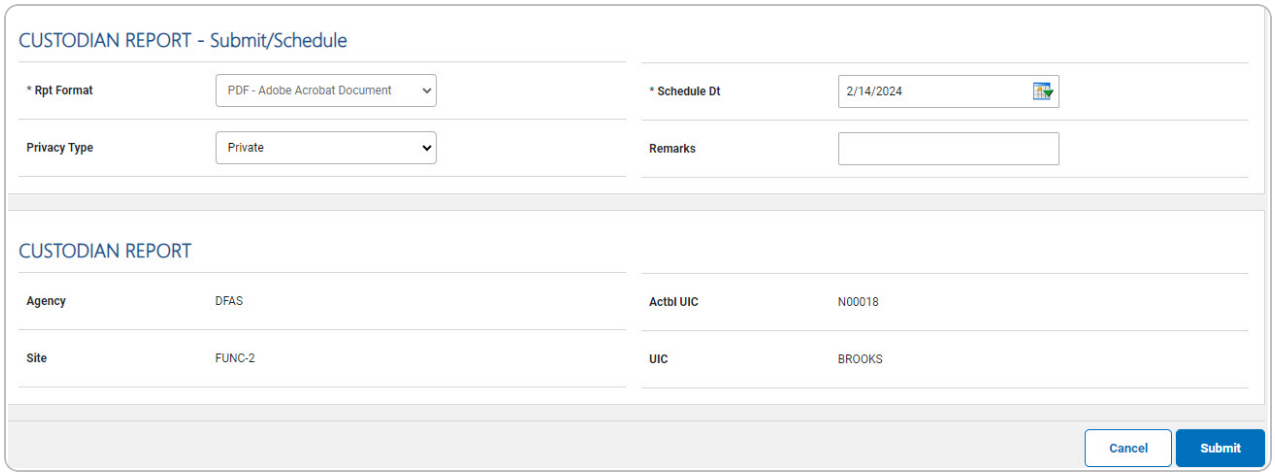
**ELMS Navigation Helpful Tips**

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.*



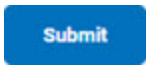

2. *Complete the Submit/Schedule grid.*

   **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

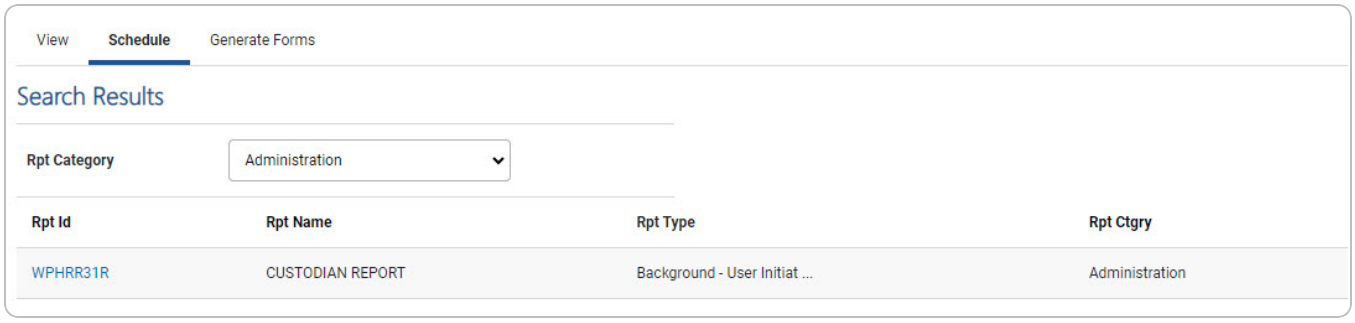
Rpt Id
Rpt Name
Rpt Type
Rpt Category

# 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 Agency Pending Transactions Report

## Overview

The Schedule Asset Reports — Agency Pending Transactions Report provides the Agency, Site Identifier, Accountable Unit Identification Code, Unit Identification Code, Start Date, and End Date for each Type of Transaction within a UIC.

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08E hyperlink > Pending Transactions Report - Submit/Schedule page

## Page Fields

The following fields display on the **Agency 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

## Agency Pending Transactions Report Grid

Agency
Site Id
Actbl UIC
UIC
Start Dt
End Dt

(*) Asterisk identifies mandatory fields.

# Procedures

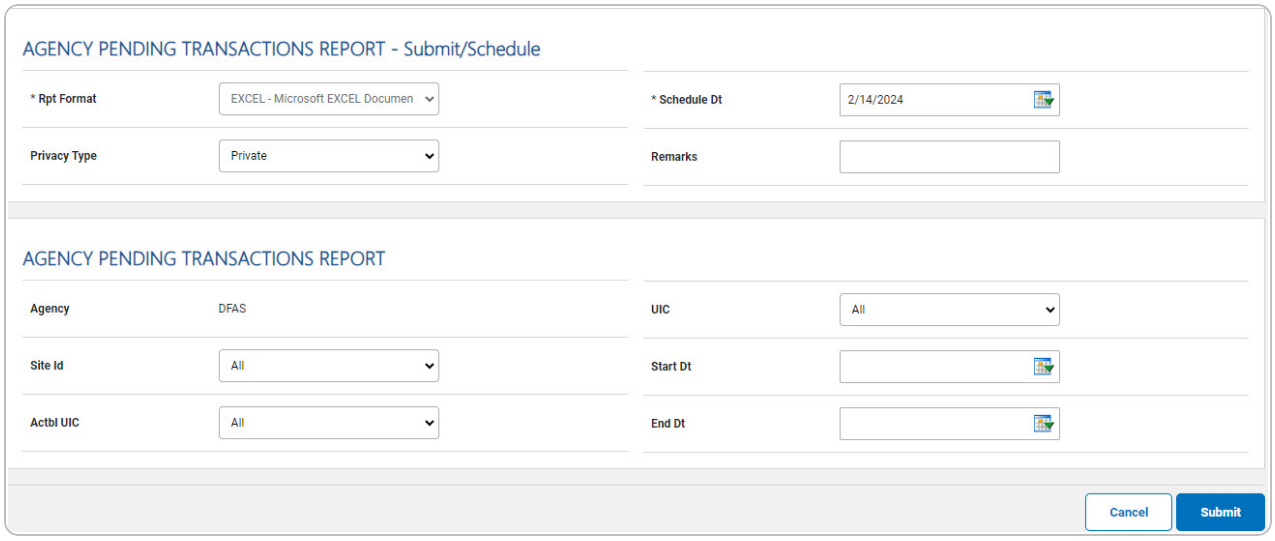
**ELMS Navigation Helpful Tips**

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 WPHRR08E hyperlink. *The* ***Agency 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 Agency Pending Transactions Report grid.*

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

B. Use to select the Site Id.

C. Use to select the Actbl UIC.

D. Use to select the UIC.

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

F. 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*.** | |
| **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
- 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 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

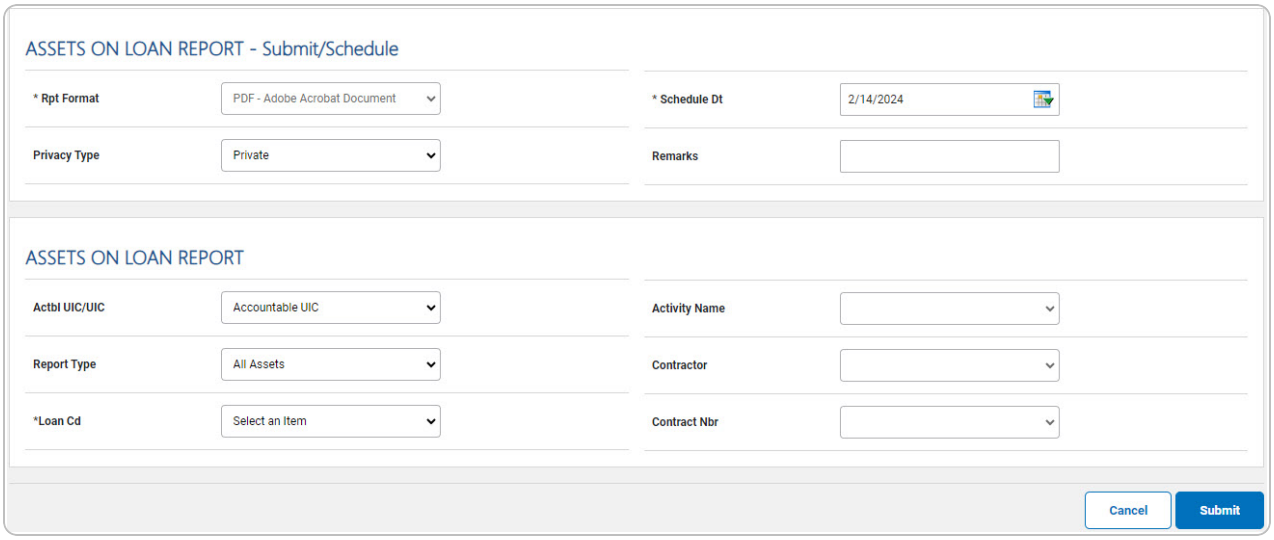
**ELMS Navigation Helpful Tips**

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

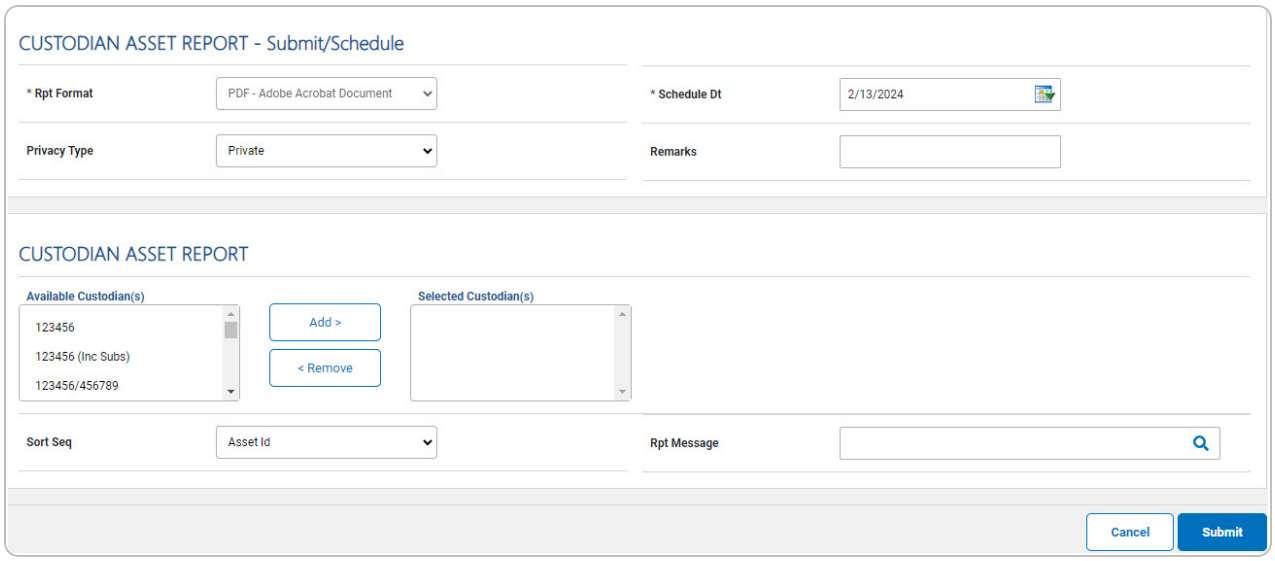
**ELMS Navigation Helpful Tips**

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 256 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

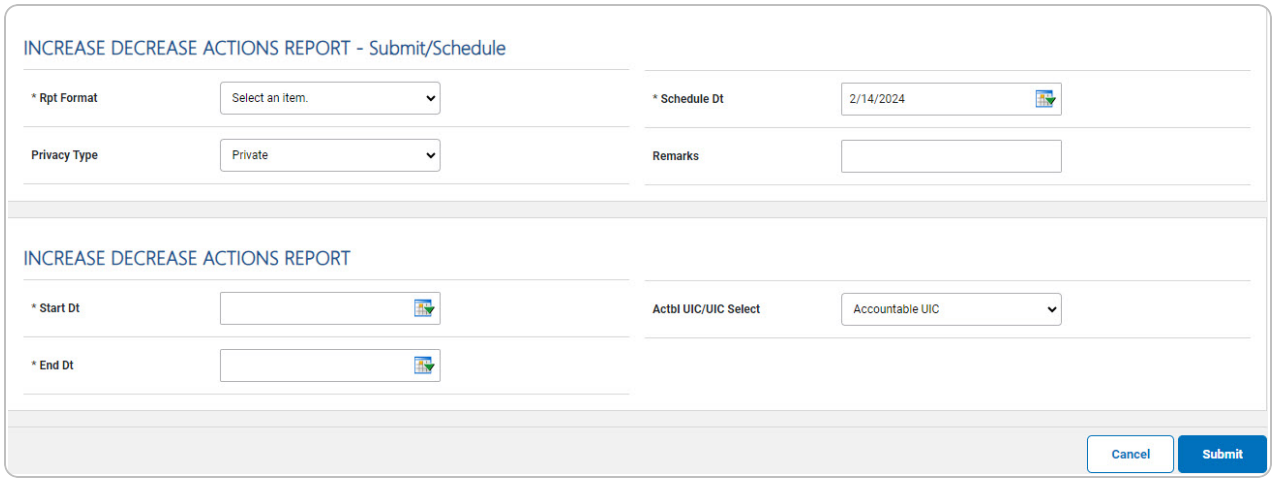
**ELMS Navigation Helpful Tips**

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 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: *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

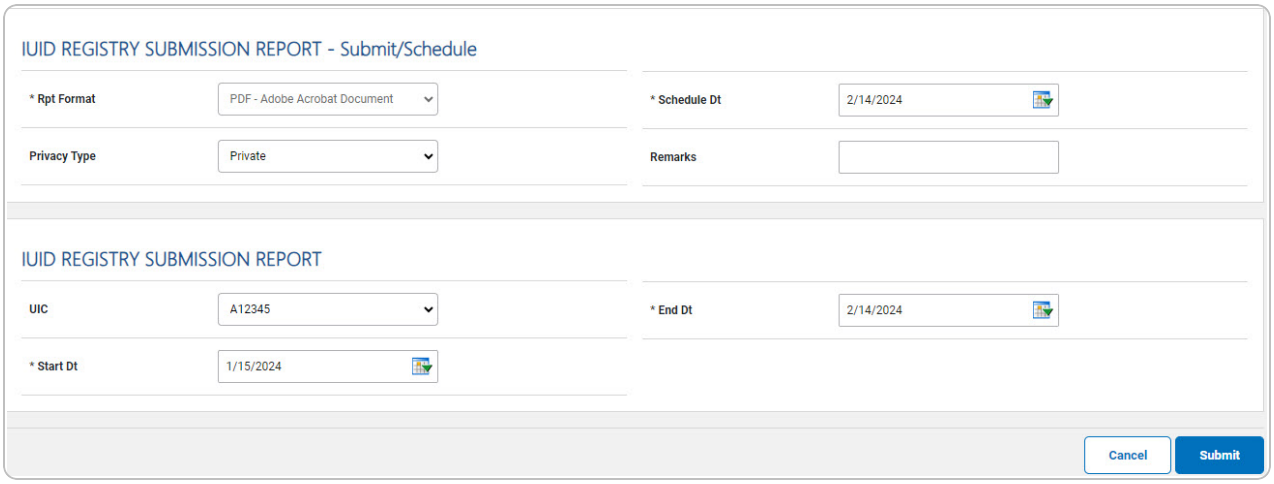
**ELMS Navigation Helpful Tips**

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

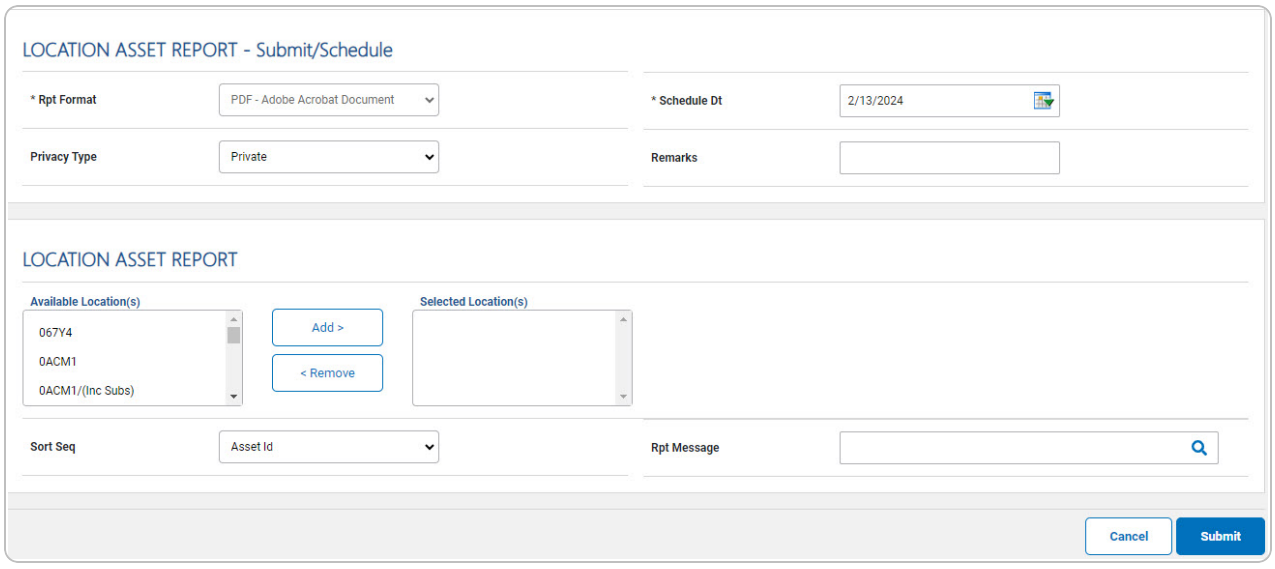
**ELMS Navigation Helpful Tips**

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 256 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

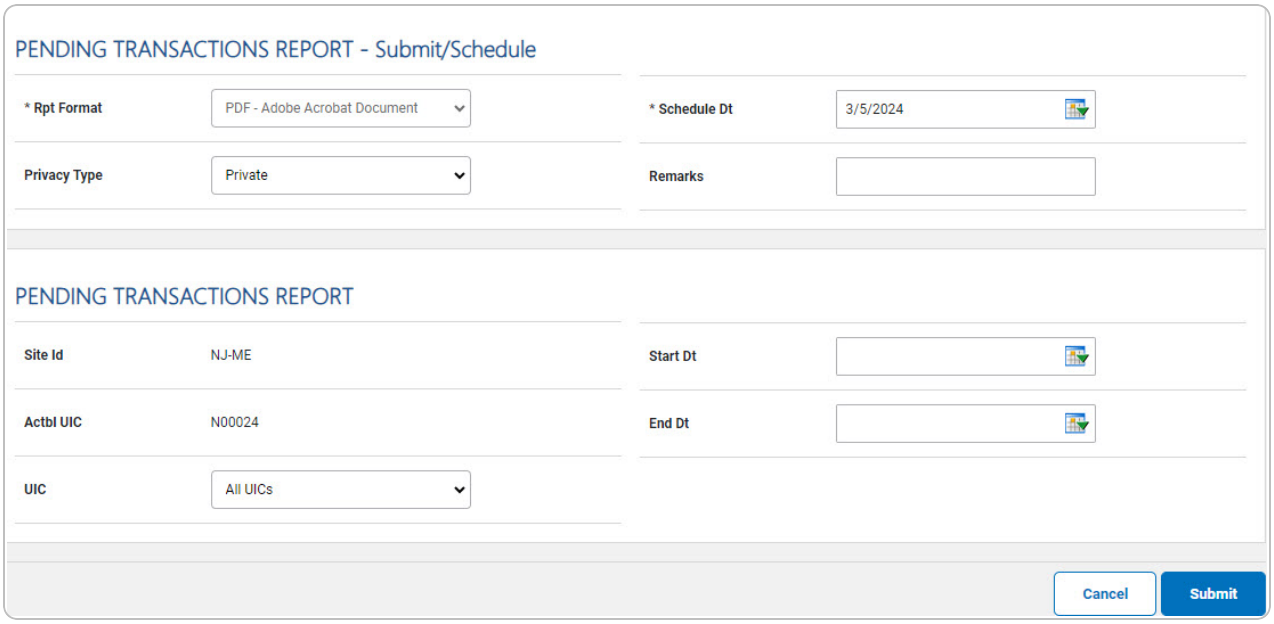
**ELMS Navigation Helpful Tips**

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 Primary Hand Receipt Report

## Overview

The Schedule Asset Reports — Primary Hand Receipt Report provides the LIN/TAMCN information, AUTHN PROP TYPE CD, Unit Identification Code, Paragraph Number, and Report Message for each specified UIC.

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR4401R hyperlink > Primary Hand Receipt Report - Submit/Schedule page

## Page Fields

The following fields display on the **Primary Hand Receipt 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

## Primary Hand Receipt Report Grid

All LIN/TAMCN
Specific LIN/TAMCN
LIN/TAMCN Range
Multi LIN/TAMCN
Auth Prop Type Cd
UIC
Para Nbr
LIN/TAMCN
Rpt Message

(*) Asterisk identifies mandatory fields.

# Procedures

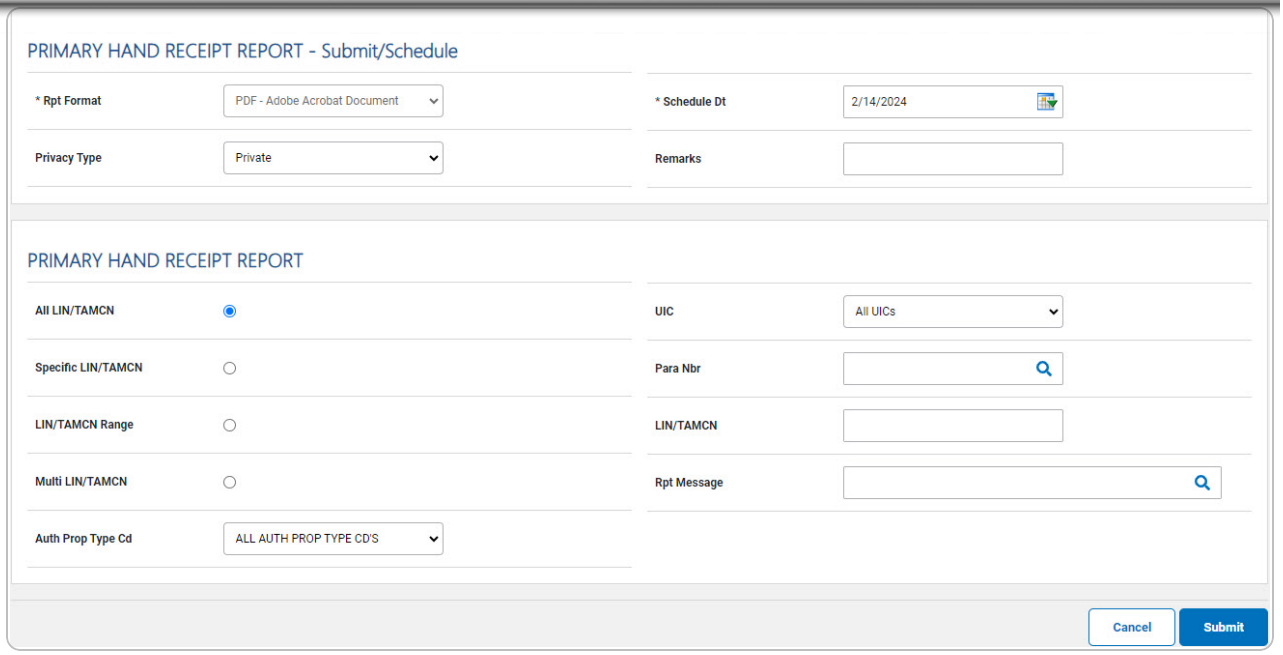
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Submit or Schedule a Primary Hand Receipt Report

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

1. Select the WPHRR4401R hyperlink. *The* ***Primary 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 Primary Hand Receipt Report - Submit/Schedule 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 Primary Hand Receipt 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 Primary Hand Receipt Report.*

C. Select Specific LIN/TAMCN if only specific LIN/TAMCN's are required in the report. *Only specific LIN/TAMCNs are included in the Primary Hand Receipt Report.*

D. Select ○ Multi LIN/TAMCN if multiple LIN/TAMCN's are required in the report. *Multiple LIN/TAMCNs are included in the Primary Hand Receipt Report.*

E. Use ⌄ to select the Auth Prop Type Cd.

F. Use ⌄ to select the UIC.

G. Enter the PARA NBR, or use 🔍 to browse for the entry. *This is a 4 alphanumeric character field.*

Paragraph Browse help

H. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

I. Enter the RPT MESSAGE, or use 🔍 to browse for the entry. *This is a 256 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*.** | |
| **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
- 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

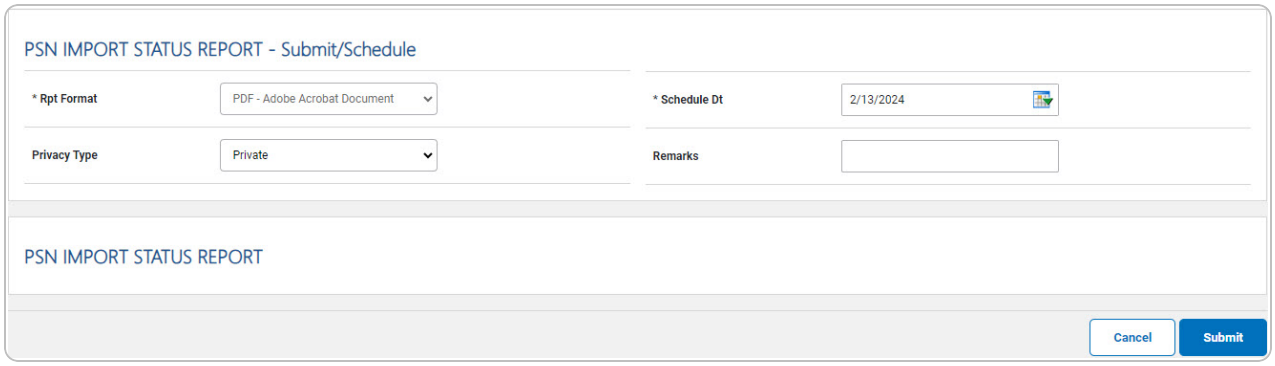
**ELMS Navigation Helpful Tips**

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 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

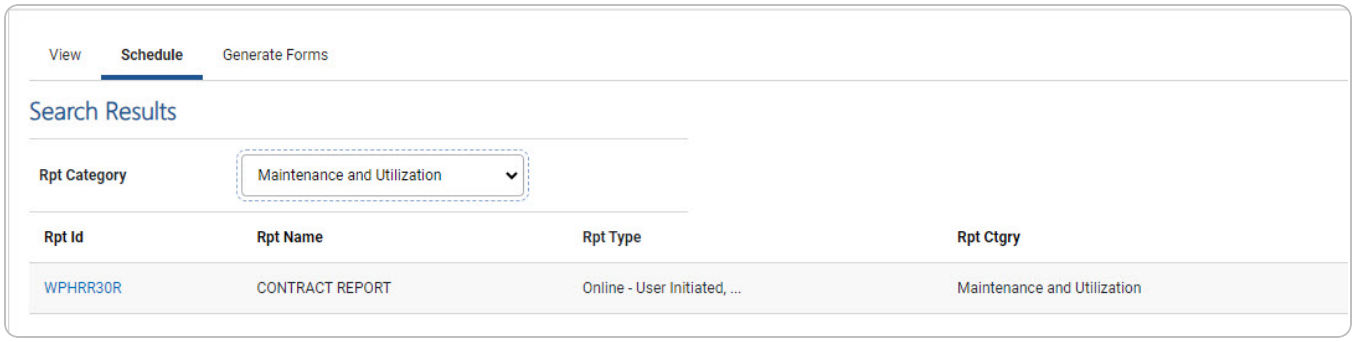
Rpt Id
Rpt Name
Rpt Type
Rpt Category

# 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 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

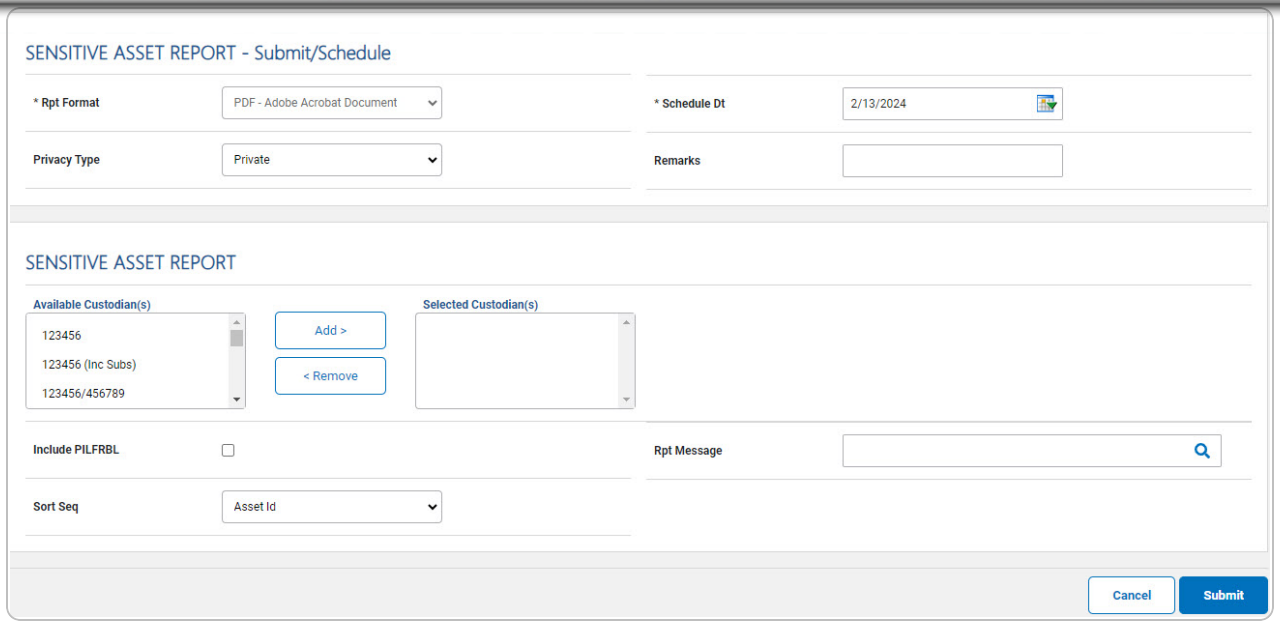
**ELMS Navigation Helpful Tips**

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 256 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 SUB Hand Receipt Report

## Overview

The Schedule Asset Reports — SUB Hand Receipt Report provides the LIN/TAMCN information, Custodians, Unit Identification Code, Paragraph Number, and Report Message for each specified UIC.

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR4402R hyperlink > SUB Hand Receipt Report - Submit/Schedule page

## Page Fields

The following fields display on the **SUB Hand Receipt 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

## SUB Hand Receipt Report Grid

All LIN/TAMCN
Specific LIN/TAMCN
LIN/TAMCN Range
Multi LIN/TAMCN
UIC
Para Nbr
LIN/TAMCN
Rpt Message
Available Custodian(s)
Selected Custodian(s)
Available Location(s)
Selected Location(s)

(*) Asterisk identifies mandatory fields.

# Procedures

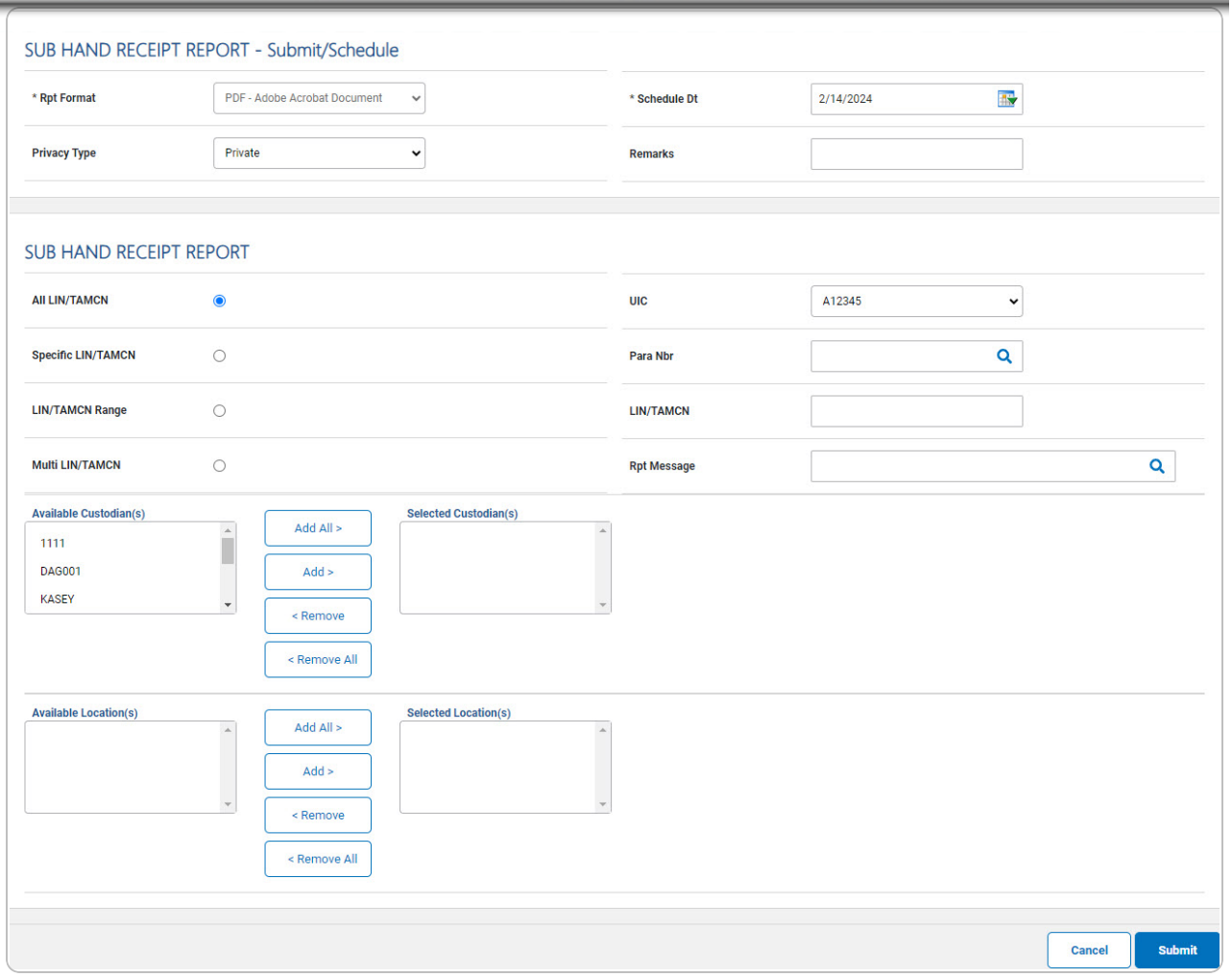
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Submit or Schedule a SUB Hand Receipt Report

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

1. Select the WPHRR4402R 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 Primary Hand Receipt Report - Submit/Schedule 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 SUB Hand Receipt 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 SUB Hand Receipt 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 SUB Hand Receipt Report.*

D. Select  Multi LIN/TAMCN if multiple LIN/TAMCN's are required in the report. *Multiple LIN/TAMCNs are included in the SUB Hand Receipt Report.*

E. Use  to select the Auth Prop Type Cd.

F. Use  to select the UIC.

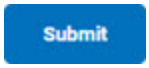
G. Enter the PARA NBR, or use  to browse for the entry. *This is a 4 alphanumeric character field.*

Paragraph Browse help

H. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

I. Enter the RPT MESSAGE, or use  to browse for the entry. *This is a 256 alphanumeric character field.*

Msg Id Browse help

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*.** | |
| **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
- 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

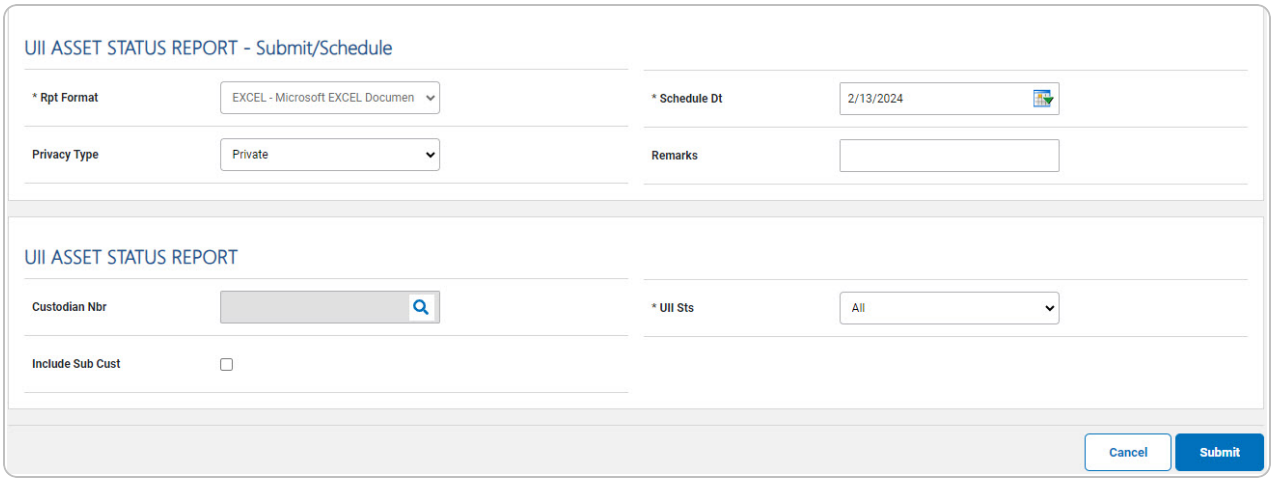
**ELMS Navigation Helpful Tips**

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 UIT Interface Transaction Report

## Overview

The Schedule Asset Reports — UIT Interface Transaction Report provides the Installation Code and Unit Identification Code for each specified UIT status within a UIC.

## Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR18D hyperlink > UIT Interface Transaction Report - Submit/Schedule page

## Page Fields

The following fields display on the **UIT Interface Transaction 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

## UIT Interface Transaction Report Grid

INSTL CD
UIC

(*) Asterisk identifies mandatory fields.

# Procedures

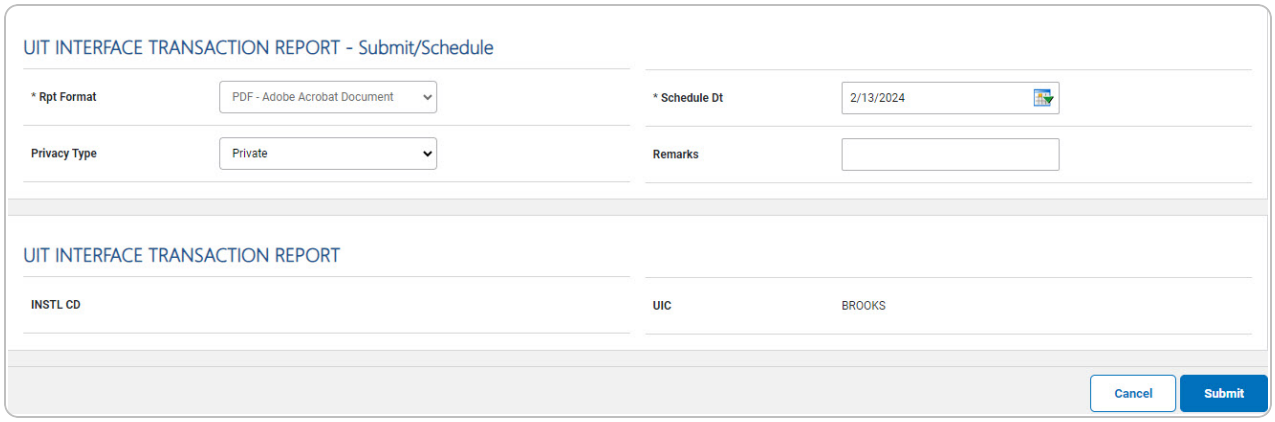
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Submit or Schedule a UIT Interface Transaction Report

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

1. Select the WPHRR18D hyperlink. *The **UIT Interface Transaction 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 UIT Interface Transaction Report grid.*
   A. *The INSTL CD automatically populates and is not editable.*
   B. *The UIC automatically populates and is not editable.*
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
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status 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

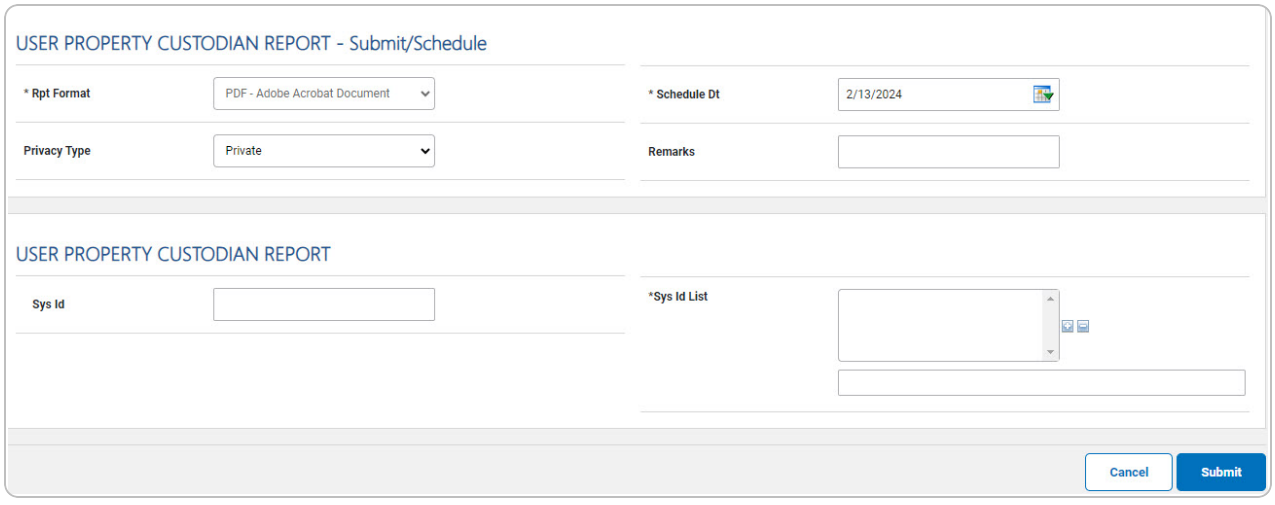
**ELMS Navigation Helpful Tips**

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 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

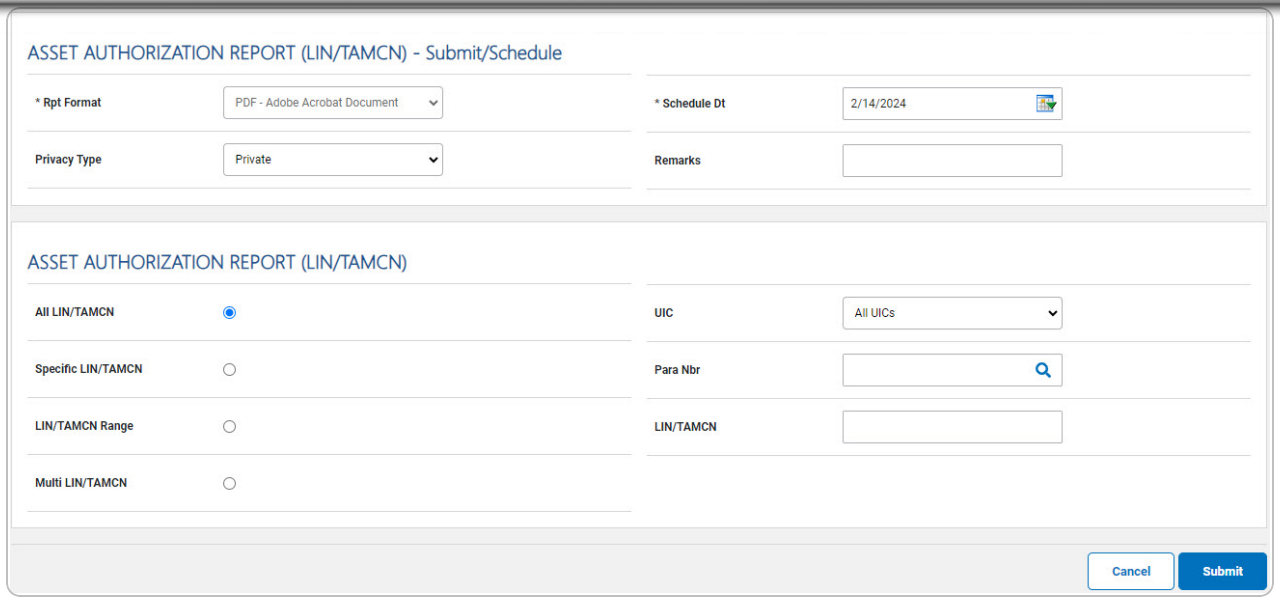
**ELMS Navigation Helpful Tips**

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

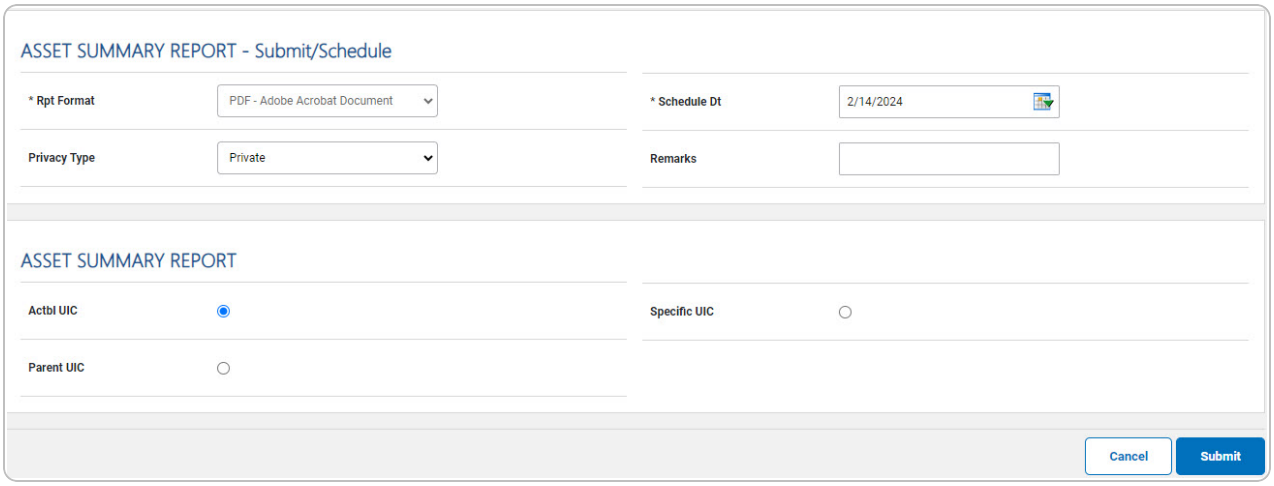
**ELMS Navigation Helpful Tips**

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.

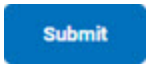
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

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

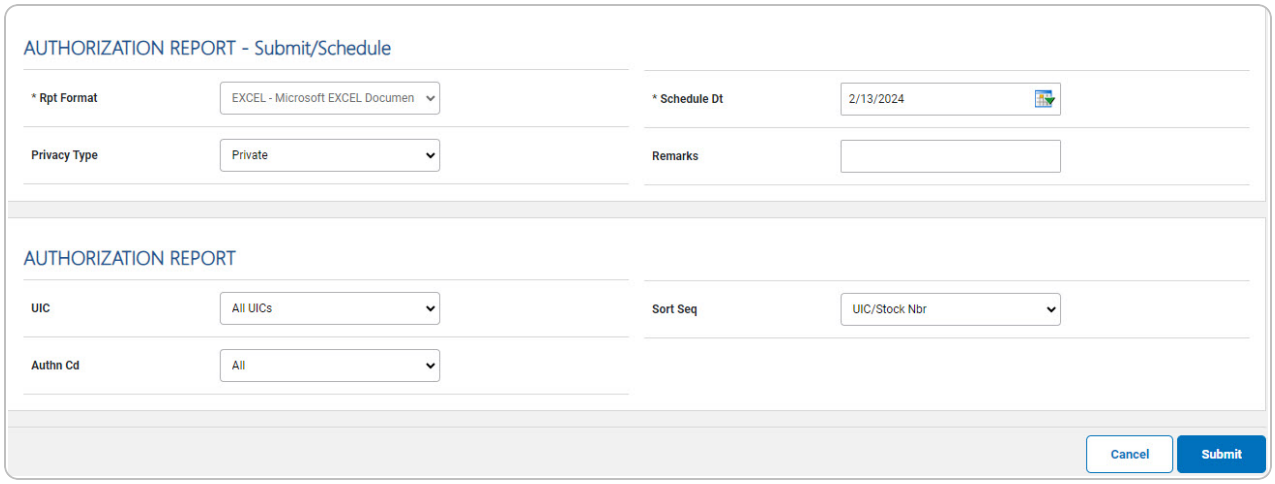
**ELMS Navigation Helpful Tips**

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 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 Authorization Reports — Results
- Asset Authorization Report (LIN/TAMCN)
- Asset Summary Report
- FSM Auth Mgt On-Hand Report

# Schedule a FSM AUTH MGT On-Hand 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 > WPAUR24R hyperlink > FSM AUTH MGT On-Hand Report- Submit/Schedule page

## Page Fields

The following fields display on the **FSM AUTH MGT On-Hand 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

## FSM AUTH MGT On-Hand Report Grid

Agency
Site ID
Accountable UICs
UICs
Major Command Codes
Platforms
Readiness Code
UTCs
Stock Number
Authorization IDs

(*) Asterisk identifies mandatory fields.

# Procedures

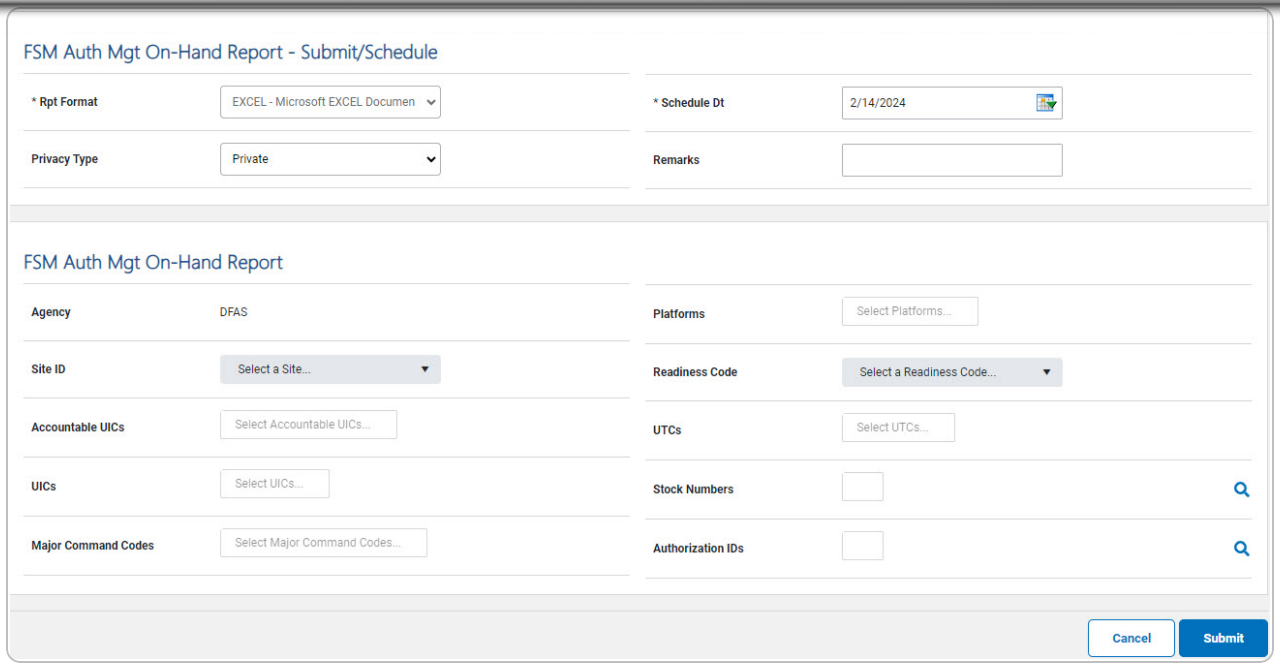
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Submit or Schedule a FSM AUTH MGT On-Hand Report

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

1. Select the WPAUR24R hyperlink. *The **FSM AUTH MGT On-Hand 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 FSMAUTH MGT On-Hand Report grid.*

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

B. Use ⌄ to select the Site ID.

C. Click 

to select the Accountable UICs. *A drop-down list appears with the available Accountable UICs.*

D. Click 

to select the UICs. *A drop-down list appears with the available UICs.*

E. Click Select Major Command Codes... to select the Major Command Codes. *A drop-down list appears with the available Major Command Codes.*

F. Click Select Platforms... to select the Platforms. *A drop-down list appears with the available Platforms.*

G. Use ⌄ to select the Readiness Code.

H. Click Select UTCs... to select the UTCs. *A drop-down list appears with the available UTCs.*

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

Stock Number Browse help

J. Enter the Authorization IDs, or use 🔍 to browse for the entry. *This is a 4-7 alpha-numeric character field.*

FSM Authorization 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*.** | |

| | |
|---|---|
| **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
- Authorization 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

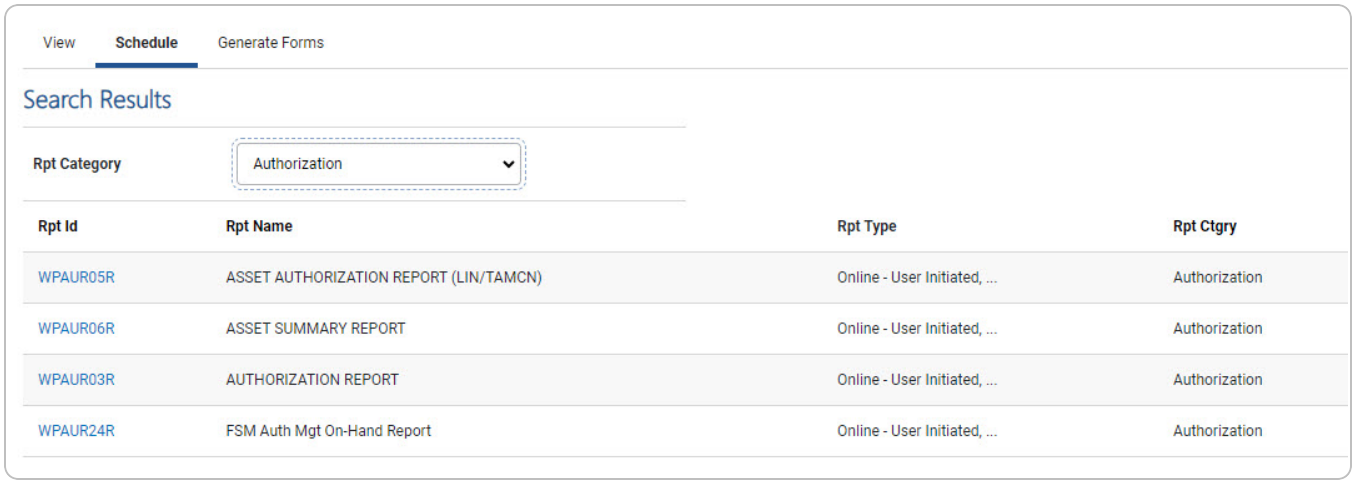
Rpt Id
Rpt Name
Rpt Type
Rpt Category

# 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

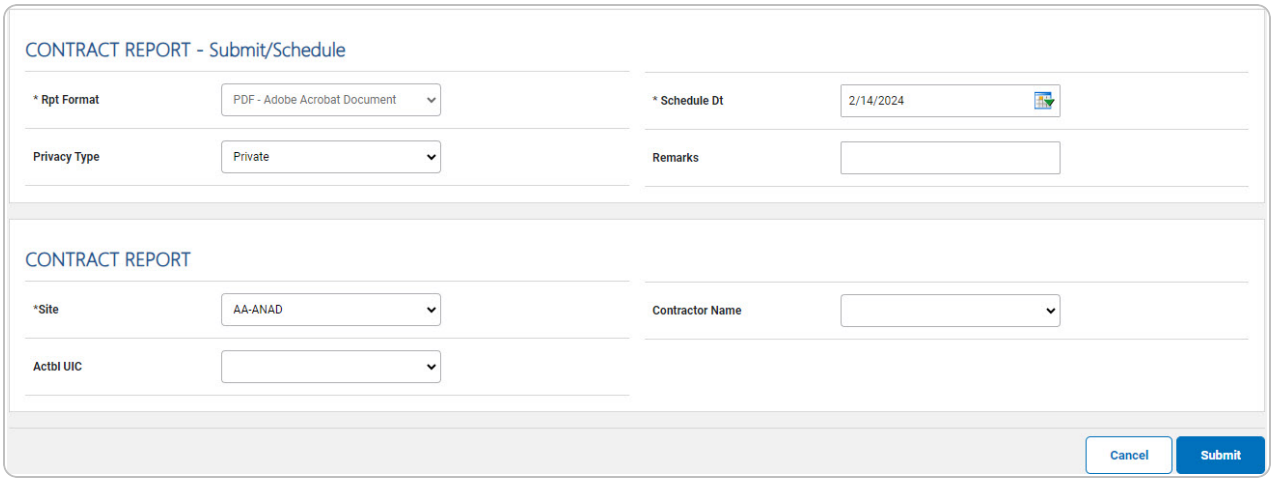
**ELMS Navigation Helpful Tips**

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 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: *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

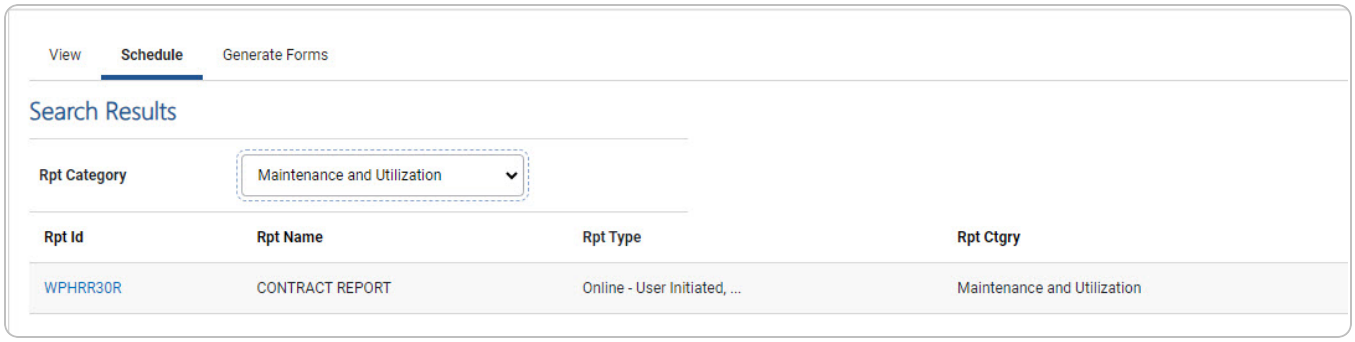
Rpt Id
Rpt Name
Rpt Type
Rpt Category

# 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

# 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

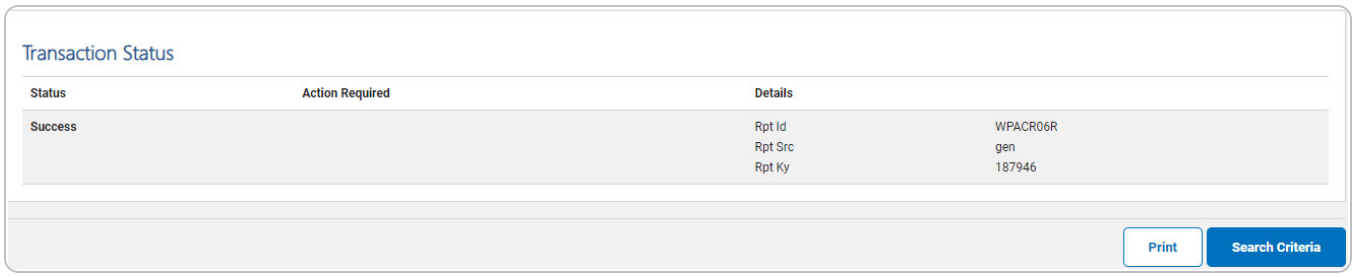
Status
Action Required
Details

# 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

# 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

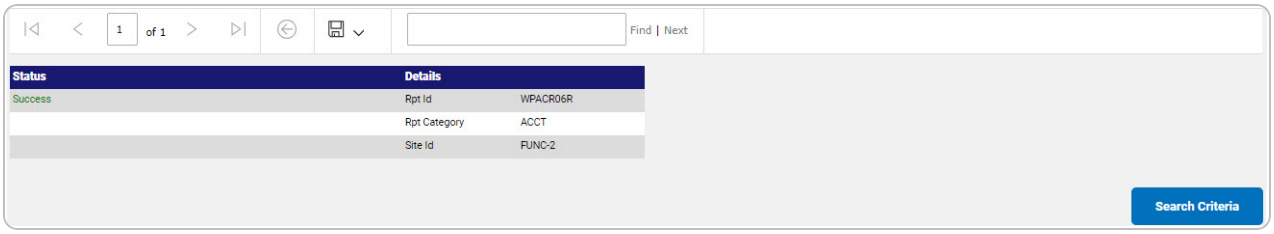
**ELMS Navigation Helpful Tips**



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.*



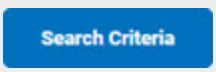

2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  . *The* ***Reports Manager — Results - Schedule*** *page appears.*

## 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

# 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

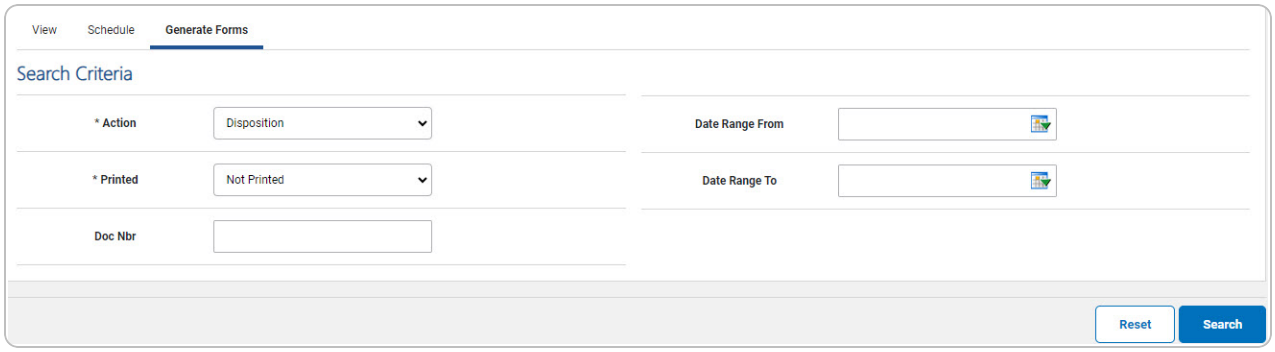
**ELMS Navigation Helpful Tips**

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.*

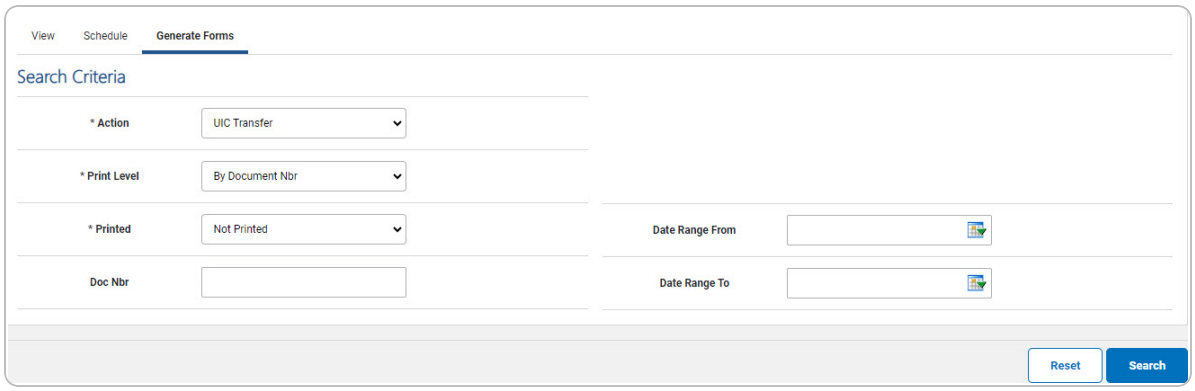
1. In the Search Criteria box, narrow the results by entering the following fields:.




- Use to select the Action.
- Use to select the Print Level.

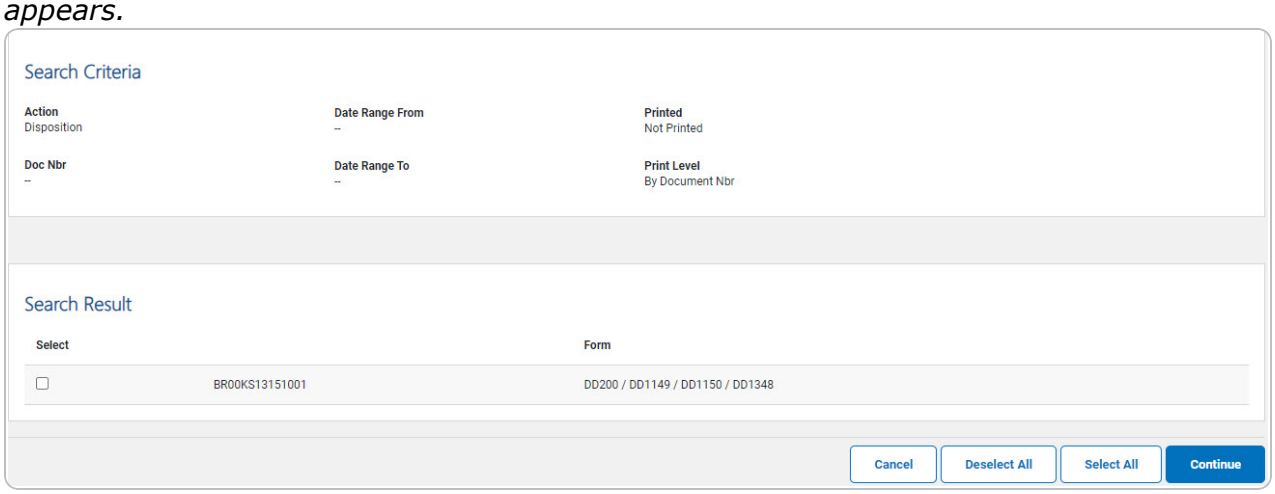
**Note**

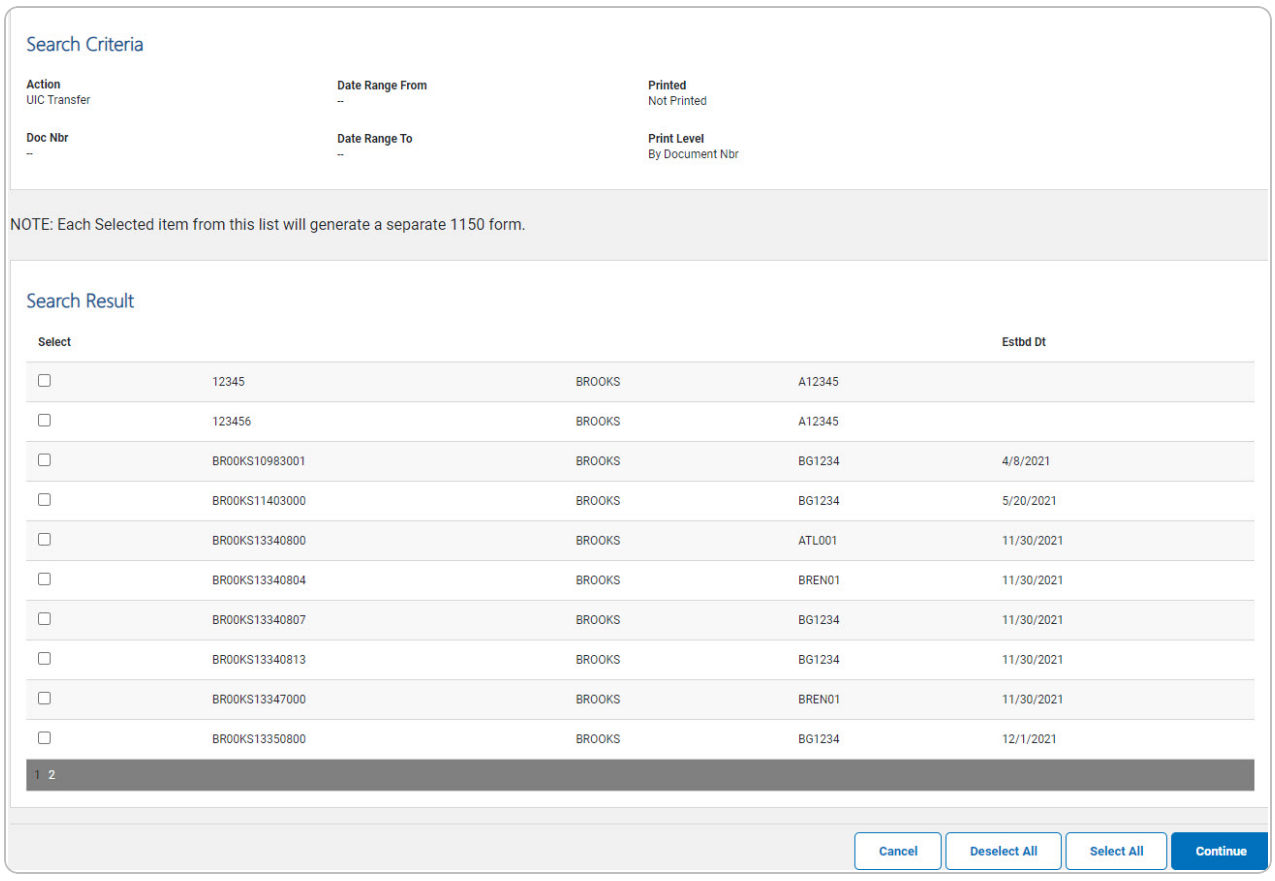
The Print Level field only appears when the Action is Issue to Custodian, Custodian Transfer, or UIC Transfer.




- 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 > Search > 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.

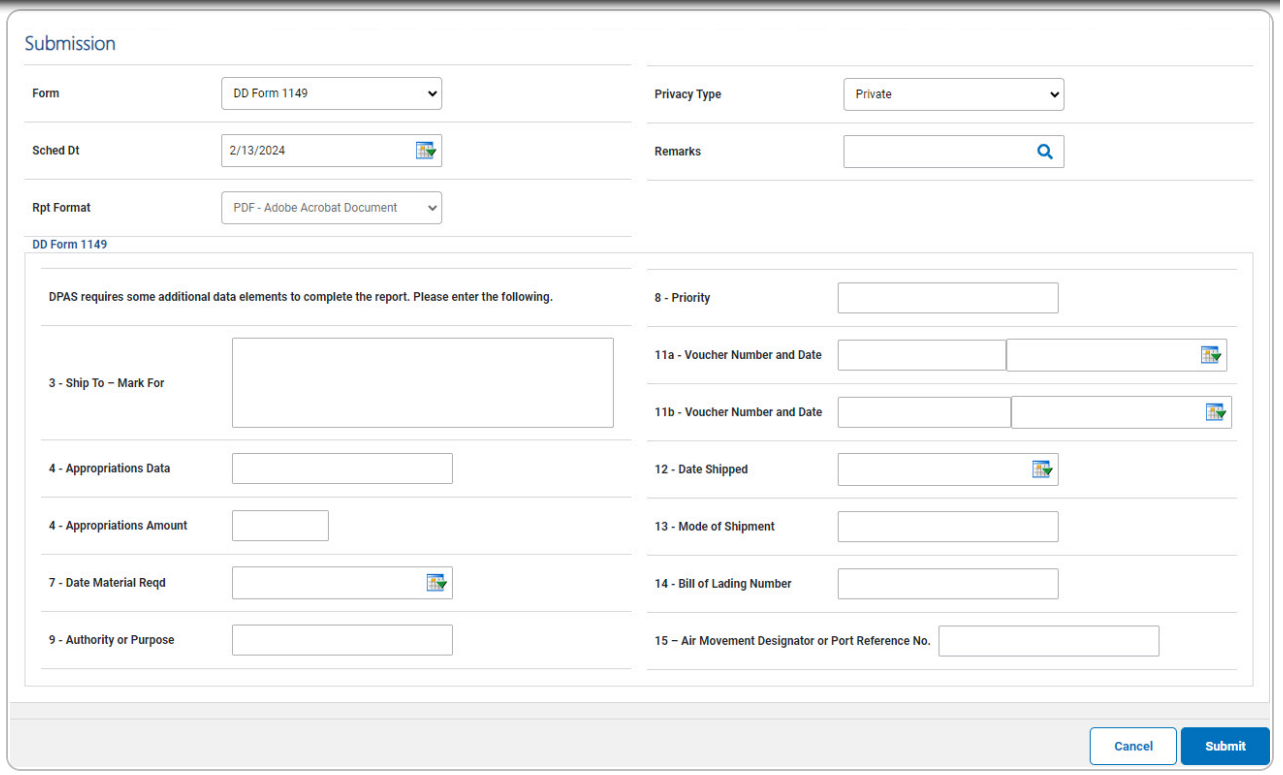
# Procedures

**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 submission 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 256 alphanumeric character field.*

     B. Enter the 4 - Appropriations Data in the field provided. *This is a 256 alpha-numeric character field.*

     C. Enter the 4 - Appropriations Amount in the field provided. *This is a 256 alpha-numeric character field.*

D. Enter the 7 - Date Material REQD in the field provided. *This is a 256 alphanumeric character field.*

E. Enter the 9 - Authority or Purpose in the field provided. *This is a 256 alpha-numeric character field.*

F. Enter the 8 - Priority in the field provided. *This is a 256 alphanumeric character field.*

G. Enter the 11a - Voucher Number and Date in the field provided. *This is a 256 alphanumeric character field.*

H. Enter the 11b - Voucher Number and Date in the field provided. *This is a 256 alphanumeric character field.*

I. Enter the 12 - Date Shipped in the field provided. *This is a 256 alphanumeric character field.*

J. Enter the 13 - Mode of Shipment in the field provided. *This is a 256 alphanumeric character field.*

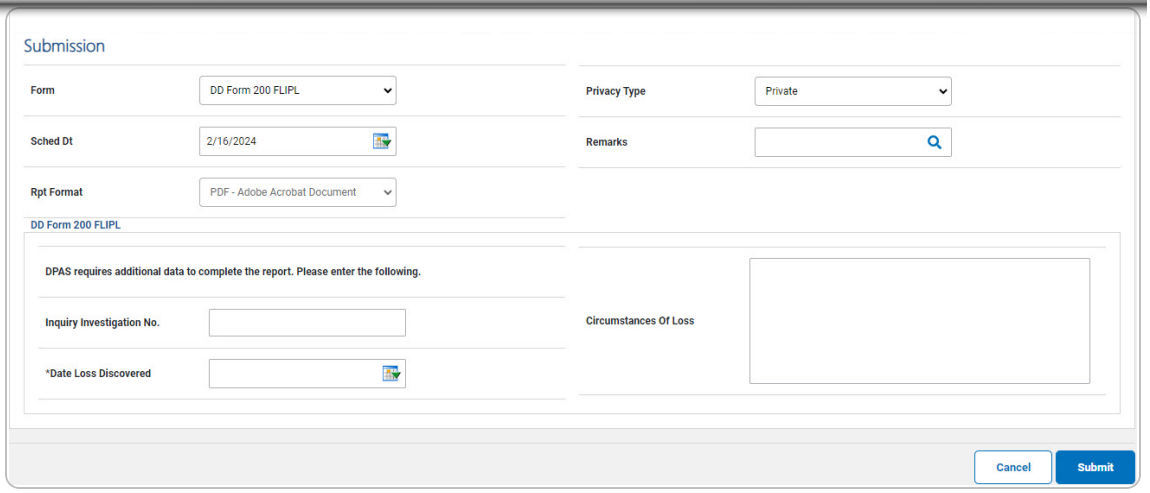
K. Enter the 14 - Bill of Lading Number in the field provided. *This is a 256 alpha-numeric character field.*

L. Enter the 15 - Air Movement Designator or Port Reference NO. in the field provided. *This is a 256 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 256 alphanumeric 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

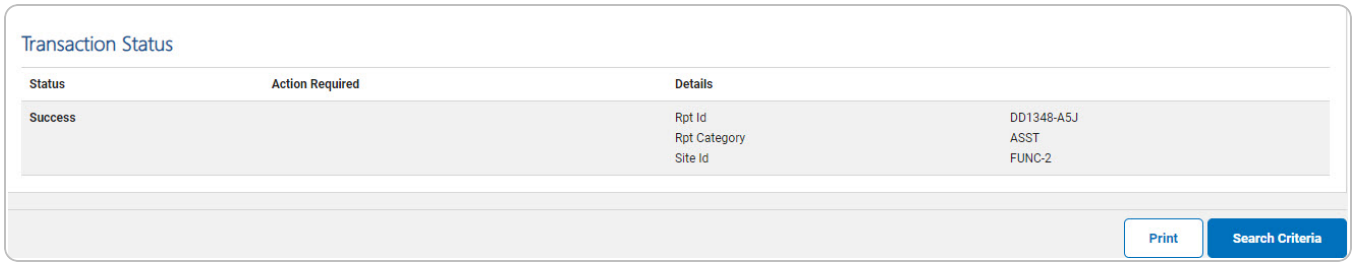
Status
Action Required
Details

## 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

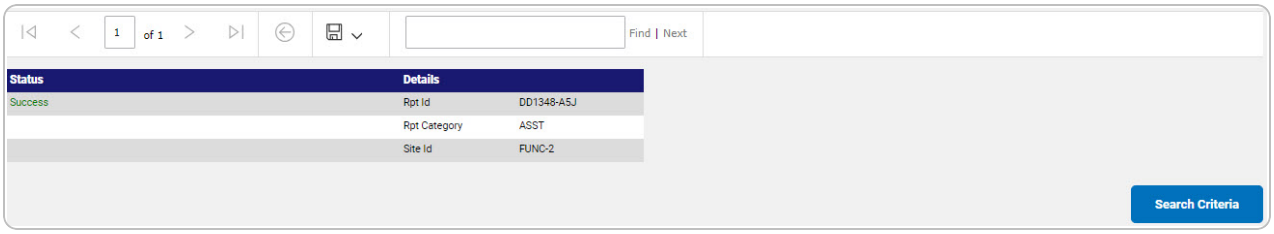
**ELMS Navigation Helpful Tips**



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

# 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

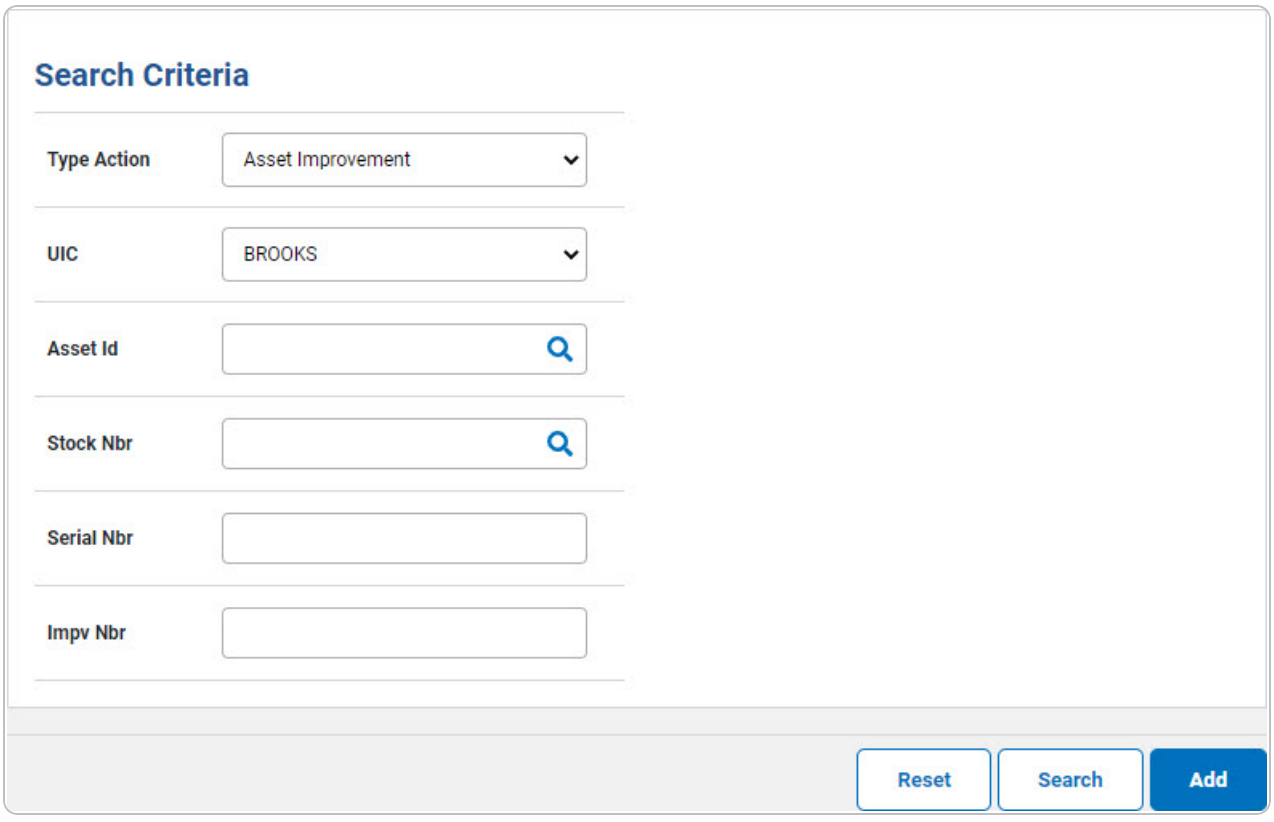
**ELMS Navigation Helpful Tips**

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.

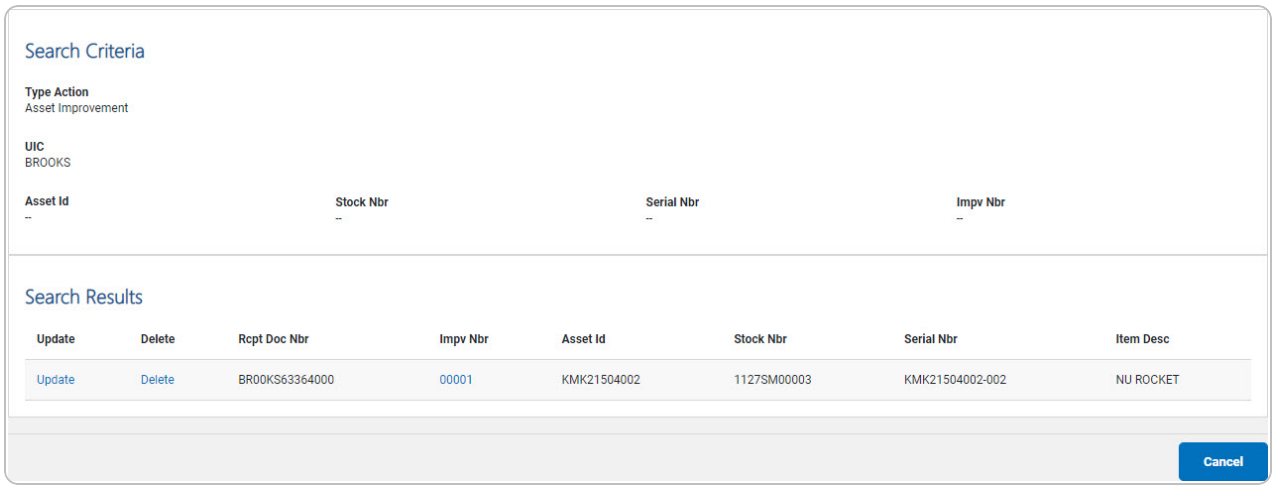
3. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Browse help

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

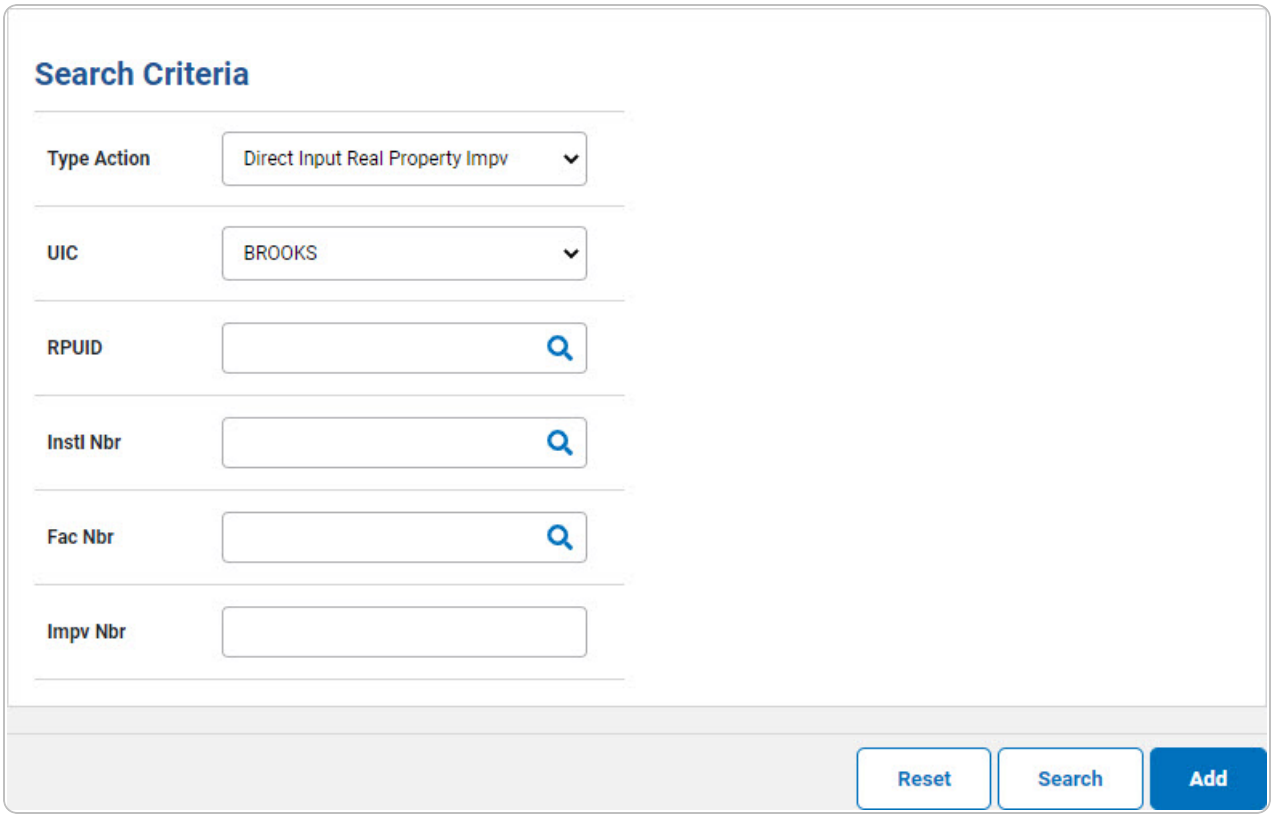
   Stock Number Browse help

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 **Improvement Search Results** page appears.*



# Search a Direct Input Real Property Improvement

1. Use ⌄ to select the Type Action.



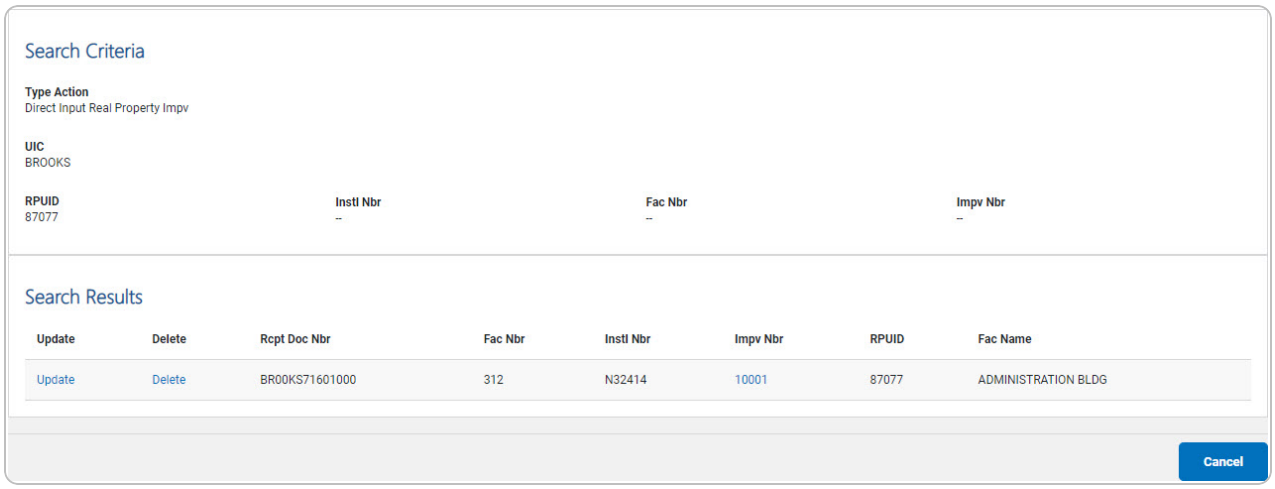

2. Use ⌄ to select the UIC.
3. Enter the RPUID, or use 🔍 to browse for the entry. *This is a 18 alphanumeric character field.*

   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.*

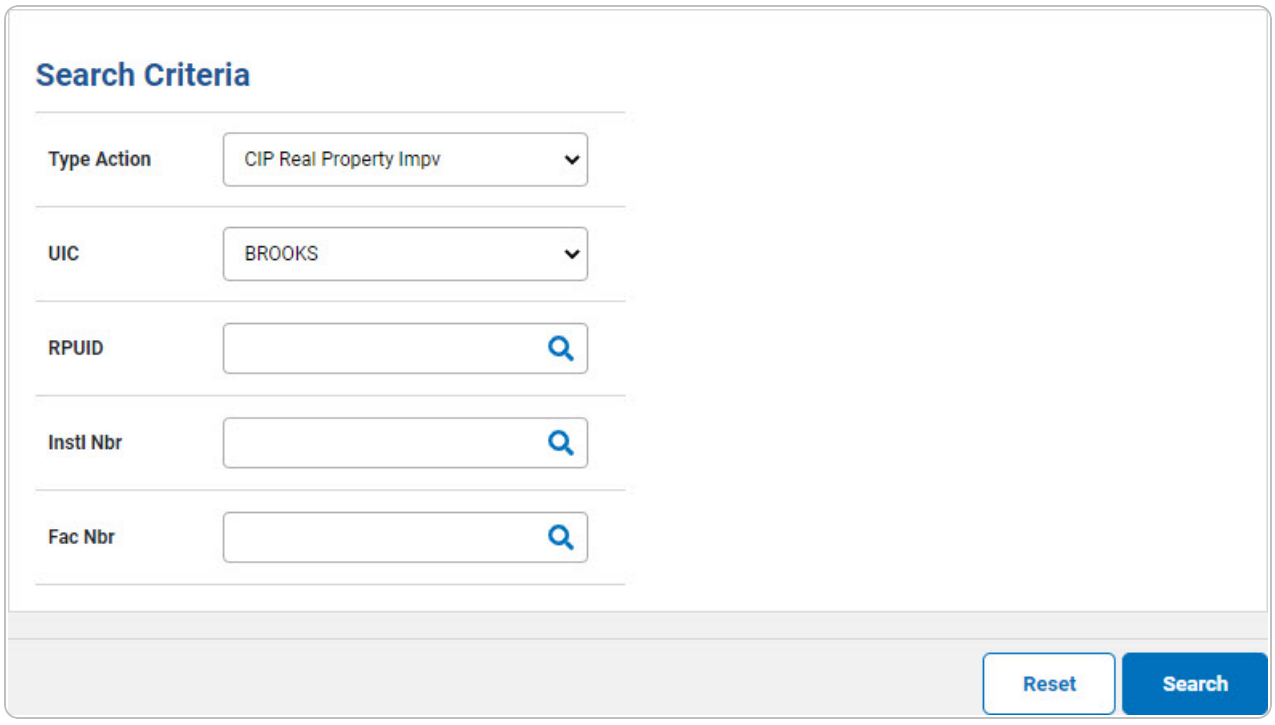
   Real Property UID Browse help

6. Enter the IMPV NBR in the field provided. *This is a 5 alphanumeric character field.*
7. Select Search. *The **Improvement Search Results** page appears.*




## Search a CIP Real Property Improvement

1. Use ⌄ to select the Type Action.

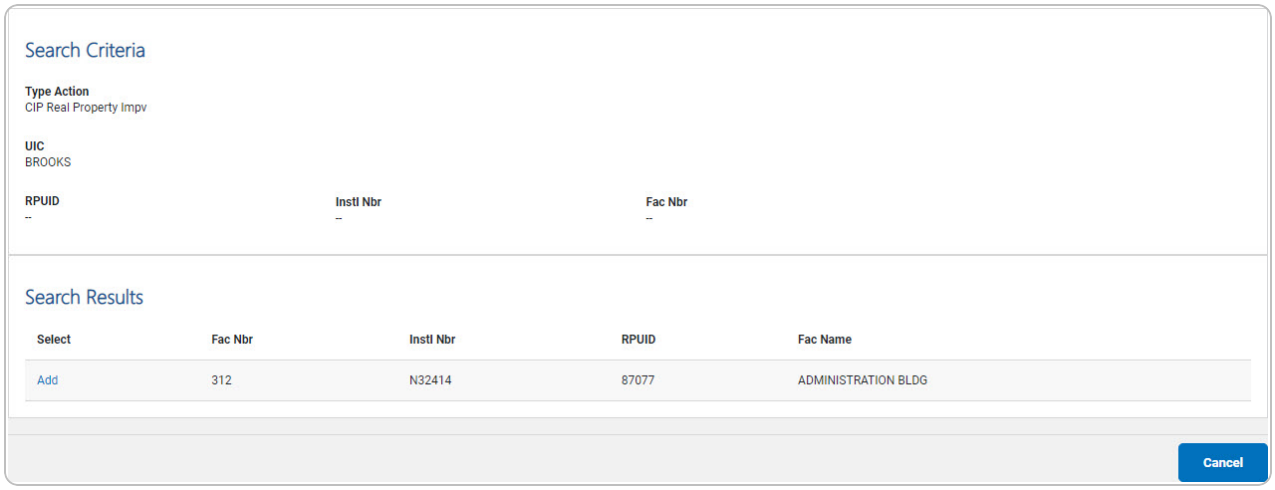


2. Use ⌄ to select the UIC.
3. Enter the RPUID, or use 🔍 to browse for the entry. *This is a 18 alphanumeric character field.*

   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.*

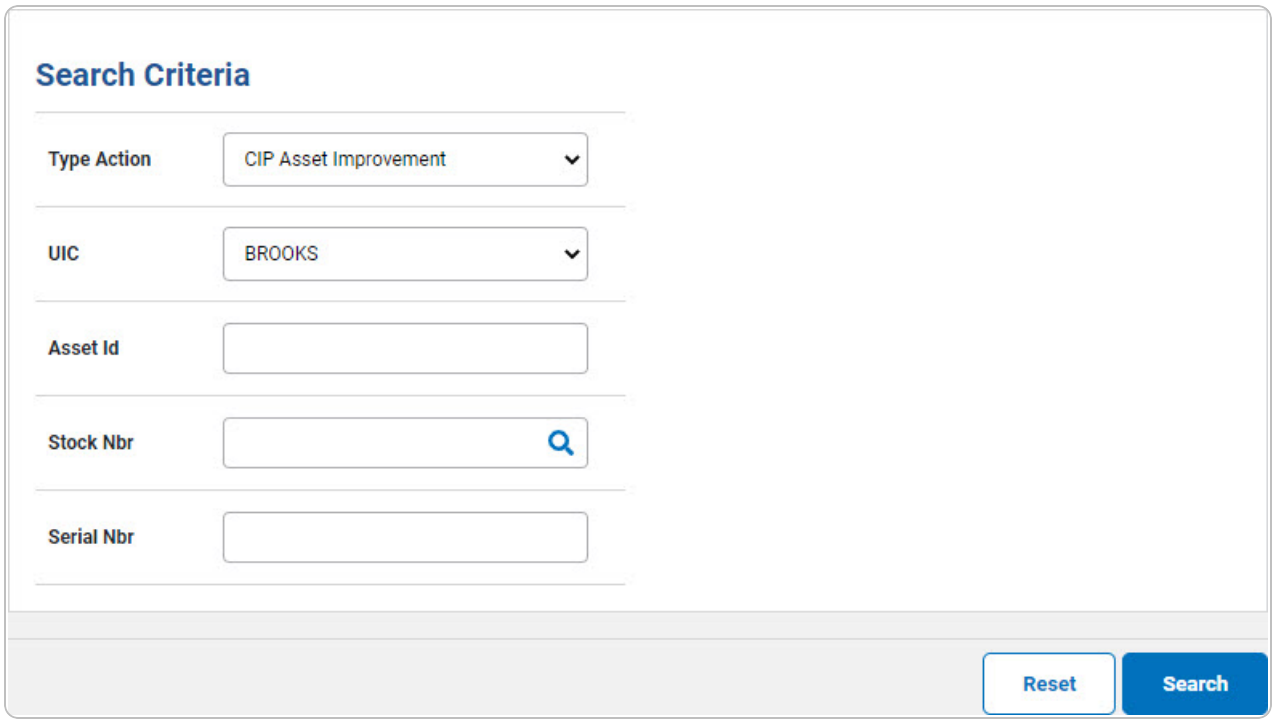
   Installation Number Browse help
5. Enter the FAC NBR, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

   Real Property UID Browse help
6. Select Search. *The **Improvement Search Results** page appears.*



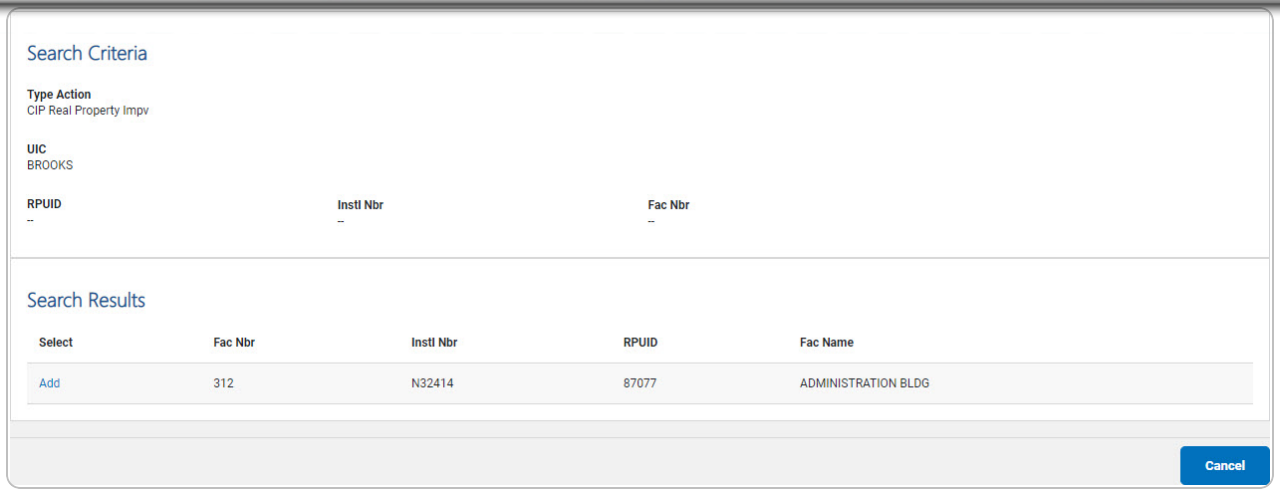
# Search a CIP Asset Improvement

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 **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 **Improvement 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. |
| **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

# 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 **Improvement Update** page appears.*

## Delete an Asset Improvement

Select the Delete hyperlink. *The **Improvement Delete** page appears.*

## Update a Direct Input Real Property Improvement

Select the Update hyperlink. *The **Improvement Update** page appears.*

## Delete a Direct Input Real Property Improvement

Select the Delete hyperlink. *The **Improvement Delete** page appears.*

## Add a CIP Real Property Improvement

Select the Add hyperlink. *The **Improvement Add** page appears.*

## Add a CIP Asset Improvement

Select the Add hyperlink. *The **Improvement 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 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

# 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 > Improvement 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".

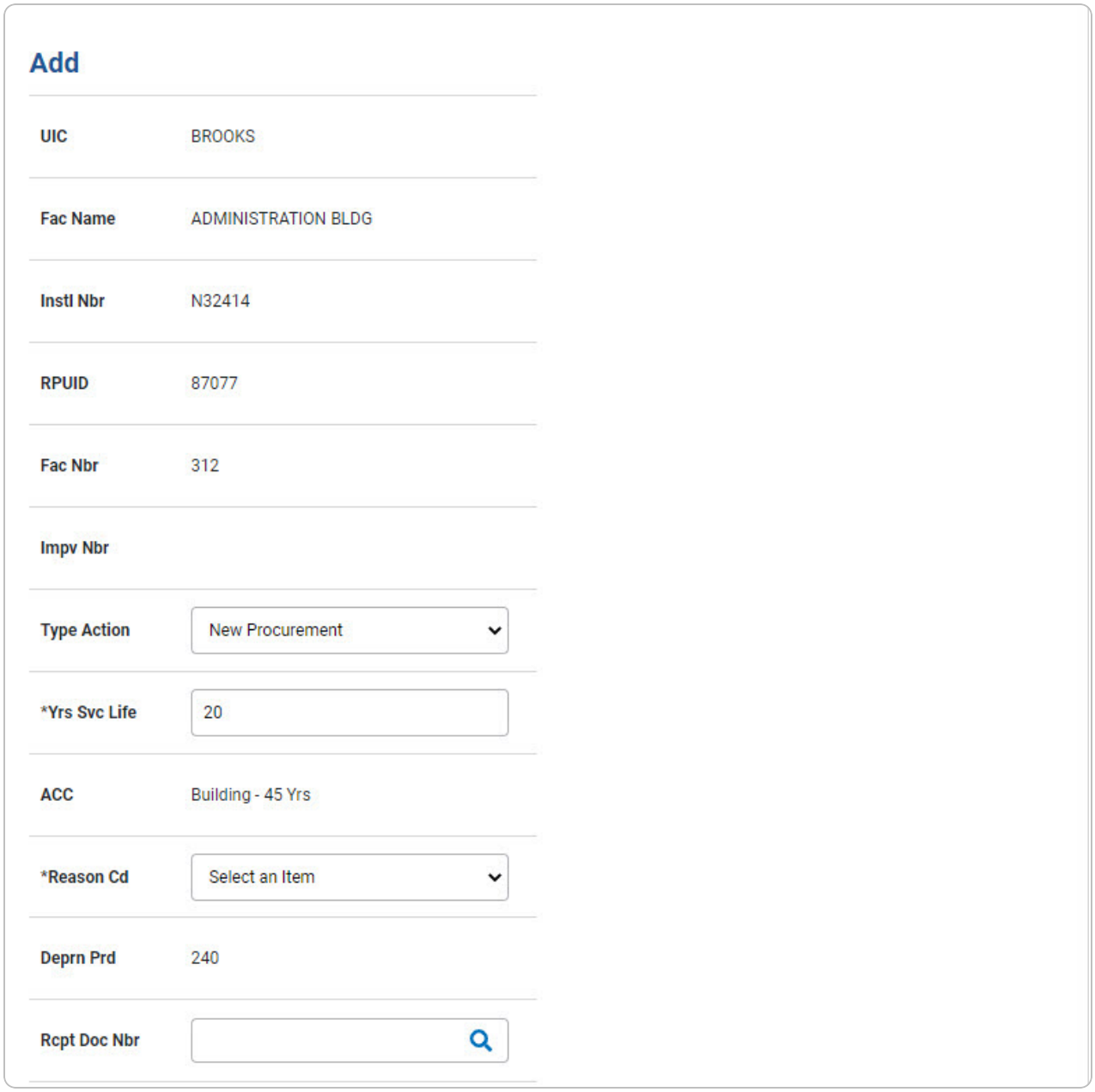
**Note**



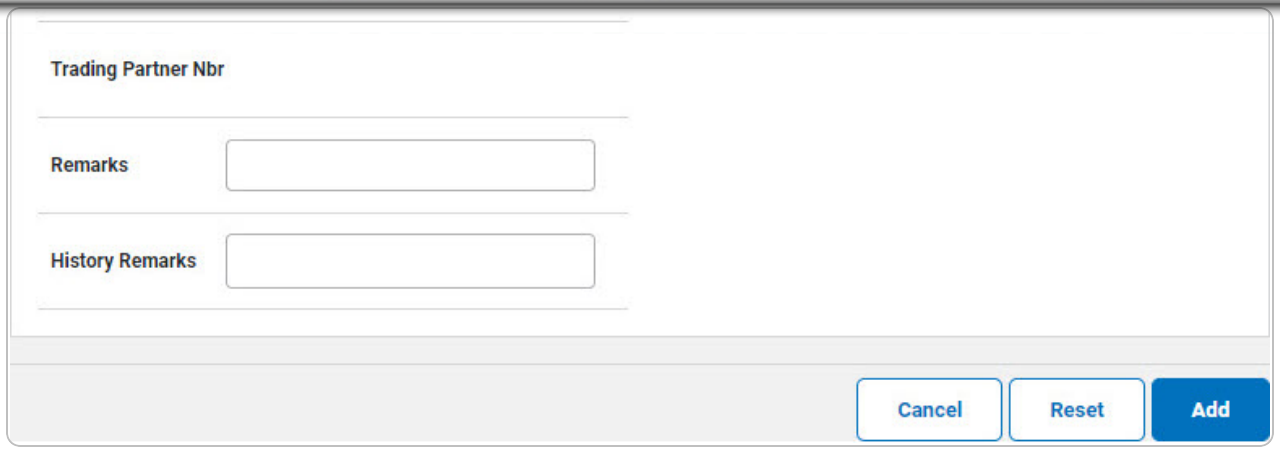
The date must be greater than or equal to the system date.

## 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 alpha-numeric 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 alpha-numeric 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

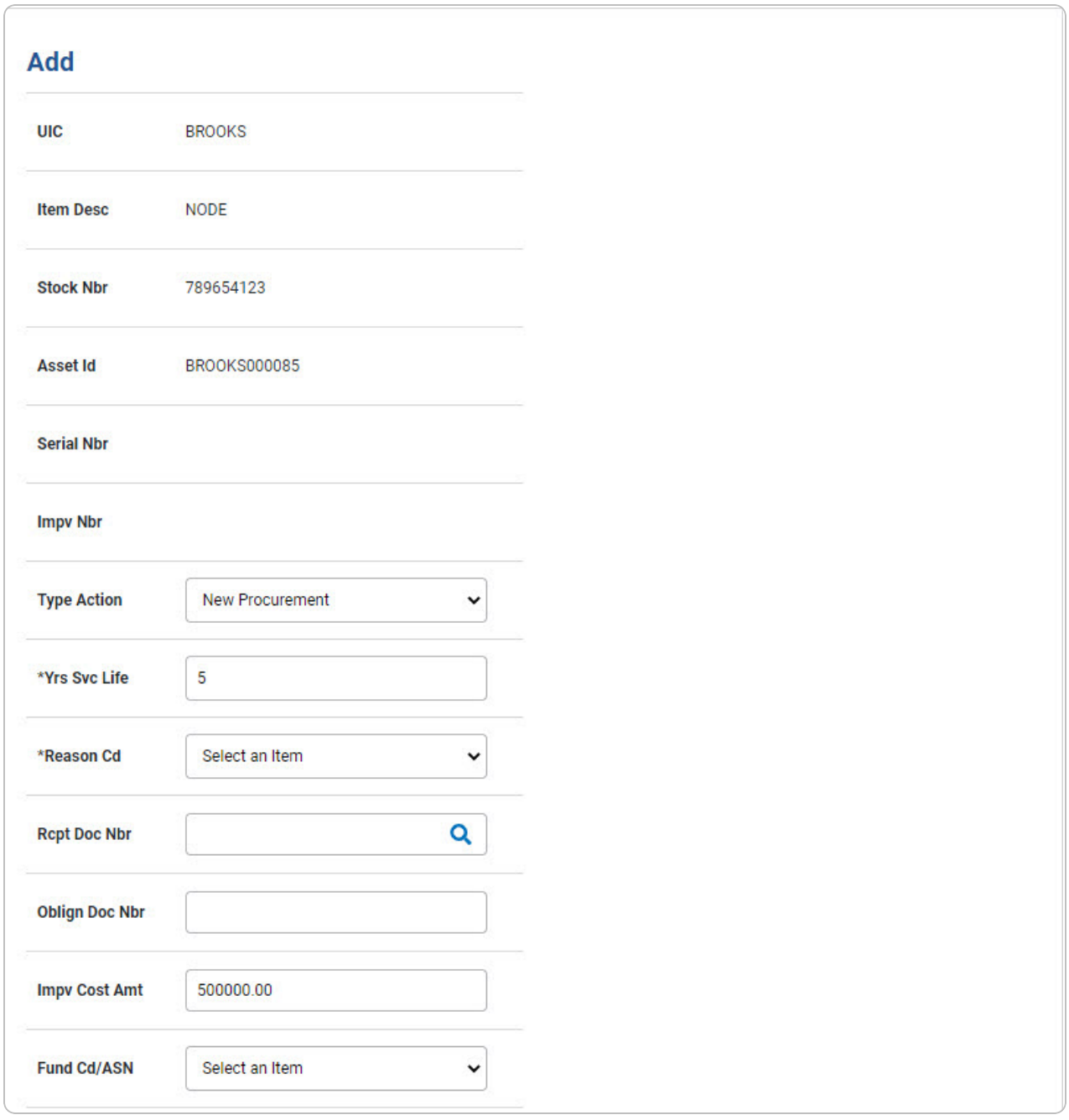
Y. Enter the Remarks. *This is a 256 alphanumeric character field.*

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

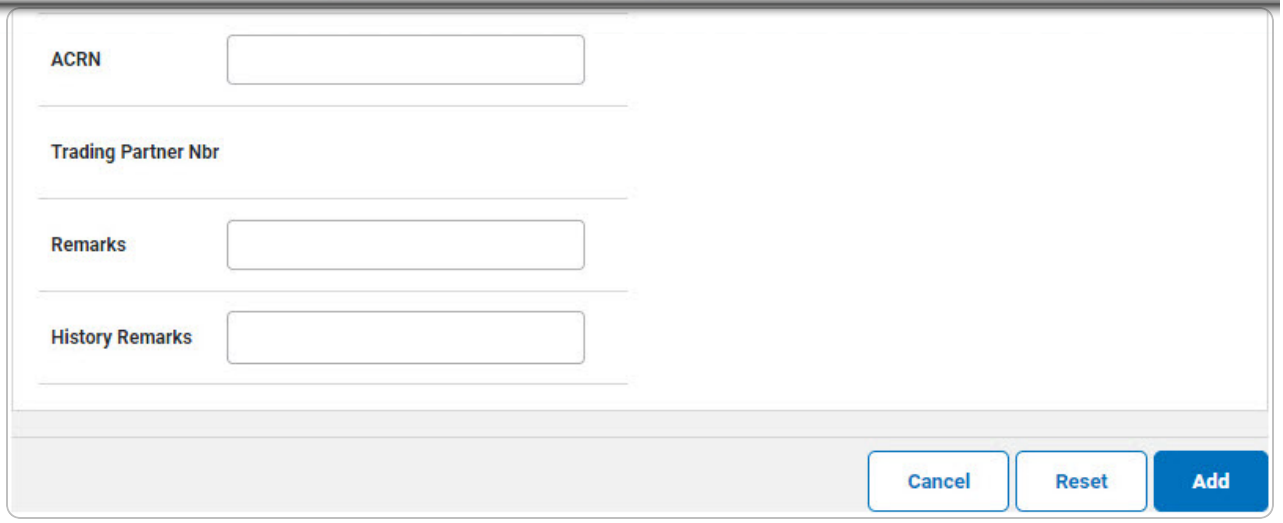
AA. Select Add. *The **Improvement Cost Transaction Status** page appears.*

## 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 256 alphanumeric character field.*

AD. Enter the History Remarks. *This is a 256 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 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. |
| **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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# 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 > Improvement 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.

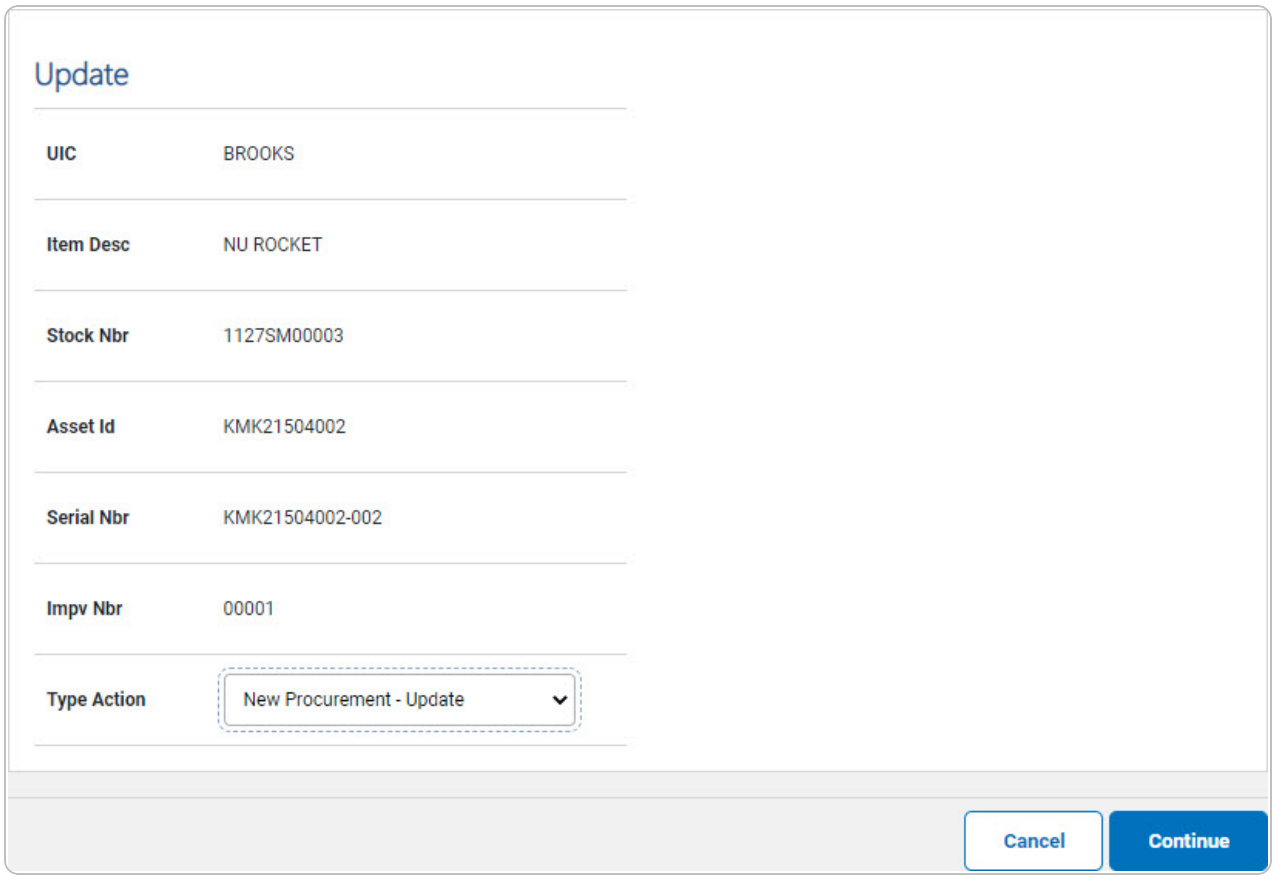
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

**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.*

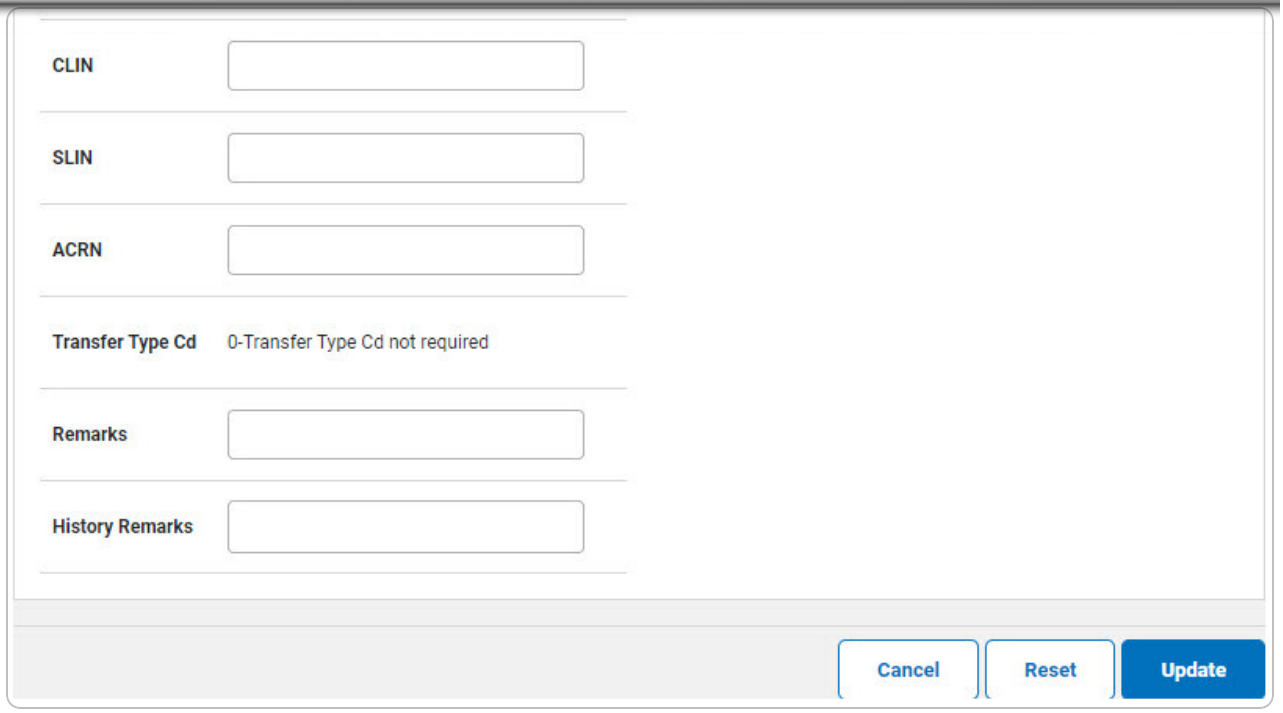
G. Use ⌄ to select the Type Action. *Choose New Procurement - Update.*

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.*

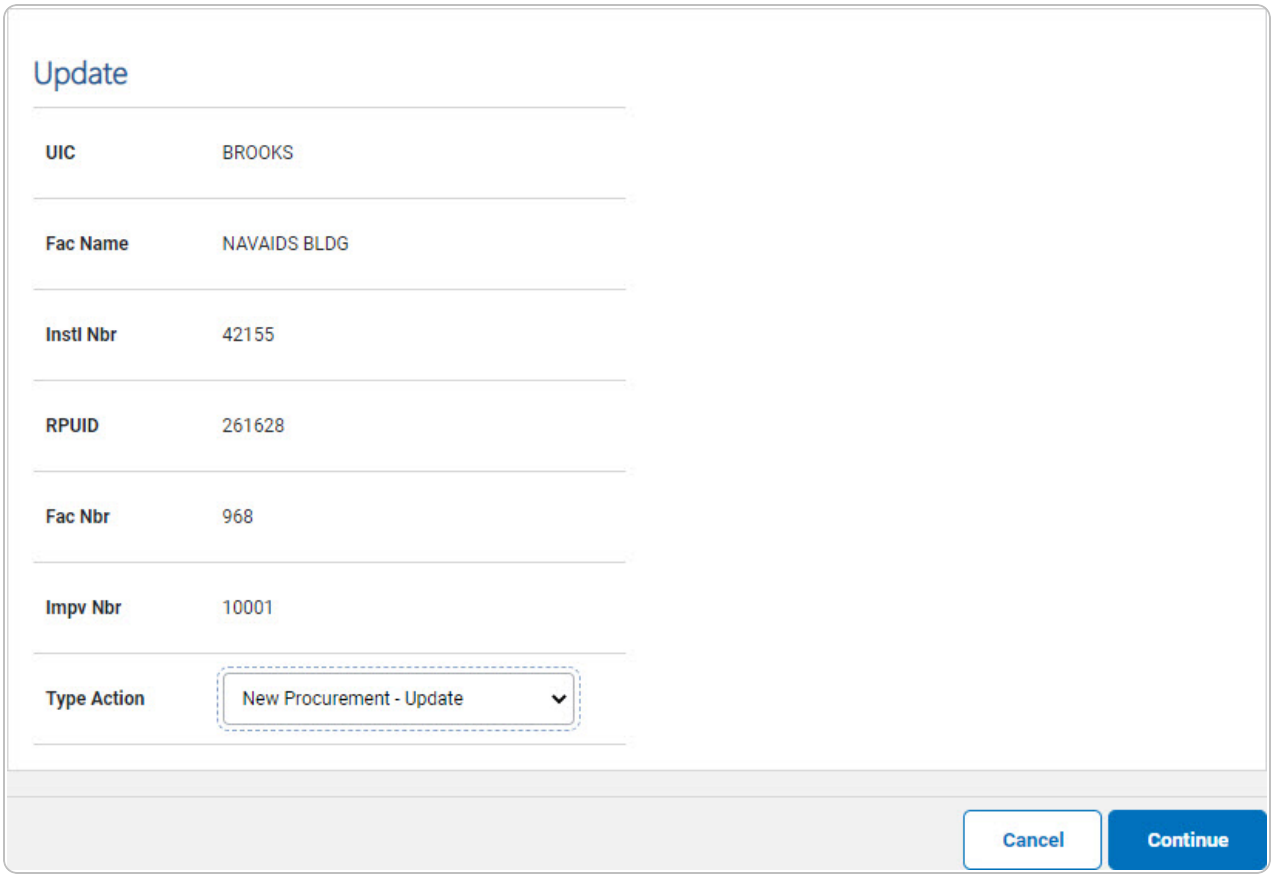
AE. Update the Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

AF. Enter the History Remarks. *This is a 256 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.*

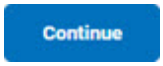
C. *Verify the INSTL NBR.*

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 256 alphanumeric character field.*

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

AB. Select Update. 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 sup-** | Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following |

| | |
|---|---|
| **ported special character(s) $, — , /, #, &, comma, period, and space.** | 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** | Invalid Entry. The entered Cost Center is not cur- |

| | |
|---|---|
| **exist.** | rently 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
- Add an Improvement
- Update an Improvement — Type Action
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# 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

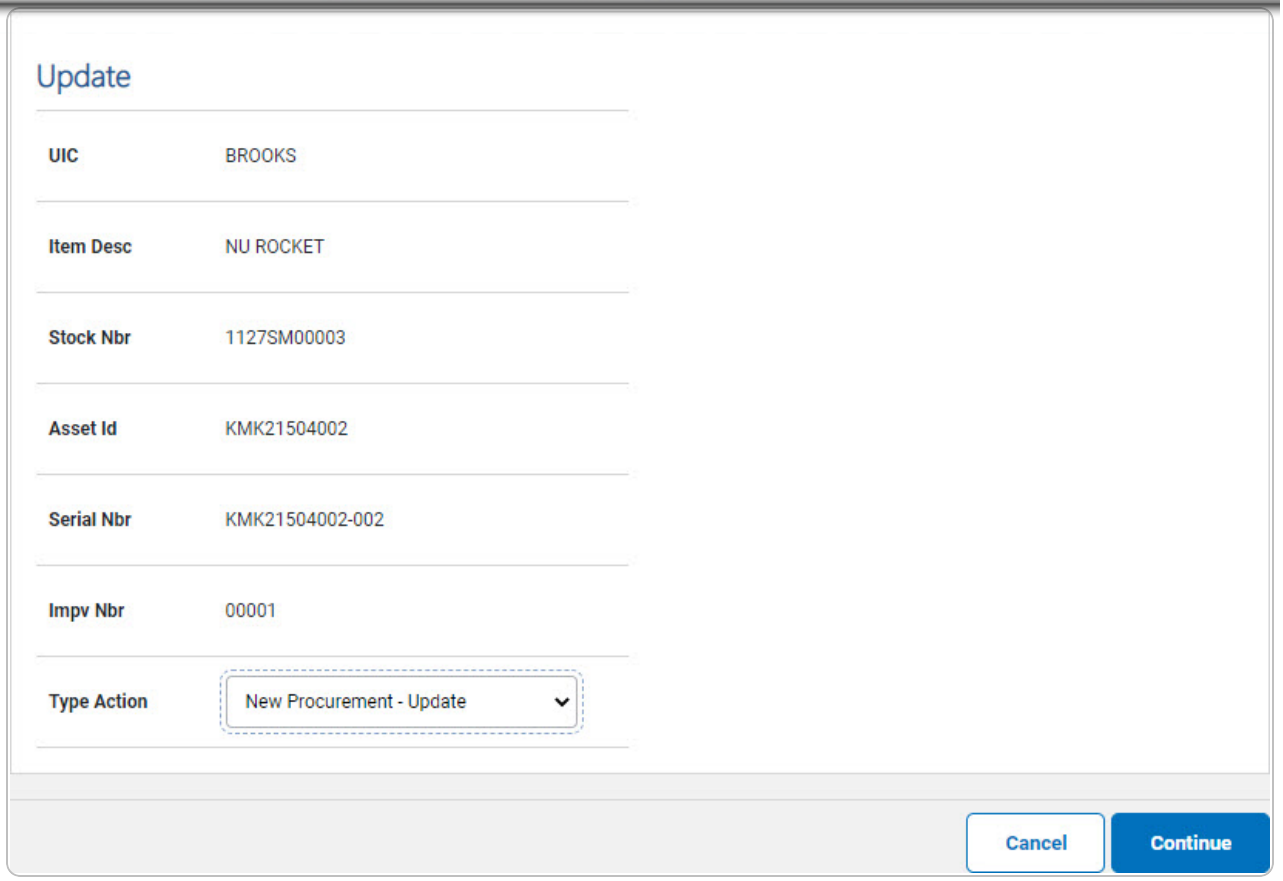
**ELMS Navigation Helpful Tips**

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* ***Asset Improvement 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.*

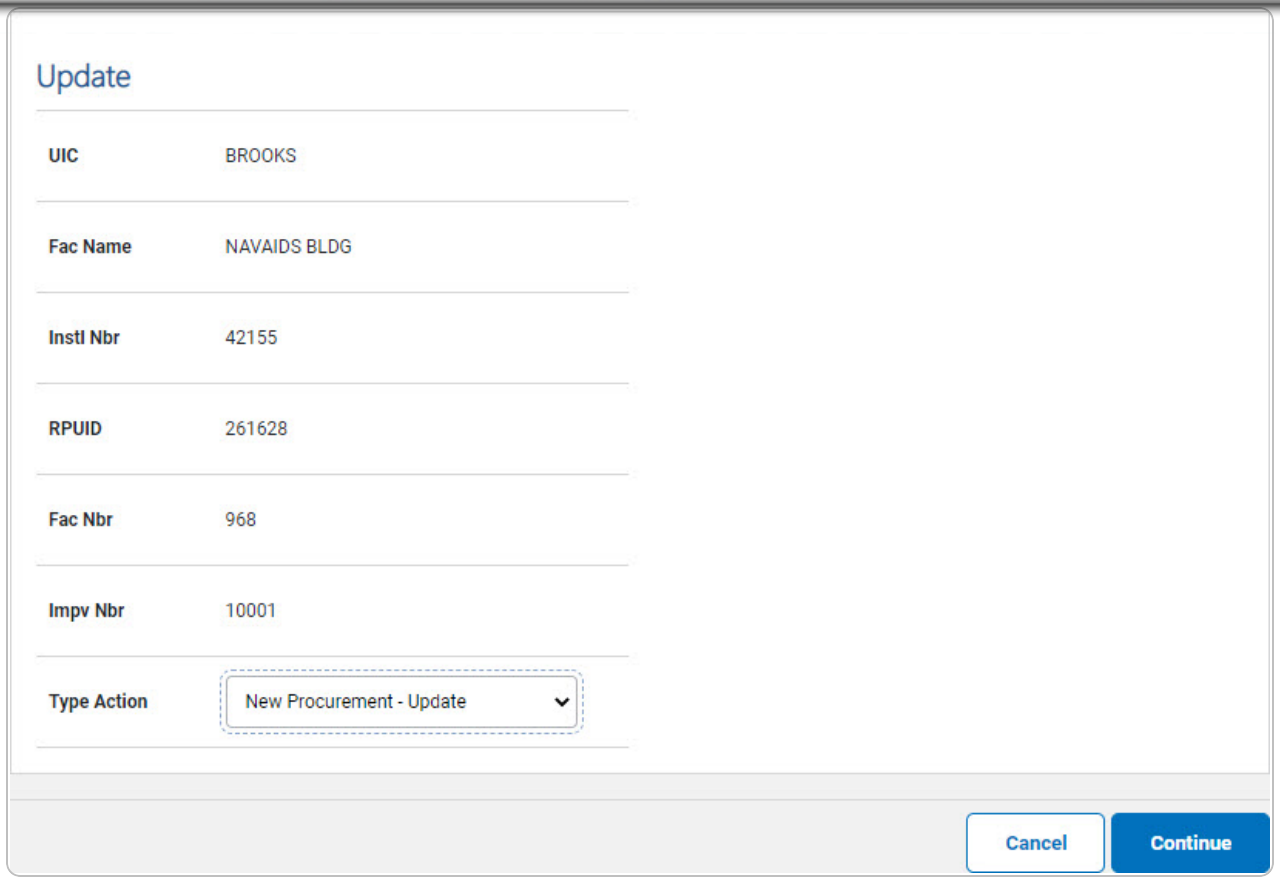
F. *Verify the IMPV NBR.*

G. Use to select the Type Action. *Choose New Procurement - Update.*

H. Select Continue. *The **Asset Improvement Update** 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 **Direct Input Real Property Improvement 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 |
|---|---|
| **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

# 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 Partner Nbr *
Trading Dept Cd
Trading Dept Cd To
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**

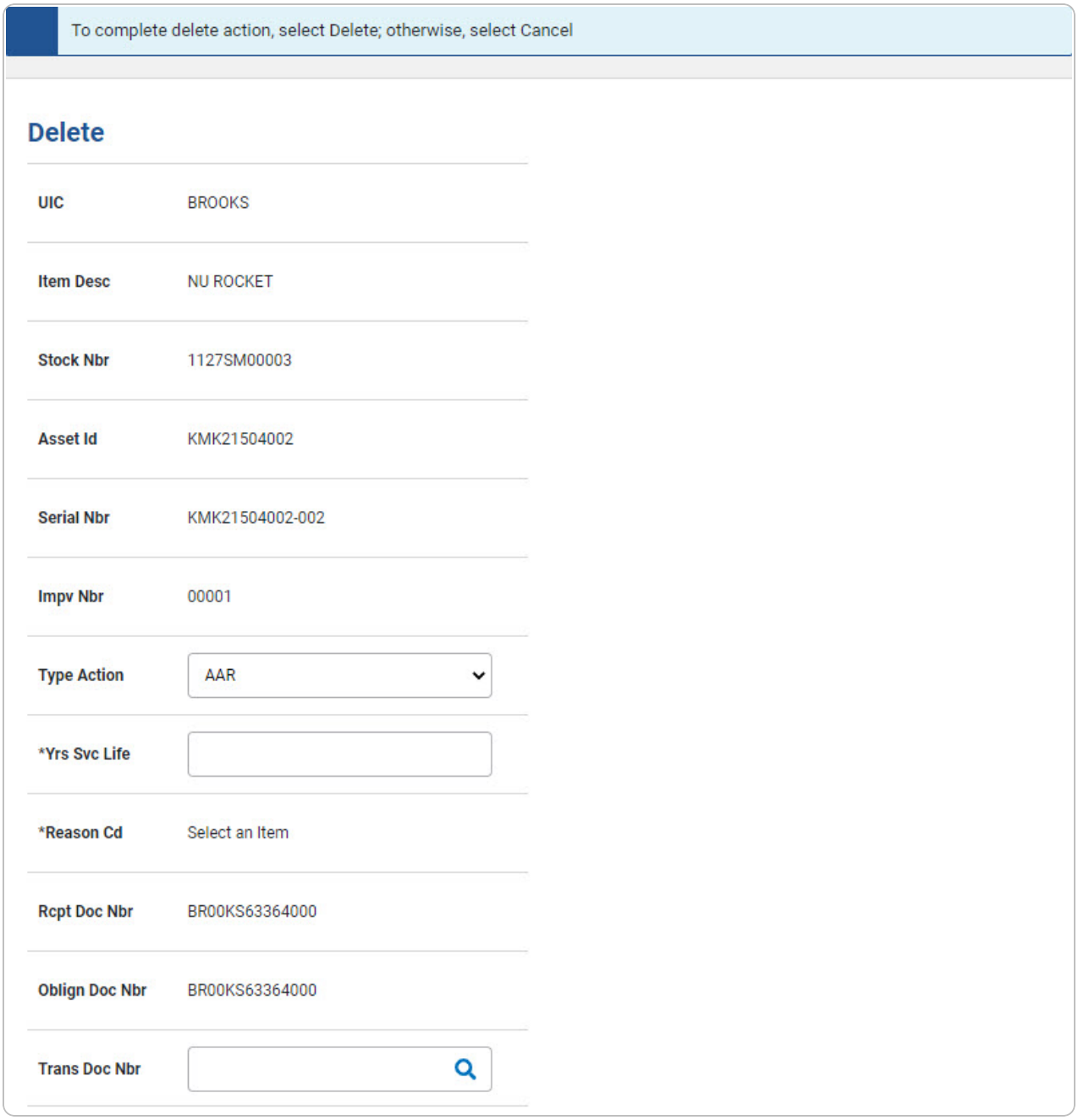


Click the following link to display PA Navigation Tips.

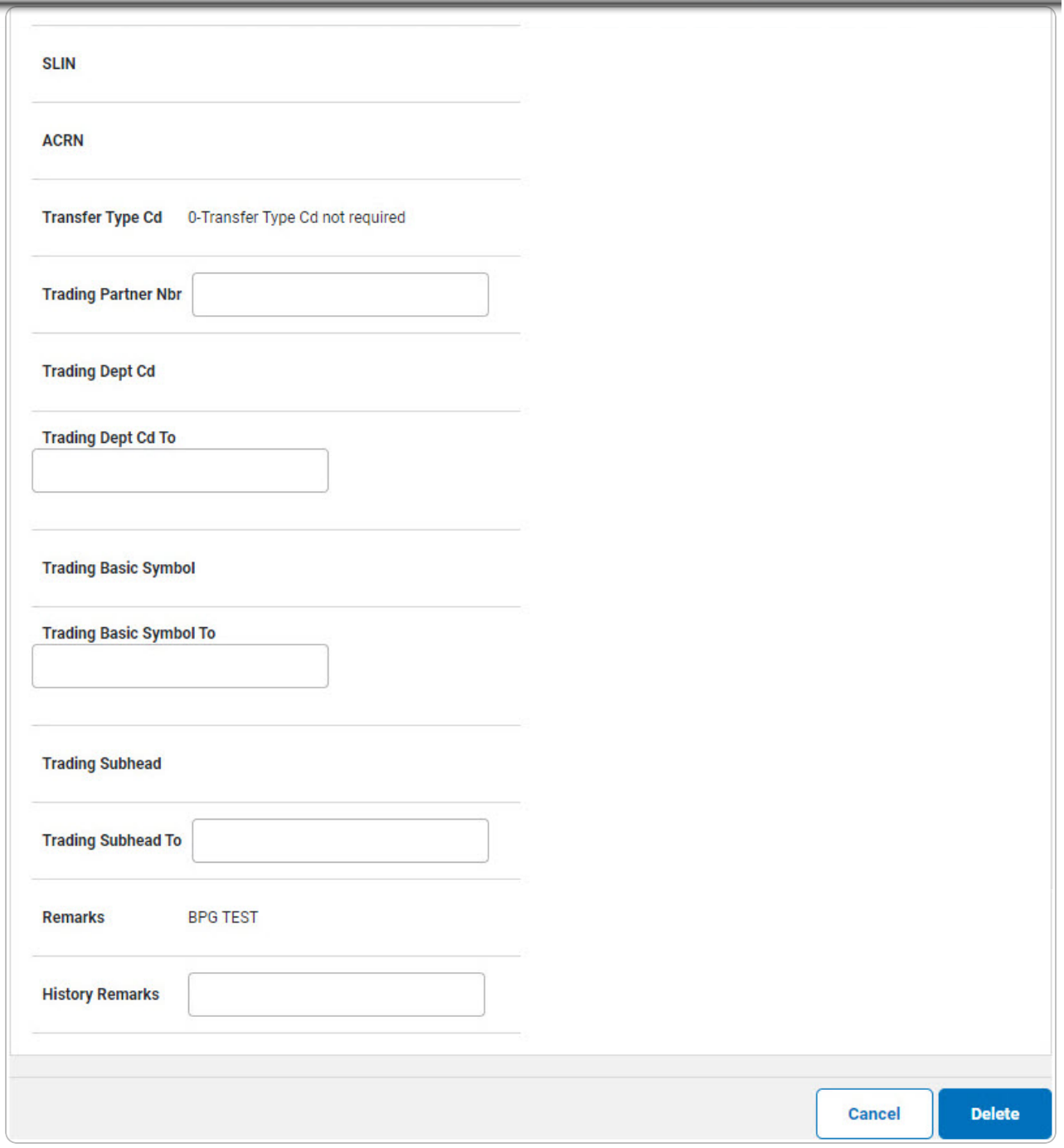
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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.*

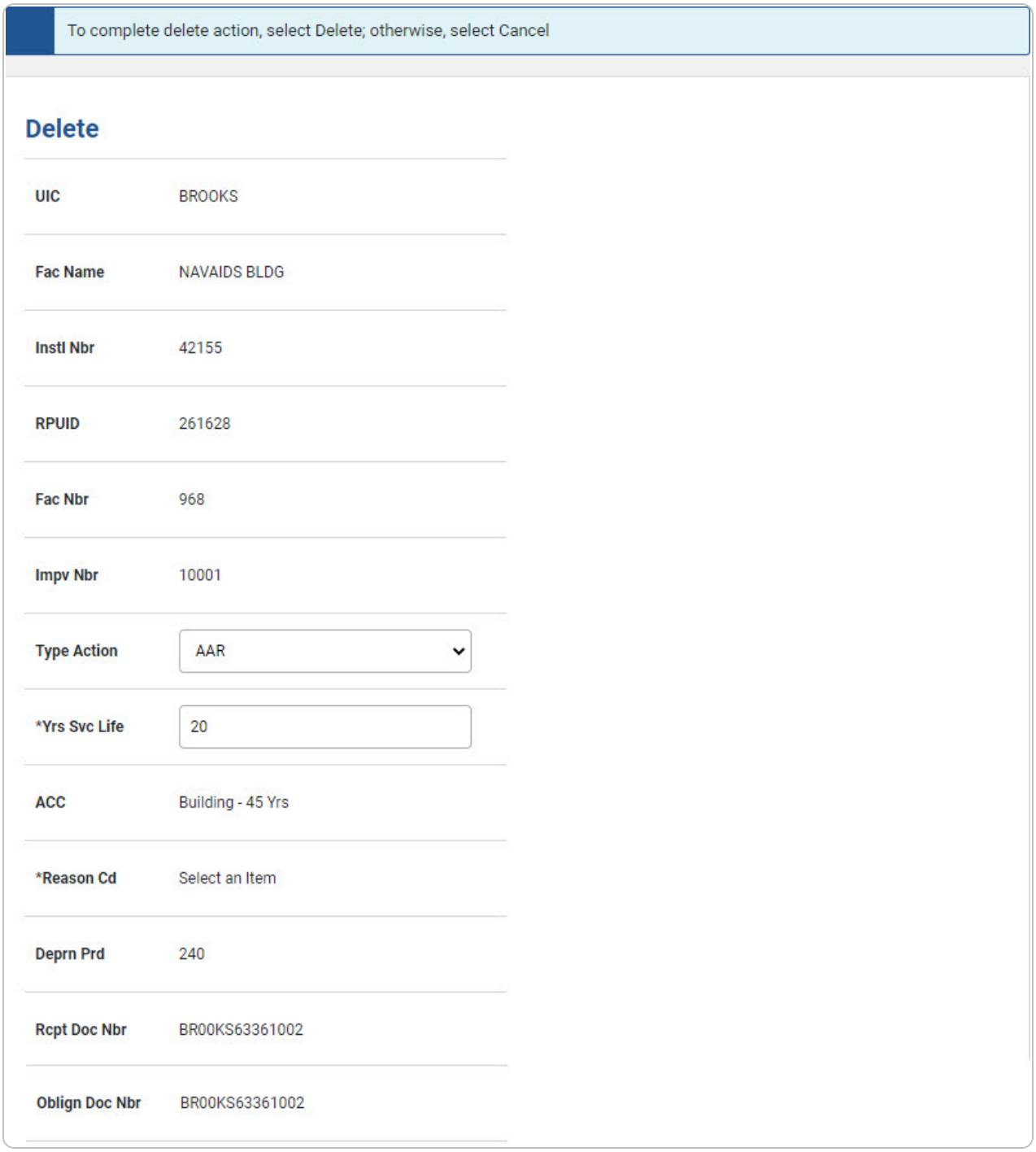
***AM.*** *Verify the Remarks.*

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

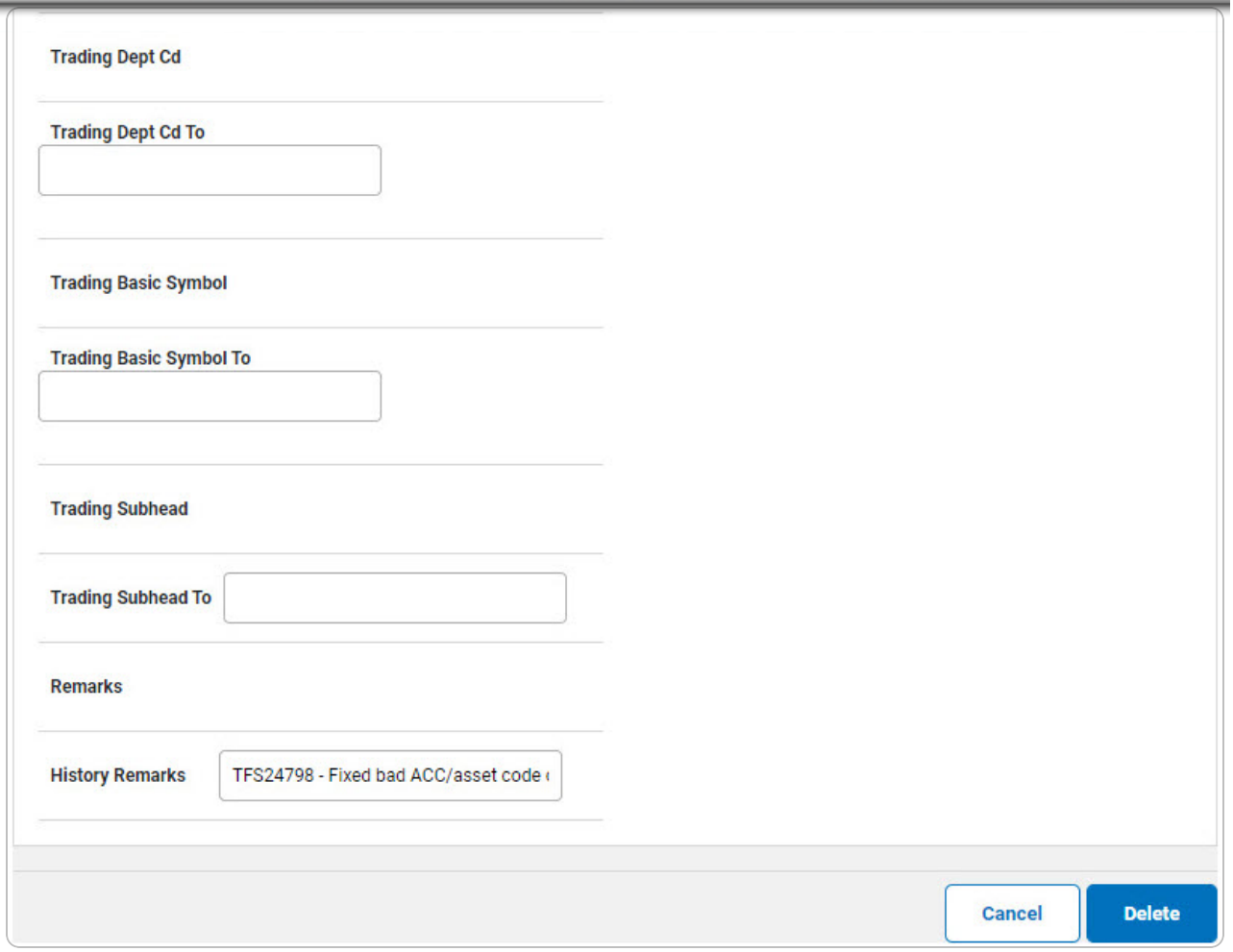
AO. Select Delete. *The* ***Improvement Cost Transaction Status*** *page appears.*

# 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 256 alphanumeric character field.*

AK. Select Delete. *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

# View the Improvement Transaction Status

## Overview

The Improvement Transaction Status process 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 Grid

Status

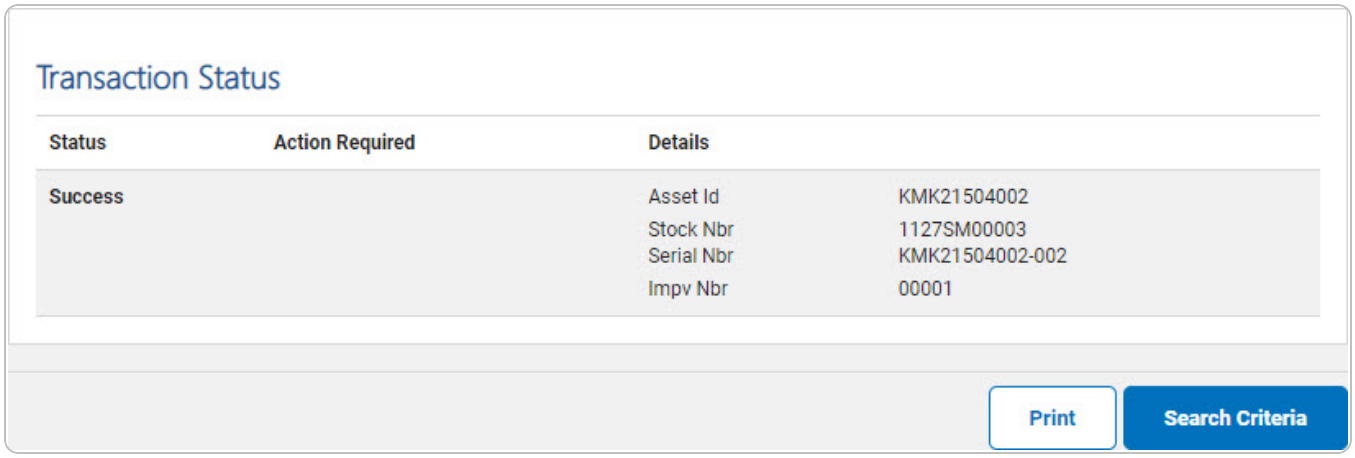
Action Required
Details

# 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 **Improvement Report Export** page appears.*
5. Select Search Criteria. *The **Improvement 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 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

# Export an Improvement Report

## Overview

The Improvement Report Export process 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. |

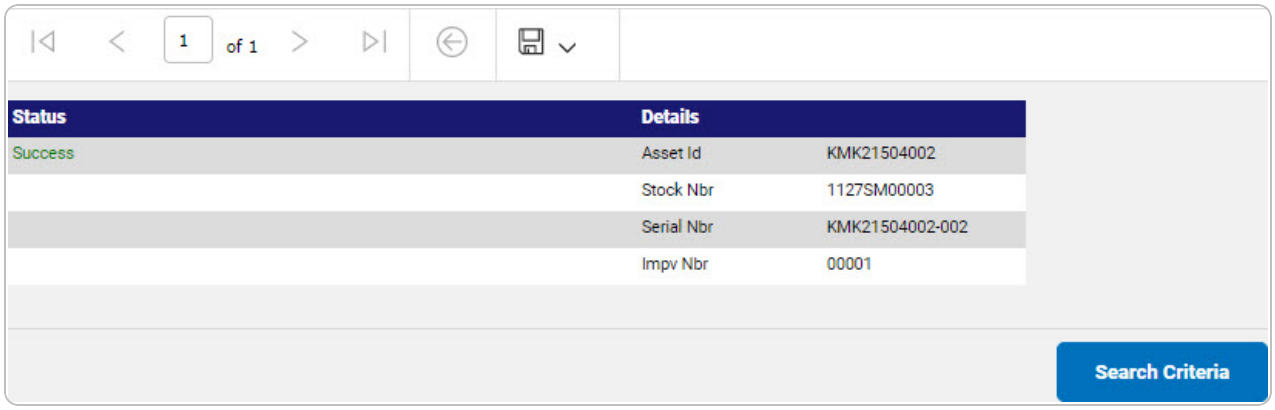
# Procedures

**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  . *The **Improvement 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 **Improvement Search Criteria** page appears.* |

# 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 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 Grid

Personal Property
Improvement
UIC *
Asset Id
Stock Nbr
Serial Nbr
Cost Type
Impv Nbr

(*) Asterisk identifies mandatory fields.

# Procedures

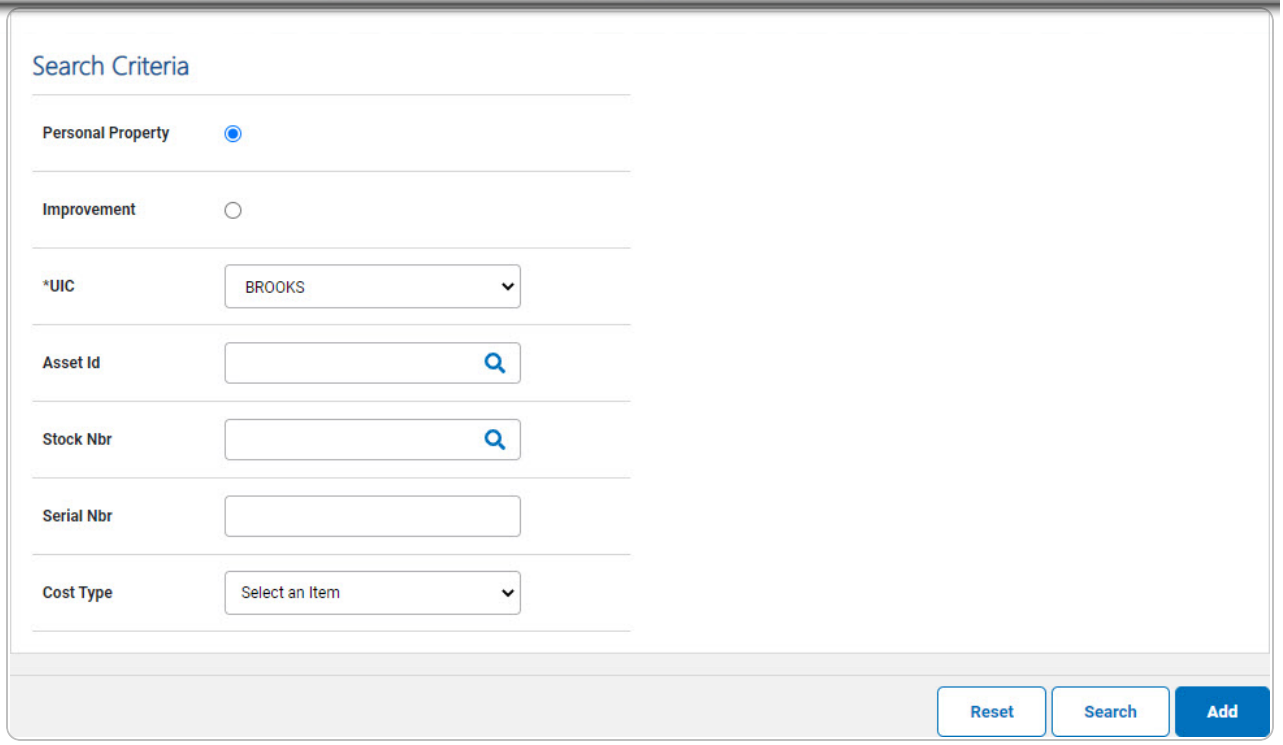
**ELMS Navigation Helpful Tips**

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 alpha-numeric character field.*

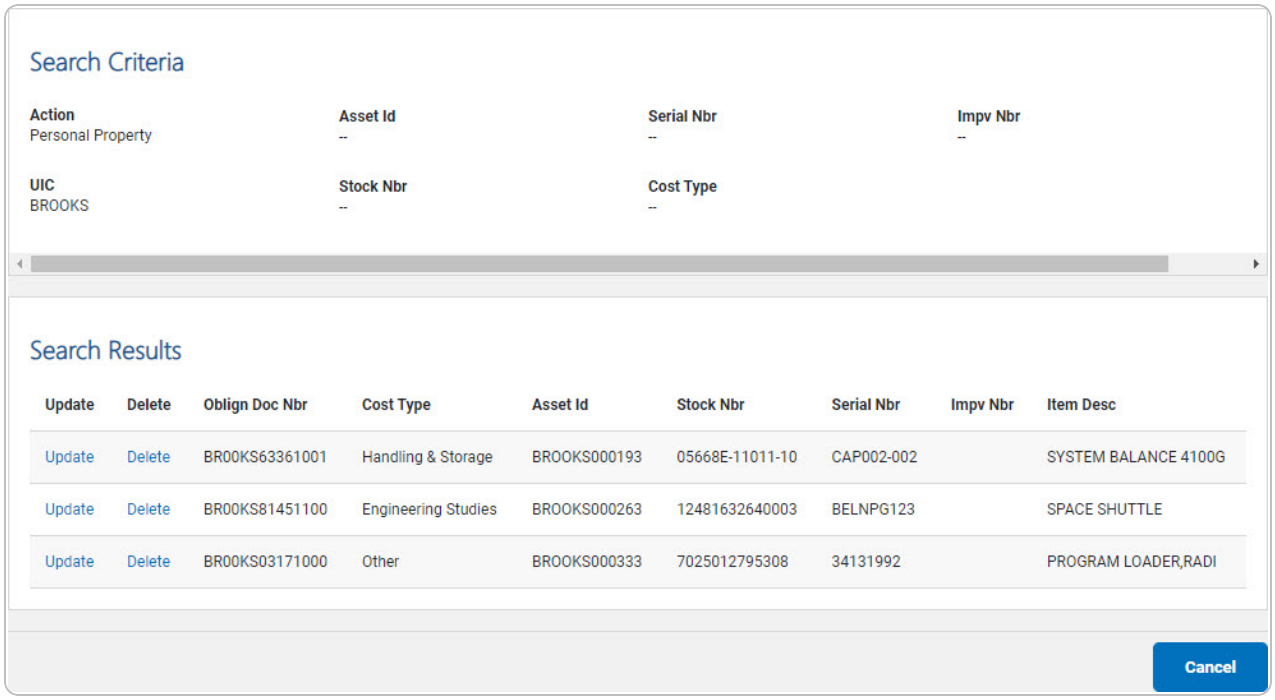
Stock Number Browse help

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 **Ancillary Cost Search Results** page appears.*




## Add an Ancillary Cost

Select Add. *The **Ancillary Cost 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 |
|---|---|

| | |
|---|---|
| **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
- Asset Identifier Browse
- Stock Number Browse

# Search for an Ancillary Cost — Results

## Overview

The Ancillary Cost Search Results process 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 Grid

Action

UIC
Asset Id
Stock Nbr
Serial Nbr
Cost Type
Impv Nbr

### Search Results Grid

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 **Ancillary Cost Update** page appears.*

### Delete an Ancillary Cost

Select the Delete hyperlink. *The **Ancillary Cost 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 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

# 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 > Ancillary Cost Add 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 Grid

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

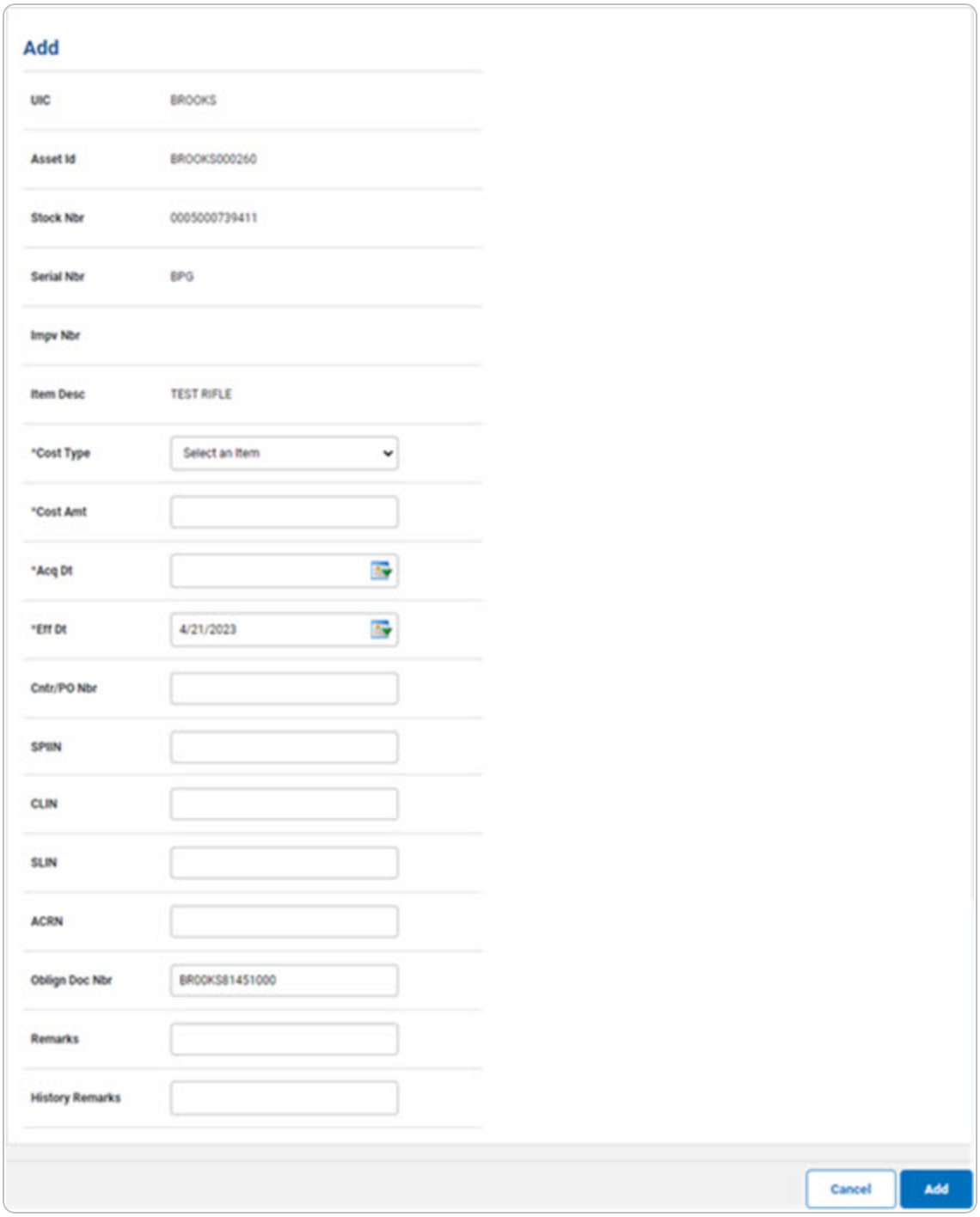
**ELMS Navigation Helpful Tips**

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 **Ancillary Cost Add** 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 256 alphanumeric character field.*
19. Enter any History Remarks in the field provided. *This is a 256 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

# Update the Ancillary Cost

## Overview

The Ancillary Cost Update process allows editing of personal property or improvement costs.

## Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Update hyperlink > Type Action > Continue > Ancillary Cost Update 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 Grid

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Type Action

## Update Grid

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

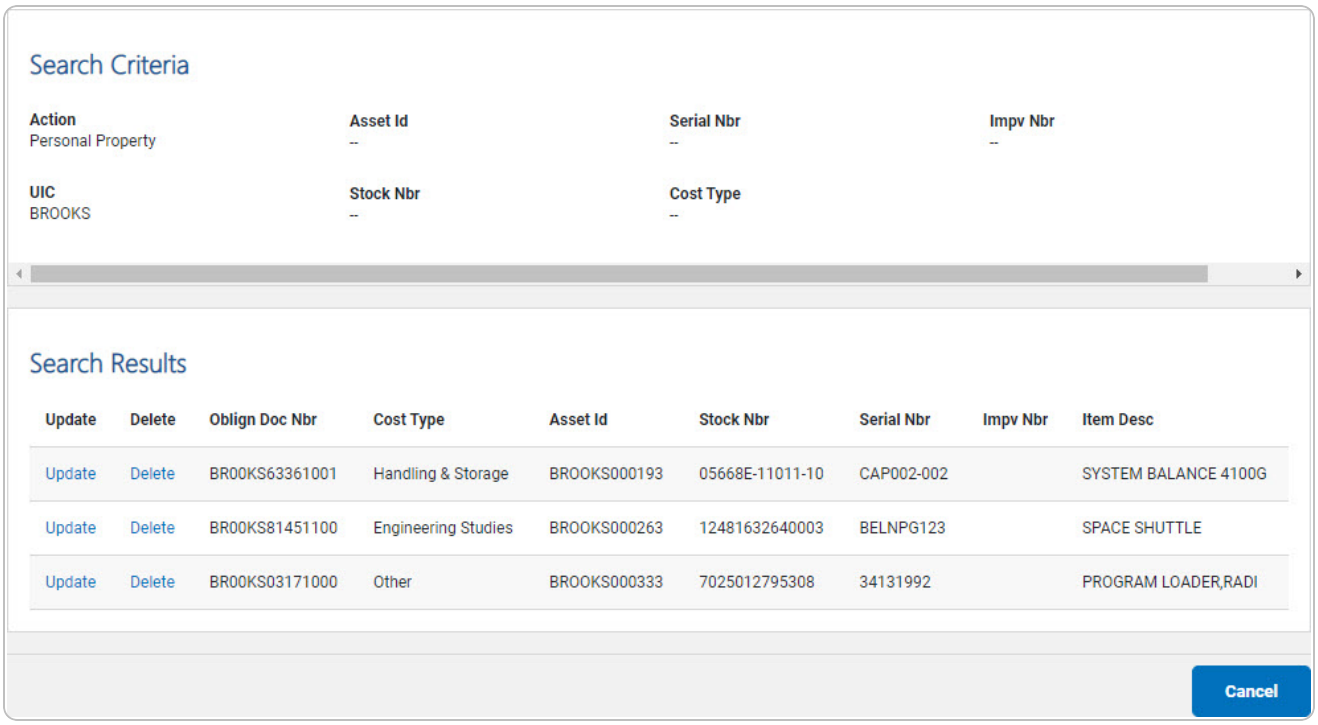
**ELMS Navigation Helpful Tips**

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.*

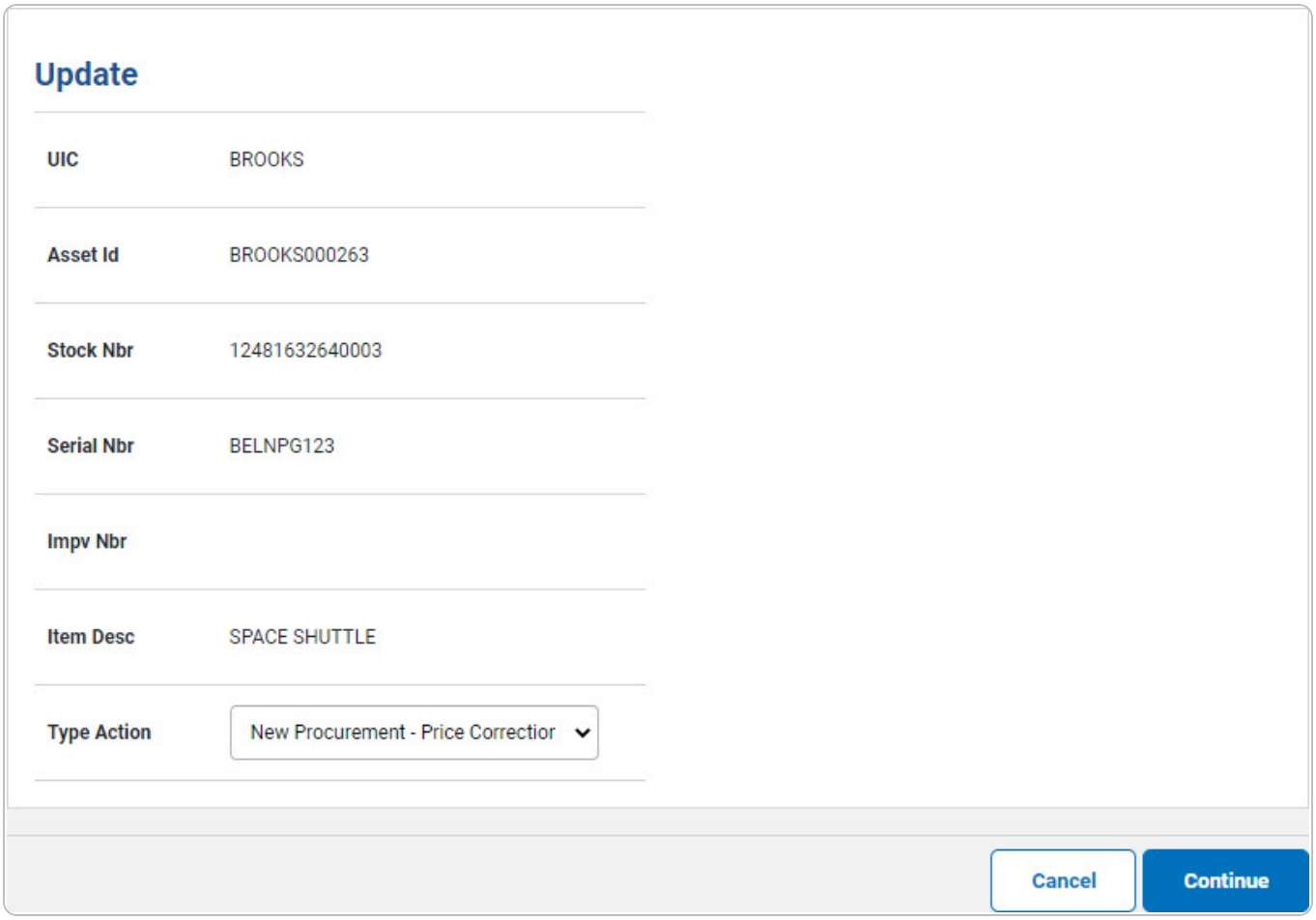
1. Select Search. *The* ***Ancillary Cost Search Results*** *page appears.*




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 — Ancillary Cost Update*** *page appears.*



A. *Verify the UIC.*

B. *Verify the ASSET ID.*

C. *Verify the STOCK NBR.*

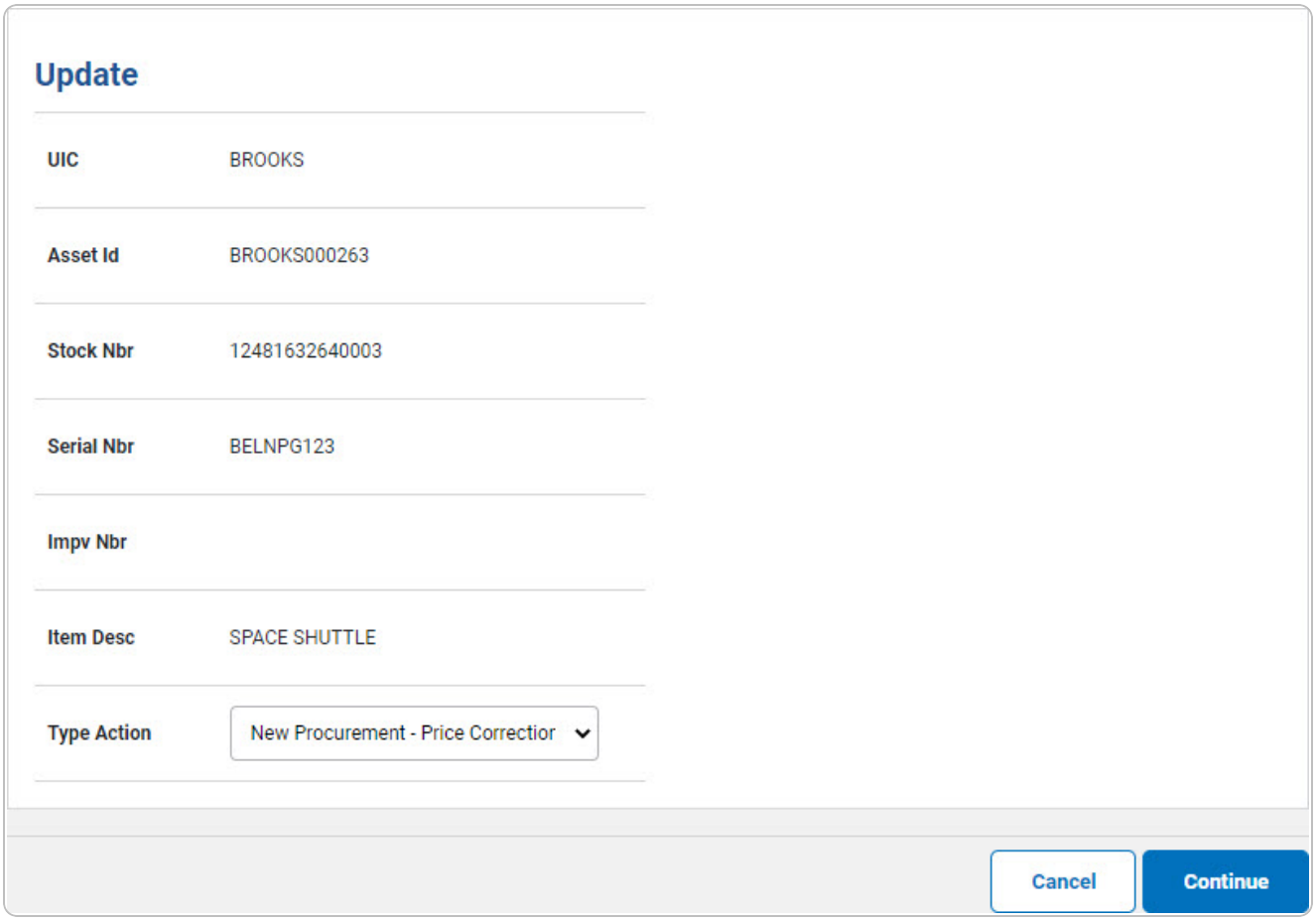
D. *Verify the SERIAL NBR.*

E. *Verify the IMPV NBR.*

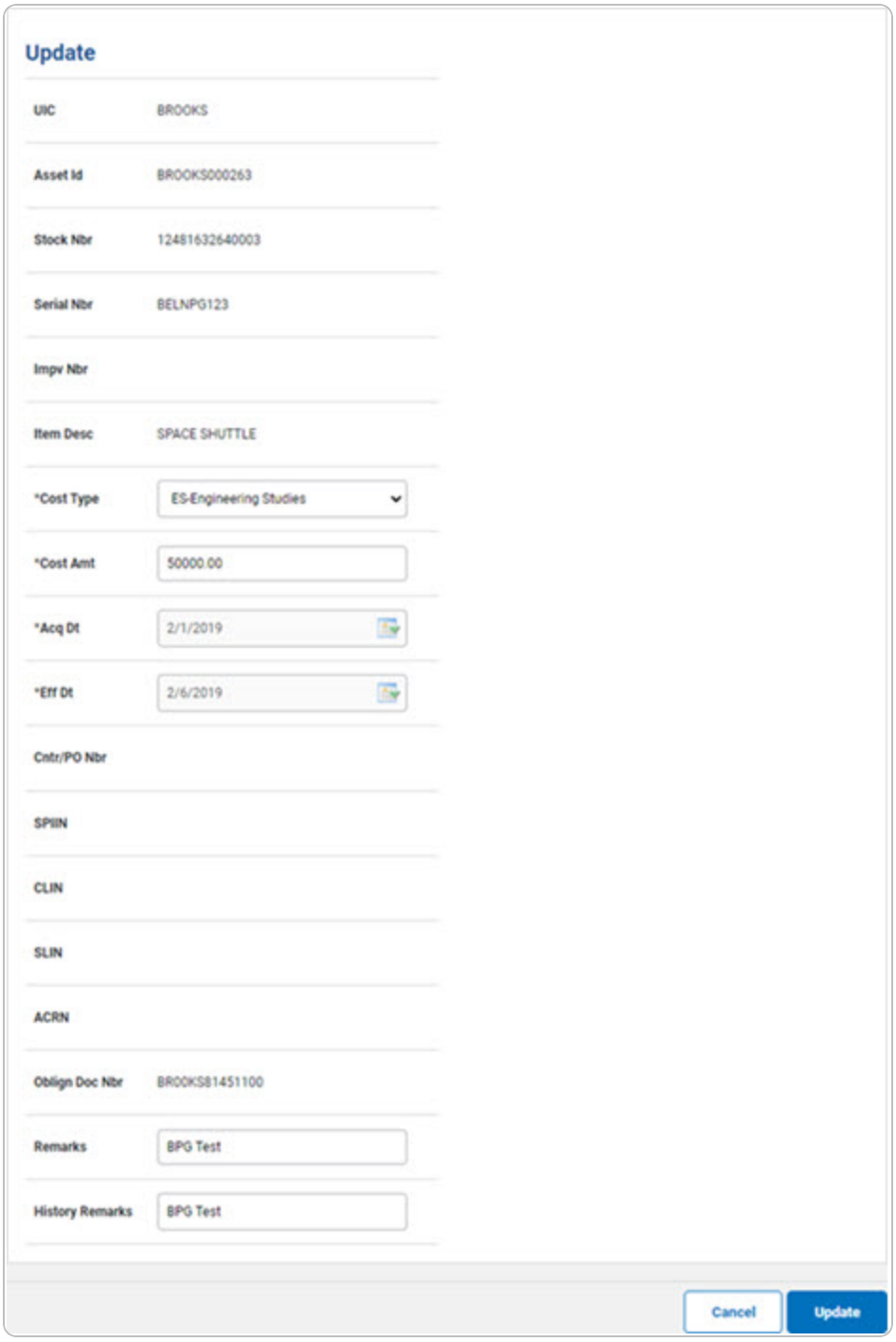
F. *Verify the ITEM DESC.*

**G.** Use ⌄ to select the Type Action.

**New Procurement - Price Correction**



a. Select Continue. *The **Real Property Update** 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.*

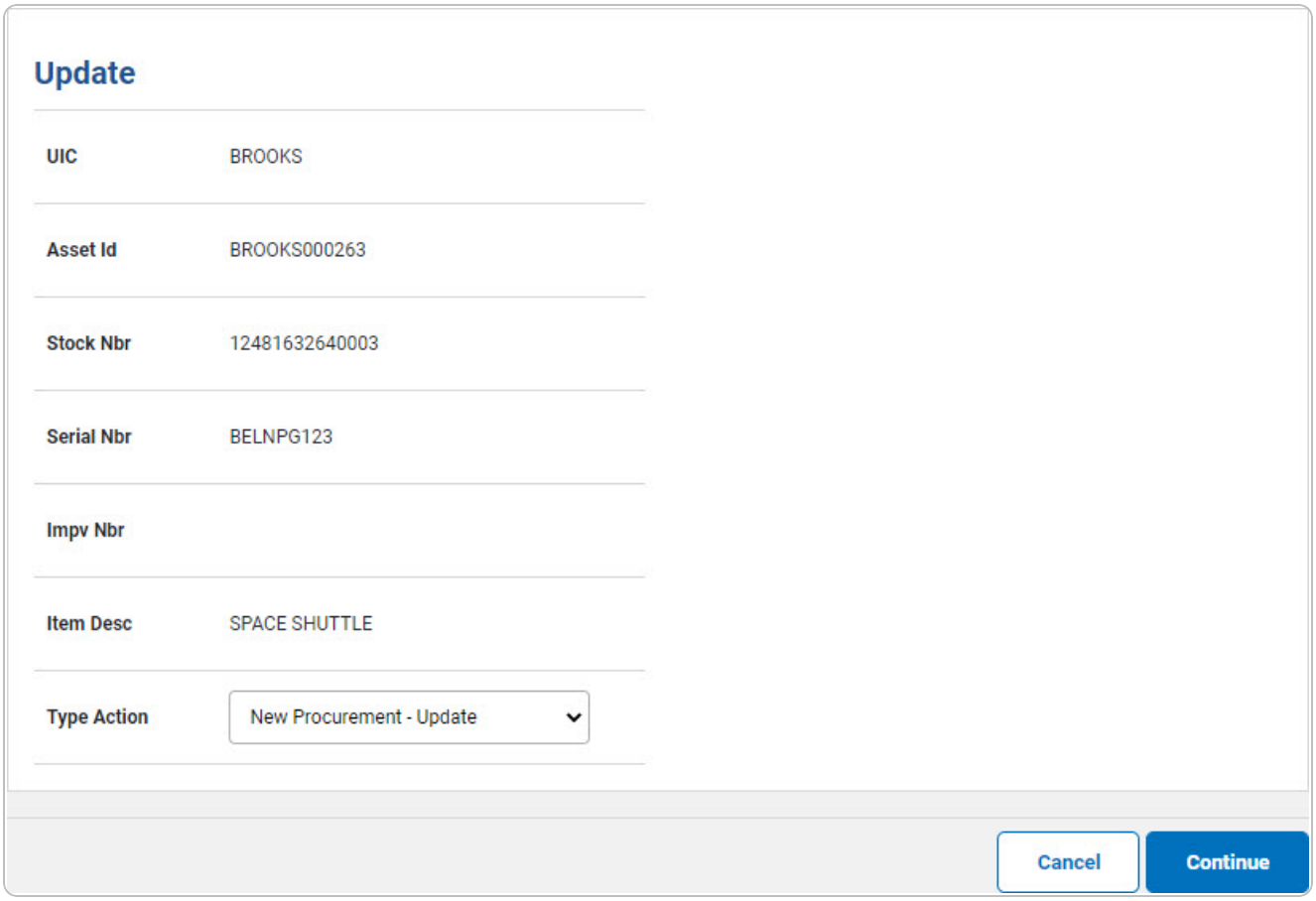
r. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

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

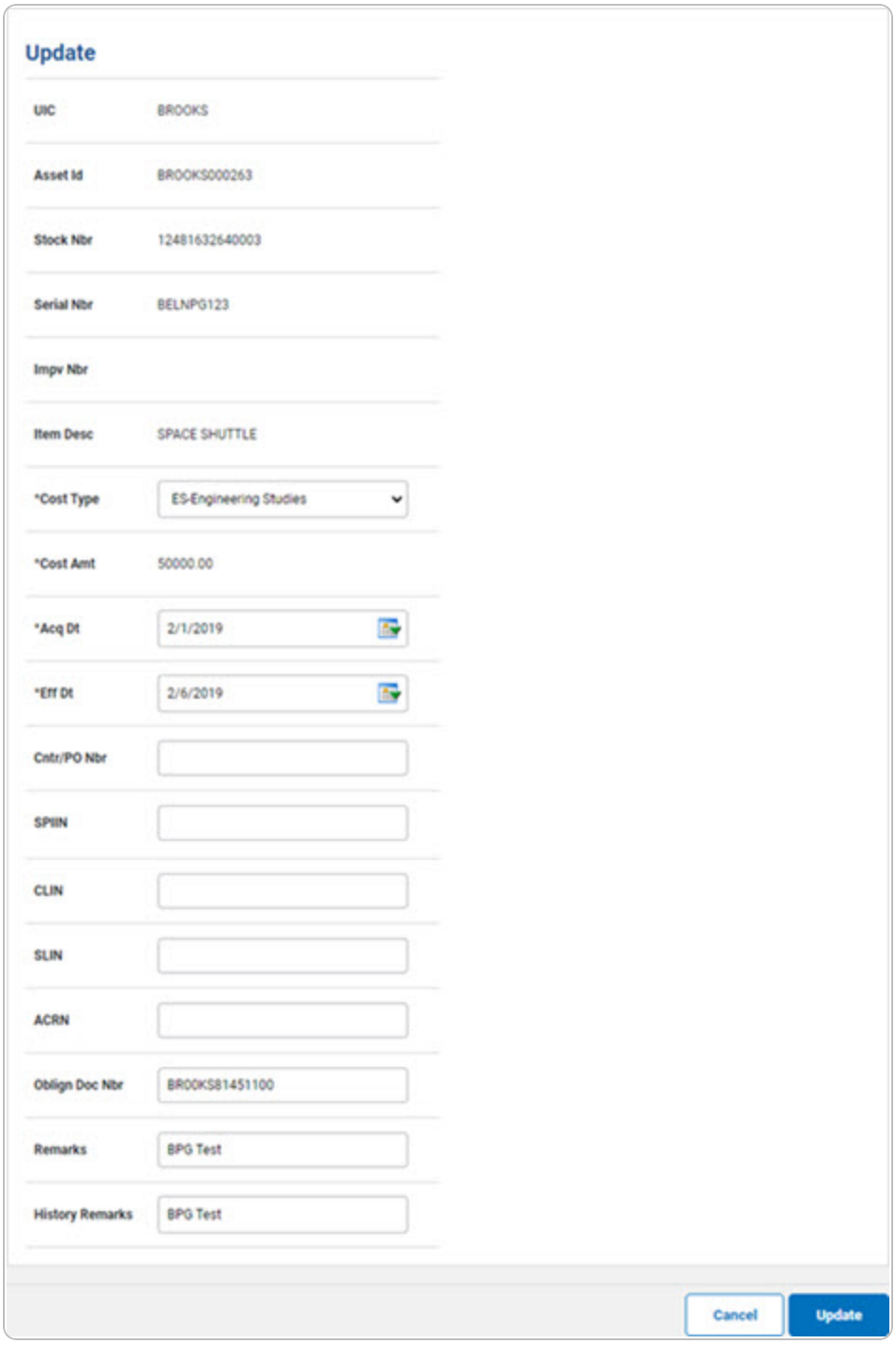
t. Select 

. *The **Ancillary Cost Transaction Status** page appears.*

## New Procurement - Update



a. Select Continue. *The **Real Property Update** 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 256 alphanumeric character field.*

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

t. Select Update. *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

# 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 > Ancillary Cost Delete 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 Grid

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

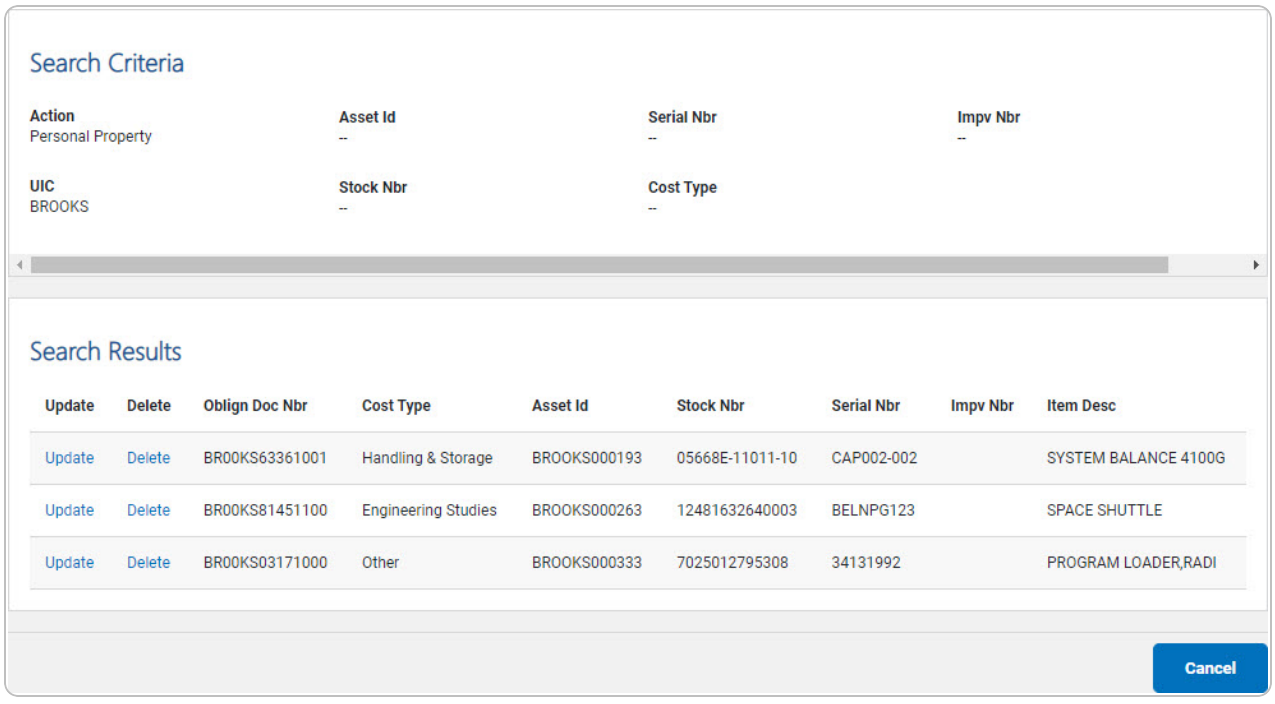
**ELMS Navigation Helpful Tips**

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.*

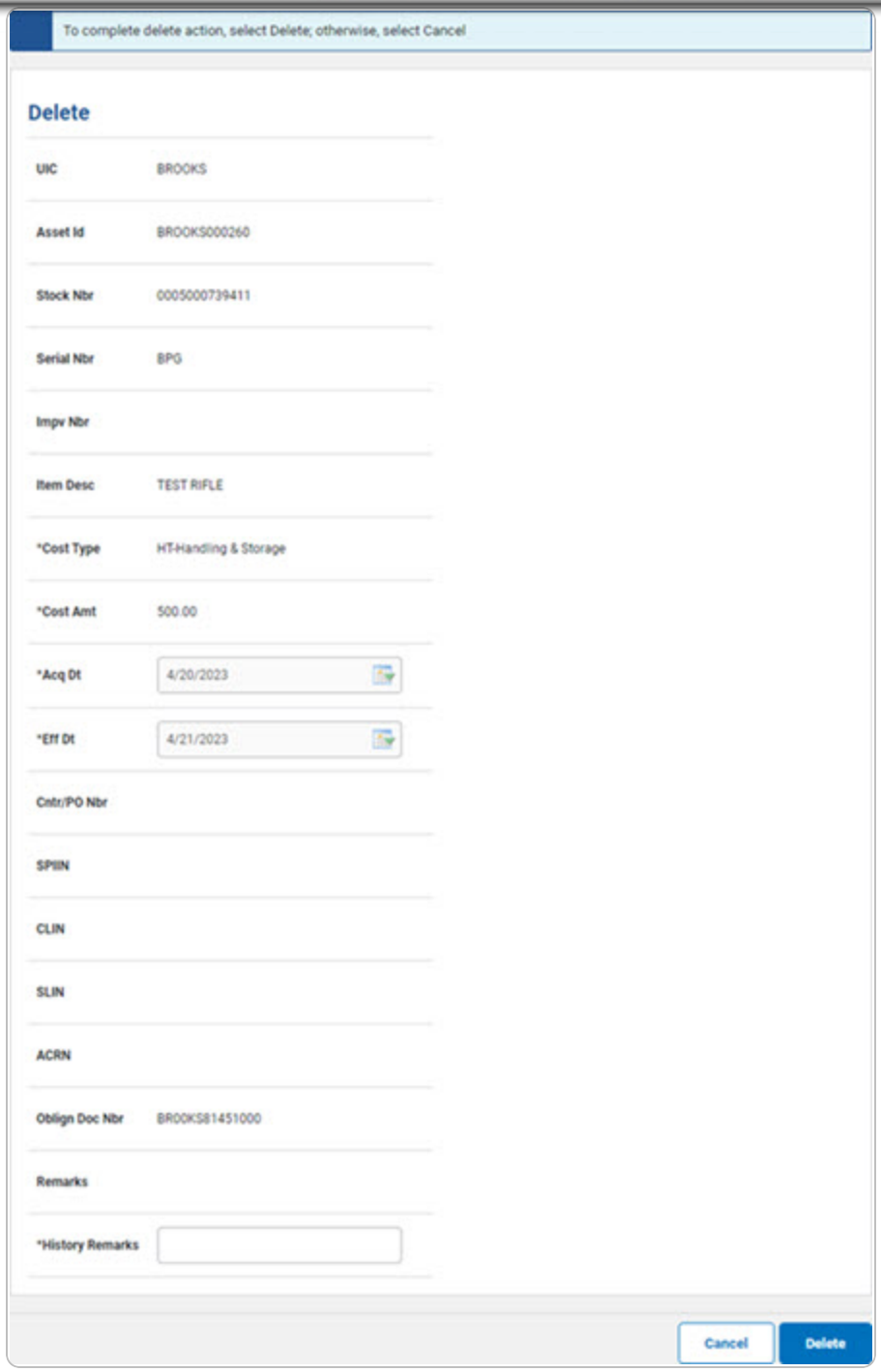
1. Select Search. *The* ***Ancillary Cost Search Results*** *page appears.*




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 **Ancillary Cost Delete** 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 256 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

# 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 Grid

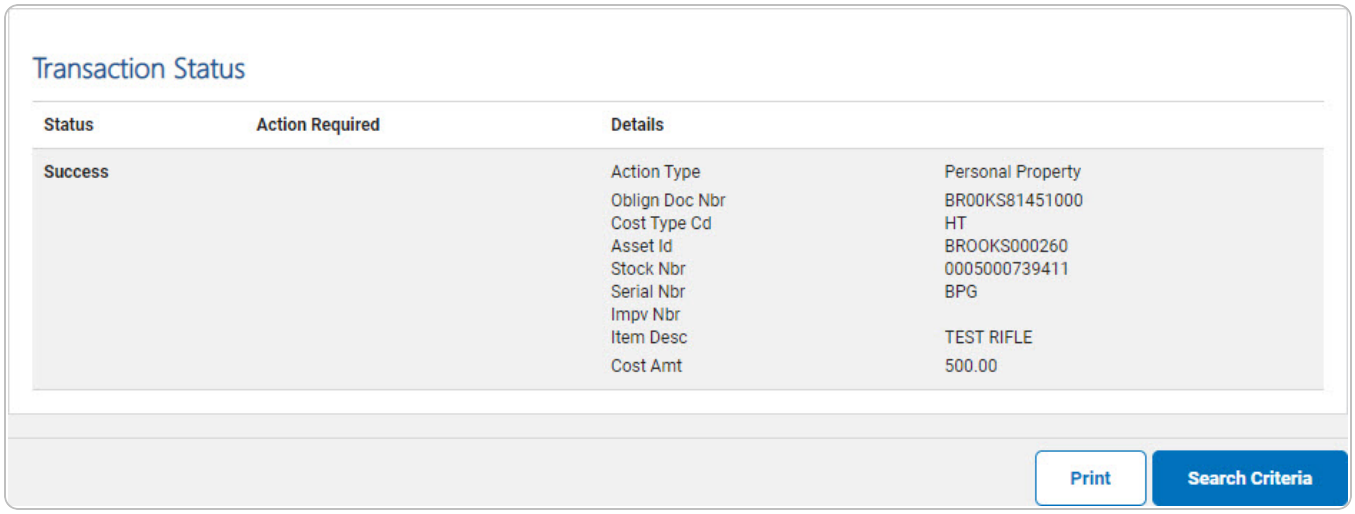
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Ancillary 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 **Ancillary Cost Report Export** page appears.*
5. Select Search Criteria. *The **Ancillary Cost 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 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

# Export an Ancillary Cost Report

## Overview

The Ancillary Cost Report Export process 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

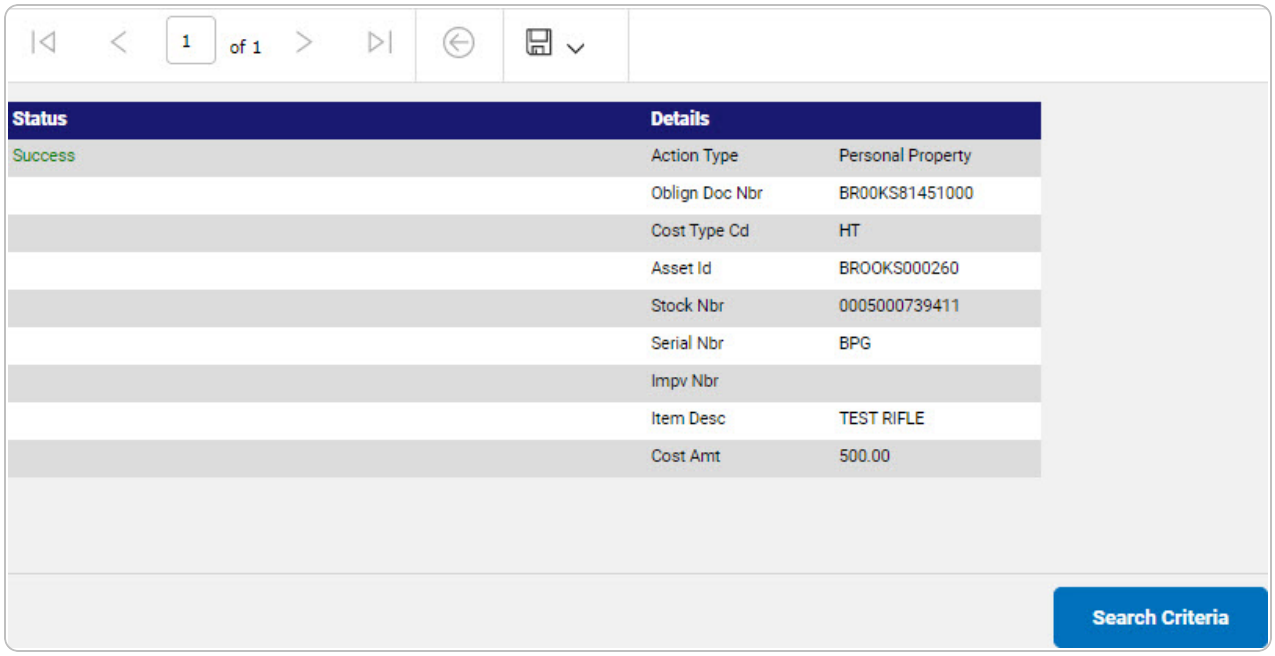
**ELMS Navigation Helpful Tips**



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 **Ancillary Cost 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 **Ancillary Cost Search 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 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 Grid

Type Action *
Instl Nbr
RP Site Name
RPSUID
Fac Nbr/Land Acq Tract Id
RPUID

(*) Asterisk identifies mandatory fields.

## Procedures

**ELMS Navigation Helpful Tips**

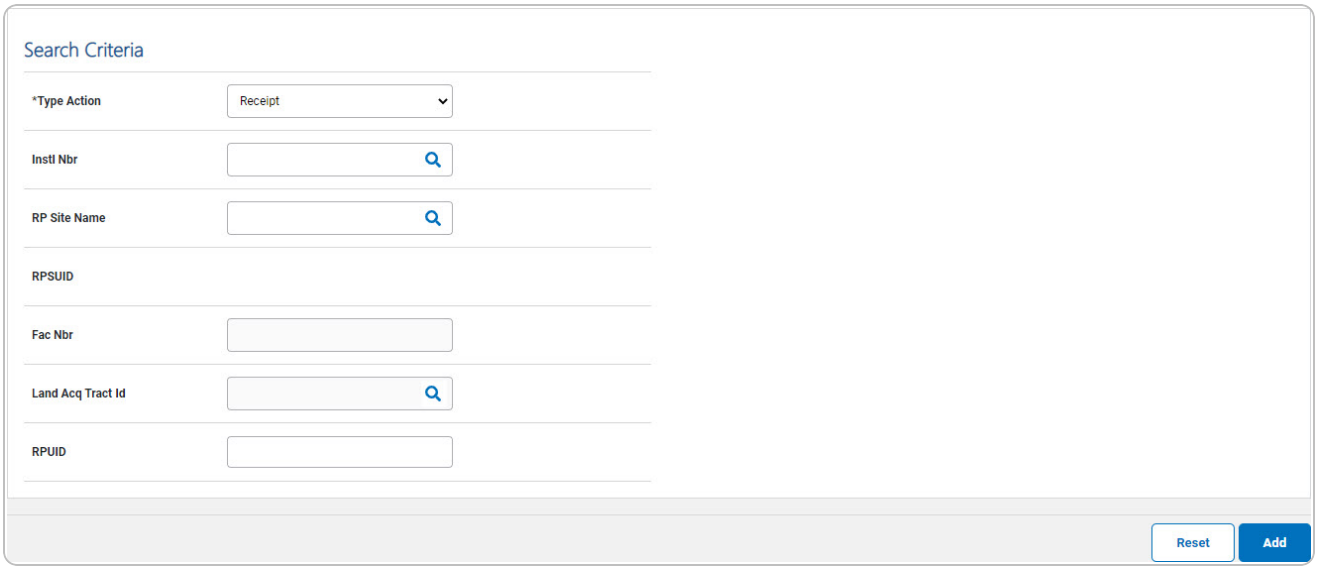
Click the following link to display PA Navigation Tips.

### 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 Browse 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.*

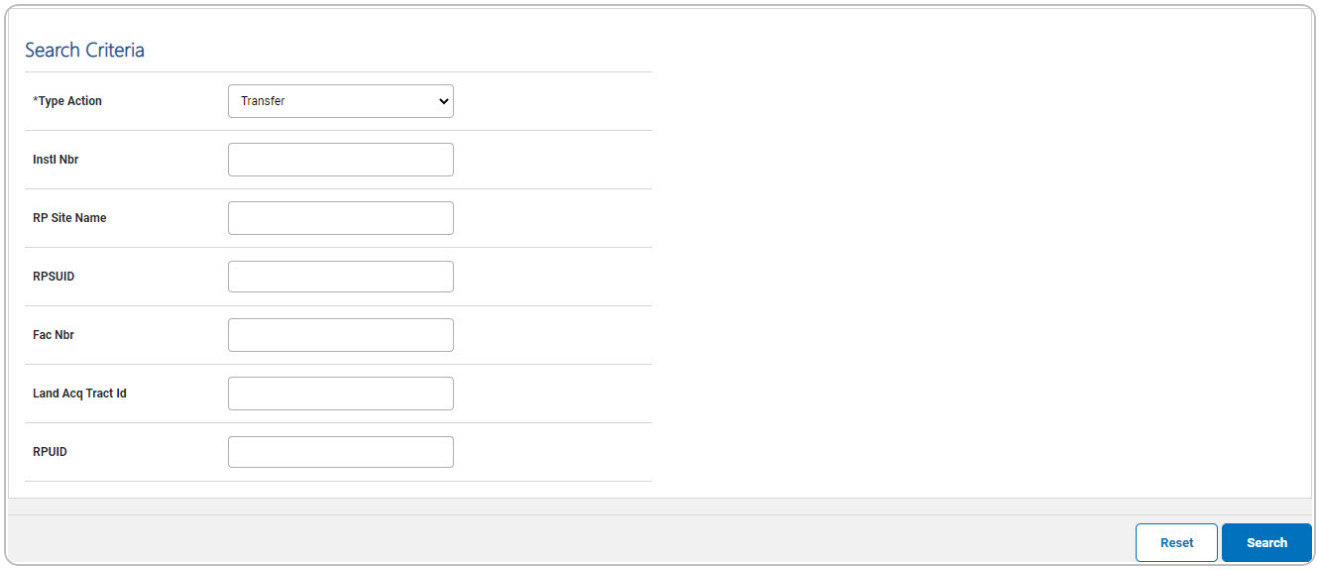
**E.** Enter the LAND ACQ TRACT ID, or use 🔍 to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset Browse help

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Add. *The **Real Property Add** 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.*

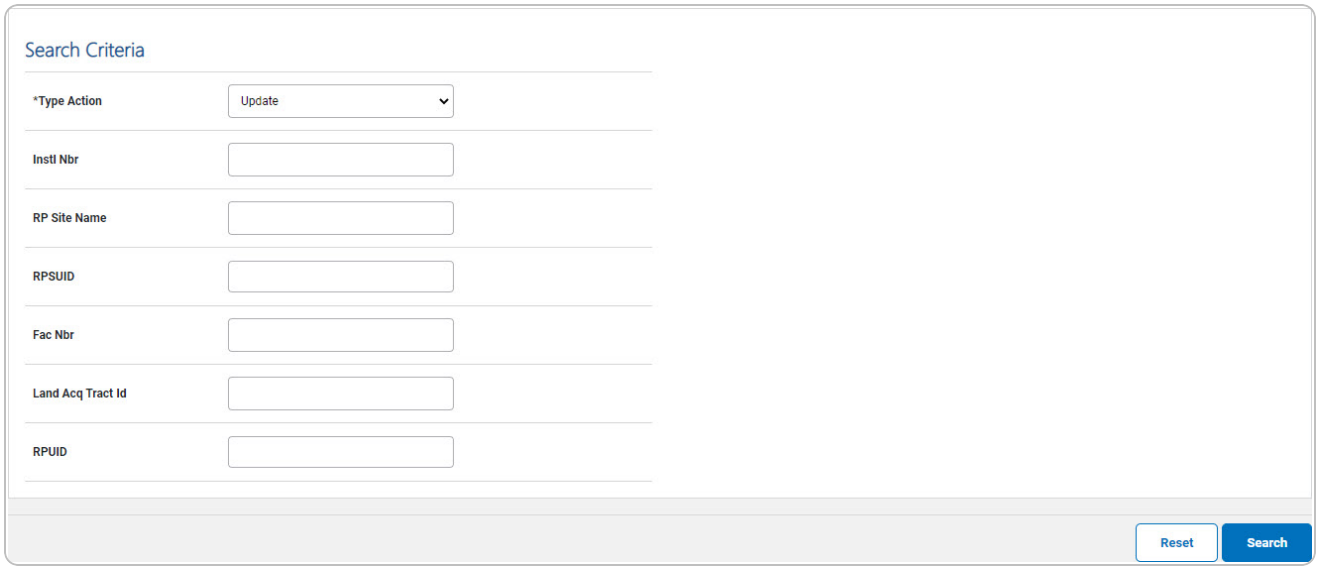
D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

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.*

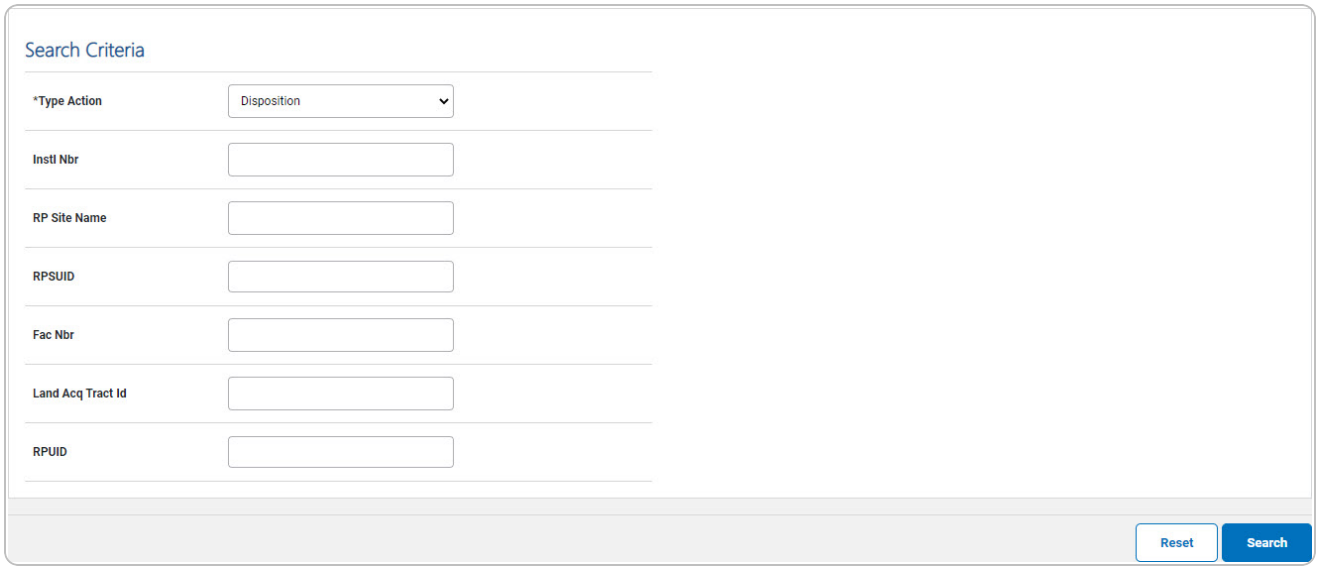
D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

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 **Real Property Update** 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
- Installation Number Browse

- Real Property Site Name Browse
- Real Property Unique Identifier Asset Browse

# 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 > Real Property Add page

## Page Fields

The following fields display on the **Real Property Add** 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 Grid

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 Grid

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

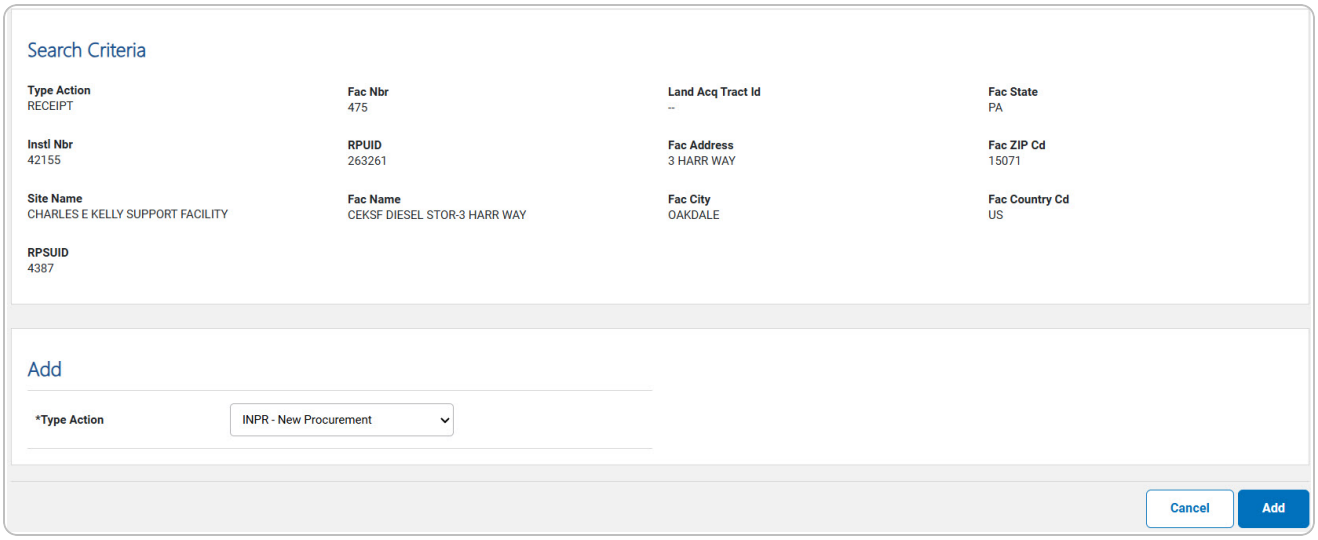
**ELMS Navigation Helpful Tips**

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 — Real Property Add*** *page appears.*

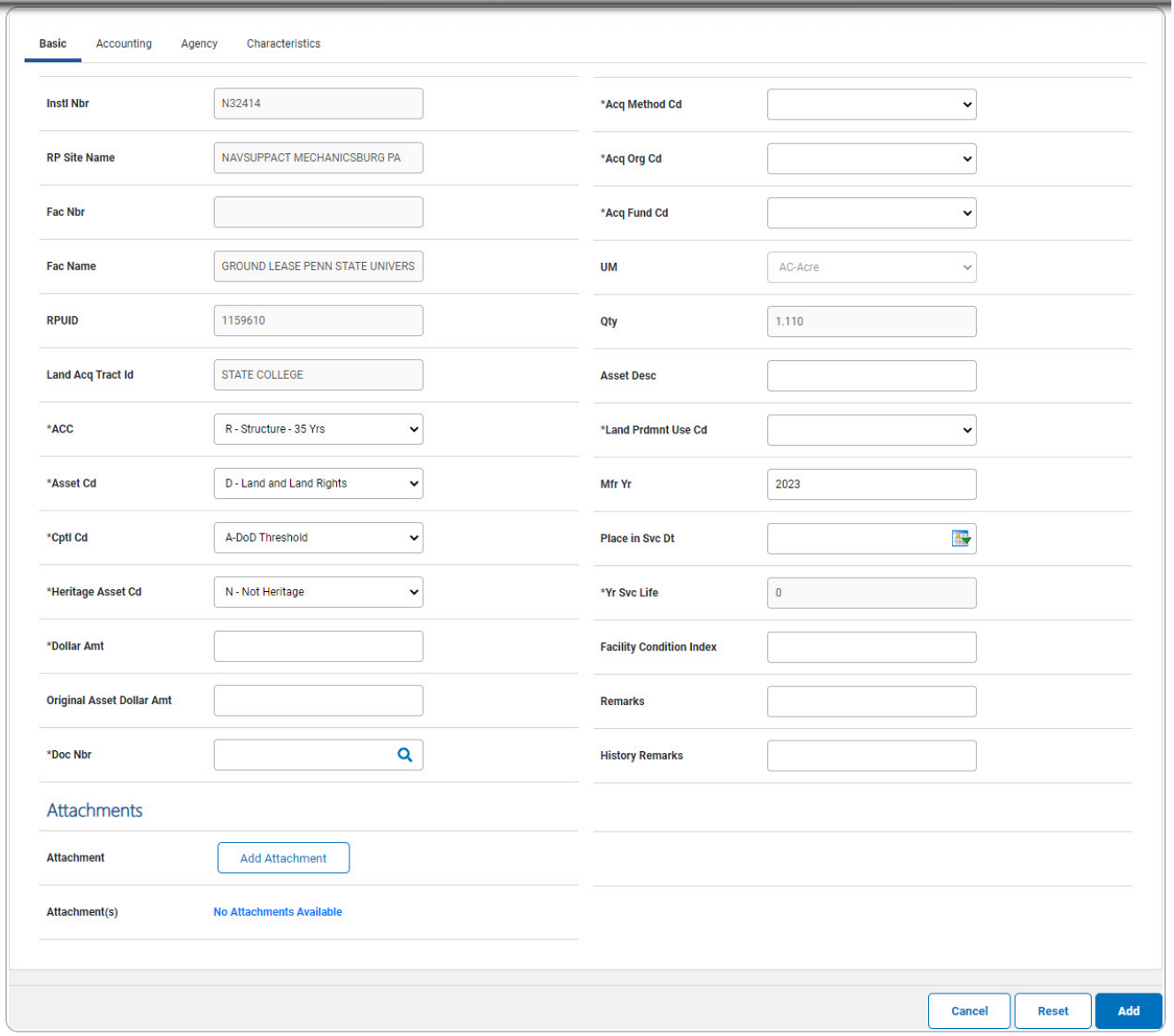



2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*

- *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 Add. *The **Real Property Add** 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.

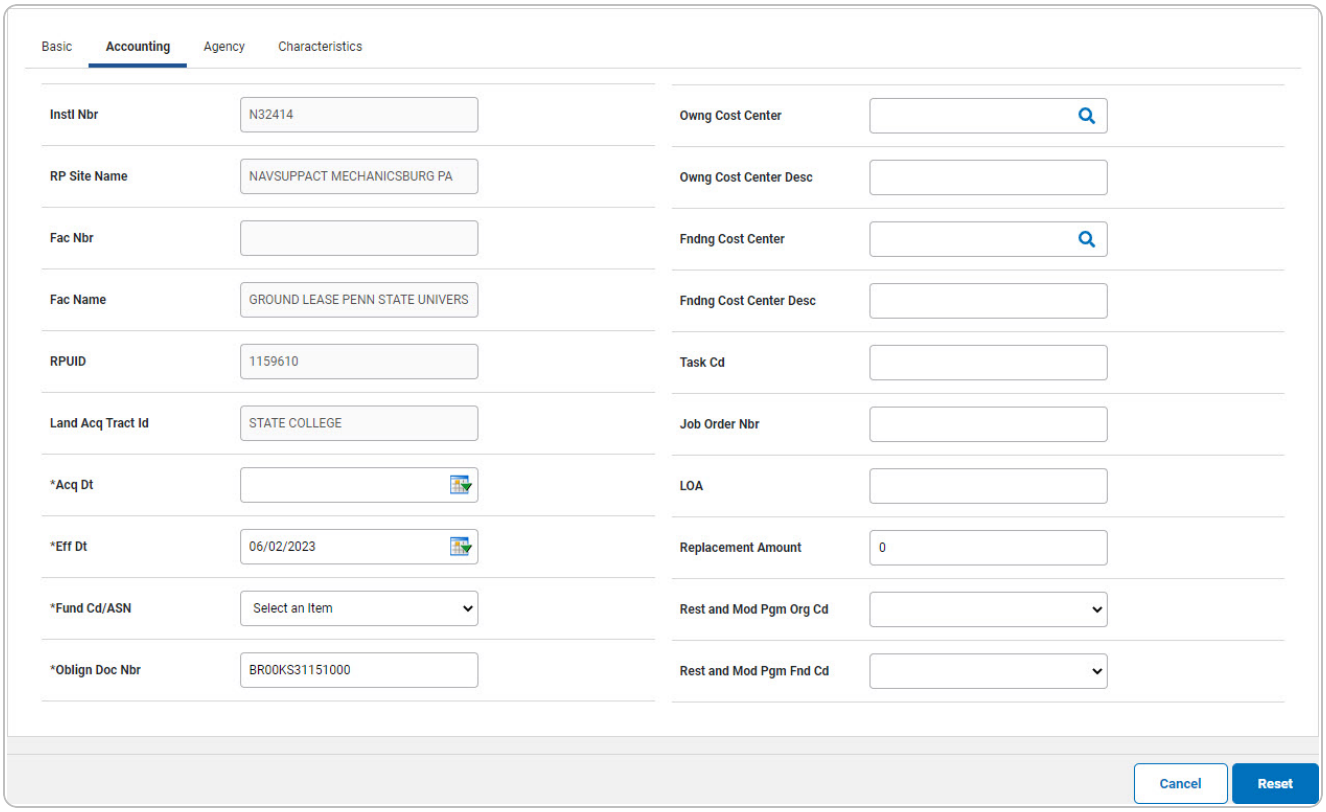
AA. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

AB. Enter any History Remarks in the field provided. *This is a 256 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.*

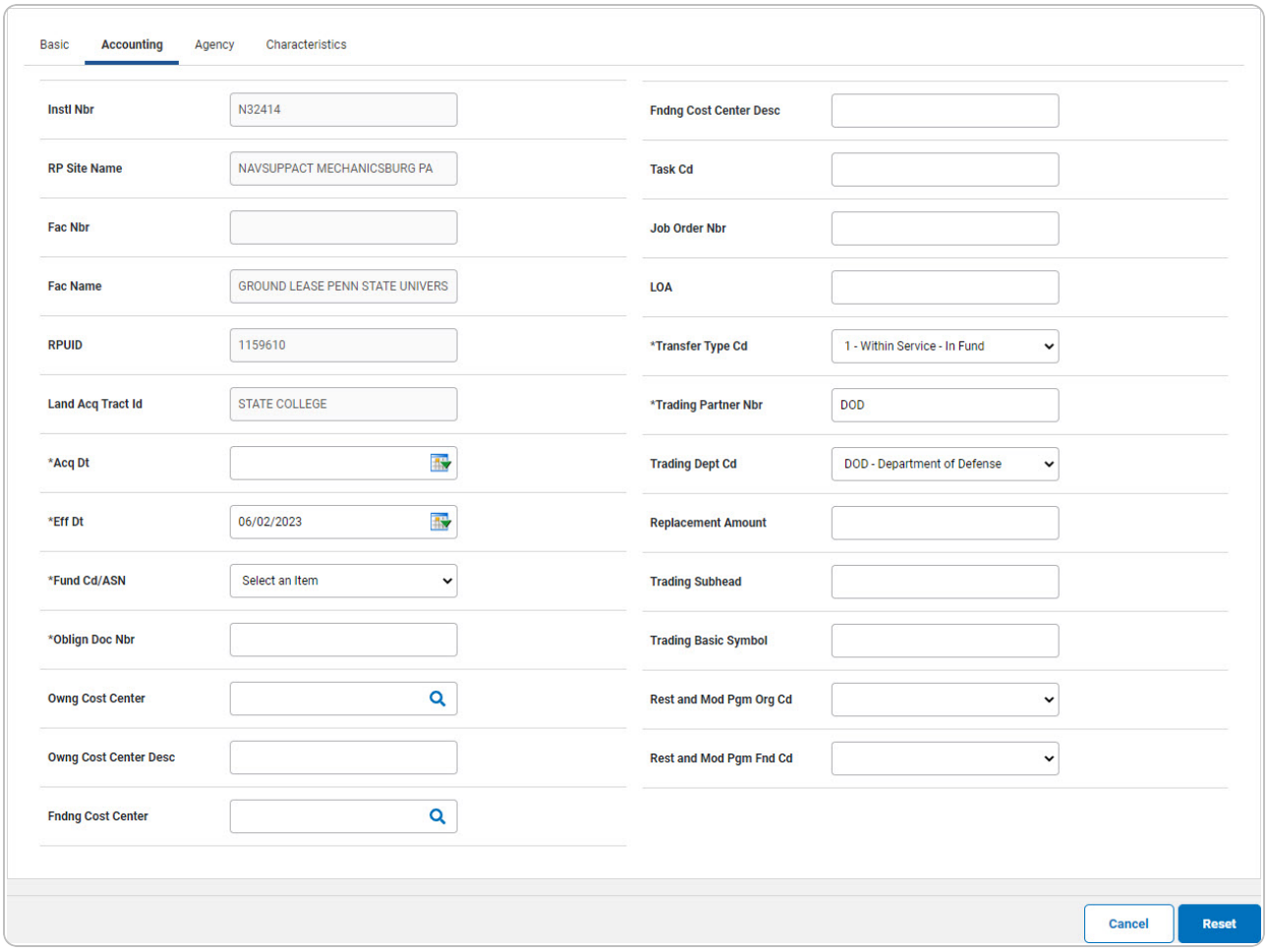
p. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

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**



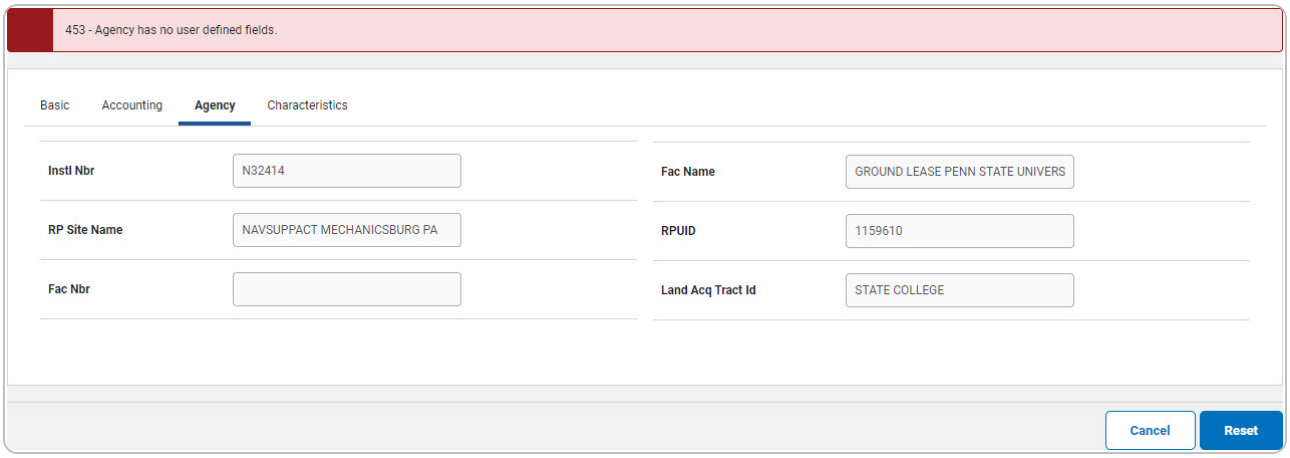

1. Use ⌄ to select the Transfer Type Cd.
2. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*
3. Use ⌄ to select the Trading Dept Cd.
4. Enter the Trading SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
5. Enter the Trading Basic 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.*



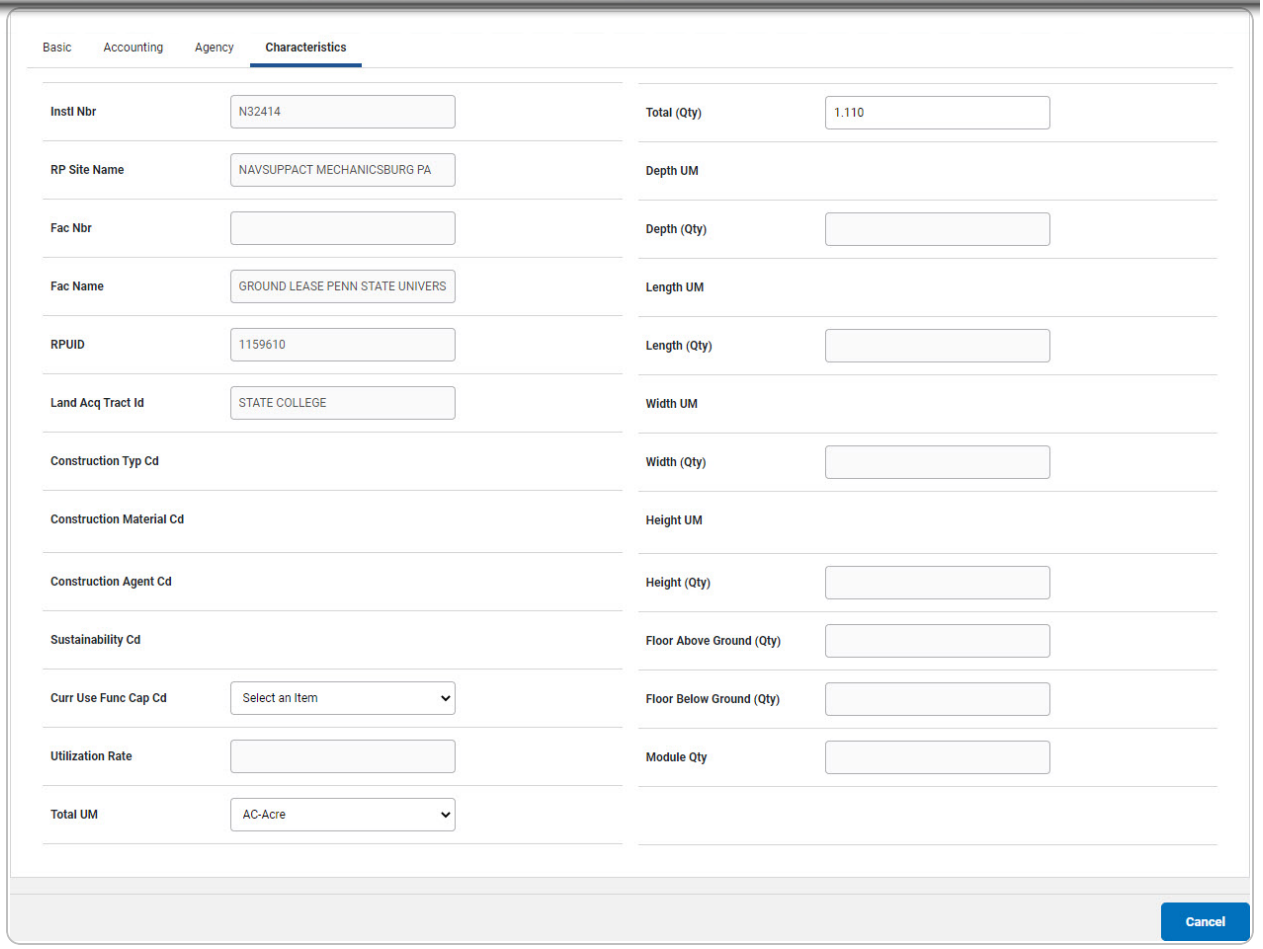

1. *The INSTL NBR automatically populates and is not editable.*
2. *The RP SITE NAME automatically populates and is not editable.*
3. *The FAC NBR automatically populates and is not editable.*
4. *The FAC NAME automatically populates and is not editable.*
5. *The RPUID automatically populates and is 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: *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*.** | |
| **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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# 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 > Real Property Update page

## Page Fields

The following fields display on the **Real Property 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 |
|---|---|
| **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 Grid

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

### Search Results Grid

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

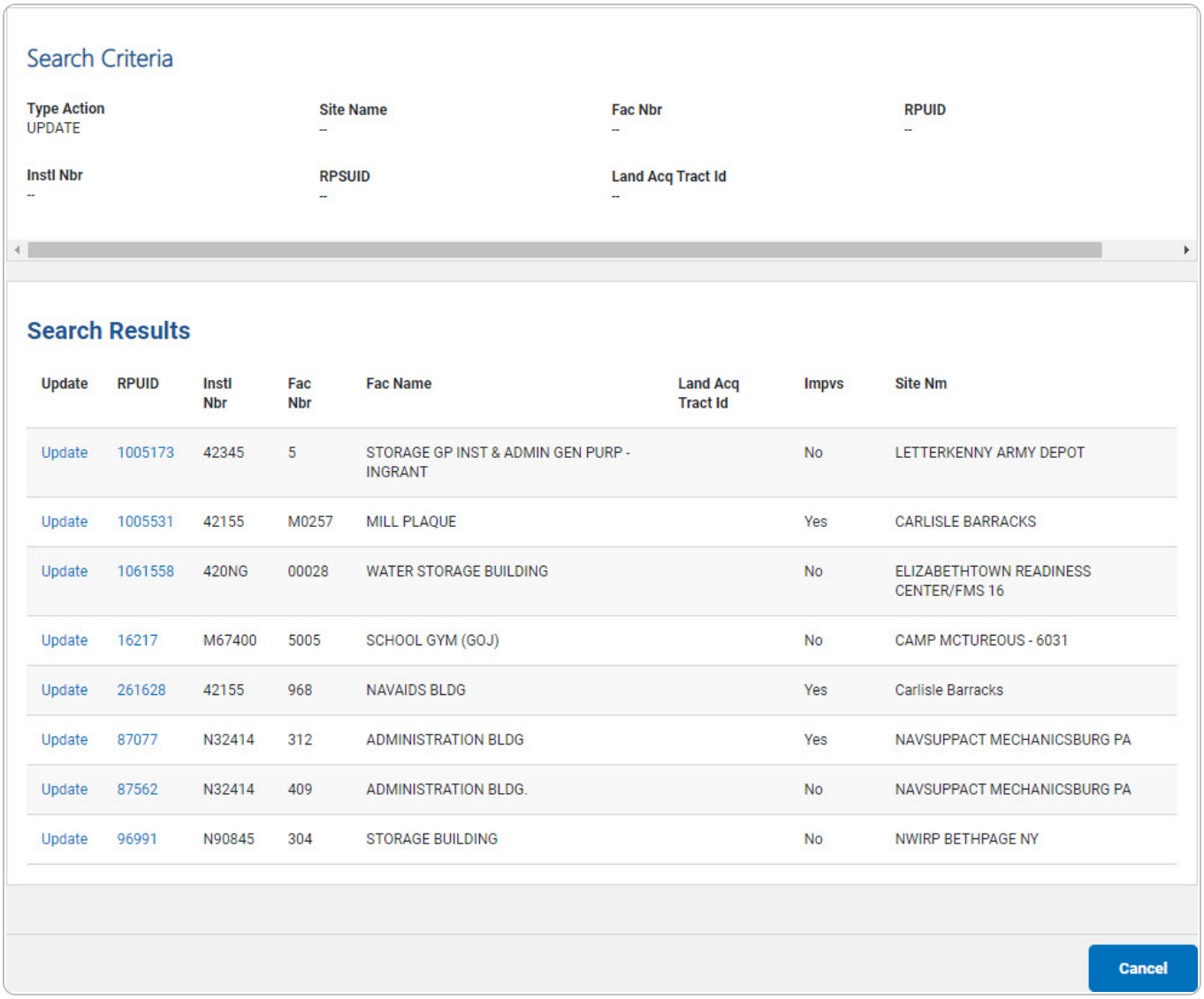
**ELMS Navigation Helpful Tips**

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.*

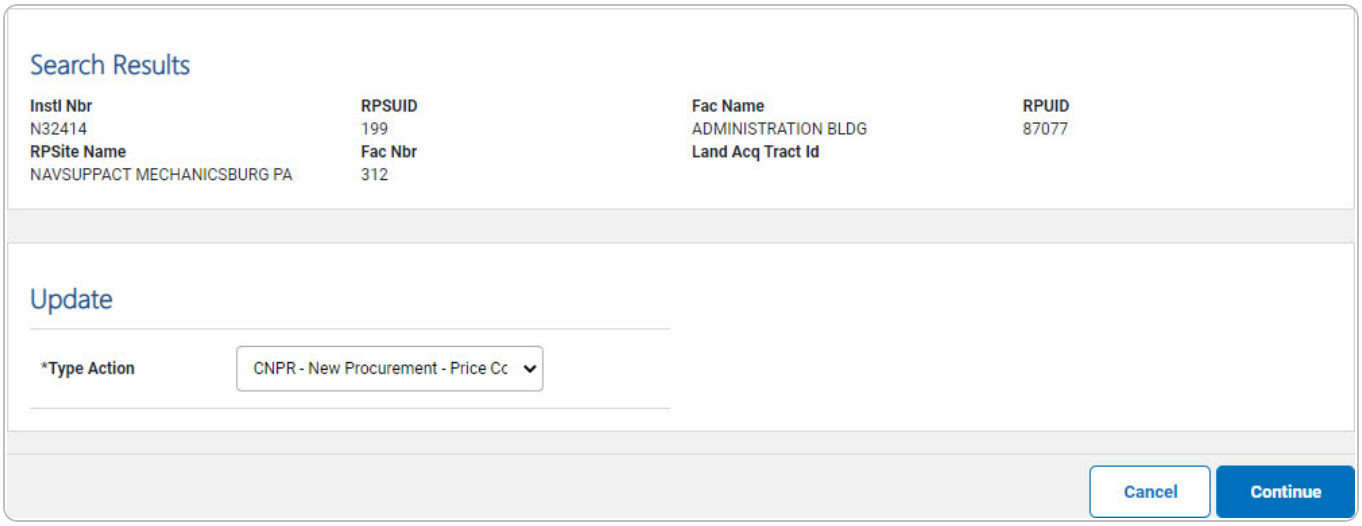
1. Select Search. *The **Search Results — Real Property Update** page appears.*




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.*

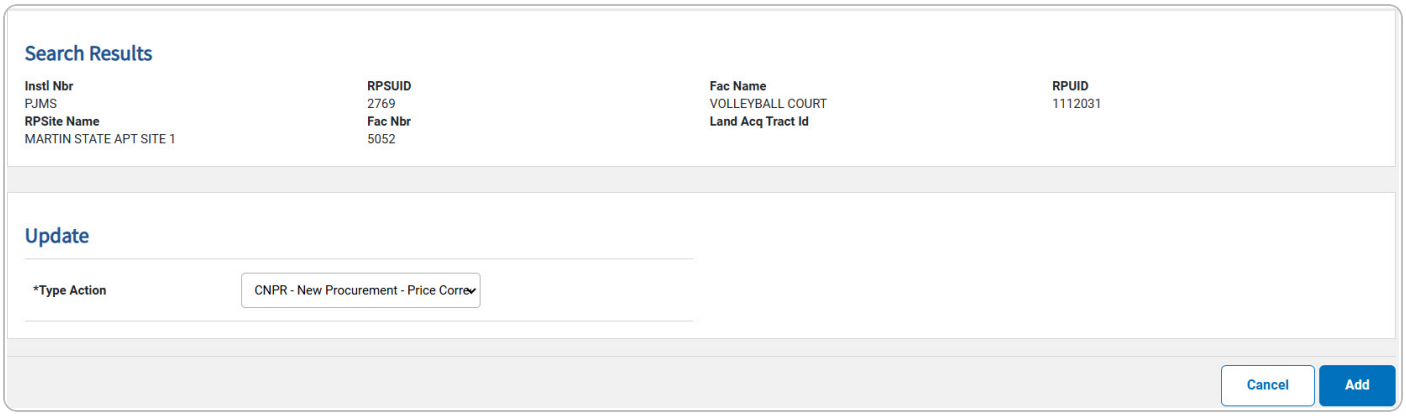
3. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
4. Select the desired Update hyperlink. *The **Search Results — Real Property Update** page appears.*



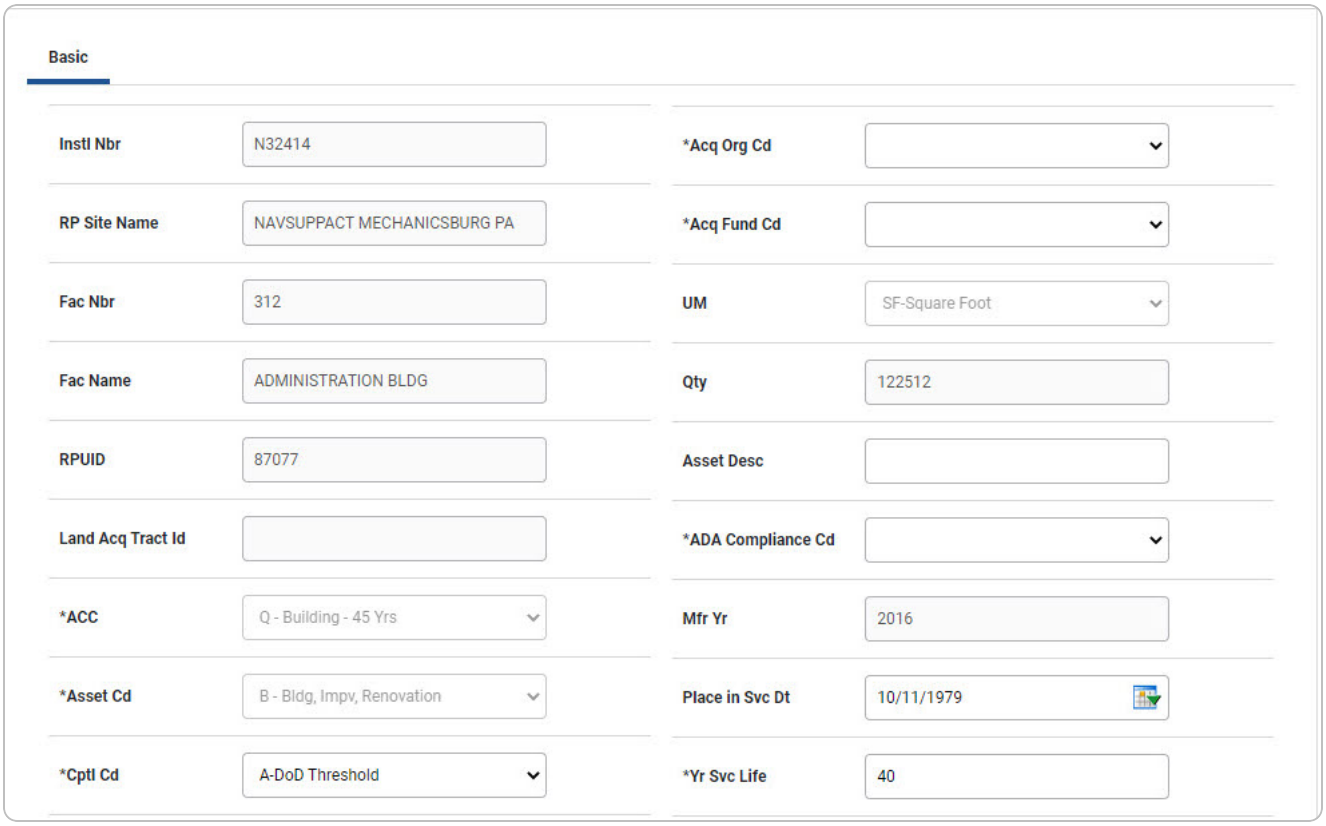

5. Review the Search Results panel.
   - *Verify the INSTL NBR.*
   - *Verify the RP SITE NAME.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*

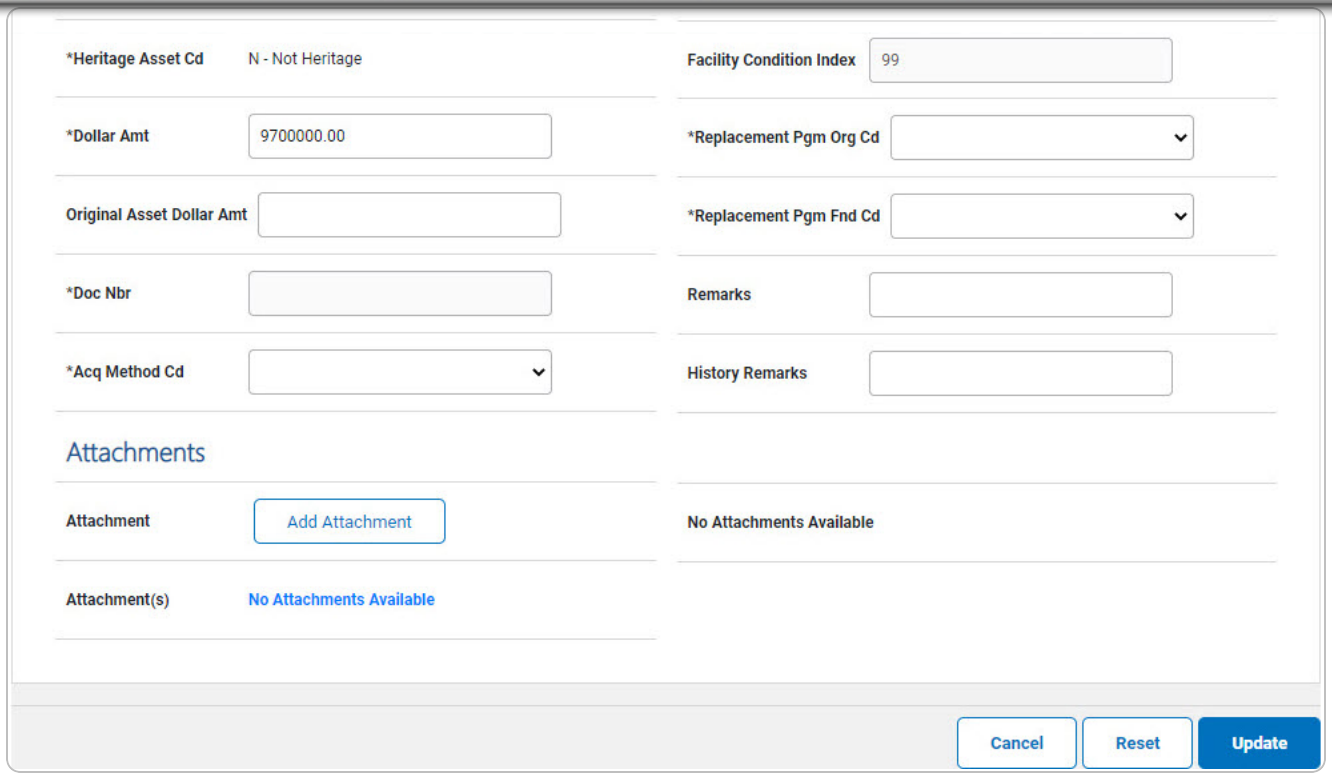
**6.** Use ⌄ to select the Type Action.

**CNPR — New Procurement — Price Correction**




A. Select Add. *The **Real Property Update** 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 256 alphanumeric character field.*

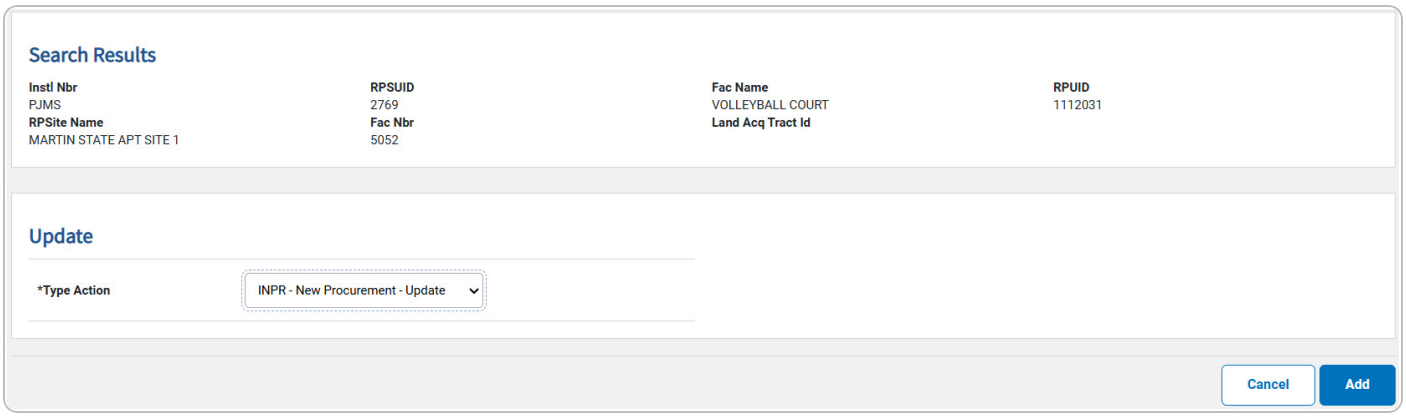
ab. Enter any additional History Remarks in the field provided. *This is a 256 alphanumeric character field.*

ac. *The* Add Attachment *is not accessible.*

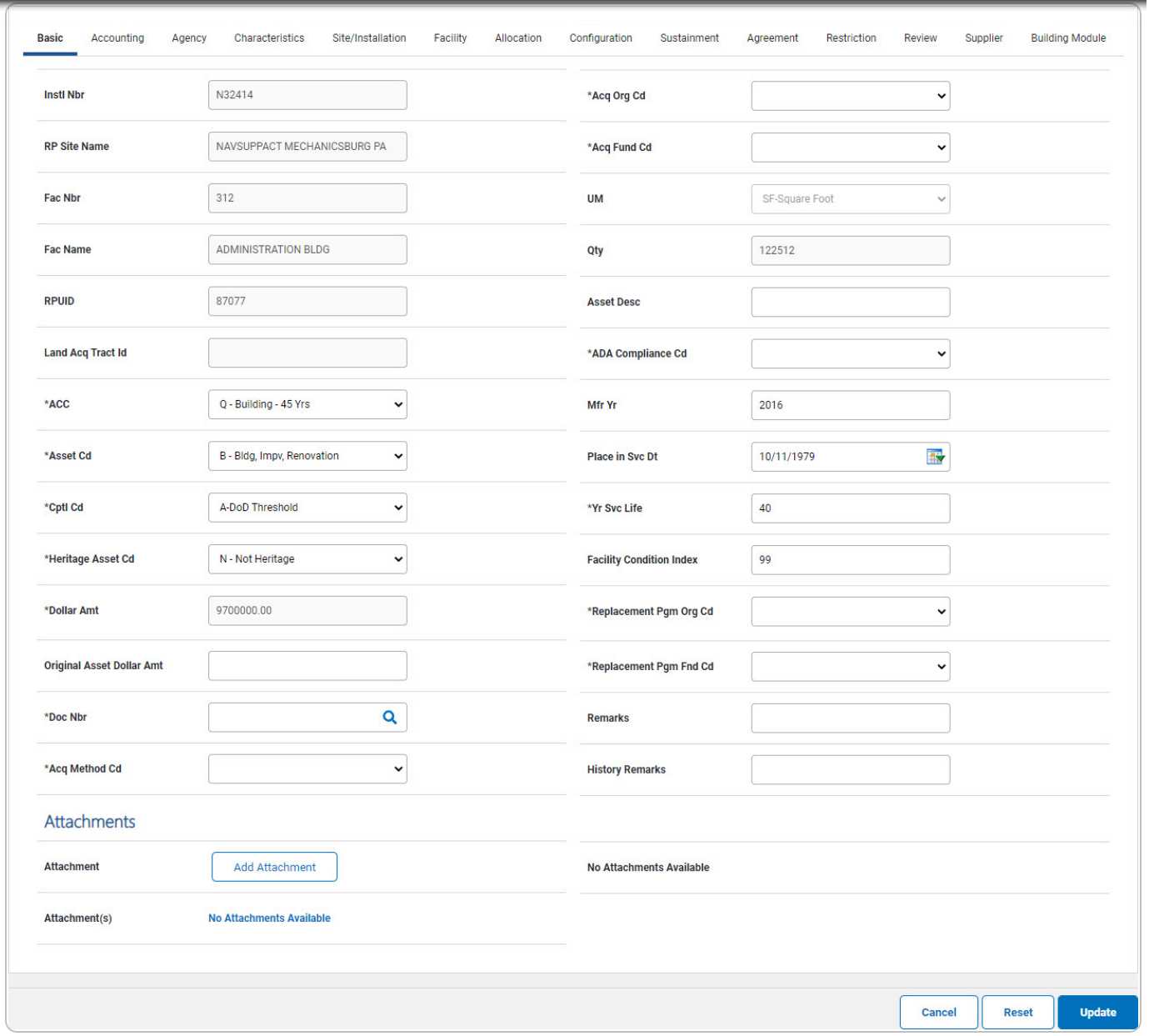
ad. *View any attachments as thumbnails in the Attachments field.*

C. Select Update. *The **Real Property Transaction Status** page appears.*

**INPR — New Procurement — Update**




1. Select Add. *The **Real Property Update** 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 256 alphanumeric character field.*

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

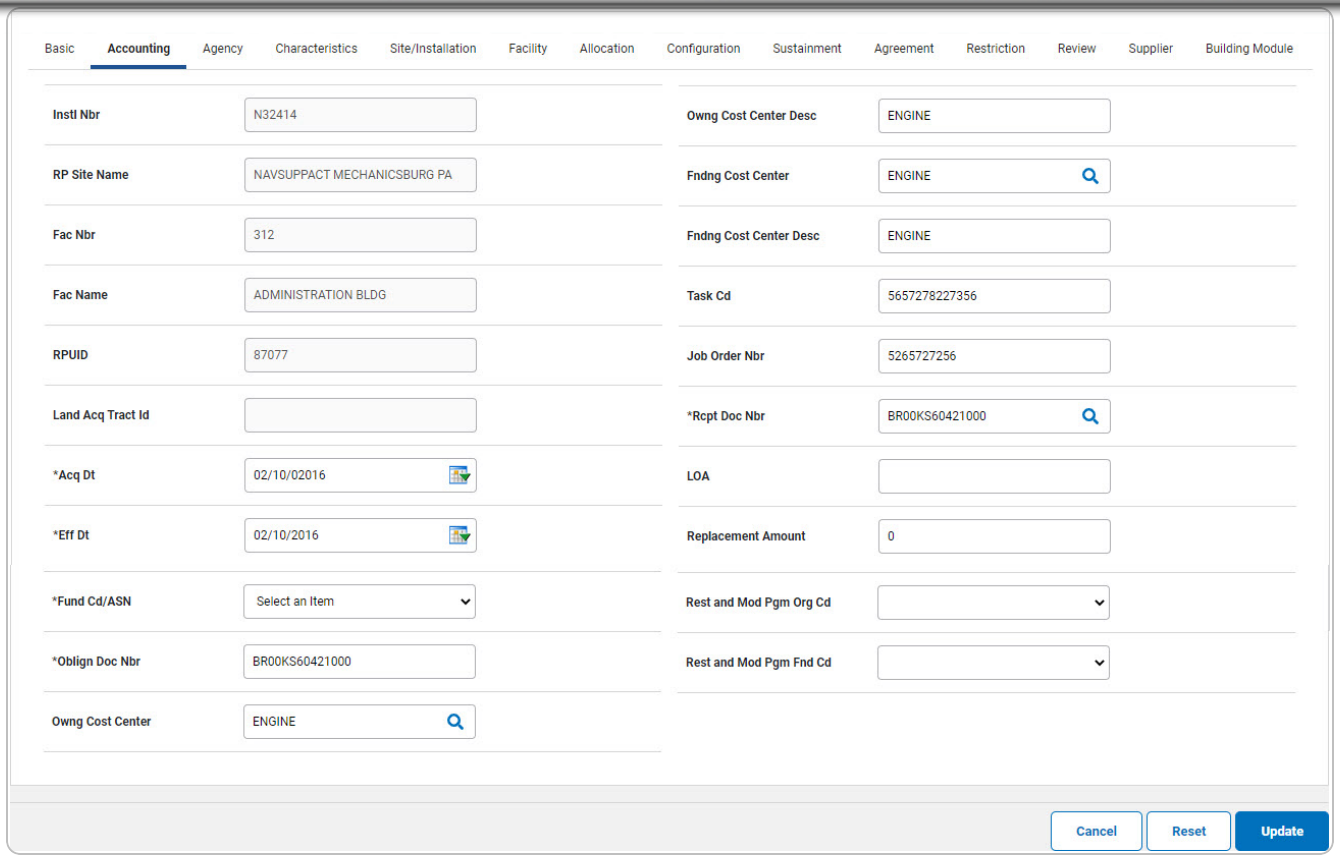
AC. Select Add Attachment. *The **Attachment Add** page appears.*

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.*

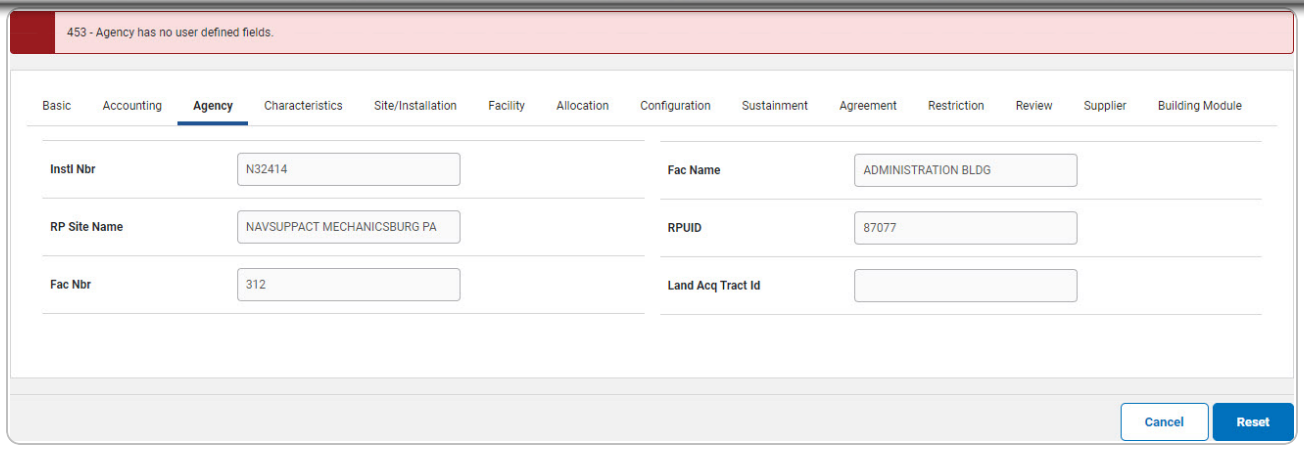
t. Update the Rest and Mod Pgm Org Cd, using to select the desired code.

u. Update the Rest and Mod Pgm Fnd Cd, using to select the desired code.

v. Select Update. *The **Real Property Transaction Status** page appears.*

**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**

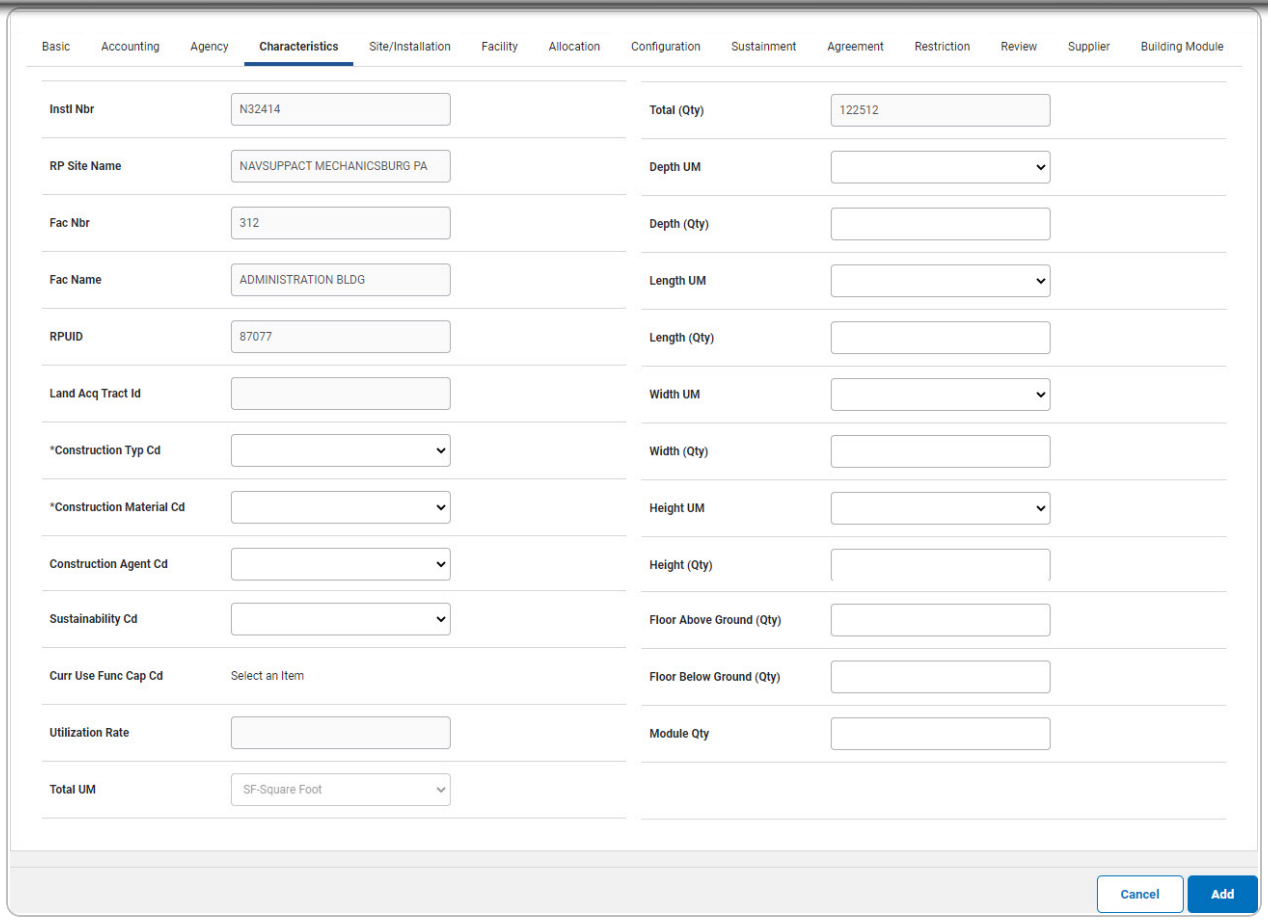
The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

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.*

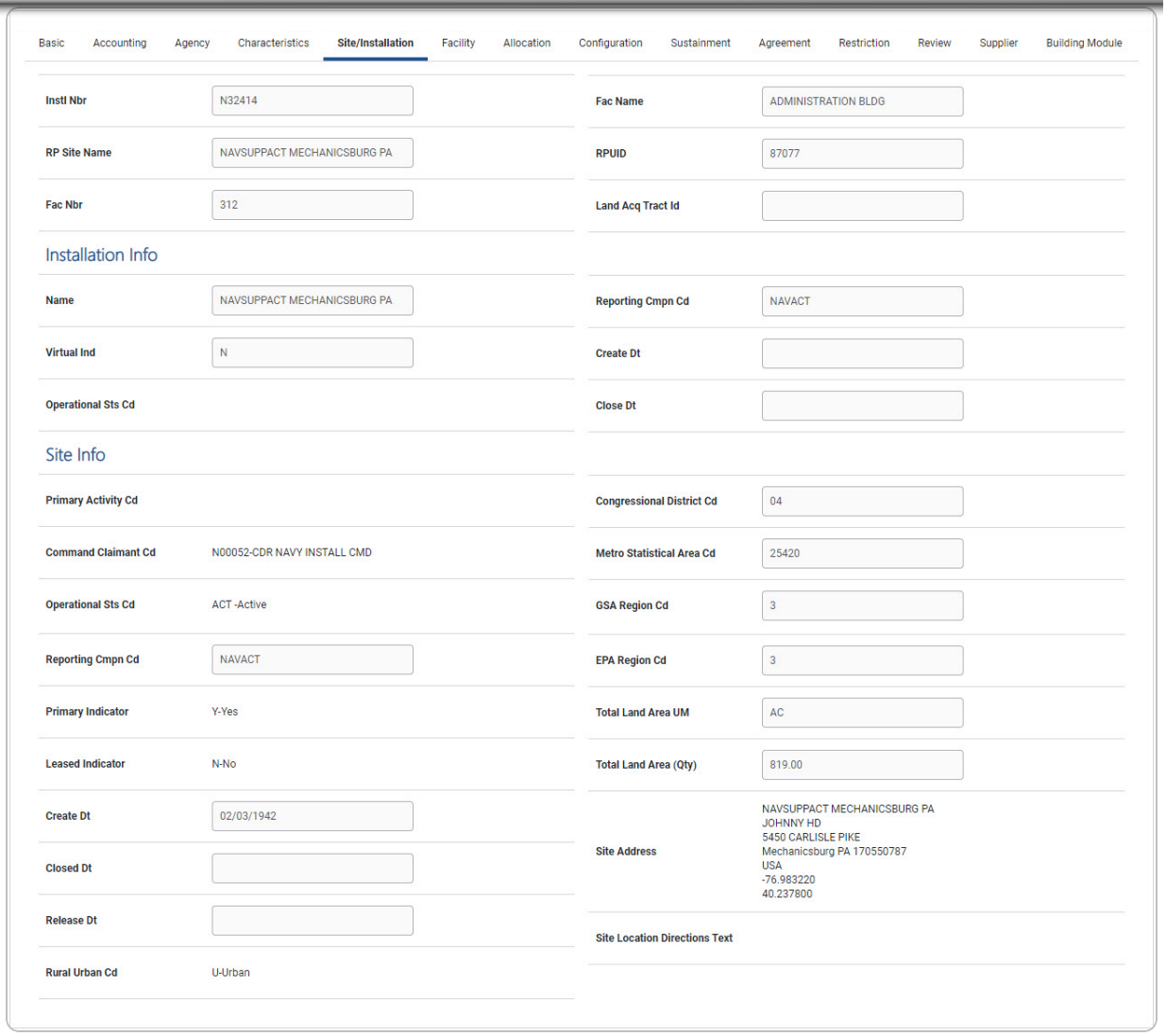
X. Update the Floor Below Ground (QTY), entering the revised amount in the field provided. *This is a 2 numeric character field.*

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.*

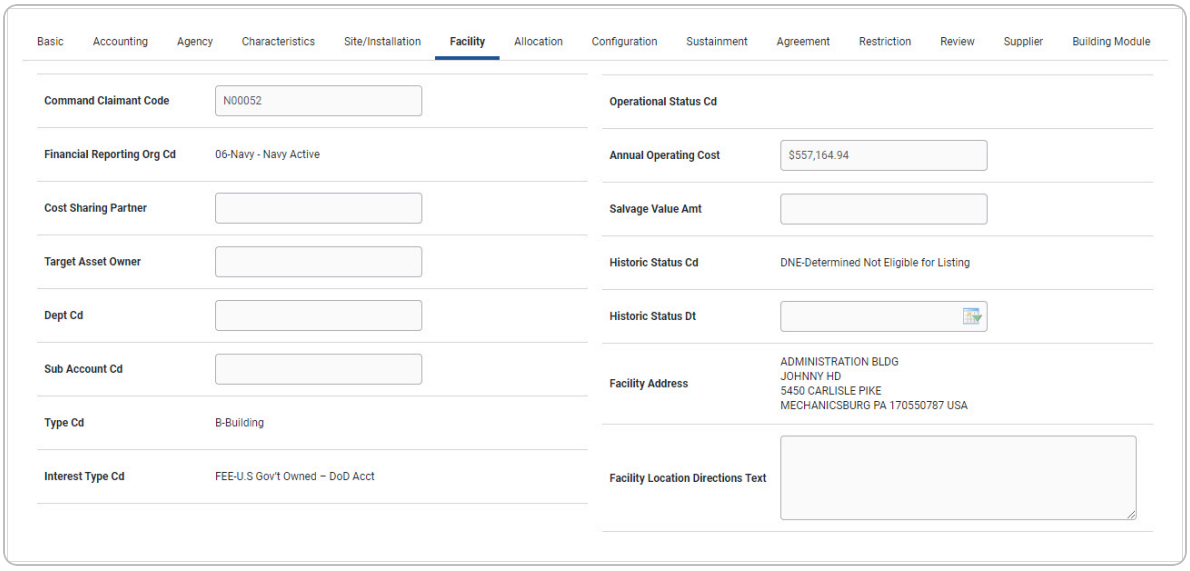
**OR**

Select Site/Installation. Review the fields on the Site/Installation tab:



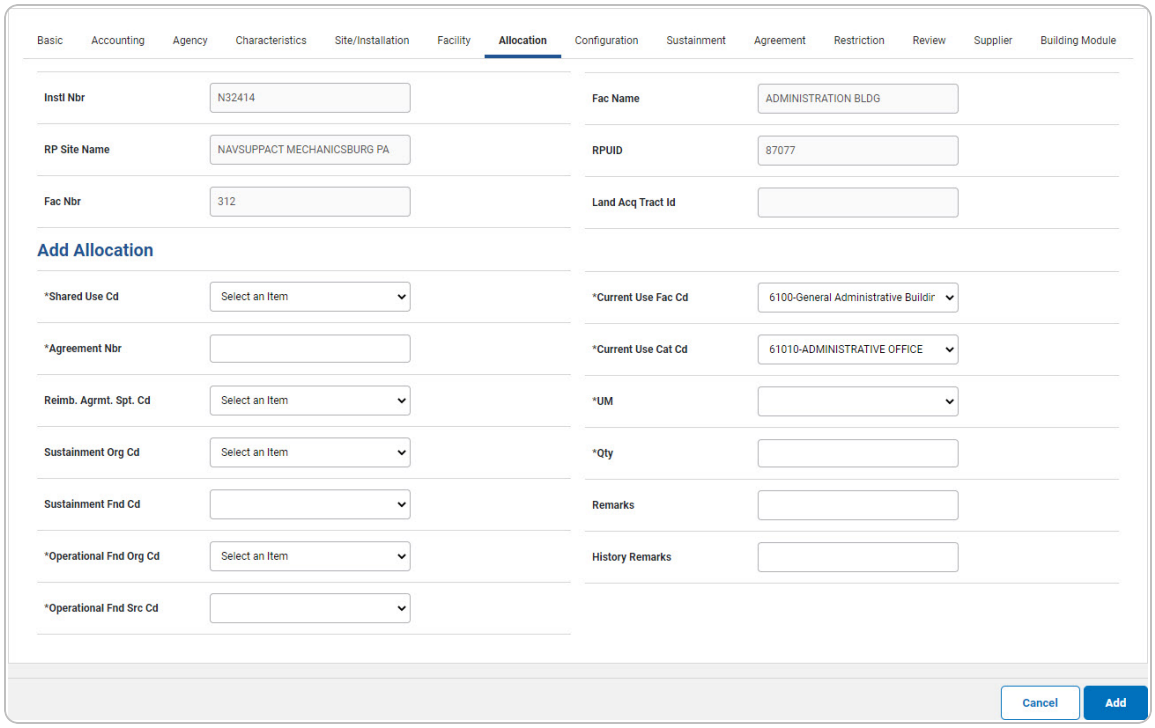

a. *Verify the INSTL NBR.*
b. *Verify the RP SITE NAME.*
c. *Verify the FAC NBR.*
d. *Verify the FAC NAME.*
e. *Verify the RPUID.*
f. *Verify the LAND ACQ TRACT ID.*
g. *Verify the Name.*
h. *Verify the VIRTUAL IND.*
i. *Verify the Operational STS CD.*

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.*

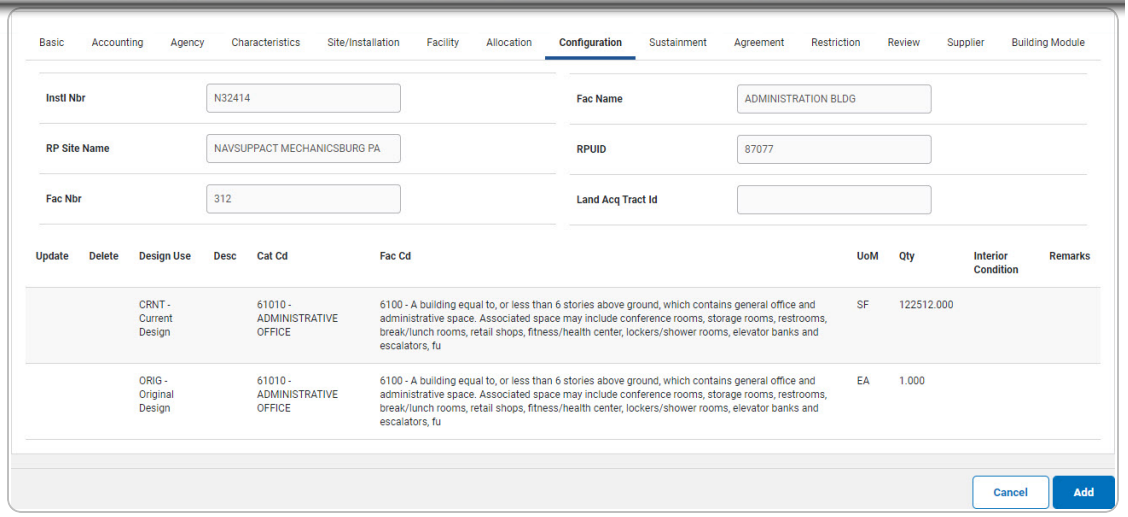
R. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

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

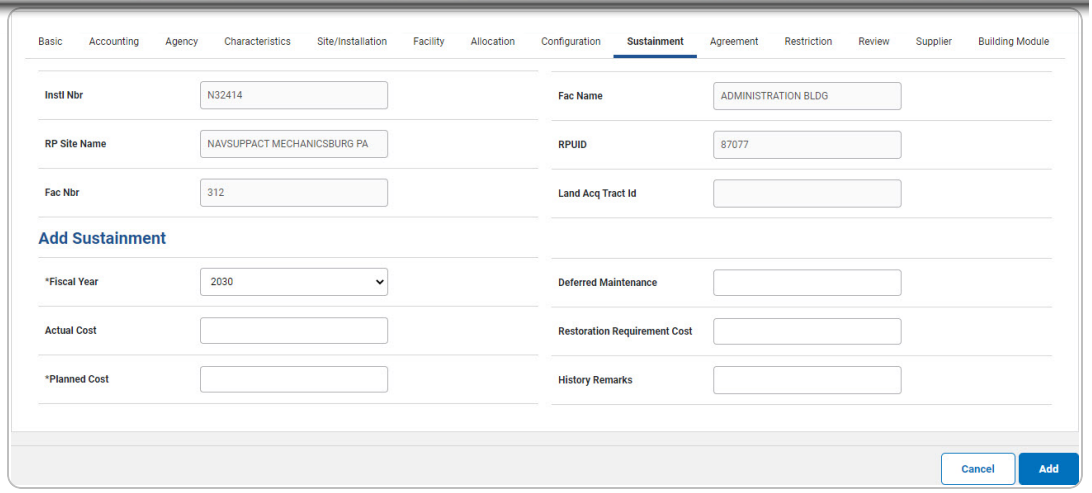
m. *Verify the QTY.*

n. *Verify the Remarks.*

o. Select Add. *The **Real Property Transaction Status** page appears.*

**OR**

Select Sustainment. Enter the fields on the Sustainment tab.

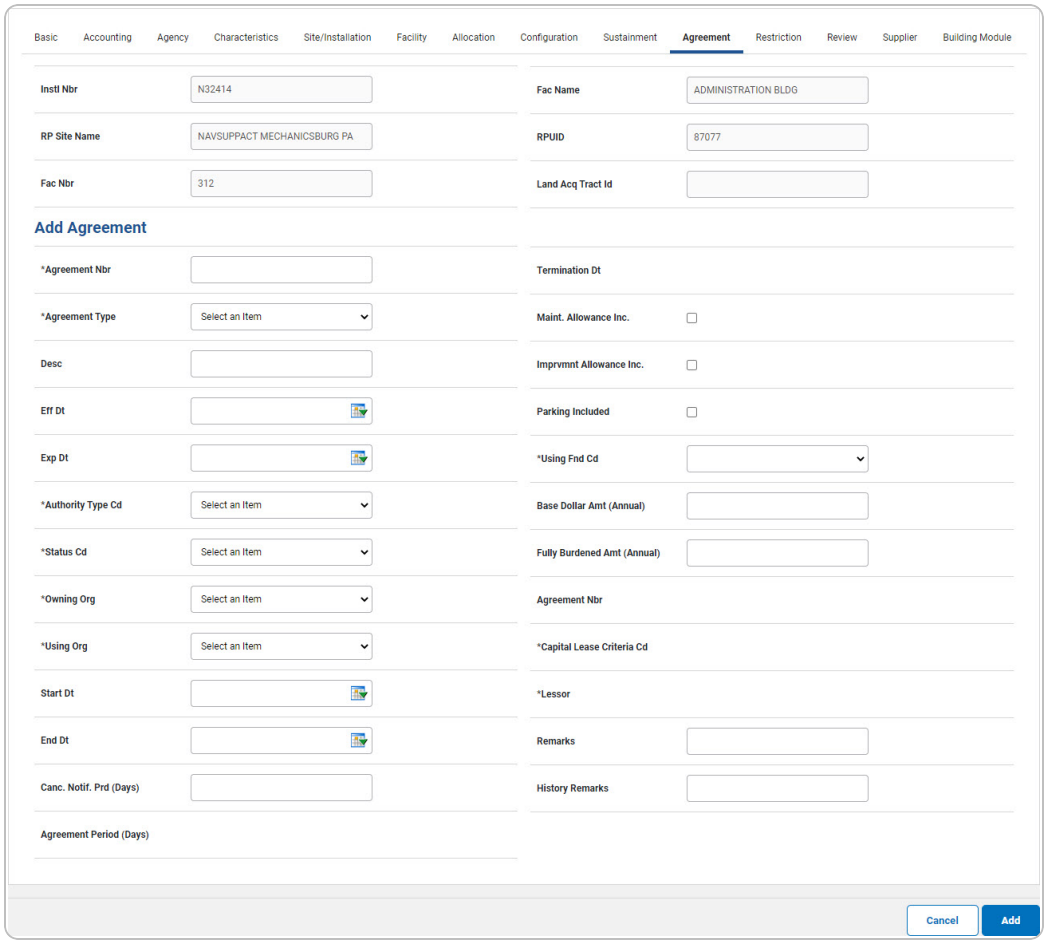



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use ⌄ to select the Fiscal Year.
8. Enter the Actual Cost in the field provided. *This is a 12 numeric character field.*
9. Enter the 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 256 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 256 alphanumeric character field.*

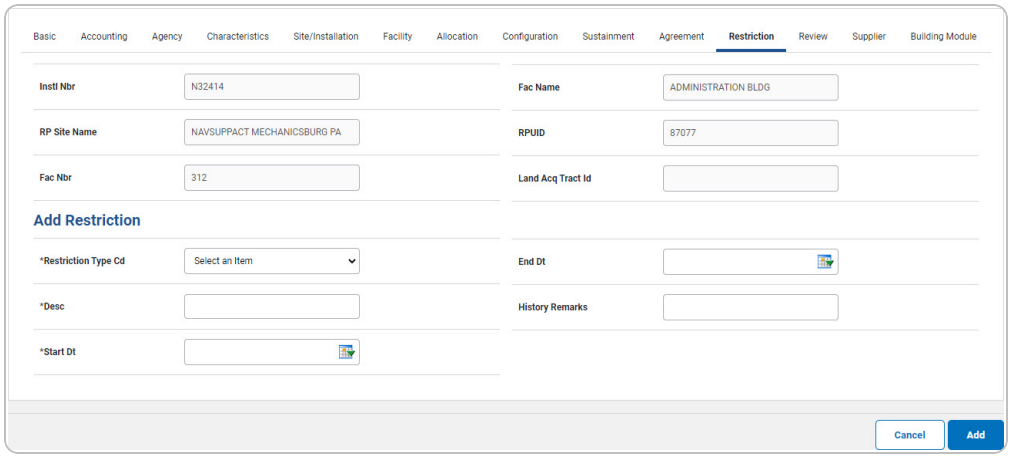
AE. Enter any History Remarks in the field provided. *This is a 256 alpha-numeric character field.*

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.

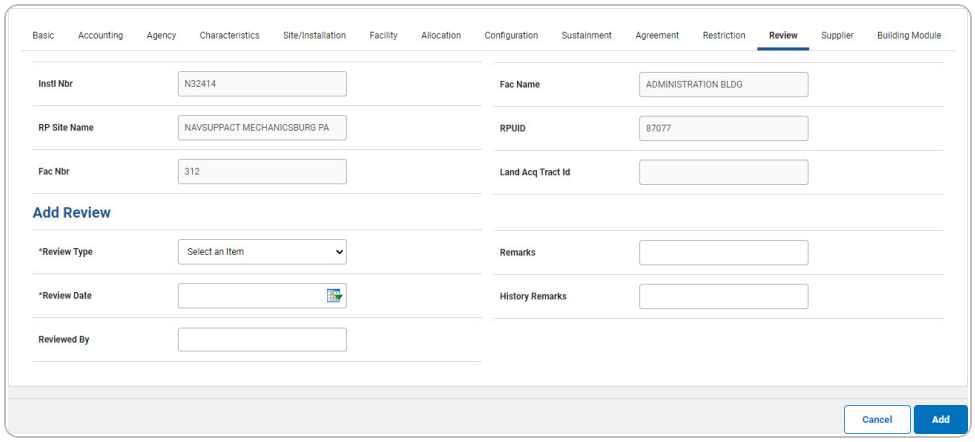
k. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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.*

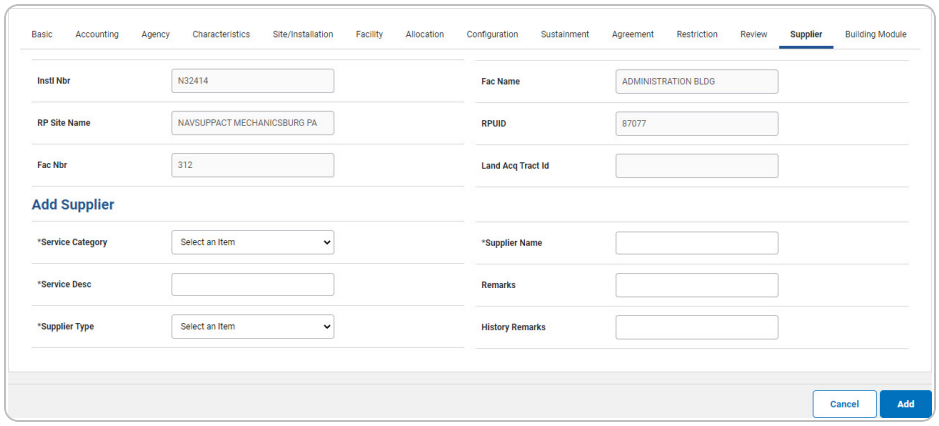
**7.** Use to select the Review Type.

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

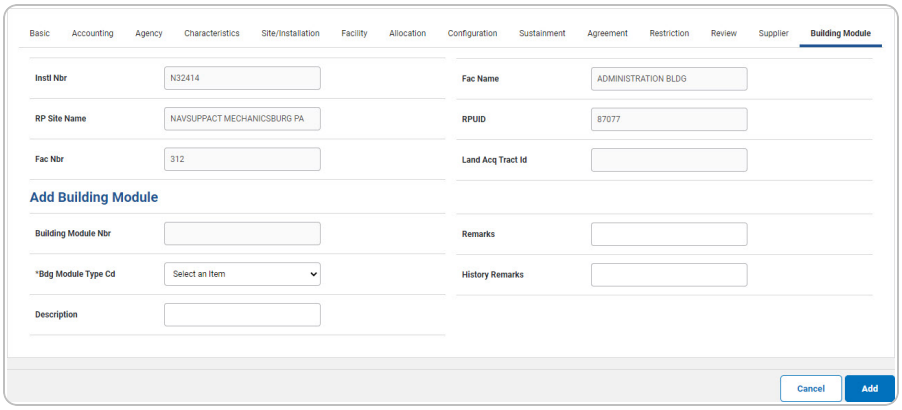
L. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select Add. *The **Real Property Transaction Status** page appears.*

M.

**OR**

Select Building Module. Enter the fields on the Building Module tab:




**Note**

The screen is only editable when the Asset Code is set to 'B'.

When the Asset Code is not set to 'B', Add is not available.

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.

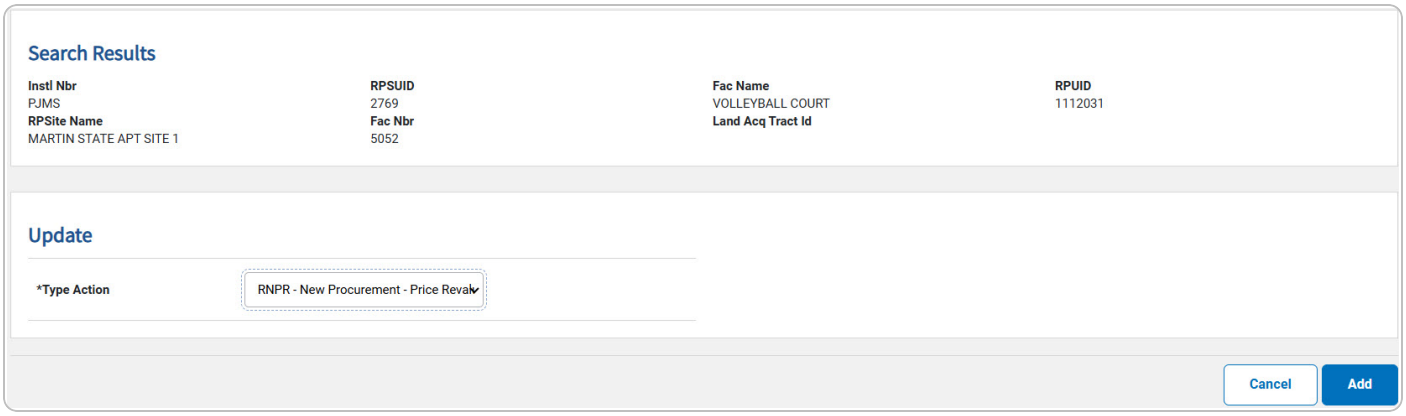
i. Enter the DESC in the field provided. *This is a 250 alpha-numeric character field.*

j. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

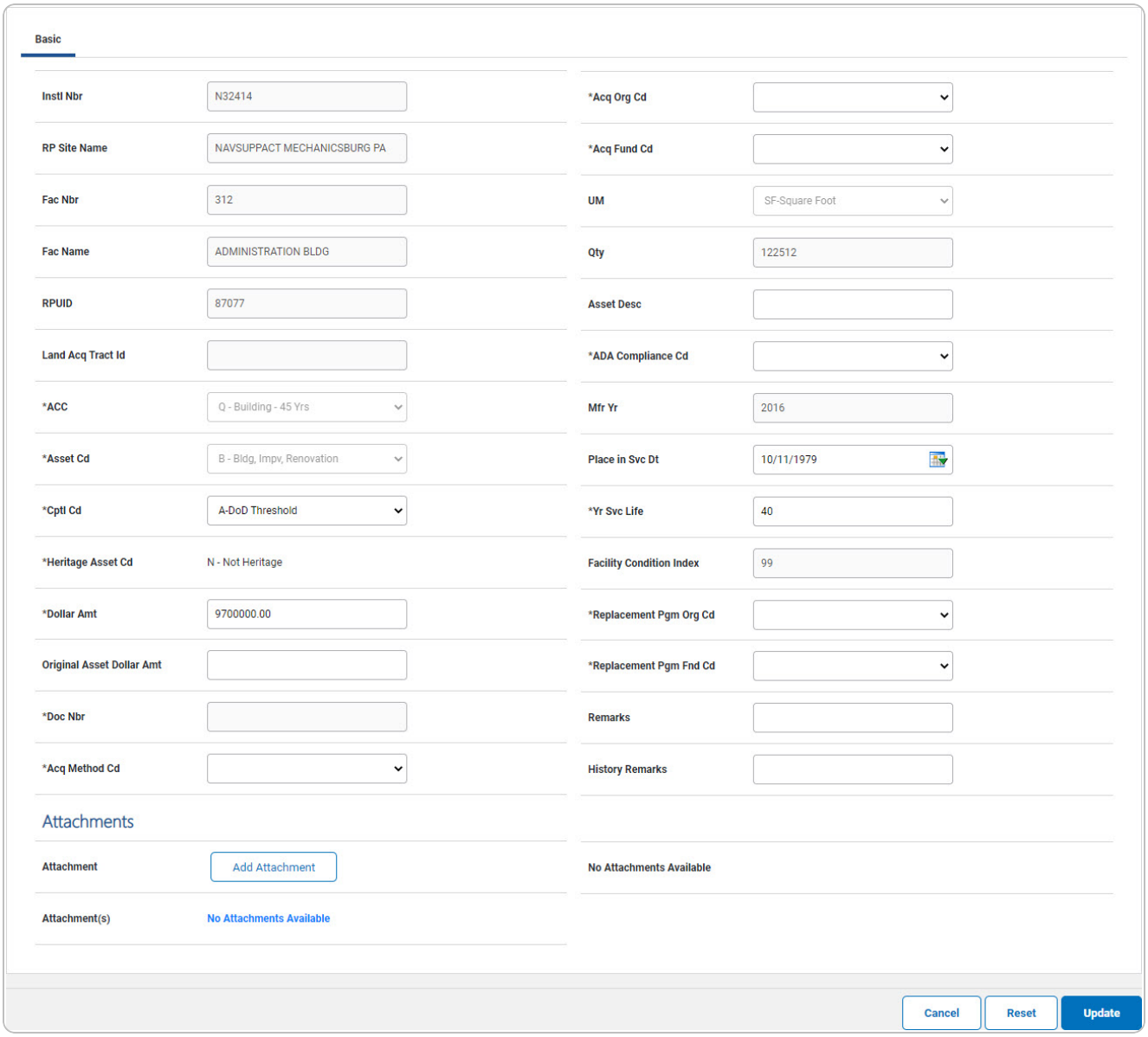
k. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

l. Select Add. *The **Real Property Transaction Status** page appears.*

**RNPR — New Procurement — Price Revaluation**



A. Select Add. *The **Real Property Update** 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 256 alphanumeric character field.*

ab. Enter any additional History Remarks in the field provided. *This is a 256 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: *Using Fund Code*.** | |
| **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 > 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. |
| **xxxx — Planned Cost requires two decimal places.** | Invalid Cost Entry. The Planned Cost must have two decimal places (0.00). Re—enter the Planned Cost. |
| **xxxx — This screen is only editable when the Asset Code is set to 'B'.** | Invalid Entry. The current screen is not editable because the Asset Code is not set to 'B'. Change the Asset Code and re—try the entry. |

## 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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# 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 > Real Property Delete 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 Grid

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
RPUID

### Search Results Grid

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

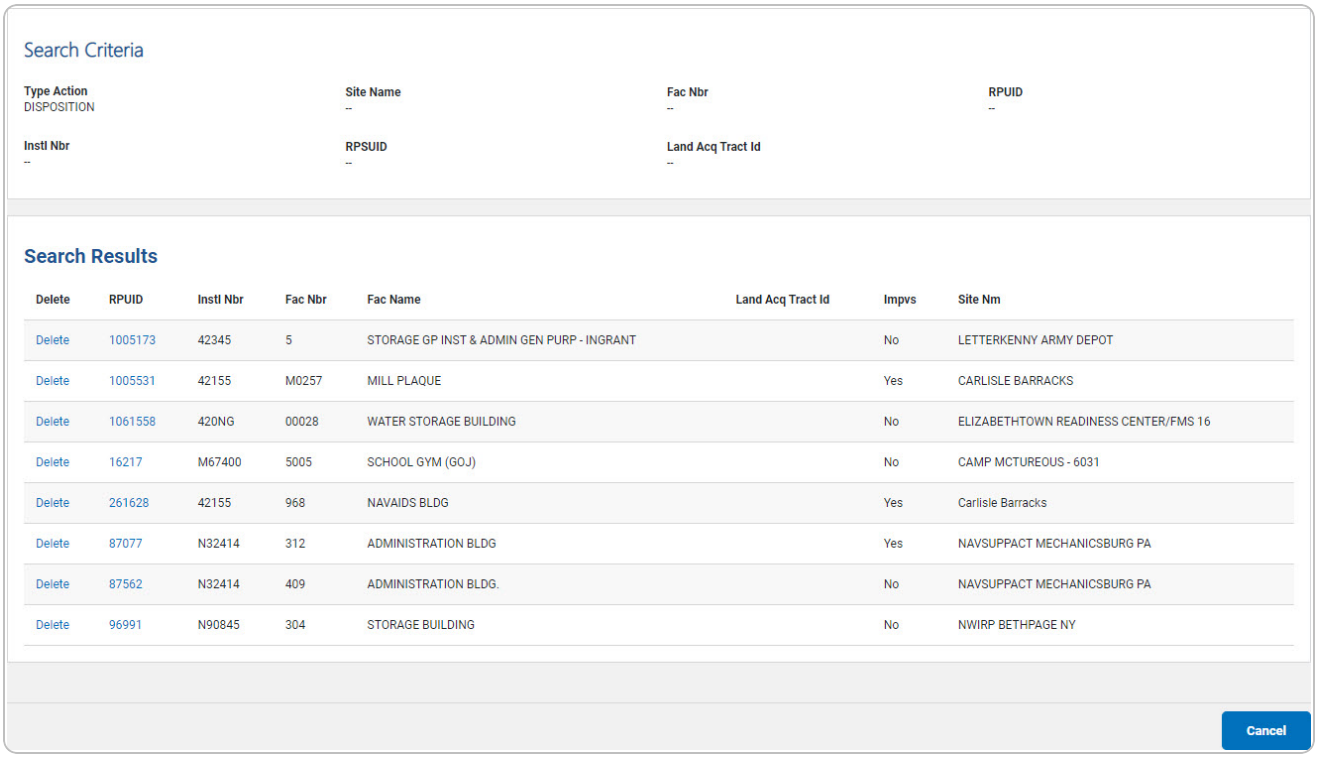
**ELMS Navigation Helpful Tips**

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.*

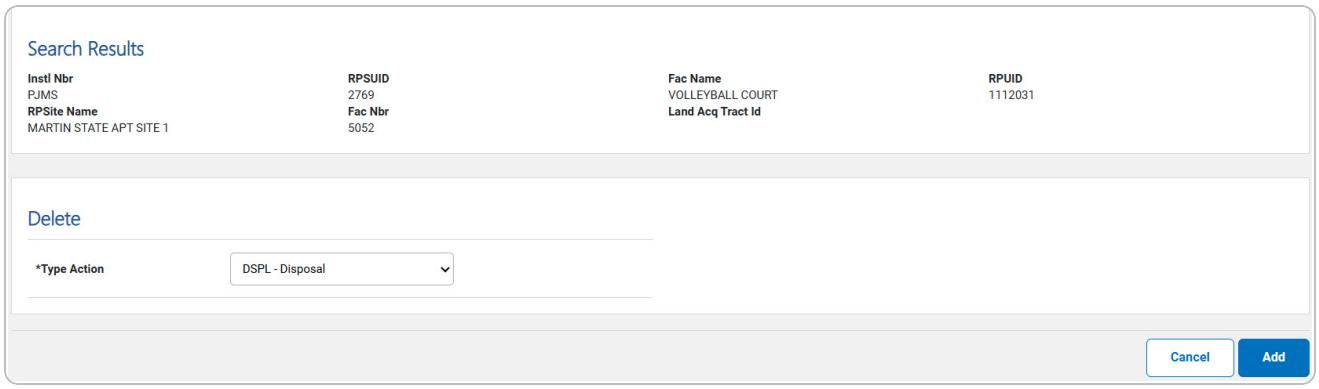
1. Select Search. *The **Search Results — Real Property Delete** page appears.*




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 - Real Property Delete** page appears.*

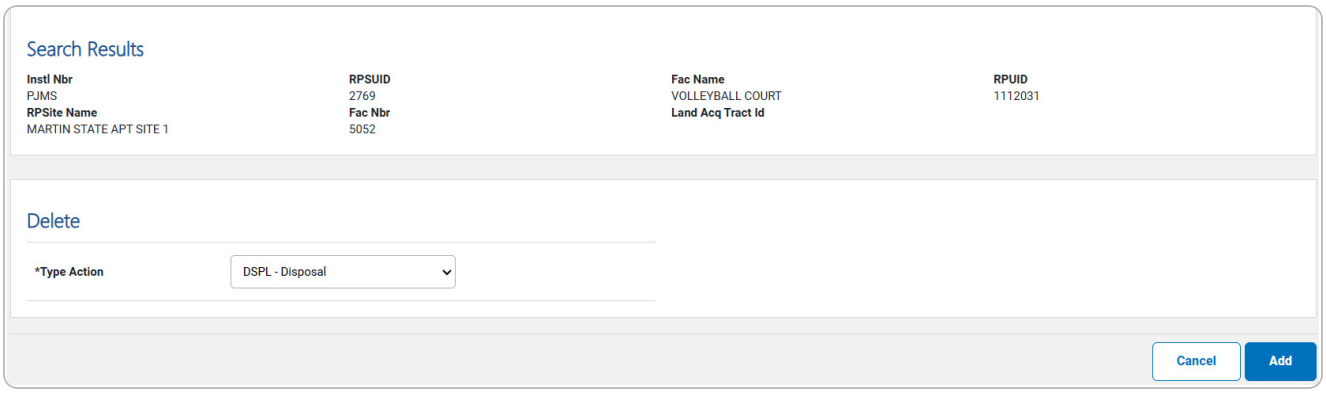



5. Review the Search Results panel.

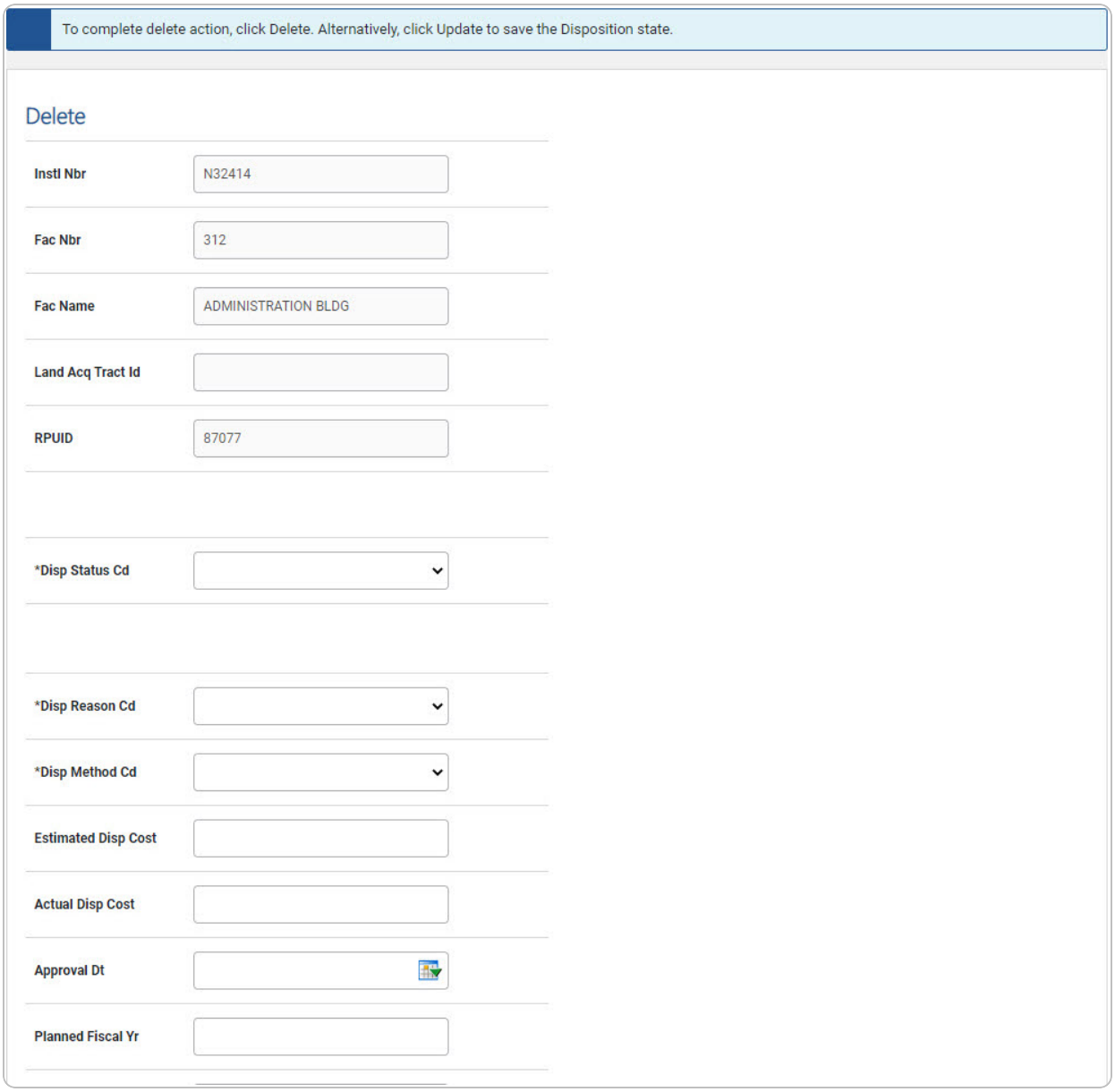
- *Verify the INSTL NBR.*
- *Verify the RP SITE NAME.*
- *Verify the RPSUID.*
- *Verify the FAC NBR.*
- *Verify the FAC NAME.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

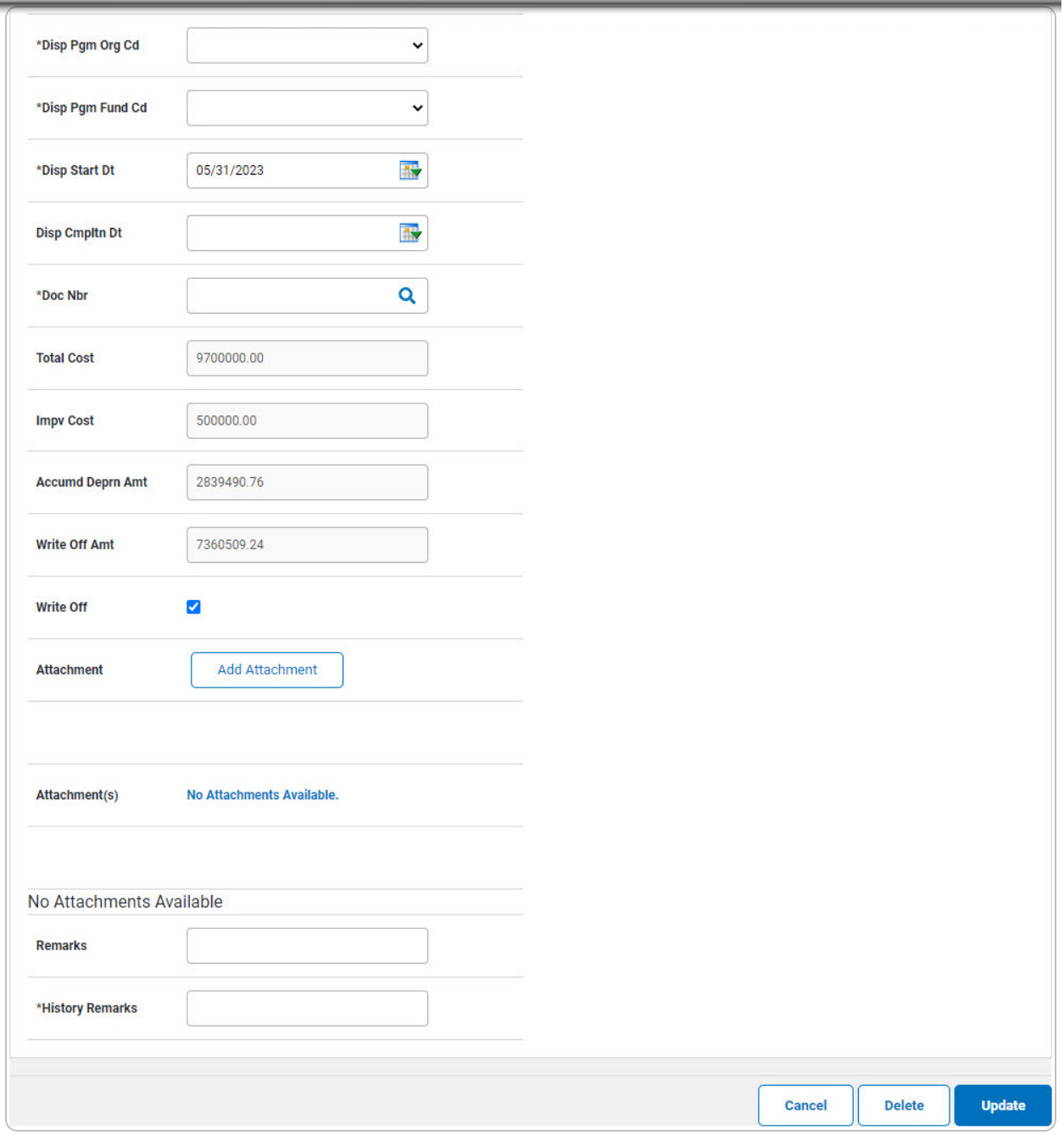
**6.** Use to select the Type Action.

- **DSPL — Disposal**



A. Select Add. *The **Real Property Delete** 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 v 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 256 alphanumeric character field.*

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

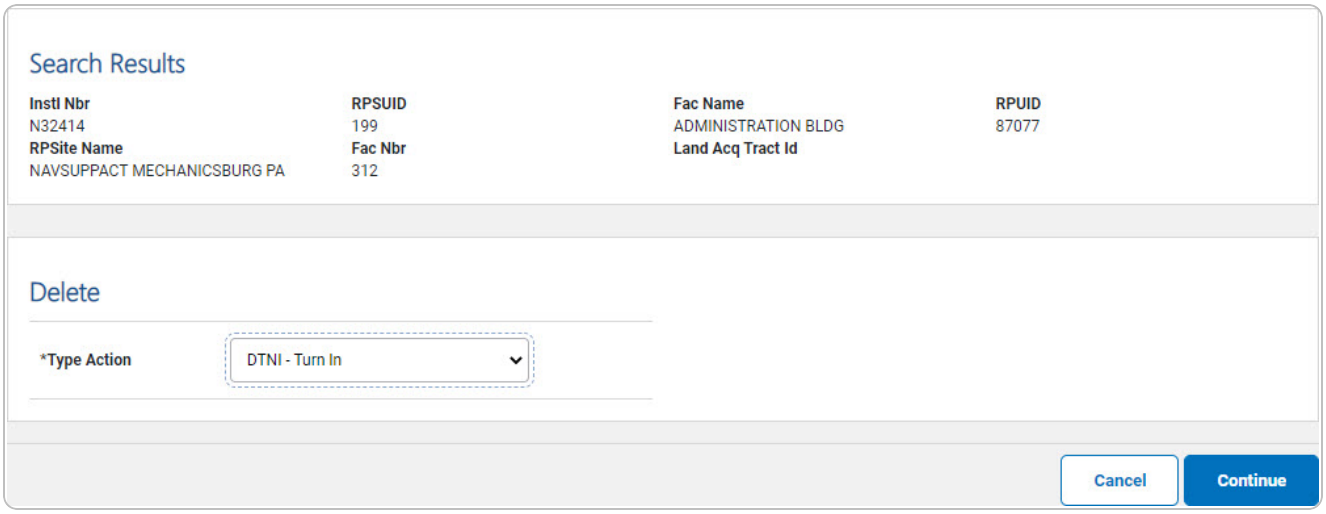
Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

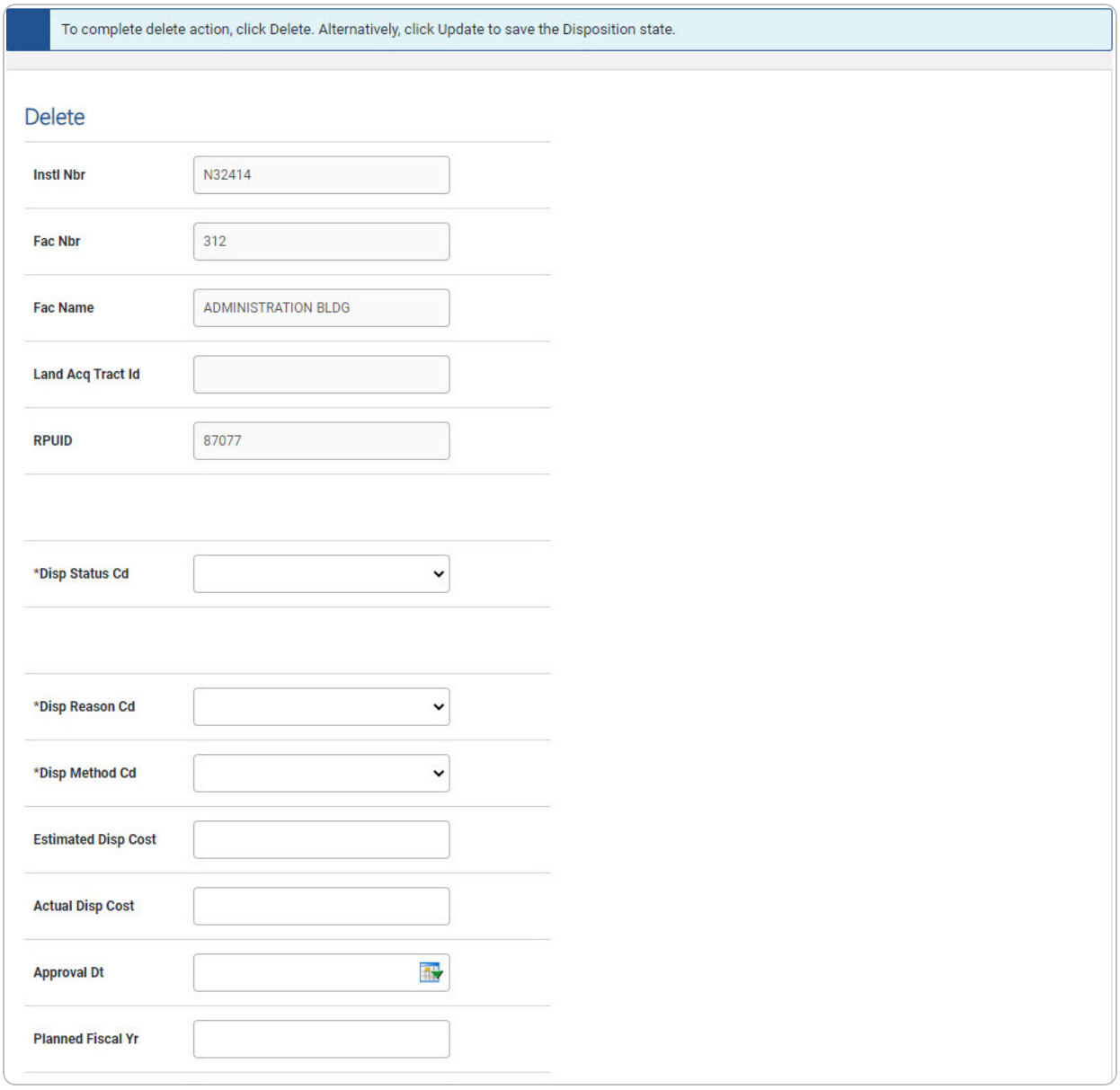
**OR**

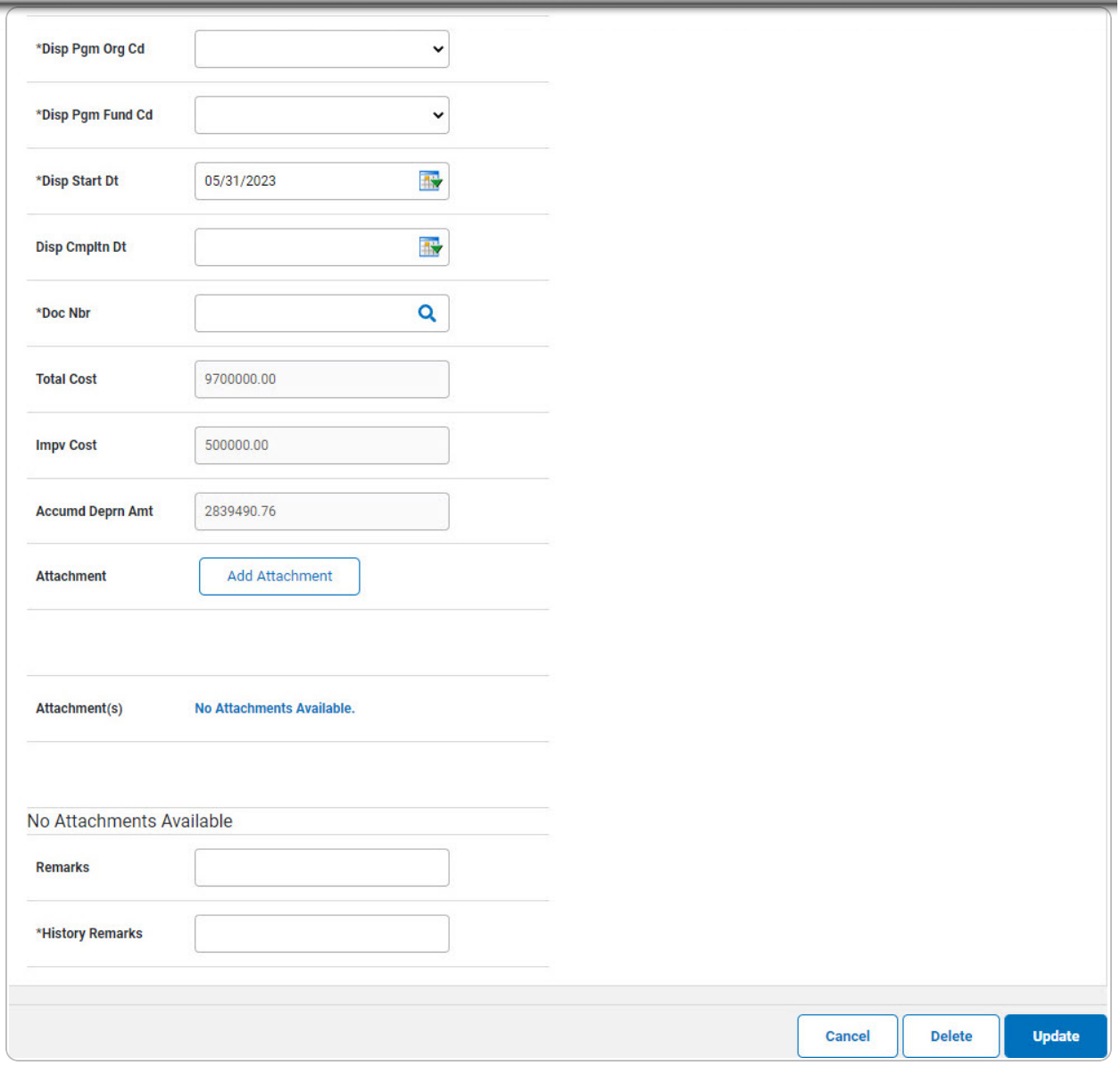
Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTNI — Turn In**



A. Select Continue. *The **Real Property Delete** 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 256 alphanumeric character field.*

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

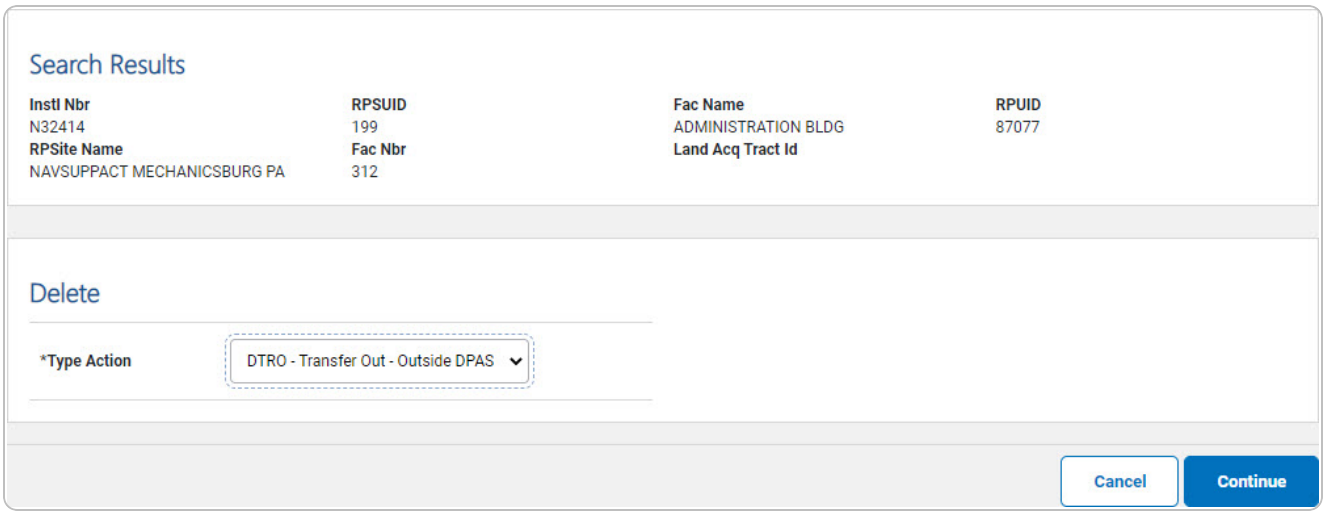
Select **Update** to save and continue. *The **Real Property Transaction Status** page appears.*

C.

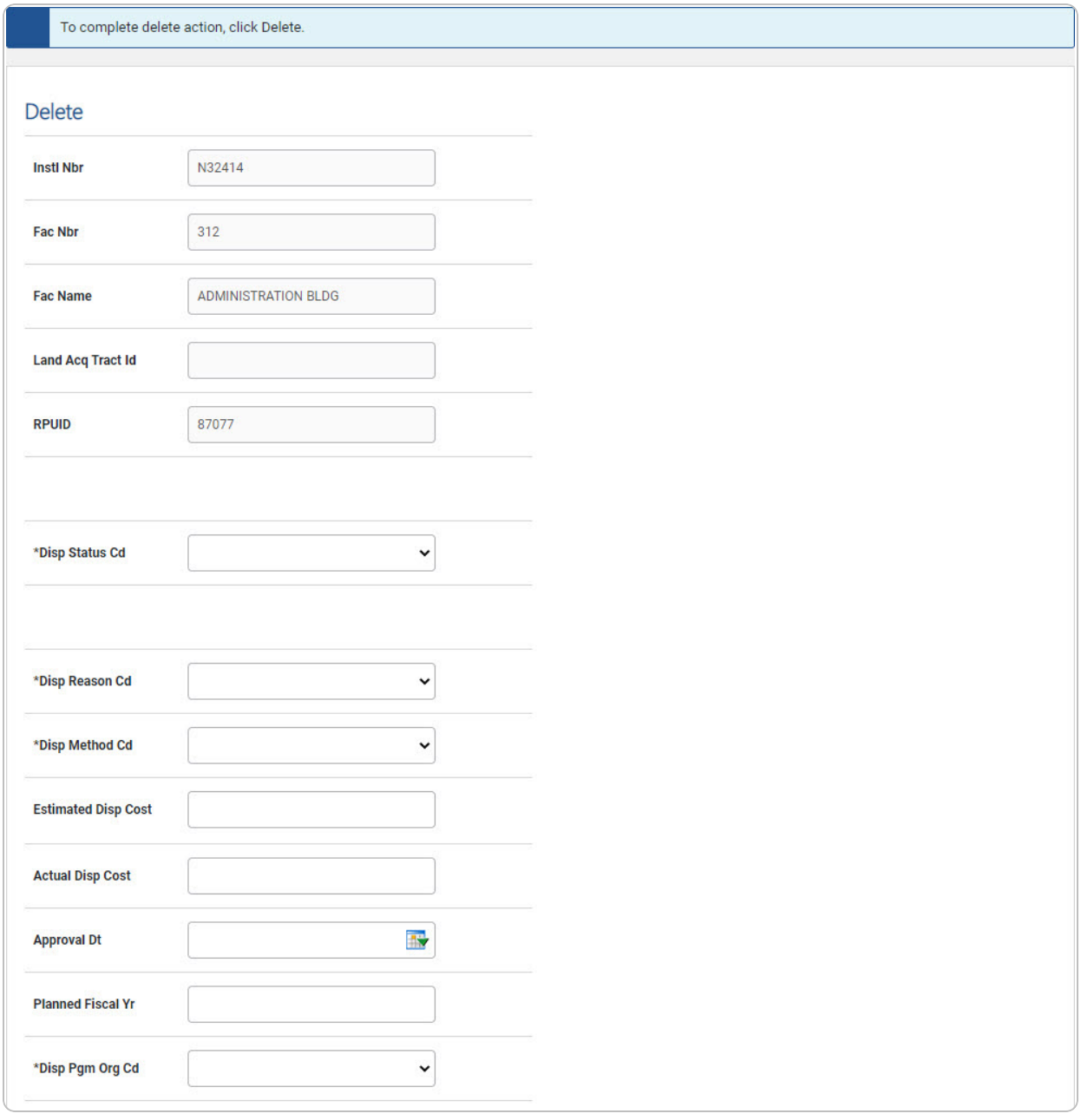
**OR**

Select **Delete** to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTRO — Transfer Out**



A. Select Continue. *The **Real Property Delete** 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.*

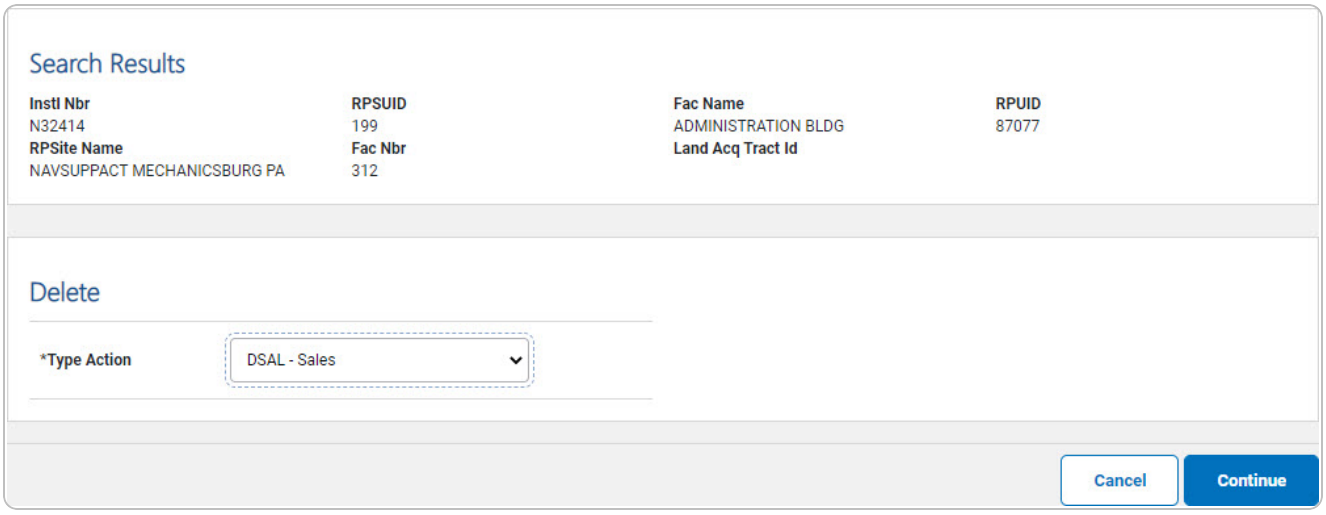
aa. *View any attachments as thumbnails in the Attachments field.*

ab. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

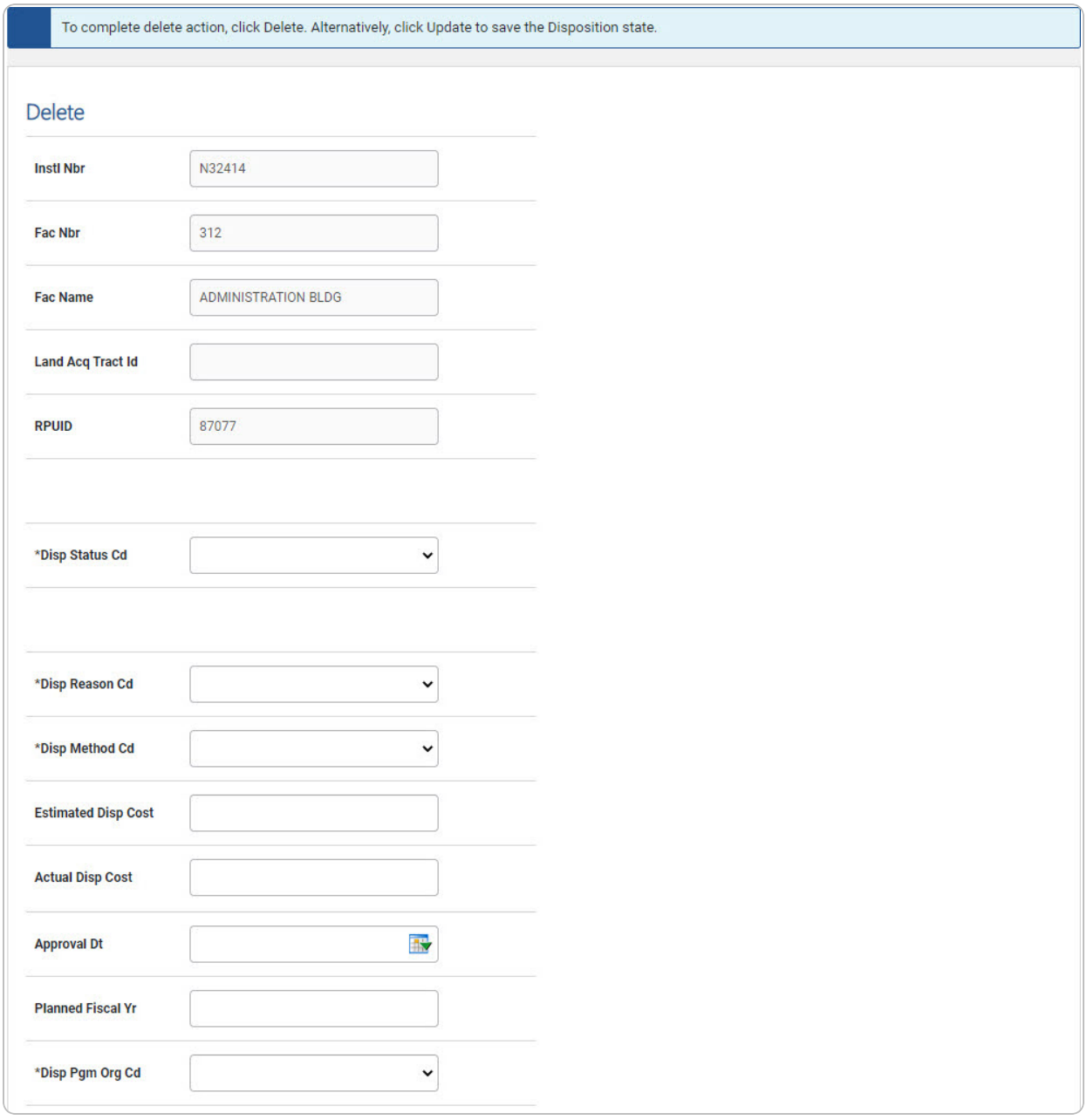
**ac.** Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

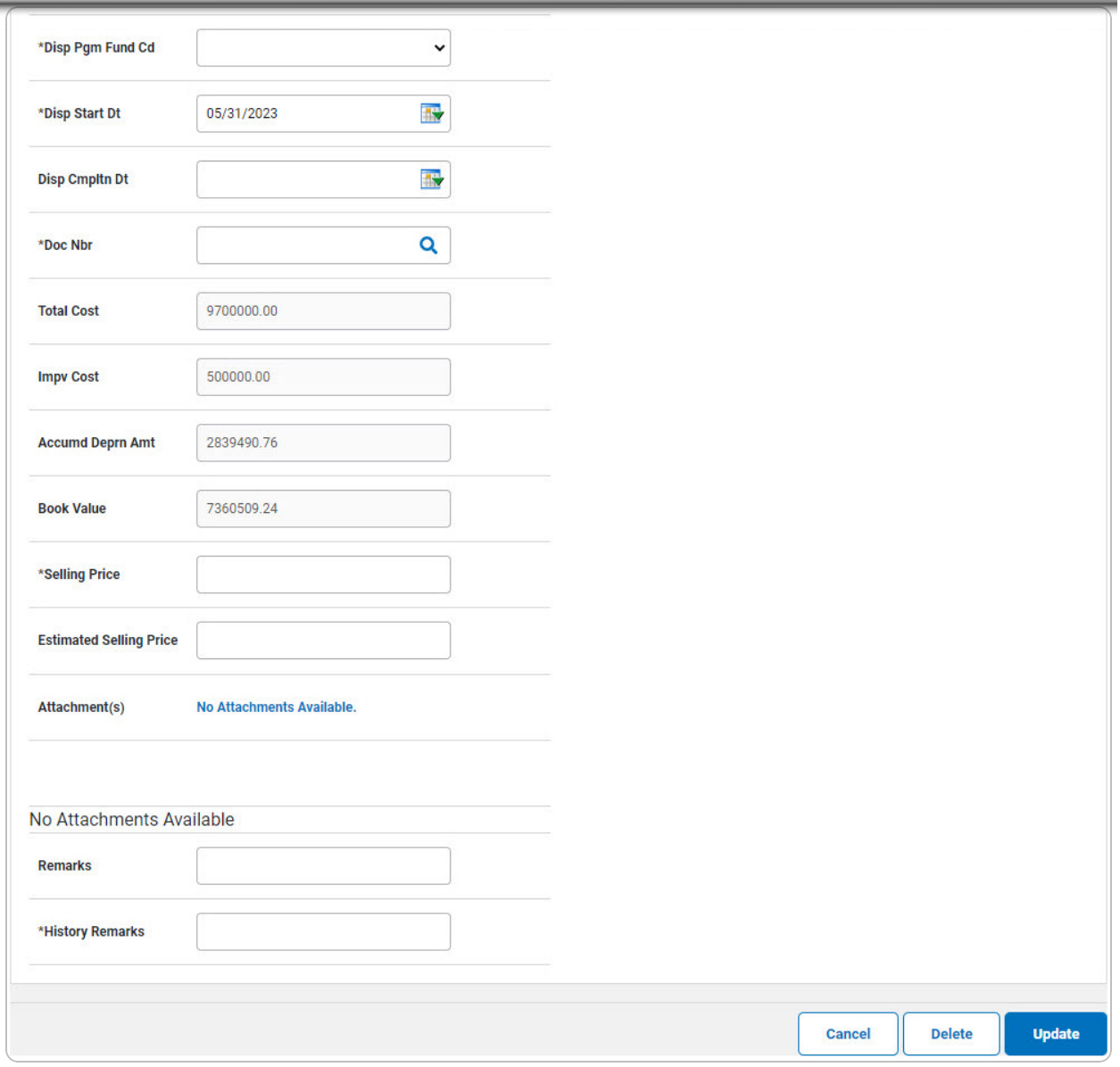
C. Select Delete. *The **Real Property Transaction Status** page appears.*

- **DSAL — Sales**



A. Select Continue. *The **Real Property Delete** 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 256 alphanumeric character field.*

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

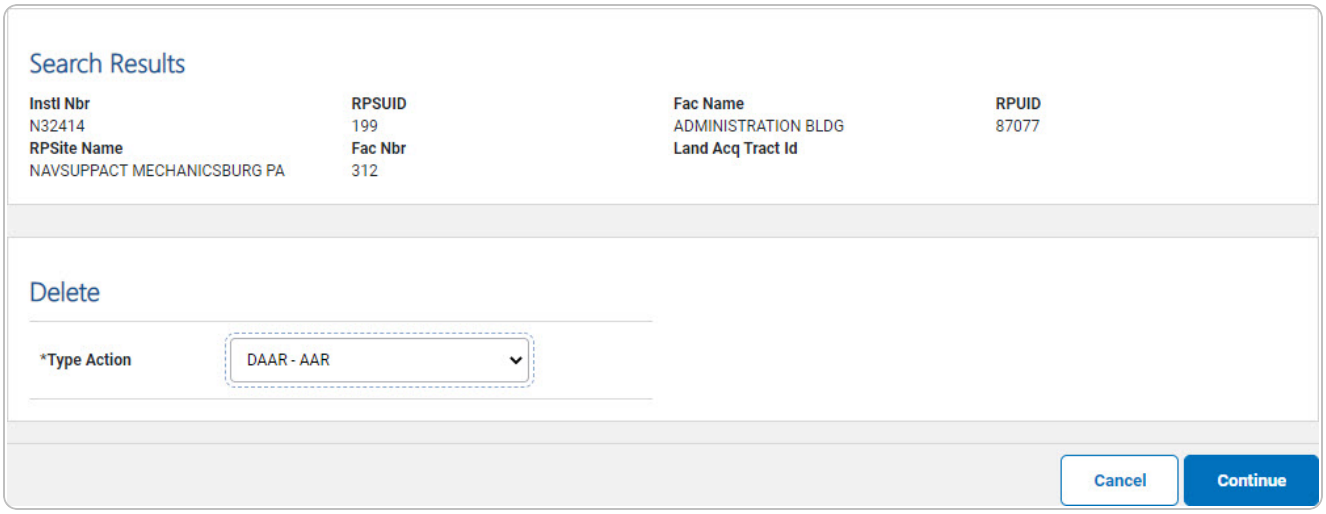
Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

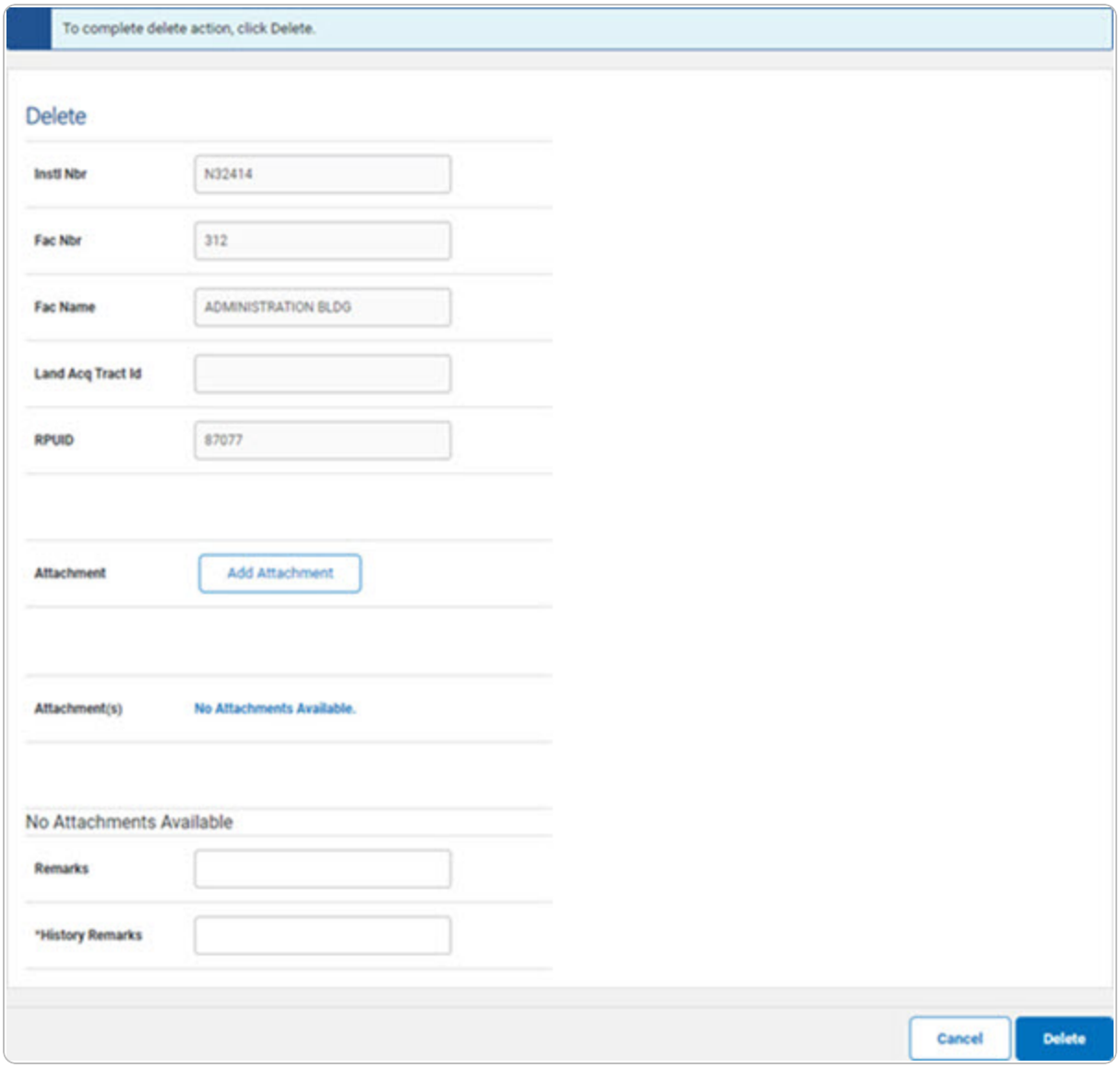
**OR**

Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DAAR — Administrative Adjustment Report**



A. Select Continue. *The **Real Property Delete** 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 Add Attachment. *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 256 alphanumeric character field.*

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

C. Select Delete. *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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# View the Details of a Real Property

## Overview

The Real Property Details process 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 Grid

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

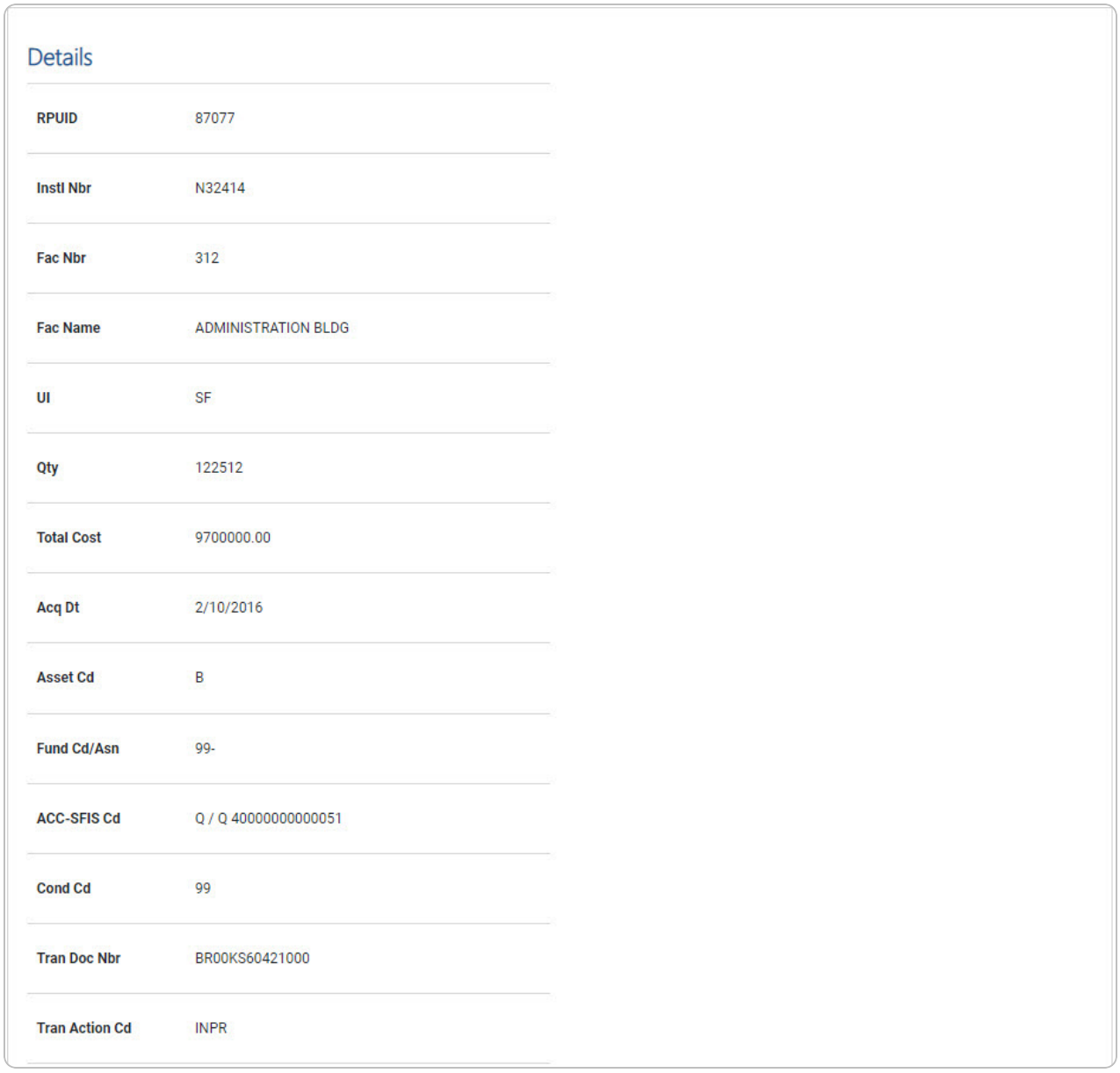
**ELMS Navigation Helpful Tips**

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.*

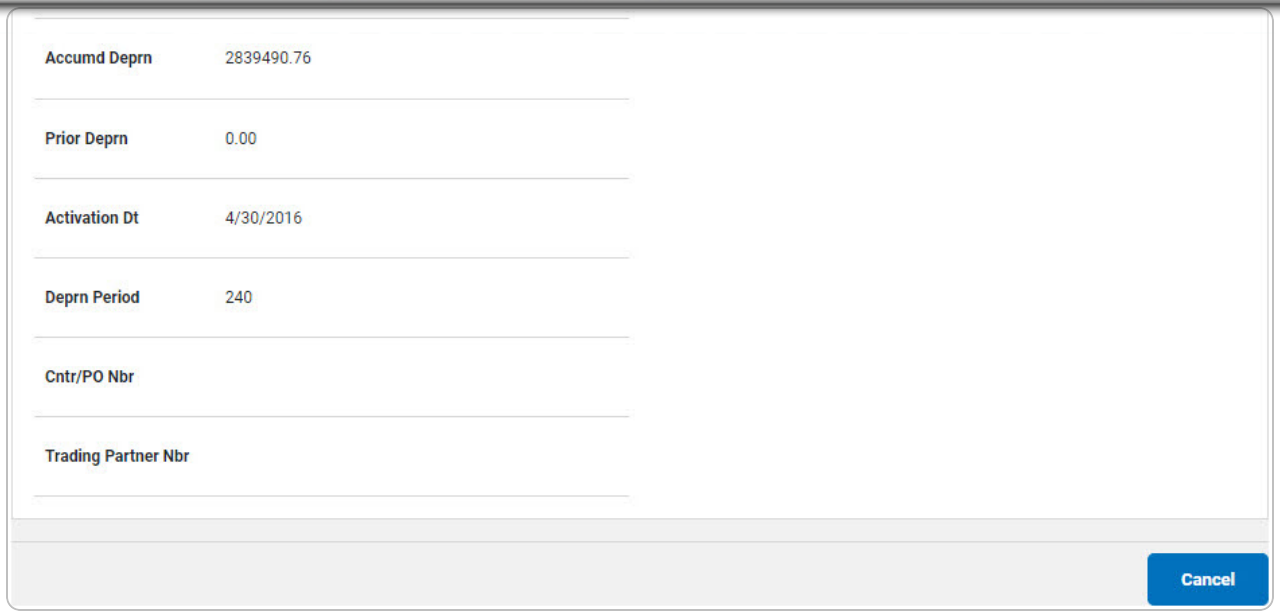
1. Select the desired RPSUID hyperlink. *The Real Property Details page appears.*



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

# 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 > Real Property Transfer page

## Page Fields

The following fields display on the **Real Property Transfer** 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 Grid

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

### Transfer Grid

Type Action *

## Search Results Transfer Page

### Search Criteria Grid

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

### Search Results Grid

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

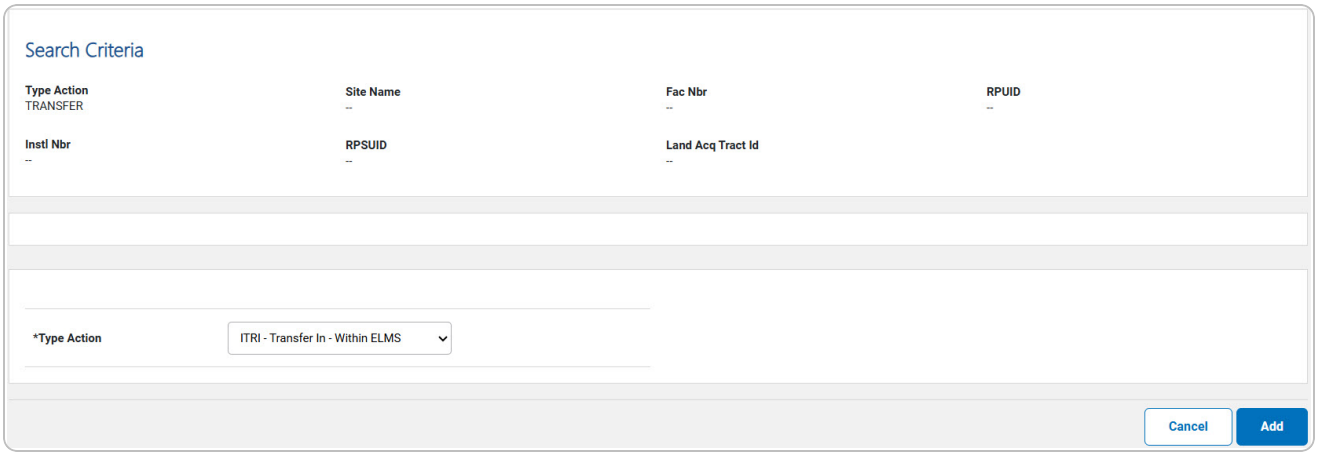
**ELMS Navigation Helpful Tips**

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* ***Transfer Real Property Search Results*** *page appears.*

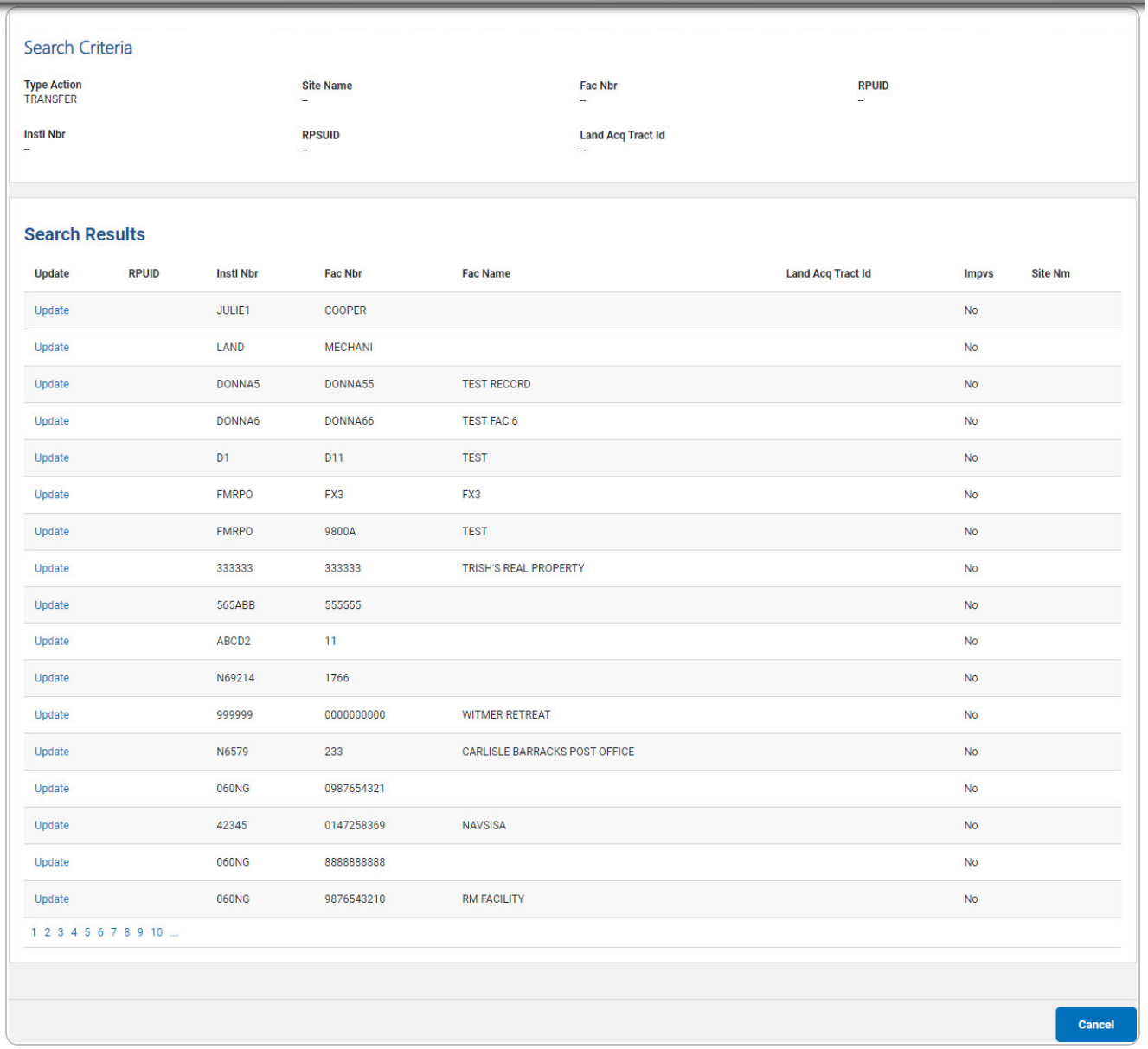


2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*

**3.** Use  to select the Type Action.

4. Select 

. *The **Search Results - Transfer a Real Property** page appears.*



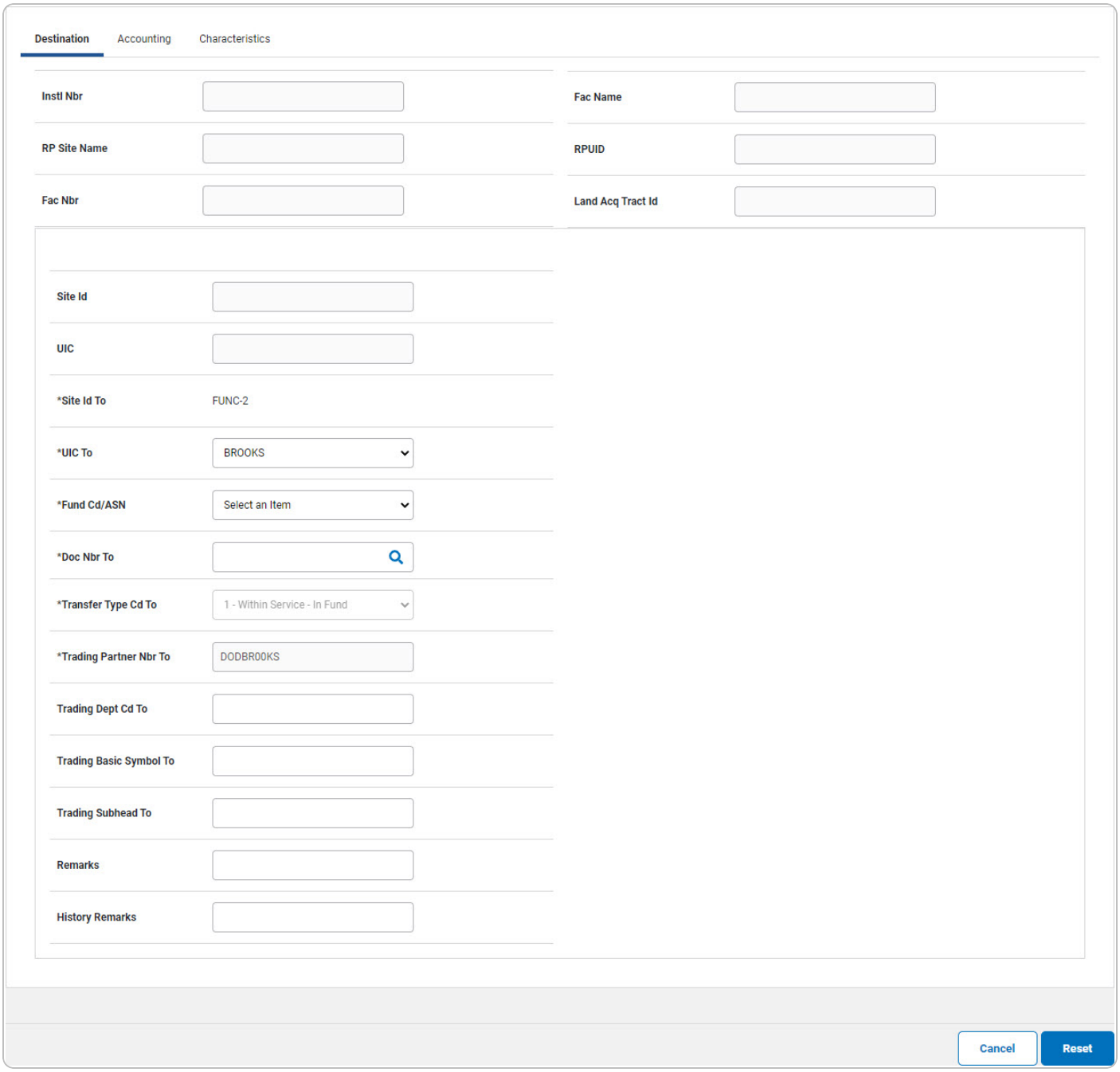

5. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*

- *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 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.*

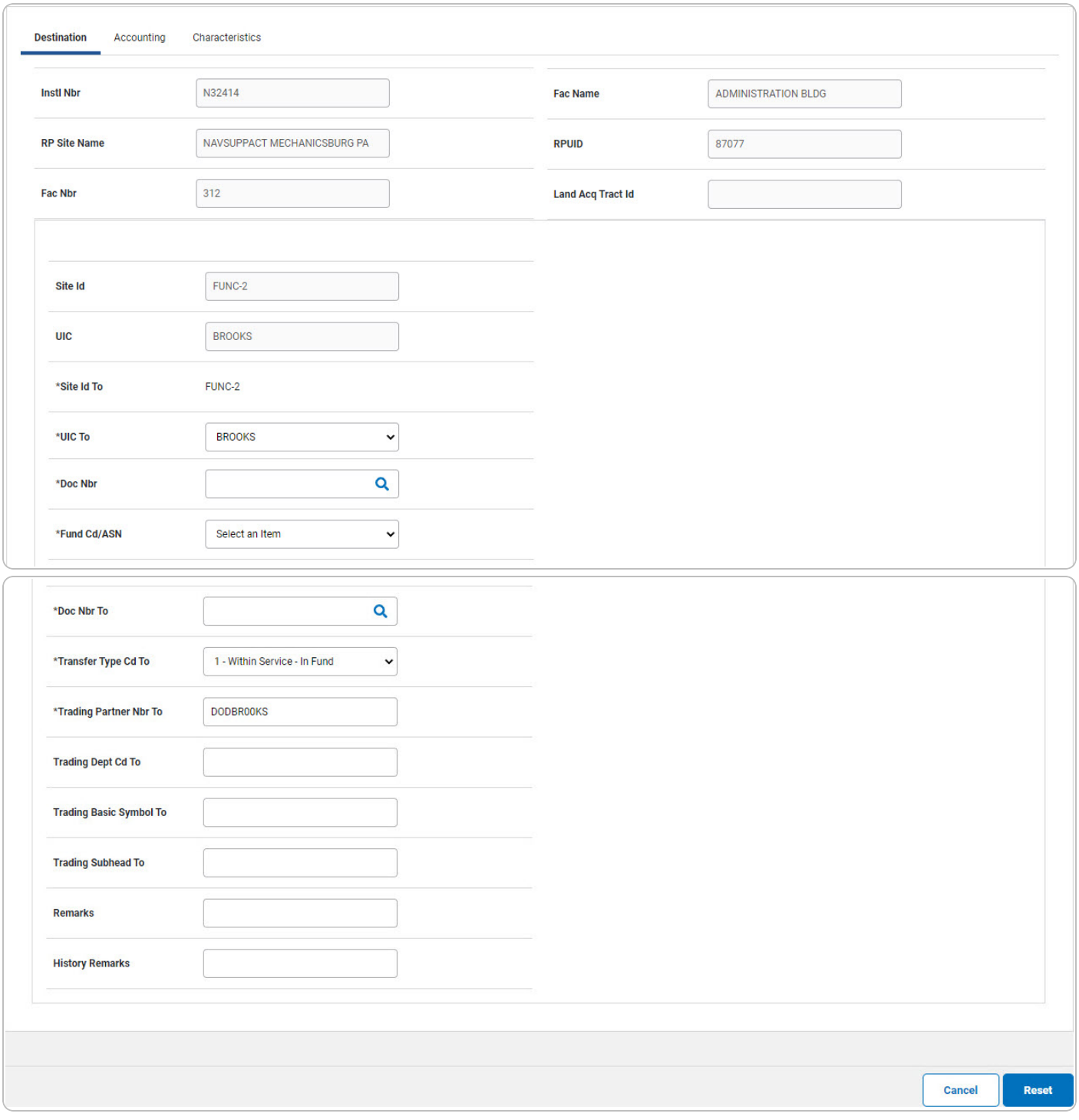
Q. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

R. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

S. Enter any History Remarks in the field provided. *This is a 256 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.*

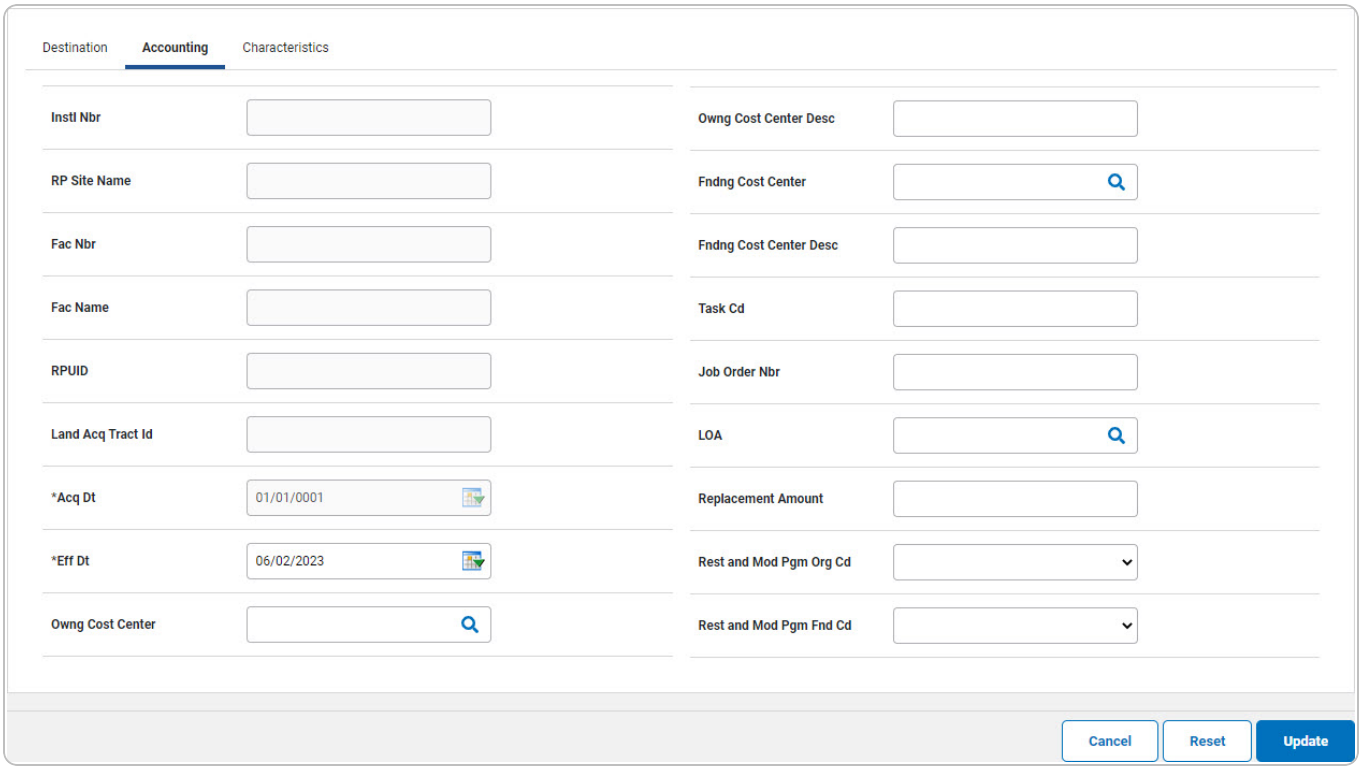
R. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

S. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

T. Enter any History Remarks in the field provided. *This is a 256 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.

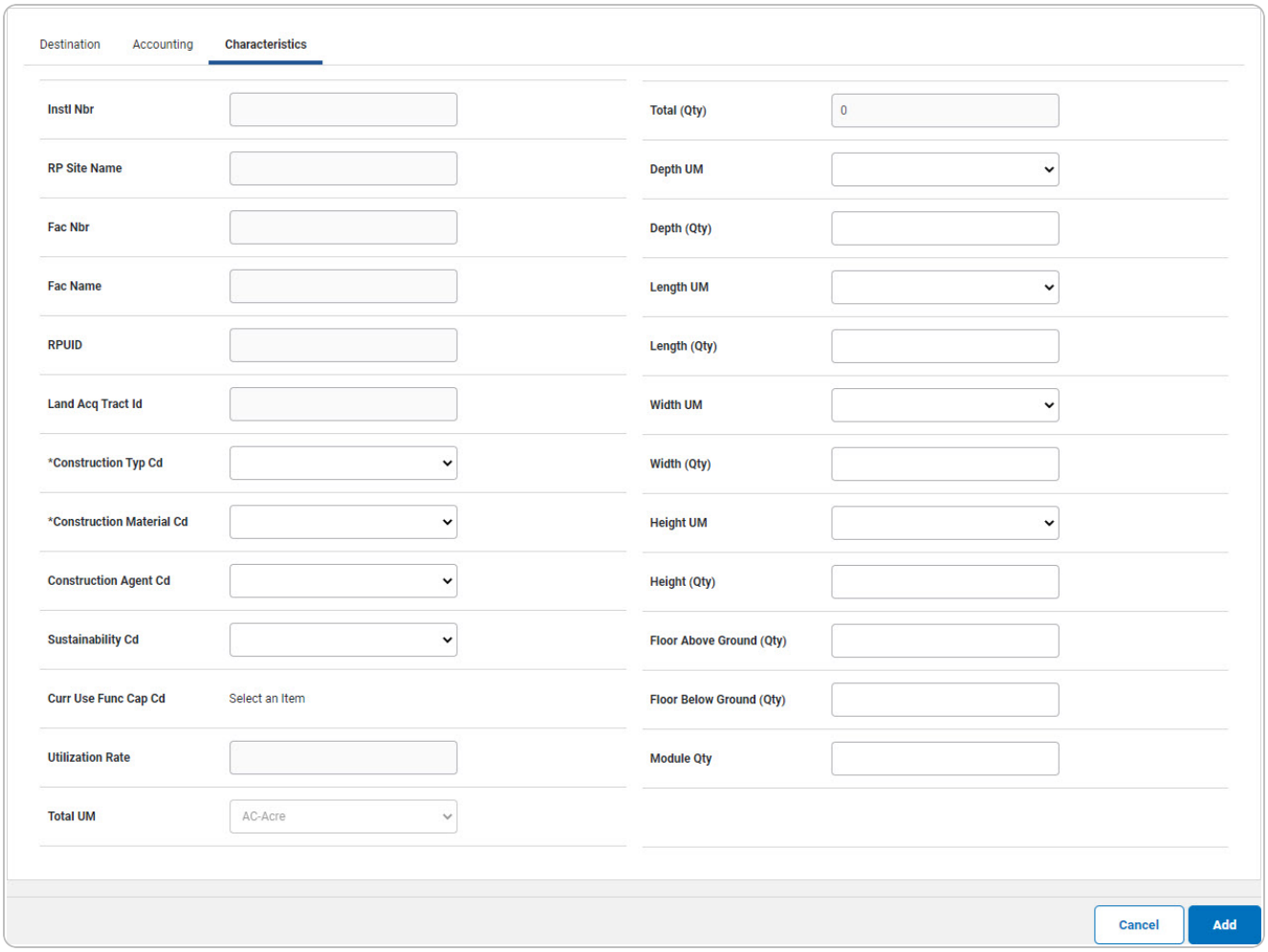
s. Use to select the Rest and Mod Pgm Fnd Cd.

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,** | 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. |
| **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
- Document Number Browse
- Cost Center Browse
- Line of Accounting Browse

# 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 Grid

Status

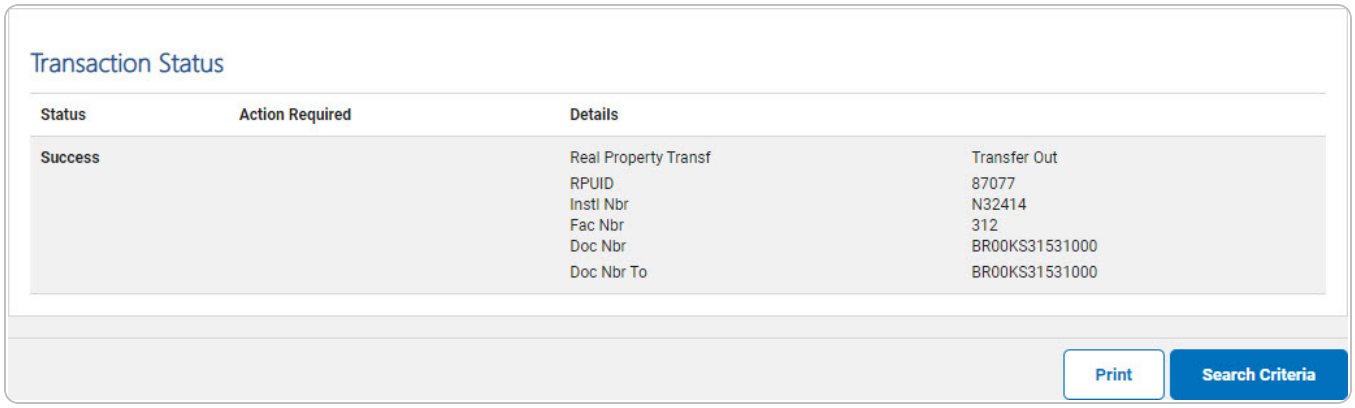
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Real Property 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 **Real Property Report Export** page appears.*
5. Select Search Criteria. *The **Real Property 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 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

# Export the Real Property Report

## Overview

The Real Property Report Export process 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 **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 |
|---|---|
| **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. |

### 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. |

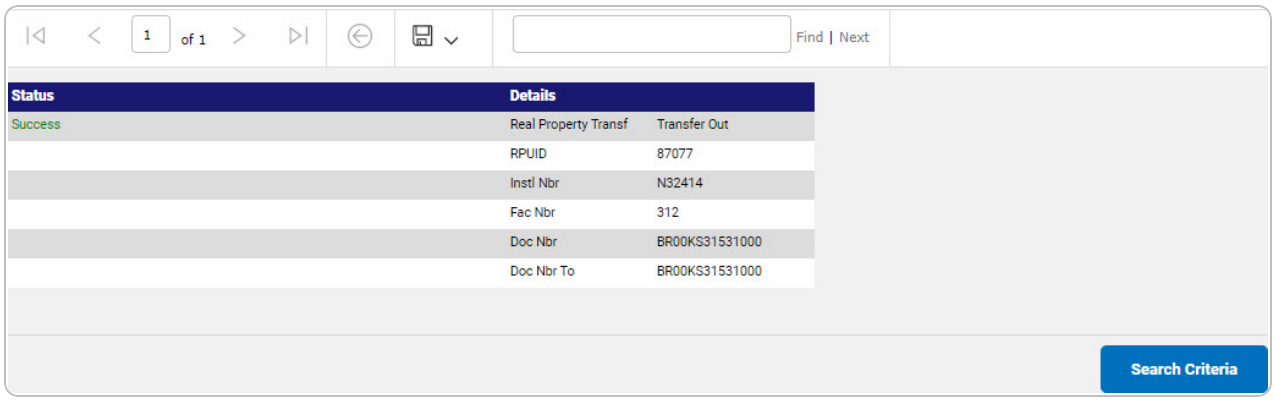
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the 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  . *The **Real Property 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 Search Criteria** page appears.* |

# 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

# 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 Grid

Last Deprn Dt *
Type *

**One Time Depreciation Grid**

Next Deprn Dt *
Report Format *

**Schedule Depreciation Grid**

Schedule Time *

**20 - 30**

Schedule Day *
Report Format *

**Last Grid**

Report Format *

**NA Grid**

Report Format *

**Manually Scheduled Grid**

Schedule Day *
Report Format *

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

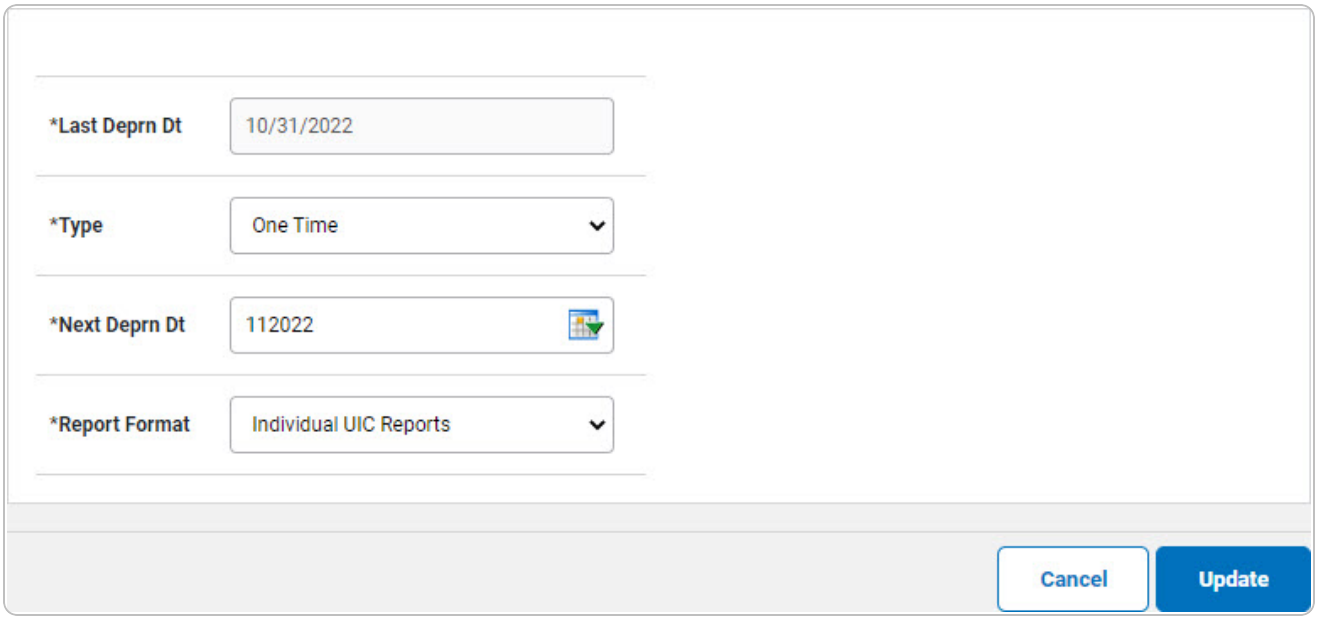
## Schedule a Depreciation

*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**



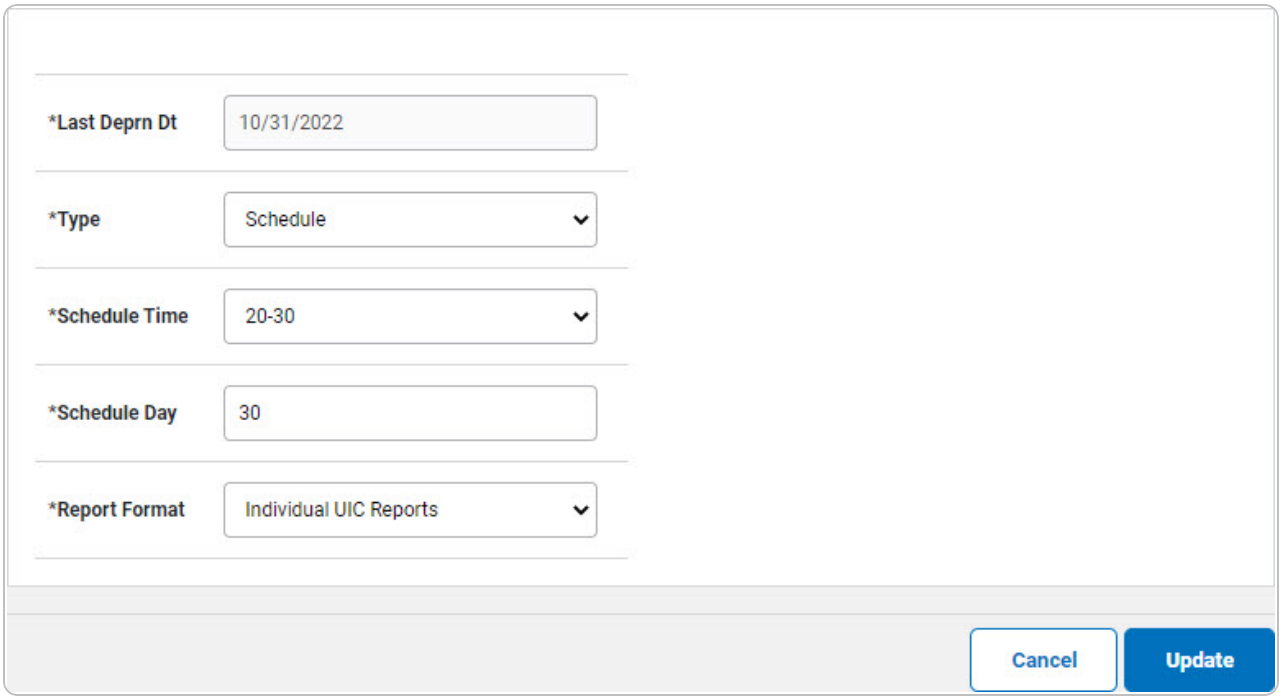

**A.** Use to select the NEXT DEPRN DT, or enter the date (MM/DD/YYYY) in the field provided.

**B.** Use ⌄ to select the desired Report Format.

**Scheduled Depreciation**

**A.** Use ⌄ to select the desired Schedule Time.

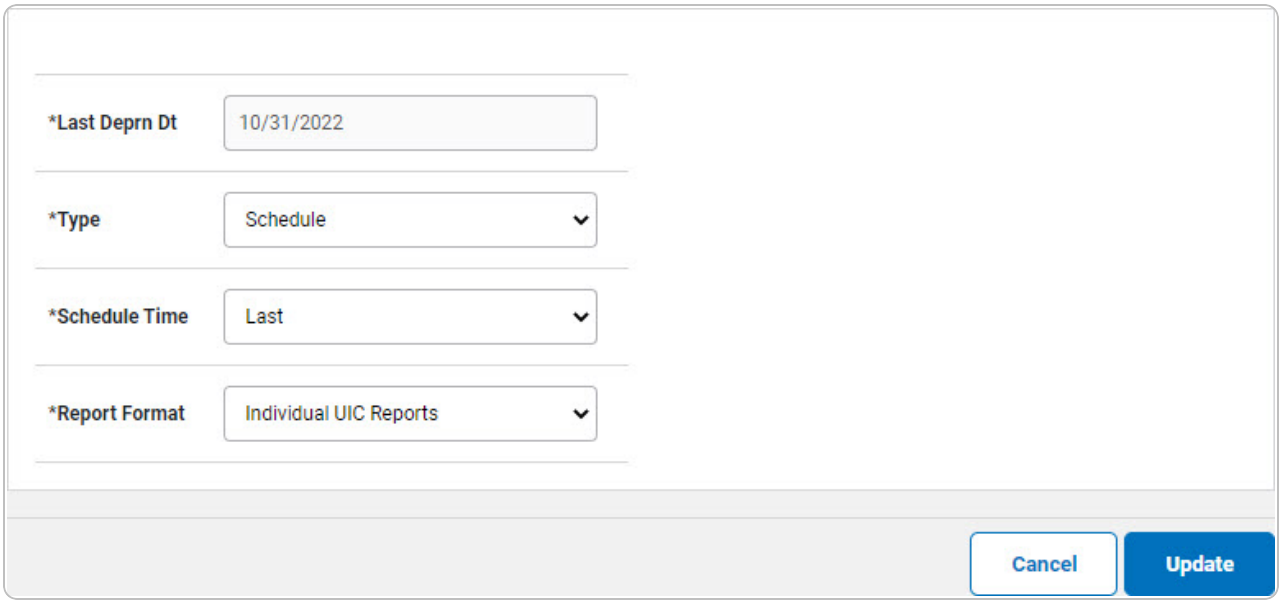
**20 - 30**




**a.** Enter the Schedule Day in the field provided. *This is a 2 numeric character field.*

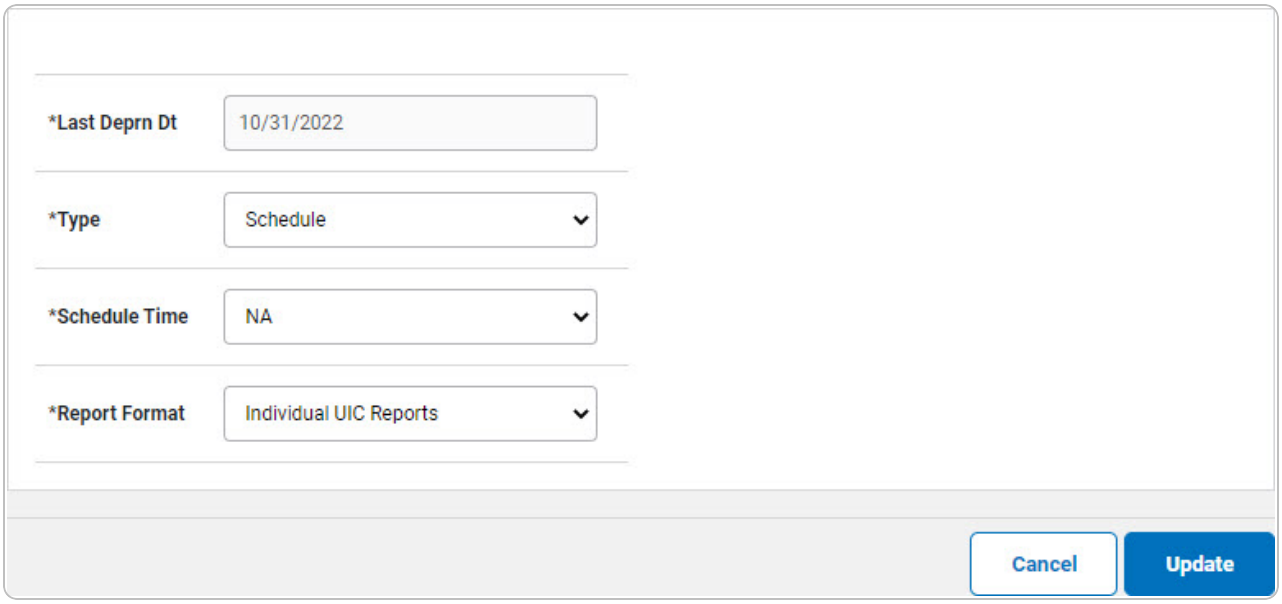
**b.** Use ⌄ to select the desired Report Format.

**Last**



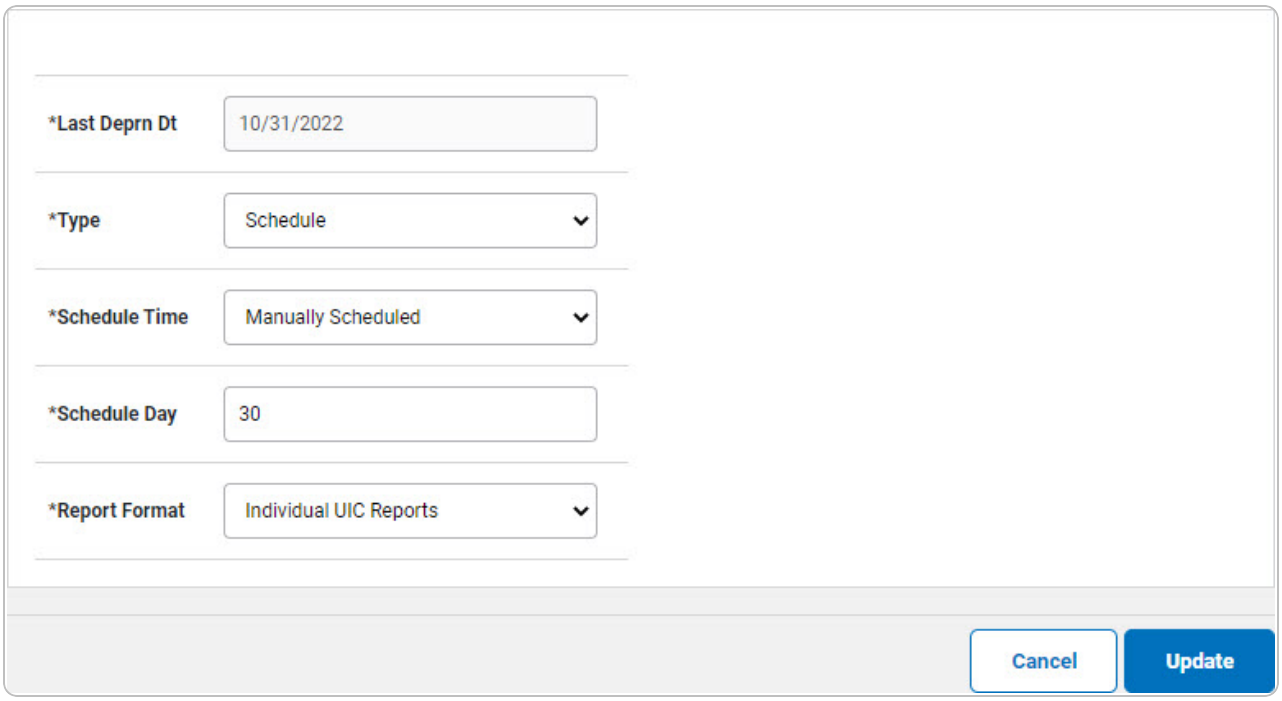

**a.** Use ⌄ to select the desired Report Format.

**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 Grid

Actbl UIC/UIC *
Report Type *
UIC *

(*) Asterisk identifies mandatory fields.

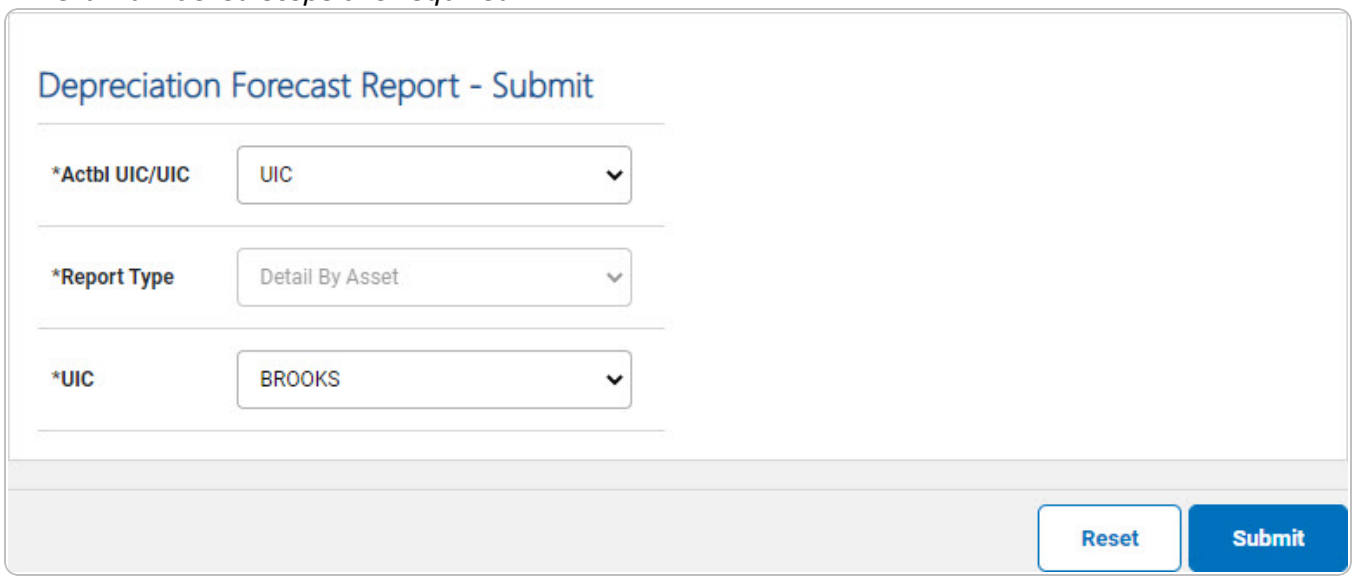
# Procedures

**ELMS Navigation Helpful Tips**

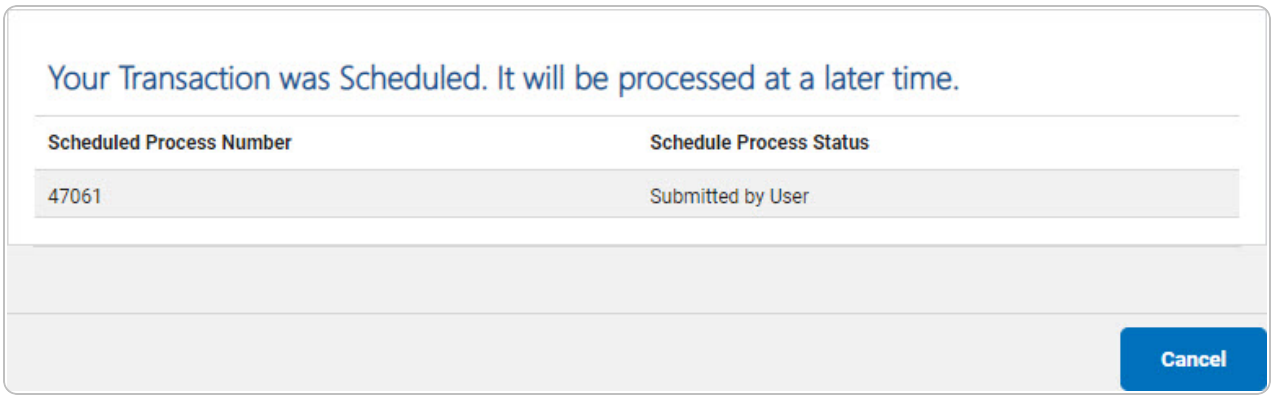
Click the following link to display PA Navigation Tips.

### 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

# 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 Grid

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 Grid

Personal Property
Personal Prop Impvs
Deprn Sts
UIC
Asset Id
Acq Program Name
Type Dsg Name
Impv Nbr

# Procedures

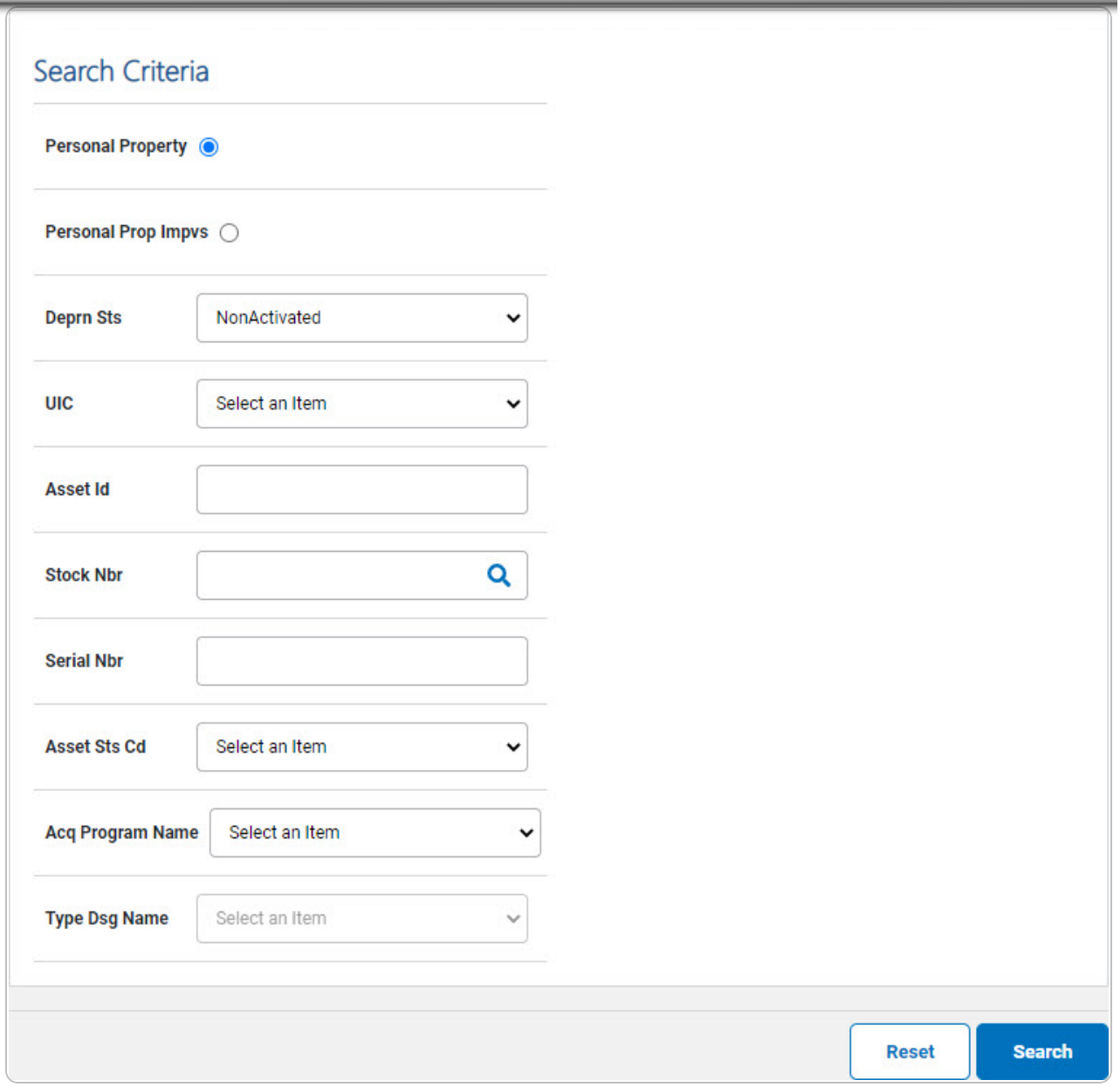
**ELMS Navigation Helpful Tips**

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

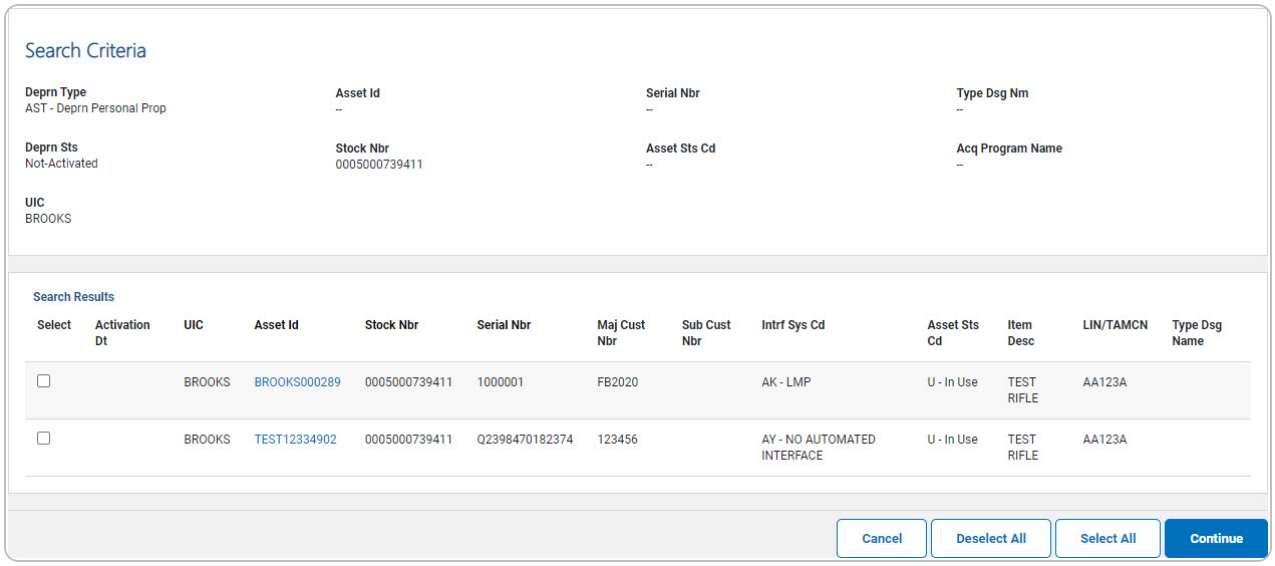
6. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

7. Use to select the desired Asset Sts Cd.

8. Use to select the desired Acq Program Name.

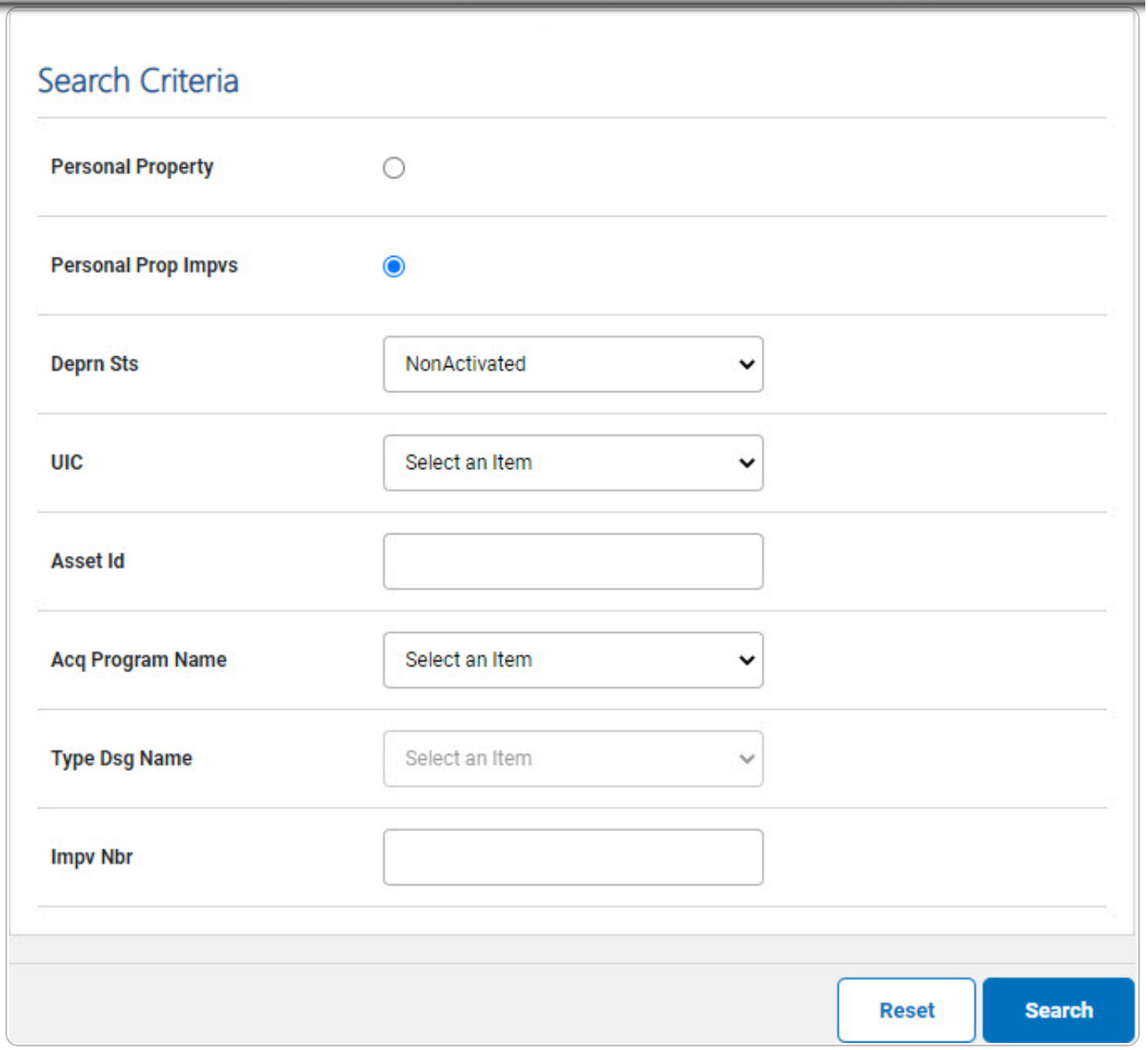
9. Use to select the desired Type Dsg Name.

10. Select Search. *The **Personal Property Depreciation Update Search Results** page appears. Results display in the Search Results grid.*




## Search for Personal Property Improvements

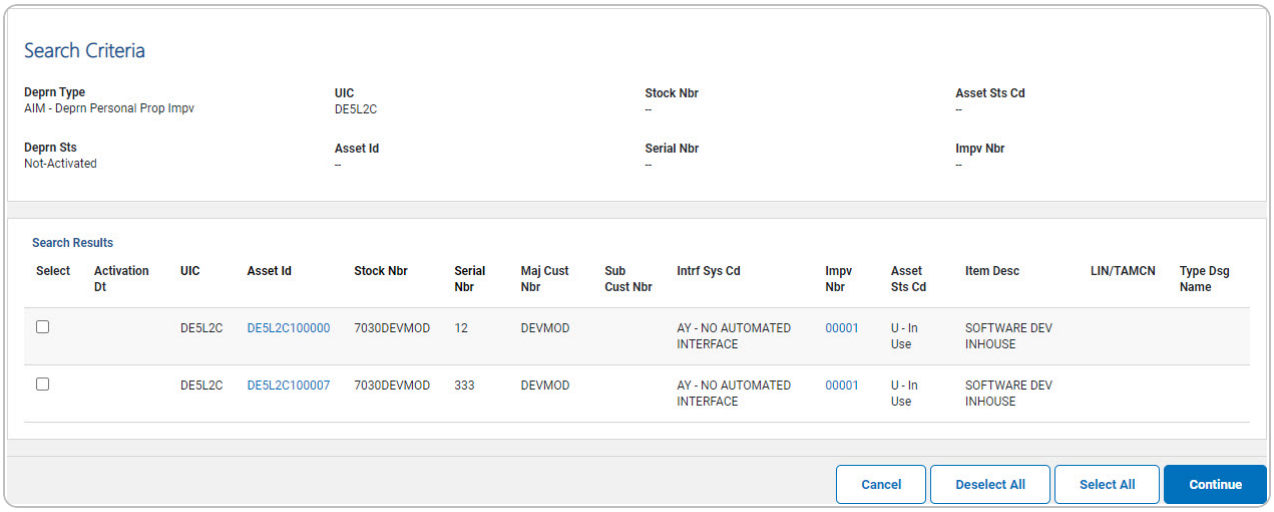
1. Select PERSONAL PROP IMPVS if the depreciated asset is an improvement on a personal property. *The appropriate fields appear.*




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 **Personal Property Depreciation 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. |
| **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
- Stock Number Browse

# Search for a Depreciation Update Personal Property — Results

## Overview

The Depreciation Update Personal Property Results process 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 Grid

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

### Search Results Grid

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 Grid

Deprn Type
Deprn Sts
UIC

Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Impv Nbr

**Search Results Grid**

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

# 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 Grid

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.

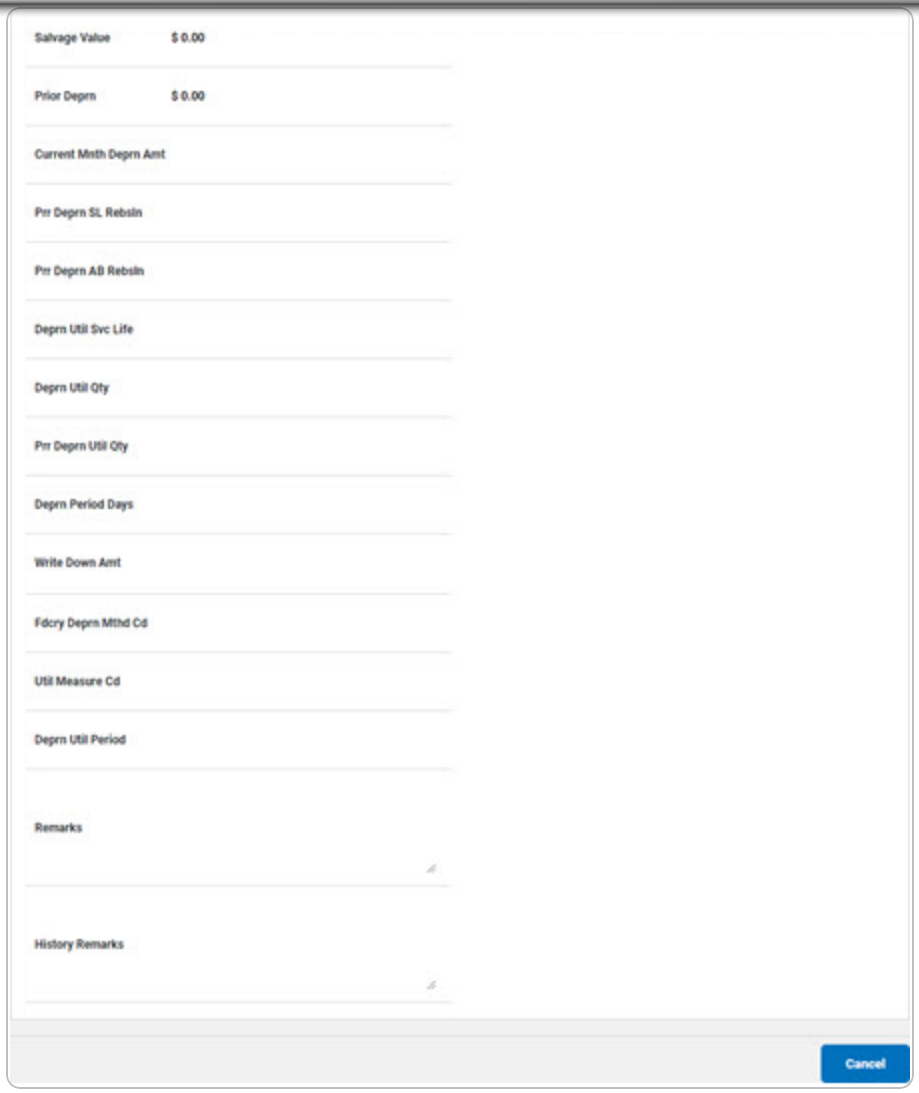
## Review the Depreciation Update Personal Property Improvement Details

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

# 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 Grid

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

### Selected Rows Grid

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 Grid

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Impv Nbr

### Selected Rows Grid

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

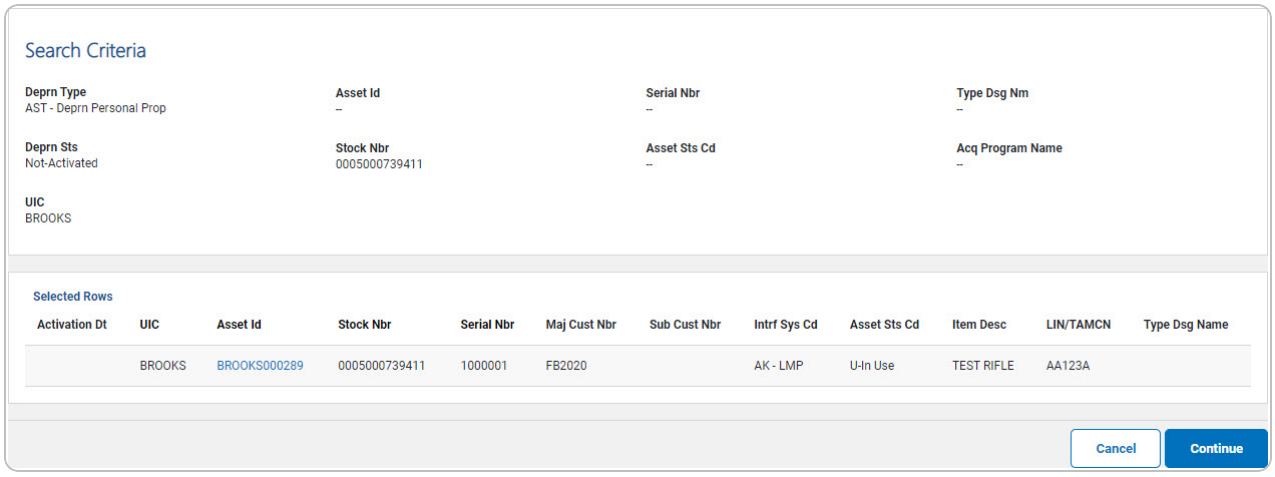
**ELMS Navigation Helpful Tips**

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.*

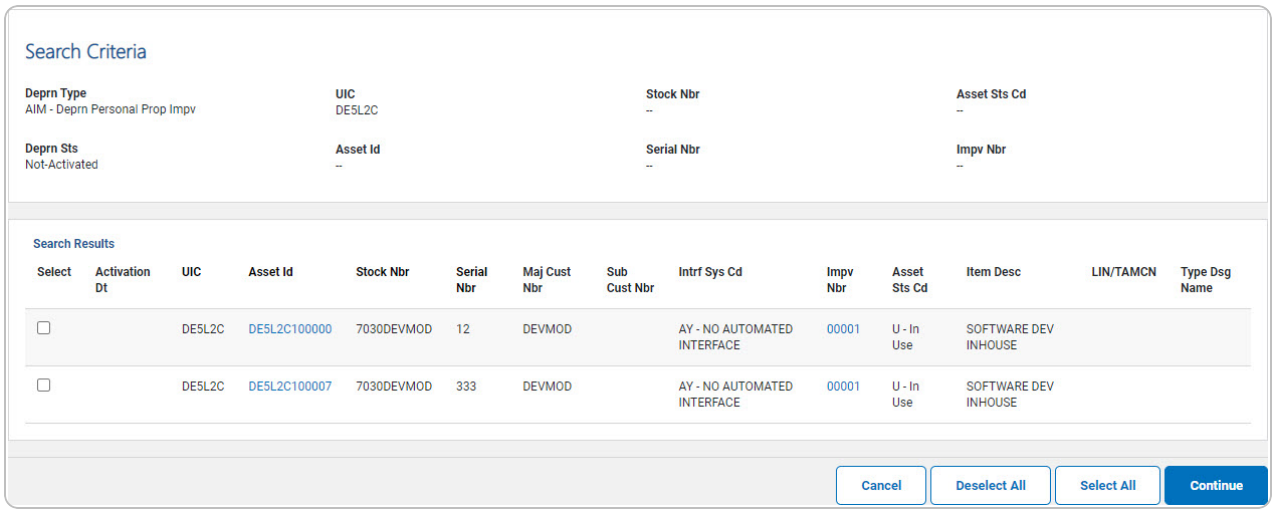
2. Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

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

# 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 Grid

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 Grid

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

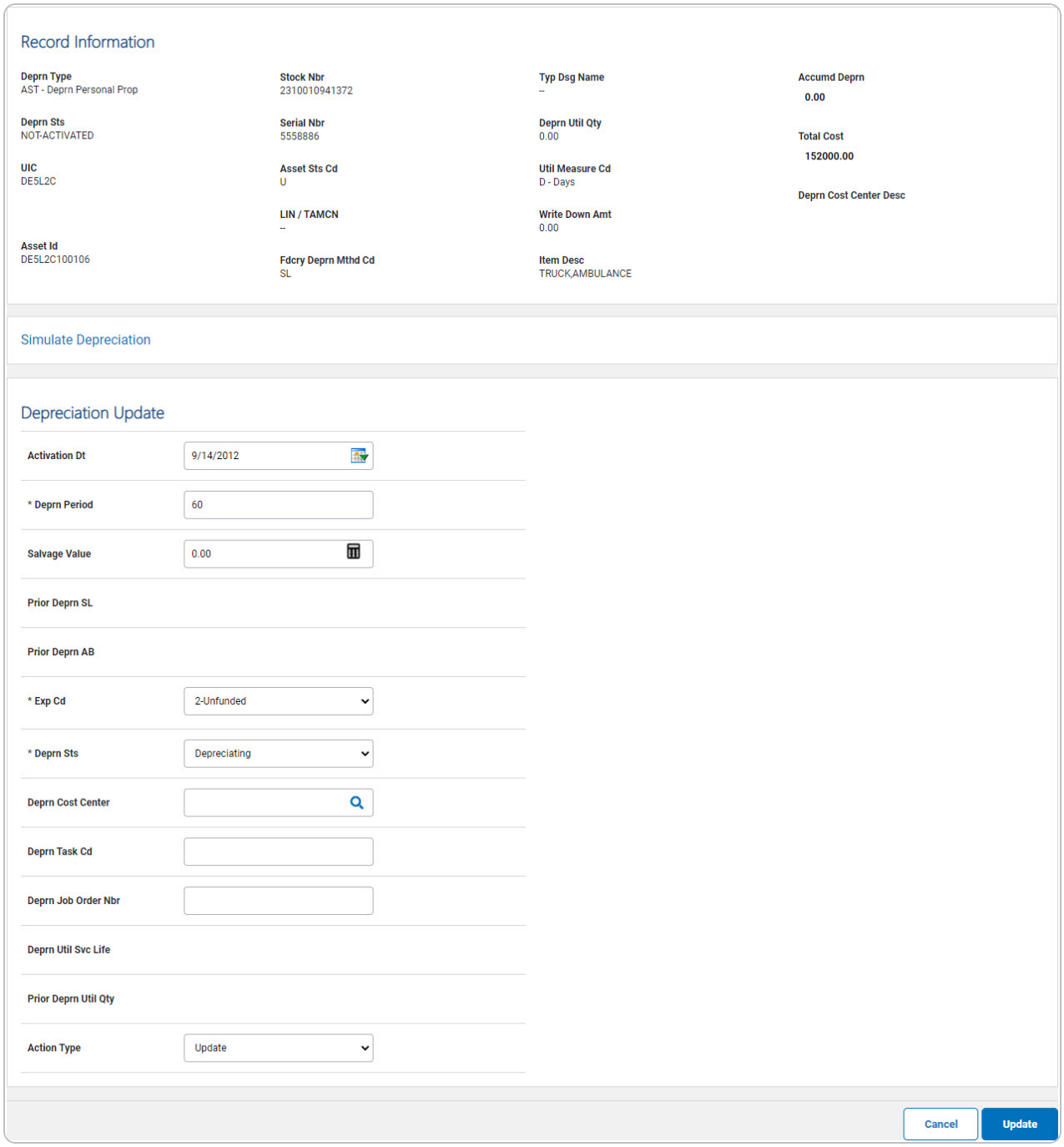
**ELMS Navigation Helpful Tips**

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 max-imum 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 depre-ciation 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 cur-rently 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

# 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 Grid

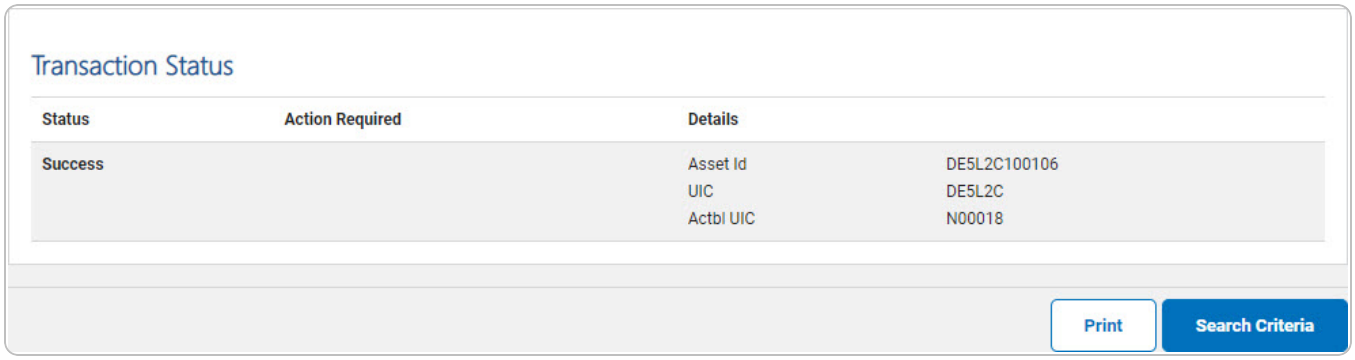
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# View the Depreciation Update Personal Property Transaction Status




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 **Depreciation Update Personal Property Report Export** page appears.*
5. Select Search Criteria. *The **Depreciation Update Personal Property 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 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

# 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 > Depreciation Update Personal Property Report Export 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

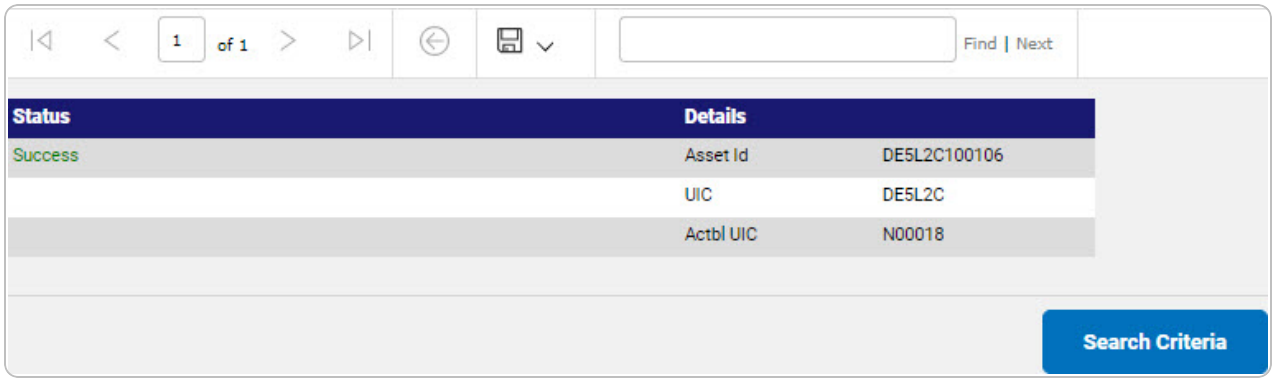
**ELMS Navigation Helpful Tips**



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* ***Depreciation Update Personal Property 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 **Depreciation Update Personal Property Search Criteria** page appears.* |

## 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 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 Grid

Real Property
Real Prop Impvs
Deprn Sts

UIC
Instl Nbr
RP Site Name
Fac Nbr
Land Acq Tract Id
RPUID

### Real Property Improvement Grid

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**

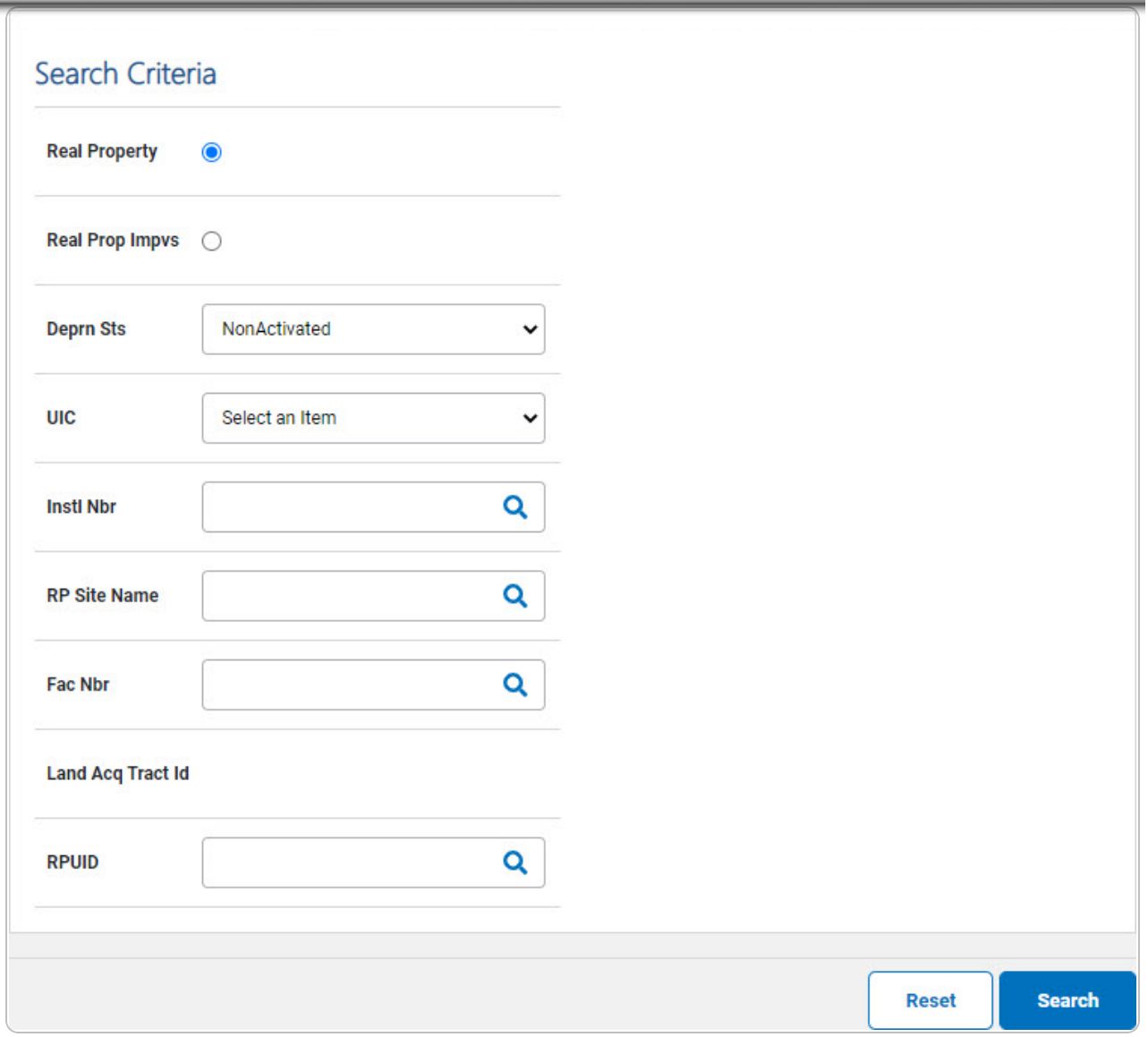


Click the following link to display PA Navigation Tips.

### 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 Browse 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 Browse help

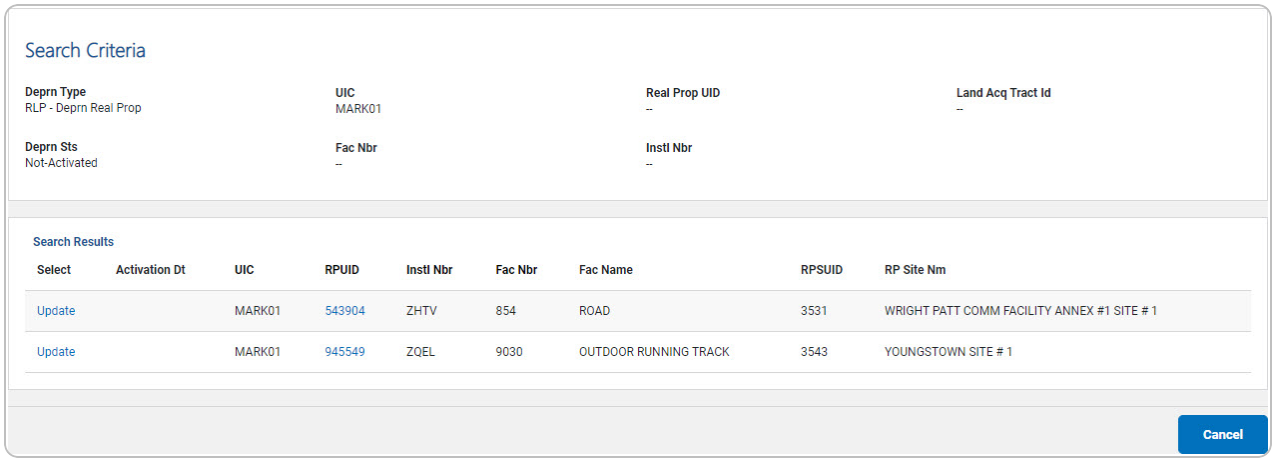
7. Enter the LAND ACQ TRACT ID, or use to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

   Real Property Unique Identifier Asset Browse help

8. Enter the RPUID, or use to browse for the RPUID Asset entry. *This is an 18 alpha-numeric character field.*

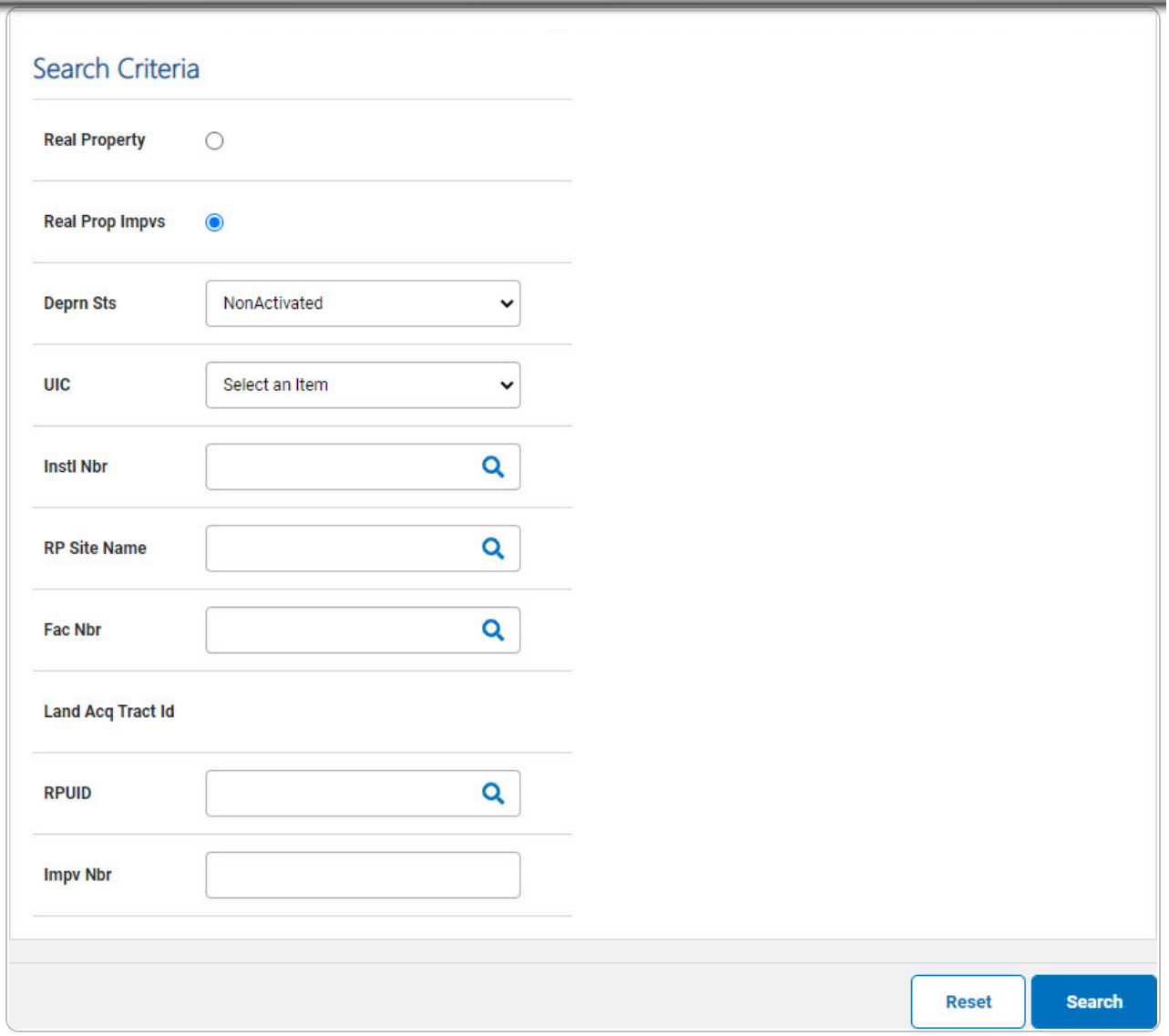
   Real Property Unique Identifier Browse help

9. Select Search. *The **Real Property Depreciation Update Search 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 Browse 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 Browse help

7. Enter the LAND ACQ TRACT ID, or use to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

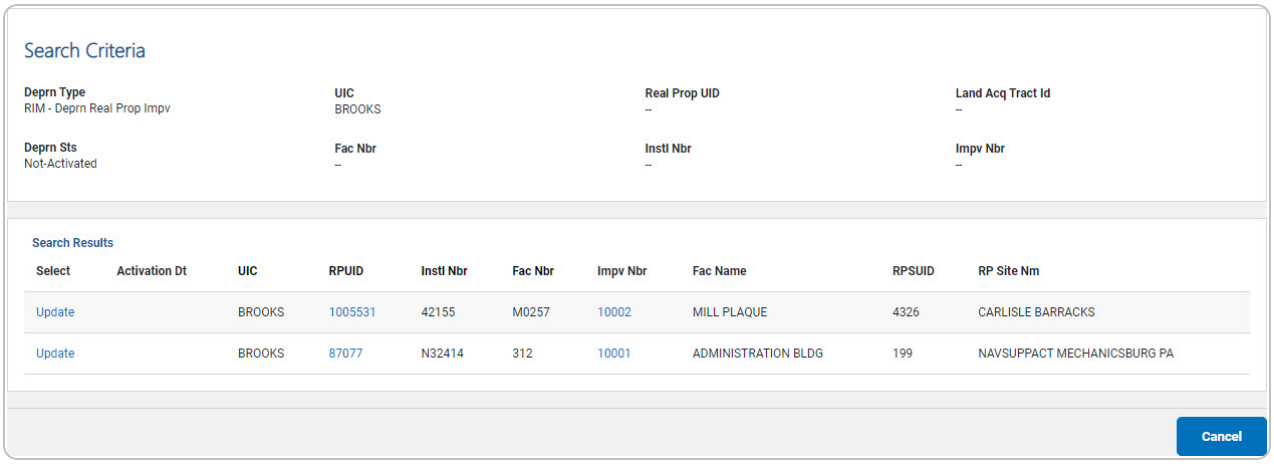
   Real Property Unique Identifier Asset Browse help

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 Browse help

9. Enter the IMPV NBR in the field provided. *This is a 5 numeric character field.*

10. Select Search. *The **Real Property Depreciation 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. |
| **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
- View the Real Property Depreciation Update Detail
- View the Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report
- Installation Number Browse

- Real Property Site Name Browse
- Real Property Unique Identifier Asset Browse
- Real Property Unique Identifier Browse

# 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 Grid**

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Property UID
Instl Nbr
Land Acq Tract Id

**Search Results Grid**

Select
Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name
RPSUID
RP Site Name

## Real Property Improvements

**Search Criteria Grid**

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

**Search Results Grid**

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

# 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 Grid

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 Grid

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**

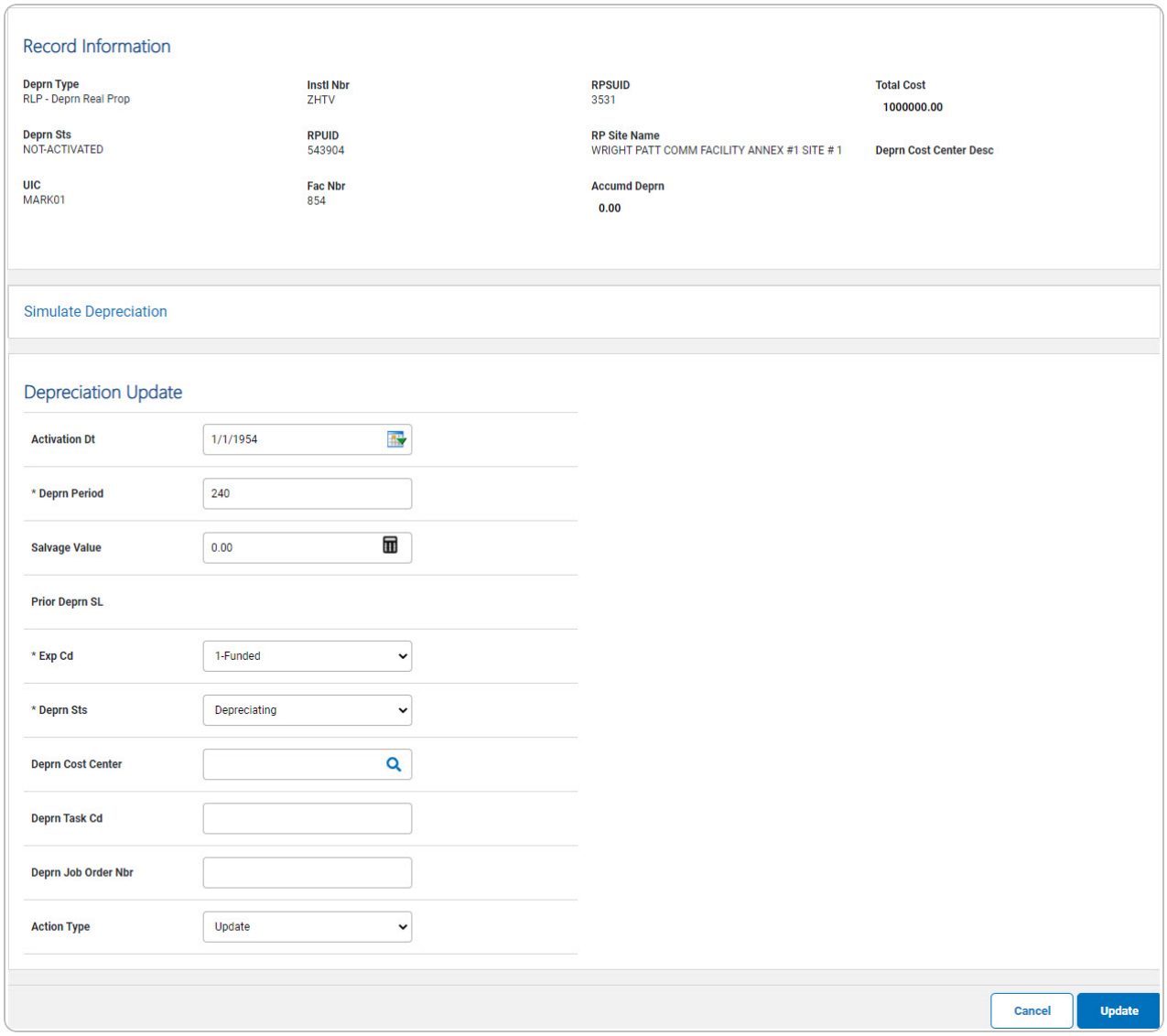


Click the following link to display PA Navigation Tips.

## 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: 240.** | 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. |
| **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. |

## 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 Simulator
- Salvage Value Calculator
- Prior Depreciation Calculator
- Cost Center Browse

# Depreciation Update Real Property Improvement Details

## Overview

The Depreciation Update Real Property Improvement Details process 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 Grid

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

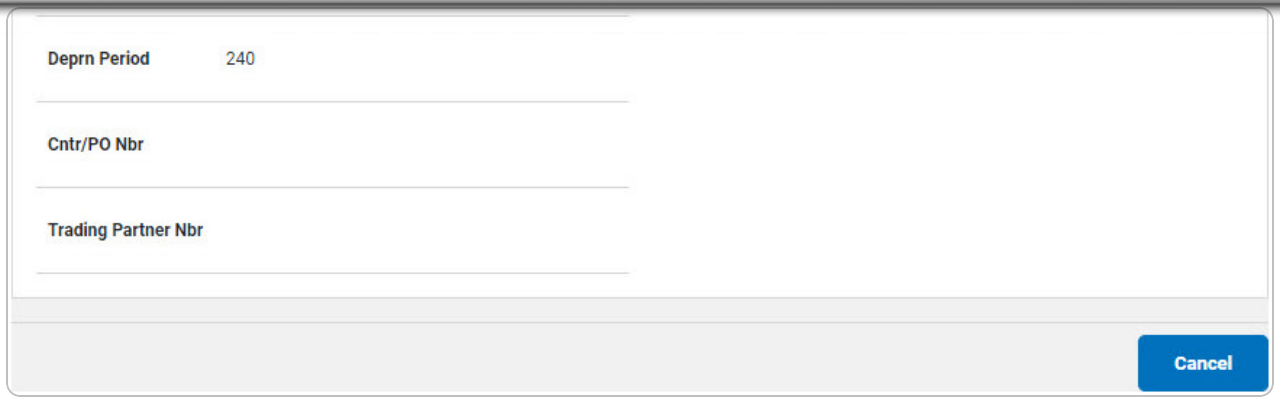
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

# Depreciation Update Real Property Details

## Overview

The Depreciation Update Real Property Details process 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 Grid

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.

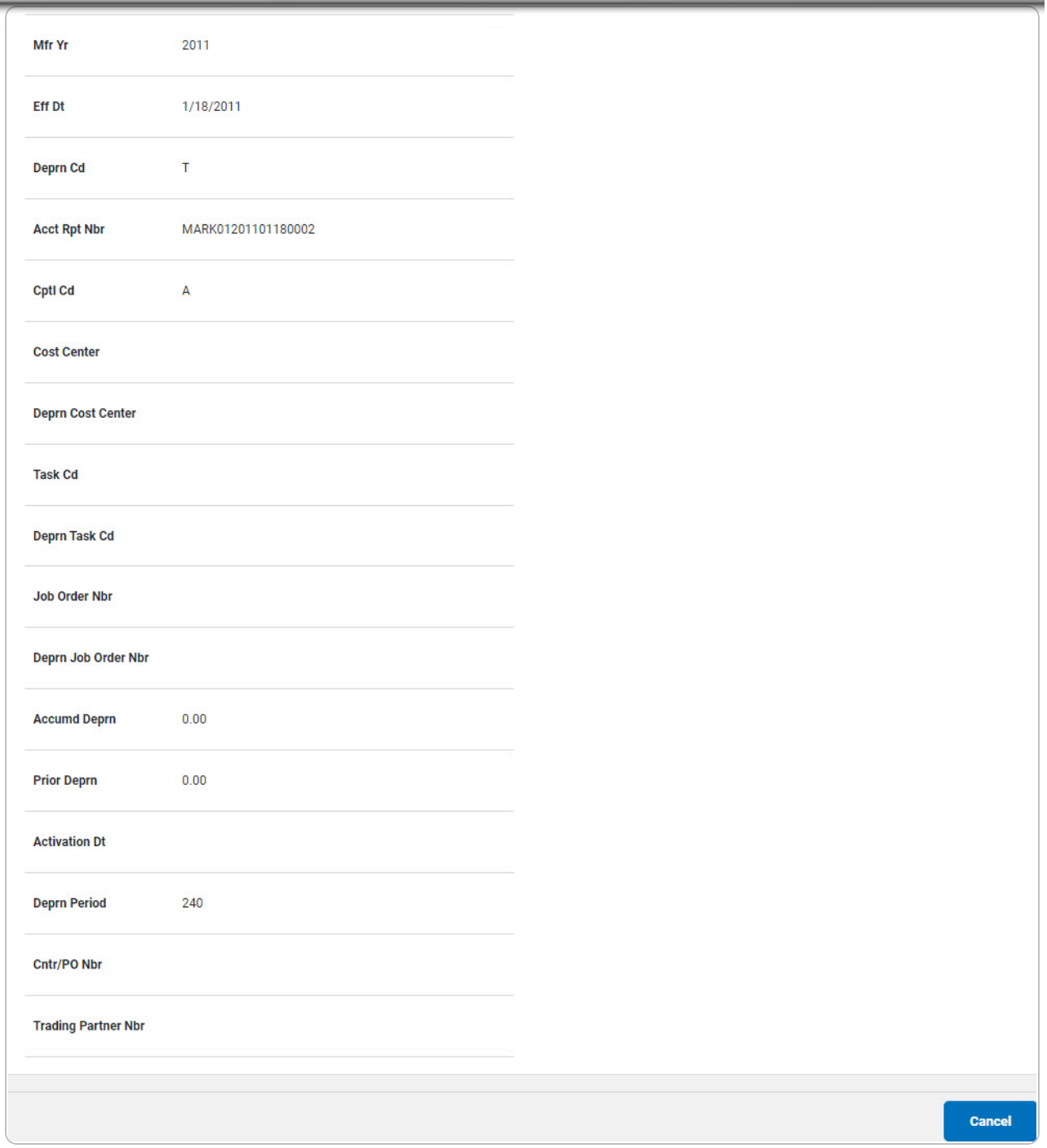
## Review the Depreciation Update Real Property Details

*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 |
| **Instl 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

# Select Depreciation Update Real Property Rows

## Overview

The Depreciation Update Real Property Selected Rows process 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 Grid

Deprn Type
Deprn Sts
UIC
Fac Nbr

Real Prop UID
Instl Nbr
Land Acq Tract Id

**Selected Rows Grid**

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name
RPSUID
RP Site Name

### Real Property Improvements

**Search Criteria Grid**

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

**Selected Rows Grid**

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr
Fac Name
RPSUID
RP Site Name

# Procedures

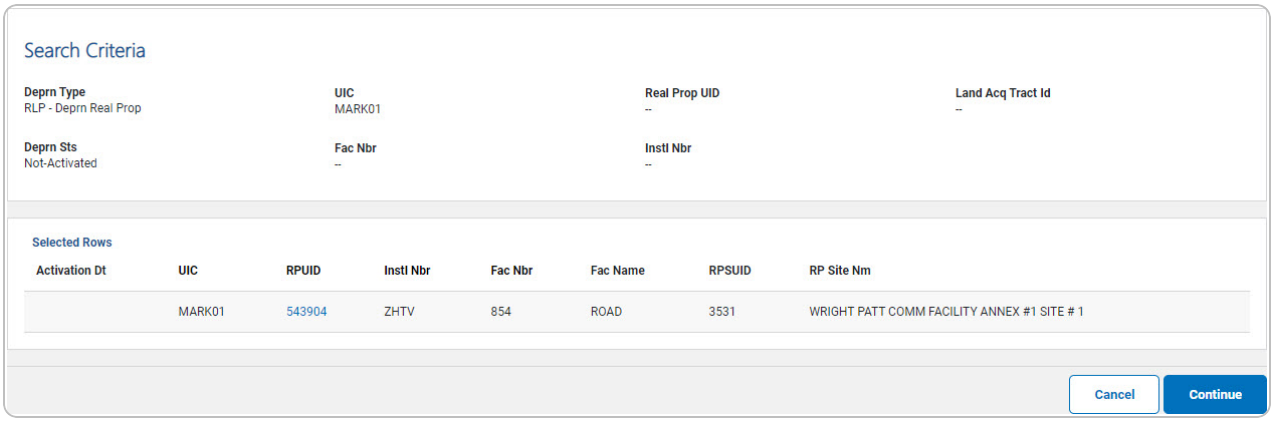
**ELMS Navigation Helpful Tips**

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:

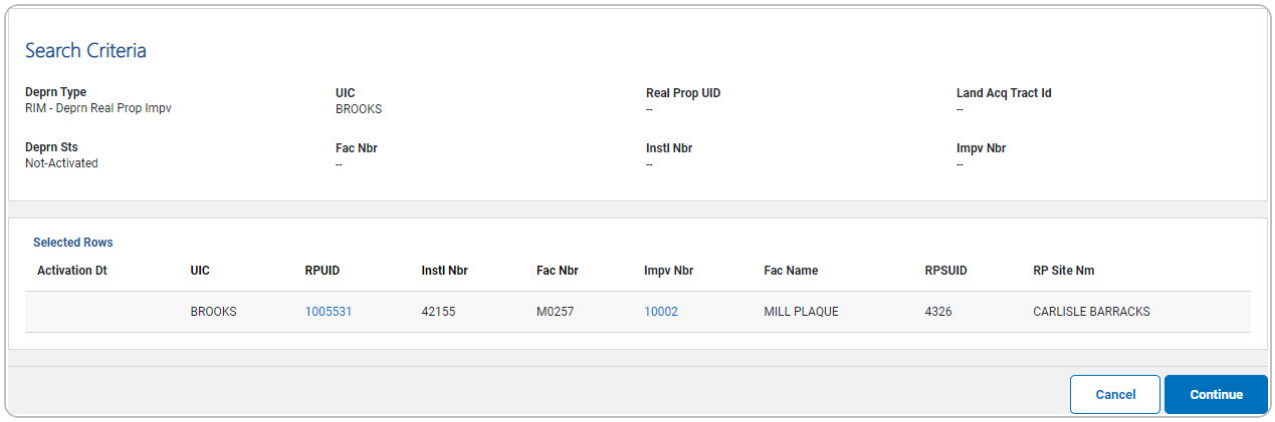



   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the FAC NBR.*
   - *Verify the REAL PROP UID.*
   - *Verify the INSTL NBR.*
   - *Verify the LAND ACQ TRACT ID.*
2. Select the RPUID hyperlink. *The* ***Real Property Depreciation Update Details*** *page appears.*
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.

### 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** | DEPRNUTIL SVC LIFE must be > "0" for Activity Based DEPRN". |

### Transaction Status Grid

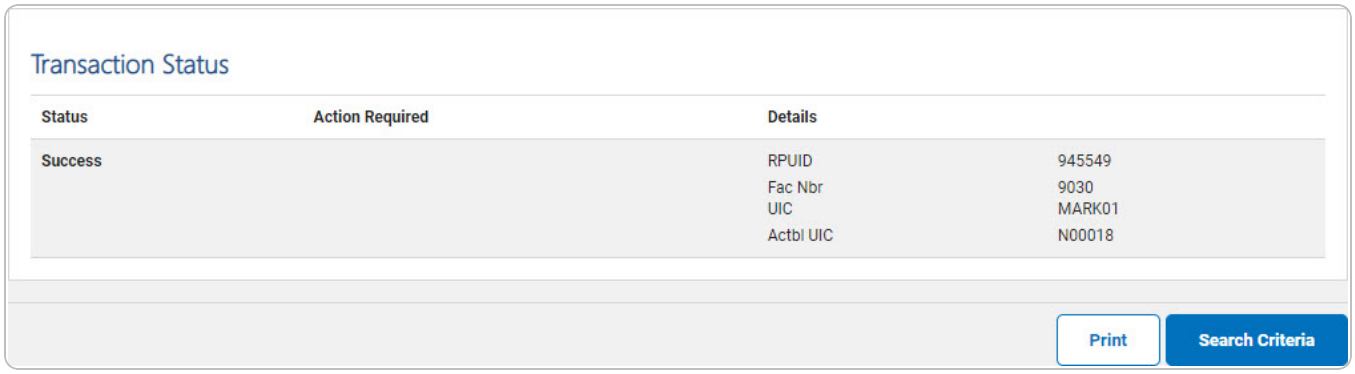
Status
Action Required
Details

# 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 **Real Property Depreciation Update Report Export** page appears.*
- Select Search Criteria. *The **Real Property Depreciation Report 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 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

# Export a Real Property Depreciation Update Report

## Overview

The Real Property Depreciation Update Report Export process 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 > Real Property Depreciation Update Report Export page

## Page Fields

The following fields display on the **Real Property Depreciation 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 |
|---|---|
| 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

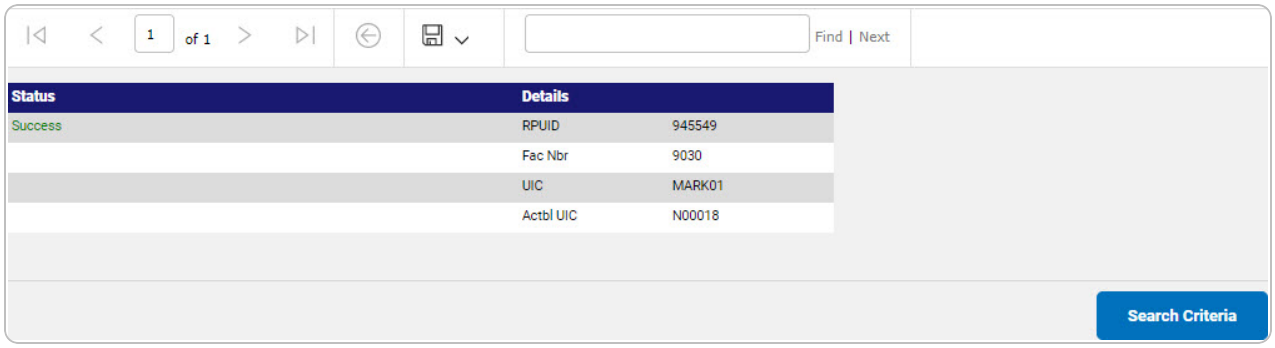
**ELMS Navigation Helpful Tips**

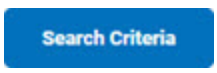


Click the following link to display PA Navigation Tips.

## 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  . *The* ***Real Property Depreciation Report 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 Depreciation Report Search Criteria** page appears.* |

# 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

# 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

# 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 Grid

Prj Nbr *
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

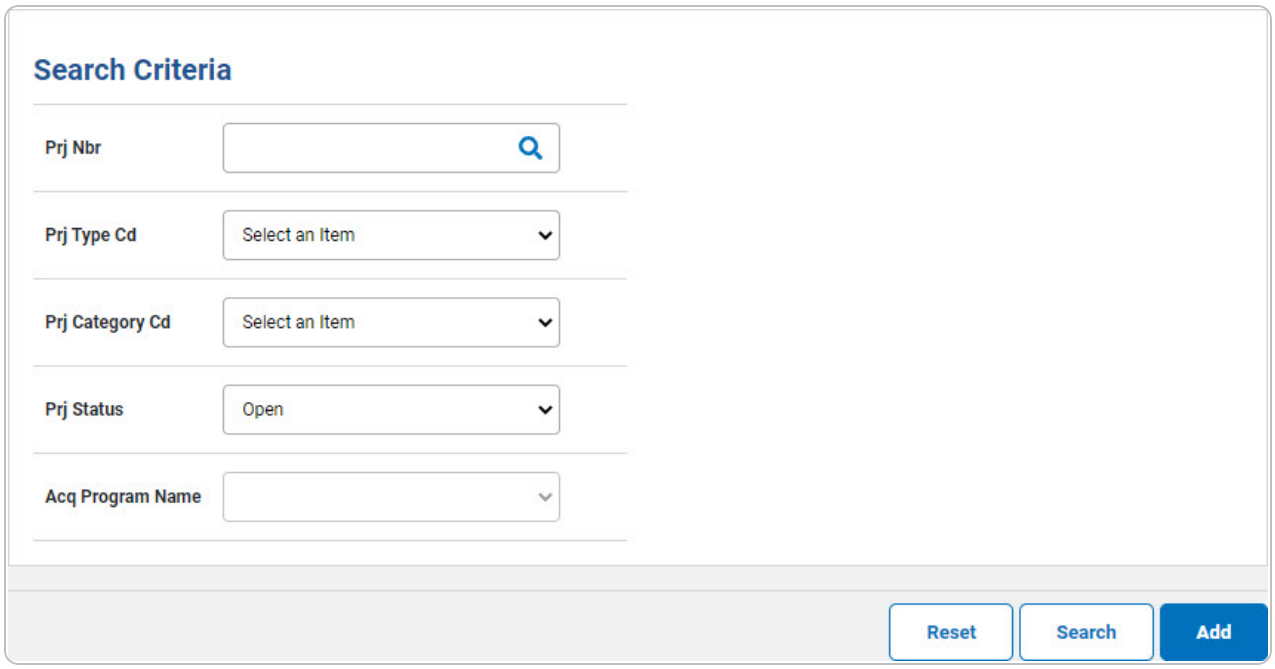
Click the following link to display PA Navigation Tips.

## Search for a CIP Project

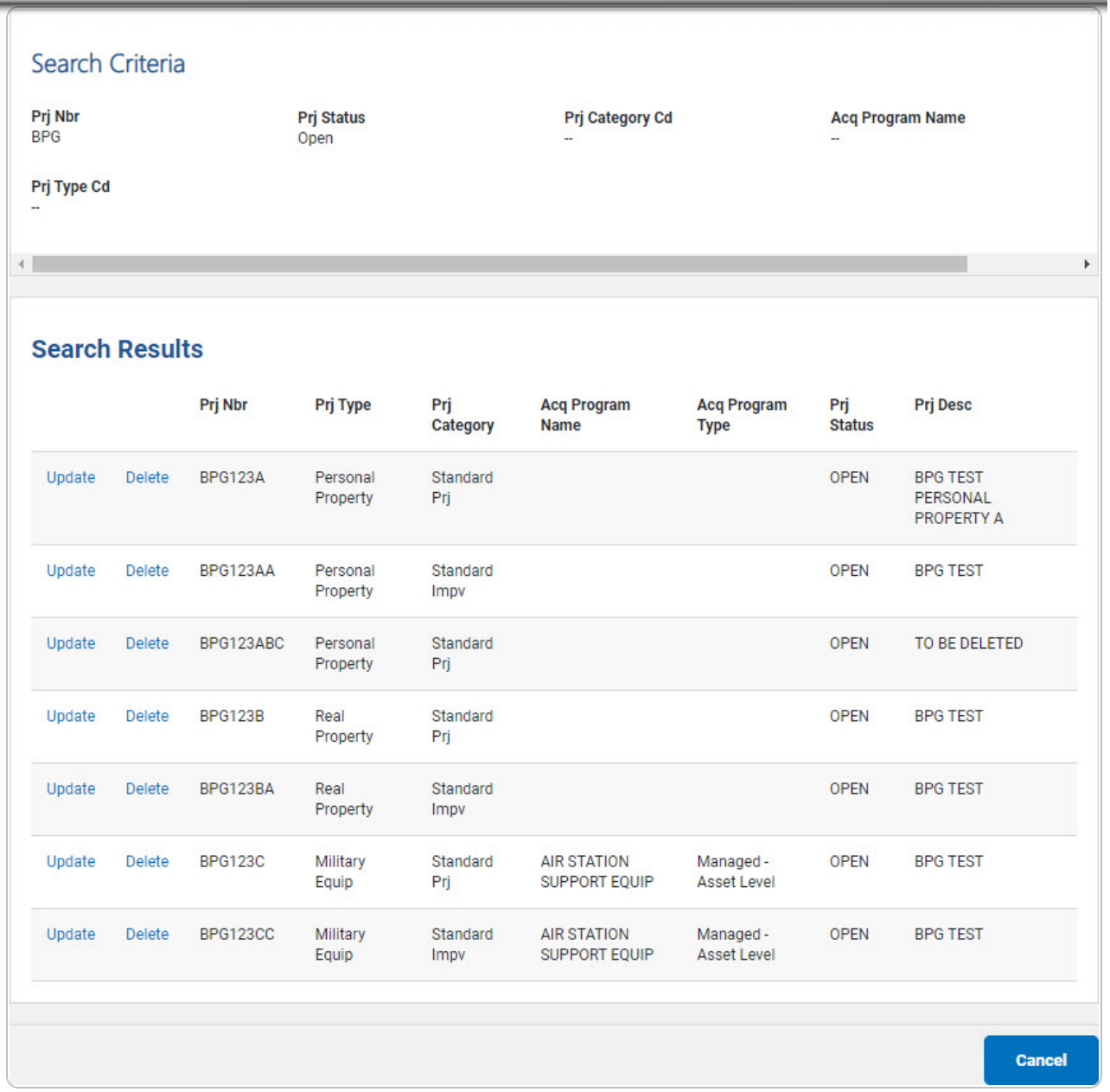
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the Prj Nbr, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help




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 **CIP Project Search 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 help

**Note**

Depending upon the PRJ TYPE CD, different fields are required.

2. Select Add. *The **CIP Project 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: *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
- Project Number Browse

# Search for a CIP PROJECT — Results

## Overview

The Construction in Progress (CIP) Project Search Results process 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

## 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 Grid

Prj Nbr
Prj Type Cd
Prj Status
Prj Category Cd

Acq Program Name

### Search Results Grid

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 **CIP Project Update** page appears.*

### Delete a CIP Project

Select the Delete hyperlink. *The **CIP Project 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 |
|---|---|
| **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

# 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 Grid**

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 Grid**

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 Grid**

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 Grid**

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 Grid**

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 Grid**

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.*

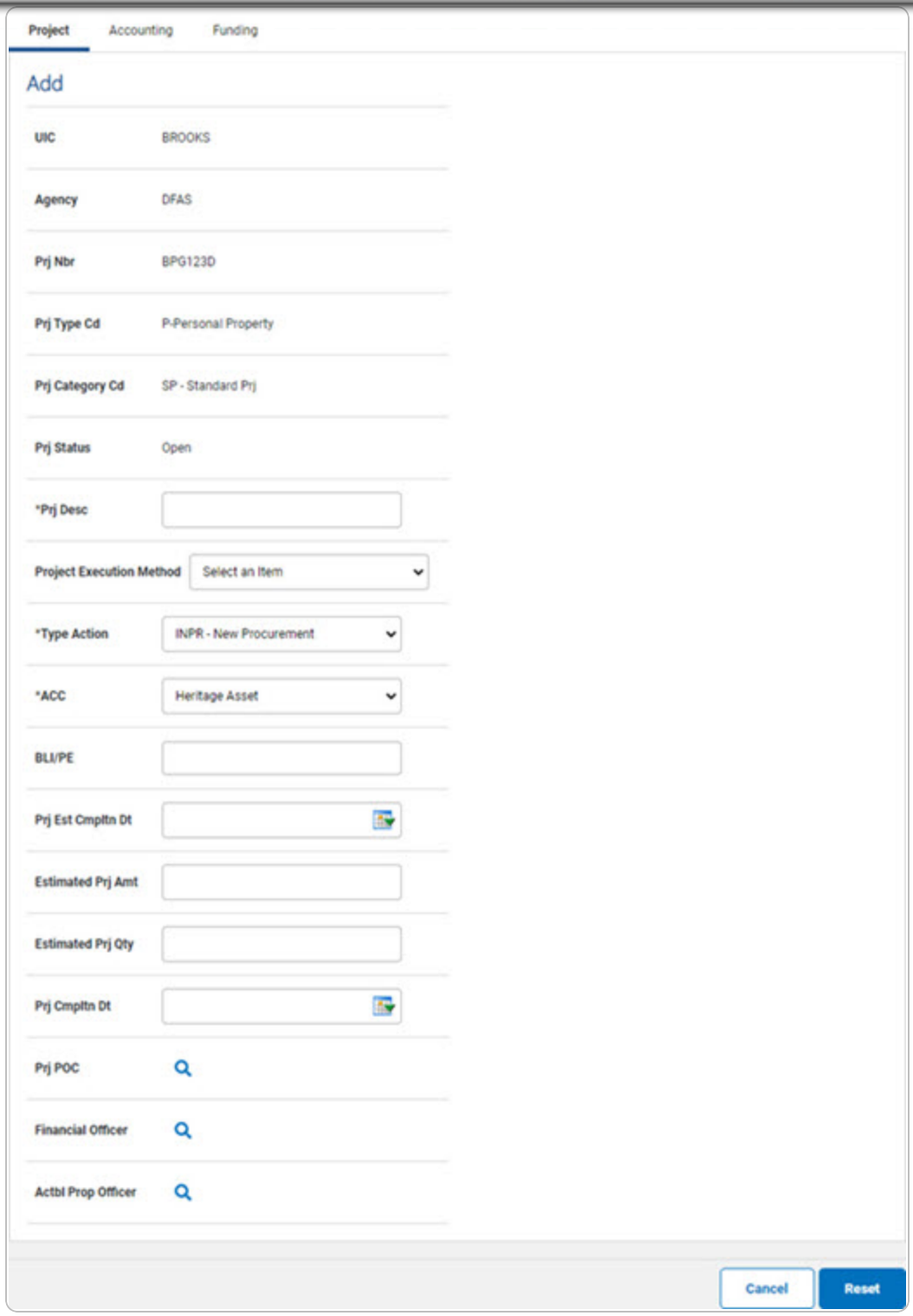
- **Personal Property**

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.

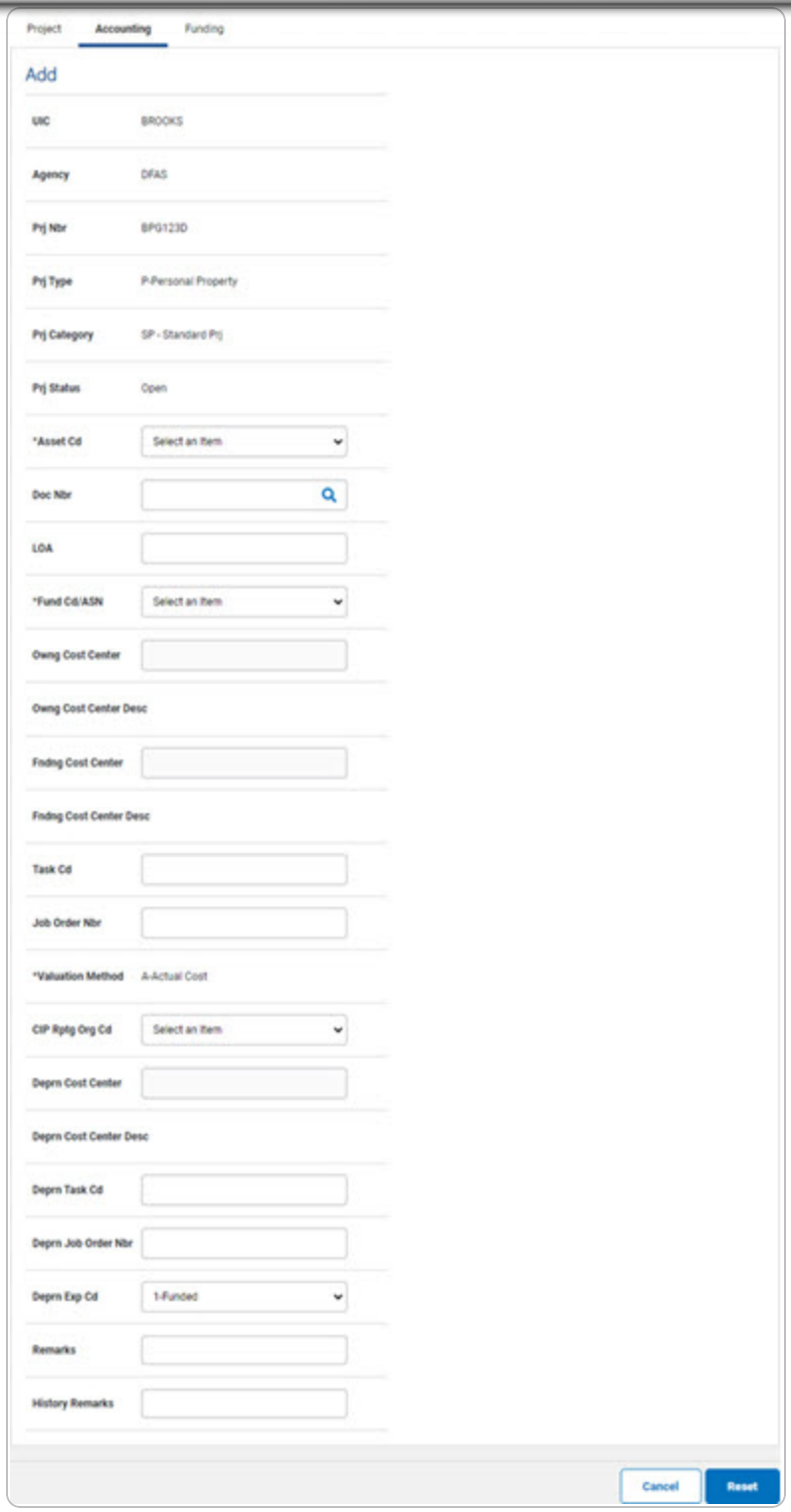
R. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

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.*

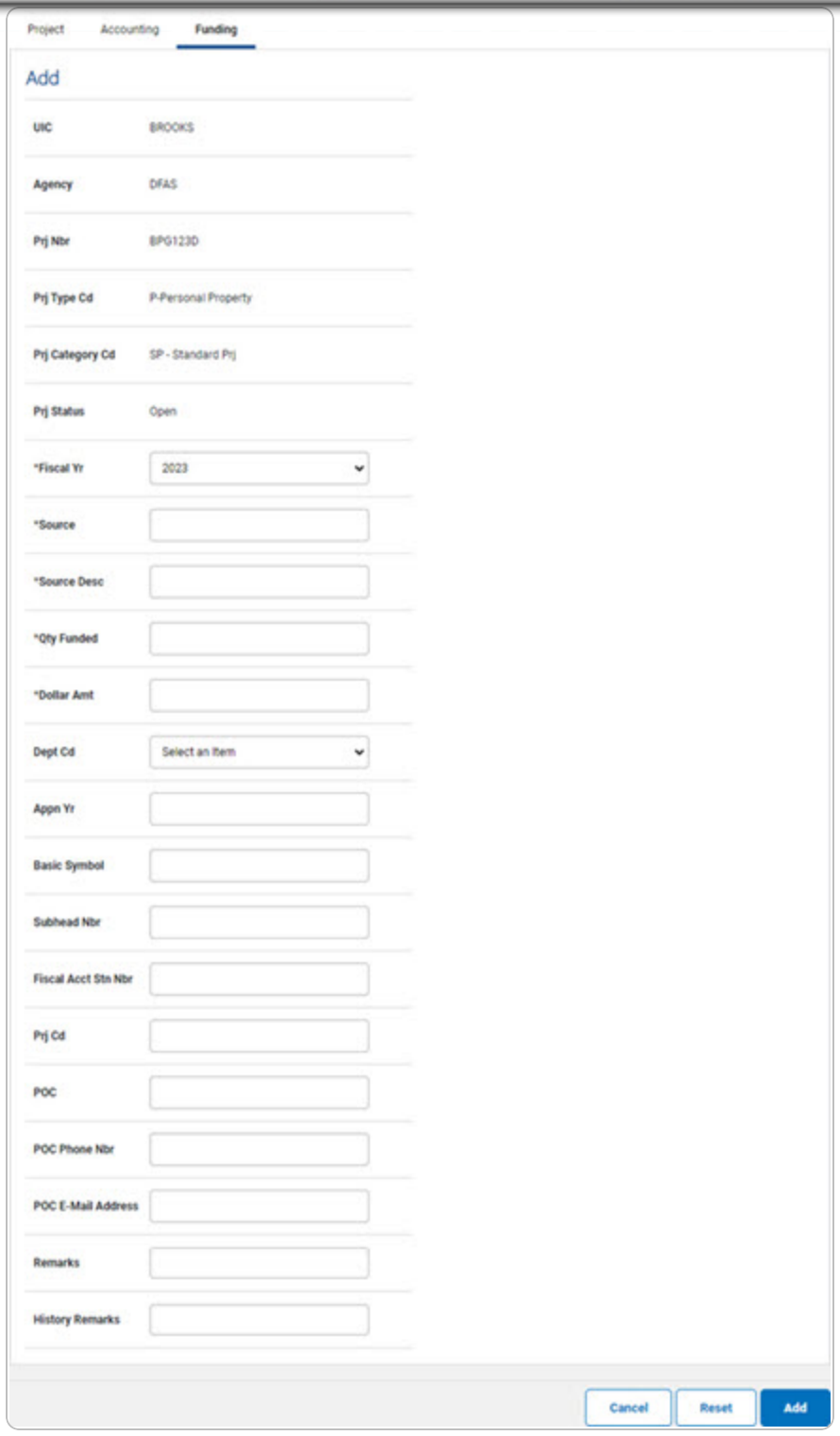
V. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

W. Use to select the desired Deprn Exp Cd.

X. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

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

V. Enter any History Remarks in the field provided. *This is a 256 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**

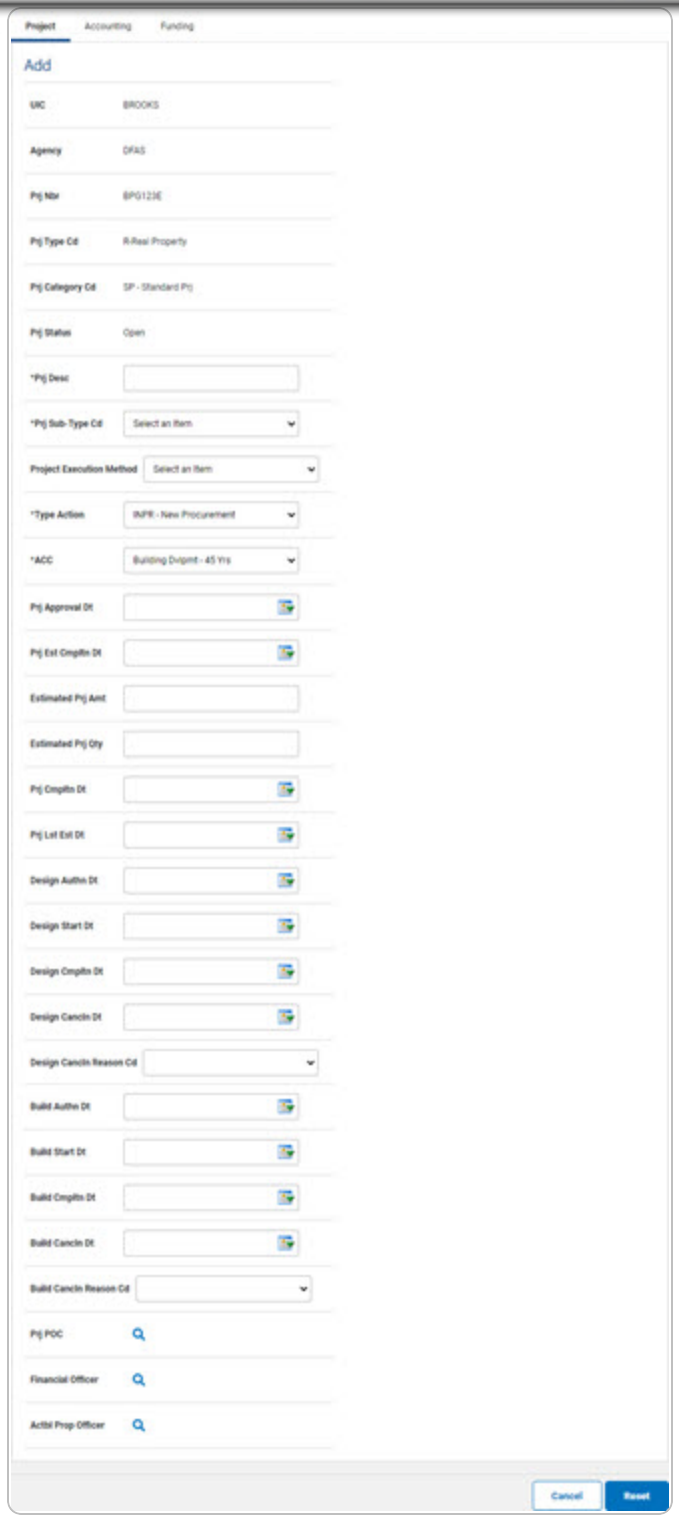
When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.

**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
Activi 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.

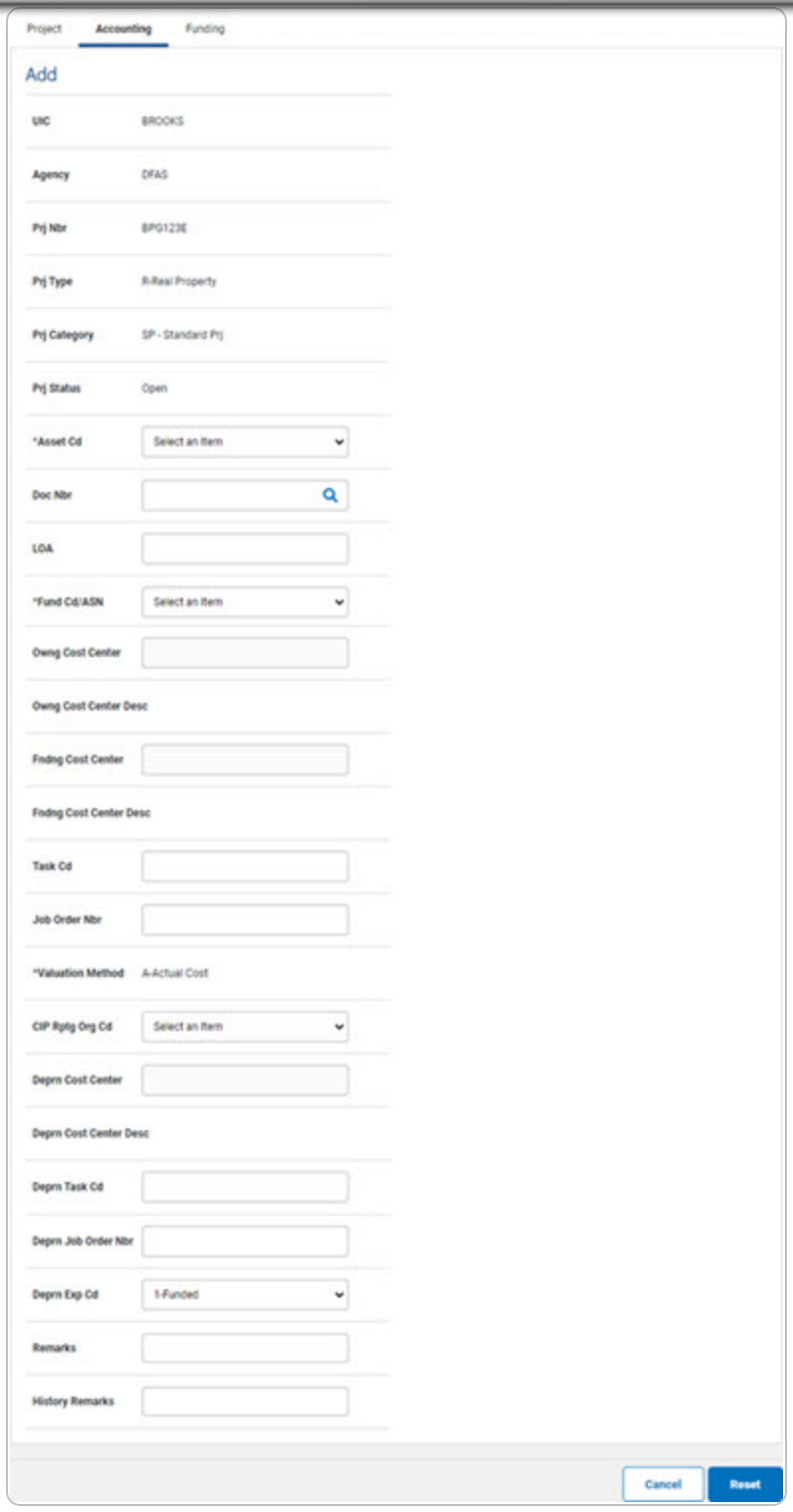
AD. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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 256 alphanumeric character field.*

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

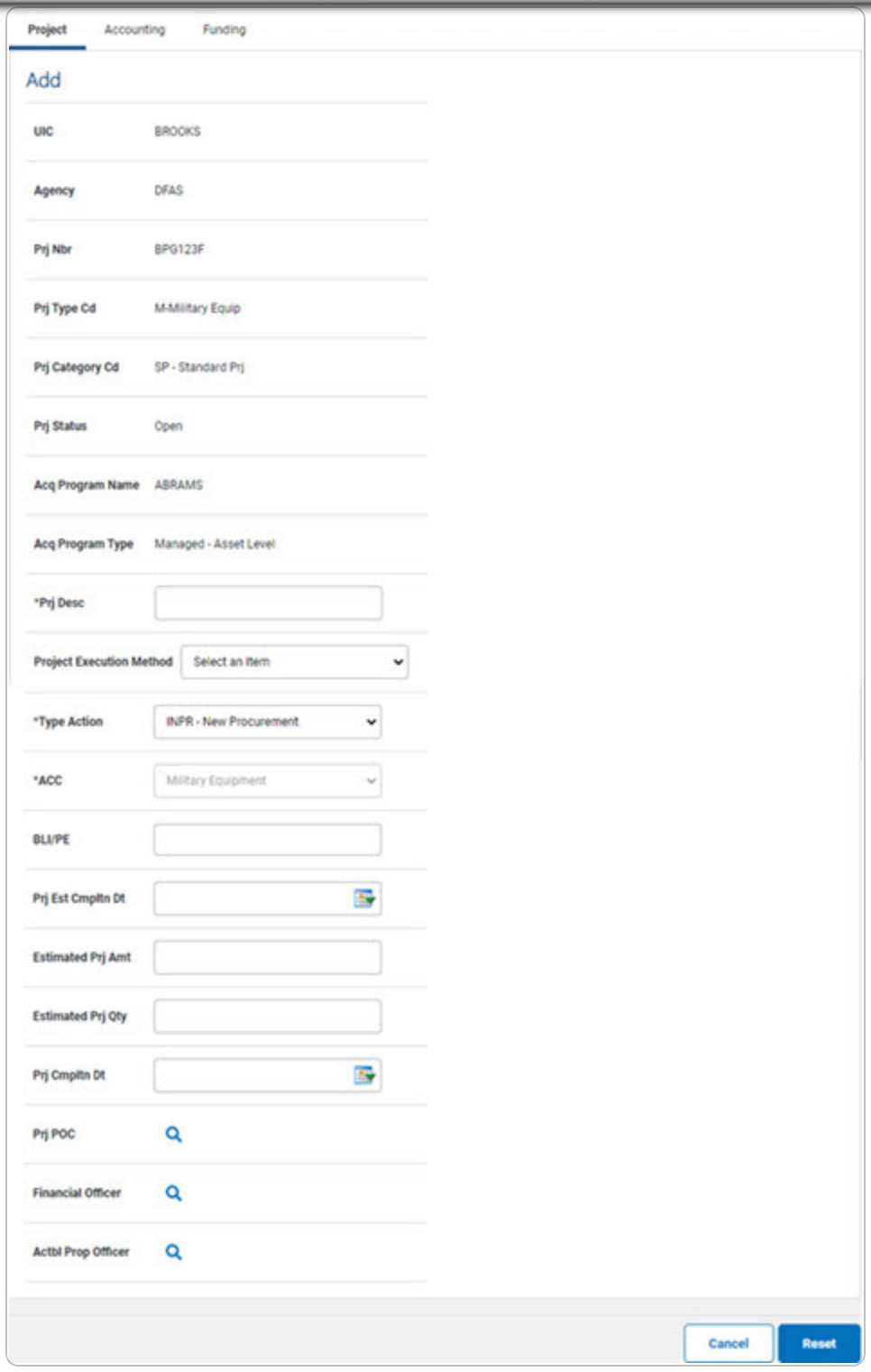
V. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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 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
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.

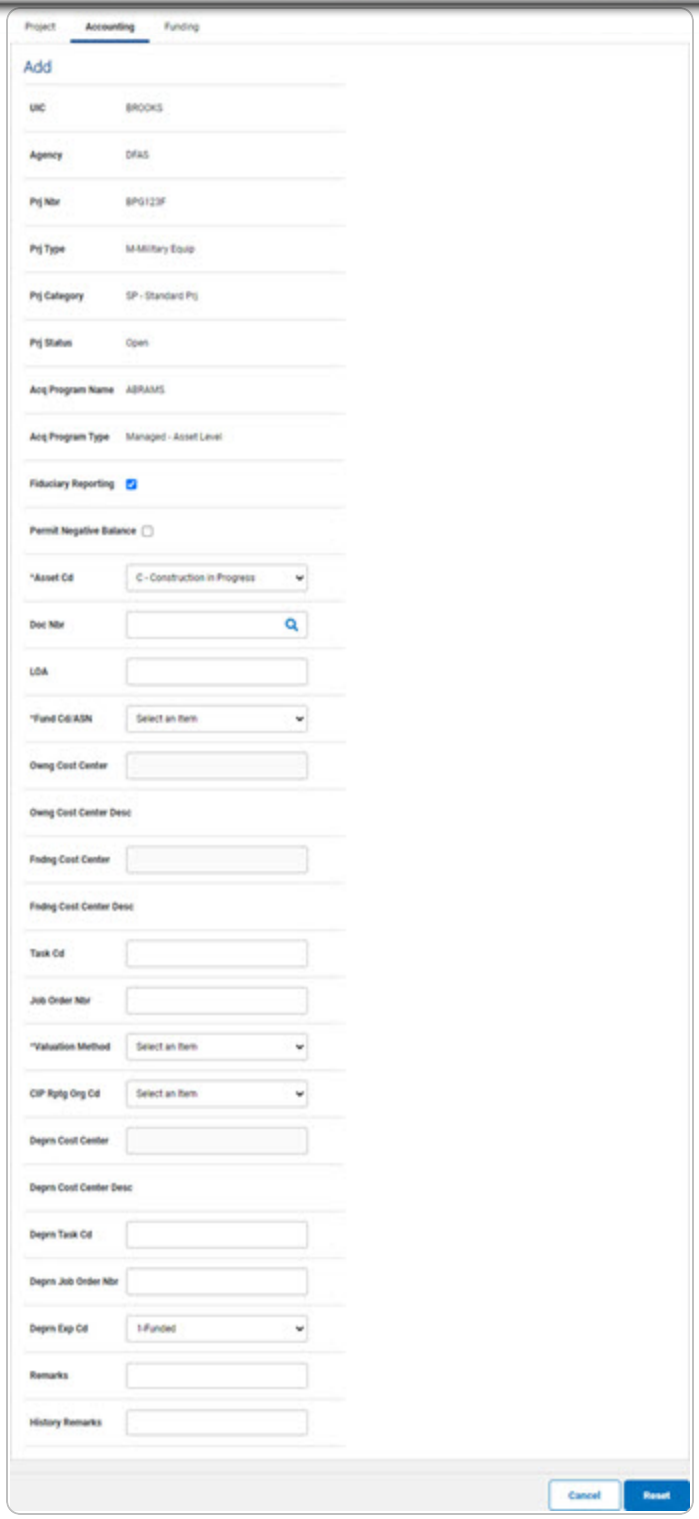
T. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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 256 alphanumeric character field.*

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

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

11. Select Add. *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.*

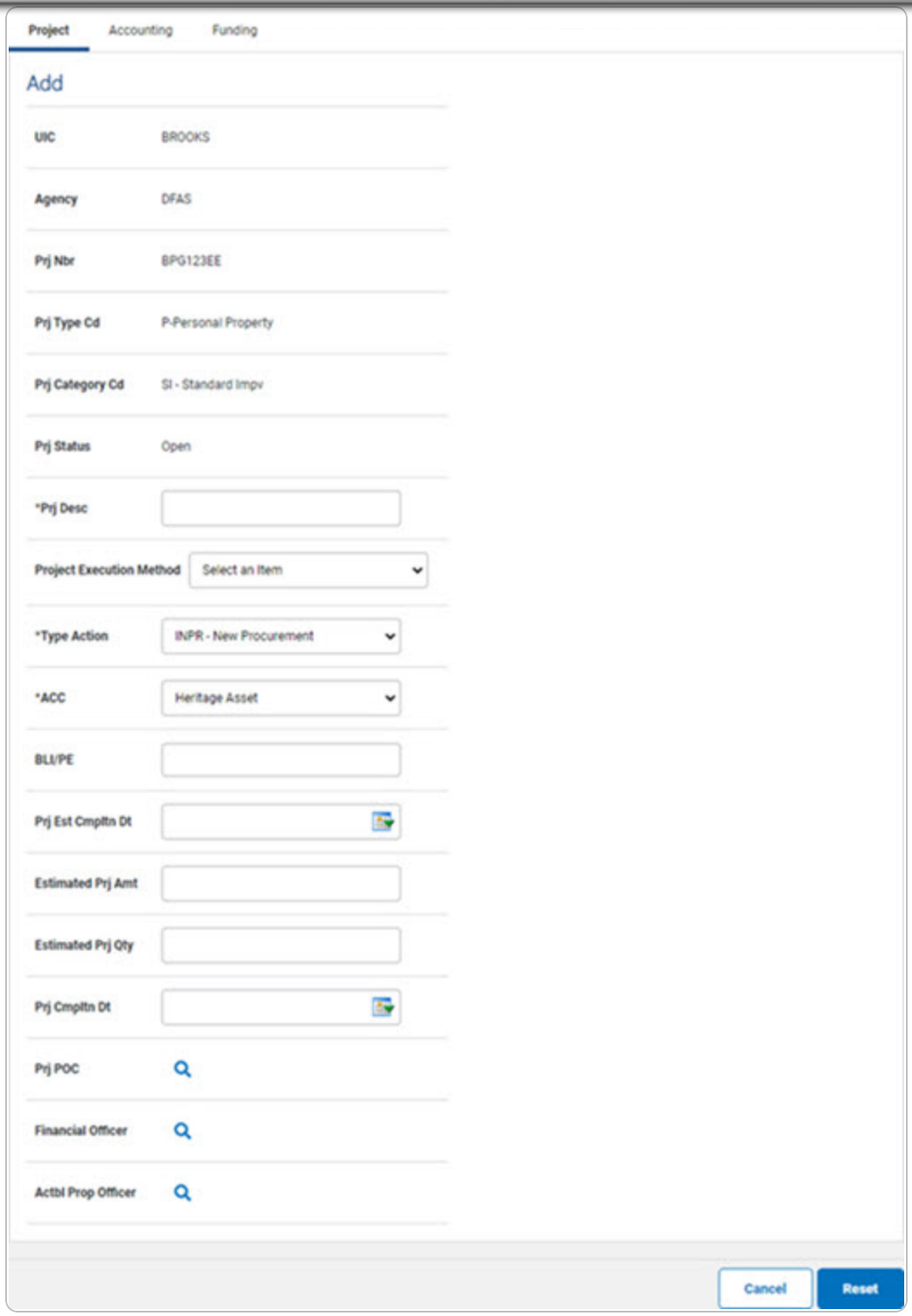
- **Personal Property**

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.

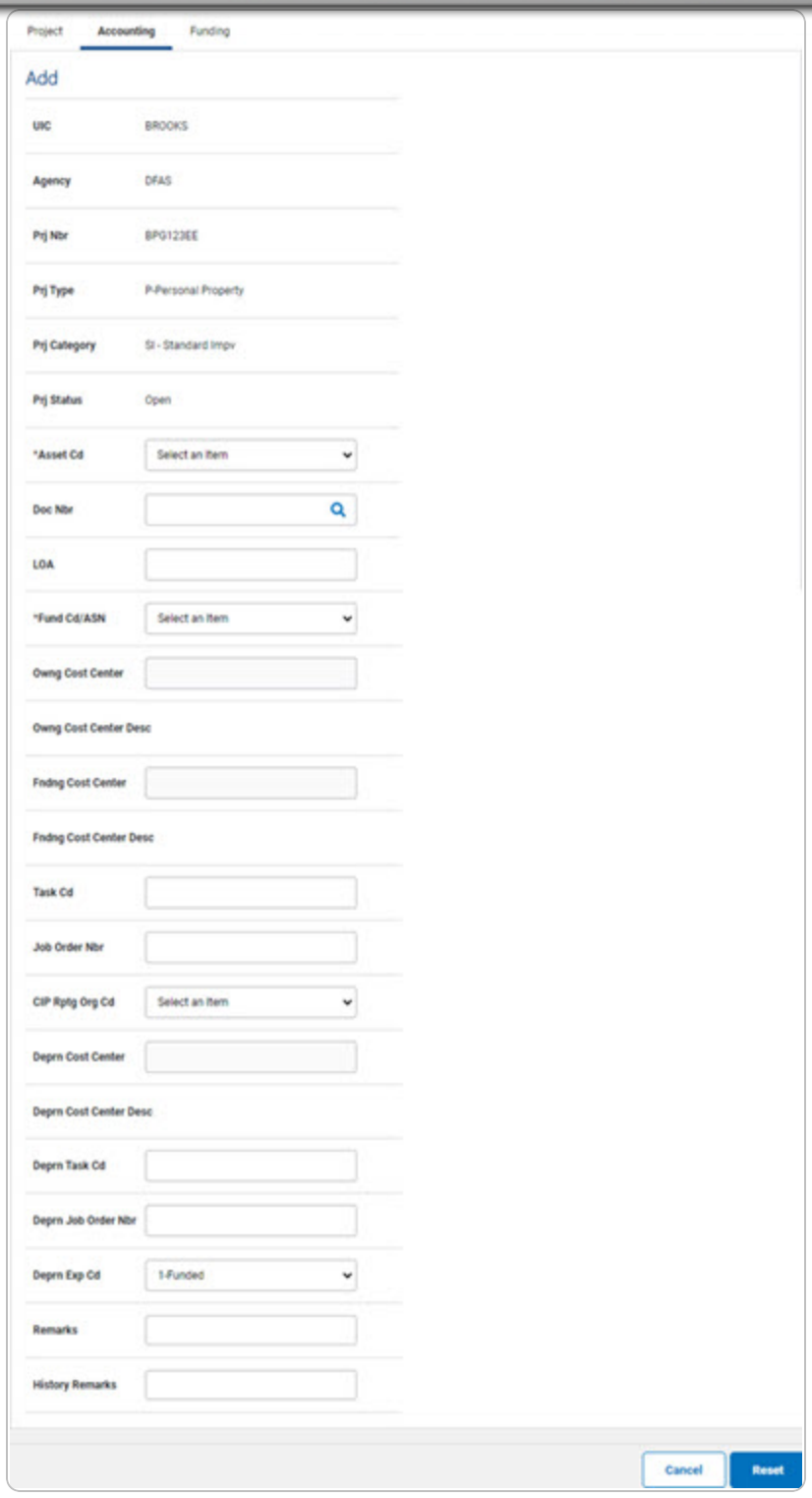
R. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

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 256 alphanumeric character field.*

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

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

11. Select Add. *The **CIP Project Transaction Status** page appears.*

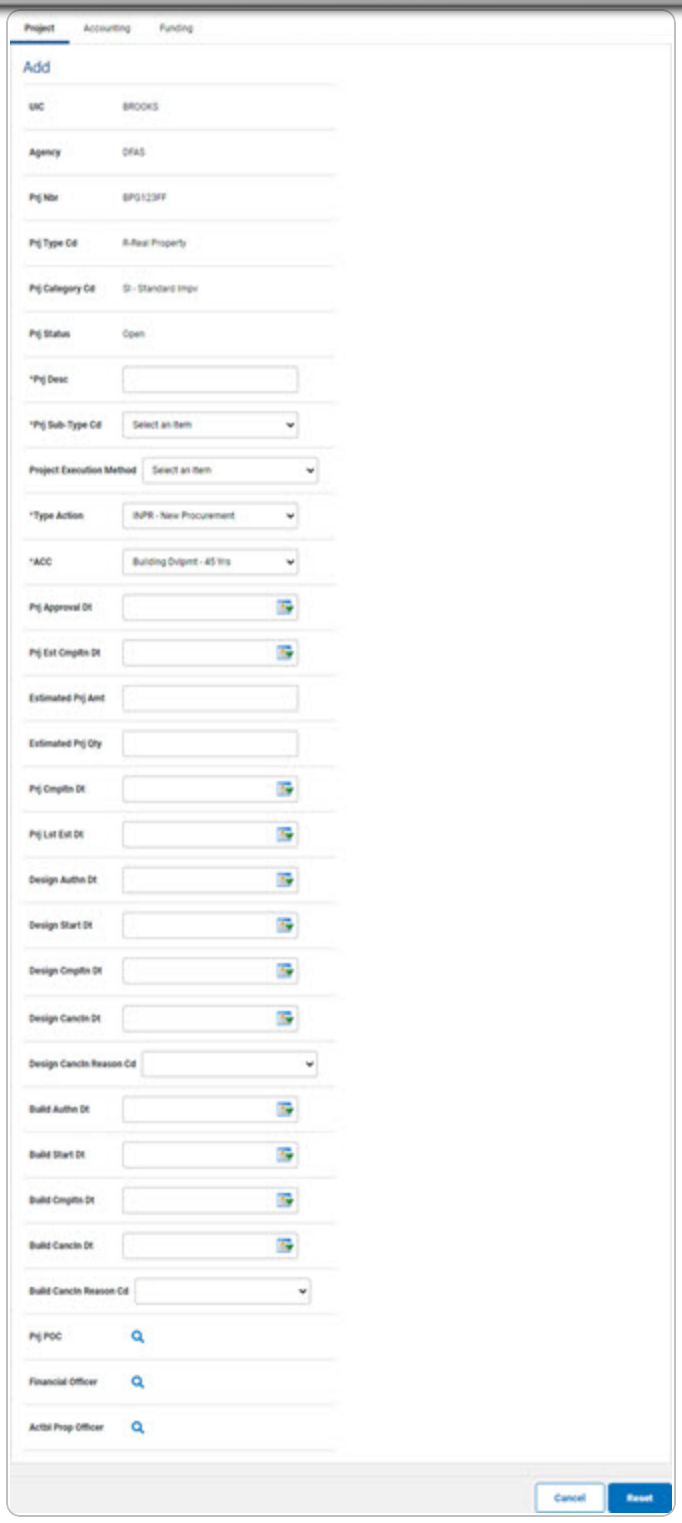
- **Real Property**

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.

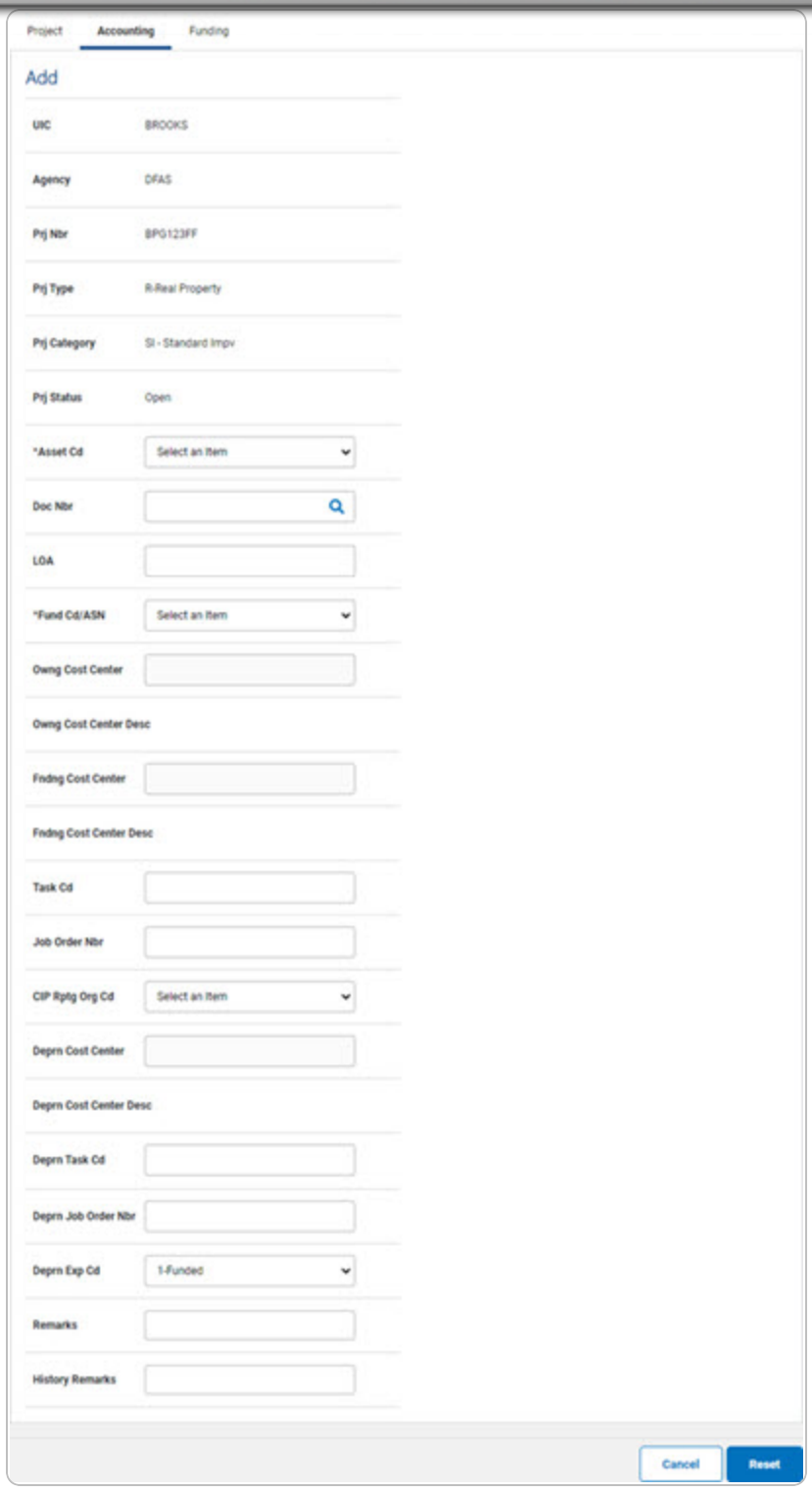
AC. Update the Financial Officer, using to browse for the correct POC.

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 256 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 256 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.*

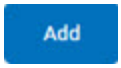
U. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

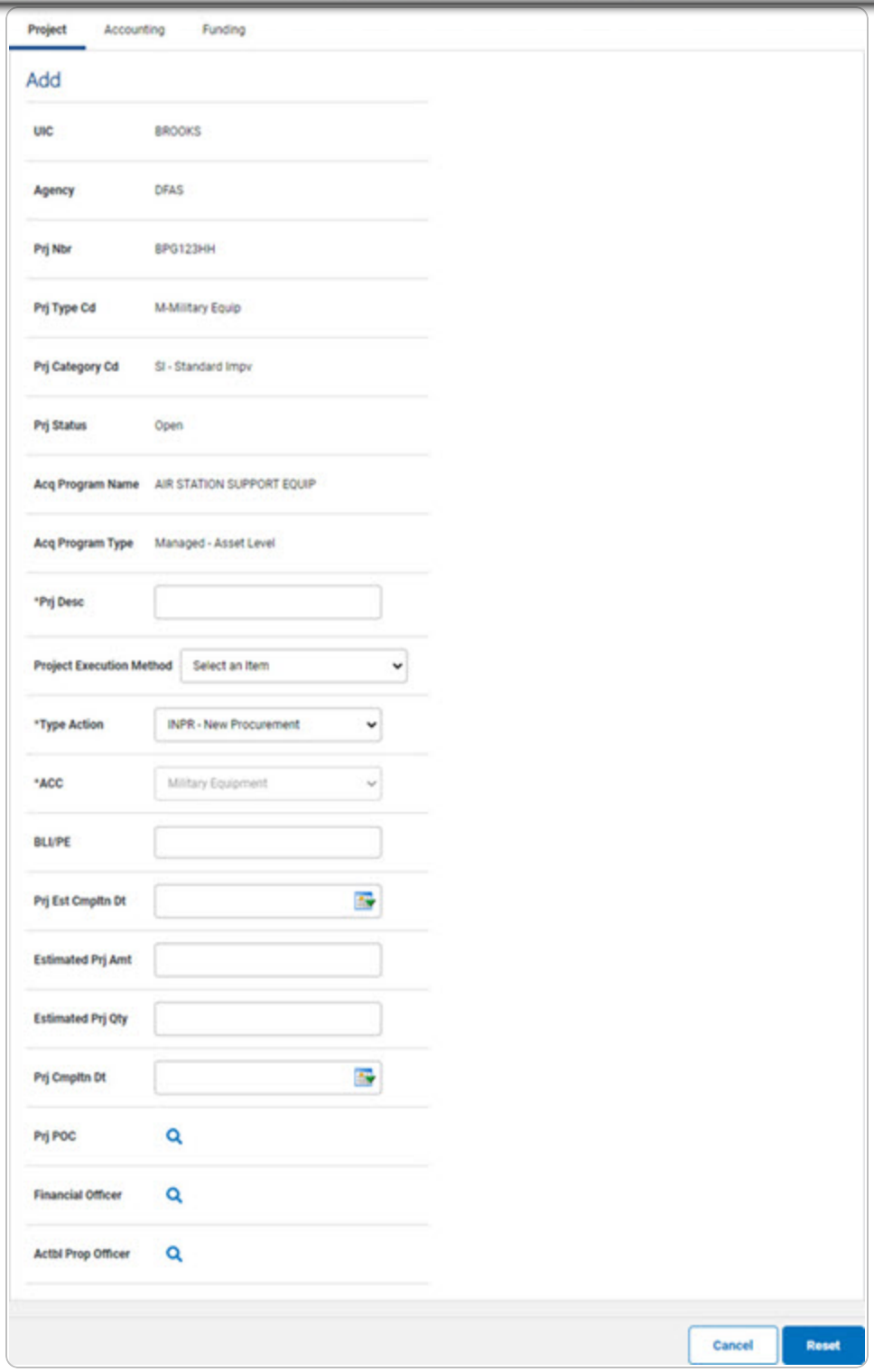
V. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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  . *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.

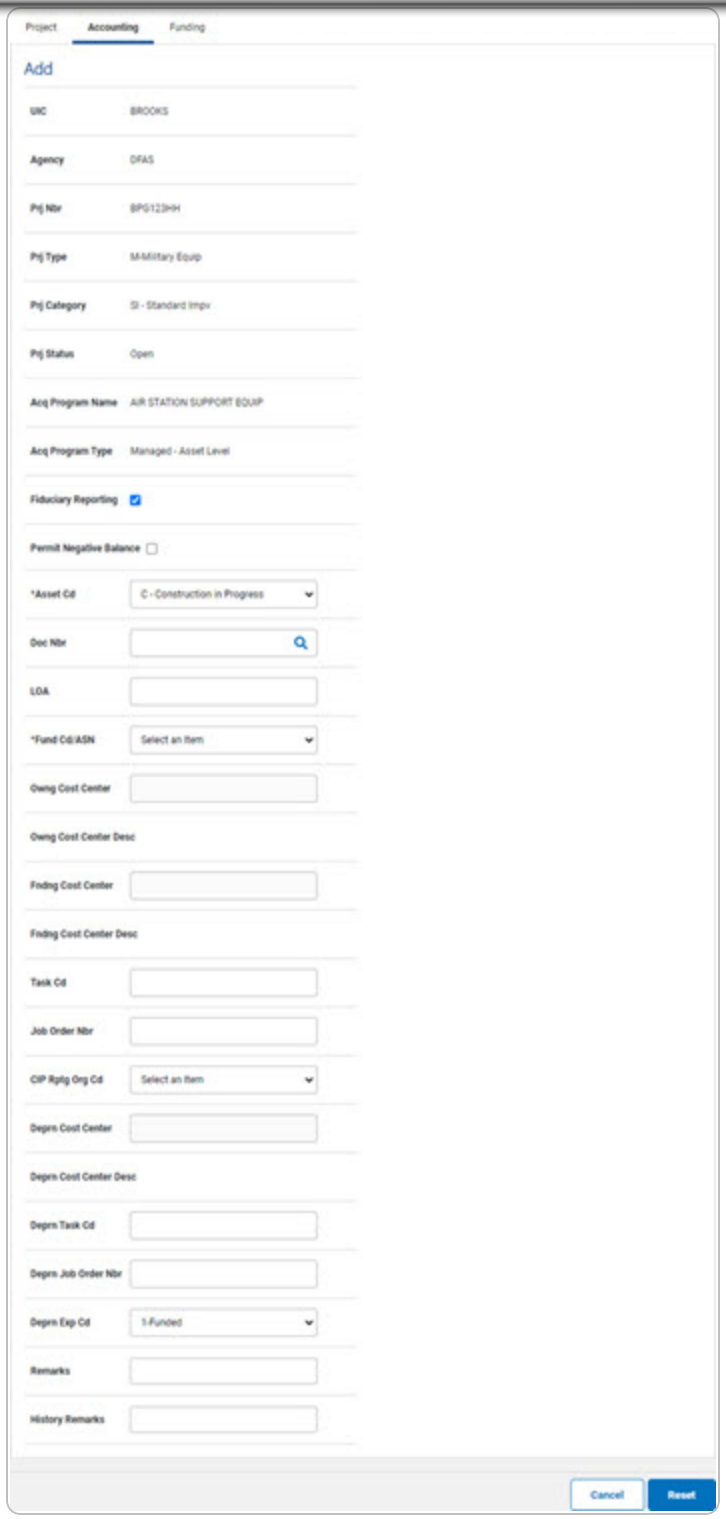
S. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

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 256 alphanumeric character field.*

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

X. Enter any History Remarks in the field provided. *This is a 256 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
- View the CIP Project Transaction Status
- Export a CIP Project Report
- Project Number Browse
- Document Number Browse
- Line of Accounting Browse
- Cost Center Browse

# 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.

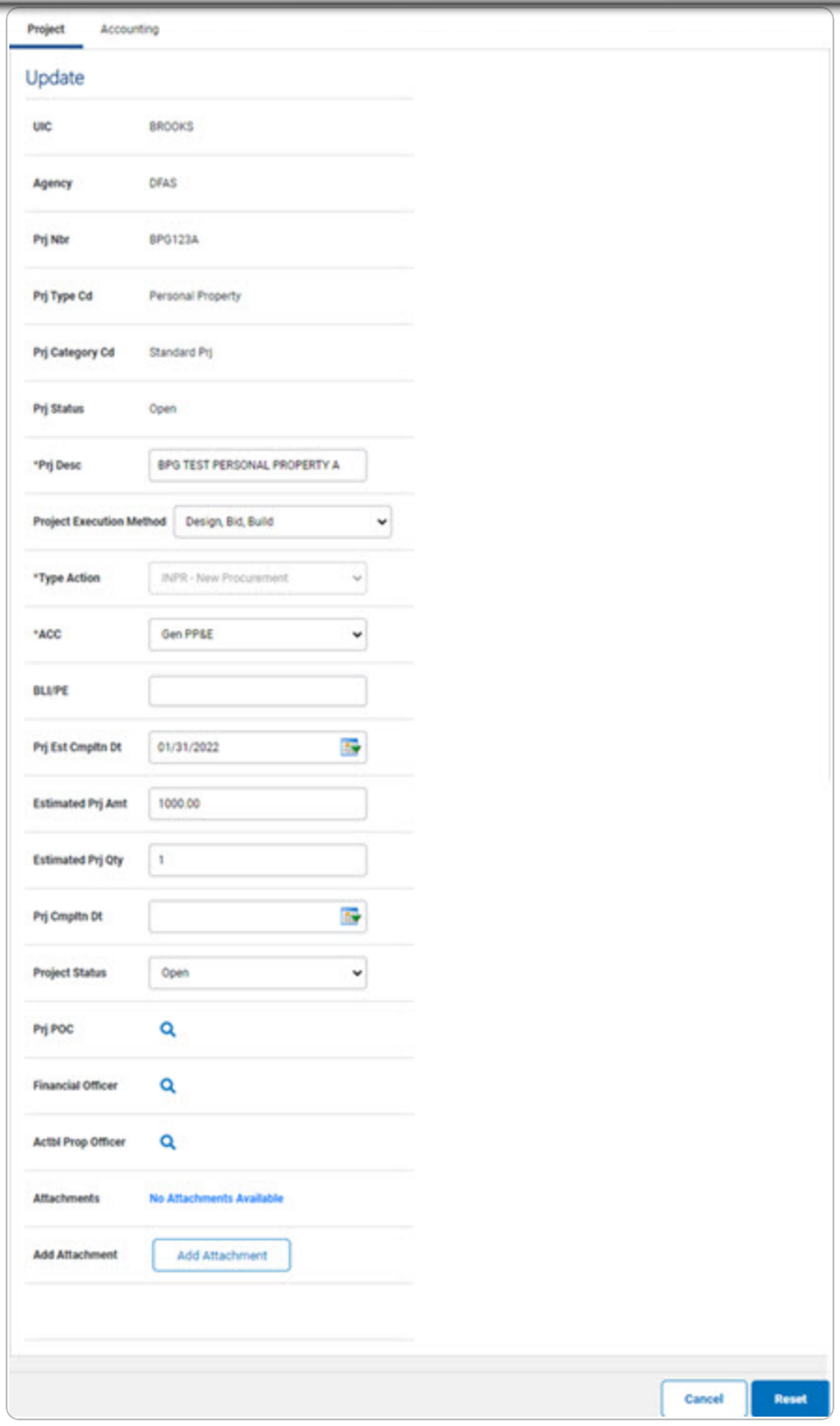
## Update a New CIP PROJECT

*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.

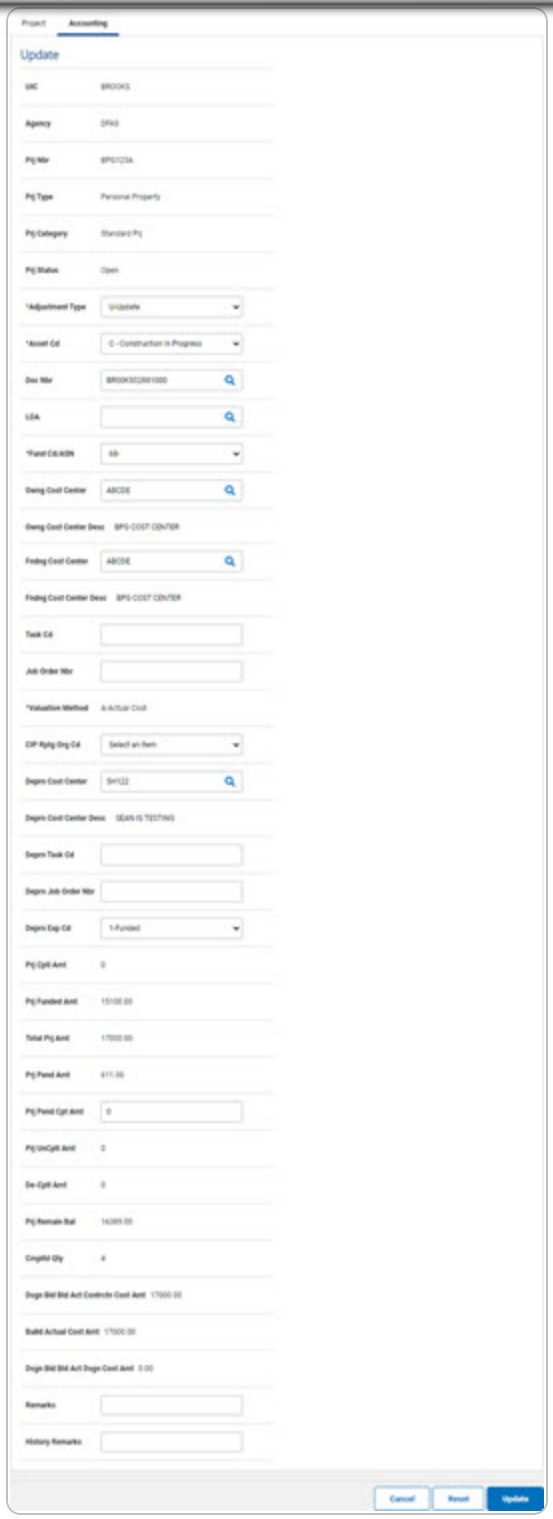
S. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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 Pend Amt
611.00
Pj Pend 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 256 alphanumeric character field.*

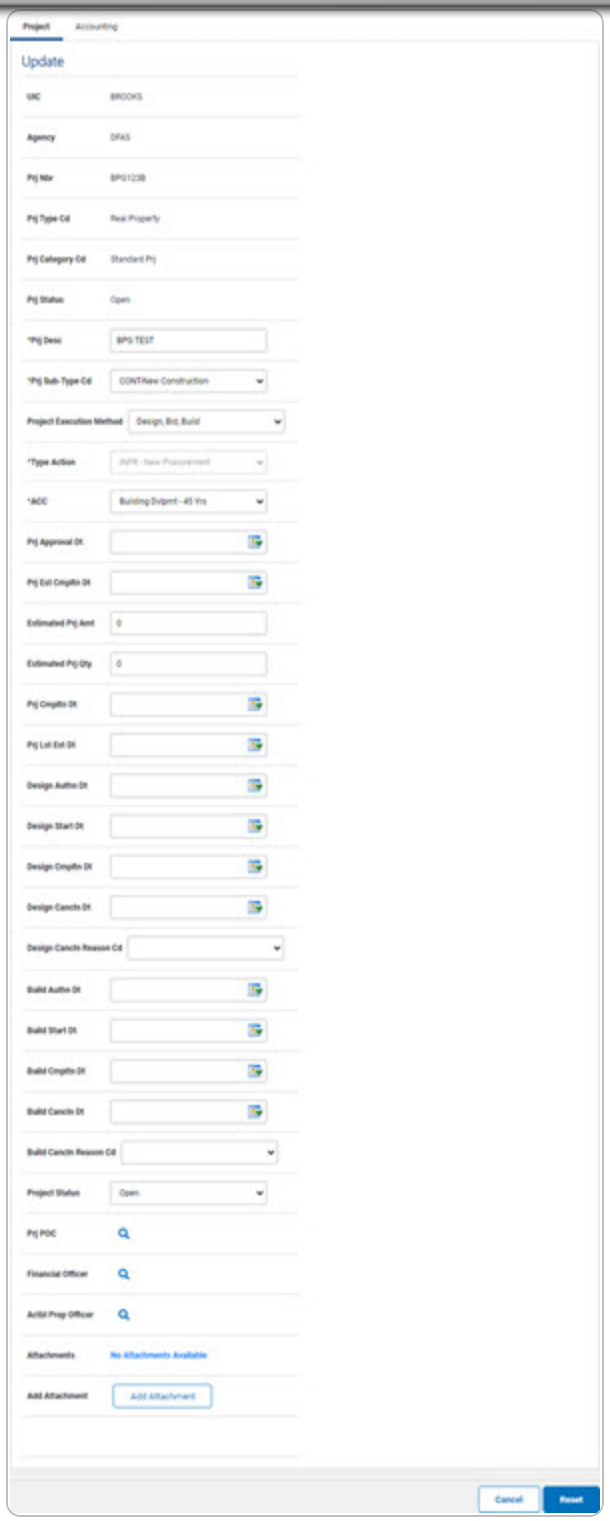
AL. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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  . *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
*ADC
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.

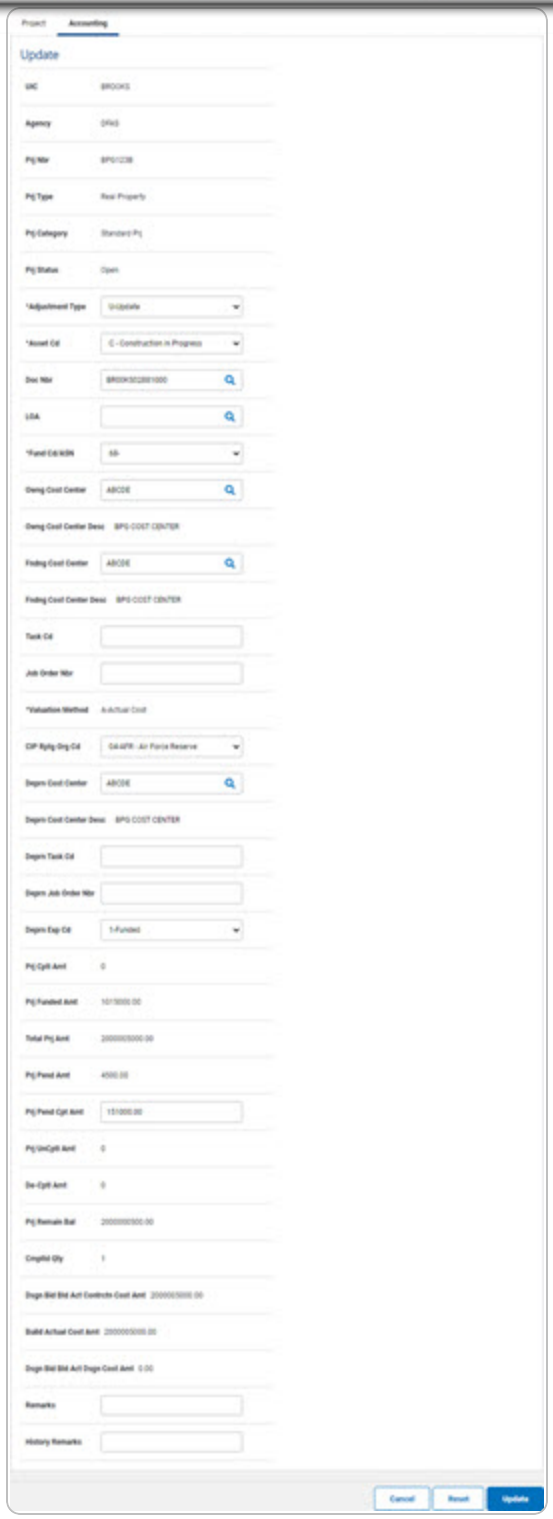
a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

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
BROOKS
Agency
DFAS
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 Cplt Amt
0
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
4500.00
Prj Pend Cpt Amt
151000.00
Prj UnCplt Amt
0
De-Cplt Amt
0
Prj Remain Bal
Cmplld Qty
1
Dsgn Bid Bid Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bid 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.** *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 256 alphanumeric character field.*

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

7. Select Update. *The **CIP Project Transaction Status** page appears.*

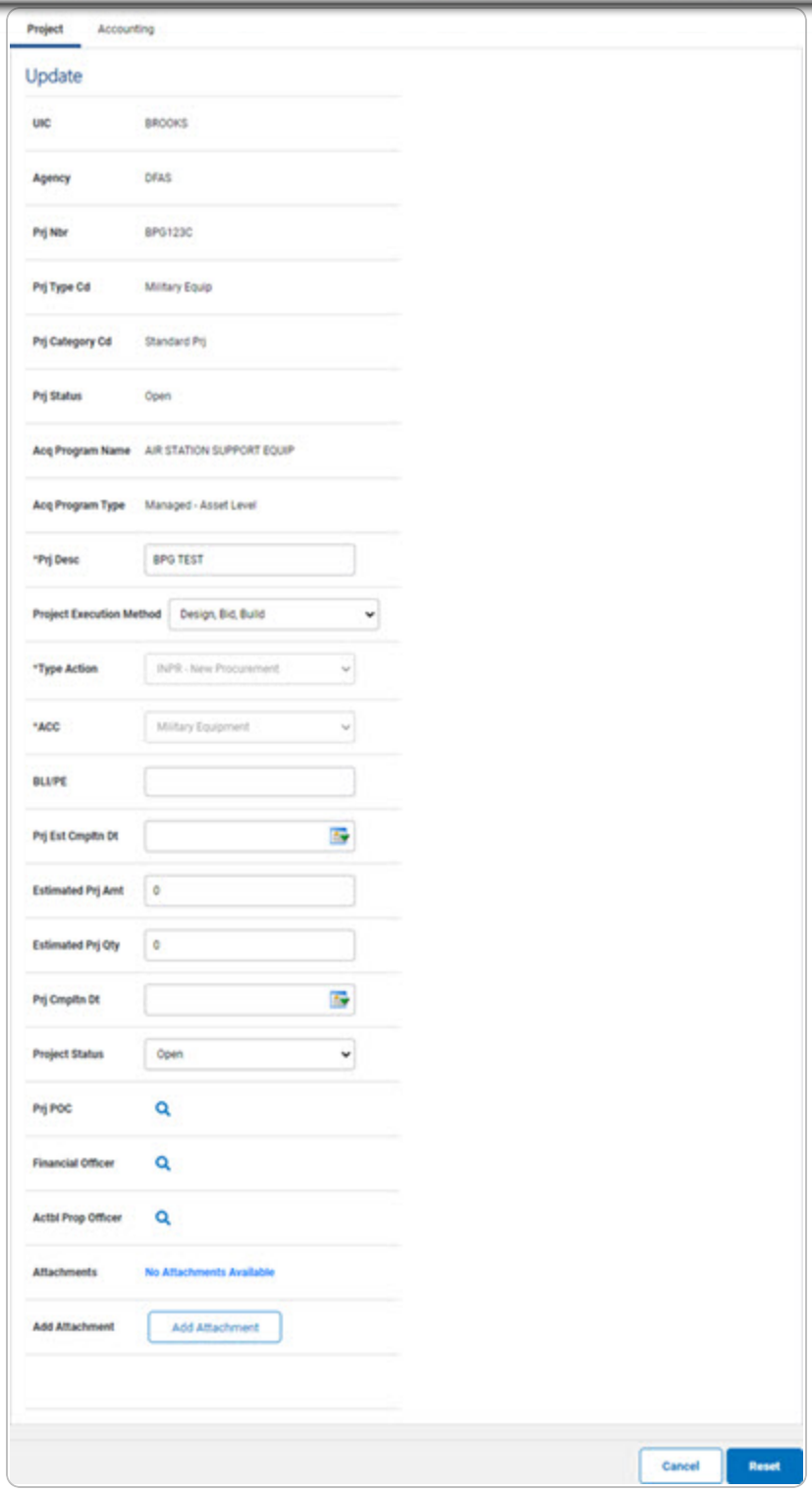
- **Military Equipment**

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  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.

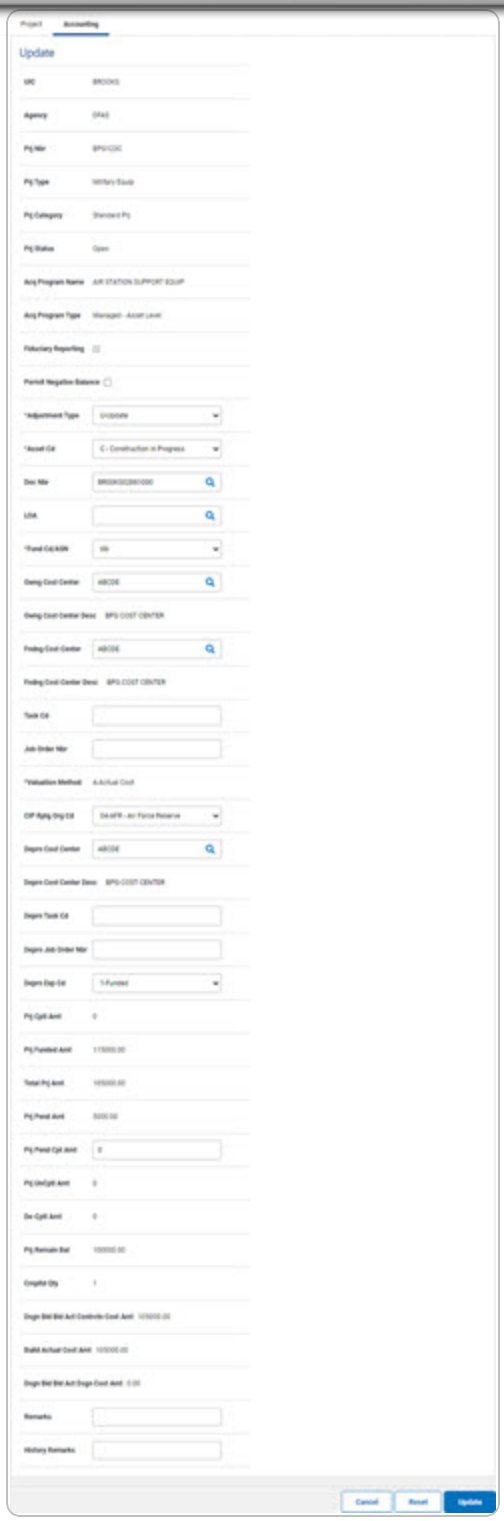
U. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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 256 alphanumeric character field.*

AP. Enter any History Remarks in the field provided. *This is a 256 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.

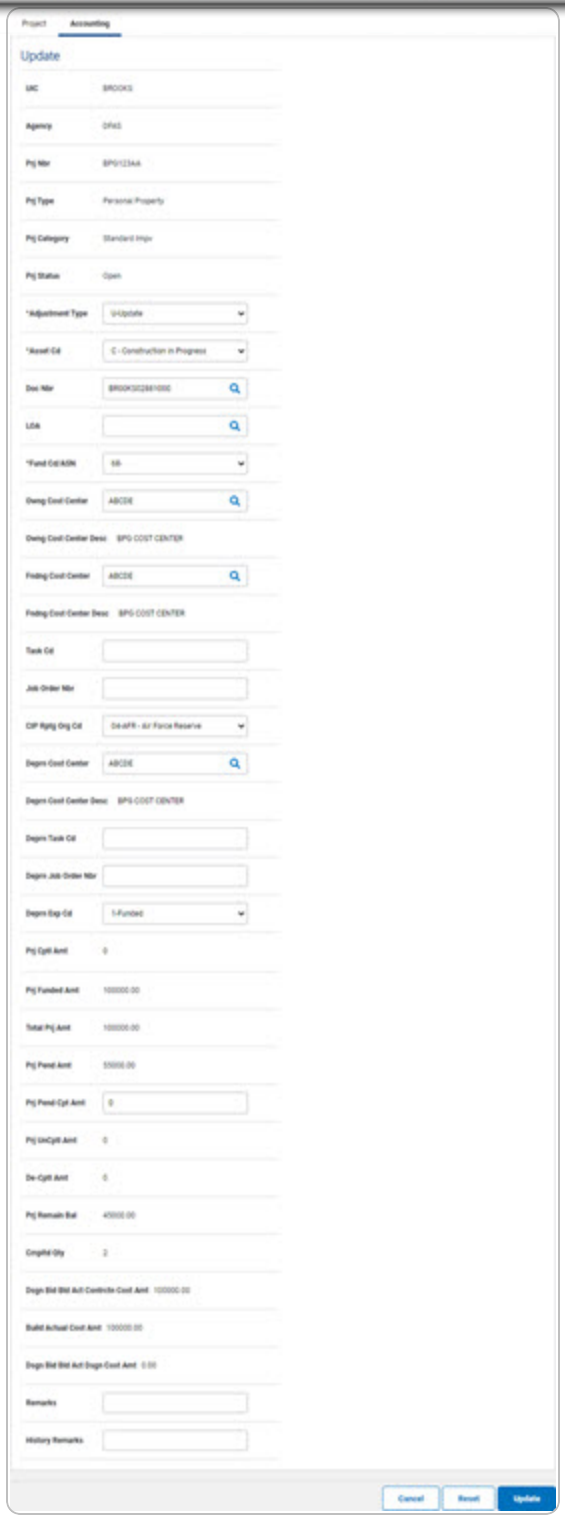
S. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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
BROOKS2861000
LOA
*Fund Cd/ASN
68
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
100000.00
Prj Pend Amt
55000.00
Prj Pend Cplt Amt
0
Prj UnCplt Amt
0
De-Cplt Amt
0
Prj Remain Bal
45000.00
Cmpltd Qty
2
Dsgn Bld Bld Act Contrctr Cost Amt
100000.00
Build 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 256 alphanumeric character field.*

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

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

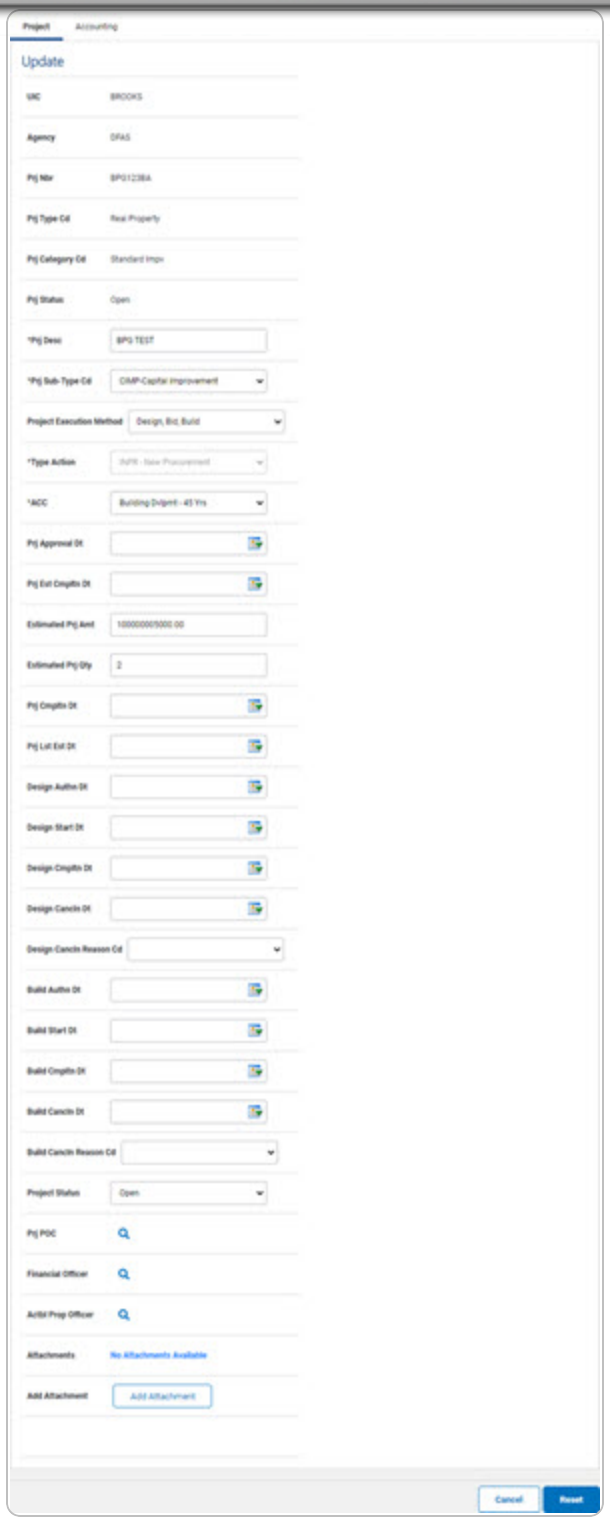
1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

**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
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.

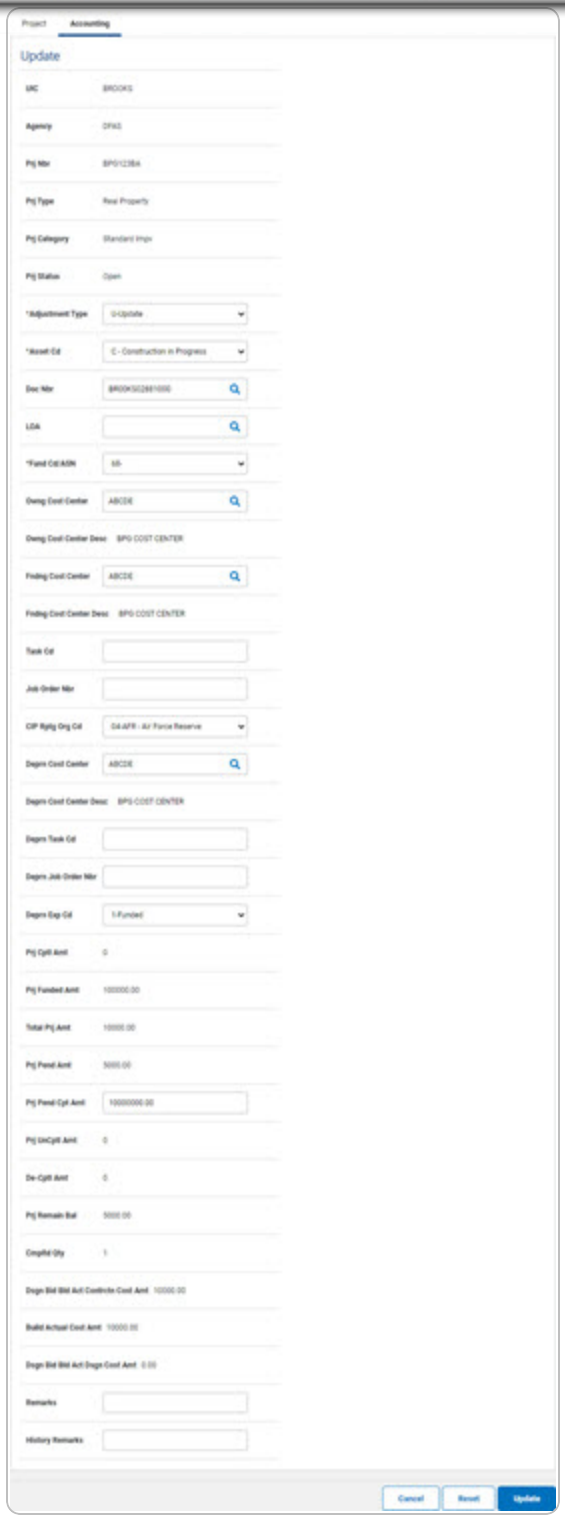
c. The address appears in the ACTBL PROP OFFICER blank fields.

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

AG. Select 

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 256 alphanumeric character field.*

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

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

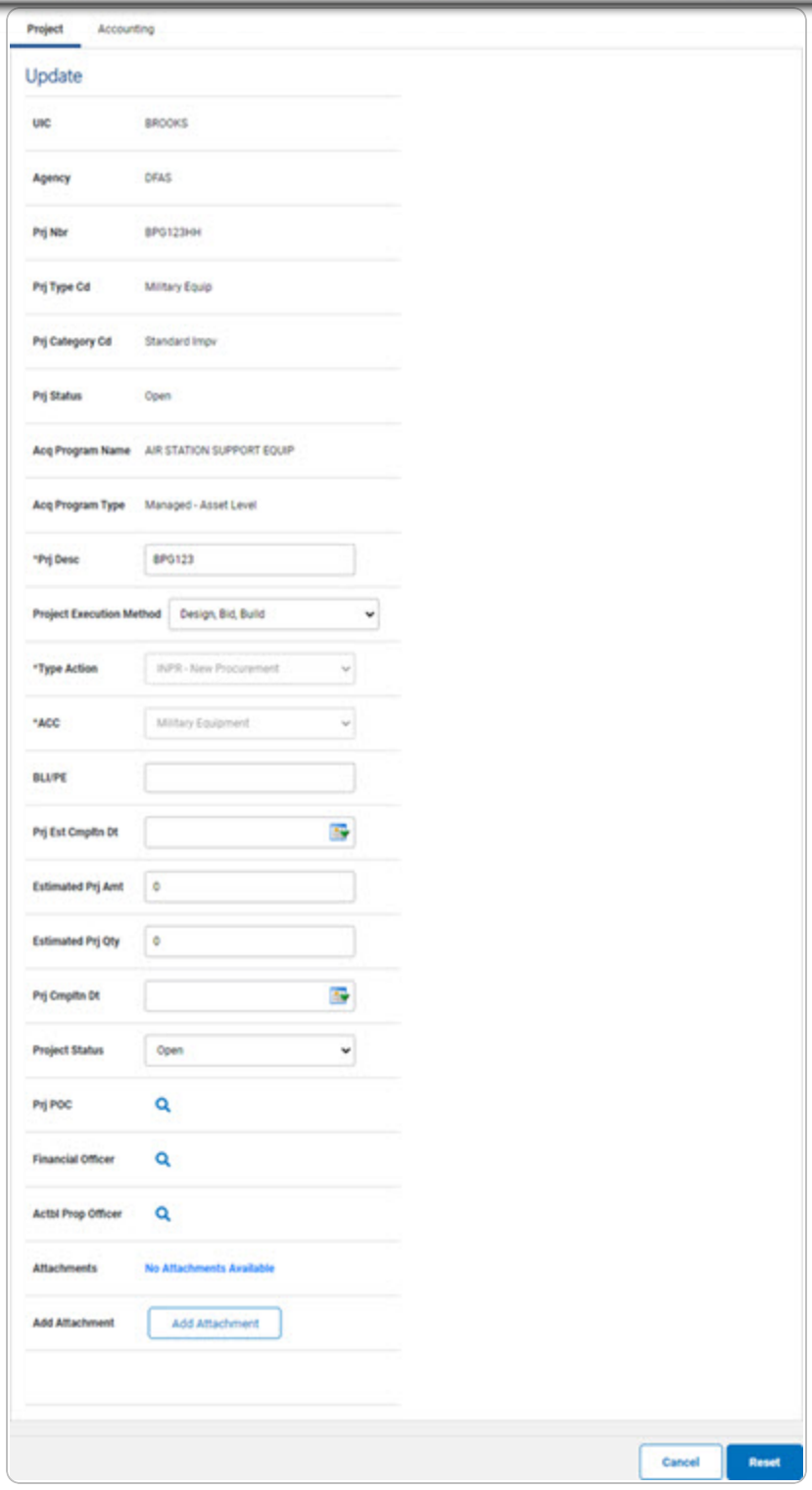
1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

**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.

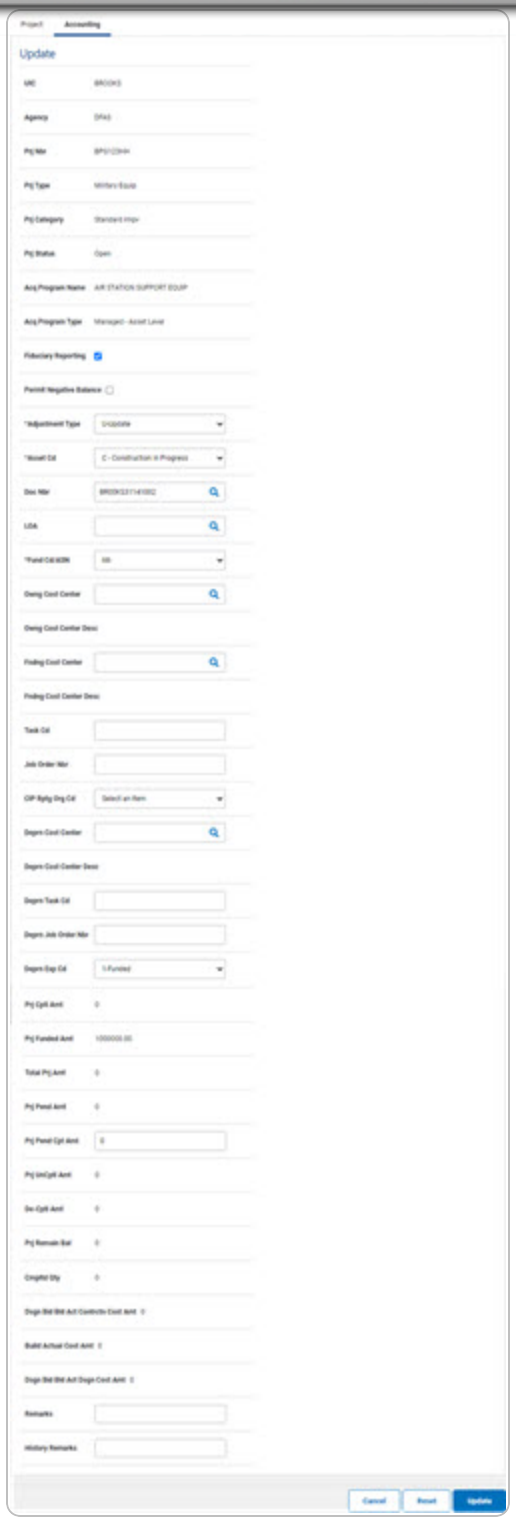
U. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

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
Pcj Nbr
Pcj Type
Pcj Category
Pcj 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
OP Rptg Org Cd
Depre Cost Center
Depre Cost Center Desc
Depre Task Cd
Depre Job Order Nbr
Depre Exp Cd
Pcj Cpll Amt
Pcj Funded Amt
Total Pcj Amt
Pcj Pend Amt
Pcj Pend Cpl Amt
Pcj UnCpll Amt
Dc Cpll Amt
Pcj Remain Bal
Cmplfd 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 256 alphanumeric character field.*

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

7. Select Update. *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
- Project Number Browse
- Document Number Browse
- Line of Accounting Browse
- Cost Center Browse

# 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 Grid

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**

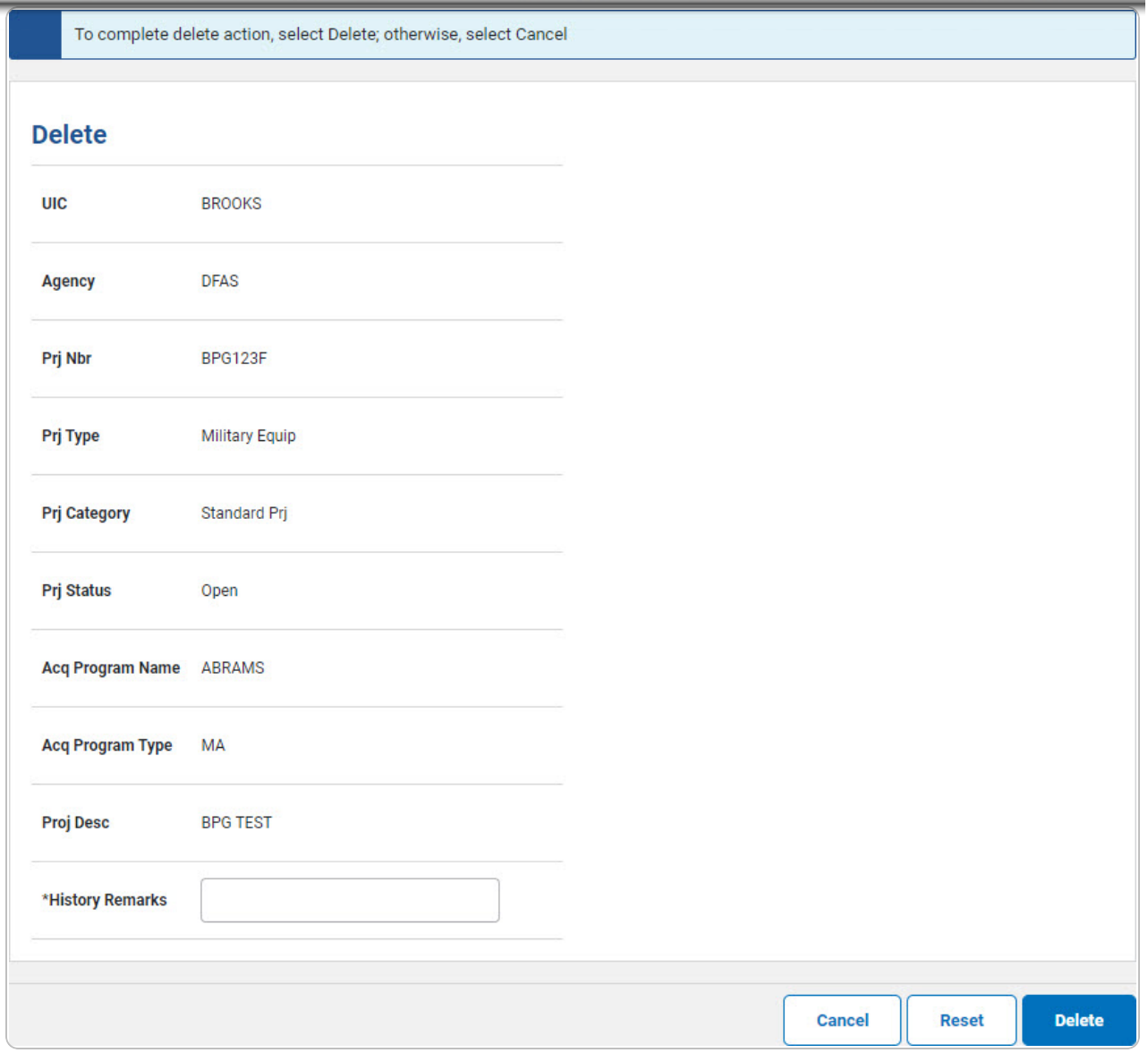
Click the following link to display PA Navigation Tips.

## 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 256 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
- View the CIP Project Transaction Status
- Export a CIP Project Report

# CIP Project Transaction Status

## Overview

The Construction in Progress (CIP) Project Transaction Status process 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 Grid

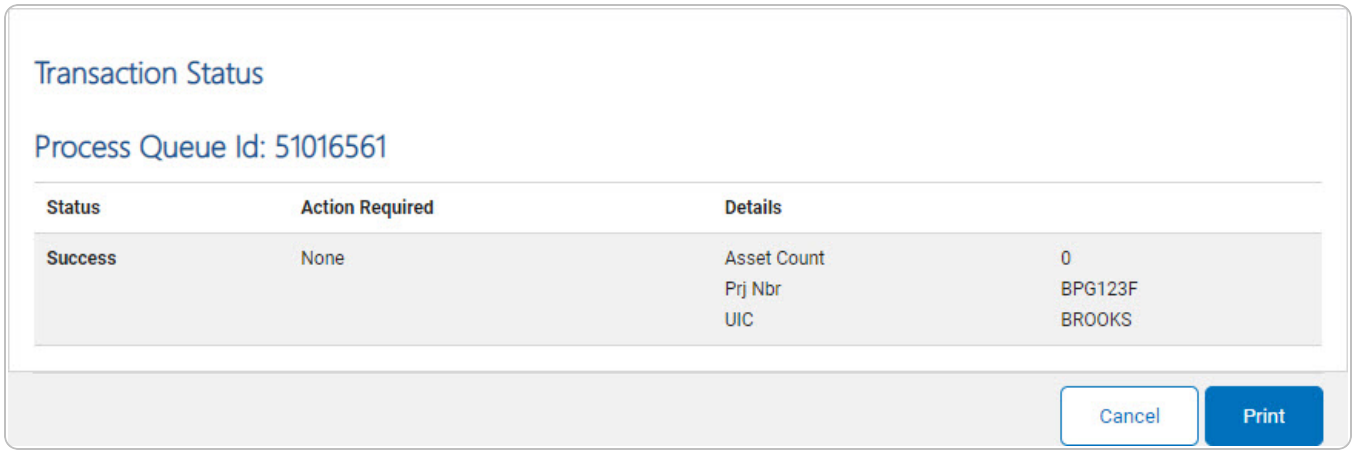
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the CIP PROJECT 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 **CIP Project Report Export** page appears.*
5. Select Cancel. *The **CIP Project 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

- 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

# Export a CIP Project Report

## Overview

The Construction in Progress (CIP) Project Report Export process 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. |

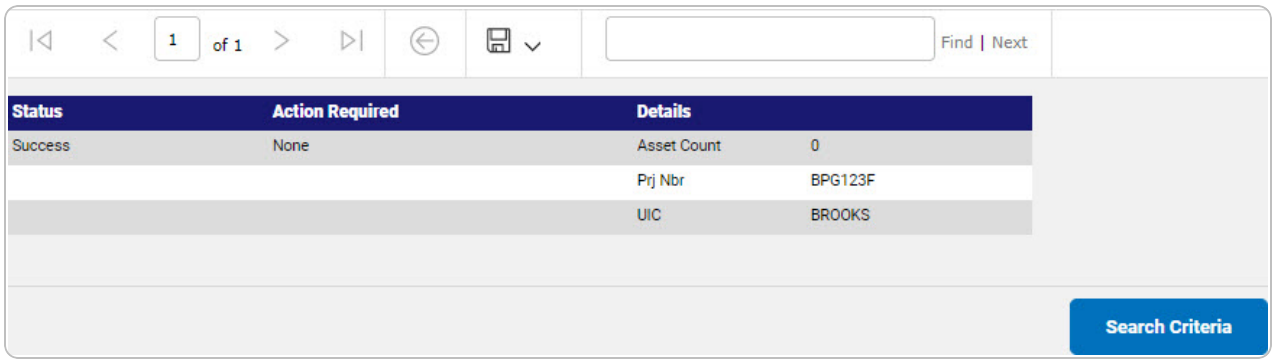
# Procedures

**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. *The **CIP Project Search Criteria** page appears.* |

# 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

# 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 Grid

Project Nbr *

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

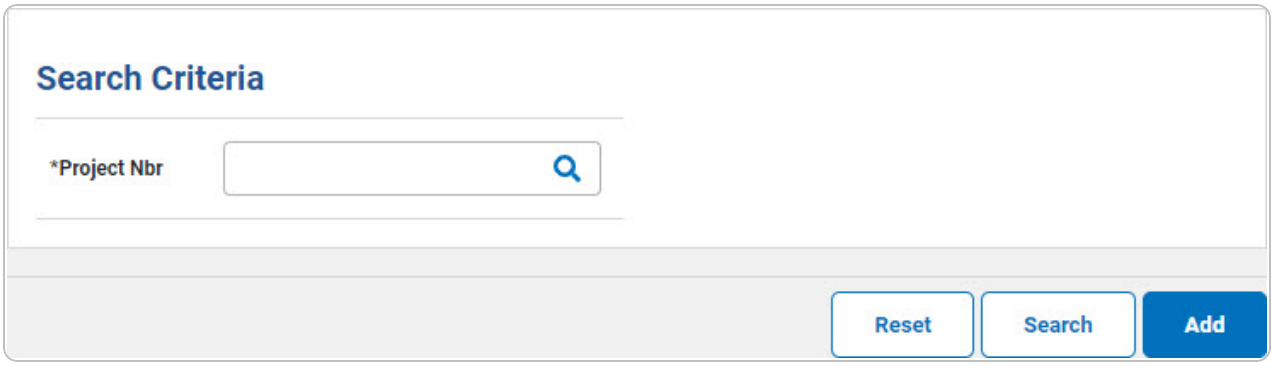
Click the following link to display PA Navigation Tips.

## 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.*

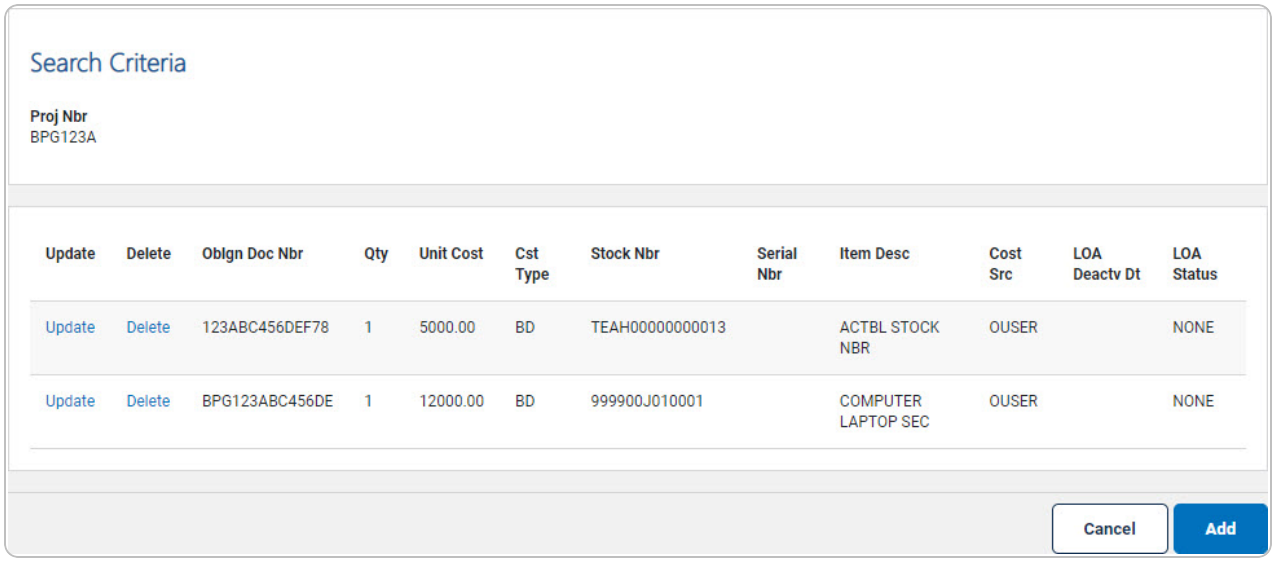
1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse help




2. Select Search. *The **CIP Cost Search Results** page appears. Results display in the Search*

*Results grid.*




### Add a CIP Cost

Select Add. *The **CIP Cost 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.** | 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 process 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

## 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 Grid

Project Nbr

### Cost Search Results Grid

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 **CIP Cost Add** page appears.*

### Update a CIP Cost

Select the Update hyperlink. *The **CIP Cost Update** page appears.*

### Delete a CIP Cost

Select the Delete hyperlink. *The **CIP Cost 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 |
|---|---|
| **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
- View the CIP Cost Transaction Status
- Export a CIP Cost 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 Grid

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 Grid

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.*

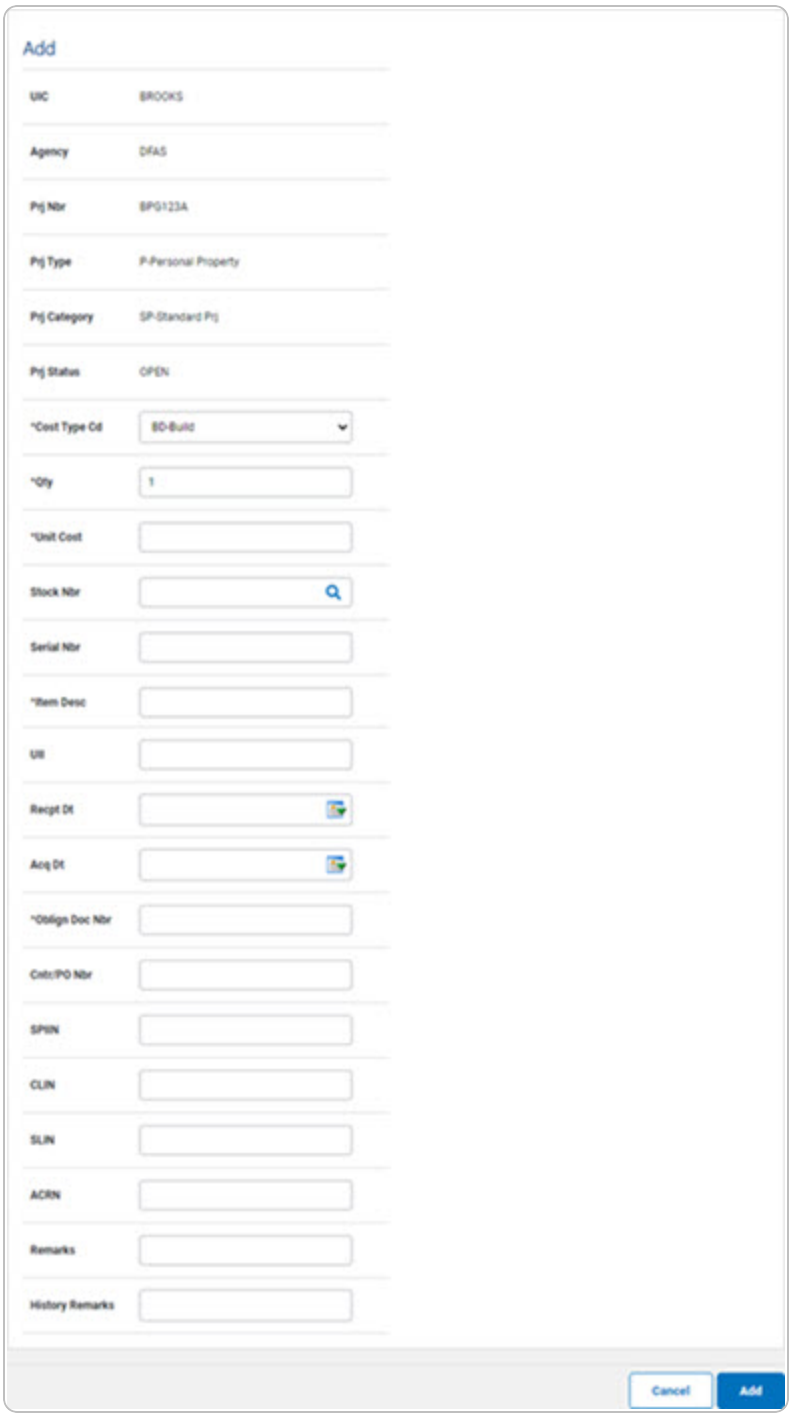
1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*

**2.** Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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 256 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.*

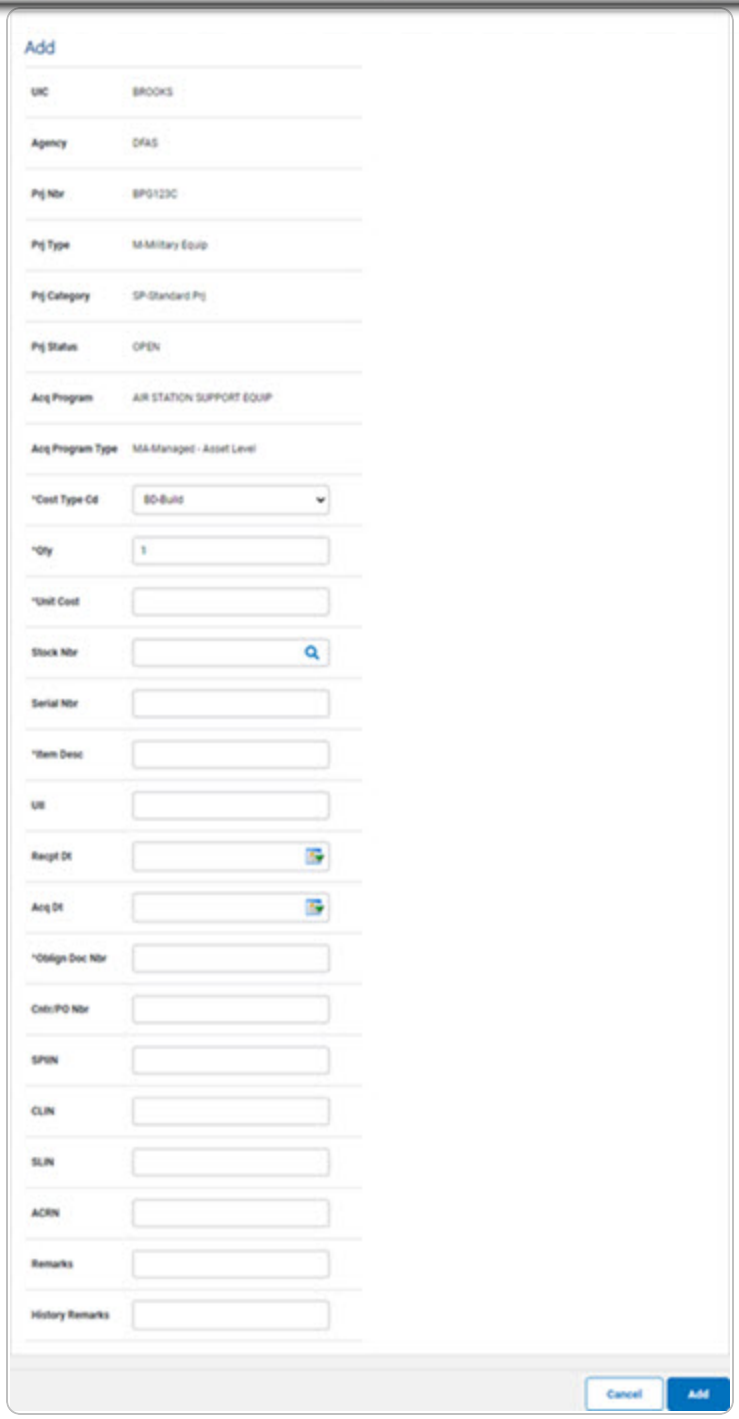
T. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

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 256 alphanumeric character field.*

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

Y. Enter any History Remarks in the field provided. *This is a 256 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
- View the CIP Cost Transaction Status
- Export a CIP Cost Report

- Project Number Browse
- Stock Number Browse

# 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 Grid

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 Grid

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

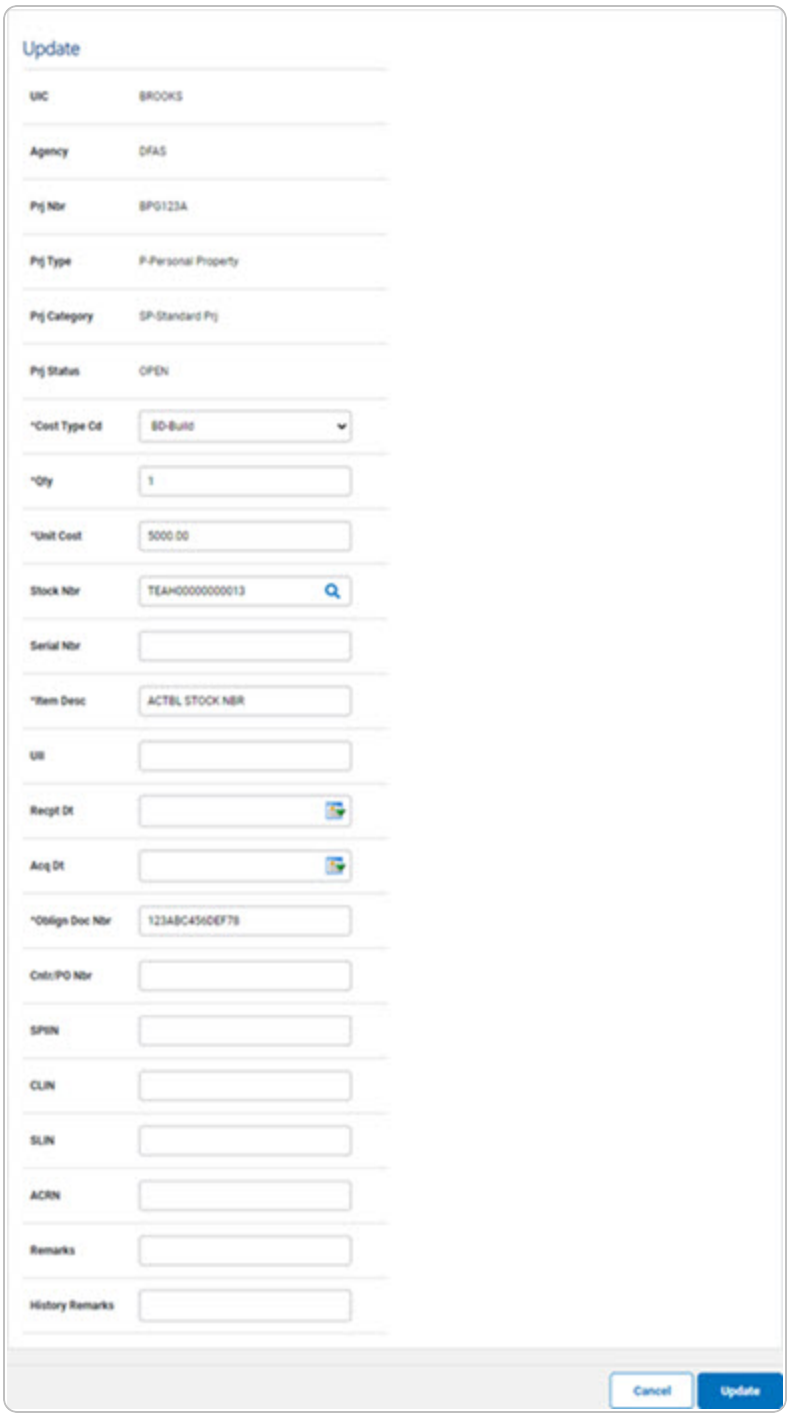
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 help

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 256 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 256 alphanumeric character field.*

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

Y. Enter any History Remarks in the field provided. *This is a 256 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
- View the CIP Cost Transaction Status
- Export a CIP Cost Report
- Stock Number Browse
- Project Number Browse

# 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 Grid

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 Grid

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.*

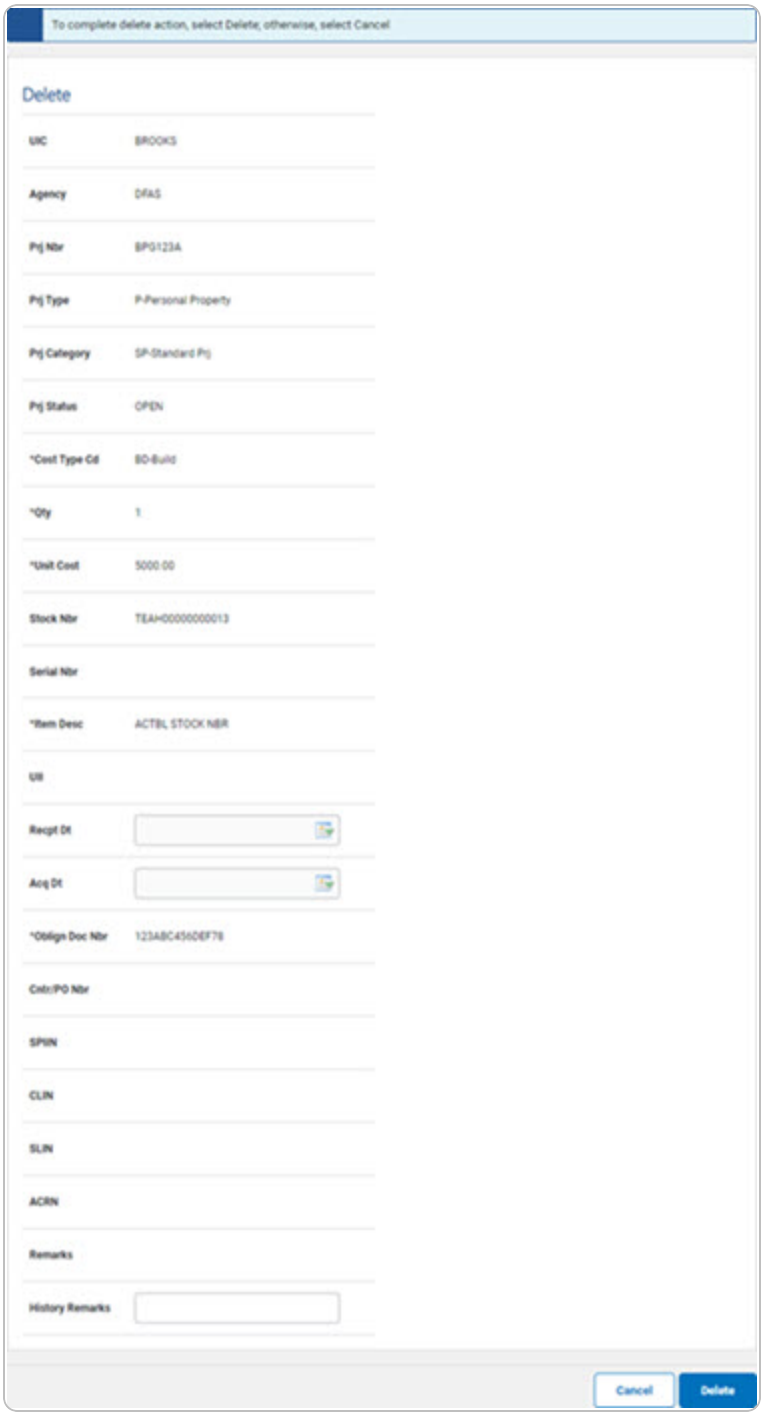
1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*

**2.** Enter the PRJ NBR, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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 256 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 256 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
- View the CIP Cost Transaction Status
- Export a CIP Cost Report
- Project Number Browse

# CIP Cost Transaction Status

## Overview

The Construction in Progress (CIP) Cost Transaction Status process 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 Grid

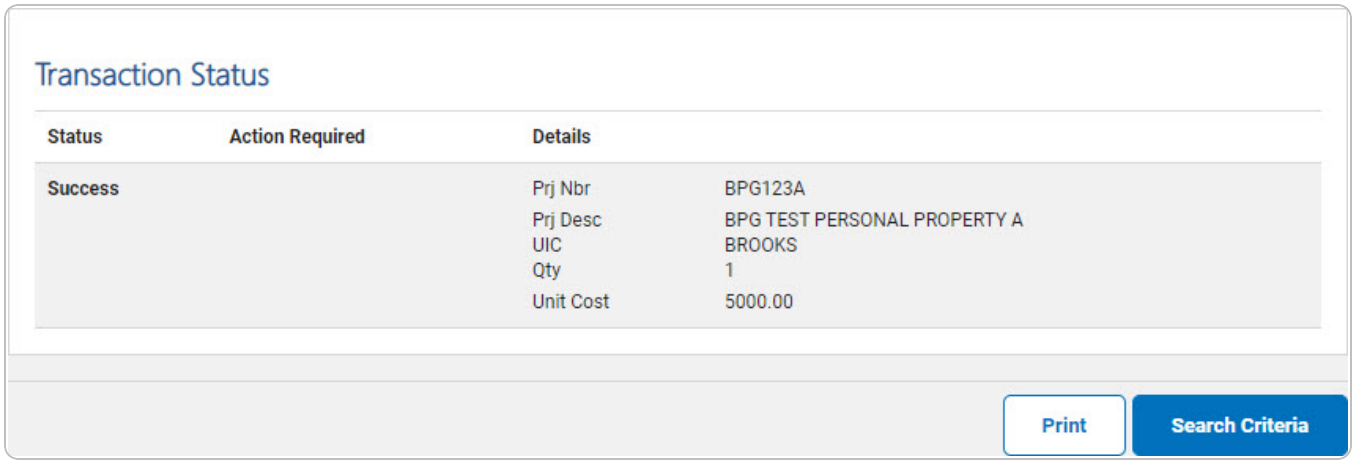
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the CIP 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 **CIP Cost Report Export** page appears.*
5. Select Search Criteria. *The **CIP Cost 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

- 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

# Export a CIP Cost Report

## Overview

The Construction in Progress (CIP) Cost Report Export process 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. |

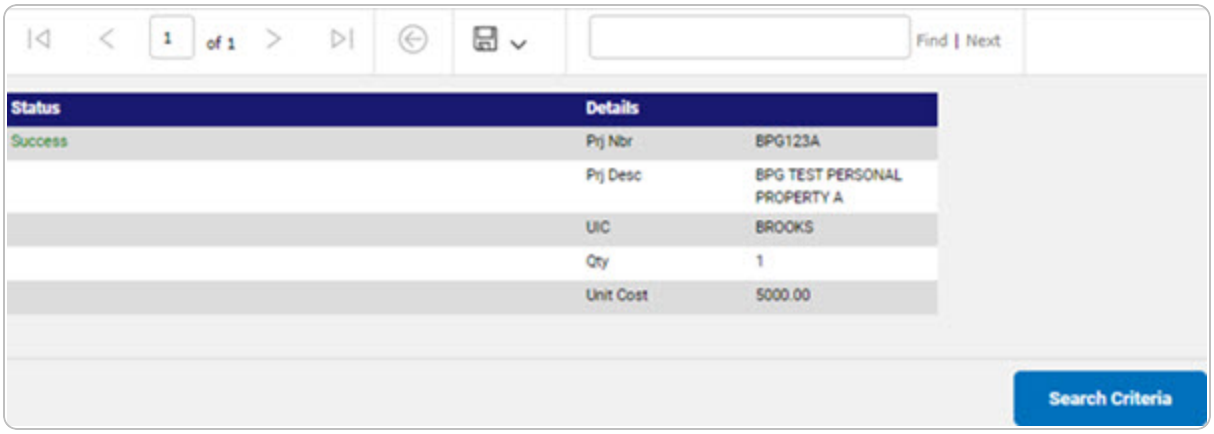
# Procedures

**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. *The **CIP Cost Search Criteria** page appears.* |

# 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
- View the CIP Cost 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 Grid

Project Nbr *

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

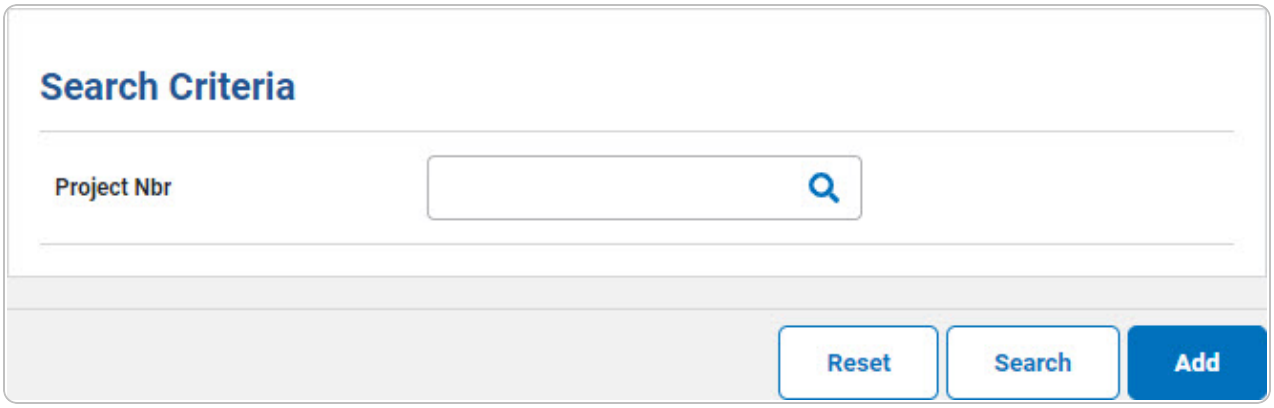
Click the following link to display PA Navigation Tips.

## 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.*

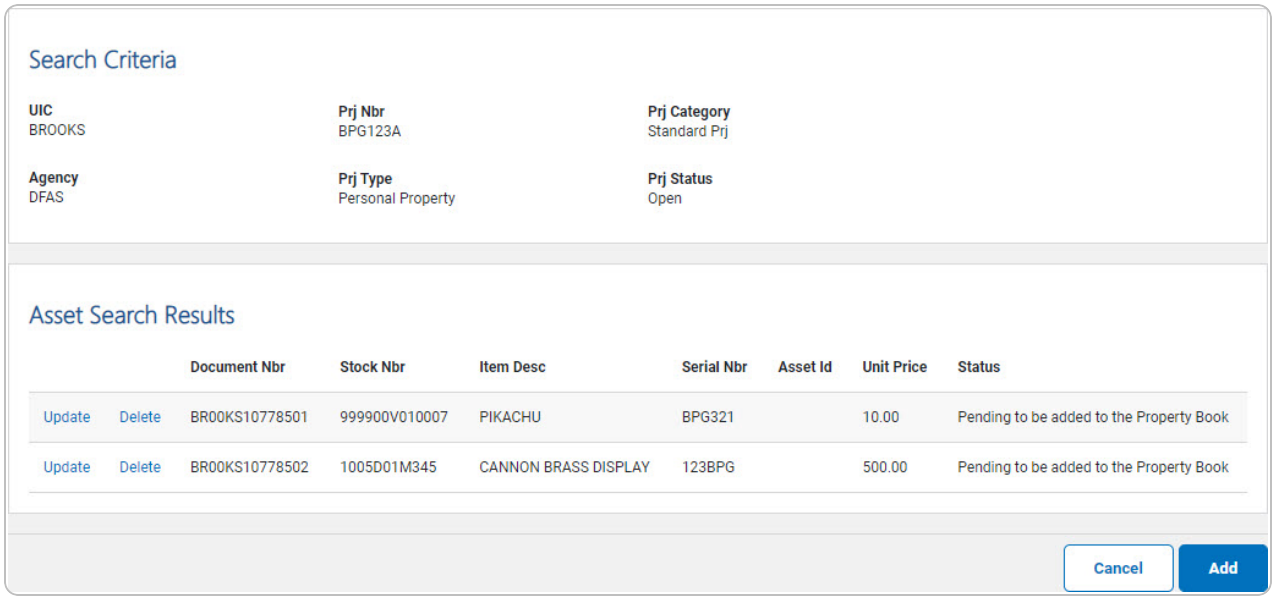
1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse help




2. Select Search. *The **CIP Asset Search 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 help

2. Select Add. *The **CIP Asset 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: *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
- Project Number Browse

# Search for a CIP Asset — Results

## Overview

The Construction In Progress (CIP) Asset Search Results process 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 Grid

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status

### Search Results Grid

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. *The **CIP Asset Add** page appears.*

### Update a CIP Asset

Select the Update hyperlink. *The **CIP Asset Update** page appears.*

## Delete a CIP Asset

Select the Delete hyperlink. *The **CIP Asset 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 |
|---|---|
| **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

# &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 Add Grid

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 Grid

Edit
Remove
Doc Nbr
Serial Nbr
Item Desc
Mfr Name
Mfr Model Nbr

Mfr Part Nbr
CAGE Cd
Unit Price

## Real Property Add Grid

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 Grid

Edit
Remove
Impv
Doc Nbr
RPUID
Instl Nbr
Rp Site Name
Fac Nbr
Desc
Unit Price

## Military Equipment Add Grid

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 Add Grid

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *

**Save Asset Grid**

Edit

Remove
Doc Nbr
Asset ID
Stock Nbr
Item Desc
Impv Desc
Unit Price

## Real Property Improvement Add Grid

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 Grid

Edit
Remove
Doc Nbr
Instl Nm
Instl Nbr
Fac Nbr
RPS UID
Rp Site Name
Desc
Unit Price

## Military Equipment Improvement Add Grid

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 Grid**

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.

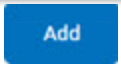
## Add a CIP Asset to a CIP Project

*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.*

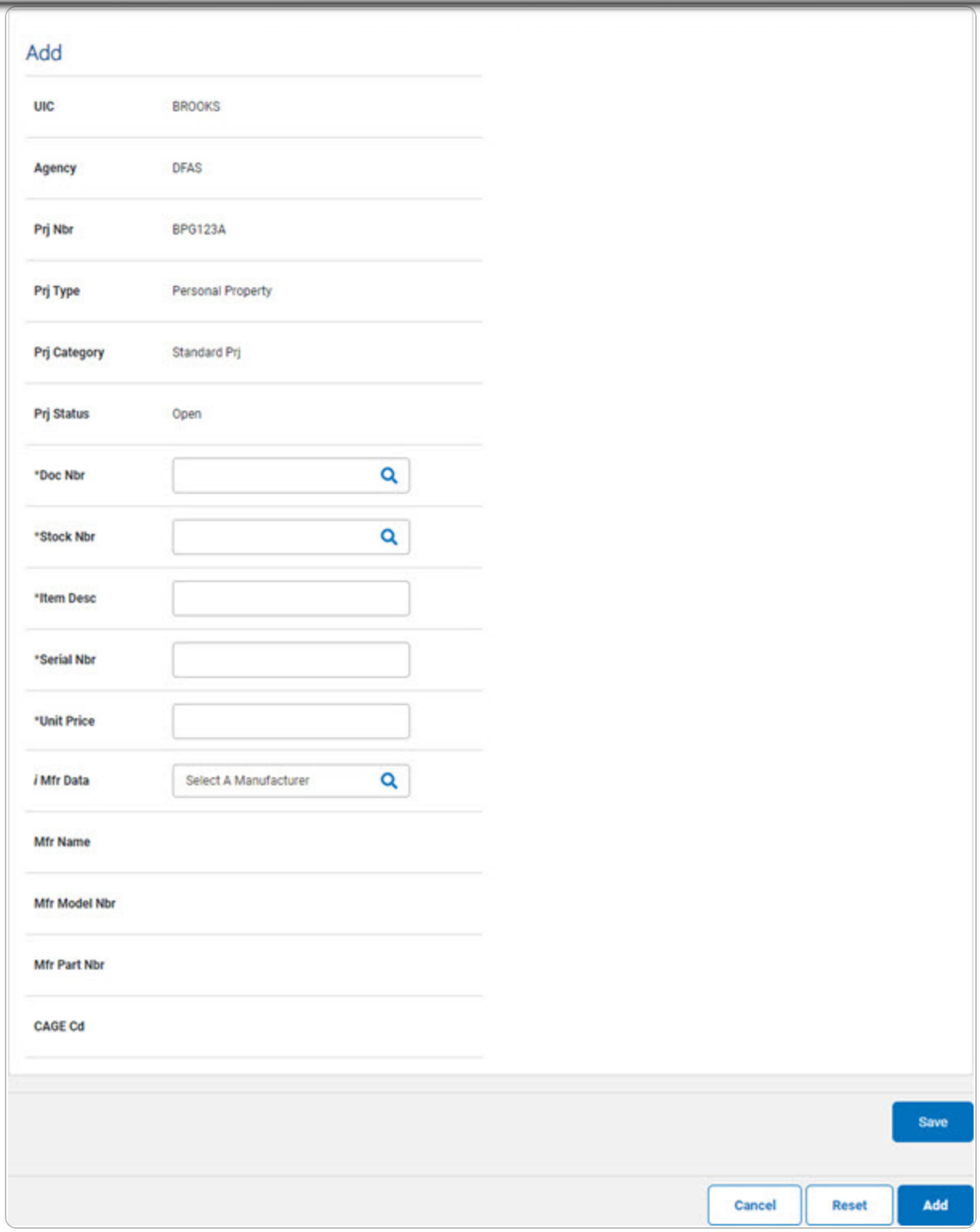
**2.** Enter the Prj Nbr, or use  to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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
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.** 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 256 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

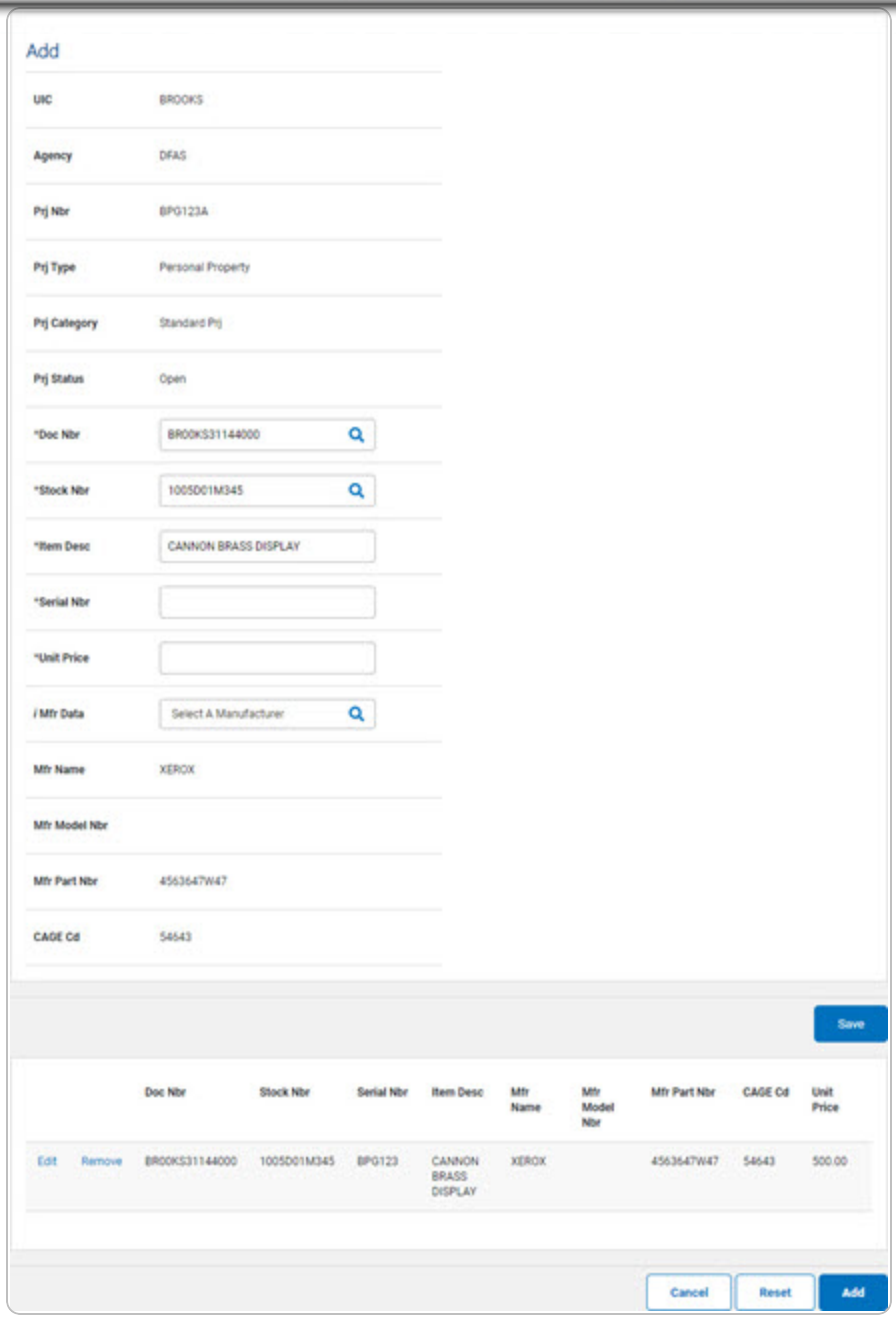
M. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

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.*




a. Select the Edit hyperlink. *The **CIP Asset Update** page appears.*

b. Select the Remove hyperlink. *The **CIP Asset Delete** 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.*

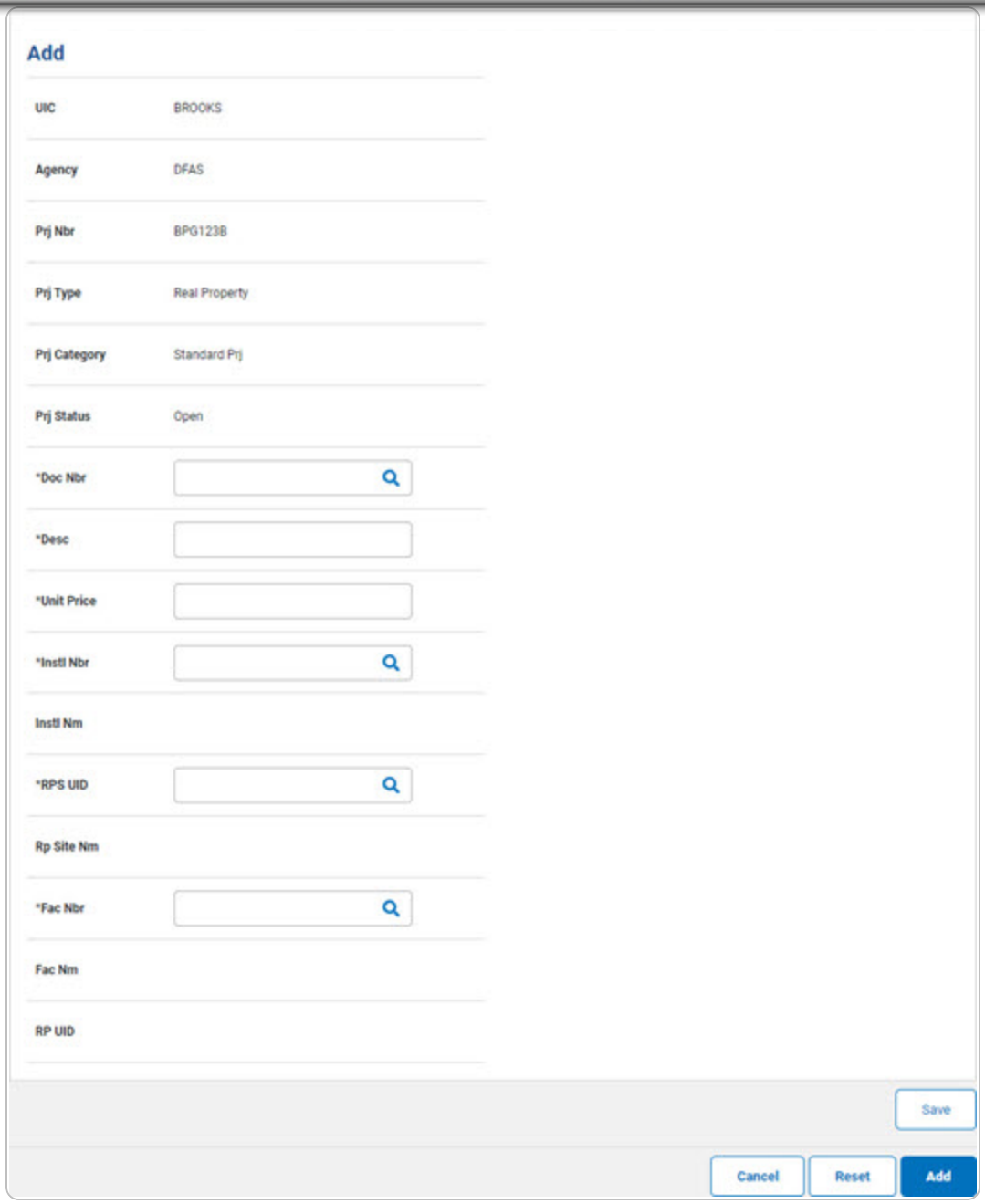
h. *The MFR MODEL NBR is automatically populated, and not editable.*

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**




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 Browse help

M. *The RP SITE NM automatically populates once RPSUID is entered, and is not editable.*

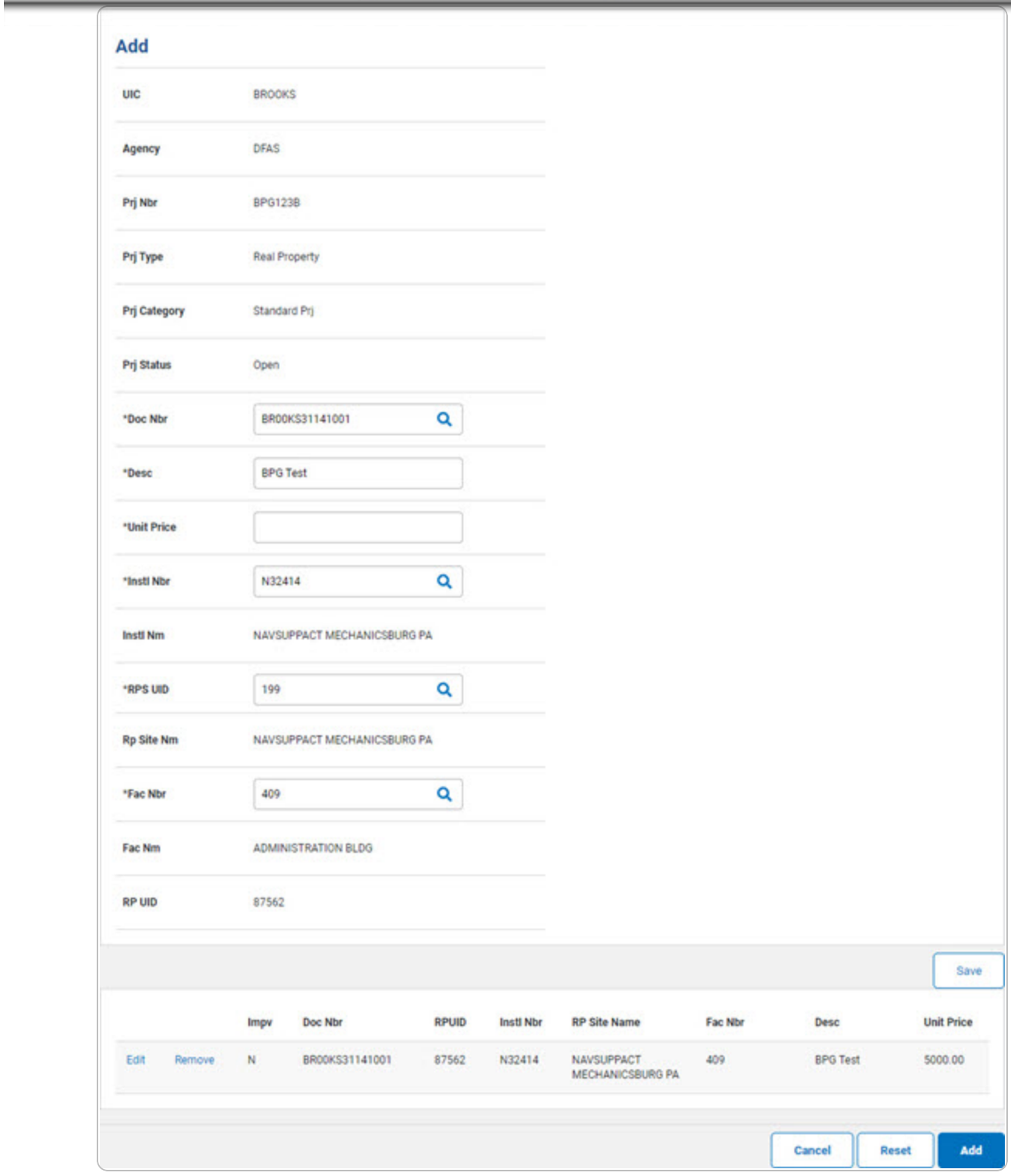
**N.** Enter the FAC NBR, or use to browse for the number. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset Browse help

O. *The FAC NM automatically populates once FAC NBR is entered, and is not editable.*

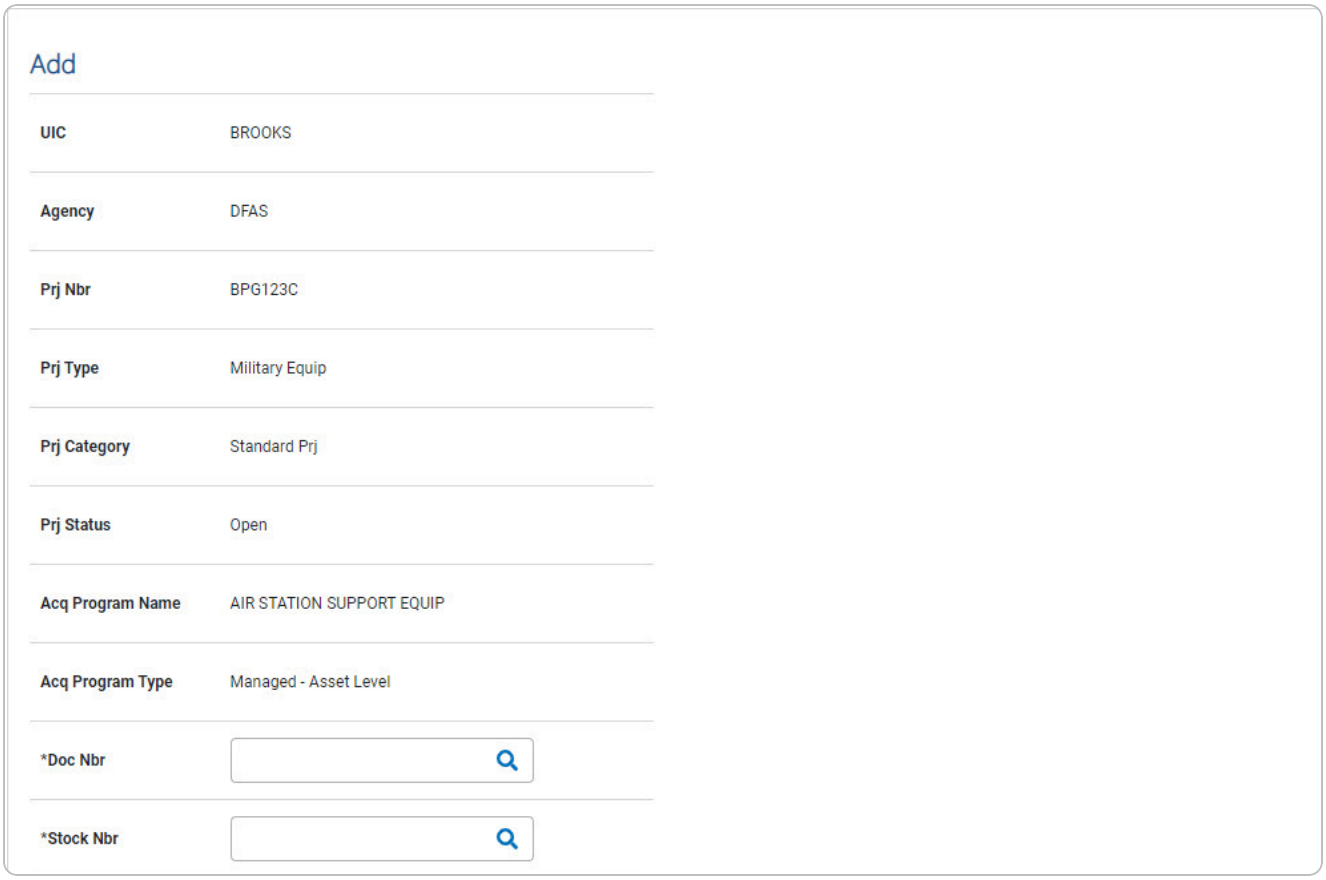
P. *The RP UID automatically populates once FAC NBR is entered, and is not editable.*

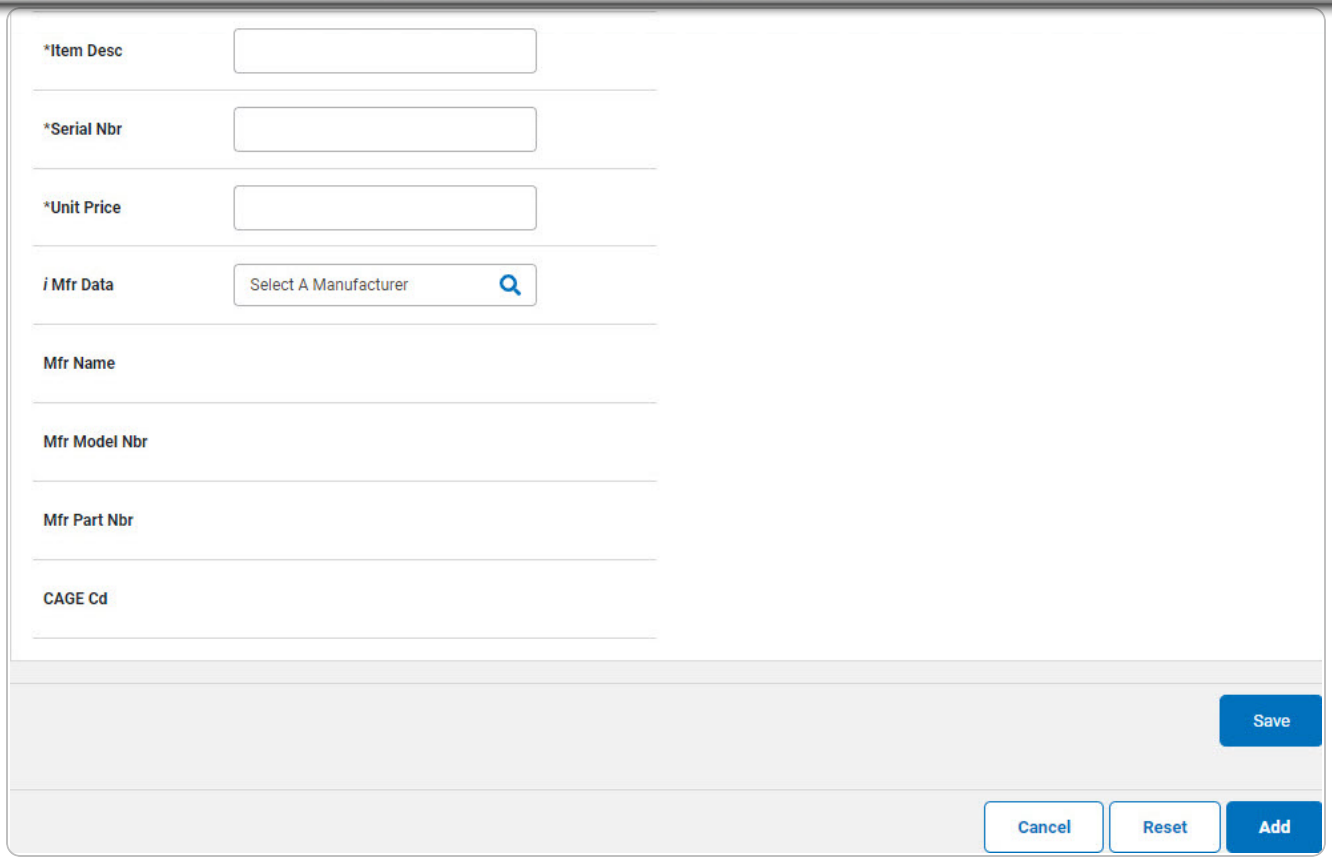
Q. Select Save. *The asset appears in the grid below.*


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
Cancel
Reset
Add

a. Select the Edit hyperlink. *The **CIP Asset Update** page appears.*
b. Select the Remove hyperlink. *The **CIP Asset Delete** 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**






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 256 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

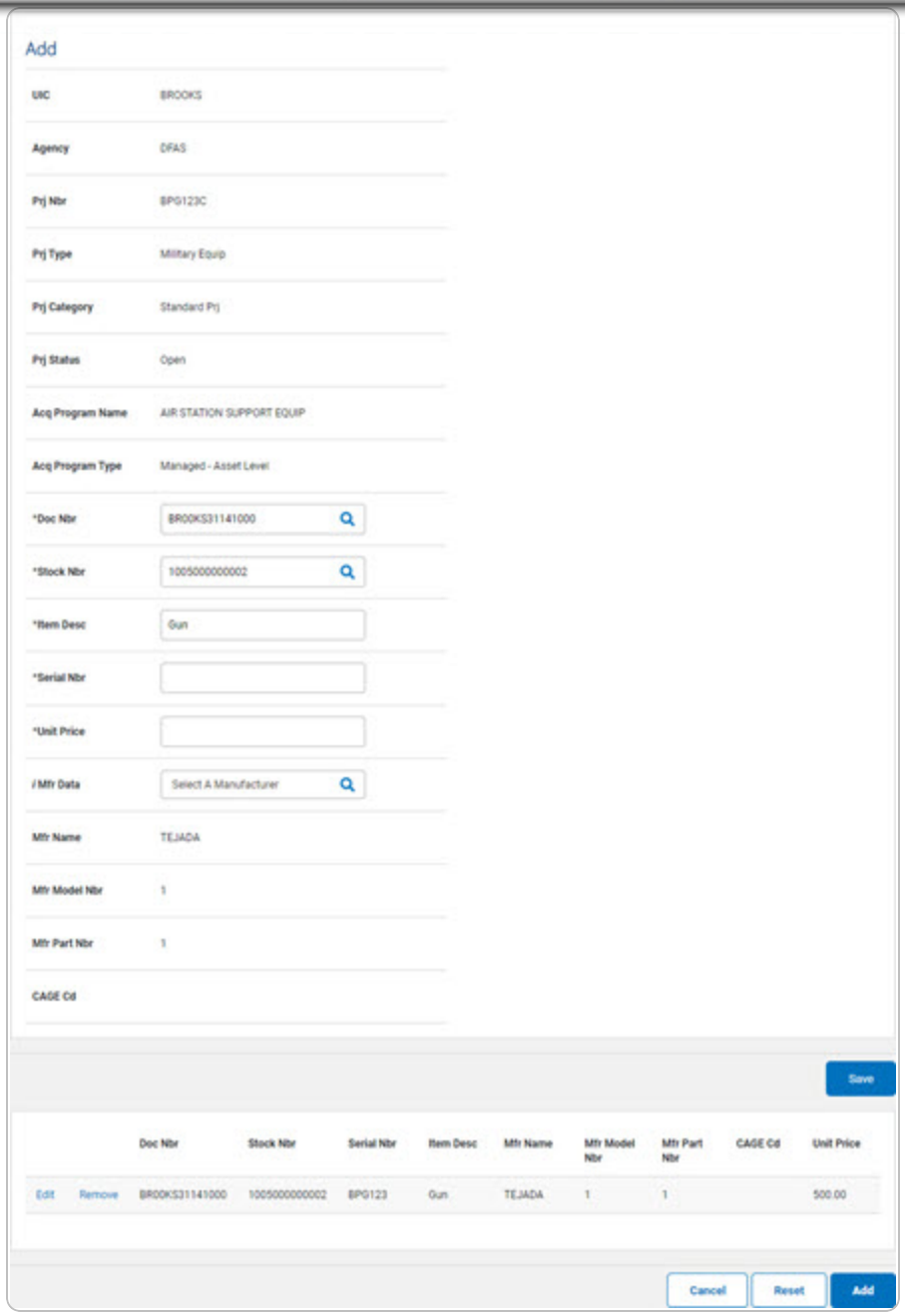
O. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

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 Save. *The asset appears in the grid below.*




a. Select the Edit hyperlink. *The **CIP Asset Update** page appears.*

b. Select the Remove hyperlink. *The **CIP Asset Delete** 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.*

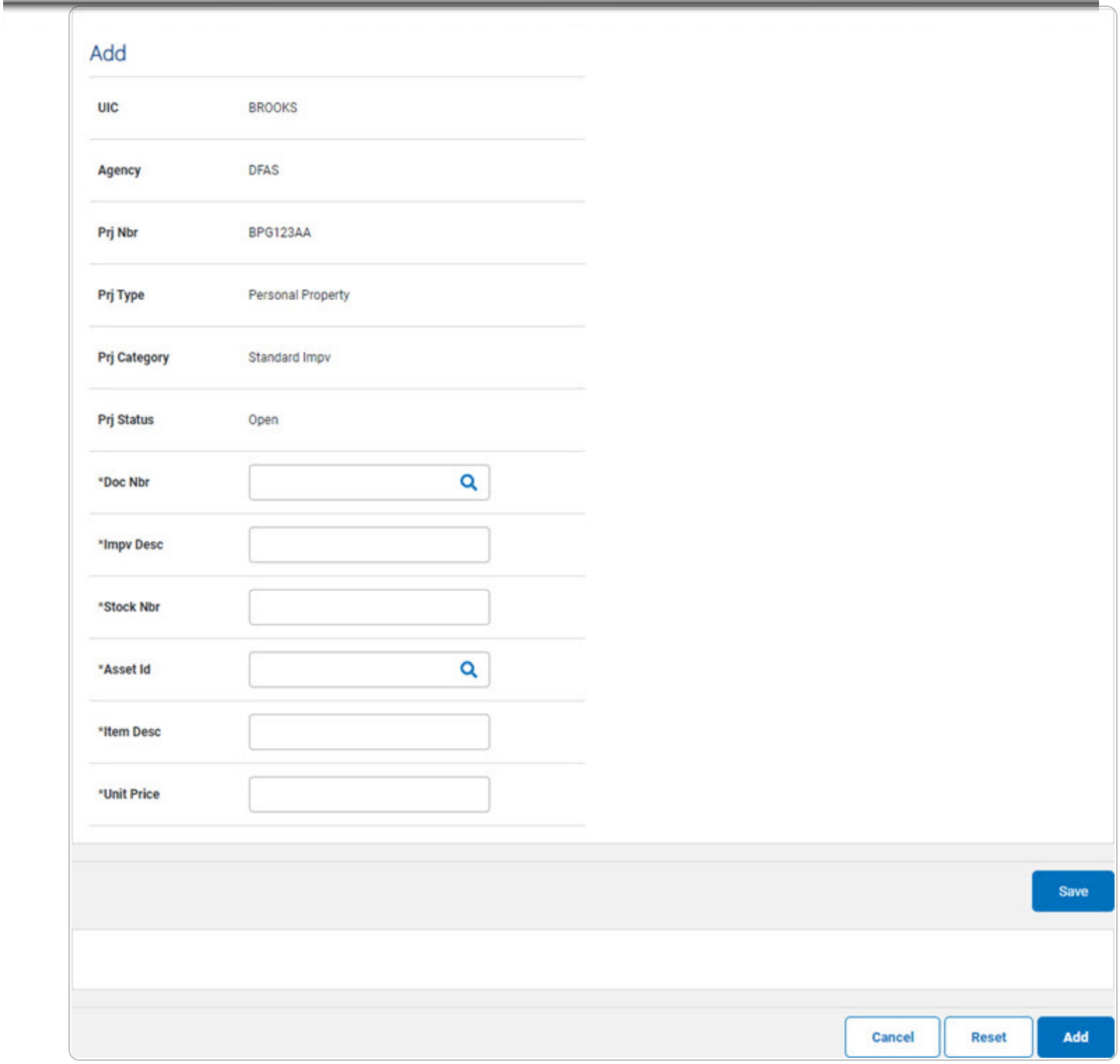
h. *The MFR MODEL NBR is automatically populated, and not editable.*

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 256 alphanumeric character field.*

**I.** Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

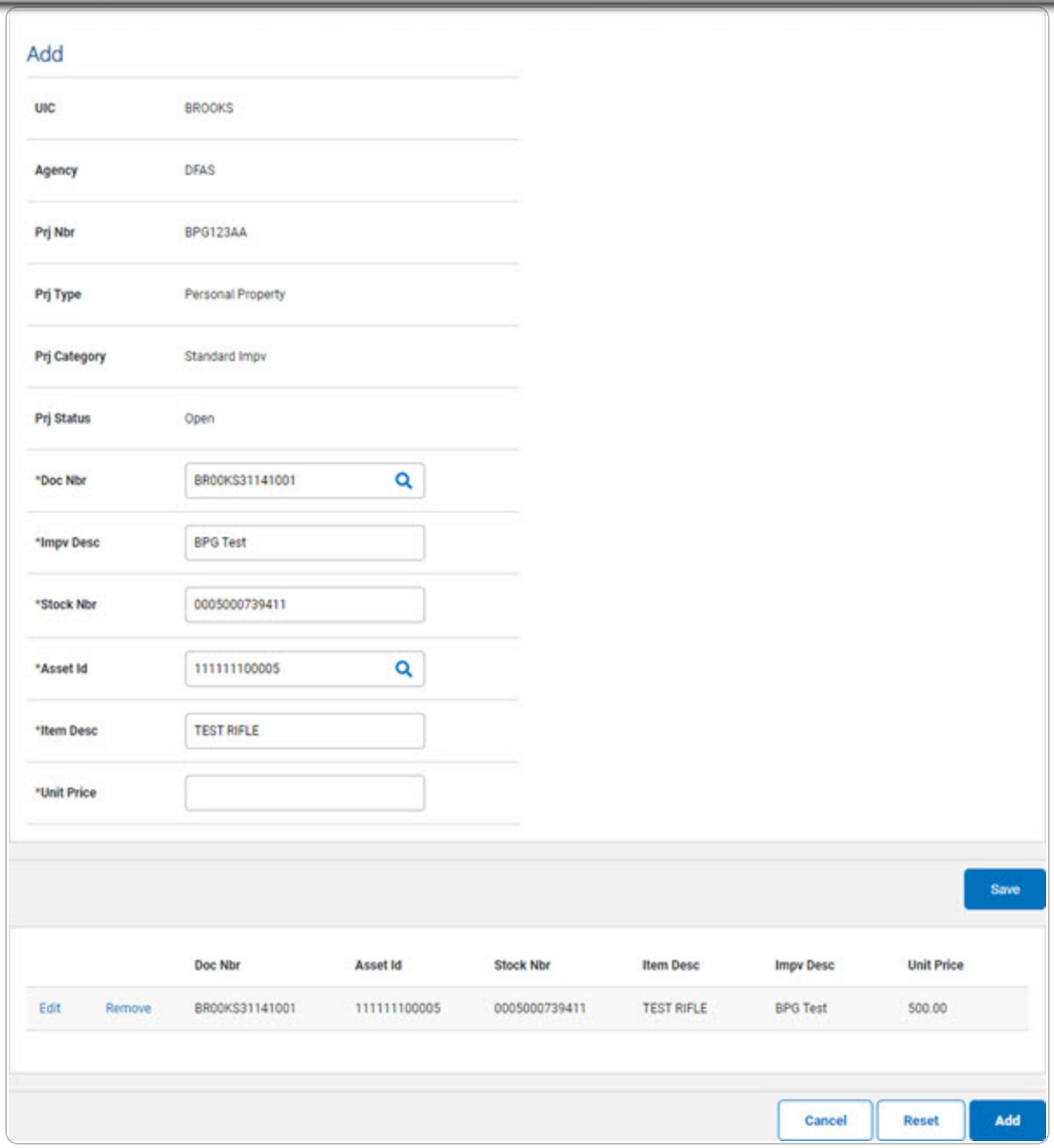
**J.** Enter the ASSET ID, or use to browse for the number. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

**K.** Enter the ITEM DESC in the field provided. *This is a 256 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 **CIP Asset Update** page appears.*

b. Select the Remove hyperlink. *The **CIP Asset Delete** page appears.*

c. *The DOC NBR is automatically populated, and not editable.*

d. *The ASSET ID is automatically populated, and not editable.*

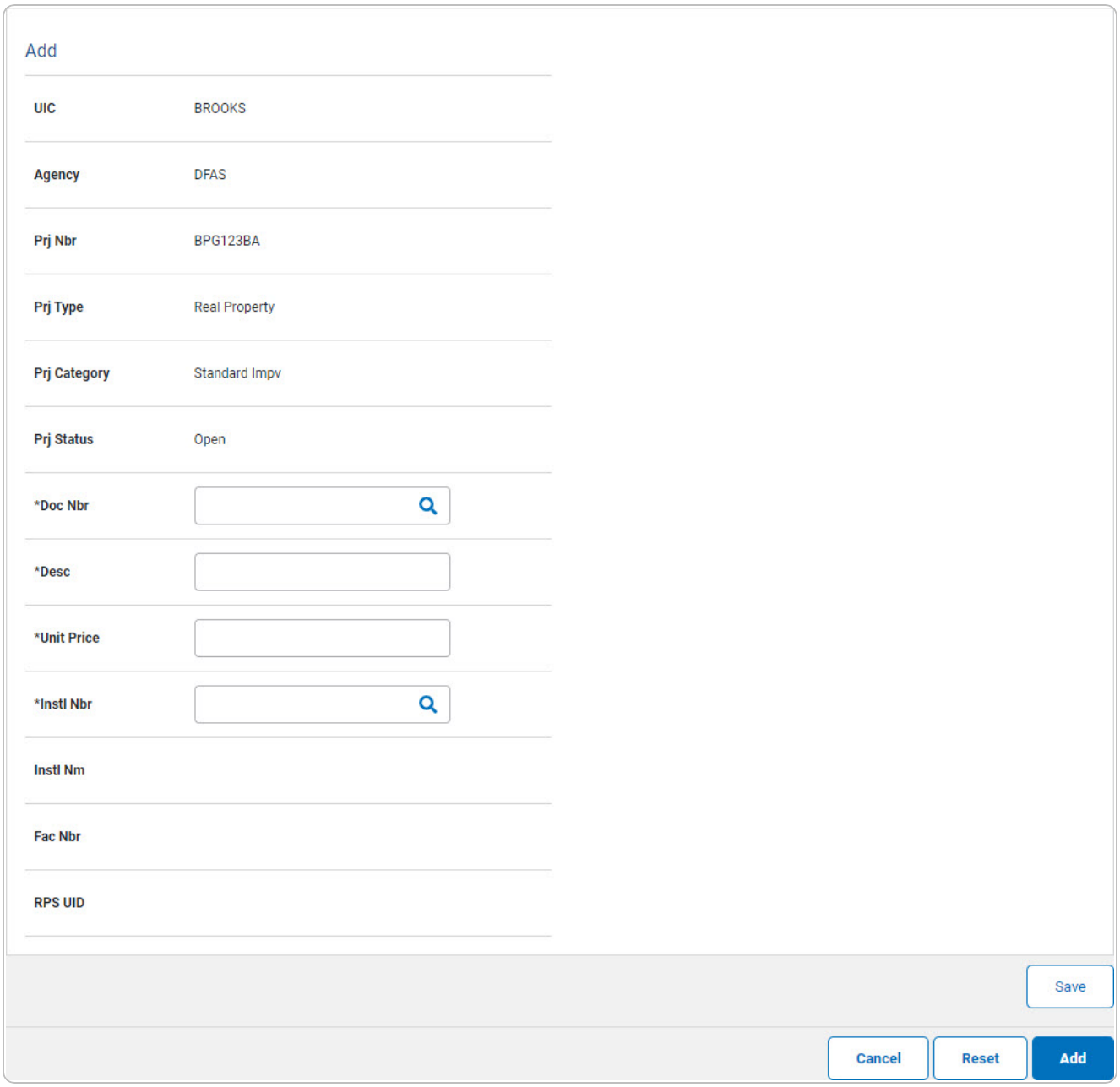
e. *The STOCK NBR is automatically populated, and not editable.*

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.*

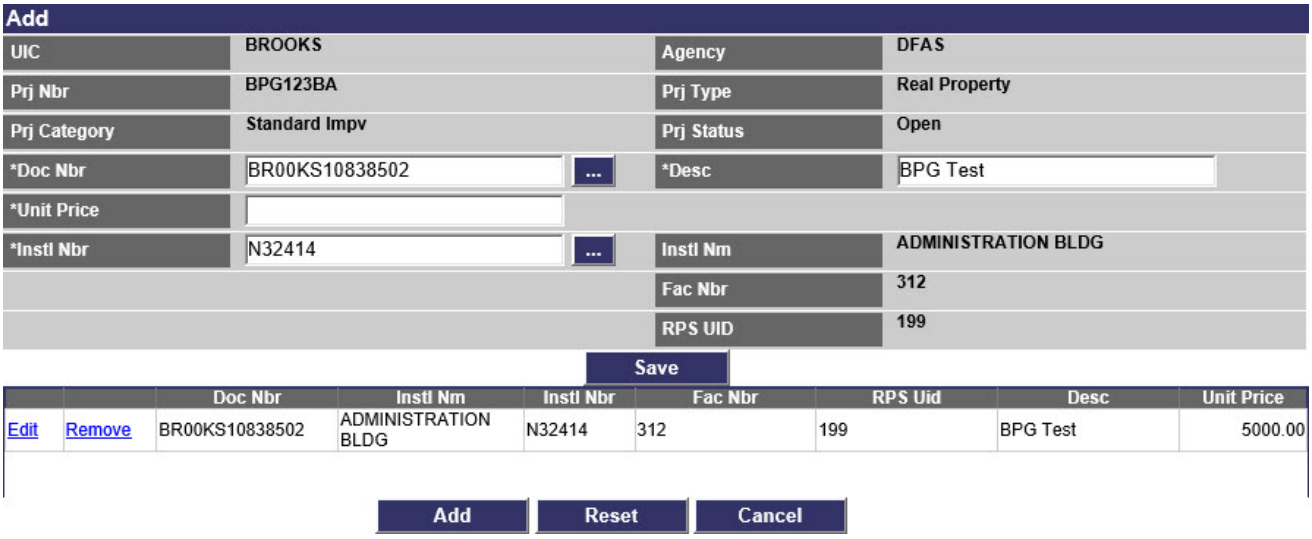
Local Installation Number Browse help

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 **CIP Asset Update** page appears.*

b. Select the Remove hyperlink. *The **CIP Asset Delete** 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 256 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 256 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 **CIP Asset Update** page appears.*
b. Select the Remove hyperlink. *The **CIP Asset Delete** 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
- Project Number Browse
- Document Number Browse
- Installation Number Browse
- Real Property Site Name
- Real Property Unique Identifier Asset Browse
- Stock Number Browse
- Manufacturer Data Browse
- Asset Identifier Browse

# 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 Grid

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 Grid

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 Grid

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 Grid

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 Grid

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 Grid

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 help

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 256 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 256 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 Browse 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 Browse help

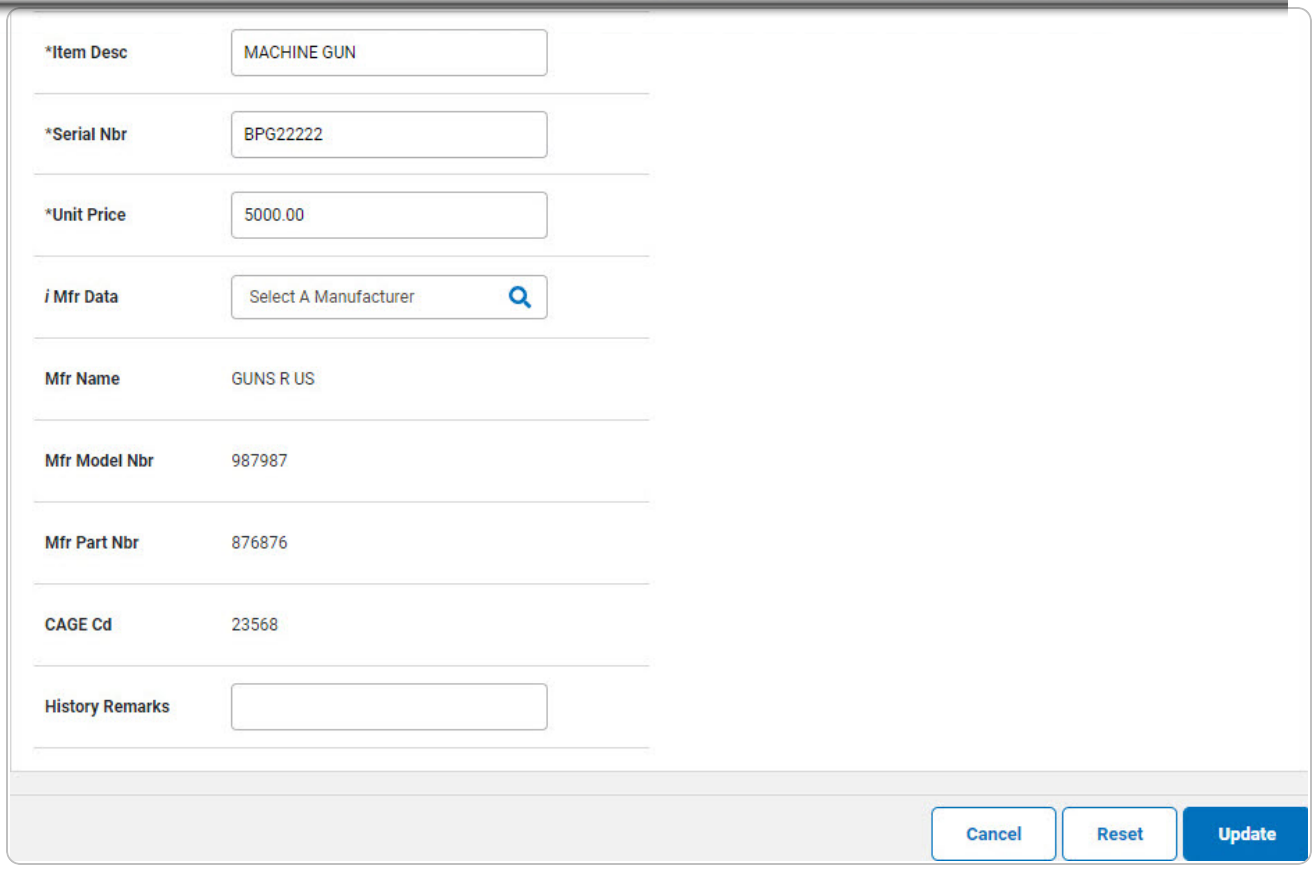
O. *Verify the FAC NM.*

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 |




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 256 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.*

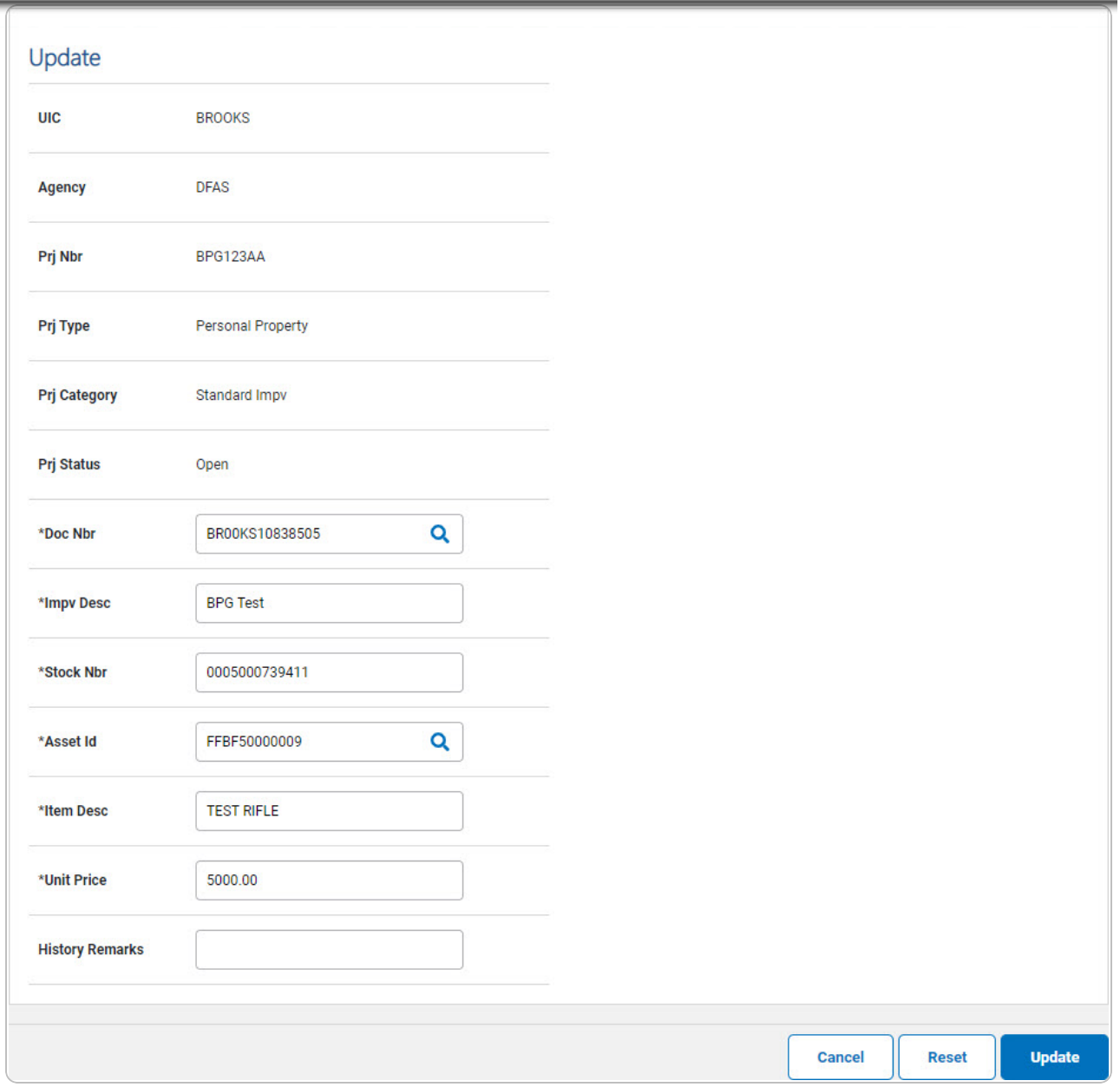
P. *Verify the MFR MODEL NBR.*

Q. *Verify the MFR PART NBR.*

R. *Verify the CAGE CD.*

S. Enter any History Remarks in the field provided. *This is a 256 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 256 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.*

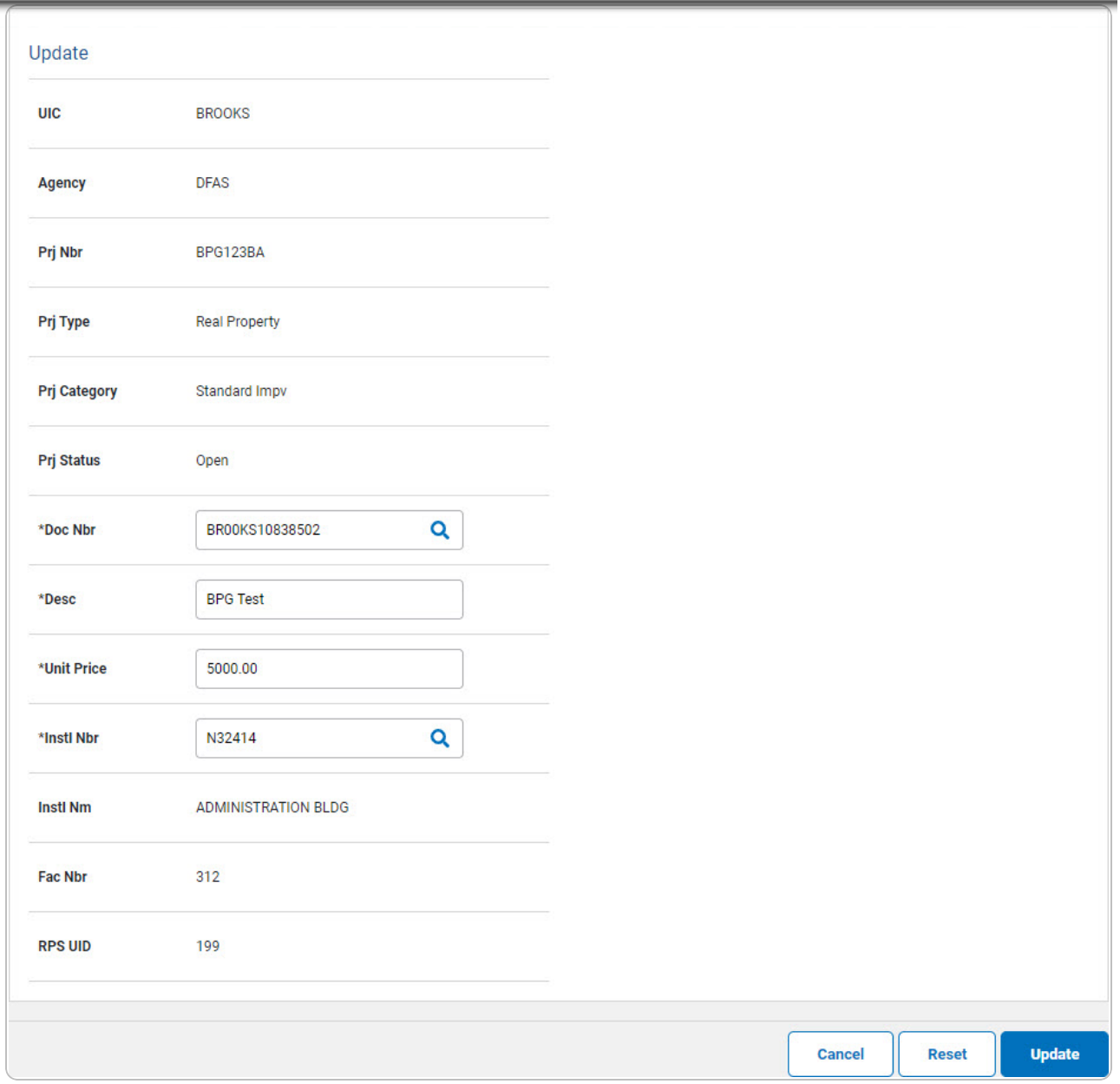
Asset Identifier Browse help

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

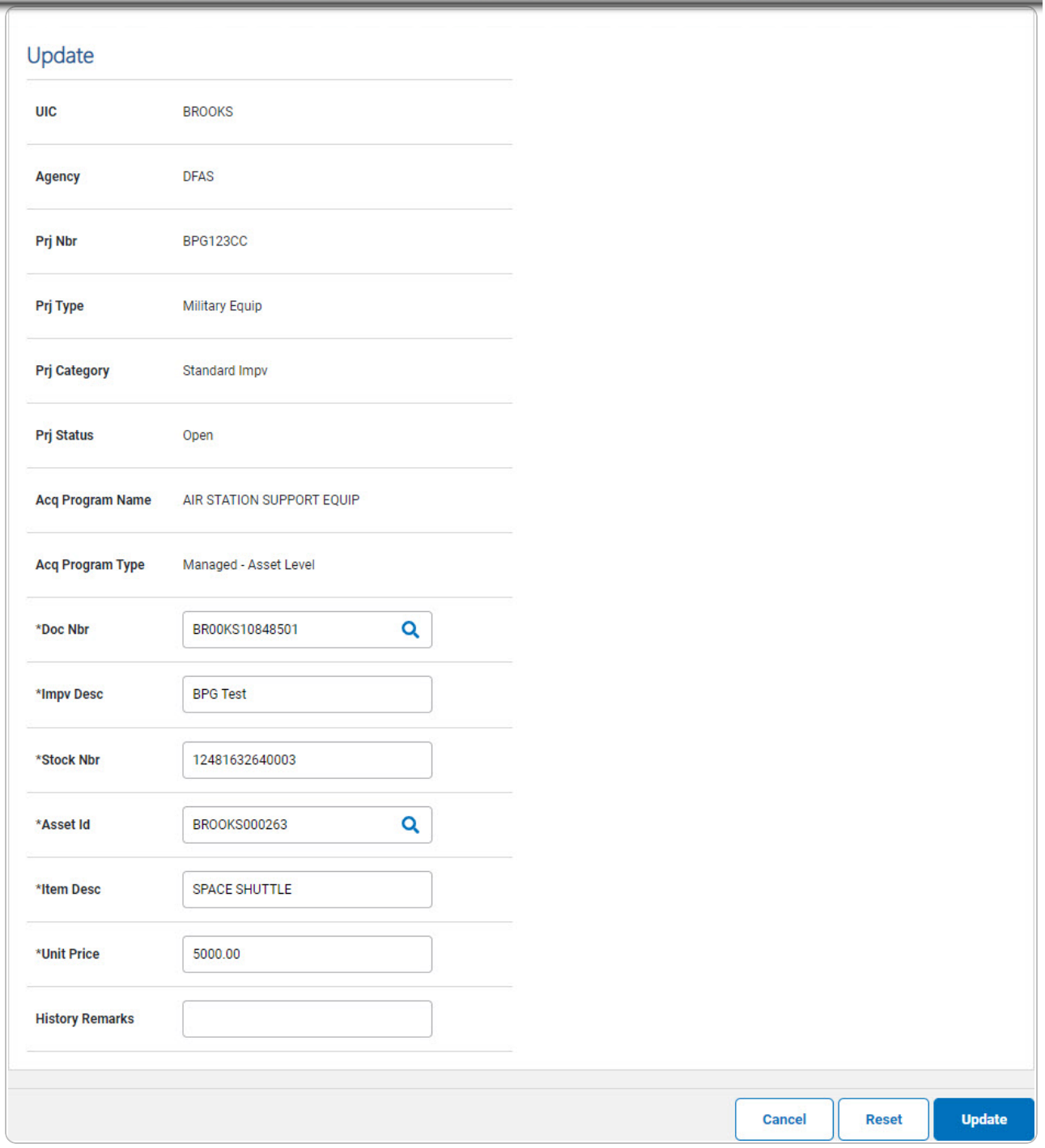
Local Installation Number Browse help

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 256 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 256 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 256 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
- View the CIP Asset Transaction Status
- Export a CIP Asset Report
- Project Number Browse
- Document Number Browse
- Installation Number Browse
- Real Property Site Name Browse
- Real Property Unique Identifier Asset Browse
- Stock Number Browse
- Manufacturer Data Browse
- Asset Identifier Browse

# 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 Grid

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr
Desc
Unit Price
Stock Nbr

Asset Id
History Remarks *

## Real Property Grid

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 Grid

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.*

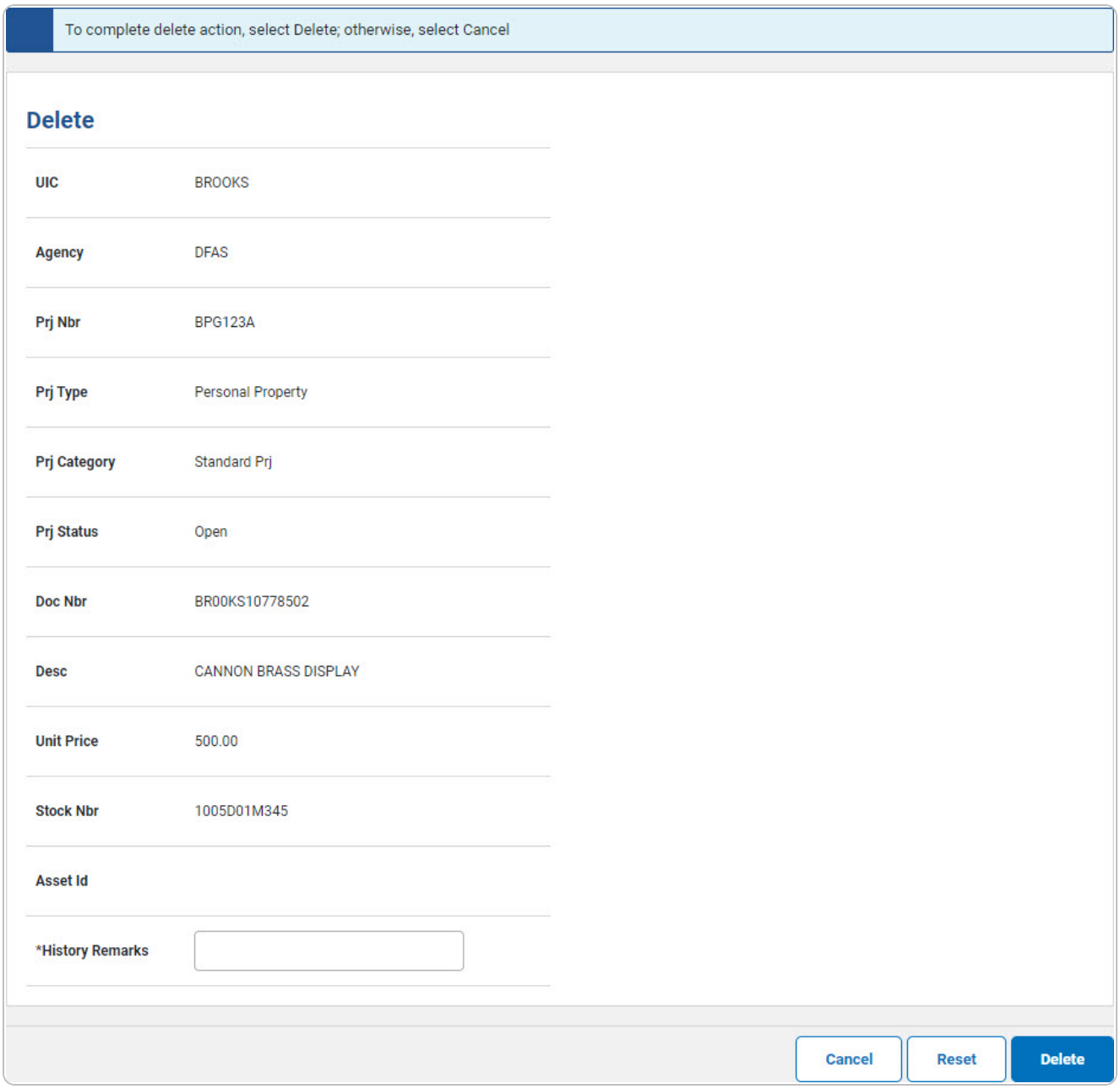
1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*

**2.** Enter the Prj Nbr, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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.*

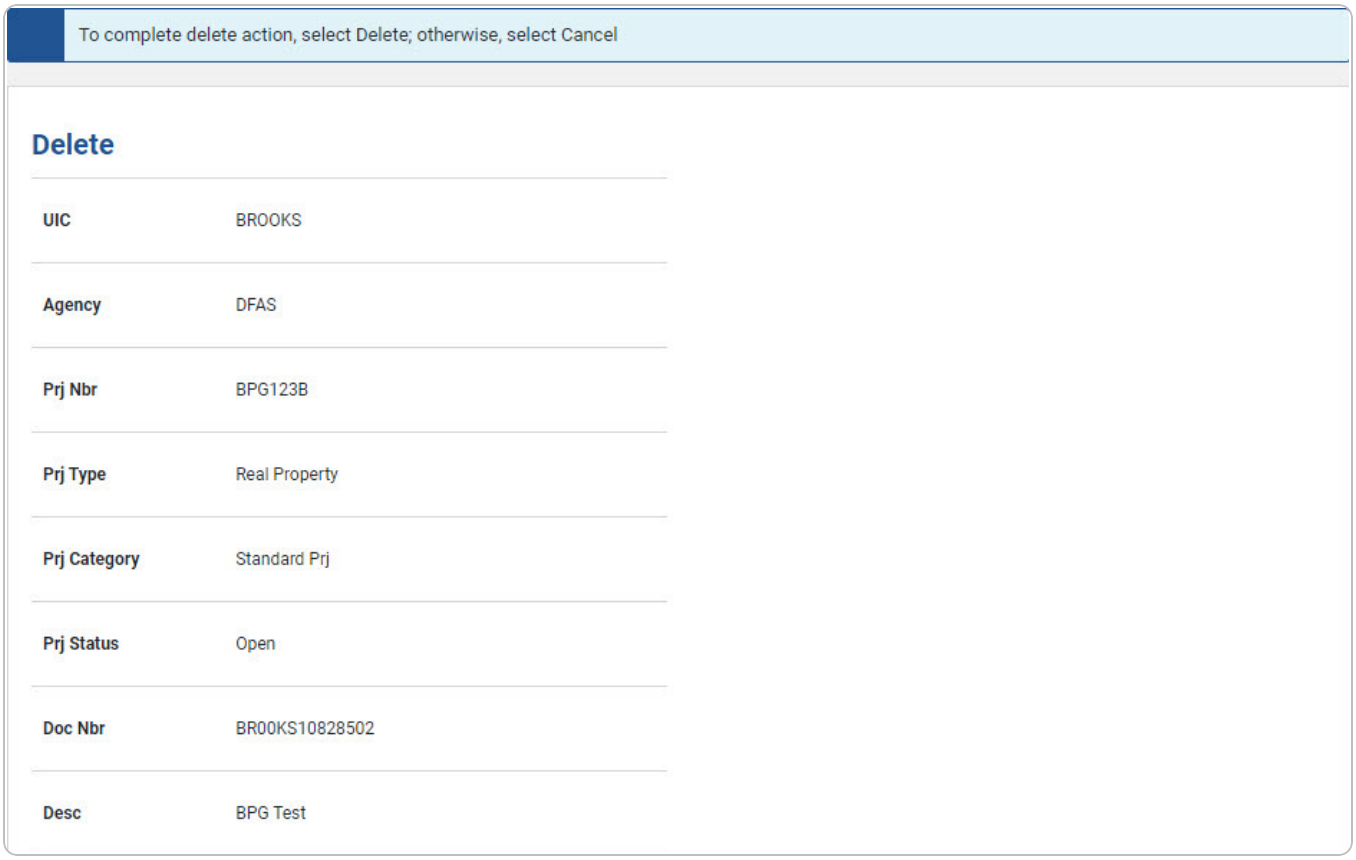
I. *Verify the Unit Price.*

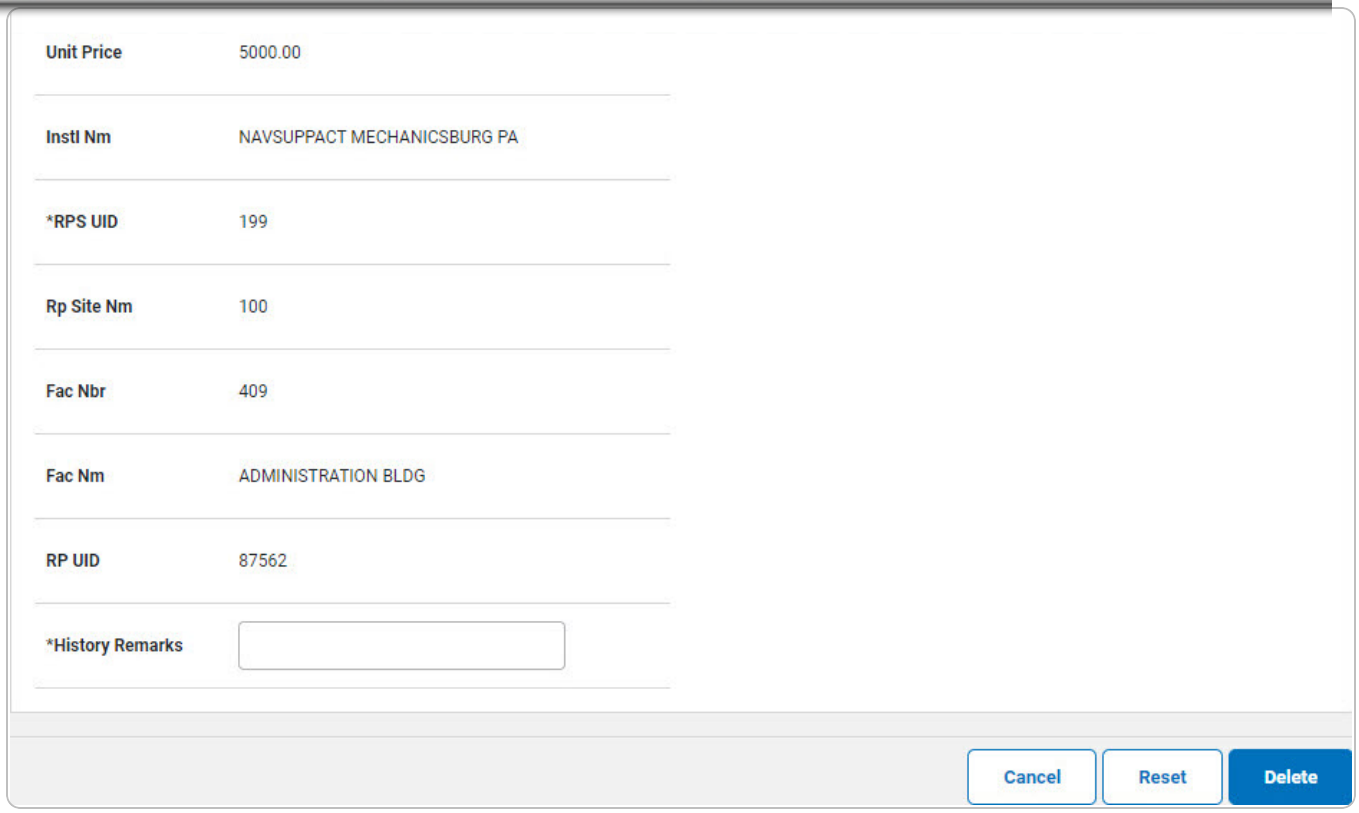
J. *Verify the STOCK NBR.*

K. *Verify the ASSET ID.*

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

- **Real Property**





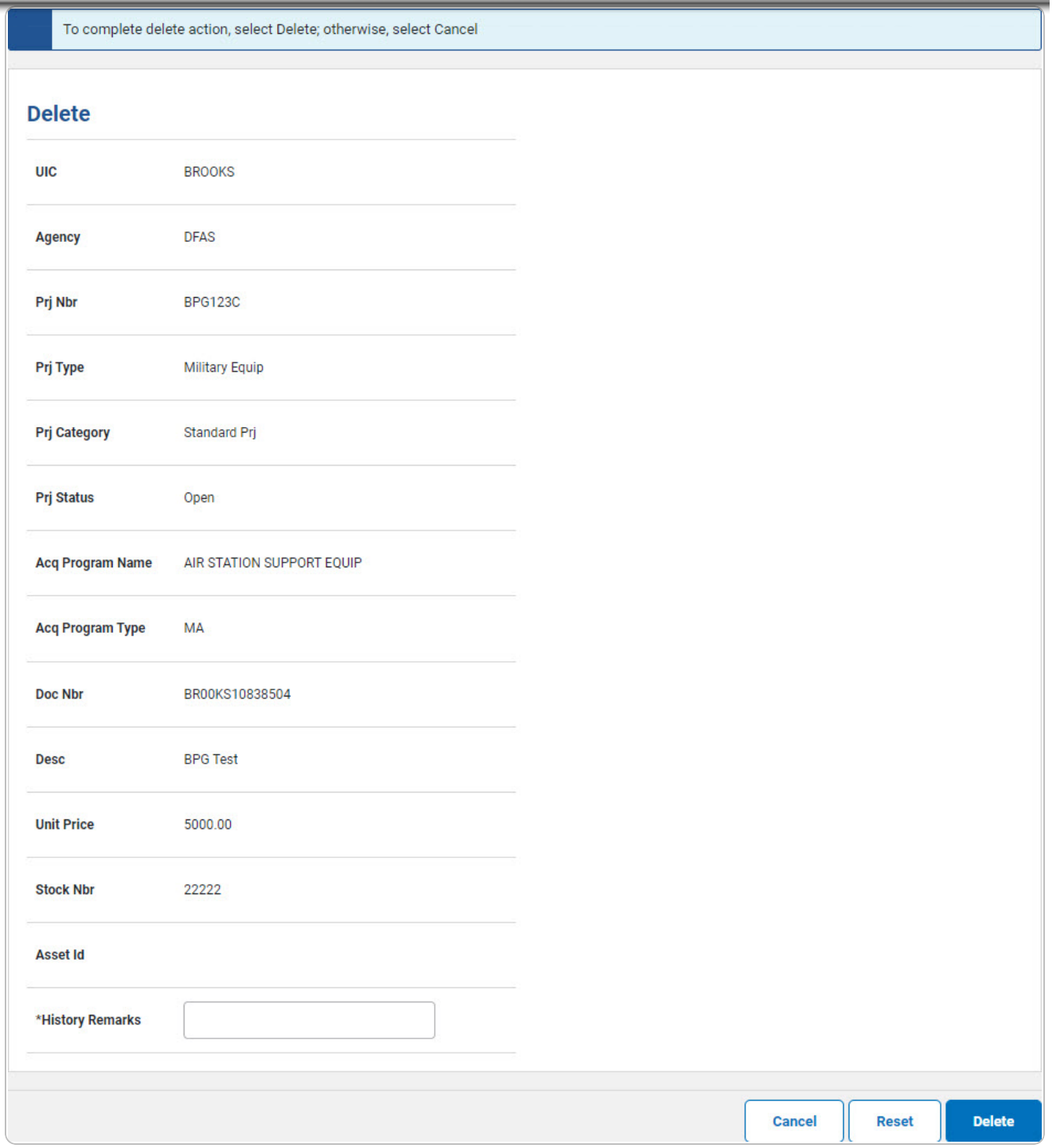

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the DOC NBR.*
H. *Verify the DESC.*
I. *Verify the Unit Price.*
**J.** *Verify the INSTL NBR.*
K. *Verify the INSTL NM.*
**L.** *Verify 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 256 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 256 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
- 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 process 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 Grid

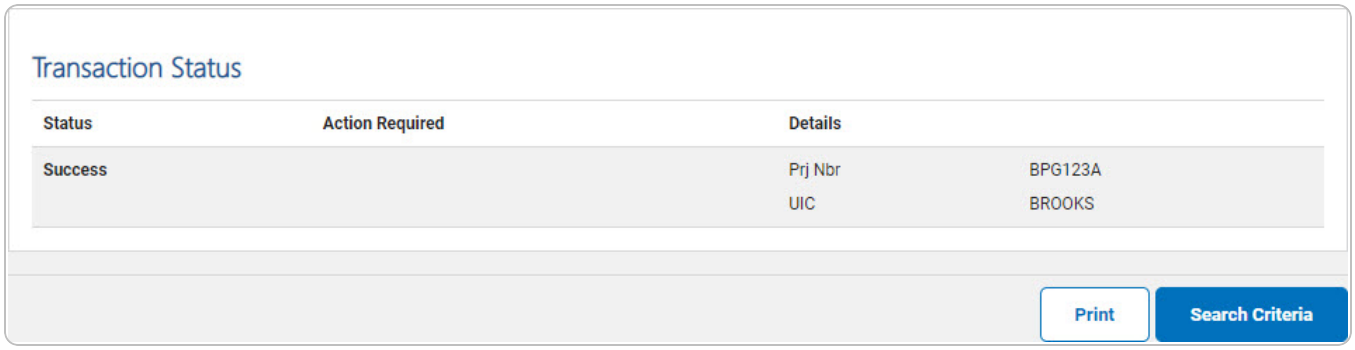
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# View the CIP Asset 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 **CIP Asset Report Export** page appears.*
5. Select Search Criteria. *The **CIP Asset 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

- 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

# Export a CIP Asset Report

## Overview

The Construction in Progress (CIP) Asset Report Export process 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. |

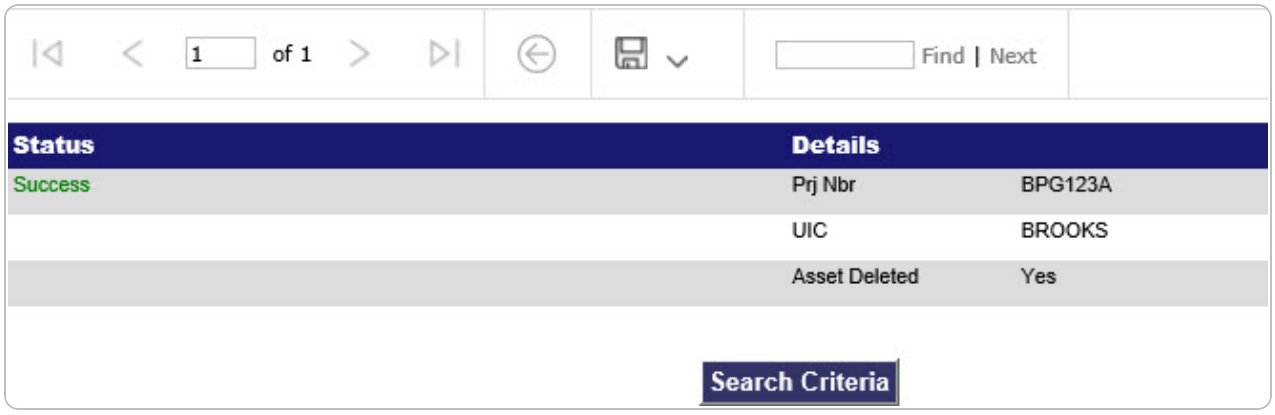
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP Asset Report

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. *The **CIP Cost Search Criteria** page appears.* |

# 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
- View the CIP Asset 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

## 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 Grid

Project Nbr *

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

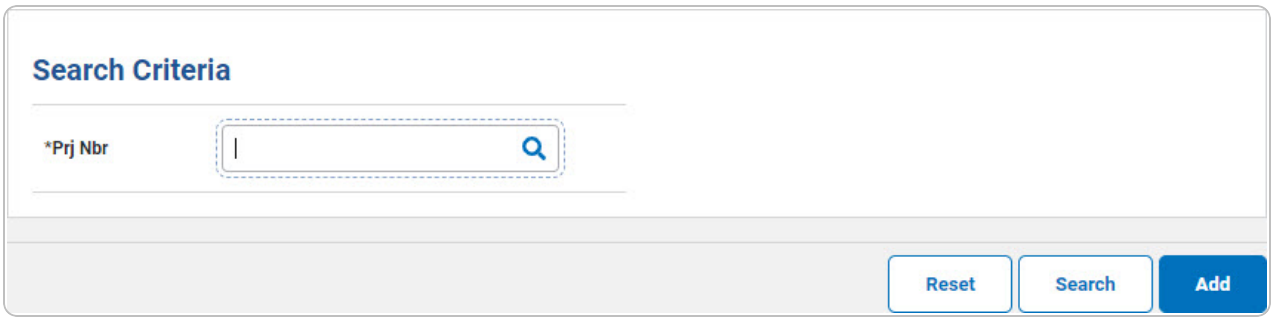
Click the following link to display PA Navigation Tips.

## 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.*

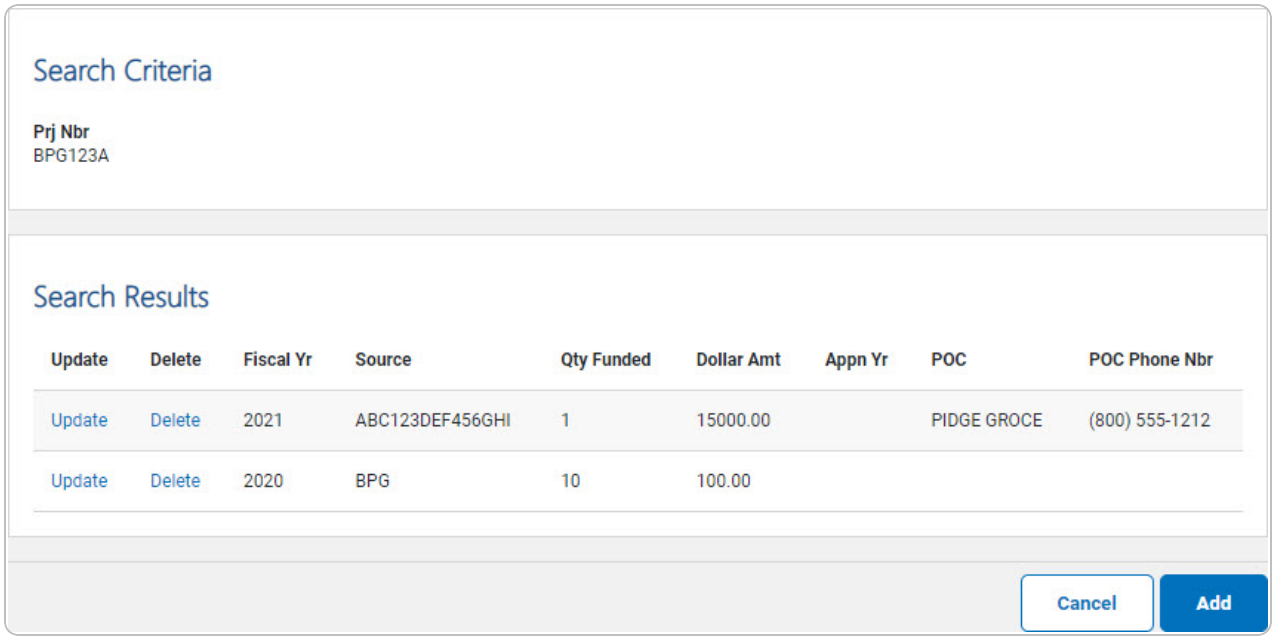
1. Enter the PRJ NBR, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse help




2. Select Search. *The **CIP Funding Search Results** page appears. Results display in the*

*Search Results grid.*




**Add a CIP Funding**

Select Add. *The **CIP Funding 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.** | 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
- Project Number Browse

# Search for a CIP FUNDING Record — Results

## Overview

The Construction in Progress (CIP) Funding Search Results process 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

## 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 Grid

Project Nbr *

### Search Results Grid

Update
Delete
Fiscal Yr
Source
Qty Funded
Dollar Amt
Appn Yr
POC
POC Phone Nbr

(*) Asterisk identifies mandatory fields.

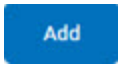
## Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

### Add Funding to a CIP Project

Select 

. *The **CIP Funding Record Add** page appears.*

### Update a CIP Funding record

Select the Update hyperlink. *The **CIP Funding Record Update** page appears.*

### Delete a CIP Funding record

Select the Delete hyperlink. *The **CIP Funding Record 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 |
|---|---|

| | |
|---|---|
| **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

# Add a CIP FUNDING Record

## Overview

The CIP FUNDING Add 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 Grid

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 Grid

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 Grid

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.

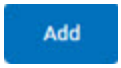
## Add a CIP Funding Record to a CIP Project

*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.*

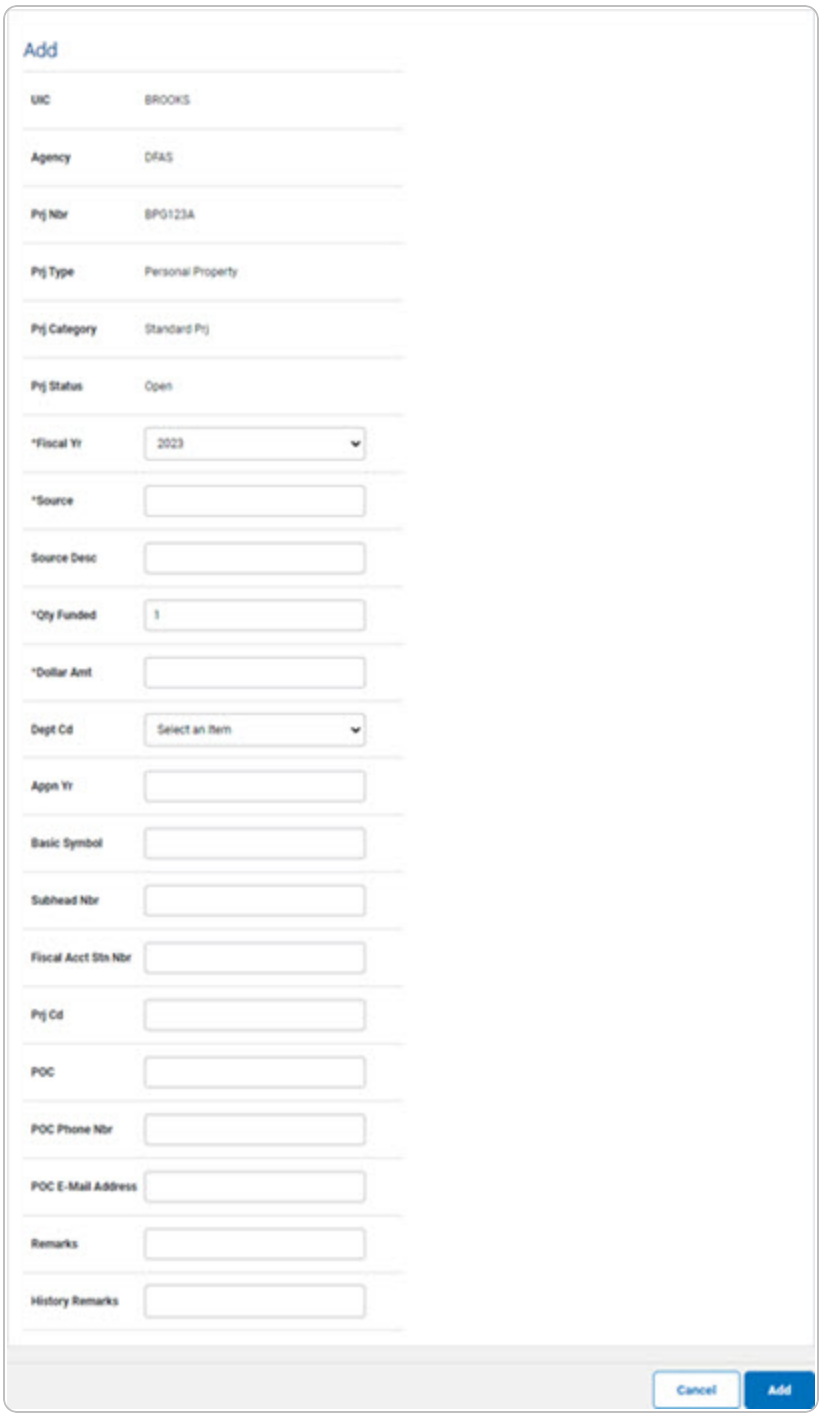
**2.** Enter the PRJ NBR, or use  to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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 256 alphanumeric character field.*

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

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

X. Enter any History Remarks in the field provided. *This is a 256 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
- Project Number Browse

# Update a CIP FUNDING Record

## Overview

The CIP FUNDING Update 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 Grid

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 Grid

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 Grid

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.*

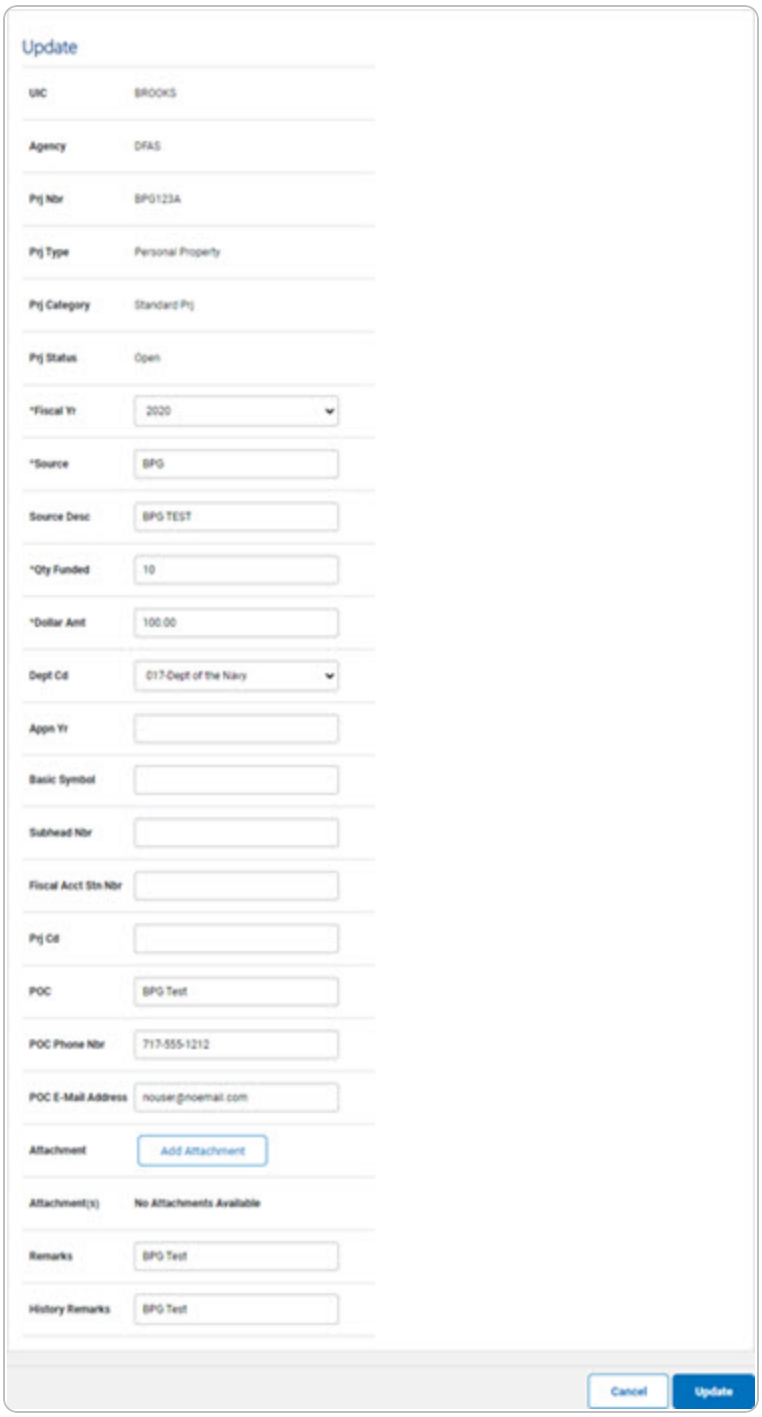
1. In the CIP sub-menu, select Funding. *The* ***CIP FUNDING Search Criteria*** *page appears.*

**2.** Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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 256 alphanumeric character field.*

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

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

Z. Enter any History Remarks in the field provided. *This is a 256 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
- Project Number Browse

# Delete a CIP FUNDING Record

## Overview

The CIP FUNDING Delete process process allows removal of funding records associated with existing CIP PROJECTS.

## Navigation

Accounting > CIP > Funding > Search Criteria > Search > Search Results > Delete hyper-link > 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 Grid

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 Grid

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 Grid

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.*

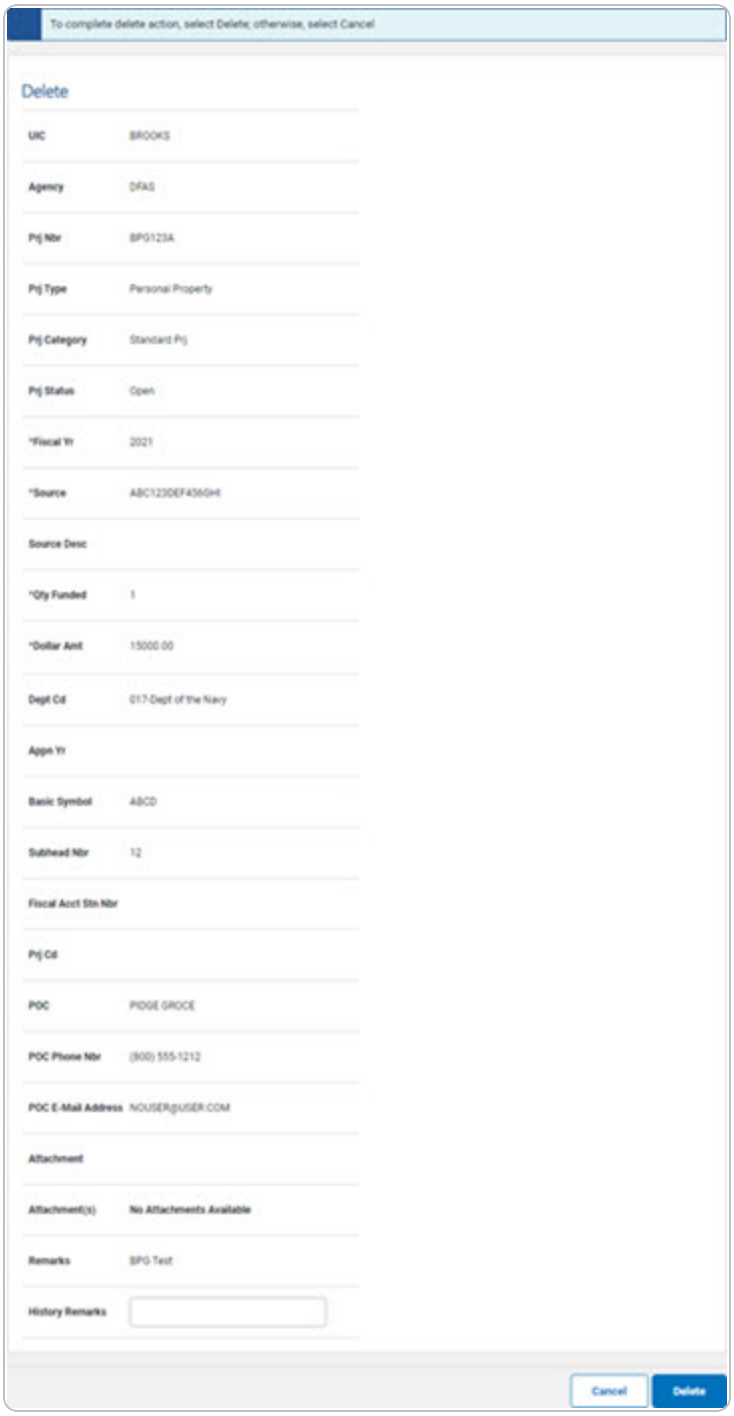
1. In the CIP sub-menu, select Funding. *The **CIP FUNDING Search Criteria** page appears.*

**2.** Enter the PRJ NBR, or use  to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse help

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 256 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 256 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 256 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
- Project Number Browse

# View the CIP FUNDING Record Transaction Status

## Overview

The CIP FUNDING Transaction Status process 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 Grid

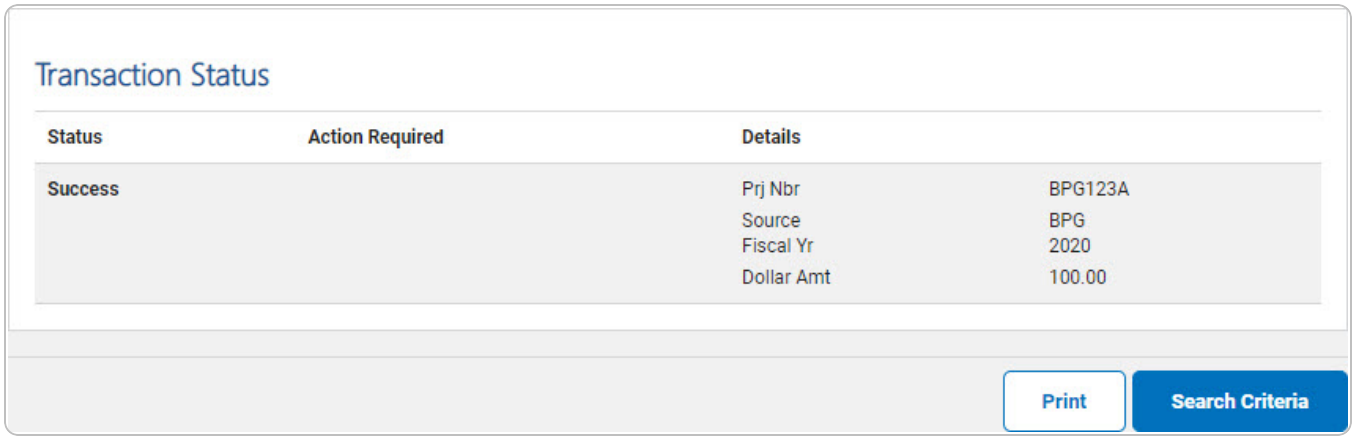
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the CIP FUNDING 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 **CIP Funding Report Export** page appears.*
5. Select Search Criteria. *The **CIP Funding 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

- 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

# Export a CIP FUNDING Report

## Overview

The Construction in Progress (CIP) Funding Report Export 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. |

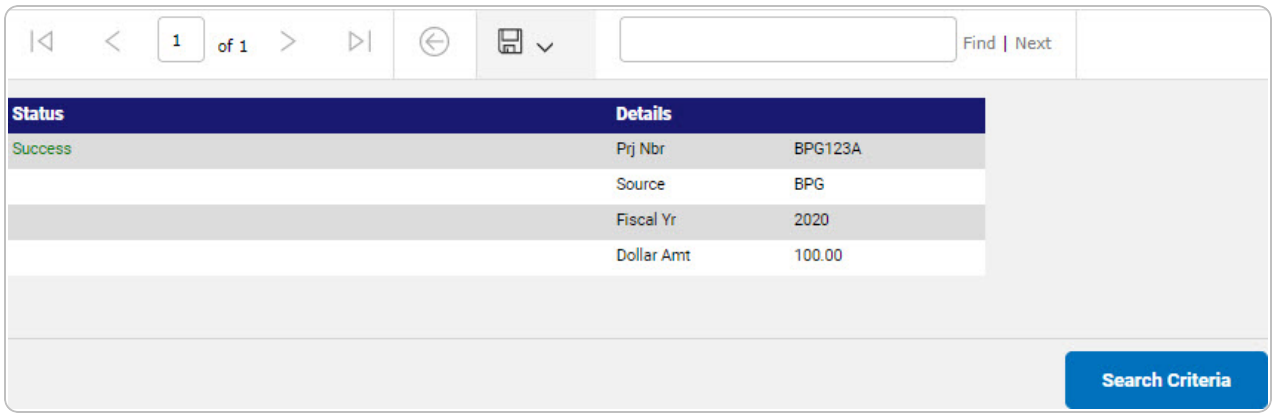
# Procedures

**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 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 Funding Search Criteria** page appears.* |

# 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 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 Grid

Project Nbr *

(*) Asterisk identifies mandatory fields.

# Procedures

**ELMS Navigation Helpful Tips**

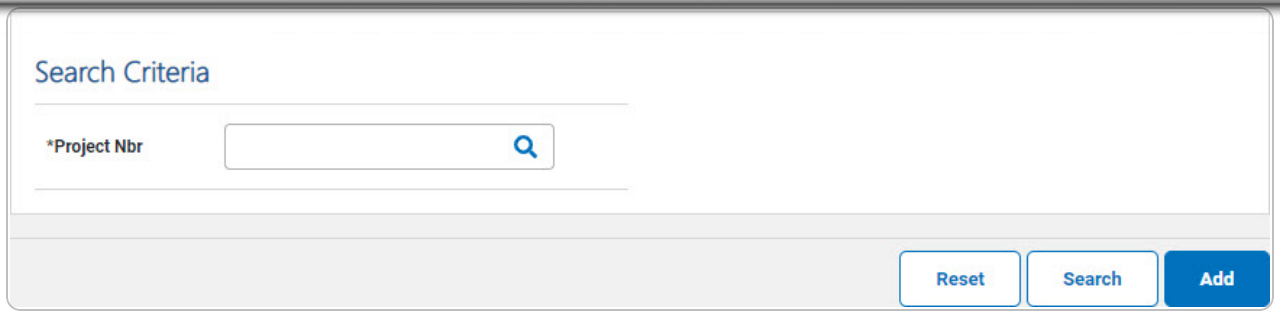
Click the following link to display PA Navigation Tips.

### Search for a CIP ATTESTATION

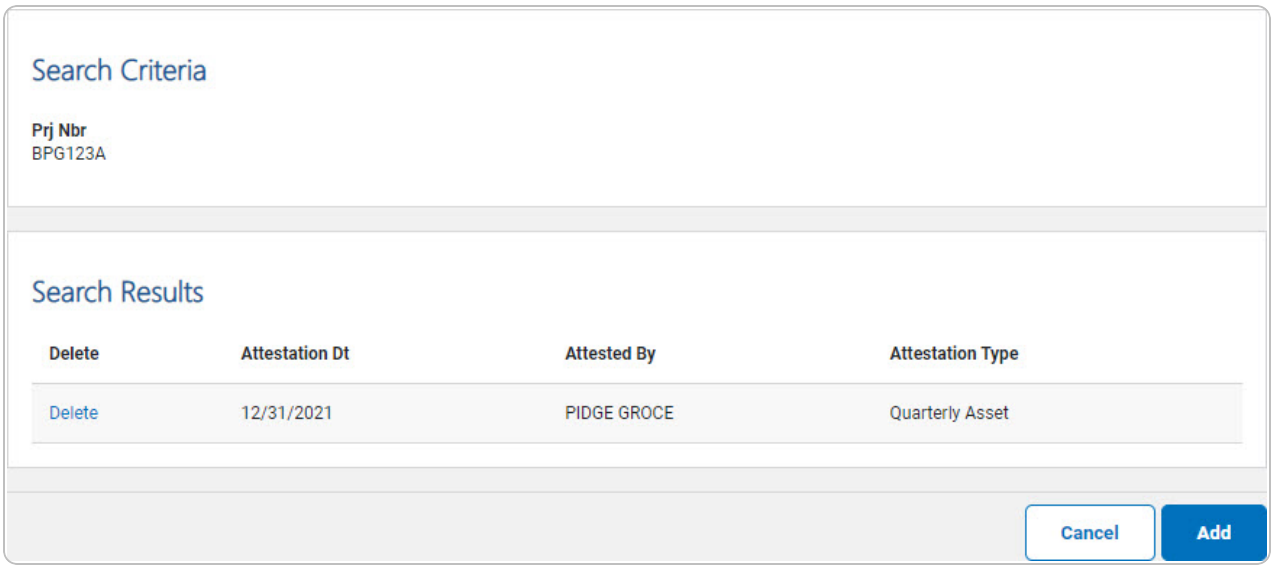
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Brows help




2. Select Search. *The **CIP Attestation Search Results** page appears. Results display in the Search Results grid.*




## Add a CIP Attestation

Select Add. *The **CIP Attestation 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.** | 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 process 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 Grid

Prj Nbr *

### Search Results Grid

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 **CIP Attestation Add** page appears.*

### Delete an CIP Attestation

Select the Delete hyperlink. *The **CIP Attestation 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 |
|---|---|
| **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

# 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

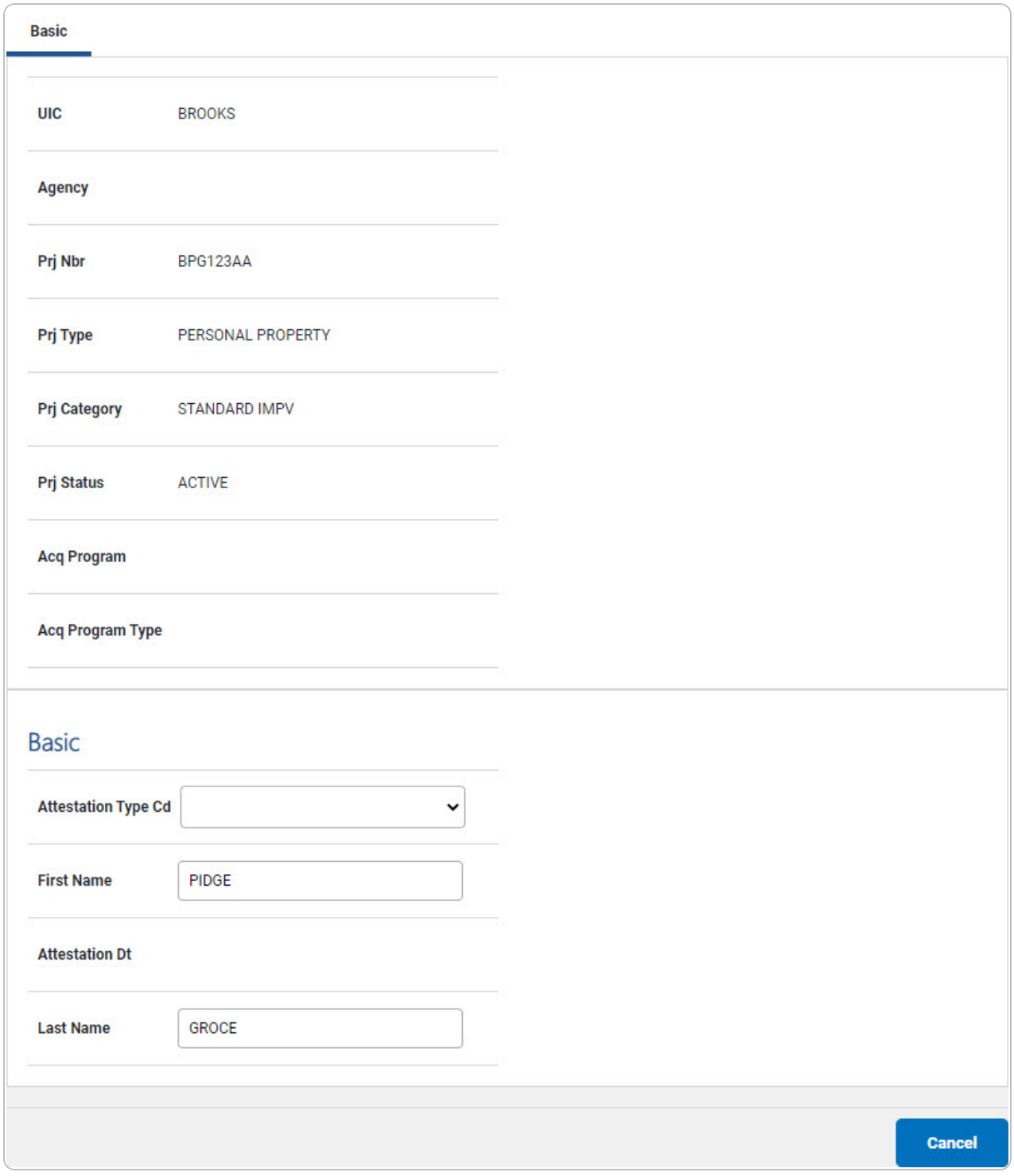
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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.

Project Number Browse help

3. Select Add. *The **CIP ATTESTATION Add** page appears, open to the Basic tab.*



4. Use to select the ATTESTATION TYPE CD:

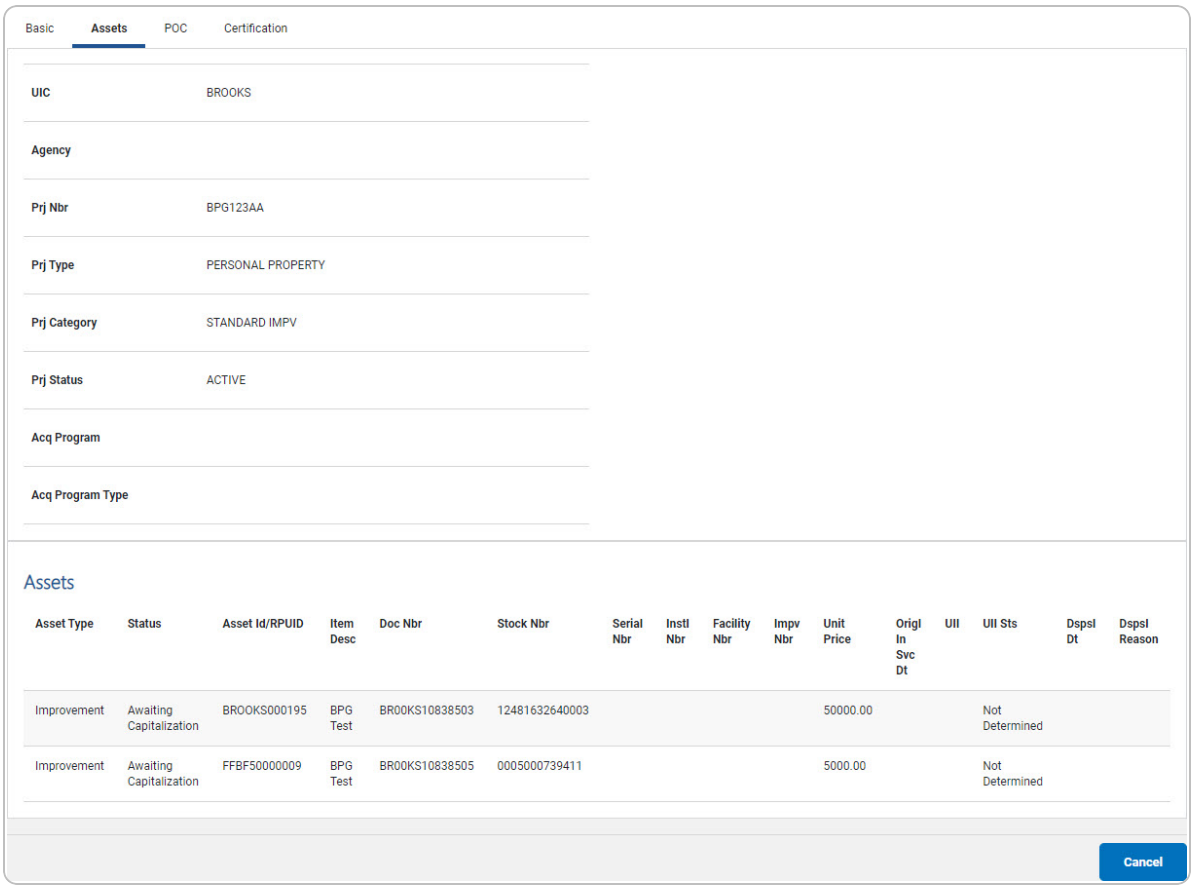
**Quarterly Asset**

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.*

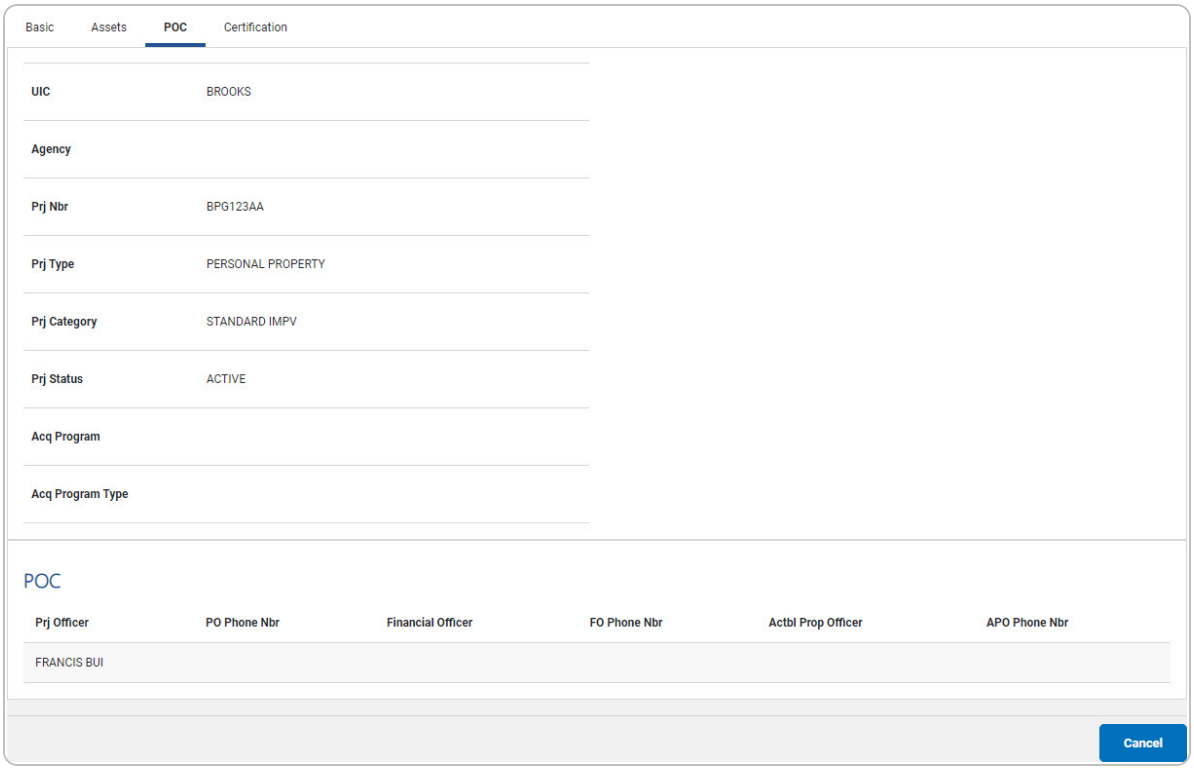
D. Select the Assets tab.




- *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.*

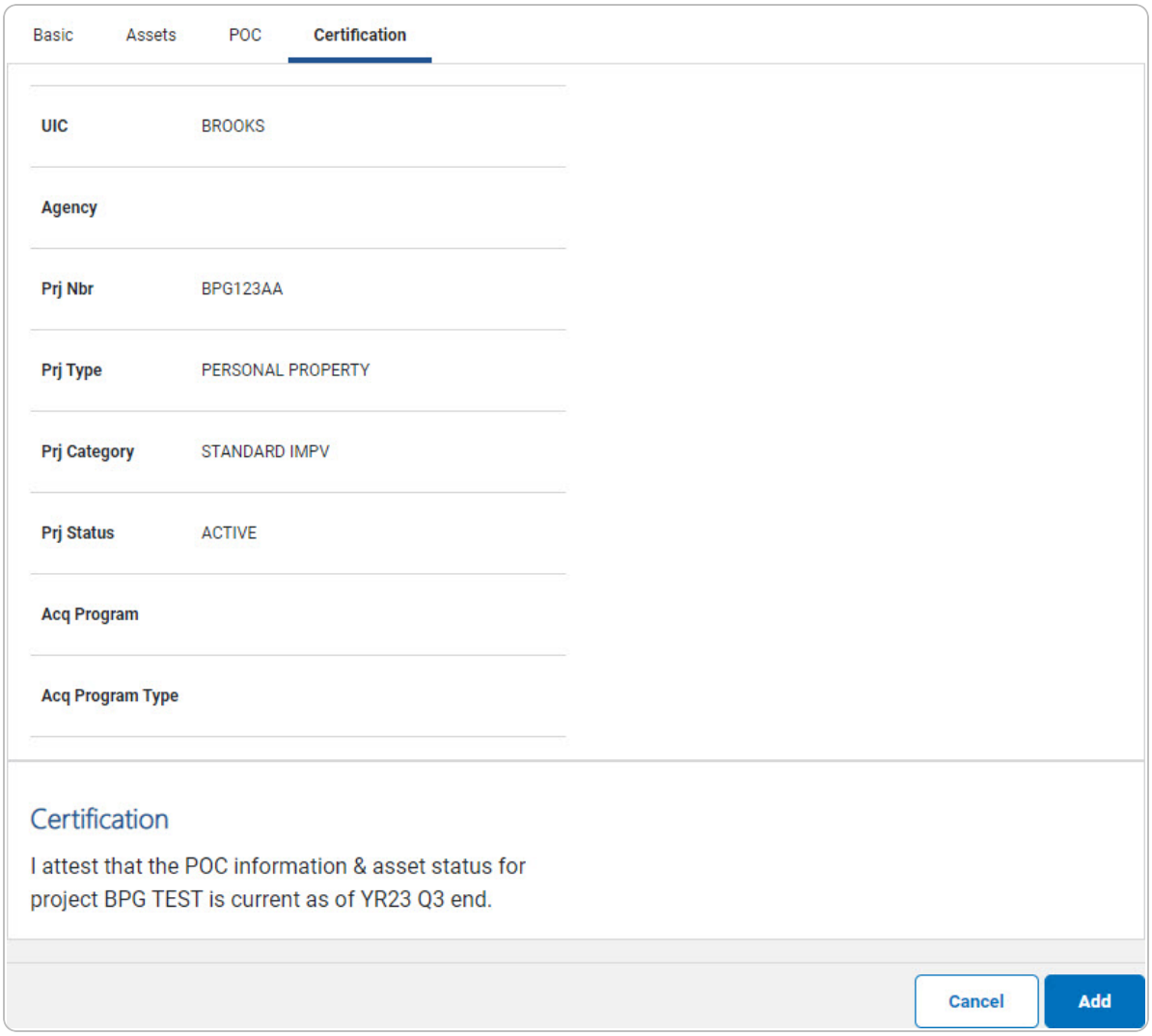
E. Select the POC tab.




- *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 Grid

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

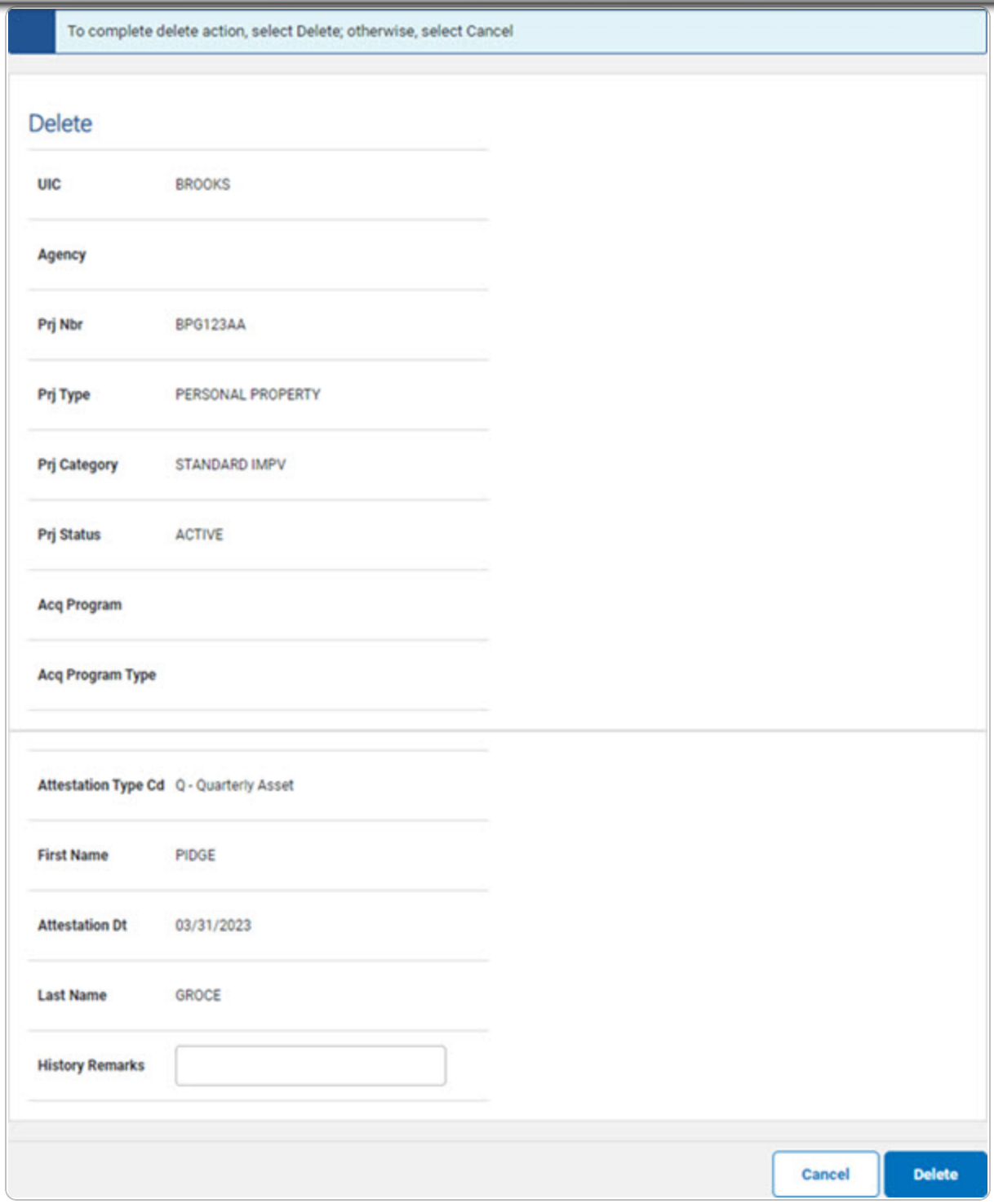
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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.

Project Number Browse help

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 256 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
- Project Number Browse

# CIP ATTESTATION Transaction Status

## Overview

The Construction in Progress (CIP) Attestation Transaction Status process 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 Grid

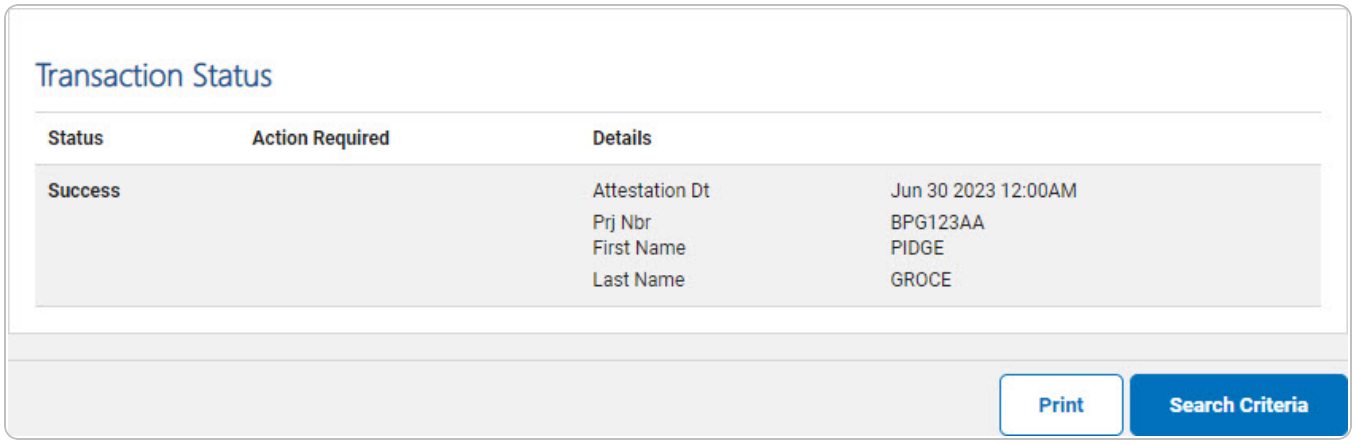
Status
Action Required
Details

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the CIP ATTESTATION 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 to return to the **CIP Attestation Search Criteria** page.
5. 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

# Export a CIP ATTESTATION Report

## Overview

The Construction in Progress (CIP) Attestation Report Export process 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. |

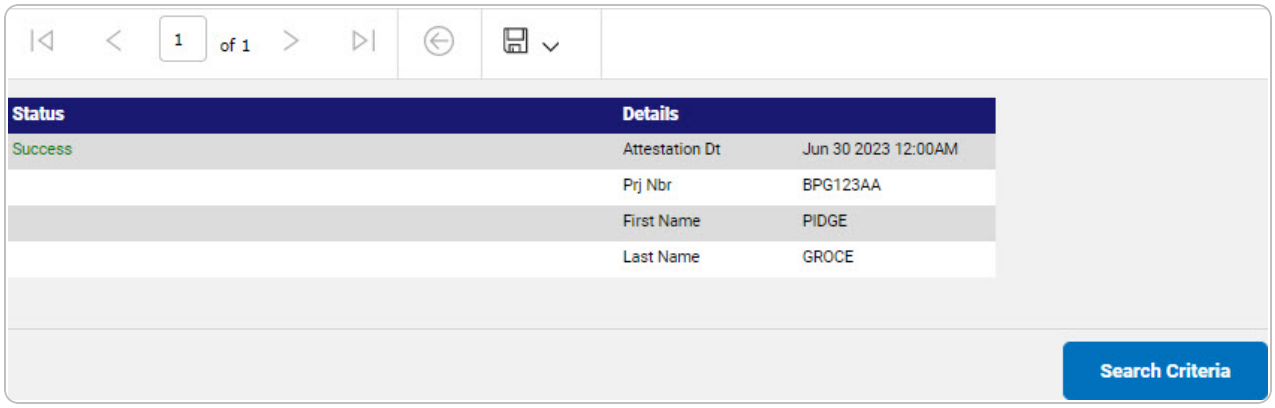
# Procedures

**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. *The **Search for a CIP Attestation — Criteria** page appears.* |

# 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 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. |

## Search Criteria Grid

UIC
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd

# Procedures

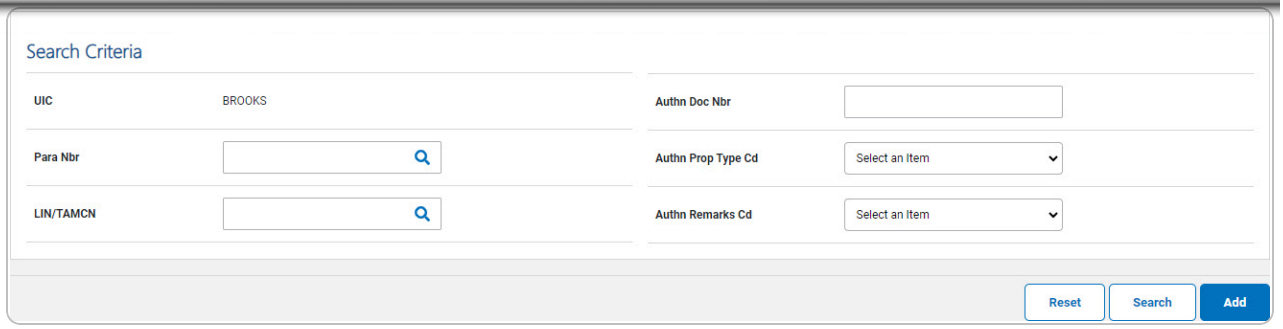
**ELMS Navigation Helpful Tips**

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.*

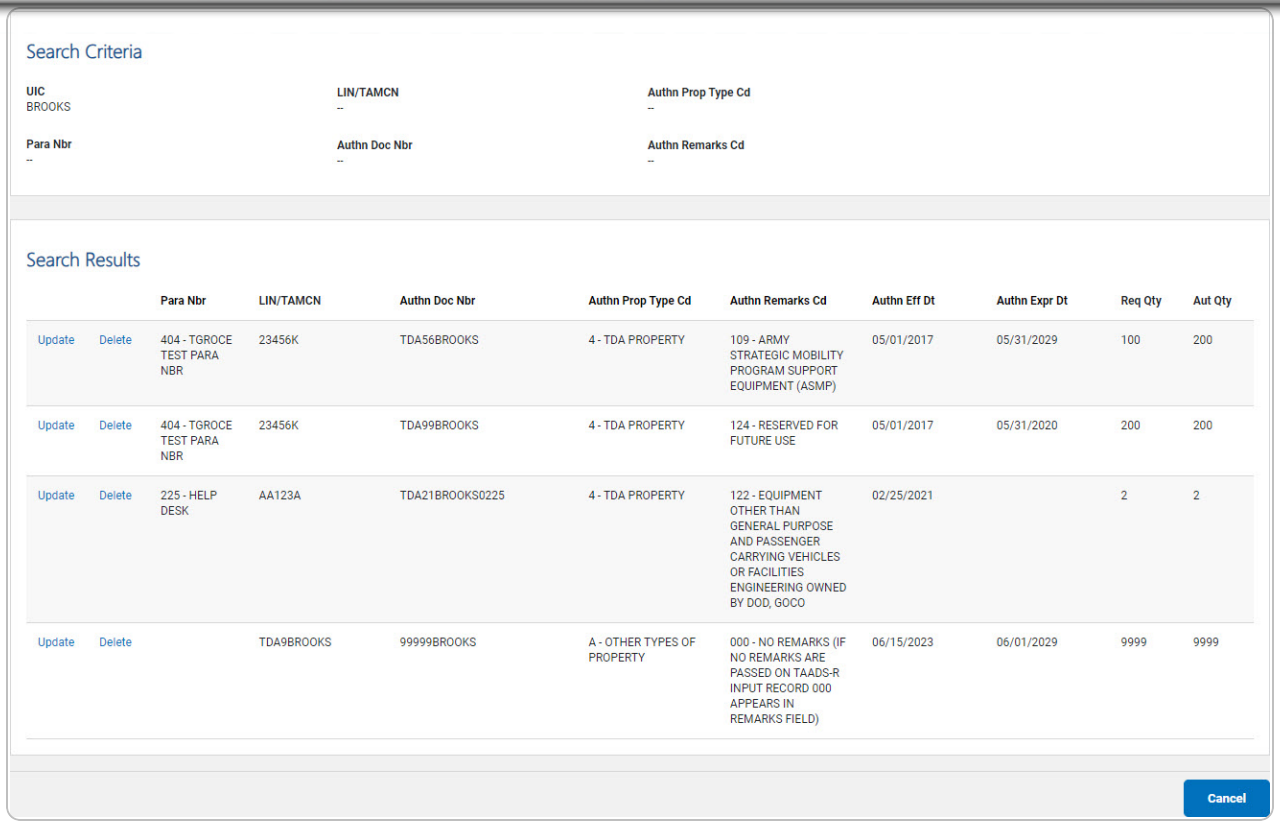
   LIN/TAMCN Browse help

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 **Authorization Search Results** page appears.*




## Add an Authorization

Select Add. *The **Authorization 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 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. |

### Search Criteria Grid

UIC
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd

### 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 **Authorization Update** page appears.*

### Delete an Authorization

Select the Delete hyperlink. *The **Authorization 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 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. |

### 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

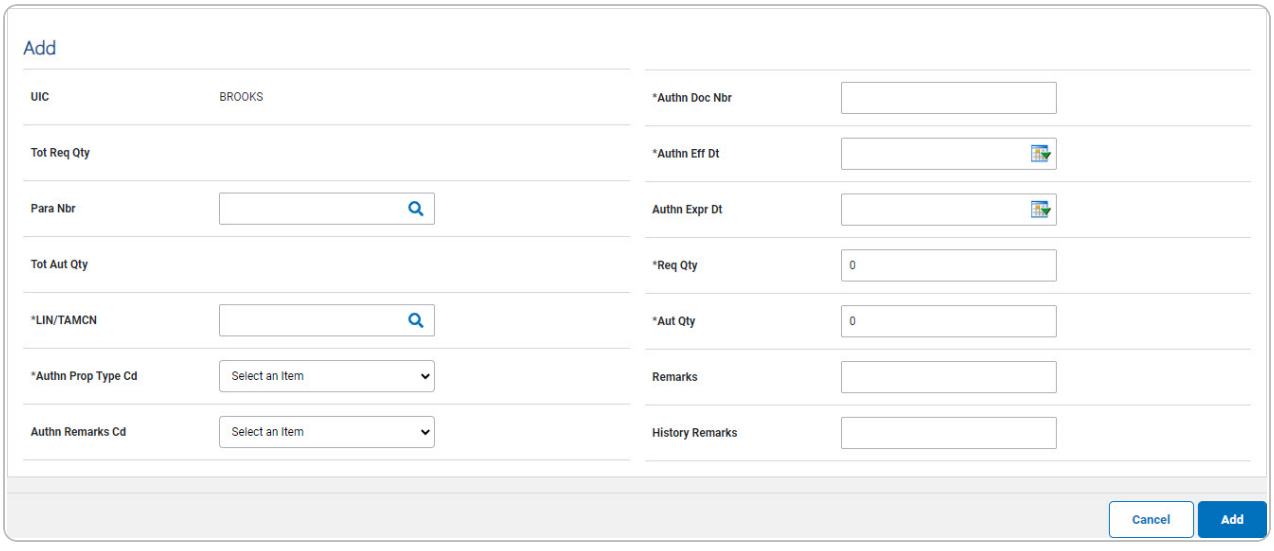
**ELMS Navigation Helpful Tips**

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 256 alphanumeric character field.*
15. Enter the History Remarks in the field provided. *This is a 256 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
- Paragraph Number Browse

- LIN/TAMCN Browse

# 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. |

### 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

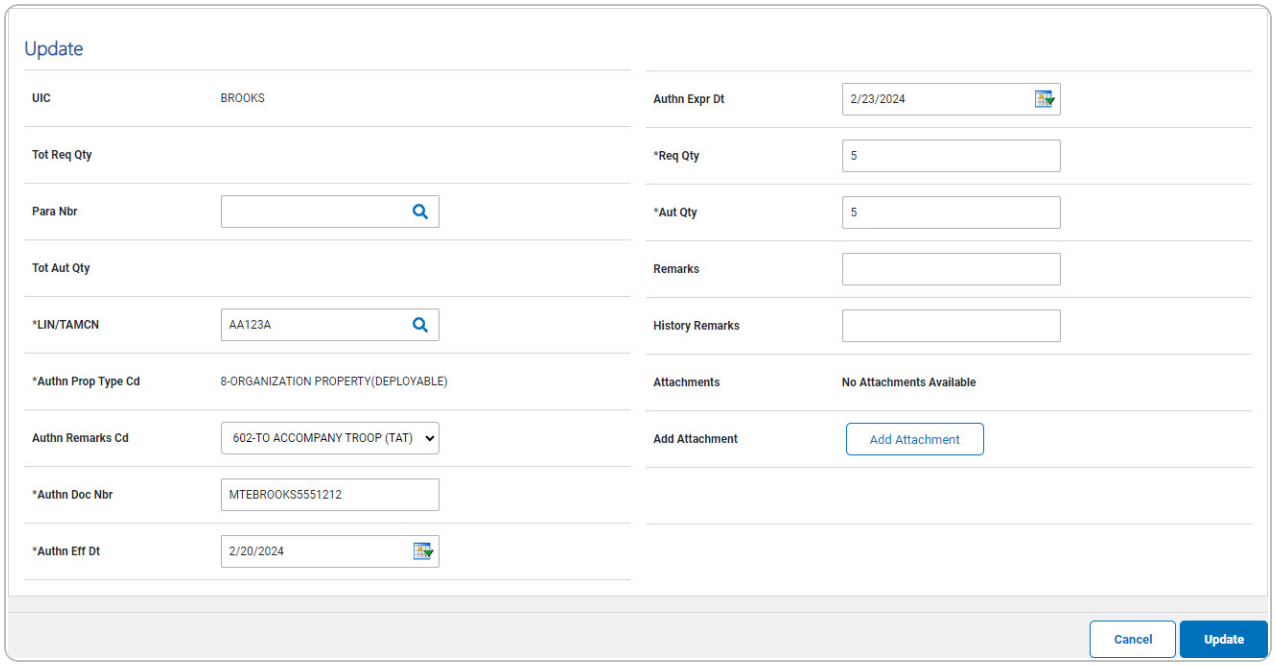
**ELMS Navigation Helpful Tips**

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 256 alphanumeric character field.*
15. Enter the History Remarks in the field provided. *This is a 256 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
- Paragraph Number Browse
- LIN/TAMCN Browse

# 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. |

### 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

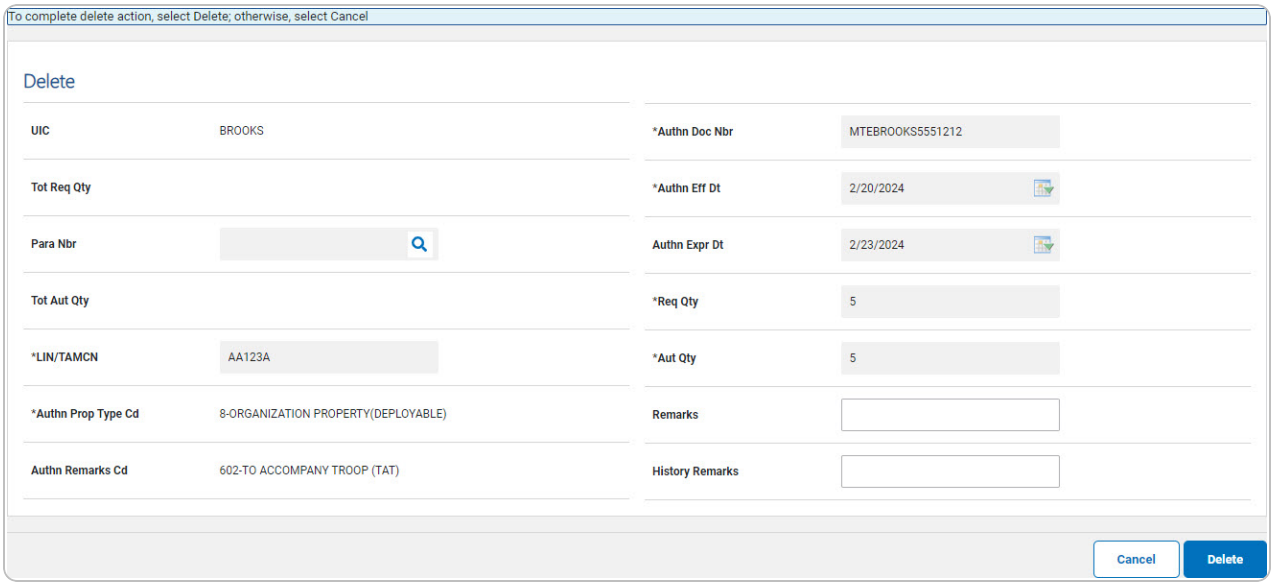
**ELMS Navigation Helpful Tips**

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 256 alphanumeric character field.*
17. Enter the History Remarks in the field provided. *This is a 256 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
- Paragraph Number Browse
- LIN/TAMCN Browse

# 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 Grid

Status
Action Required

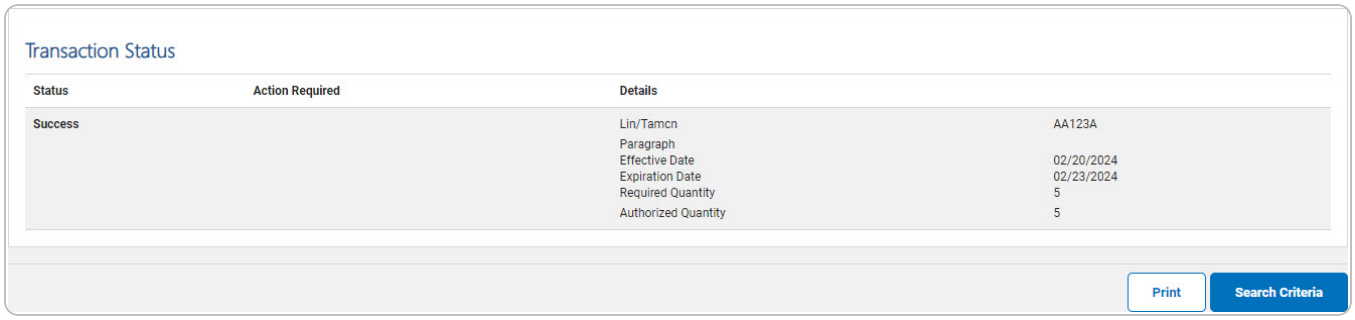
Details

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Authorization 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 **Authorization Report Export** page appears.*
5. Select Search Criteria. *The **Authorization 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 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 Authorizations Report Export process 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. |

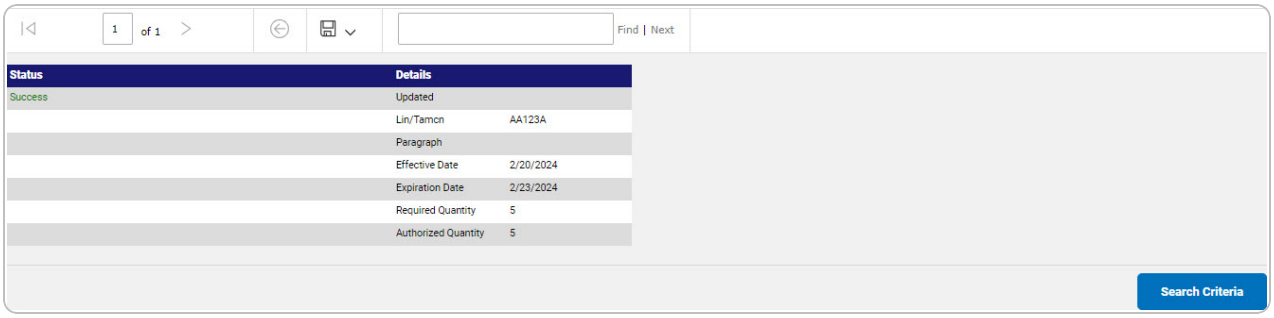
# Procedures

**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 **Authorization 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 **Authorization Search 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. |

## Search Criteria Grid

Para Nbr
Status

# Procedures

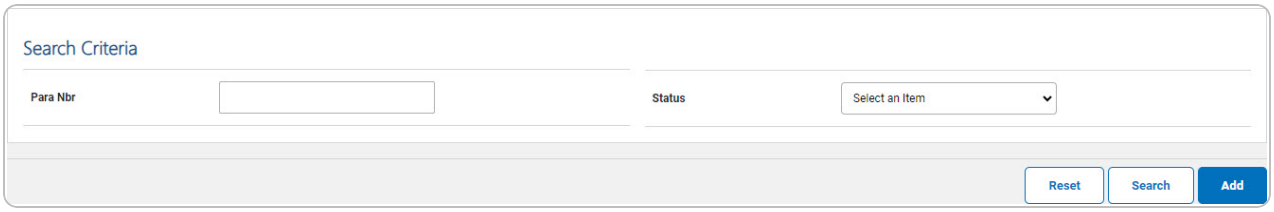
**ELMS Navigation Helpful Tips**

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.*

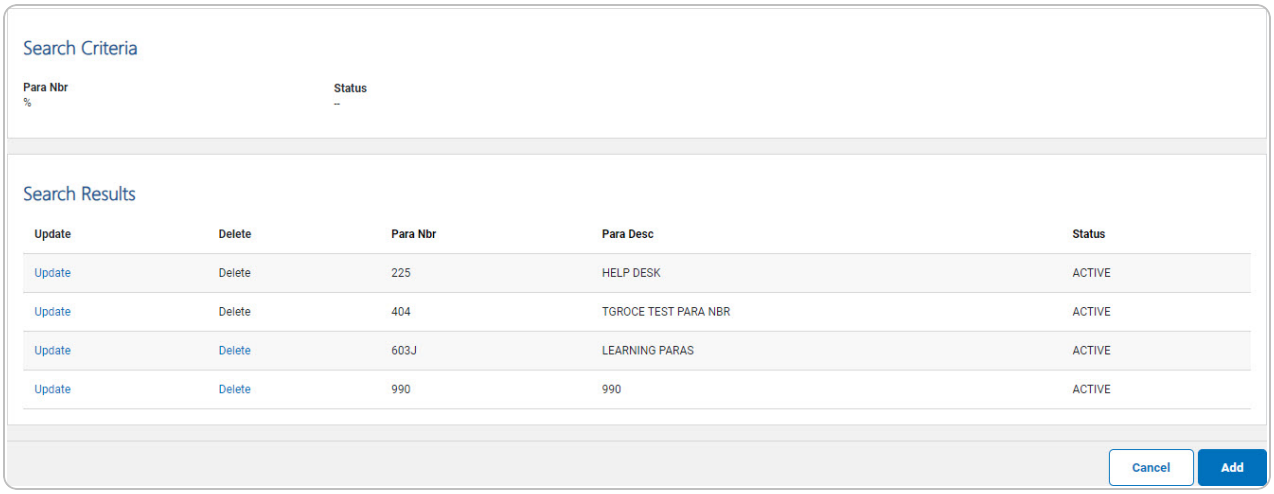
1. In the Search Criteria panel, narrow the results by entering one or more of the following fields:.




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 **Paragraph Number Search Results** page appears.*




## Add a Paragraph Number

Select Add. *The **Paragraph Number 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. |
| **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. |

### Search Criteria Grid

Para Nbr
Status

### 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 **Paragraph Number Update** page appears.*

### Delete a Paragraph Number

Select the Delete hyperlink. *The **Paragraph Number Delete** page appears.*

### Add a Paragraph Number

Select Add. *The **Paragraph Number 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 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 > 

> Paragraph Number Add 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. |

### Search Criteria Grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

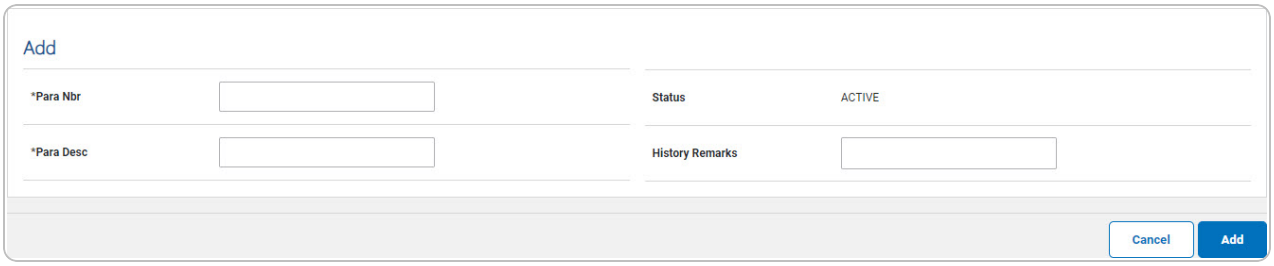
**ELMS Navigation Helpful Tips**

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 **Paragraph Number Add** 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 256 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. |

## Update Grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

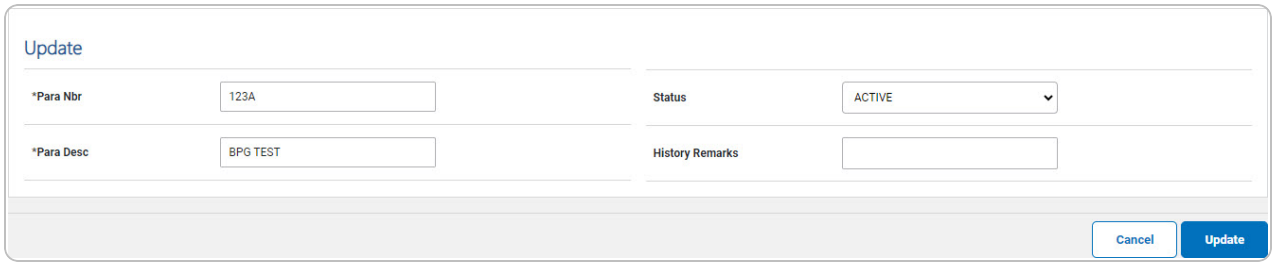
**ELMS Navigation Helpful Tips**

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 256 alphanumeric character field.*

6. Select Update. *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) $, — , /, #, &, 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. |

## 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. |

## Delete Grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

# Procedures

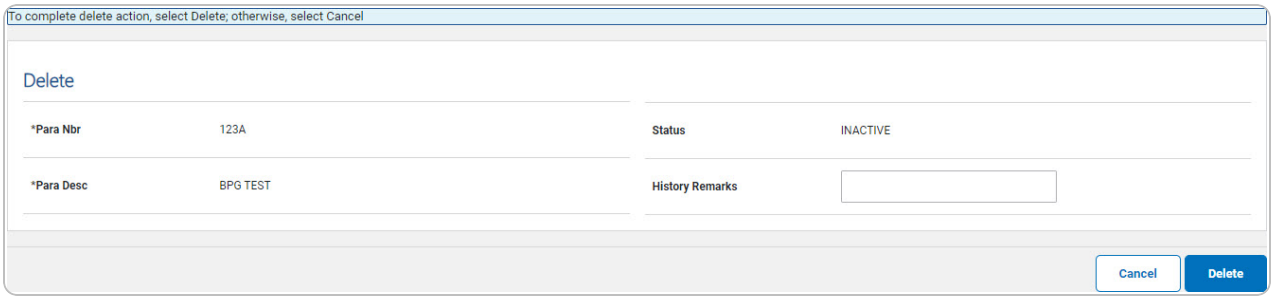
**ELMS Navigation Helpful Tips**

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 256 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 Grid

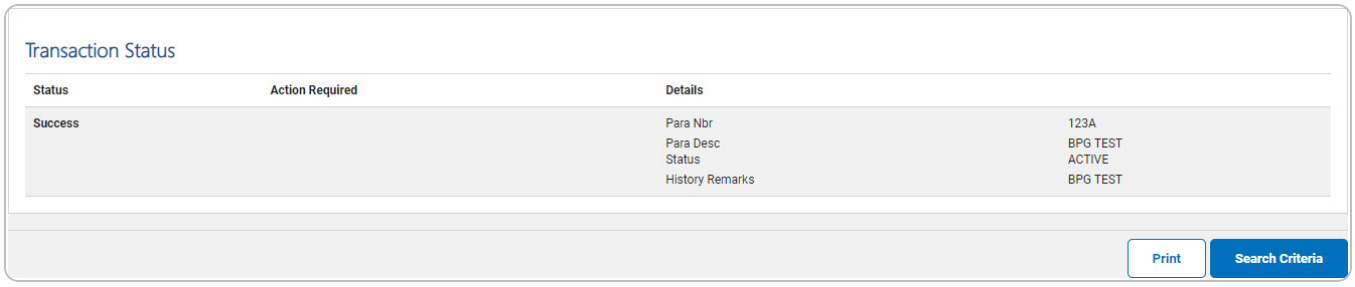
Status
Action Required
Details

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Paragraph Number 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 **Paragraph Number Report Export** page appears.*

5. Select Search Criteria. *The **Paragraph Number 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 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 Paragraph Number Report Export 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 > Paragraph Number Report Export 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

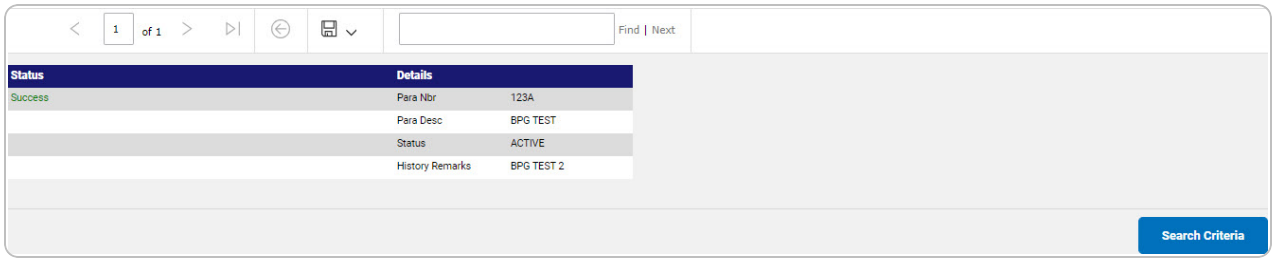
**ELMS Navigation Helpful Tips**



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 **Paragraph Number 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 **Paragraph Number Search 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

# 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**

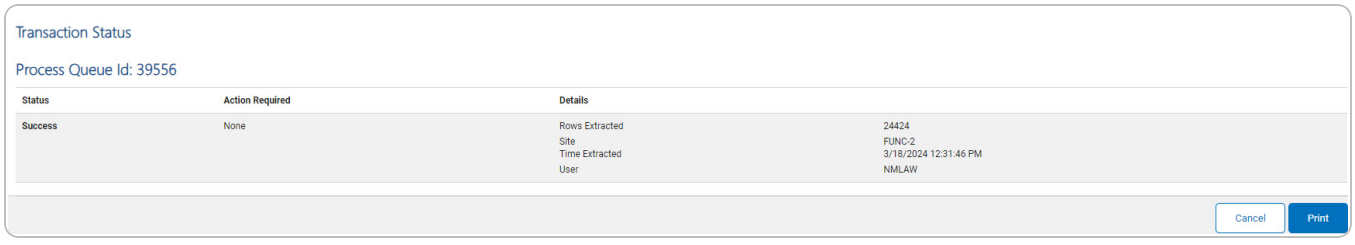
Click the following link to display PA Navigation Tips.

## 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

# 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

# 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.*



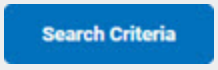

2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  . *The **Agency Pre-Defined Inquiry** page appears.*

## 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

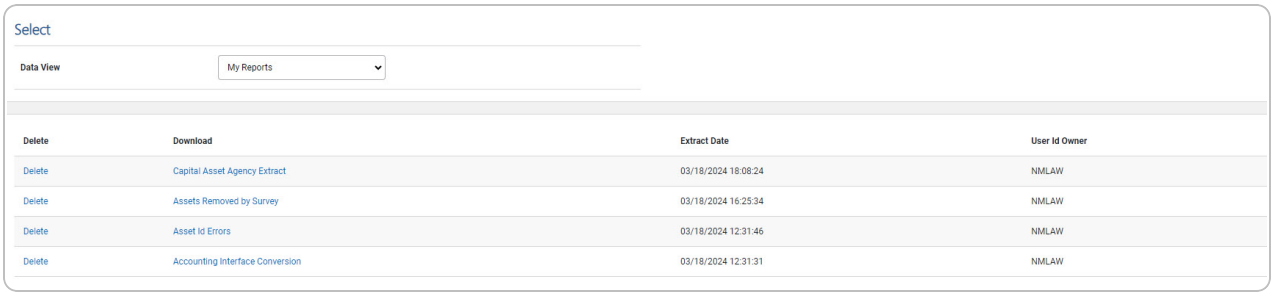
Delete
Download
Extract Date
User Id Owner

# 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

# 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 |
|---|---|
| **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

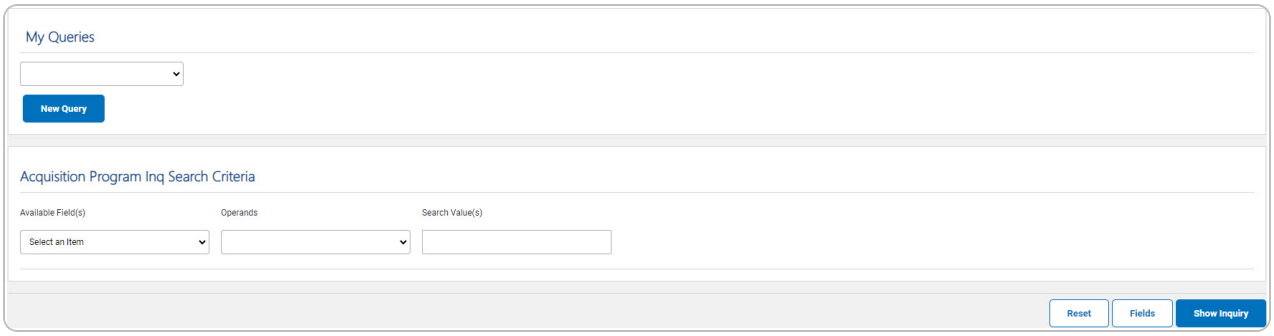
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an 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**

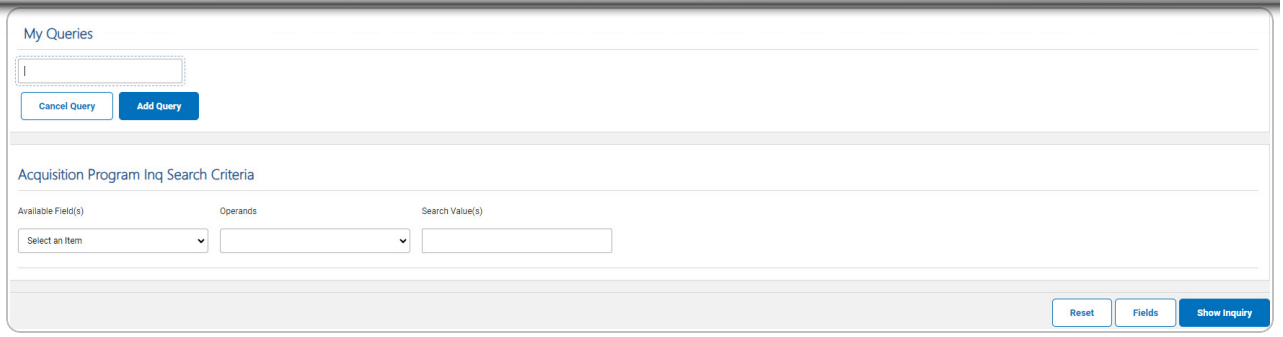
a. Use to select desired Available Field.

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.*



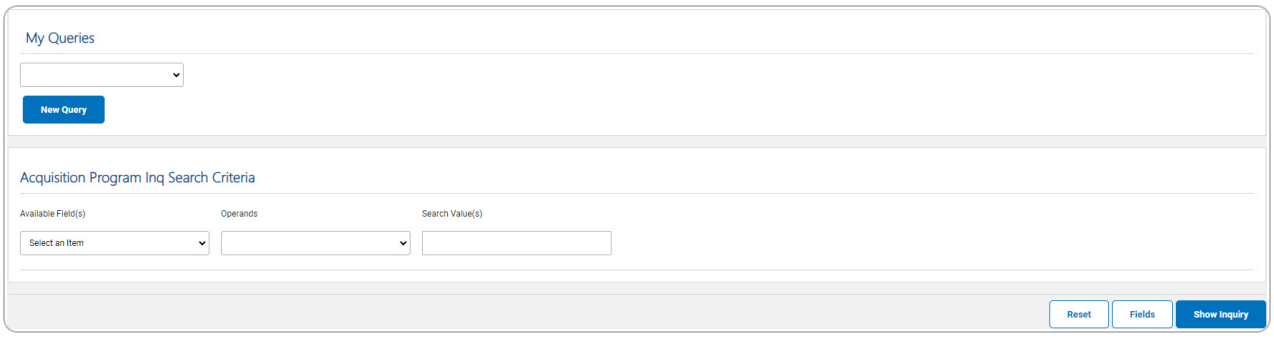

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



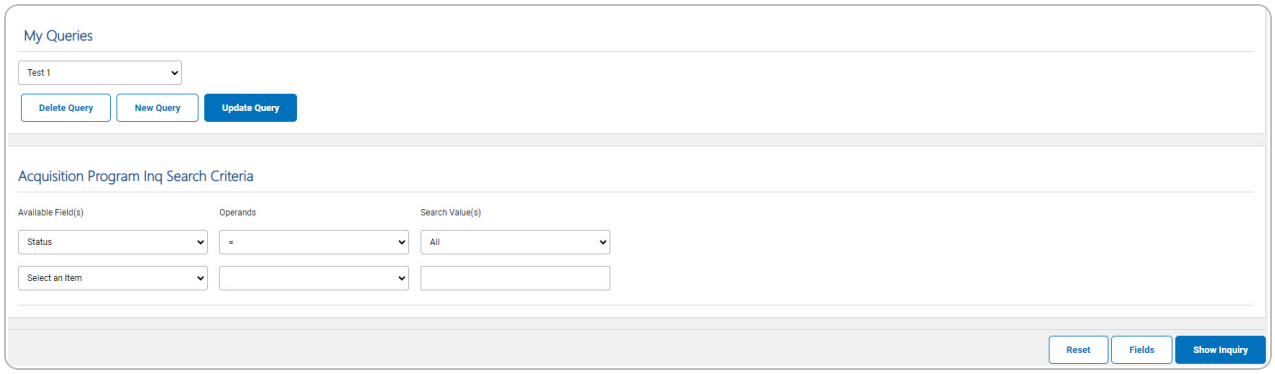

2. Select Fields. *The* ***Acquisition Program Inquiry — Select Fields*** *page appears.*

   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.*



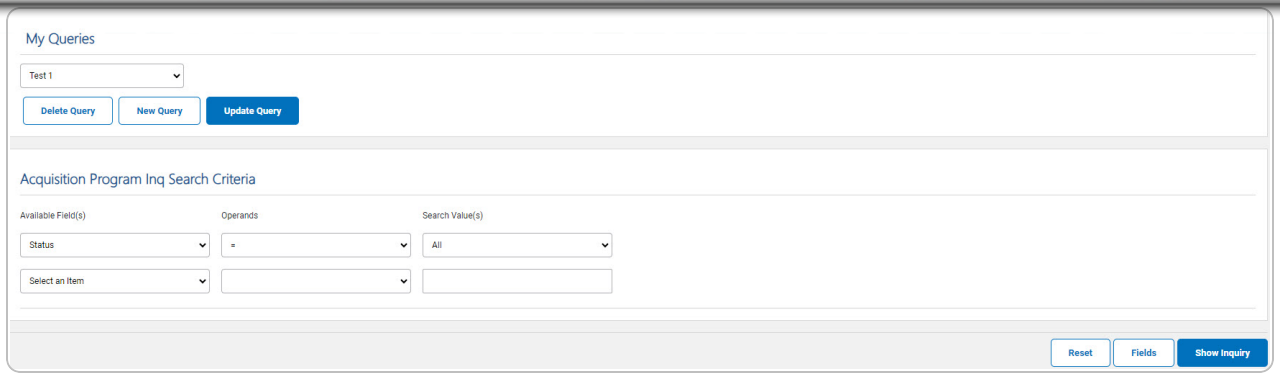

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Acquisition Program Inquiry — Select Fields** page appears.*

   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 =, >, <, >= , <= , <>, 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 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**

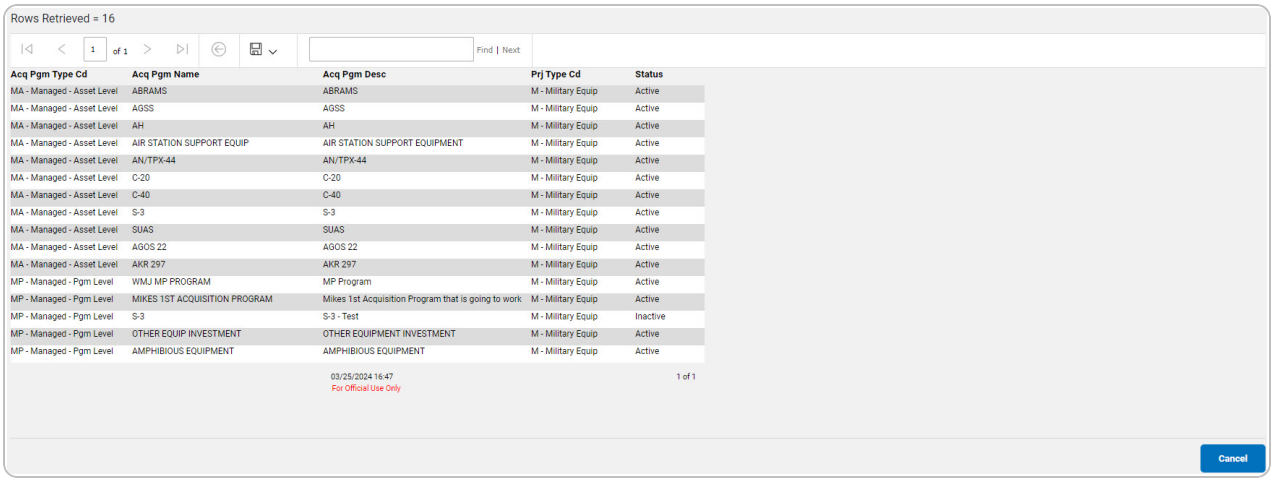


Click the following link to display PA Navigation Tips.

## 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

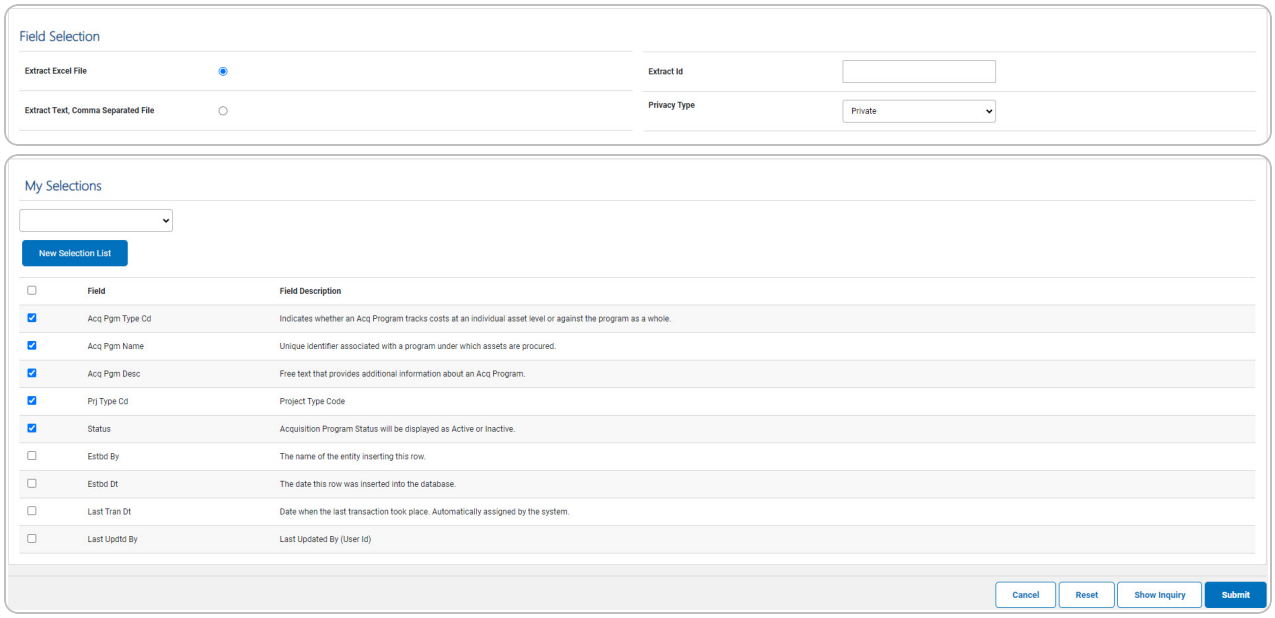
**ELMS Navigation Helpful Tips**

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**

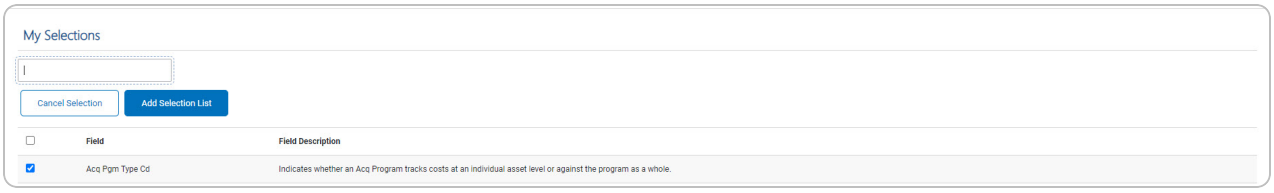
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.

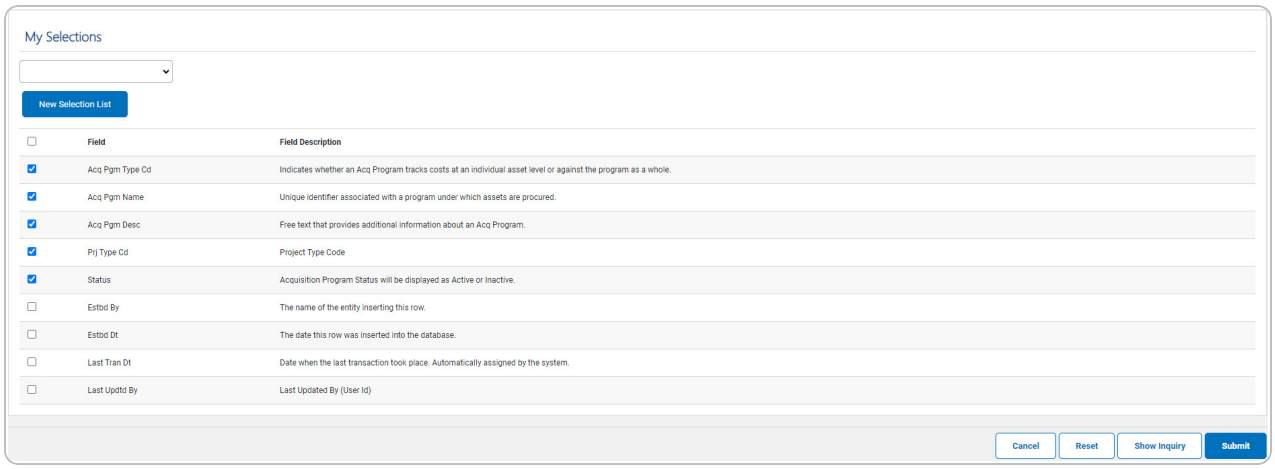
Select Show Inquiry for small volumes of data. *The **Acquisition Program Inquiry — Results** page appears.*

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.*

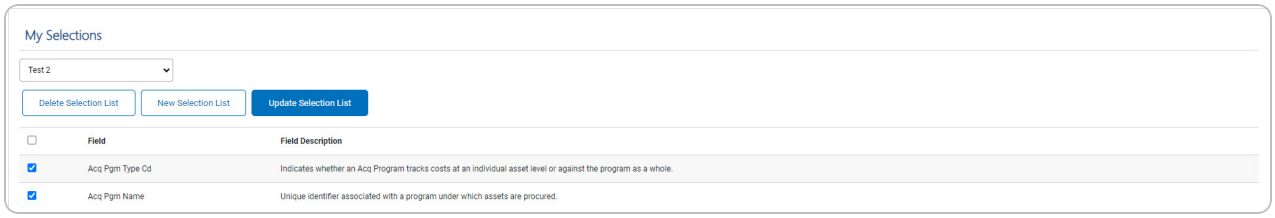
3. Select Show Inquiry for small volumes of data. *The **Acquisition Program Inquiry — Results** page appears.*

**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.*

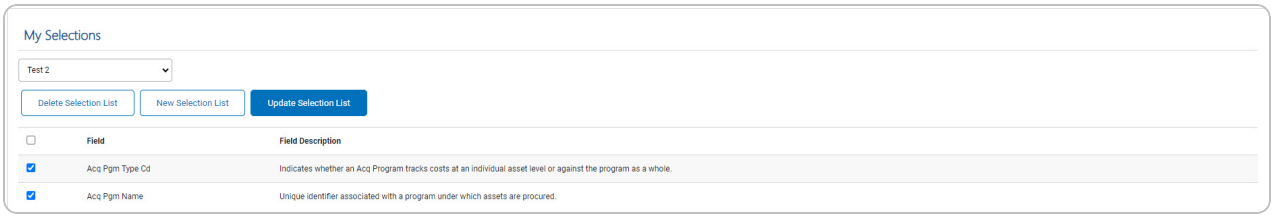
   Select Show Inquiry for small volumes of data. *The* ***Acquisition Program Inquiry — Results*** *page appears.*

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.

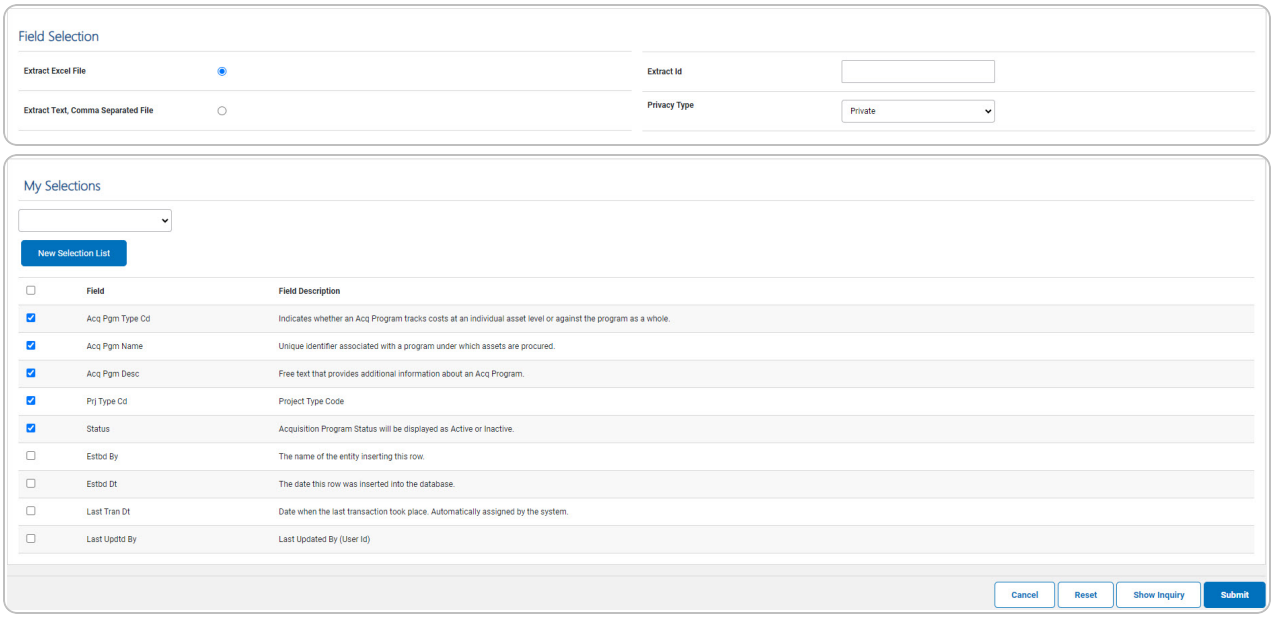



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

Select Show Inquiry for small volumes of data. *The* ***Acquisition Program Inquiry — Results*** *page appears.*

3. **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

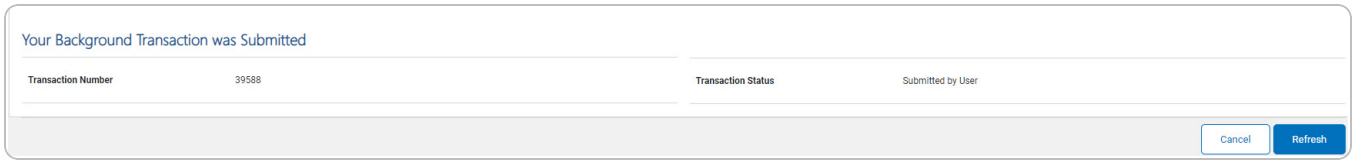
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

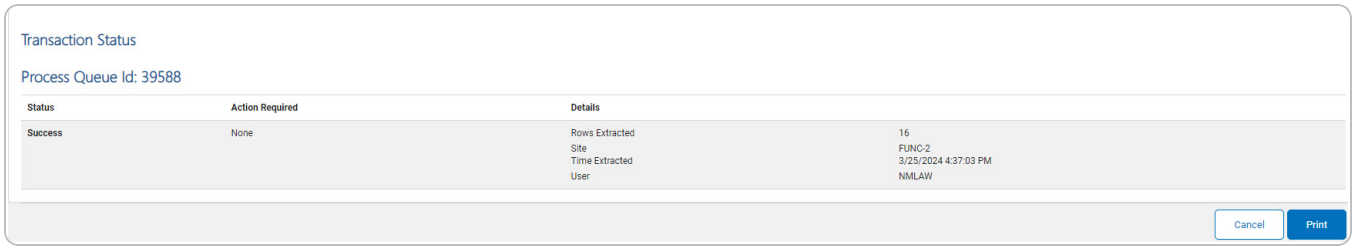
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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 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 **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**

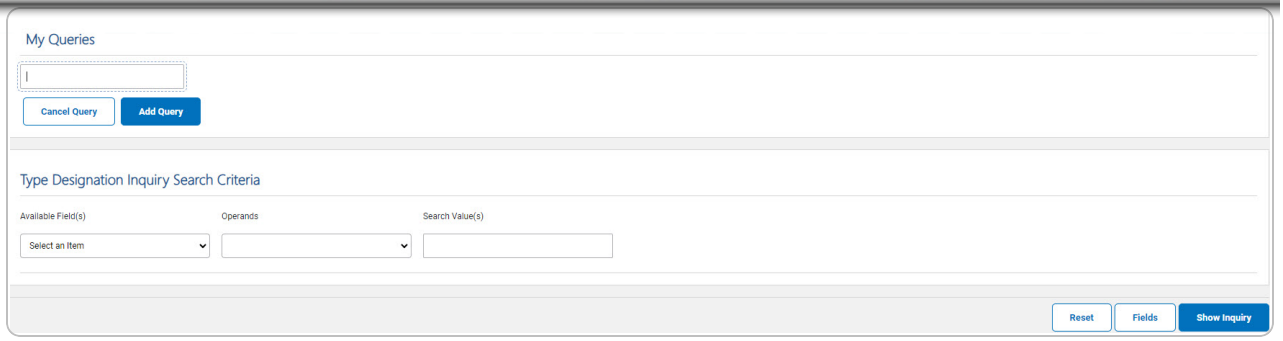
a. Use to select desired Available Field.

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.*



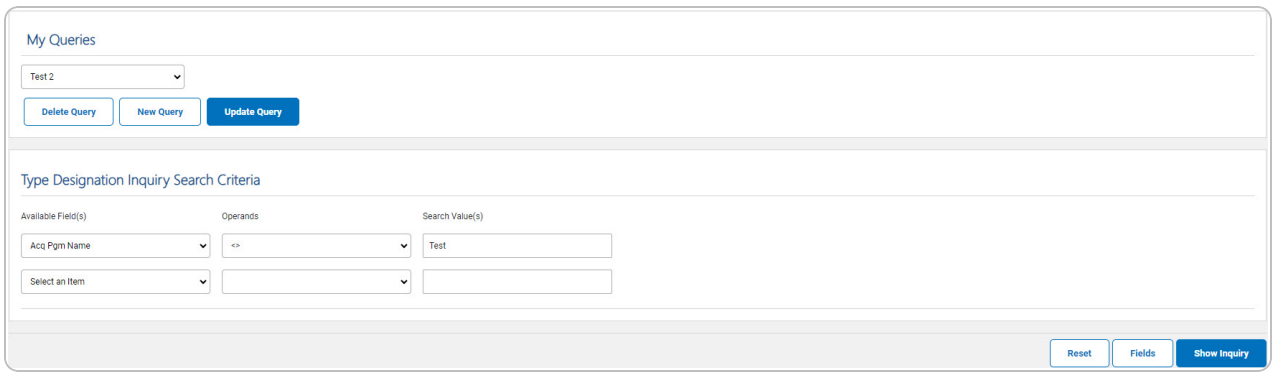

2. Select Fields. *The **Type Designation Inquiry — Select Fields** page appears.*

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.*

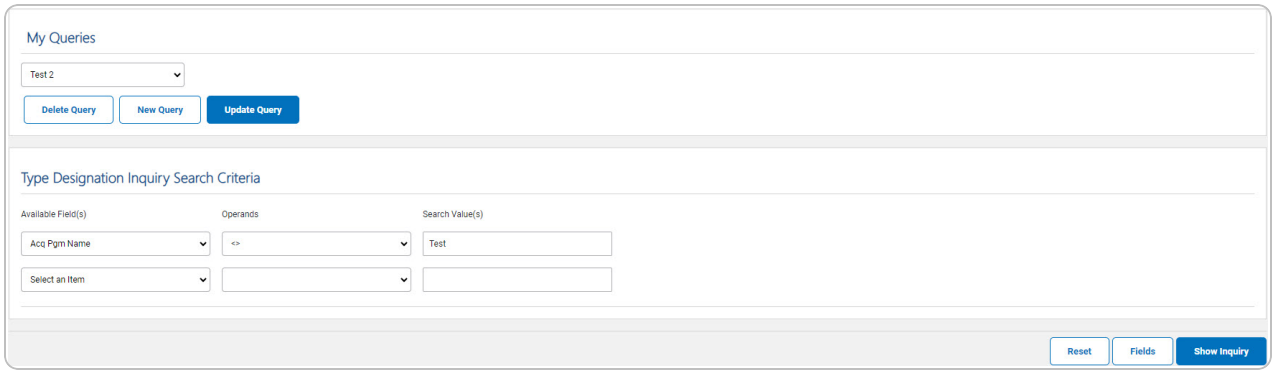
4. Select Fields. *The **Type Designation Inquiry — Select Fields** page appears.*

   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

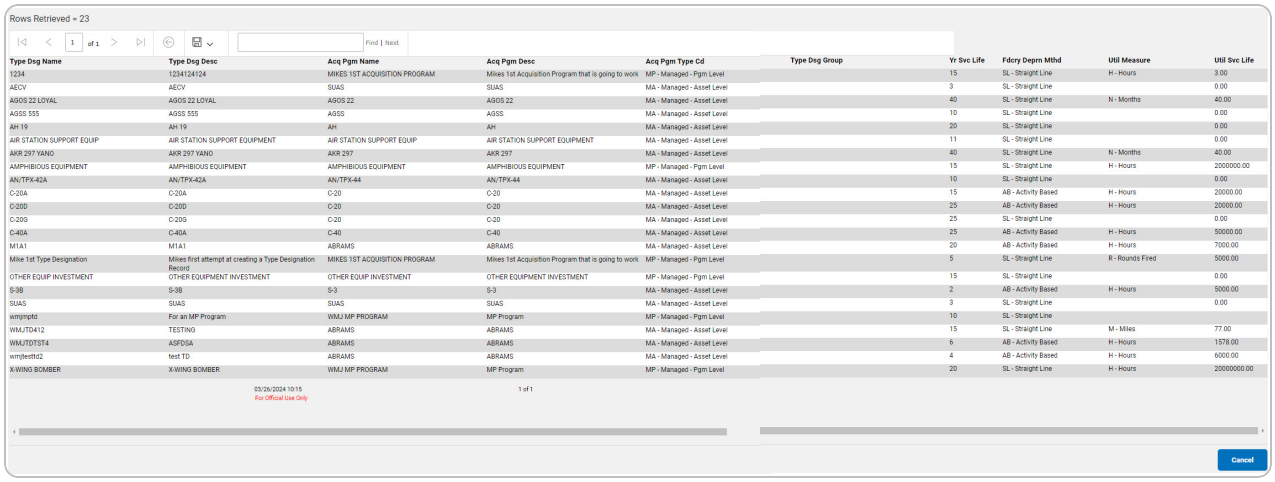
**ELMS Navigation Helpful Tips**

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

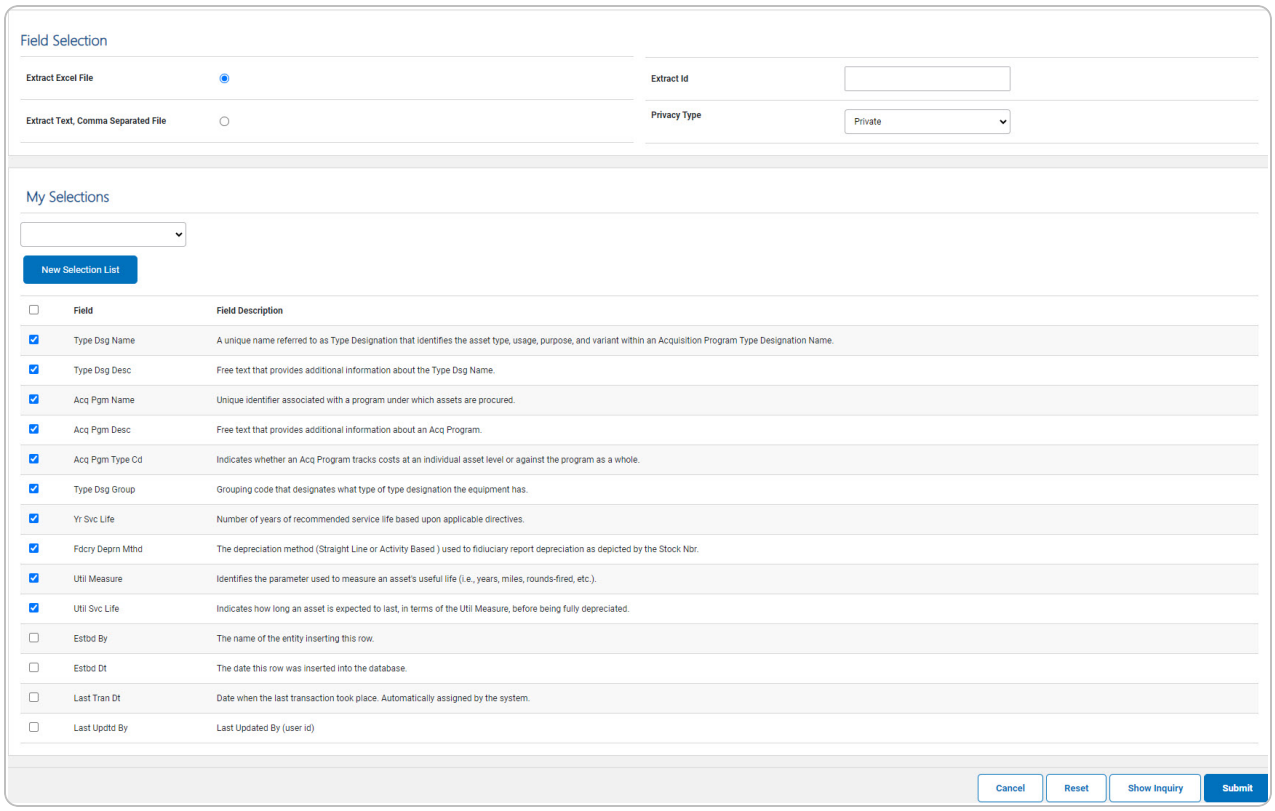
**ELMS Navigation Helpful Tips**

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**

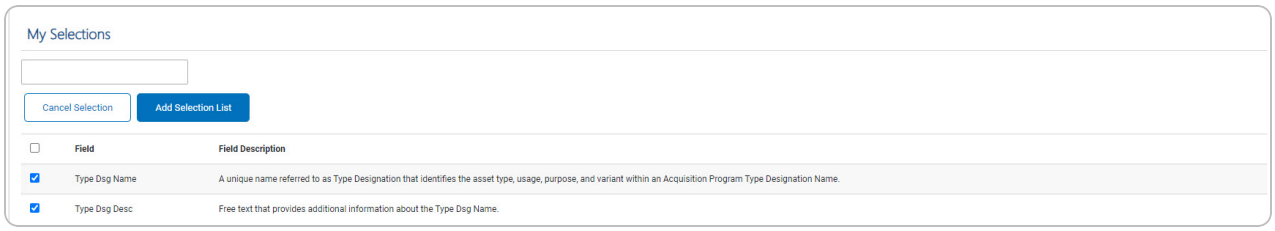
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

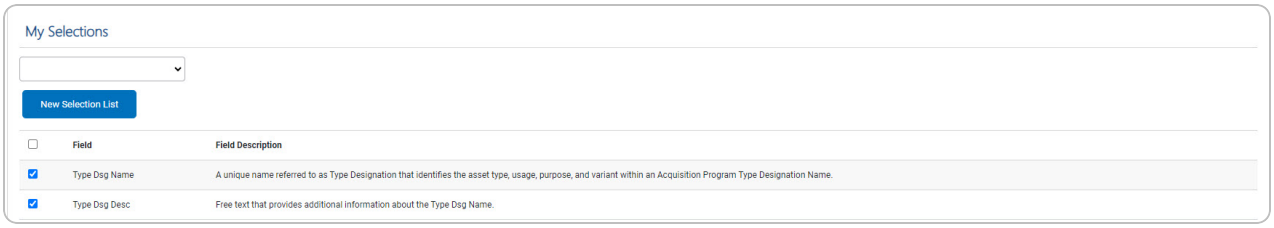
   Select Show Inquiry for small volumes of data. *The* ***Type Designation Inquiry — Results*** *page appears.*

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.*

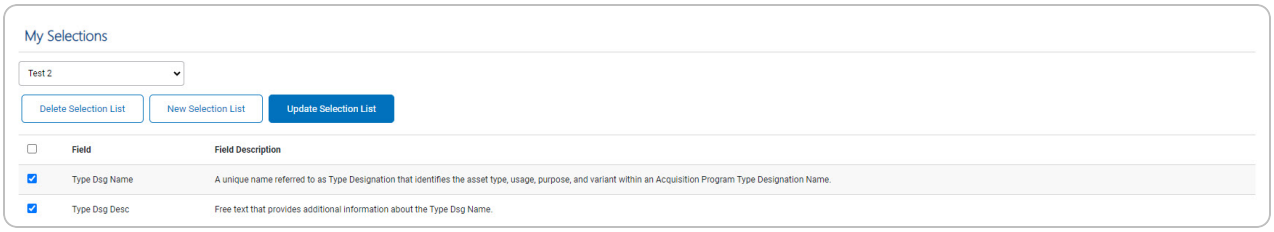
3. Select Show Inquiry for small volumes of data. *The **Type Designation Inquiry — Results** page appears.*

**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.*

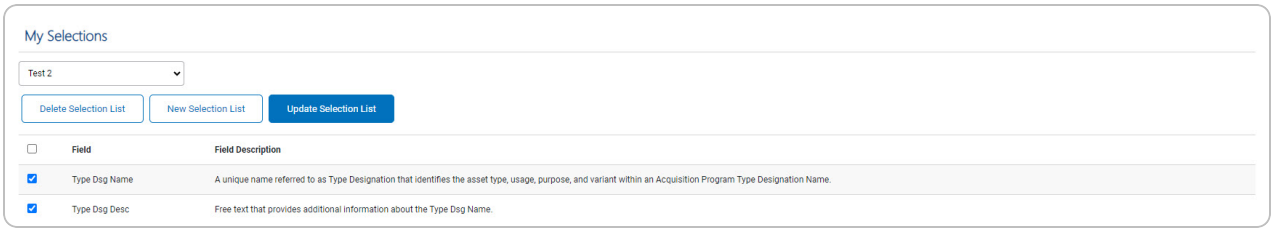
Select Show Inquiry for small volumes of data. *The **Type Designation Inquiry — Results** page appears.*

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.

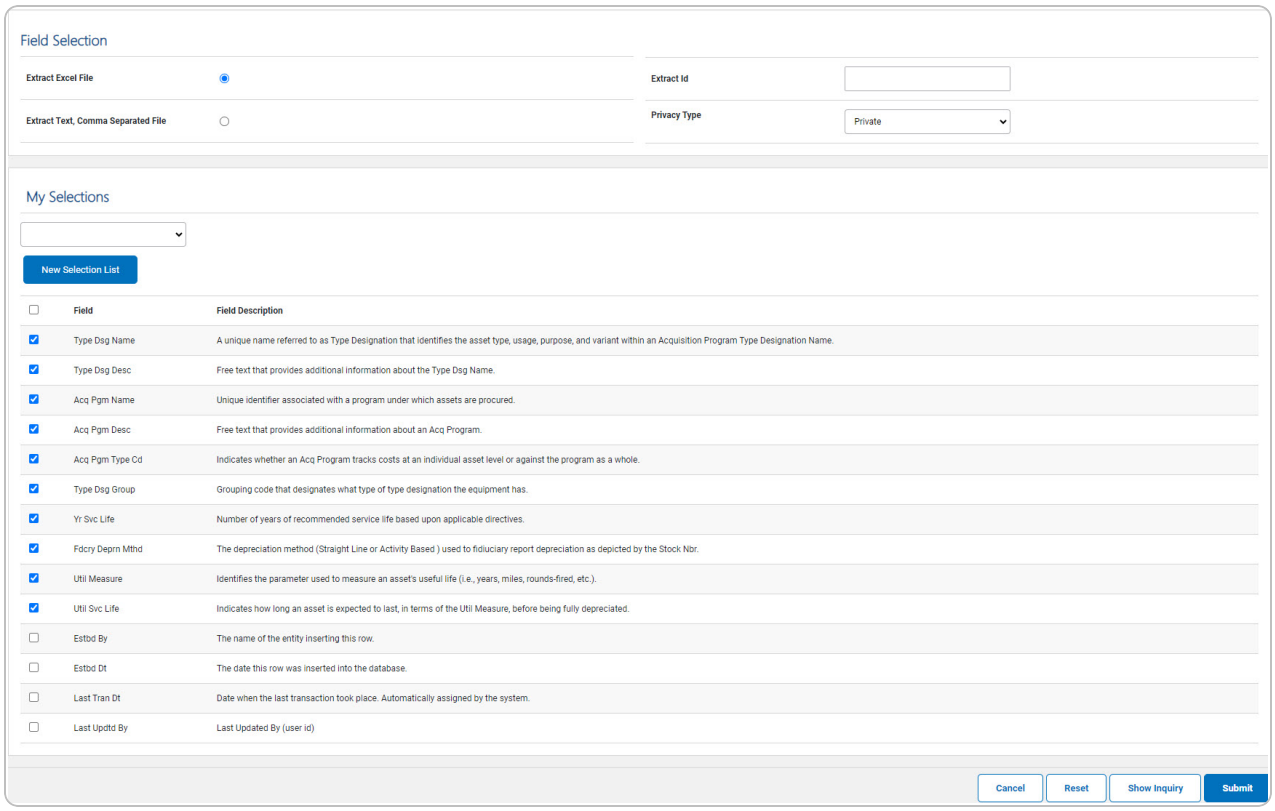



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 NAME contains 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 Submit 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

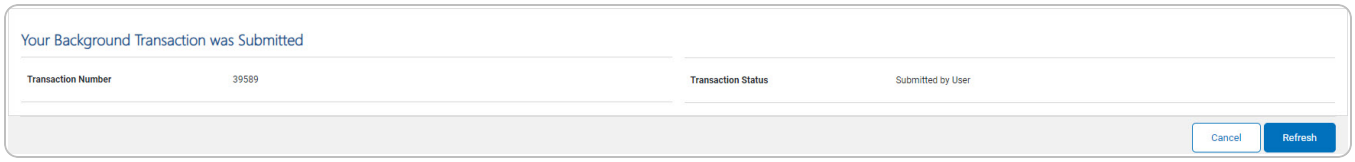
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

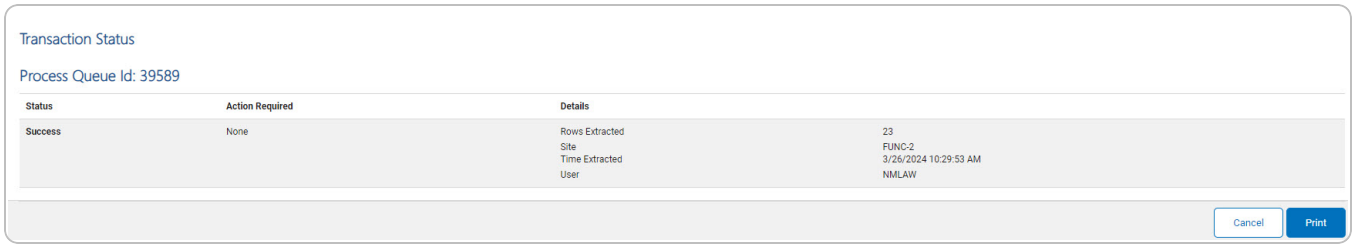
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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  . *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 |
| --- | --- |
| **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 |
|---|---|
| **323** | After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s). |
| **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". |

| | |
|---|---|
| **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

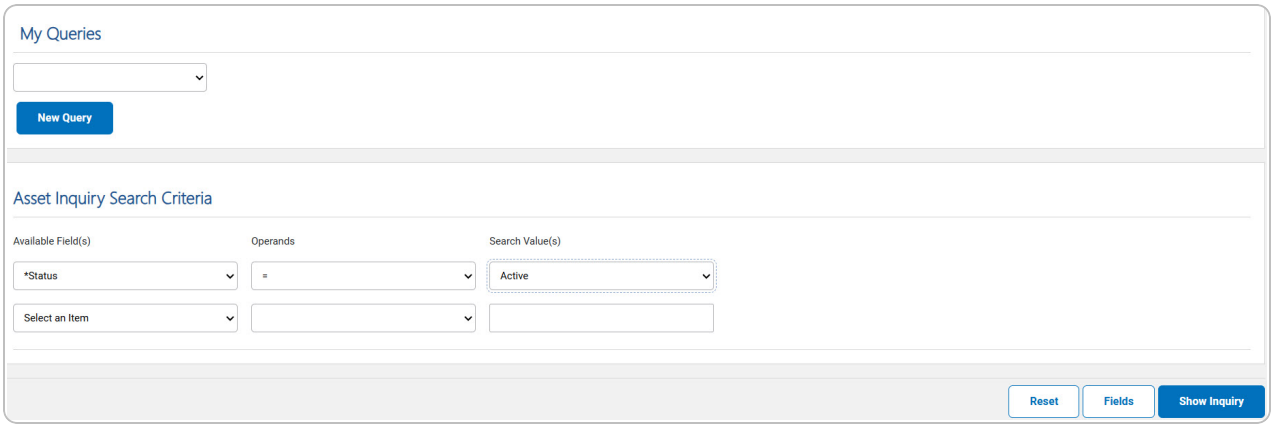
**ELMS Navigation Helpful Tips**

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**

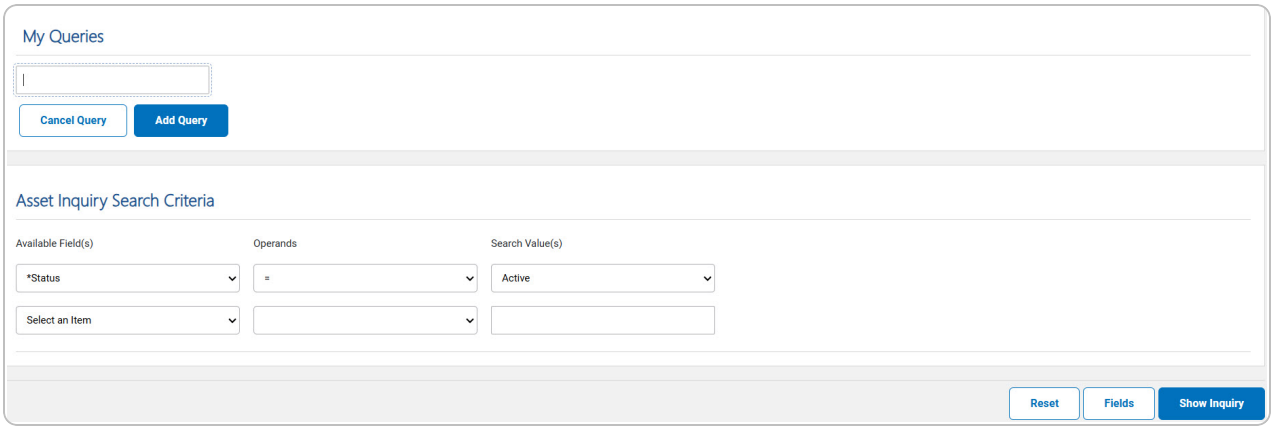
   a. Use ⌄ to select desired Available Field.

   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.*



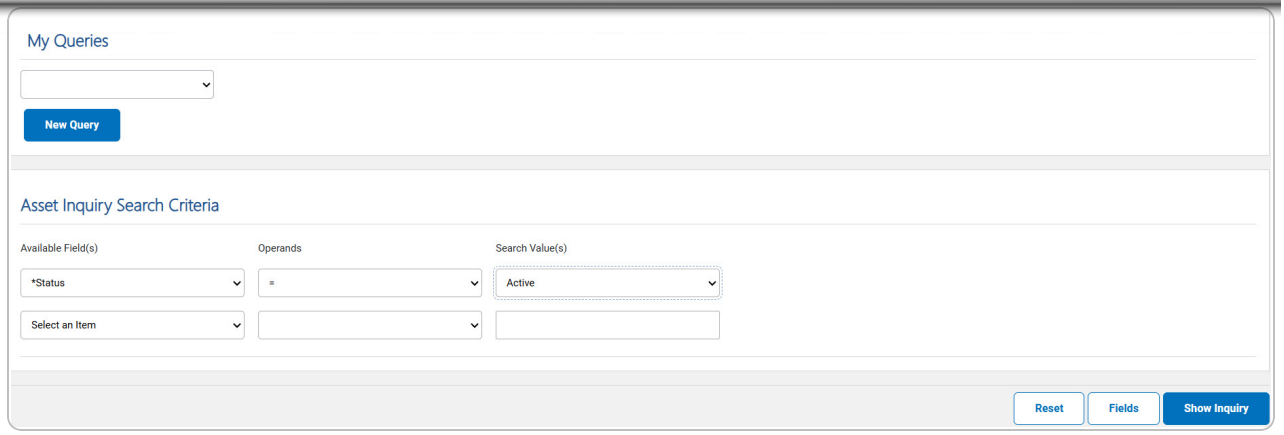

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



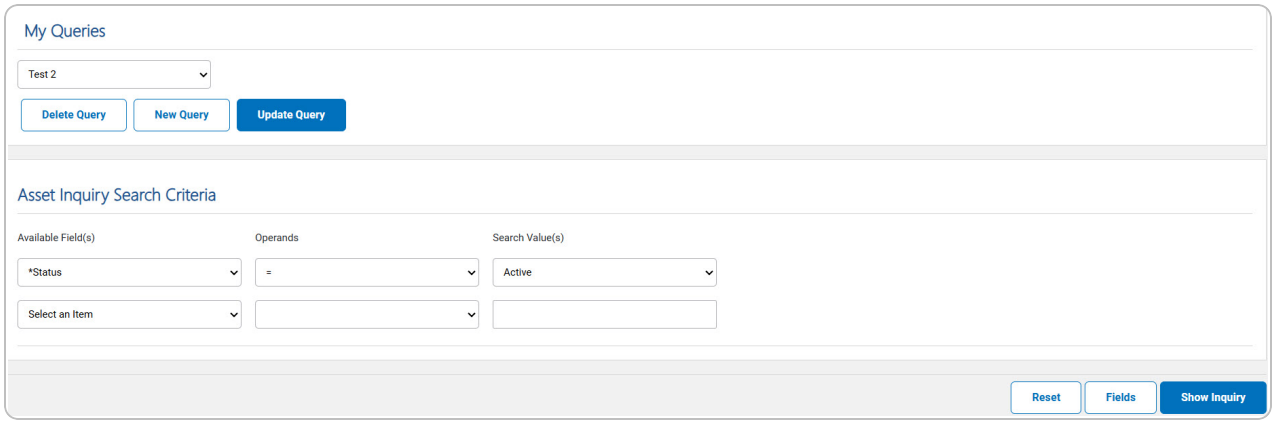

2. Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

   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.*

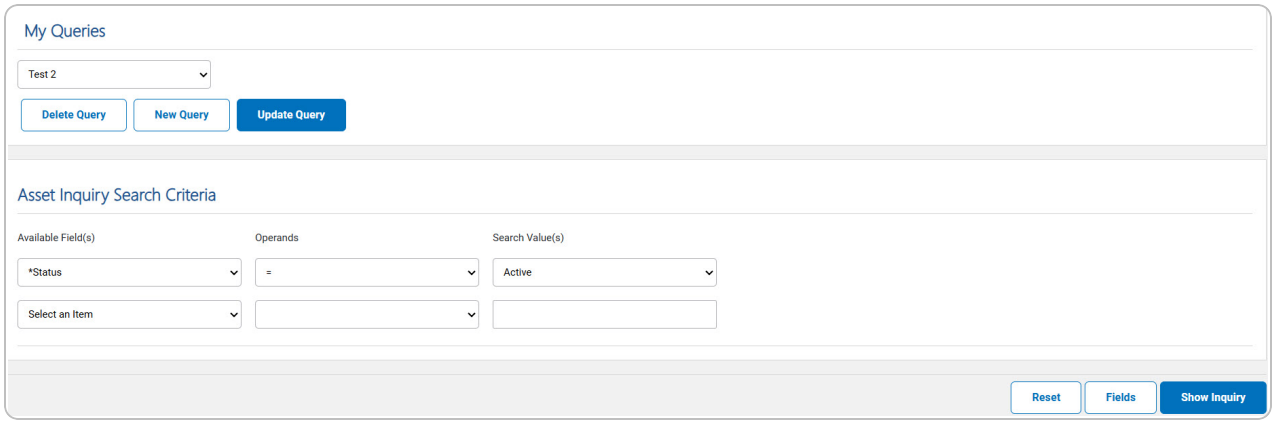
Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

4. 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 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. |
| **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 Detail — All
- 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

**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 Notfy 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
Oblign Doc Nbr
Operating Unit
Origl In Svc Dt
Owng Cost Center
Owng Cost Center Id
Phrase Type Cd
Precious Mtl Cd
Prior Deprn
Program/Project
Project Nbr
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Prr Deprn Util Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
RFID Tag
RPUID
RPUID Awaiting Assignment
Salvage Value Amt
Shelf Life Cd
Shipment Dt
Site Latitude Coordinate
Site Longitude Coordinate
Site Name
SLIN

SPIIN
Sply Cat Mat Cd
Status
Stock Item Cd
Sub Head
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Dept Cd
Trading Partner Nbr
Trading Partner Nbr To
Trading Subhead
Tran Cd
Tran Doc Nbr
Tran Qty
Transfer Type Cd
Transfer Type Cd To
Type Asset Cd
Type Dsg Name
Type Fund Cd
UIC Name
UIC To
UII
UII Sts Cd
Util Measure Cd
Util Svc Life
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

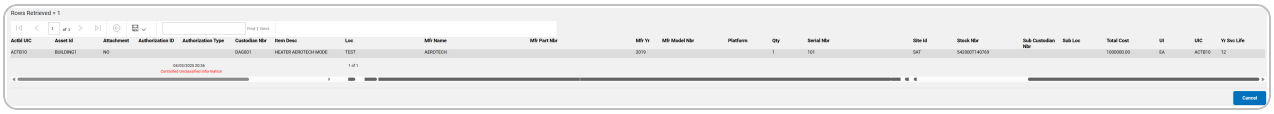
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the 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 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 Inquiry Detail

Select the desired ACTBL UIC row. *The* ***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 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 Detail — All
- 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

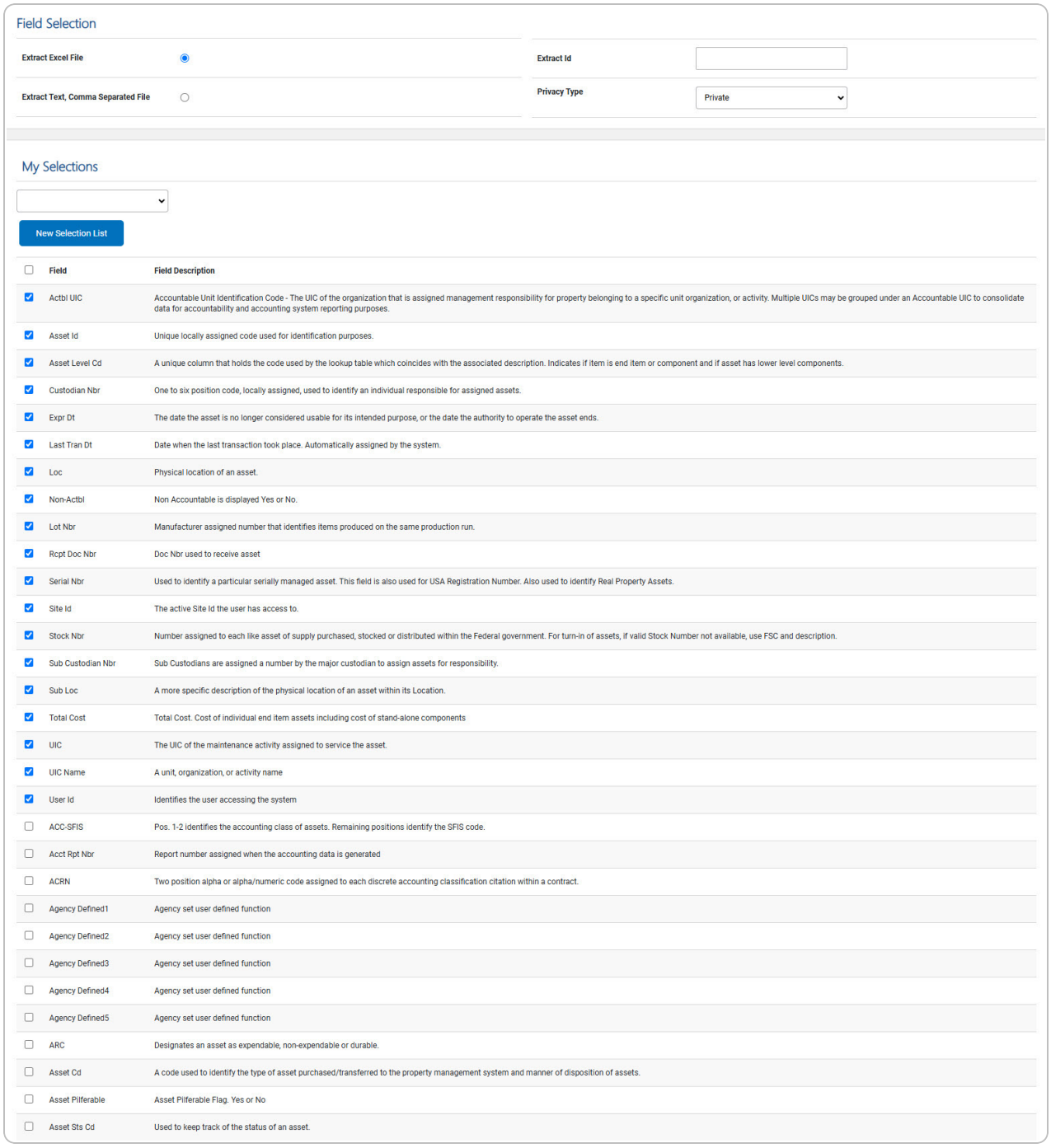
**ELMS Navigation Helpful Tips**

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

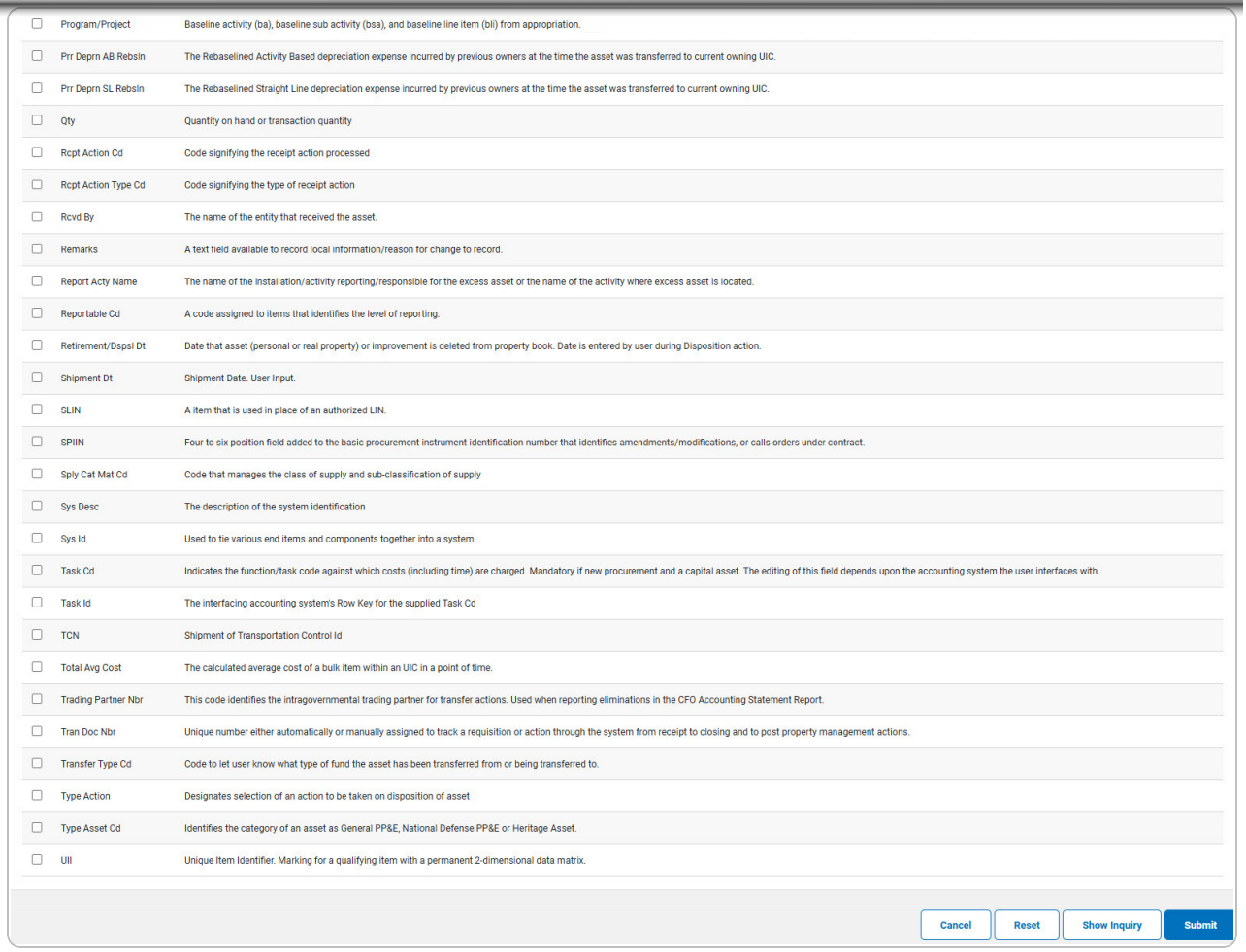
My Selections

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. |

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**

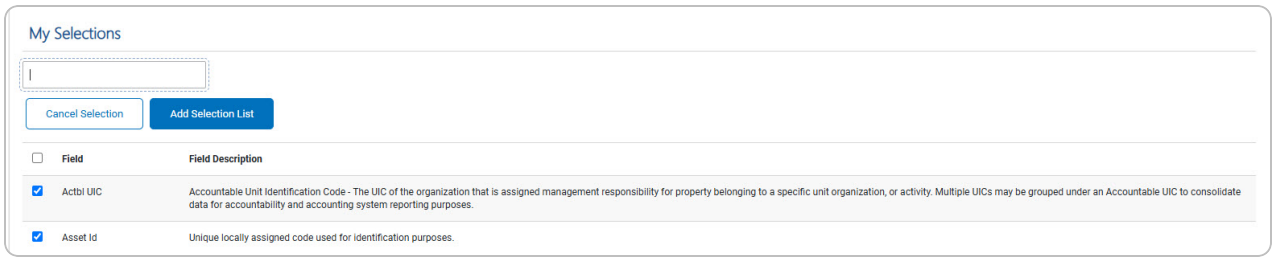
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

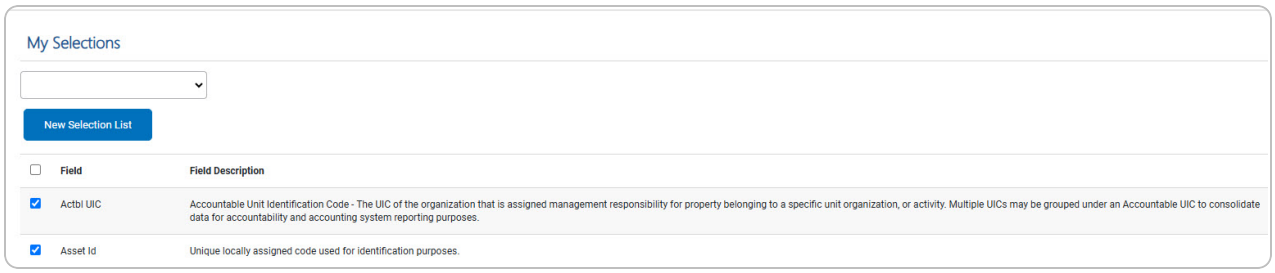
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

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.*

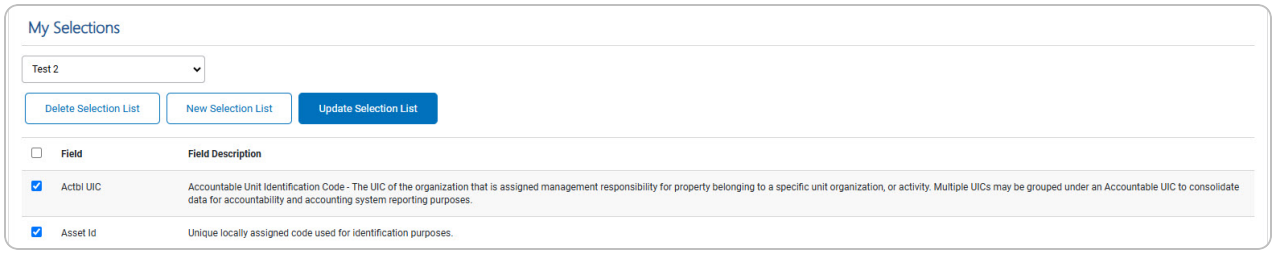
Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

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.*

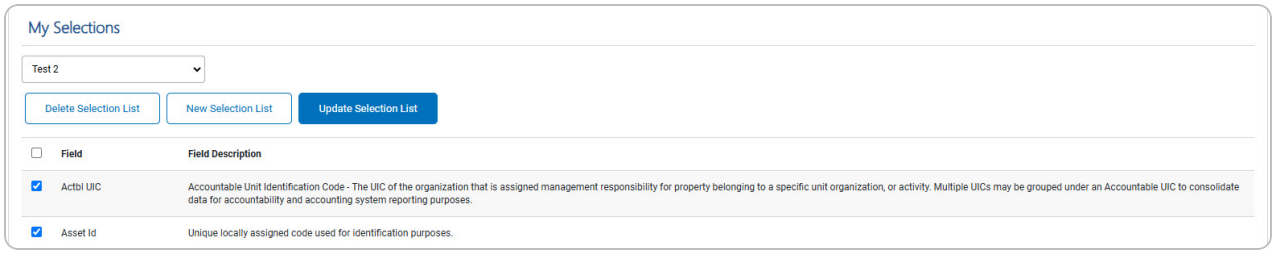
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

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.

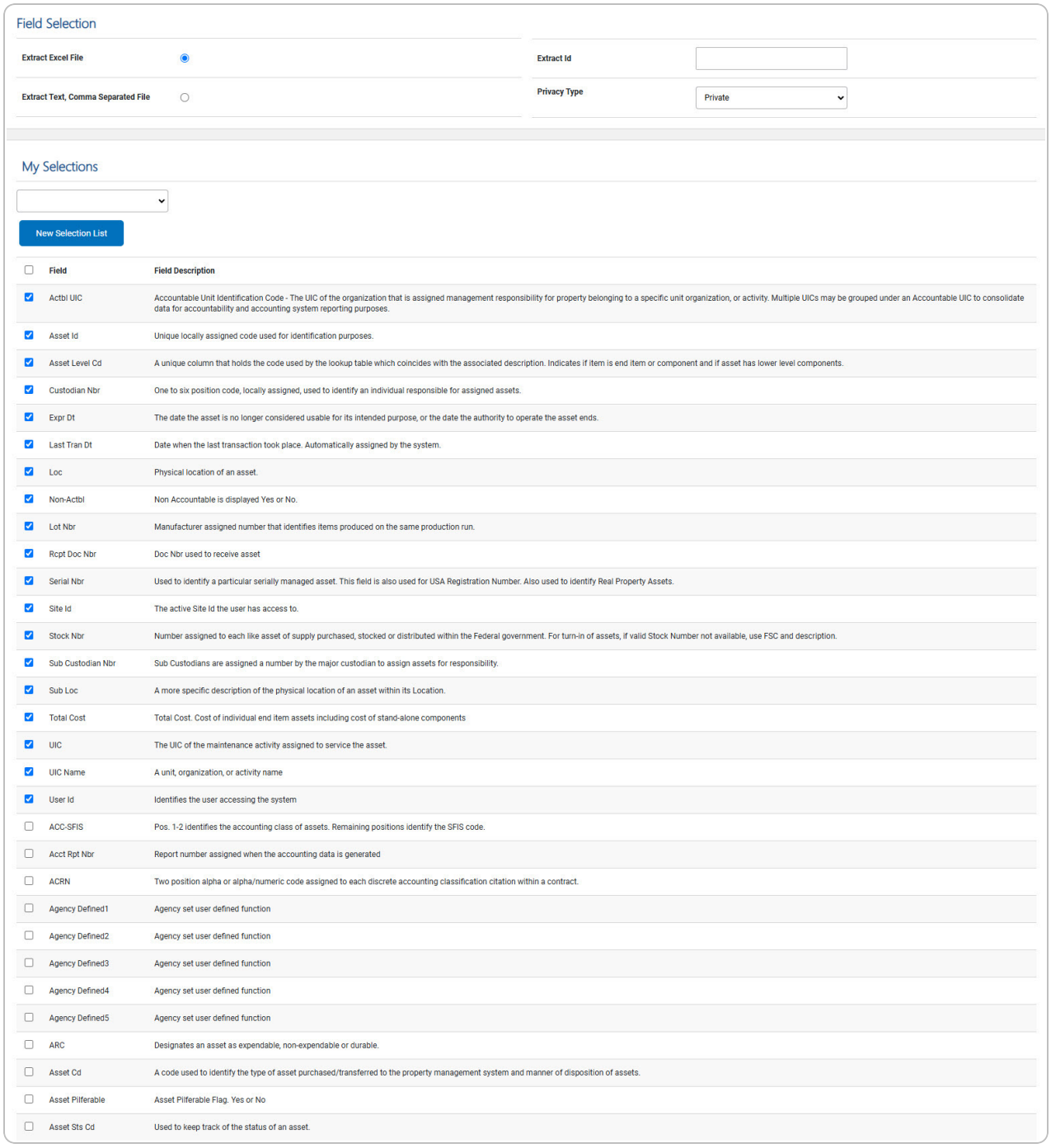



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## Modify the Fields Used for the Inquiry

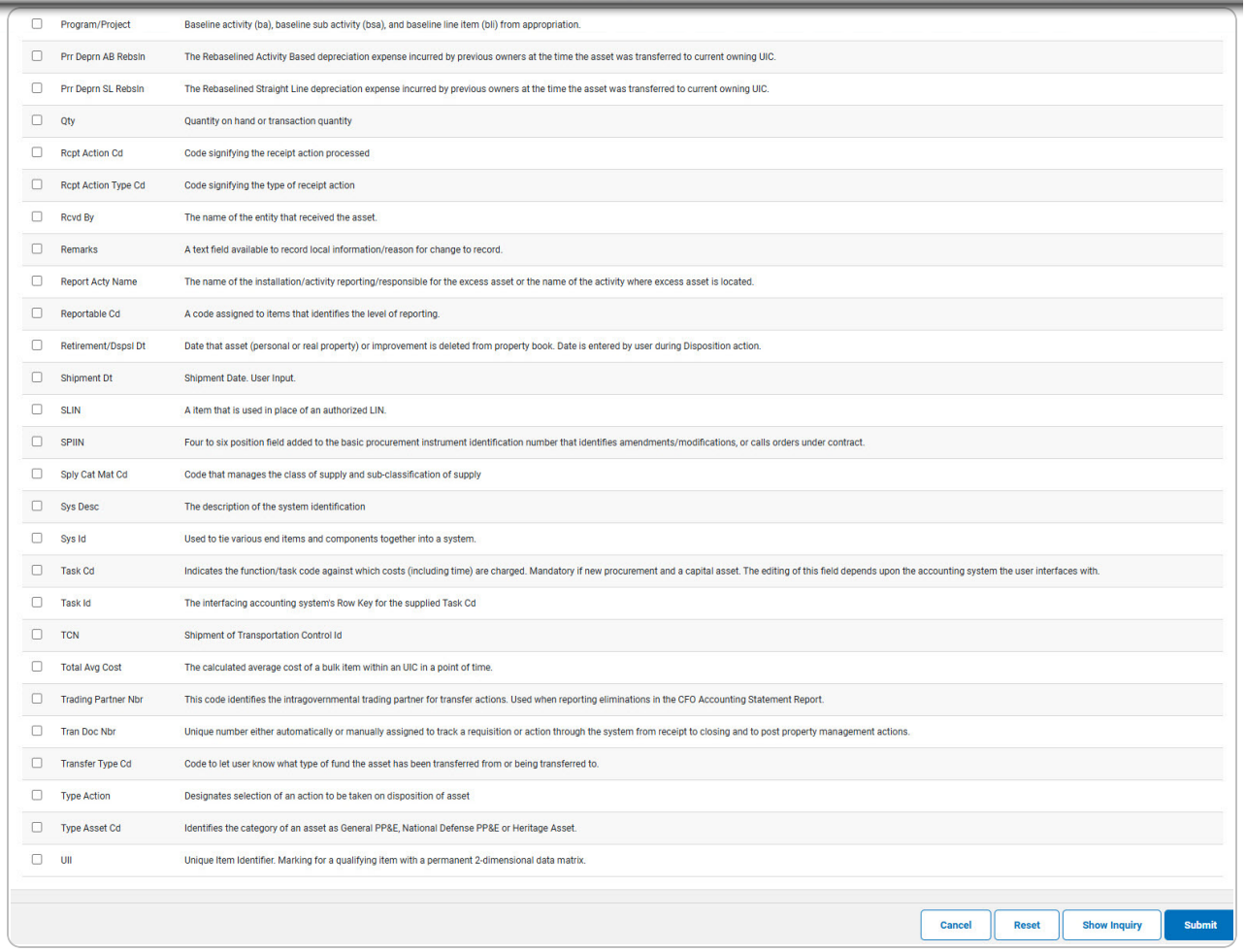
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Asset Activity Inquiry** page appears.*



| | | |
|---|---|---|
| ☐ | 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. 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 UIC contains 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 DT contains 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 Inquiry Detail — All
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity 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. |

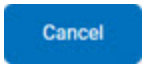
# Procedures

**ELMS Navigation Helpful Tips**

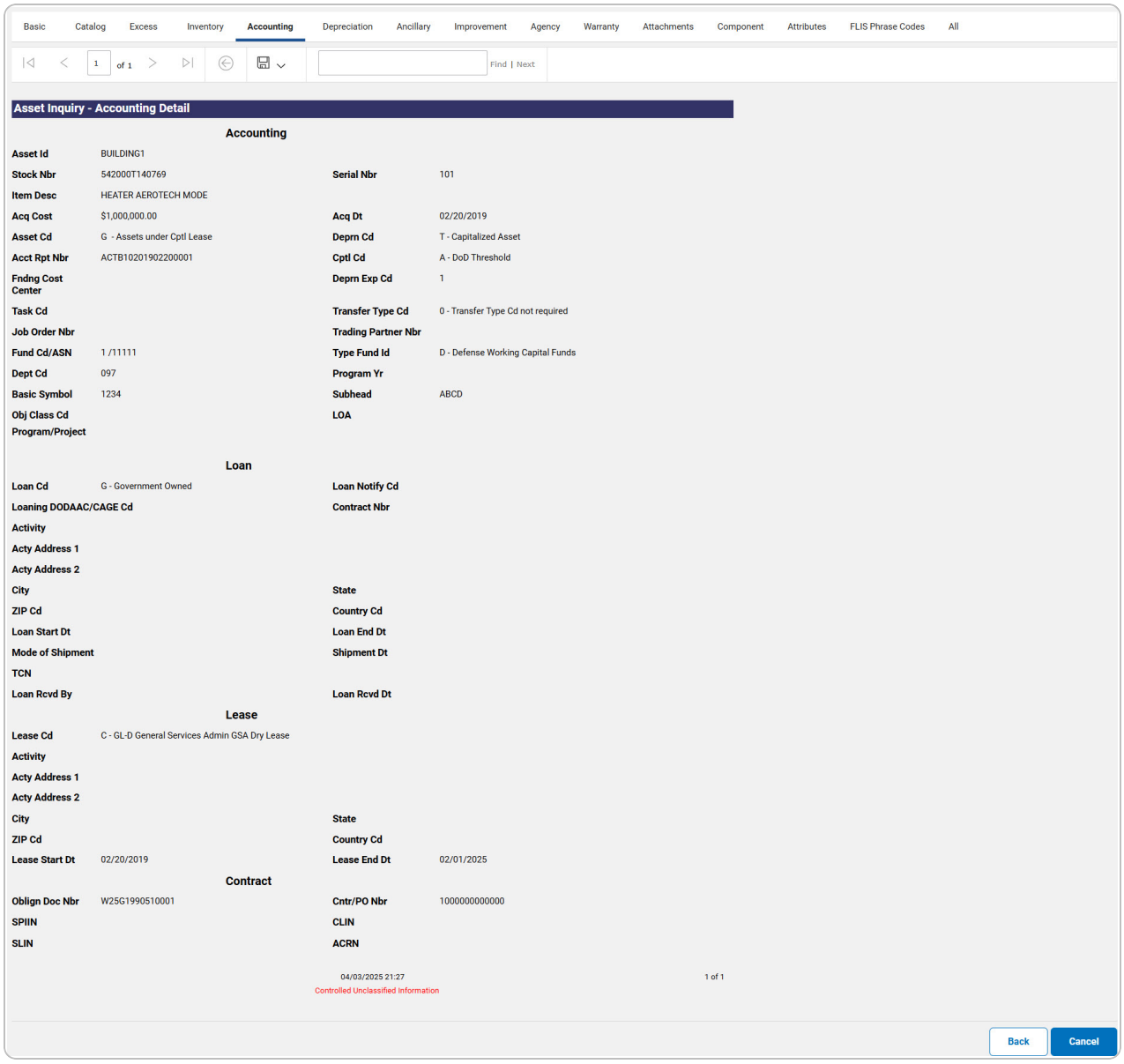


Click the following link to display PA Navigation Tips.

## 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.*

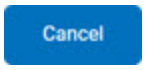
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify 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. *The **Asset Inquiry Detail — All** page appears*.

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 — 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 Detail — All
- 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

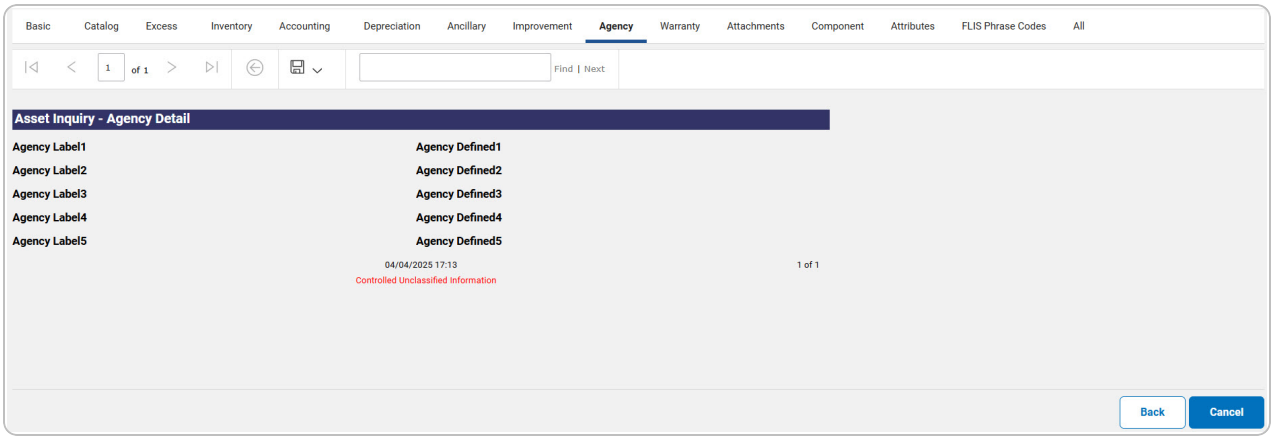
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

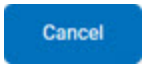
## Export the Asset Inquiry Detail — Agency

*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*.

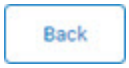
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset Inquiry Detail — All** page appears*.

OR

Select 

. *The **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 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 Detail — All
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

# View the Asset Inquiry Detail — All

## Overview

The Asset Inquiry Detail process displays the total detailed record for an Asset.

## Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry — All Detail page

## Page Fields

The following fields display on the **Asset Inquiry — All Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Inquiry — All Detail Grid

#### Basic 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
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd
iRAPT/WAWF Details
iRAPT/WAWF Receipt

**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
Mfr Yr
Mfr Model Nbr
CAGE Cd
DoD Serial Nbr

**Excess Grid**

Excess Action Cd
Excess Dt
Mat Doc Id
Excess Remv Dt
Dspsl Doc Nbr

**Inventory Grid**

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 Grid**

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 Grid**

Loan Cd
Loaning DoDAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2

City
ZIP Cd
Loan Start Date
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

**Depreciation Grid**

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
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

**Agency 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

**FLIS Phrase Codes Grid**

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

# Procedures

**ELMS Navigation Helpful Tips**

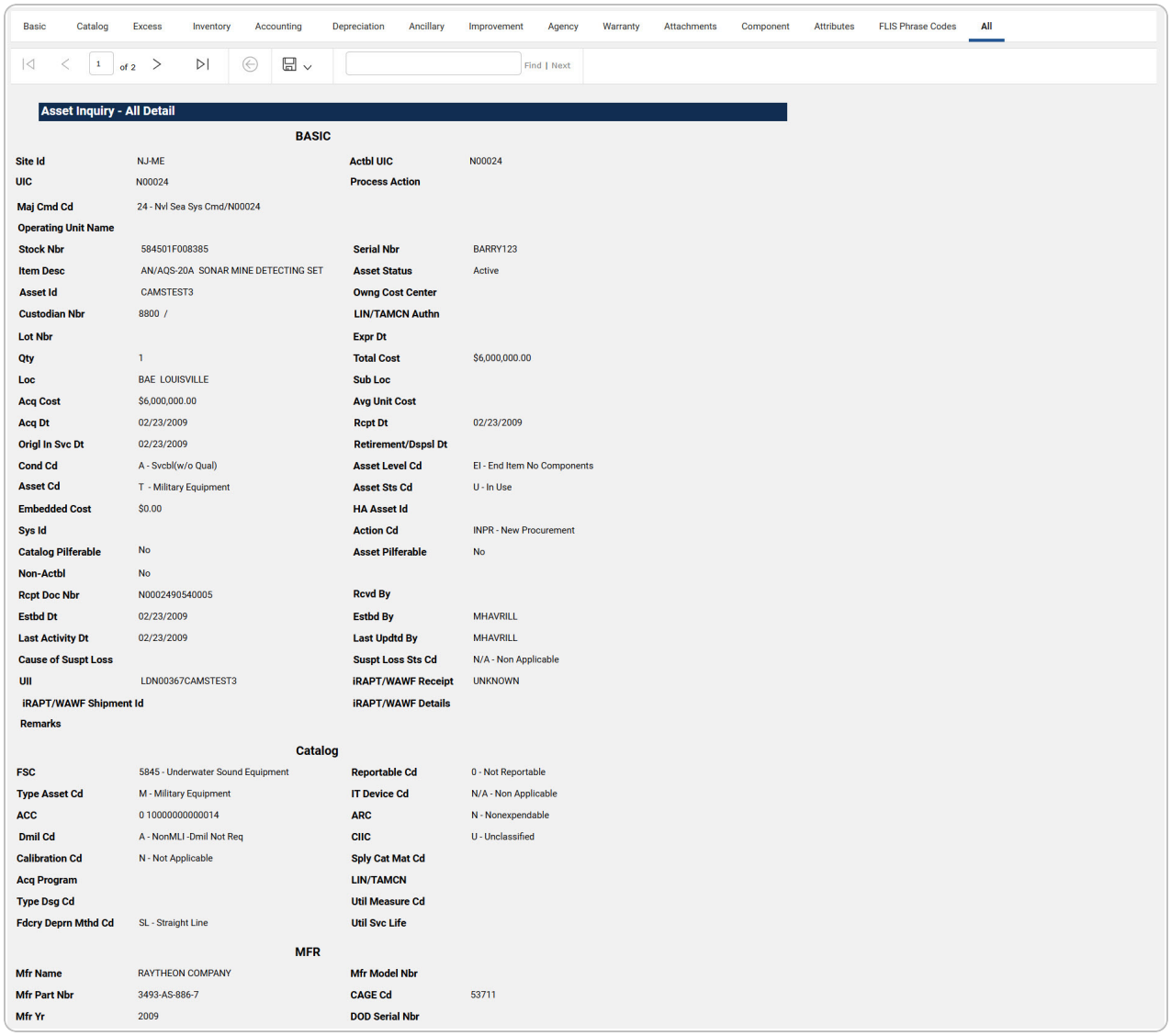


Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — All

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

1. *Verify the All tab.*



## EXCESS

| | | | |
|---|---|---|---|
| **Excess Action Cd** | | **Excess Remv Dt** | |
| **Excess Dt** | | **Dspsl Doc Nbr** | |
| **Mat Doc Id** | | | |

## INVENTORY

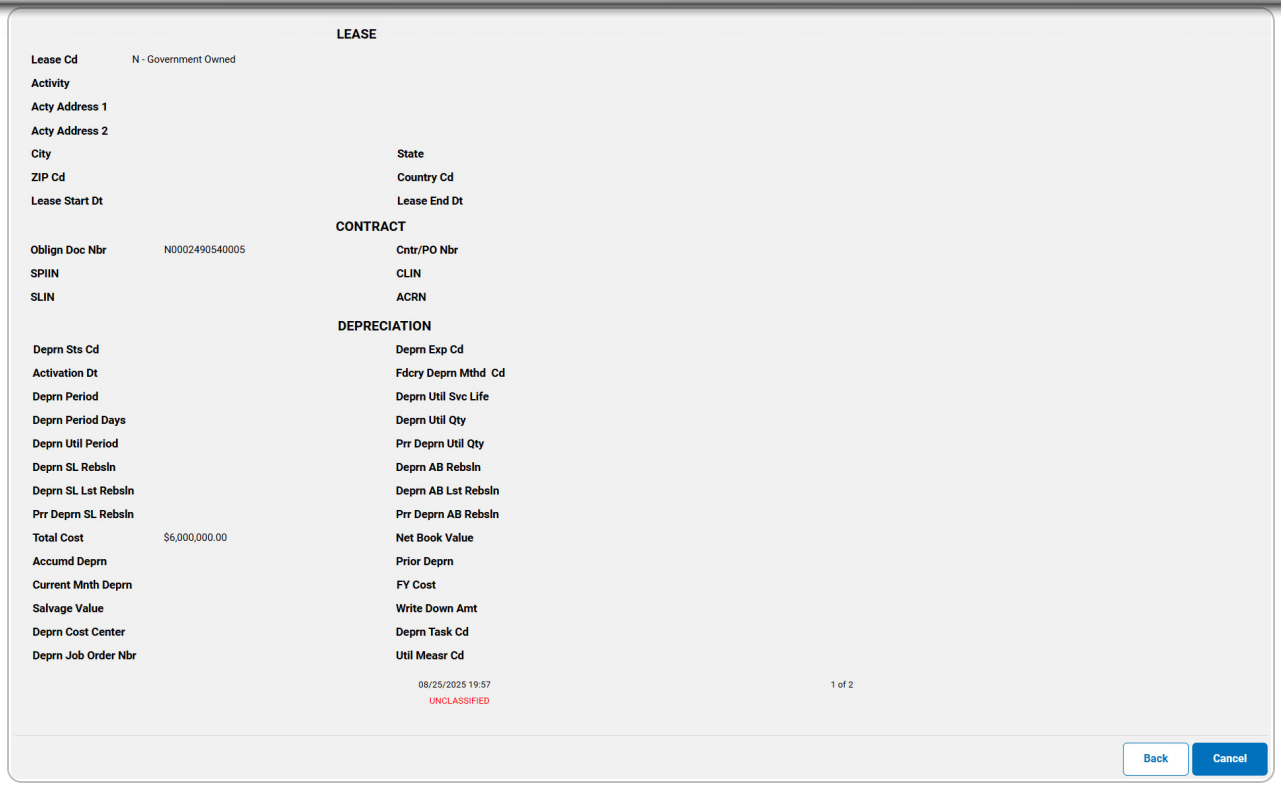
| | | | |
|---|---|---|---|
| **Inv By Serial Nbr** | NO | **Inv UIC** | N00024 |
| **Inv Maj Custodian Nbr** | 8800 | **Inv Sub Custodian Nbr** | |
| **Qty** | 1 | **Inv Qty** | 1 |
| **Loc** | BAE LOUISVILLE | **Inv Loc** | BAE LOUISVILLE |
| **Sub Loc** | | **Inv Sub Loc** | |
| **RFID Tag** | 47-2-HQ0157-1-143481 | **Cause Lst Inv Dt Chg** | ASSET RECEIVING |
| **RFID Location Name** | | **Last Inv Dt/Tm** | 02/23/2009 17:56 |
| **Inv User Id** | MHAVRILL | **Rcl Inv User Id** | MHAVRILL |
| **Inv Input Type** | ONLIN | **Rcl Inv Input Type** | ONLIN |
| **Rcl Last Inv Dt/Tm** | 02/23/2009 17:56 | **Cause Lst Rcl Dt Chg** | ASSET RECEIVING |
| **Rcl Qty** | 1 | | |
| **Rcl Loc** | BAE LOUISVILLE | **Rcl Sub Loc** | |
| **Suspt Loss Dt** | | **Suspt Loss Chg Dt** | |

## ACCOUNTING

| | | | |
|---|---|---|---|
| **Acq Cost** | $6,000,000.00 | **Acq Dt** | 02/23/2009 |
| **Asset Cd** | T - Military Equipment | **Deprn Cd** | C - APSR-Only Capitalized Asset |
| **Acct Rpt Nbr** | | **Cptl Cd** | A - DoD Threshold |
| **Fndng Cost Center** | | **Deprn Exp Cd** | |
| **Task Cd** | | **Transfer Type Cd** | 0 - Transfer Type Cd not required |
| **Job Order Nbr** | | **Trading Partner Nbr** | |
| **Fund Cd/ASN** | 99/ | **Type Fund Id** | O - Other |
| **Dept Cd** | | **Pgm Yr** | |
| **Basic Symbol** | | **Subhead** | |
| **Obj Class Cd** | | **LOA** | |
| **Program/Project** | | | |

## LOAN

| | | | |
|---|---|---|---|
| **Loan Cd** | G - Government Owned | **Loan Notify Cd** | |
| **Loaning DODAAC/CAGE Cd** | | **Contract Nbr** | |
| **Activity** | | | |
| **Acty Address 1** | | | |
| **Acty Address 2** | | | |
| **City** | | **State** | |
| **ZIP Cd** | | **Country Cd** | |
| **Loan Start Dt** | | **Loan End Dt** | |
| **Mode of Shipment** | | **Shipment Dt** | |
| **TCN** | | | |
| **Loan Rcvd By** | | **Loan Rcvd Dt** | |



LEASE

| | | | |
|---|---|---|---|
| Lease Cd | N - Government Owned | | |
| Activity | | | |
| Acty Address 1 | | | |
| Acty Address 2 | | | |
| City | | State | |
| ZIP Cd | | Country Cd | |
| Lease Start Dt | | Lease End Dt | |

CONTRACT

| | | | |
|---|---|---|---|
| Oblign Doc Nbr | N0002490540005 | Cntr/PO Nbr | |
| SPIIN | | CLIN | |
| SLIN | | ACRN | |

DEPRECIATION

| | | | |
|---|---|---|---|
| Deprn Sts Cd | | Deprn Exp Cd | |
| Activation Dt | | Fdcry Deprn Mthd Cd | |
| Deprn Period | | Deprn Util Svc Life | |
| Deprn Period Days | | Deprn Util Qty | |
| Deprn Util Period | | Prr Deprn Util Qty | |
| Deprn SL Rebsln | | Deprn AB Rebsln | |
| Deprn SL Lst Rebsln | | Deprn AB Lst Rebsln | |
| Prr Deprn SL Rebsln | | Prr Deprn AB Rebsln | |
| Total Cost | $6,000,000.00 | Net Book Value | |
| Accumd Deprn | | Prior Deprn | |
| Current Mnth Deprn | | FY Cost | |
| Salvage Value | | Write Down Amt | |
| Deprn Cost Center | | Deprn Task Cd | |
| Deprn Job Order Nbr | | Util Measr Cd | |

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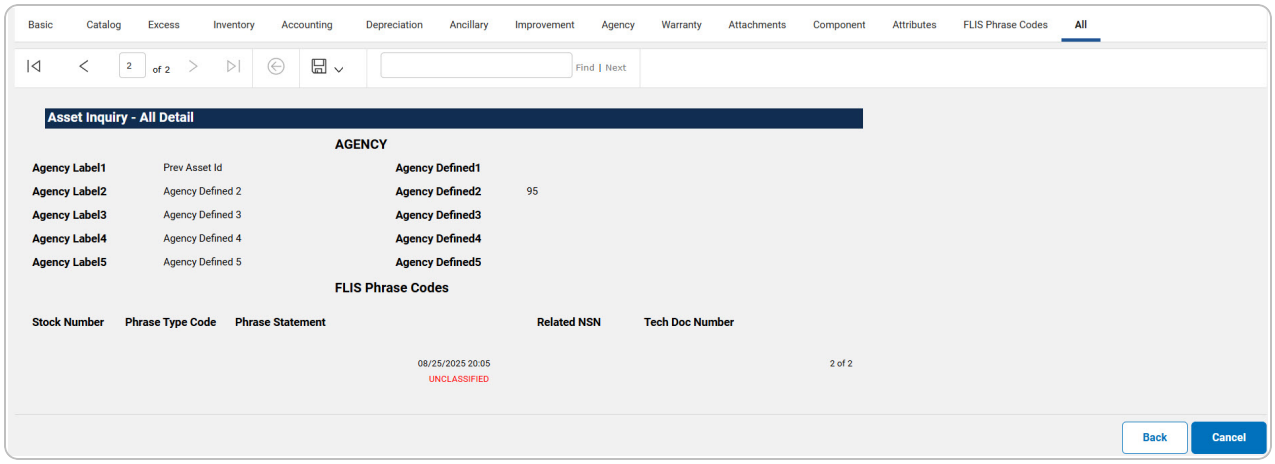
UNCLASSIFIED

Back Cancel



Basic Catalog Excess Inventory Accounting Depreciation Ancillary Improvement Agency Warranty Attachments Component Attributes FLIS Phrase Codes All

2 of 2 Find | Next

Asset Inquiry - All Detail

AGENCY

| | | | |
|---|---|---|---|
| Agency Label1 | Prev Asset Id | Agency Defined1 | |
| Agency Label2 | Agency Defined 2 | Agency Defined2 | 95 |
| Agency Label3 | Agency Defined 3 | Agency Defined3 | |
| Agency Label4 | Agency Defined 4 | Agency Defined4 | |
| Agency Label5 | Agency Defined 5 | Agency Defined5 | |

FLIS Phrase Codes

| Stock Number | Phrase Type Code | Phrase Statement | Related NSN | Tech Doc Number |
|---|---|---|---|---|

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UNCLASSIFIED

Back Cancel

A. *Verify the Basic section.*

   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 ASSET CD.*
q. *Verify the Embedded Cost.*
r. *Verify the SYS ID.*
s. *Verify the Catalog Pilferable.*
t. *Verify the NON—ACTBL.*
u. *Verify the RCPT DOC NBR.*
v. *Verify the ESTBD DT.*
w. *Verify the LAST ACTIVITY DT.*
x. *Verify the CAUSE OF SUSPT LOSS.*
y. *Verify the UII.*
z. *Verify the IRAPT/WAWF SHIPMENT DT.*
aa. *Verify the Remarks.*
ab. *Verify the ACTBL UIC.*
ac. *Verify the Process Action.*
ad. *Verify the SERIAL NBR.*
ae. *Verify the Asset Status.*
af. *Verify the OWNG COST CENTER.*
ag. *Verify the LIN/TAMCN AUTHN.*
ah. *Verify the EXPR DT.*
ai. *Verify the Total Cost.*
aj. *Verify the SUB LOC.*

ak. *Verify the AVG UNIT COST.*
al. *Verify the RCPT DT.*
am. *Verify the Retirement/DSPSL ACTY.*
an. *Verify the ASSET LEVEL CD.*
ao. *Verify the ASSET STS CD.*
ap. *Verify the HA ASSET ID.*
aq. *Verify the ACTION CD.*
ar. *Verify the Asset Pilferable.*
as. *Verify the RCVD BY.*
at. *Verify the ESTBD BY.*
au. *Verify the LAST UPDTD BY.*
av. *Verify the SUSPT LOSS STS CD.*
aw. *Verify the IRAPT/WAWF Receipt.*
ax. *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 CD.*
   b. *Verify the EXCESS DT.*
   c. *Verify the MAT DOC ID.*
   d. *Verify the EXCESS REMV DT.*
   e. *Verify the DSPSL DOC NBR.*

E. *Verify the Inventory section.*
   a. *Verify the Inv By Serial Number.*
   b. *Verify the Inv Maj  Custodian Number.*
   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 the INV 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 INV DT CHG.*
t. *Verify the LAST INV DT/TM.*
u. *Verify the RCL INV USER ID.*
v. *Verify the RCL INV INPUT TYPE.*
w. *Verify the CAUSE LST RCL DT CHG.*
x. *Verify the RCL SUB LOC.*
y. *Verify the SUSPT LOSS CHG DT.*

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 SERIAL NBR.*
m. *Verify the ACQ DT.*
n. *Verify the DEPRN CD.*
o. *Verify the CPTL CD.*
p. *Verify the DEPRN EXP CD.*
q. *Verify the TRANSFER TYPE CD.*
r. *Verify the TRADING PARTNER NBR.*
s. *Verify the TYPE FUND ID.*
t. *Verify the Program YR.*
u. *Verify the SUBHEAD.*
v. *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 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.*

H. *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.*

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 the ACRN.*

J. *Verify the Depreciation section.*
a. *Verify the DEPRN STS CD.*
b. *Verify the ACTIVATION DT.*
c. *Verify the DEPRN PERIOD.*
d. *Verify the DEPRN PRD DAYS.*
e. *Verify the DEPRN UTIL PERIOD.*
f. *Verify the DEPRN SL REBSLN.*
g. *Verify the DEPRN SL LST REBSLN.*
h. *Verify the PRR DEPRN SL REBSLN.*
i. *Verify the Total Cost.*
j. *Verify the ACCUMD DEPRN.*
k. *Verify the CURRENT MNTH DEPRN.*
l. *Verify the SLVG Value.*
m. *Verify the DEPRN COST CENTER.*
n. *Verify the DEPRN JOB ORDER NBR.*
o. *Verify the SERIAL NBR.*
p. *Verify the DEPRN EXP CD.*
q. *Verify the FDCRY DEPRN MTHD CD.*
r. *Verify the DEPRN UTIL SVC LIFE.*
s. *Verify the DEPRN UTIL QTY.*
t. *Verify the PRR DEPRN UTIL QTY.*
u. *Verify the DEPRN AB REBSLN.*
v. *Verify the DEPRN AB LST REBSLN.*
w. *Verify the PRR DEPRN AB REBSLN.*
x. *Verify the Net Book Value.*

y. *Verify the PRIOR DEPRN.*

z. *Verify the FY COST.*

aa. *Verify the WRITE DOWN AMT.*

ab. *Verify the DEPRN TASK CD.*

ac. *Verify the UTIL MEASR CD.*

K. *Verify the Agency section.*

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.*

L. *Verify the FLIS Phrase Codes section.*

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 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 FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

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 — 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**

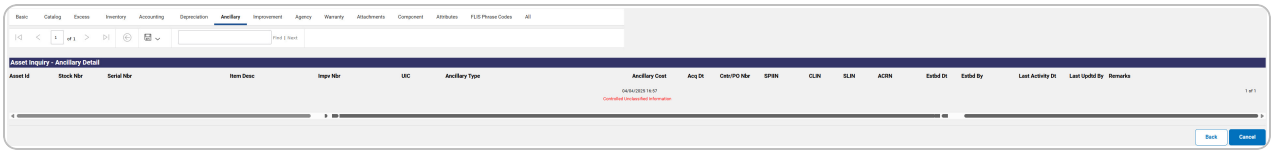


Click the following link to display PA Navigation Tips.

## Export the Asset Inquiry Detail — Ancillary

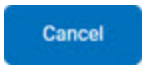
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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

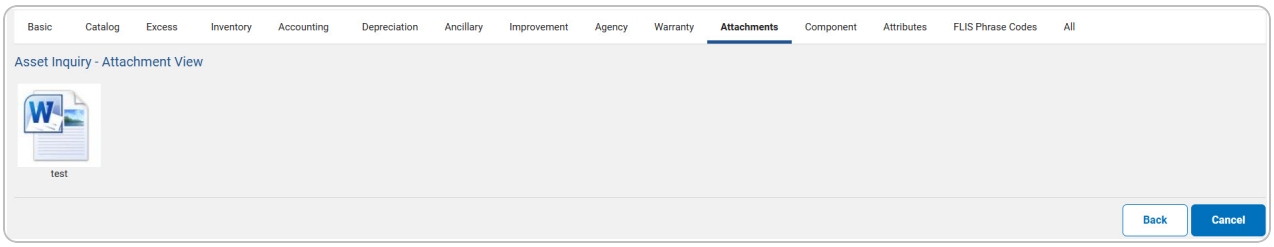
**ELMS Navigation Helpful Tips**



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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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**

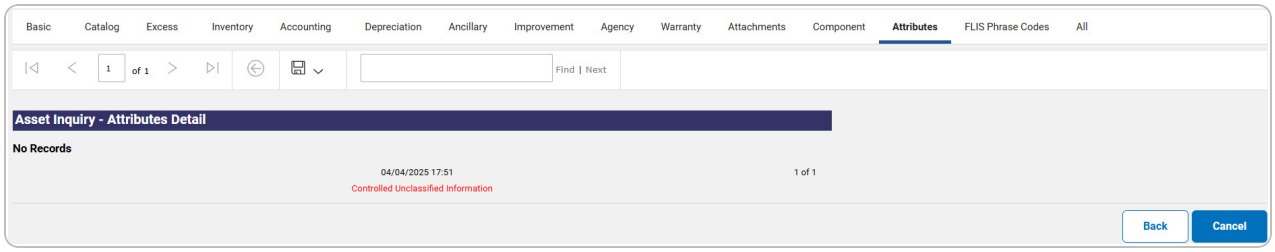


Click the following link to display PA Navigation Tips.

## 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*.

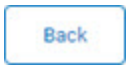
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset Inquiry Detail — All** page appears*.

OR

Select 

. *The **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 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 Detail — All
- View the Asset Inquiry Transaction Status
- Export the Asset 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**

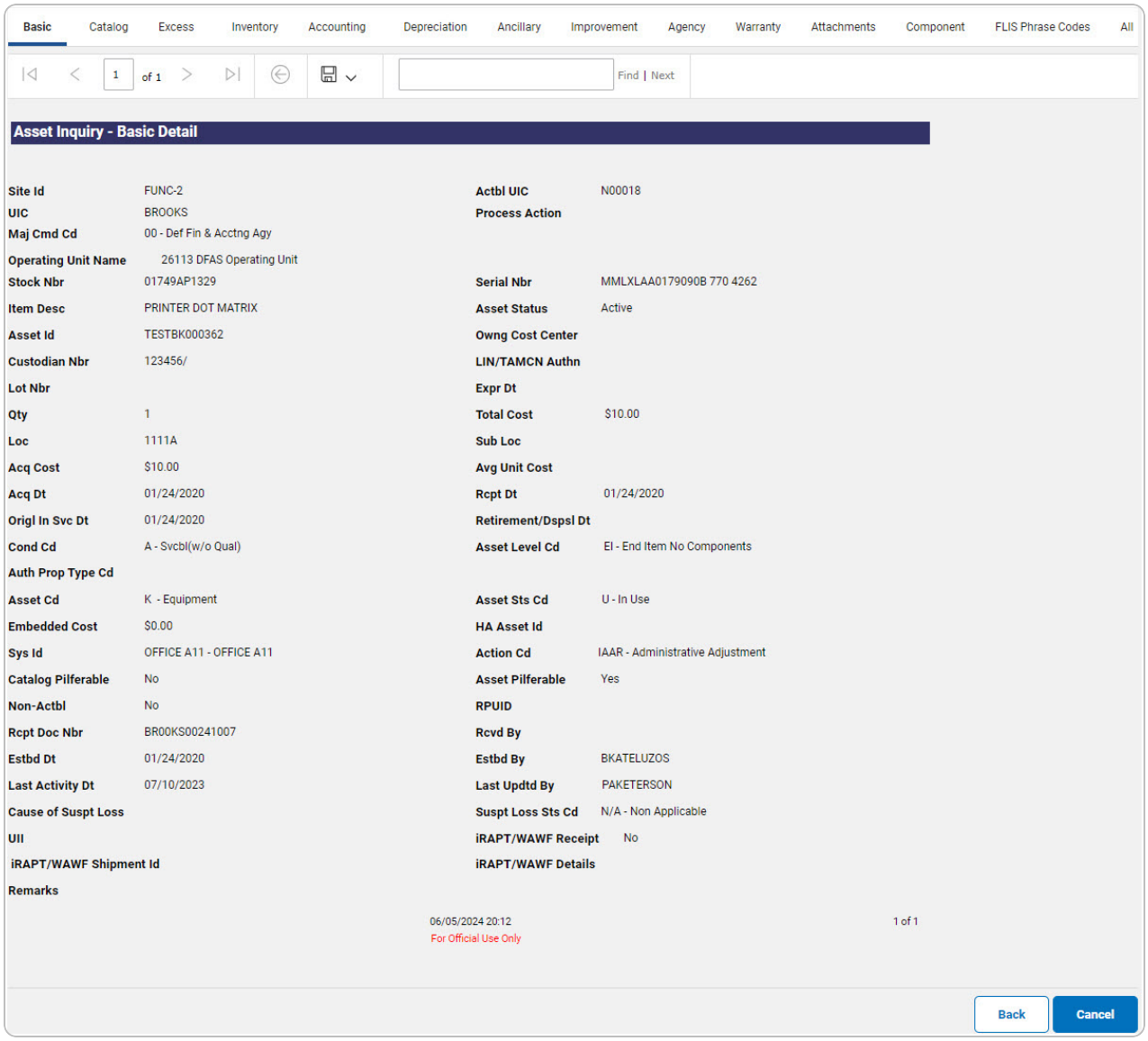


Click the following link to display PA Navigation Tips.

## 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.*

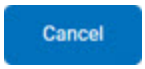
AV. *Verify the ESTBD BY.*

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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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. |

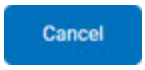
# Procedures

**ELMS Navigation Helpful Tips**

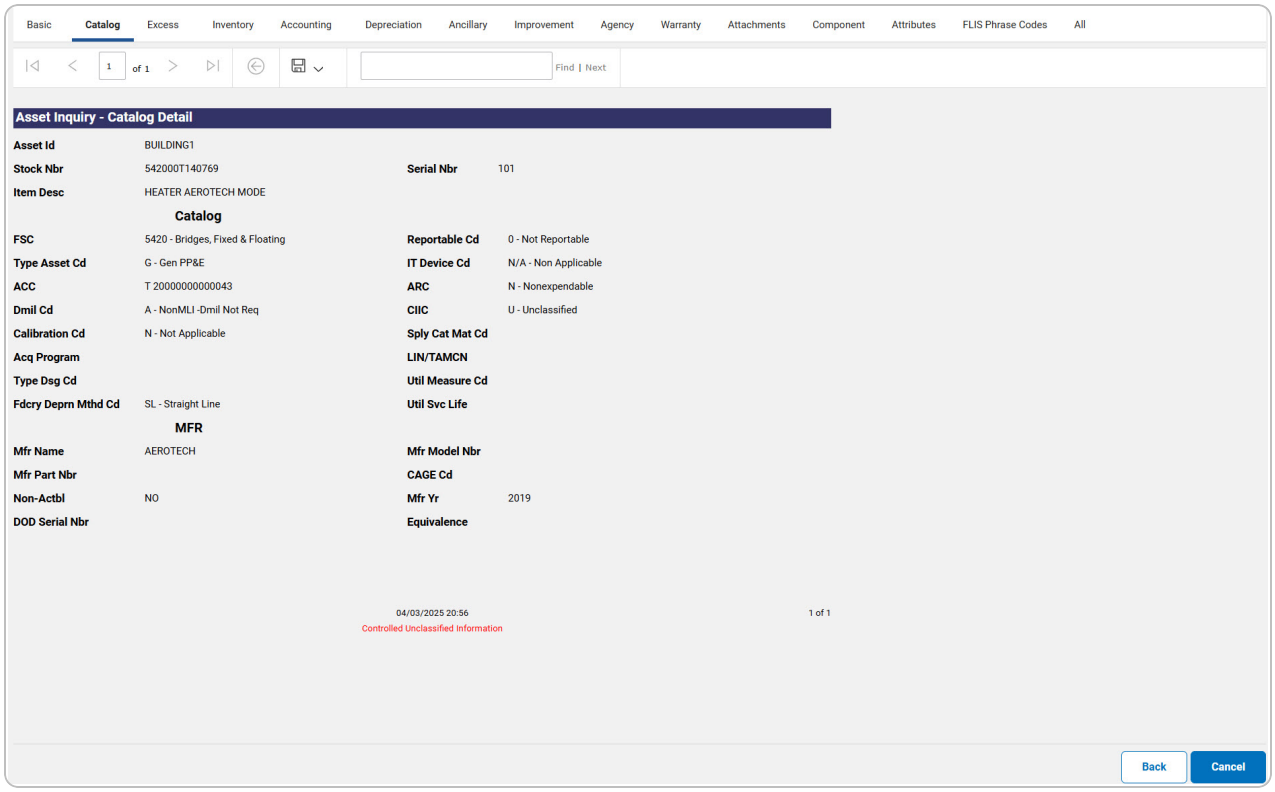


Click the following link to display PA Navigation Tips.

## 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.*

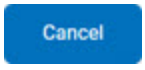
   g. *Verify the TYPE DSG CD.*

   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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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

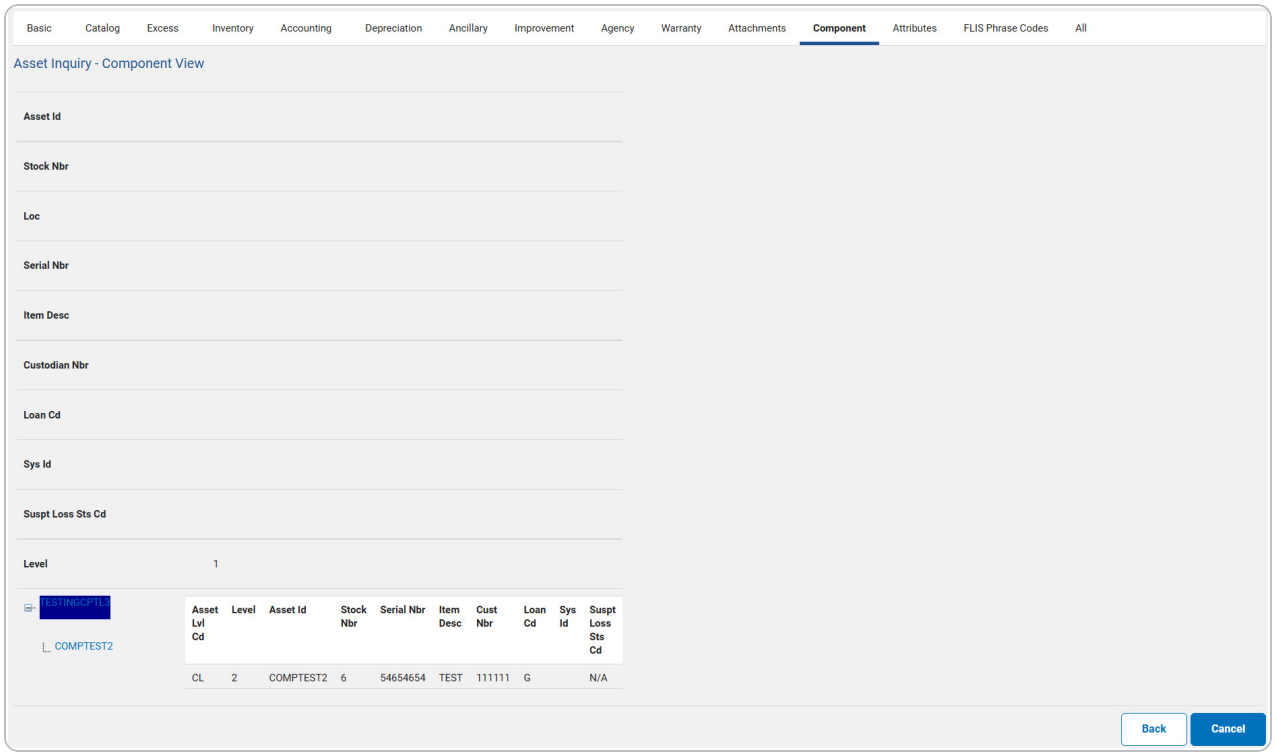
**ELMS Navigation Helpful Tips**

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.*

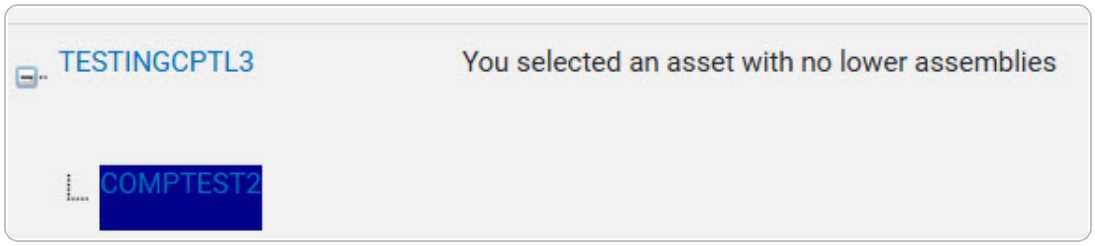
I. *Verify the SUSPT LOSS STS CD.*

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 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 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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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. |

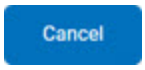
# Procedures

**ELMS Navigation Helpful Tips**

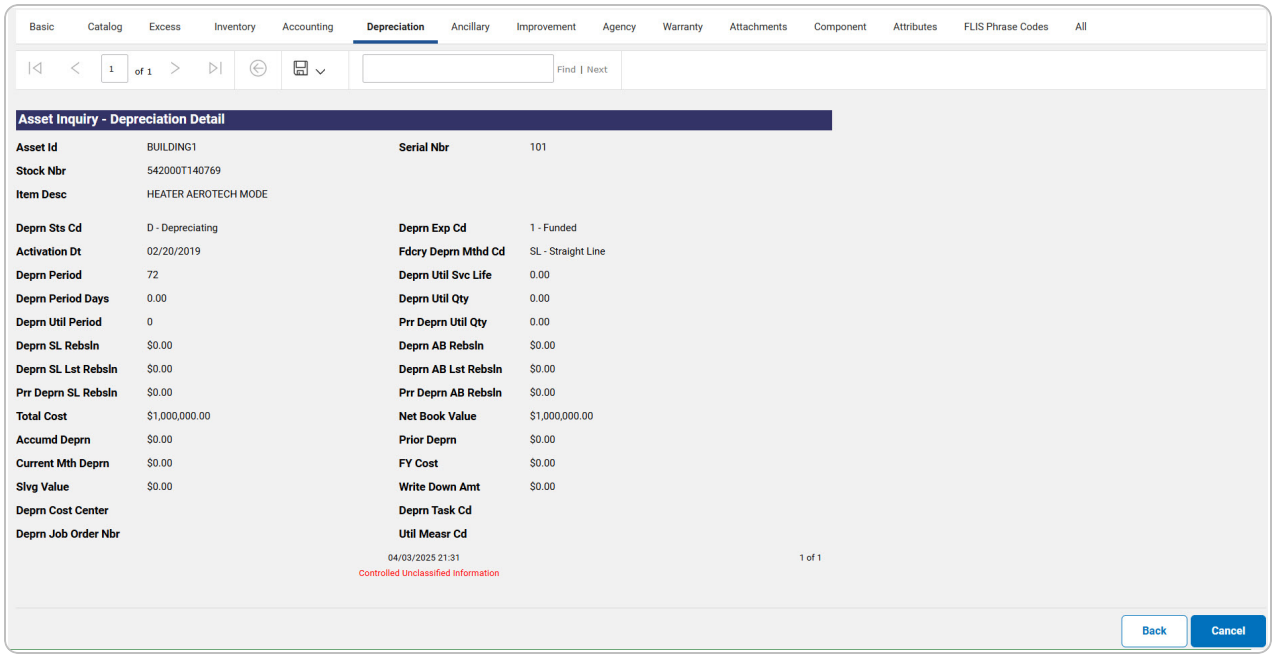


Click the following link to display PA Navigation Tips.

## Export the Asset Inquiry Detail — Depreciation

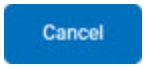
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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

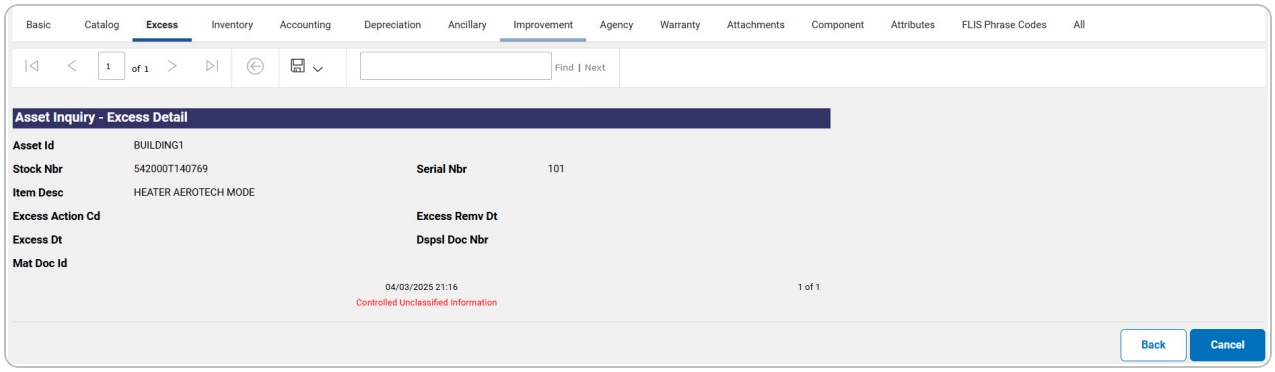
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Inquiry Detail — Excess

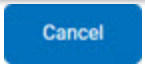
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 

. *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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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

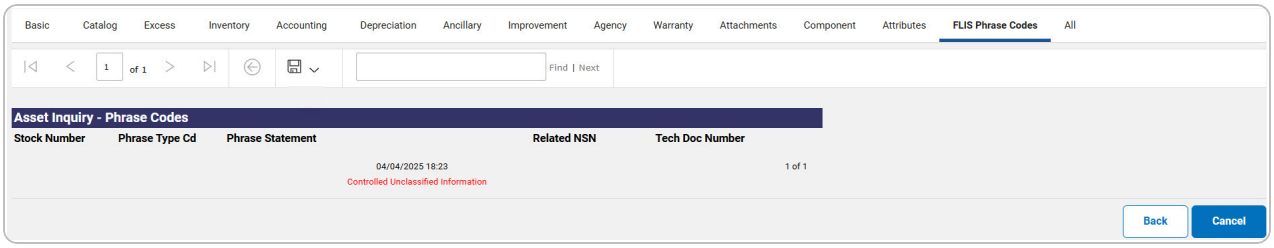
**ELMS Navigation Helpful Tips**

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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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**

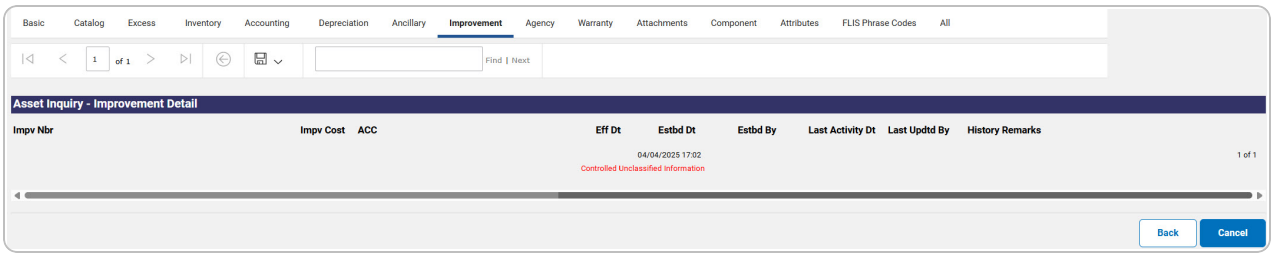


Click the following link to display PA Navigation Tips.

# 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*.

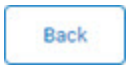
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset Inquiry Detail — All** page appears*.

OR

Select 

. *The **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 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 Detail — All
- 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. |

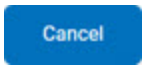
# Procedures

**ELMS Navigation Helpful Tips**

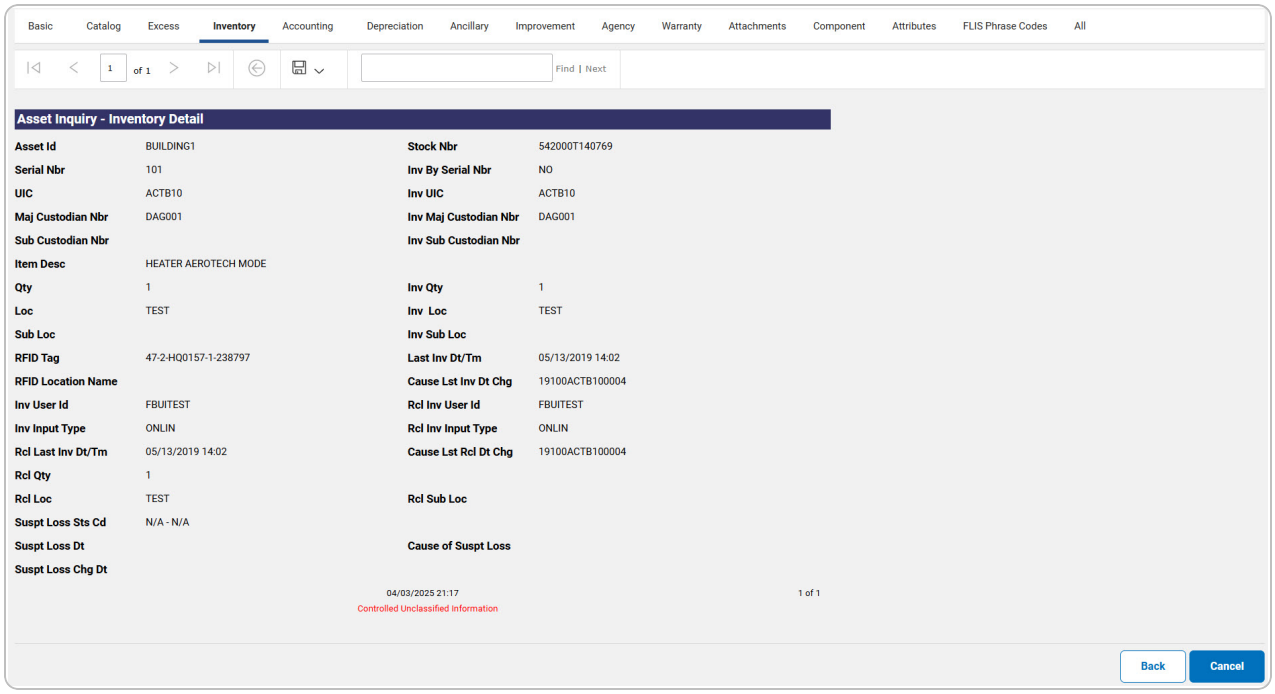


Click the following link to display PA Navigation Tips.

## Export the Asset Inquiry Detail — Inventory

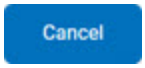
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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**

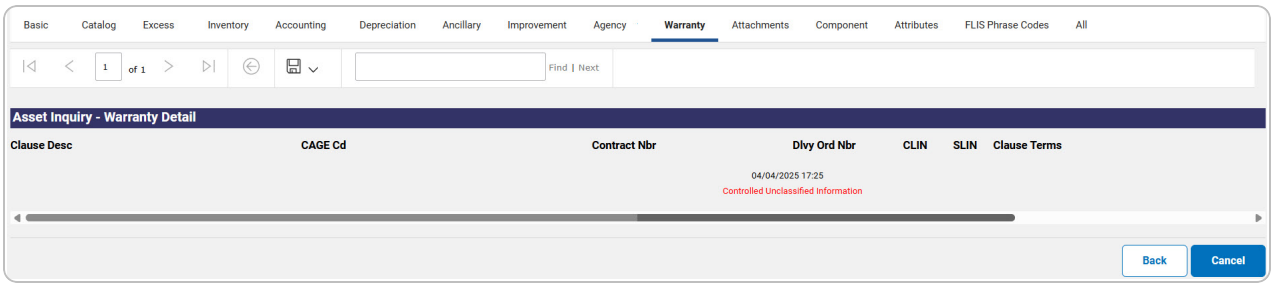


Click the following link to display PA Navigation Tips.

# 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. *The **Asset Inquiry Detail — All** page appears*.

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 Detail — All
- 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

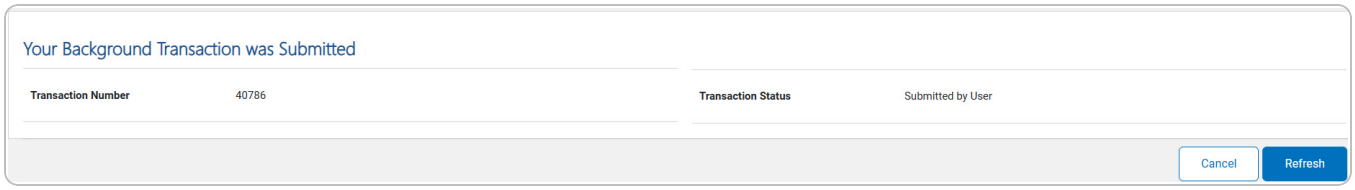
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

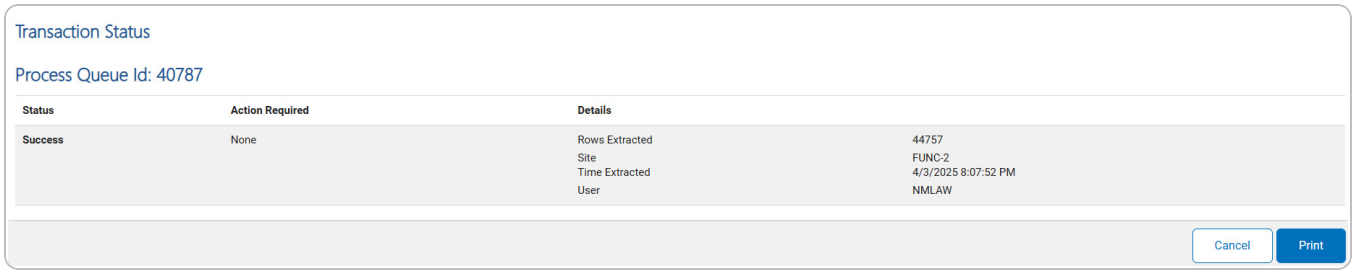
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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 Detail — All
- 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. |

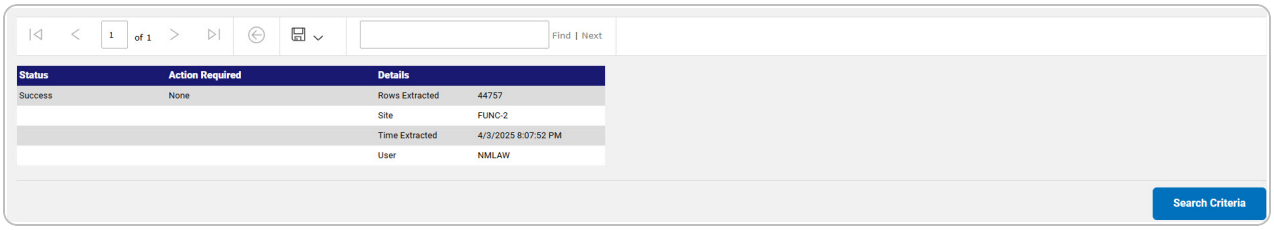
# Procedures

**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
- View the Asset Inquiry Detail — All
- 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

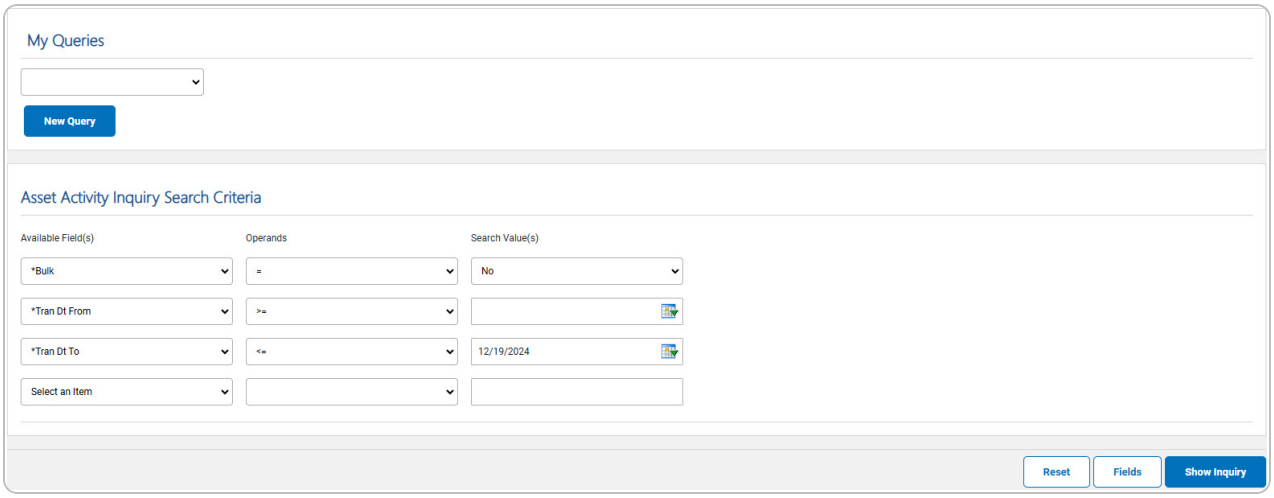
**ELMS Navigation Helpful Tips**

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**

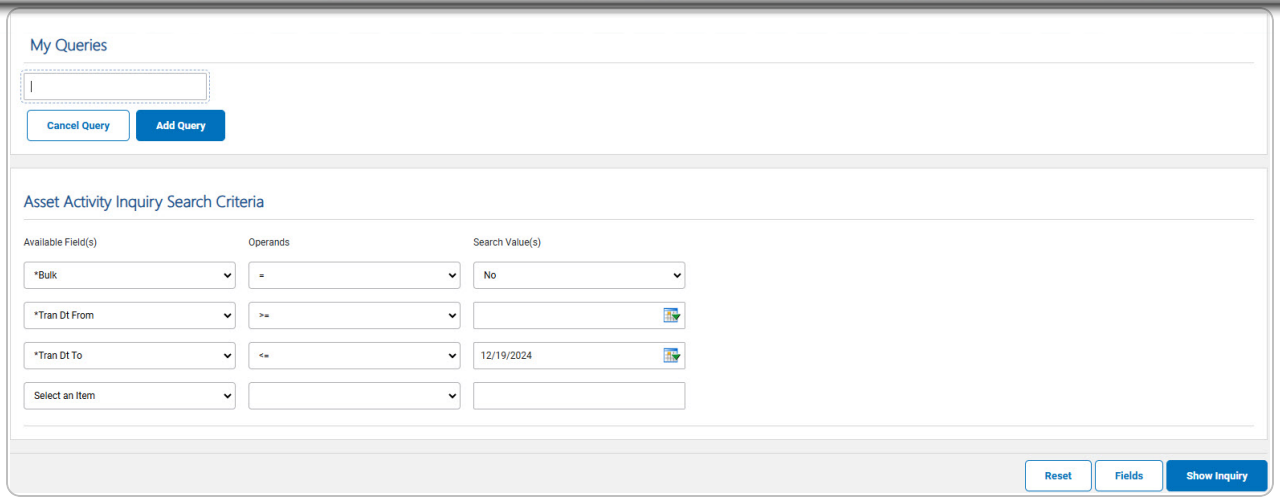
a. Use ⌄ to select desired Available Field.

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.*



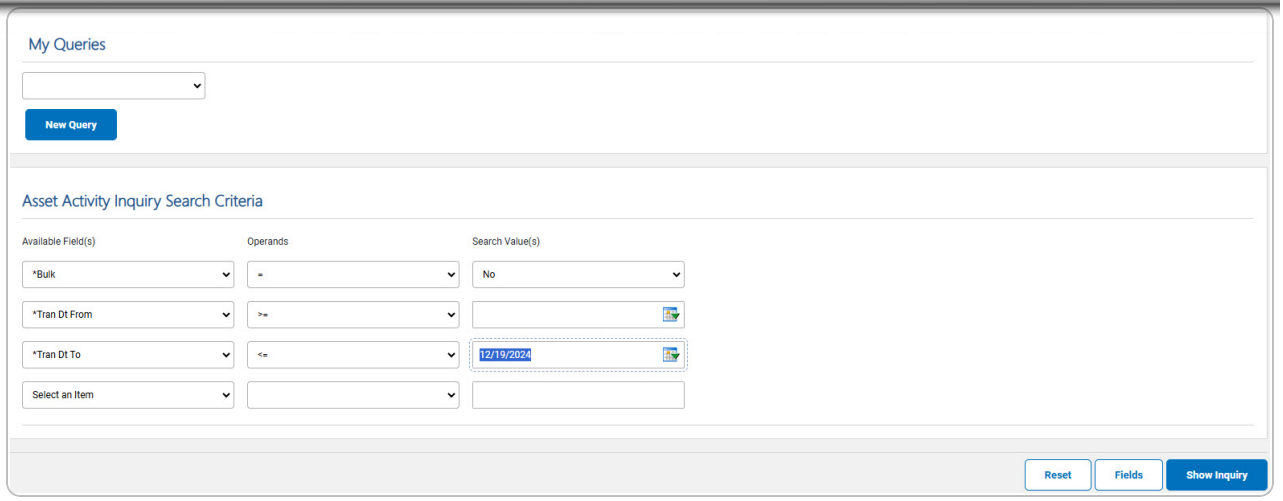

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



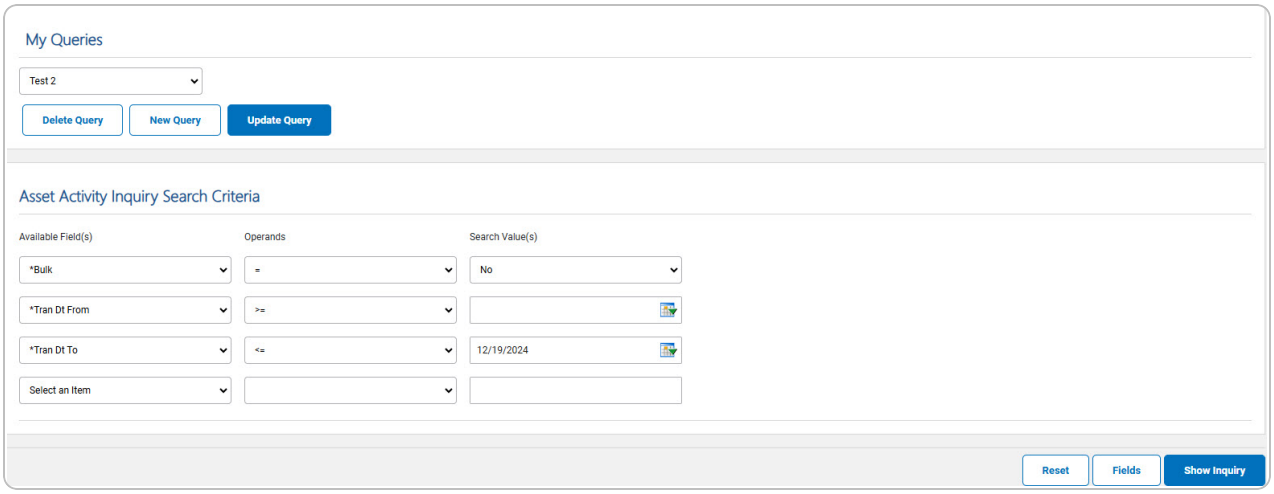

2. Select Fields. *The **Asset Activity Inquiry — Select Fields** page appears.*

   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.*



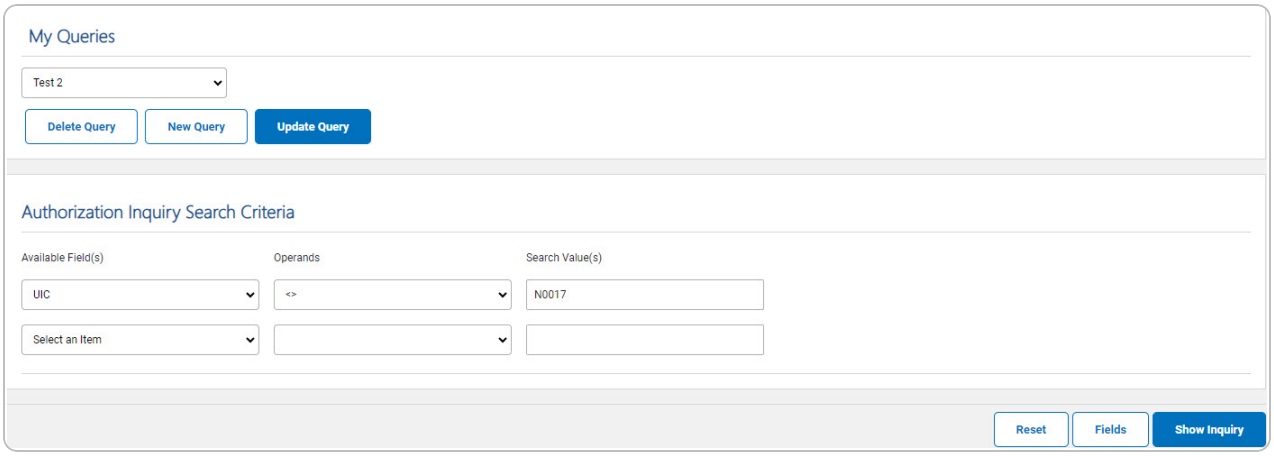
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Asset Activity Inquiry — Select Fields** page appears.*

   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.*



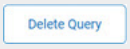

2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

## 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. |

| | |
|---|---|
| of 1 | 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

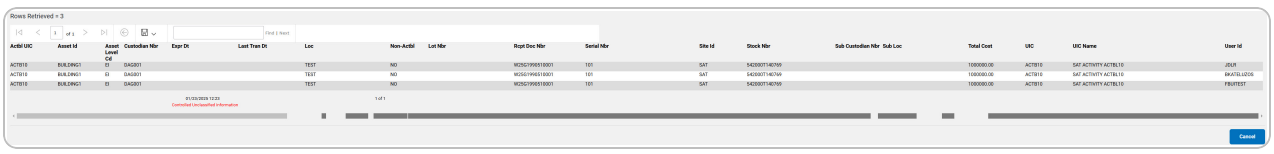
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset 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 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

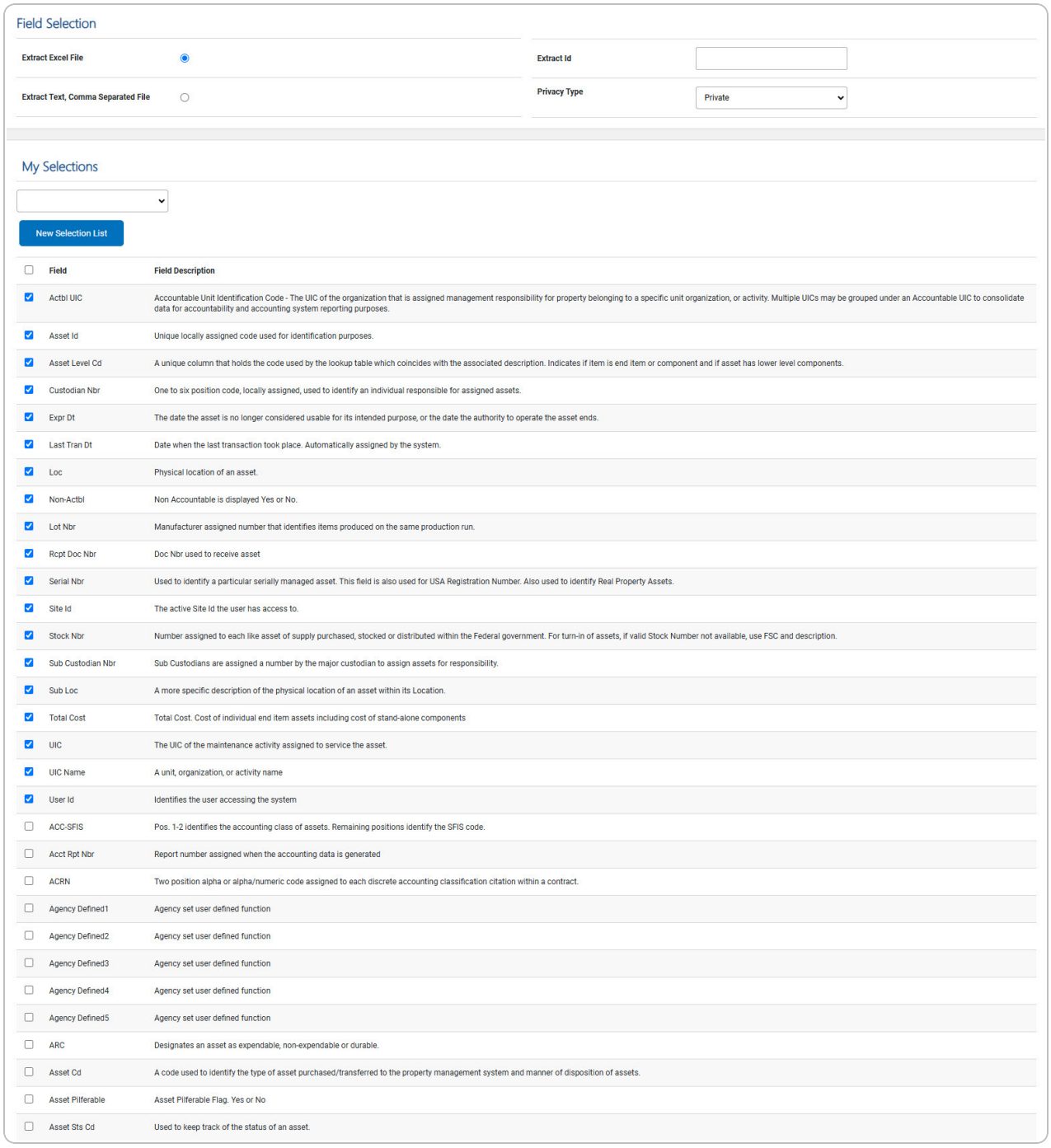
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Choose the Extracted Inquiry File Details

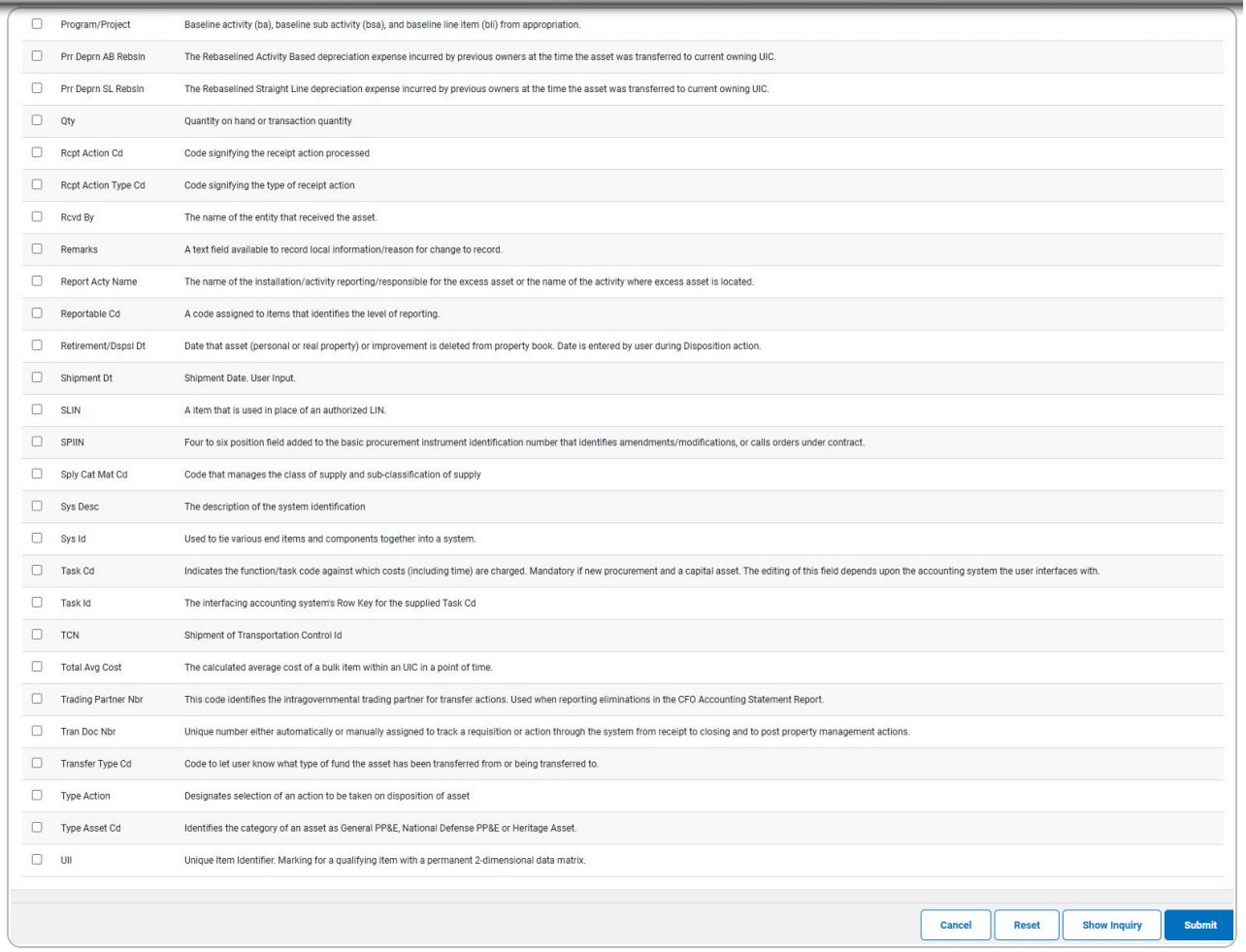
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Asset Activity Inquiry** page appears.*



| | | |
|---|---|---|
| ☐ | 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**

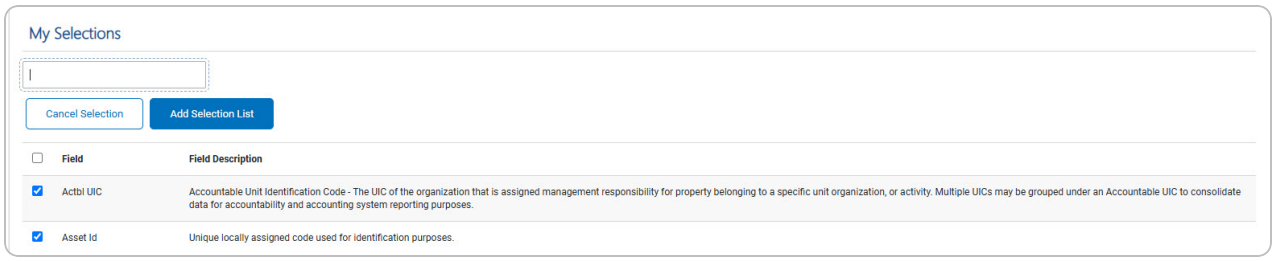
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

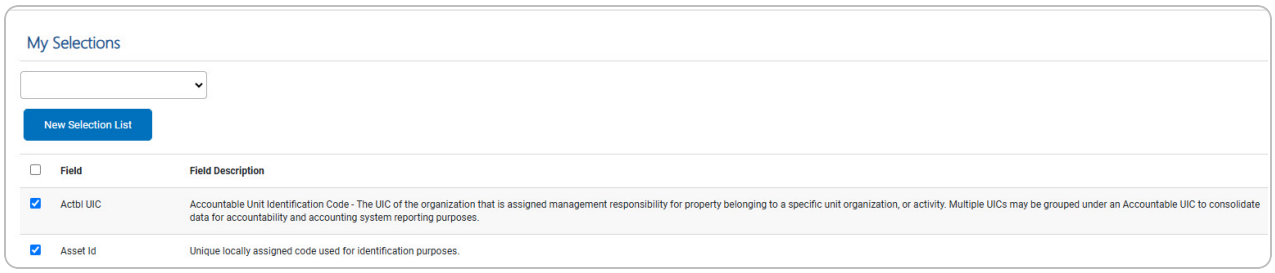
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

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.*

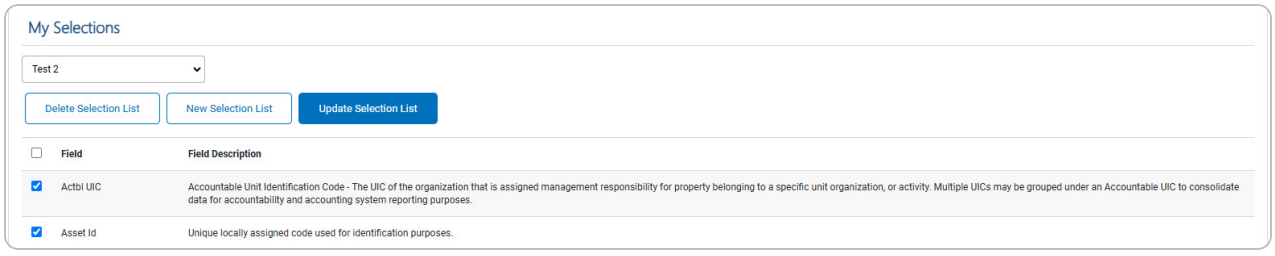
Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

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.*

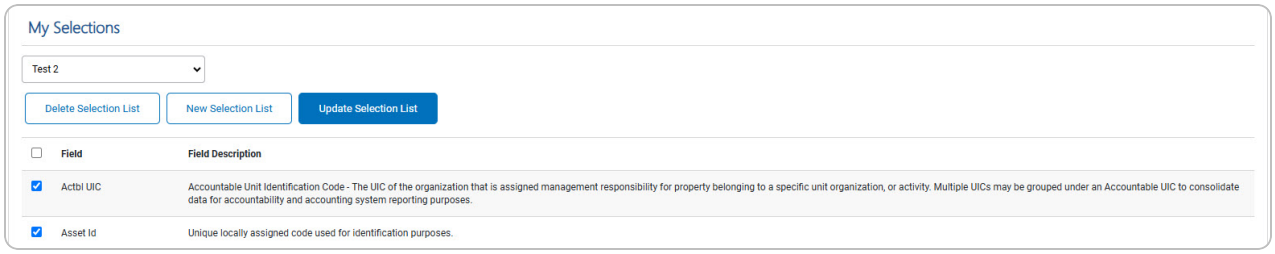
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

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.

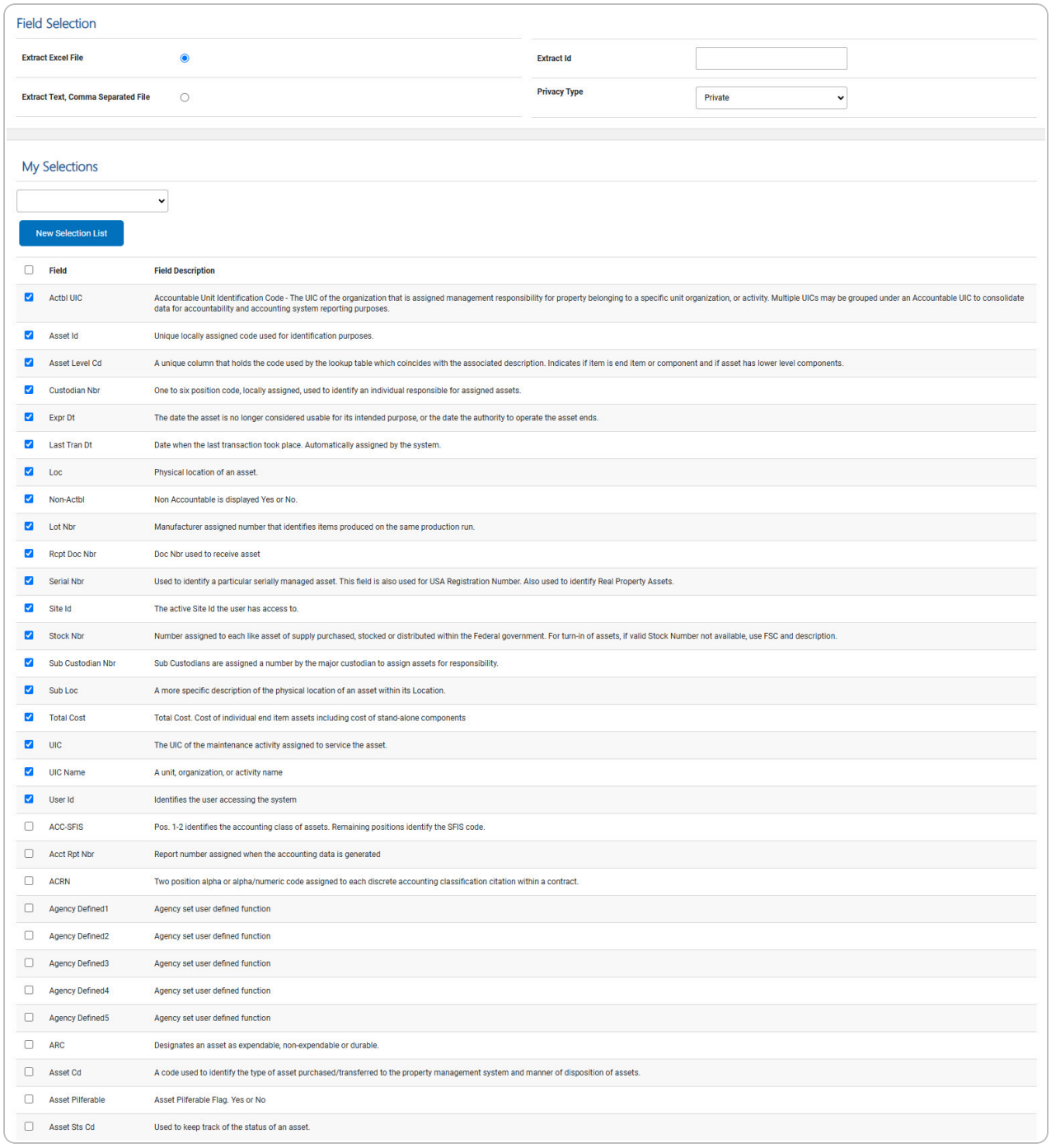



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

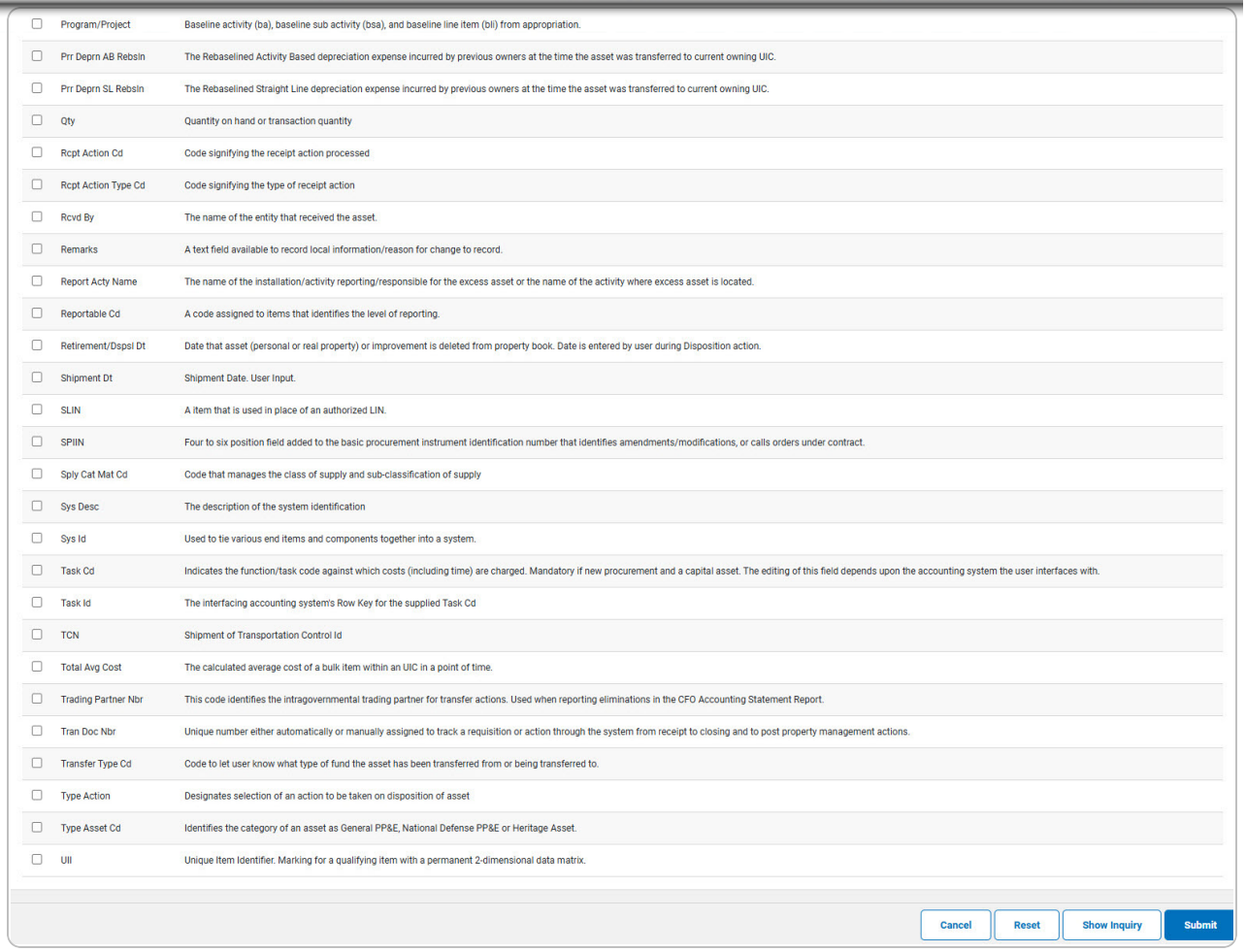
My Selections

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 UIC contains 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 DT contains 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 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

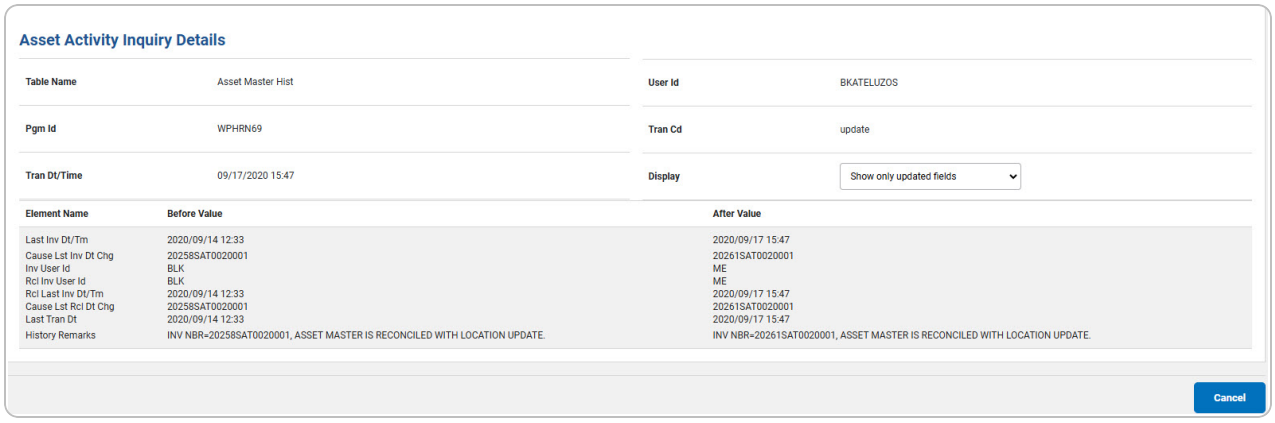
**ELMS Navigation Helpful Tips**

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 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**

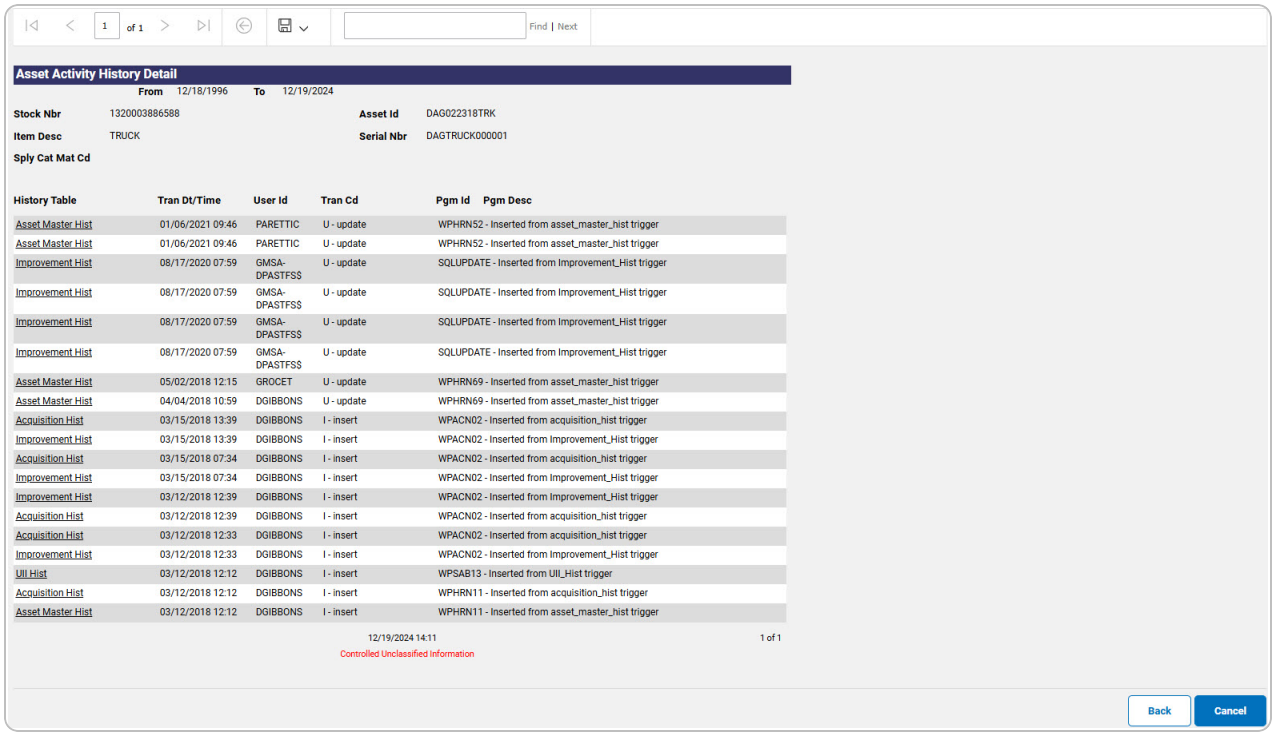


Click the following link to display PA Navigation Tips.

## 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.*

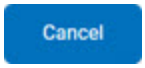
I. *Verify the TRAN DT/TIME.*

J. *Verify the USER ID.*

K. *Verify the TRAN CD.*

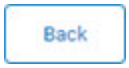
L. *Verify the PGM ID.*

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 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

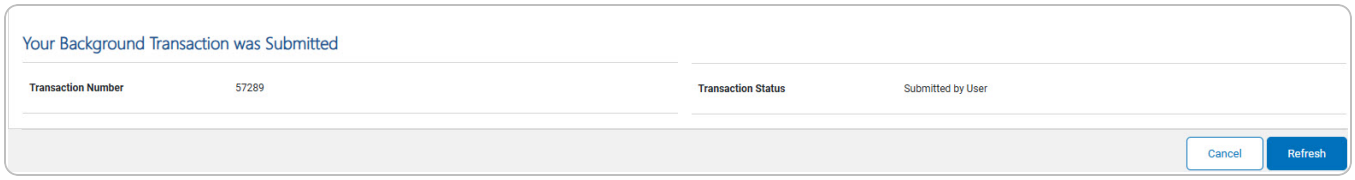
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

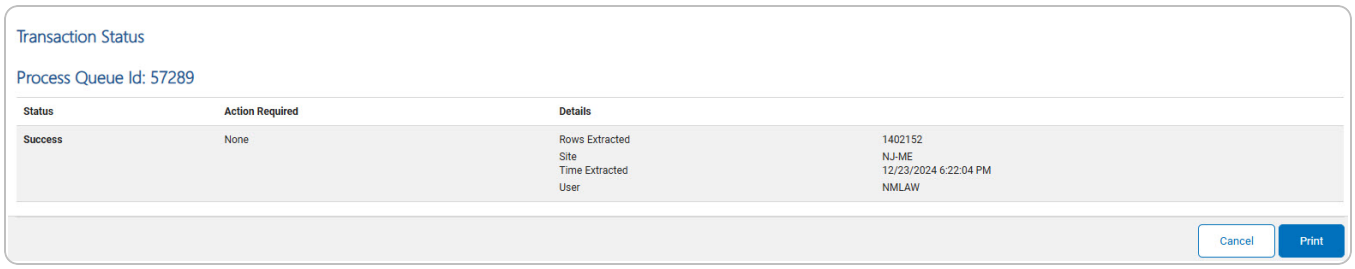
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

## 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. |

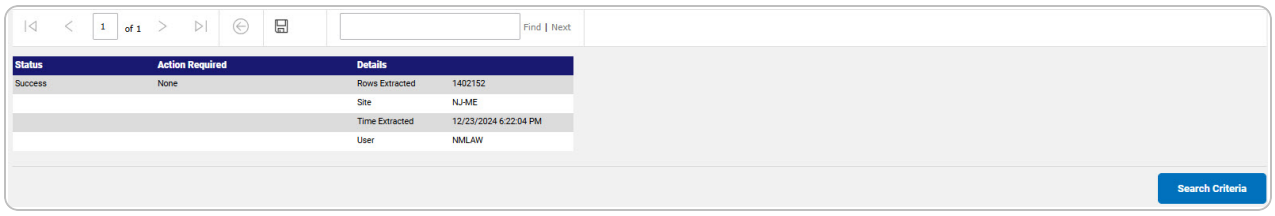
# Procedures

**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

# 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**

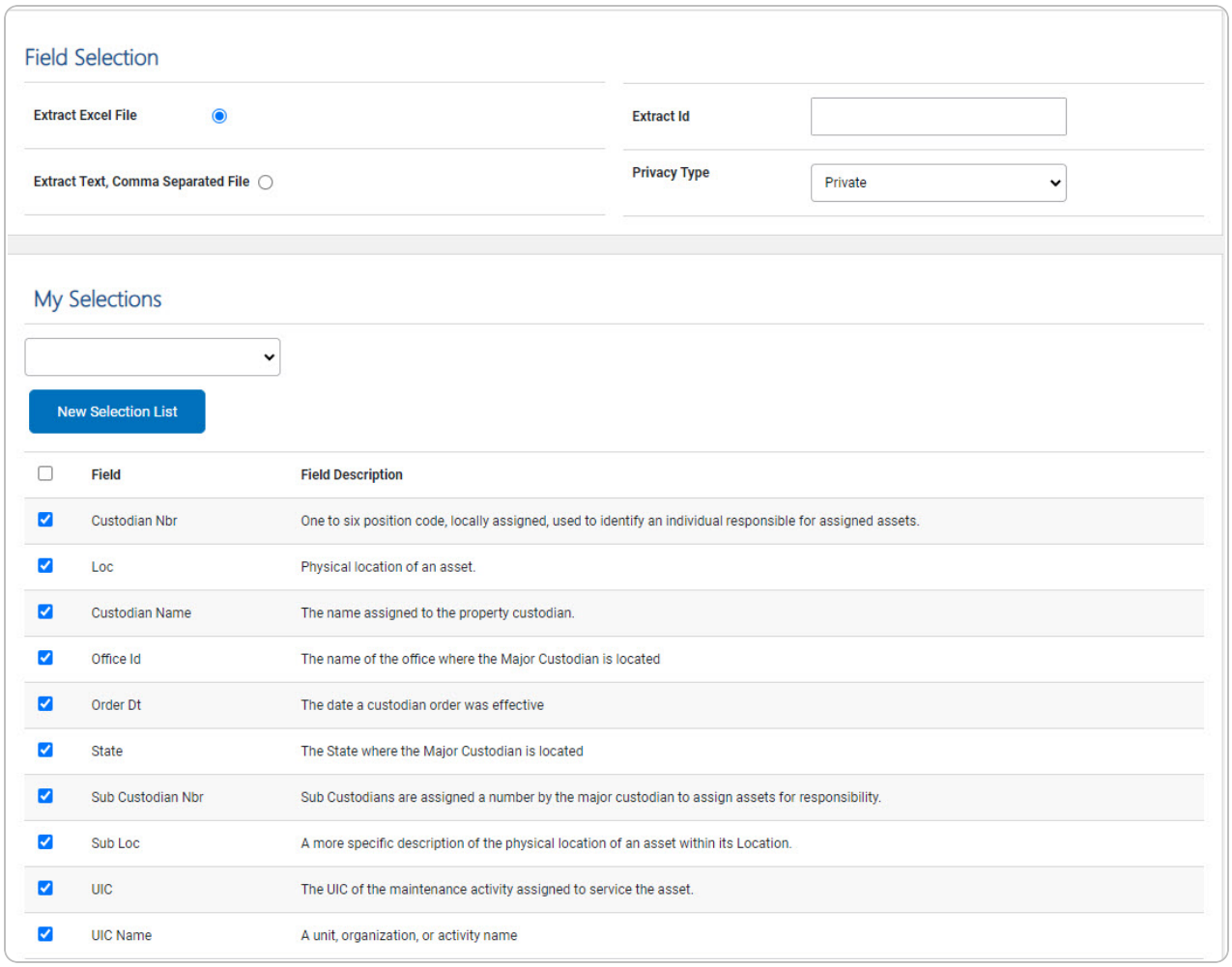


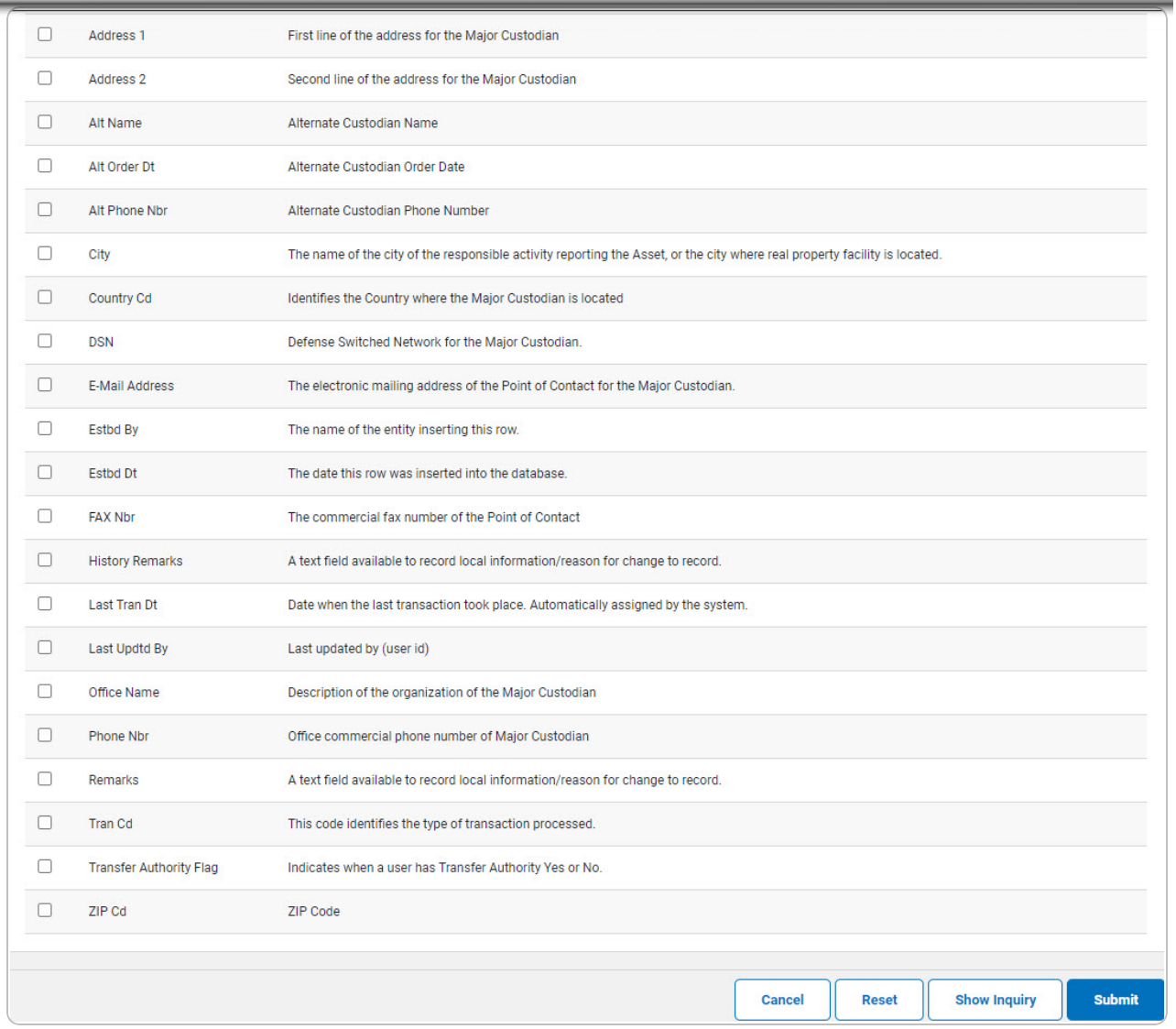
Click the following link to display PA Navigation Tips.

## 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**

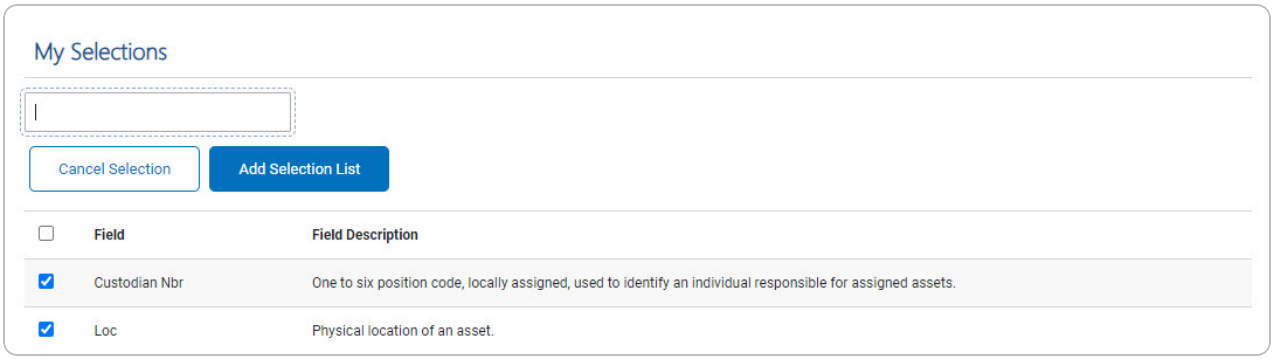
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

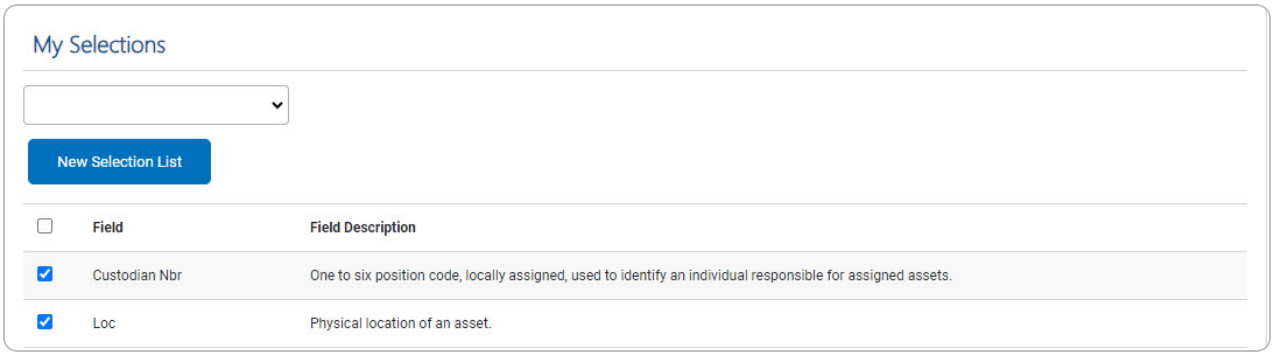
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

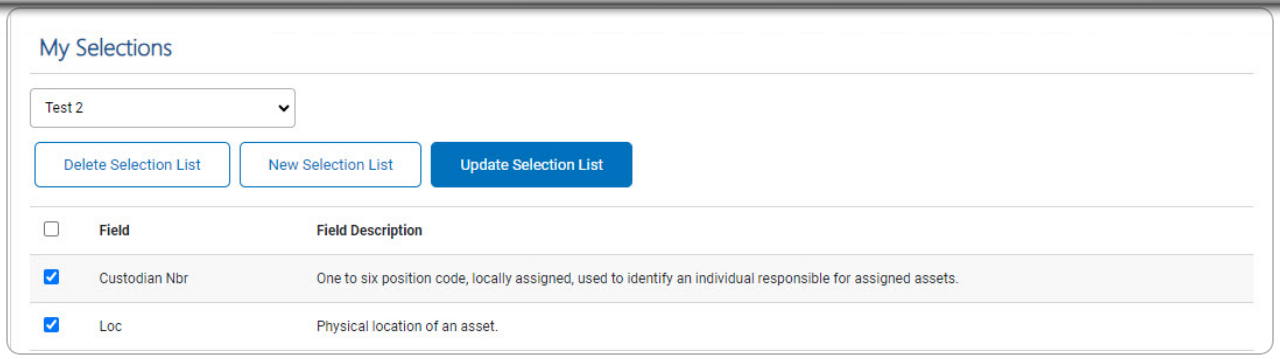
3. Select Show Inquiry for small volumes of data. *The **Custodian Inquiry — Results** page appears.*

**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.



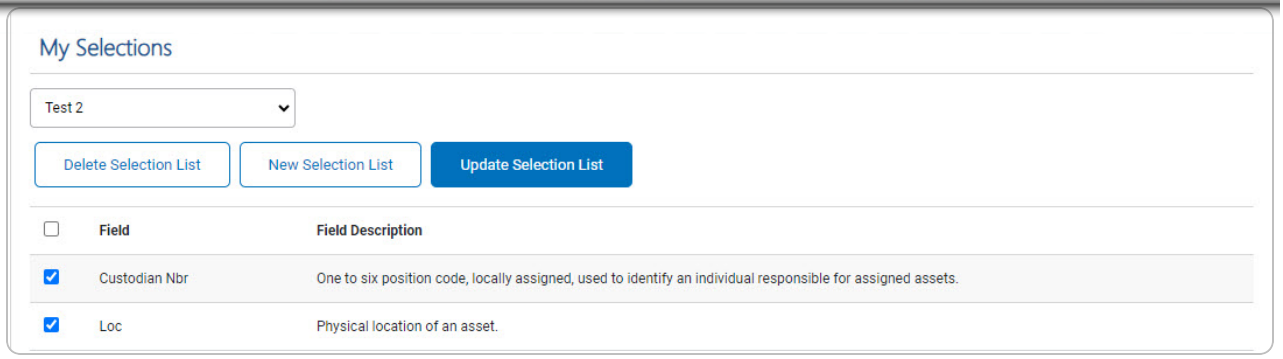

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

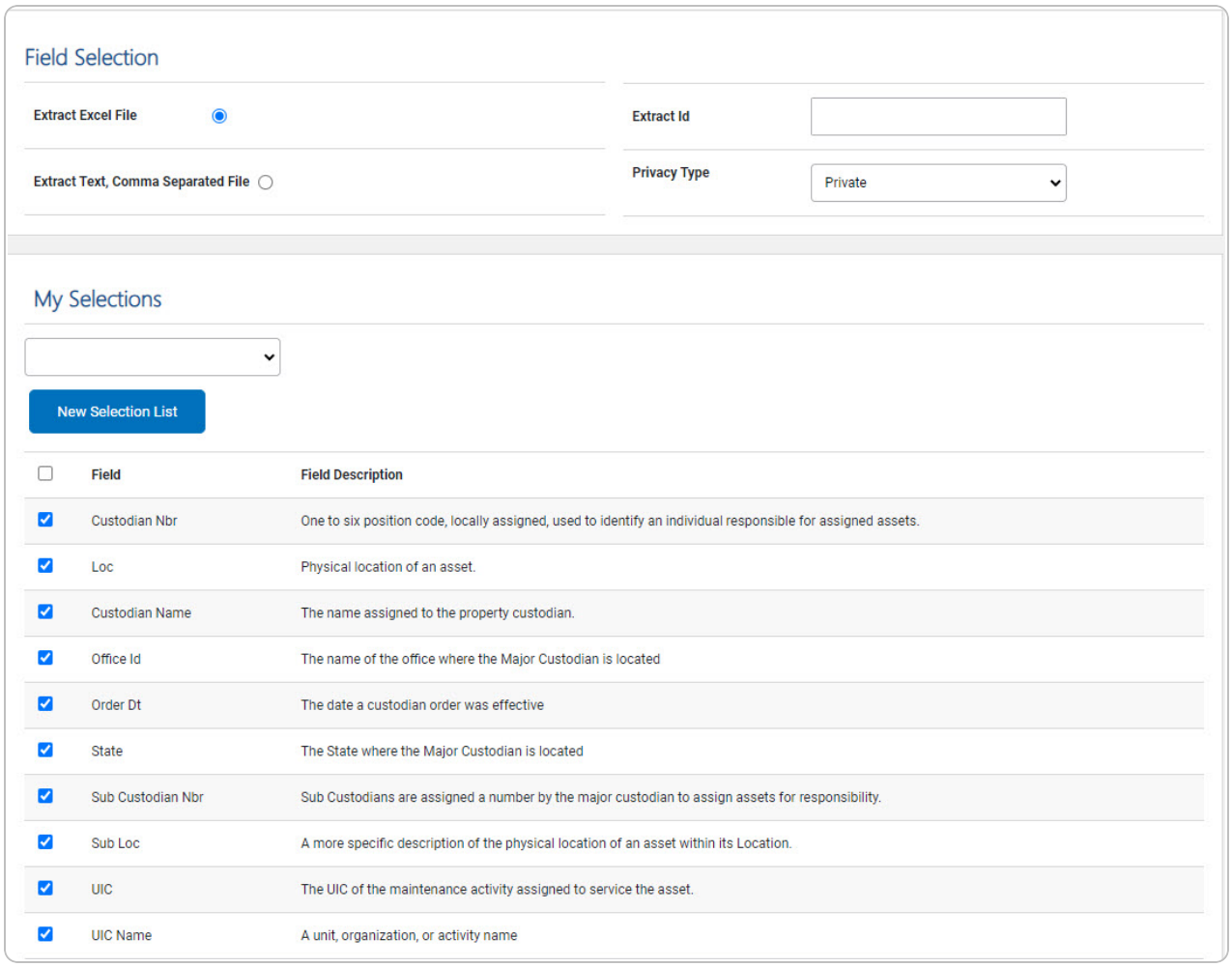


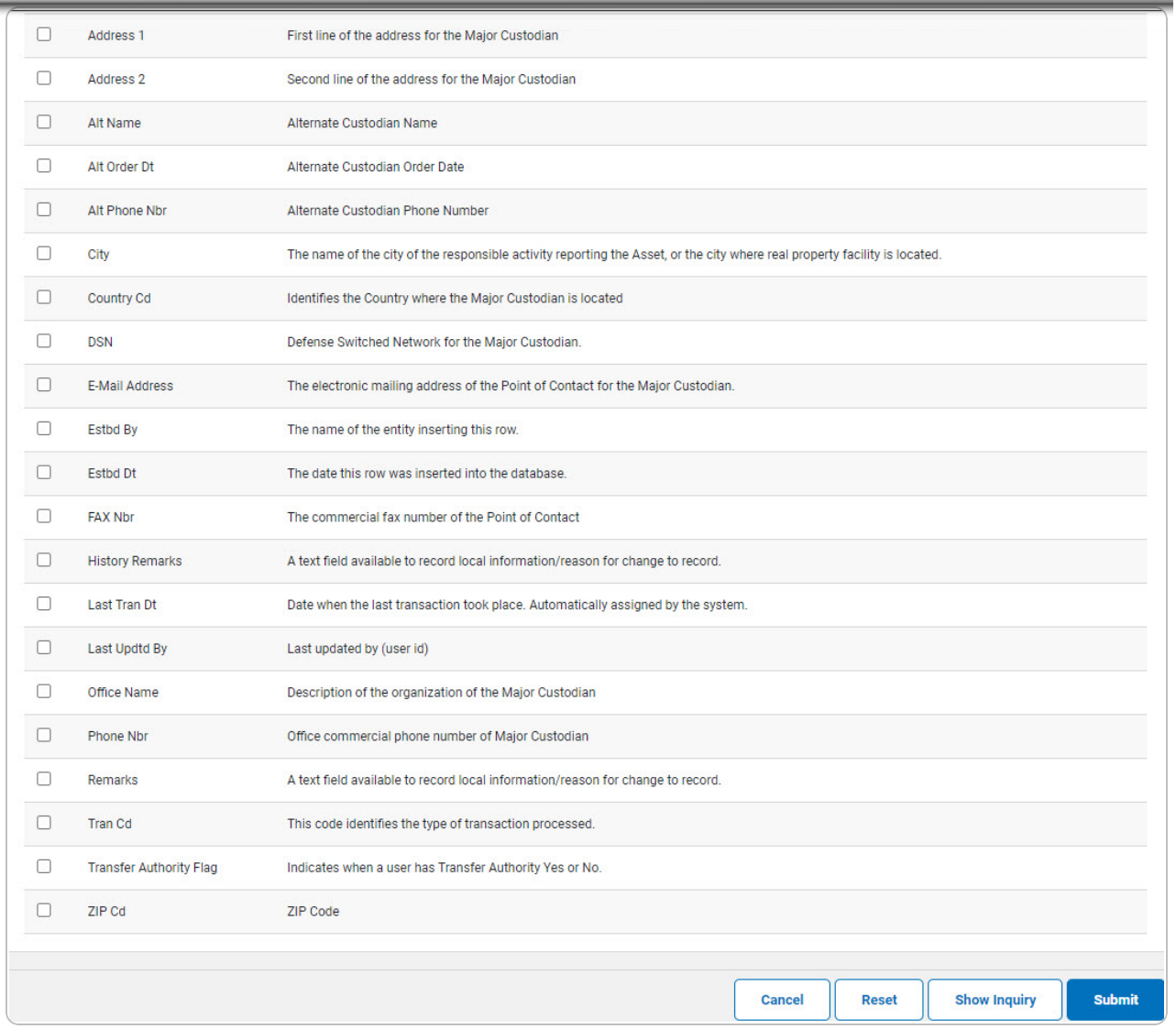

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 |



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 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 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

# 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

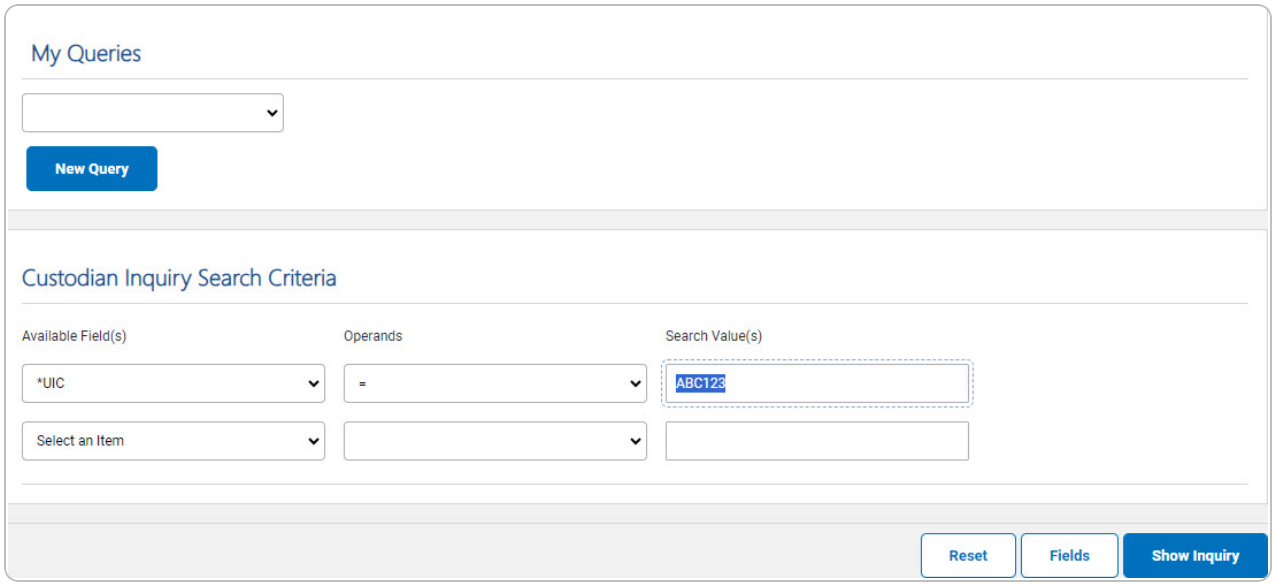
**ELMS Navigation Helpful Tips**

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**

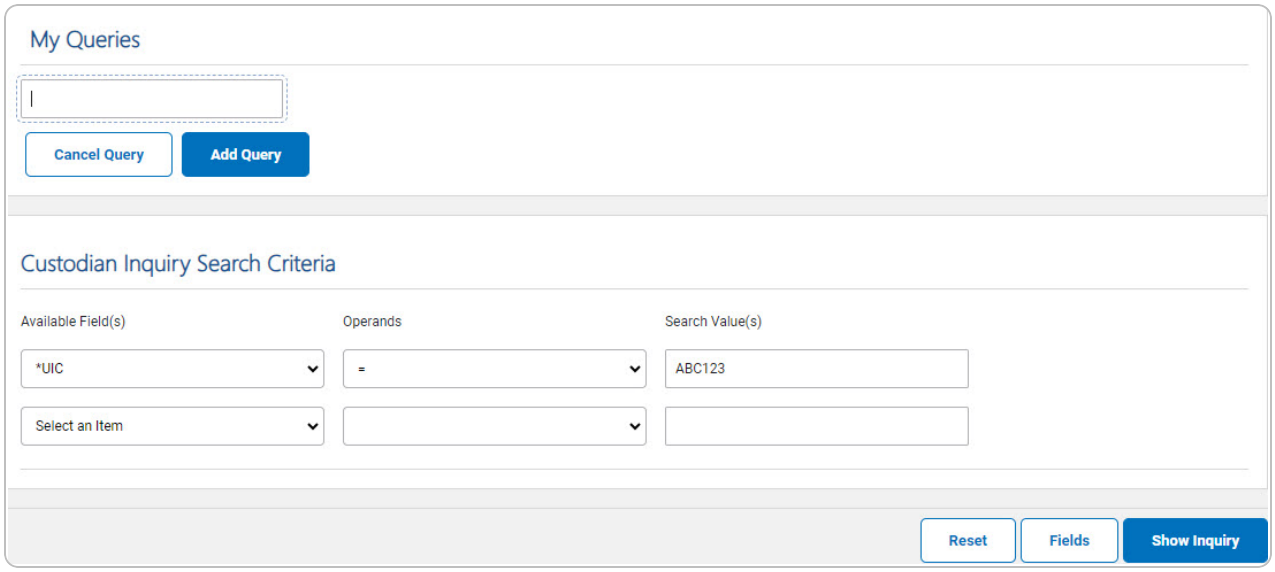
a. Use ⌄ to select desired Available Field.

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.*



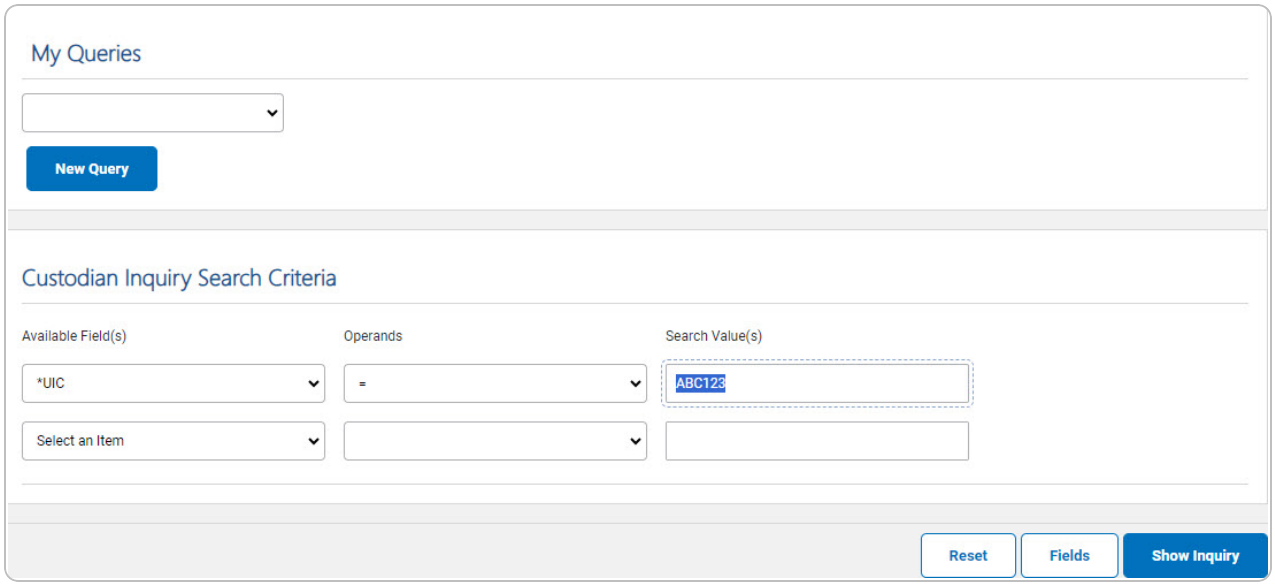

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



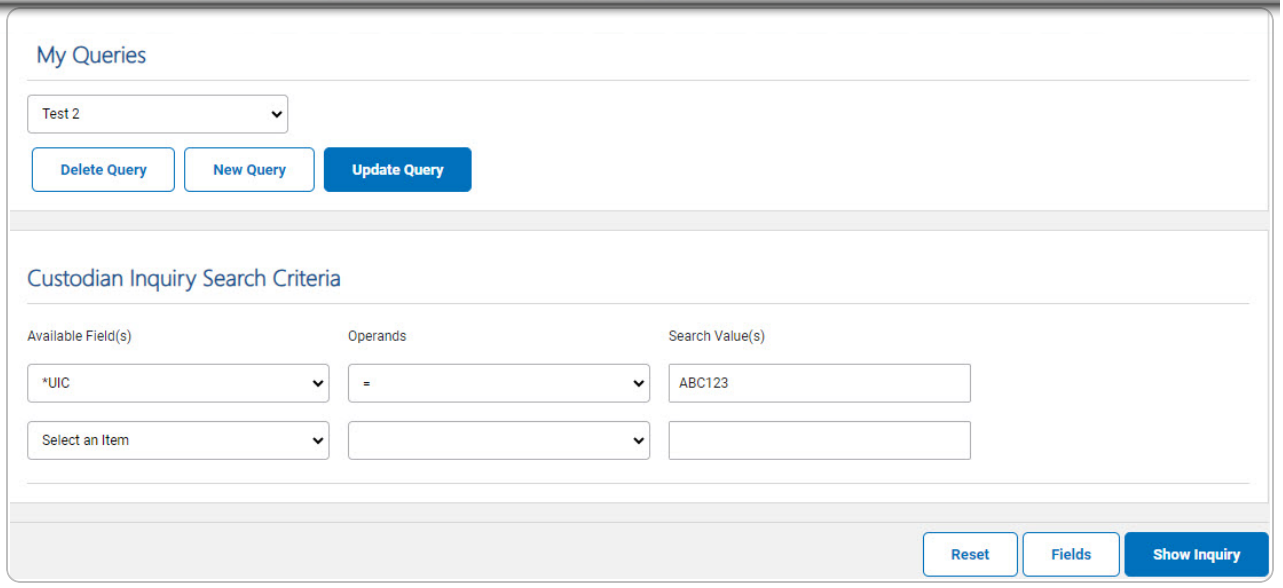

Select Fields. *The* ***Custodian Inquiry — Select Fields*** *page appears.*

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.*

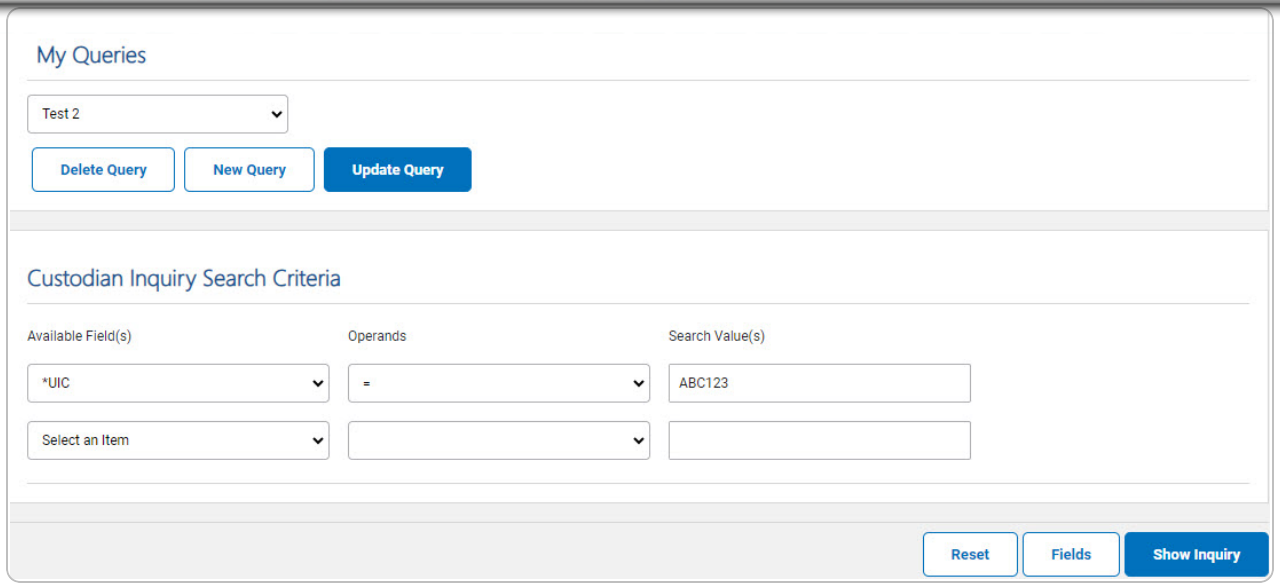
4. Select Fields. *The **Custodian Inquiry — Select Fields** page appears.*

   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. |

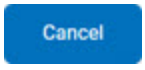
# Procedures

**ELMS Navigation Helpful Tips**

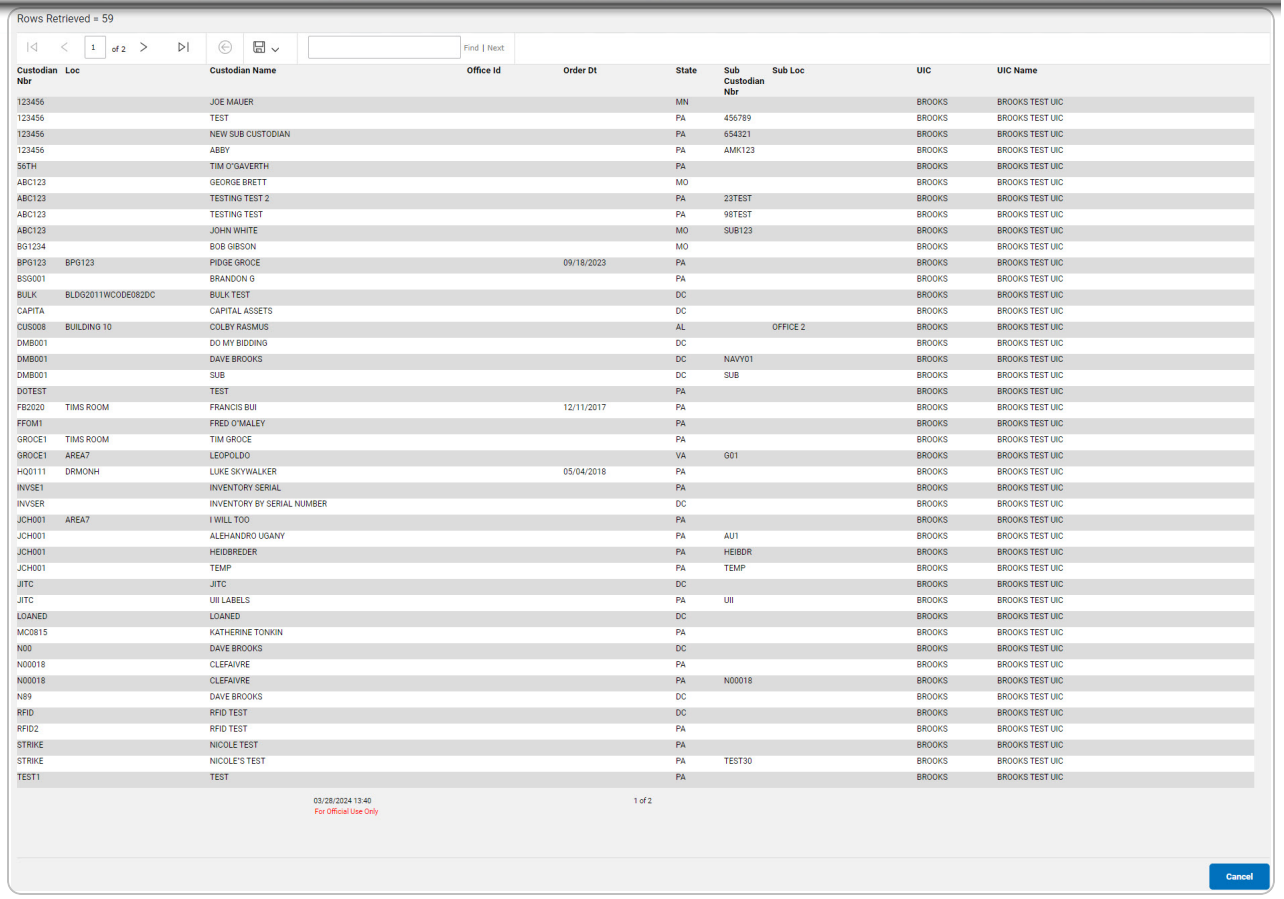


Click the following link to display PA Navigation Tips.

## 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

# 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. |

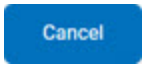
# Procedures

**ELMS Navigation Helpful Tips**

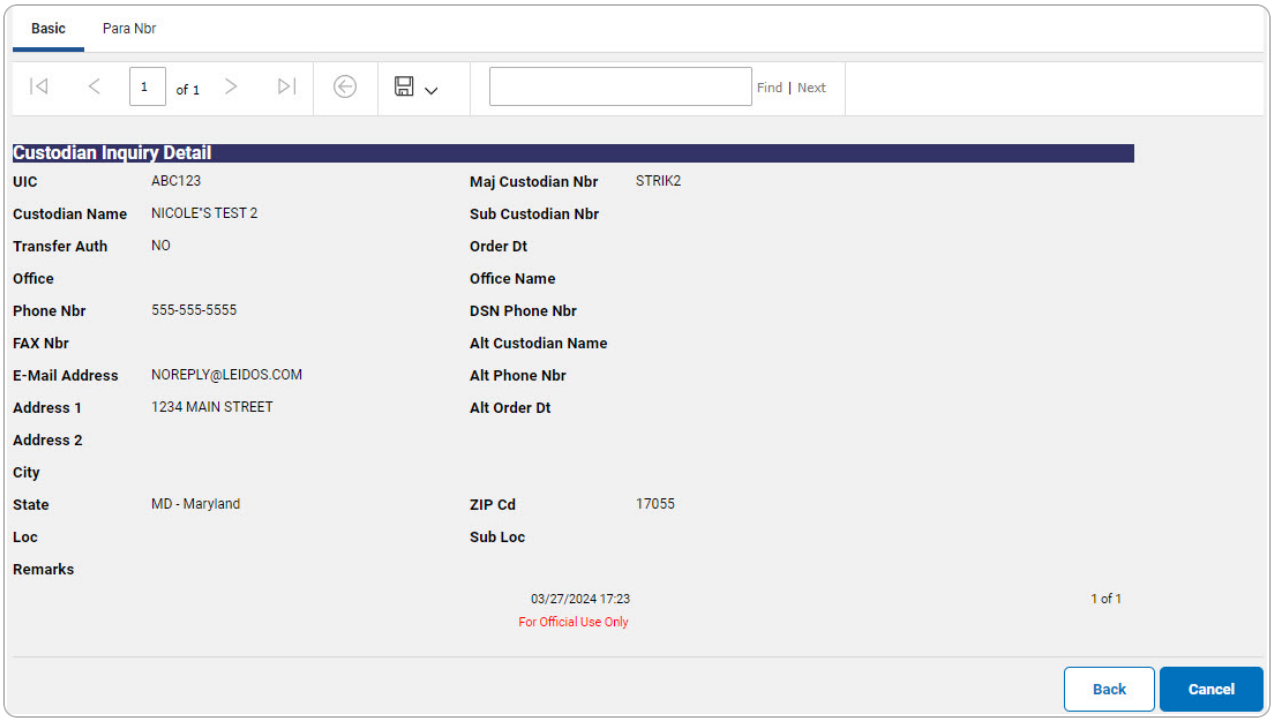


Click the following link to display PA Navigation Tips.

## 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.*

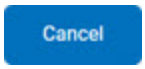
S. *Verify the Alt Custodian Name.*

T. *Verify the Alt Phone Nbr.*

U. *Verify the Alt Order Dt.*

V. *Verify the ZIP Cd.*

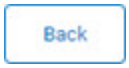
W. *Verify the Sub Loc.*

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

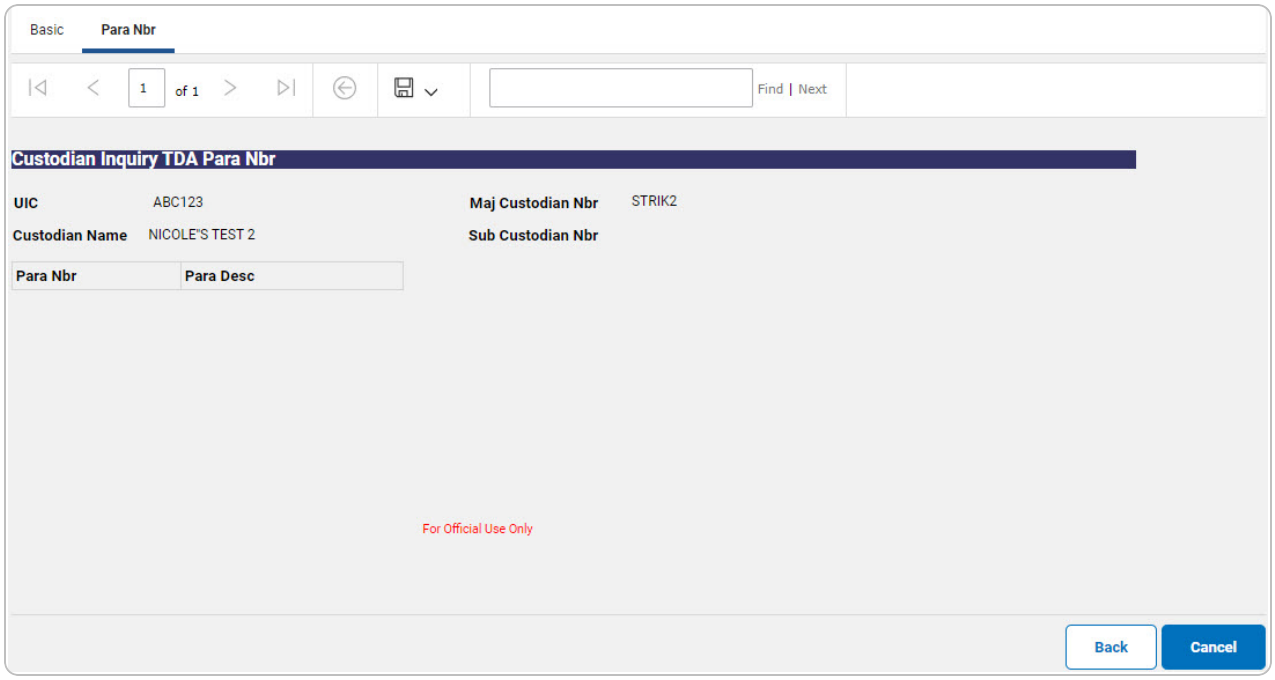
**ELMS Navigation Helpful Tips**

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 Cancel. *The* ***Custodian Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Custodian Inquiry Detail — Basic*** *page appears*.

   OR

   Select Back. *The* ***Custodian 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 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

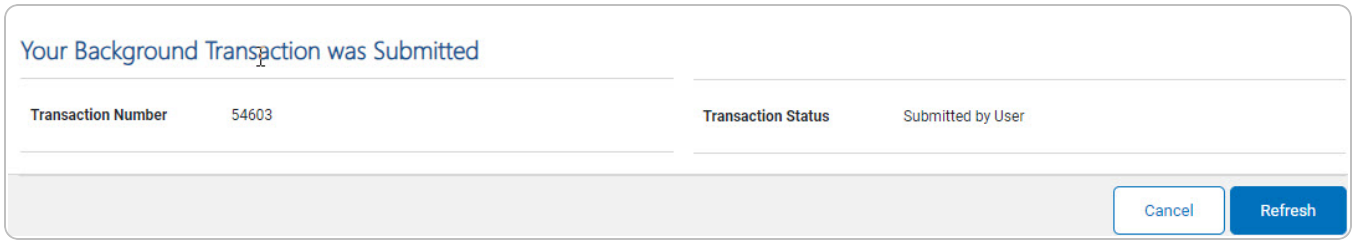
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

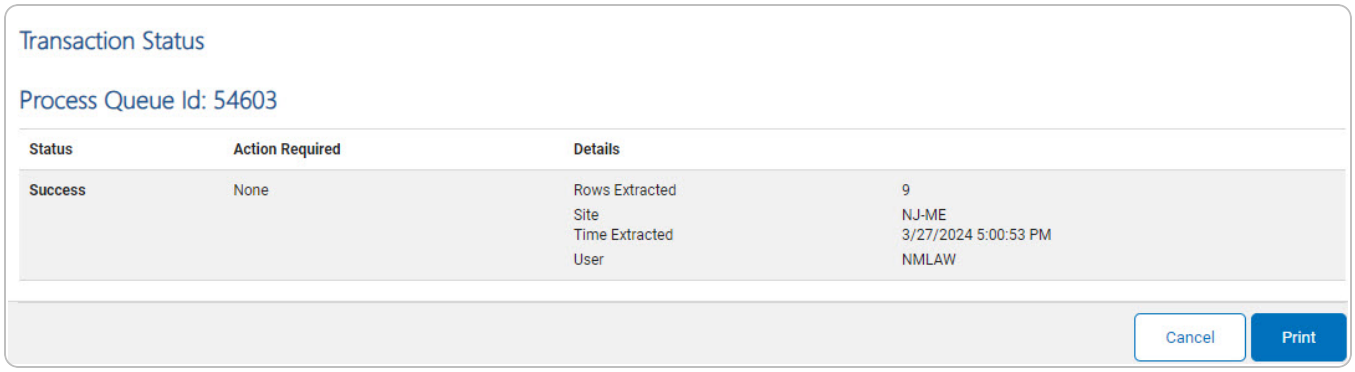
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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 Print. *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. |

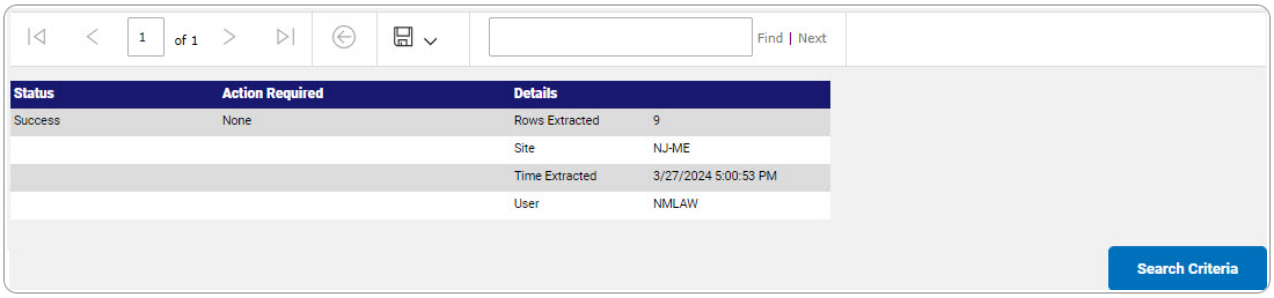
# Procedures

**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

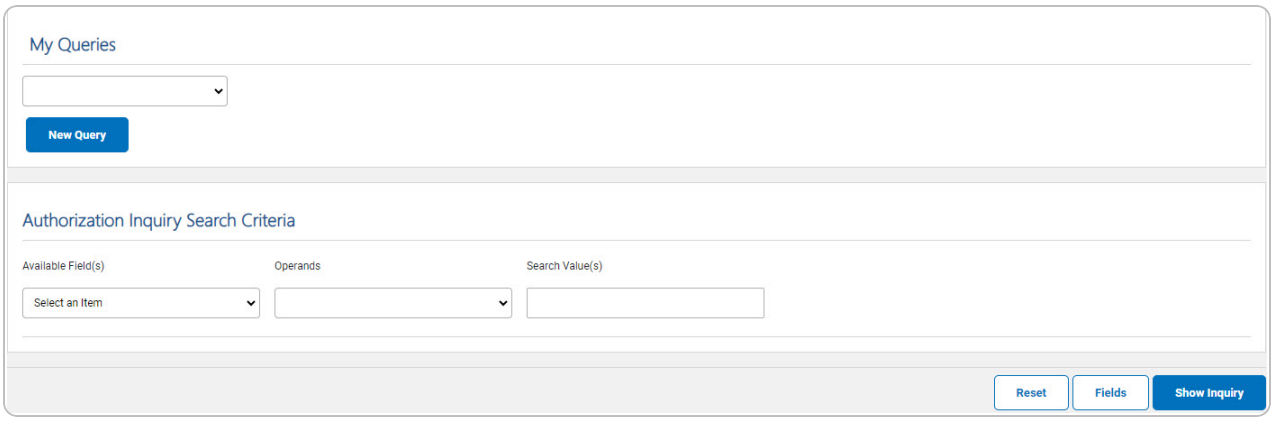
**ELMS Navigation Helpful Tips**

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**

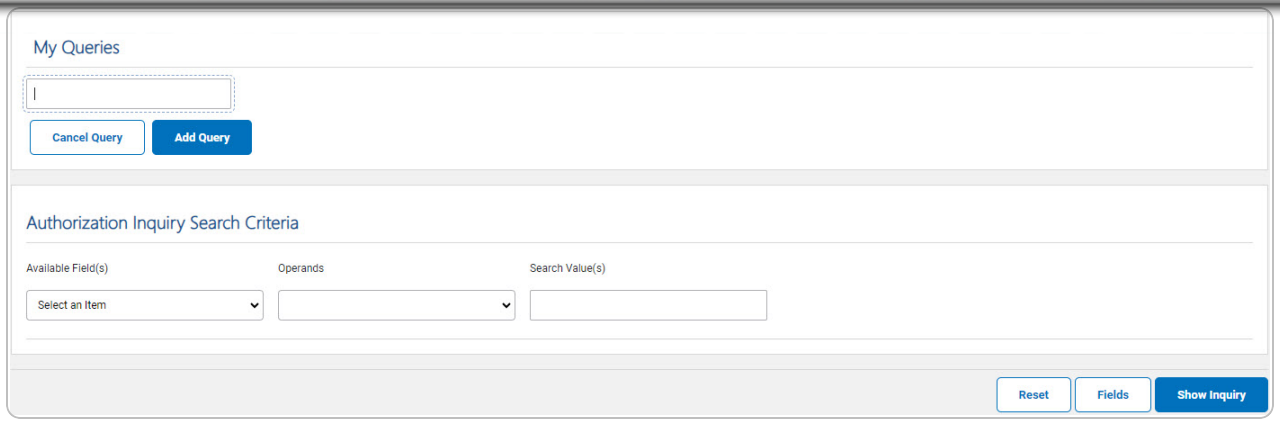
a. Use to select desired Available Field.

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.*



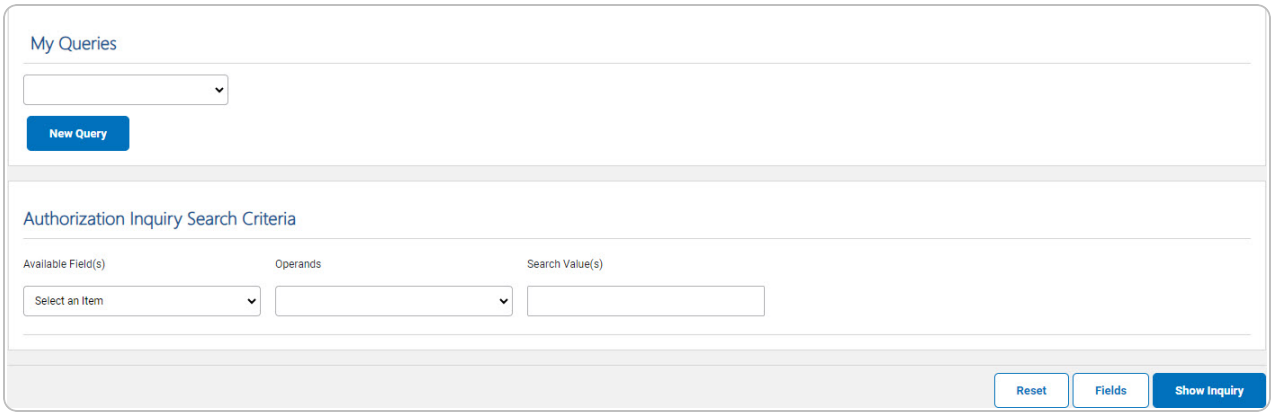

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



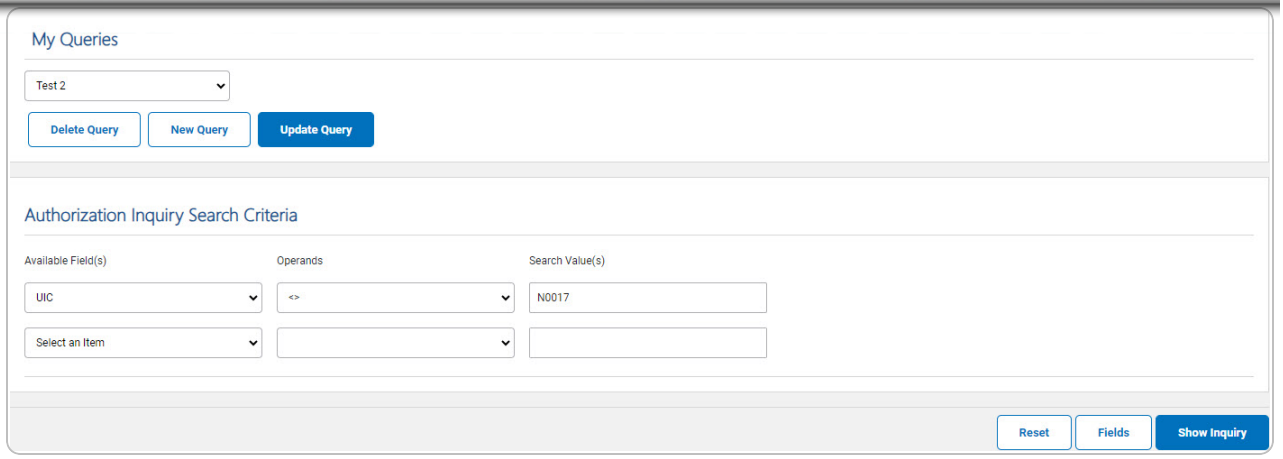

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Authorization Inquiry — Select Fields** page appears.*

   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

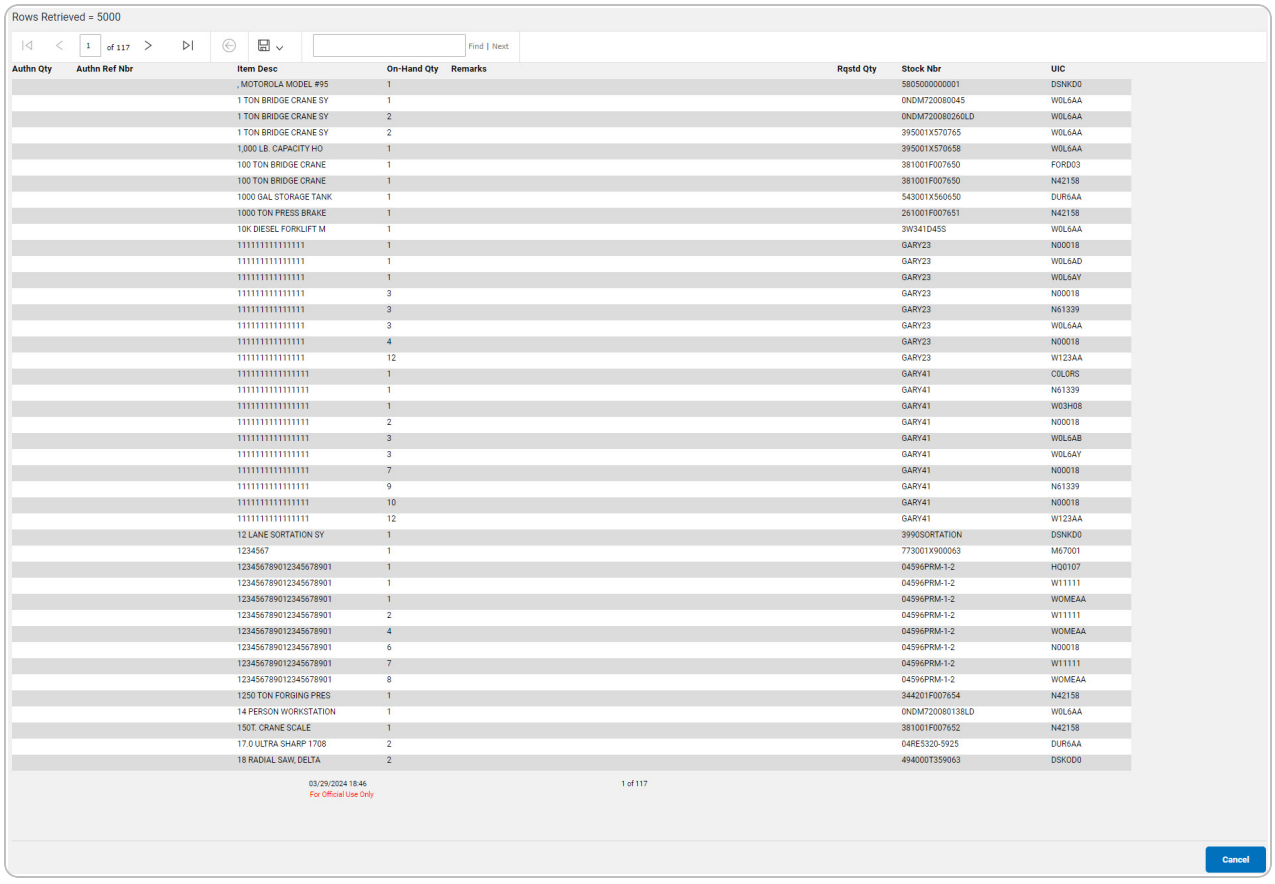
**ELMS Navigation Helpful Tips**

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.*


Rows Retrieved = 5000

| Authn Qty | Authn Ref Nbr | Item Desc | On-Hand Qty | Remarks | Rqstd Qty | Stock Nbr | UIC |
|---|---|---|---|---|---|---|---|
| | | , MOTOROLA MODEL #95 | 1 | | | 5805000000001 | DSNKD0 |
| | | 1 TON BRIDGE CRANE SY | 1 | | | 0NDM720080045 | W0L6AA |
| | | 1 TON BRIDGE CRANE SY | 2 | | | 0NDM720080260LD | W0L6AA |
| | | 1 TON BRIDGE CRANE SY | 2 | | | 395001X570765 | W0L6AA |
| | | 1,000 LB. CAPACITY HO | 1 | | | 395001X570658 | W0L6AA |
| | | 100 TON BRIDGE CRANE | 1 | | | 381001F007650 | FORD03 |
| | | 100 TON BRIDGE CRANE | 1 | | | 381001F007650 | N42158 |
| | | 1000 GAL STORAGE TANK | 1 | | | 543001X560650 | DUR6AA |
| | | 1000 TON PRESS BRAKE | 1 | | | 261001F007651 | N42158 |
| | | 10K DIESEL FORKLIFT M | 1 | | | 3W341D45S | W0L6AA |
| | | 11111111111111 | 1 | | | GARY23 | N00018 |
| | | 11111111111111 | 1 | | | GARY23 | W0L6AD |
| | | 11111111111111 | 1 | | | GARY23 | W0L6AY |
| | | 11111111111111 | 3 | | | GARY23 | N00018 |
| | | 11111111111111 | 3 | | | GARY23 | N61339 |
| | | 11111111111111 | 3 | | | GARY23 | W0L6AA |
| | | 11111111111111 | 4 | | | GARY23 | N00018 |
| | | 11111111111111 | 12 | | | GARY23 | W123AA |
| | | 111111111111111 | 1 | | | GARY41 | C0L0RS |
| | | 111111111111111 | 1 | | | GARY41 | N61339 |
| | | 111111111111111 | 1 | | | GARY41 | W03H08 |
| | | 111111111111111 | 2 | | | GARY41 | N00018 |
| | | 111111111111111 | 3 | | | GARY41 | W0L6AB |
| | | 111111111111111 | 3 | | | GARY41 | W0L6AY |
| | | 111111111111111 | 7 | | | GARY41 | N00018 |
| | | 111111111111111 | 9 | | | GARY41 | N61339 |
| | | 111111111111111 | 10 | | | GARY41 | N00018 |
| | | 111111111111111 | 12 | | | GARY41 | W123AA |
| | | 12 LANE SORTATION SY | 1 | | | 3990SORTATION | DSNKD0 |
| | | 1234567 | 1 | | | 773001X900063 | M67001 |
| | | 123456789012345678901 | 1 | | | 04596PRM-1-2 | HQ0107 |
| | | 123456789012345678901 | 1 | | | 04596PRM-1-2 | W11111 |
| | | 123456789012345678901 | 1 | | | 04596PRM-1-2 | WOMEAA |
| | | 123456789012345678901 | 2 | | | 04596PRM-1-2 | W11111 |
| | | 123456789012345678901 | 4 | | | 04596PRM-1-2 | WOMEAA |
| | | 123456789012345678901 | 6 | | | 04596PRM-1-2 | N00018 |
| | | 123456789012345678901 | 7 | | | 04596PRM-1-2 | W11111 |
| | | 123456789012345678901 | 8 | | | 04596PRM-1-2 | WOMEAA |
| | | 1250 TON FORGING PRES | 1 | | | 344201F007654 | N42158 |
| | | 14 PERSON WORKSTATION | 1 | | | 0NDM72008013BLD | W0L6AA |
| | | 150T. CRANE SCALE | 1 | | | 381001F007652 | N42158 |
| | | 17.0 ULTRA SHARP 1708 | 2 | | | 04RE5320-5925 | DUR6AA |
| | | 18 RADIAL SAW, DELTA | 2 | | | 494000T359063 | DSK0D0 |

**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

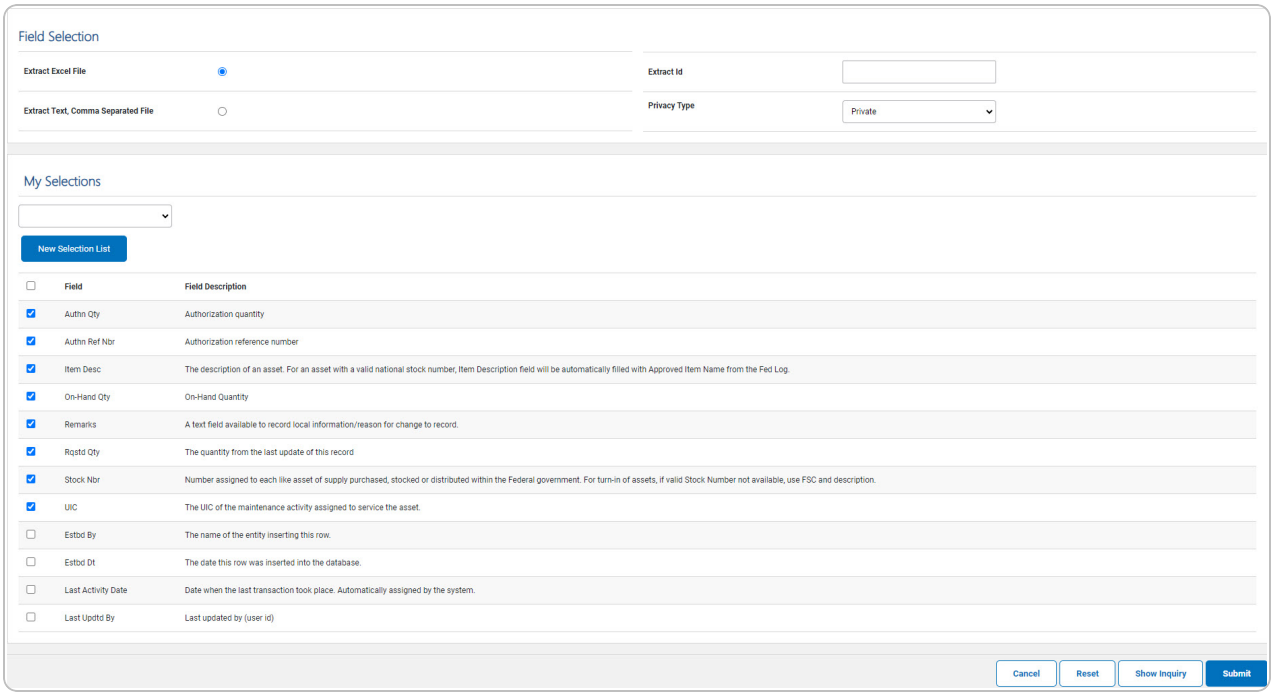
**ELMS Navigation Helpful Tips**

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.*

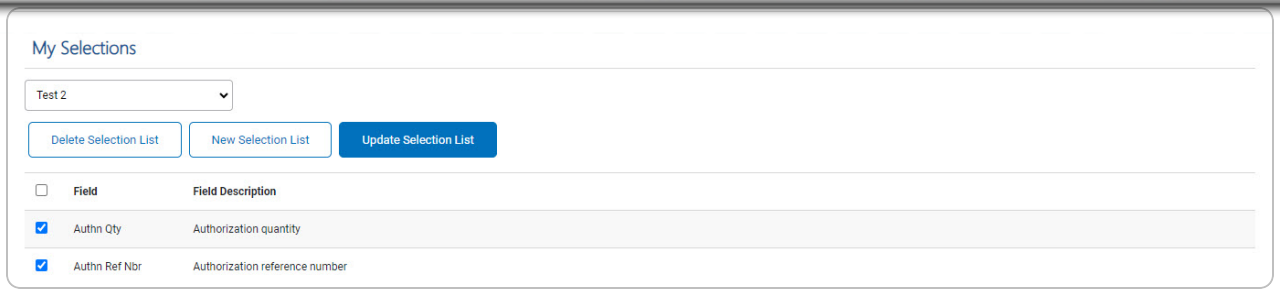
   Select Show Inquiry for small volumes of data. *The **Authorization Inquiry — Results** page appears.*

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.

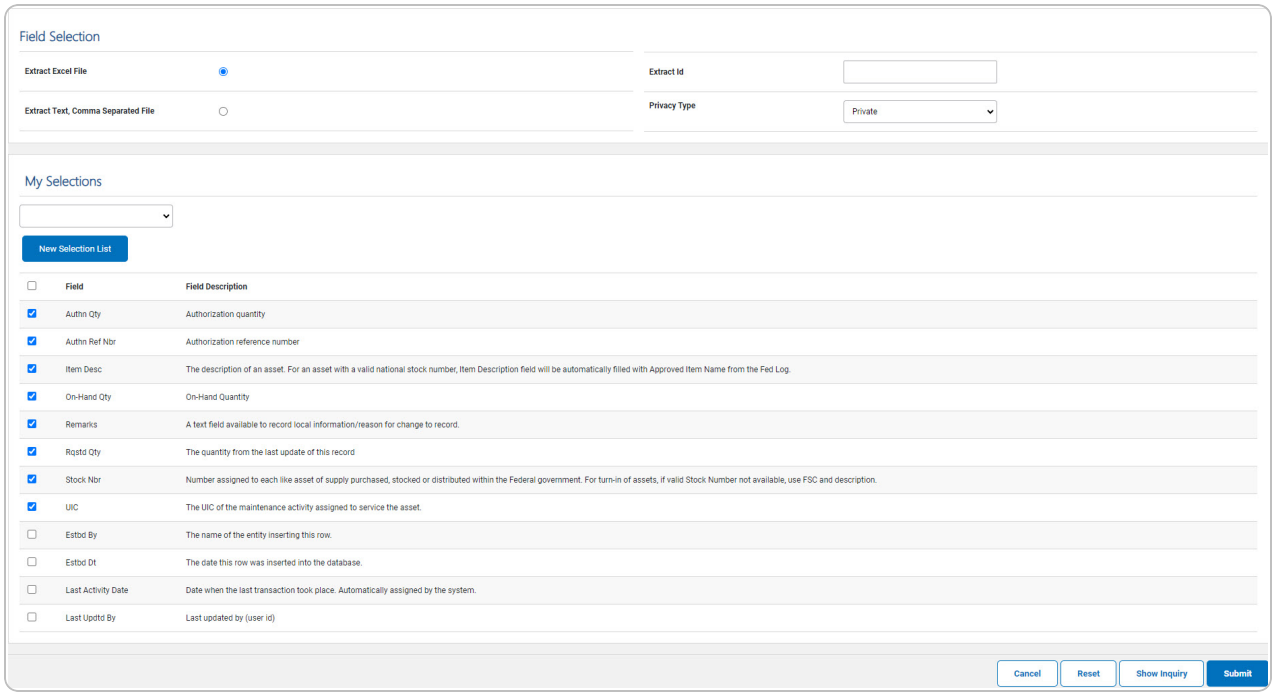



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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**

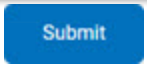
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- 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

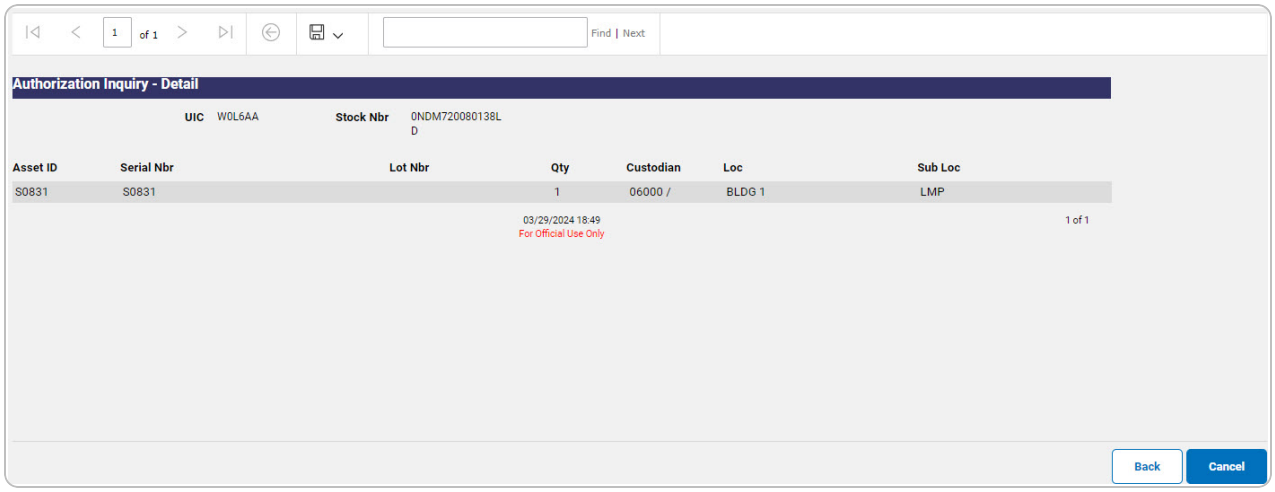
**ELMS Navigation Helpful Tips**

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

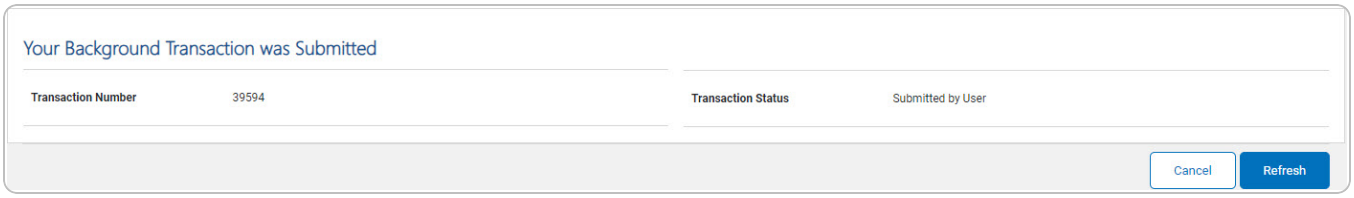
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

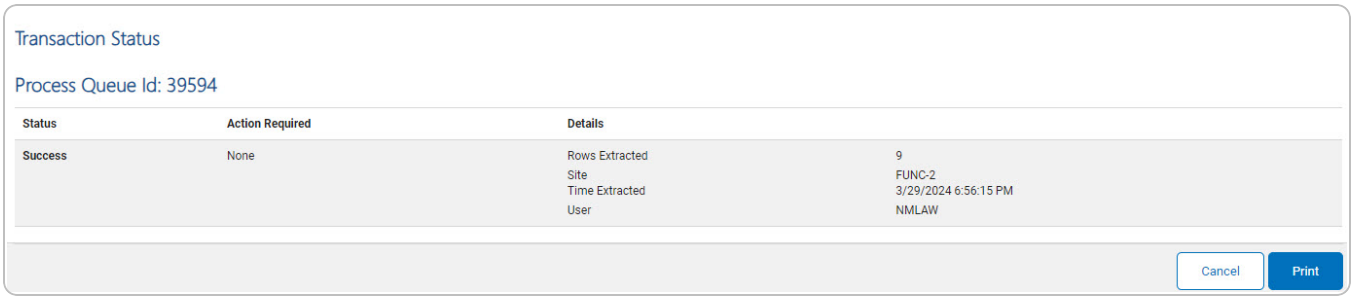
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

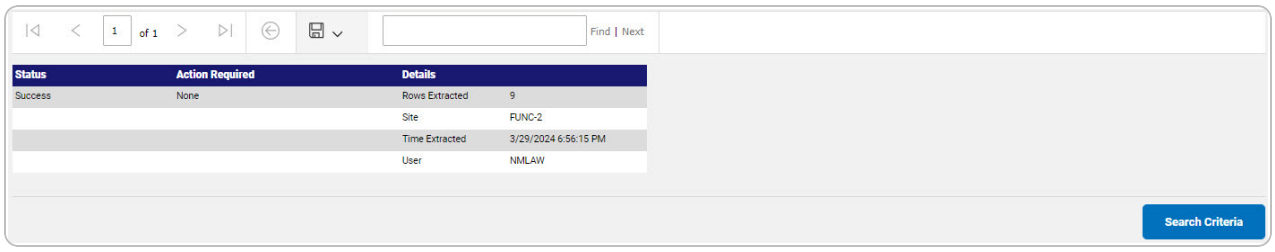
# Procedures

**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 Authorization Activity Inquiry — Criteria

## Overview

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

## Navigation

Inquiries > Asset Management > AUTHN ACTIVITY > Authorization Activity Inquiry Search Criteria page

## Page Fields

The following fields display on the **Authorization 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 |
|---|---|
| **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". |

### My Queries

My Queries

### Search Criteria Grid

Tran Dt From

Tran Dt To
UIC
Stock Nbr

# Procedures

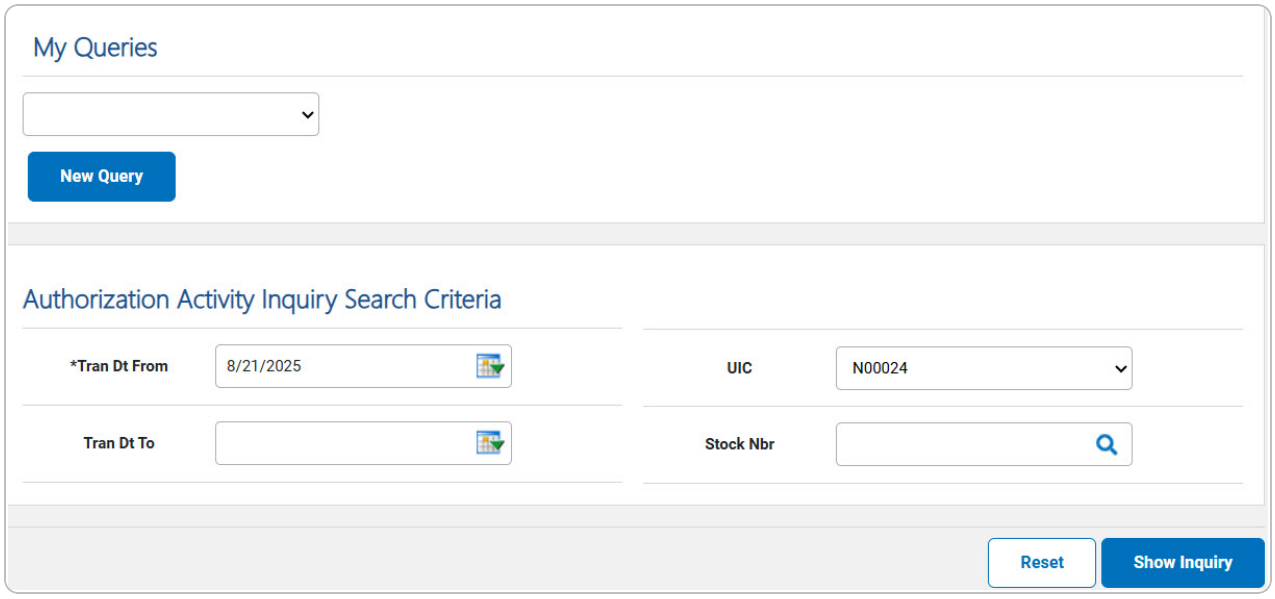
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for an Authorization 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. *Complete the Authorization Activity Search Criteria grid.*

**A.** Use to select the Tran Dt From or enter the date (MM/DD/YYYYY) in the field provided.

B. Use to select the Tran Dt To or enter the date (MM/DD/YYYYY) in the field provided.

C. Use to select the UIC.

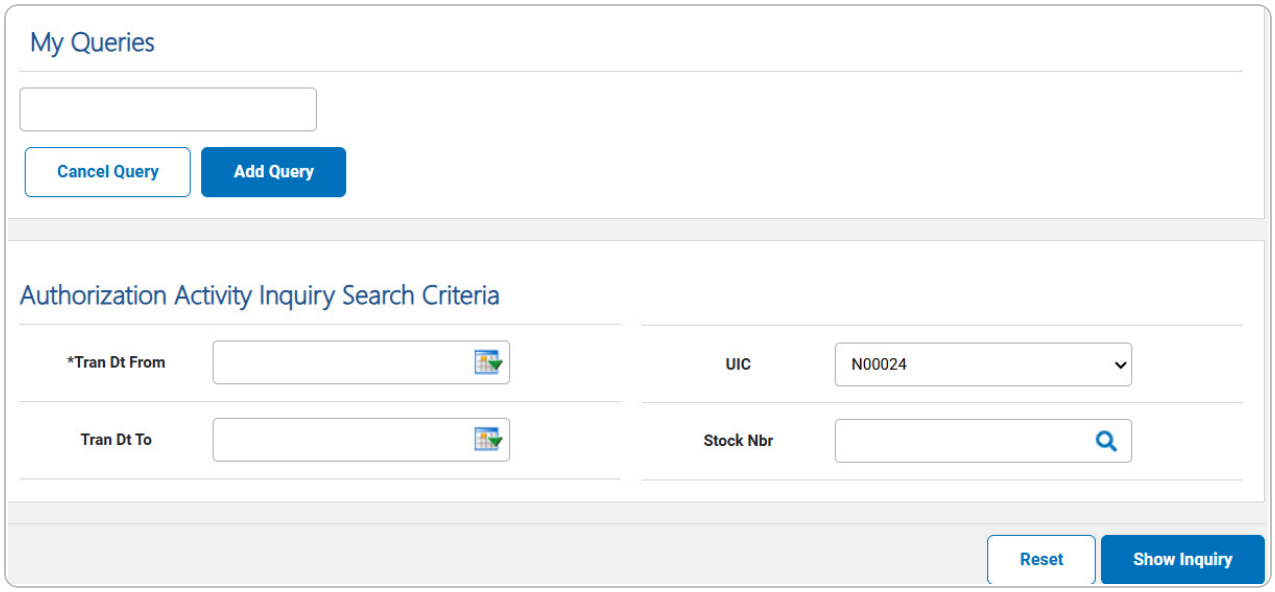
D. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Nbr Browse help

3. Select Show Inquiry. *The* ***Authorization Activity Inquiry — Results*** *page appears.*

## Add a My Queries Inquiry

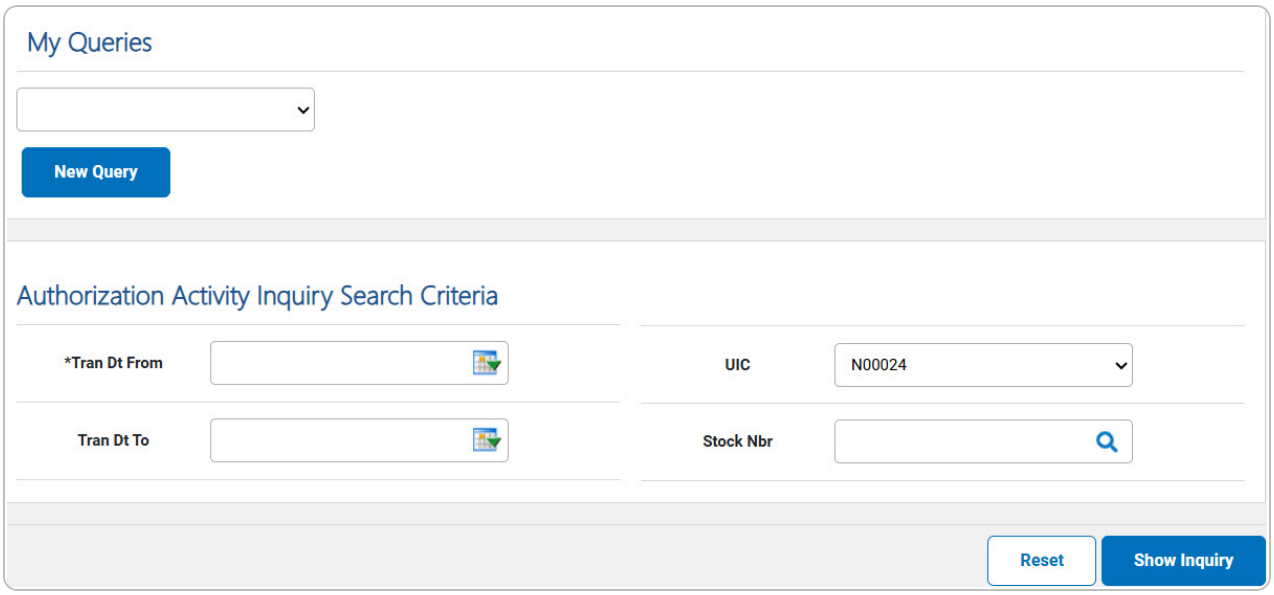
1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*




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 Show Inquiry. *The* ***Authorization Activity Inquiry — Results*** *page appears.*

## Select a My Queries Inquiry

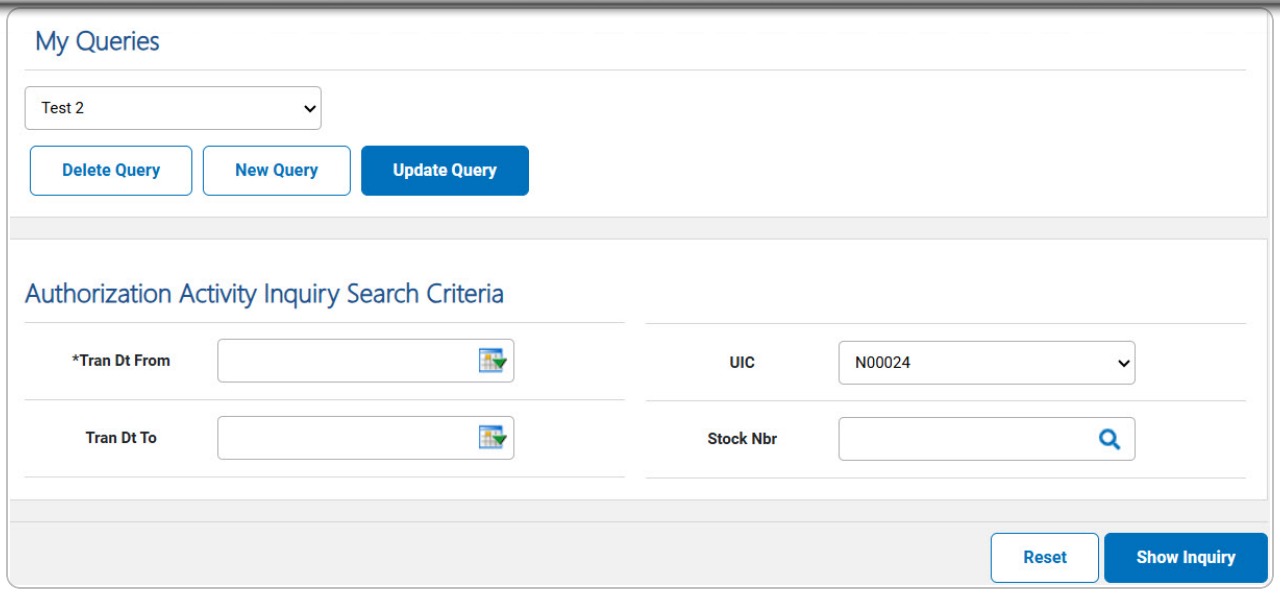
1. Use ⌄ to select the desired saved query. *The page refreshes, and the selected query information appears in the search criteria grid.*




2. Select Show Inquiry. *The **Authorization Activity Inquiry — Results** page appears.*

## Update a My Queries Inquiry

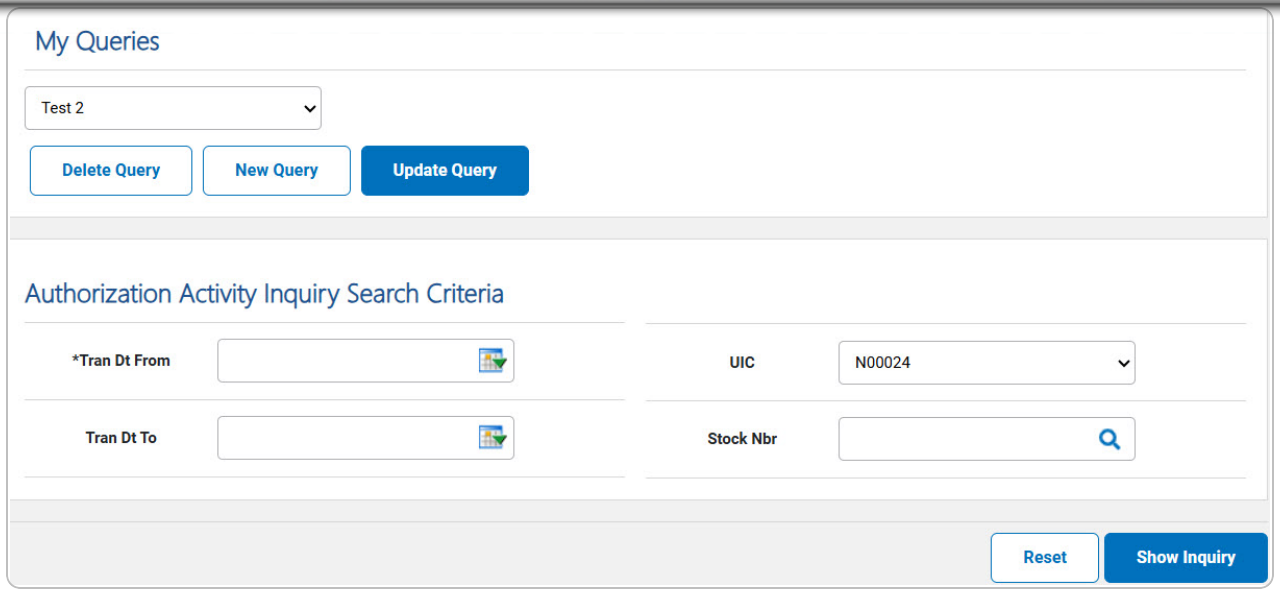
1. Use ⌄ to select the desired saved query. *The page refreshes, the search criteria fields change, and* New Query *is joined by* Update Query *and* Delete Query*. The selected query information appears in the search criteria grid.*




2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Show Inquiry. *The **Authorization 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.*

# Common Errors

The table below provides a list of common errors and possible solutions. 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: *Tran Dt From*.** | Missing Entry. No data was entered. Enter the appropriate information in the desired field. |
| **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. |
| **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 Activity Inquiry — Results
- View the Authorization Activity Inquiry Detail — History
- View the Authorization Activity Inquiry Detail — Authorization
- View the Authorization Activity Inquiry Attachment

# Search for an Authorization Activity Inquiry — Results

## Overview

The Authorization Activity Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Asset Management > AUTHN ACTIVITY > Search Criteria > Show Inquiry > Authorization Activity Inquiry Search Results page

## Page Fields

The following fields display on the **Authorization 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 |
|---|---|
| **57** | Choose format from Export icon to Save or Print. |
| **61** | Select "Cancel" to return to Search Criteria page. |
| **247** | Where available, select "Row" to view details for specific record. |

### Search Results Grid

UIC
Stock Nbr

Item Desc
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. |

# Procedures

**ELMS Navigation Helpful Tips**

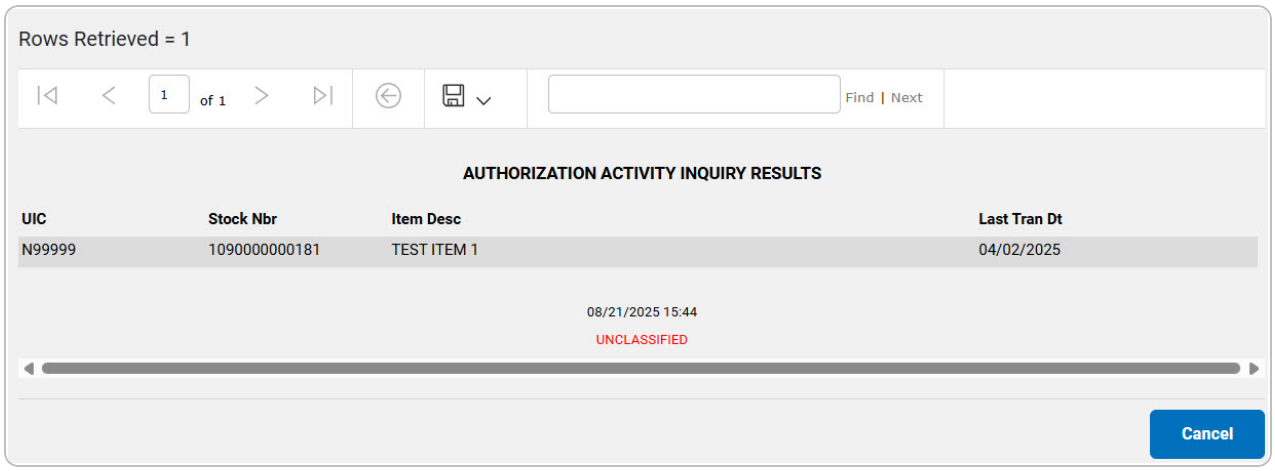


Click the following link to display PA Navigation Tips.

## Export the Authorization 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.*




2. Follow the prompts provided by the computer.

3. Select Cancel. *The* ***Authorization 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 Authorization Activity Inquiry Detail

Select the desired UIC hyperlink. *The **View the Authorization 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 Authorization Activity Inquiry — Criteria
- View the Authorization Activity Inquiry Detail — History
- View the Authorization Activity Inquiry Detail — Authorization
- View the Authorization Activity Inquiry Attachment

# View the Authorization Activity Inquiry Detail — Authorization

## Overview

The Authorization Inquiry Detail - Authorization process displays the basic record of the selected Authorization.

## Navigation

Inquiries > Asset Management > AUTHN ACTIVITY > Search Criteria > Show Inquiry > Search Results > UIC hyperlink > Authorization hyperlink > Authorization Inquiry Detail — Authorization page

## Page Fields

The following fields display on the **Authorization Inquiry Detail — Authorization** 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 — Authorization 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

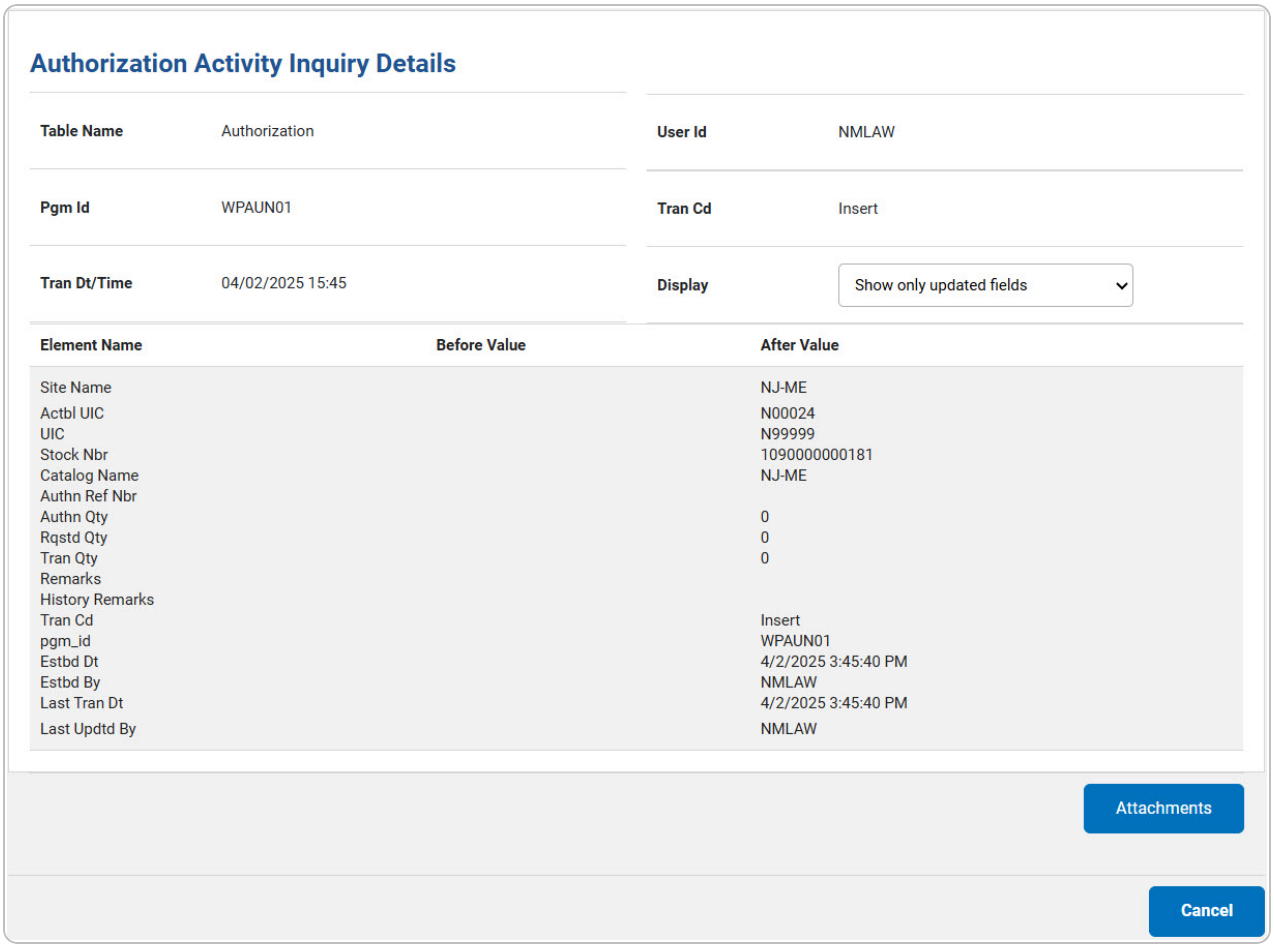
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Authorization Activity Inquiry Detail — Authorization

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

1. *Select the Authorization hyperlink. The* ***Authorization Activity Inquiry Details*** *page appears.*



A. *Verify the Table Name.*
B. *Verify the PGM ID.*
C. *Verify the TRAN DT/TM.*
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.*
J. Select Attachments. *The* ***Authorization Activity Inquiry — Attachment*** *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* ***Authorization 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 Authorization Activity Inquiry — Criteria
- Search for an Authorization Activity Inquiry — Results
- View the Authorization Activity Inquiry Detail — History
- View the Authorization Activity Inquiry Attachment

# View the Authorization Activity Inquiry Detail — History

## Overview

The Authorization Activity Inquiry Detail - History process displays the history record of the selected Authorization Activity.

## Navigation

Inquiries > Asset Management > AUTHN ACTIVITY > Search Criteria > Show Inquiry > Search Results > UIC hyperlink > Authorization Activity Inquiry Detail — History page

## Page Fields

The following fields display on the **Authorization 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 |
|---|---|

### Authorization Activity Inquiry Detail — History Grid

UIC
Stock Nbr
Item Desc

History Table
Tran Dt/Time
User Id
Tran Cd
Program Id
Program 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

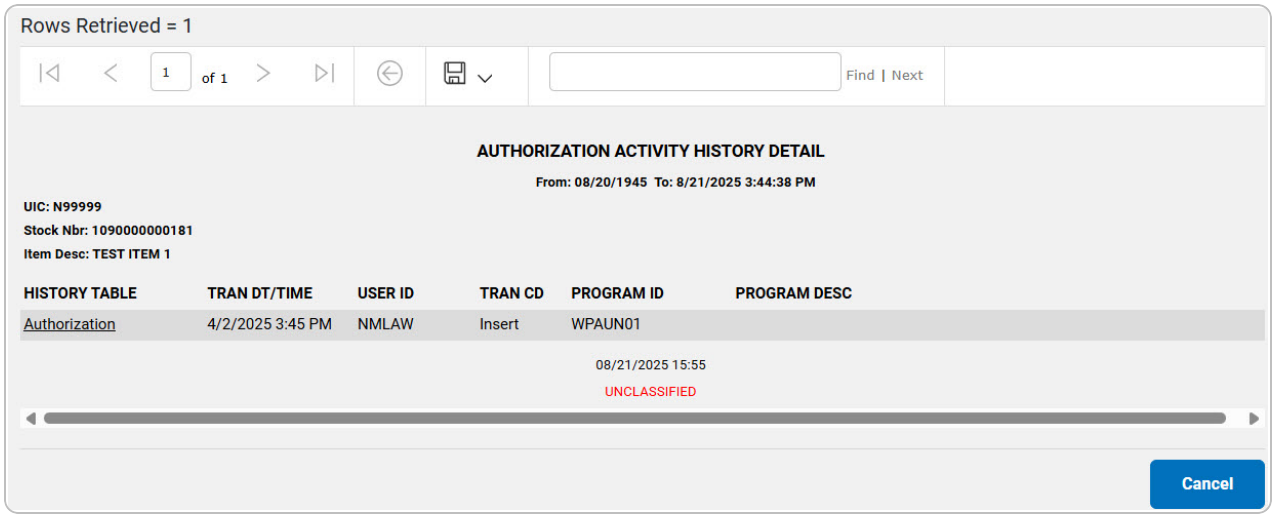
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Authorization 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. Select the desired UIC hyperlink. *The* ***Authorization Activity History Detail*** *page appears.*




A. *Verify the UIC.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the History Table. Select the Authorization hyperlink. The* ***Authorization Activity Inquiry Details*** *page appears.*

E. *Verify the TRAN DT/TIME.*

F. *Verify the USR ID.*

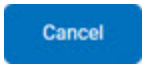
G. *Verify the TRAN CD.*

H. *Verify the USER ID.*

I. *Verify the TRAN CD.*

J. *Verify the Program ID.*

K. *Verify the Program 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* ***Authorization 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 Authorization Activity Inquiry — Criteria
- Search for an Authorization Activity Inquiry — Results
- View the Authorization Activity Inquiry Detail — History
- View the Authorization Activity Inquiry Detail — Authorization

# View the Authorization Activity Inquiry Detail — Attachments

## Overview

The Authorization Activity Inquiry Detail - Attachments process displays the basic record of the selected Authorization Activity.

## Navigation

Inquiries > Asset Management > AUTHN ACTIVITY > Search Criteria > Show Inquiry > Search Results > UIC hyperlink > Authorization hyperlink > Attachments > Authorization Inquiry Detail — Attachments page

## Page Fields

The following fields display on the **Authorization Inquiry Detail — Attachments** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Authorization Activity Inquiry Detail — Attachments 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 Authorization Activity Inquiry Detail — Attachments

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

1. Select Attachments. *The* ***Authorization Activity Inquiry — Attachment*** *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* ***Authorization Activity Inquiry — 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 |
|---|---|
| **No Common Errors available for this process.** | |

## Related Topics

- Search for an Authorization Activity Inquiry — Criteria
- Search for an Authorization Activity Inquiry — Results
- View the Authorization Activity Inquiry Detail — History
- View the Authorization Activity Inquiry Detail — Authorization

# 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. |
| **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

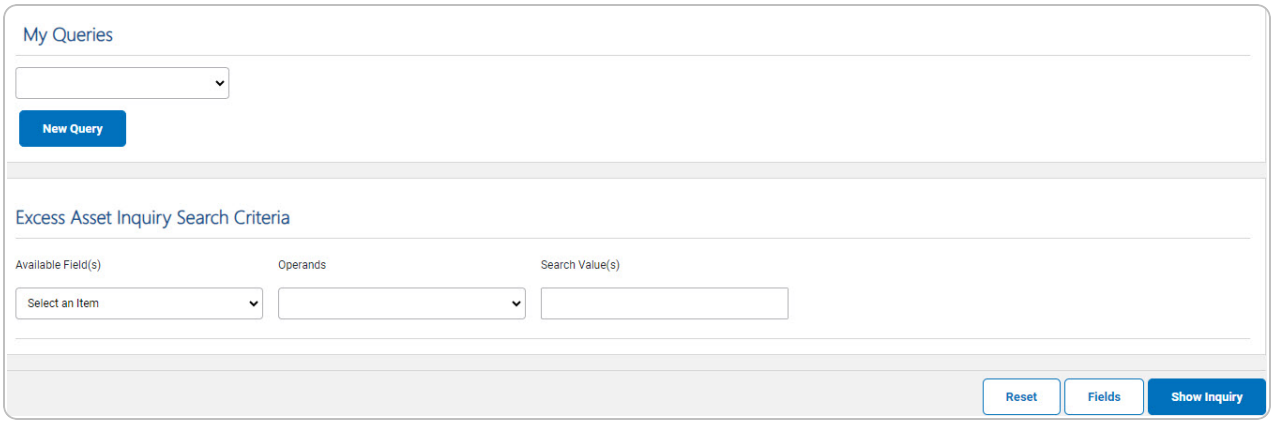
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an 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**

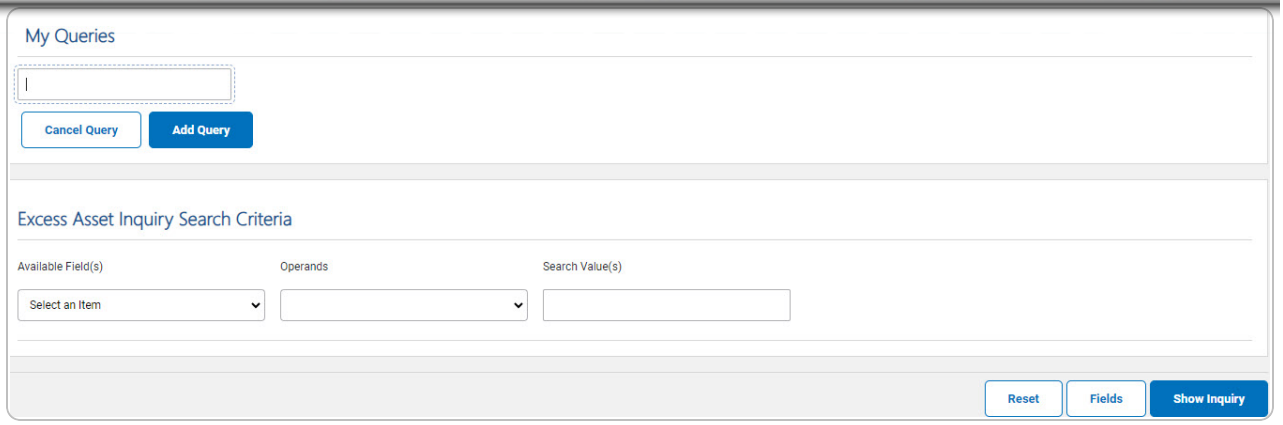
   a. Use ⌄ to select desired Available Field.

   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.*



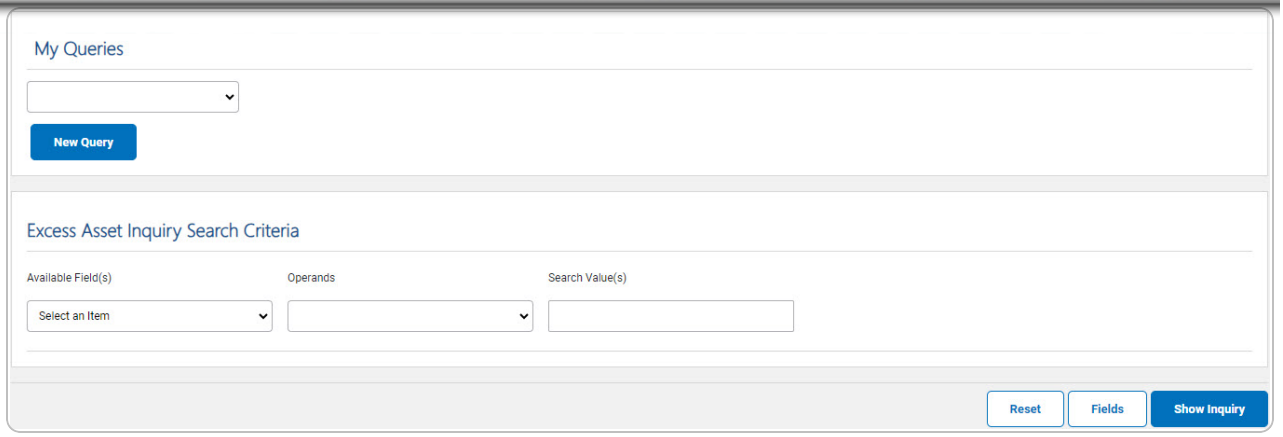

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



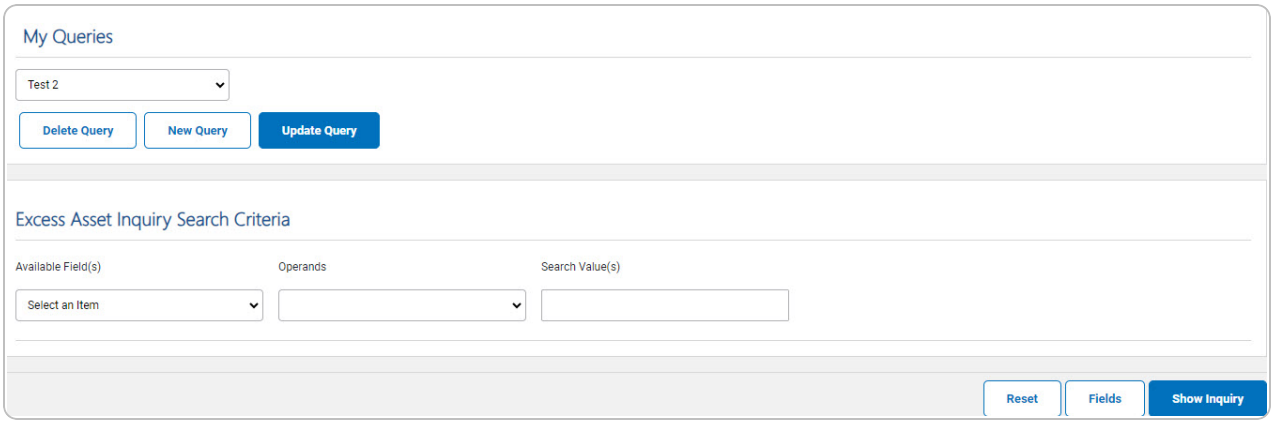

2. Select Fields. *The **Excess Asset Inquiry — Select Fields** page appears.*

   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.*

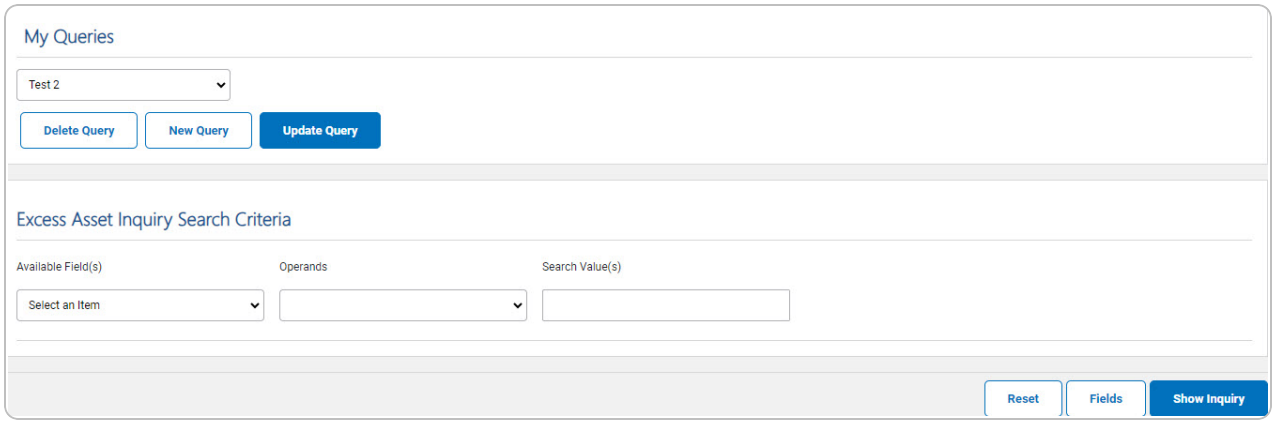
4. Select Fields. *The **Excess Asset Inquiry — Select Fields** page appears.*

   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

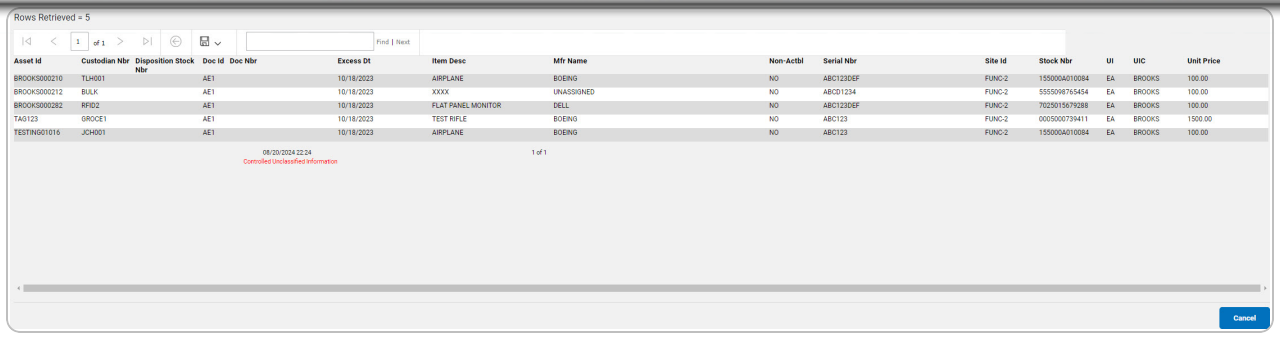
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Excess Asset Inquiry Results

*Selecting* 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 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

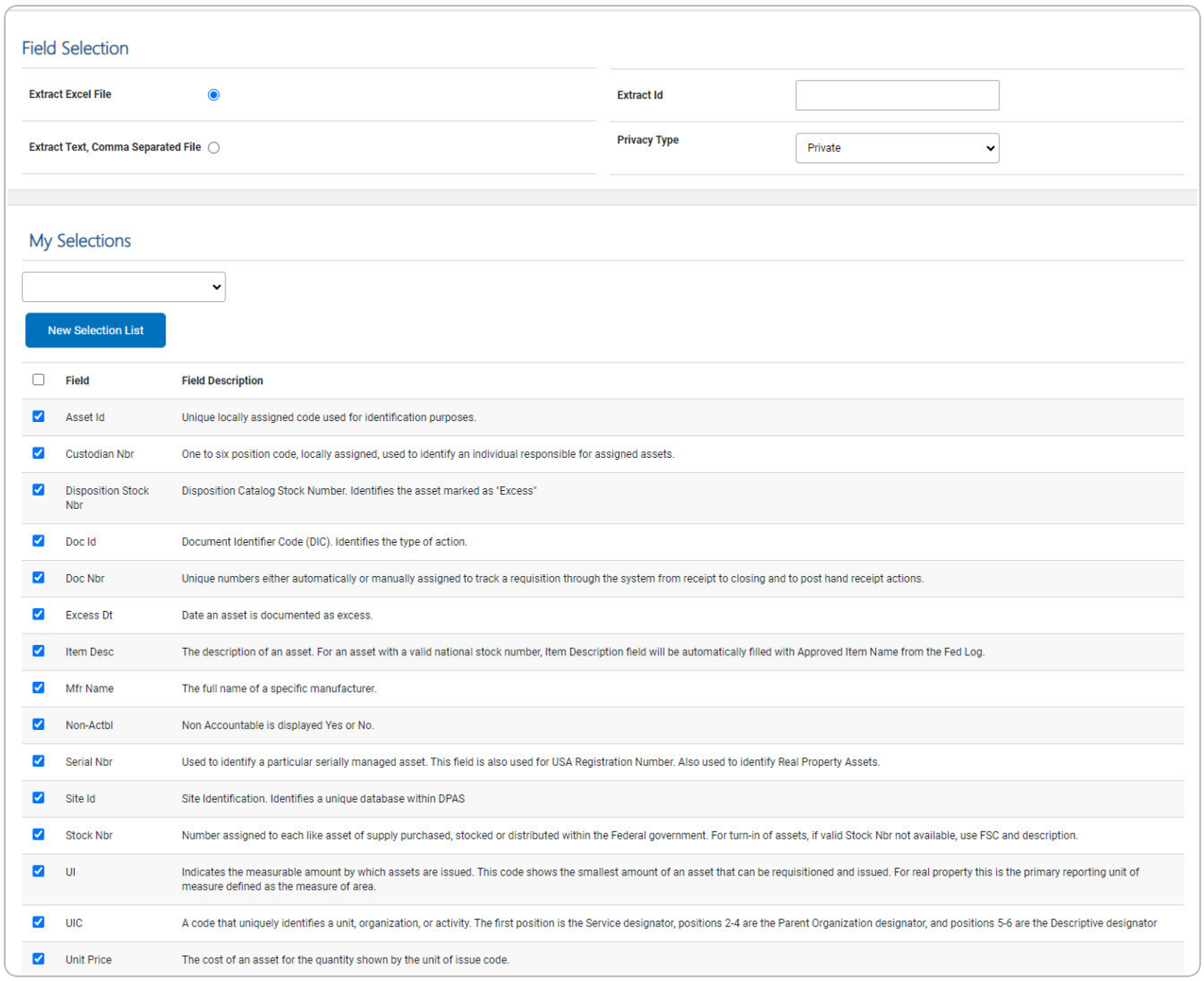
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Choose the Extracted Inquiry File Details

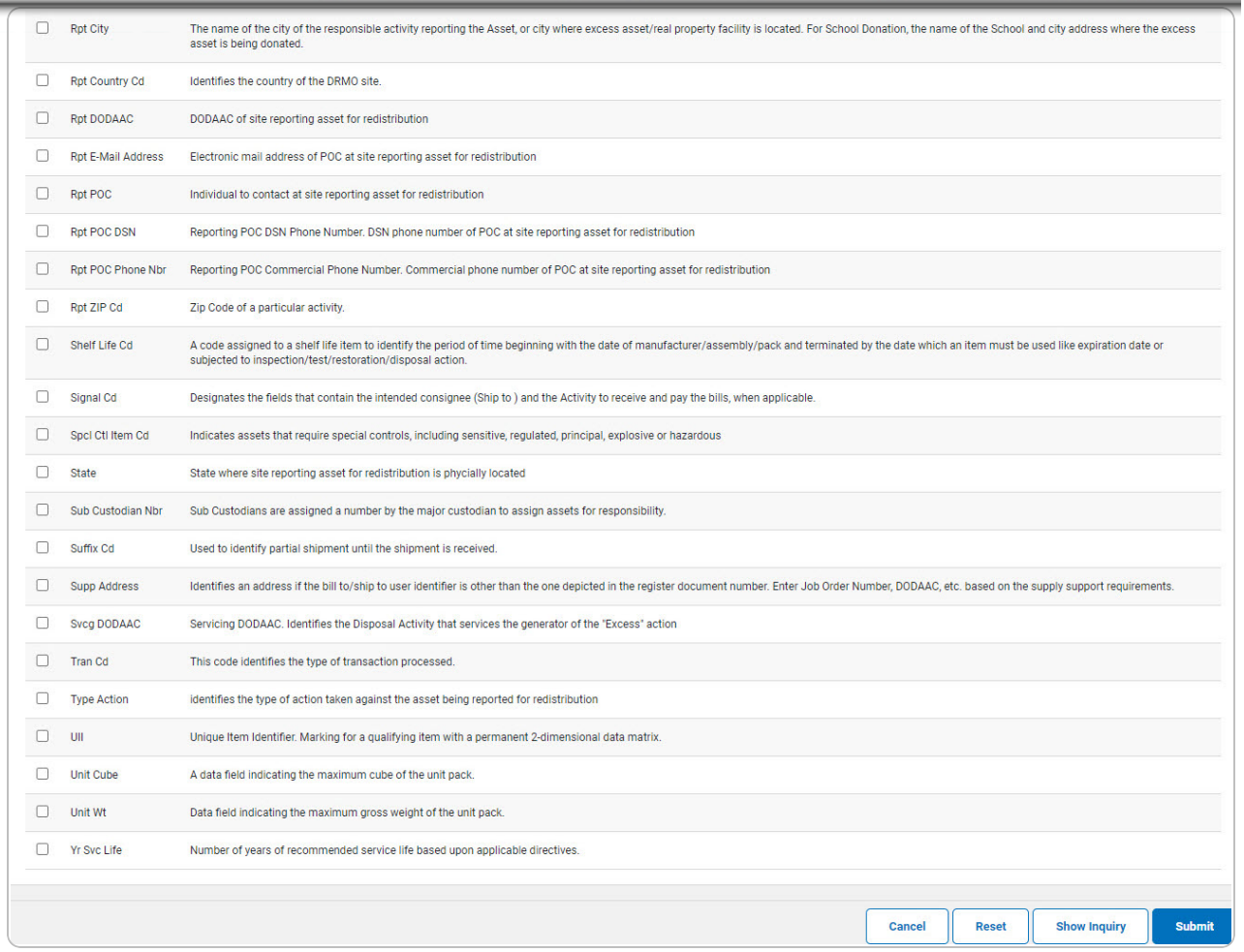
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

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**

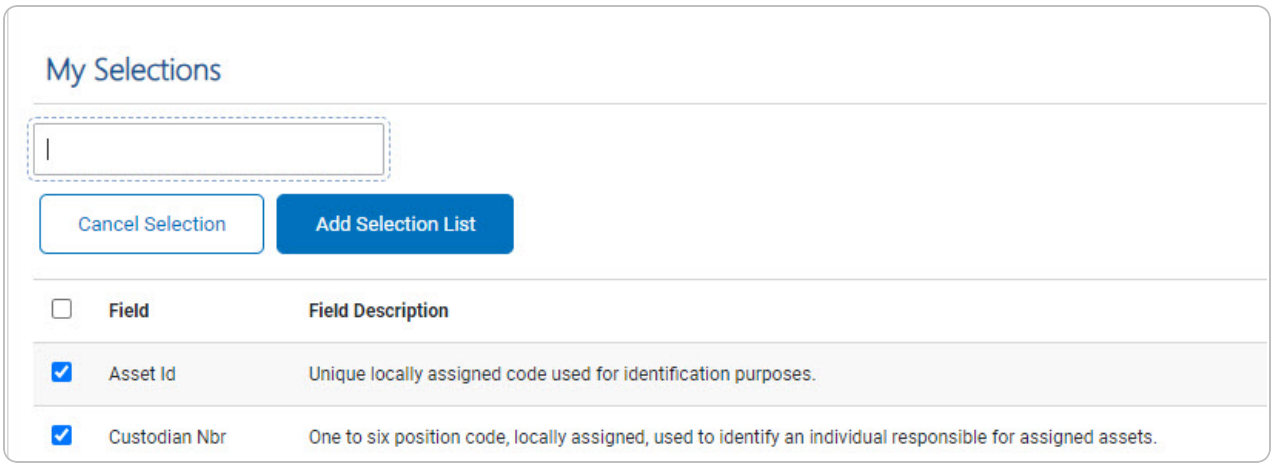
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

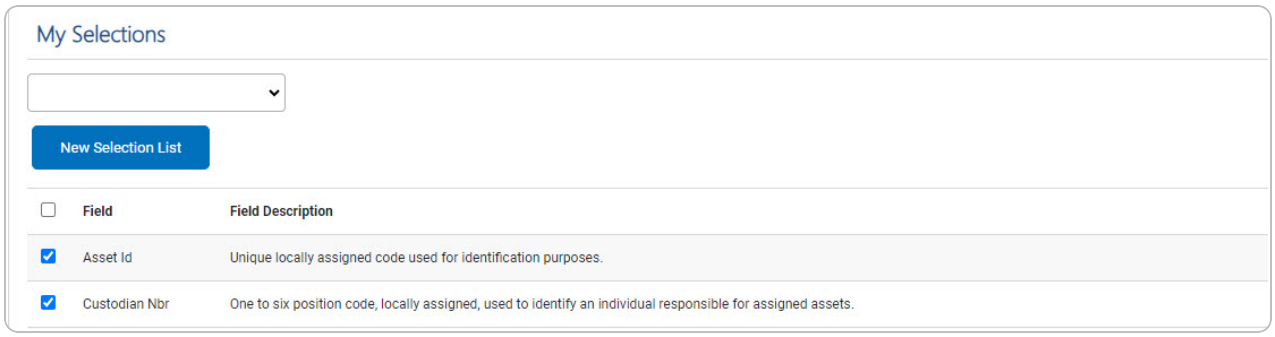
5. 

**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.*

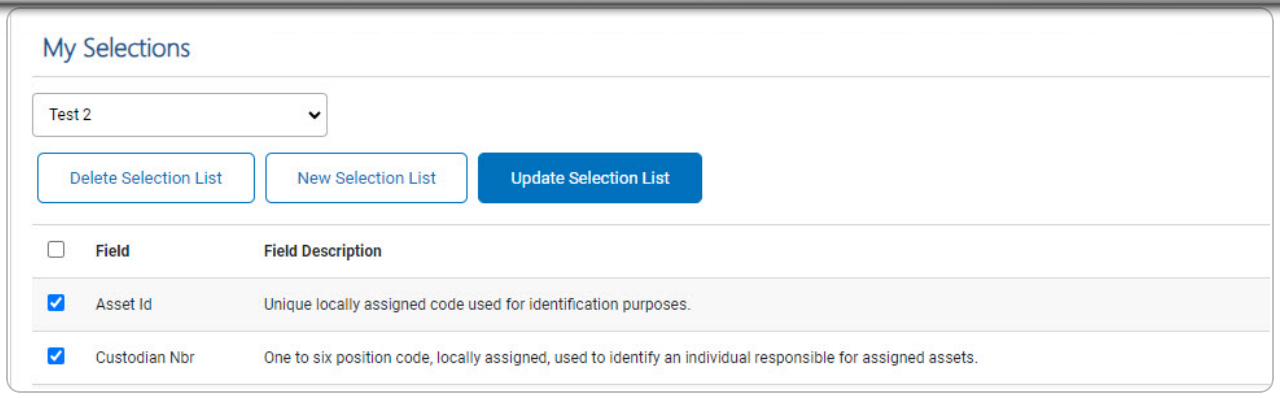
   Select Show Inquiry for small volumes of data. *The **Excess Asset Inquiry — Results** page appears.*

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.



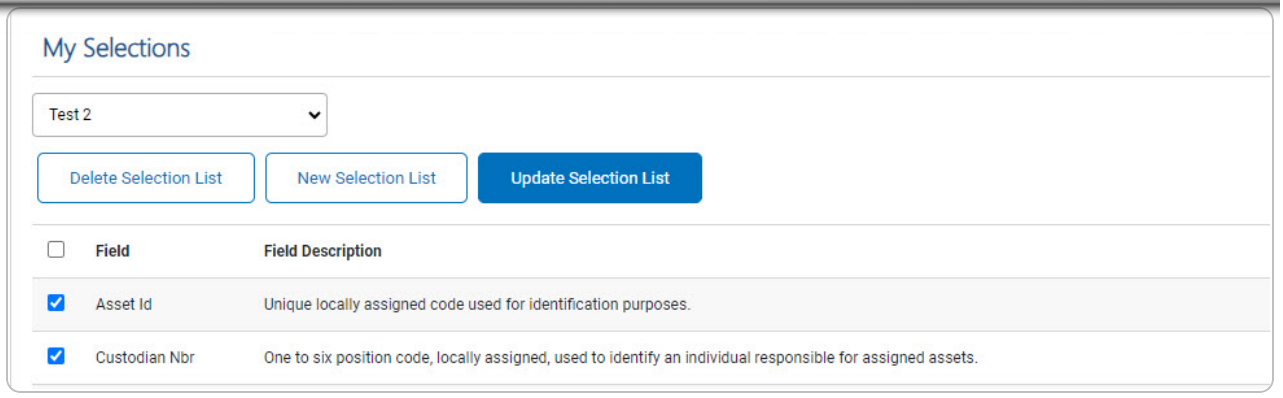

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Excess Asset Inquiry — Results*** *page appears.*

**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.

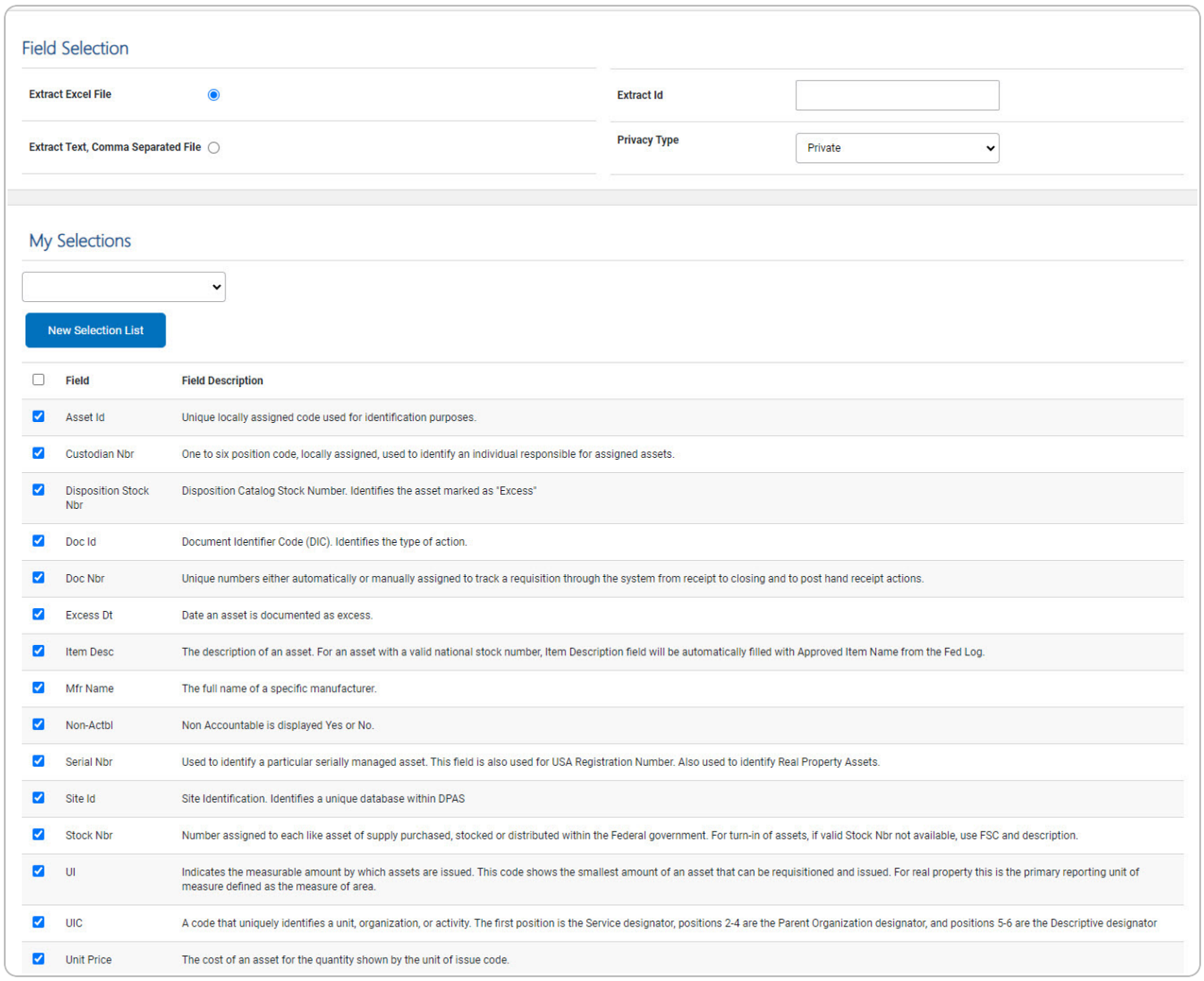



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## Modify the Fields Used for the Inquiry

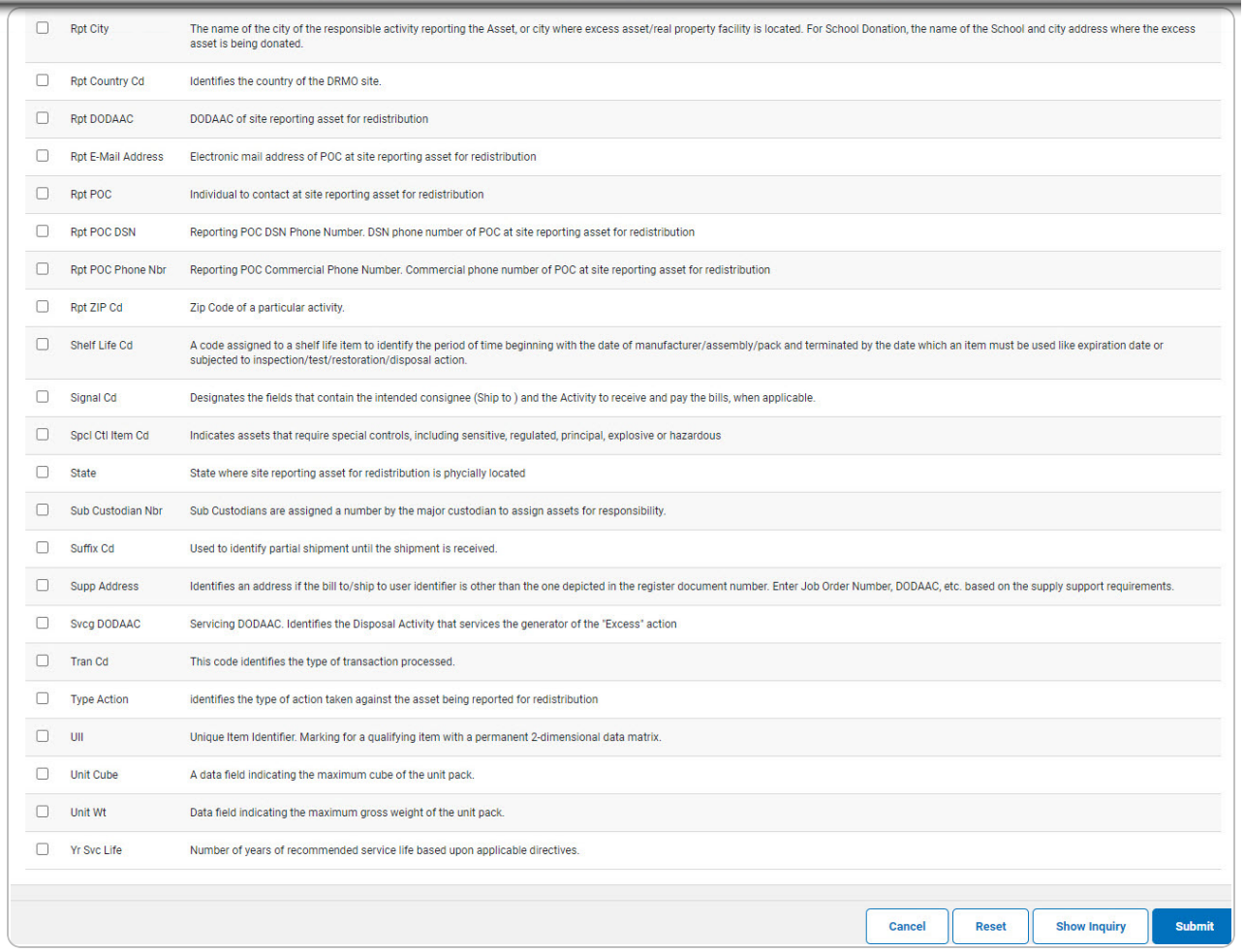
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure 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. |

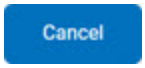
# Procedures

**ELMS Navigation Helpful Tips**

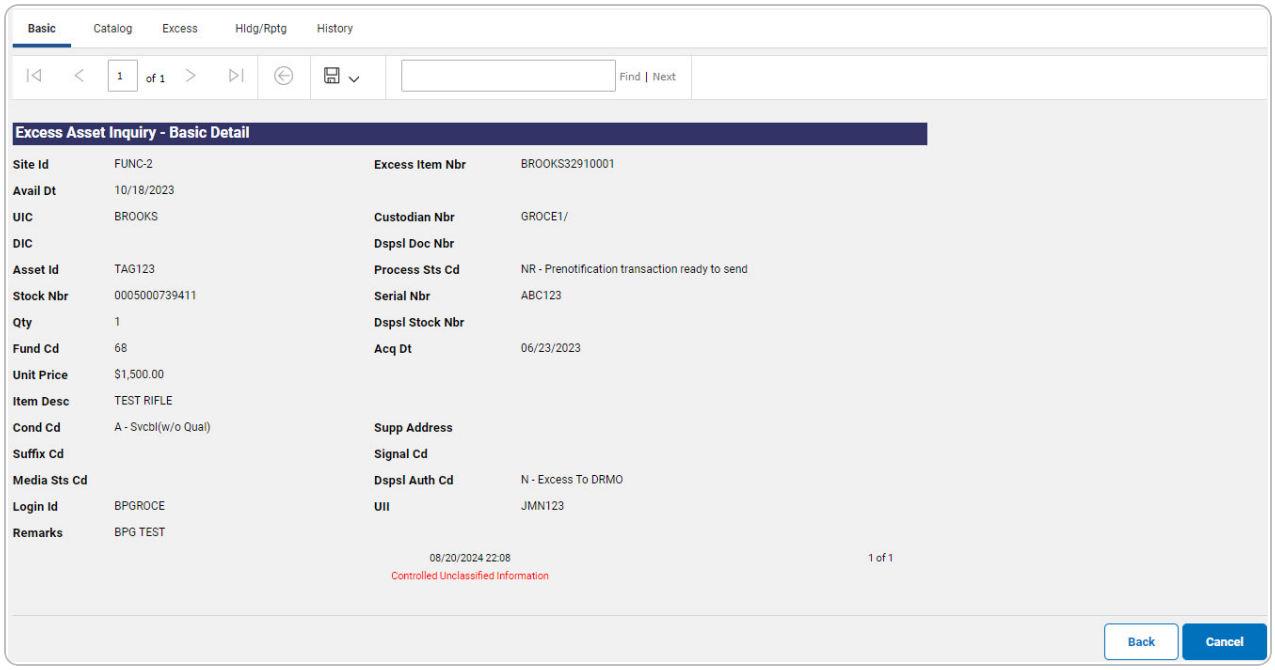


Click the following link to display PA Navigation Tips.

## 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.*

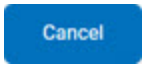
V. *Verify the ACQ DT.*

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 — 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**

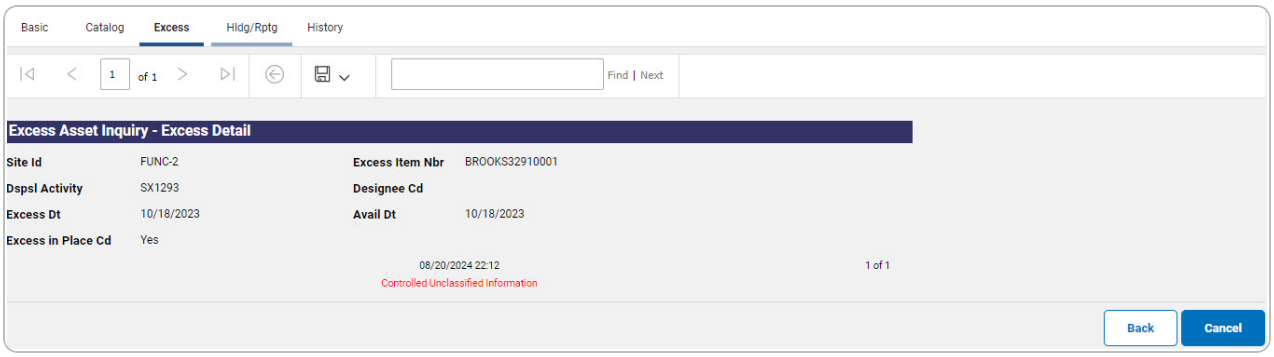


Click the following link to display PA Navigation Tips.

# 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 print format button 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 — 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. |

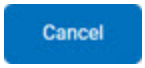
# Procedures

**ELMS Navigation Helpful Tips**

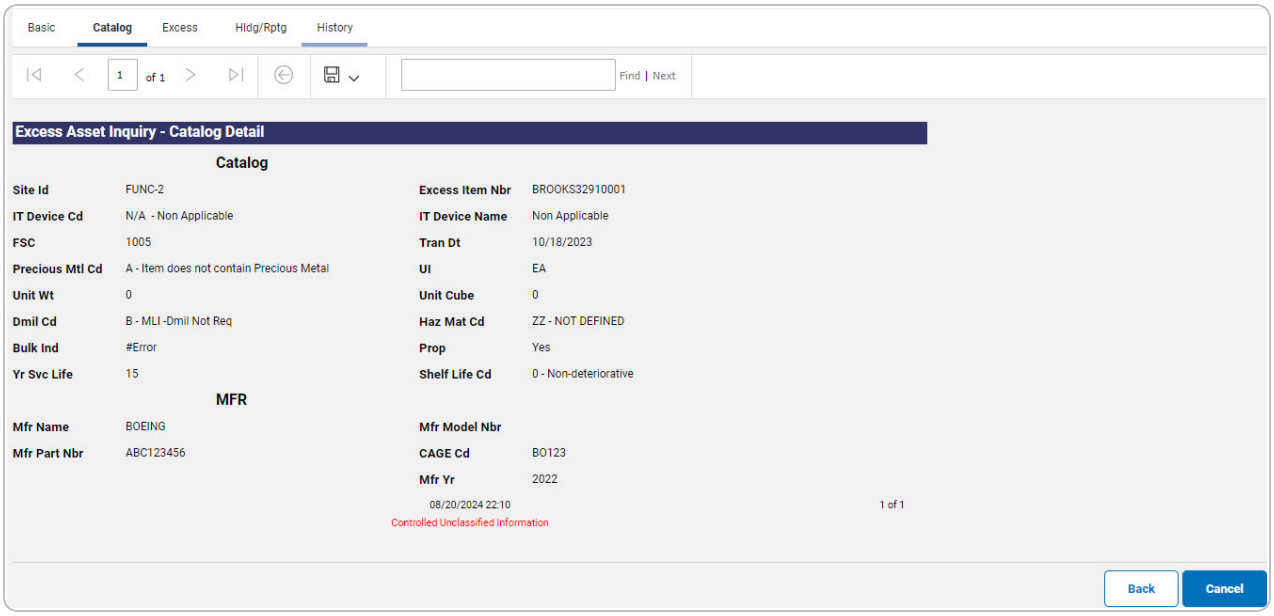


Click the following link to display PA Navigation Tips.

## 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.*



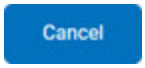

A. *Verify the SITE ID.*
B. *Verify the IT DEVICE CD.*
C. *Verify the FSC.*
D. *Verify the PRECIOUS MTL CD.*
E. *Verify the Unit WT.*
F. *Verify the DMIL CD.*
G. *Verify the BULK IND.*
H. *Verify the YR SVC LIFE.*
I. *Verify the MFR NAME.*
J. *Verify the MFR PART NBR.*
K. *Verify the Excess ITEM NBR.*
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*.

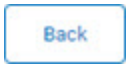
OR

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 — 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**

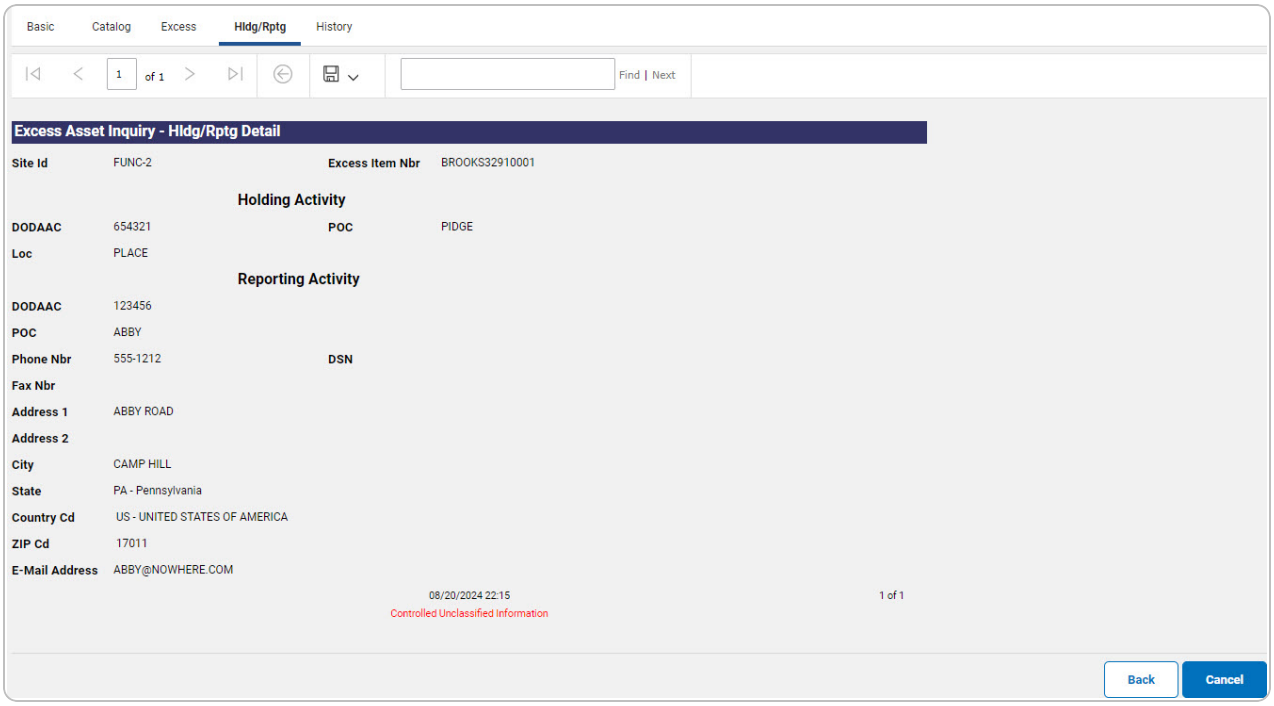


Click the following link to display PA Navigation Tips.

## 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.*

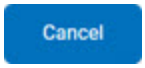
j. *Verify the ZIP CD.*

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 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 — 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. |

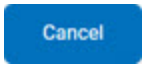
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Excess Asset Inquiry Detail — History

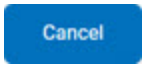
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

# 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. |

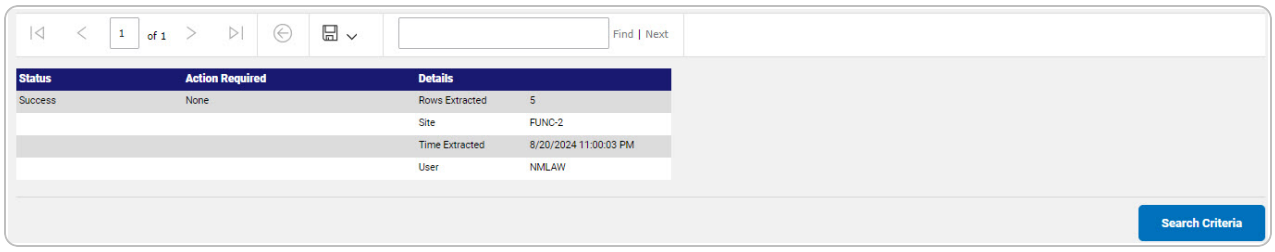
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Excess Asset Inquiry Transaction Status

1. Select  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* ***Excess 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 **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

# 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

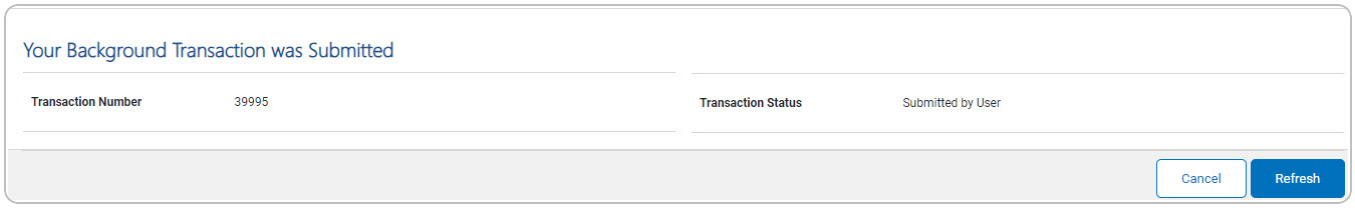
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

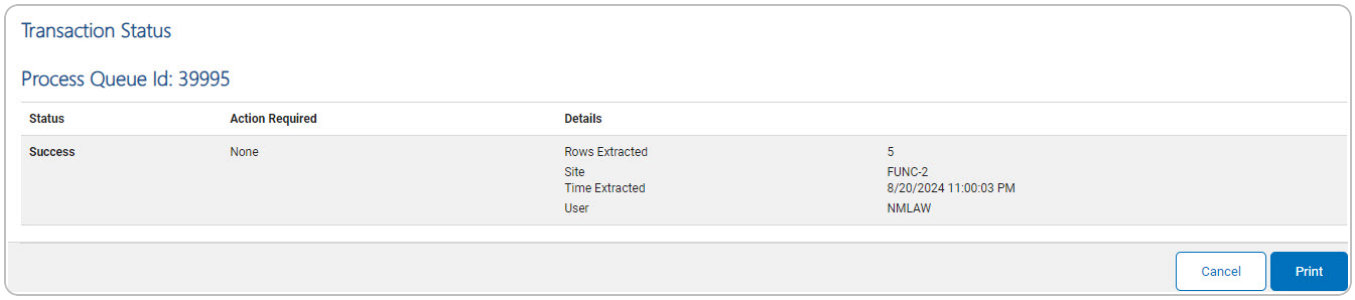
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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

# 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

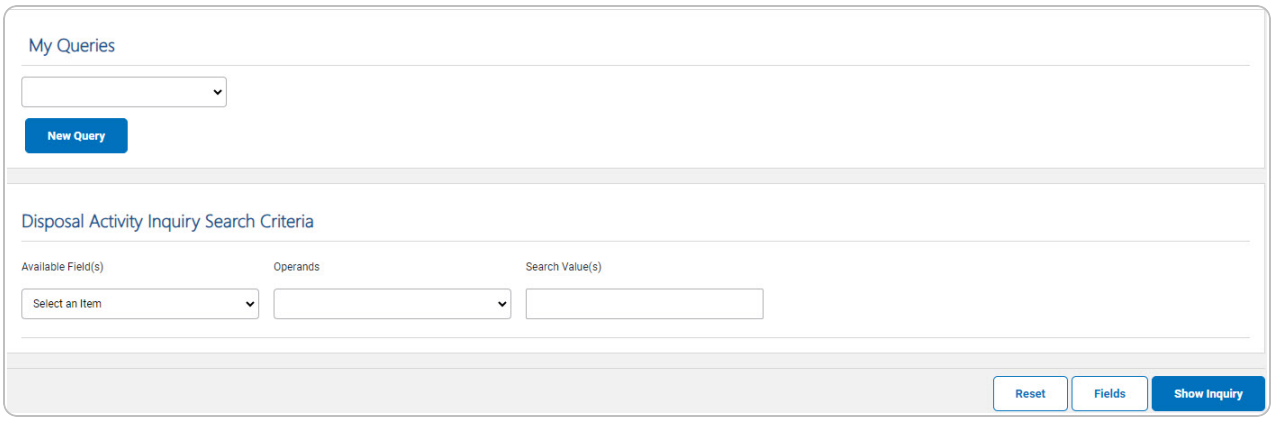
**ELMS Navigation Helpful Tips**

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**

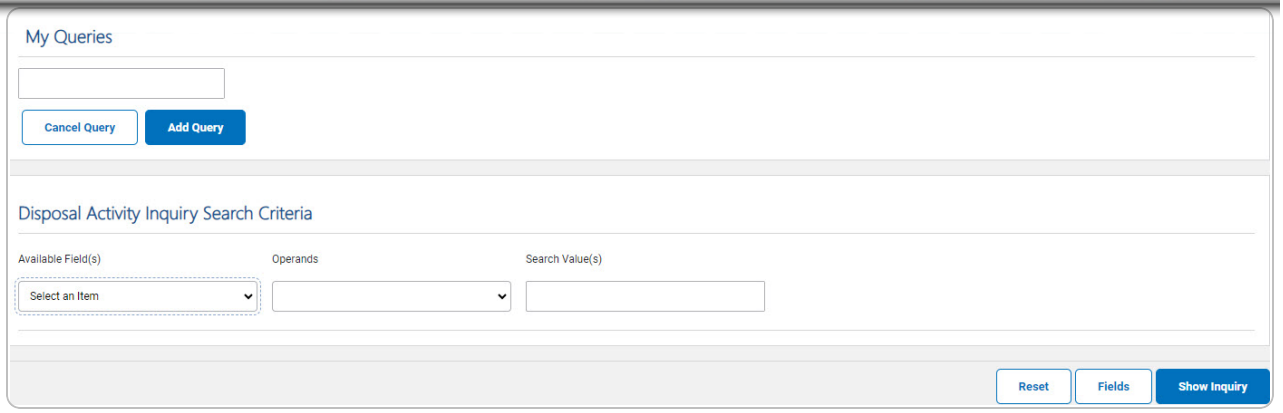
a. Use to select desired Available Field.

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.*



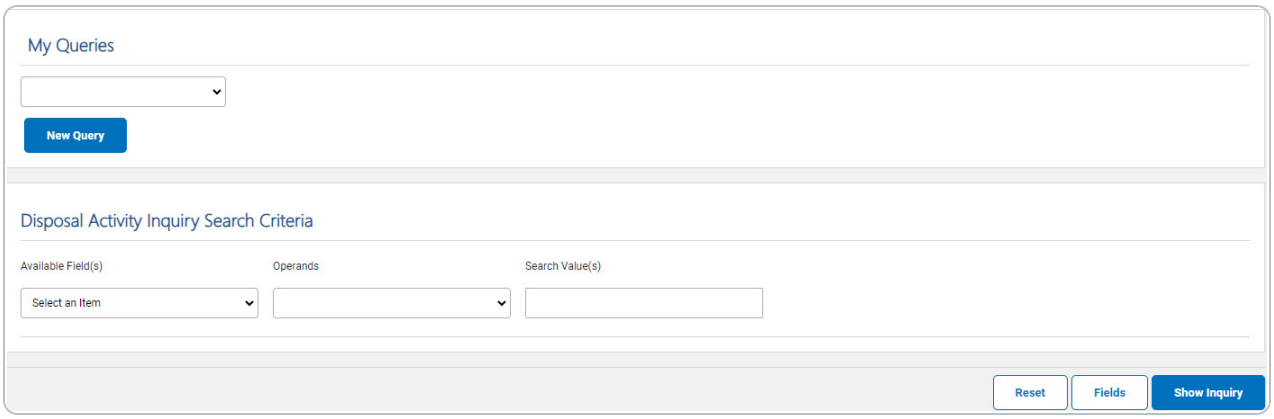

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



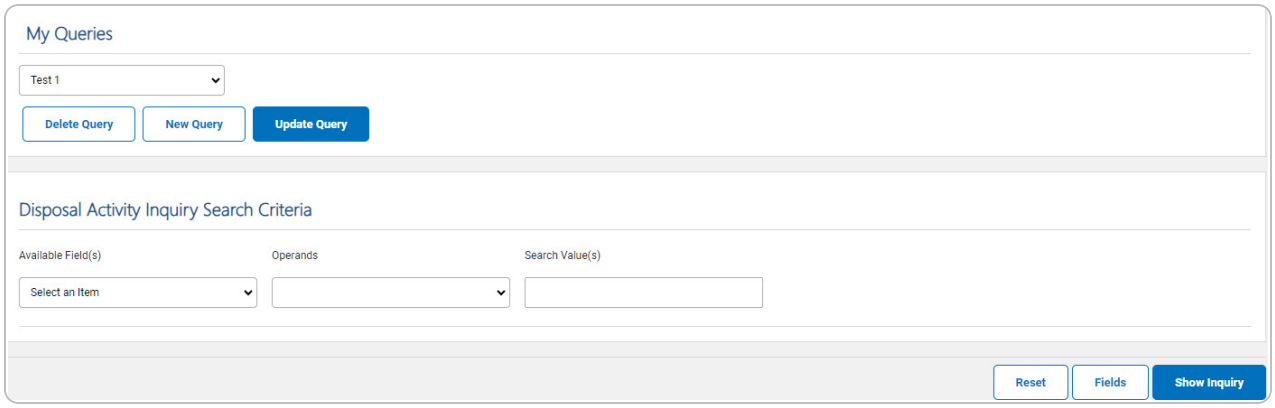
2. Select Fields. *The* ***Disposal Activity Inquiry — Select Fields*** *page appears.*

   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.*

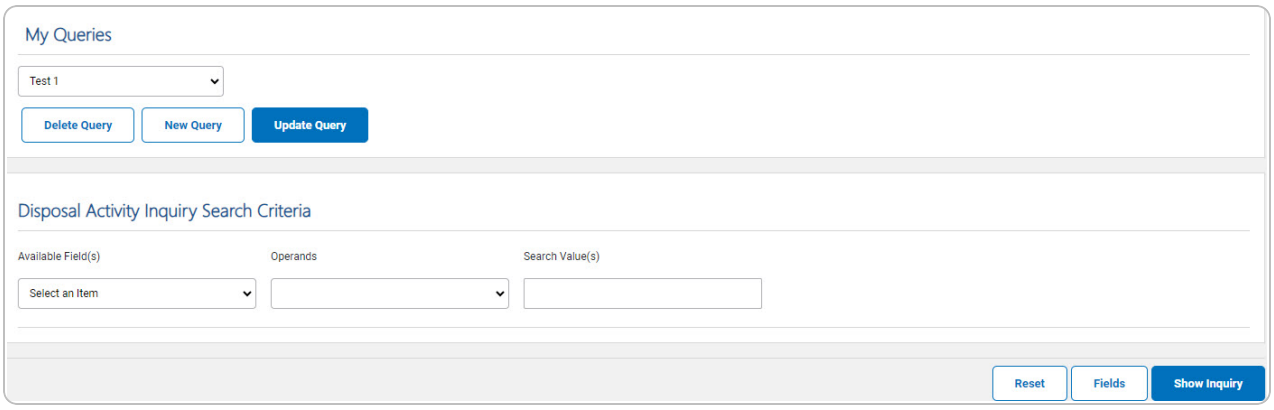
   Select Fields. *The* ***Disposal Activity Inquiry — Select Fields*** *page appears.*

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**

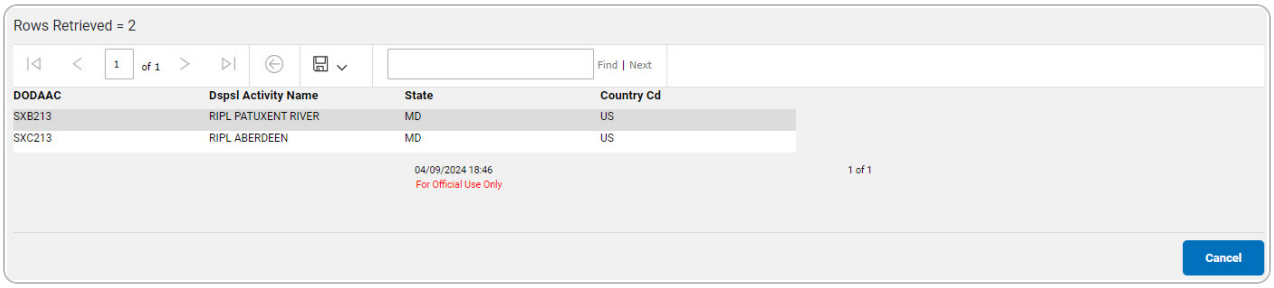


Click the following link to display PA Navigation Tips.

## Export the Disposal Activity Inquiry Results

*Selecting* 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 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

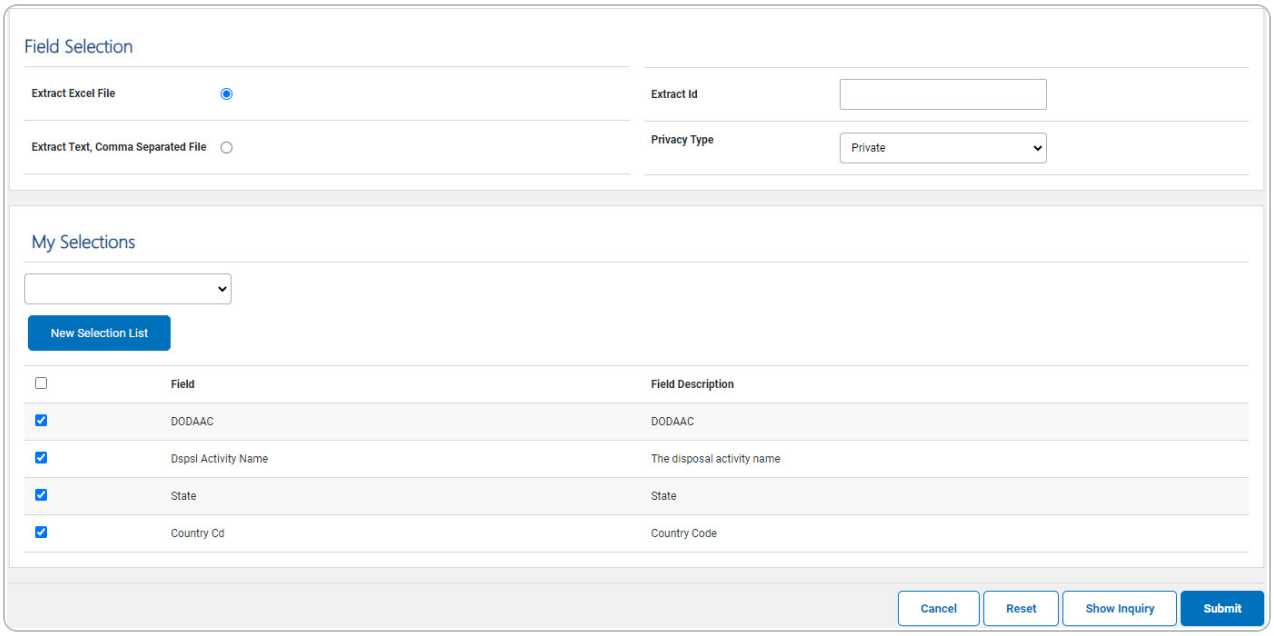
**ELMS Navigation Helpful Tips**

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**

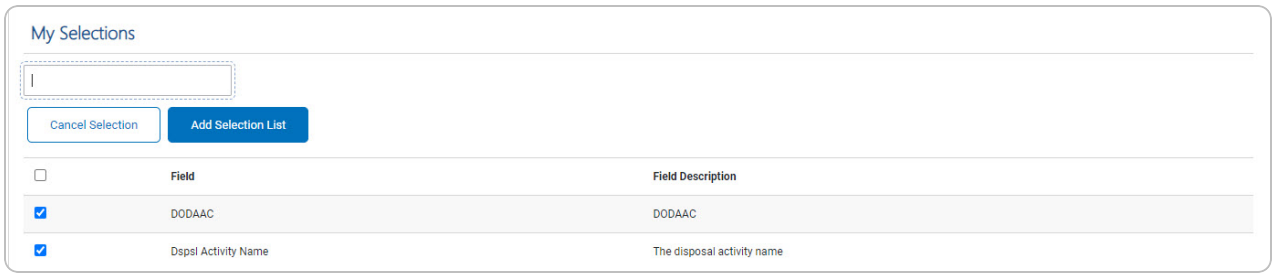
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.

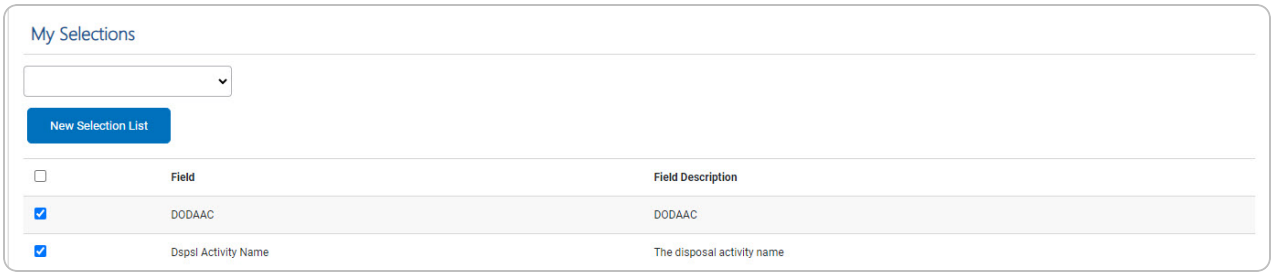
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

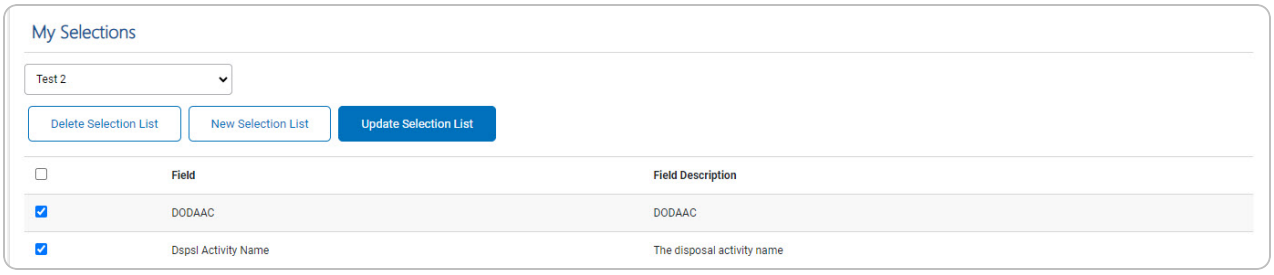
3. Select Show Inquiry for small volumes of data. *The* ***Disposal Activity Inquiry — Results*** *page appears.*

**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.*

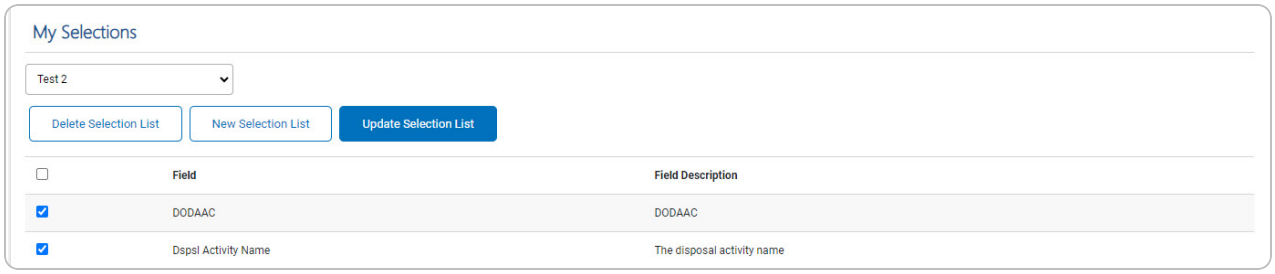
   Select Show Inquiry for small volumes of data. *The* ***Disposal Activity Inquiry — Results*** *page appears.*

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.

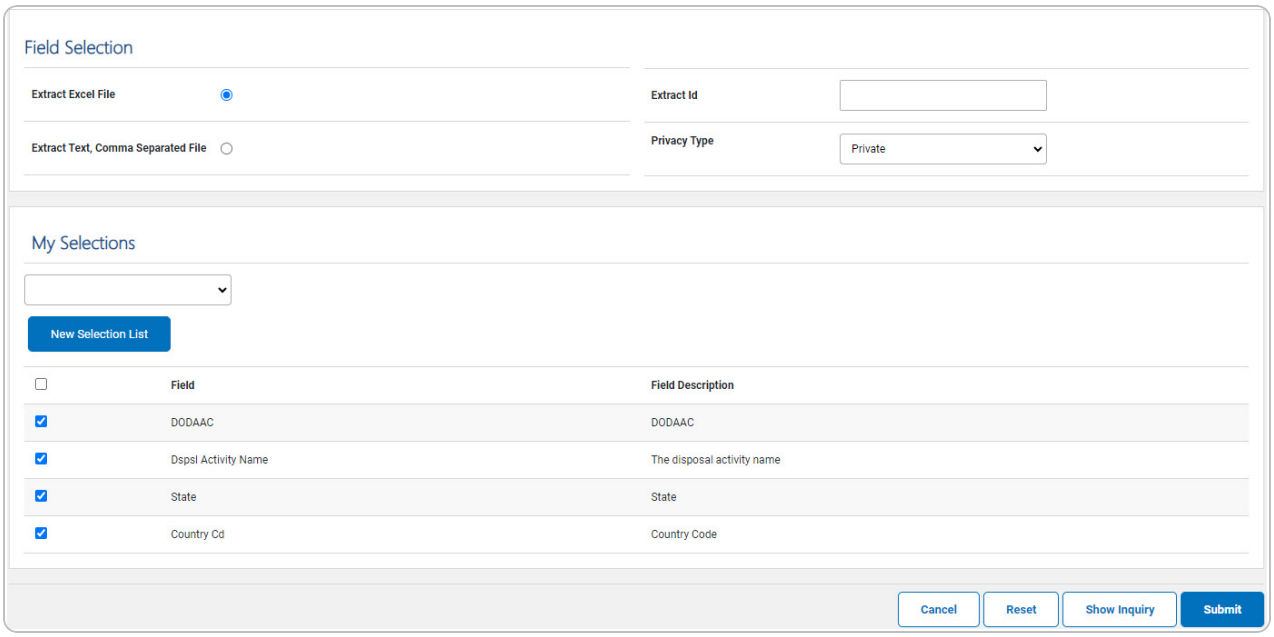



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 DoDAAC contains 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**

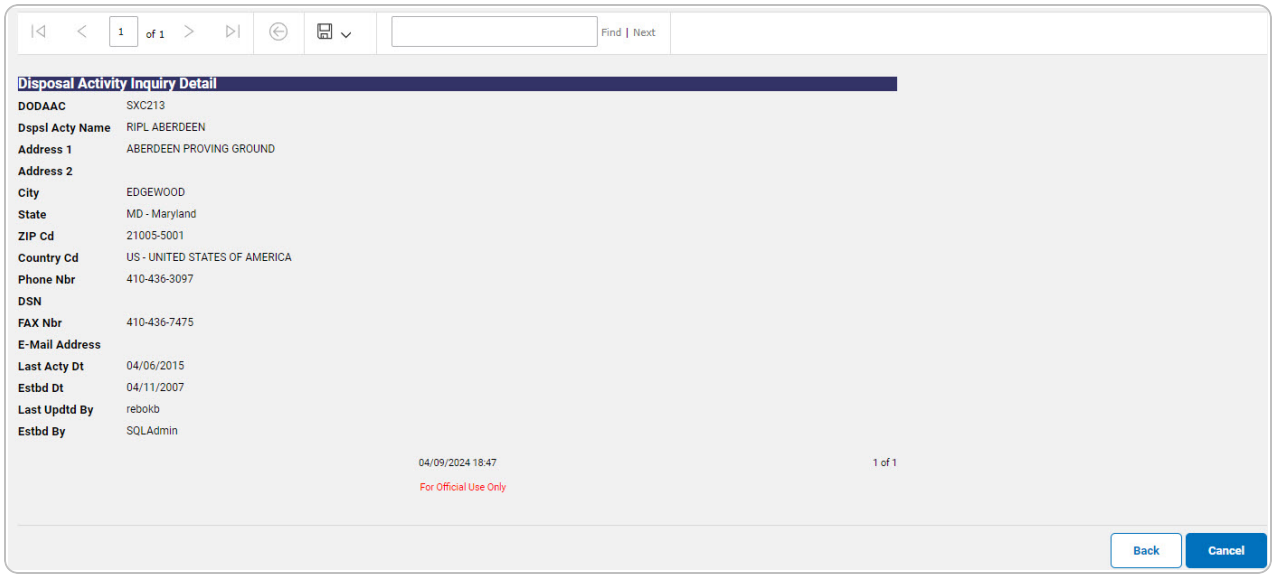


Click the following link to display PA Navigation Tips.

## 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 Cancel. *The* ***Disposal Activity Inquiry — Criteria*** *page appears*.

   OR

   Select Back. *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 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 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

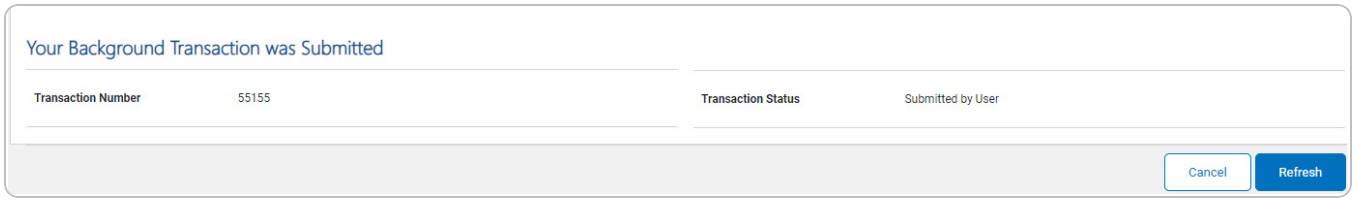
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

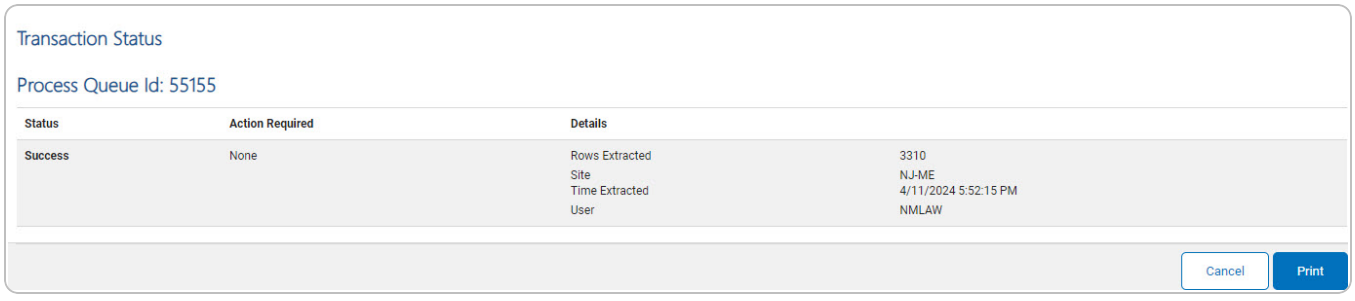
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

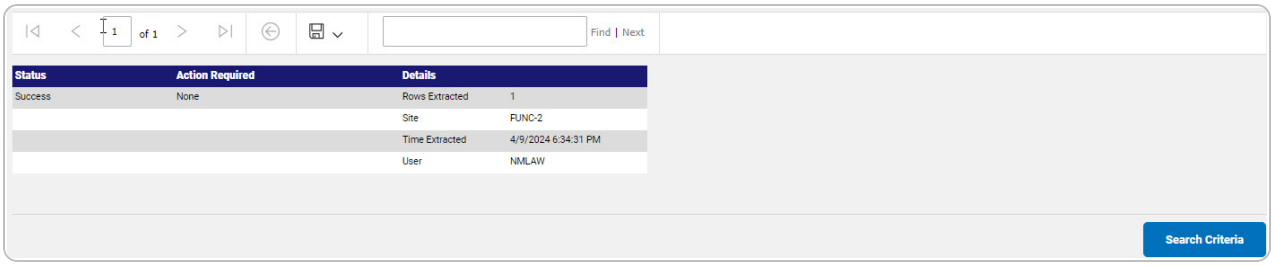
# Procedures

**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

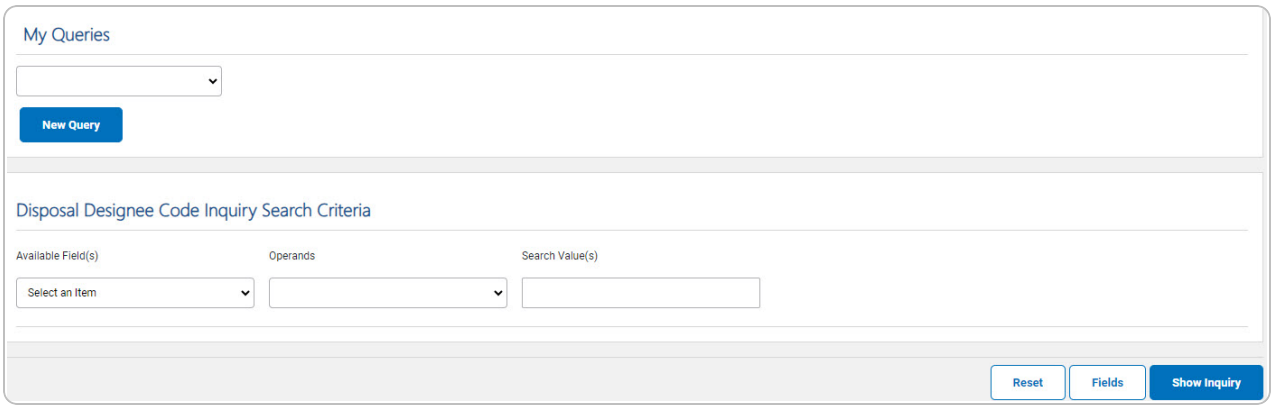
**ELMS Navigation Helpful Tips**

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**

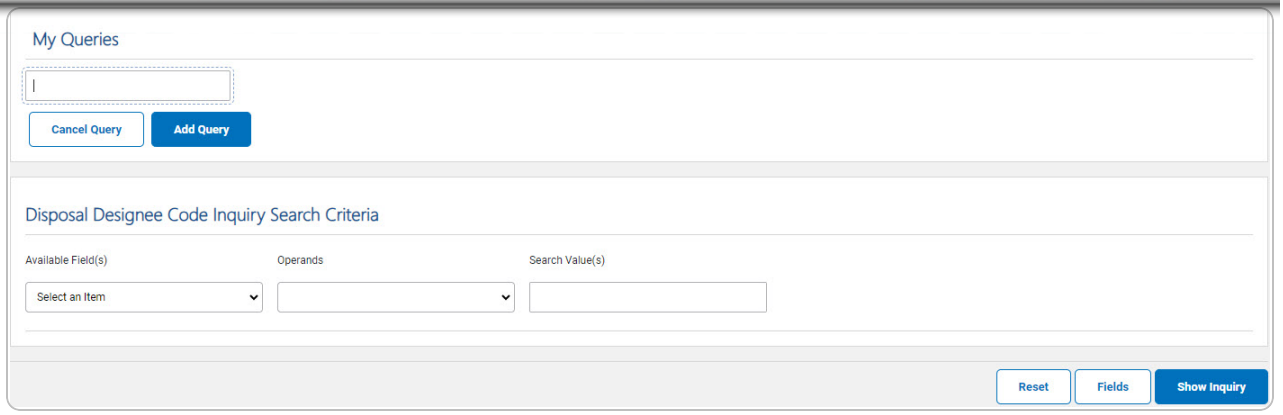
a. Use to select desired Available Field.

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.*



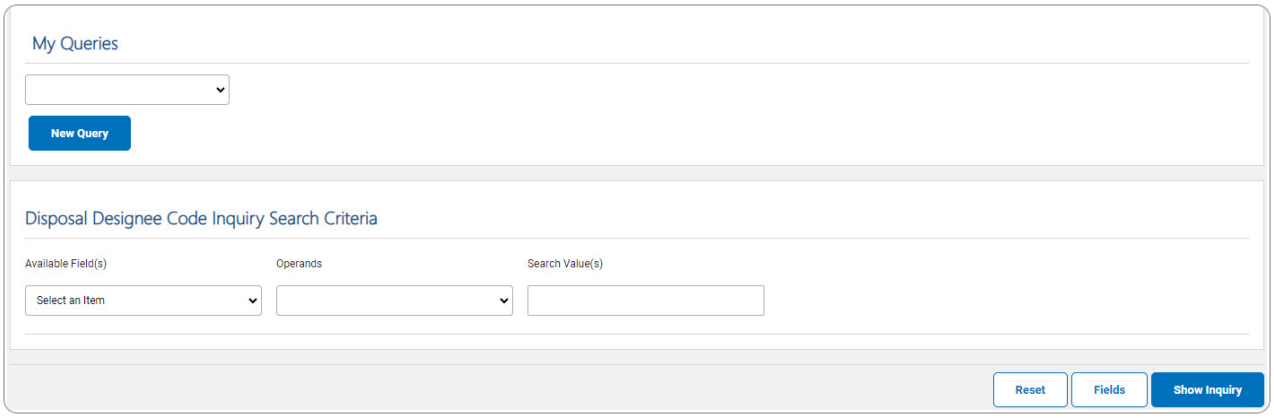

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



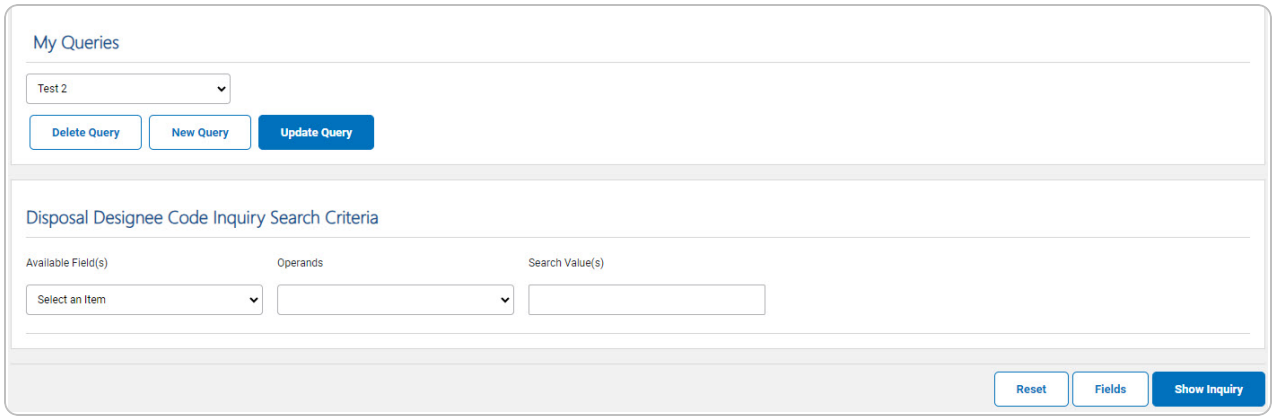
2. Select Fields. *The **Disposal Designee Code Inquiry — Select Fields** page appears.*

   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.*

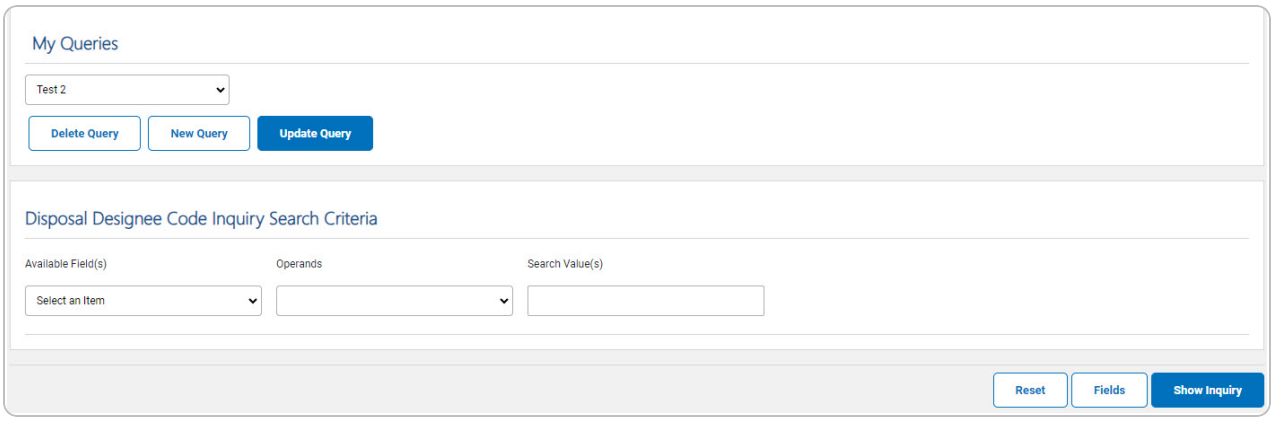
4. Select Fields. *The **Disposal Designee Code Inquiry — Select Fields** page appears.*

   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** 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 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**

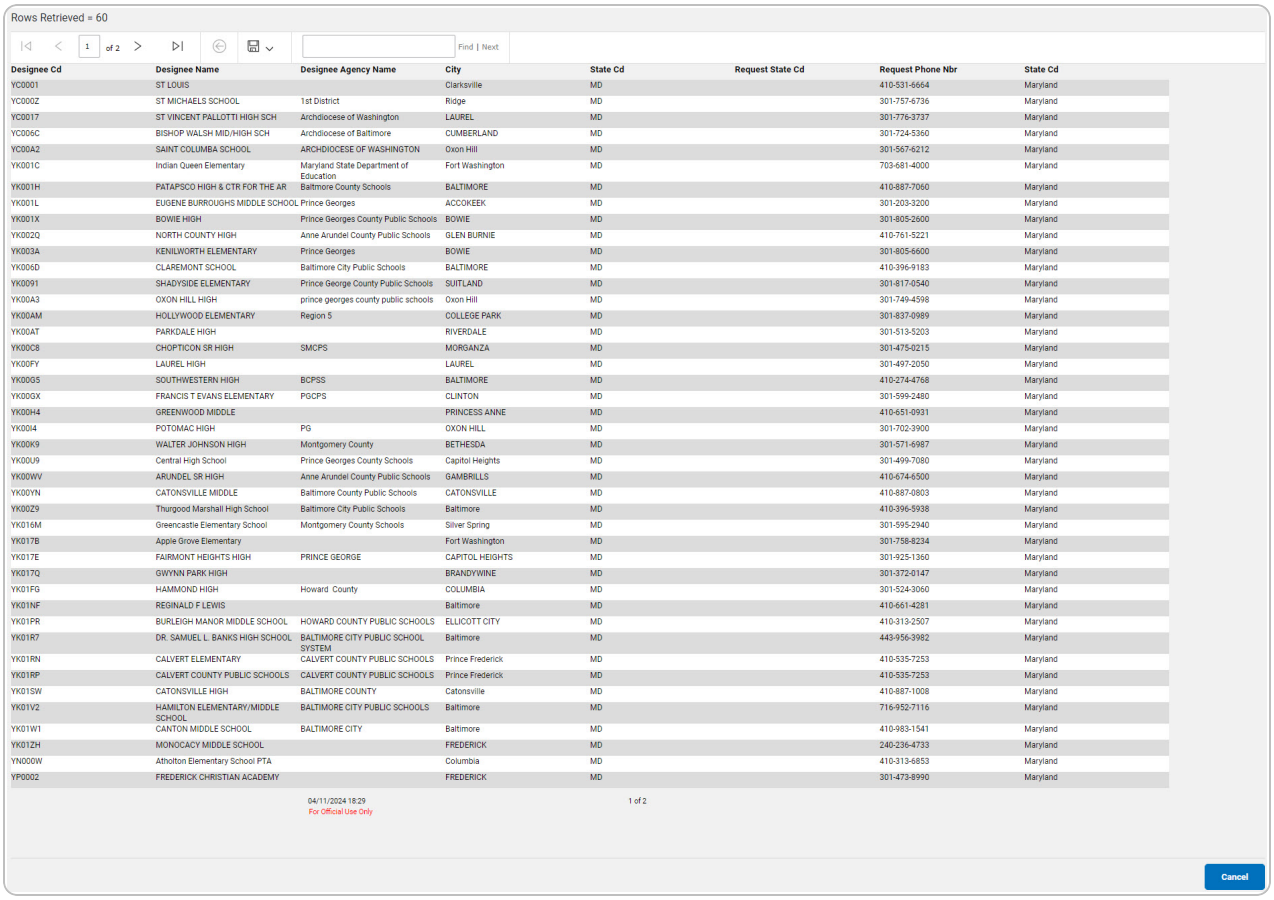


Click the following link to display PA Navigation Tips.

# 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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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

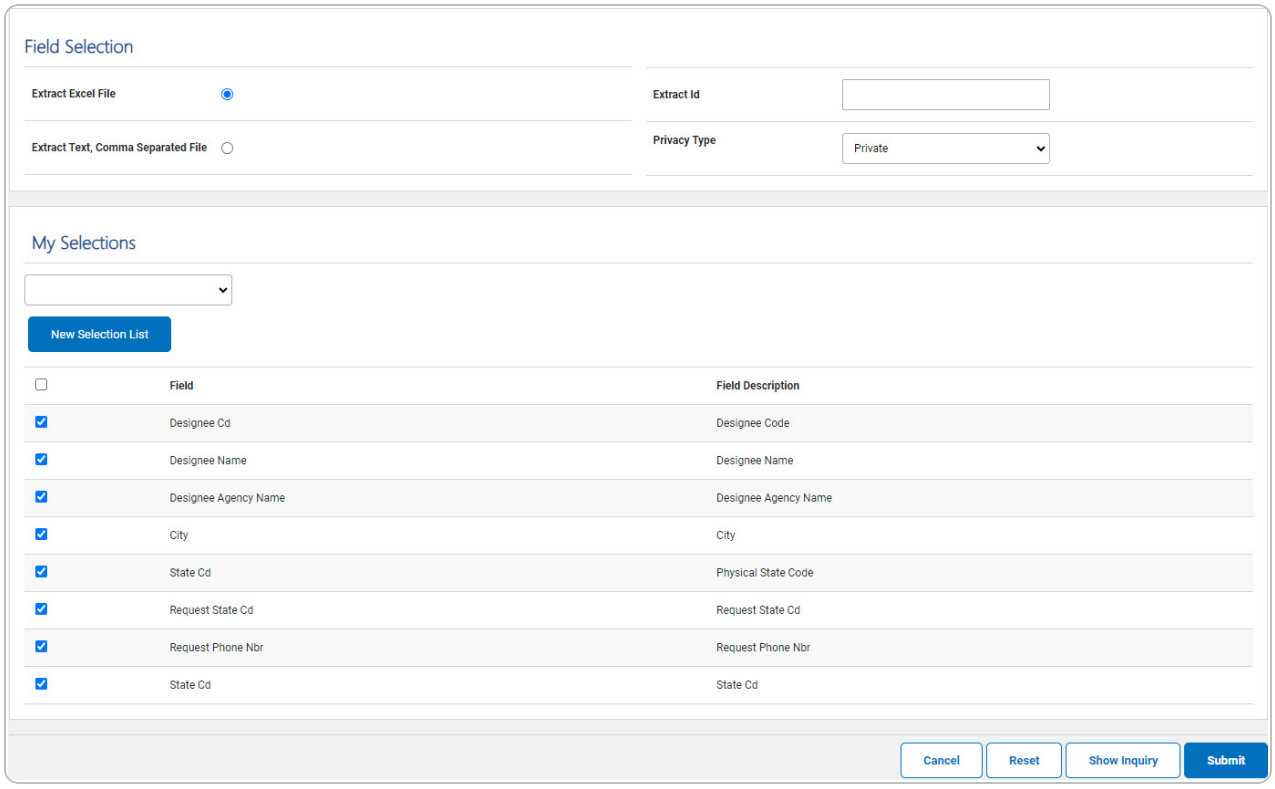
**ELMS Navigation Helpful Tips**

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.*

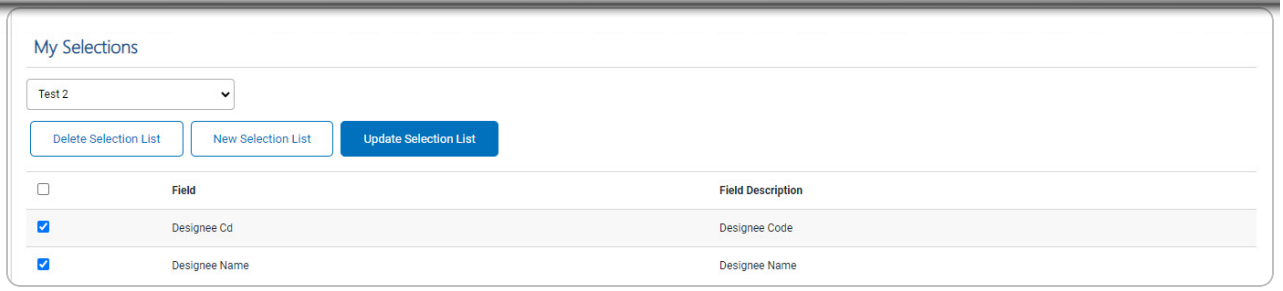
   Select Show Inquiry for small volumes of data. *The **Disposal Designee Code Inquiry — Results** page appears.*

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.



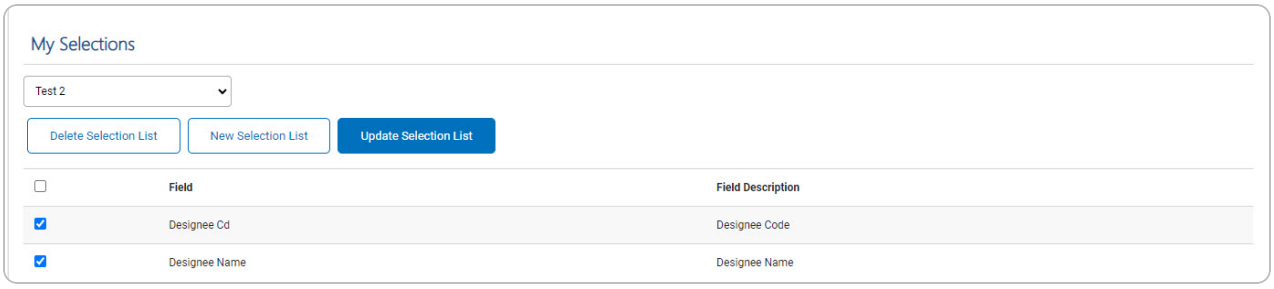

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

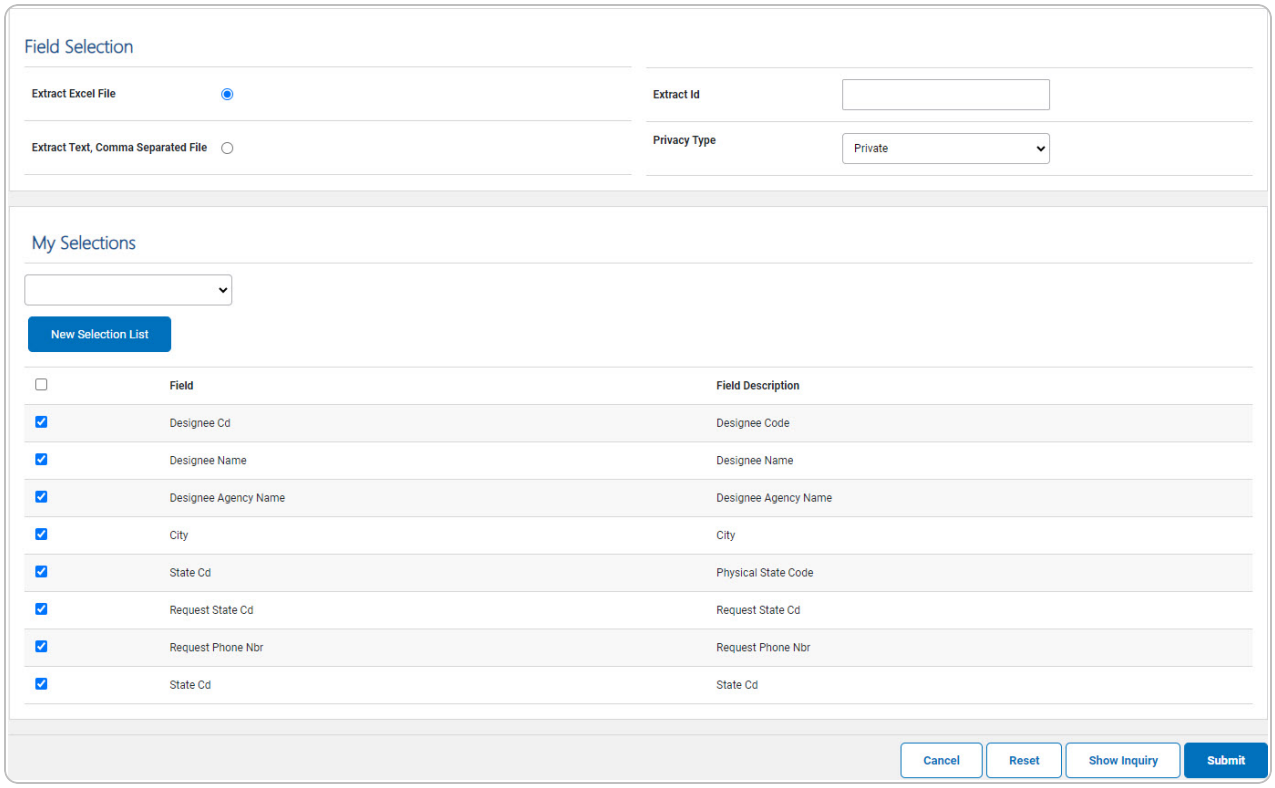



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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**

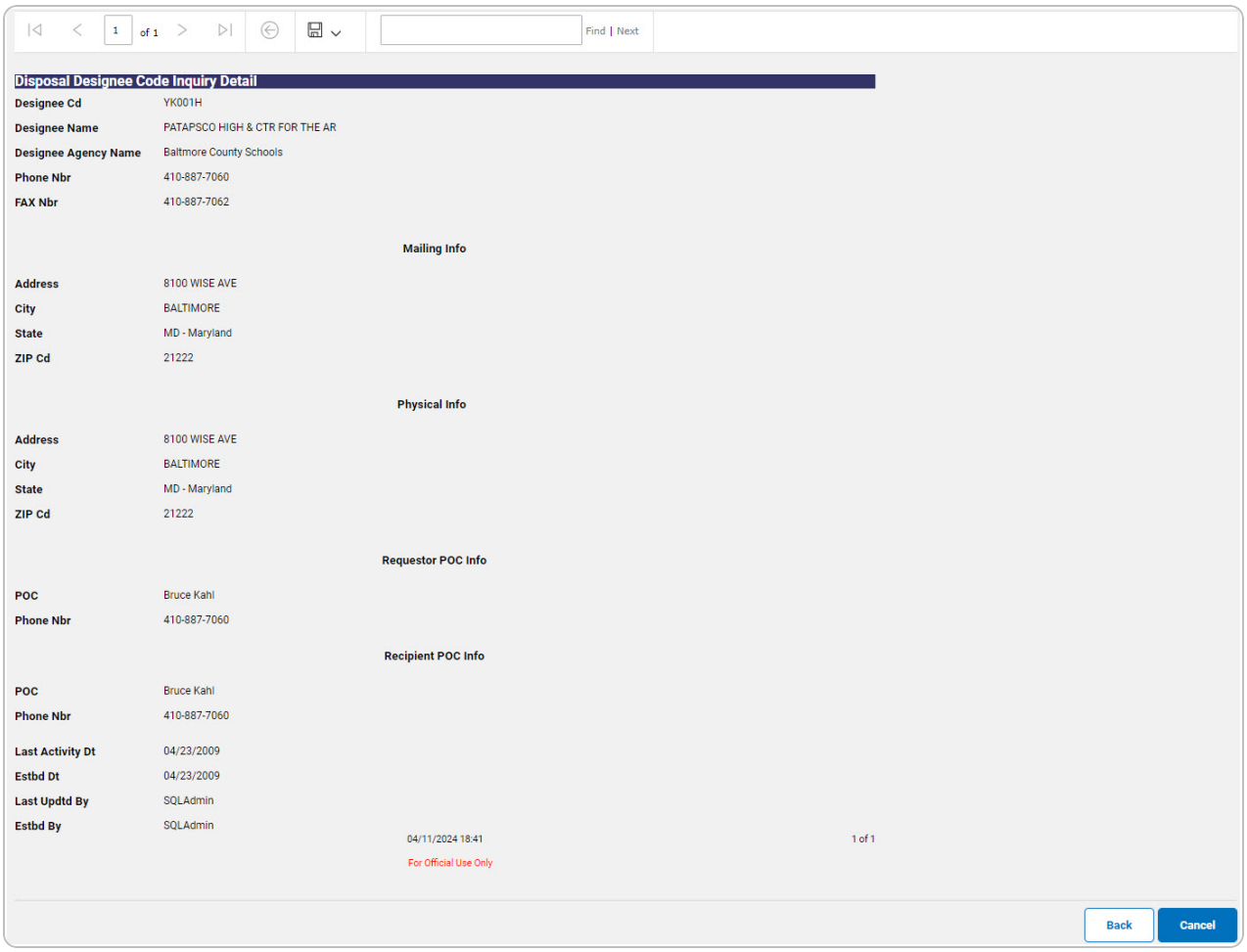


Click the following link to display PA Navigation Tips.

# 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.*

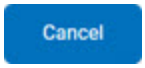
1. *Verify the Disposal Designee Code Inquiry Detail tab.*



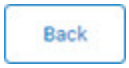

   A. *Verify the Designee CD.*
   B. *Verify the Designee Name.*
   C. *Verify the Designee Agency Name.*
   D. *Verify the PHONE NBR.*
   E. *Verify the FAX NBR.*

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

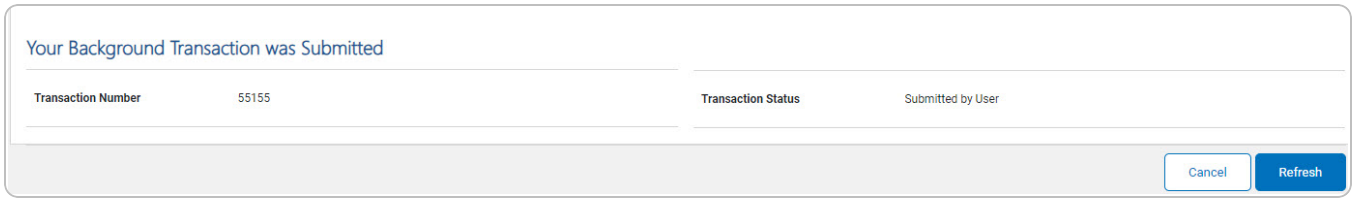
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

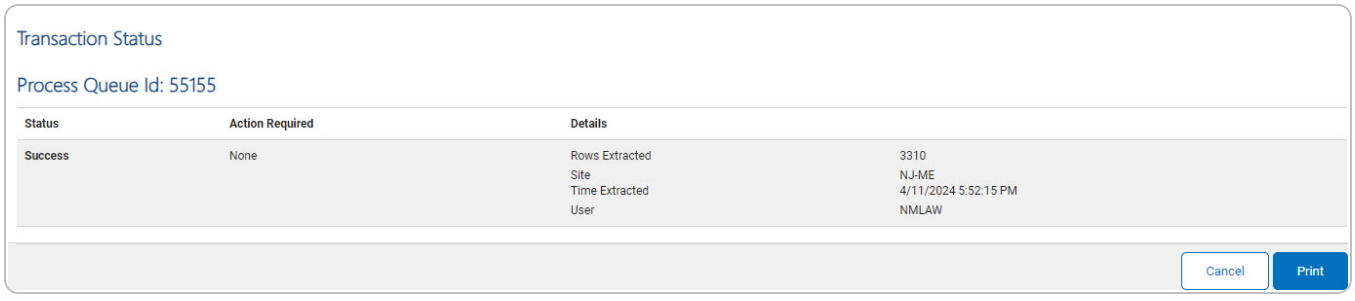
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

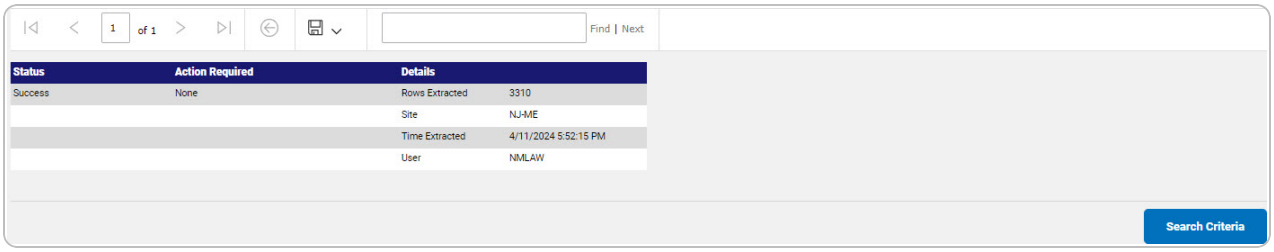
# Procedures

**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

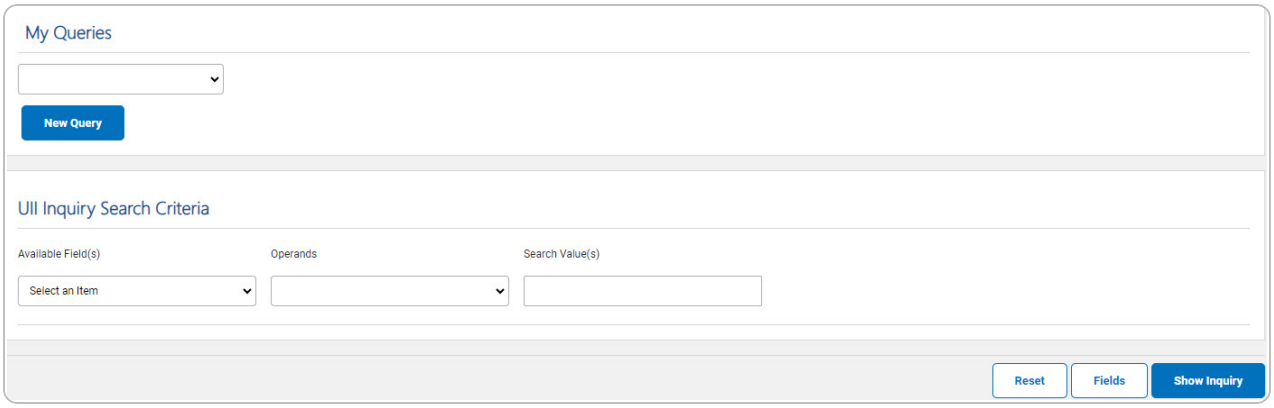
**ELMS Navigation Helpful Tips**

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**

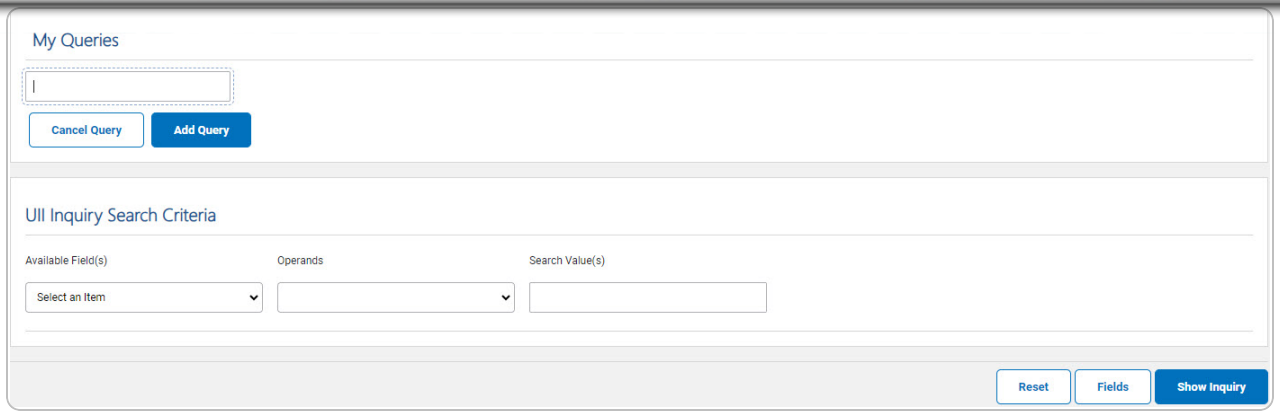
a. Use to select desired Available Field.

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.*



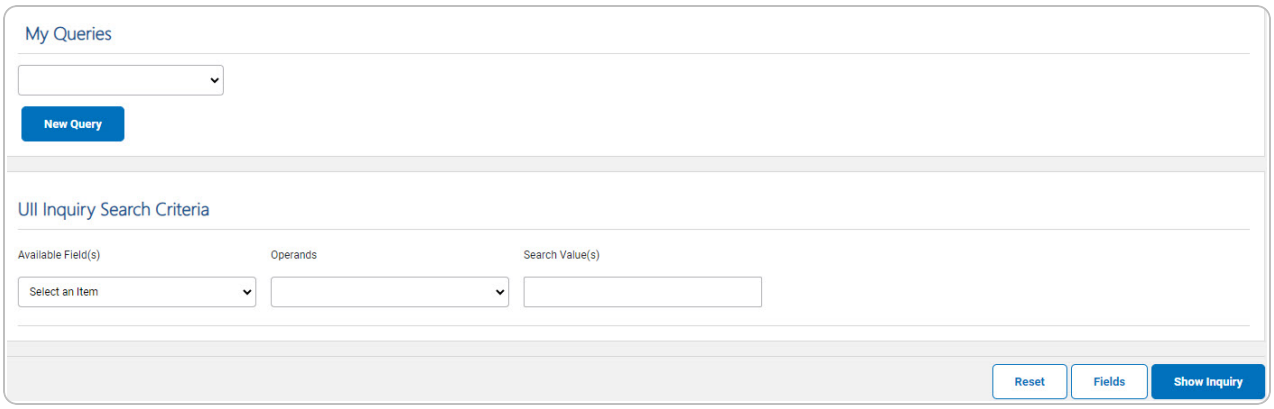

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



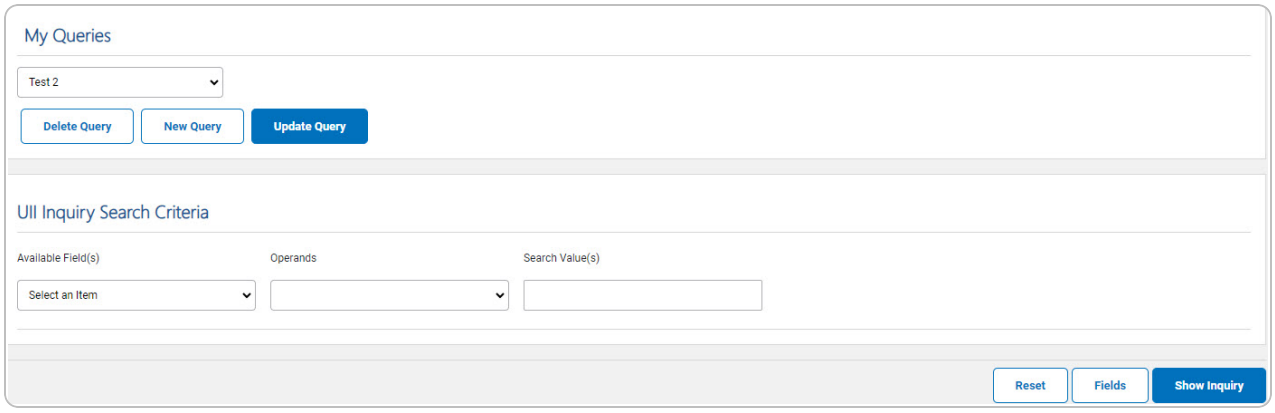
Select Fields. *The **UII Inquiry — Select Fields** page appears.*

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.*

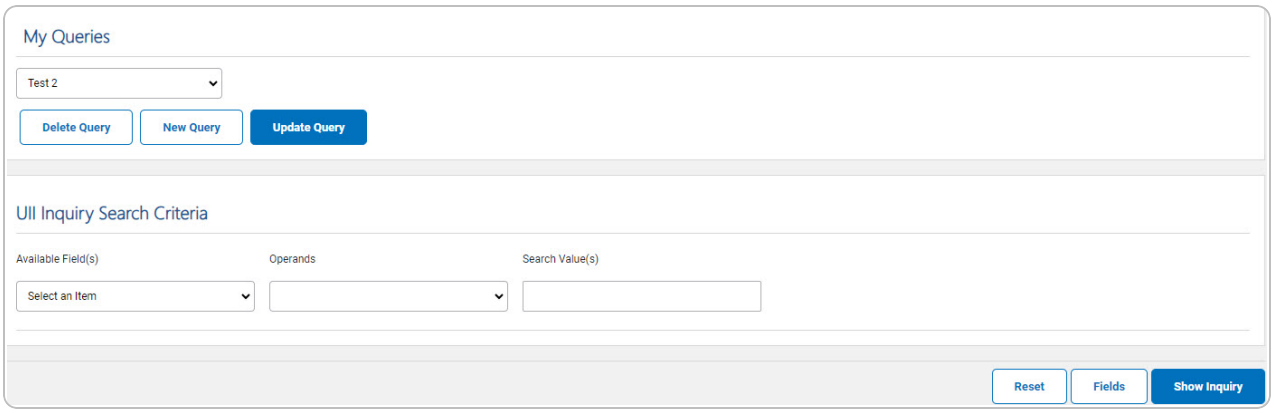
Select Fields. *The **UII Inquiry — Select Fields** page appears.*

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** 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 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. |

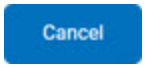
# Procedures

**ELMS Navigation Helpful Tips**

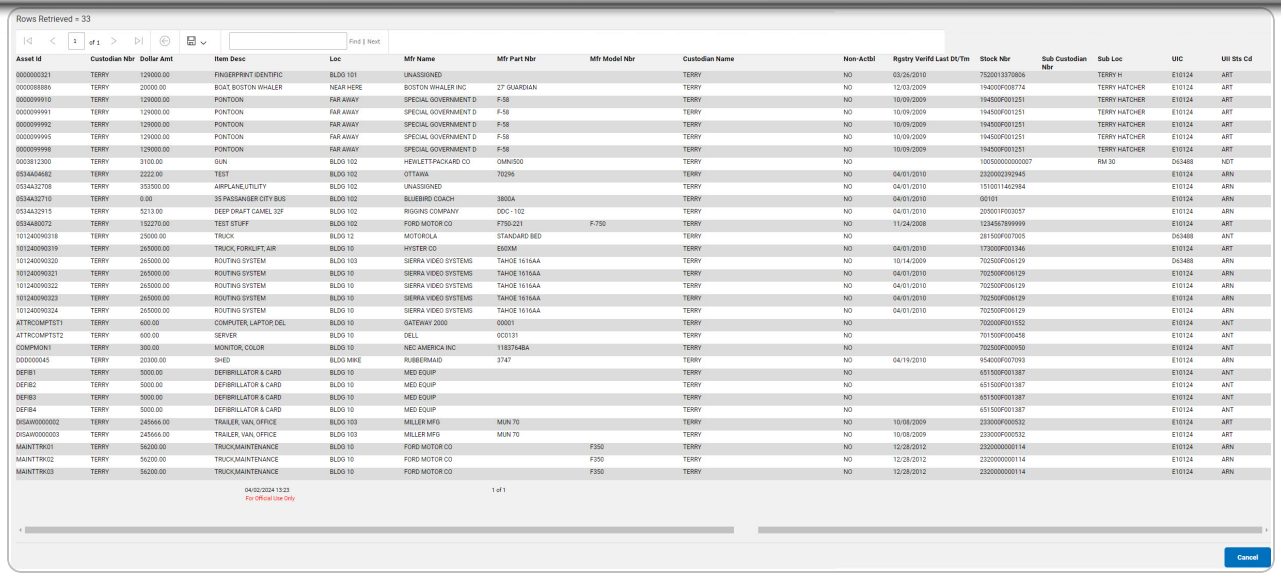


Click the following link to display PA Navigation Tips.

## 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**

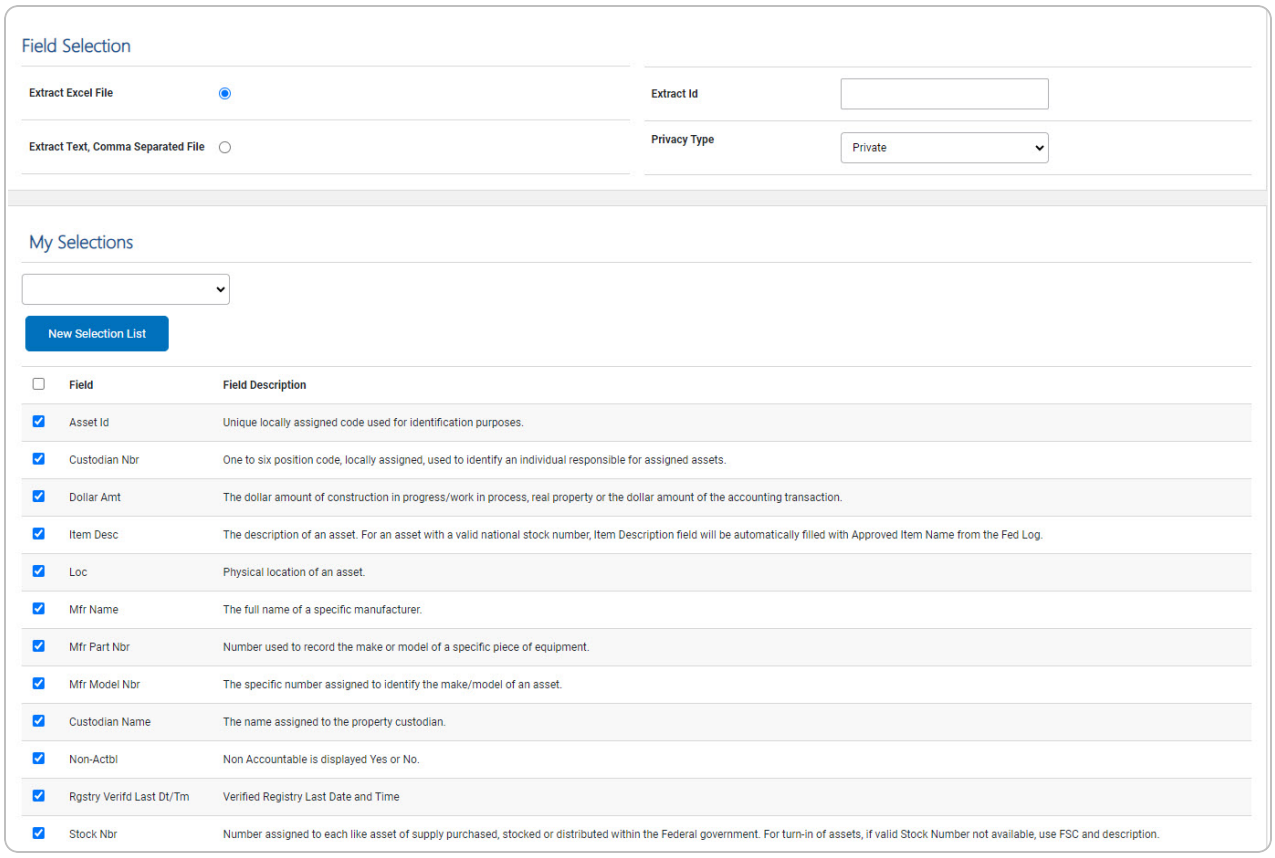


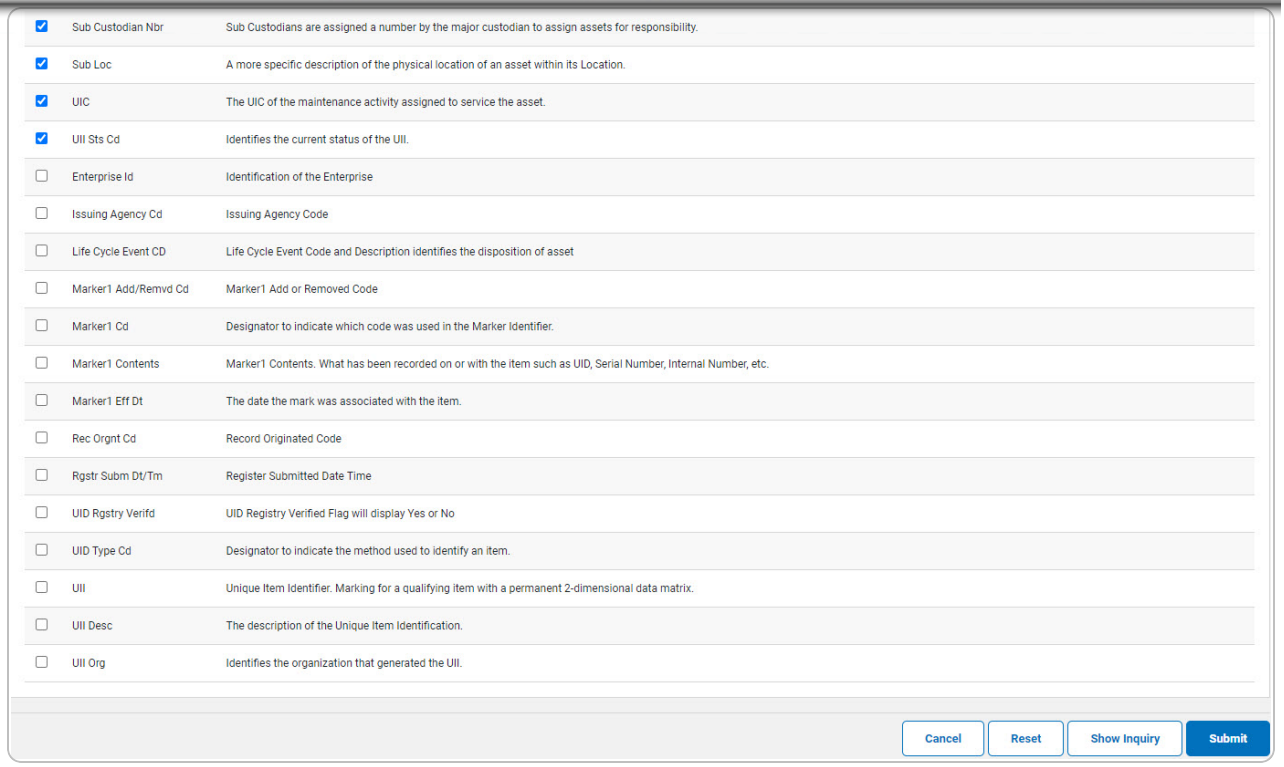
Click the following link to display PA Navigation Tips.

## 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**

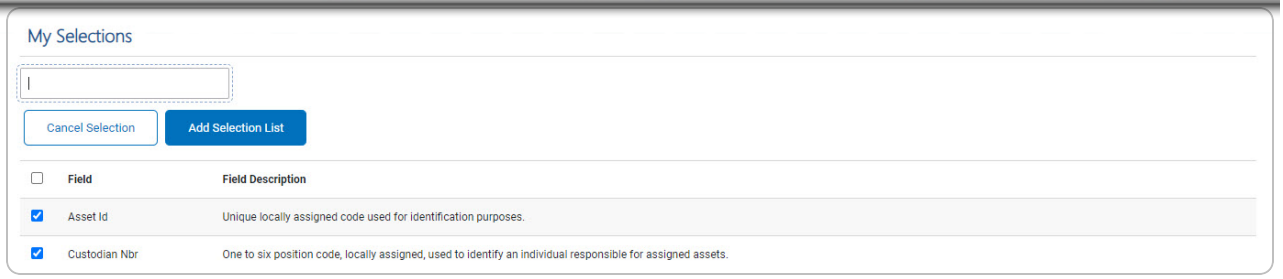
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.



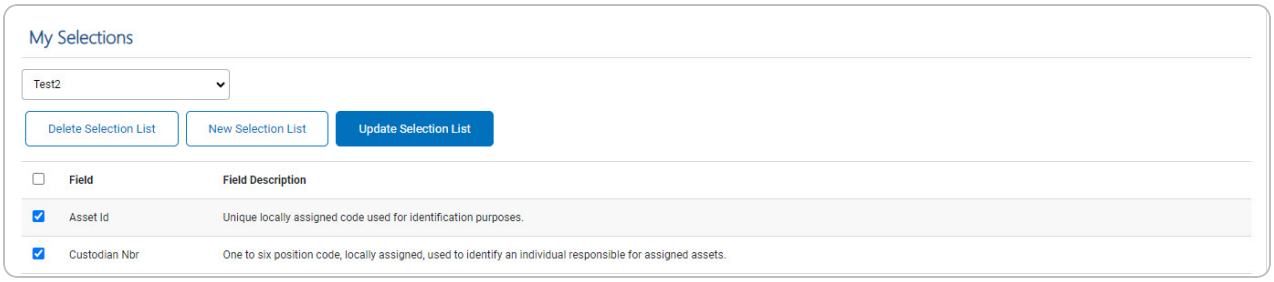

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **UII Inquiry — Results** page appears.*

**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.

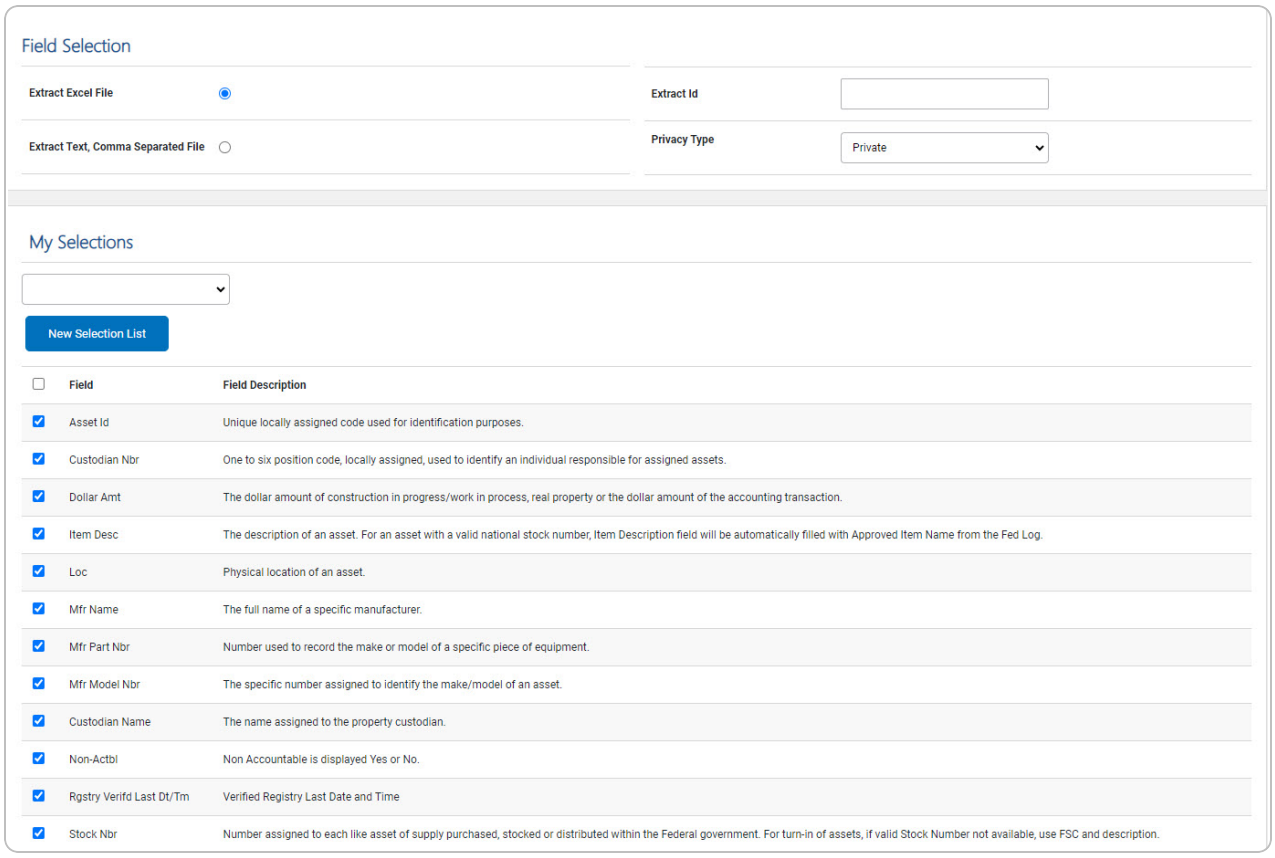


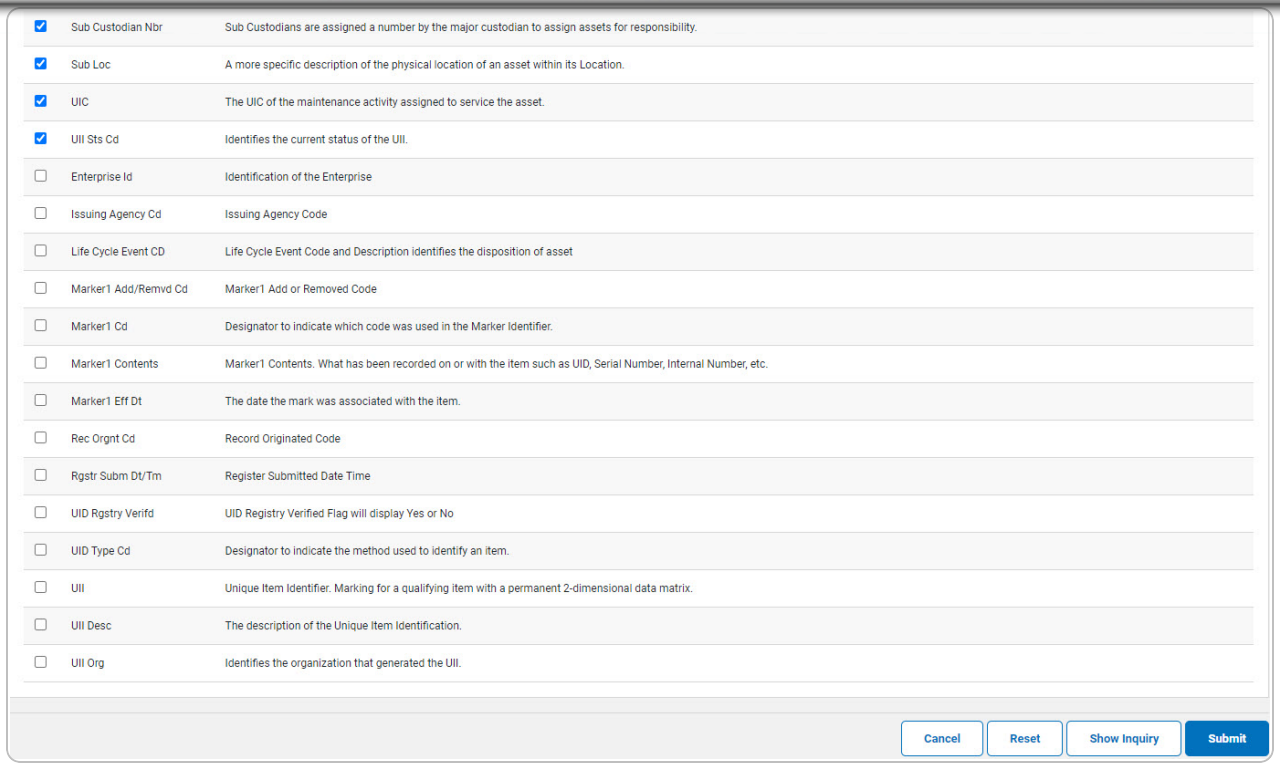

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*





| | | |
|---|---|---|
| ☑ | 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. |
| ☑ | UIC | The UIC of the maintenance activity assigned to service the asset. |
| ☑ | UII Sts Cd | Identifies the current status of the UII. |
| ☐ | Enterprise Id | Identification of the Enterprise |
| ☐ | Issuing Agency Cd | Issuing Agency Code |
| ☐ | Life Cycle Event CD | Life Cycle Event Code and Description identifies the disposition of asset |
| ☐ | Marker1 Add/Remvd Cd | Marker1 Add or Removed Code |
| ☐ | Marker1 Cd | Designator to indicate which code was used in the Marker Identifier. |
| ☐ | Marker1 Contents | Marker1 Contents. What has been recorded on or with the item such as UID, Serial Number, Internal Number, etc. |
| ☐ | Marker1 Eff Dt | The date the mark was associated with the item. |
| ☐ | Rec Orgnt Cd | Record Originated Code |
| ☐ | Rgstr Subm Dt/Tm | Register Submitted Date Time |
| ☐ | UID Rgstry Verifd | UID Registry Verified Flag will display Yes or No |
| ☐ | UID Type Cd | Designator to indicate the method used to identify an item. |
| ☐ | UII | Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix. |
| ☐ | UII Desc | The description of the Unique Item Identification. |
| ☐ | UII Org | Identifies the organization that generated the UII. |

Cancel Reset Show Inquiry Submit

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 LOC contains 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

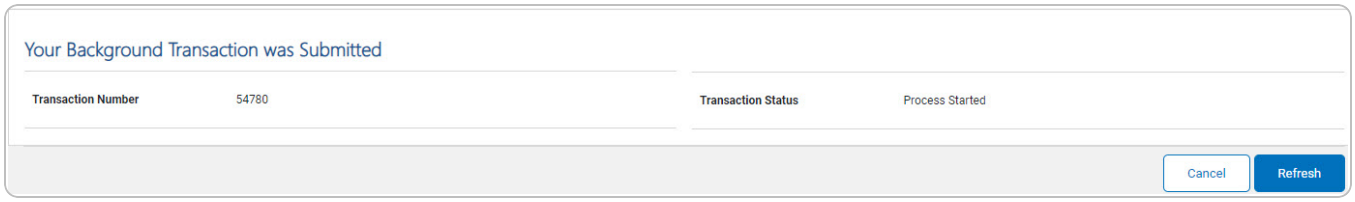
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

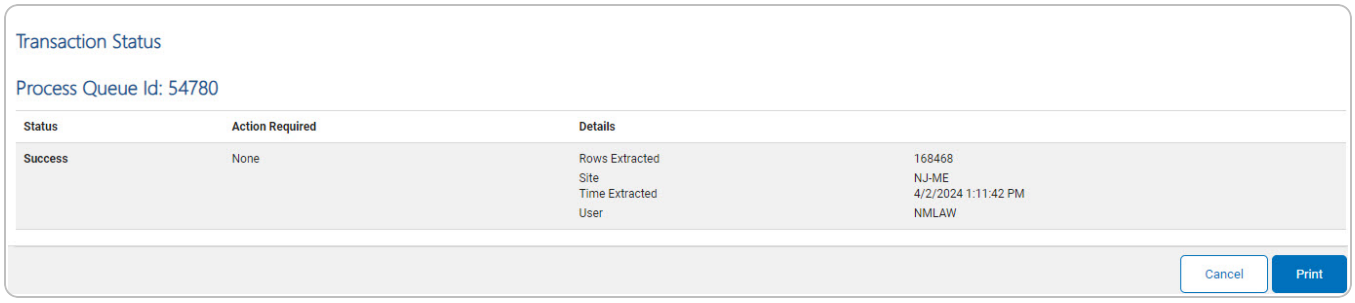
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

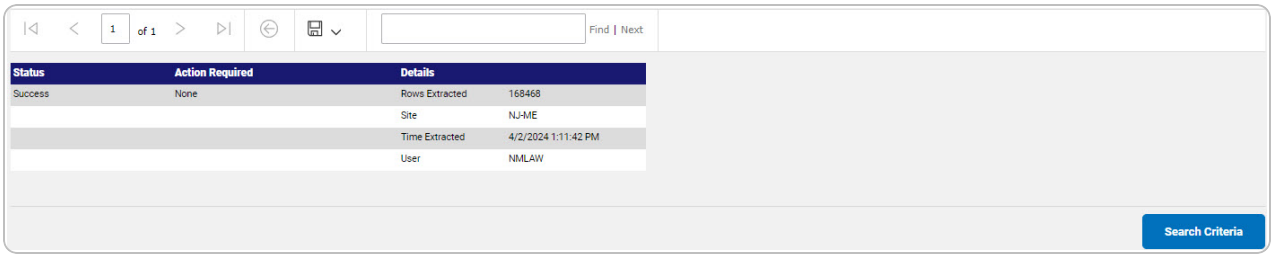
# Procedures

**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

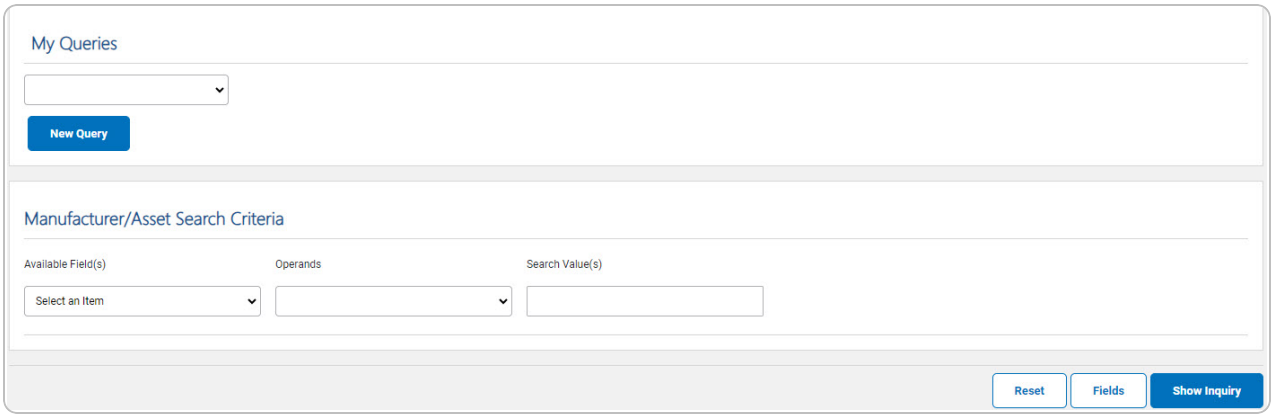
**ELMS Navigation Helpful Tips**

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**

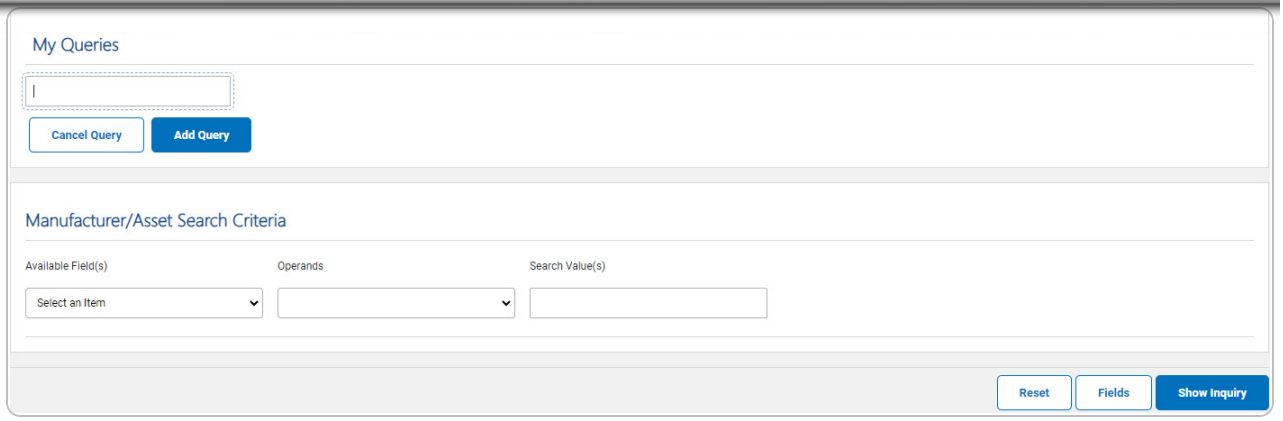
   a. Use ⌄ to select desired Available Field.

   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.*



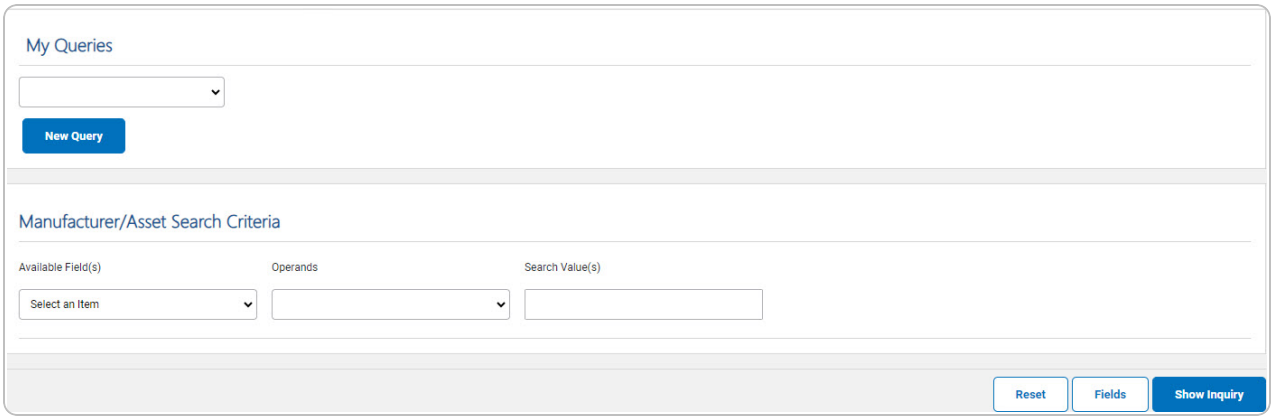

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



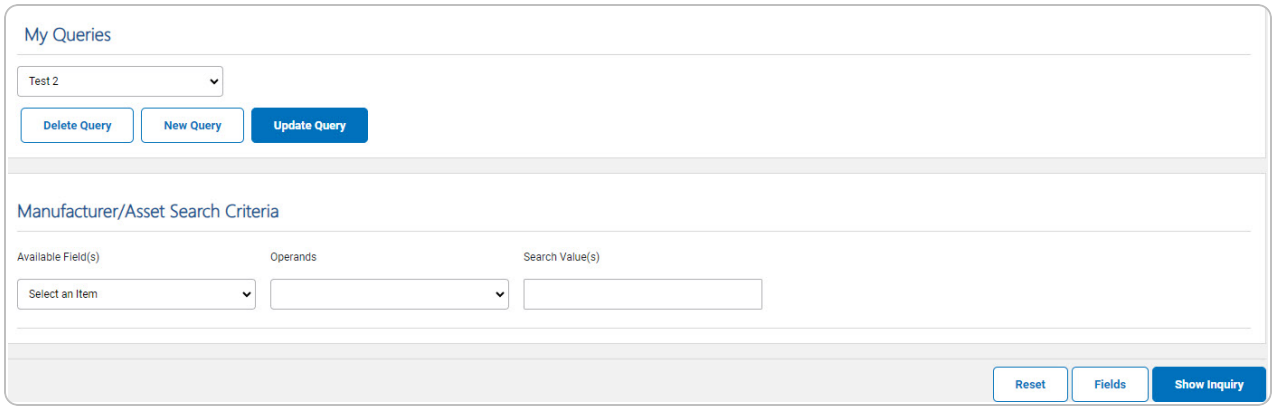
2. Select Fields. *The **Manufacturer/Asset Inquiry — Select Fields** page appears.*

   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.*

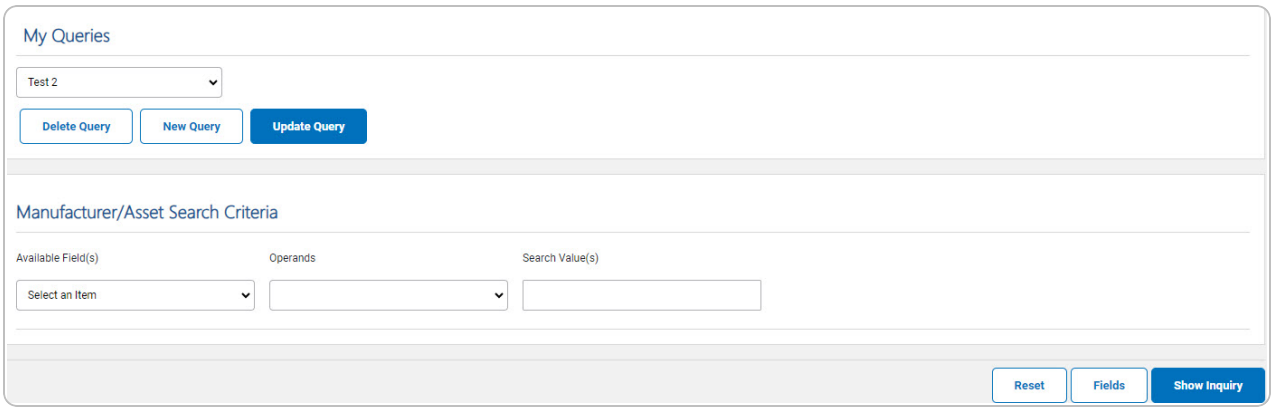
4. Select Fields. *The **Manufacturer/Asset Inquiry — Select Fields** page appears.*

   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

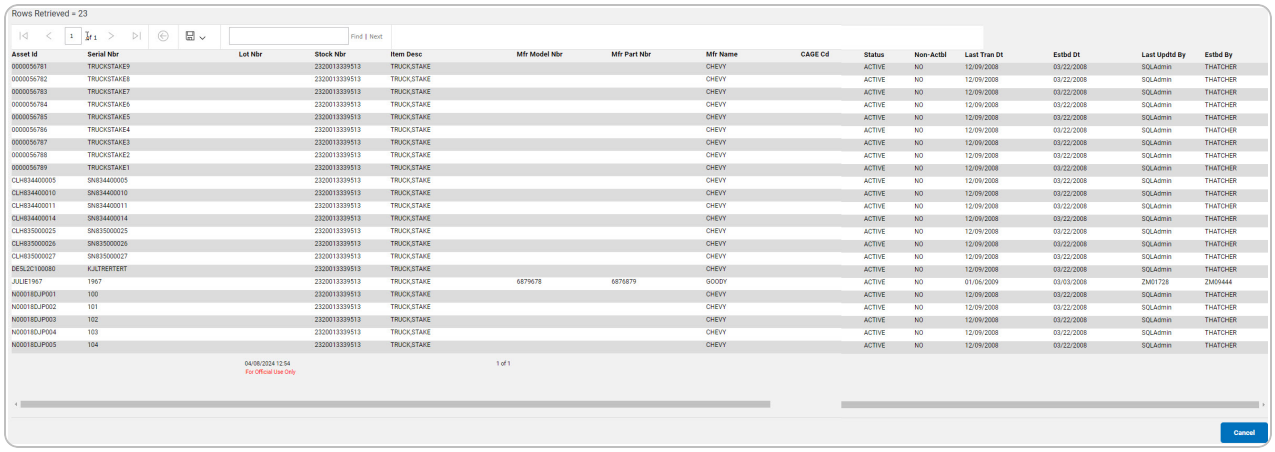
**ELMS Navigation Helpful Tips**

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

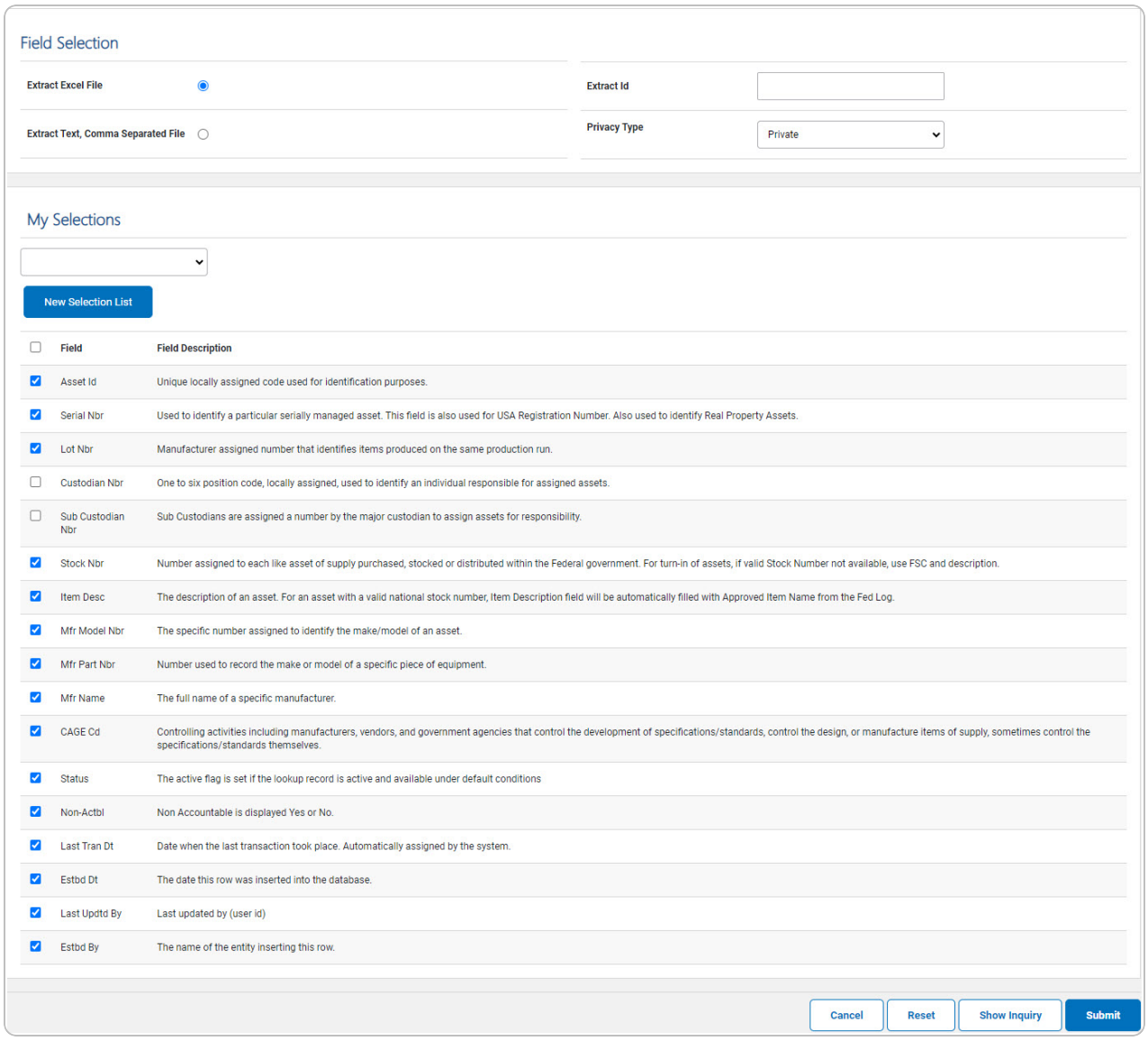
**ELMS Navigation Helpful Tips**

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**

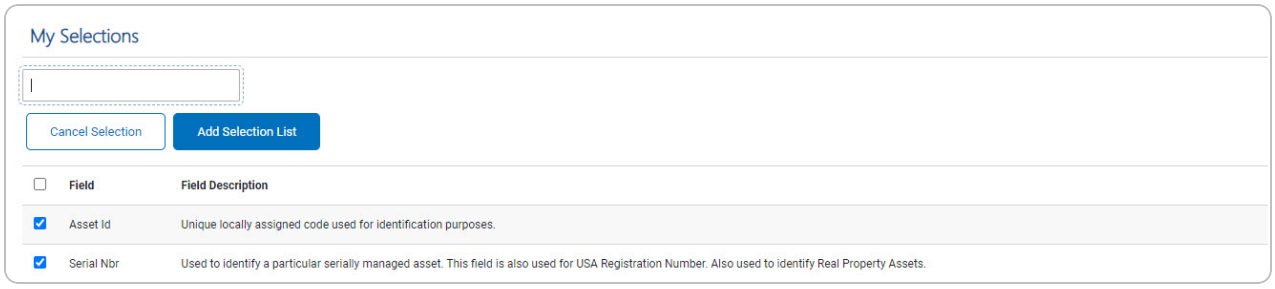
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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**.

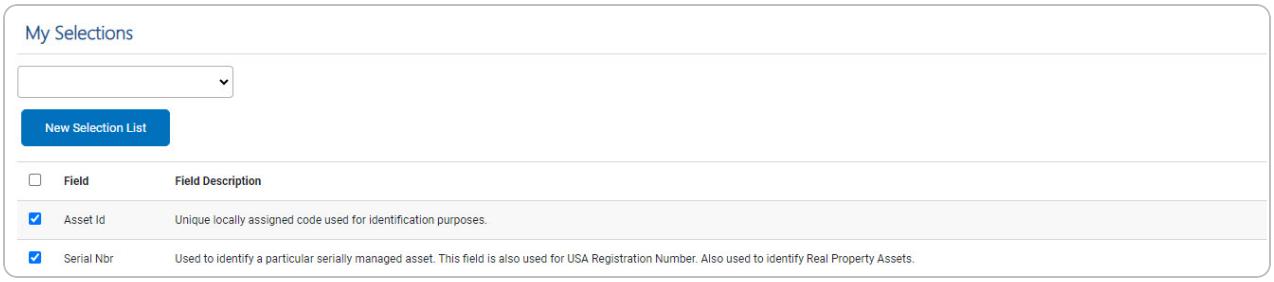
   Select **Show Inquiry** for small volumes of data. *The **Manufacturer/Asset Inquiry — Results** page appears.*
5. 

**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.*

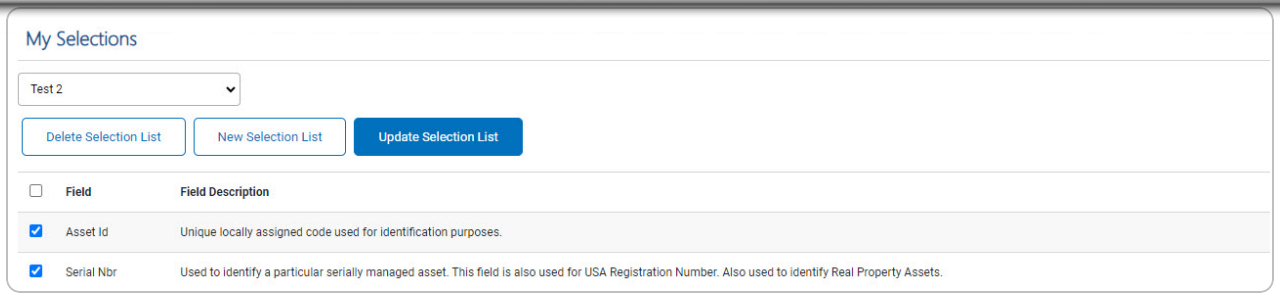
   Select Show Inquiry for small volumes of data. *The* ***Manufacturer/Asset Inquiry — Results*** *page appears.*

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.



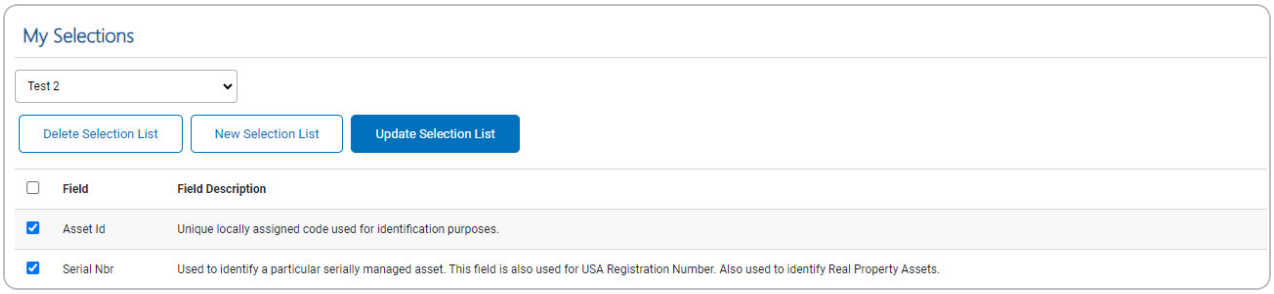

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

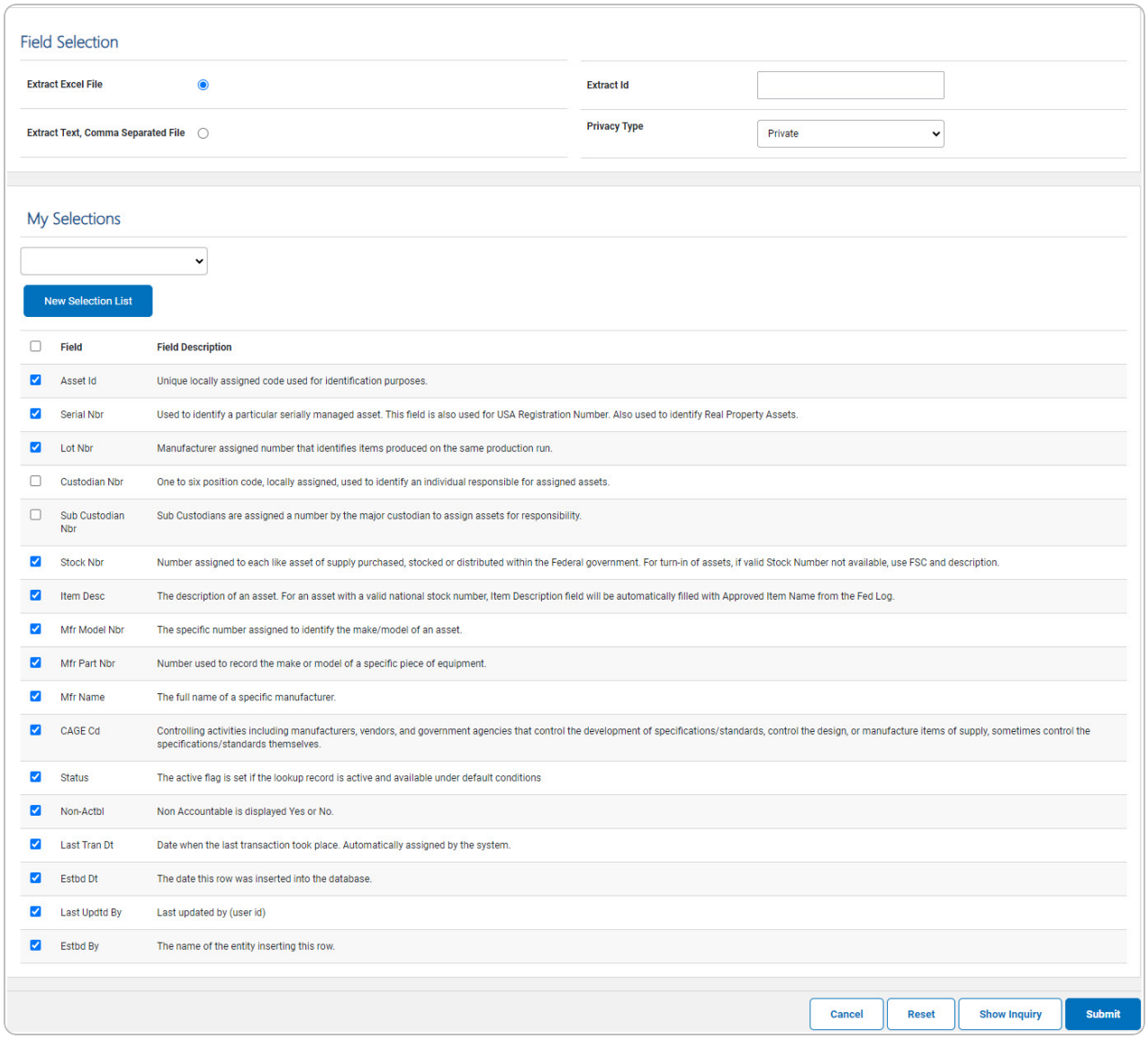



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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 ID contains 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 NAME contains 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

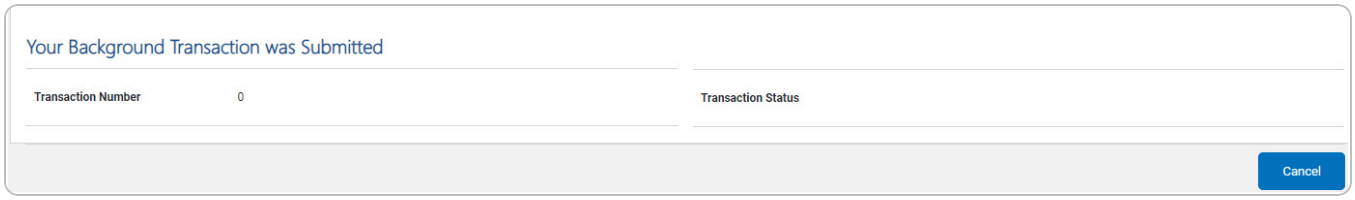
## Procedures

**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 an Asset By Acquisition Program Inquiry — Criteria

## Overview

The Property Accountability module Asset By Acquisition Program Inquiry process provides the ability to search for Asset By Acquisition Program records.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Asset By Acquisition Program Inquiry Search Criteria page

## Page Fields

The following fields display on the **Asset By 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 |
|---|---|
| **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). |
| **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

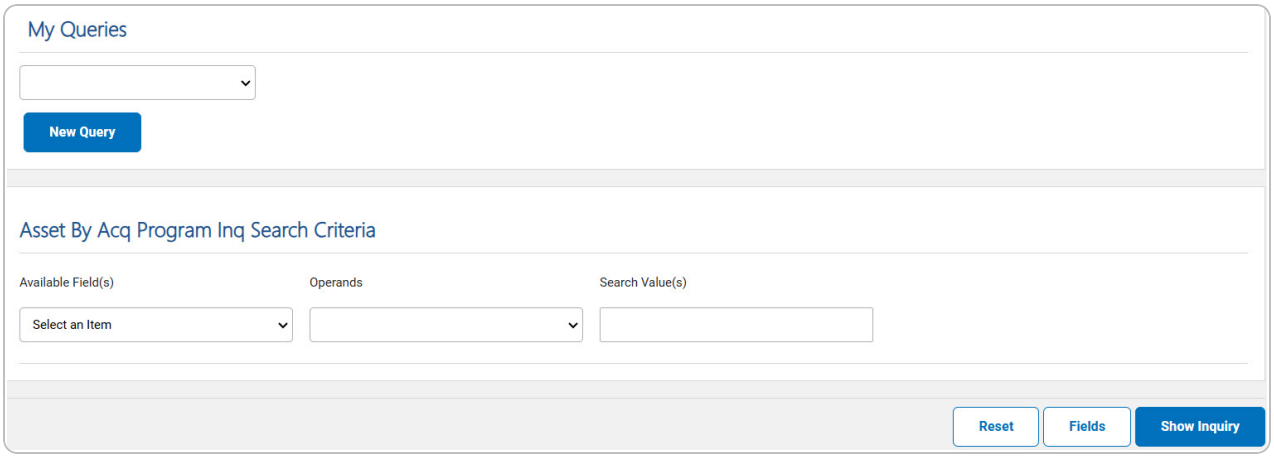
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an Asset By 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 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**

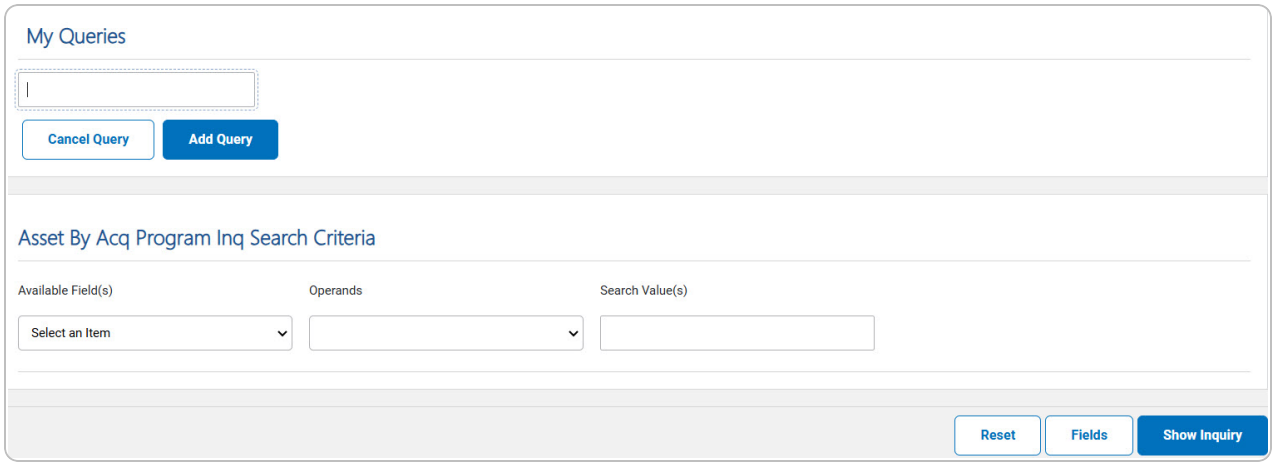
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Asset By 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.*



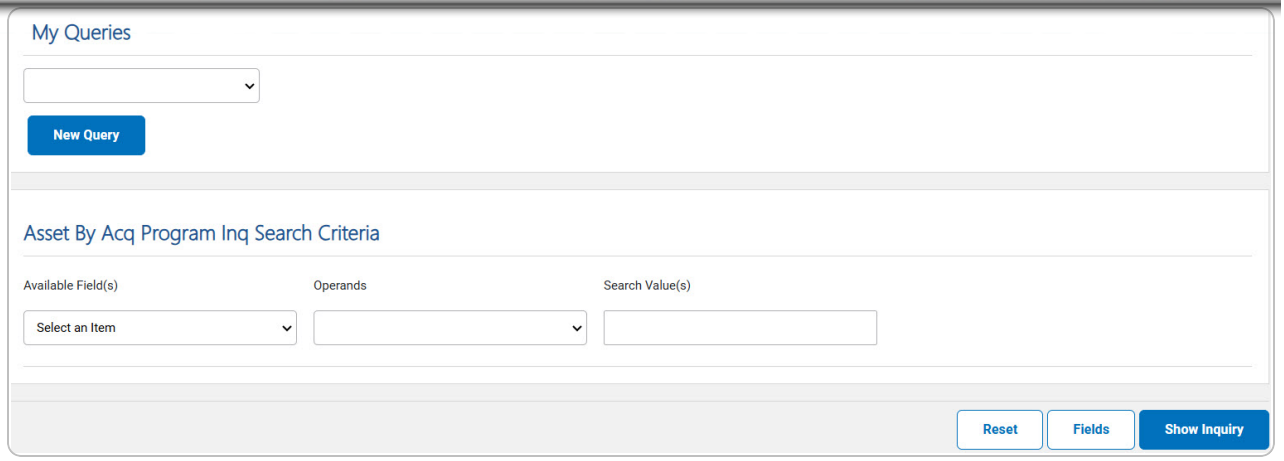

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Asset By Acquisition Program Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Asset By 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.*



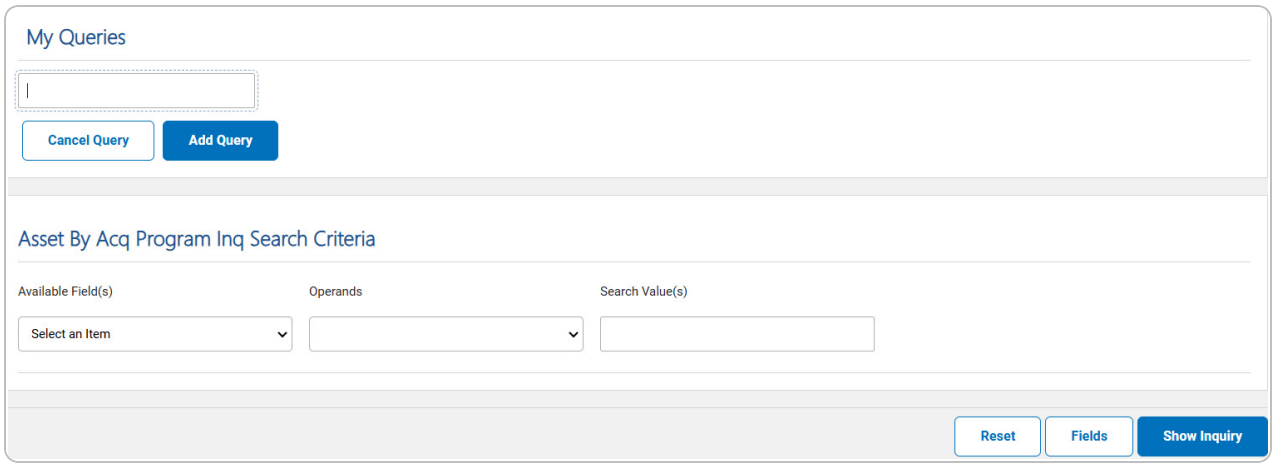

Select Fields. *The **Asset By Acquisition Program Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Asset By 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.*



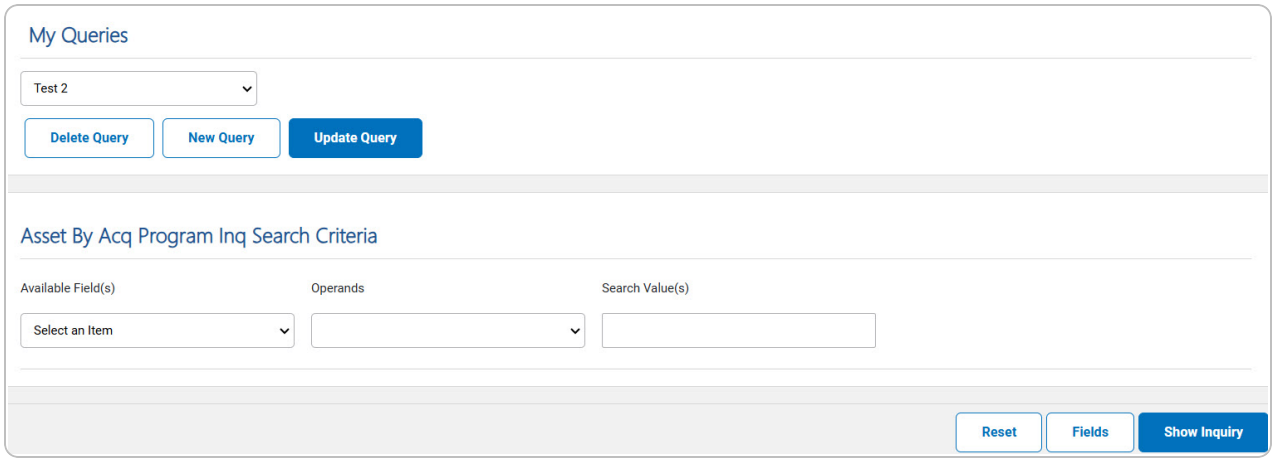
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

   Select Fields. *The **Asset By Acquisition Program Inquiry — Select Fields** page appears.*
4. OR

   Select Show Inquiry. *The **Asset By 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 **Asset By 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 =, >, <, >= , <= , <>, 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 By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute

- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# Search for an Asset By Acquisition Program Inquiry — Results

## Overview

The Asset By Acquisition Program Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Asset By Acquisition Program Inquiry Search Results page

## Page Fields

The following fields display on the **Asset By 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". |
| **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
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Qty
Serial Nbr
Site Id
Status
Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
Type Dsg Name
UI

UIC
Yr Svc Life

**Optional**

ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
Acq Dt
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 Pilferable
Asset Sts Cd
Basic Symbol
Calibration Cd
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
CIIC
CLIN
Cntr/PO Nbr
Cond Cd
Cntr Nbr
Cost Center
Cptl Cd
Current Mnth Deprn Amt
Deprn Cd
Deprn Cost Center
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Sts Cd
Deprn Task Cd
Dept Cd
Dmil Cd

DoD Serial Nbr
Dollar Amt
Embedded Cost
Estbd By
Estbd Dt
Excess Action Cd
Expr Dt
Fdcry Deprn Mthd Cd
FSC
Fund Cd
FY Cost
Haz Mat Cd
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
IT Device Cd
Job Order Nbr
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By
Lease Cd
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Mode of Shipment
Loan Rcvd Dt
Loaning DoDAAC/CAGE Cd
Loan Notify Cd
Local Rcpt Dt
Lot Nbr
Mat Doc Nbr
Loan Rcvd By
Custodian Name
Non-Actbl
Obj Class Cd
Obj Class Cd 2

Oblign Doc Nbr
Origl In Svc Dt
Pgm Yr
Precious Mtl Cd
Prior Deprn
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Report Acty Name
Reportable Cd
RFID Tag
Salvage Value Amt
Shelf Life Cd
Shipment Dt
TCN
SLIN
SPIIN
Sub Head
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
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 Asset Cd
Type Fund Cd
UIC Name

UII
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**

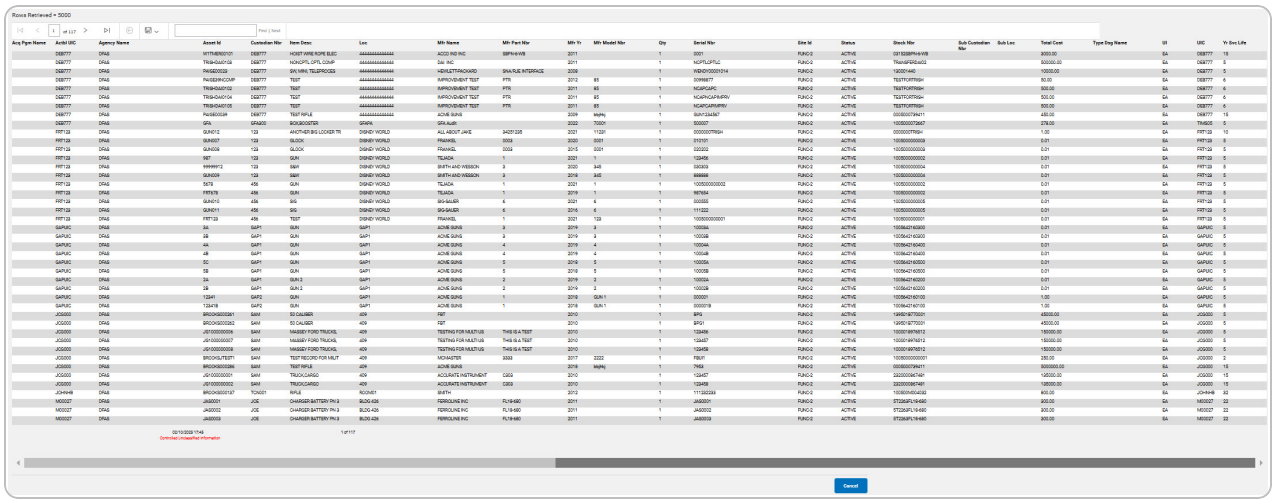


Click the following link to display PA Navigation Tips.

## Export the Asset By 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 Asset By Acquisition Program Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Asset By Acquisition 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 By Acquisition Inquiry Detail

Select the desired ACQ PGM NAME row. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement

- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# Select Fields for the Asset By Acquisition Program Inquiry

## Overview

The Asset By 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 > Asset Management > ASSET BY ACQ > Search Criteria > Fields > Asset By Acquisition Program Inquiry Fields Selection page

## Page Fields

The following fields display on the **Asset By 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

Asset Id
Custodian Nbr
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Qty
Serial Nbr
Site Id
Status

Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
Type Dsg Name
UI
UIC
Yr Svc Life

**Optional**

ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
Acq Dt
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 Pilferable
Asset Sts Cd
Basic Symbol
Calibration Cd
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
CIIC
CLIN
Cntr/PO Nbr
Cond Cd
Cntr Nbr
Cost Center
Cptl Cd
Current Mnth Deprn Amt
Deprn Cd
Deprn Cost Center
Deprn Exp Cd

Deprn Job Order Nbr
Deprn Period
Deprn Sts Cd
Deprn Task Cd
Dept Cd
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost
Estbd By
Estbd Dt
Excess Action Cd
Expr Dt
Fdcry Deprn Mthd Cd
FSC
Fund Cd
FY Cost
Haz Mat Cd
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
IT Device Cd
Job Order Nbr
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By
Lease Cd
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Mode of Shipment
Loan Rcvd Dt
Loaning DoDAAC/CAGE Cd
Loan Notify Cd
Local Rcpt Dt
Lot Nbr

Mat Doc Nbr
Loan Rcvd By
Custodian Name
Non-Actbl
Obj Class Cd
Obj Class Cd 2
Oblign Doc Nbr
Origl In Svc Dt
Pgm Yr
Precious Mtl Cd
Prior Deprn
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Report Acty Name
Reportable Cd
RFID Tag
Salvage Value Amt
Shelf Life Cd
Shipment Dt
TCN
SLIN
SPIIN
Sub Head
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
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 Asset Cd
Type Fund Cd
UIC Name
UII
Util Measure Cd
Util Svc Life

# Procedures

**ELMS Navigation Helpful Tips**

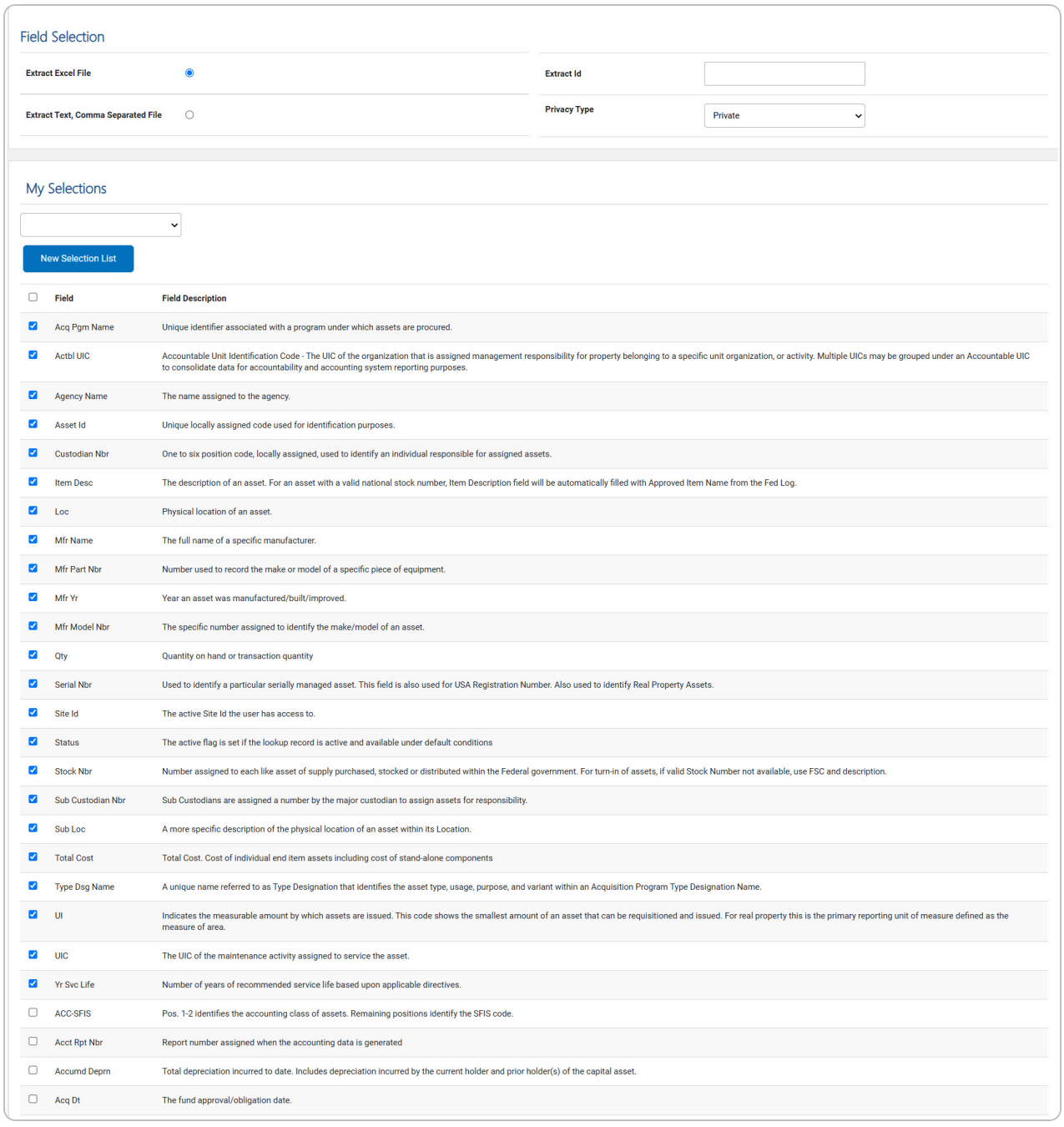


Click the following link to display PA Navigation Tips.

## 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 **Asset By Acquisition Program 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. |
| ☑ | Asset Id | Unique locally assigned code used for identification purposes. |
| ☑ | Custodian Nbr | One to six position code, locally assigned, used to identify an individual responsible for assigned assets. |
| ☑ | 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. |
| ☑ | 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 |
| ☑ | 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. |
| ☑ | Status | The active flag is set if the lookup record is active and available under default conditions |
| ☑ | 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 |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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 |
| ☐ | 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. |

| | | |
|---|---|---|
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | 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 |
| ☐ | ARC | Designates an asset as expendable, non-expendable or durable. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | Basic Symbol | A four digit number that identifies the type of funds being used. |
| ☐ | Calibration Cd | Identifies assets requiring periodic calibration. |
| ☐ | 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. |
| ☐ | CIIC | Indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets. |
| ☐ | 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. |
| ☐ | Cntr Nbr | Unique value used to identify agreements with suppliers and contractors. |
| ☐ | Cost Center | Identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System. |
| ☐ | 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 |
| ☐ | 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 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.) |
| ☐ | 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. |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt | The date this row was inserted into the database. |
| ☐ | 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. |
| ☐ | Fdcry Deprn Mthd Cd | The depreciation method (Straight Line or Activity Based ) used to fidiuciary report depreciation as depicted by the Stock Nbr. |
| ☐ | 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. |
| ☐ | 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 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. |
| ☐ | IT Device Cd | Indicates a particular type of IT asset. |
| ☐ | 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) |
| ☐ | Lease Cd | Indicates the lease status of a particular asset. |
| ☐ | 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. |
| ☐ | Mode of Shipment | Identifies the method of shipment. |
| ☐ | Loan Rcvd Dt | The date the assets warranty, service, or loan has been received. |
| ☐ | Loaning DODAAC/CAGE Cd | A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity |
| ☐ | 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. |
| ☐ | Local Rcpt Dt | Date asset received |
| ☐ | 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. |
| ☐ | Loan Rcvd By | The name of the entity that received the loan. |
| ☐ | Custodian Name | The name assigned to the property custodian. |
| ☐ | Non-Actbl | Non Accountable is displayed Yes or No. |
| ☐ | 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. |
| ☐ | Origl In Svc Dt | A date that an acquisition was placed in service |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | 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 |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | RFID Tag | The tag number for a RFID tag. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | Shipment Dt | Shipment Date. User Input. |
| ☐ | TCN | Shipment of Transportation Control Id |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | 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 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). |
| ☐ | 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 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.** 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**

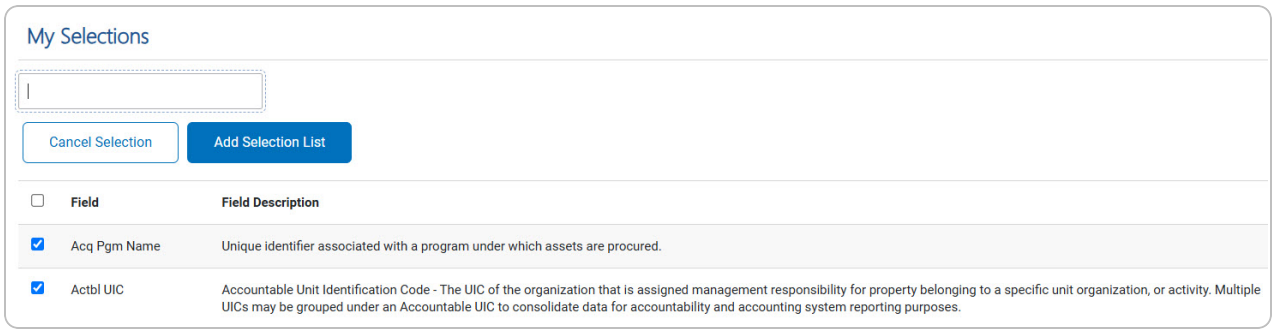
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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].

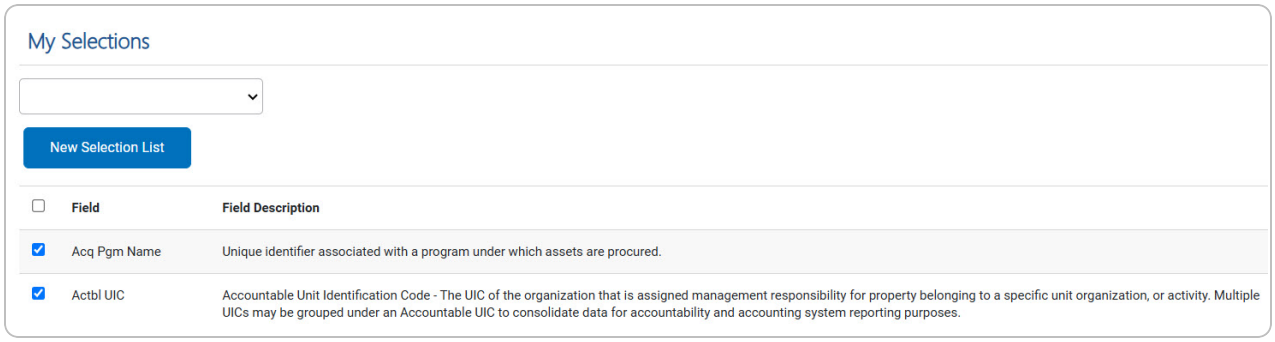
Select Show Inquiry for small volumes of data. *The **Asset By Acquisition Program Inquiry — Results** page appears.*

5. **OR**

Select Submit for large volumes of data. *The **Asset By 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.*

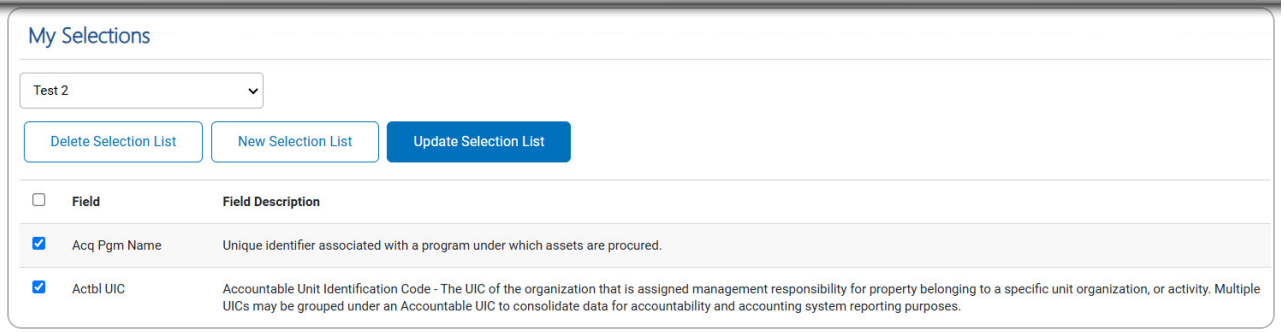
Select Show Inquiry for small volumes of data. *The **Asset By Acquisition Program Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset By 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.*

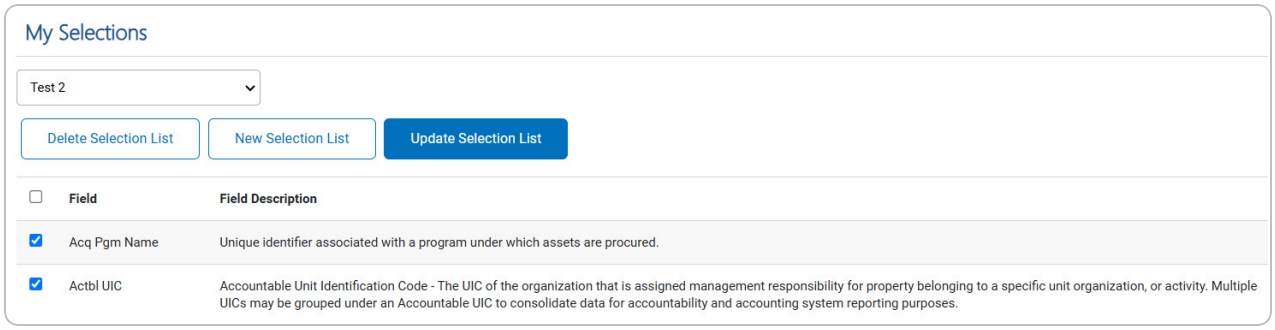
   Select Show Inquiry for small volumes of data. *The* ***Asset By Acquisition Program Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset By 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.

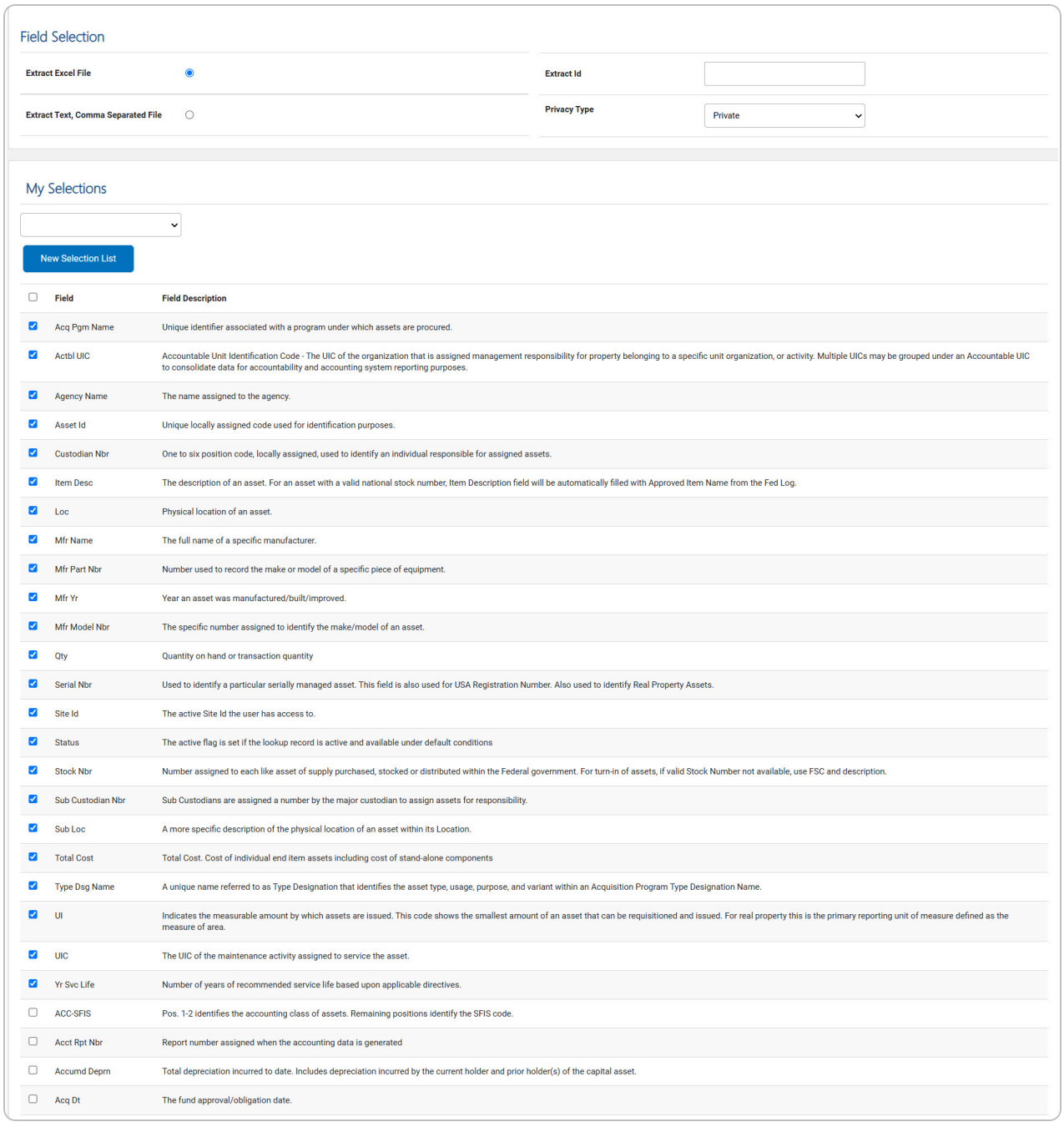


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 **Asset By Acquisition Program 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. |
| ☑ | Asset Id | Unique locally assigned code used for identification purposes. |
| ☑ | Custodian Nbr | One to six position code, locally assigned, used to identify an individual responsible for assigned assets. |
| ☑ | 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. |
| ☑ | 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 |
| ☑ | 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. |
| ☑ | Status | The active flag is set if the lookup record is active and available under default conditions |
| ☑ | 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 |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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 |
| ☐ | 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. |

| | | |
|---|---|---|
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | 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 |
| ☐ | ARC | Designates an asset as expendable, non-expendable or durable. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | Basic Symbol | A four digit number that identifies the type of funds being used. |
| ☐ | Calibration Cd | Identifies assets requiring periodic calibration. |
| ☐ | 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. |
| ☐ | CIIC | Indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets. |
| ☐ | 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. |
| ☐ | Cntr Nbr | Unique value used to identify agreements with suppliers and contractors. |
| ☐ | Cost Center | Identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System. |
| ☐ | 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 |
| ☐ | 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 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.) |
| ☐ | 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. |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt | The date this row was inserted into the database. |
| ☐ | 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 |

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|---|---|---|
| ☐ | 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. |
| ☐ | Fdcry Deprn Mthd Cd | The depreciation method (Straight Line or Activity Based ) used to fidiuciary report depreciation as depicted by the Stock Nbr. |
| ☐ | 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. |
| ☐ | 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 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. |
| ☐ | IT Device Cd | Indicates a particular type of IT asset. |
| ☐ | 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) |
| ☐ | Lease Cd | Indicates the lease status of a particular asset. |
| ☐ | 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. |
| ☐ | Mode of Shipment | Identifies the method of shipment. |
| ☐ | Loan Rcvd Dt | The date the assets warranty, service, or loan has been received. |
| ☐ | Loaning DODAAC/CAGE Cd | A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity |
| ☐ | 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. |
| ☐ | Local Rcpt Dt | Date asset received |
| ☐ | 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. |
| ☐ | Loan Rcvd By | The name of the entity that received the loan. |
| ☐ | Custodian Name | The name assigned to the property custodian. |
| ☐ | Non-Actbl | Non Accountable is displayed Yes or No. |
| ☐ | 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. |
| ☐ | Origl In Svc Dt | A date that an acquisition was placed in service |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | 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 |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | 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. |

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|---|---|---|
| ☐ | 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. |
| ☐ | 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. |
| ☐ | RFID Tag | The tag number for a RFID tag. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | Shipment Dt | Shipment Date. User Input. |
| ☐ | TCN | Shipment of Transportation Control Id |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | 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 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). |
| ☐ | 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 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 23 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 PROGRAM 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 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 has a CUSTODIAN NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains remark an ITEM DESC.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- 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 QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a QTY.*
- 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 Status contains the appropriate ☑ or ☐. *Select if the inquiry contains a Status.*
- 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 TYPE DSG CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE DSG CD.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the inquiry contains a UI.*
- 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. *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 ACCUMD DEPRN. *Select if the inquiry contains an ACCUMD DEPRN.*
- 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 ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- 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 LEVEL CD. *Select if the inquiry contains an ASSET LVL 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 Basic Symbol. *Select if the inquiry contains an Basic Symbol.*
- Click ☐ to select the CALIBRATION CD. *Select if the inquiry contains a CALIBRATION 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 CIIC. *Select if the inquiry contains a CIIC.*
- 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 CNTR NBR. *Select if the inquiry contains a CNTR NBR.*
- Click ☐ to select the Cost Center. *Select if the inquiry contains a Cost Center.*
- 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 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 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 the DEPT CD. *Select if the inquiry contains a DEPT 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 AMT. *Select if the inquiry contains a DOLLAR AMT.*
- Click ☐ to select the Embedded Cost. *Select if the inquiry an Embedded Cost.*
- 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 EXCESS ACTION CD. *Select if the inquiry contains an EXCS ACTN CD.*
- Click ☐ to select the EXCESS DOC NBR. *Select if the inquiry contains an EXCS DOC NBR.*
- 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 EXCS TYPE ACTN CD.*
- Click ☐ to select the EXPR DT. *Select if the inquiry contains an EXPR DT.*
- Click ☐ to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains a FDCRY DEPRN MTHD CD.*
- Click ☐ to select the FSC. *Select if the inquiry contains FSC information.*
- 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 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 INV BY SERIAL NBR.*
- Click ☐ to select the INV CUSTODIAN NBR. *Select if the inquiry contains an INV CUSTODIAN NBR.*
- Click ☐ to select the INV INPUT TYPE. *Select if the inquiry contains an INV INPUT TYPE.*
- Click ☐ to select the INV LOC. *Select if the inquiry contains an INV LOC.*
- Click ☐ to select the INV QTY. *Select if the inquiry contains an INV QTY.*

- Click ☐ to select the INV SUB CUSTODIAN NBR. *Select if the inquiry contains an INV SUB CUSTODIAN NBR.*
- Click ☐ to select the INV SUB LOC. *Select if the inquiry contains an INV SUB LOC.*
- Click ☐ to select the INV UIC. *Select if the inquiry contains an INV UIC.*
- Click ☐ to select theINV USER ID. *Select if the inquiry contains an INV USER ID.*
- Click ☐ to select the IT DEVICE CD. *Select if the inquiry contains an IT DEVICE CD.*
- 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 a LAST UPDTD BY.*
- Click ☐ to select the LEASE CD. *Select if the inquiry contains a LEASE CD.*
- Click ☐ to select the LIN/TAMCN - CATALOG. *Select if the inquiry contains a LIN/TAMCN - CATALOG.*
- Click ☐ to select the LIN/TAMCN DESC. *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 Mode of Shipment. *Select if the inquiry contains the Mode of Shipment information.*

- Click ☐ to select theLOAN RCVD DT. *Select if the inquiry contains a LOAN RCVD DT.*
- Click ☐ to select the LOANING DODAAC/CAGE CD. *Select if the inquiry contains a LOANING DODAAC/CAGE CD.*
- Click ☐ to select the LOAN NOTIFY CD. *Select if the inquiry contains a LOAN NOTIFY CD.*
- Click ☐ to select the LOAN RCVD DT. *Select if the inquiry contains a LOAN RCVD DT.*
- Click ☐ to select the LOT NBR. *Select if the inquiry contains a LOT NBR.*
- Click ☐ to select the MAT DOC NBR. *Select if the inquiry contains a MAT DOC NBR.*
- Click ☐ to select the LOAN RCVD BY. *Select if the inquiry contains LOAN RCVD BY information.*
- 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 a NON—ACTBL.*
- 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 RCL LOC. *Select if the inquiry contains a RCL LOC.*
- Click ☐ to select the RCL QTY. *Select if the inquiry contains a RCL QTY.*

- 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 a RCVD BY.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- 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 RFID Tag. *Select if the inquiry contains a RFID Tag.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value AMT.*
- Click ☐ to select the SHELF LIFE CD. *Select if the inquiry contains a SHELF LIFE CD.*
- Click ☐ to select the SHIPMENT DT. *Select if the inquiry contains a SHIPMENT DT.*
- Click ☐ to select the TCN. *Select if the inquiry contains a TCN.*
- 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 SUSPT LOSS CHG DT. *Select if the inquiry contains a SUSPT LOSS CHG DT.*
- Click ☐ to select the SUSPT LOSS DT. *Select if the inquiry contains a SUSPT LOSS DT.*
- Click ☐ to select the SUSPT LOSS STS CD. *Select if the inquiry contains a SUSPT LOSS STS CD.*
- Click ☐ to select the SYS DESC. *Select if the inquiry contains a SYS DESC.*
- 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 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 TRANS CD.*
- Click ☐ to select the TRANS DOC NBR. *Select if the inquiry contains a TRANS DOC NBR.*
- Click ☐ to select the TRAN QTY. *Select if the inquiry a TRANS QTY.*
- 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 FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- 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 UTIL MEASURE CD. *Select if the inquiry contains a UTIL MEASURE CD.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains a UTIL SVC LIFE.*

Select Show Inquiry for small volumes of data. *The **Asset By Acquisition Program Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset By 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 Asset By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Accounting

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Accounting record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Accounting Detail** 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

# Procedures

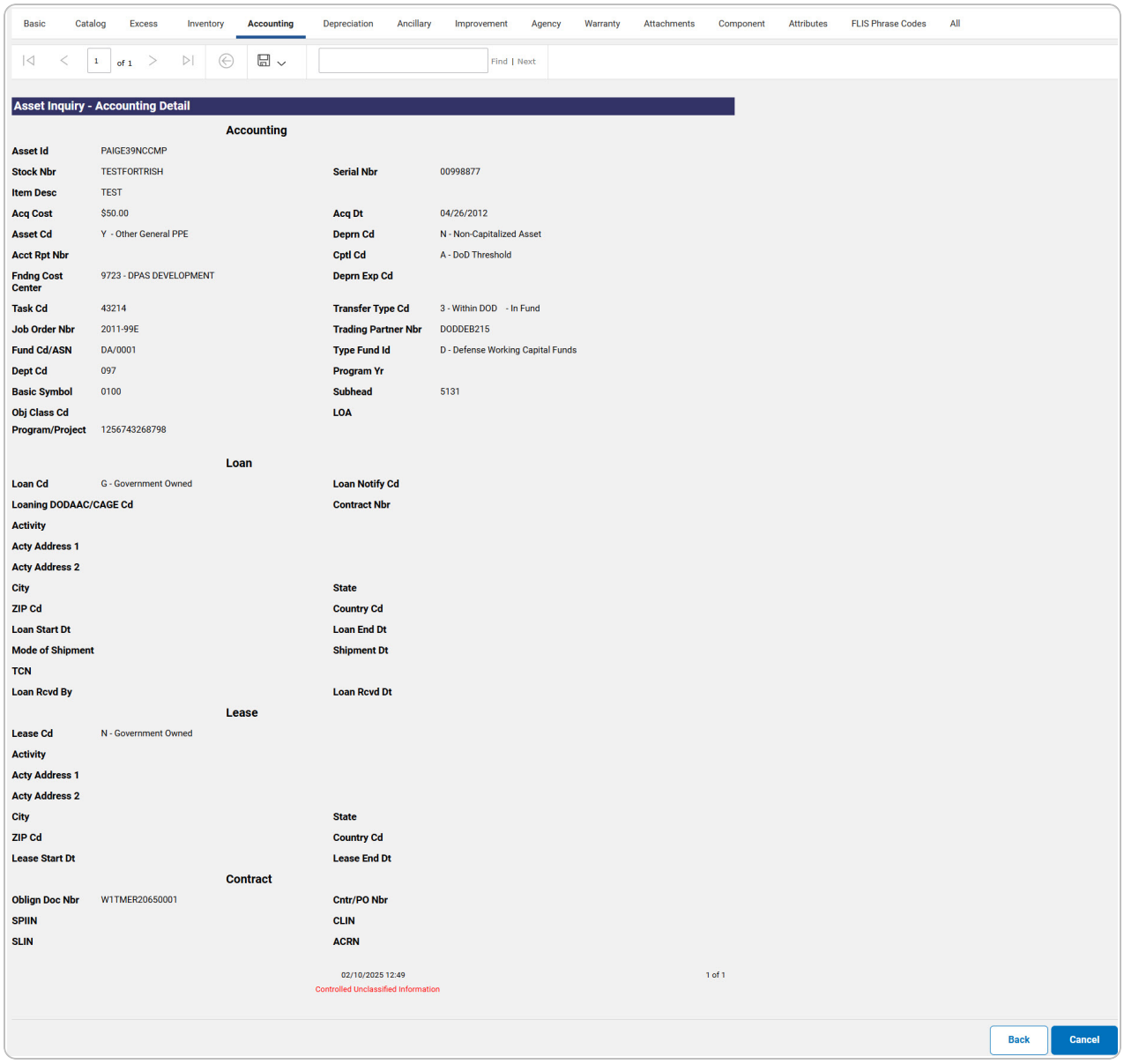
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Accounting

*Selecting* Cancel *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.

Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.

4.

OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the FLIS Phrase Codes tab. *The* ***Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes*** *page appears*.

OR

Select the All tab. *The* ***Asset By Acquisition Program Inquiry Detail — All*** *page appears*.

OR

Select Back. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component

- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Agency

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Agency record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Agency Detail** 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

# Procedures

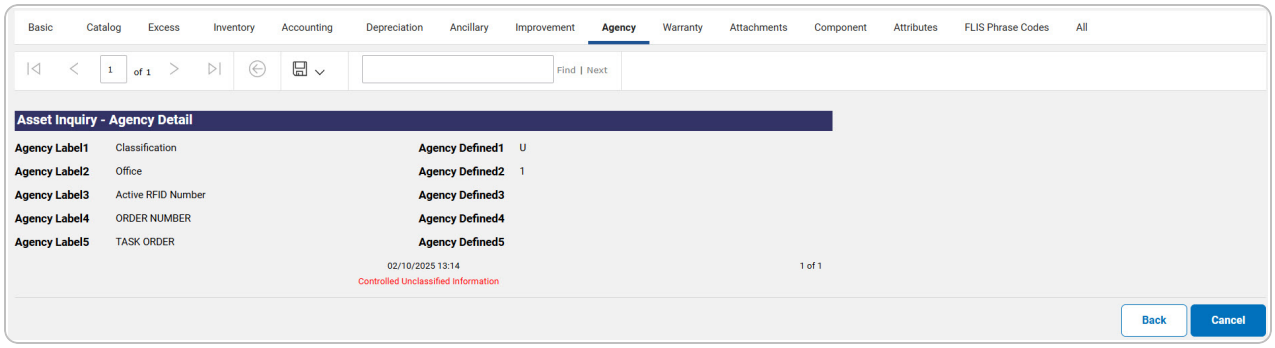
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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.

Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.

4.

OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the FLIS Phrase Codes tab. *The* ***Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes*** *page appears*.

OR

Select the All tab. *The* ***Asset By Acquisition Program Inquiry Detail — All*** *page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component

- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — All

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the total detailed record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry — All Detail page

## Page Fields

The following fields display on the **Asset Inquiry — All Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Inquiry — All Detail Grid

**Basic 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
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd
iRAPT/WAWF Details
iRAPT/WAWF Receipt

**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
Mfr Yr
Mfr Model Nbr
CAGE Cd
DoD Serial Nbr

**Excess Grid**

Excess Action Cd
Excess Dt
Mat Doc Id
Excess Remv Dt
Dspsl Doc Nbr

**Inventory Grid**

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 Grid**

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 Grid**

Loan Cd
Loaning DoDAAC/CAGE Cd

Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Date
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

**Depreciation Grid**

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
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

**Agency 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

**FLIS Phrase Codes Grid**

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

# Procedures

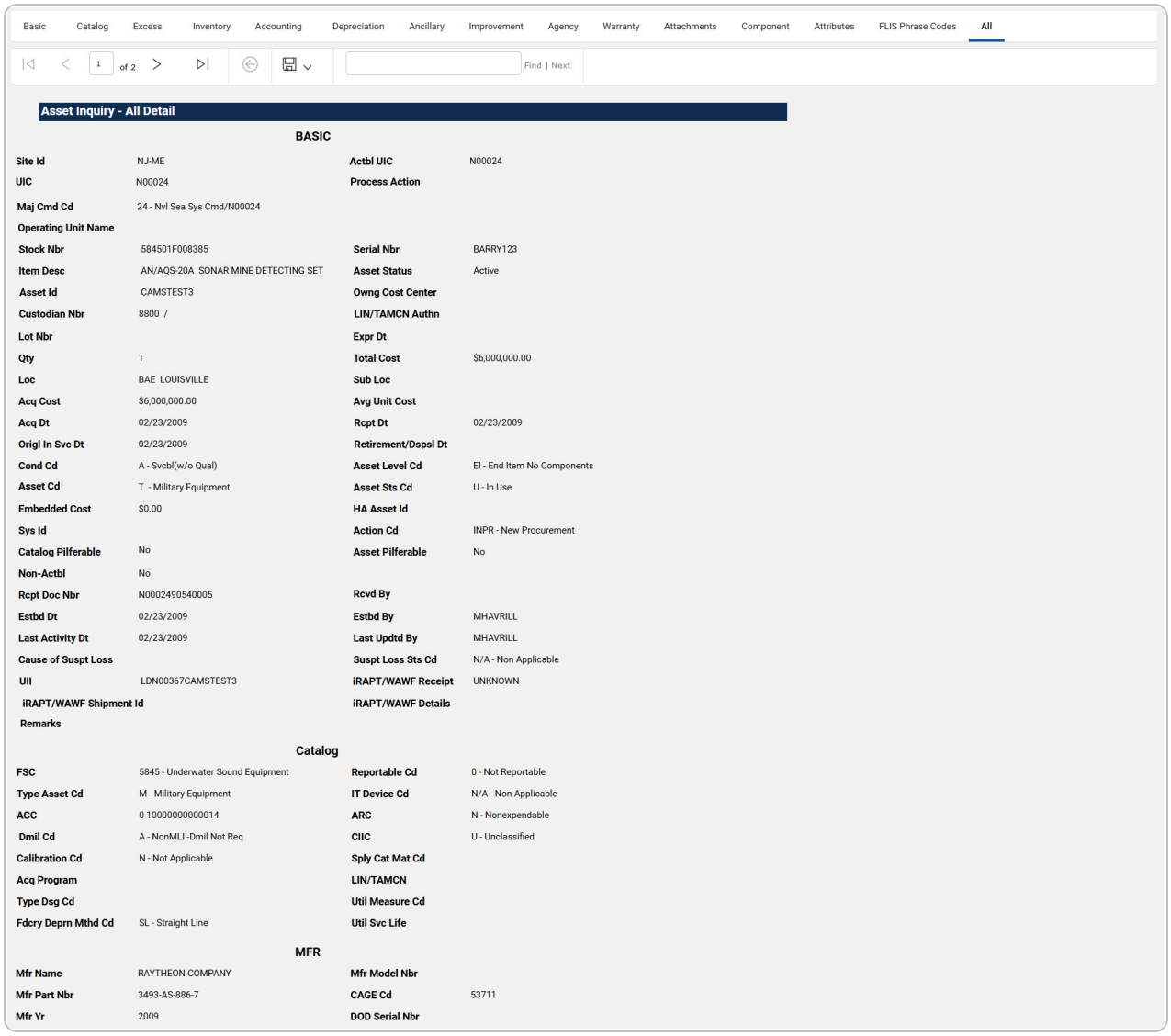
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — All

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

1. *Verify the All tab.*



## EXCESS

| | | | |
|---|---|---|---|
| **Excess Action Cd** | | **Excess Remv Dt** | |
| **Excess Dt** | | **Dspsl Doc Nbr** | |
| **Mat Doc Id** | | | |

## INVENTORY

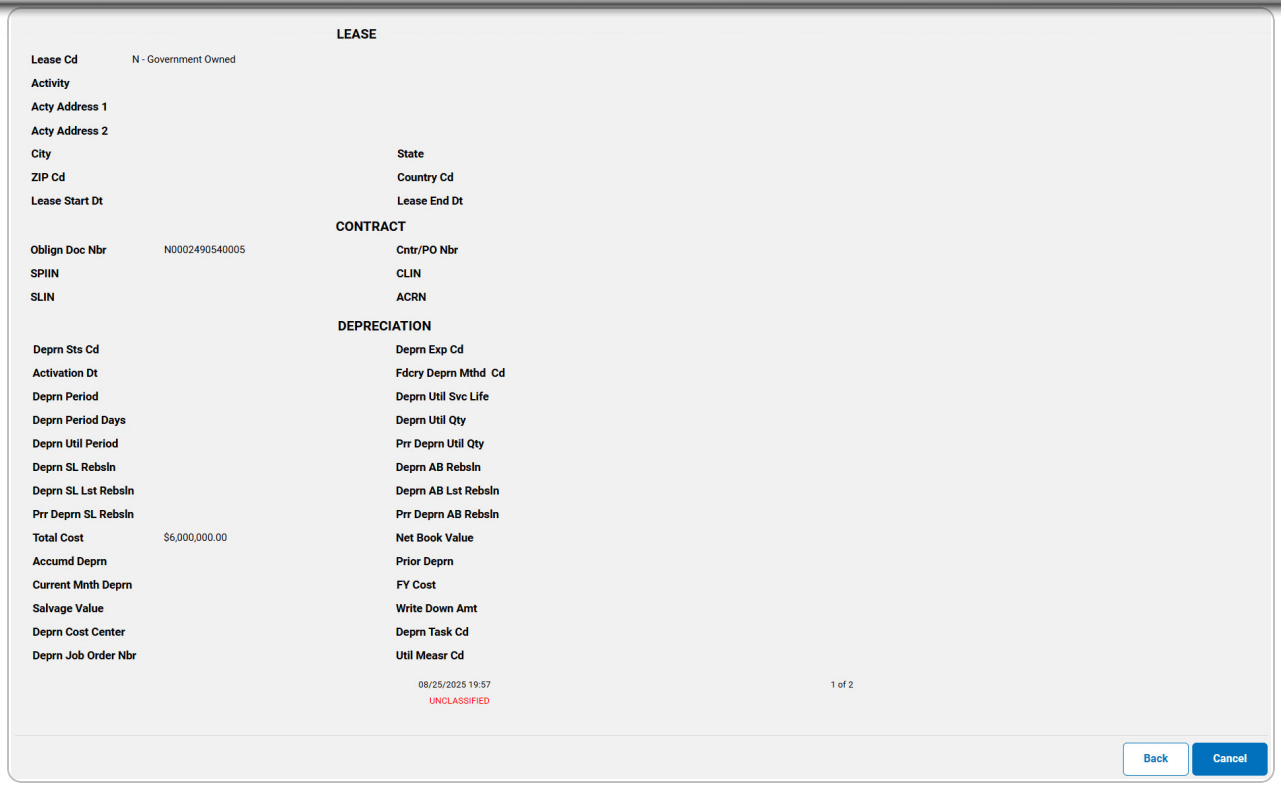
| | | | |
|---|---|---|---|
| **Inv By Serial Nbr** | NO | **Inv UIC** | N00024 |
| **Inv Maj Custodian Nbr** | 8800 | **Inv Sub Custodian Nbr** | |
| **Qty** | 1 | **Inv Qty** | 1 |
| **Loc** | BAE LOUISVILLE | **Inv Loc** | BAE LOUISVILLE |
| **Sub Loc** | | **Inv Sub Loc** | |
| **RFID Tag** | 47-2-HQ0157-1-143481 | **Cause Lst Inv Dt Chg** | ASSET RECEIVING |
| **RFID Location Name** | | **Last Inv Dt/Tm** | 02/23/2009 17:56 |
| **Inv User Id** | MHAVRILL | **Rcl Inv User Id** | MHAVRILL |
| **Inv Input Type** | ONLIN | **Rcl Inv Input Type** | ONLIN |
| **Rcl Last Inv Dt/Tm** | 02/23/2009 17:56 | **Cause Lst Rcl Dt Chg** | ASSET RECEIVING |
| **Rcl Qty** | 1 | | |
| **Rcl Loc** | BAE LOUISVILLE | **Rcl Sub Loc** | |
| **Suspt Loss Dt** | | **Suspt Loss Chg Dt** | |

## ACCOUNTING

| | | | |
|---|---|---|---|
| **Acq Cost** | $6,000,000.00 | **Acq Dt** | 02/23/2009 |
| **Asset Cd** | T - Military Equipment | **Deprn Cd** | C - APSR-Only Capitalized Asset |
| **Acct Rpt Nbr** | | **Cptl Cd** | A - DoD Threshold |
| **Fndng Cost Center** | | **Deprn Exp Cd** | |
| **Task Cd** | | **Transfer Type Cd** | 0 - Transfer Type Cd not required |
| **Job Order Nbr** | | **Trading Partner Nbr** | |
| **Fund Cd/ASN** | 99/ | **Type Fund Id** | O - Other |
| **Dept Cd** | | **Pgm Yr** | |
| **Basic Symbol** | | **Subhead** | |
| **Obj Class Cd** | | **LOA** | |
| **Program/Project** | | | |

## LOAN

| | | | |
|---|---|---|---|
| **Loan Cd** | G - Government Owned | **Loan Notify Cd** | |
| **Loaning DODAAC/CAGE Cd** | | **Contract Nbr** | |
| **Activity** | | | |
| **Acty Address 1** | | | |
| **Acty Address 2** | | | |
| **City** | | **State** | |
| **ZIP Cd** | | **Country Cd** | |
| **Loan Start Dt** | | **Loan End Dt** | |
| **Mode of Shipment** | | **Shipment Dt** | |
| **TCN** | | | |
| **Loan Rcvd By** | | **Loan Rcvd Dt** | |



LEASE

| | | | |
|---|---|---|---|
| Lease Cd | N - Government Owned | | |
| Activity | | | |
| Acty Address 1 | | | |
| Acty Address 2 | | | |
| City | | State | |
| ZIP Cd | | Country Cd | |
| Lease Start Dt | | Lease End Dt | |

CONTRACT

| | | | |
|---|---|---|---|
| Oblign Doc Nbr | N0002490540005 | Cntr/PO Nbr | |
| SPIIN | | CLIN | |
| SLIN | | ACRN | |

DEPRECIATION

| | | | |
|---|---|---|---|
| Deprn Sts Cd | | Deprn Exp Cd | |
| Activation Dt | | Fdcry Deprn Mthd Cd | |
| Deprn Period | | Deprn Util Svc Life | |
| Deprn Period Days | | Deprn Util Qty | |
| Deprn Util Period | | Prr Deprn Util Qty | |
| Deprn SL Rebsln | | Deprn AB Rebsln | |
| Deprn SL Lst Rebsln | | Deprn AB Lst Rebsln | |
| Prr Deprn SL Rebsln | | Prr Deprn AB Rebsln | |
| Total Cost | $6,000,000.00 | Net Book Value | |
| Accumd Deprn | | Prior Deprn | |
| Current Mnth Deprn | | FY Cost | |
| Salvage Value | | Write Down Amt | |
| Deprn Cost Center | | Deprn Task Cd | |
| Deprn Job Order Nbr | | Util Measr Cd | |

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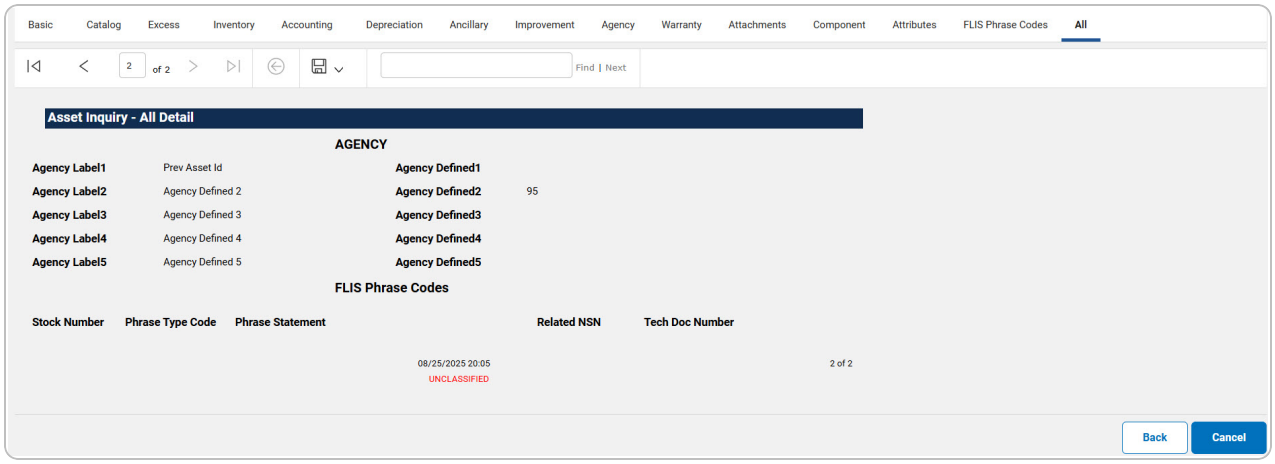
UNCLASSIFIED

Back Cancel



Basic Catalog Excess Inventory Accounting Depreciation Ancillary Improvement Agency Warranty Attachments Component Attributes FLIS Phrase Codes All

2 of 2 Find | Next

Asset Inquiry - All Detail

AGENCY

| | | | |
|---|---|---|---|
| Agency Label1 | Prev Asset Id | Agency Defined1 | |
| Agency Label2 | Agency Defined 2 | Agency Defined2 | 95 |
| Agency Label3 | Agency Defined 3 | Agency Defined3 | |
| Agency Label4 | Agency Defined 4 | Agency Defined4 | |
| Agency Label5 | Agency Defined 5 | Agency Defined5 | |

FLIS Phrase Codes

| Stock Number | Phrase Type Code | Phrase Statement | Related NSN | Tech Doc Number |
|---|---|---|---|---|

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UNCLASSIFIED

Back Cancel

A. *Verify the Basic section.*

   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 ASSET CD.*
q. *Verify the Embedded Cost.*
r. *Verify the SYS ID.*
s. *Verify the Catalog Pilferable.*
t. *Verify the NON—ACTBL.*
u. *Verify the RCPT DOC NBR.*
v. *Verify the ESTBD DT.*
w. *Verify the LAST ACTIVITY DT.*
x. *Verify the CAUSE OF SUSPT LOSS.*
y. *Verify the UII.*
z. *Verify the IRAPT/WAWF SHIPMENT DT.*
aa. *Verify the Remarks.*
ab. *Verify the ACTBL UIC.*
ac. *Verify the Process Action.*
ad. *Verify the SERIAL NBR.*
ae. *Verify the Asset Status.*
af. *Verify the OWNG COST CENTER.*
ag. *Verify the LIN/TAMCN AUTHN.*
ah. *Verify the EXPR DT.*
ai. *Verify the Total Cost.*
aj. *Verify the SUB LOC.*

ak. *Verify the AVG UNIT COST.*
al. *Verify the RCPT DT.*
am. *Verify the Retirement/DSPSL ACTY.*
an. *Verify the ASSET LEVEL CD.*
ao. *Verify the ASSET STS CD.*
ap. *Verify the HA ASSET ID.*
aq. *Verify the ACTION CD.*
ar. *Verify the Asset Pilferable.*
as. *Verify the RCVD BY.*
at. *Verify the ESTBD BY.*
au. *Verify the LAST UPDTD BY.*
av. *Verify the SUSPT LOSS STS CD.*
aw. *Verify the IRAPT/WAWF Receipt.*
ax. *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 CD.*
   b. *Verify the EXCESS DT.*
   c. *Verify the MAT DOC ID.*
   d. *Verify the EXCESS REMV DT.*
   e. *Verify the DSPSL DOC NBR.*

E. *Verify the Inventory section.*
   a. *Verify the Inv By Serial Number.*
   b. *Verify the Inv Maj  Custodian Number.*
   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 the INV 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 INV DT CHG.*
t. *Verify the LAST INV DT/TM.*
u. *Verify the RCL INV USER ID.*
v. *Verify the RCL INV INPUT TYPE.*
w. *Verify the CAUSE LST RCL DT CHG.*
x. *Verify the RCL SUB LOC.*
y. *Verify the SUSPT LOSS CHG DT.*

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 SERIAL NBR.*
m. *Verify the ACQ DT.*
n. *Verify the DEPRN CD.*
o. *Verify the CPTL CD.*
p. *Verify the DEPRN EXP CD.*
q. *Verify the TRANSFER TYPE CD.*
r. *Verify the TRADING PARTNER NBR.*
s. *Verify the TYPE FUND ID.*
t. *Verify the Program YR.*
u. *Verify the SUBHEAD.*
v. *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 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.*

H. *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.*

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 the ACRN.*

J. *Verify the Depreciation section.*
a. *Verify the DEPRN STS CD.*
b. *Verify the ACTIVATION DT.*
c. *Verify the DEPRN PERIOD.*
d. *Verify the DEPRN PRD DAYS.*
e. *Verify the DEPRN UTIL PERIOD.*
f. *Verify the DEPRN SL REBSLN.*
g. *Verify the DEPRN SL LST REBSLN.*
h. *Verify the PRR DEPRN SL REBSLN.*
i. *Verify the Total Cost.*
j. *Verify the ACCUMD DEPRN.*
k. *Verify the CURRENT MNTH DEPRN.*
l. *Verify the SLVG Value.*
m. *Verify the DEPRN COST CENTER.*
n. *Verify the DEPRN JOB ORDER NBR.*
o. *Verify the SERIAL NBR.*
p. *Verify the DEPRN EXP CD.*
q. *Verify the FDCRY DEPRN MTHD CD.*
r. *Verify the DEPRN UTIL SVC LIFE.*
s. *Verify the DEPRN UTIL QTY.*
t. *Verify the PRR DEPRN UTIL QTY.*
u. *Verify the DEPRN AB REBSLN.*
v. *Verify the DEPRN AB LST REBSLN.*
w. *Verify the PRR DEPRN AB REBSLN.*
x. *Verify the Net Book Value.*

y. *Verify the PRIOR DEPRN.*

z. *Verify the FY COST.*

aa. *Verify the WRITE DOWN AMT.*

ab. *Verify the DEPRN TASK CD.*

ac. *Verify the UTIL MEASR CD.*

K. *Verify the Agency section.*

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.*

L. *Verify the FLIS Phrase Codes section.*

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.

Select Cancel. *The **Asset By Acquisition Program Inquiry — Criteria** page appears*.

4.

OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the FLIS Phrase Codes tab. *The* ***Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes*** *page appears*.

OR

Select Back. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes

- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Ancillary

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Ancillary record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Ancillary Tab > Asset Inquiry — Ancillary Detail page

## Page Fields

The following fields display on the **Asset Inquiry — Ancillary Detail** 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

# Procedures

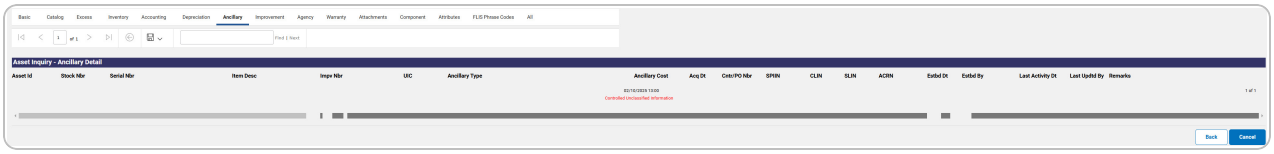
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Ancillary

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

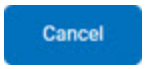
1. Select the Ancillary tab. *The* ***Asset Inquiry - Ancillary Detail*** *page appears.*




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.

Select 

. *The **Asset By Acquisition Program Inquiry — Criteria** page appears*.

4. OR

Select the Basic tab. *The **Asset By Acquisition Program Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset By Acquisition Program Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset By Acquisition Program Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Attachments

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Attachment record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Attachment View** 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

## Procedures

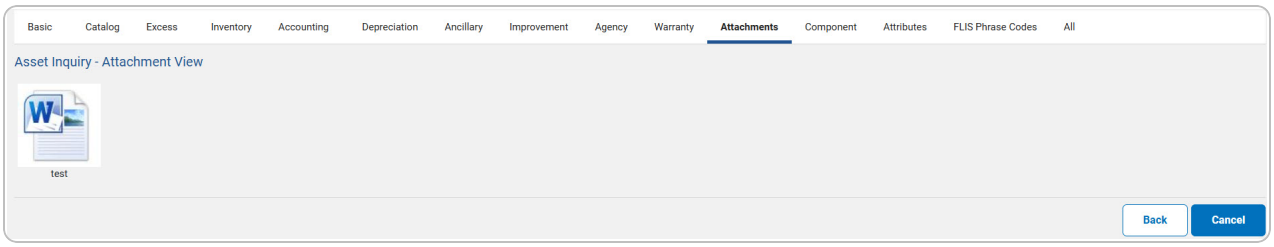
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

# View the Asset By Acquisition Program 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.*




   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.

   Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.

2. OR

   Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the Warranty tab. *The **Asset By Acquisition Program Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Attributes

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Attributes record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes Tab > Asset Inquiry — Attributes Detail 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 — Attributes Detail** 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**

# Procedures

**ELMS Navigation Helpful Tips**

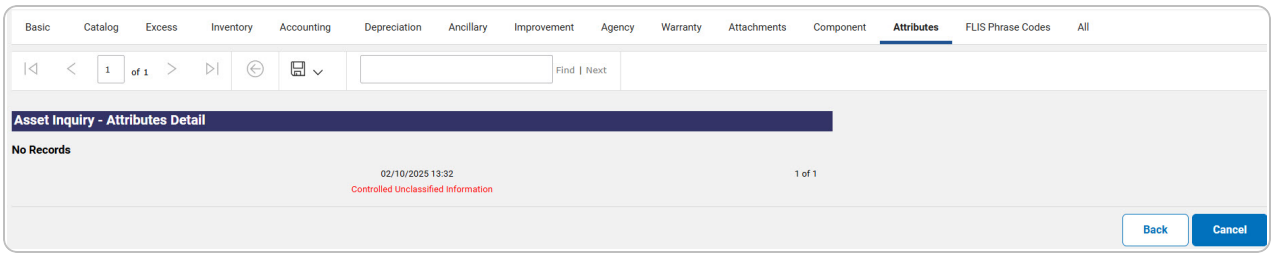


Click the following link to display PA Navigation Tips.

# View the Asset By Acquisition Program 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.

   Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.
4. 

   OR

   Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

   OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the Warranty tab. *The **Asset By Acquisition Program Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Basic

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Basic record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry — Basic Detail page

## Page Fields

The following fields display on the **Asset 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 |
|---|---|

### Asset Inquiry — Basic 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
Platform
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

# Procedures

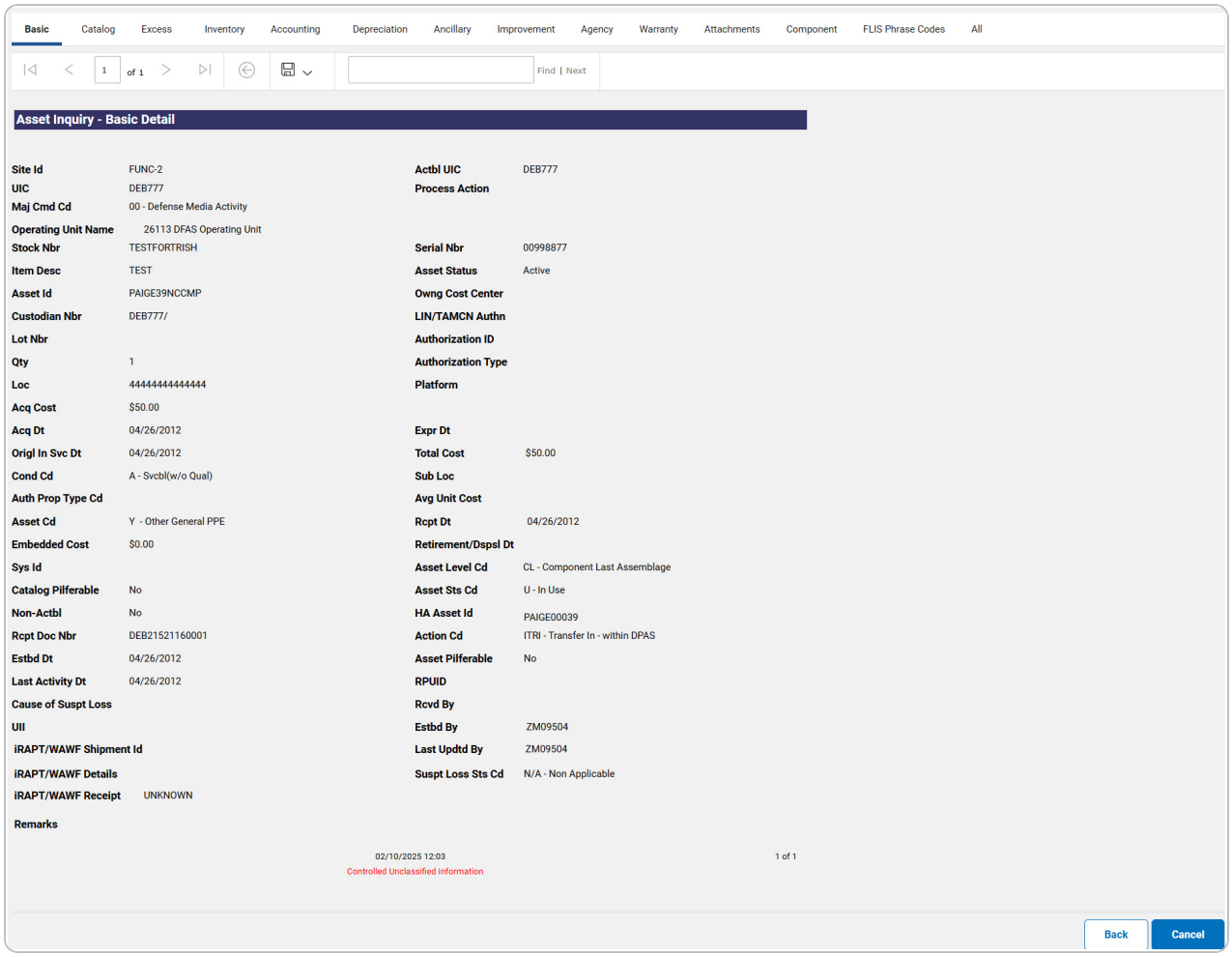
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Basic

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

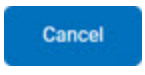
1. *Verify the Basic tab.*



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 DT.*
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 AUTHORIZATOIN ID.*
AL. *Verify the Authorization Type.*
AM. *Verify the Platform.*
AN. *Verify the EXPR DT.*
AO. *Verify the Total Cost.*
AP. *Verify the SUB LOC.*
AQ. *Verify the AVG UNIT COST.*
AR. *Verify the RCPT DT.*
AS. *Verify the Retirement/DSPSL ACTY.*
AT. *Verify the ASSET LEVEL CD.*
AU. *Verify the ASSET STS CD.*
AV. *Verify the HA ASSET ID.*
AW. *Verify the ACTION CD.*
AX. *Verify the Asset Pilferable.*
AY. *Verify the RPUID.*
AZ. *Verify the RCVD BY.*
BA. *Verify the ESTBD BY.*
BB. *Verify the ITEM DESC.*
BC. *Verify the LAST UPDTD BY.*
BD. *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.

   Select 

. *The **Asset By Acquisition Program Inquiry — Criteria** page appears*.
4.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The **Asset By Acquisition Program Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset By Acquisition Program Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset By Acquisition Program Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All

- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Catalog

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Catalog record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Catalog Detail** 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

# Procedures

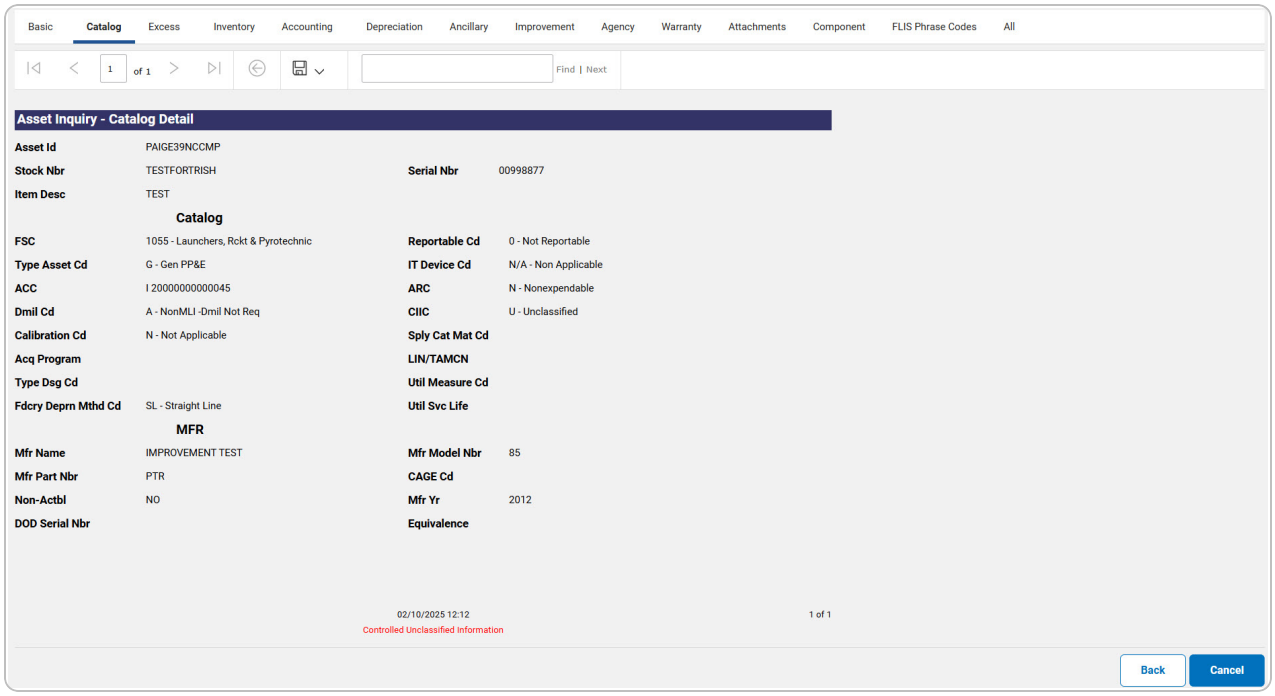
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Catalog

*Selecting* Cancel *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.*

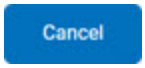
f. *Verify the CAGE CD.*

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 By Acquisition Program Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset By Acquisition Program Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset By Acquisition Program Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset By Acquisition Program Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Component

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Component record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Component View Detail** 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

# Procedures

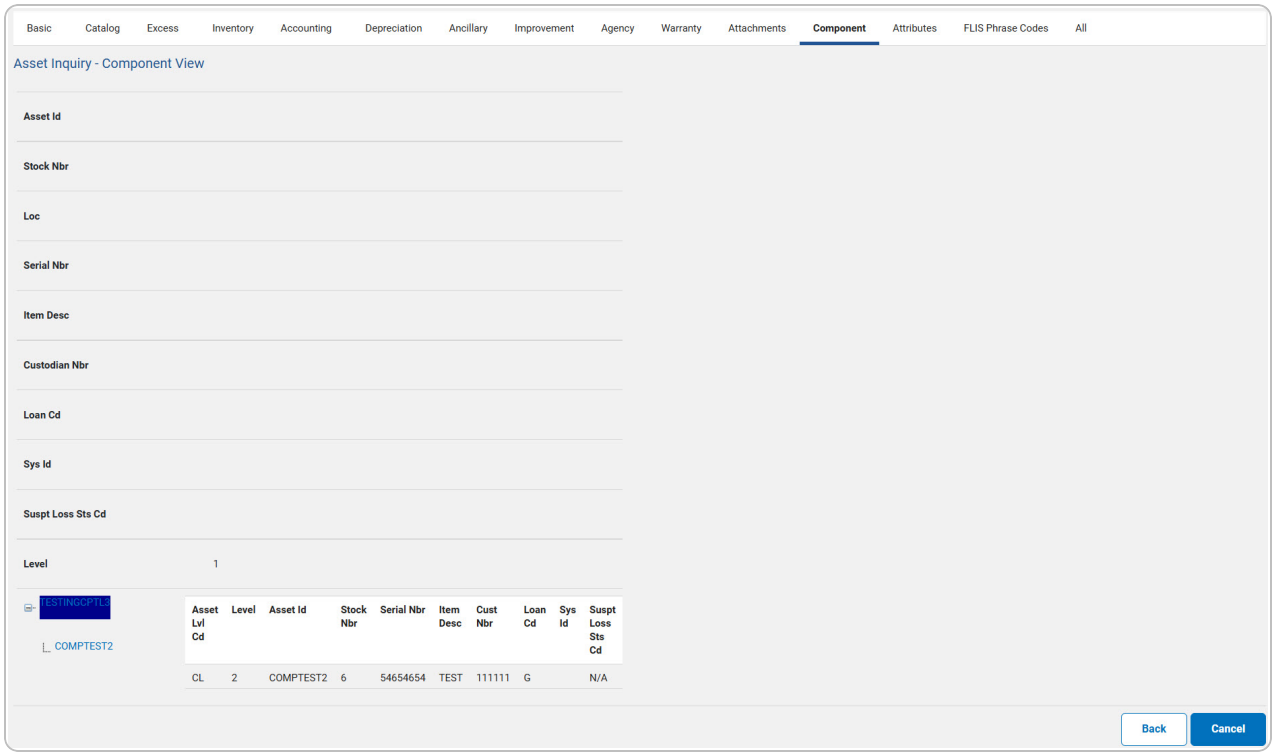
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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.*

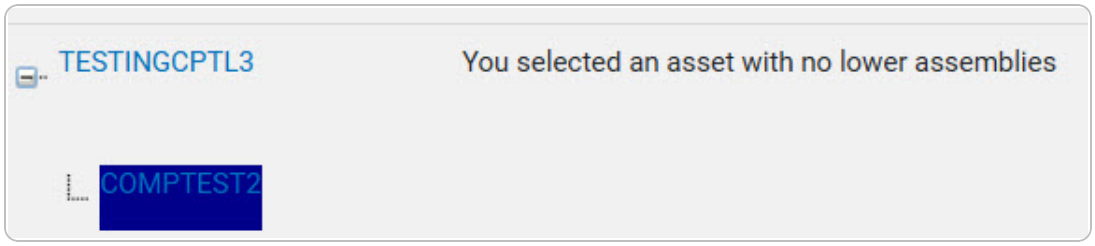
I. *Verify the SUSPT LOSS STS CD.*

J. *Verify the Level.*

K. *Verify the LOT NBR.*

L. Select the hyperlink to view lower assemblies. *The lower assemblies details appear.*

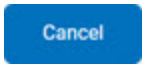
**Note**




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 By Acquisition Program Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset By Acquisition Program Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset By Acquisition Program Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Attachments tab. *The **Asset By Acquisition Program Inquiry Detail — Attachments** page appears*.

OR

Select the Warranty tab. *The **Asset By Acquisition Program Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Depreciation

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Depreciation record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Depreciation Detail** 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

# Procedures

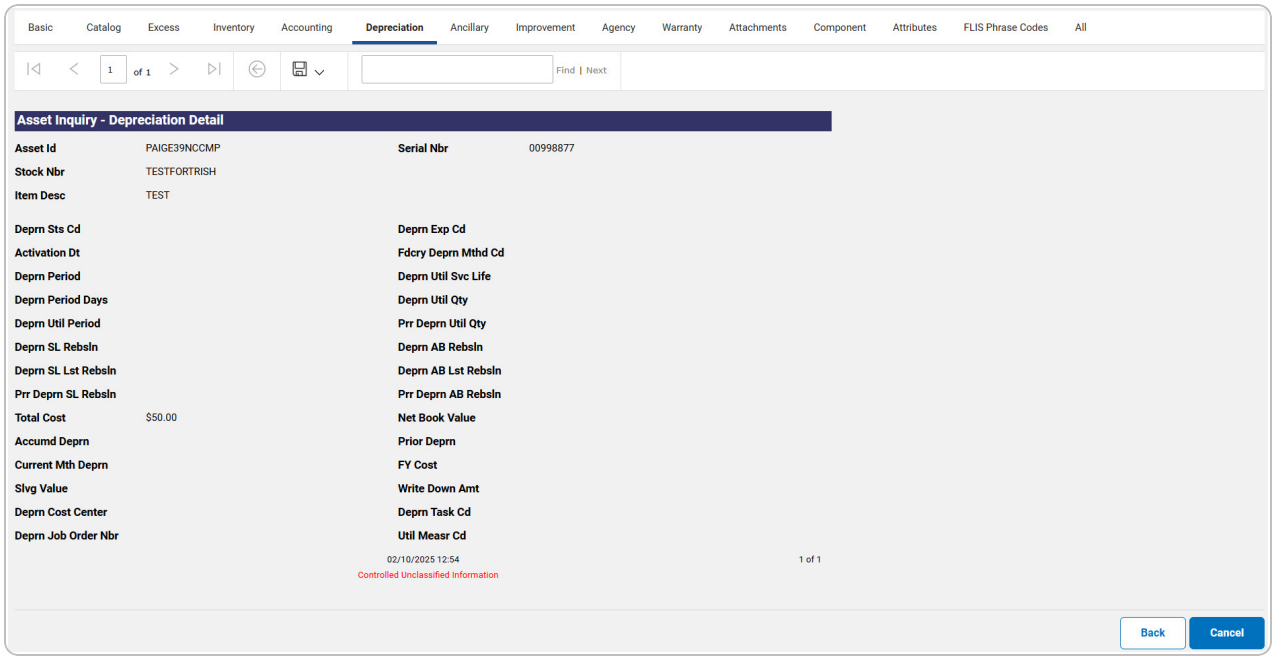
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Depreciation

*Selecting* Cancel *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.

   Select Cancel. *The **Asset By Acquisition Program Inquiry — Criteria** page appears*.
4. OR

   Select the Basic tab. *The **Asset By Acquisition Program Inquiry Detail — Basic** page appears*.

   OR

   Select the Excess tab. *The **Asset By Acquisition Program Inquiry Detail — Excess** page appears*.

   OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The **Asset By Acquisition Program Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Excess

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Excess record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Excess Detail** 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

# Procedures

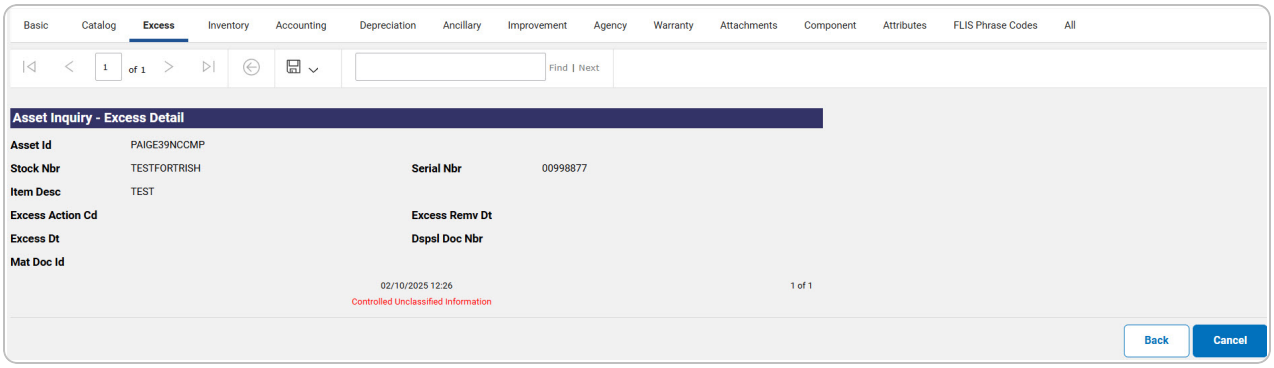
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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.

Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.

4.

OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the FLIS Phrase Codes tab. *The* ***Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes*** *page appears*.

OR

Select the All tab. *The* ***Asset By Acquisition Program Inquiry Detail — All*** *appears*.

OR

Select Back. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component

- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed FLIS Phrase Codes record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > FLIS Phrase Codes Tab > Asset Inquiry — Phrase Codes Detail page

## Page Fields

The following fields display on the **Asset Inquiry — FLIS Phrase Codes Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Inquiry — FLIS Phrase Codes Detail Grid

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

# Procedures

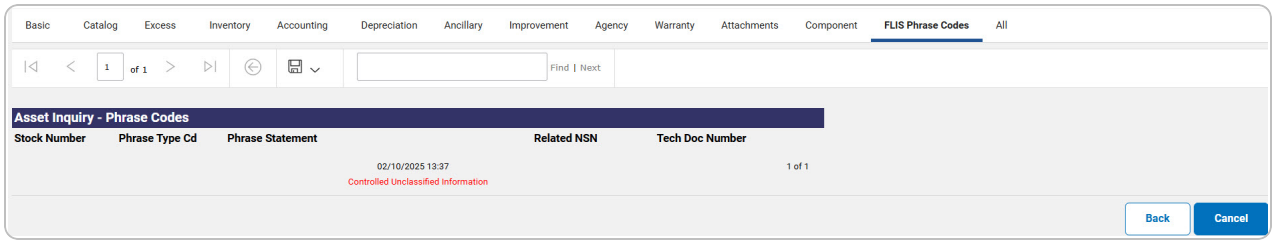
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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 - FLIS 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.

   Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.
4. 

   OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

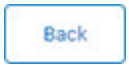
OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the All tab. *The* ***Asset By Acquisition Program Inquiry Detail — All*** *page appears*.

OR

Select 

. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — All

- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Improvement

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Improvement record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Improvement Detail** 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

# Procedures

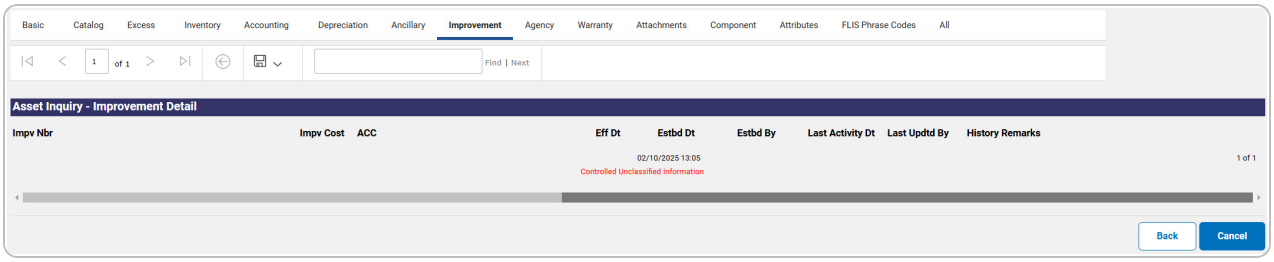
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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.

   Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.
4.

OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The **Asset By Acquisition Program Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset By Acquisition Program Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset By Acquisition Program Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All

- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Detail — Inventory

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Inventory record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Inventory Detail** 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

# Procedures

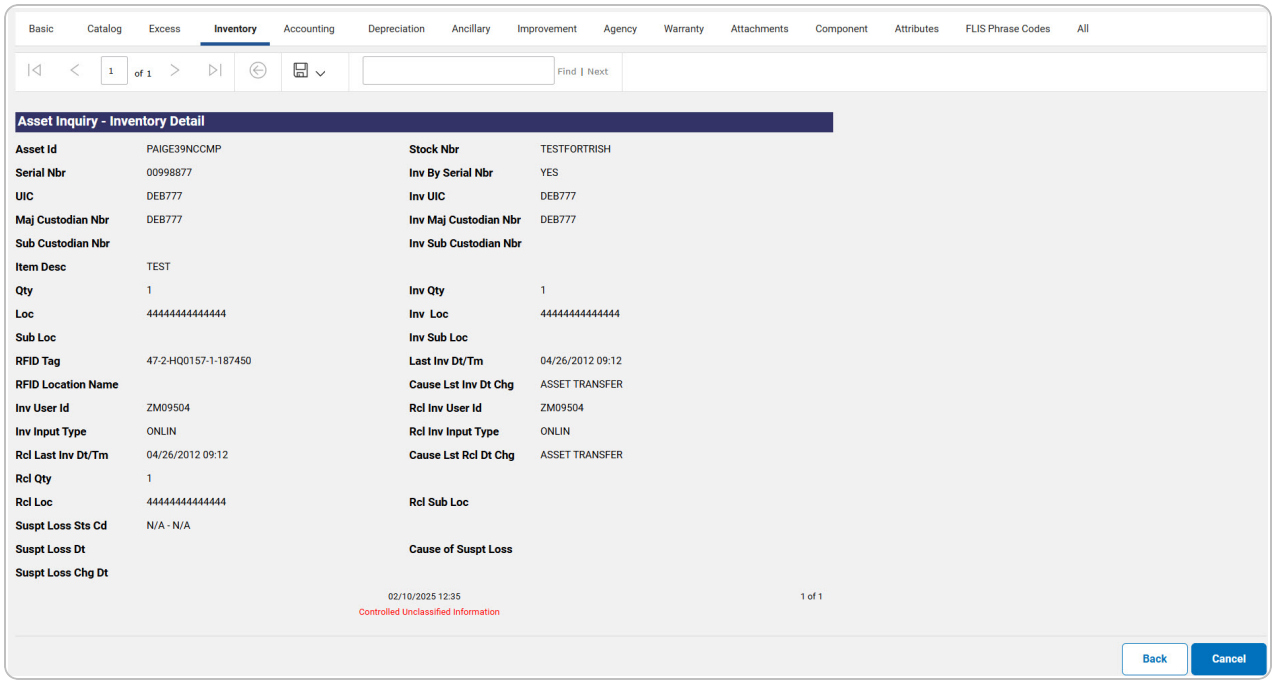
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program Inquiry Detail — Inventory

*Selecting* Cancel *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.*

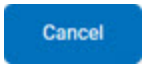
AF. *Verify the CAUSE LST RCL DT CHG.*

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 By Acquisition Program Inquiry — Criteria** page appears*.

   OR

   Select the Basic tab. *The **Asset By Acquisition Program Inquiry Detail — Basic** page appears*.

   OR

   Select the Excess tab. *The **Asset By Acquisition Program Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset By Acquisition Program Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset By Acquisition Program Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The **Asset By Acquisition Program Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset By Acquisition Program Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *The **Asset By Acquisition Program Inquiry Detail — All** page appears*.

OR

Select Back. *The **Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All
- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Details

## Overview

The Asset By Acquisition Program Inquiry Details process displays the detailed record of the selected History Table for an Asset Activity.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset By Acquisition Program Inquiry Details page

## Page Fields

The following fields display on the **Asset By Acquisition Program 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 By Acquisition Program Inquiry Details Grid

Table Name
Pgm Id
Tran Dt/Time
User Id
Tran Cd
Display

Element Name
Before Value
After Value

# Procedures

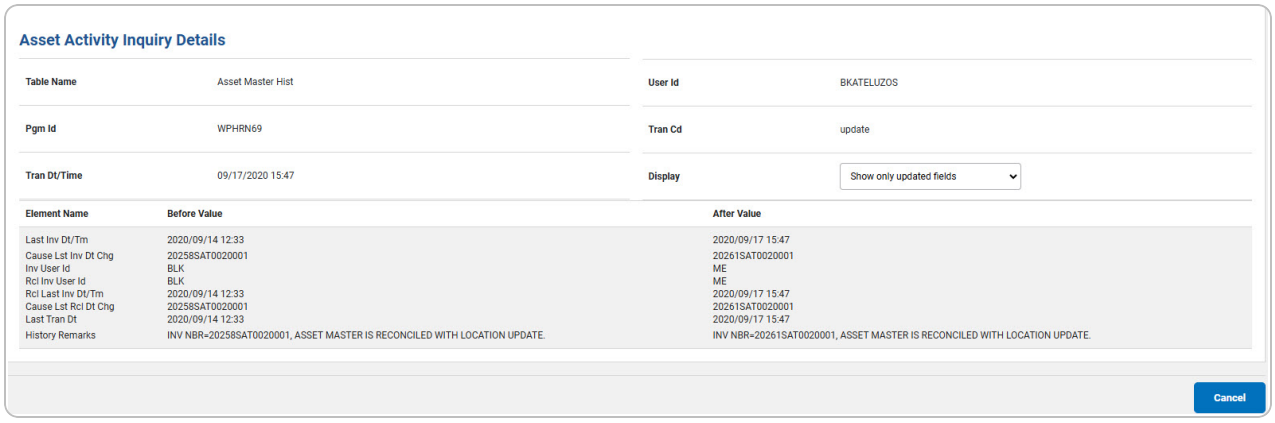
**ELMS Navigation Helpful Tips**

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 By Acquisition Program Inquiry Detail — Warranty

## Overview

The Asset By Acquisition Program Inquiry Detail process displays the detailed Warranty record for an Asset By Acquisition Program.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > 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 — Warranty Detail** 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

# Procedures

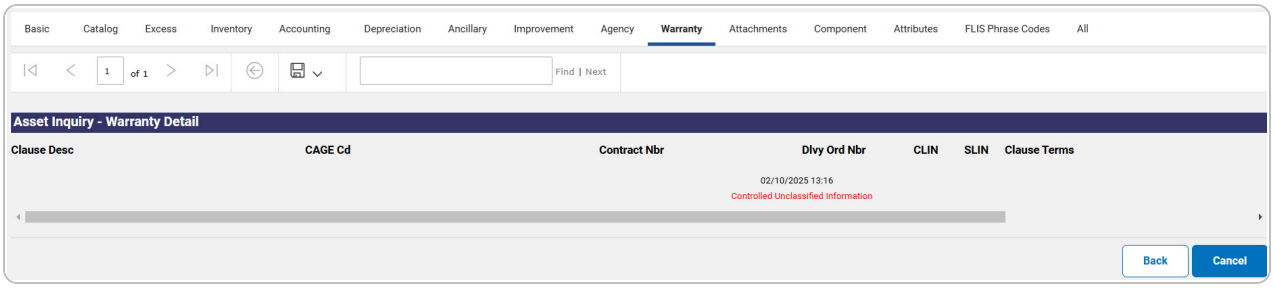
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## View the Asset By Acquisition Program 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.

   Select Cancel. *The* ***Asset By Acquisition Program Inquiry — Criteria*** *page appears*.
4. 

   OR

Select the Basic tab. *The* ***Asset By Acquisition Program Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset By Acquisition Program Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset By Acquisition Program Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset By Acquisition Program Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset By Acquisition Program Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset By Acquisition Program Inquiry Detail — Agency*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset By Acquisition Program Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The* ***Asset By Acquisition Program Inquiry Detail — Component*** *page appears*.

OR

Select the FLIS Phrase Codes tab. *The* ***Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes*** *page appears*.

OR

Select the All tab. *The* ***Asset By Acquisition Program Inquiry Detail — All*** *page appears*.

OR

Select Back. *The* ***Asset By Acquisition Program 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 By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Detail — All

- View the Asset By Acquisition Program Inquiry Transaction Status
- Export the Asset By Acquisition Program Inquiry Transaction Status

# View the Asset By Acquisition Program Inquiry Transaction Status

## Overview

The Asset By Acquisition Program Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset By Acquisition Program Inquiry Transaction Status page

## Page Fields

The following fields display on the **Asset By 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

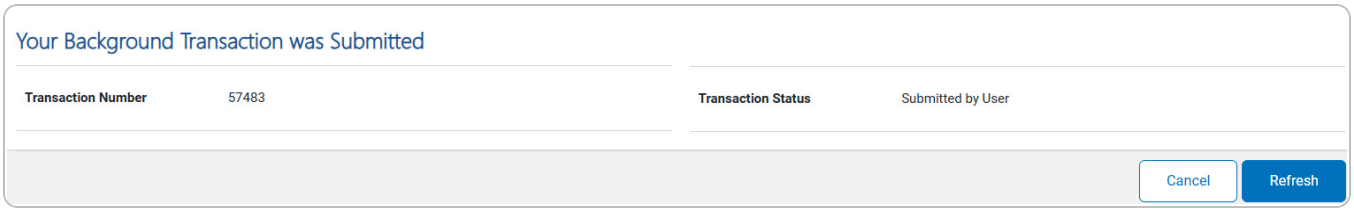
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

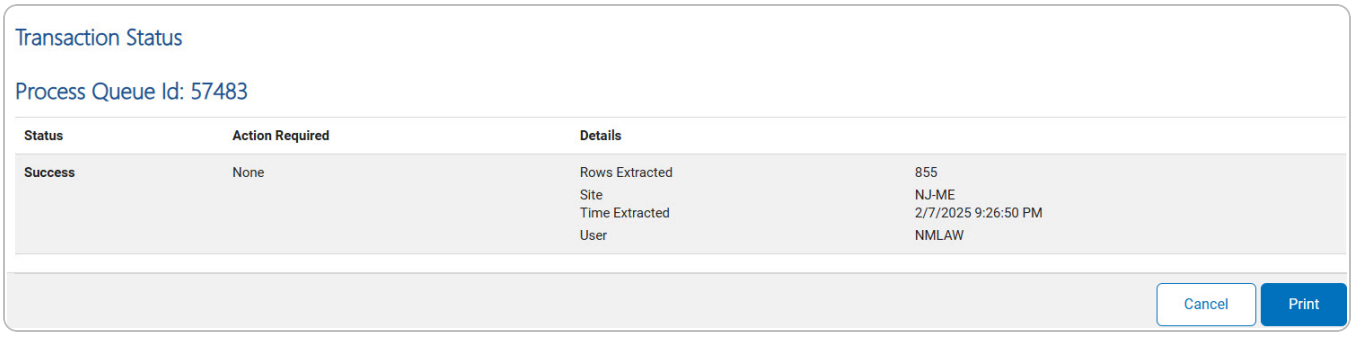
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## View the Asset By 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 Asset By Acquisition Program Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset By Acquisition Program Inquiry Search Criteria*** *page appears*.

## View the Asset By 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 **Asset By 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 Asset By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- Export the Asset By Acquisition Program Inquiry Transaction Status

# Export the Asset By Acquisition Program Inquiry Transaction Status

## Overview

The Asset By Acquisition Program Inquiry Transaction Status Export process provides the ability to save the report in different formats.

## Navigation

Inquiries > Asset Management > ASSET BY ACQ > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset By Acquisition Program Inquiry Transaction Status Export page

## Page Fields

The following fields display on the **Asset By 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. |

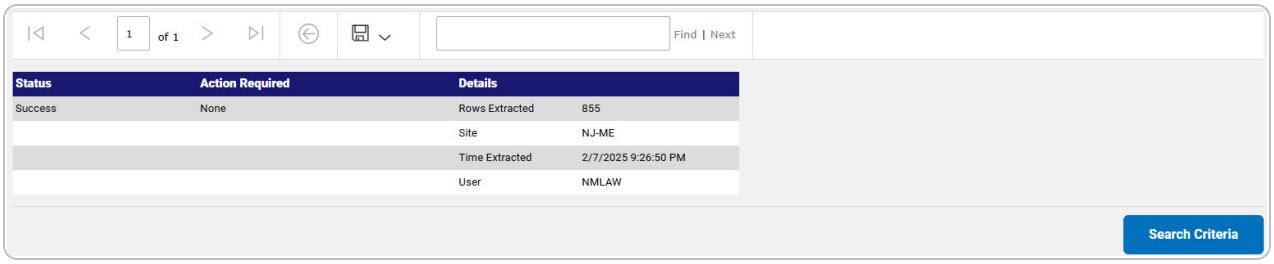
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset By 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 **Asset By 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 **Asset By Acquisition Program Inquiry Search Criteria** page appears.* |

# Related Topics

- Search for an Asset By Acquisition Program Inquiry — Criteria
- Search for an Asset By Acquisition Program Inquiry — Results
- Select Fields for the Asset By Acquisition Program Inquiry
- View the Asset By Acquisition Program Inquiry Detail — Basic
- View the Asset By Acquisition Program Inquiry Detail — Excess
- View the Asset By Acquisition Program Inquiry Detail — Catalog
- View the Asset By Acquisition Program Inquiry Detail — Inventory
- View the Asset By Acquisition Program Inquiry Detail — Accounting
- View the Asset By Acquisition Program Inquiry Detail — Depreciation
- View the Asset By Acquisition Program Inquiry Detail — Improvement
- View the Asset By Acquisition Program Inquiry Detail — Ancillary
- View the Asset By Acquisition Program Inquiry Detail — Agency
- View the Asset By Acquisition Program Inquiry Detail — Warranty
- View the Asset By Acquisition Program Inquiry Detail — Attachments
- View the Asset By Acquisition Program Inquiry Detail — Component
- View the Asset By Acquisition Program Inquiry Detail — Attribute
- View the Asset By Acquisition Program Inquiry Detail — FLIS Phrase Codes
- View the Asset By Acquisition Program Inquiry Transaction Status

# Search for an Asset Legacy History Inquiry — Criteria

## Overview

The Property Accountability module Asset Legacy History Inquiry process provides the ability to search for Asset Legacy History records.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Asset Legacy History Inquiry Search Criteria page

## Page Fields

The following fields display on the **Asset Legacy 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. |
| **24** | (*) Asterisk identifies mandatory fields. |
| **56** | Select "Like" from selection box for wildcard search. |
| **203** | Legacy date format must be YYYYMMDD. |

| | |
|---|---|
| **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

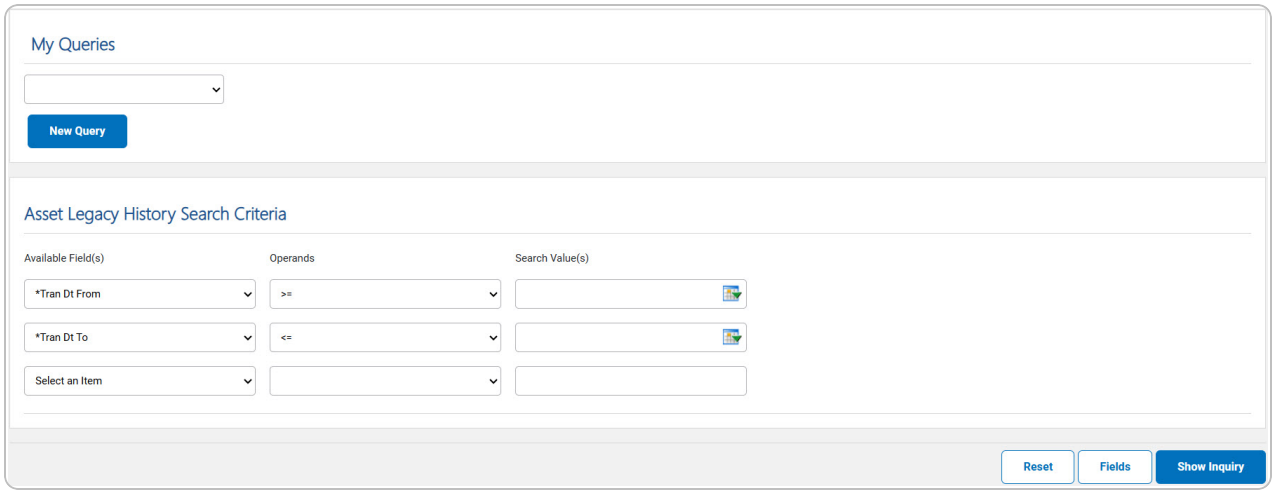
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an Asset Legacy 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.** *The first Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.*

   **B.** *The second Available Field(s) option (TRAN DT TO) 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 or enter the date (MM/DD/YYYY) in the field provided.

**B.** Use to select the second Search Value or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the third Search Value.

D. Repeat Step C to add additional search criteria.

**Remove an Available Field Row**

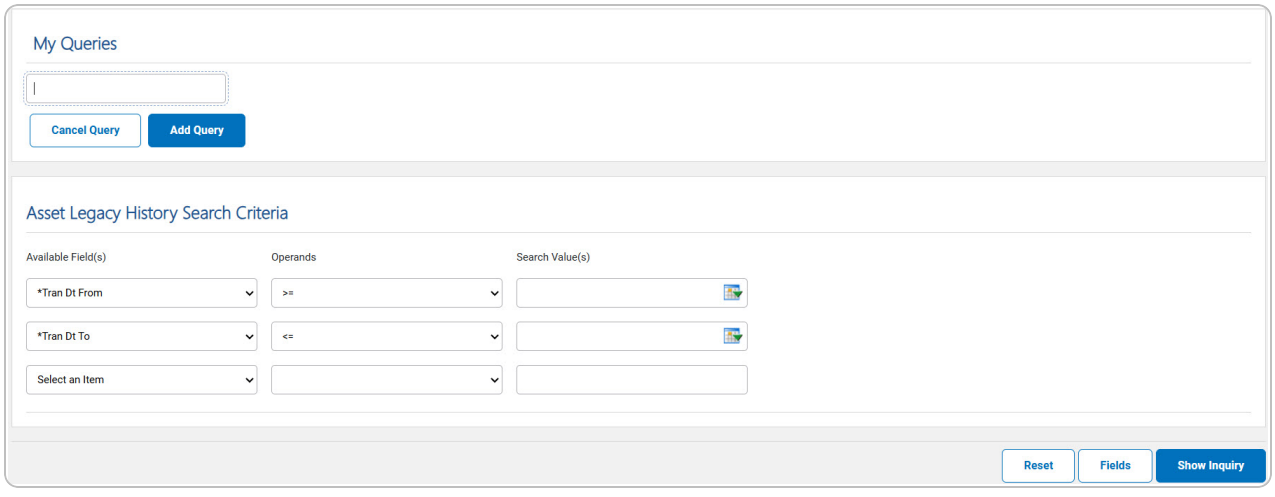
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Asset Legacy 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.*



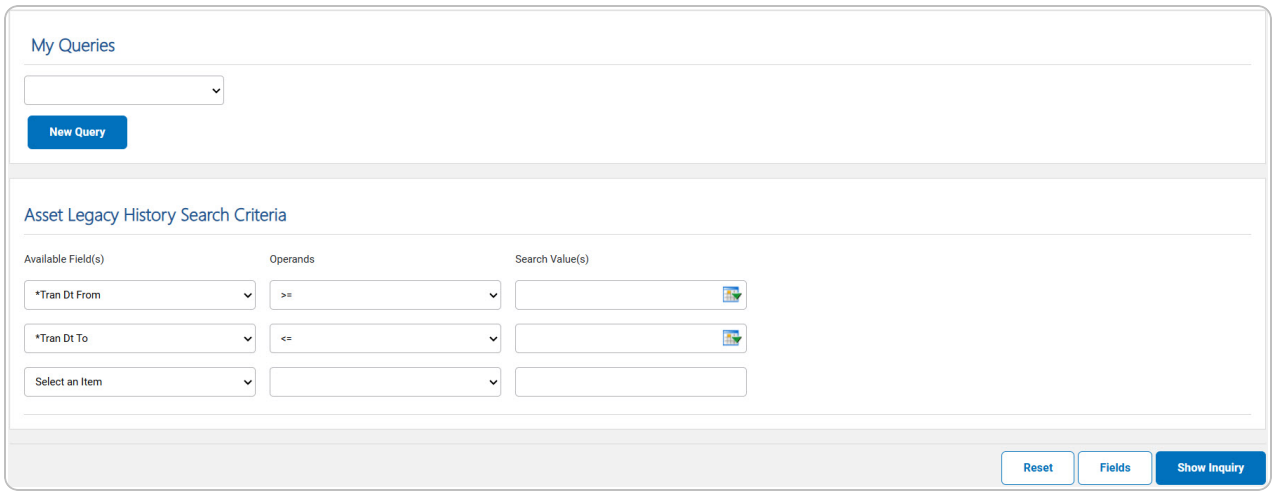
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Asset Legacy History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Asset Legacy 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.*



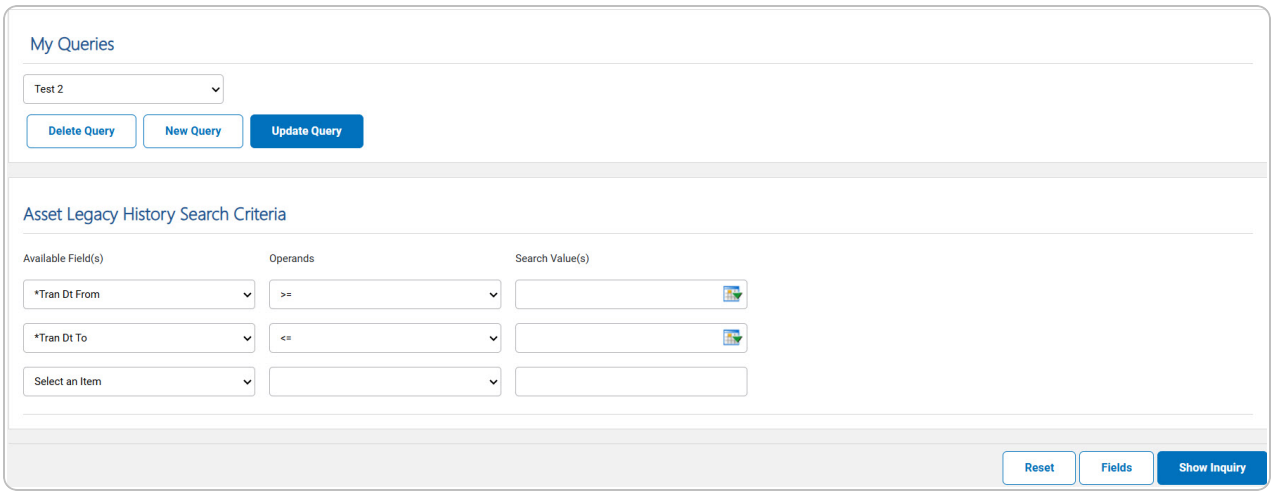

2. Select Fields. *The* ***Asset Legacy History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Asset Legacy 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.*



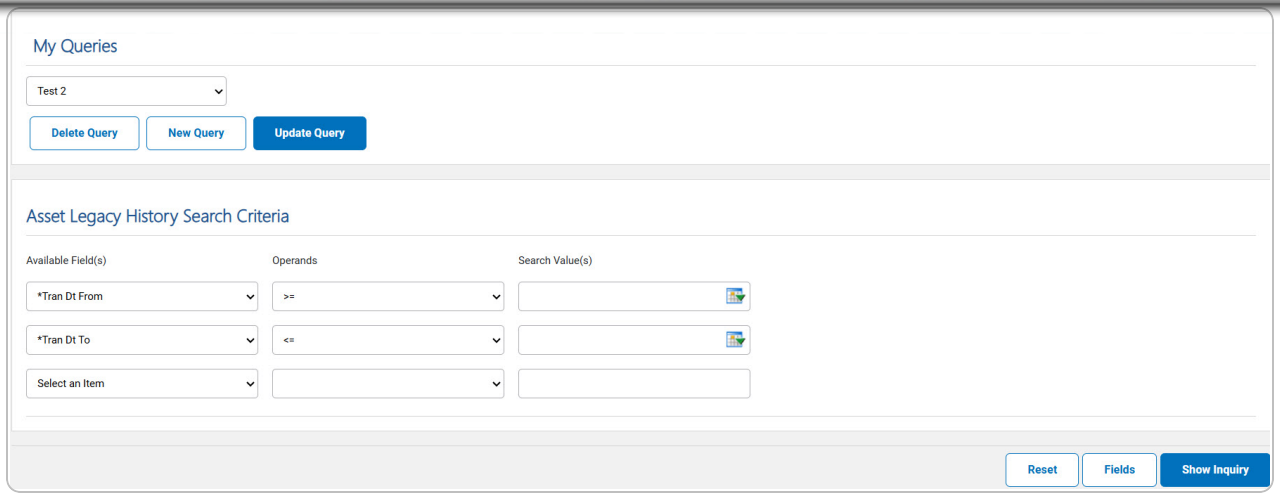

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***Asset Legacy History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry*. The* ***Asset Legacy 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 **Asset Legacy 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 an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# Search for an Asset Property Legacy History Inquiry — Results

## Overview

The Asset Property Legacy History Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Asset Legacy History Inquiry Search Results page

## Page Fields

The following fields display on the **Asset Legacy 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

Acct Rpt Nbr
Acq Cost
Acq Cost To
APPN
Asset Cd
Authn Doc Nbr
Bar Cd
Cptl Cd
Eff Dt
Fund Cd
Loc
Loc To
HRH Nbr
Nomen
Oblign Doc Nbr
Pgm Desc
Serial Nbr
Site Name

Stock Nbr
Sub HRH Nbr
Tran Dt From
LHAZ Time
UIC
User Id

**Optional**

ACC
ACC To
Accumd Deprn
Accumd Deprn To
Acq Cd
Acq Dt
Acq Dt To
ACRN
ACRN To
Action Cd
Activation Dt
Agency Cd
Agency Data Process
APPN To
Asset Cd To
Asset Sts Cd
Asset Sts Cd To
Authn Ctl Nbr To
Authn Ctl Nbr
Authn Doc Nbr To
Bar Cd To
Basic Symbol
Basic Symbol To
CLIN
CLIN To
Cmpn Acq Cost
Cmpn Acq Cost To
Cmpn Cost Cd
Cmpn Level
Cmpn Level To
Cmpn Qty
Cmpn Serial Nbr
Cmpn Stock Nbr
Cntr/PO Nbr
Cond Cd

Cond Cd To
Cost Center
Cptl Cd To
Deinstallation Cost
Deprn Job Order Nbr
Deprn Office
Deprn Period
Deprn Period To
Dept Cd
Dept Cd To
Designee Cd
Destn Id
Doc Nbr
Doc Nbr To
Eff Dt To
Excess Action
Excess Cond Cd
Excess Dt
Excess Remv Dt
Exp Cd
Expr Dt
Expr Dt To
Full Deprn Cd
Fund Cd To
Gain Loss Amt
HA Serial Nbr
HA Serial Nbr To
HA Stock Nbr
HA Stock Nbr To
Impv Cost
Installation Cost
IPE Nbr
IPE Nbr To
IT Device Cd
IT Owner Cd
IT Sys Id
IT Sys Id To
Job Order Nbr
Job Order Nbr To
Lo Le Cd
Lo Le Cd To
LOA
LOA To

Local Use
Local Use To
Lot Nbr
Lot Nbr To
HRH Nbr To
Mat Doc Nbr
Mat Item Nbr
Mfr Key Id
Mfr Key Id To
Mfr Yr
Mfr Yr To
Obj Class Cd
Object Class Cd To
Oblign Doc Nbr To
Official Id To
PBIC
PBIC To
Pgm Name
Pgm Yr
Pgm Yr To
Prior Deprn
Qty
Rcl Last Inv Dt/Tm
Rcl Last Inv Dt/Tm To
Remarks
Req Kit Qty
Residual Value
RIC
RIC Exempt
RIC Exempt To
RIC To
Sell Price
Serial Nbr To
Site Cd
Site Cd To
Site Id
Site Id To
SLIN
SLIN To
SPIIN To
Stock Nbr To
Sub Head
Sub Head To

Sub HRH Nbr To
Sub Loc
Sub Loc To
Sys Id
Sys Id To
Task Cd
Task Cd
Task Cd To
TDA Para Nbr
TDA Para Nbr To
Trading Partner Nbr
Trading Partner Nbr To
Transfer Cd
Transfer Type Cd
Transfer Type Cd To
Trnsp Cost
Type Asset Cd
Type Fund Id
UIC To
UID
UID To
Yr Svc Life
Yr Svc Life 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. |

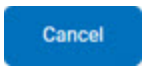
# Procedures

**ELMS Navigation Helpful Tips**

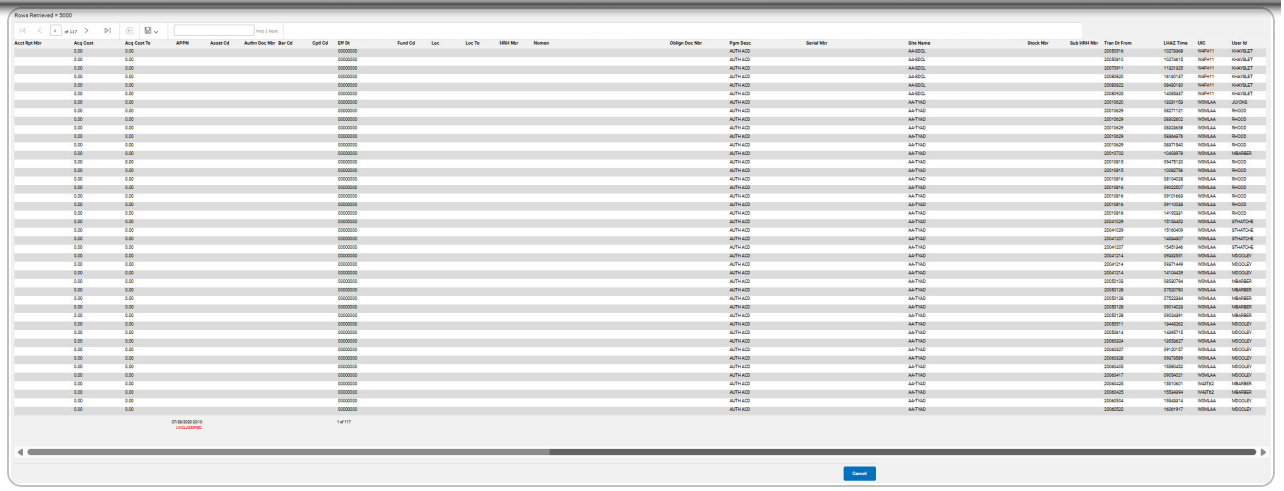


Click the following link to display PA Navigation Tips.

## Export the Asset Legacy History 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 Legacy History Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Asset Legacy 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 Asset Legacy History Inquiry Detail

Select the desired ACCT RPT NBR row. *The **Asset Legacy History 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 Asset Legacy History Inquiry — Criteria
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# Select Fields for the Asset Legacy History Inquiry

## Overview

The Asset Legacy 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 > Asset Management > Asset Legacy History > Search Criteria > Fields > Asset Legacy History Inquiry Fields Selection page

## Page Fields

The following fields display on the **Asset Legacy 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

Acct Rpt Nbr
Acq Cost
Acq Cost To
APPN
Asset Cd
Authn Doc Nbr
Bar Cd
Cptl Cd
Eff Dt
Fund Cd
Loc
Loc To

HRH Nbr
Nomen
Oblign Doc Nbr
Pgm Desc
Serial Nbr
Site Name
Stock Nbr
Sub HRH Nbr
Tran Dt From
LHAZ Time
UIC
User Id

**Optional**

ACC
ACC To
Accumd Deprn
Accumd Deprn To
Acq Cd
Acq Dt
Acq Dt To
ACRN
ACRN To
Action Cd
Activation Dt
Agency Cd
Agency Data Process
APPN To
Asset Cd To
Asset Sts Cd
Asset Sts Cd To
Authn Ctl Nbr To
Authn Ctl Nbr
Authn Doc Nbr To
Bar Cd To
Basic Symbol
Basic Symbol To
CLIN
CLIN To
Cmpn Acq Cost
Cmpn Acq Cost To
Cmpn Cost Cd
Cmpn Level

Cmpn Level To
Cmpn Qty
Cmpn Serial Nbr
Cmpn Stock Nbr
Cntr/PO Nbr
Cond Cd
Cond Cd To
Cost Center
Cptl Cd To
Deinstallation Cost
Deprn Job Order Nbr
Deprn Office
Deprn Period
Deprn Period To
Dept Cd
Dept Cd To
Designee Cd
Destn Id
Doc Nbr
Doc Nbr To
Eff Dt To
Excess Action
Excess Cond Cd
Excess Dt
Excess Remv Dt
Exp Cd
Expr Dt
Expr Dt To
Full Deprn Cd
Fund Cd To
Gain Loss Amt
HA Serial Nbr
HA Serial Nbr To
HA Stock Nbr
HA Stock Nbr To
Impv Cost
Installation Cost
IPE Nbr
IPE Nbr To
IT Device Cd
IT Owner Cd
IT Sys Id
IT Sys Id To

Job Order Nbr
Job Order Nbr To
Lo Le Cd
Lo Le Cd To
LOA
LOA To
Local Use
Local Use To
Lot Nbr
Lot Nbr To
HRH Nbr To
Mat Doc Nbr
Mat Item Nbr
Mfr Key Id
Mfr Key Id To
Mfr Yr
Mfr Yr To
Obj Class Cd
Object Class Cd To
Oblign Doc Nbr To
Official Id To
PBIC
PBIC To
Pgm Name
Pgm Yr
Pgm Yr To
Prior Deprn
Qty
Rcl Last Inv Dt/Tm
Rcl Last Inv Dt/Tm To
Remarks
Req Kit Qty
Residual Value
RIC
RIC Exempt
RIC Exempt To
RIC To
Sell Price
Serial Nbr To
Site Cd
Site Cd To
Site Id
Site Id To

SLIN
SLIN To
SPIIN To
Stock Nbr To
Sub Head
Sub Head To
Sub HRH Nbr To
Sub Loc
Sub Loc To
Sys Id
Sys Id To
Task Cd
Task Cd
Task Cd To
TDA Para Nbr
TDA Para Nbr To
Trading Partner Nbr
Trading Partner Nbr To
Transfer Cd
Transfer Type Cd
Transfer Type Cd To
Trnsp Cost
Type Asset Cd
Type Fund Id
UIC To
UID
UID To
Yr Svc Life
Yr Svc Life To

# Procedures

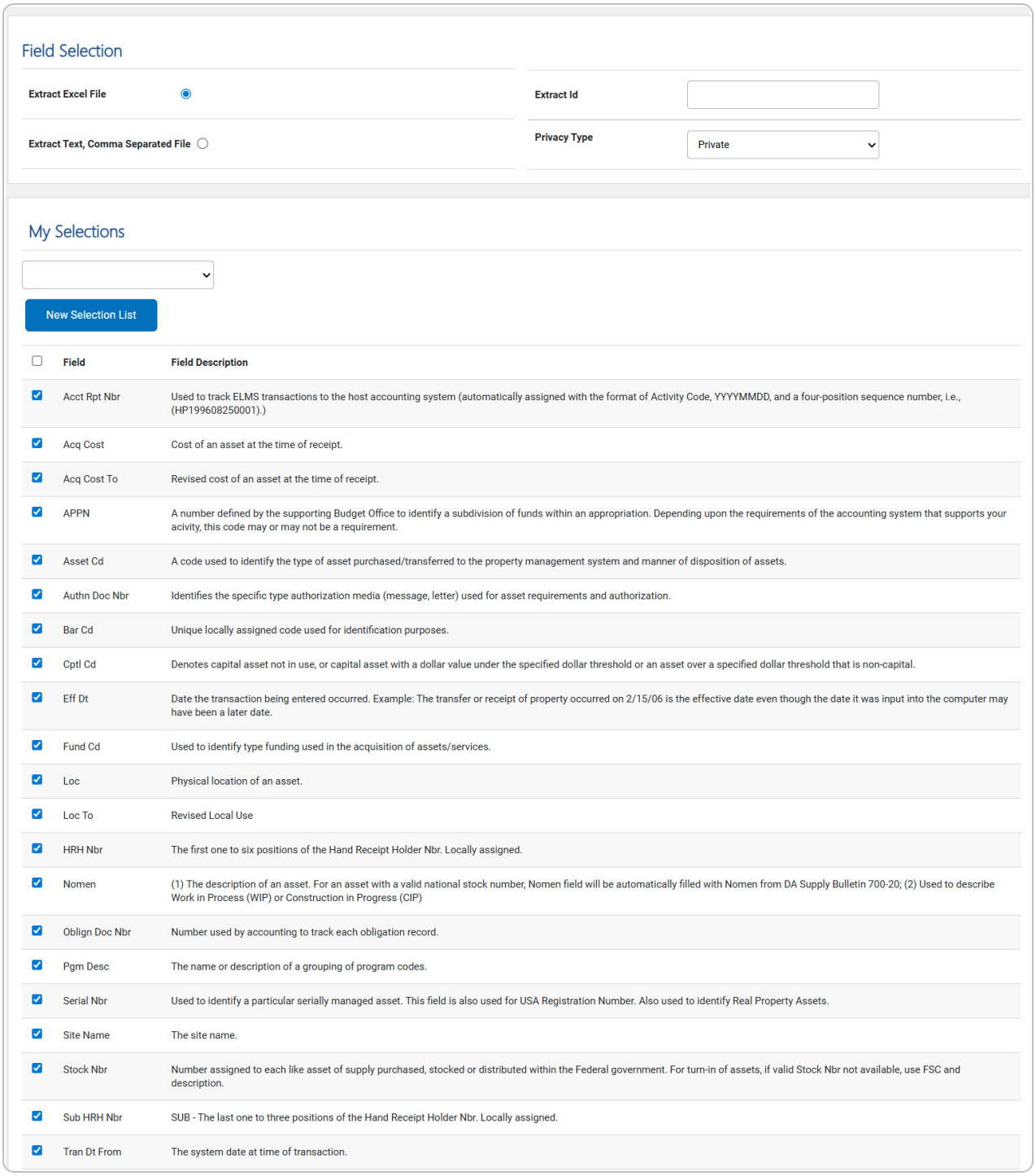
**ELMS Navigation Helpful Tips**

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 Legacy History 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 |
|---|---|---|
| ☑ | Acct Rpt Nbr | Used to track ELMS transactions to the host accounting system (automatically assigned with the format of Activity Code, YYYYMMDD, and a four-position sequence number, i.e., (HP199608250001).) |
| ☑ | Acq Cost | Cost of an asset at the time of receipt. |
| ☑ | Acq Cost To | Revised cost of an asset at the time of receipt. |
| ☑ | APPN | A number defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your acivity, this code may or may not be a requirement. |
| ☑ | Asset Cd | A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets. |
| ☑ | Authn Doc Nbr | Identifies the specific type authorization media (message, letter) used for asset requirements and authorization. |
| ☑ | Bar Cd | Unique locally assigned code used for identification purposes. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | Fund Cd | Used to identify type funding used in the acquisition of assets/services. |
| ☑ | Loc | Physical location of an asset. |
| ☑ | Loc To | Revised Local Use |
| ☑ | HRH Nbr | The first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☑ | Nomen | (1) The description of an asset. For an asset with a valid national stock number, Nomen field will be automatically filled with Nomen from DA Supply Bulletin 700-20; (2) Used to describe Work in Process (WIP) or Construction in Progress (CIP) |
| ☑ | Oblign Doc Nbr | Number used by accounting to track each obligation record. |
| ☑ | Pgm Desc | The name or description of a grouping of program codes. |
| ☑ | 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 Name | The site name. |
| ☑ | 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 Nbr not available, use FSC and description. |
| ☑ | Sub HRH Nbr | SUB - The last one to three positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☑ | Tran Dt From | The system date at time of transaction. |

| | | |
|---|---|---|
| ☑ | LHAZ Time | The system time of the transaction posted to the Transaction History Table. |
| ☑ | 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. |
| ☑ | User Id | Identification number used by system user to gain access to the system. |
| ☐ | ACC | Identifies the accounting class of assets. |
| ☐ | ACC To | Revised code that identifies the accounting class of assets. |
| ☐ | Accumd Deprn | Revised total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset. |
| ☐ | Accumd Deprn To | Revised Accumd Deprn |
| ☐ | Acq Cd | Indicates how the asset was acquired. |
| ☐ | Acq Dt | The fund approval/obligation date |
| ☐ | Acq Dt To | Revised Acquisition Dt |
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | ACRN To | Revised Accounting Classification Reference Number. |
| ☐ | Action Cd | Represents the type of action taken personal property or real property. |
| ☐ | Activation Dt | The date a Serial Asset was put into use. |
| ☐ | Agency Cd | Indicates the agency code and name. |
| ☐ | Agency Data Process | Assigned by the reporting agency focal point. This code must be unique within a Unit or Agency to identify a specific organization that manages or controls automation equipment. |
| ☐ | APPN To | Revised number defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your acivity, this code may or may not be a requirement. |
| ☐ | Asset Cd To | Revised 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. |
| ☐ | Asset Sts Cd To | A revised code used to keep track of the status of an asset. |
| ☐ | Auth Ctl Nbr To | Revised Auth Ctl Nbr |
| ☐ | Authn Ctl Nbr | System generated number assigned to relate authorization data to actual hand receipt quantities. |
| ☐ | Authn Doc Nbr To | Revised Authn Doc Nbr |
| ☐ | Bar Cd To | Revised unique locally assigned code used for identification purposes |
| ☐ | Basic Symbol | A four digit number that identifies the type of funds being used. |
| ☐ | Basic Symbol To | A revised 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. |
| ☐ | CLIN To | Revised Contract Line Item Number. |
| ☐ | Cmpn Acq Cost | Cost of a component asset at the time of receipt. |
| ☐ | Cmpn Acq Cost To | Revised Component Acq Cost |
| ☐ | Cmpn Cost Cd | Indicates whether the cost of a component has been included in its end item cost. |
| ☐ | Cmpn Level | A system-generated code used to identify the various levels of components within an assemblage. |
| ☐ | Cmpn Level To | Revised system-generated code used to identify the various levels of components within an assemblage. |
| ☐ | Cmpn Qty | Number of components a particular end item contains. |
| ☐ | Cmpn Serial Nbr | The serial number of the component. |
| ☐ | Cmpn Stock Nbr | The stock number of the component. |
| ☐ | 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. |
| ☐ | Cond Cd To | A revised code 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. |
| ☐ | Cost Center | Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced. |
| ☐ | Cptl Cd To | A revised code that denotes a capital asset |
| ☐ | Deinstallation Cost | Cost of dismantling an asset from the place and the configuration in which it was used. |
| ☐ | Deprn Job Order Nbr | Job order number where the depreciation expense is charged. |
| ☐ | Deprn Office | Cost Control Number/Office 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 Period To | Revised Deprn Period |
| ☐ | Dept Cd | A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.) |
| ☐ | Dept Cd To | Revised Dept Cd. |
| ☐ | Designee Cd | The designee code indicating where the excess equipment is being transferred to. |
| ☐ | Destn Id | User defined field that identifies the destination of a turned-in asset. This field will generally be an organizations acronym, i.e., Defense Logistics Agency may be shown as DLA. |
| ☐ | 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. For reversal actions, enter the Doc Nbr on the history record for the original increase/decrease |
| ☐ | Doc Nbr To | A revised code that identifies the specific type authorization media (message, letter) used for asset requirements and authorization. |
| ☐ | Eff Dt To | Revised 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. |
| ☐ | Excess Action | 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 Cond Cd | Indicates the action being taken for the excess asset. If asset is ADP reportable, a two position ADP Condition Code is required. For non-ADP assets, a one-position condition code (See Cond Cd) is required. |
| ☐ | Excess Dt | Date an asset is documented as excess. |
| ☐ | Excess Remv Dt | Date an asset is withdrawn from excess. |
| ☐ | Exp Cd | Code that identifies whether depreciation should be considered (funded or unfunded). |
| ☐ | 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. |
| ☐ | Expr Dt To | A revised code where the date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends. |
| ☐ | Full Deprn Cd | A code to indicate a serial asset is fully depreciated. |
| ☐ | Fund Cd To | Revised Code used to identify type funding used in the acquisition of assets/services. |
| ☐ | Gain Loss Amt | Will record the amount of Loss or Gain taken on a Transaction |
| ☐ | HA Serial Nbr | This field represents the serial number of a higher assemblage to the component. |
| ☐ | HA Serial Nbr To | Revised code that represents the serial number of a higher assemblage to the component. |
| ☐ | HA Stock Nbr | This field represents the stock number of a higher assemblage to the component. |
| ☐ | HA Stock Nbr To | Revised code that represents the stock number of a higher assemblage to the component. |
| ☐ | Impv Cost | Total cost of improving serial asset which will extend the useful life of the asset. |
| ☐ | Installation Cost | Cost of installing an asset in the place and in the configuration which it will be used. |

| | | |
|---|---|---|
| ☐ | IPE Nbr | Unique number assigned by the Defense Industrial Plant Equipment Center in response to a request by an activity for the asset. This only applies to items with FSC of 3400 costing $5,000.00. No longer used for new receipts. |
| ☐ | IPE Nbr To | Revised unique number assigned by the Defense Industrial Plant Equipment Center in response to a request by an activity for the asset. This only applies to items with FSC of 3400 costing $5,000.00. No longer used for new receipts. |
| ☐ | IT Device Cd | Indicates a particular type of IT Asset. |
| ☐ | IT Owner Cd | Indicates the ownership classification of the equipment. |
| ☐ | IT Sys Id | A user defined system number used to identify designated system configuration within a Defense Reporting Activity. The assigned number should not be duplicated within a DRA. (Refer to DRA Cd.) |
| ☐ | IT Sys Id To | A revised user defined system number used to identify designated system configuration within a Defense Reporting Activity. The assigned number should not be duplicated within a DRA. (Refer to DRA Cd.) |
| ☐ | Job Order Nbr | Number used to track costs against an asset. |
| ☐ | Job Order Nbr To | Revised Job Order Nbr. |
| ☐ | Lo Le Cd | Indicates the loan/lease status of a particular asset. |
| ☐ | Lo Le Cd To | Revised code that indicates the loan/lease status of a particular asset. |
| ☐ | LOA | Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | LOA To | Revised code that identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | Local Use | Comment field reserved for use by each activity. |
| ☐ | Local Use To | Revised comment field reserved for use by each activity. |
| ☐ | Lot Nbr | Manufacturer assigned number that identifies items produced on the same production run. |
| ☐ | Lot Nbr To | A revised manufacturer assigned number that identifies items produced on the same production run. |
| ☐ | HRH Nbr To | A revised code that represents the first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☐ | Mat Doc Nbr | ELMS 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. |
| ☐ | Mat Item Nbr | ELMS assigned number to an item being reported as excess to DISA. Number appears on DISA disposition document. |
| ☐ | Mfr Key Id | Unique key in manufacturer name sequence identifying manufacturer data for a specific stock number residing on the Manufacturers Model/Part Number Table (LHAC). Use Manufacturers Part Number Add/Change/Delete process to establish a manufacturer key. |
| ☐ | Mfr Key Id To | A revised unique key in manufacturer name sequence identifying manufacturer data for a specific stock number residing on the Manufacturers Model/Part Number Table (LHAC). Use Manufacturers Part Number Add/Change/Delete process to establish a manufacturer key. |
| ☐ | Mfr Yr | Year an asset was manufactured/built/improved. |
| ☐ | Mfr Yr To | The revised 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. |
| ☐ | Object Class Cd To | Revised Object Class Code. |

| | | |
|---|---|---|
| ☐ | Oblign Doc Nbr To | Revised number used by accounting to track each obligation record. |
| ☐ | Official Id To | Revised name of the office where the Major Custodian is located |
| ☐ | PBIC | A code that identifies the type of property contained in a property book (i.e., I = installation, O = organizational). |
| ☐ | PBIC To | Revised code that identifies the type of property contained in a property book (i.e., I = installation, O = organizational). |
| ☐ | Pgm Name | Unique software identification. |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | Pgm Yr To | Revised Program Yr |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | Qty | Quantity of transaction. |
| ☐ | Rcl Last Inv Dt/Tm | The date of the last reconciled official inventory of the asset. |
| ☐ | Rcl Last Inv Dt/Tm To | Revised date of the last reconciled official inventory of the asset. |
| ☐ | Remarks | A text field available to record local information/reason for change to record. |
| ☐ | Req Kit Qty | Authorized quantity of a particular asset within a set or kit assemblage. |
| ☐ | Residual Value | 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. |
| ☐ | RIC | A code assigned to items that identifies the level of reporting. |
| ☐ | RIC Exempt | Identifies assets that are exempt from reporting to UIT. |
| ☐ | RIC Exempt To | Revised code that identifies assets that are exempt from reporting to UIT. |
| ☐ | RIC To | Revised code assigned to items that identifies the level of reporting. |
| ☐ | Sell Price | Field to show the amount an asset has been sold for. |
| ☐ | Serial Nbr To | Revised Serial Nbr. |
| ☐ | Site Cd | Identifies physical location of stored equipment. |
| ☐ | Site Cd To | Revised code that identifies physical location of stored equipment. |
| ☐ | Site Id | Identifies a unique activity database within ELMS. |
| ☐ | Site Id To | Revised Site Identification |
| ☐ | SLIN | Two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items. |
| ☐ | SLIN To | Revised two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items. |
| ☐ | SPIIN | Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract. |

| | | |
|---|---|---|
| ☐ | SPIIN To | Revised four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract. |
| ☐ | Stock Nbr To | Revised 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 Head | A four digit suffix to the Basic Symbol that identifies a subdivision of funds. |
| ☐ | Sub Head To | Revised four digit suffix to the Basic Symbol that identifies a subdivision of funds. |
| ☐ | Sub HRH Nbr To | Revised first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☐ | Sub Loc | A more specific description of the physical location of an asset within its Location. |
| ☐ | Sub Loc To | Revised more specific description of the physical location of an asset within its Location. |
| ☐ | Sys Id | Used to tie various end items and components together into a system. |
| ☐ | Sys Id To | Revised code 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 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 Cd To | Revised code that 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. |
| ☐ | TDA Para Nbr | Identifies a specific organization within a specific Unit Identification Code (UIC). |
| ☐ | TDA Para Nbr To | Revised code that identifies a specific organization within a specific Unit Identification Code (UIC). |
| ☐ | Trading Partner Nbr | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Trading Partner Nbr To | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Transfer Cd | User defined codes for the categories of disposal for assets (i.e. M = Mission, CRU = Community Re-use). |
| ☐ | Transfer Type Cd | Code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Transfer Type Cd To | Revised code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Trnsp Cost | Cost of transporting assets from the shipment point to the destination point. |
| ☐ | Type Asset Cd | Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset. |
| ☐ | Type Fund Id | A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF). |
| ☐ | UIC TO | Revised 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 |
| ☐ | UID | The Unique Identifier that ensures uniqueness of items that are listed in the registry. |
| ☐ | UID To | Revised Unique Identifier that ensures uniqueness of items that are listed in the registry. |
| ☐ | Yr Svc Life | Number of years of recommended service life based upon applicable directives. |
| ☐ | Yr Svc Life To | Revised 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**

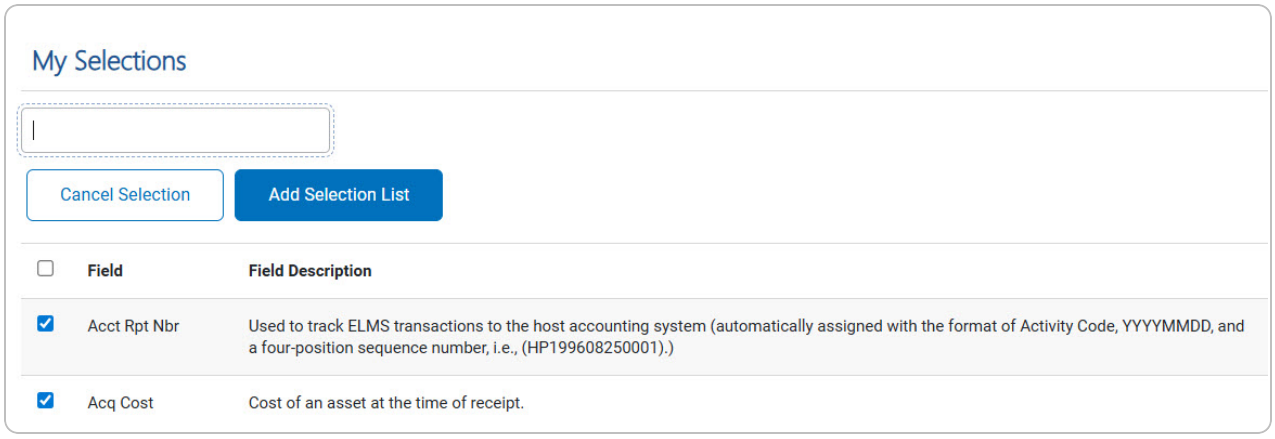
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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**.

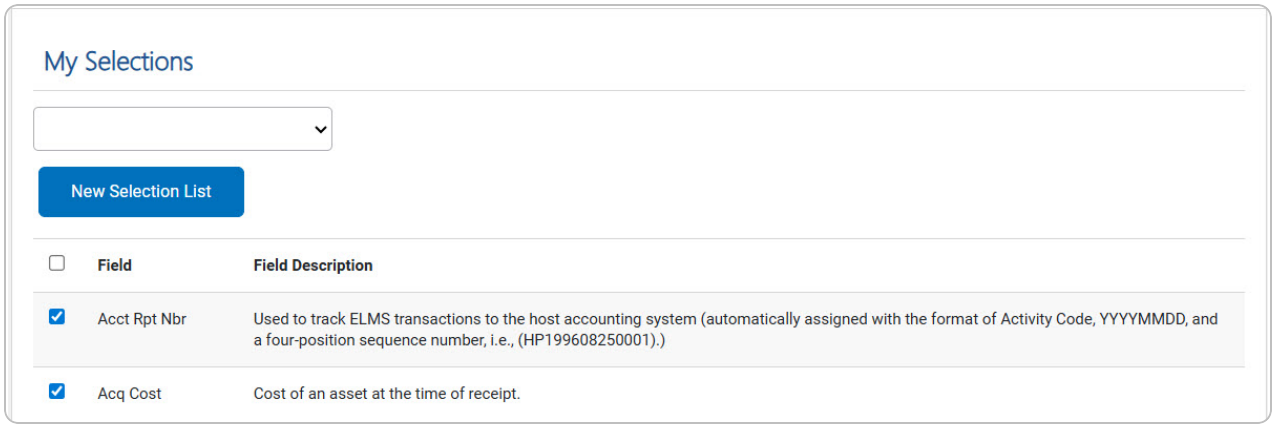
Select Show Inquiry for small volumes of data. *The **Asset Legacy History Inquiry — Results** page appears.*

5. **OR**

Select Submit for large volumes of data. *The **Asset Legacy 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.*

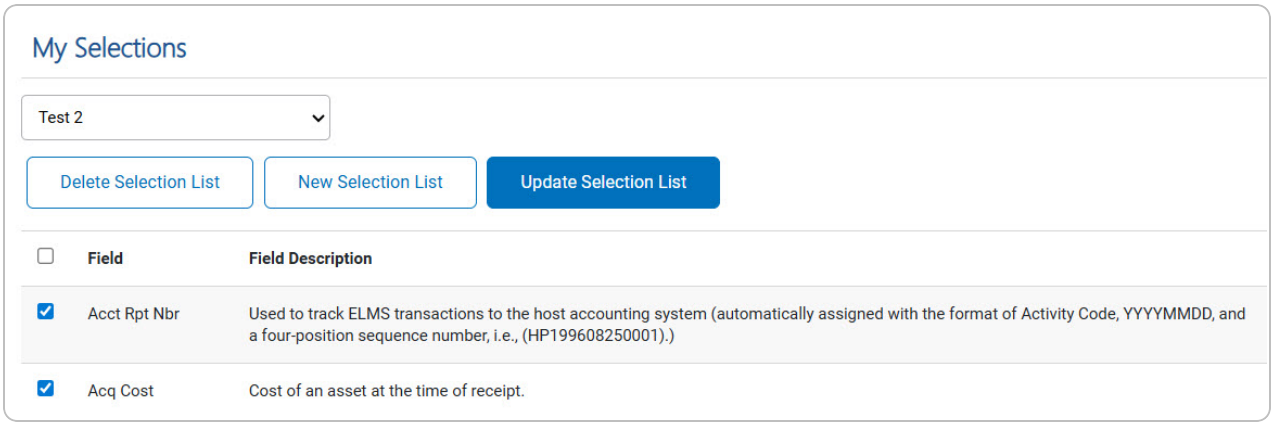
Select Show Inquiry for small volumes of data. *The **Asset Legacy History Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset Legacy 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.



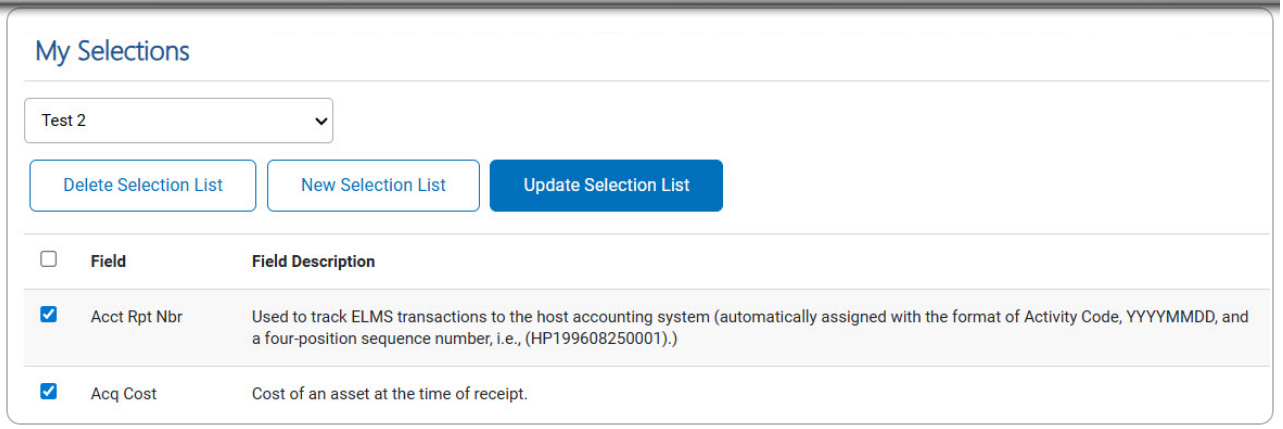

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Asset Legacy History Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Asset Legacy 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.

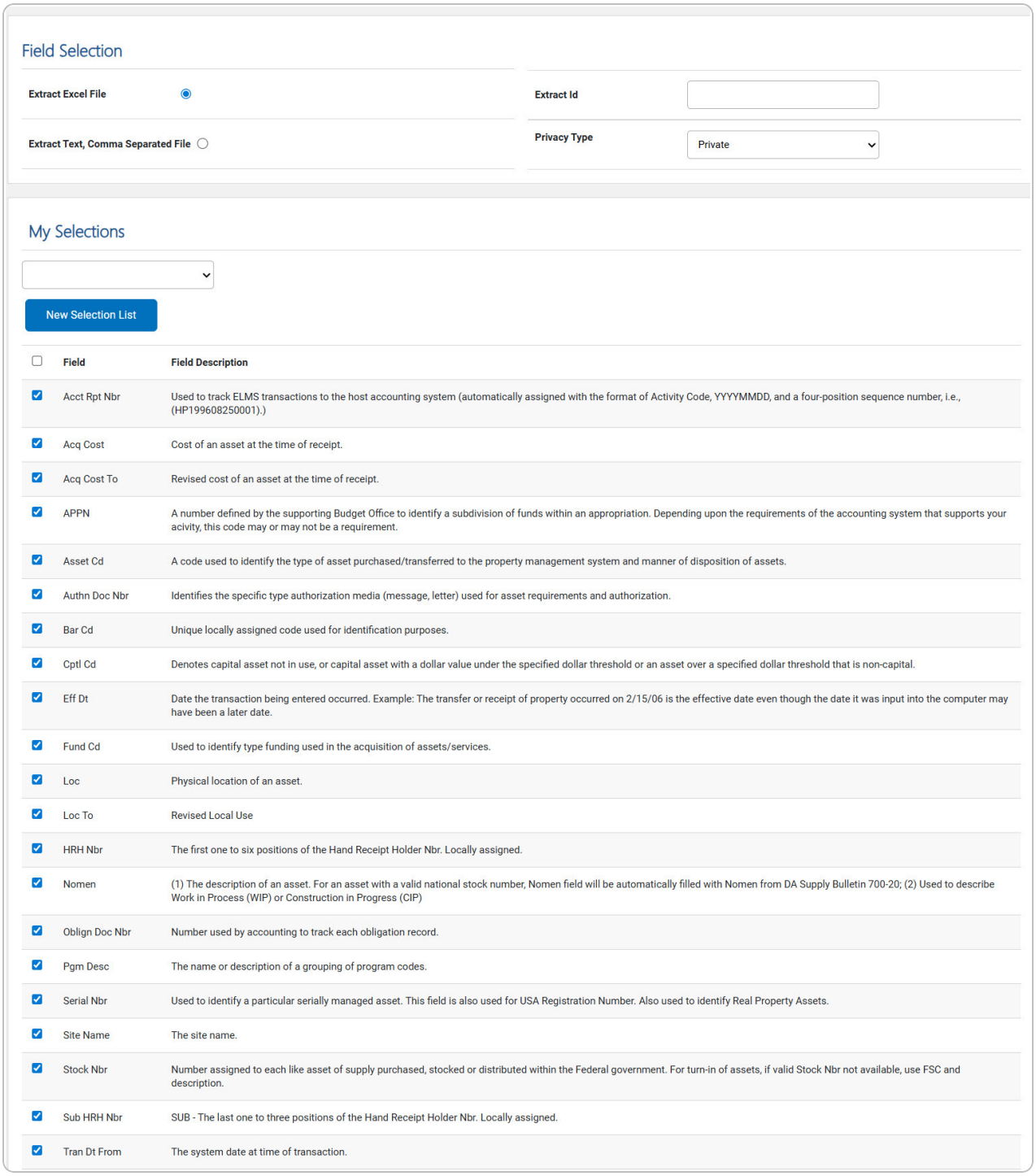



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 **Asset Legacy History 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 |
|---|---|---|
| ☑ | Acct Rpt Nbr | Used to track ELMS transactions to the host accounting system (automatically assigned with the format of Activity Code, YYYYMMDD, and a four-position sequence number, i.e., (HP199608250001).) |
| ☑ | Acq Cost | Cost of an asset at the time of receipt. |
| ☑ | Acq Cost To | Revised cost of an asset at the time of receipt. |
| ☑ | APPN | A number defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your acivity, this code may or may not be a requirement. |
| ☑ | Asset Cd | A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets. |
| ☑ | Authn Doc Nbr | Identifies the specific type authorization media (message, letter) used for asset requirements and authorization. |
| ☑ | Bar Cd | Unique locally assigned code used for identification purposes. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | Fund Cd | Used to identify type funding used in the acquisition of assets/services. |
| ☑ | Loc | Physical location of an asset. |
| ☑ | Loc To | Revised Local Use |
| ☑ | HRH Nbr | The first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☑ | Nomen | (1) The description of an asset. For an asset with a valid national stock number, Nomen field will be automatically filled with Nomen from DA Supply Bulletin 700-20; (2) Used to describe Work in Process (WIP) or Construction in Progress (CIP) |
| ☑ | Oblign Doc Nbr | Number used by accounting to track each obligation record. |
| ☑ | Pgm Desc | The name or description of a grouping of program codes. |
| ☑ | 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 Name | The site name. |
| ☑ | 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 Nbr not available, use FSC and description. |
| ☑ | Sub HRH Nbr | SUB - The last one to three positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☑ | Tran Dt From | The system date at time of transaction. |

| | | |
|---|---|---|
| ☑ | LHAZ Time | The system time of the transaction posted to the Transaction History Table. |
| ☑ | 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. |
| ☑ | User Id | Identification number used by system user to gain access to the system. |
| ☐ | ACC | Identifies the accounting class of assets. |
| ☐ | ACC To | Revised code that identifies the accounting class of assets. |
| ☐ | Accumd Deprn | Revised total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset. |
| ☐ | Accumd Deprn To | Revised Accumd Deprn |
| ☐ | Acq Cd | Indicates how the asset was acquired. |
| ☐ | Acq Dt | The fund approval/obligation date |
| ☐ | Acq Dt To | Revised Acquisition Dt |
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | ACRN To | Revised Accounting Classification Reference Number. |
| ☐ | Action Cd | Represents the type of action taken personal property or real property. |
| ☐ | Activation Dt | The date a Serial Asset was put into use. |
| ☐ | Agency Cd | Indicates the agency code and name. |
| ☐ | Agency Data Process | Assigned by the reporting agency focal point. This code must be unique within a Unit or Agency to identify a specific organization that manages or controls automation equipment. |
| ☐ | APPN To | Revised number defined by the supporting Budget Office to identify a subdivision of funds within an appropriation. Depending upon the requirements of the accounting system that supports your acivity, this code may or may not be a requirement. |
| ☐ | Asset Cd To | Revised 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. |
| ☐ | Asset Sts Cd To | A revised code used to keep track of the status of an asset. |
| ☐ | Auth Ctl Nbr To | Revised Auth Ctl Nbr |
| ☐ | Authn Ctl Nbr | System generated number assigned to relate authorization data to actual hand receipt quantities. |
| ☐ | Authn Doc Nbr To | Revised Authn Doc Nbr |
| ☐ | Bar Cd To | Revised unique locally assigned code used for identification purposes |
| ☐ | Basic Symbol | A four digit number that identifies the type of funds being used. |
| ☐ | Basic Symbol To | A revised 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. |
| ☐ | CLIN To | Revised Contract Line Item Number. |
| ☐ | Cmpn Acq Cost | Cost of a component asset at the time of receipt. |
| ☐ | Cmpn Acq Cost To | Revised Component Acq Cost |
| ☐ | Cmpn Cost Cd | Indicates whether the cost of a component has been included in its end item cost. |
| ☐ | Cmpn Level | A system-generated code used to identify the various levels of components within an assemblage. |
| ☐ | Cmpn Level To | Revised system-generated code used to identify the various levels of components within an assemblage. |
| ☐ | Cmpn Qty | Number of components a particular end item contains. |
| ☐ | Cmpn Serial Nbr | The serial number of the component. |
| ☐ | Cmpn Stock Nbr | The stock number of the component. |
| ☐ | 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. |
| ☐ | Cond Cd To | A revised code 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. |
| ☐ | Cost Center | Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced. |
| ☐ | Cptl Cd To | A revised code that denotes a capital asset |
| ☐ | Deinstallation Cost | Cost of dismantling an asset from the place and the configuration in which it was used. |
| ☐ | Deprn Job Order Nbr | Job order number where the depreciation expense is charged. |
| ☐ | Deprn Office | Cost Control Number/Office 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 Period To | Revised Deprn Period |
| ☐ | Dept Cd | A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.) |
| ☐ | Dept Cd To | Revised Dept Cd. |
| ☐ | Designee Cd | The designee code indicating where the excess equipment is being transferred to. |
| ☐ | Destn Id | User defined field that identifies the destination of a turned-in asset. This field will generally be an organizations acronym, i.e., Defense Logistics Agency may be shown as DLA. |
| ☐ | 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. For reversal actions, enter the Doc Nbr on the history record for the original increase/decrease |
| ☐ | Doc Nbr To | A revised code that identifies the specific type authorization media (message, letter) used for asset requirements and authorization. |
| ☐ | Eff Dt To | Revised 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. |
| ☐ | Excess Action | 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 Cond Cd | Indicates the action being taken for the excess asset. If asset is ADP reportable, a two position ADP Condition Code is required. For non-ADP assets, a one-position condition code (See Cond Cd) is required. |
| ☐ | Excess Dt | Date an asset is documented as excess. |
| ☐ | Excess Remv Dt | Date an asset is withdrawn from excess. |
| ☐ | Exp Cd | Code that identifies whether depreciation should be considered (funded or unfunded). |
| ☐ | 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. |
| ☐ | Expr Dt To | A revised code where the date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends. |
| ☐ | Full Deprn Cd | A code to indicate a serial asset is fully depreciated. |
| ☐ | Fund Cd To | Revised Code used to identify type funding used in the acquisition of assets/services. |
| ☐ | Gain Loss Amt | Will record the amount of Loss or Gain taken on a Transaction |
| ☐ | HA Serial Nbr | This field represents the serial number of a higher assemblage to the component. |
| ☐ | HA Serial Nbr To | Revised code that represents the serial number of a higher assemblage to the component. |
| ☐ | HA Stock Nbr | This field represents the stock number of a higher assemblage to the component. |
| ☐ | HA Stock Nbr To | Revised code that represents the stock number of a higher assemblage to the component. |
| ☐ | Impv Cost | Total cost of improving serial asset which will extend the useful life of the asset. |
| ☐ | Installation Cost | Cost of installing an asset in the place and in the configuration which it will be used. |

| | | |
|---|---|---|
| ☐ | IPE Nbr | Unique number assigned by the Defense Industrial Plant Equipment Center in response to a request by an activity for the asset. This only applies to items with FSC of 3400 costing $5,000.00. No longer used for new receipts. |
| ☐ | IPE Nbr To | Revised unique number assigned by the Defense Industrial Plant Equipment Center in response to a request by an activity for the asset. This only applies to items with FSC of 3400 costing $5,000.00. No longer used for new receipts. |
| ☐ | IT Device Cd | Indicates a particular type of IT Asset. |
| ☐ | IT Owner Cd | Indicates the ownership classification of the equipment. |
| ☐ | IT Sys Id | A user defined system number used to identify designated system configuration within a Defense Reporting Activity. The assigned number should not be duplicated within a DRA. (Refer to DRA Cd.) |
| ☐ | IT Sys Id To | A revised user defined system number used to identify designated system configuration within a Defense Reporting Activity. The assigned number should not be duplicated within a DRA. (Refer to DRA Cd.) |
| ☐ | Job Order Nbr | Number used to track costs against an asset. |
| ☐ | Job Order Nbr To | Revised Job Order Nbr. |
| ☐ | Lo Le Cd | Indicates the loan/lease status of a particular asset. |
| ☐ | Lo Le Cd To | Revised code that indicates the loan/lease status of a particular asset. |
| ☐ | LOA | Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | LOA To | Revised code that identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | Local Use | Comment field reserved for use by each activity. |
| ☐ | Local Use To | Revised comment field reserved for use by each activity. |
| ☐ | Lot Nbr | Manufacturer assigned number that identifies items produced on the same production run. |
| ☐ | Lot Nbr To | A revised manufacturer assigned number that identifies items produced on the same production run. |
| ☐ | HRH Nbr To | A revised code that represents the first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☐ | Mat Doc Nbr | ELMS 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. |
| ☐ | Mat Item Nbr | ELMS assigned number to an item being reported as excess to DISA. Number appears on DISA disposition document. |
| ☐ | Mfr Key Id | Unique key in manufacturer name sequence identifying manufacturer data for a specific stock number residing on the Manufacturers Model/Part Number Table (LHAC). Use Manufacturers Part Number Add/Change/Delete process to establish a manufacturer key. |
| ☐ | Mfr Key Id To | A revised unique key in manufacturer name sequence identifying manufacturer data for a specific stock number residing on the Manufacturers Model/Part Number Table (LHAC). Use Manufacturers Part Number Add/Change/Delete process to establish a manufacturer key. |
| ☐ | Mfr Yr | Year an asset was manufactured/built/improved. |
| ☐ | Mfr Yr To | The revised 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. |
| ☐ | Object Class Cd To | Revised Object Class Code. |

| | | |
|---|---|---|
| ☐ | Oblign Doc Nbr To | Revised number used by accounting to track each obligation record. |
| ☐ | Official Id To | Revised name of the office where the Major Custodian is located |
| ☐ | PBIC | A code that identifies the type of property contained in a property book (i.e., I = installation, O = organizational). |
| ☐ | PBIC To | Revised code that identifies the type of property contained in a property book (i.e., I = installation, O = organizational). |
| ☐ | Pgm Name | Unique software identification. |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | Pgm Yr To | Revised Program Yr |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | Qty | Quantity of transaction. |
| ☐ | Rcl Last Inv Dt/Tm | The date of the last reconciled official inventory of the asset. |
| ☐ | Rcl Last Inv Dt/Tm To | Revised date of the last reconciled official inventory of the asset. |
| ☐ | Remarks | A text field available to record local information/reason for change to record. |
| ☐ | Req Kit Qty | Authorized quantity of a particular asset within a set or kit assemblage. |
| ☐ | Residual Value | 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. |
| ☐ | RIC | A code assigned to items that identifies the level of reporting. |
| ☐ | RIC Exempt | Identifies assets that are exempt from reporting to UIT. |
| ☐ | RIC Exempt To | Revised code that identifies assets that are exempt from reporting to UIT. |
| ☐ | RIC To | Revised code assigned to items that identifies the level of reporting. |
| ☐ | Sell Price | Field to show the amount an asset has been sold for. |
| ☐ | Serial Nbr To | Revised Serial Nbr. |
| ☐ | Site Cd | Identifies physical location of stored equipment. |
| ☐ | Site Cd To | Revised code that identifies physical location of stored equipment. |
| ☐ | Site Id | Identifies a unique activity database within ELMS. |
| ☐ | Site Id To | Revised Site Identification |
| ☐ | SLIN | Two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items. |
| ☐ | SLIN To | Revised two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items. |
| ☐ | SPIIN | Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract. |

| | | |
|---|---|---|
| ☐ | SPIIN To | Revised four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract. |
| ☐ | Stock Nbr To | Revised 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 Head | A four digit suffix to the Basic Symbol that identifies a subdivision of funds. |
| ☐ | Sub Head To | Revised four digit suffix to the Basic Symbol that identifies a subdivision of funds. |
| ☐ | Sub HRH Nbr To | Revised first one to six positions of the Hand Receipt Holder Nbr. Locally assigned. |
| ☐ | Sub Loc | A more specific description of the physical location of an asset within its Location. |
| ☐ | Sub Loc To | Revised more specific description of the physical location of an asset within its Location. |
| ☐ | Sys Id | Used to tie various end items and components together into a system. |
| ☐ | Sys Id To | Revised code 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 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 Cd To | Revised code that 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. |
| ☐ | TDA Para Nbr | Identifies a specific organization within a specific Unit Identification Code (UIC). |
| ☐ | TDA Para Nbr To | Revised code that identifies a specific organization within a specific Unit Identification Code (UIC). |
| ☐ | Trading Partner Nbr | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Trading Partner Nbr To | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Transfer Cd | User defined codes for the categories of disposal for assets (i.e. M = Mission, CRU = Community Re-use). |
| ☐ | Transfer Type Cd | Code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Transfer Type Cd To | Revised code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Trnsp Cost | Cost of transporting assets from the shipment point to the destination point. |
| ☐ | Type Asset Cd | Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset. |
| ☐ | Type Fund Id | A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF). |
| ☐ | UIC TO | Revised 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 |
| ☐ | UID | The Unique Identifier that ensures uniqueness of items that are listed in the registry. |
| ☐ | UID To | Revised Unique Identifier that ensures uniqueness of items that are listed in the registry. |
| ☐ | Yr Svc Life | Number of years of recommended service life based upon applicable directives. |
| ☐ | Yr Svc Life To | Revised 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 24 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 ACQ COST contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ COST.*
- Verify the ACQ COST To contains the appropriate ☑ or ☐. *Select if the inquiry contains a revised ACQ COST .*
- Verify the APPN contains the appropriate ☑ or ☐. *Select if the inquiry contains an APPN.*
- Verify the ASSET CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET CD.*
- Verify the AUTHN DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an AUTHN DOC NBR.*
- Verify the BAR CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a BAR CD.*
- Verify the CPTL CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CPTL CD.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EFF DT.*
- Verify the FUND CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FUND CD.*

- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- Verify the LOC To contains the appropriate ☑ or ☐. *Select if the inquiry contains a revised LOC.*
- Verify the HRH NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a HRH NBR.*
- Verify the Nomen contains the appropriate ☑ or ☐. *Select if the inquiry contains a Nomen.*
- Verify the OBLIGN DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Verify the PGM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a PGM DESC.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the Site Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Site Name.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SUB HRH NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB HRH NBR.*
- Verify the TRAN DT FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN DT FROM.*
- Verify the LHAZ Time contains the appropriate ☑ or ☐. *Select if the inquiry contains a LHAZ Time.*

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a USER ID.*
- Click ☐ to select the ACC. *Select if the inquiry contains an ACC.*
- Click ☐ to select the ACC To. *Select if the inquiry contains a revised ACC.*
- Click ☐ to select the ACCUMD DEPRN. *Select if the inquiry contains an ACCUMD DEPRN.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DT.*
- Click ☐ to select the ACQ DT To. *Select if the inquiry contains a revised ACQ DT.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the ACRN To. *Select if the inquiry contains a revised ACQ DT.*
- Click ☐ to select the ACTION CD. *Select if the inquiry contains an ACTION CD.*
- Click ☐ to select the ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the AGENCY CD. *Select if the inquiry contains an AGENCY CD.*
- Click ☐ to select the Agency Data Process. *Select if the inquiry contains Agency Data Process information.*
- Click ☐ to select the APPN To. *Select if the inquiry contains a revised APPN.*

- Click ☐ to select the ASSET CD To. *Select if the inquiry contains a revised ASSET CD.*
- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains a revised ASSET STS CD.*
- Click ☐ to select the Authn Ctl Nbr To. *Select if the inquiry contains a Contact Point.*
- Click ☐ to select the Authn Ctl Nbr. *Select if the inquiry contains a Cost Center.*
- Click ☐ to select the AUTHN DOC NBR To. *Select if the inquiry contains a revised AUTHN DOC NBR.*
- Click ☐ to select the BAR CD To. *Select if the inquiry contains a revised Bar Code.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select Basic Symbol To. *Select if the inquiry contains a revised Basic Symbol.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click ☐ to select the CLIN To. *Select if the inquiry contains a revised CLIN.*
- Click ☐ to select the CMPN ACQ COST To. *Select if the inquiry contains a CMPN ACQ COST.*
- Click ☐ to select the CMPN ACQ COST To. *Select if the inquiry contains a revised CMPN ACQ COST.*
- Click ☐ to select the CMPN ACQ COST. *Select if the inquiry contains a Depreciation Task Code.*

- Click ☐ to select the CMPN ACQ COST To. *Select if the inquiry contains a revised CMPN ACQ COST information.*
- Click ☐ to select the CMPN COST CD. *Select if the inquiry contains a CMPN COST CD.*
- Click ☐ to select the CMPN Level. *Select if the inquiry contains a CMPN Level.*
- Click ☐ to select the CMPN Level To. *Select if the inquiry contains a CMPN Level To.*
- Click ☐ to select the CMPN SERIAL NBR. *Select if the inquiry contains a CMPN SERIAL NBR.*
- Click ☐ to select the CMPN STOCK NBR. *Select if the inquiry contains a CMPN STOCK NBR.*
- 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 COND CD To. *Select if the inquiry contains a revised COND CD.*
- Click ☐ to select the Cost Center. *Select if the inquiry contains a Cost Center.*
- Click ☐ to select the CPTL CD To. *Select if the inquiry contains a revised CPTL CD .*
- Click ☐ to select the Deinstallation Cost. *Select if the inquiry contains a Deinstallation Cost.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN OFFICE. *Select if the inquiry contains a DEPRN OFFICE.*
- Click ☐ to select the DEPRN PERIOD. *Select if the inquiry contains a DEPRN PERIOD.*

- Click ☐ to select the DEPRN PERIOD To. *Select if the inquiry contains a DEPRN PERIOD To.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a DEPT CD.*
- Click ☐ to select the DESIGNEE CD. *Select if the inquiry contains a DESIGNEE CD.*
- Click ☐ to select the DESTN ID. *Select if the inquiry contains a DESTN ID.*
- Click ☐ to select the DOC NBR. *Select if the inquiry contains a DOC NBR.*
- Click ☐ to select the DOC NBR To. *Select if the inquiry contains revised DOC NBR.*
- Click ☐ to select the EFF DT. *Select if the inquiry contains an EFF DT.*
- Click ☐ to select the Excess Action. *Select if the inquiry contains an Excess Action.*
- Click ☐ to select the EXCESS COND CD. *Select if the inquiry contains an EXCESS COND CD.*
- Click ☐ to select the EXCESS DT. *Select if the inquiry contains an EXCESS DT.*
- Click ☐ to select the EXCS REMV DT. *Select if the inquiry contains an EXCS REMV DT.*
- Click ☐ to select the EXP CD. *Select if the inquiry contains an EXP CD.*
- Click ☐ to select the EXPR DT. *Select if the inquiry contains an EXPR DT.*
- Click ☐ to select the EXPR DT To. *Select if the inquiry contains an EXPR DT To.*
- Click ☐ to select the FULL DEPRN CD. *Select if the inquiry contains a FULL DEPRN CD.*
- Click ☐ to select the FUND CD To. *Select if the inquiry contains a revised FUND CD.*

- Click ☐ to select the GAIN LOSS AMT. *Select if the inquiry contains a GAIN LOSS AMT.*
- Click ☐ to select the HA SERIAL NBR. *Select if the inquiry contains a HA SERIAL NBR.*
- Click ☐ to select the HA STOCK NBR. *Select if the inquiry contains a HA STOCK NBR.*
- Click ☐ to select the HA STOCK NBR To. *Select if the inquiry contains a HA STOCK NBR To.*
- Click ☐ to select the IMPV COST. *Select if the inquiry contains an IMPV COST.*
- Click ☐ to select the Installation Cost. *Select if the inquiry contains an Installation Cost.*
- Click ☐ to select the IPE Nbr. *Select if the inquiry contains a IPE Number.*
- Click ☐ to select the IPE Nbr To. *Select if the inquiry contains a IPE Nbr To.*
- Click ☐ to select the IT DEVICE CD. *Select if the inquiry contains an IT DEVICE CD.*
- Click ☐ to select the IT SYS ID. *Select if the inquiry contains an IT SYS ID.*
- Click ☐ to select the IT SYS ID To. *Select if the inquiry contains a revised IT SYS ID.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the JOB ORDER NBR To. *Select if the inquiry contains a JOB ORDER NBR To.*
- Click ☐ to select the LO LE CD. *Select if the inquiry contains a LO LE CD.*

- Click ☐ to select the LO LE CD To. *Select if the inquiry contains revised LO LE CD.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the LOA To. *Select if the inquiry contains a revised LOA.*
- Click ☐ to select the Local Use. *Select if the inquiry contains Local Use information.*
- Click ☐ to select the Local Use To. *Select if the inquiry contains revised Local Use information.*
- Click ☐ to select the LOT NBR. *Select if the inquiry contains a LOT NBR.*
- Click ☐ to select the LOT NBR To. *Select if the inquiry contains a revised LOT NBR.*
- Click ☐ to select the HRH NBRTo. *Select if the inquiry contains a revised HRH NBR.*
- Click ☐ to select the MAT DOC NBR. *Select if the inquiry contains a MAT DOC NBR.*
- Click ☐ to select the MAT ITEM NBR. *Select if the inquiry contains a MAT ITEM NBR.*
- Click ☐ to select the MFR KEY ID. *Select if the inquiry contains a MFR KEY ID.*
- Click ☐ to select the MFR KEY To. *Select if the inquiry contains a revised MFR KEY ID.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click ☐ to select the MFR YR To. *Select if the inquiry contains a revised MFR YR.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*

- Click  to select the OBJ CLASS CD To. *Select if the inquiry contains revised OBJ CLASS CD.*
- Click  to select the OBLIGN DOC NBR To. *Select if the inquiry contains a revised OBLIGN DOC NBR.*
- Click  to select the Official ID To. *Select if the inquiry contains an revised Official ID.*
- Click  to select the PBIC. *Select if the inquiry contains a PBIC.*
- Click  to select the PBIC To. *Select if the inquiry contains a revised PBIC.*
- Click  to select the PGM NAME. *Select if the inquiry contains a PGM NAME.*
- Click  to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click  to select the PGM YR To. *Select if the inquiry contains a PGM YR To.*
- 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 RCL LAST INV DT/TM. *Select if the inquiry contains a RCL LAST INV DT/TM.*
- Click  to select the RCL LAST INV DT/TM To. *Select if the inquiry contains a revised RCL LAST INV DT/TM.*
- Click  to select the Remarks. *Select if the inquiry contains Remarks.*
- Click  to select the REQ KIT QTY. *Select if the inquiry contains a REQ KIT QTY.*
- Click  to select the Residual Value. *Select if the inquiry contains a Residual Value.*

- Click  to select the RIC. *Select if the inquiry contains a RIC.*
- Click  to select the RIC Exempt. *Select if the inquiry contains a RIC Exempt.*
- Click  to select the RIC Exempt To. *Select if the inquiry contains a revised RIC Exempt.*
- Click  to select the RIC To. *Select if the inquiry contains a revised RIC.*
- Click  to select the Sell Price. *Select if the inquiry contains a Sell Price.*
- Click  to select the SERIAL NBR To. *Select if the inquiry contains a revised SERIAL NBR.*
- Click  to select the SITE CD. *Select if the inquiry contains a SITE CD.*
- Click  to select the SITE CD To. *Select if the inquiry contains revised SITE CD.*
- Click  to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click  to select the SLIN To. *Select if the inquiry contains a revised SLIN.*
- Click  to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click  to select the SPIIN To. *Select if the inquiry contains a revised SPIIN.*
- Click  to select the STOCK NBR To. *Select if the inquiry contains a revised STOCK NBR.*
- Click  to select the SUB HEAD. *Select if the inquiry contains a SUB HEAD.*
- Click  to select the SUB HEAD To. *Select if the inquiry contains a revised SUB HEAD.*
- Click  to select the SUB HRH NBR To. *Select if the inquiry contains a revised SUB HRH NBR.*

- Click ☐ to select the SUB LOC. *Select if the inquiry contains a SUB LOC.*
- Click ☐ to select the SUB LOC To. *Select if the inquiry contains a revised SUB LOC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the SYS ID To. *Select if the inquiry contains a revised SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TASK CD To. *Select if the inquiry contains revised TASK CD.*
- Click ☐ to select the TDA PARA NBR. *Select if the inquiry contains a TDA PARA NBR.*
- Click ☐ to select the TDA PARA NBR To. *Select if the inquiry contains a revised TDA PARA NBR.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRADING PARTNER NBR To. *Select if the inquiry contains a revised TRADING PARTNER NBR.*
- Click ☐ to select the TRANSFER CD. *Select if the inquiry contains a TRANSFER CD.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TRANSFER TYPE CD To. *Select if the inquiry contains a revised TRANSFER TYPE CD.*
- Click ☐ to select the TRNSP COST. *Select if the inquiry contains a TRNSP COST.*

- Click ☐ to select the TYPE ASSET CD. *Select if the inquiry contains a TYPE ASSET CD.*
- Click ☐ to select the TYPE FUND ID. *Select if the inquiry contains a TYPE FUND ID.*
- Click ☐ to select the UIC TO. *Select if the inquiry contains a revised UIC.*
- Click ☐ to select the UID. *Select if the inquiry contains a UID.*
- Click ☐ to select the UID To. *Select if the inquiry contains a revised UID.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a YR SVC LIFE.*
- Click ☐ to select the YR SVC LIFE To. *Select if the inquiry contains a revised YR SVC LIFE.*

3. Select Show Inquiry for small volumes of data. *The **Asset Legacy History Inquiry — Results** page appears.*

**OR**

Select Submit for large volumes of data. *The **Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Accounting

## Overview

The Asset Legacy History Inquiry Detail process displays the Accounting Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Accounting Tab > Asset Legacy History Inquiry — Accounting Detail page

## Page Fields

The following fields display on the **Asset Legacy History 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 |
|---|---|

### Asset Legacy History Inquiry — Accounting Detail Grid

Tran Dt
Acct Report Nbr
Acq Cost
Cmpn Acq Cost
Selling Price
Asset Cd
Cptl Cd
Oblign Doc Nbr
Task Cd
Job Order Nbr

Fund Cd/Appn
Exp Cd
Asset Sts Cd
Lo/Le Cd
Transfer Type Cd
Trading Partner Nbr
Eff Dt
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
LOA
Dept Cd
Basic Symbol
Subhead
Pgm Yr
Obj Class Cd
Tran Time
Acq Cost To
Acq Dt To
Cmpn Acq Cost To
Gain Lost Amt
Asset Cd To
Cptl Cd To
Oblign Doc Nbr To
Task Cd To
Job Order Nbr To
Fund Cd/Appn To
Type Fund Id
Asset Sts Cd To
Lo/Le Cd To
Transfer Type Cd To
Trading Partner Nbr To
Eff Dt To
SPIIN To
CLIN To
SLIN To
ACRN To
LOA To
Dept Cd To
Basic Symbol To
Subhead To

Pgm Yr To
Obj Class Cd 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 Asset Legacy History Inquiry — Accounting Detail

*Selecting* Cancel *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 Legacy History Inquiry — Accounting Detail*** *page appears.*

Basic | Catalog | Excess | Inventory | **Accounting** | Depreciation

1 of 1 | Find | Next

## Asset Legacy History Inquiry Accounting Detail

| | | | |
|---|---|---|---|
| **Tran Dt** | 20010620 | **Tran Time** | 13231153 |
| **Acct Report Nbr** | | | |
| **Acq Cost** | 0.00 | **Acq Cost To** | 0.00 |
| **Acq Dt** | 00000000 | **Acq Dt To** | 00000000 |
| **Cmpn Acq Cost** | 0.00 | **Cmpn Acq Cost To** | 0.00 |
| **Selling Price** | 0.00 | **Gain Lost Amt** | 0.00 |
| **Asset Cd** | | **Asset Cd To** | |
| **Cptl Cd** | | **Cptl Cd To** | |
| **Oblign Doc Nbr** | | **Oblign Doc Nbr To** | |
| **Task Cd** | | **Task Cd To** | |
| **Job Order Nbr** | | **Job Order Nbr To** | |
| **Fund Cd/Appn** | | **Fund Cd/Appn To** | |
| **Exp Cd** | | **Type Fund Id** | |
| **Asset Sts Cd** | | **Asset Sts Cd To** | |
| **Lo/Le Cd** | | **Lo/Le Cd To** | |
| **Transfer Type Cd** | | **Transfer Type Cd To** | |
| **Trading Partner Nbr** | | **Trading Partner Nbr To** | |
| **Eff Dt** | 00000000 | **Eff Dt To** | 00000000 |
| **Cntr/PO Nbr** | | | |
| **SPIIN** | | **SPIIN To** | |
| **CLIN** | | **CLIN To** | |
| **SLIN** | | **SLIN To** | |
| **ACRN** | | **ACRN To** | |
| **LOA** | | **LOA To** | |
| **Dept Cd** | | **Dept Cd To** | |
| **Basic Symbol** | | **Basic Symbol To** | |
| **Subhead** | | **Subhead To** | |
| **Pgm Yr** | | **Pgm Yr To** | |
| **Obj Class Cd** | | **Obj Class Cd To** | |

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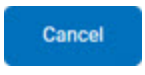
UNCLASSIFIED

Back | Cancel

A. *Verify the TRAN DT.*
B. *Verify the ACCT REPORT NBR.*
C. *Verify the ACQ COST.*
D. *Verify the ACQ DT.*
E. *Verify the CMPN ACQ COST.*
F. *Verify the Selling Price.*
G. *Verify the ASSET CD.*
H. *Verify the CPTL CD.*
I. *Verify the OBLIGN DOC NBR.*
J. *Verify the TASK CD.*
K. *Verify the JOB ORDER NBR.*
L. *Verify the FUND CD/APPN.*
M. *Verify the EXP CD.*
N. *Verify the ASSET STS CD.*
O. *Verify LO/LE CD.*
P. *Verify the TRANSFER TYPE CD.*
Q. *Verify the TRADING PARTNER NBR.*
R. *Verify the EFF DT.*
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 LOA.*
Y. *Verify the DEPT CD.*
Z. *Verify the Basic Symbol.*
AA. *Verify the SUBHEAD.*
AB. *Verify the PGM YR.*
AC. *Verify the OBJ CLASS CD.*
AD. *Verify the TRAN Time.*
AE. *Verify the ACQ COST To.*

AF. *Verify the ACQ DT To.*
AG. *Verify the CMPN ACQ COST To.*
AH. *Verify the GAIN/LOSS AMT.*
AI. *Verify the ASSET CD To.*
AJ. *Verify the CPTL CD To.*
AK. *Verify the OBLIGN DOC NBR To.*
AL. *Verify the TASK CD To.*
AM. *Verify the JOB ORDER NBR To.*
AN. *Verify the FUND CD/APPN To.*
AO. *Verify the TYPE FUND ID.*
AP. *Verify the ASSET STS CD To.*
AQ. *Verify the LO/LE CD To.*
AR. *Verify the TRANSFER TYPE CD TO.*
AS. *Verify the TRADING PARTNER NBR TO.*
AT. *Verify the EFF DT To.*
AU. *Verify the SPIIN To.*
*AV.* *Verify the CLIN To.*
AW. *Verify the SLIN To.*
AX. *Verify the ACRN To.*
AY. *Verify the LOA To.*
AZ. *Verify the DEPT CD To.*
BA. *Verify the Basic Symbol To.*
BB. *Verify the SUBHEAD To.*
BC. *Verify the PGM YR To.*
BD. *Verify the OBJ CLASS CD 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.
4. Select 

. *The **Asset Legacy History Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Legacy History Inquiry Detail — Basic** page appears*.

OR

Select the Catalog tab. *The **Asset Legacy History Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Asset Legacy History Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Legacy History Inquiry Detail — Inventory** page appears*.

OR

Select the Depreciation tab. *The **Asset Legacy History Inquiry Detail — Depreciation** page appears*.

OR

Select Back. *The **Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Basic

## Overview

The Asset Legacy History Inquiry Detail process displays the Basic Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Legacy History Inquiry — Basic Detail page

## Page Fields

The following fields display on the **Asset Legacy History 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 |
|---|---|

### Asset Legacy History Inquiry — Basic Detail Grid

Tran Dt
UID
UID To
Pgm Name
Nomen
Login
UIC
Stock Nbr
Stock Nbr To
Cmpn Stock Nbr
HA Stock Nbr

HA Stock Nbr To
Doc Nbr
Bar Cd
HRH Nbr
Office
Qty
Cmpn Qty
Cmpn Level
Sys Id
Auth Ctl Nbr
Auth Doc Nbr
TDA Para Nbr
Asset Sts Cd
Local Use
PBIC
Destn Id
Expr Dt
Site Id
Remarks
Tran Time
Pgm Desc
Action Cd
UIC To
Serial Nbr
Serial Nbr To
Cmpn Serial Nbr
HA Serial Nbr
HA Serial Nbr To
Doc Nbr To
HRH Nbr To
Office To
Cmpn Cost Cd
Reqd Kit Qty
Cmpn Level To
Sys Id To
Auth Ctl Nbr To
Auth Doc Nbr To
TDA Para Nbr To
Asset Sts Cd To
Local Use To
PBIC To
Transfer Cd
Expr Dt To

Site Id 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 Asset Legacy History 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 Asset Legacy History Inquiry — Basic Detail grid.*

Basic | Catalog | Excess | Inventory | Accounting | Depreciation

1 of 1 | Find | Next

## Asset Legacy History Inquiry Basic Detail

| | | | |
|---|---|---|---|
| **Tran Dt** | 20050810 | **Tran Time** | 10274615 |
| **UID** | | | |
| **UID to** | | | |
| **Pgm Name** | DP9B0701 | **Pgm Desc** | AUTH ACD |
| **Nomen** | | | |
| **Login** | KHAYSLET | **Action Cd** | D |
| **UIC** | W4FH11 | **UIC To** | |
| **Stock Nbr** | | **Serial Nbr** | |
| **Stock Nbr To** | | **Serial Nbr To** | |
| **Cmpn Stock Nbr** | | **Cmpn Serial Nbr** | |
| **HA Stock Nbr** | | **HA Serial Nbr** | |
| **HA Stock Nbr To** | | **HA Serial Nbr To** | |
| **Doc Nbr** | | **Doc Nbr To** | |
| **Bar Cd** | | **Bar Cd To** | |
| **HRH Nbr** | | **HRH Nbr To** | |
| **Office** | | **Office To** | |
| **Qty** | 0 | **Cmpn Cost Cd** | |
| **Cmpn Qty** | 0 | **Reqd Kit Qty** | 0 |
| **Cmpn Level** | 0 | **Cmpn Level To** | 0 |
| **Sys Id** | | **Sys Id To** | |
| **Auth Ctl Nbr** | 000377 | **Auth Ctl Nbr To** | |
| **Auth Doc Nbr** | | **Auth Doc Nbr To** | |
| **TDA Para Nbr** | | **TDA Para Nbr To** | |
| **Asset Sts Cd** | | **Asset Sts Cd To** | |
| **Local Use** | | **Local Use To** | |
| **PBIC** | | **PBIC To** | |
| **Destn Id** | | **Transfer Cd** | |
| **Expr Dt** | 00000000 | **Expr Dt To** | 00000000 |
| **Site Id** | | **Site Id To** | |
| **Remarks** | | | |

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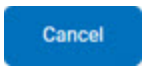
UNCLASSIFIED

Back | Cancel

A. *Verify the TRAN DT.*
B. *Verify the UID.*
C. *Verify the UID To.*
D. *Verify the PGM NAME.*
E. *Verify the Nomen.*
F. *Verify the Login.*
G. *Verify the UIC.*
H. *Verify the STOCK NBR.*
I. *Verify the STOCK NBR To.*
J. *Verify the CMPN STOCK NBR.*
K. *Verify the HA STOCK NBR.*
L. *Verify the HA STOCK NBR To.*
M. *Verify the DOC NBR.*
N. *Verify the Bar Code.*
O. *Verify the HRH NBR.*
P. *Verify the Office.*
Q. *Verify the QTY.*
R. *Verify the CMPN QTY.*
S. *Verify the CMPN Level.*
T. *Verify the SYS ID.*
U. *Verify the Auth Ctl Nbr.*
V. *Verify the Auth Doc Nbr.*
W. *Verify the TDA Para Nbr.*
X. *Verify the ASSET STS CD.*
Y. *Verify the Local Use.*
Z. *Verify the PBIC.*
AA. *Verify the DESTN ID.*
AB. *Verify the EXPR DT.*
AC. *Verify the SITE ID.*
AD. *Verify the Remarks.*
AE. *Verify the TRAN Time.*

AF. *Verify the PGM DESC.*
AG. *Verify the ACTION CD.*
AH. *Verify the UIC To.*
AI. *Verify the SERIAL NBR.*
AJ. *Verify the SERIAL NBR To.*
AK. *Verify the CMPN SERIAL NBR.*
AL. *Verify the HA SERIAL NUMBER.*
AM. *Verify the HA SERIAL NBR To.*
AN. *Verify the DOC NBR To.*
AO. *Verify the BAR CD To.*
AP. *Verify the HRH NBR To.*
AQ. *Verify the Office To.*
AR. *Verify the CMPN COST CD.*
AS. *Verify the Reqd Kit Qty.*
AT. *Verify the CMPN Level To.*
AU. *Verify the SYS ID To.*
AV. *Verify the AUTH Ctl Nbr To.*
AW. *Verify the AUTH DOC NBR To.*
AX. *Verify the TDA Para Nbr To.*
AY. *Verify the ASSET STS CD To.*
AZ. *Verify the Local Use To.*
BA. *Verify the PBIC To.*
BB. *Verify the Transfer CD.*
BC. *Verify the EXPR DT To.*
BD. *Verify the SITE ID 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.
4. Select 

. *The **Asset Legacy History Inquiry — Criteria** page appears*.

OR

Select the Catalog tab. *The **Asset Legacy History Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Asset Legacy History Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Legacy History Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Legacy History Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Legacy History Inquiry Detail — Depreciation** page appears*.

OR

Select Back. *The **Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Catalog

## Overview

The Asset Legacy History Inquiry Detail process displays the Catalog Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Catalog Tab > Asset Legacy History Inquiry — Catalog Detail page

## Page Fields

The following fields display on the **Asset Legacy History 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 |
|---|---|

### Asset Legacy History Inquiry — Catalog Detail Grid

Tran Dt
Mfr Yr
ACC
Mfr Key
RICC
RICC Exempt
Yr Svc Life
Type Asset Cd
Tran Time
Mfr Yr To

ACC To
Mfr Key To
RICC To
RICC Exempt To
Yr Svc Life 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**

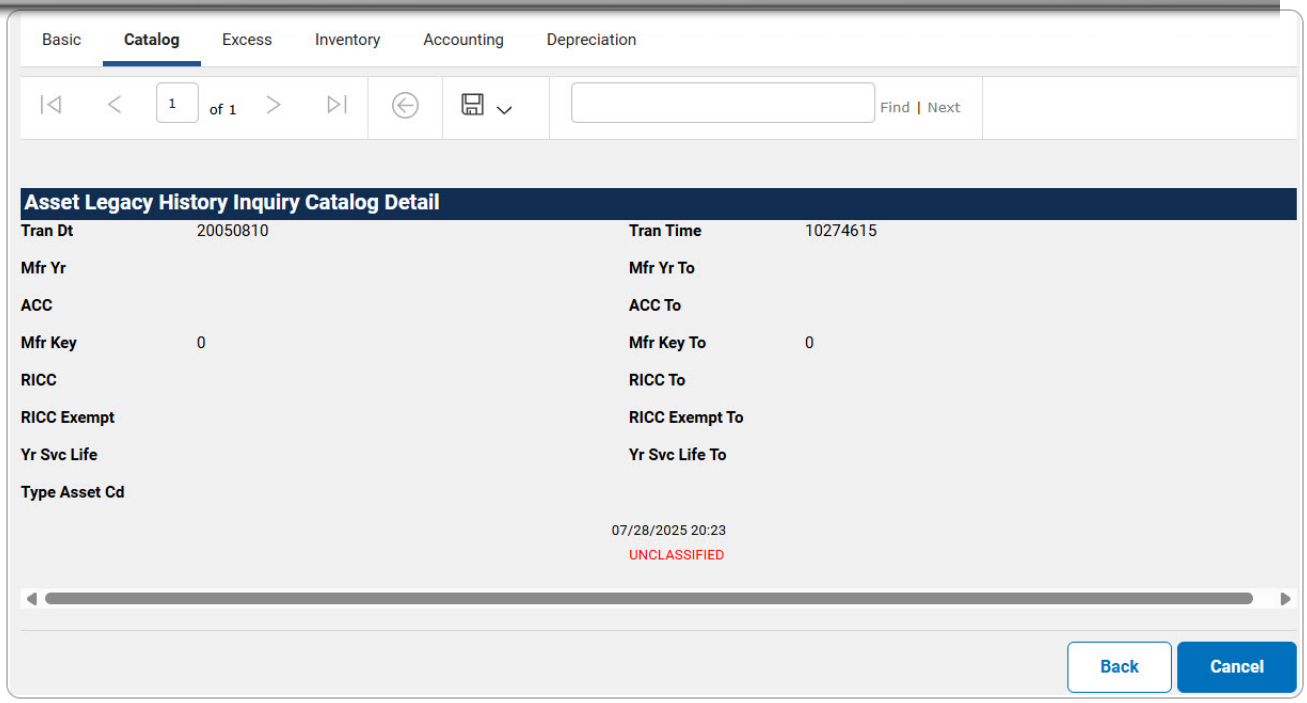


Click the following link to display PA Navigation Tips.

## Export the Asset Legacy History Inquiry — Catalog Detail

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

1. Select the Address Tab. *The* ***Asset Legacy History Inquiry — Catalog Detail*** *page appears.*




A. *Verify the TRAN DT.*
B. *Verify the MFR YR.*
C. *Verify the ACC.*
D. *Verify the MFR Key.*
E. *Verify the RICC.*
F. *Verify the RICC Exempt.*
G. *Verify the YR SVC LIFE.*
H. *Verify the TYPE ASSET CD.*
I. *Verify the TRAN Time.*
J. *Verify the MFR Key To.*
K. *Verify the RICC To.*
L. *Verify the RICC Exempt To.*
M. *Verify the YR SVC LIFE 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.

4. Select Cancel. *The **Asset Legacy History Inquiry — Criteria** page appears*.

   OR

   Select the Basic tab. *The **Asset Legacy History Inquiry Detail — Basic** page appears*.

   OR

   Select the Excess tab. *The **Asset Legacy History Inquiry Detail — Excess** page appears*.

   OR

   Select the Inventory tab. *The **Asset Legacy History Inquiry Detail — Inventory** page appears*.

   OR

   Select the Accounting tab. *The **Asset Legacy History Inquiry Detail — Accounting** page appears*.

   OR

   Select the Depreciation tab. *The **Asset Legacy History Inquiry Detail — Depreciation** page appears*.

   OR

   Select Back. *The **Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Property Legacy History Inquiry Detail — All
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Depreciation

## Overview

The Asset Legacy History Inquiry Detail process displays the Depreciation Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Depreciation Tab > Asset Legacy History Inquiry — Depreciation Detail page

## Page Fields

The following fields display on the **Asset Legacy History Inquiry — Depreciation Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Legacy History Inquiry — Depreciation Detail Grid

Tran Dt
Deprn Period
Accumd Deprn
Prior Deprn
Residual Value
Deprn Office
Deprn Task Cd
Deprn Job Order Nbr
Full Deprn Cd
Tran Time

Deprn Period To
Accumd Deprn To
Activation Dt
Improvement Cost
Installation Cost
Deinstl Cost
Trnsp Cost

## Control Buttons

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

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

| | |
|---|---|
|  | Return to the parent report. |
|  | Select the format to Export the report. |

# Procedures

**ELMS Navigation Helpful Tips**

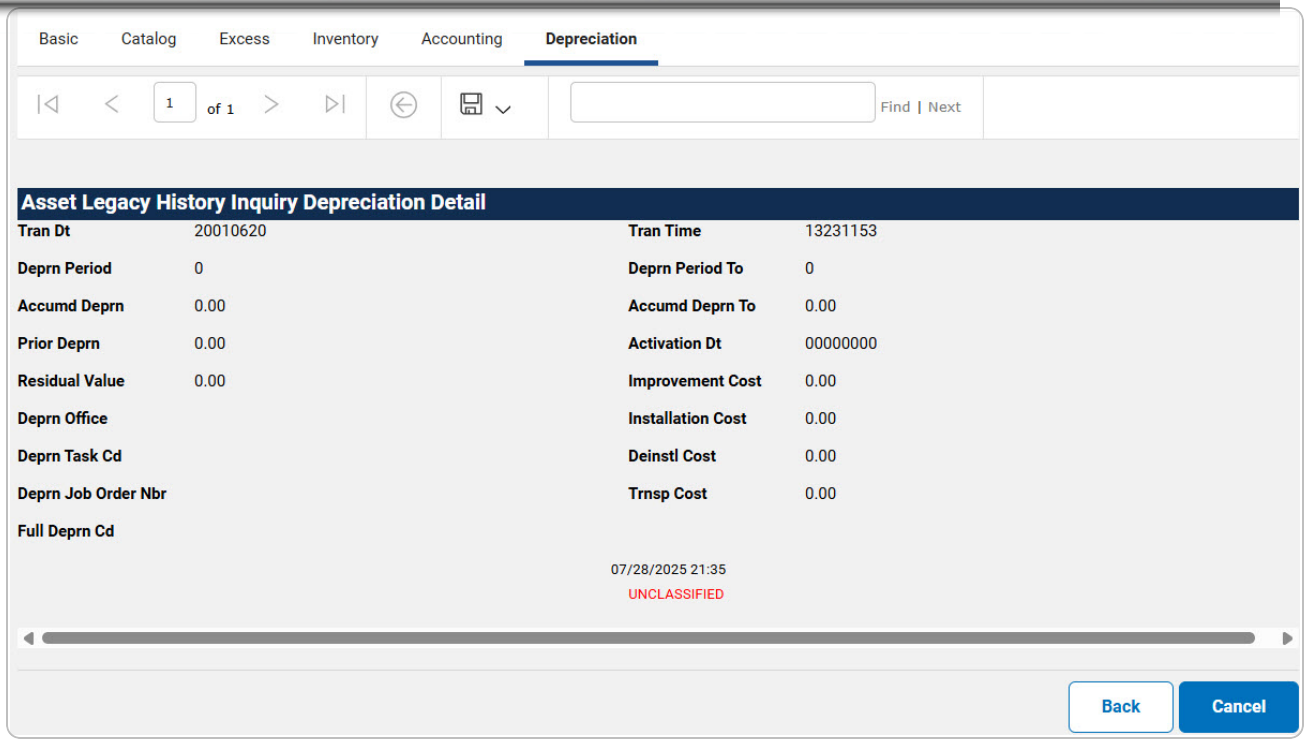


Click the following link to display PA Navigation Tips.

## Export the Asset Legacy History Inquiry — Depreciation Detail

*Selecting* Cancel *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 Legacy History Inquiry — Depreciation Detail*** *page appears.*




A. *Verify the TRAN DT.*
B. *Verify the DEPRN PERIOD.*
C. *Verify the ACCUMD DEPRN.*
D. *Verify the PRIOR DEPRN.*
E. *Verify the Residual Value.*
F. *Verify the DEPRN OFFICE.*
G. *Verify the DEPRN TASK CD.*
H. *Verify the DEPRN JOB ORDER NBR.*
I. *Verify the FULL DEPRN CD.*
J. *Verify the TRAN Time.*
K. *Verify the DEPRN PERIOD To.*
L. *Verify the ACCUMD DEPRN To.*
M. *Verify the Installation Cost.*
N. *Verify the DEINSTL COST.*
O. *Verify the TRNSP COST.*

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 Legacy History Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Legacy History Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset Legacy History Inquiry Detail — Catalog*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Legacy History Inquiry Detail — Excess*** *page appears*.

   OR

   Select the Inventory tab. *The* ***Asset Legacy History Inquiry Detail — Inventory*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Asset Legacy History Inquiry Detail — Accounting*** *page appears*.

   OR

   Select Back. *The* ***Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Excess

## Overview

The Asset Legacy History Inquiry Detail process displays the Excess Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Excess Tab > Asset Legacy History Inquiry — Excess Detail page

## Page Fields

The following fields display on the **Asset Legacy History Inquiry — Excess Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Legacy History Inquiry — Excess Detail Grid

Tran Dt
Excess Action
Excess Dt
Excess Item Nbr
Tran Time
Excess Remv Dt
School DoDAAC

## Control Buttons

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

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

# Procedures

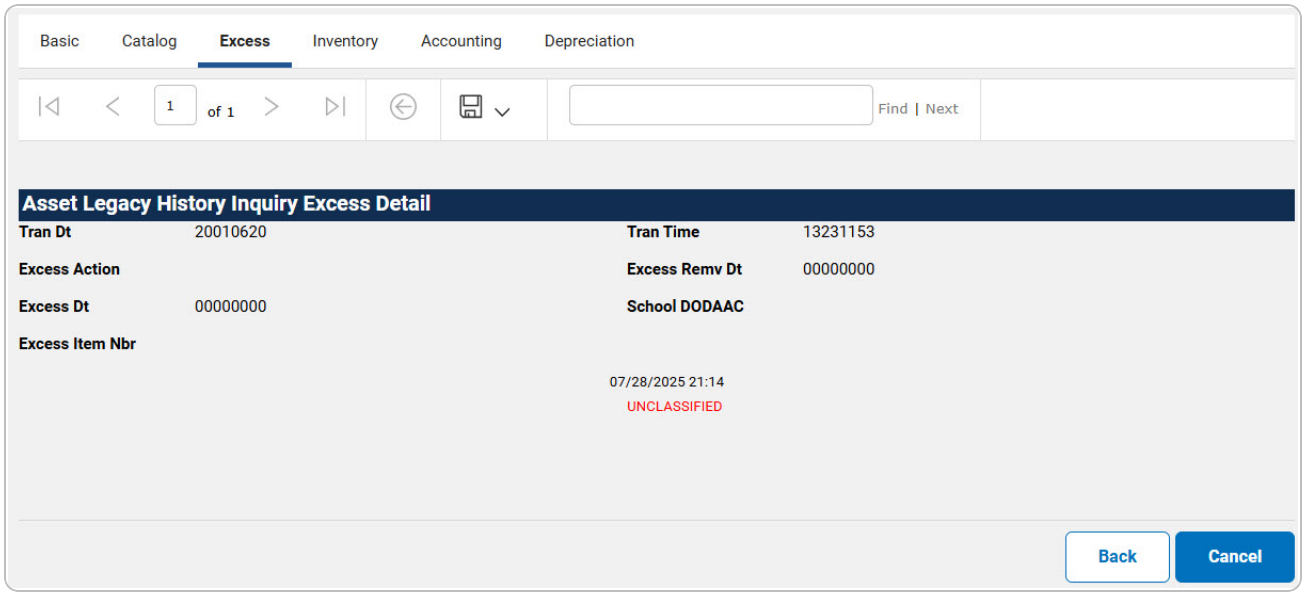
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Legacy History Inquiry — Excess Detail

*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 Legacy History Inquiry — Excess Detail*** *page appears.*




A. *Verify the TRAN DT.*
B. *Verify the Excess Action.*
C. *Verify the EXCESS DT.*
D. *Verify the EXCESS ITEM NBR.*
E. *Verify the TRAN Time.*
F. *Verify the EXCESS REMV DT.*
G. *Verify the School DODAAC.*

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 Legacy History Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Legacy History Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset Legacy History Inquiry Detail — Catalog*** *page appears*.

   OR

   Select the Inventory tab. *The* ***Asset Legacy History Inquiry Detail — Inventory*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Asset Legacy History Inquiry Detail — Accounting*** *page appears*.

   OR

   Select the Depreciation tab. *The* ***Asset Legacy History Inquiry Detail — Depreciation*** *page appears*.

   OR

   Select Back. *The* ***Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Detail — Inventory

## Overview

The Asset Legacy History Inquiry Detail process displays the Inventory Detail record of the selected Asset Legacy History.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Inventory Tab > Asset Legacy History Inquiry — Inventory Detail page

## Page Fields

The following fields display on the **Asset Legacy History Inquiry — Inventory Detail** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Asset Legacy History Inquiry — Inventory Detail Grid

Tran Dt
Loc
Sub Loc
Rcl Last Inv Dt
IPE Nbr
Lot Nbr
Site Cd
Cond Cd
Tran Time
Loc To

Sub Loc To
Rcl Last Inv Dt To
IPE Nbr To
Lot Nbr To
Site Cd To
Cond Cd 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**

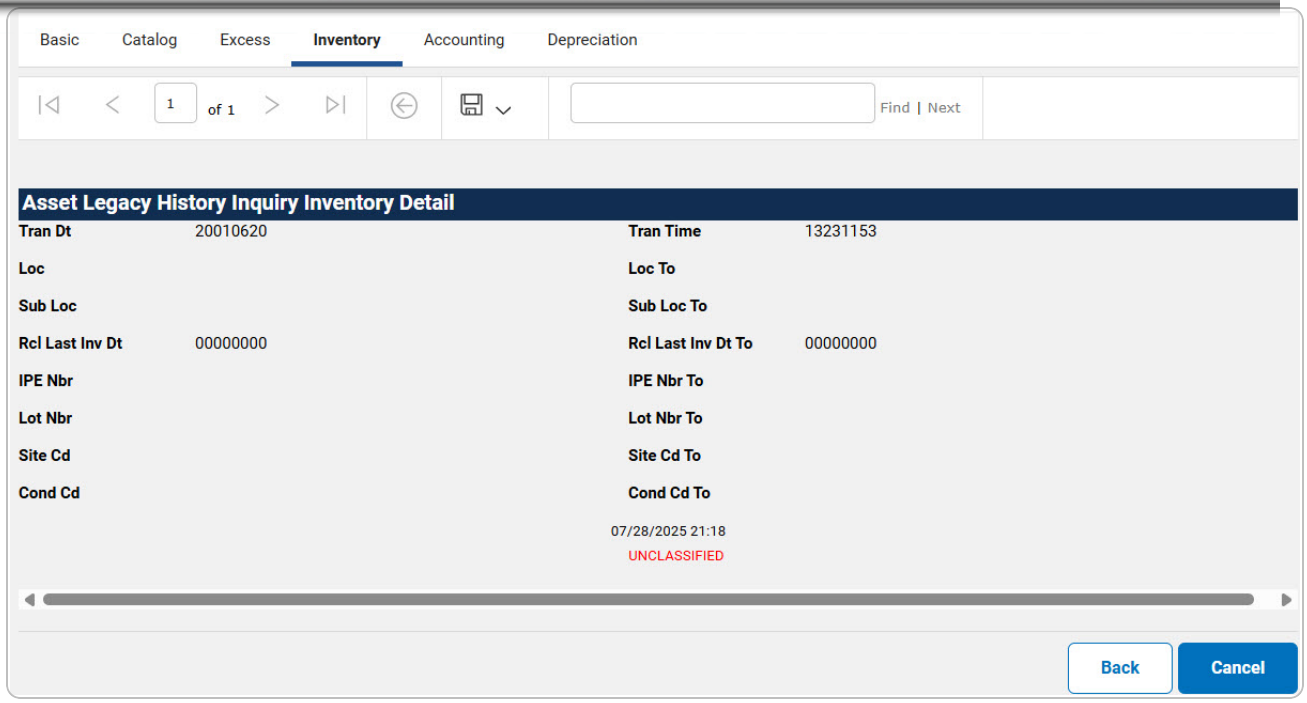


Click the following link to display PA Navigation Tips.

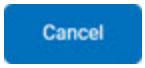
## Export the Asset Legacy History Inquiry — Inventory Detail

*Selecting* Cancel *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 Legacy History Inquiry — Inventory Detail*** *page appears.*




A. *Verify the TRAN DT.*
B. *Verify the LOC.*
C. *Verify the SUB LOC.*
D. *Verify the RCL LAST INV DT.*
E. *Verify the IPE Nbr.*
F. *Verify the LOT NBR.*
G. *Verify the SITE CD.*
H. *Verify the COND CD.*
I. *Verify the TRAN Time.*
J. *Verify the LOC To.*
K. *Verify the SUB LOC To.*
L. *Verify the Rcl Last Inv Dt To.*
M. *Verify the IPE Nbr To.*
N. *Verify the LOT NBR To.*
O. *Verify the SITE CD To.*
P. *Verify the COND CD 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.
4. Select  . *The* ***Asset Legacy History Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Legacy History Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset Legacy History Inquiry Detail — Catalog*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Legacy History Inquiry Detail — Excess*** *page appears*.

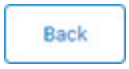
   OR

   Select the Accounting tab. *The* ***Asset Legacy History Inquiry Detail — Accounting*** *page appears*.

   OR

   Select the Depreciation tab. *The* ***Asset Legacy History Inquiry Detail — Depreciation*** *page appears*.

   OR

   Select  . *The* ***Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Asset Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status
- Export the Asset Legacy History Inquiry Transaction Status

# View the Asset Legacy History Inquiry Transaction Status

## Overview

The Asset Legacy History Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Asset > Legacy History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Legacy History Inquiry Transaction Status page

## Page Fields

The following fields display on the **Asset Legacy 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

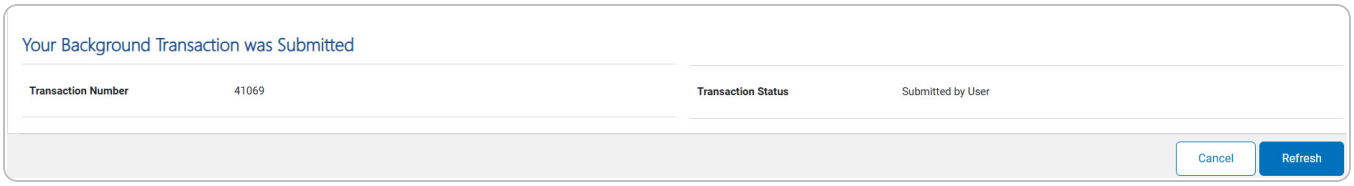
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

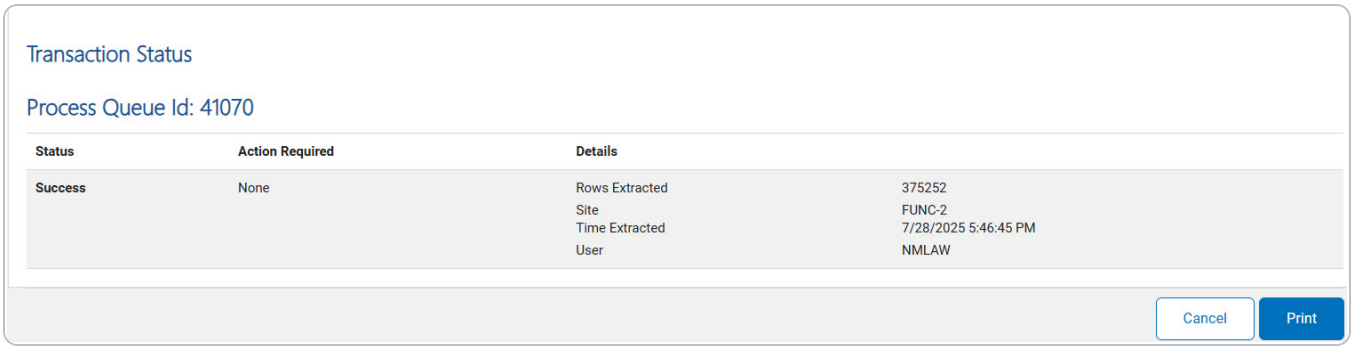
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## View the Asset Legacy 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 Asset Legacy History Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Asset Legacy History Inquiry Search Criteria** page appears.*

## View the Asset Legacy 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 **Asset Legacy 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 an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- Export the Asset Legacy History Inquiry Transaction Status

# Export the Asset Legacy History Inquiry Transaction Status

## Overview

The Asset Legacy History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

## Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Legacy History Inquiry Transaction Status Export page

## Page Fields

The following fields display on the **Asset Legacy 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. |

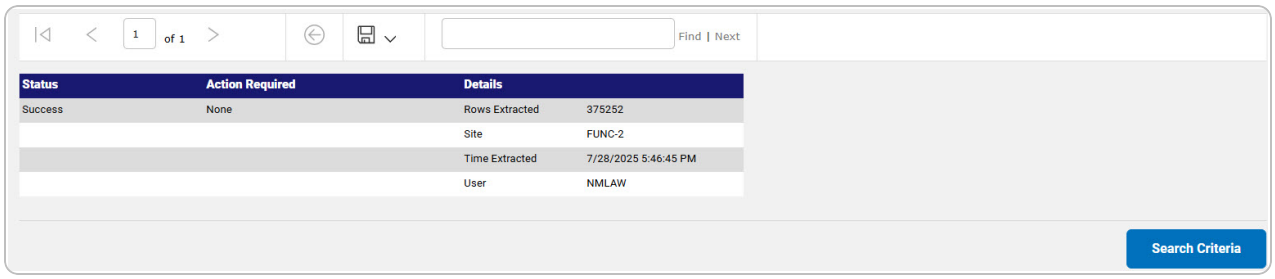
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Legacy 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 **Asset Legacy 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 **Asset Legacy History Inquiry Search Criteria** page appears.* |

# Related Topics

- Search for an Asset Legacy History Inquiry — Criteria
- Search for an Asset Legacy History Inquiry — Results
- View the Asset Legacy History Inquiry Detail — Basic
- View the Asset Legacy History Inquiry Detail — Catalog
- View the Asset Legacy History Inquiry Detail — Excess
- View the Asset Legacy History Inquiry Detail — Inventory
- View the Asset Legacy History Inquiry Detail — Accounting
- View the Asset Legacy History Inquiry Detail — Depreciation
- View the Asset Legacy History Inquiry Transaction Status

# 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

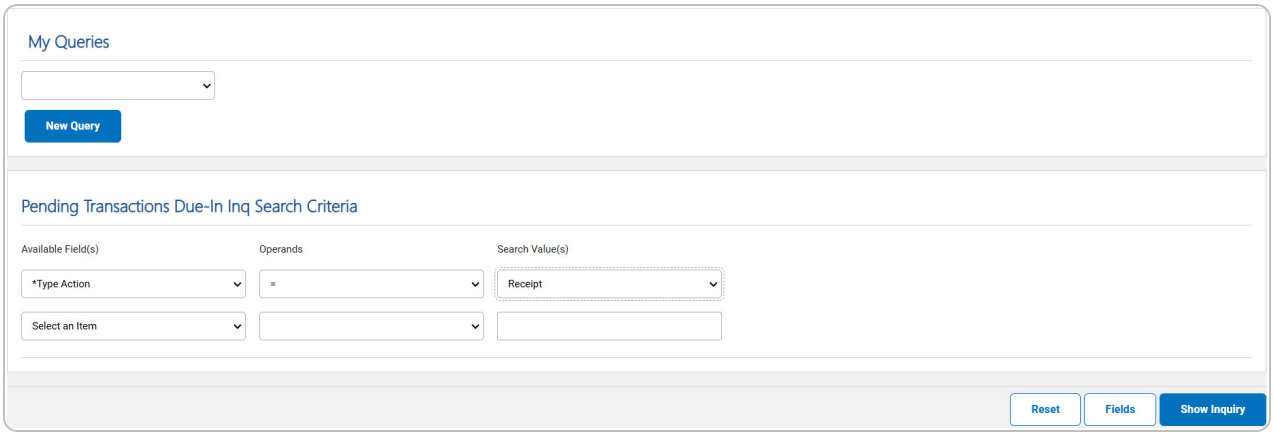
**ELMS Navigation Helpful Tips**

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**

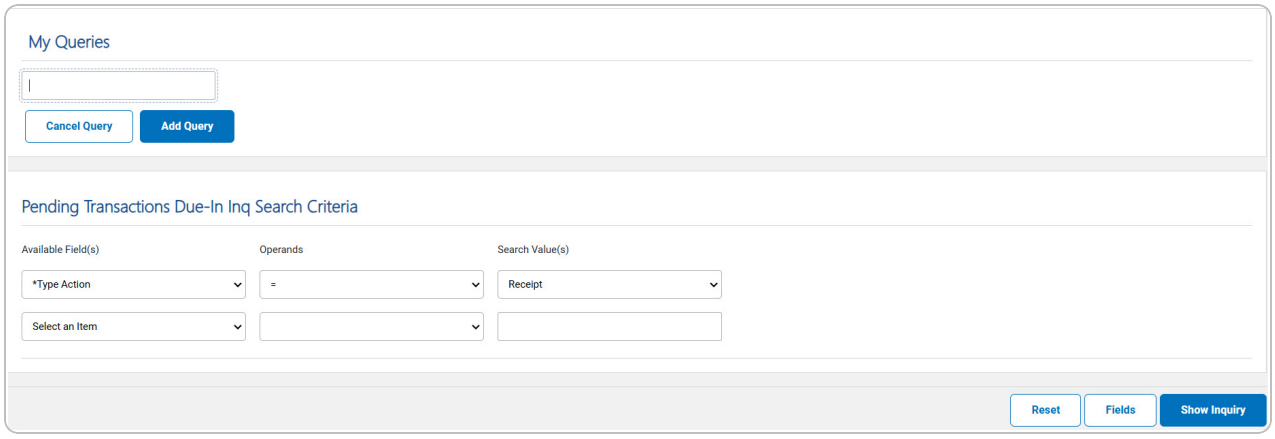
   a. Use ⌄ to select desired Available Field.

   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.*



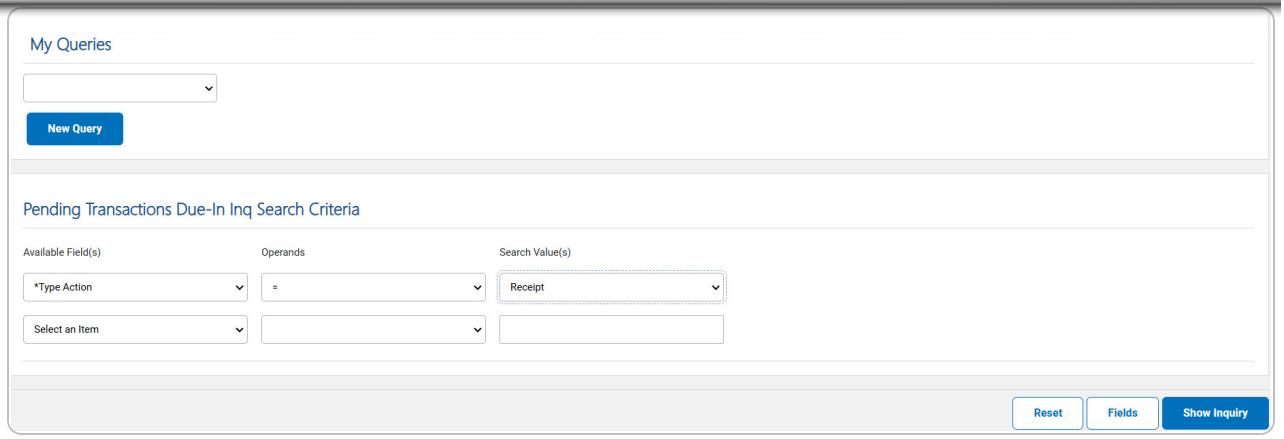

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*

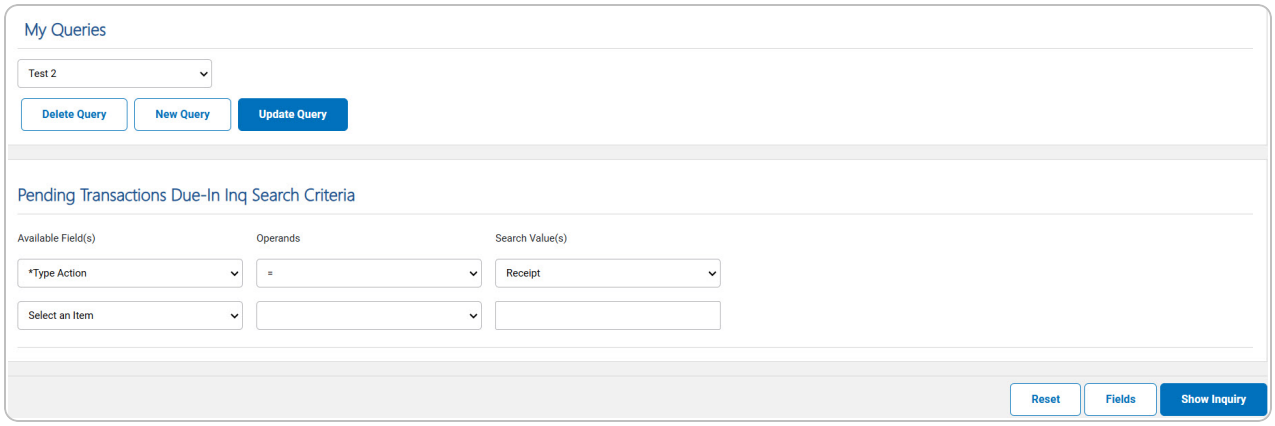
2.

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.*

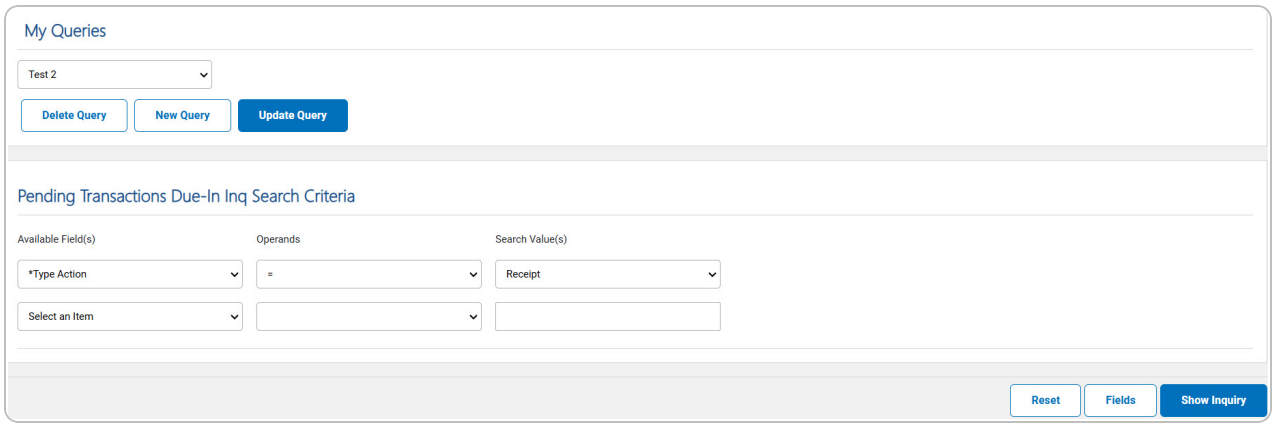
   Select Fields. *The* ***Pending Transactions Due-In Inquiry — Select Fields*** *page appears.*

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. |

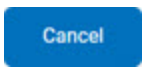
# Procedures

**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**

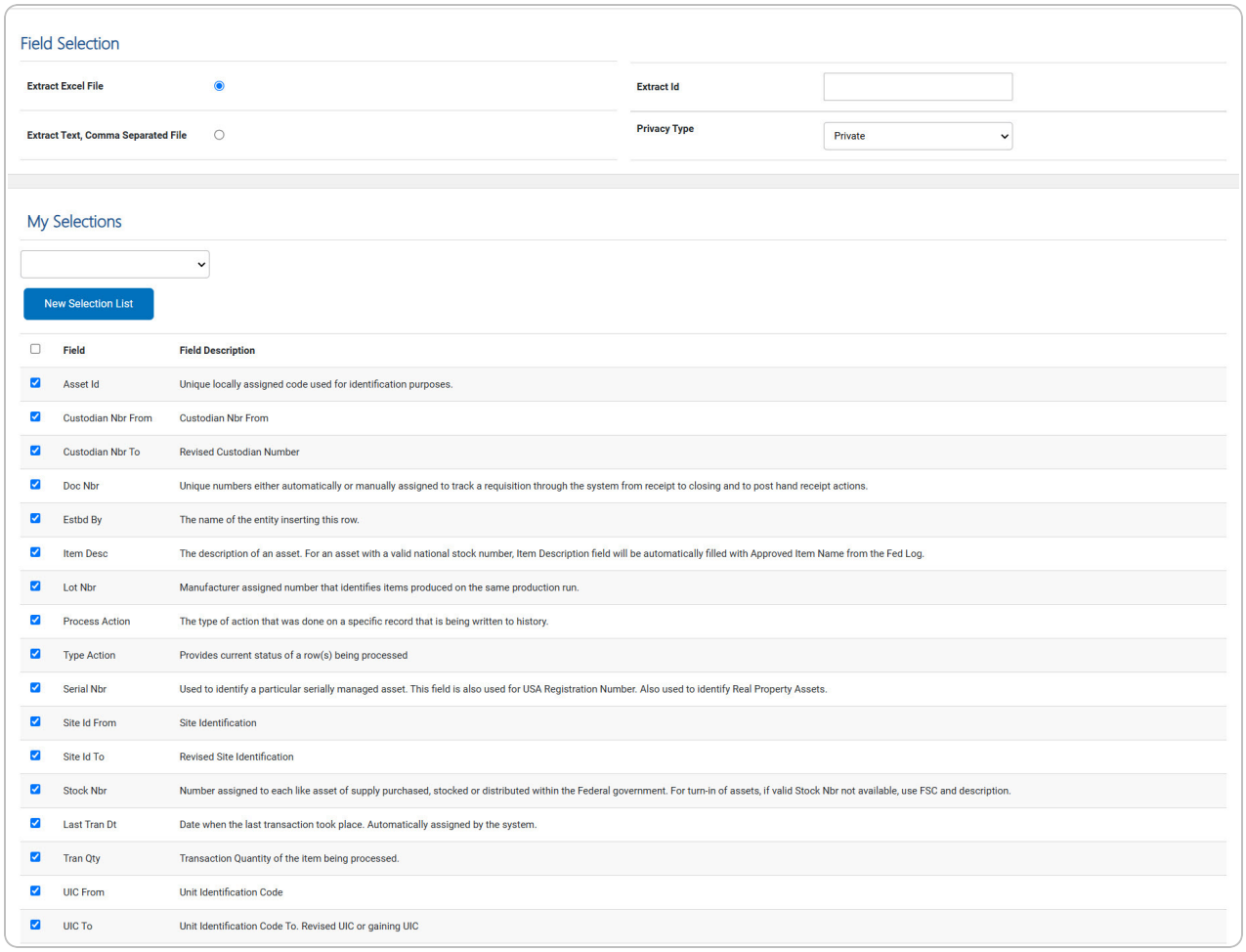
Click the following link to display PA Navigation Tips.

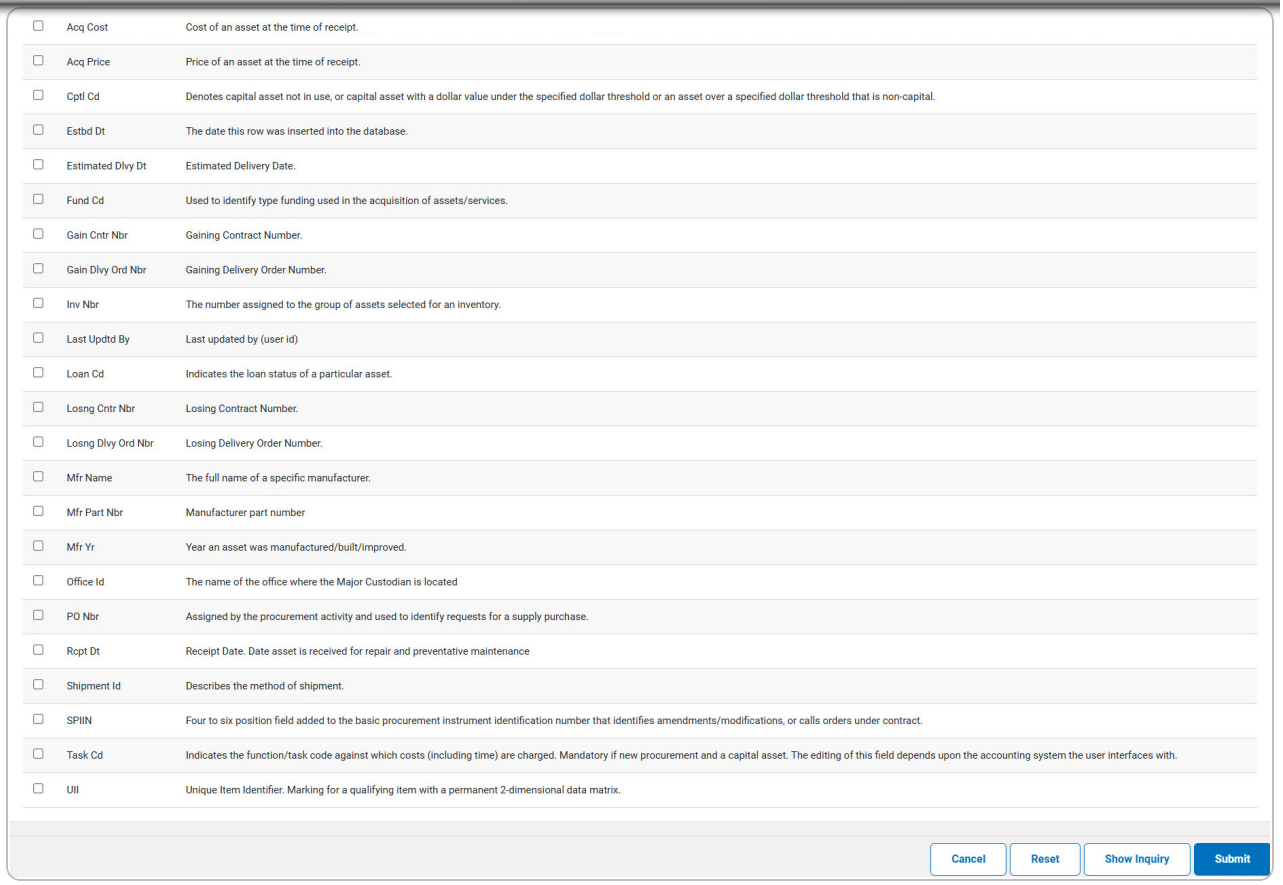
## Choose the Extracted Inquiry File Details

*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**

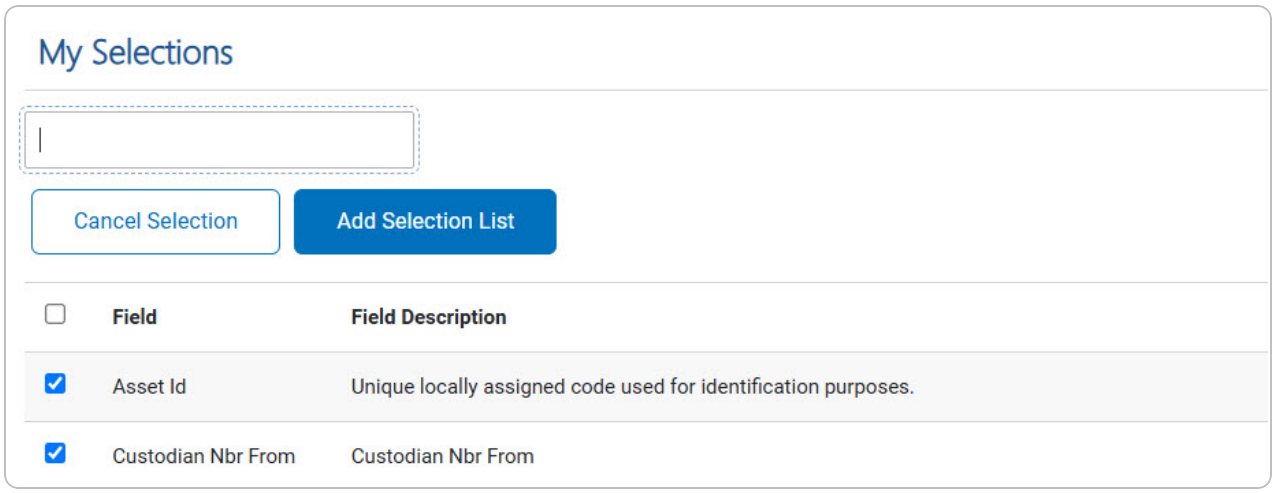
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

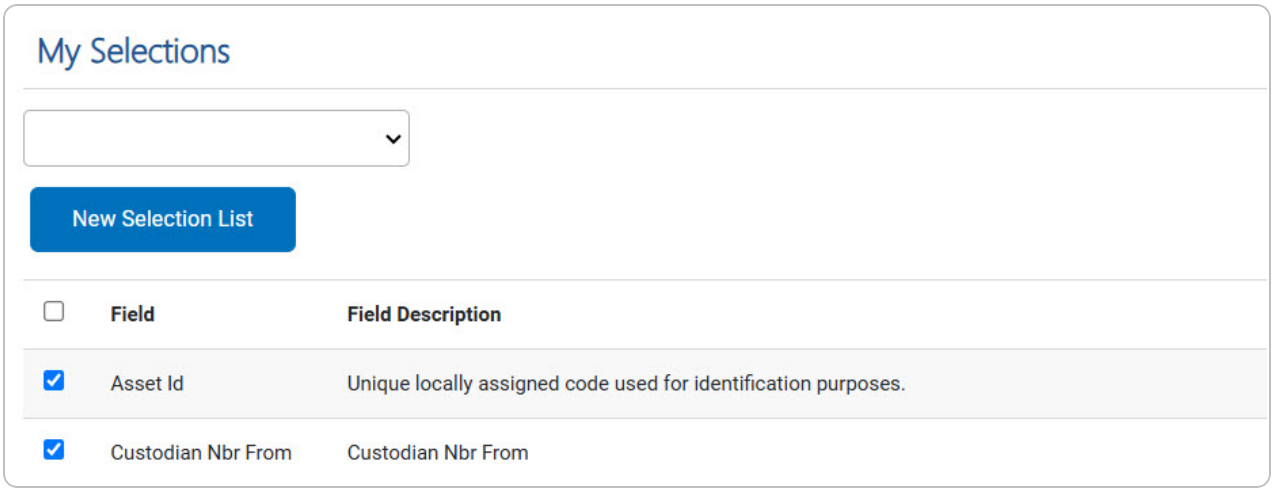
5. 

**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.*

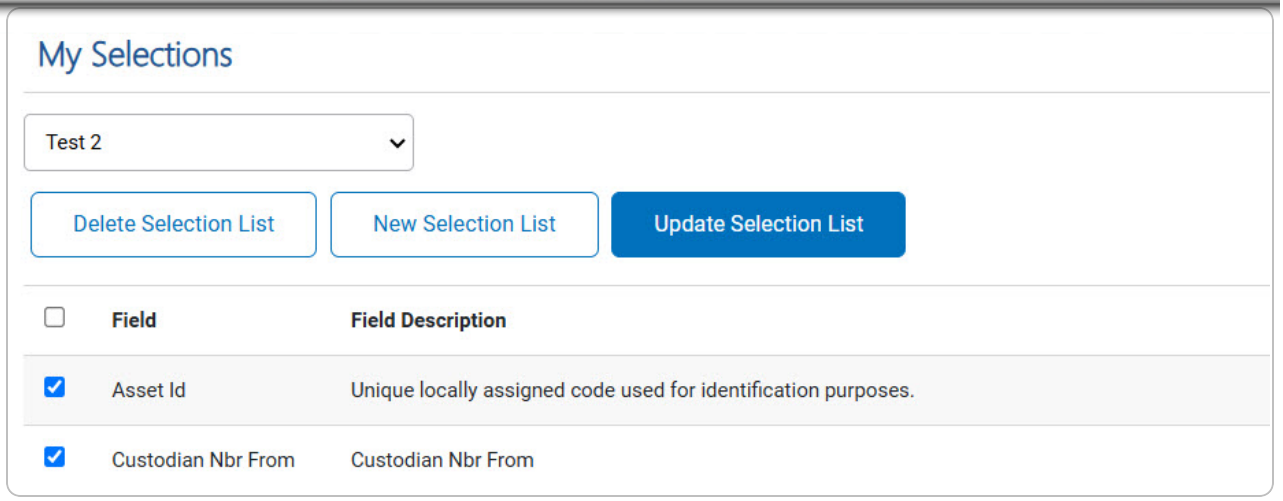
   Select Show Inquiry for small volumes of data. *The **Pending Transactions Due-In Inquiry — Results** page appears.*

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.



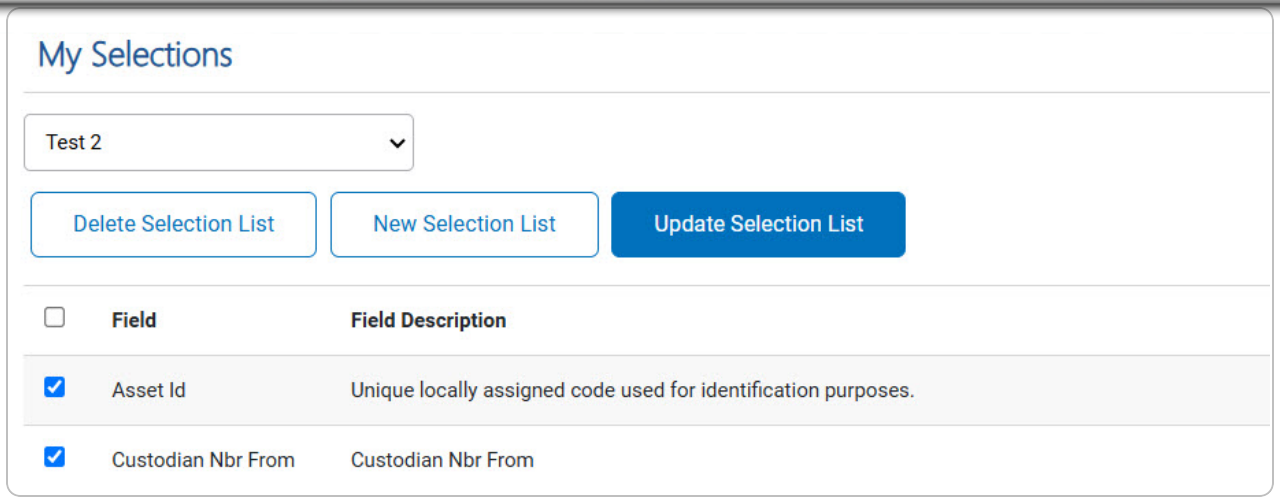

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-In Inquiry — Results*** *page appears.*

**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.

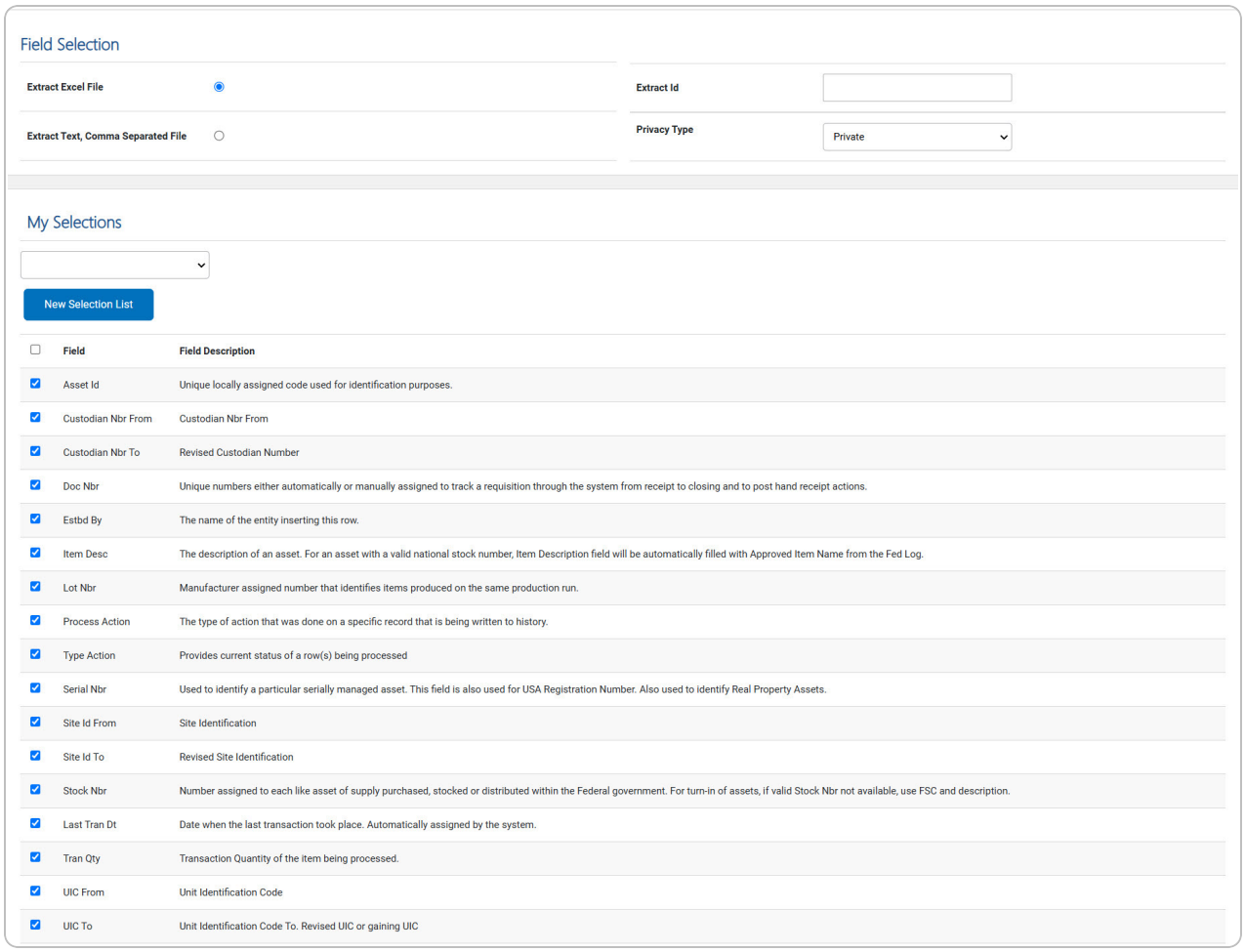


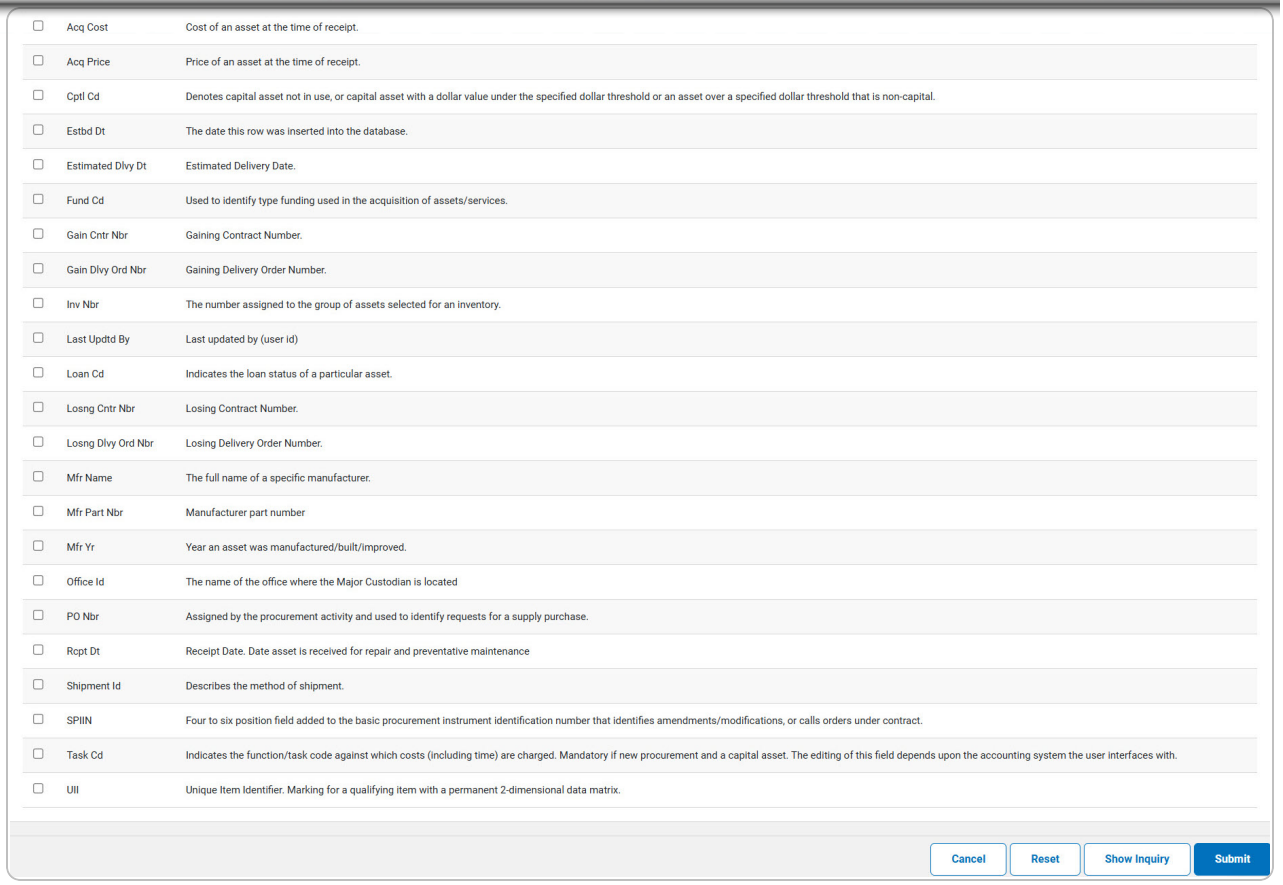

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 — 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. |

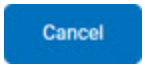
# Procedures

**ELMS Navigation Helpful Tips**

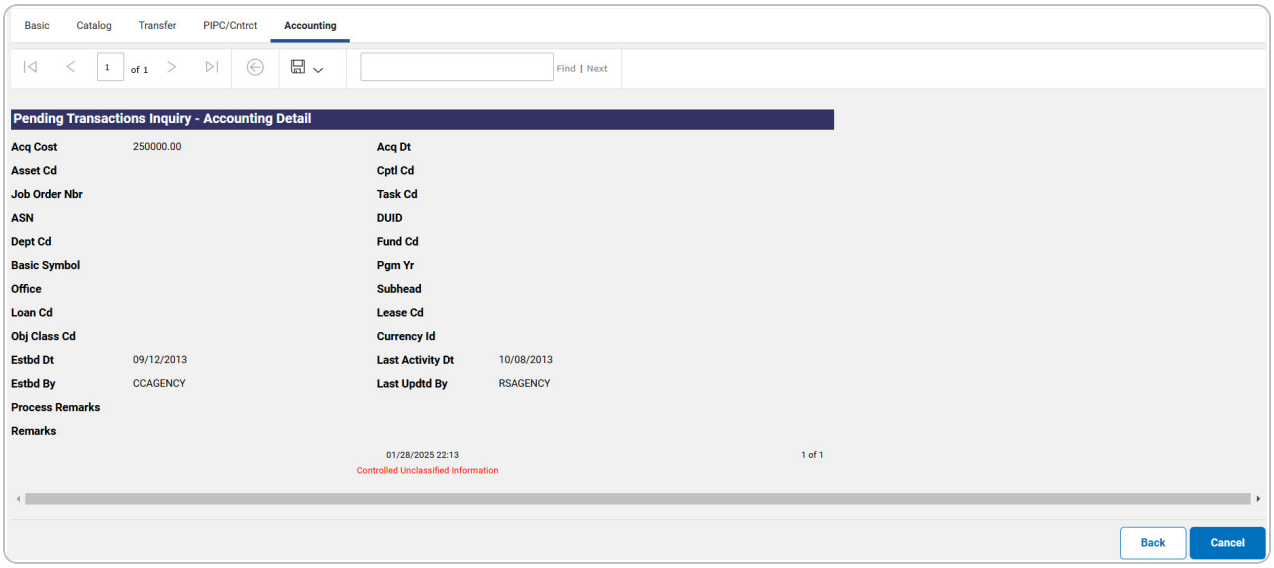


Click the following link to display PA Navigation Tips.

## 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.*

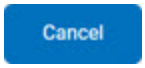
U. *Verify the LEASE CD.*

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*.

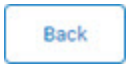
   OR

   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 

.
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 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 — 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

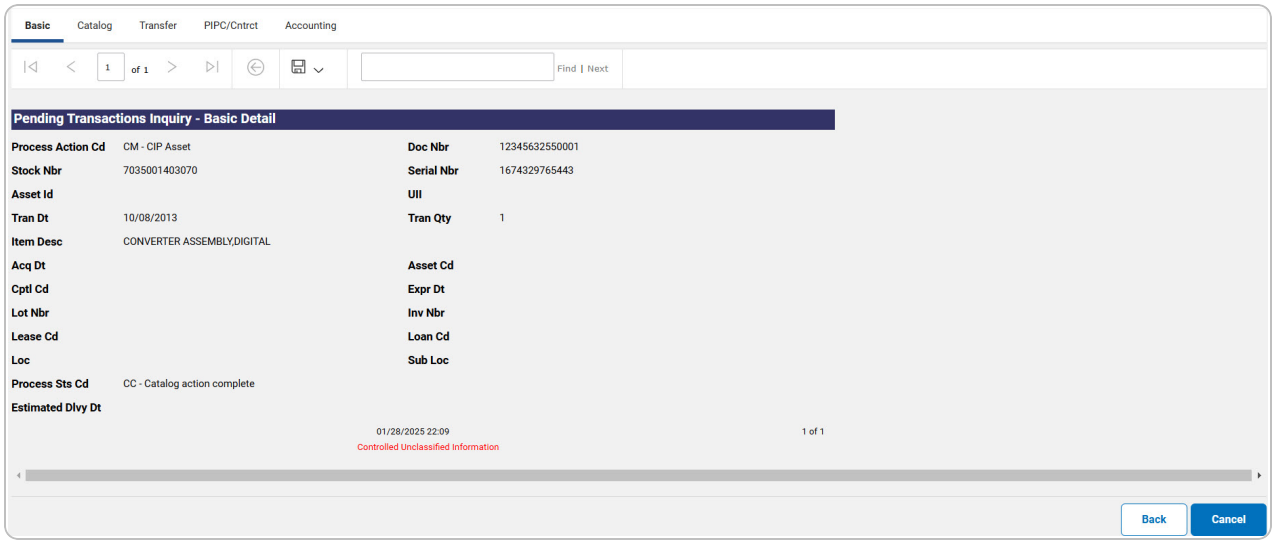
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Pending Transactions Due-In Inquiry Basic Detail

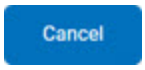
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

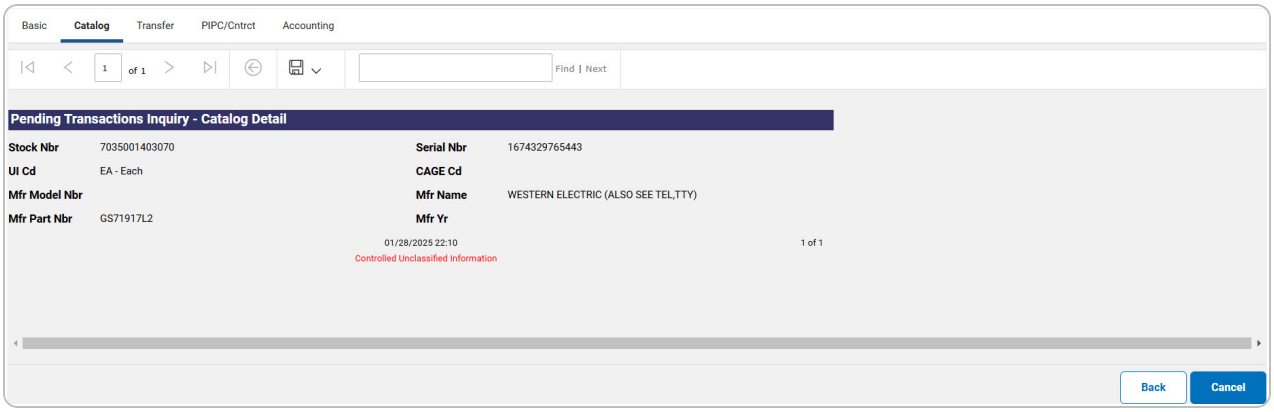
**ELMS Navigation Helpful Tips**

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 — 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. |

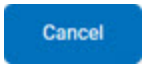
# Procedures

**ELMS Navigation Helpful Tips**

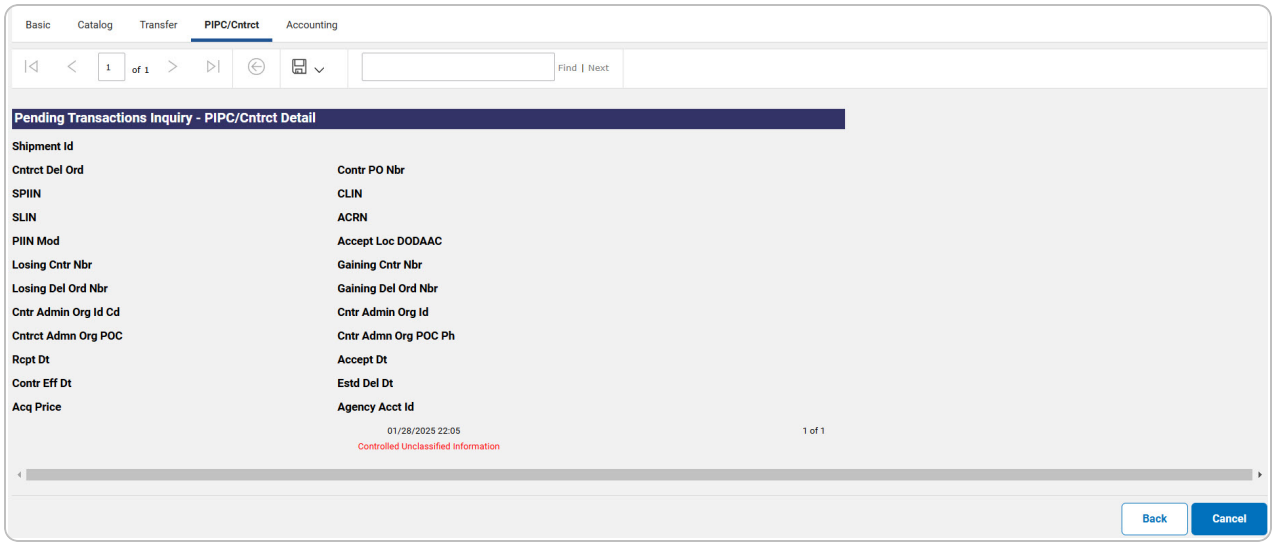


Click the following link to display PA Navigation Tips.

## 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.
4. Select Cancel. *The* ***Pending Transactions Due-In Inquiry — Criteria*** *page appears*.

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 — 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

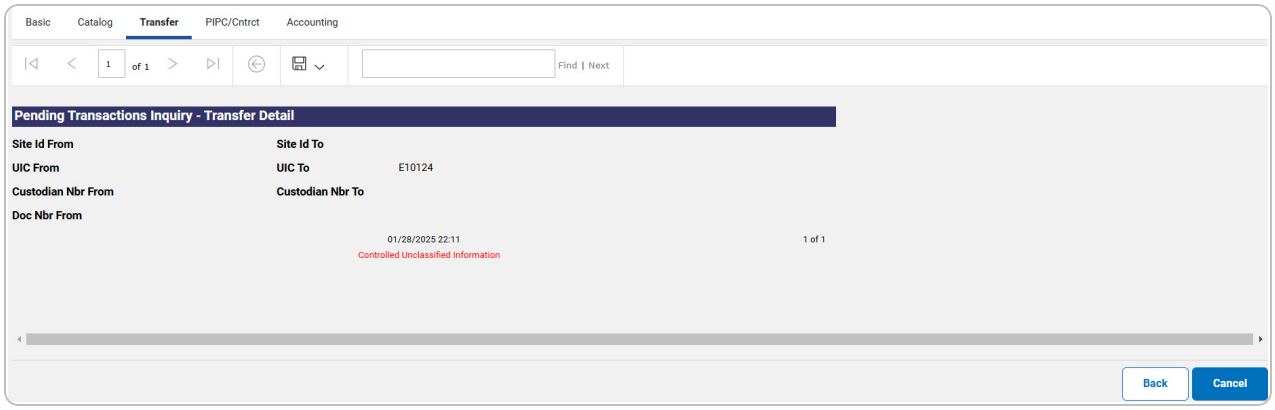
**ELMS Navigation Helpful Tips**

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 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

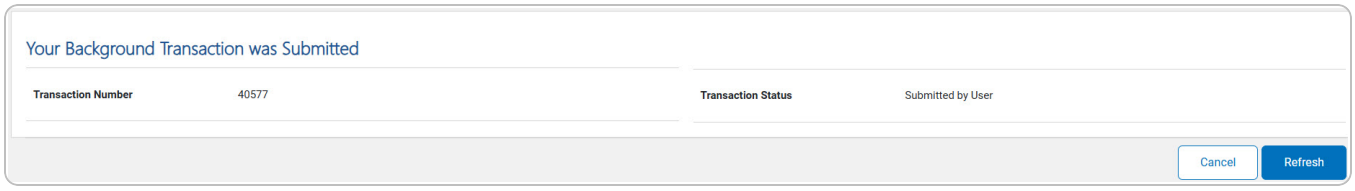
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

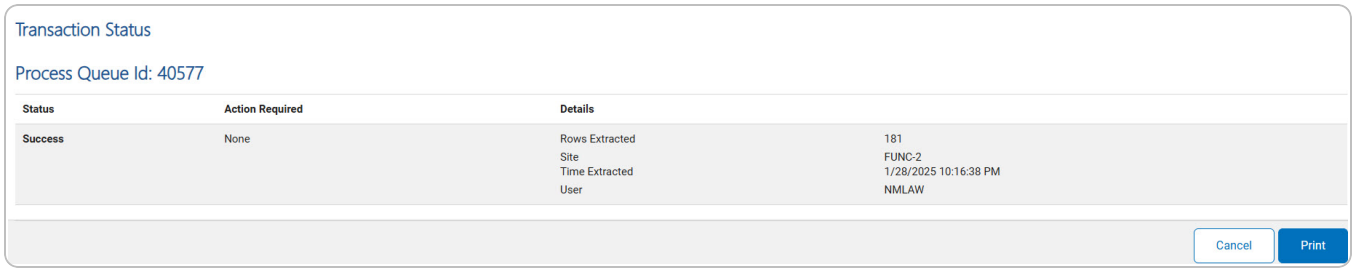
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

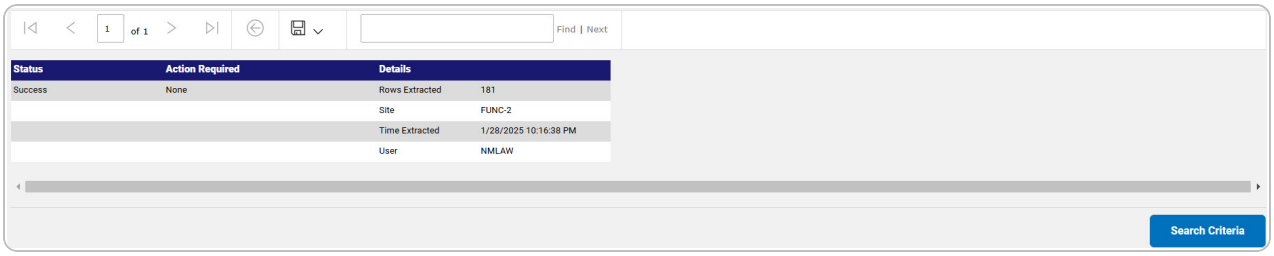
# Procedures

**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 Search Criteria. *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 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 **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

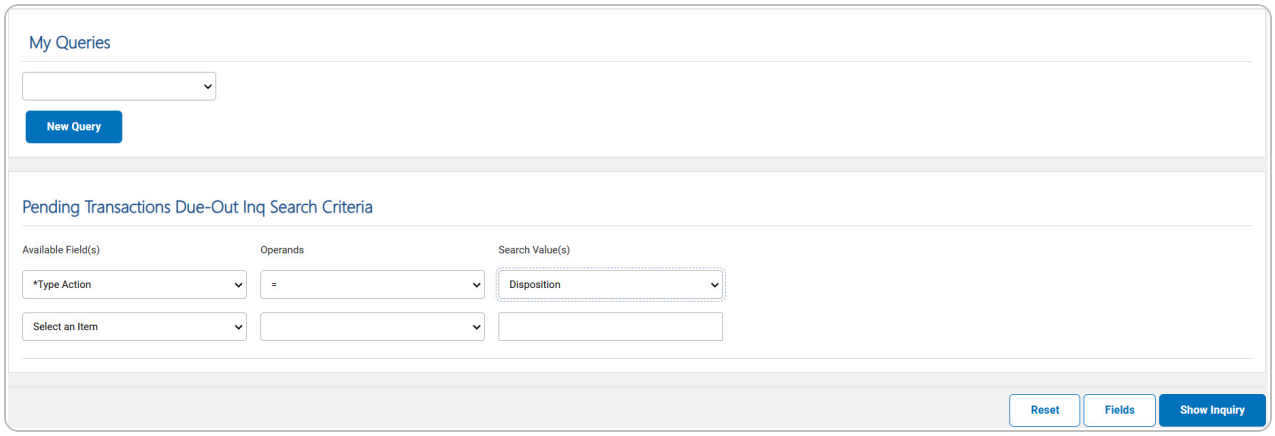
**ELMS Navigation Helpful Tips**

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**

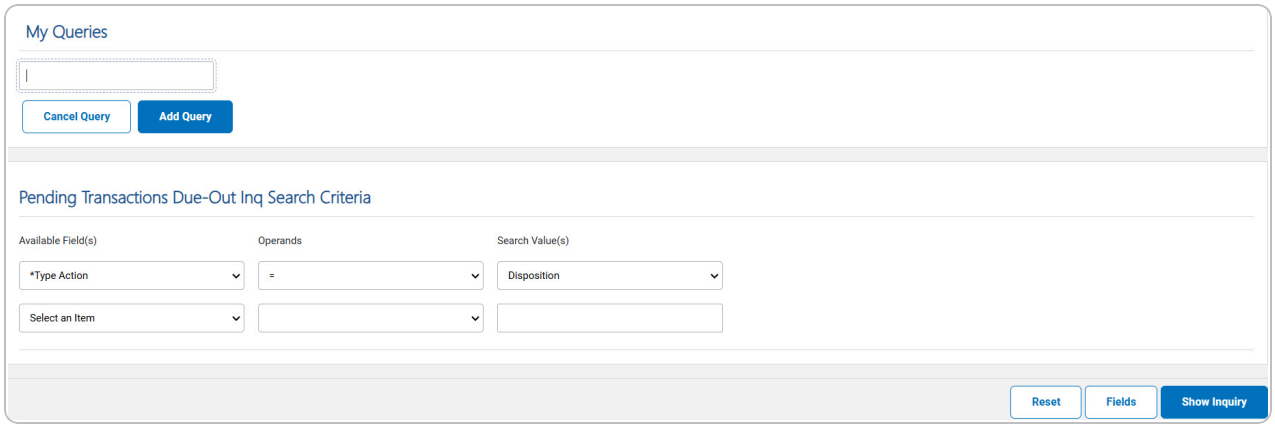
a. Use ⌄ to select desired Available Field.

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.*

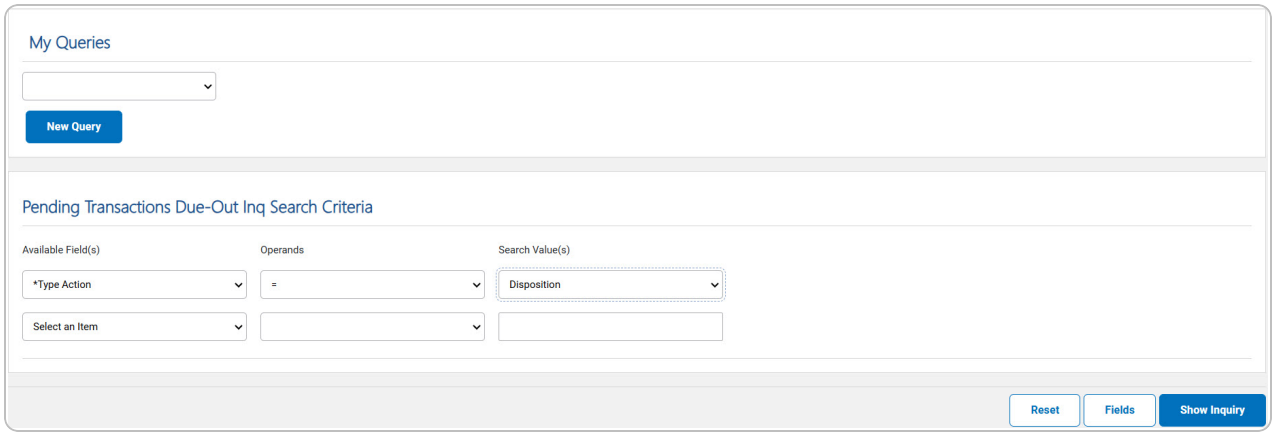
   Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*
5.

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.*



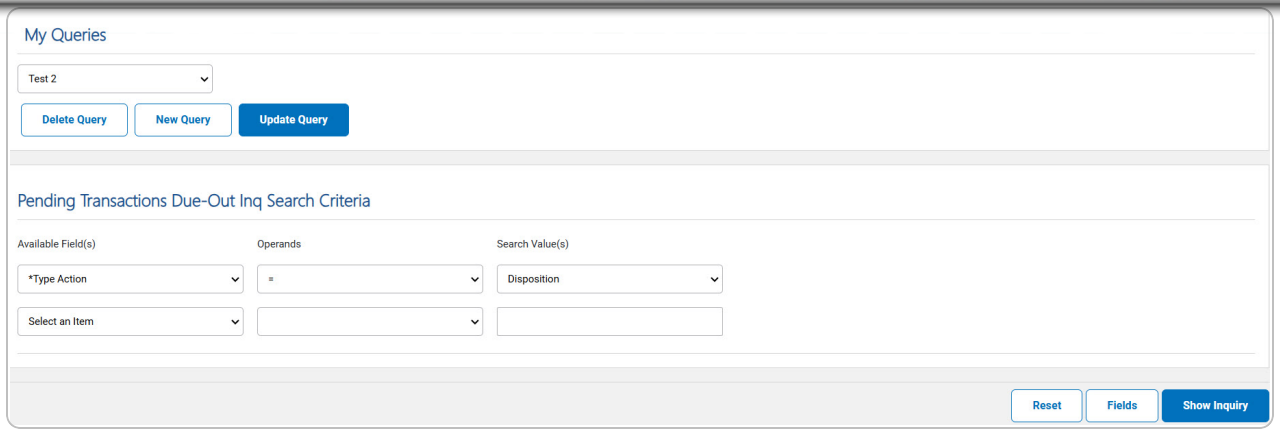

Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

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.*

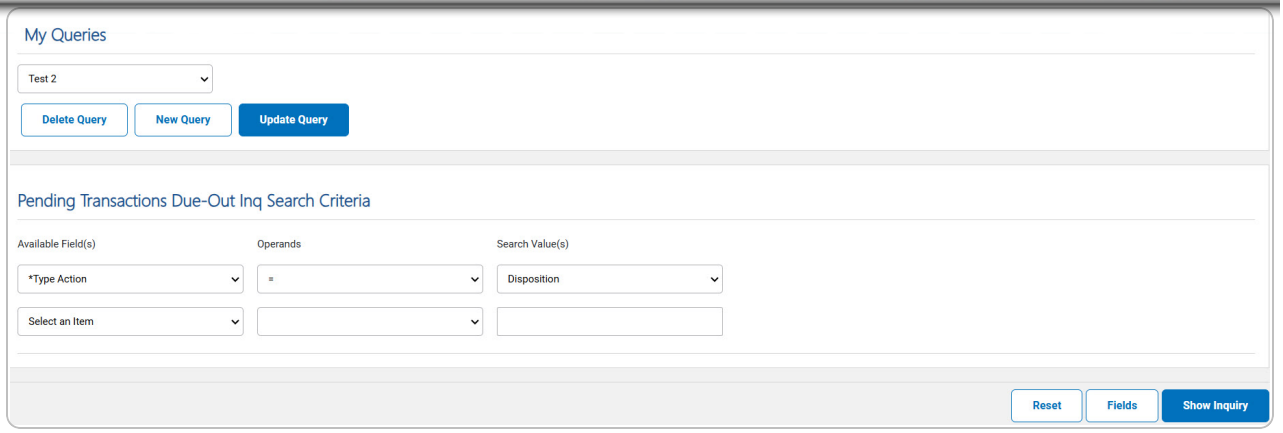
   Select Fields. *The* ***Pending Transactions Due-Out Inquiry — Select Fields*** *page appears.*

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** 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-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 [ 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-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**

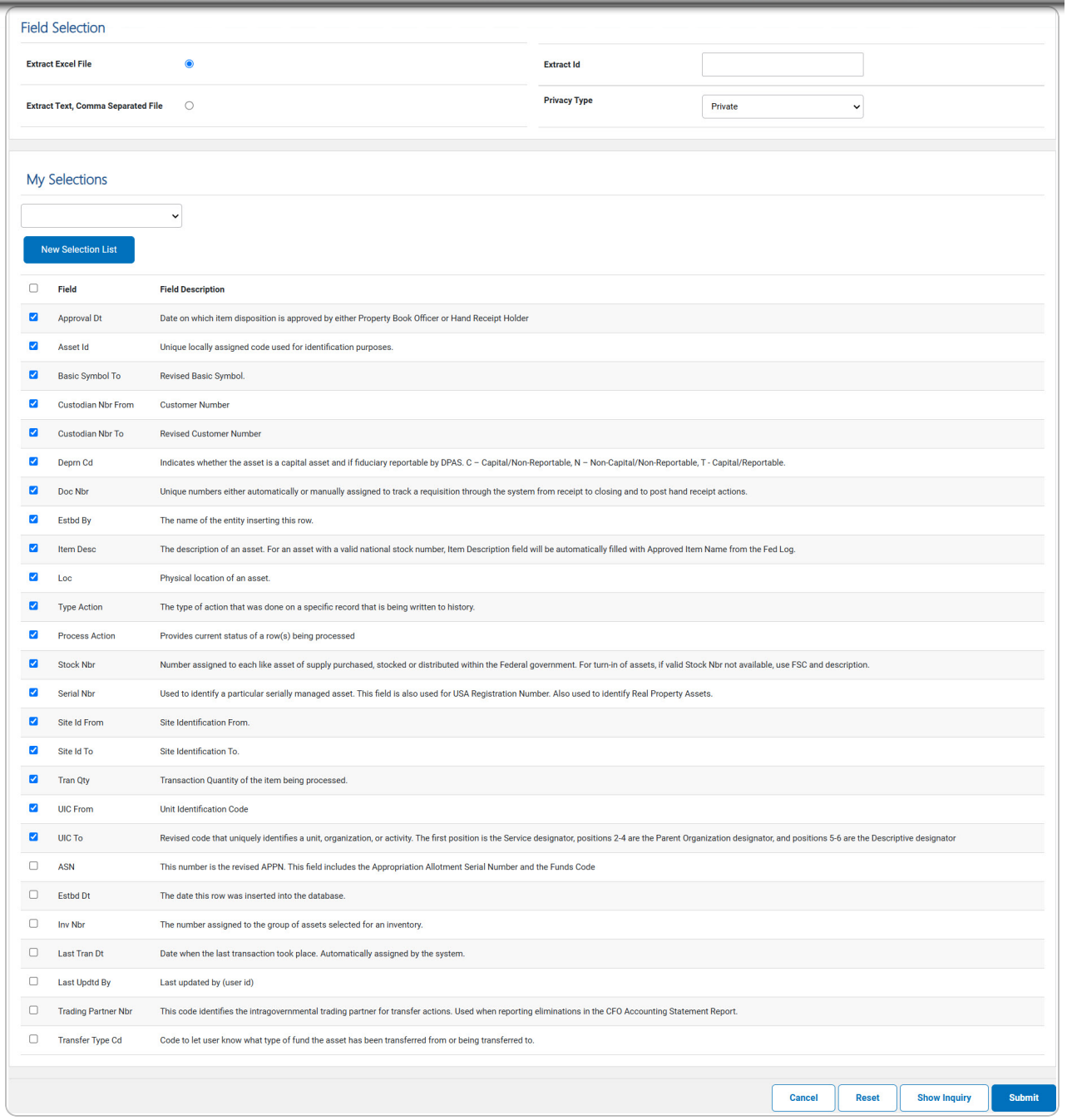


Click the following link to display PA Navigation Tips.

## 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**

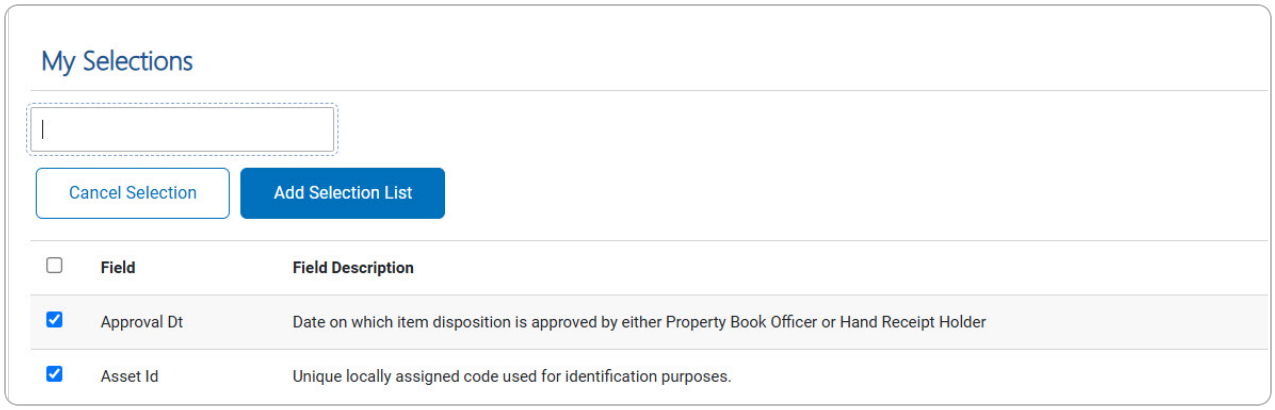
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

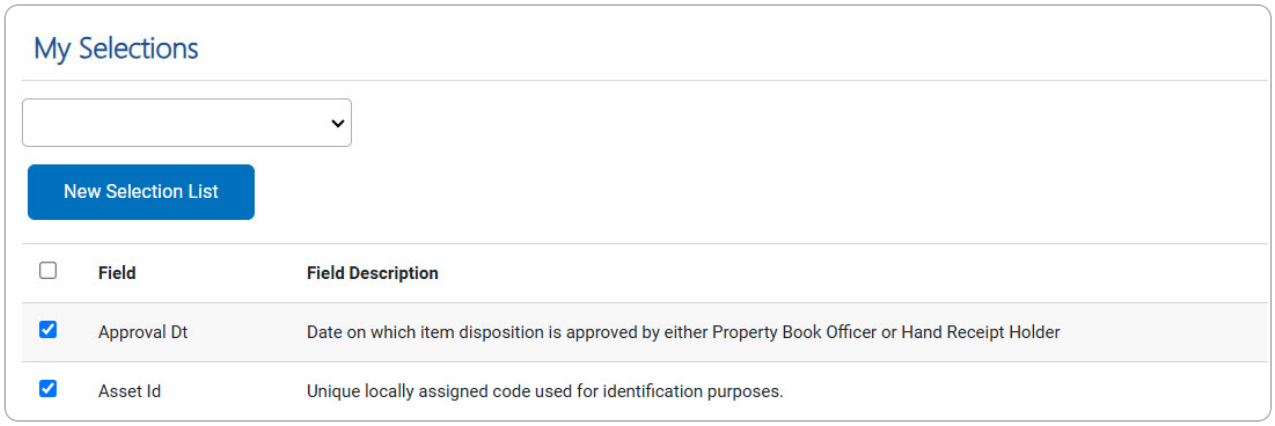
Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*

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.*

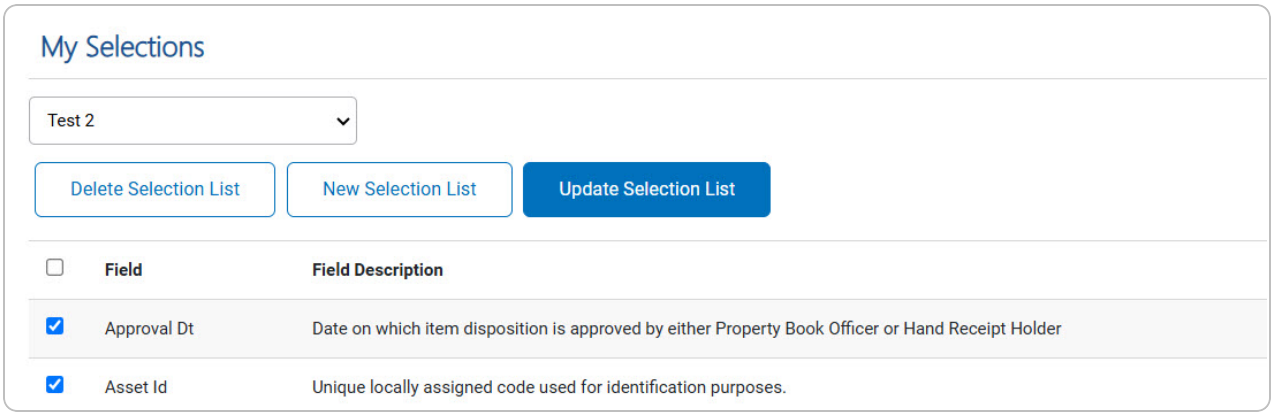
Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*

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.



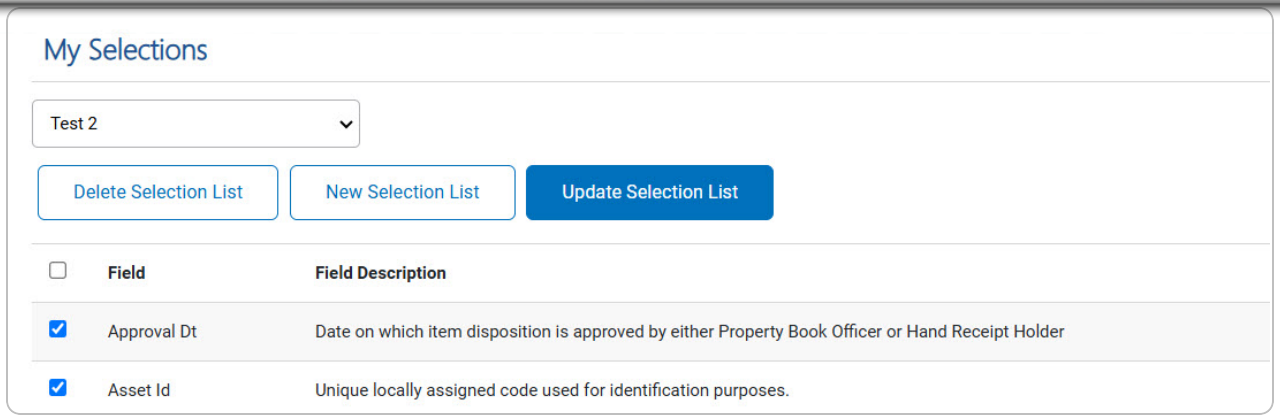

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

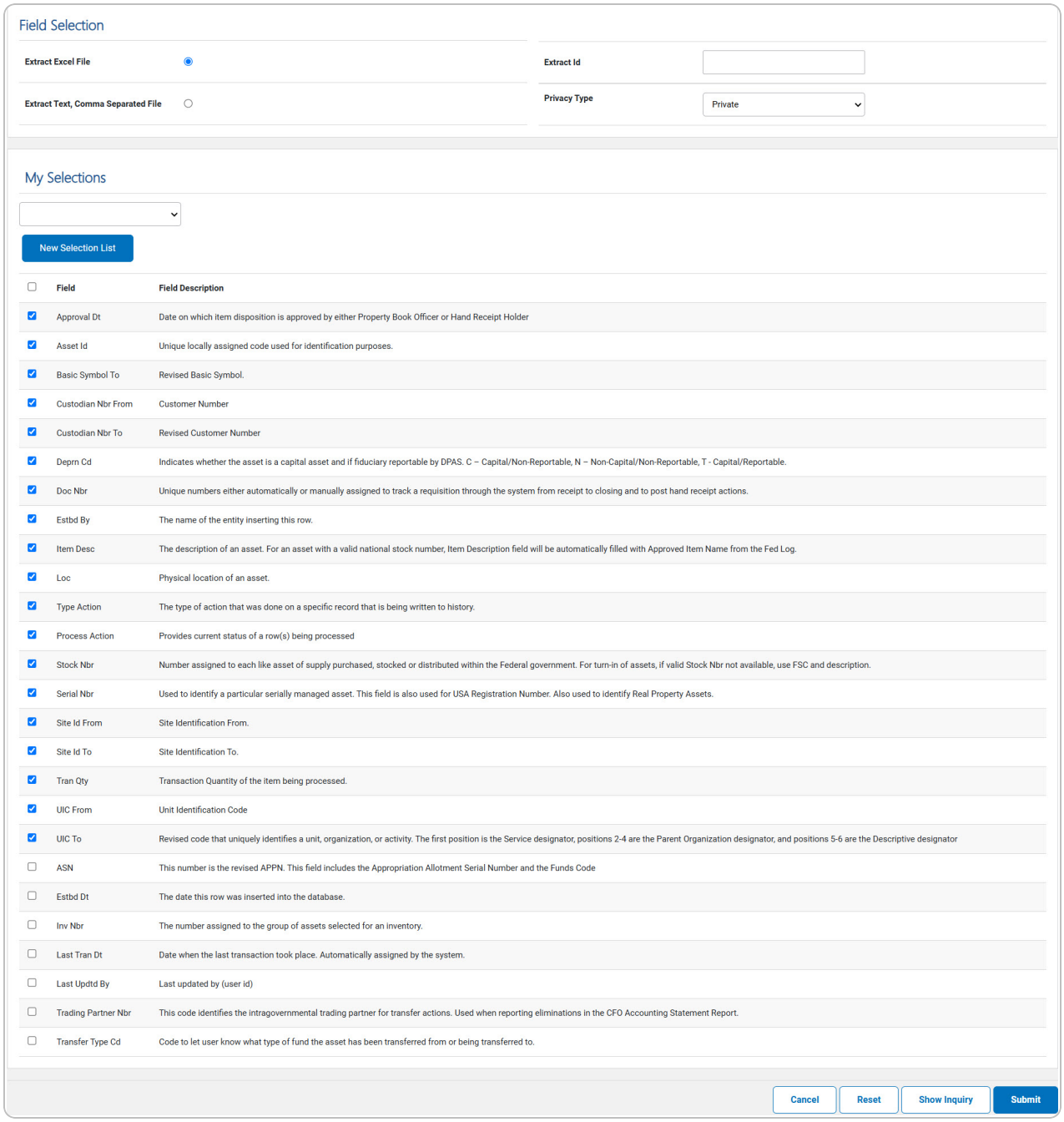



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 — 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. |

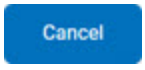
# Procedures

**ELMS Navigation Helpful Tips**

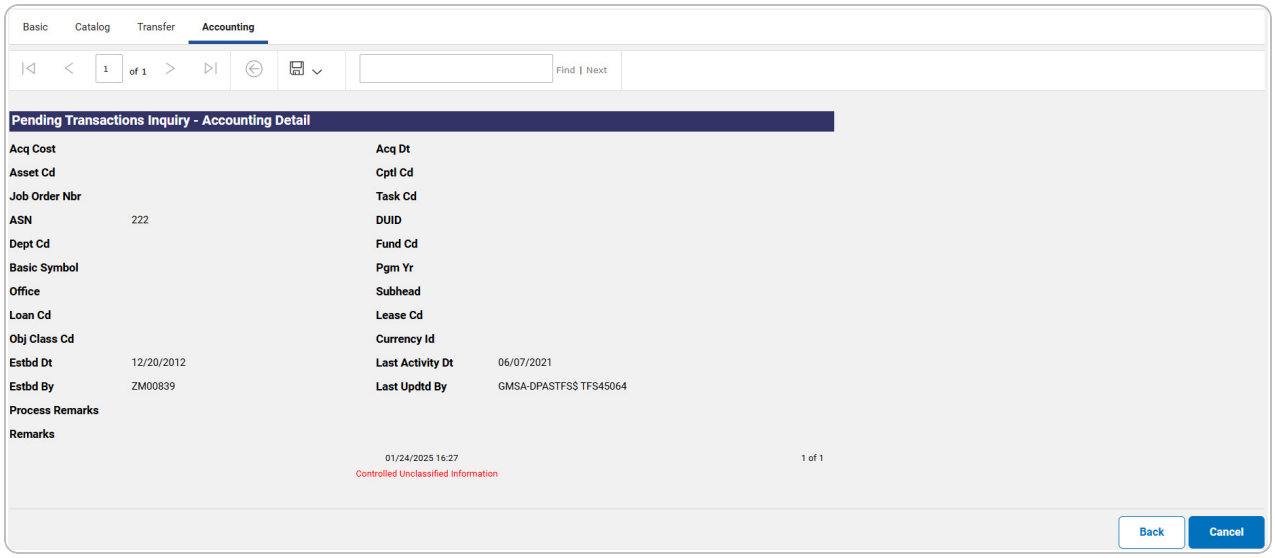


Click the following link to display PA Navigation Tips.

## 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 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 \| Next | Find data within the Results page. |
| | Return to the parent report. |
| | Select the format to Export the report. |

# Procedures

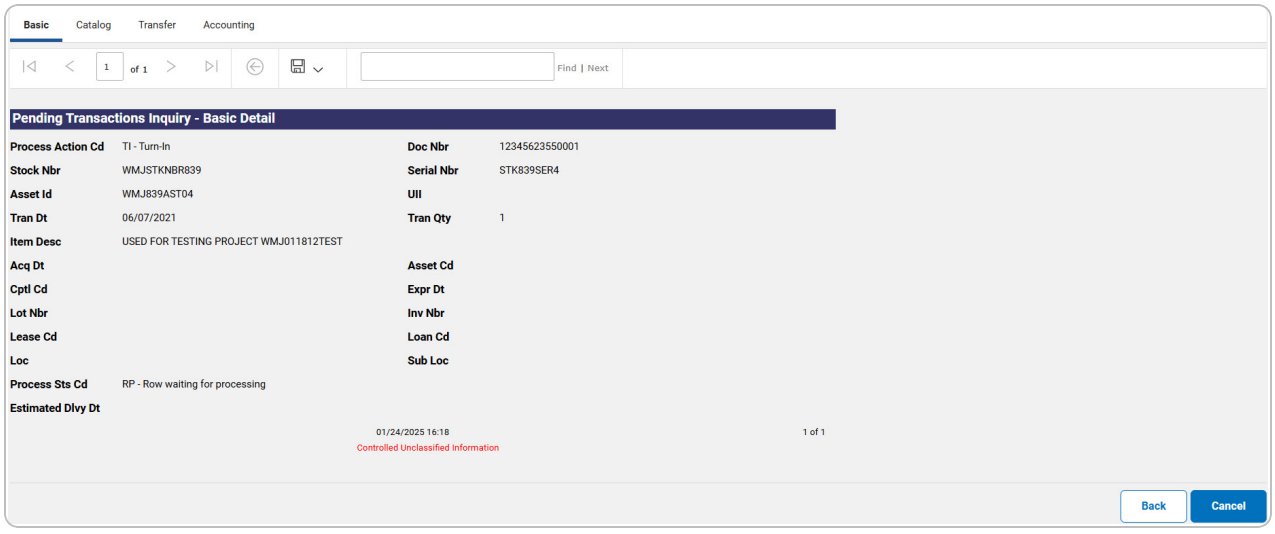
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Pending Transactions Due-Out Inquiry Basic Detail

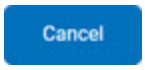
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

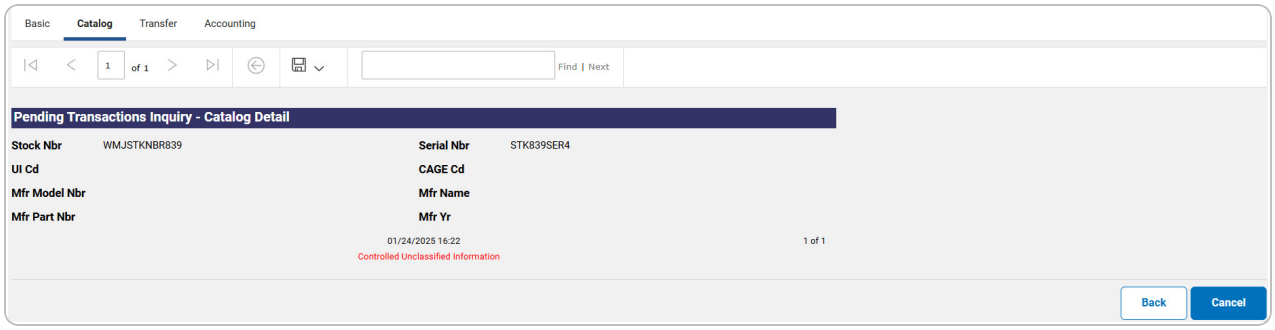
**ELMS Navigation Helpful Tips**

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*.

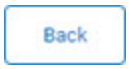
OR

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

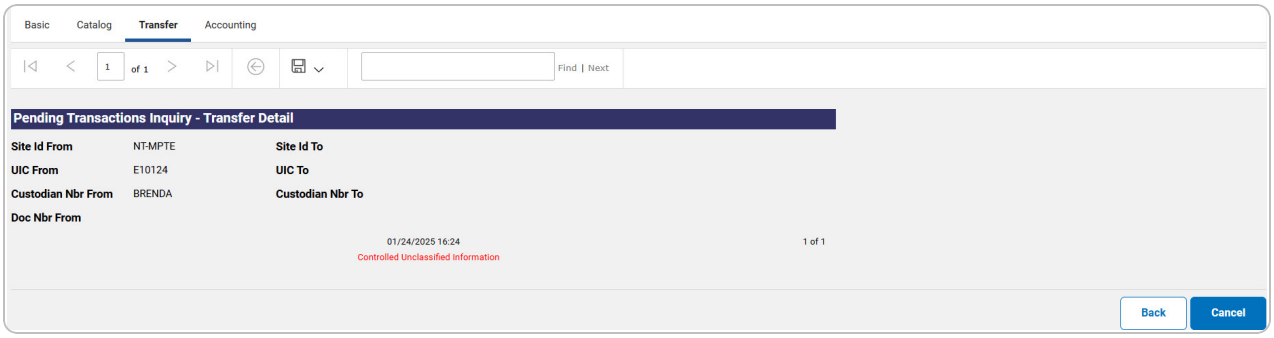
**ELMS Navigation Helpful Tips**

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 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

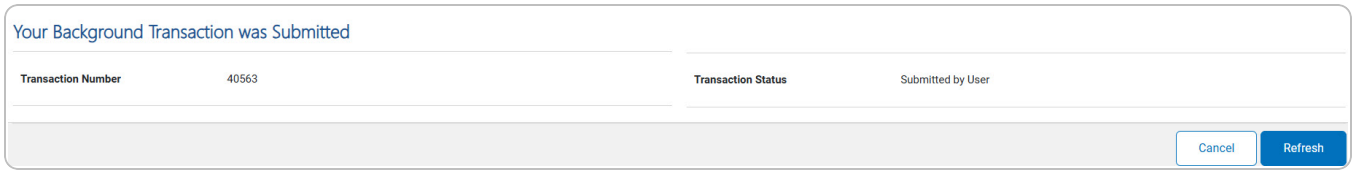
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

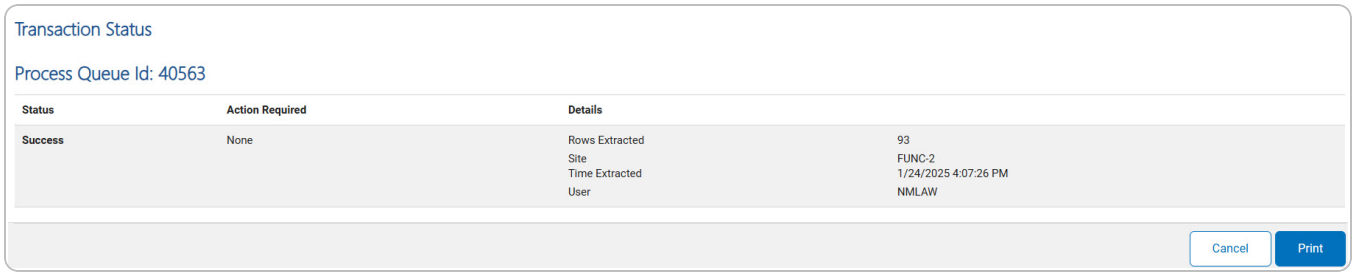
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

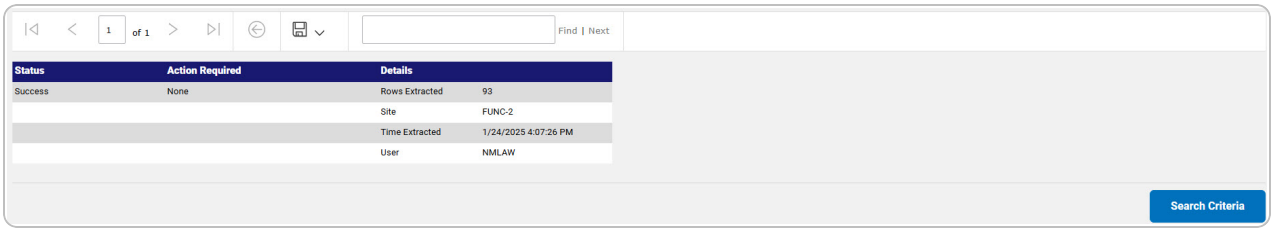
# Procedures

**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

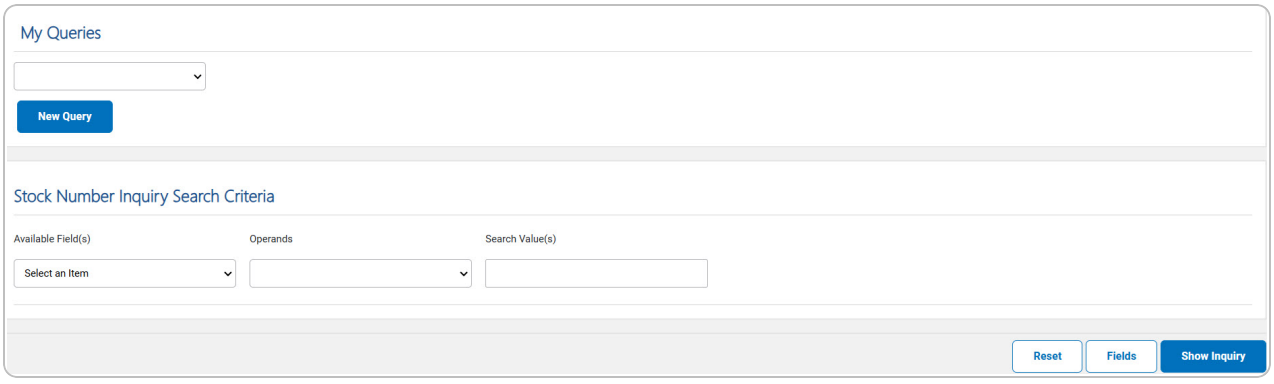
**ELMS Navigation Helpful Tips**

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**

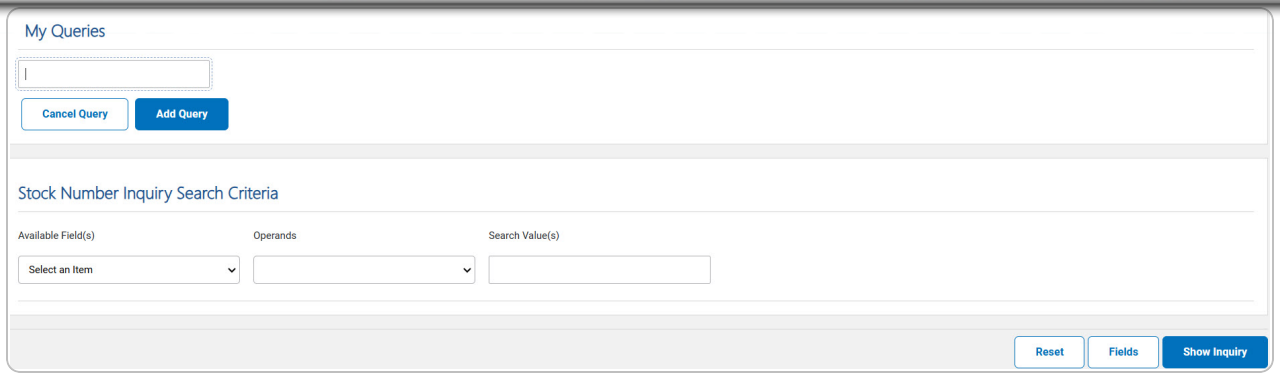
a. Use to select desired Available Field.

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.*



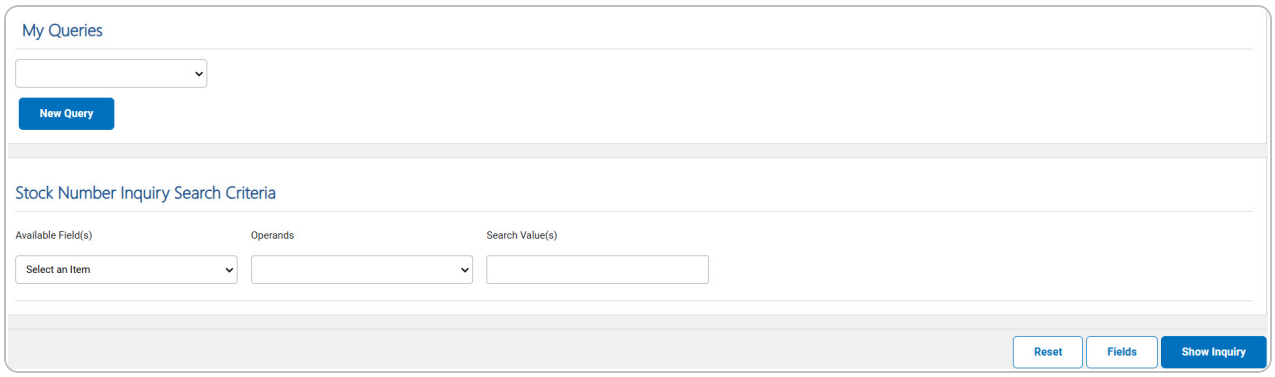

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



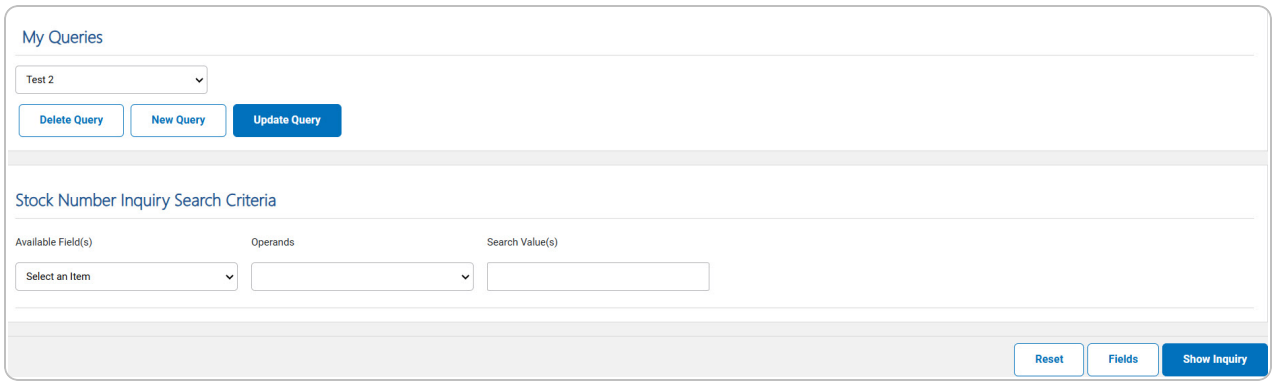

2. Select Fields. *The **Stock Number Inquiry — Select Fields** page appears.*

   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.*



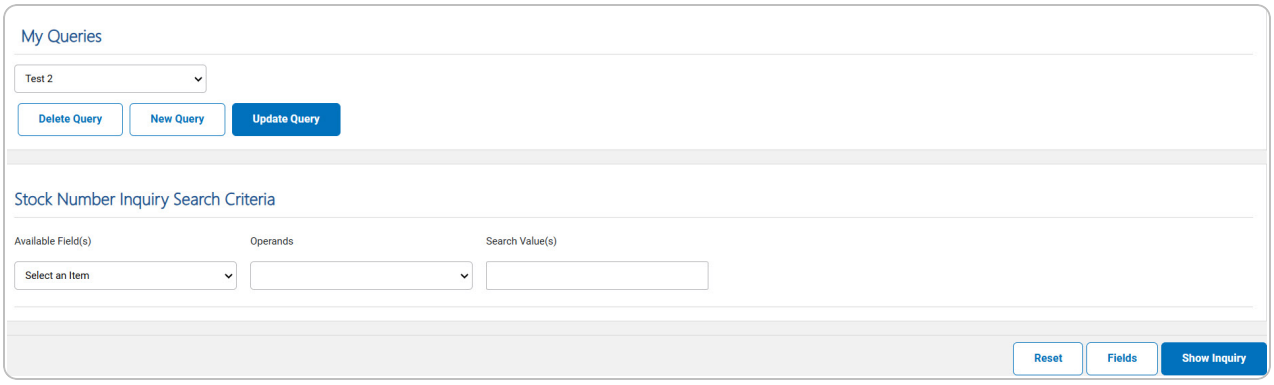
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Stock Number Inquiry — Select Fields** page appears.*

   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**

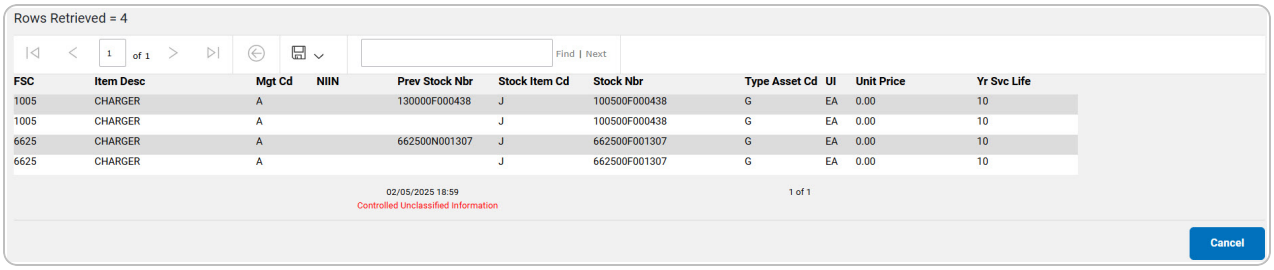


Click the following link to display PA Navigation Tips.

## 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 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 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**

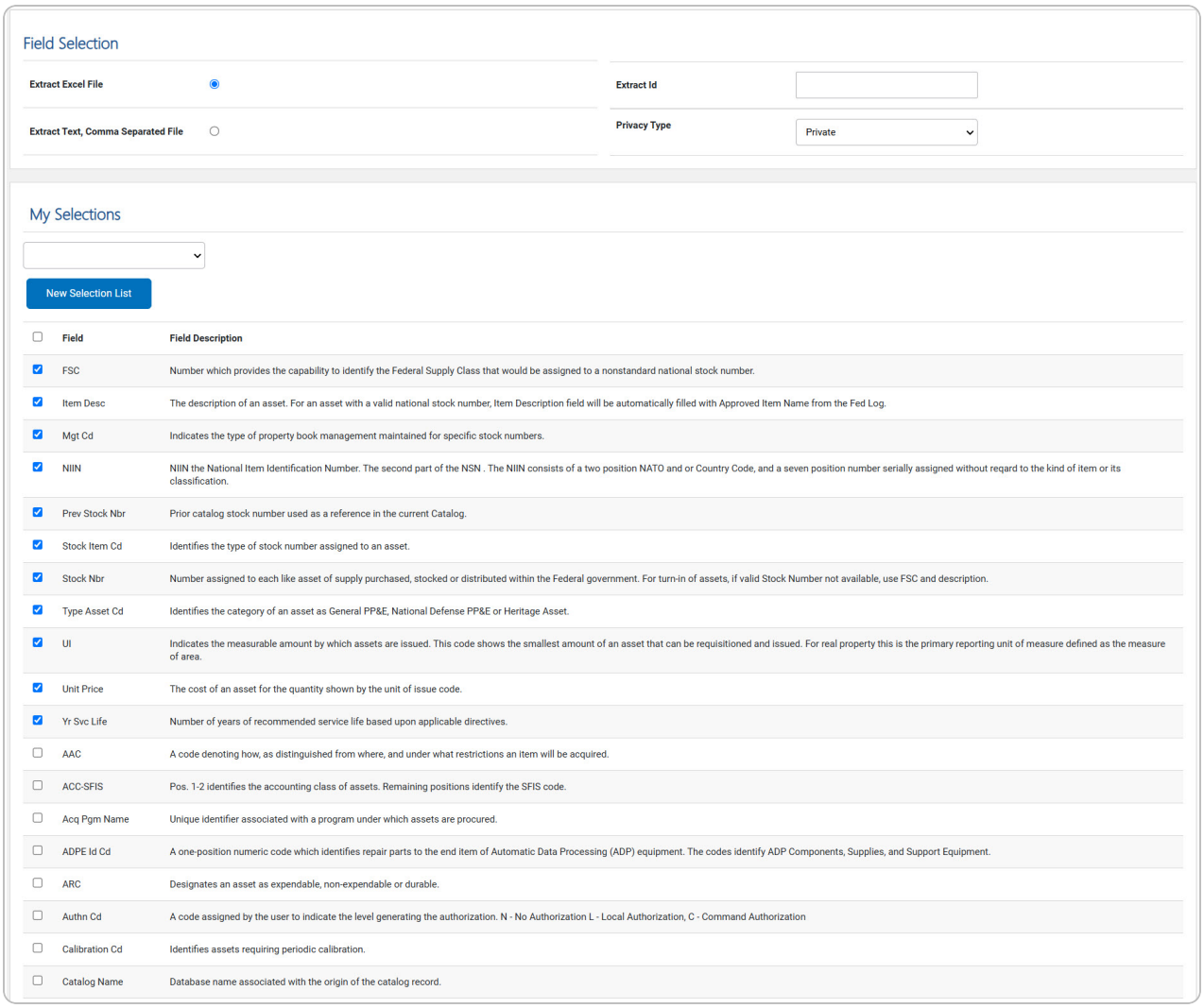


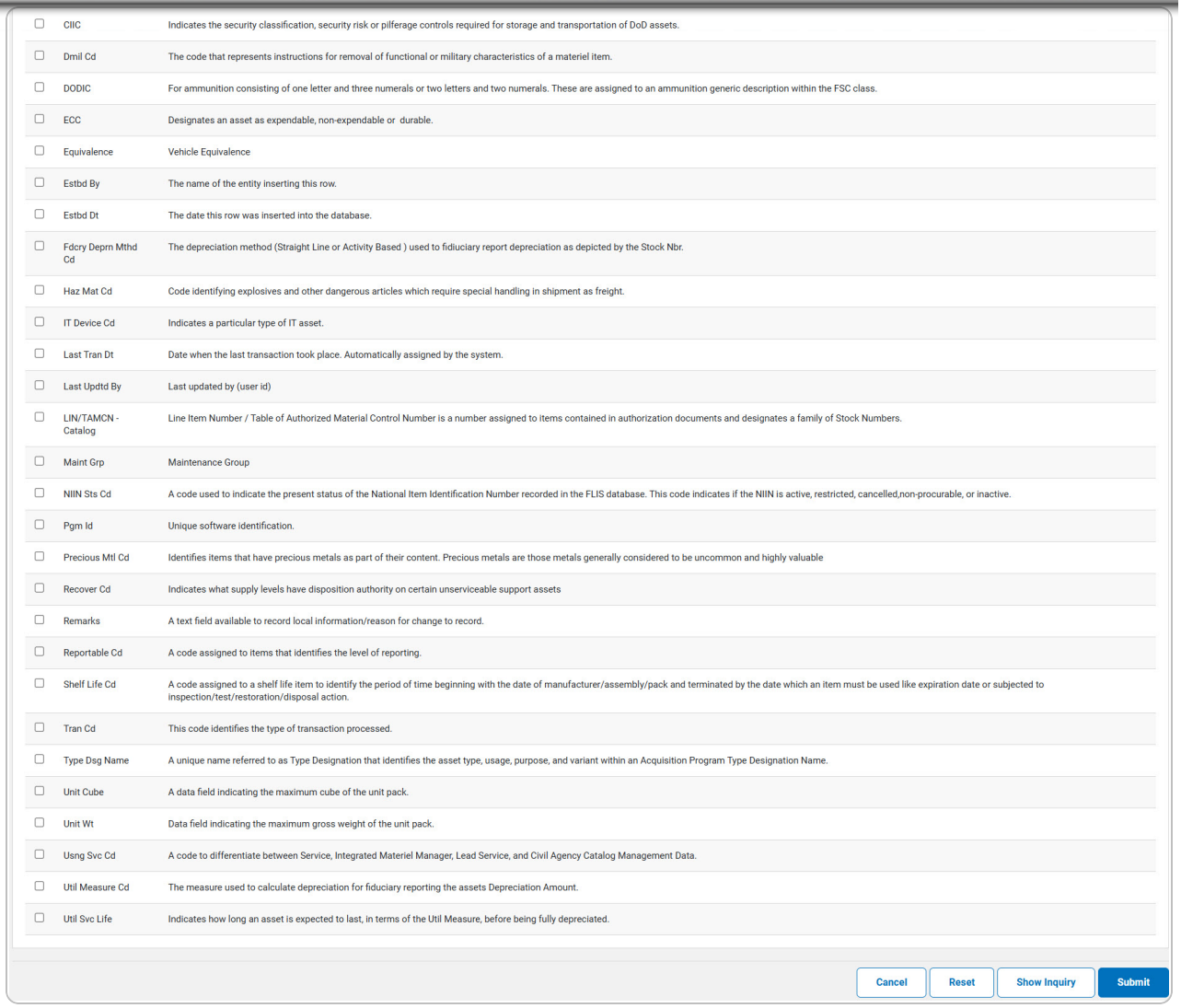
Click the following link to display PA Navigation Tips.

## 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.*





| | | |
|---|---|---|
| ☐ | 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**

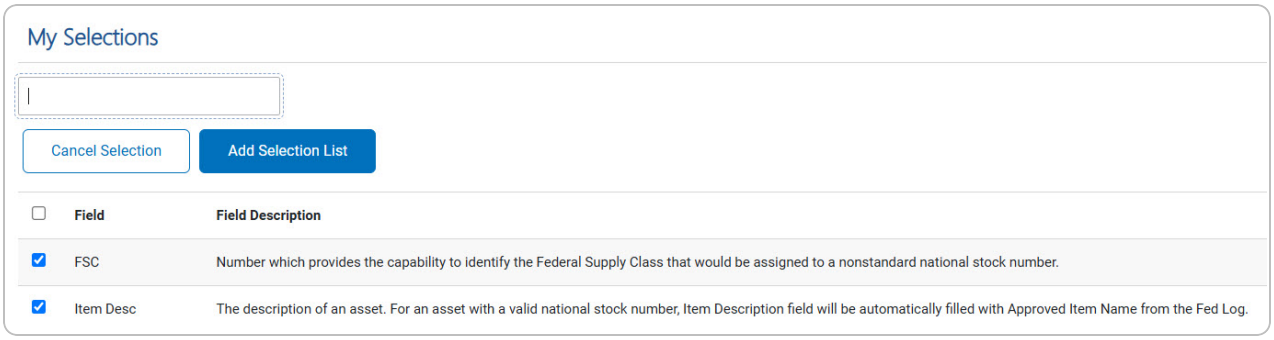
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

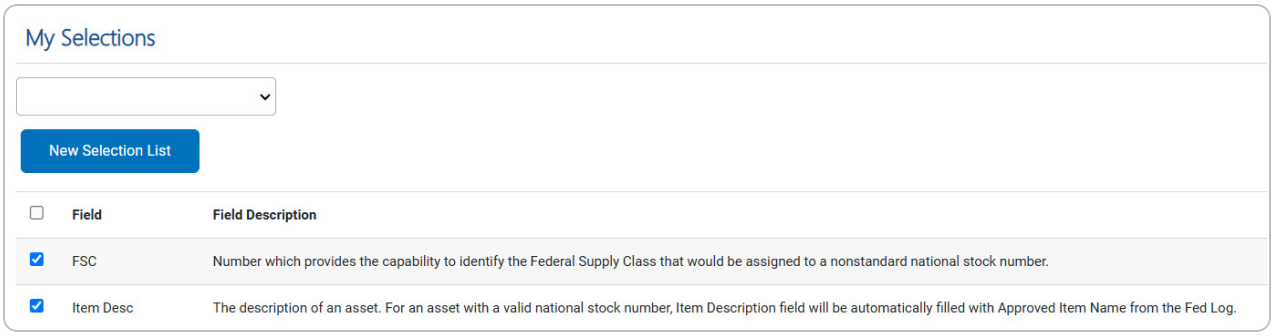
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

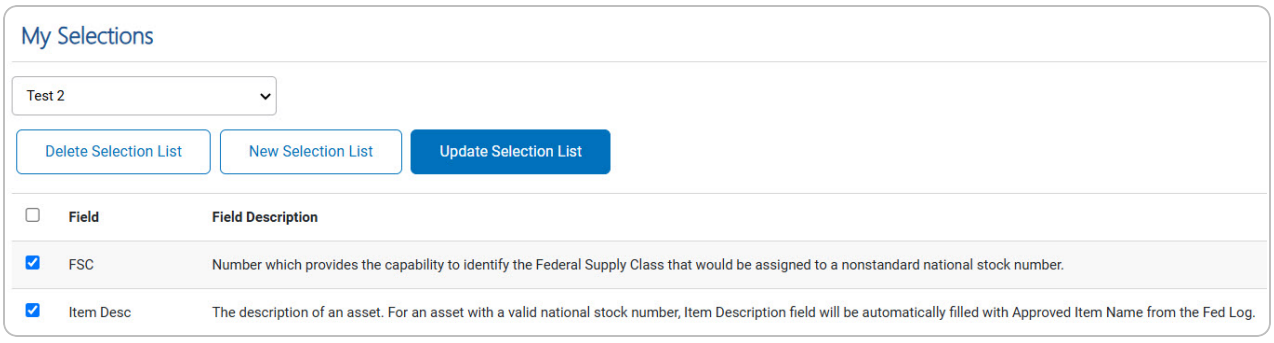
3. Select Show Inquiry for small volumes of data. *The **Stock Number Inquiry — Results** page appears.*

**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.*

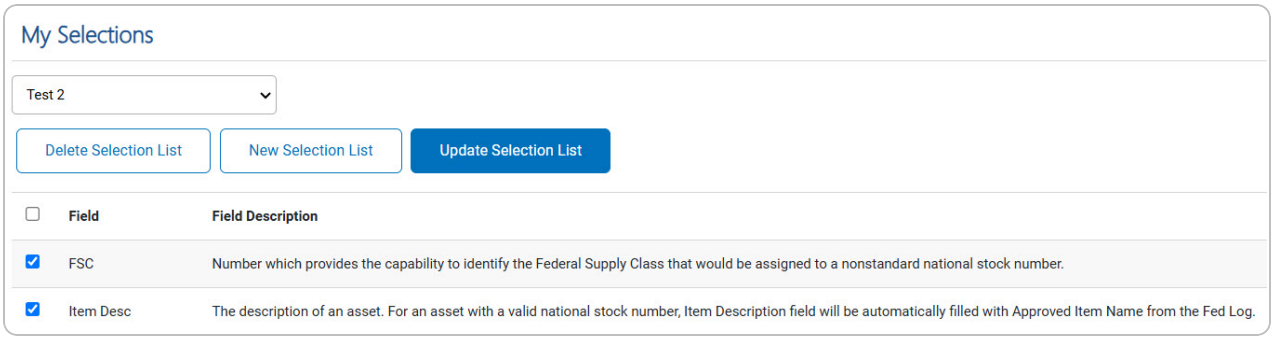
   Select Show Inquiry for small volumes of data. *The* ***Stock Number Inquiry — Results*** *page appears.*

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.

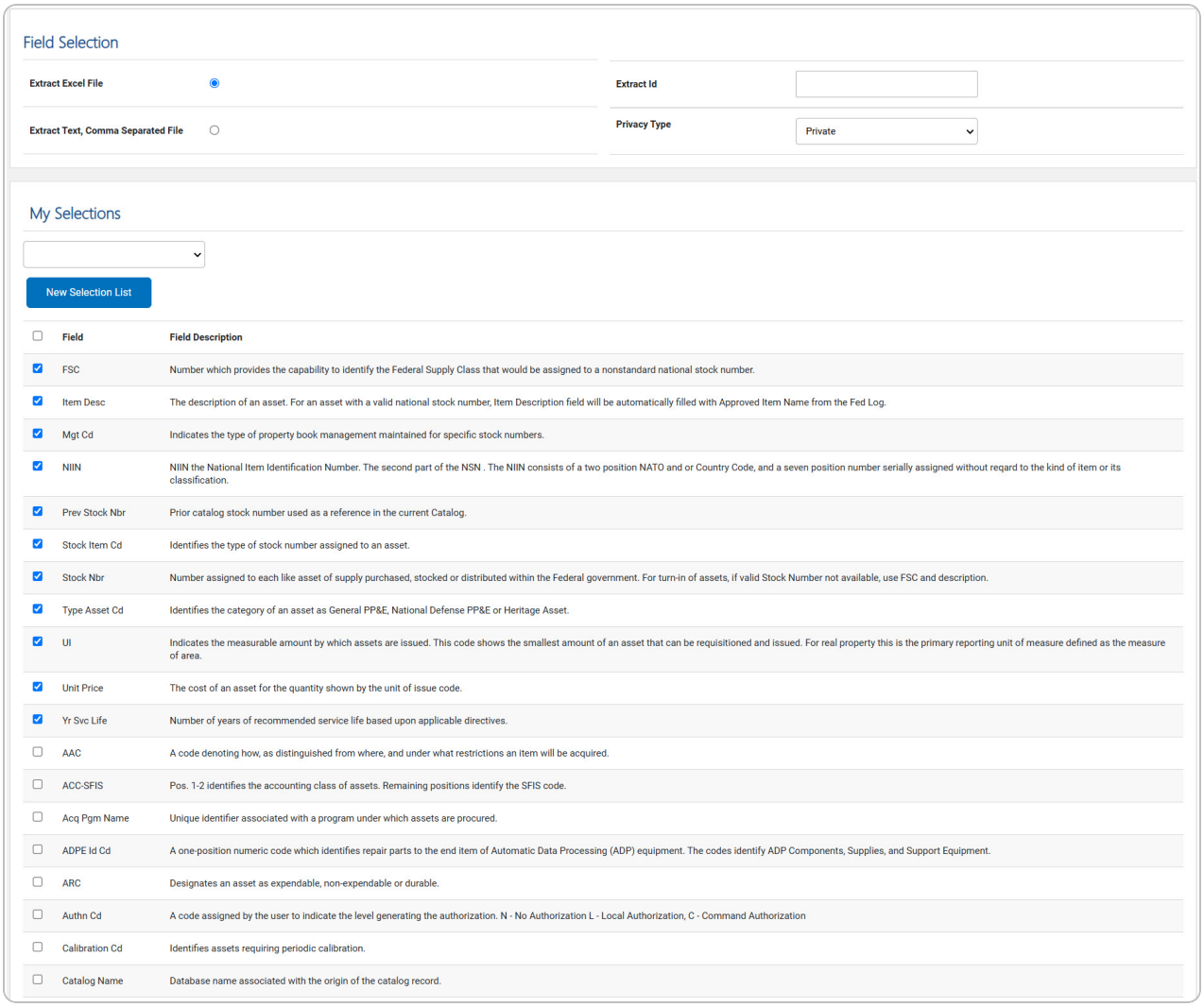


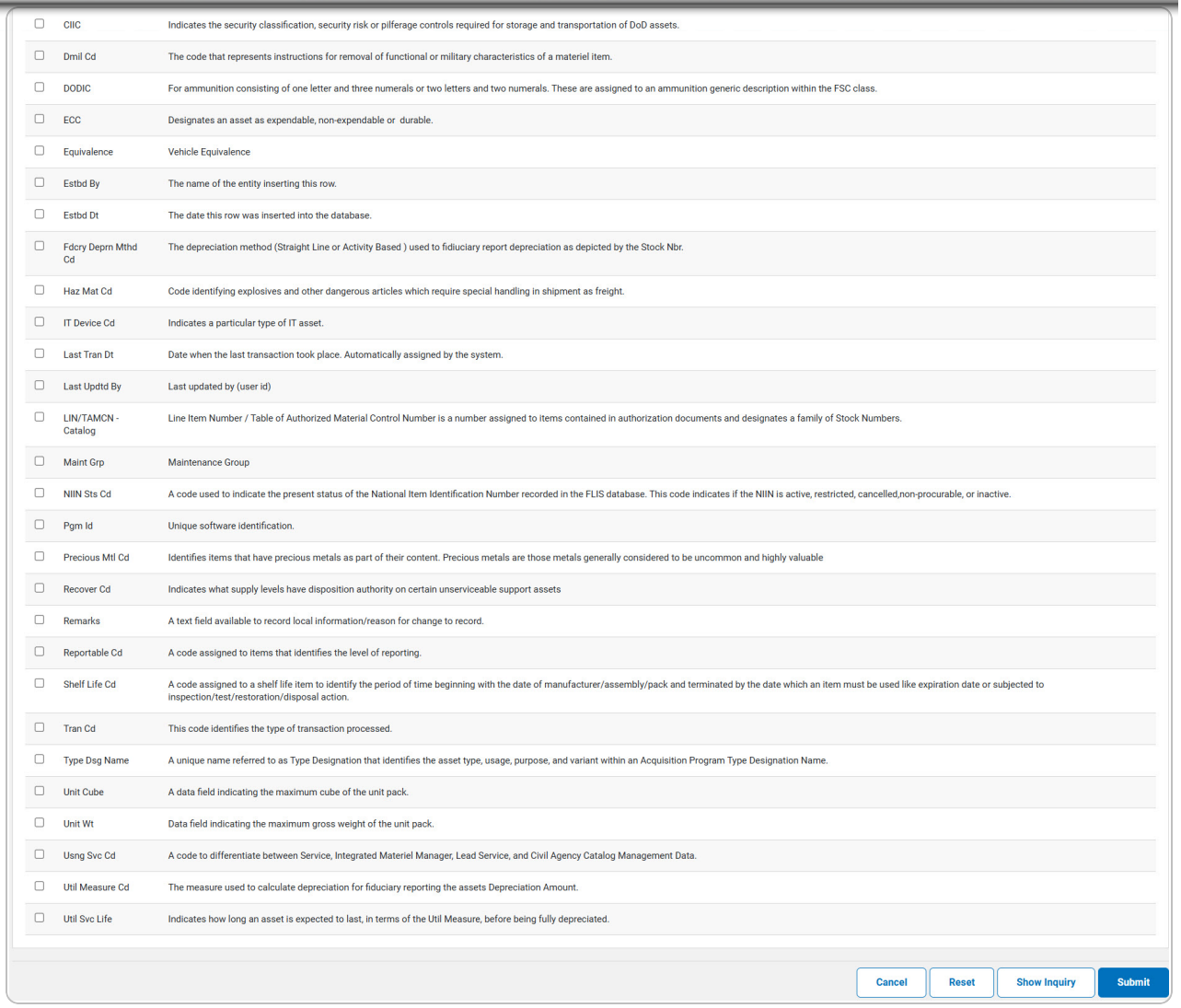

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

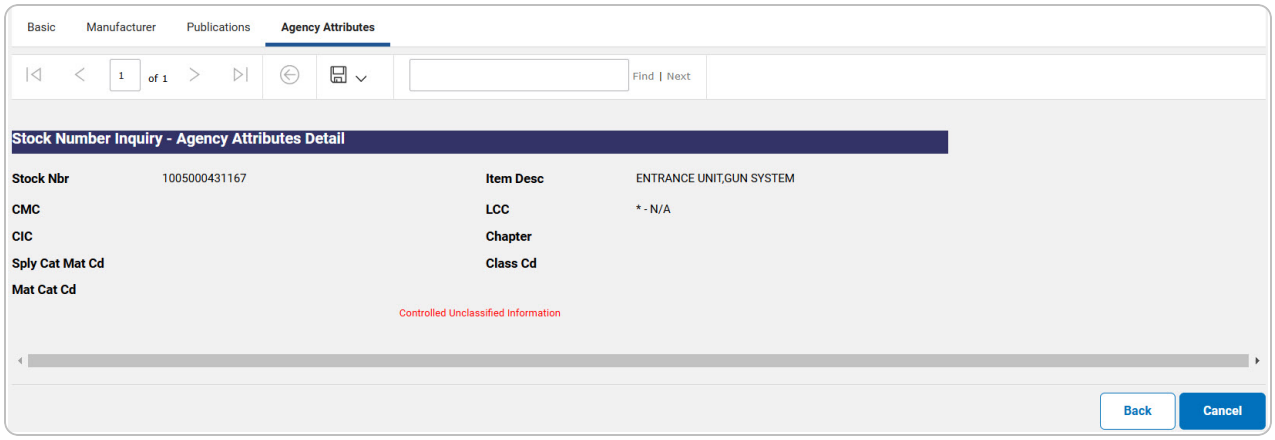
**ELMS Navigation Helpful Tips**

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**

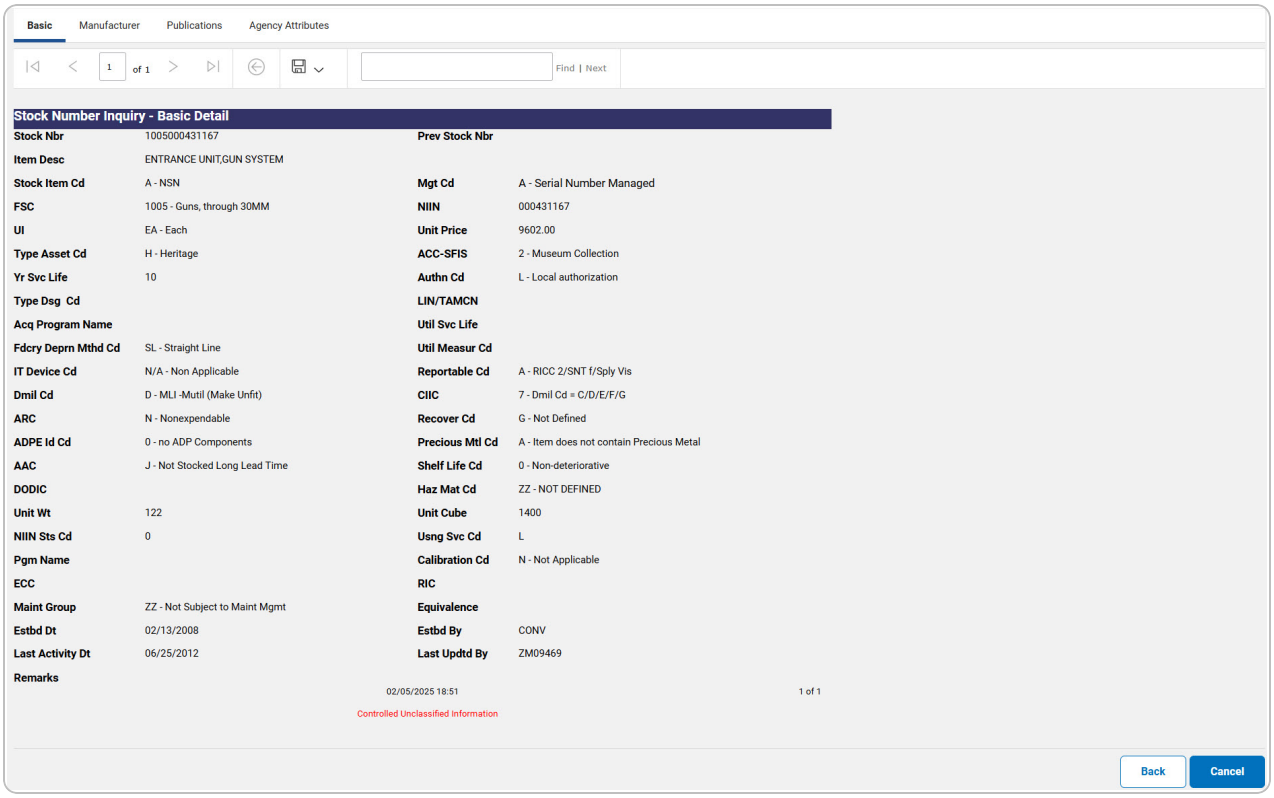


Click the following link to display PA Navigation Tips.

# 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.*

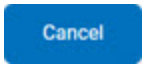
AP. *Verify the CALIBRATION CD.*

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*.

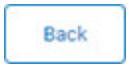
   OR

   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

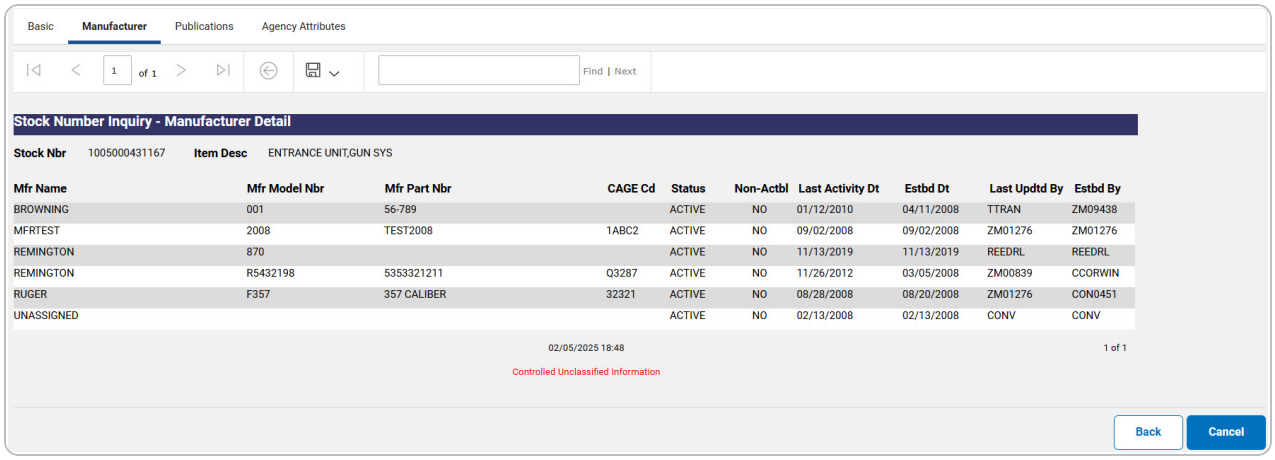
**ELMS Navigation Helpful Tips**

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 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 — Publications*** *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 — 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

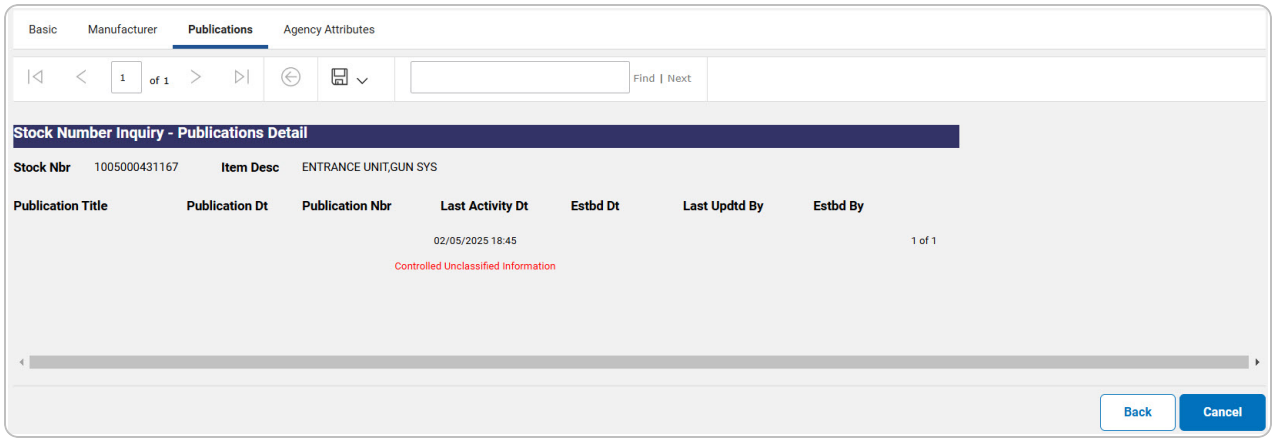
**ELMS Navigation Helpful Tips**

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

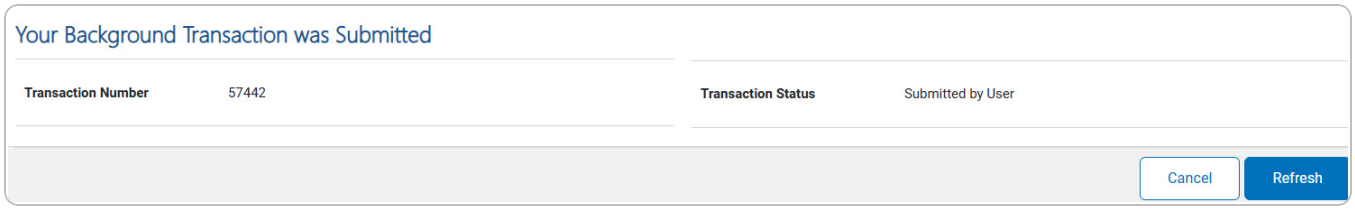
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

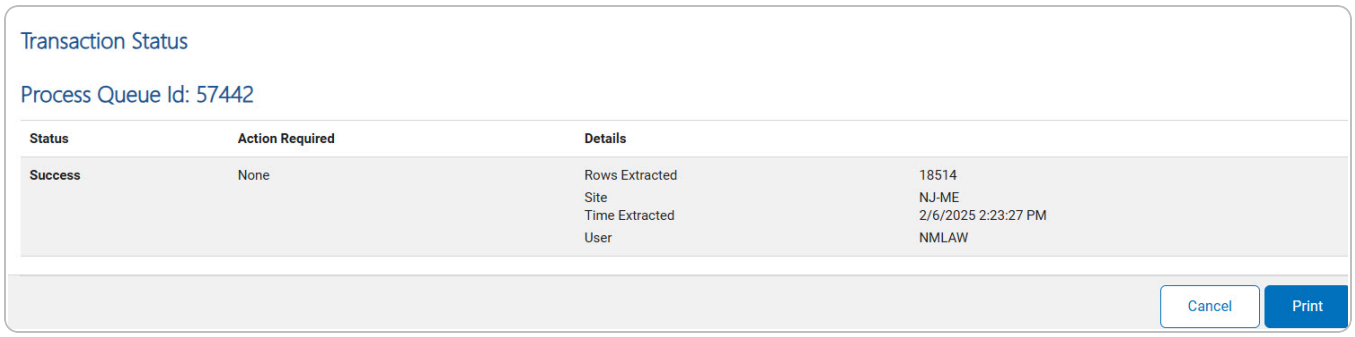
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

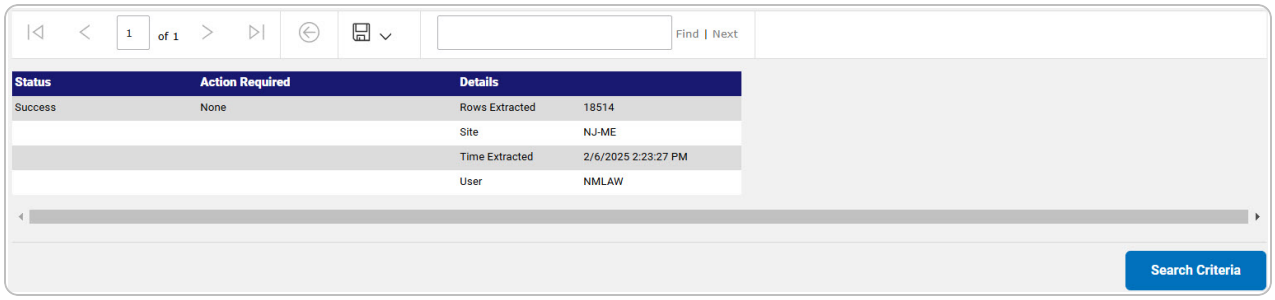
# Procedures

**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 a Stock Number Inquiry

## Overview

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

Inquiries > Catalog > Stock Number Inquiry > Stock Number Inquiry page

# Page Fields

The following fields display on the **Stock Number Inquiry** 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

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

## Search Results Grid

Stock Nbr
Stock Item Cd
Interface System Cd
Item Desc
Mgmt Cd
LIN/TAMCN
Mfr Part Nbr
Manufacturer

Model Nbr
CAGE Cd
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 Status Cd

**Optional**

AAC
ADP Equipment ID
Air Force Budget Cd
Air Force Fund Cd
Air Force Mgmt Agrt Cd
Authorization Cd
CAGE Required
CIC
CMC
Calibration Cd
Catalog Item Desc
Catalog LIN/TAMCN
Class Cd
Color
Commodity Mgmt Cd
Consumable
DoDIC
Dehumidified
Demil Cd
ERRC Designator Cd
Equipment Group Cd
Equivalence
Established By
Established Dt/Tm
Fiduciary Depreciation Method
Freight Desc
Gender
Hazardous

Hazardous Material Cd
Height
History Remarks
I&S Indicator
I&S Jump to Code
I&S Order of Use Code
Imported Shelf Life Cd
Is Kit
Item Designator Nbr
Last Transaction Dt/Tm
Launderable
Length
Logistics Control Code

# Procedures

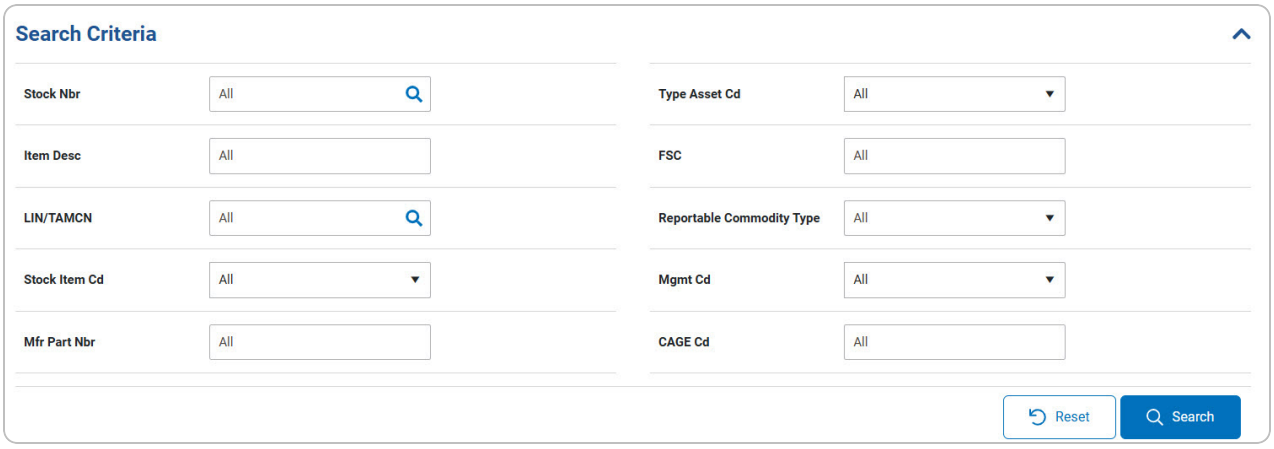
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a Stock Number 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 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.*

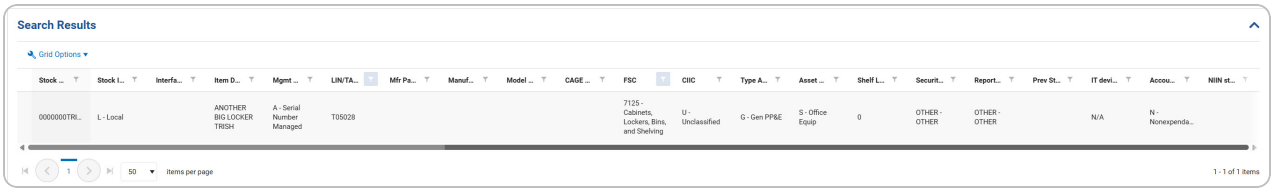
  Stock Number Browse

- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- 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

- Use to select the Stock Item Cd.
- Enter the MFR PART NBR, using to assist with the entry. *This is an 88 alphanumeric character field.*
- Use to select the Type Asset Cd.
- Enter the FSC, using to assist with the entry. *This is a 4 numeric character field.*
- Use to select the Reportable Commodity Type.
- Use to select the Mgmt Cd.
- Enter the CAGE CD, using to assist with the entry. *This is a 5 alphanumeric character field.*

2. Select Search. *The 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. |

## Related Topics

- Stock Number
- Stock Number Browse
- Line Item Number / Table of Authorized Materiel Control Number Browse

# 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

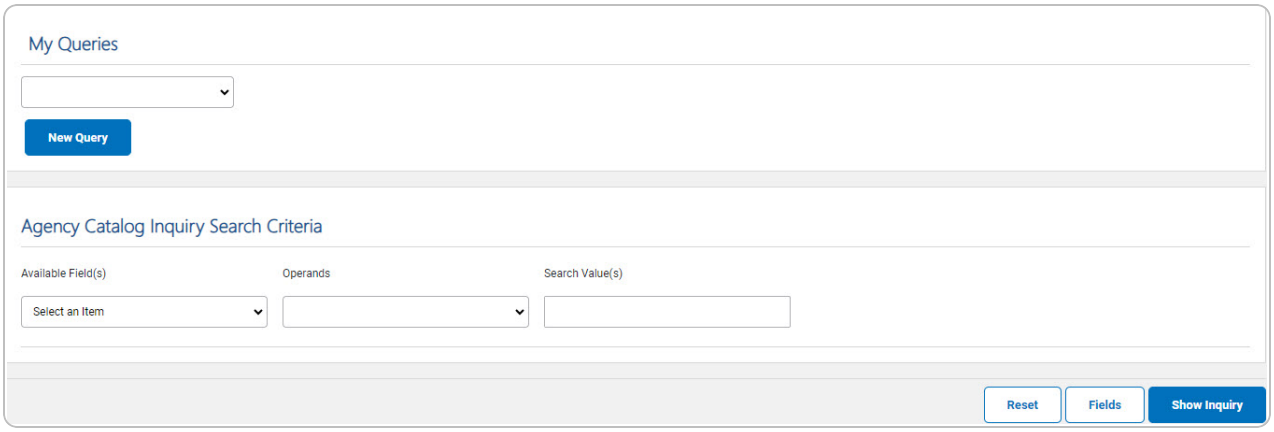
**ELMS Navigation Helpful Tips**

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**

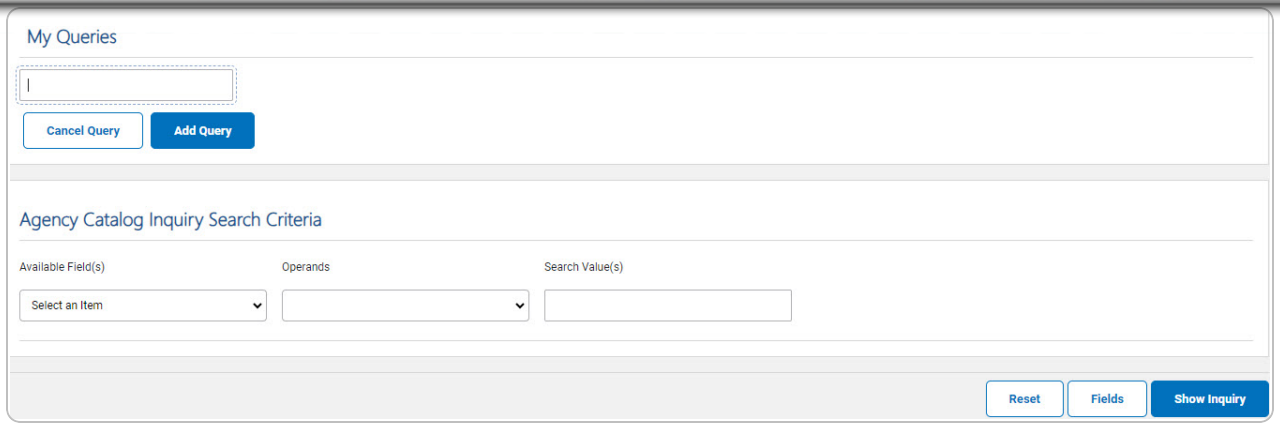
   a. Use ⌄ to select desired Available Field.

   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.*



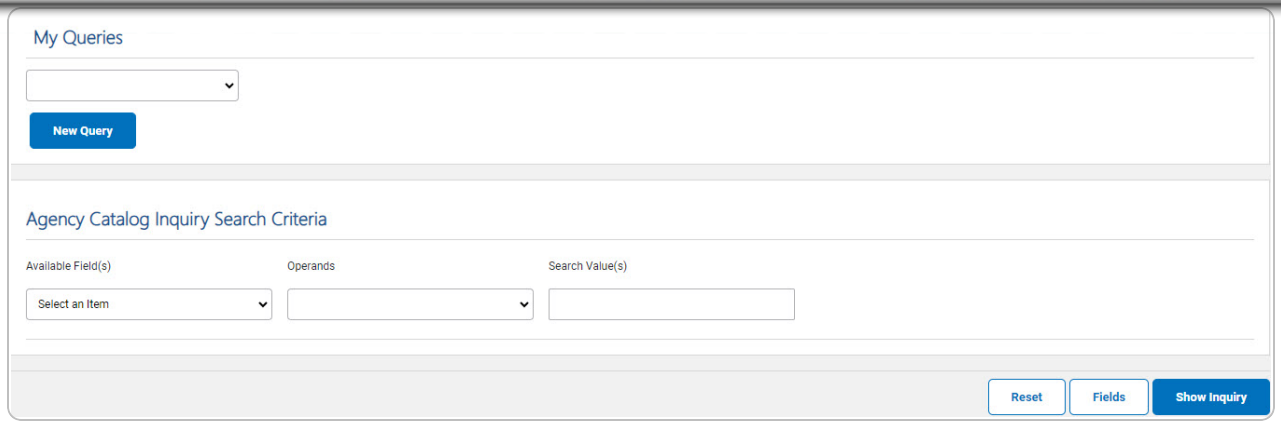

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



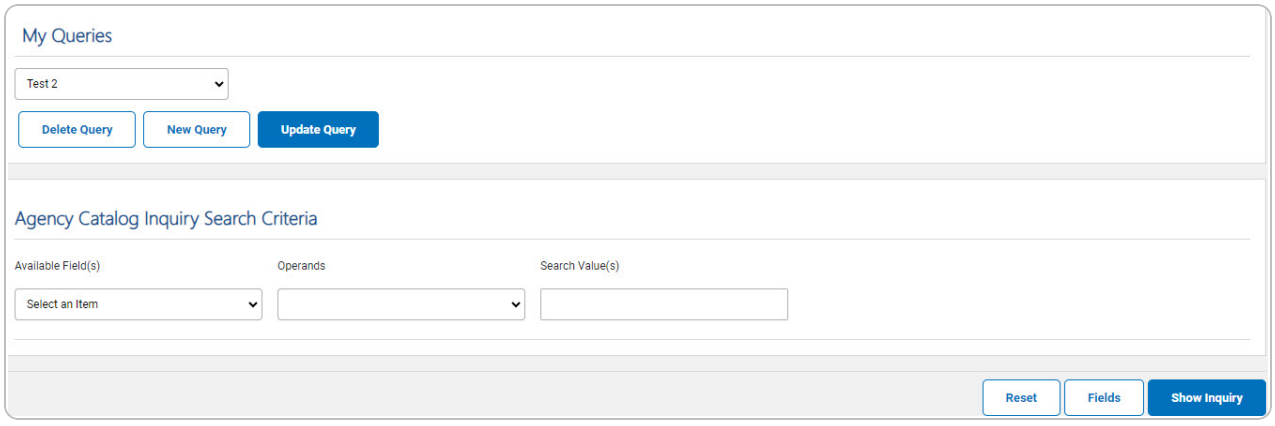

2. Select Fields. *The **Agency Catalog Inquiry — Select Fields** page appears.*

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.*

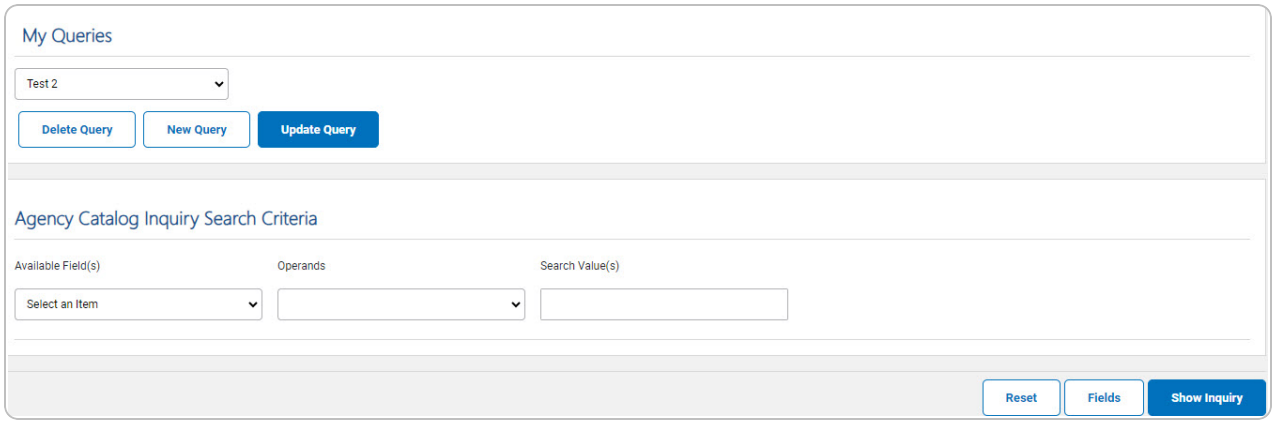
4. Select Fields. *The **Agency Catalog Inquiry — Select Fields** page appears.*

   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**

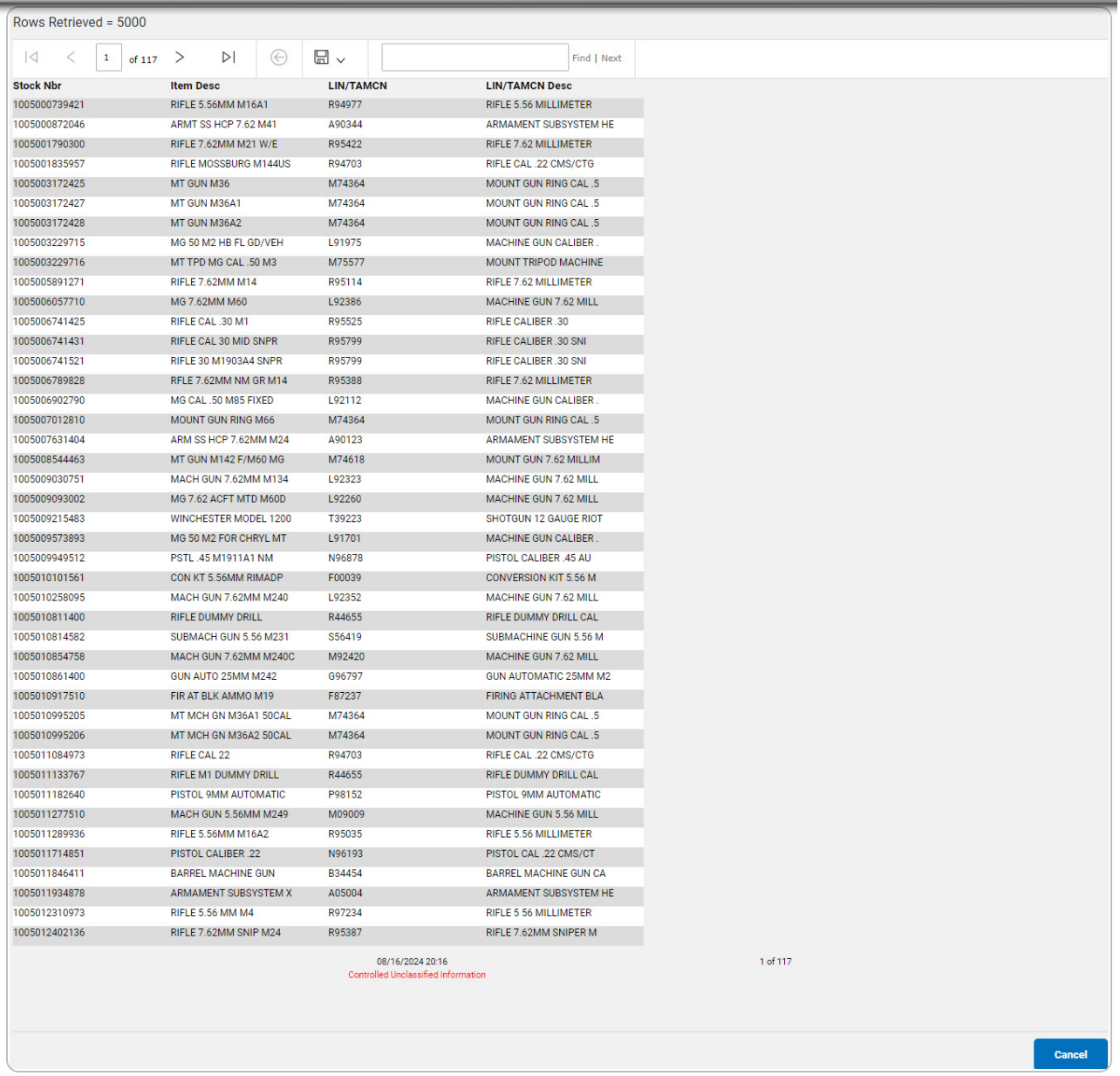


Click the following link to display PA Navigation Tips.

## 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

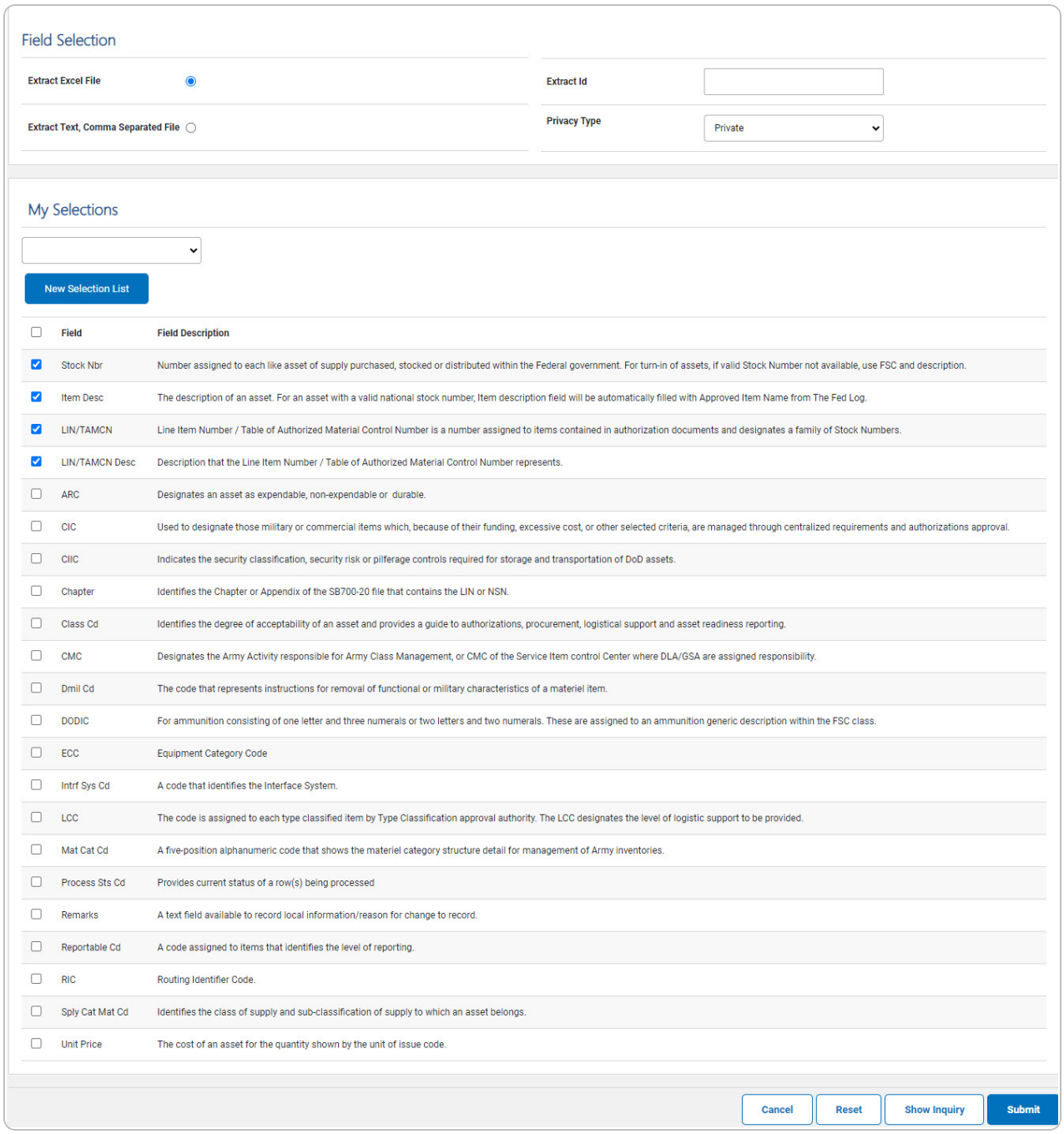
**ELMS Navigation Helpful Tips**

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**

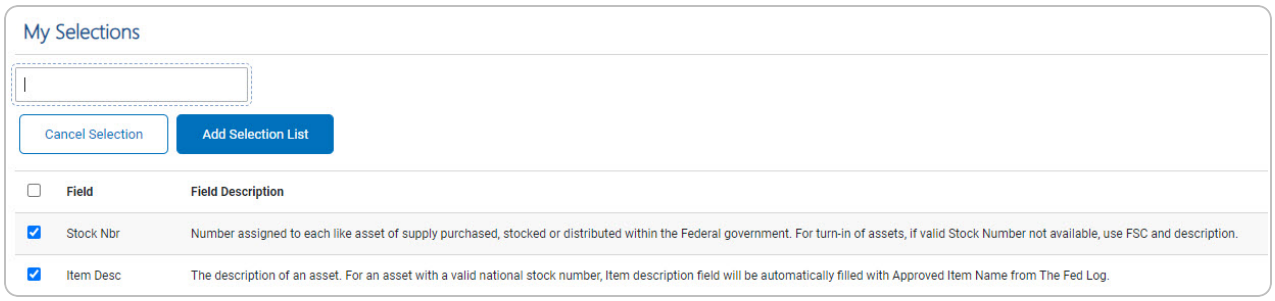
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

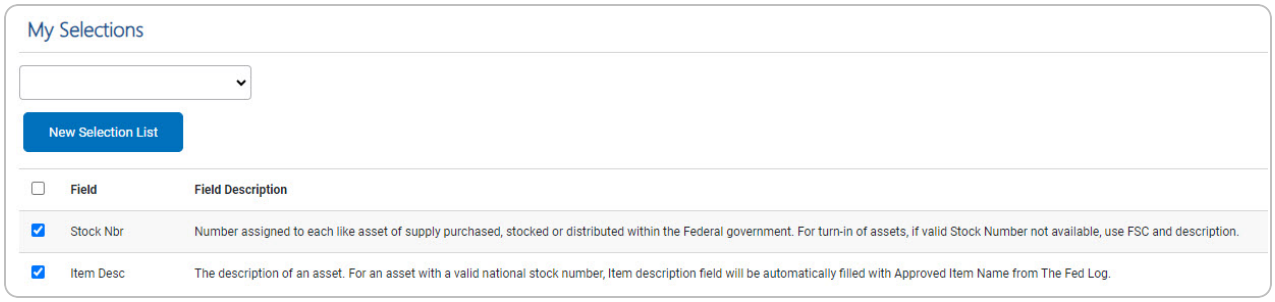
Select Show Inquiry for small volumes of data. *The* ***Agency Catalog Inquiry — Results*** *page appears.*

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.*

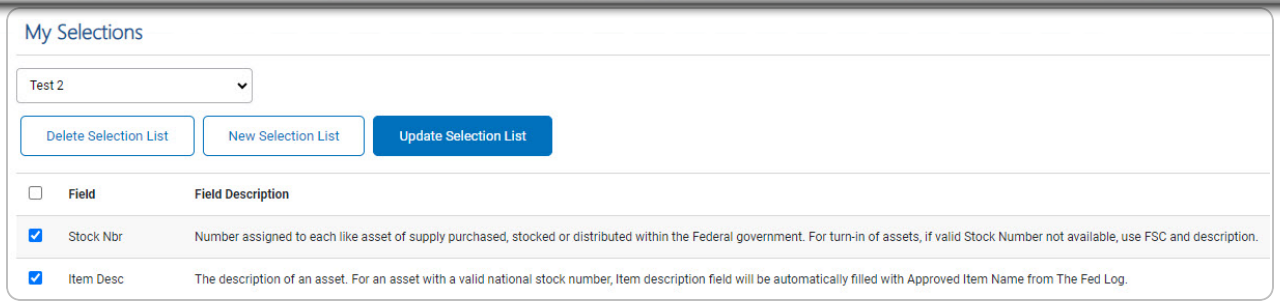
Select Show Inquiry for small volumes of data. *The* ***Agency Catalog Inquiry — Results*** *page appears.*

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.



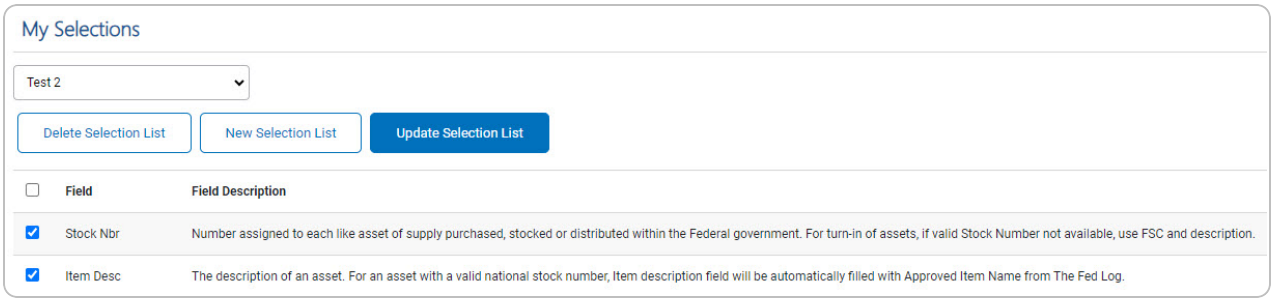

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The **Agency Catalog Inquiry — Results** page appears.*

**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.

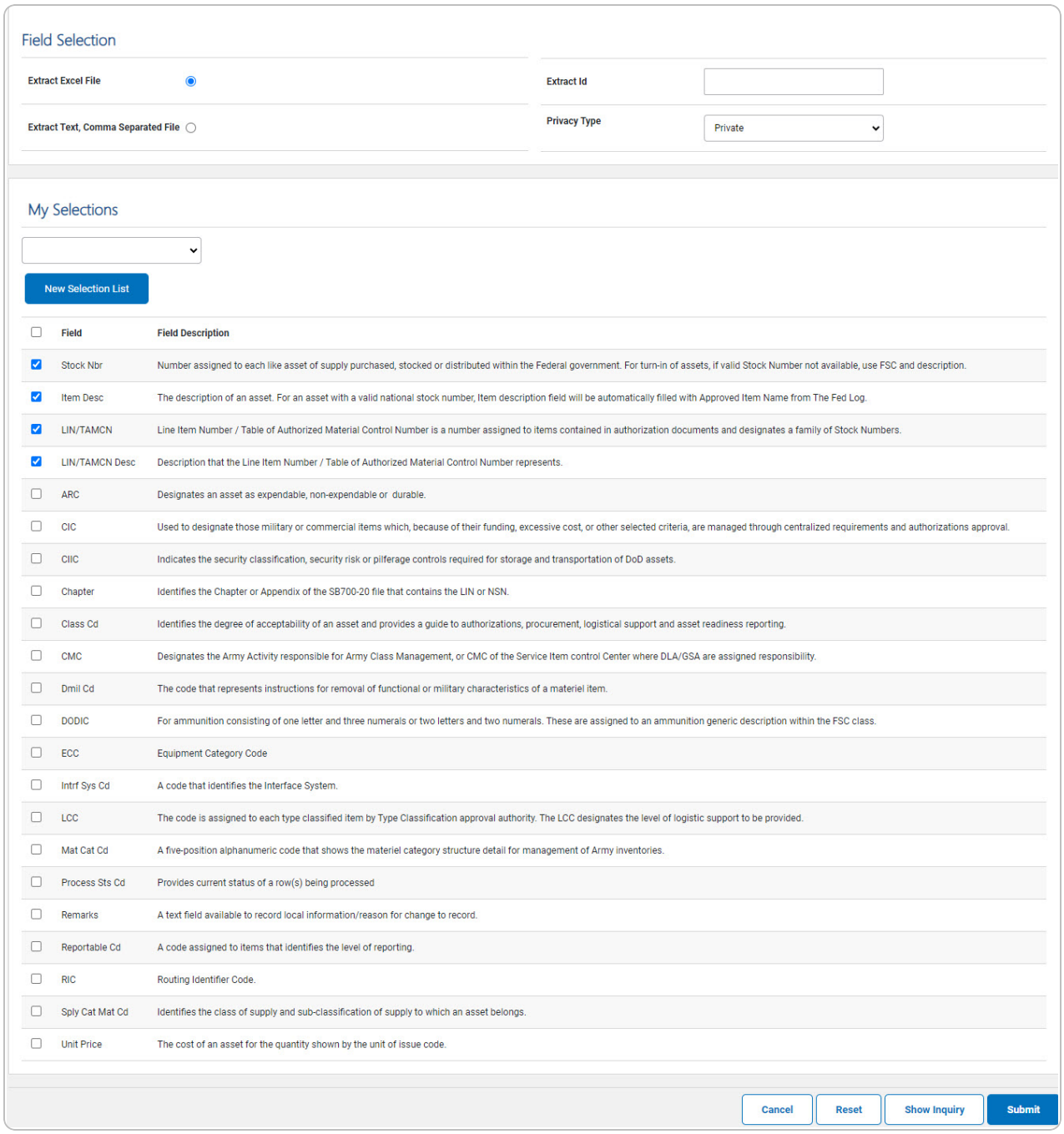



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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. |

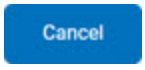
# Procedures

**ELMS Navigation Helpful Tips**

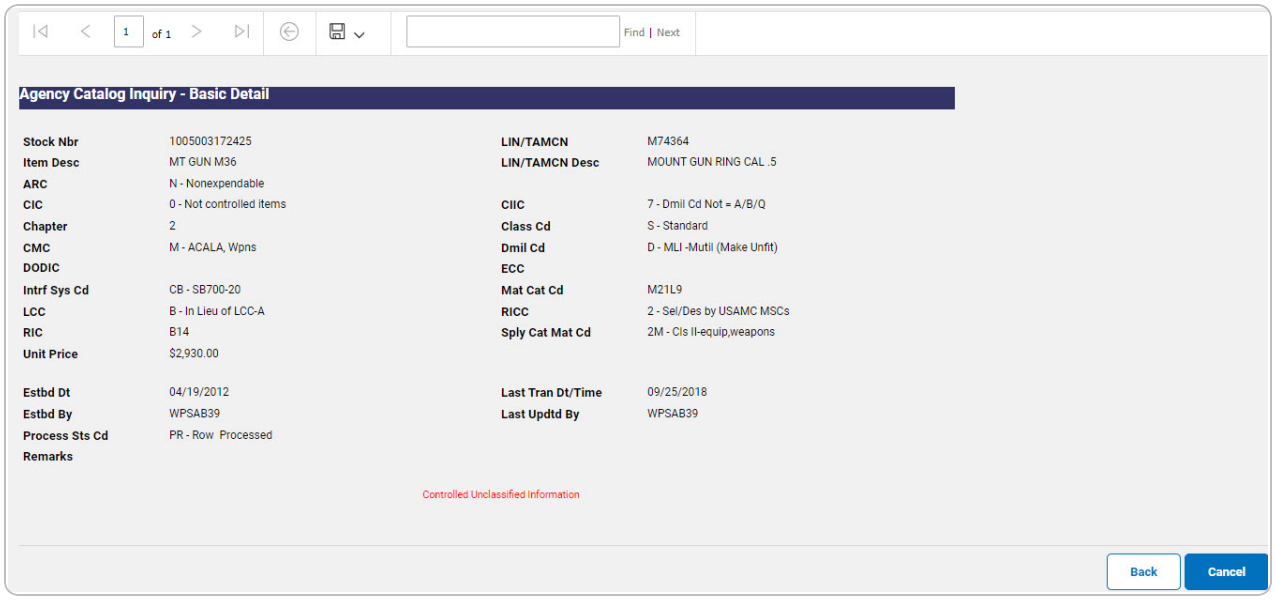


Click the following link to display PA Navigation Tips.

## 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.*

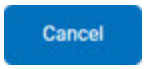
V. *Verify the MAT CAT CD.*

W. *Verify the RICC.*

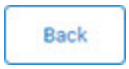
X. *Verify the SPLY CAT MAT CD.*

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

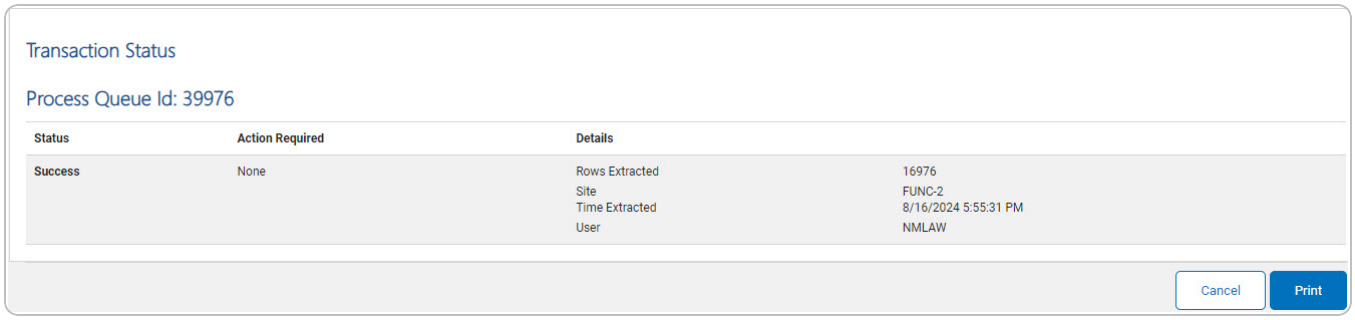
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

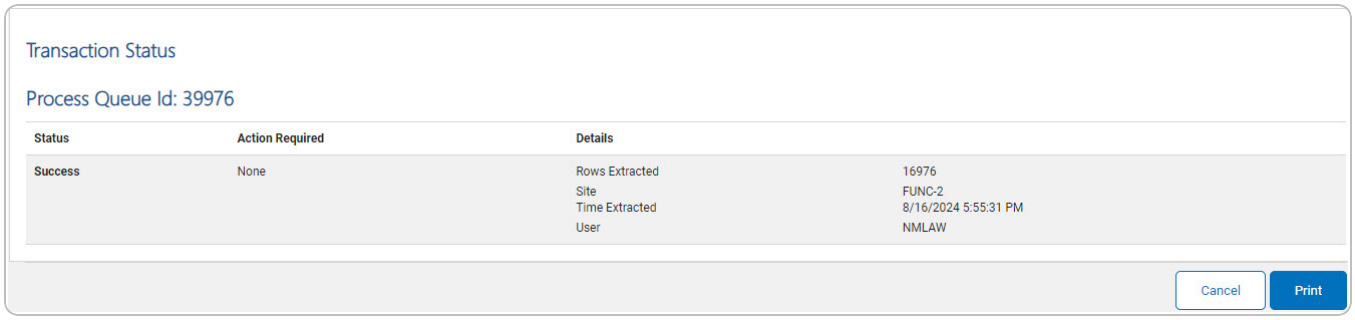
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

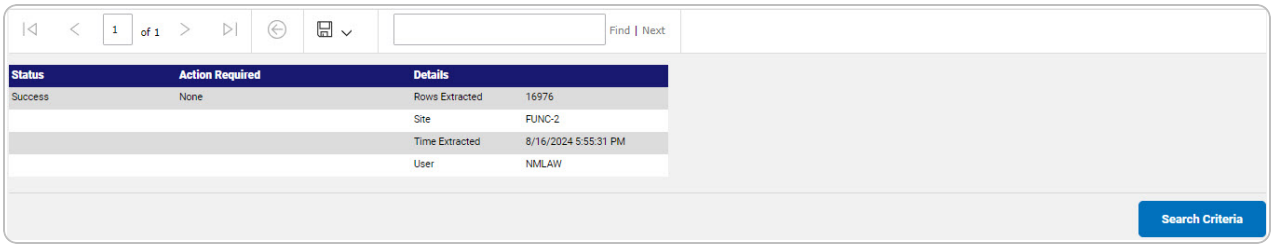
# Procedures

**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  .
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 an Agency Catalog Inquiry

## Overview

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

**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

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Inquiry page

## Page Fields

The following fields display on the **Agency Catalog Inquiry** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Catalog Selection

Catalog Selection

### Search Criteria Grid

NIIN
Stock Nbr
Item Desc
Using Service Cd

FSC
CAGE Cd
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source of Supply
UPC

### Search Results Grid

Stock Number
NIIN
FSC
CAGE Cd
Mfr Part Nbr
Mfr Name
Mfr Model Nbr
Source of Supply
UPC
Using Service Code

**Optional**

Established By
Established Dt/Tm
Last Transaction Dt/Tm
Lst Updtd By
Program Id
Remarks

# Procedures

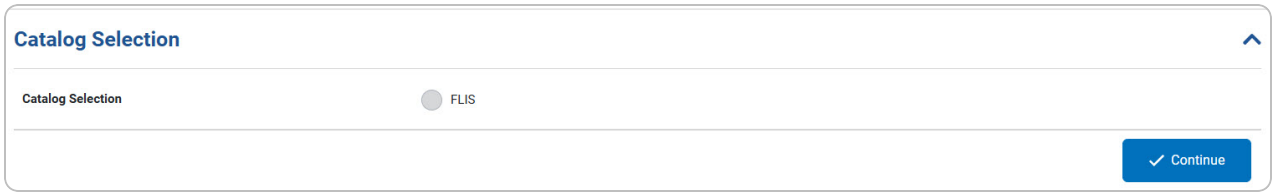
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

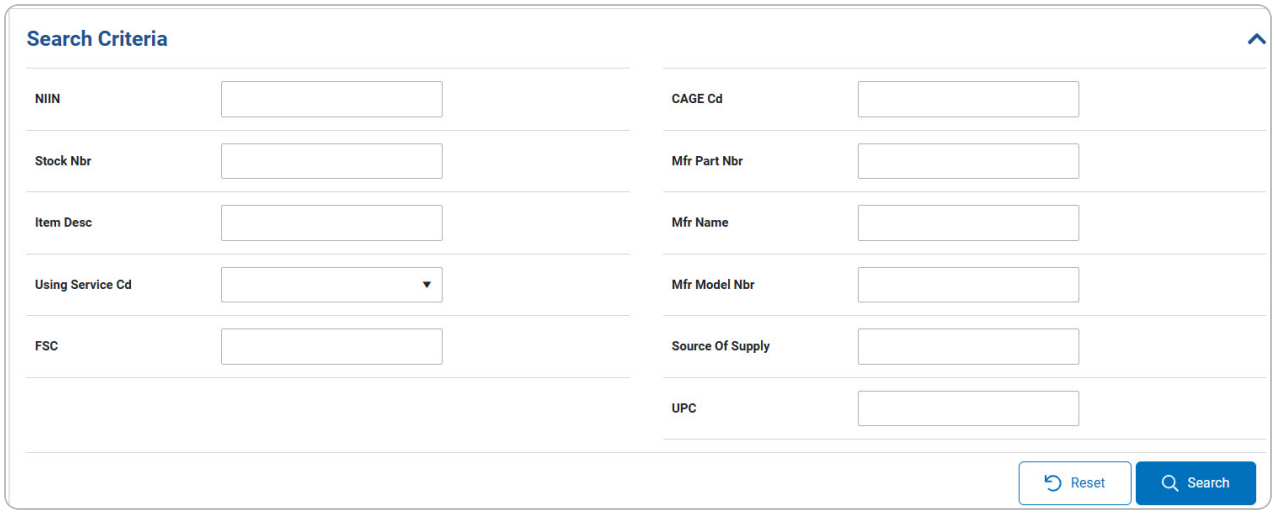
## Search for an Agency Catalog Inquiry

*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. Select Catalog Selection to pick the desired Catalog. *The desired Catalog is selected for inquiry.*



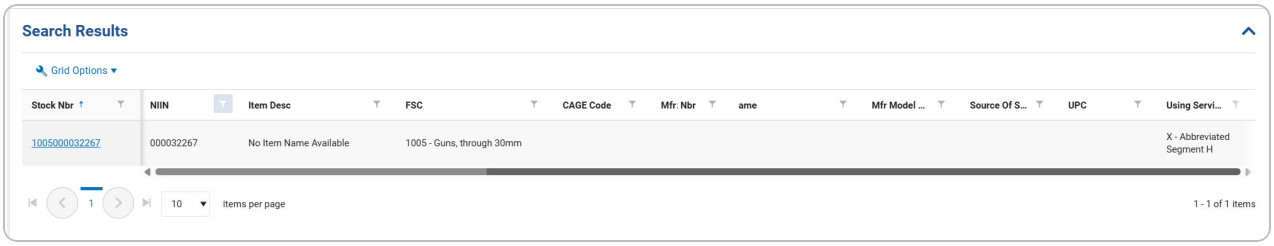

2. Select Continue. *The **Agency Catalog Inquiry Search Criteria** grid appears.*
3. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.




- Enter the NIIN in the field provided. *This is a 9 numeric character field.*
- 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.*
- Use to select the Using Service Cd.
- Enter the FSC, using to assist with the entry. *This is a 4 numeric character field.*
- 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 an 88 alphanumeric character field.*
- Enter the MFR NAME in the field provided. *This is an 36 alphanumeric character field.*

- Enter the MFR MODEL NBR in the field provided. *This is a 36 alphanumeric character field.*
- Enter the Source of Supply in the field provided. *This is a 6 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 numeric character field.*

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




## View the STOCK NBR Details

Select the STOCK NBR hyperlink. *The **Stock Number 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

- View the Stock Number Details

# View the Stock Number Details

## Overview

The Stock Number Details process is view only and displays the selected Stock Number Detail records.

## Navigation

Inquiries > Catalog > Agency Catalog Inquiry > Agency Catalog Selection > Continue > Search > Stock Number hyperlink > Stock Number Details page

## Page Fields

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

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Summary Panel

Stock Nbr
Item Desc
Using Service Cd
FSC

### Identification Panel

Precious Metals Indicator
ADPE Cd
Criticality Cd
Demilitarization Cd

Demilitarization Integrity
NIIN Assignment
Estimated or Actual Price
Estimated or Actual Price Date
Electrostatic Discharge
Hazardous Material Indicator
Environmental Attribute
Schedule B Export
Item Name Cd
Minimum Release Qty
Shelf Life Action

## Item Management Panel

Effective Date
Major Organization Entity
Source of Supply
Acquisition Advice Cd
Qty Unit Pack
Unit of Issue
Unit Price
Shelf Life Cd
Controlled Inventory Item Cd

## Item Reference Panel

Type of Item Identification
Item Name Cd
Hazardous Characteristics Cd
Item Standardization Cd
Standard NIIN

## Freight Characteristics Panel

Integrity
National Motor Freight Classification Item Number
National Motor Freight Classification Sub-Item Number
Uniform Freight Classification Item Number
Rail Variation
Hazardous Material Cd
(LTL) National Motor Freight Class Rating
(LCL) Less Than Car Loading Rating
Water Commodity Cd

Type of Cargo Cd
Special Handling Cd
Air Dimension Cd
Air Commodity Cd
Air Special Handling Cd
National Motor Freight Description

### Packaging Characteristics Panel

**FLIS Characteristics Panel**

Master Requirements Cd
Requirements Statement
Clear Text Reply

**DRMS Disposal Panel**

Demilitarization Cd
Demilitarization Integrity
FSC Flag Type
FLIS Phrase Codes Panel
Phrase Type Cd
Phrase Statement
Jump to Type Cd
Quantitative Express Value Nbr
Related NSN
Tech Document Nbr
Unit Measure Type Cd
Use Order Type Cd
Item Relationship Structure Child Per Assembly Quantity
Item Management Logistics Effective Action Date Time

# Procedures

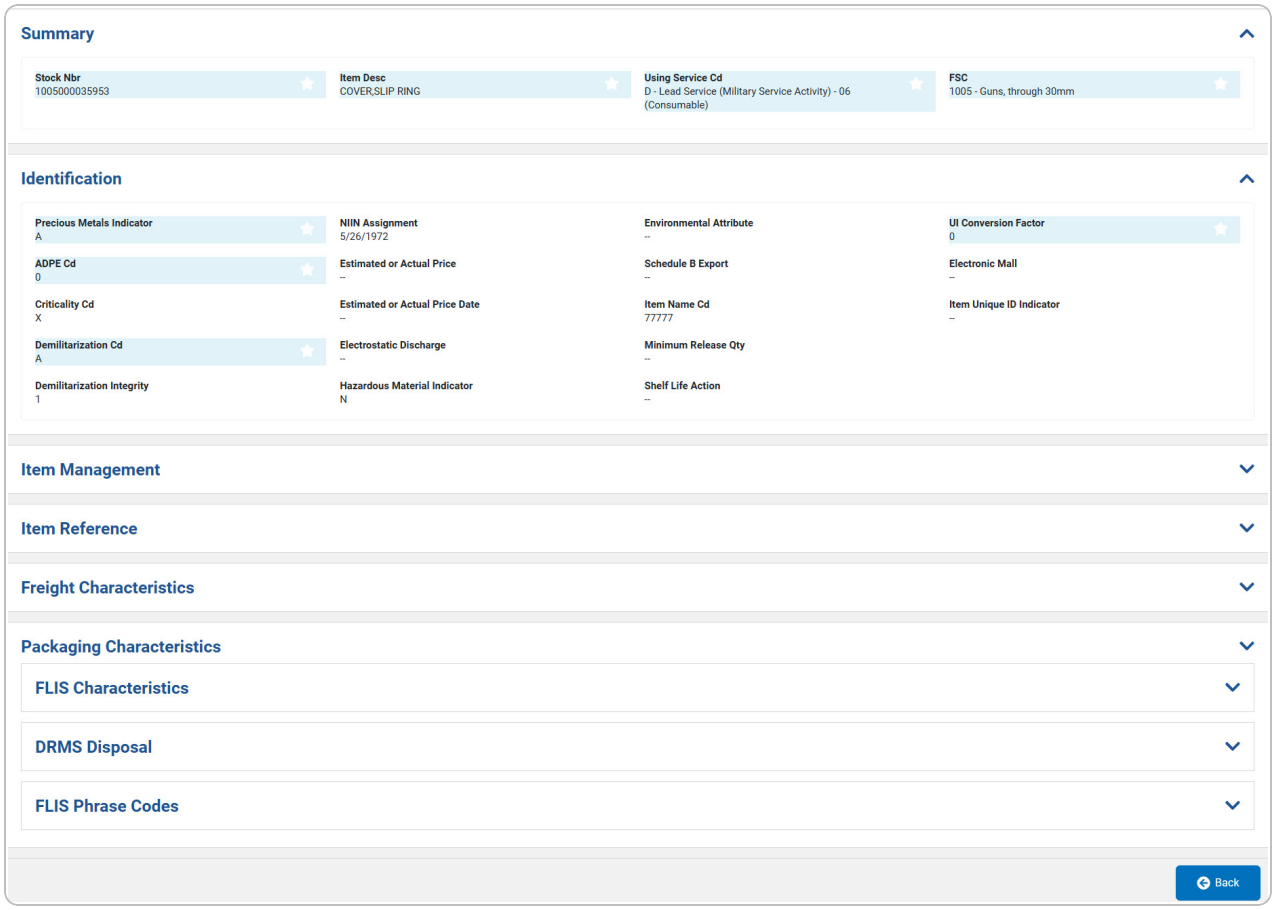
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

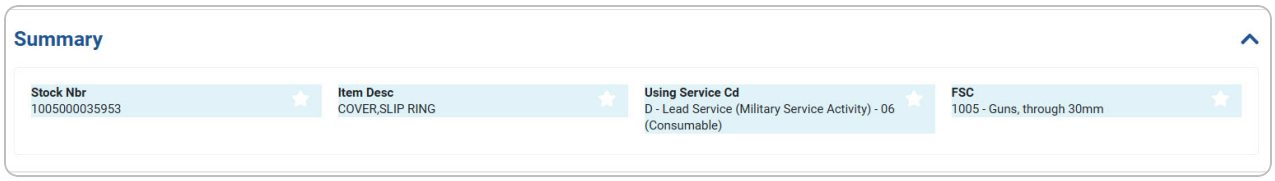
### View the Stock Number Details

*Selecting* Back *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 **Stock Number Details** page appears.*




2. *Review the Summary panel.*



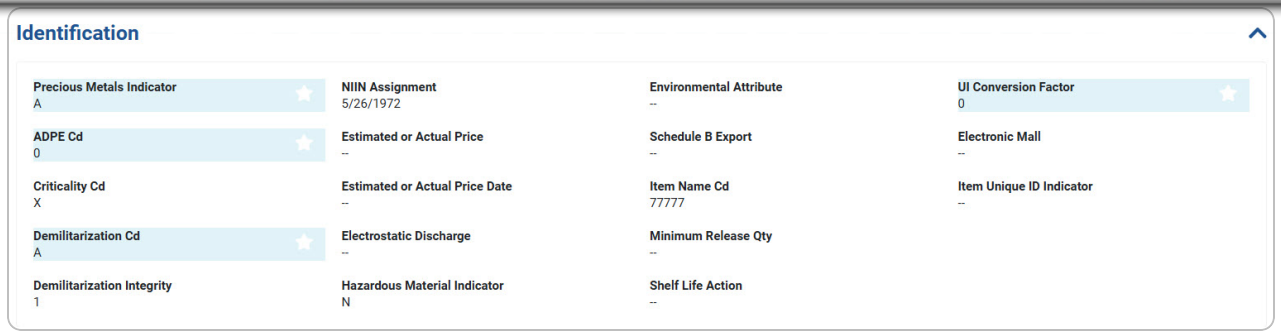

A. *Verify the Stock Number.*

B. *Verify the ITEM DESC.*

C. *Verify the USING SERVICE CD.*

D. *Verify the FSC.*

3. *Review the Identification panel.*



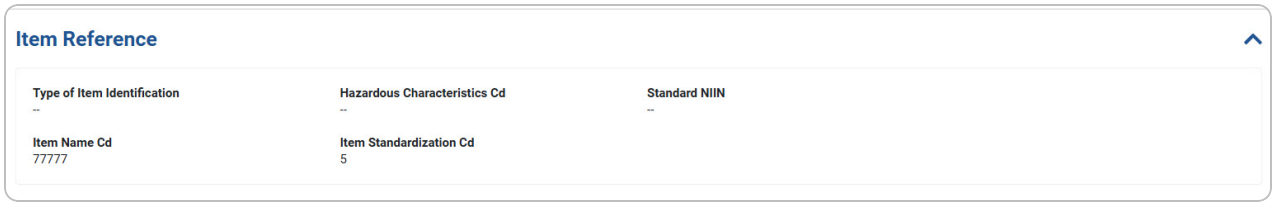

A. *Verify the Precious Metals Indicator.*
B. *Verify the ADPE CD.*
C. *Verify the Criticality CD.*
D. *Verify the Demilitarization CD.*
E. *Verify the Demilitarization Integrity.*
F. *Verify the NIIN Assignment.*
G. *Verify the Estimated or Actual Price.*
H. *Verify the Estimated or Actual Price Date.*
I. *Verify the Electrostatic Discharge.*
J. *Verify the Hazardous Material Indicator.*
K. *Verify the Environmental Attribute.*
L. *Verify the Schedule B Export.*
M. *Verify the Item Name CD.*
N. *Verify the Minimum Release QTY.*
O. *Verify the Shelf Life Action.*

4. *Review the Item Management panel.*



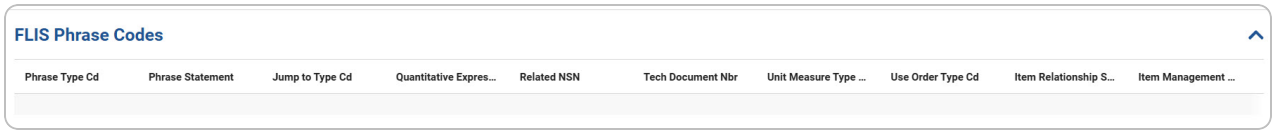
A. *Verify the Effective Date.*
B. *Verify the Major Organizational Entity.*
C. *Verify the Source of Supply.*
D. *Verify the Acquisition Advice CD.*
E. *Verify the QTY Unit Pack.*
F. *Verify the Unit of Issue.*
G. *Verify the Unit Price.*
H. *Verify the Shelf Life CD.*
I. *Verify the Controlled Inventory Item CD.*

5. *Review the Item Reference panel.*




A. *Verify the Type of Item Identification.*
B. *Verify the Item Name CD.*
C. *Verify the Hazardous Characteristics CD.*
D. *Verify the Item Standardization CD.*
E. *Verify the Standard NIIN.*

6. *Review the Freight Characteristics panel.*




A. *Verify the Integrity.*
B. *Verify the National Motor Freight Classification Item Number.*
C. *Verify the National Motor Freight Classification SUB-Item.*
D. *Verify the Uniform Freight Classification Item Number.*
E. *Verify the Rail Variation.*
F. *Verify the Hazardous Material CD.*
G. *Verify the (LTL) National Motor Freight Class Rating.*

H. *Verify the (LCL) Less Than Car Load Rating.*

I. *Verify the Water Commodity CD.*

J. *Verify the Type of Cargo CD.*

K. *Verify the Special Handling CD.*

L. *Verify the Air Dimension CD.*

M. *Verify the Air Commodity CD.*

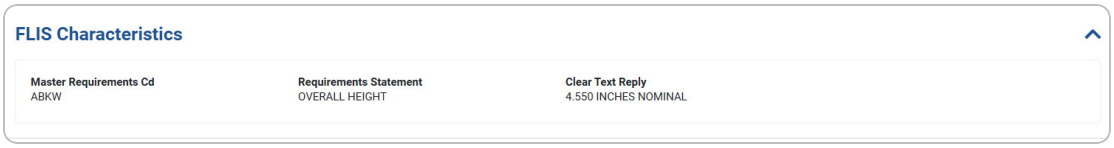
N. *Verify the Air Special Handling CD.*

O. *Verify the National Motor Freight Description.*

7. *Review the Packaging Characteristics panel.*




A. *Review the FLIS Characteristics panel.*

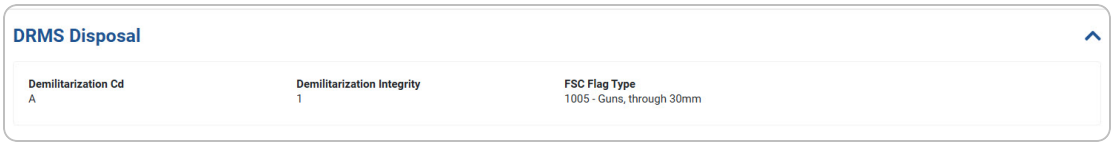



a. *Verify the Master Requirements CD.*

b. *Verify the Requirements Statement.*

c. *Verify the Clear Text Reply.*

B. *Review the DRMS Disposal panel.*

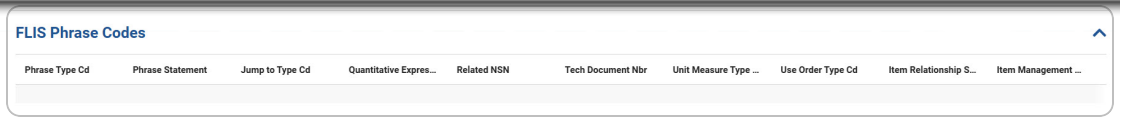



a. *Verify the Demilitarization CD.*

b. *Verify the Demilitarization Integrity.*

c. *Verify the FSC Flag Type.*

C. *Review the FLIS Phrase Codes panel.*




a. *Verify the Phrase Type CD.*
b. *Verify the Phrase Statement.*
c. *Verify the Jump to Type CD.*
d. *Verify the Quantitative Express Value NBR.*
e. *Verify the Related NSN.*
f. *Verify the Tech Document NBR.*
g. *Verify the Unit Measure Type CD.*
h. *Verify the Use Order Type CD.*
i. *Verify the Item Relationship Structure Child Per Assembly Quantity.*
j. *Verify the Item Management Logistics Effective Action Date Time.*

## Common Errors

The table below provides a list of common errors and possible solutions. 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 Catalog Inquiry

# 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

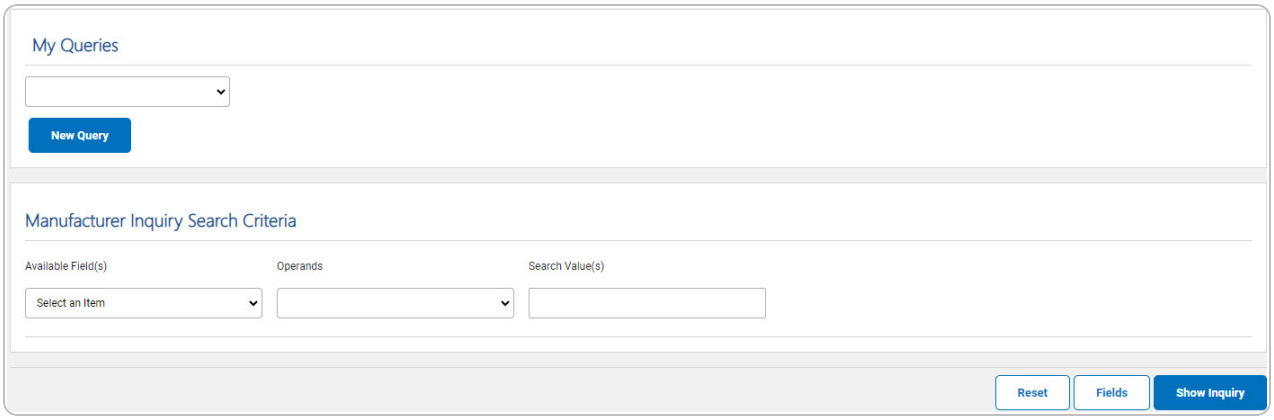
**ELMS Navigation Helpful Tips**

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**

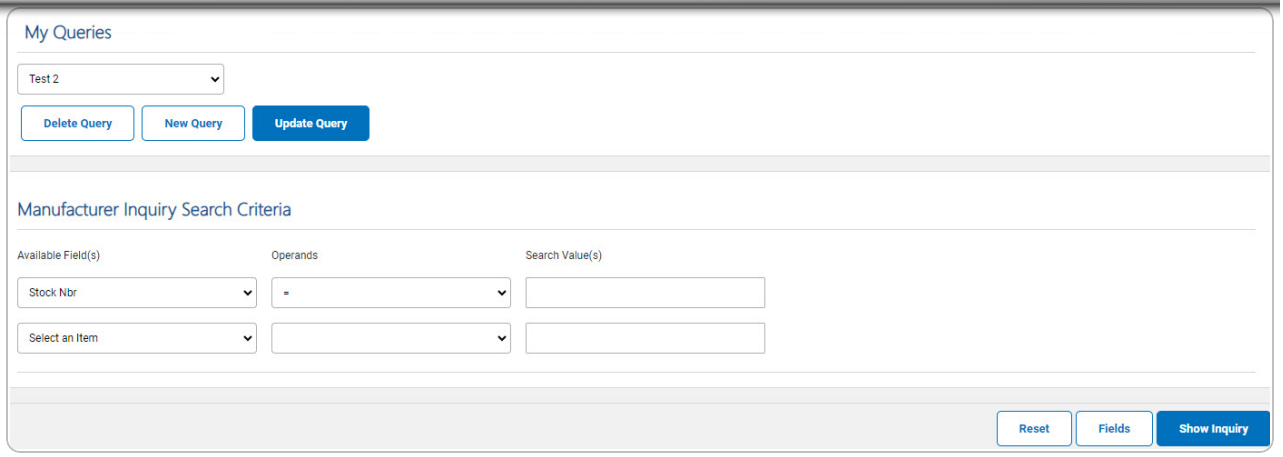
a. Use to select desired Available Field.

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.*



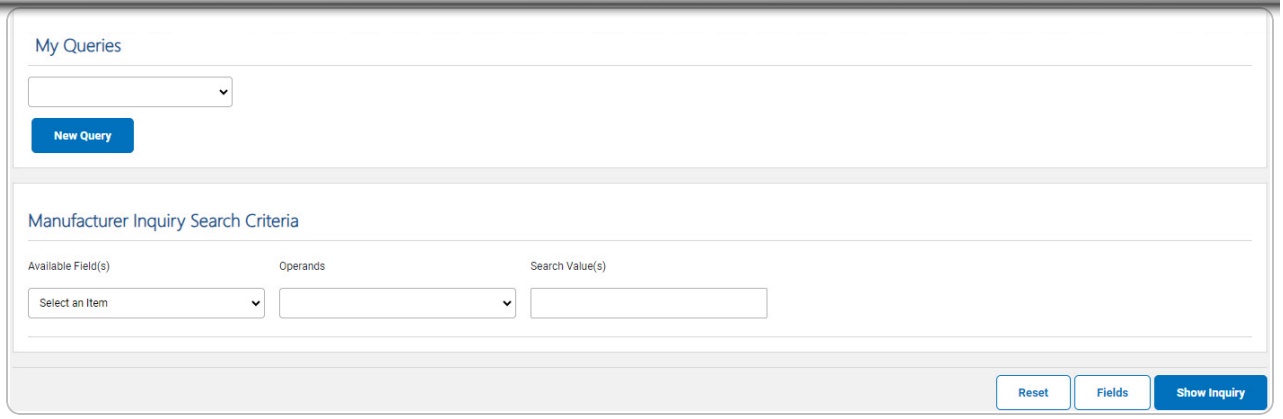

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



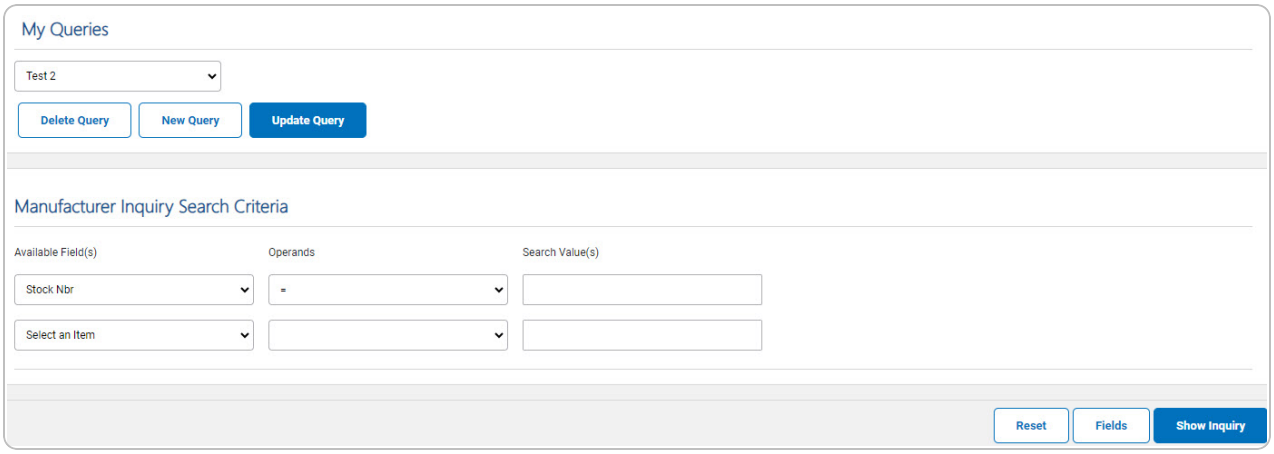

2. Select Fields. *The **Manufacturer Inquiry — Select Fields** page appears.*

   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.*

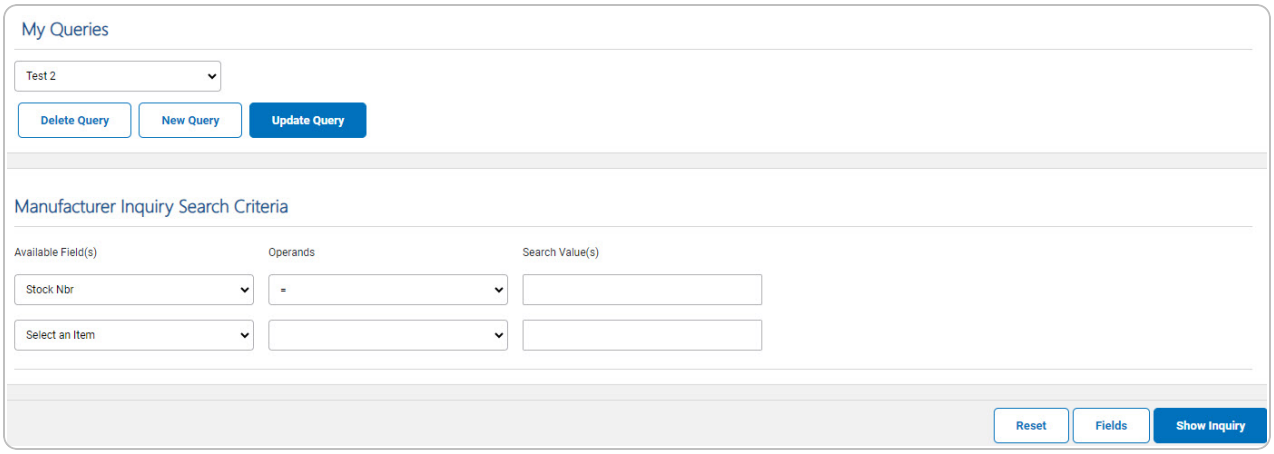
4. Select Fields. *The **Manufacturer Inquiry — Select Fields** page appears.*

   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

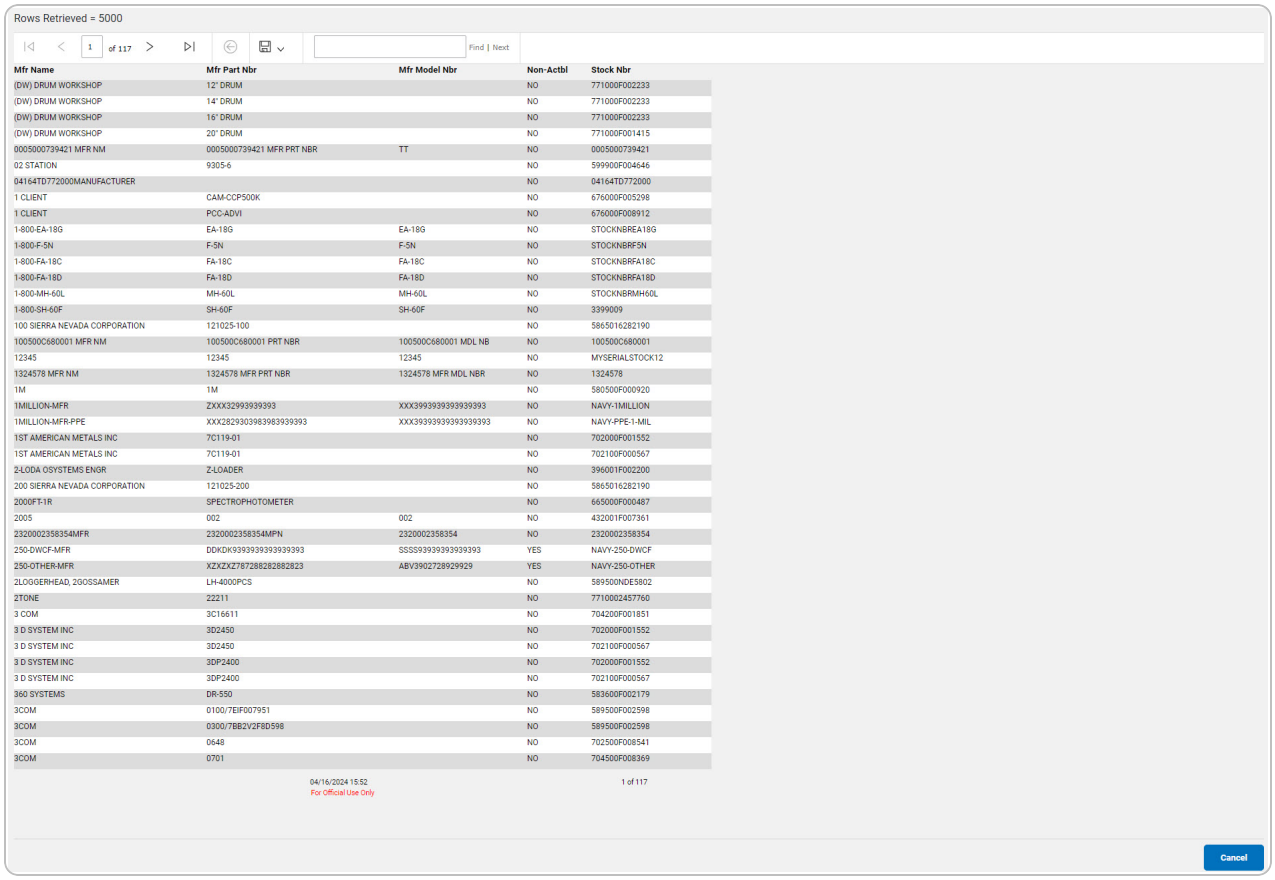
**ELMS Navigation Helpful Tips**

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 | XXX3939393939939393 | 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

1 of 117

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

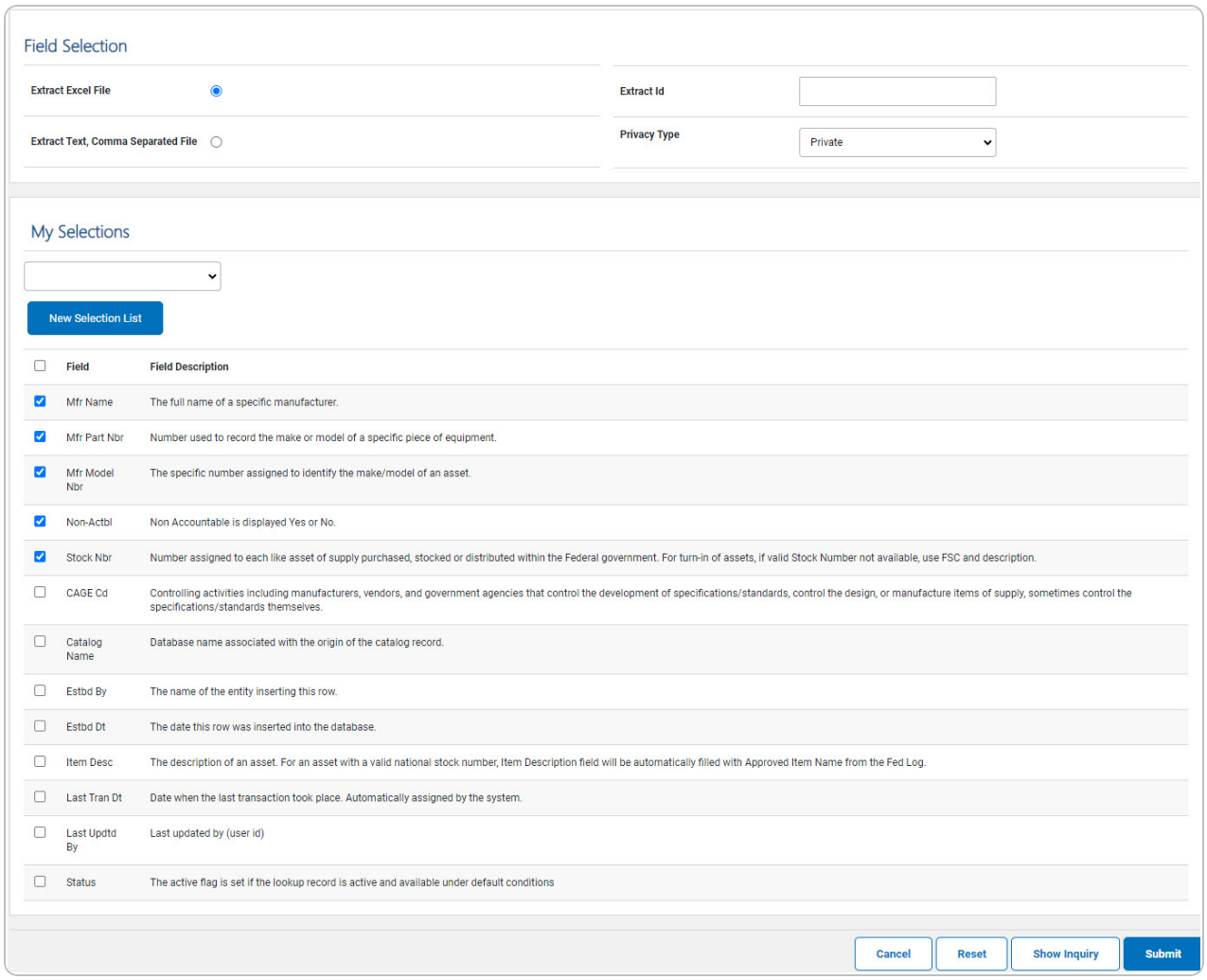
**ELMS Navigation Helpful Tips**

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.

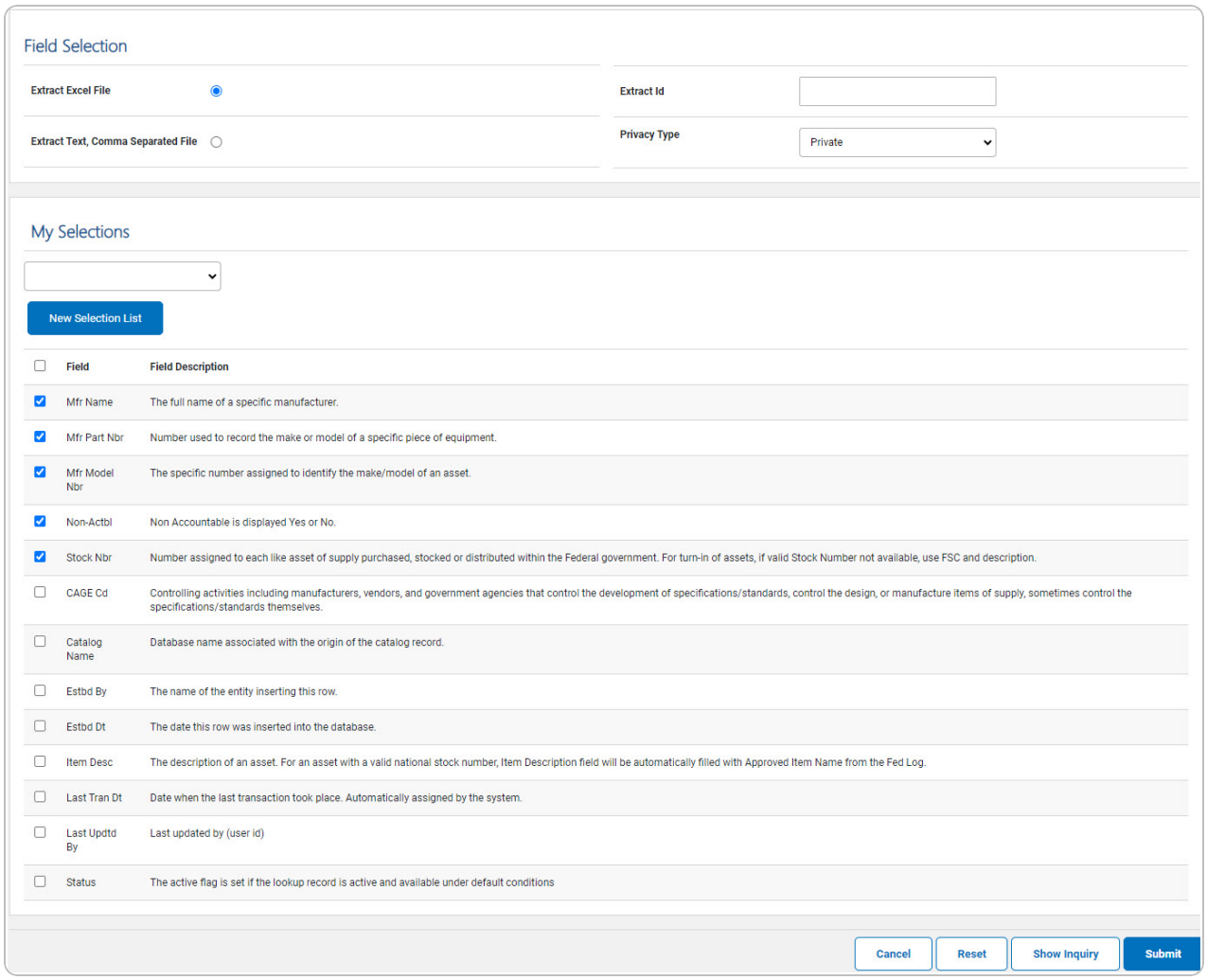



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

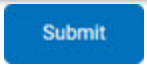
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the MFR NAME contains 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

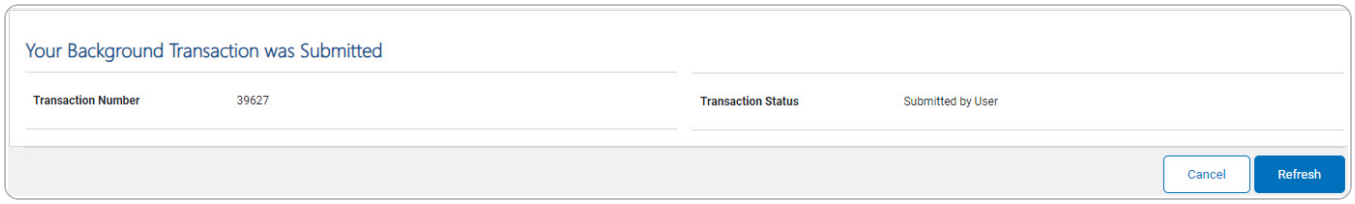
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

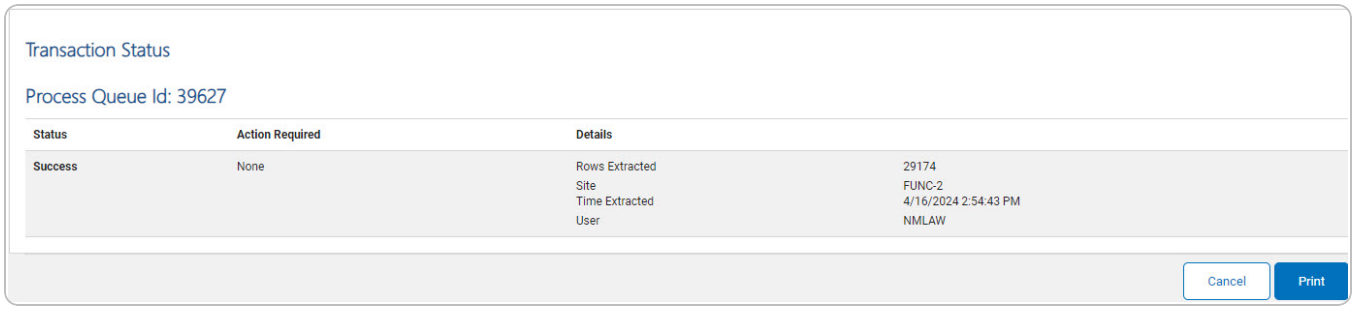
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

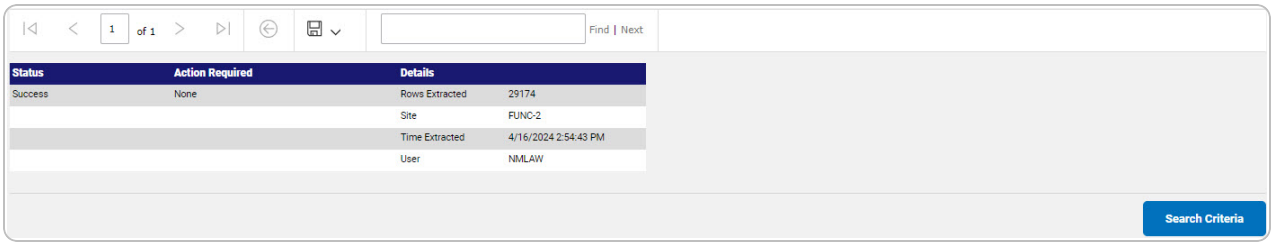
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Manufacturer Inquiry Transaction Status

1. Select 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* ***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 |
| --- | --- |
| **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

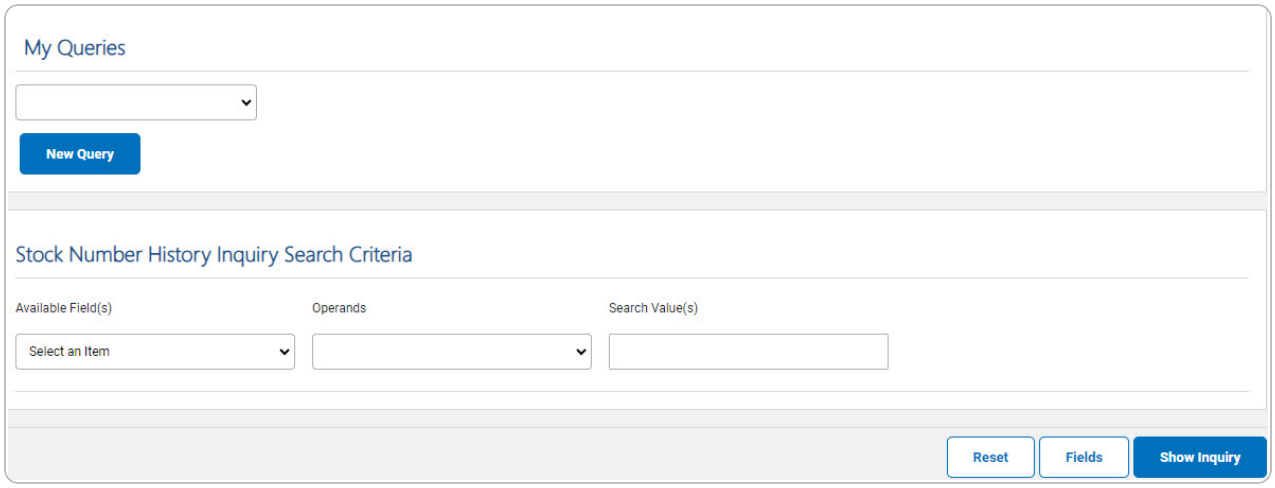
**ELMS Navigation Helpful Tips**

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**

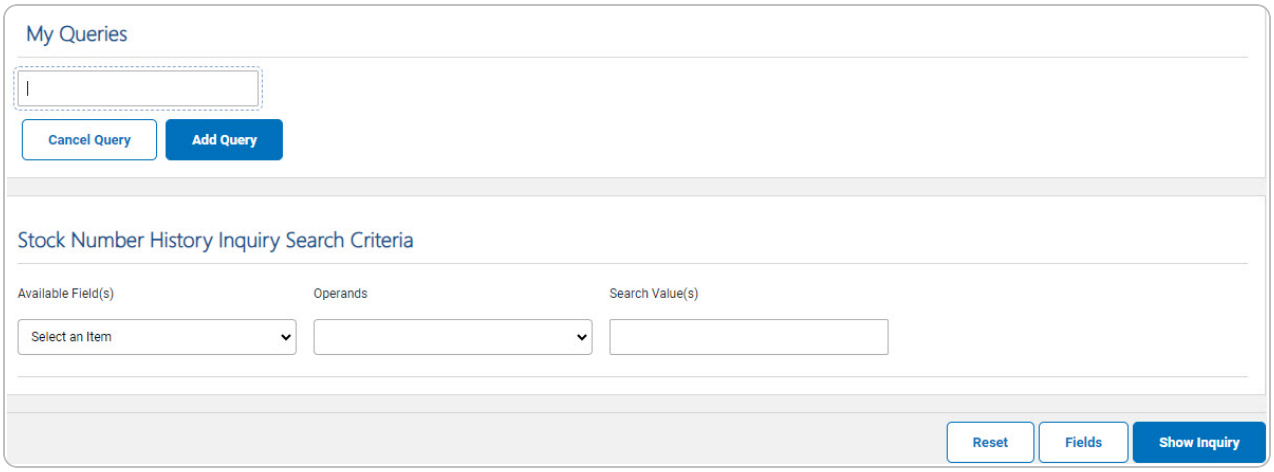
a. Use ⌄ to select desired Available Field.

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.*



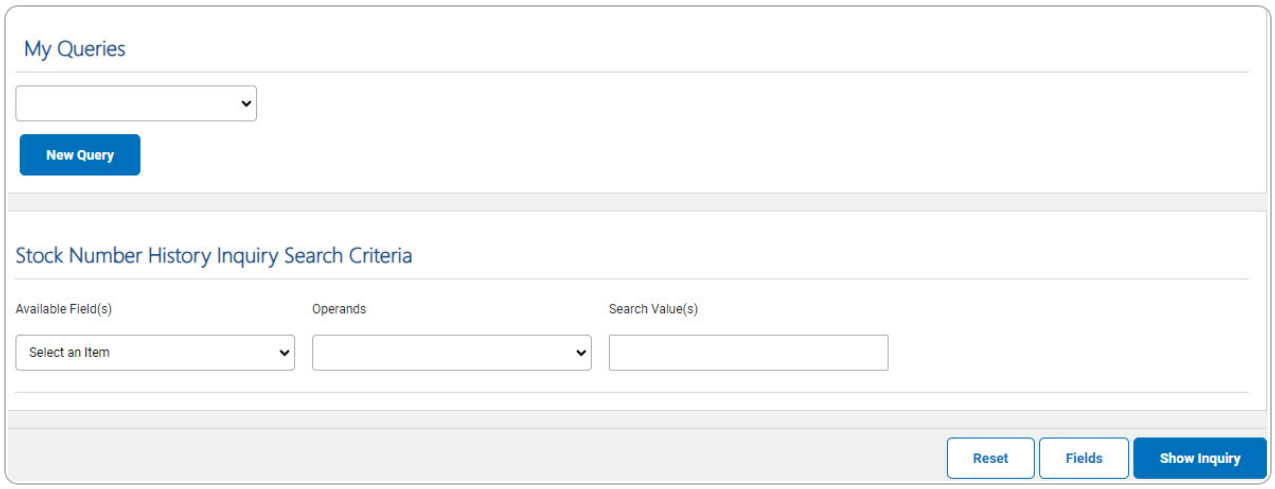

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



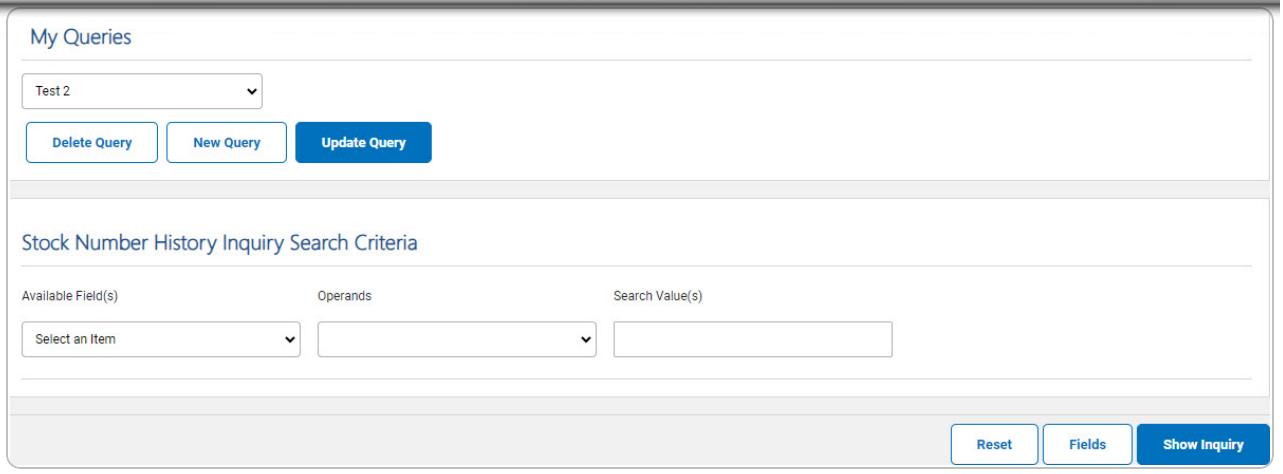

2. Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

   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.*



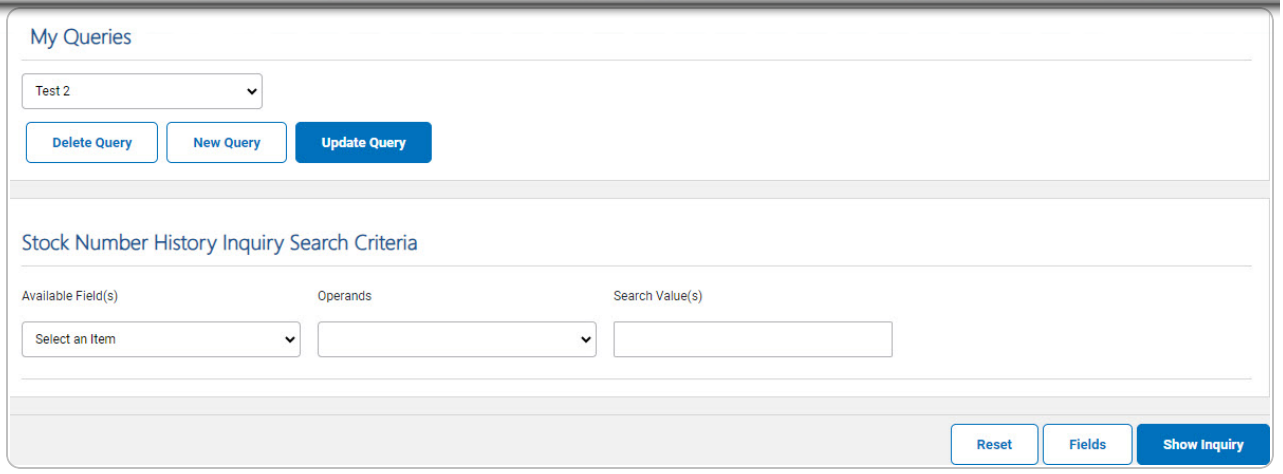

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

   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**

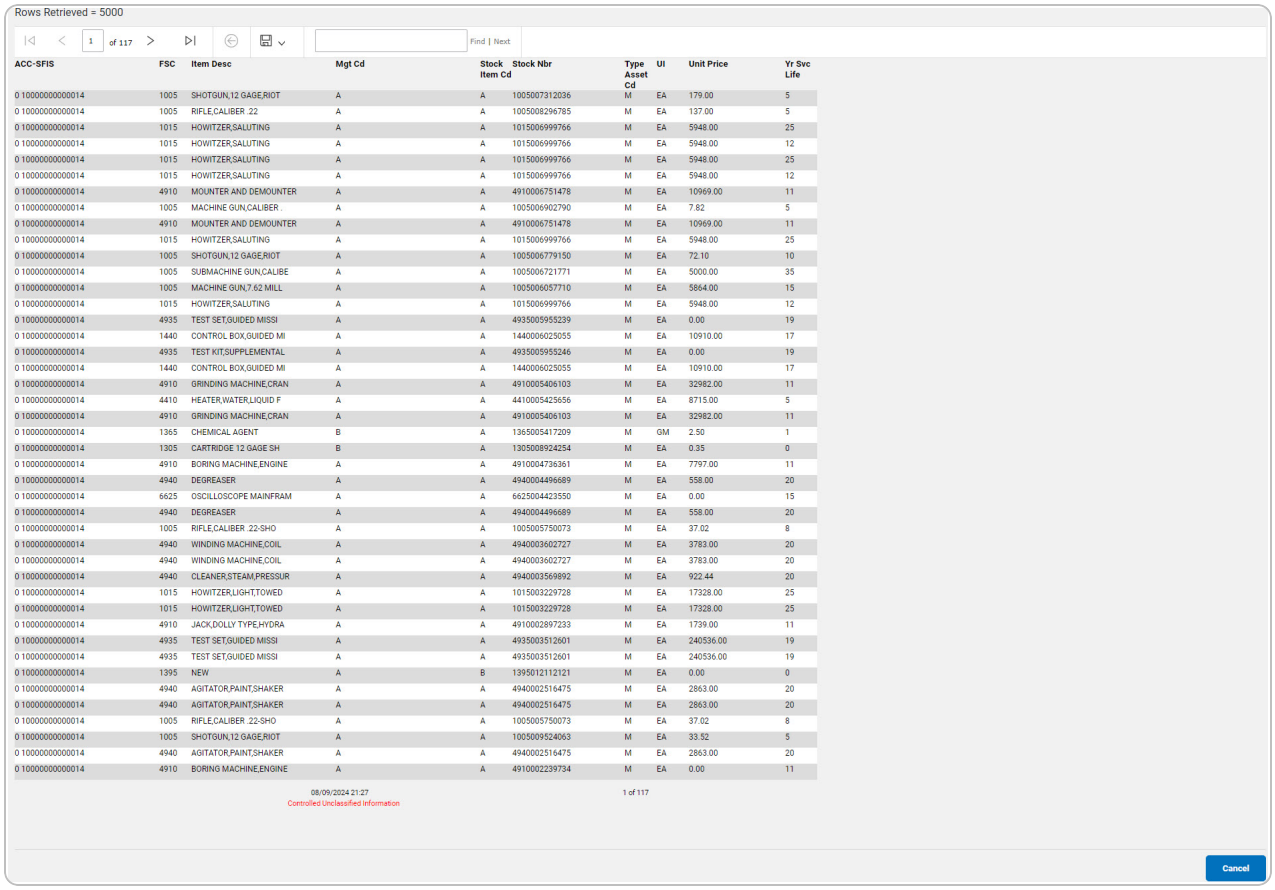


Click the following link to display PA Navigation Tips.

# 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.*




**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**

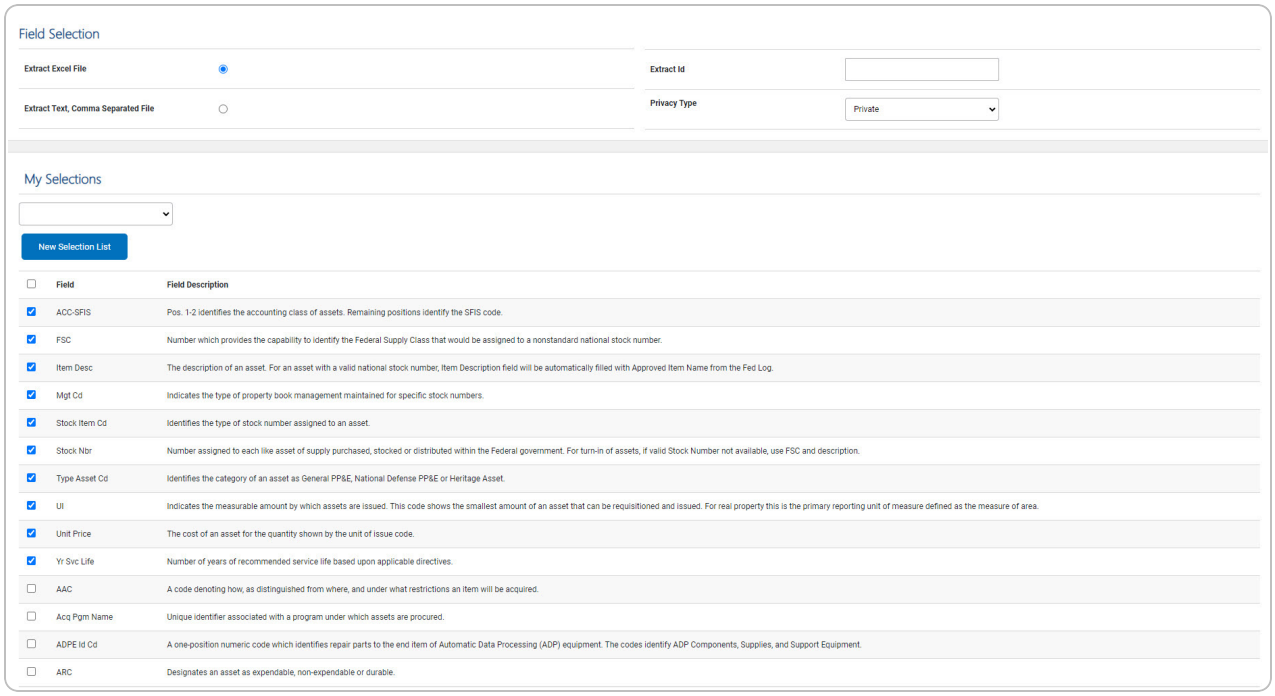


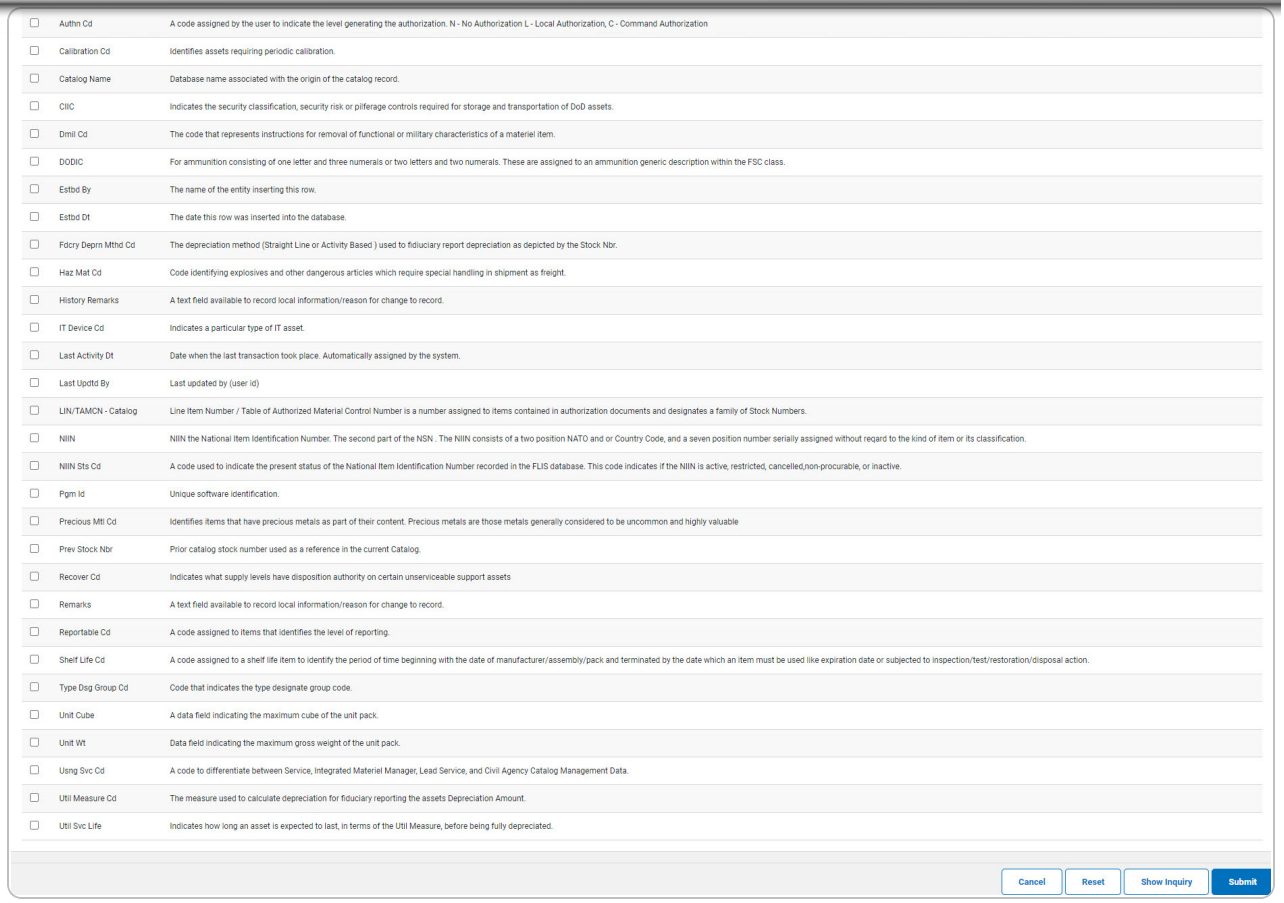
Click the following link to display PA Navigation Tips.

## 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.*





| | | |
|---|---|---|
| ☐ | 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.** 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**

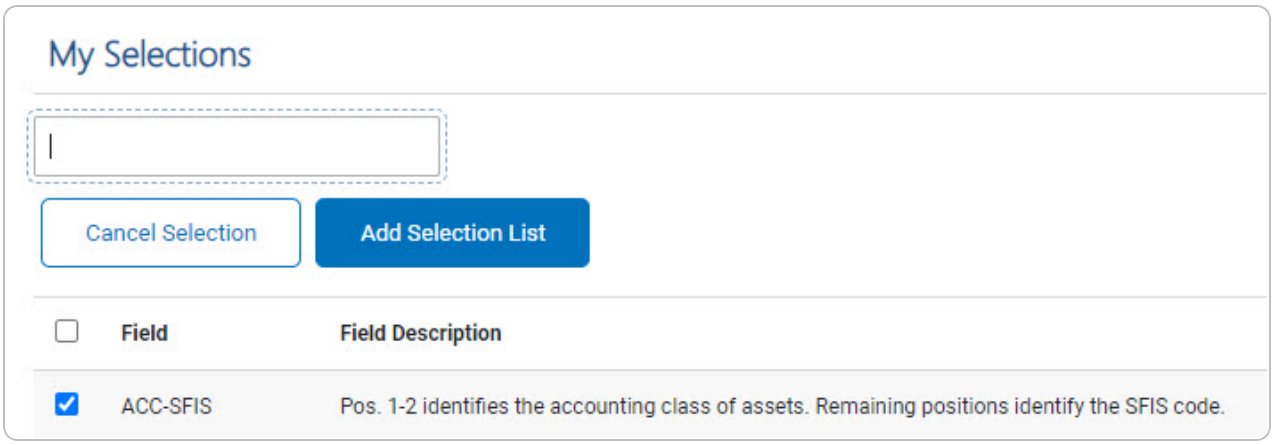
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

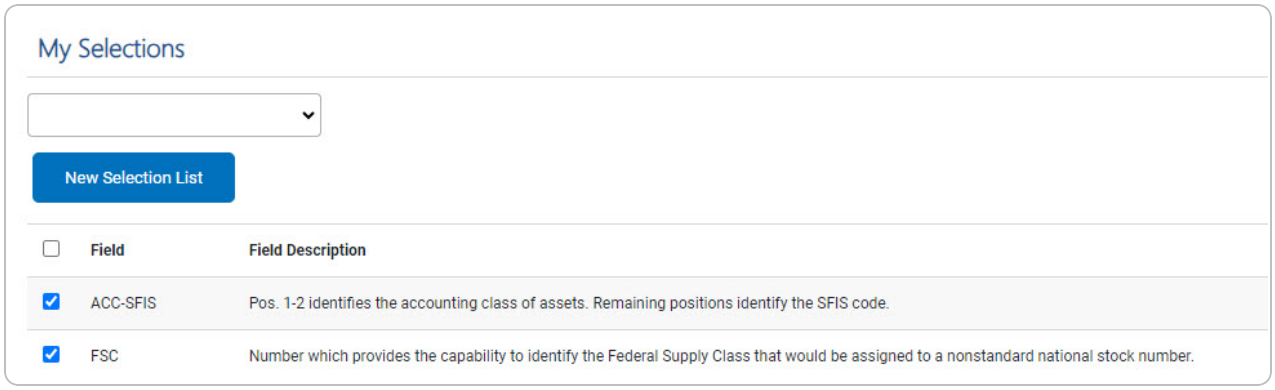
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

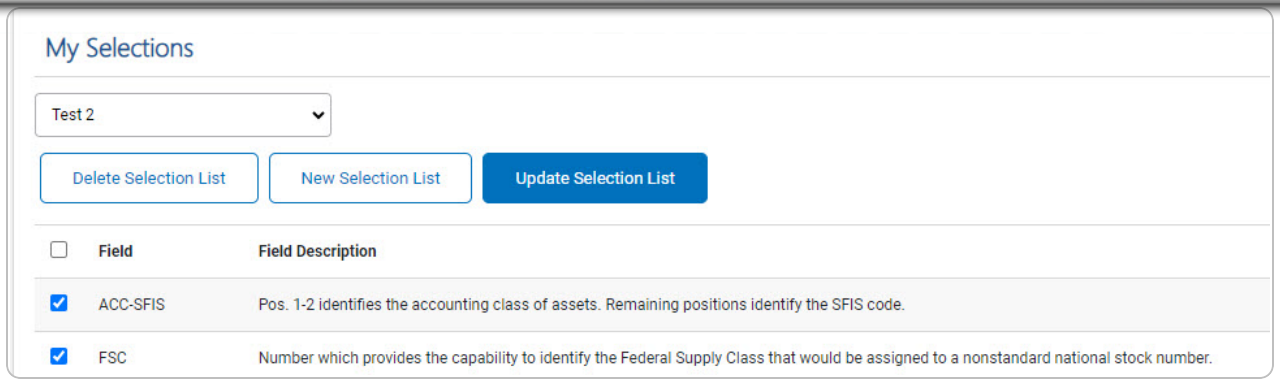
3. Select Show Inquiry for small volumes of data. *The **Stock Number History Inquiry — Results** page appears.*

**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.



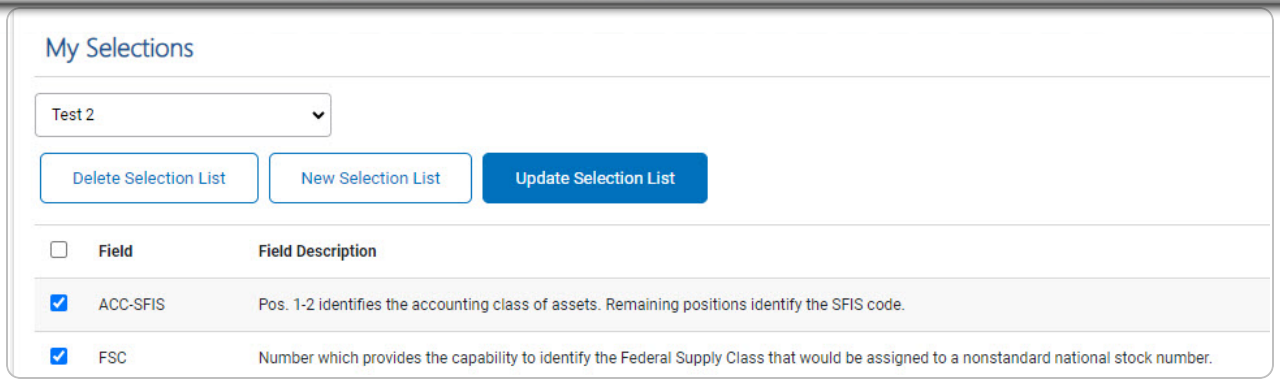

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

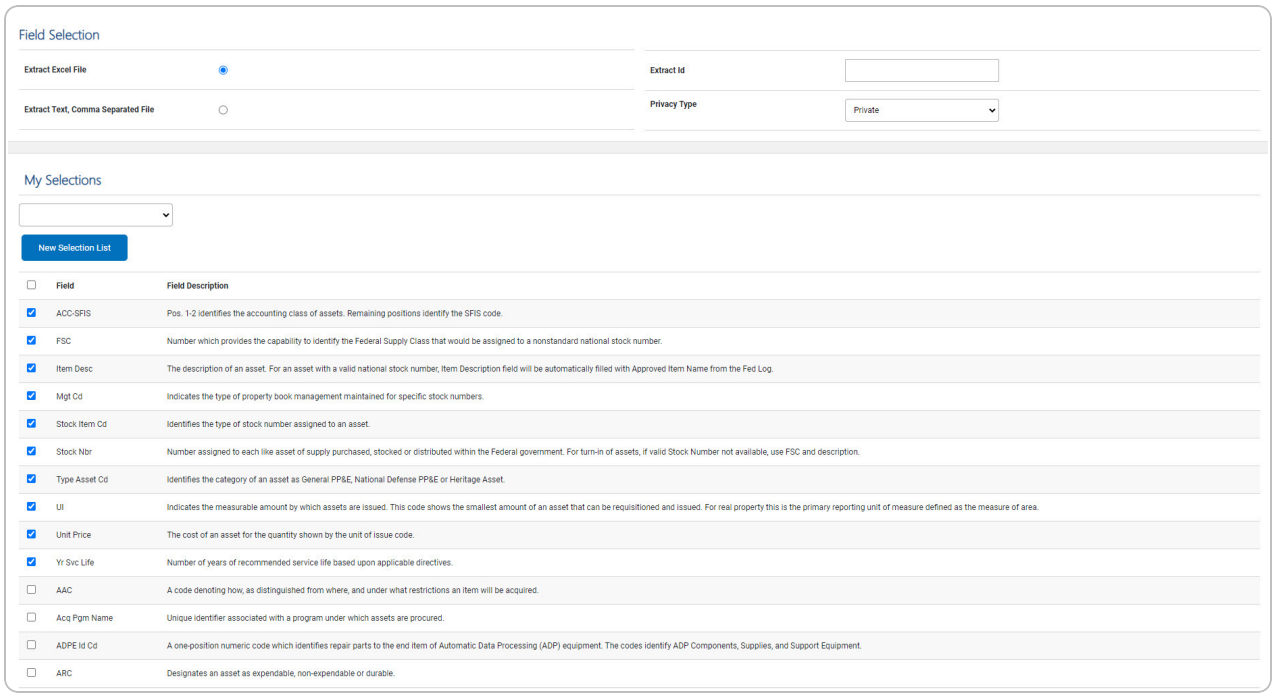


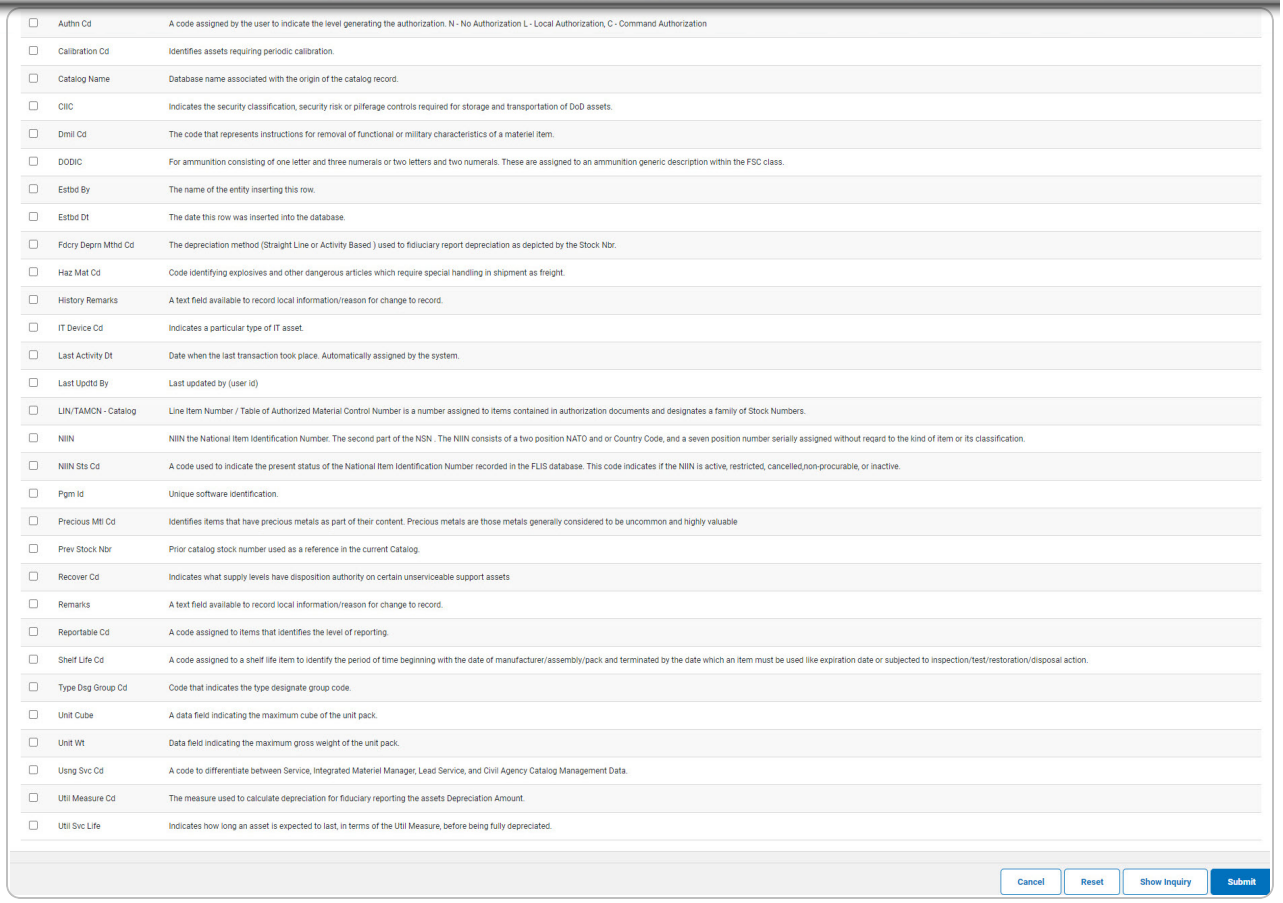

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

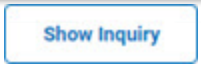
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- 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.*

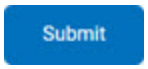
- Click ☐ to select the Catalog Name. *Select if the inquiry contains a Catalog Name.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DODIC. *Select if the inquiry contains a DODIC.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains 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 

for small volumes of data. *The* ***Stock Number History Inquiry — Results*** *page appears.*

3. **OR**

Select 

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 — 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**

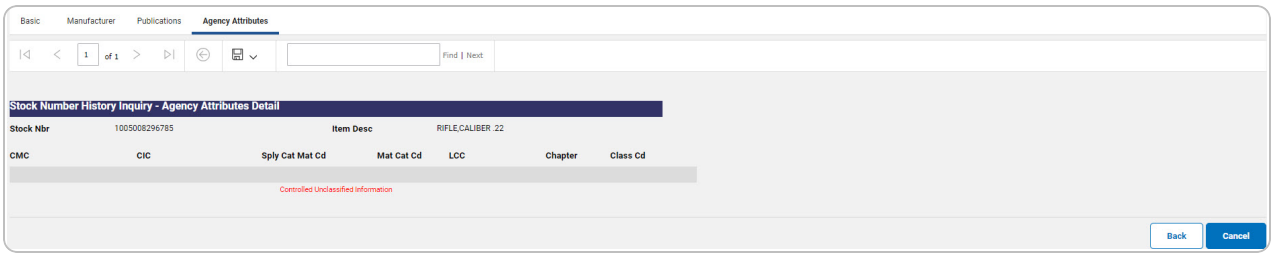


Click the following link to display PA Navigation Tips.

# 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 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**

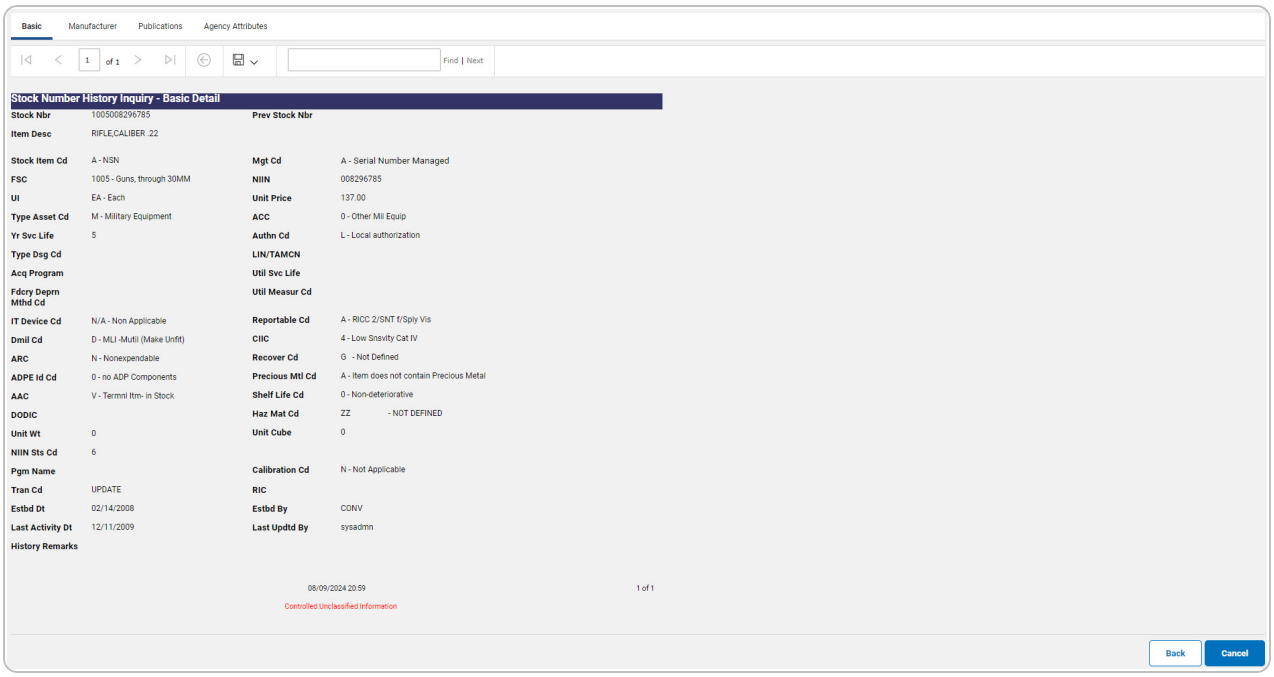


Click the following link to display PA Navigation Tips.

# 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 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 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 — 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

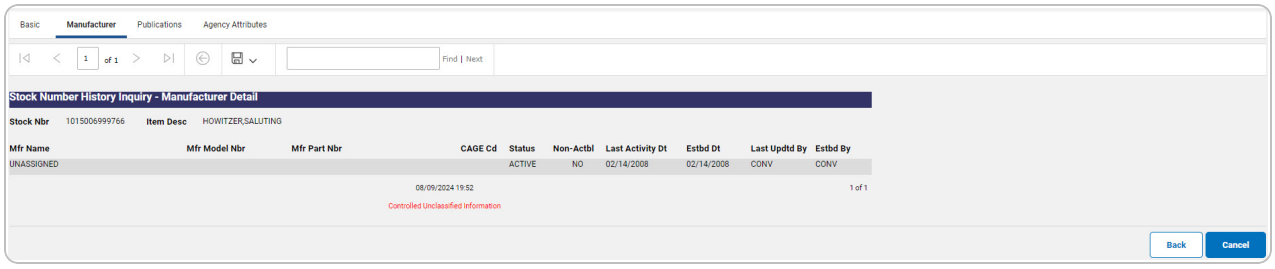
**ELMS Navigation Helpful Tips**

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  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 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

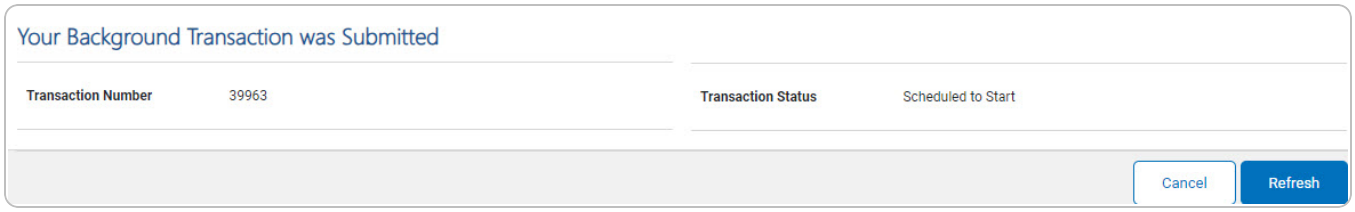
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

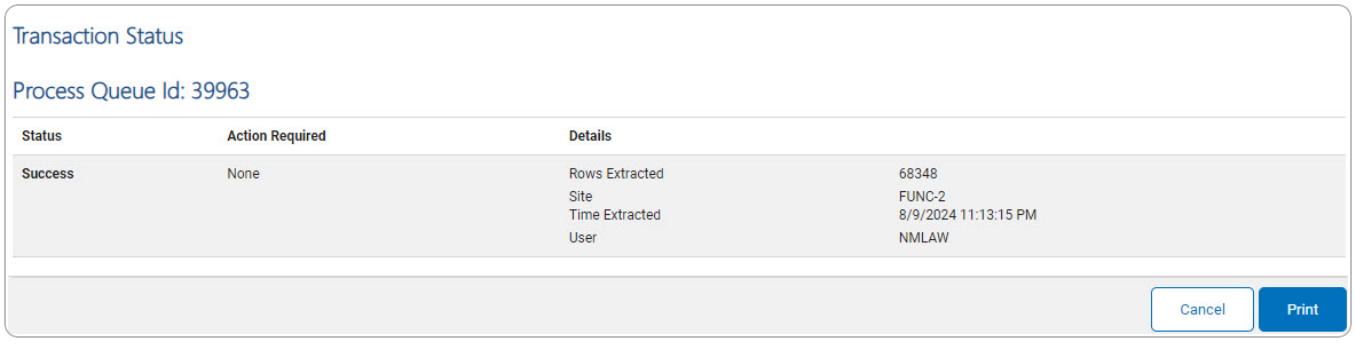
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

## 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. |

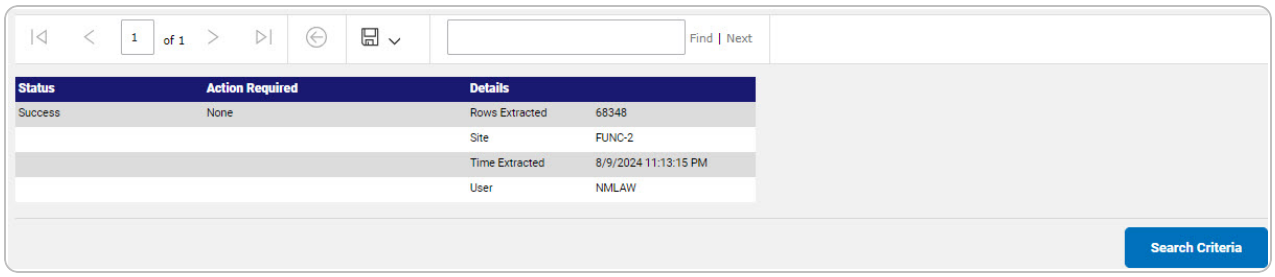
# Procedures

**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

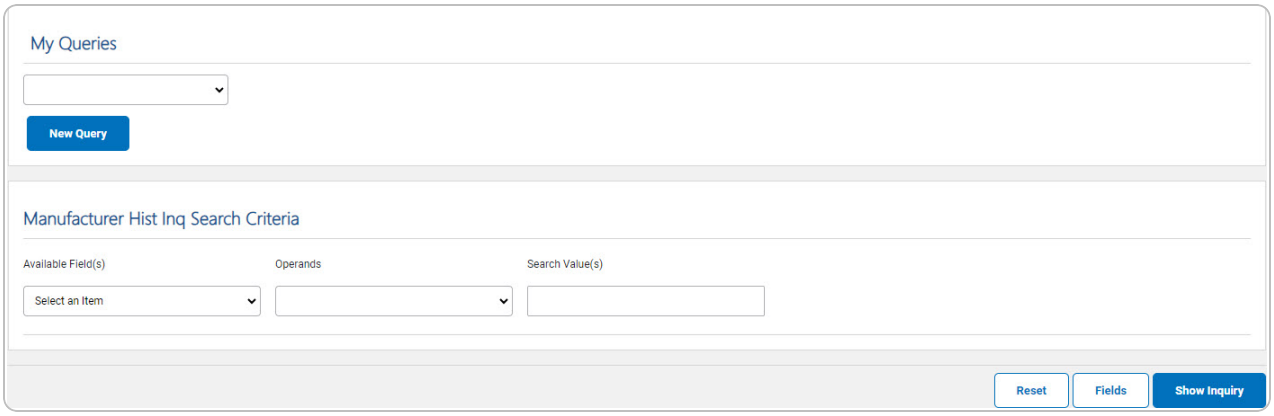
**ELMS Navigation Helpful Tips**

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**

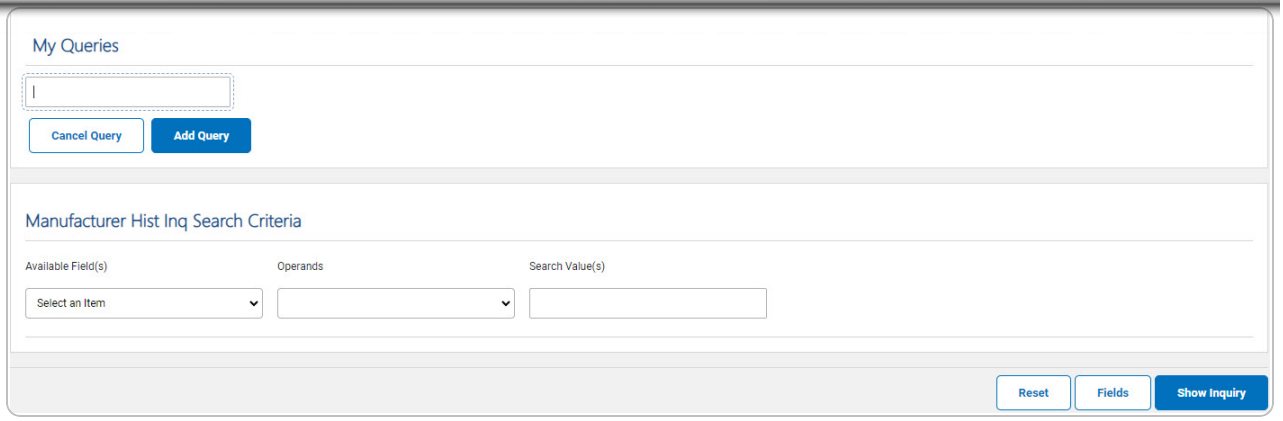
   a. Use ⌄ to select desired Available Field.

   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.*



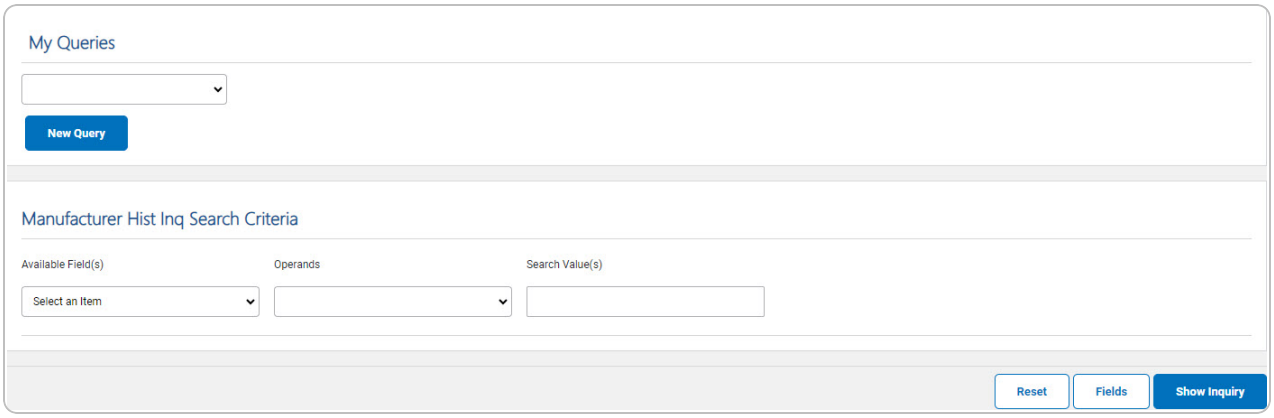

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



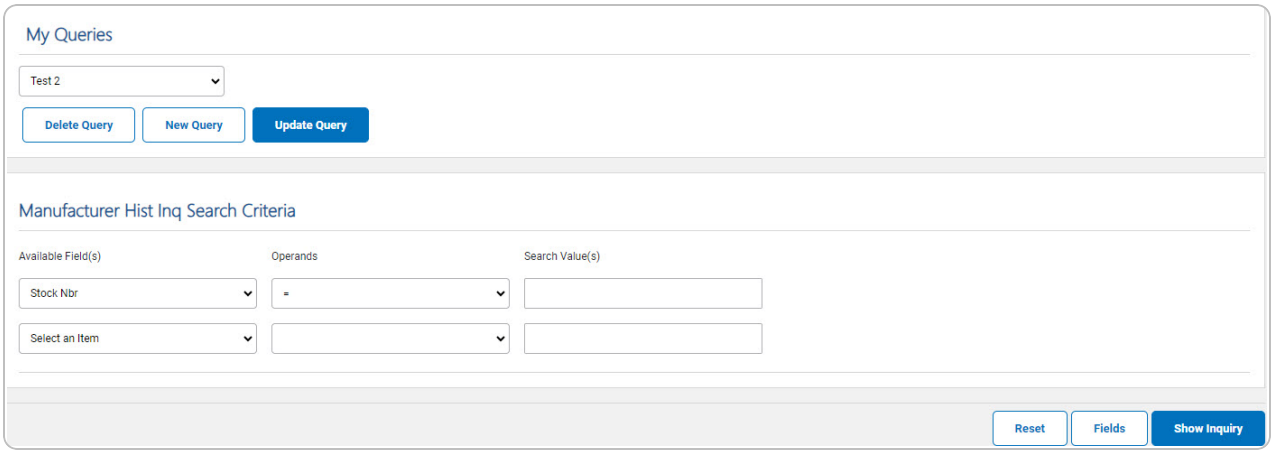
Select Fields. *The **Manufacturer History Inquiry — Select Fields** page appears.*

2. 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.*

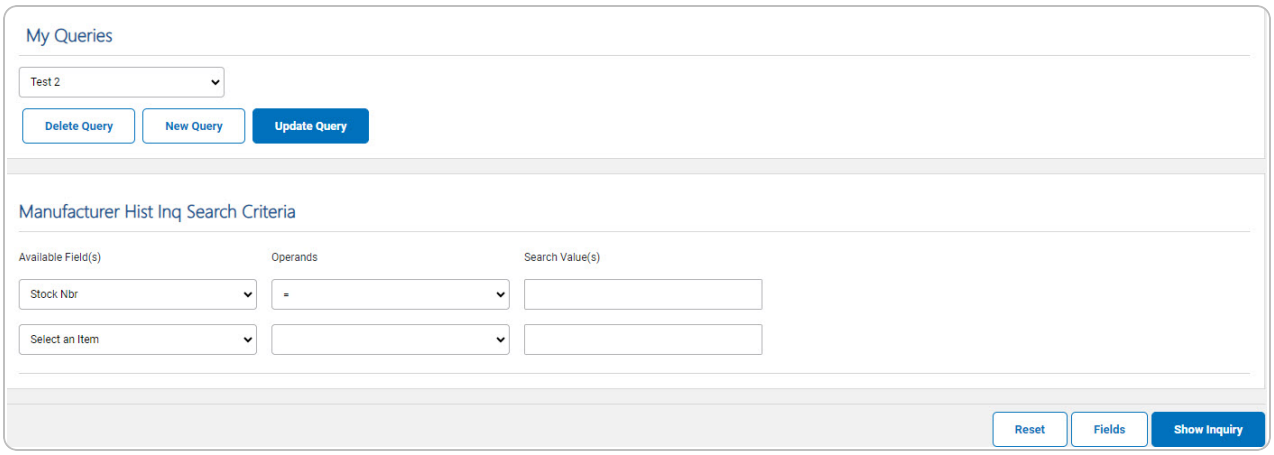
Select Fields. *The **Manufacturer History Inquiry — Select Fields** page appears.*

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

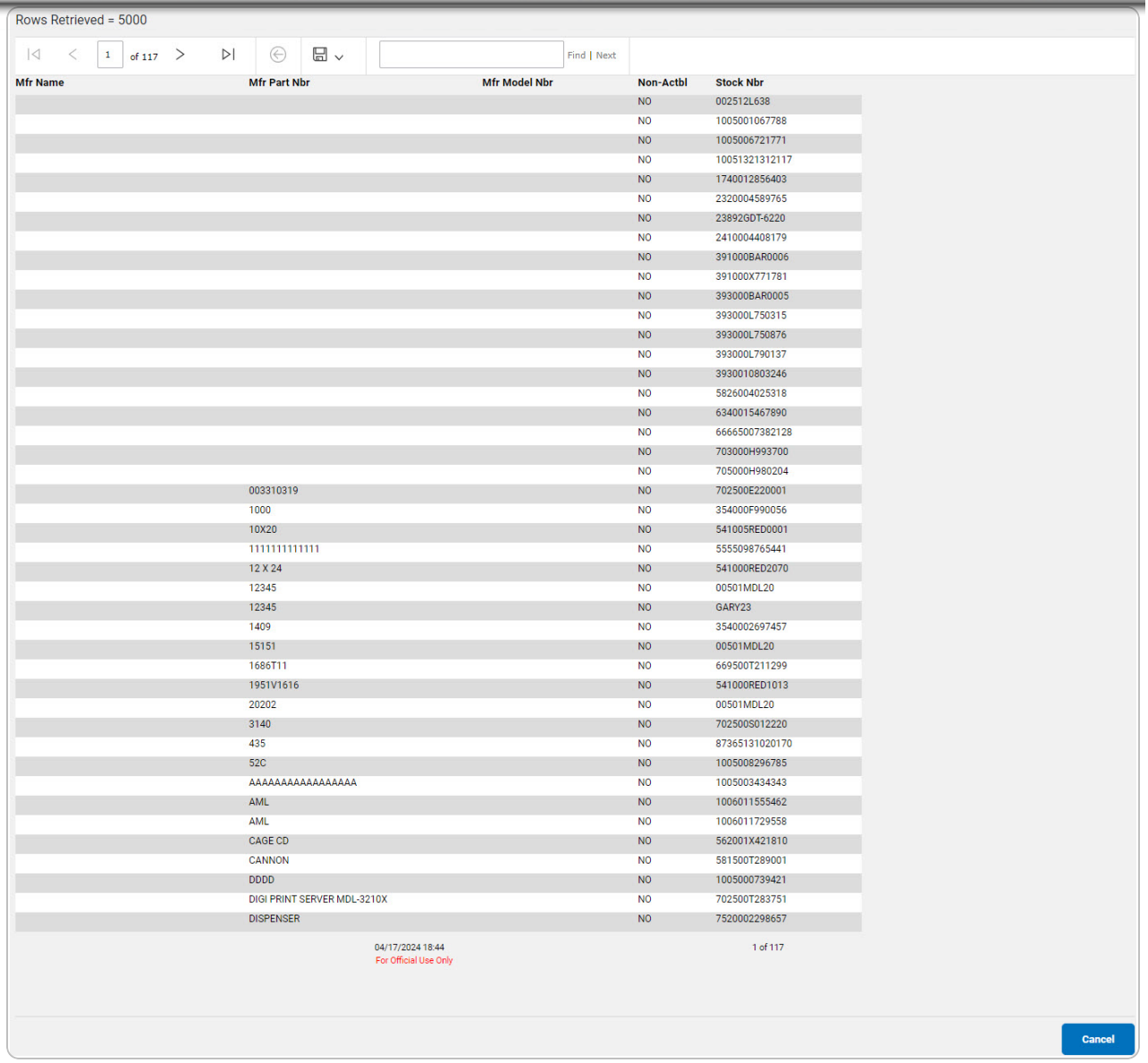
**ELMS Navigation Helpful Tips**

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.*




**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 [ 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 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

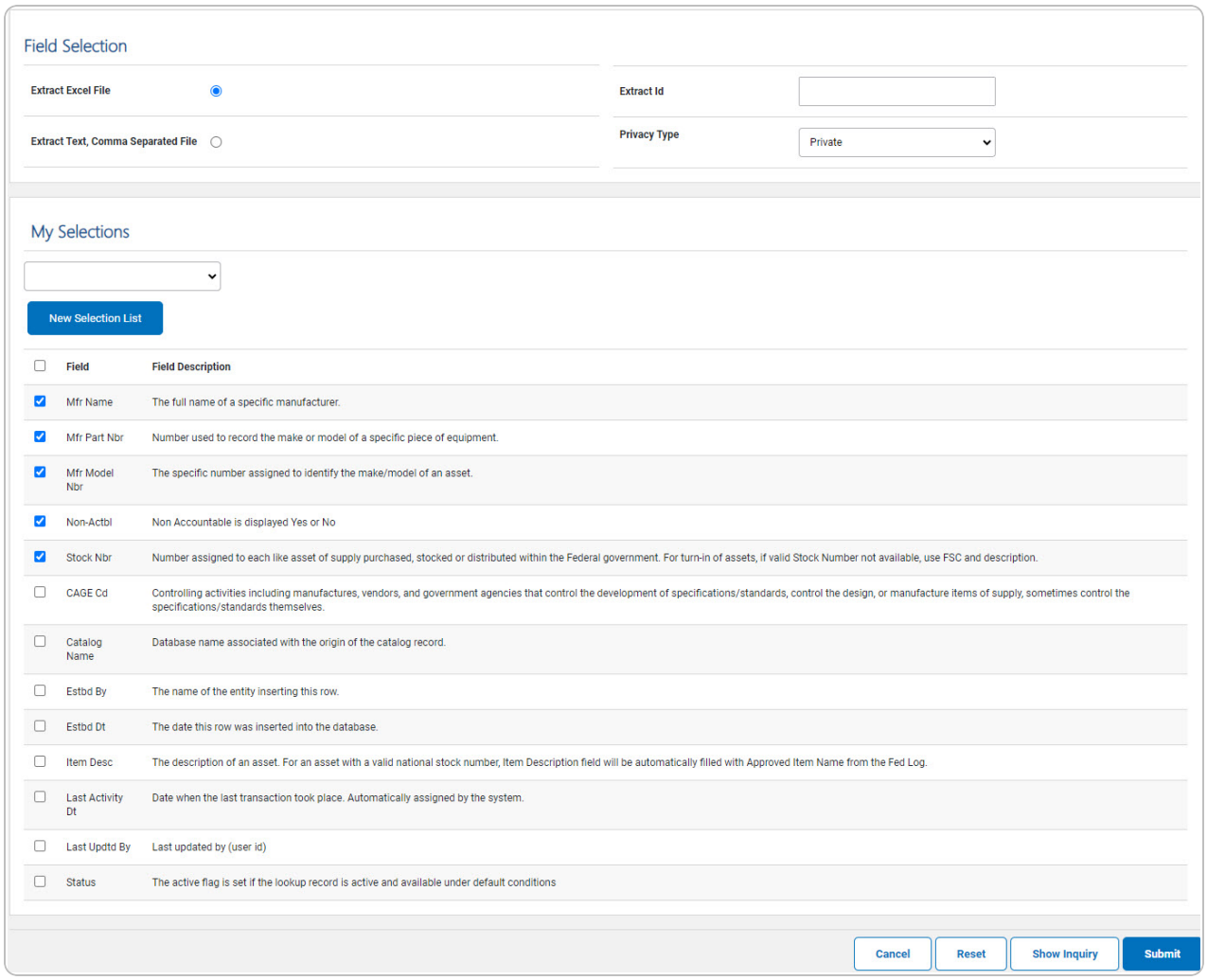
**ELMS Navigation Helpful Tips**

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.

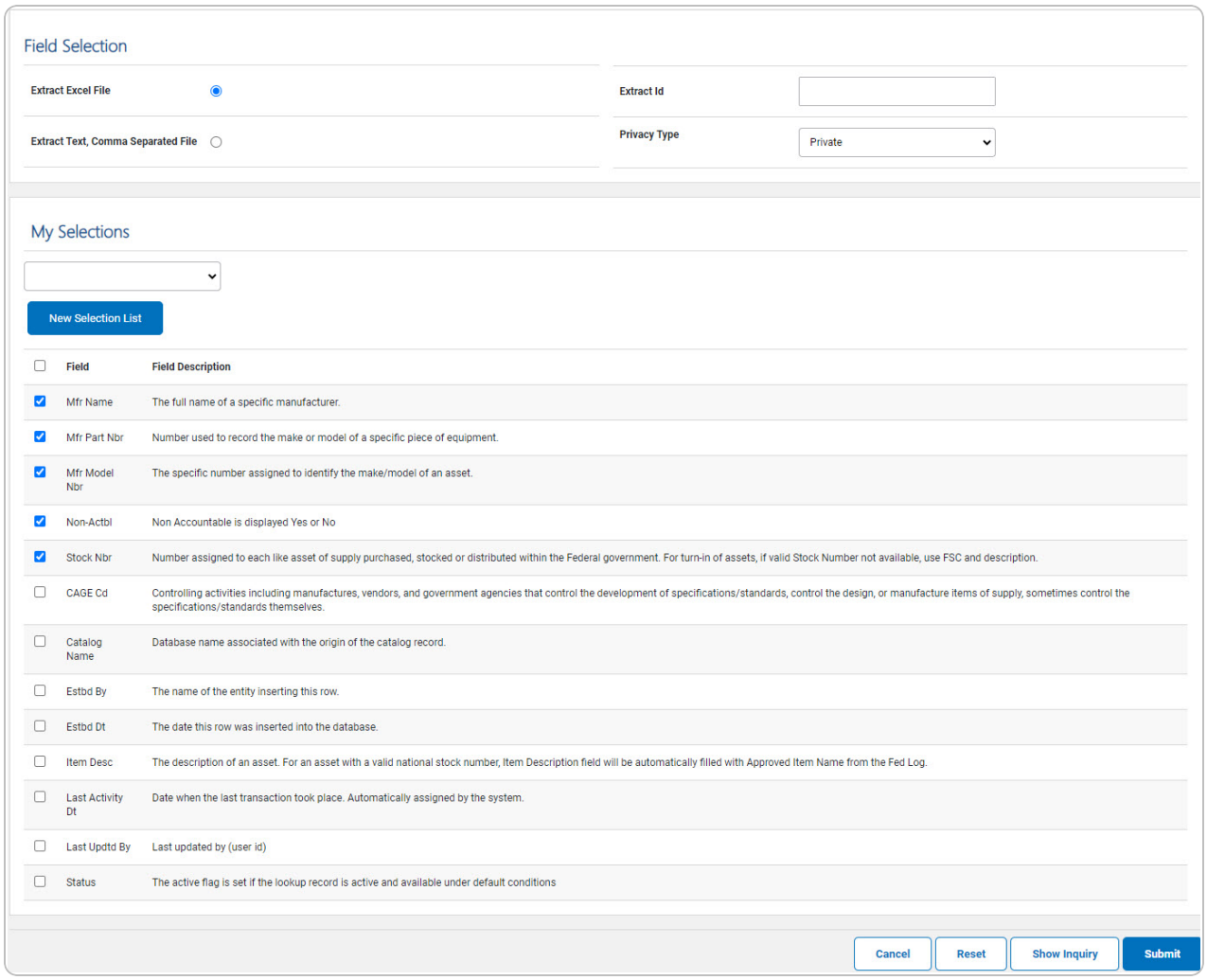



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

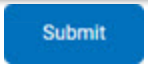
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the MFR NAME contains 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

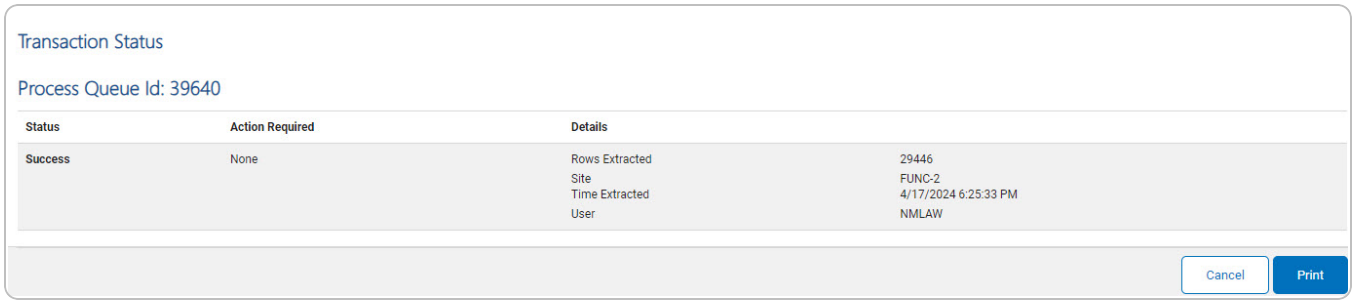
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

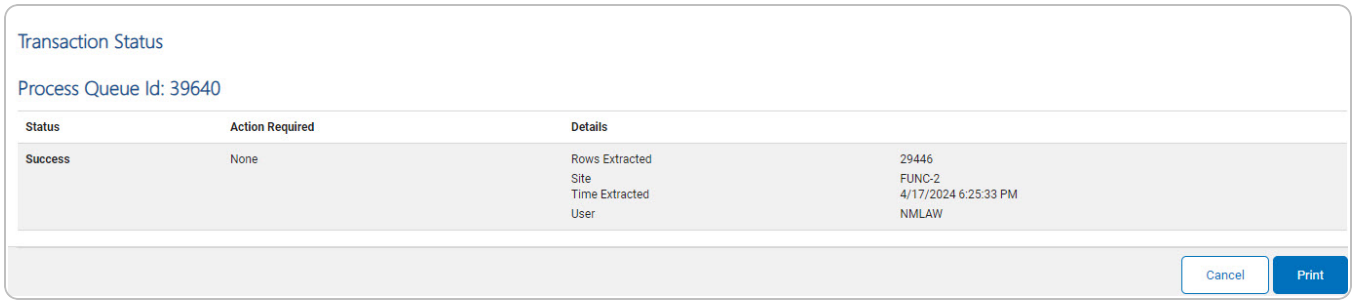
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

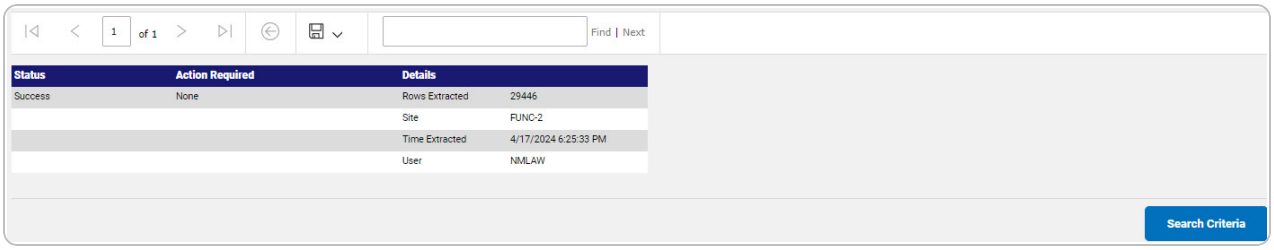
# Procedures

**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. |
| **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). |
| **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

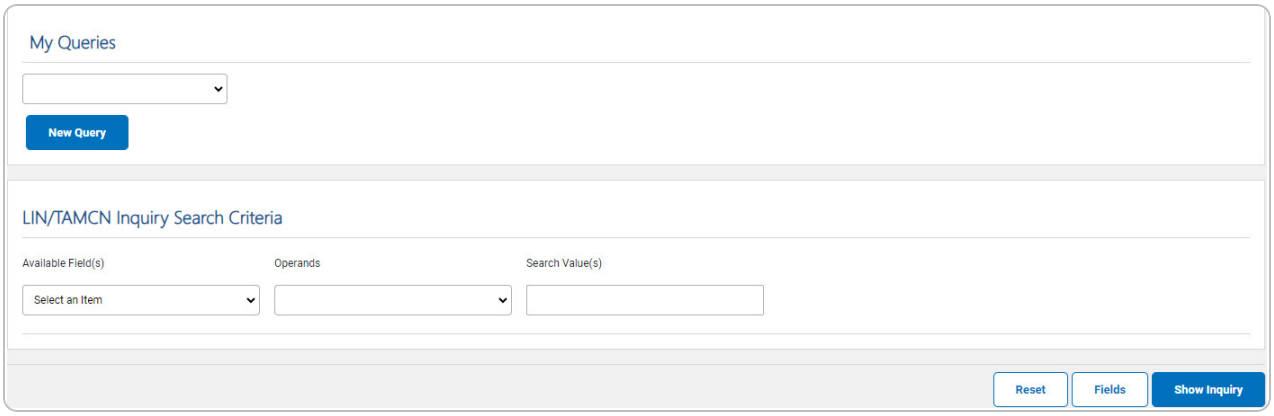
**ELMS Navigation Helpful Tips**

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**

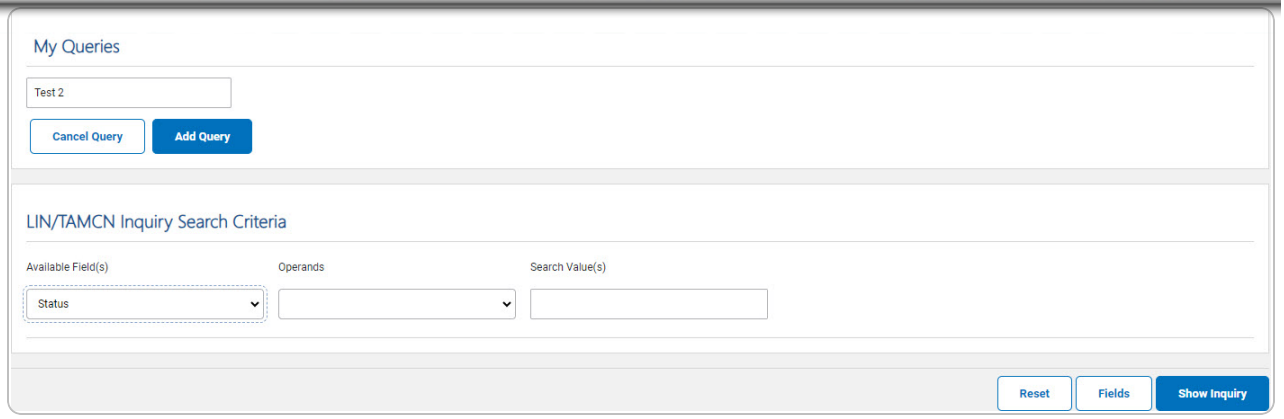
   a. Use ⌄ to select desired Available Field.

   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.*



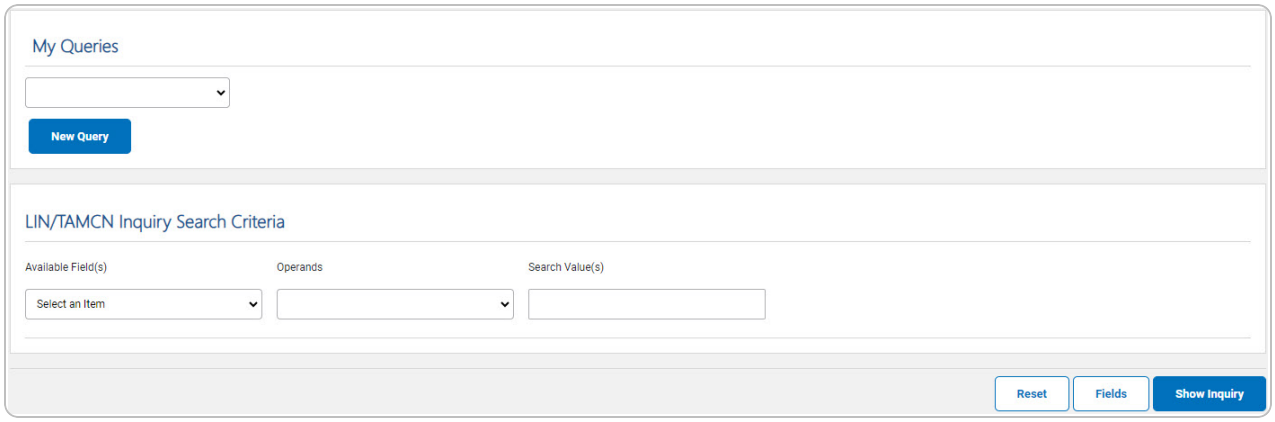

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



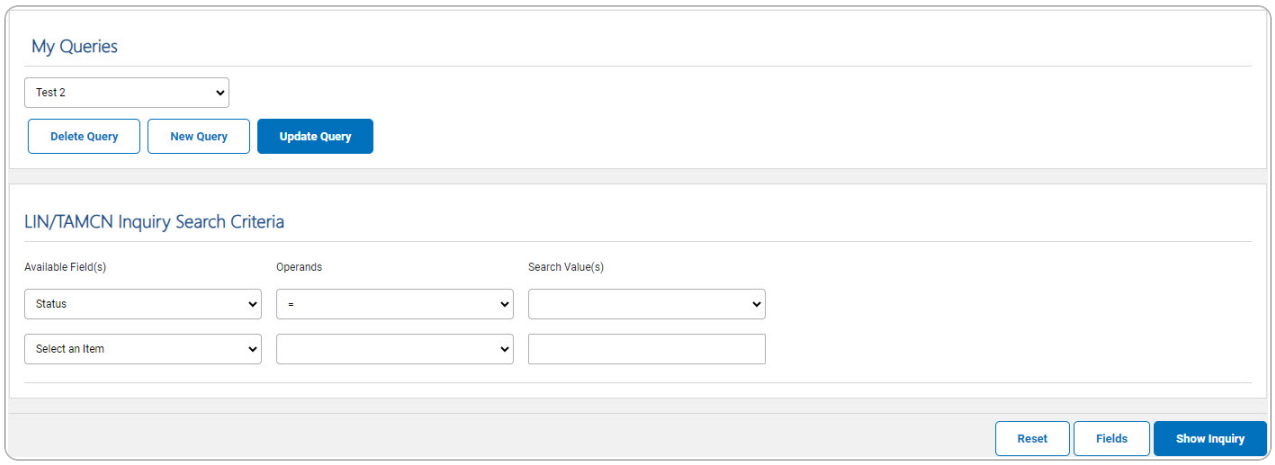
Select Fields. *The **LIN/TAMCN Inquiry — Select Fields** page appears.*

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.*

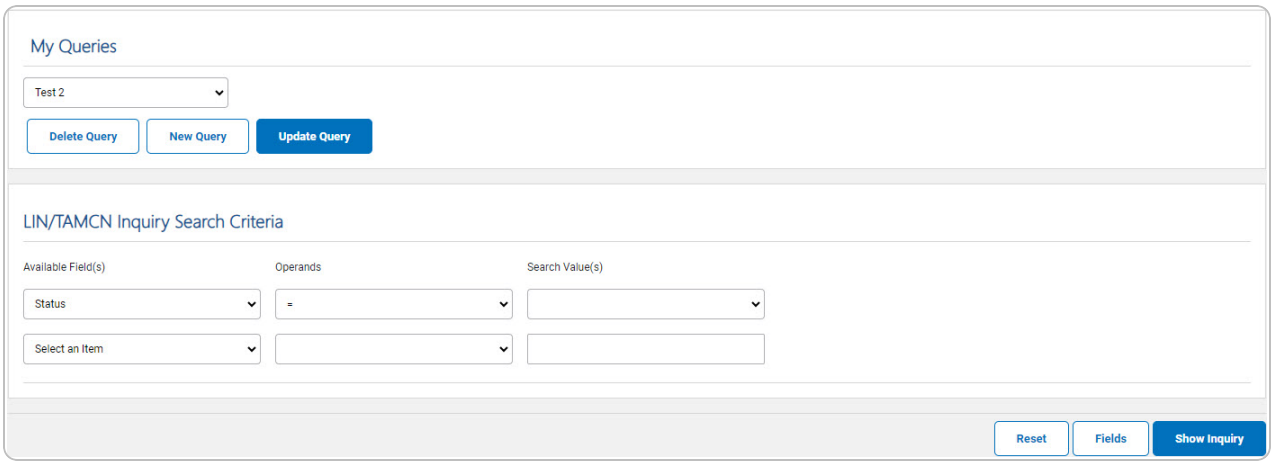
Select Fields. *The **LIN/TAMCN Inquiry — Select Fields** page appears.*

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**

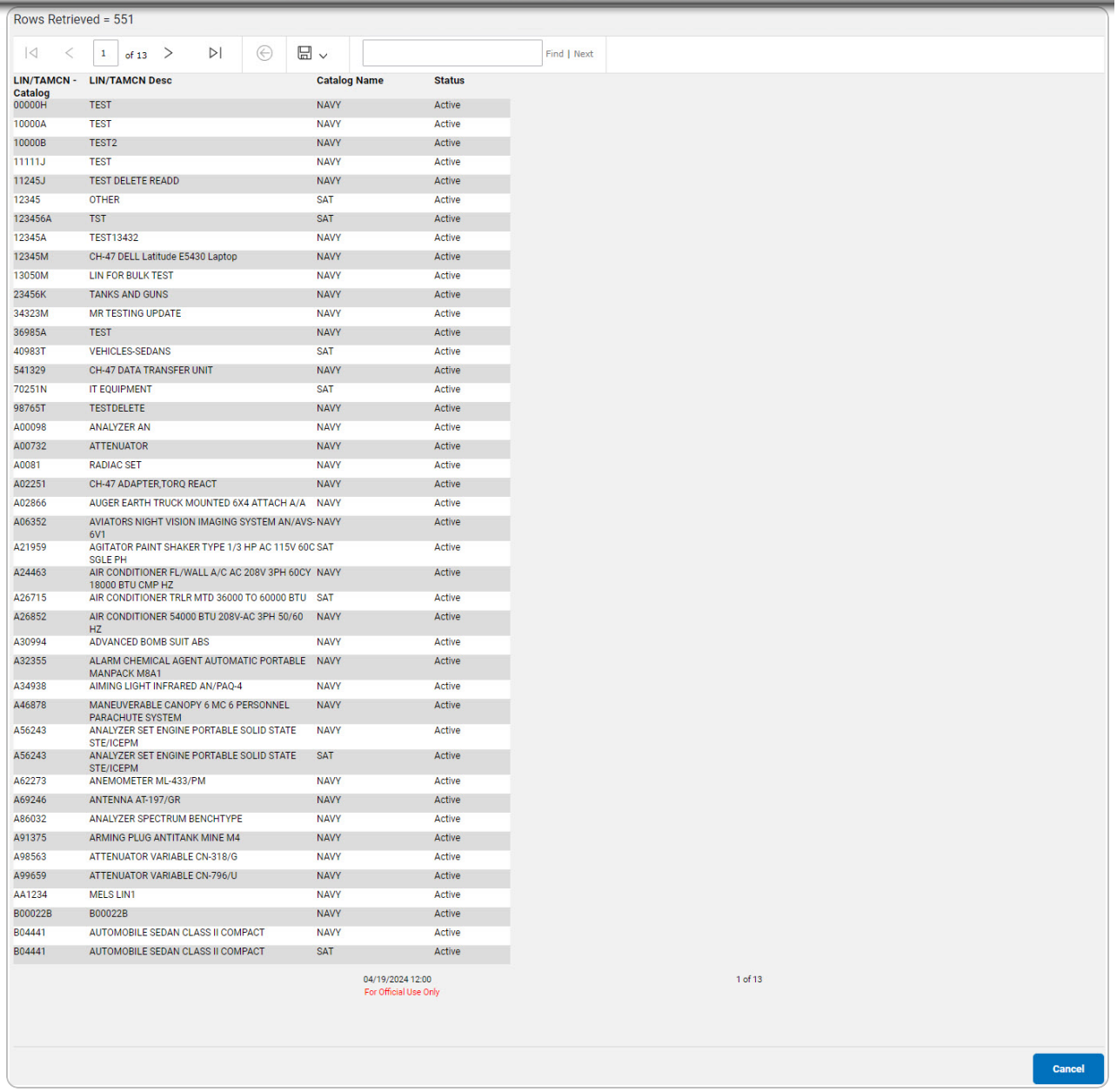


Click the following link to display PA Navigation Tips.

# 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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For Official Use Only

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

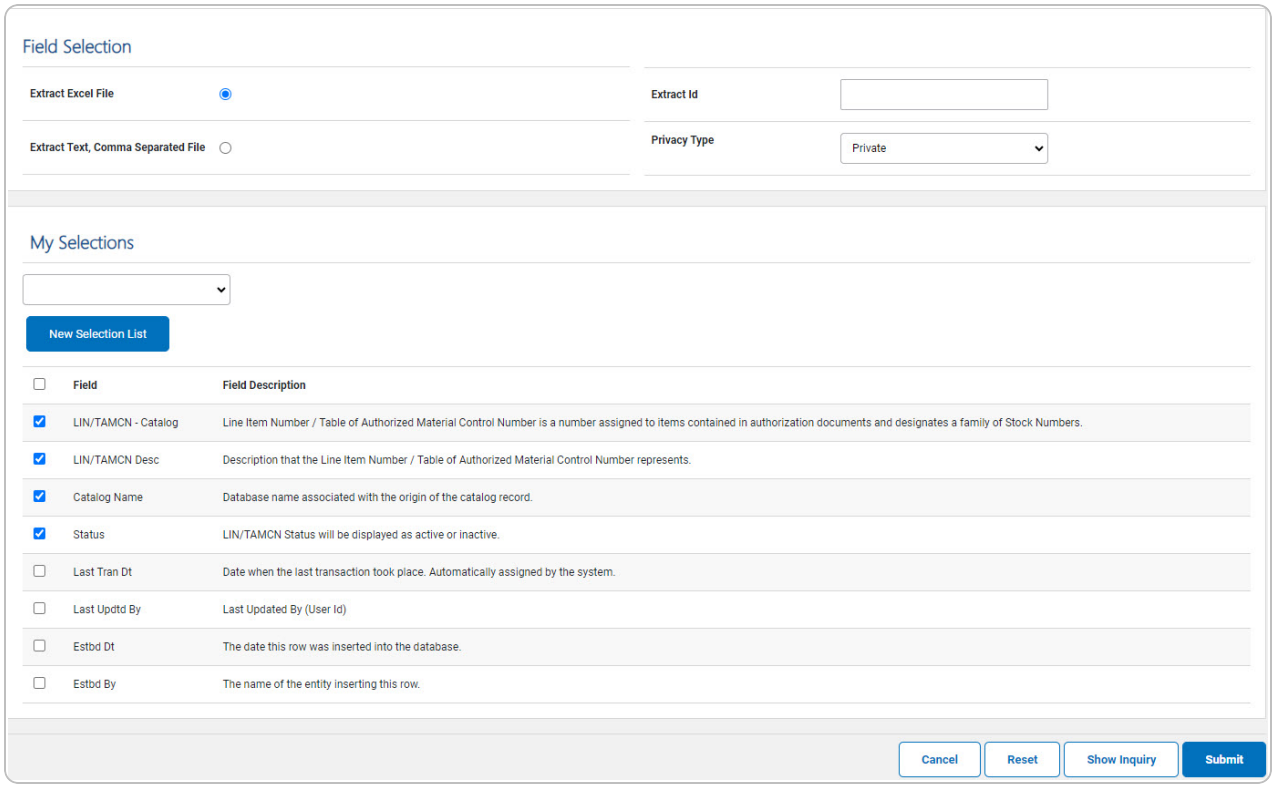
**ELMS Navigation Helpful Tips**

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**

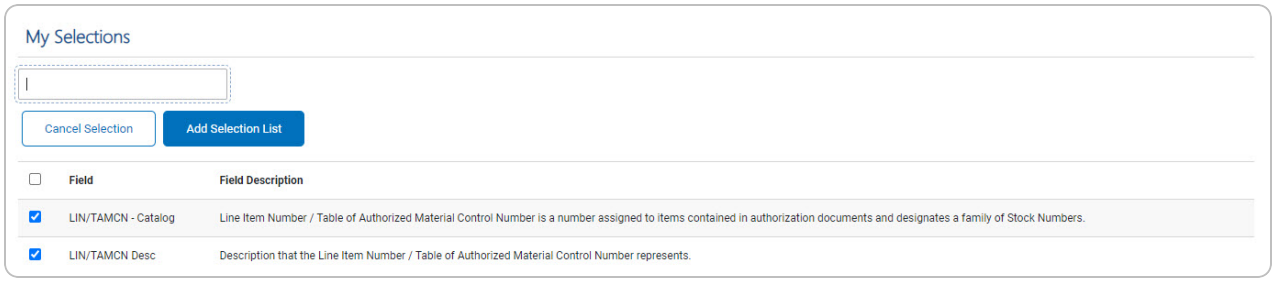
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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**.

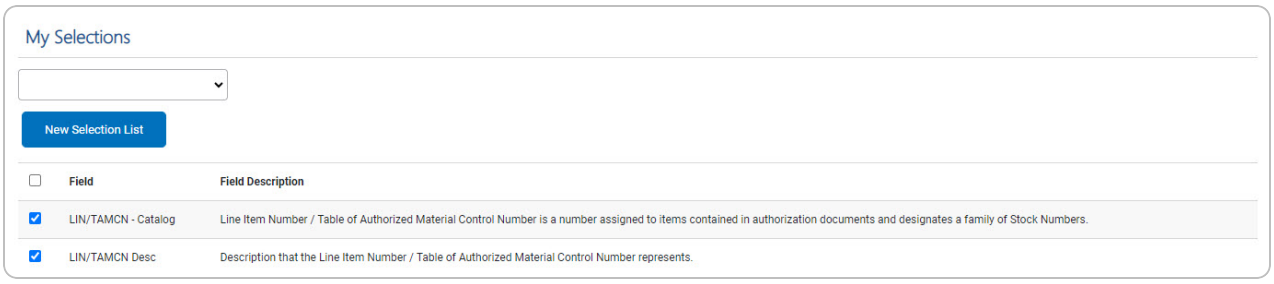
   Select **Show Inquiry** for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*
5.

**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.*

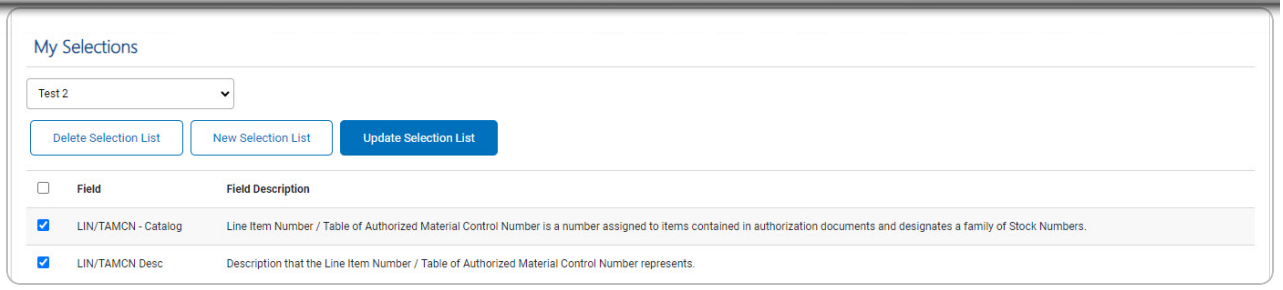
   Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*

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.*

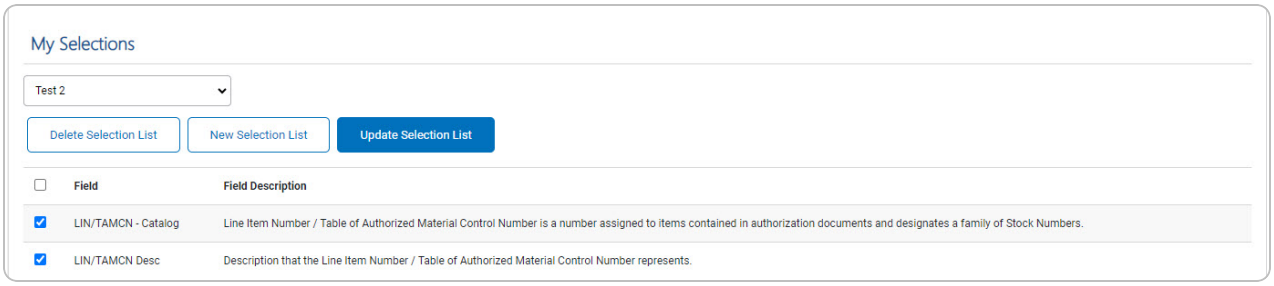
4. Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*

**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.

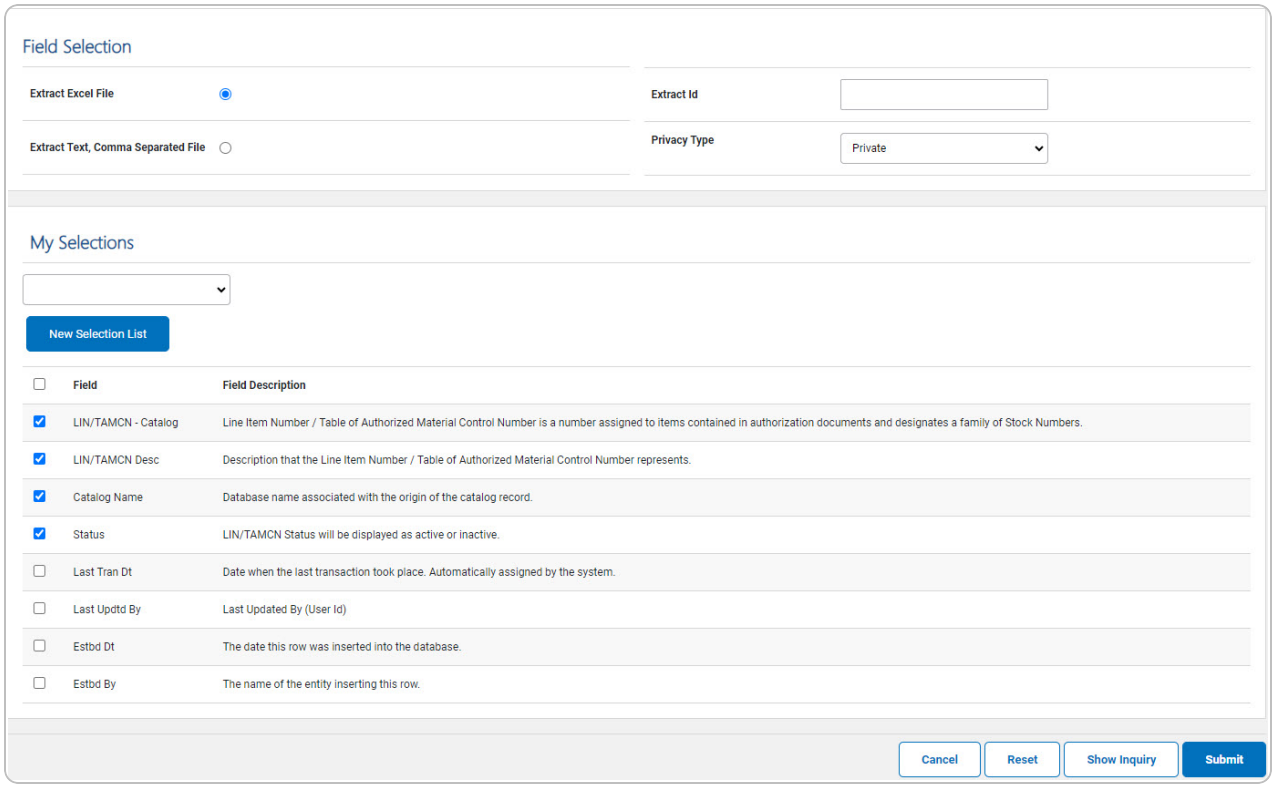



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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

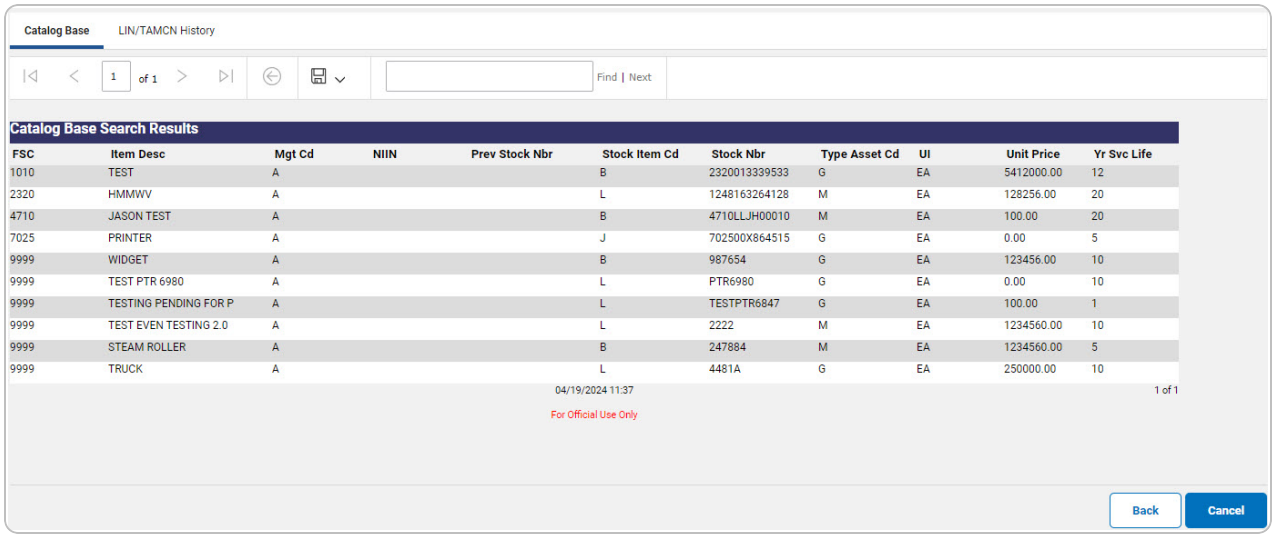
**ELMS Navigation Helpful Tips**

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.*

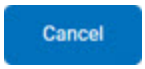
1. *Verify the Catalog Base tab.*




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.*

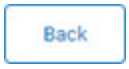
K. *Verify the YR SVC LIFE.*

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

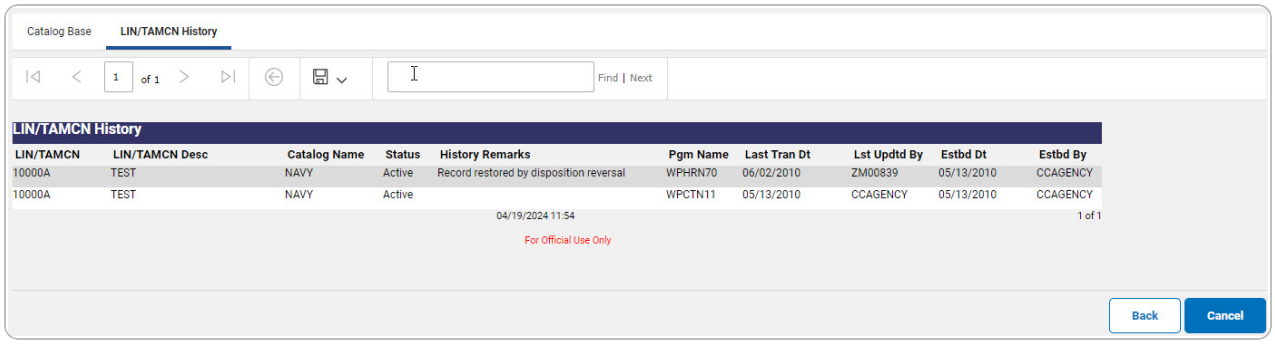
**ELMS Navigation Helpful Tips**

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

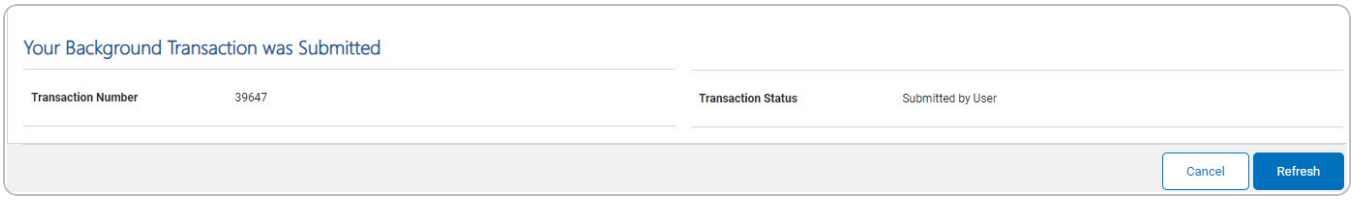
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

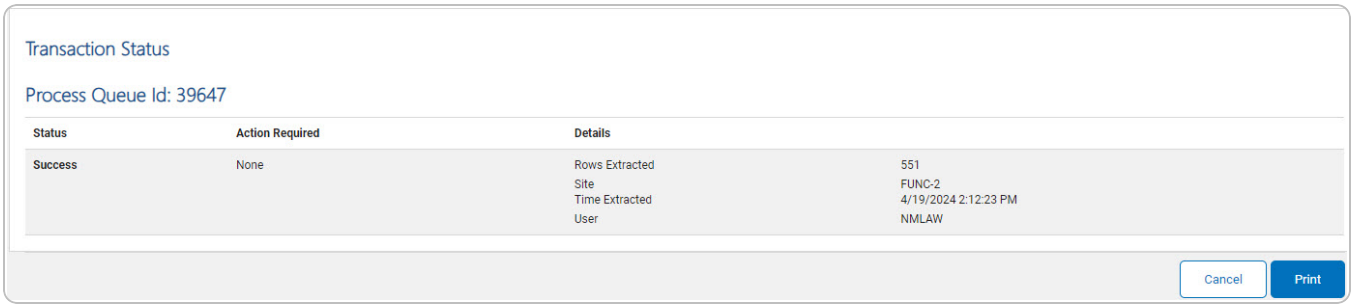
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

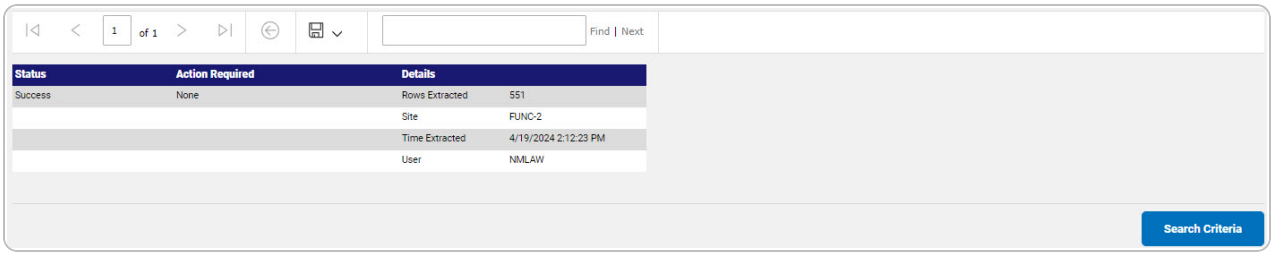
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the LIN/TAMCN Inquiry Transaction Status

1. Select  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 **LIN/TAMCN 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 **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

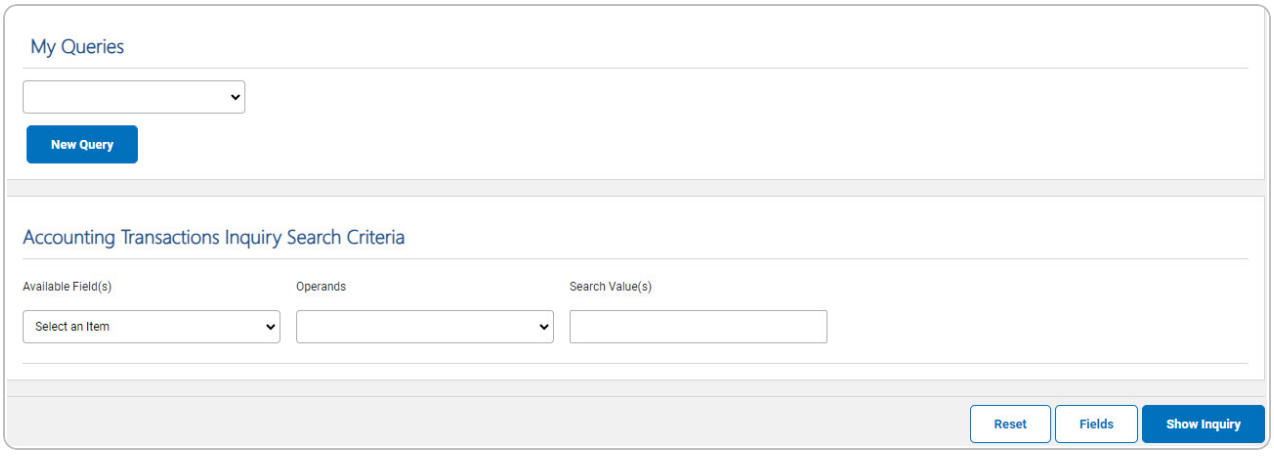
**ELMS Navigation Helpful Tips**

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**

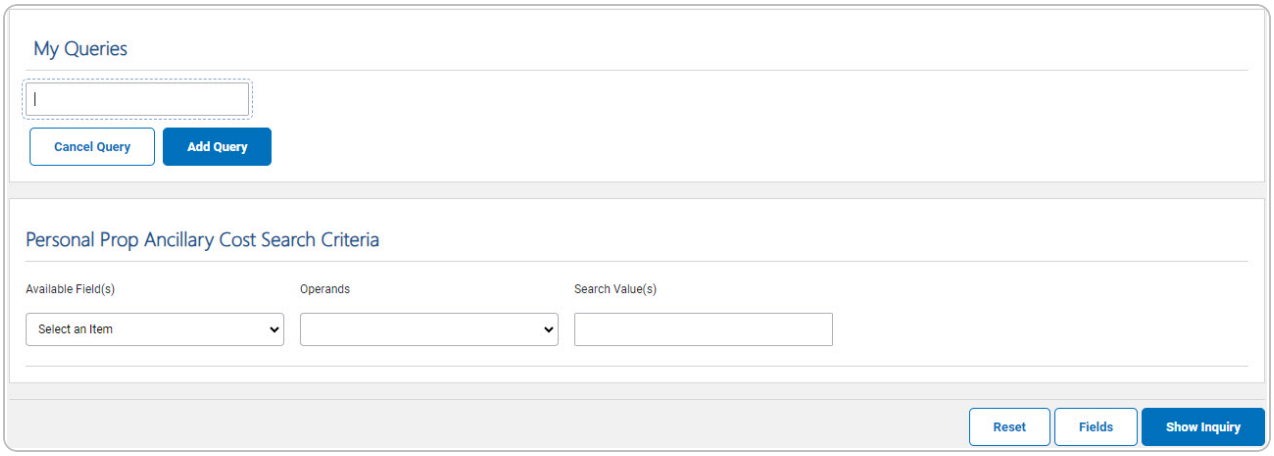
   a. Use ⌄ to select desired Available Field.

   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.*



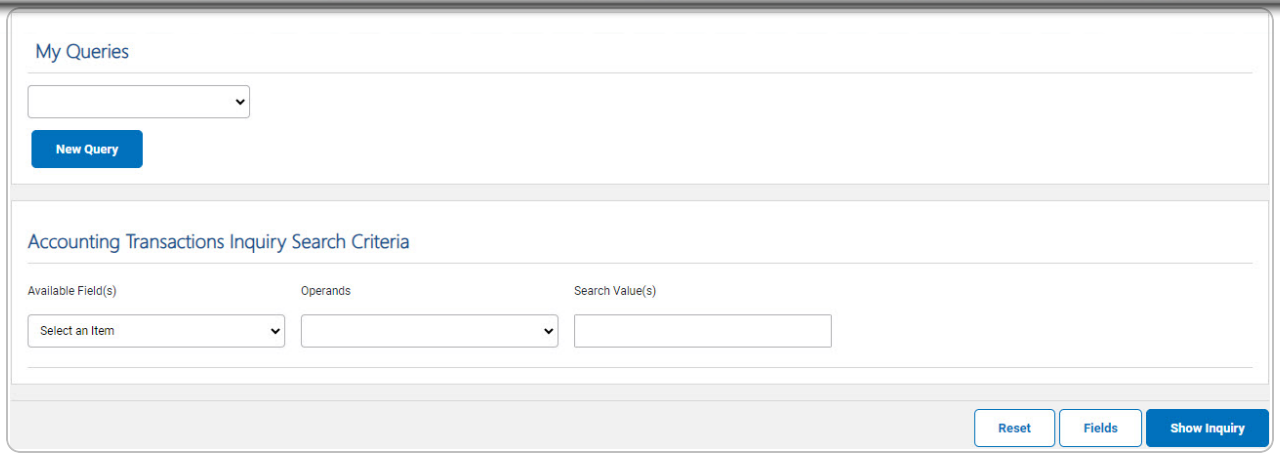

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



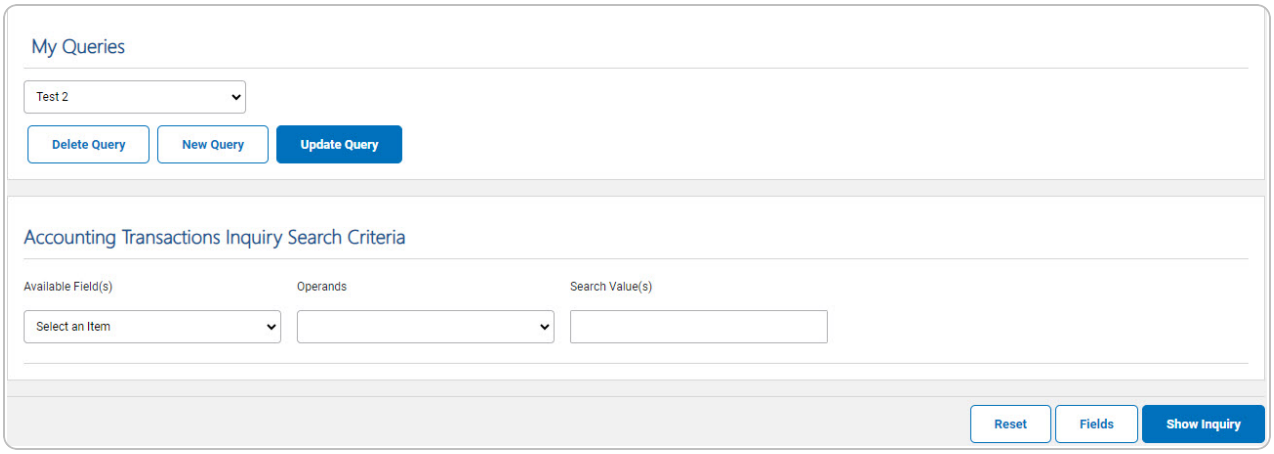

2. Select Fields. *The **Accounting Transactions Inquiry — Select Fields** page appears.*

   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.*

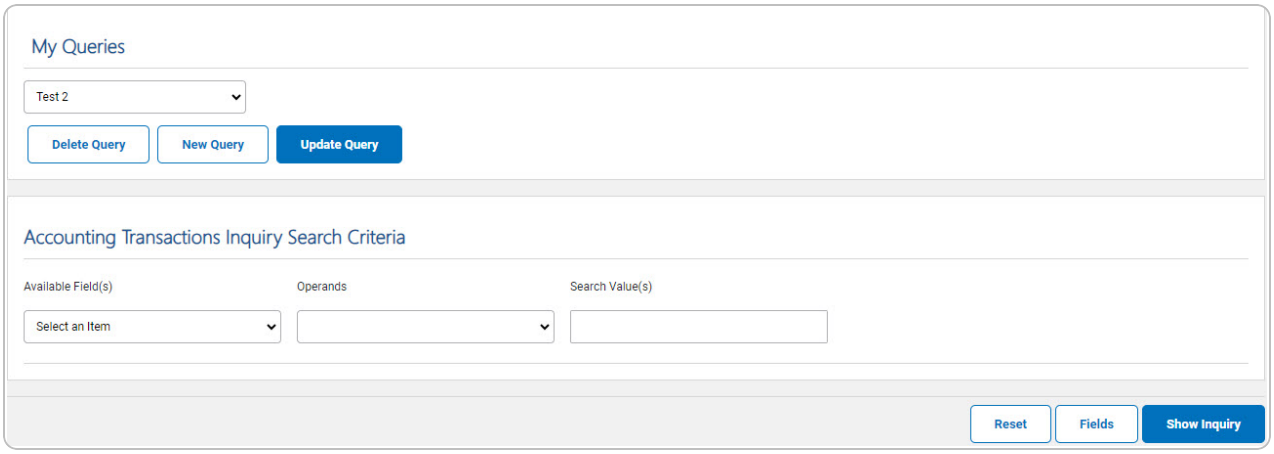
4. Select Fields. *The **Accounting Transactions Inquiry — Select Fields** page appears.*

   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.*

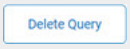
3. Select Delete Query. *The query information is removed.*

## 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**  **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. |

## 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. |

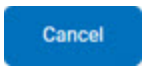
# Procedures

**ELMS Navigation Helpful Tips**

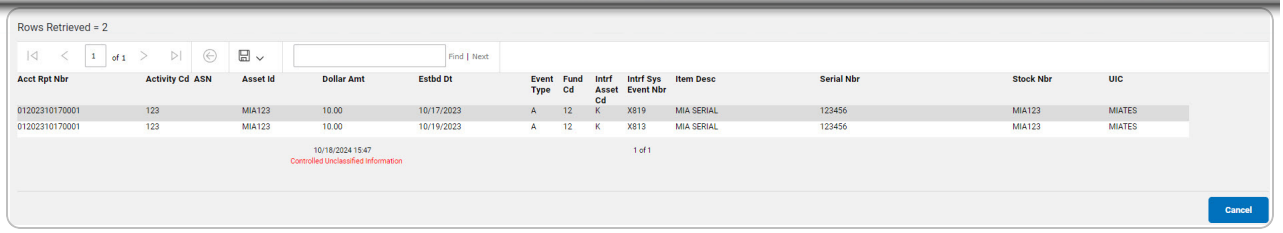


Click the following link to display PA Navigation Tips.

## 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

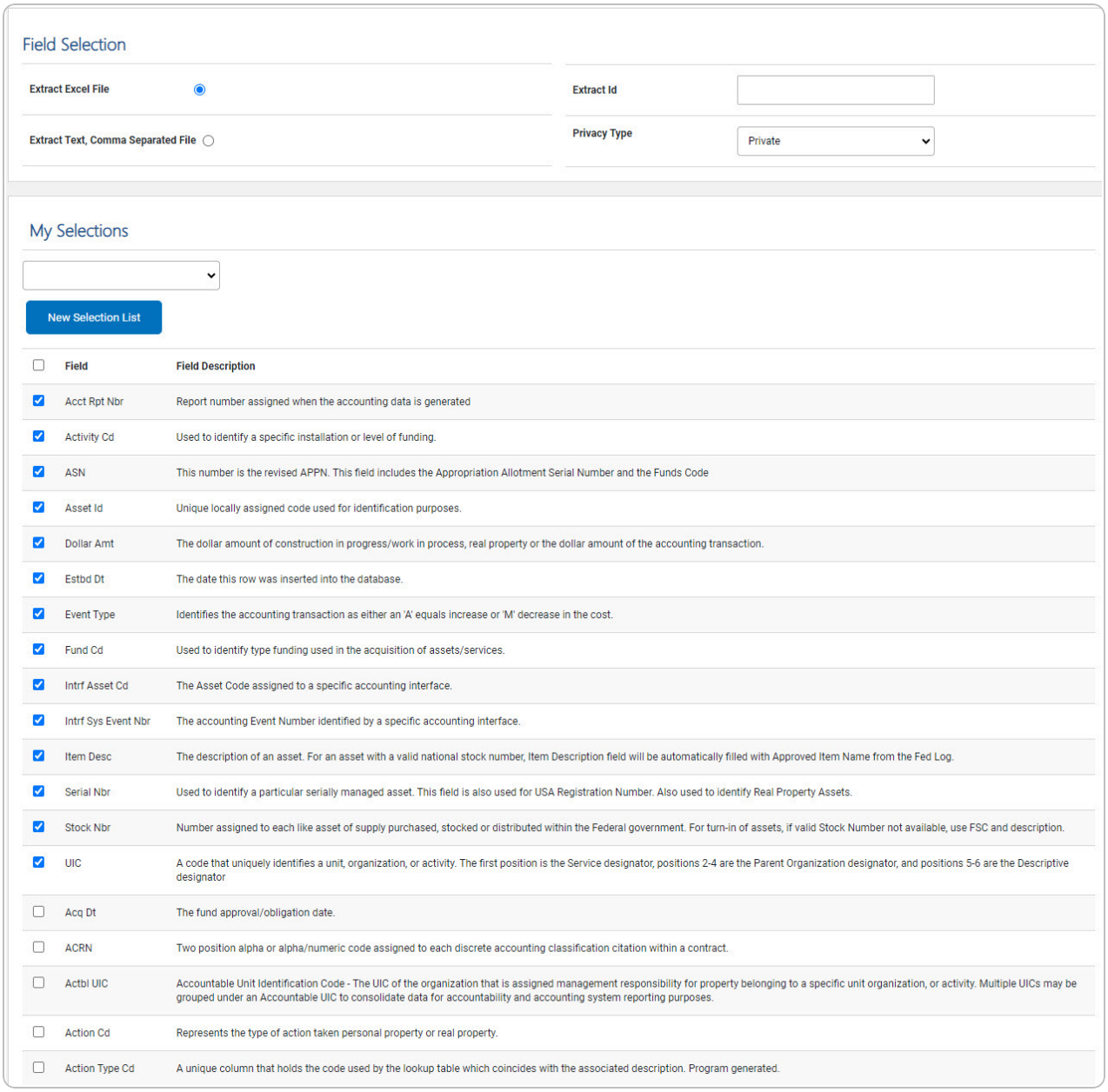
**ELMS Navigation Helpful Tips**

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.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

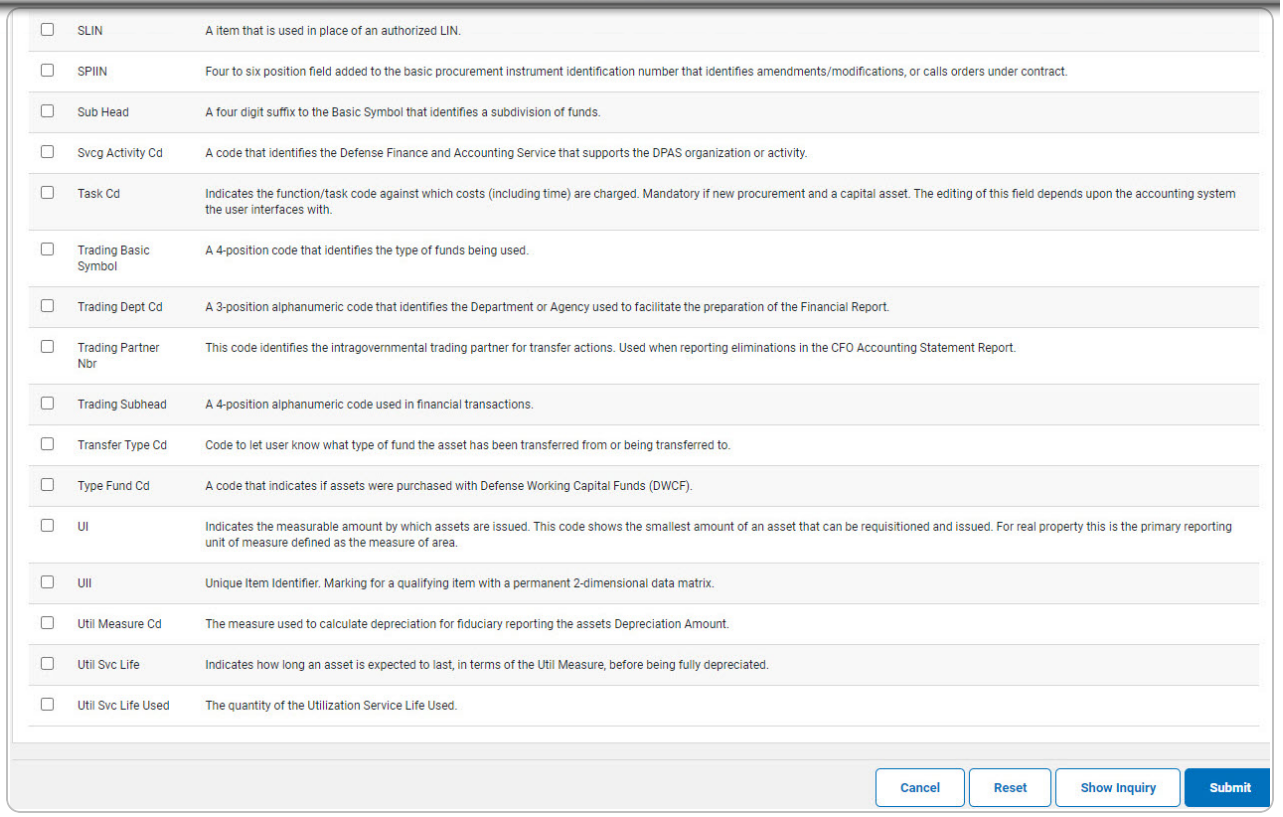
My Selections

New Selection List

| | Field | Field Description |
|---|---|---|
| ☑ | Acct Rpt Nbr | Report number assigned when the accounting data is generated |
| ☑ | Activity Cd | Used to identify a specific installation or level of funding. |
| ☑ | ASN | This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code |
| ☑ | Asset Id | Unique locally assigned code used for identification purposes. |
| ☑ | Dollar Amt | The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction. |
| ☑ | Estbd Dt | The date this row was inserted into the database. |
| ☑ | Event Type | Identifies the accounting transaction as either an 'A' equals increase or 'M' decrease in the cost. |
| ☑ | Fund Cd | Used to identify type funding used in the acquisition of assets/services. |
| ☑ | Intrf Asset Cd | The Asset Code assigned to a specific accounting interface. |
| ☑ | Intrf Sys Event Nbr | The accounting Event Number identified by a specific accounting interface. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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 |
| ☐ | Acq Dt | The fund approval/obligation date. |
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | 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. |
| ☐ | Action Cd | Represents the type of action taken personal property or real property. |
| ☐ | Action Type Cd | A unique column that holds the code used by the lookup table which coincides with the associated description. Program generated. |

| | | |
|---|---|---|
| ☐ | 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.** 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**

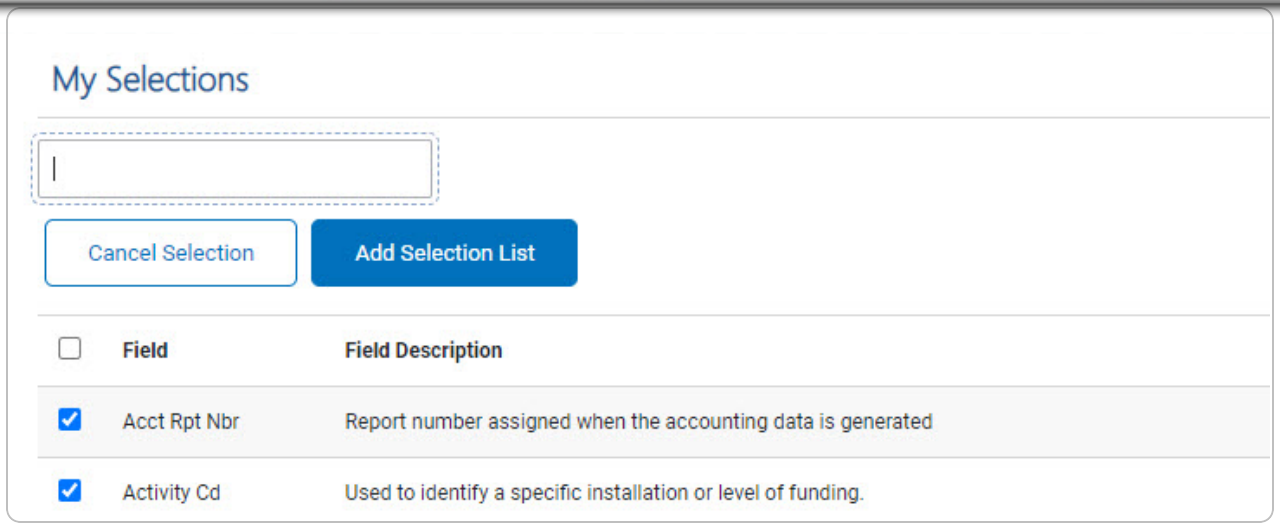
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

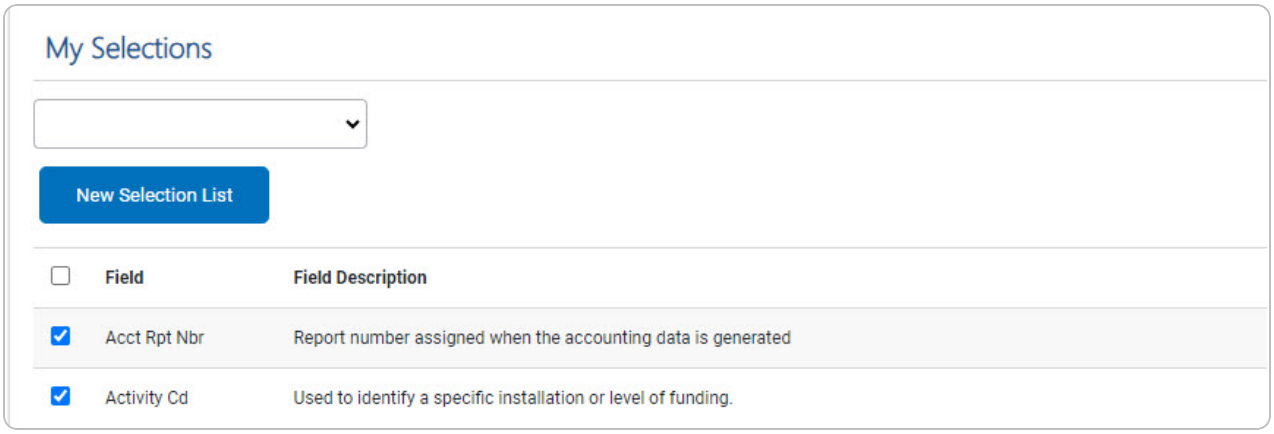
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced 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.*

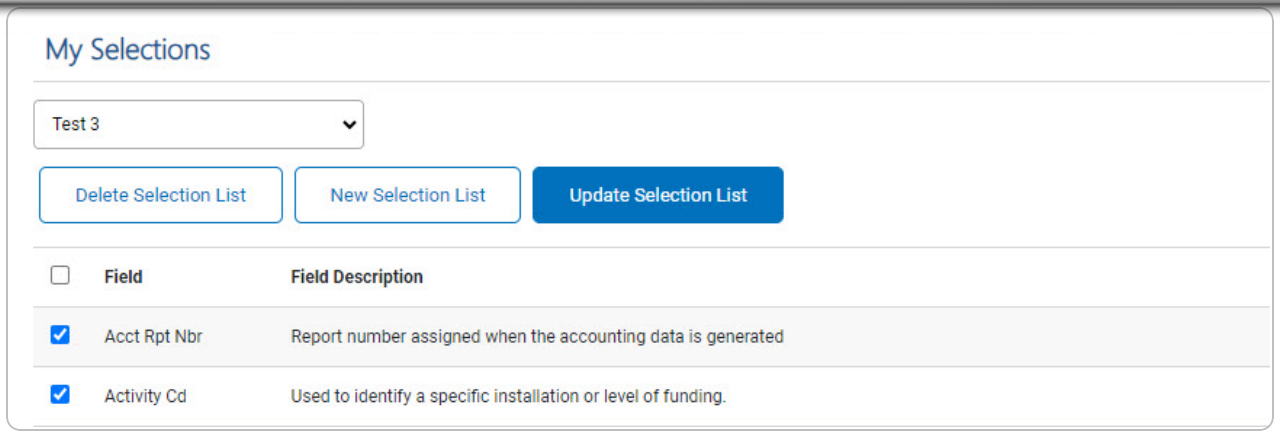
3. Select Show Inquiry for small volumes of data. *The **Accounting Transactions Inquiry — Results** page appears.*

**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.



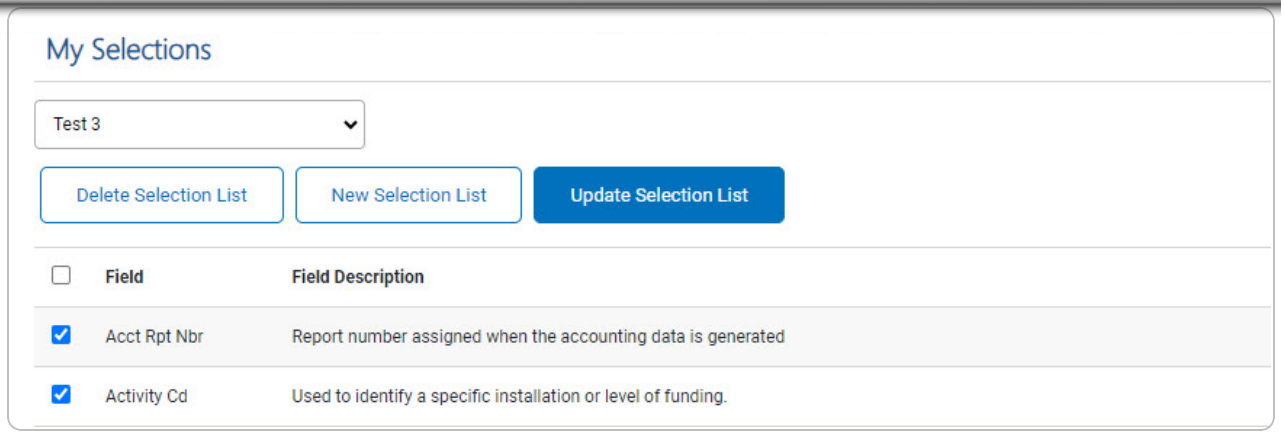

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

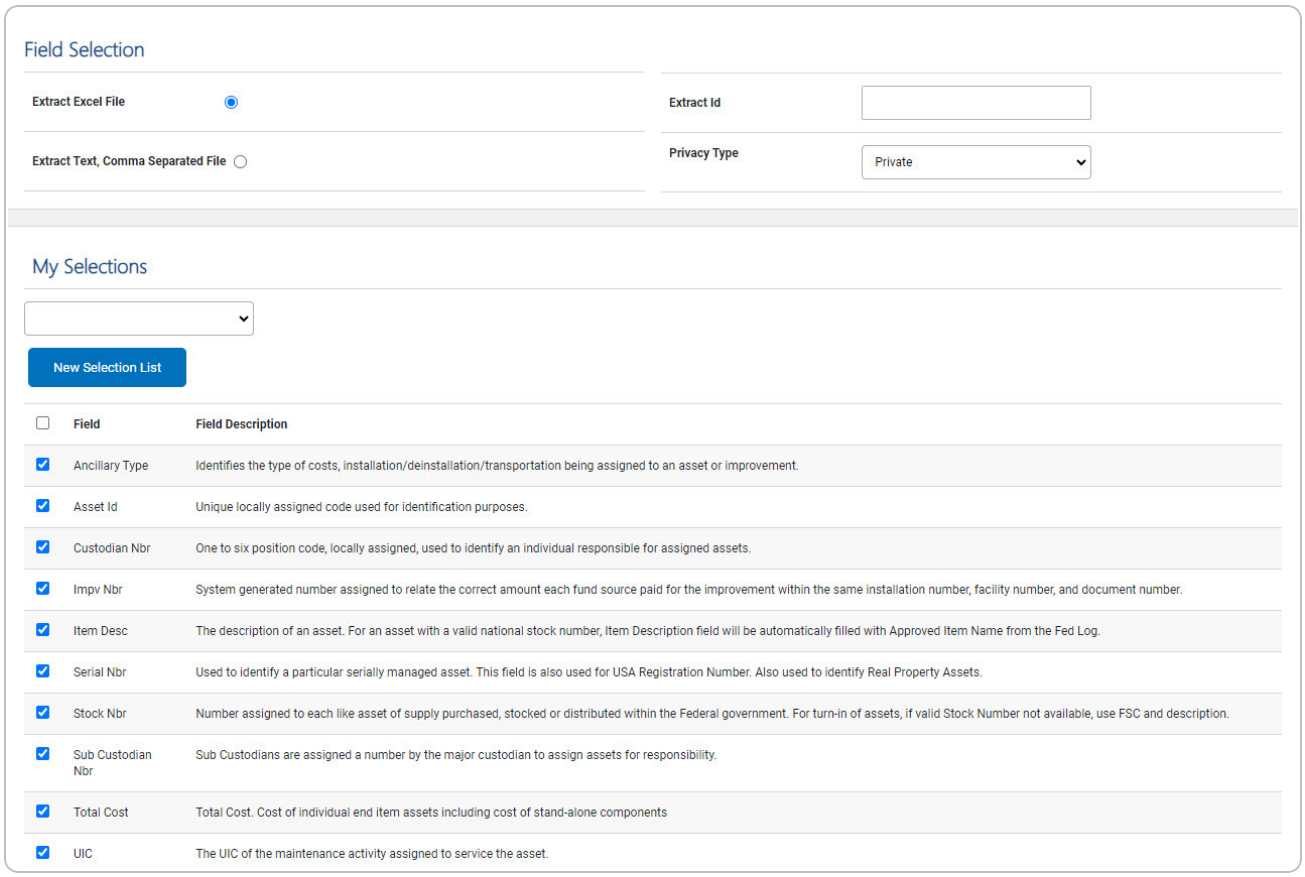



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## Modify the Fields Used for the Inquiry

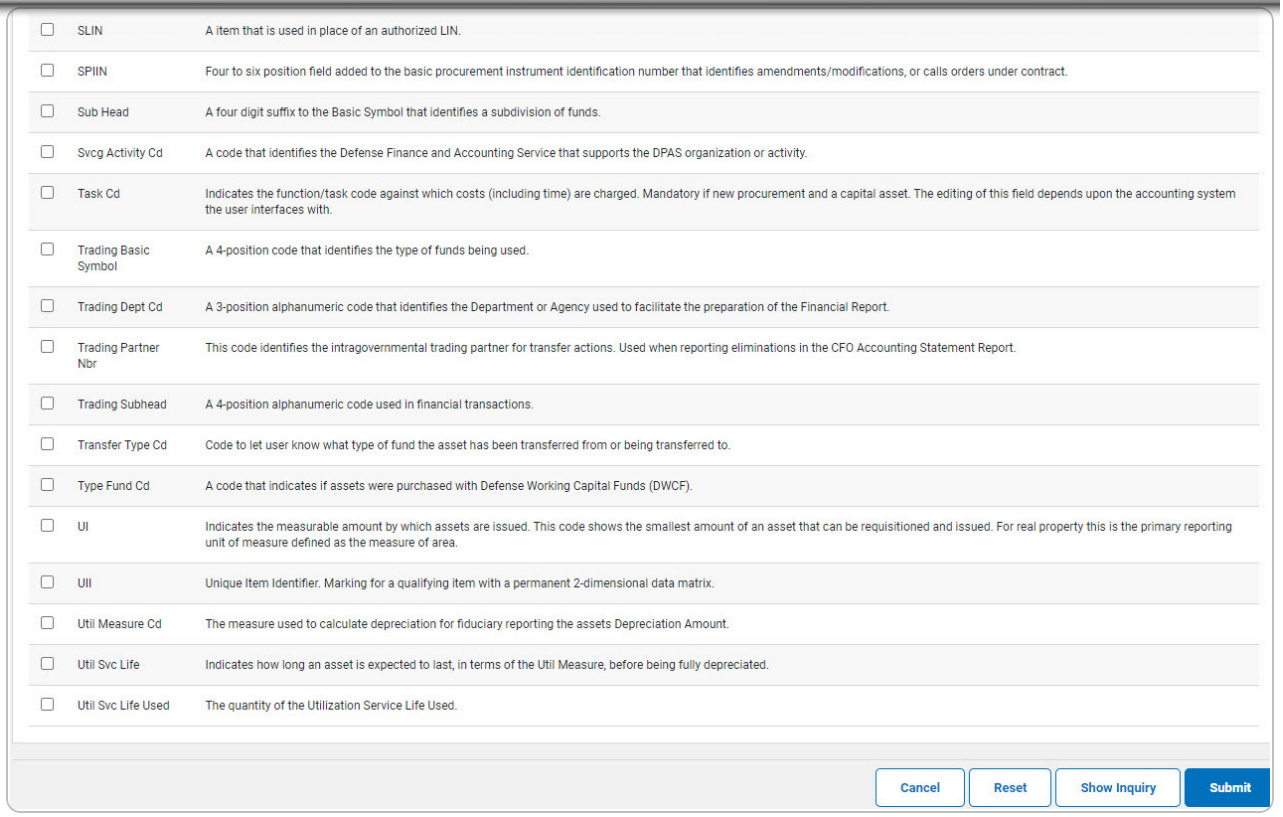
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure 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 |



| | | |
|---|---|---|
| ☐ | 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. 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.*

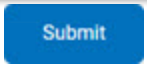
- Click ☐ to select the Program/Project. *Select if the inquiry contains Program/Project information.*
- Click ☐ to select the Process DT. *Select if the inquiry contains a Process Date.*
- Click ☐ to select the PROCESS STS CD. *Select if the inquiry contains a Process Status Code.*
- Click ☐ to select 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. |

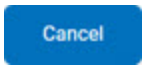
# Procedures

**ELMS Navigation Helpful Tips**

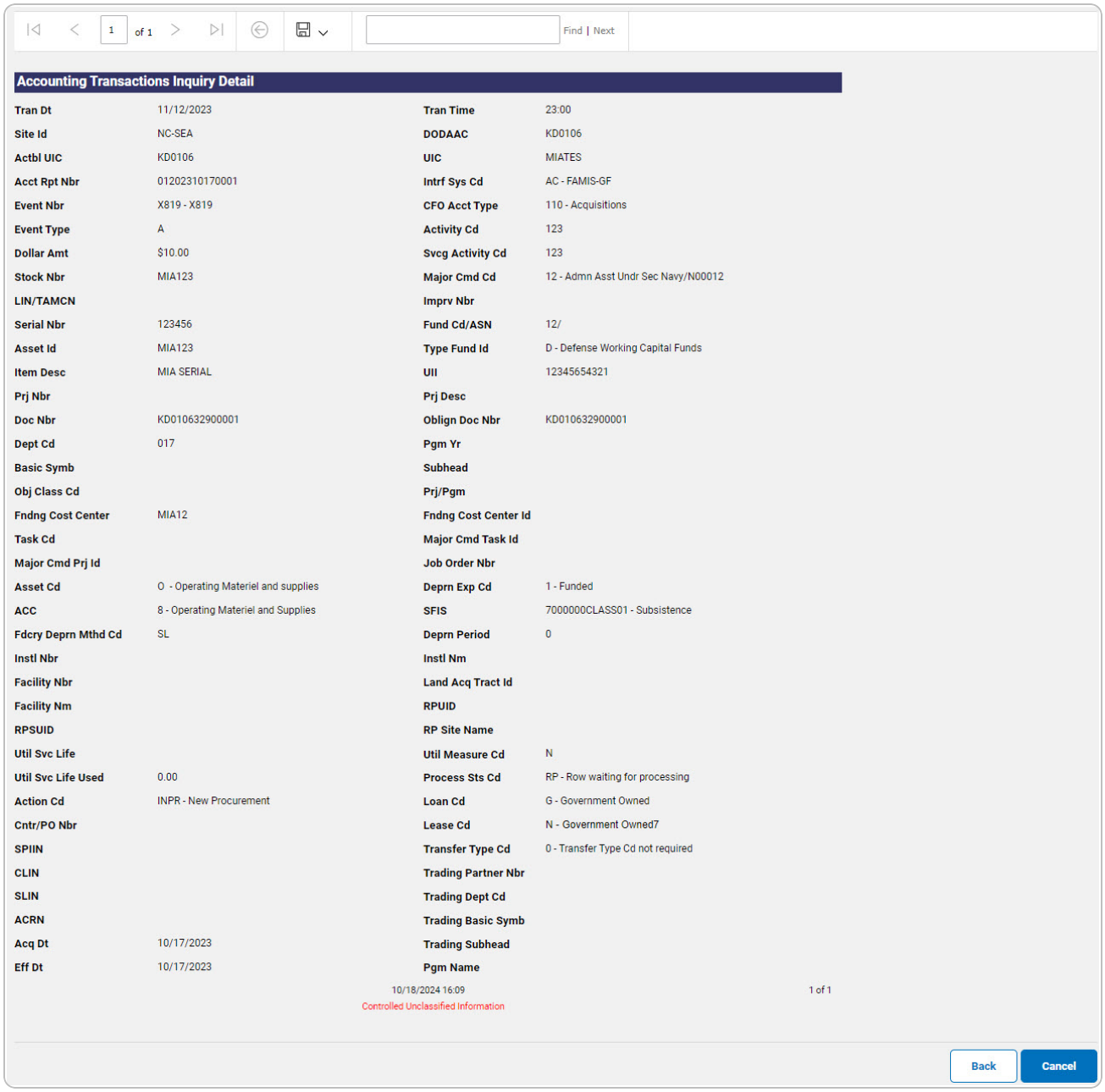


Click the following link to display PA Navigation Tips.

## 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.*

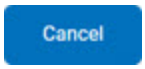
BR. *Verify the TRADING PARTNER NBR.*

BS. *Verify the TRADING DEPT CD.*

BT. *Verify the TRADING BASIC SYMB.*

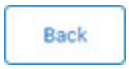
BU. *Verify the TRADING SUBHEAD.*

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

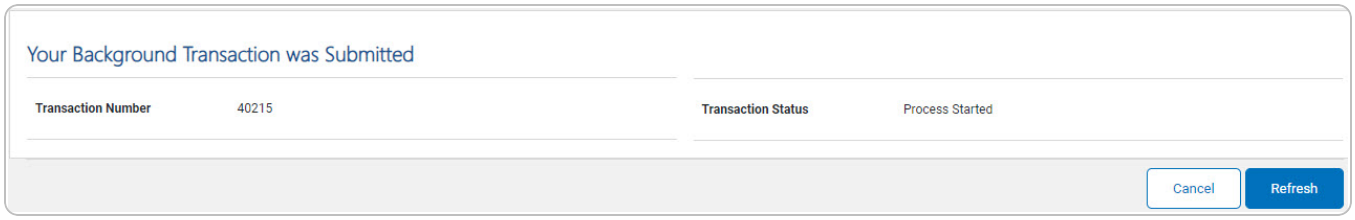
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

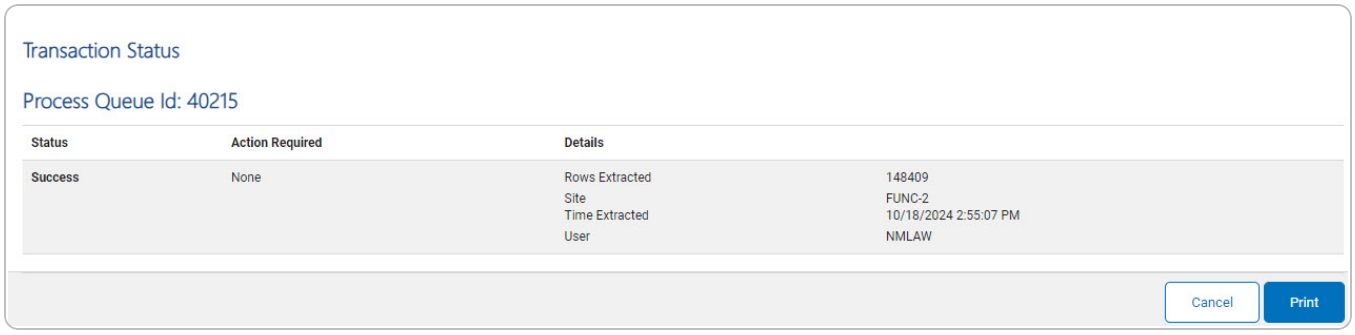
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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 Print. *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. |

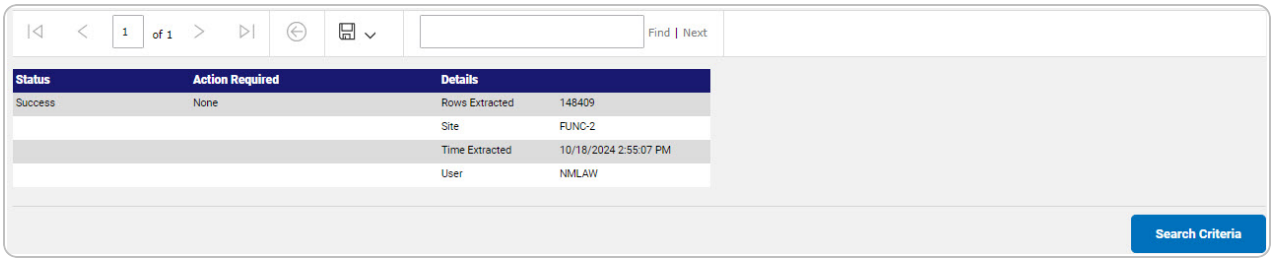
# Procedures

**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 Search Criteria. *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.*

# Common Errors

The 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 |
|---|---|
| **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

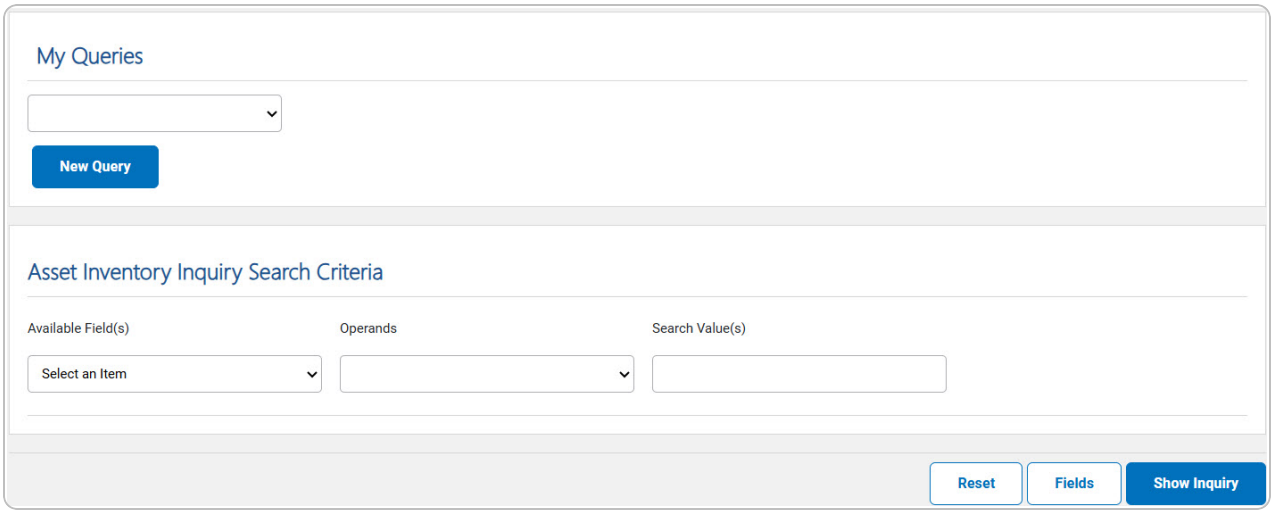
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an 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**

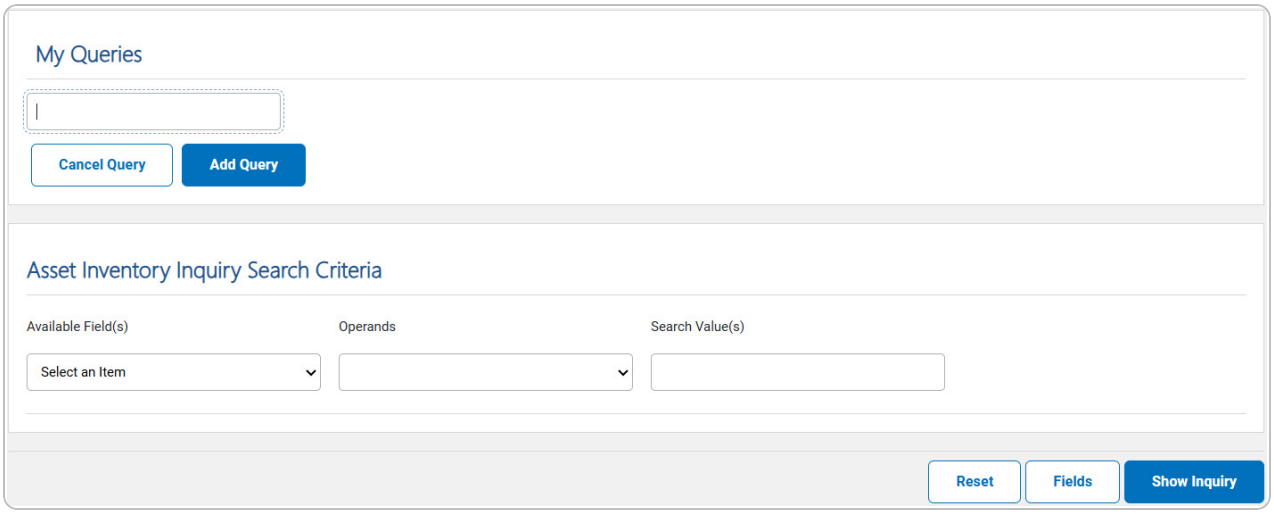
a. Use ⌄ to select desired Available Field.

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.*

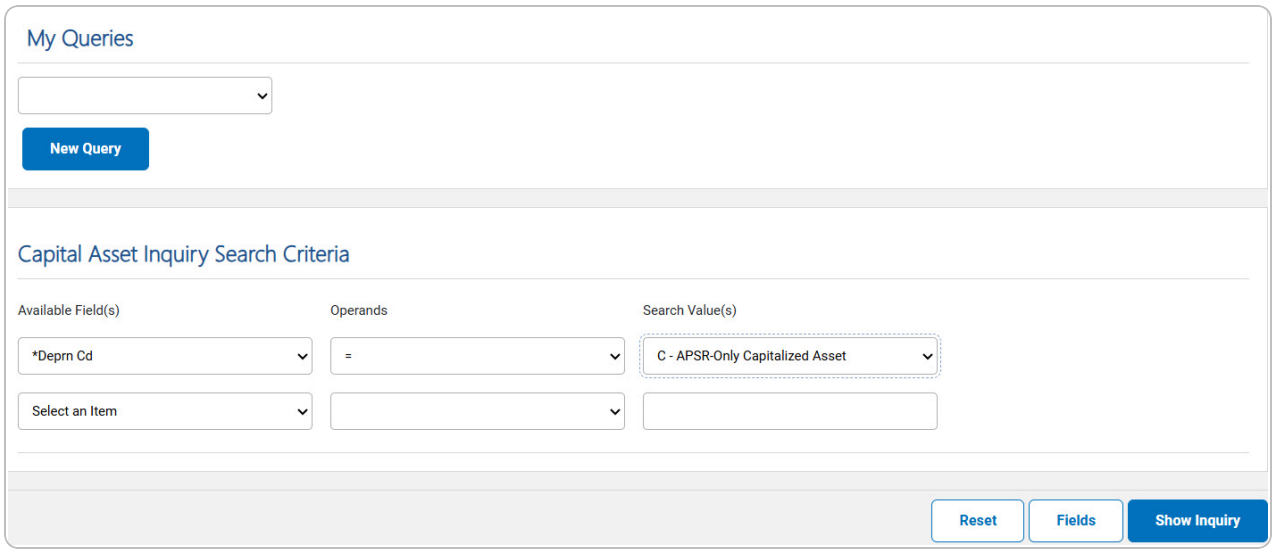
5. Select Fields. *The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   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.*



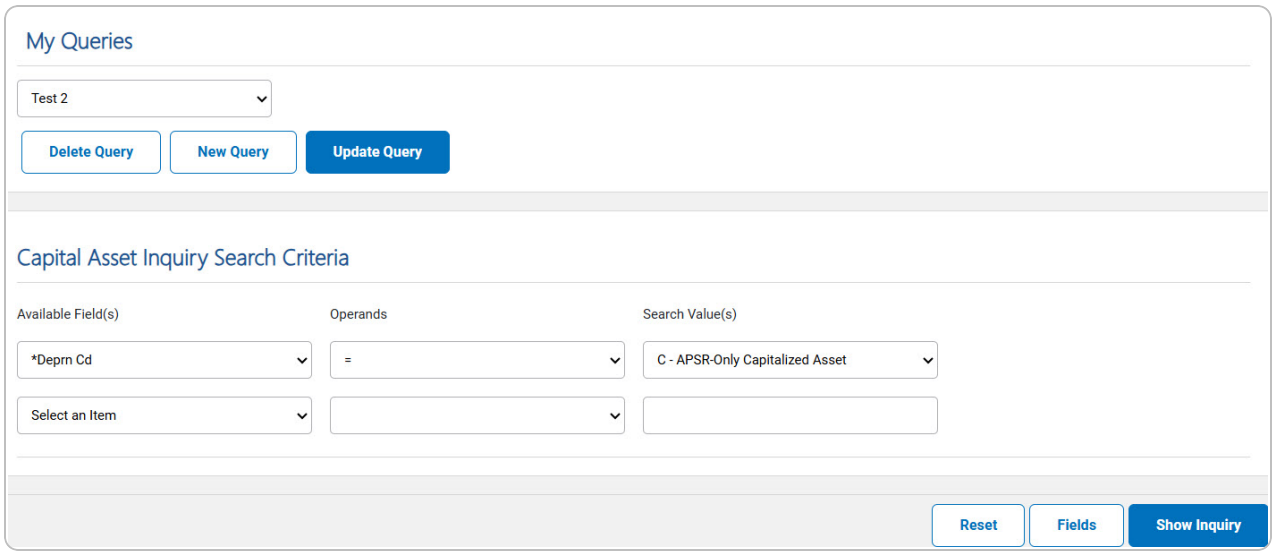

2. Select Fields. *The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   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.*



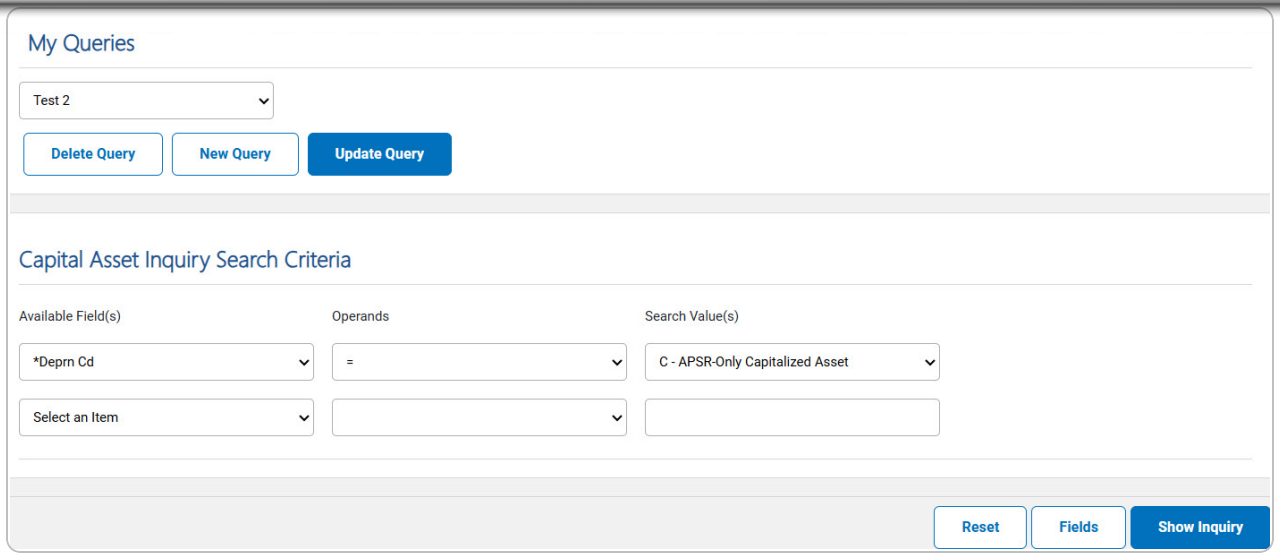

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   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.*

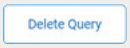
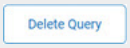
## Revise the Fields for the Inquiry

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**

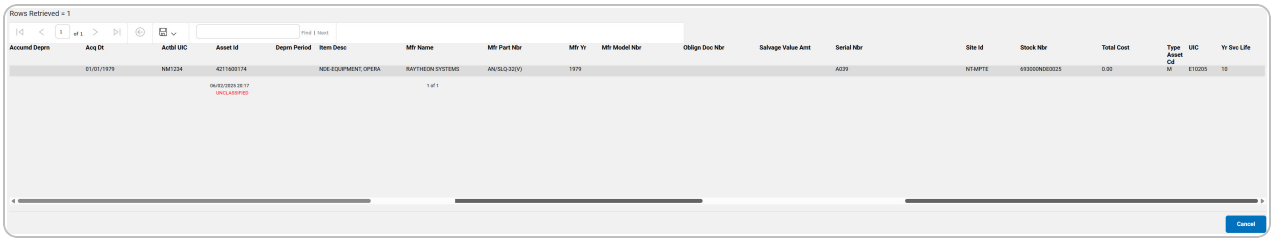


Click the following link to display PA Navigation Tips.

## 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**

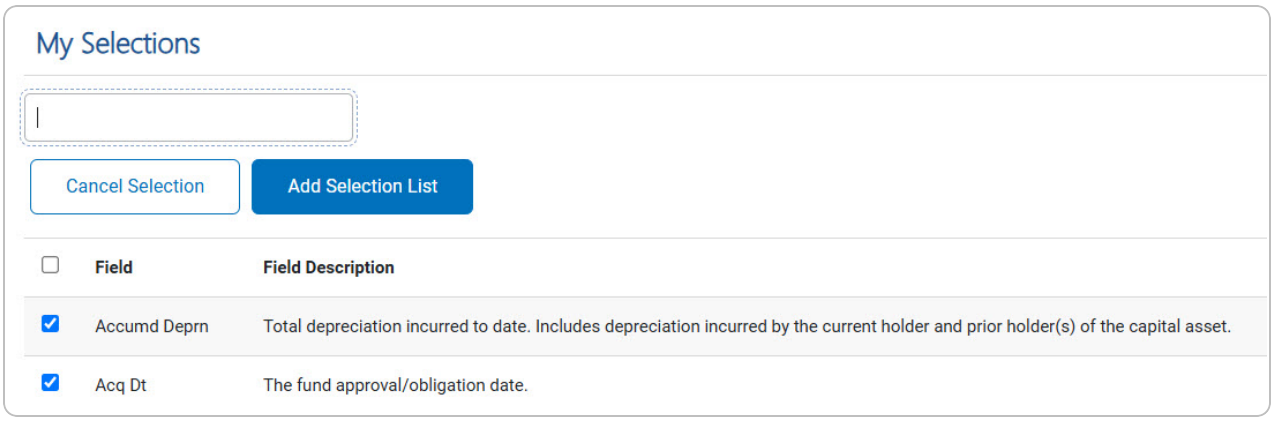
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

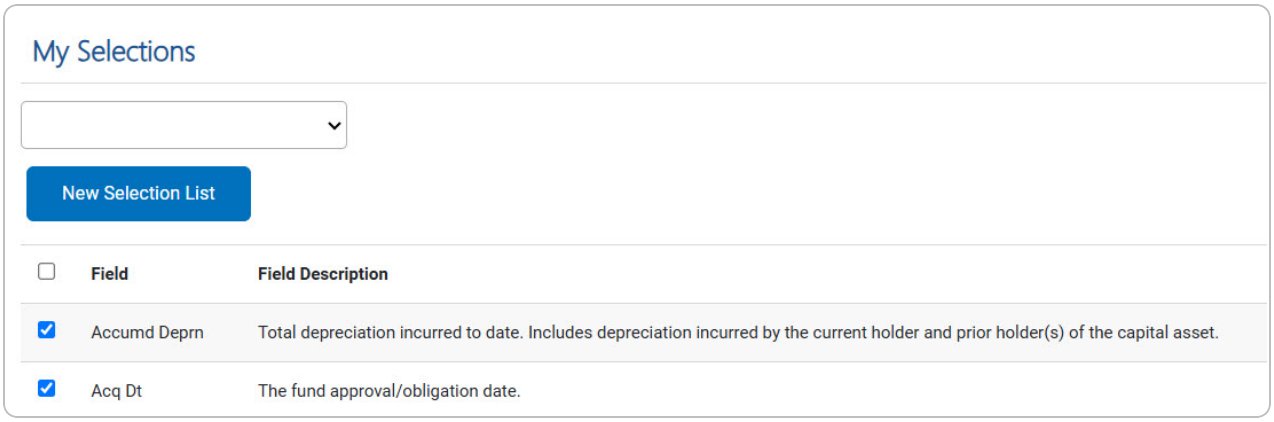
Select Show Inquiry for small volumes of data. *The* ***Capital Asset Inquiry — Results*** *page appears.*

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.*

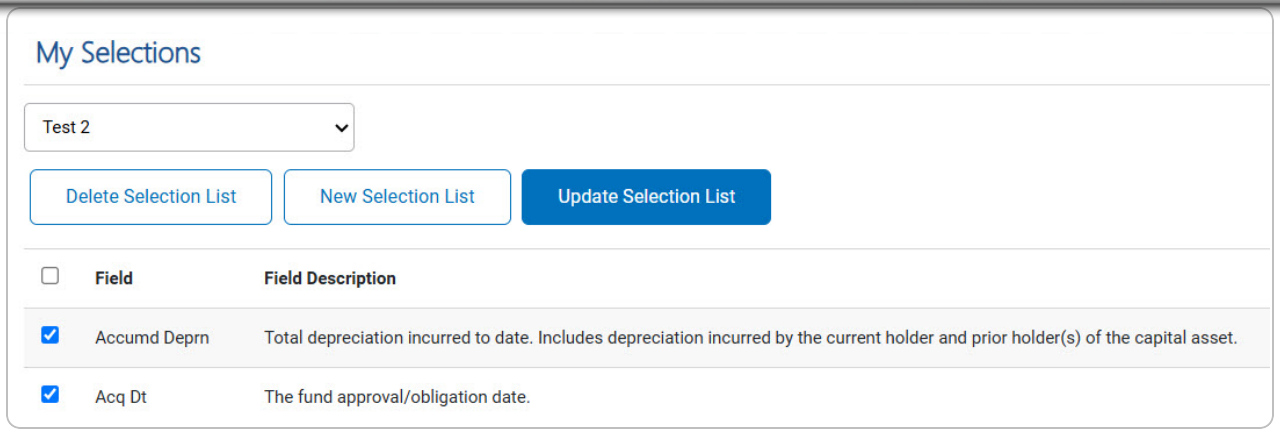
3. Select Show Inquiry for small volumes of data. *The **Capital Asset Inventory Inquiry — Results** page appears.*

**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.



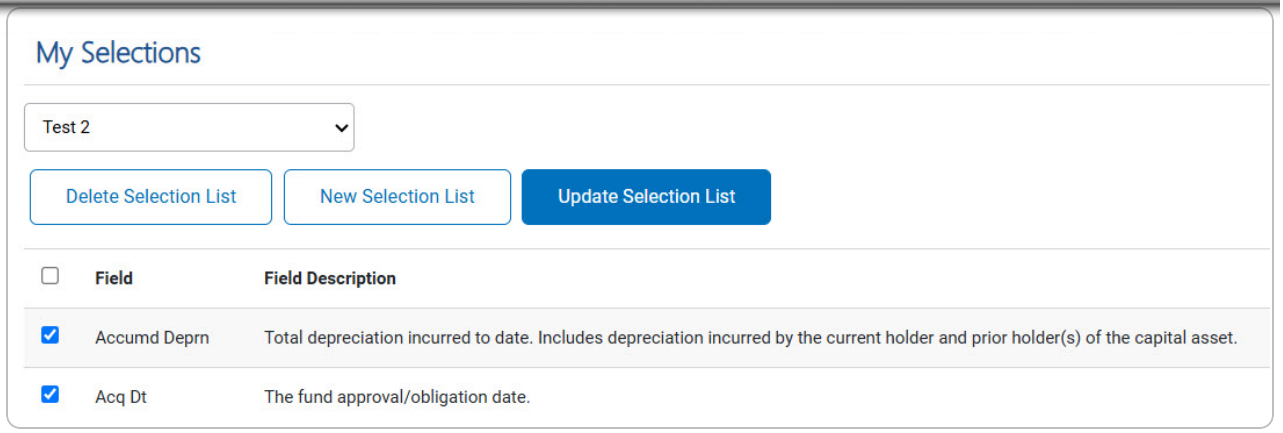

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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 UIC contains 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 — 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. |

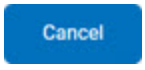
# Procedures

**ELMS Navigation Helpful Tips**

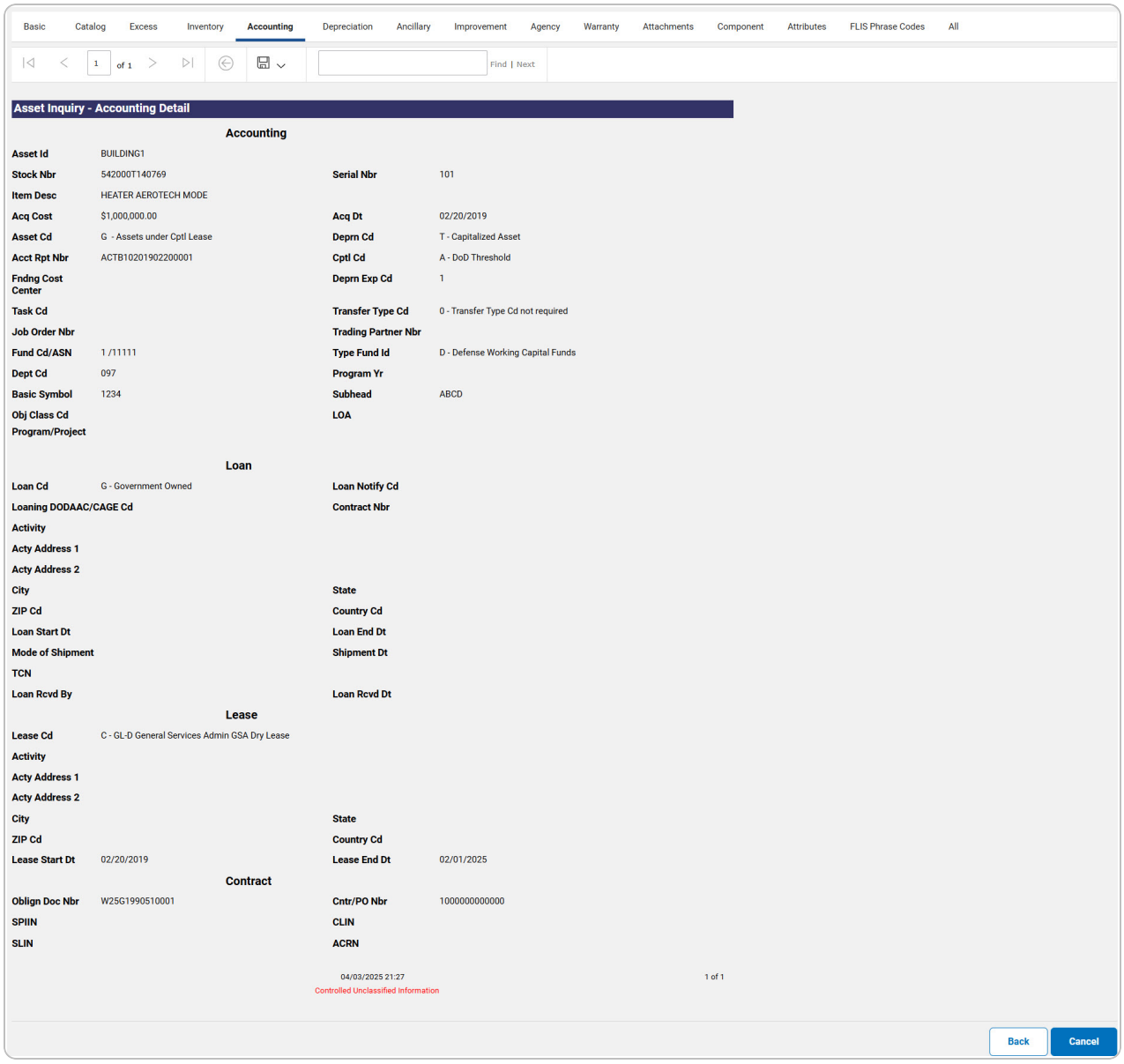


Click the following link to display PA Navigation Tips.

## 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.*

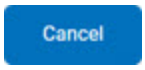
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify 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 — 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

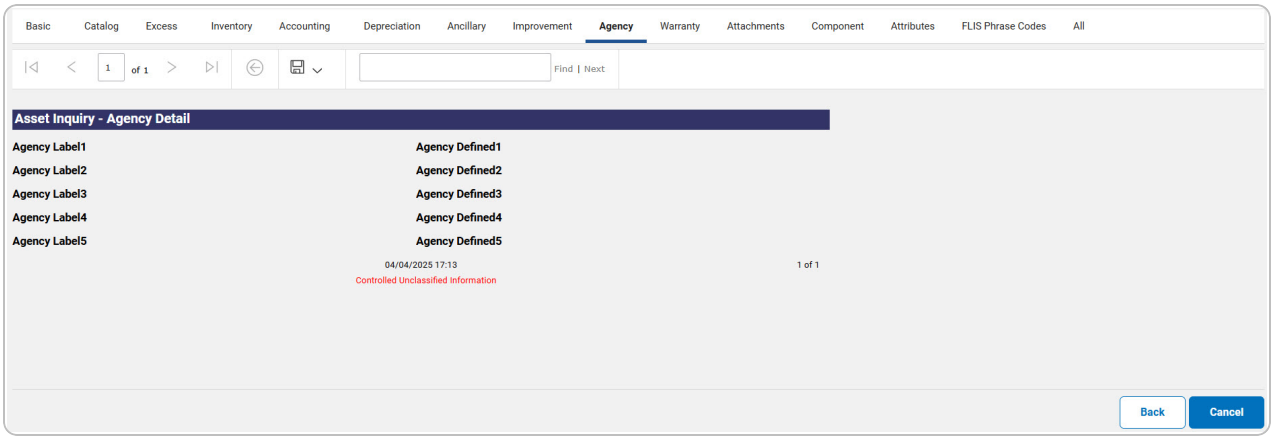
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Agency

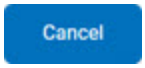
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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.

   Select 

. *The **Capital Asset Inquiry — Criteria** page appears*.
4. 

   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 — 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 Basic > 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**

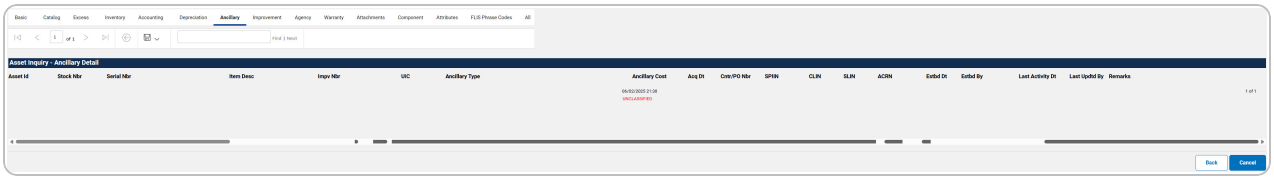


Click the following link to display PA Navigation Tips.

## 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.*

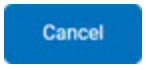
G. *Verify the Ancillary Type.*

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 — 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

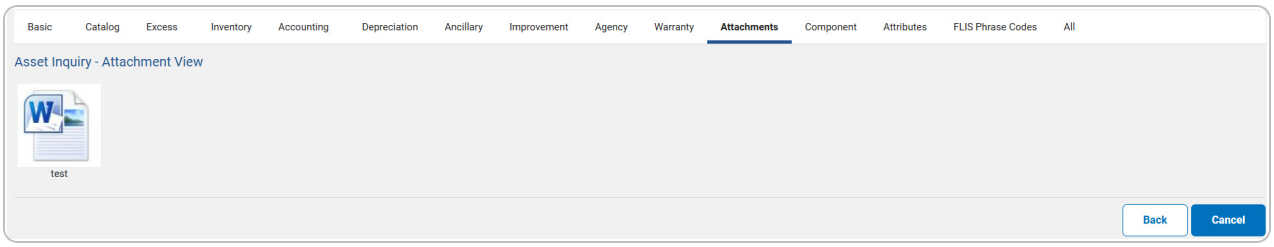
**ELMS Navigation Helpful Tips**



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*.

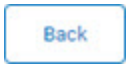
OR

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 — 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**

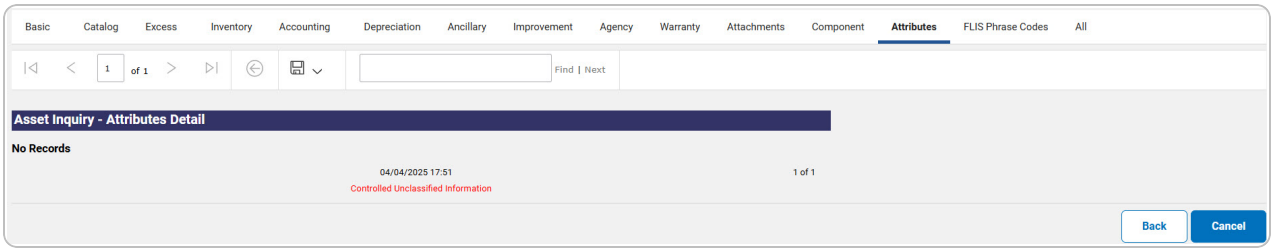


Click the following link to display PA Navigation Tips.

## 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 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 — 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 — 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

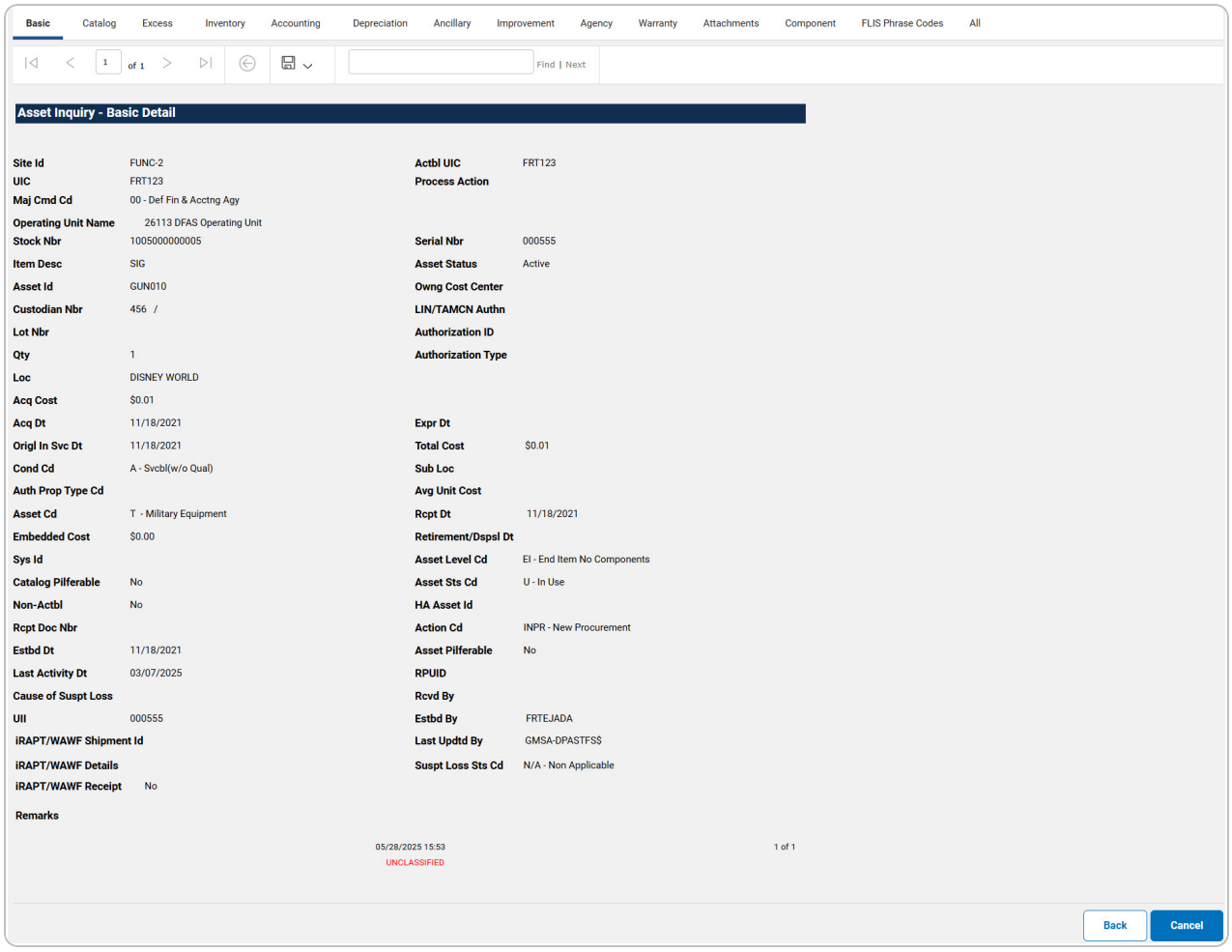
**ELMS Navigation Helpful Tips**

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 Cancel. *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. |

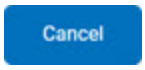
# Procedures

**ELMS Navigation Helpful Tips**

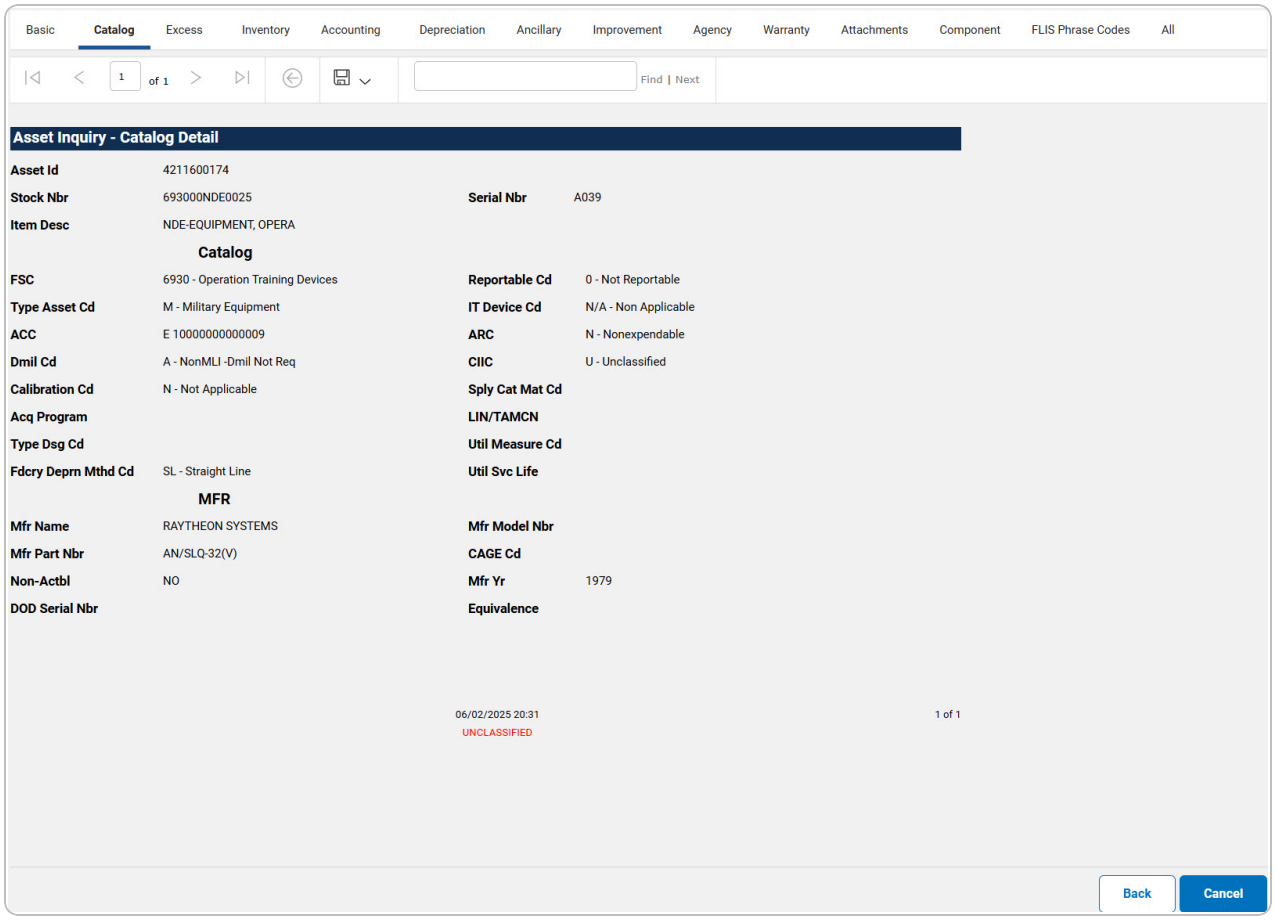


Click the following link to display PA Navigation Tips.

## 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.*

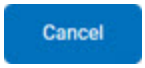
   d. *Verify the DMIL CD.*

   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 — 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

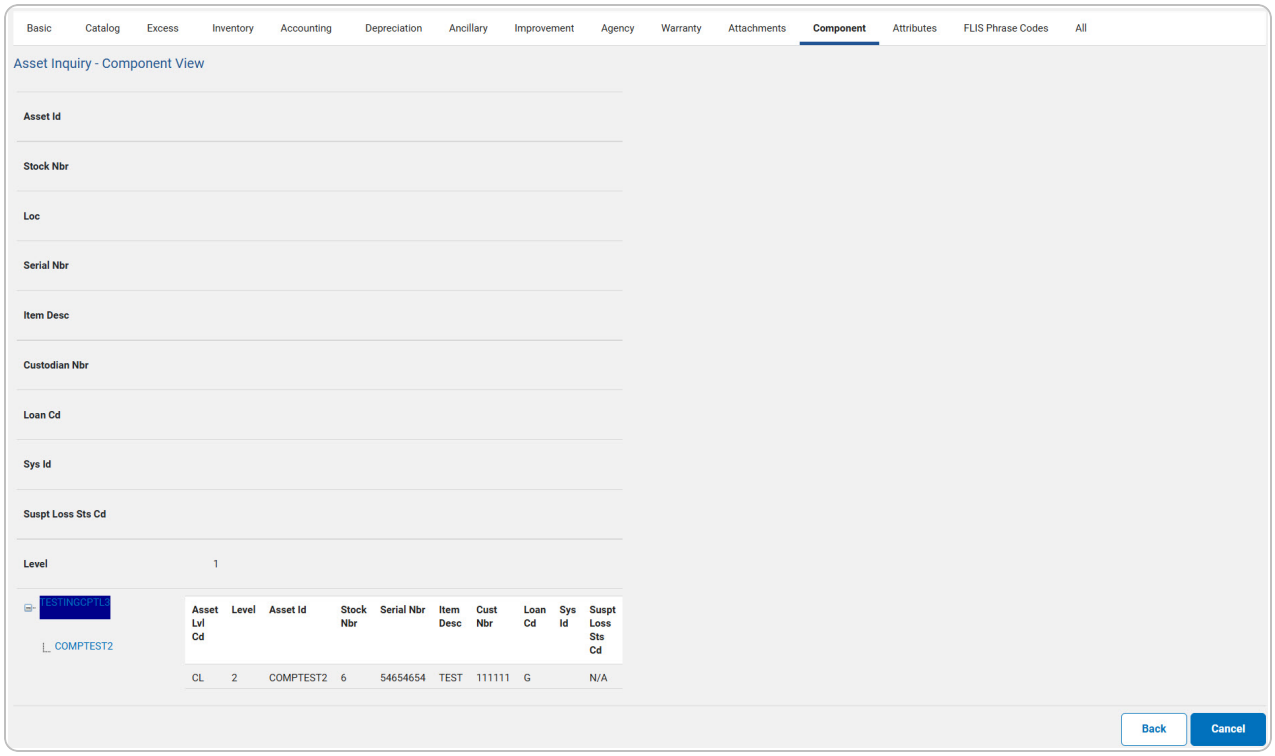
**ELMS Navigation Helpful Tips**

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.*

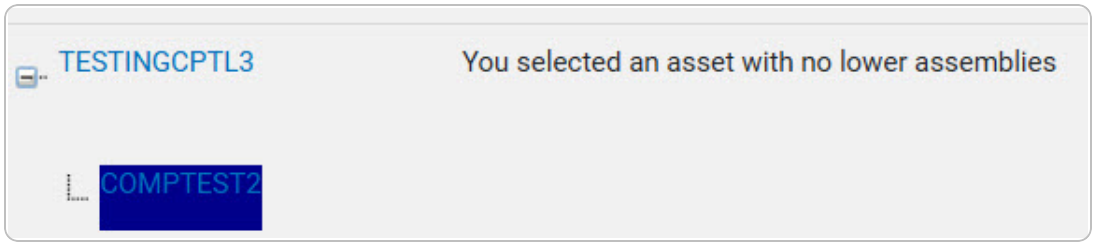
I. *Verify the SUSPT LOSS STS CD.*

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 — 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. |

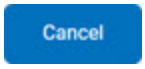
| | |
|---|---|
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page of results. |
|  | Find data within the Results page. |
|  | Return to the parent report. |
|  | Select the format to Export the report. |

# Procedures

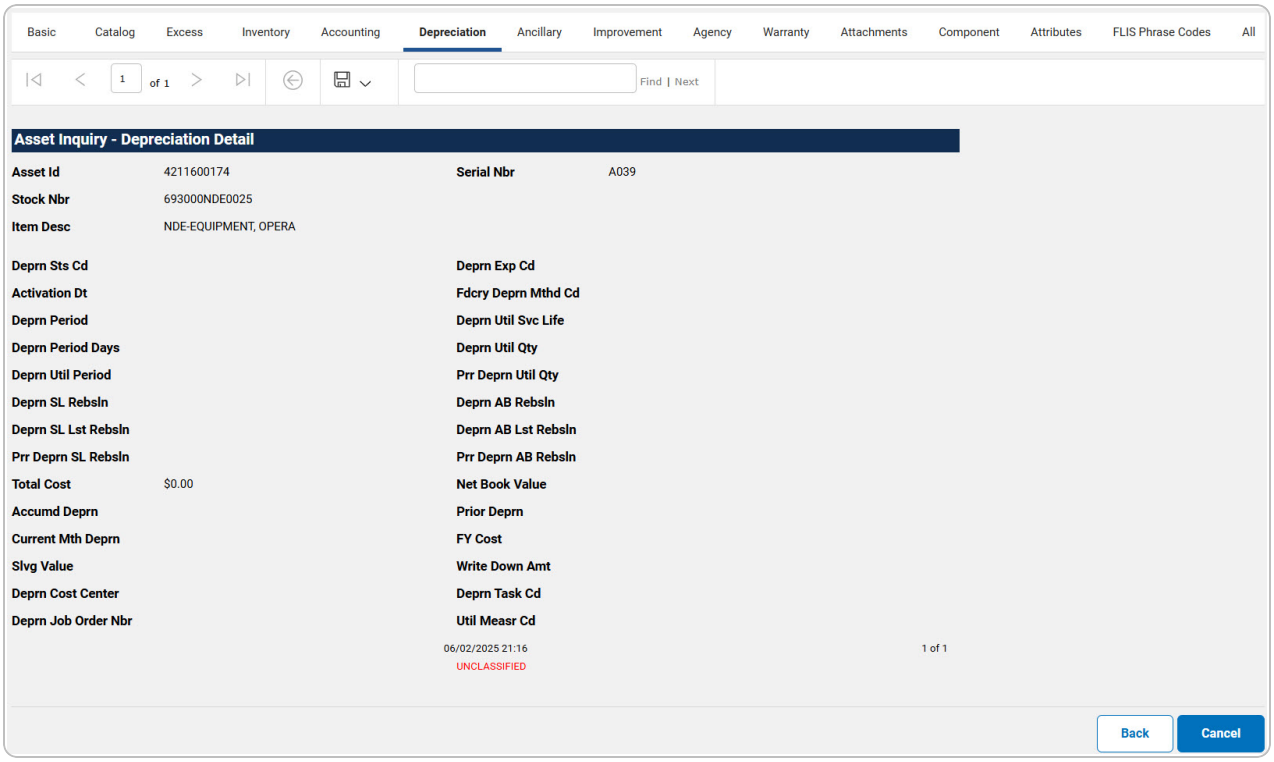
**ELMS Navigation Helpful Tips**

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.*

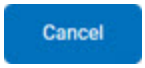
K. *Verify the PRR DEPRN SL REBSLN.*

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 — 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

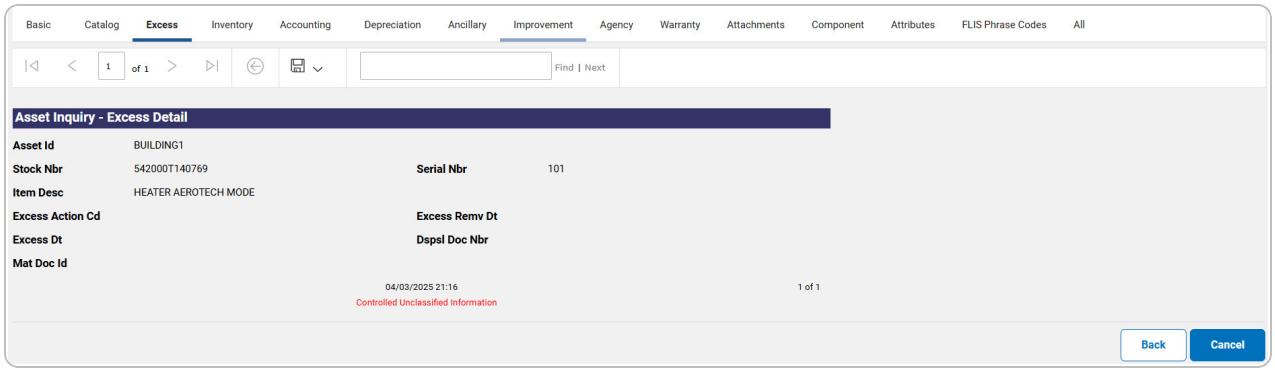
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Excess

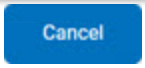
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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*.

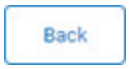
OR

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 — 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

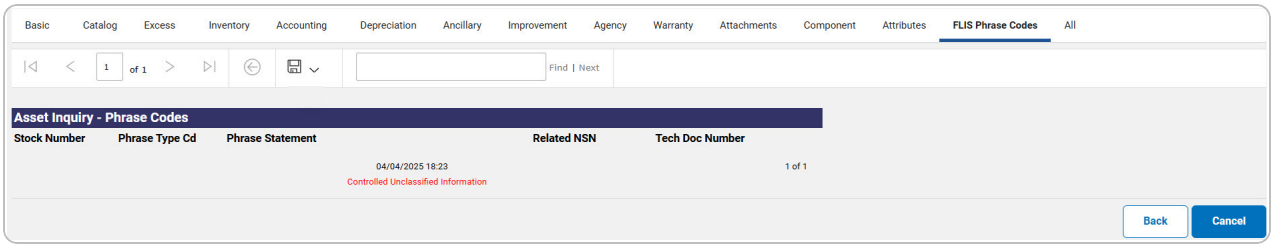
**ELMS Navigation Helpful Tips**

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 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 — 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 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

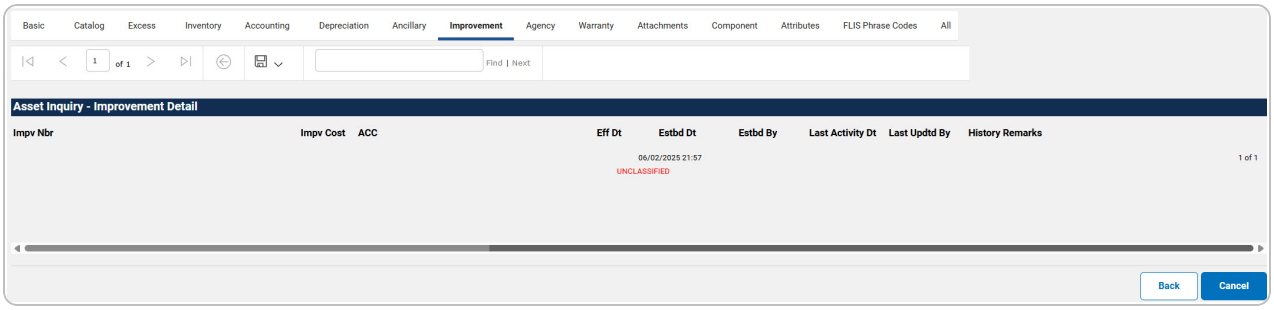
**ELMS Navigation Helpful Tips**

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 — 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. |

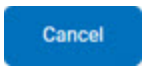
# Procedures

**ELMS Navigation Helpful Tips**

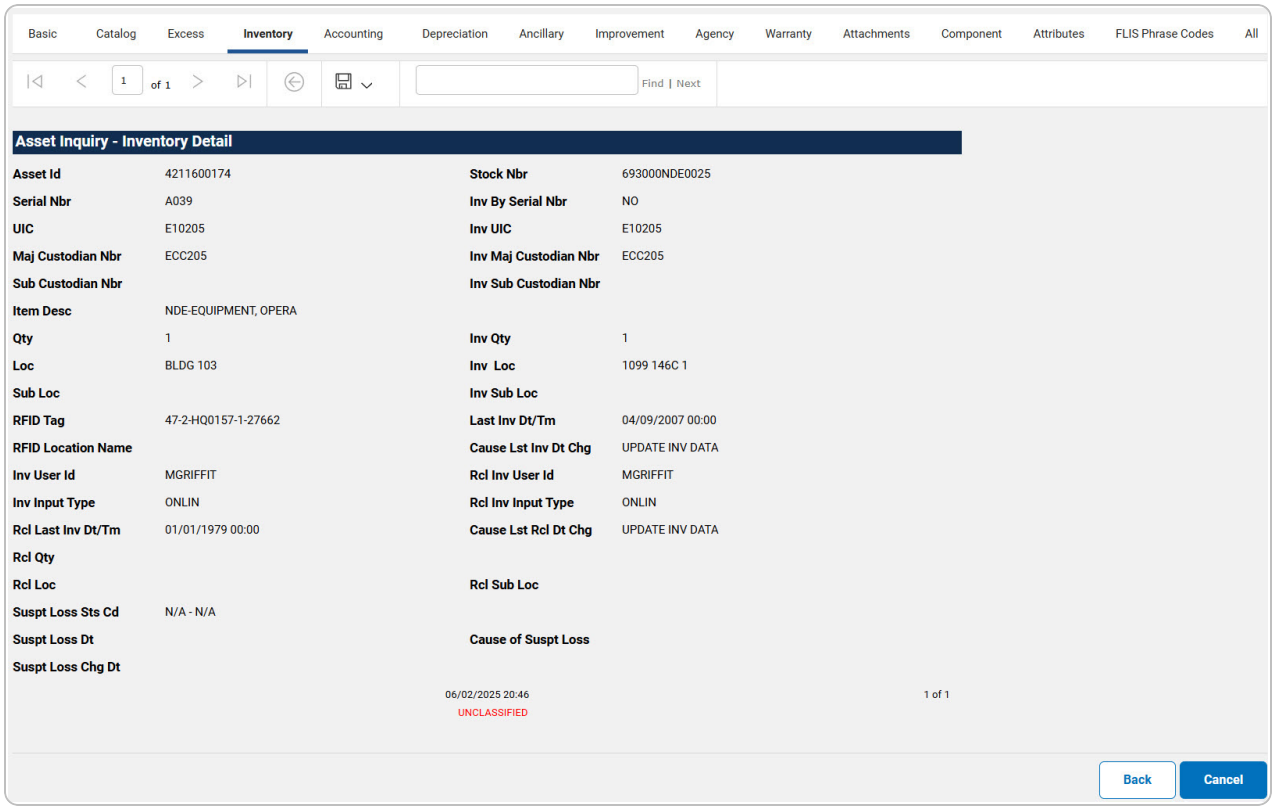


Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Inventory

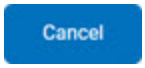
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 — 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

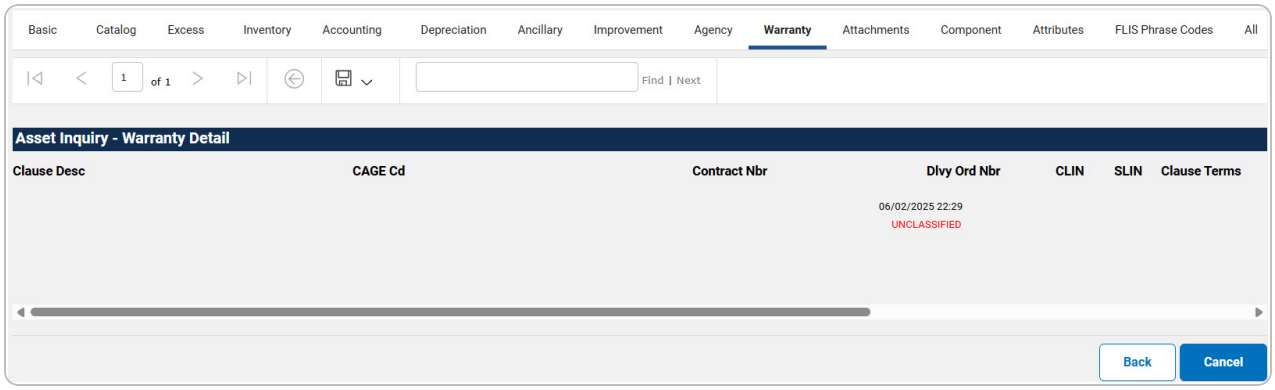
**ELMS Navigation Helpful Tips**

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 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

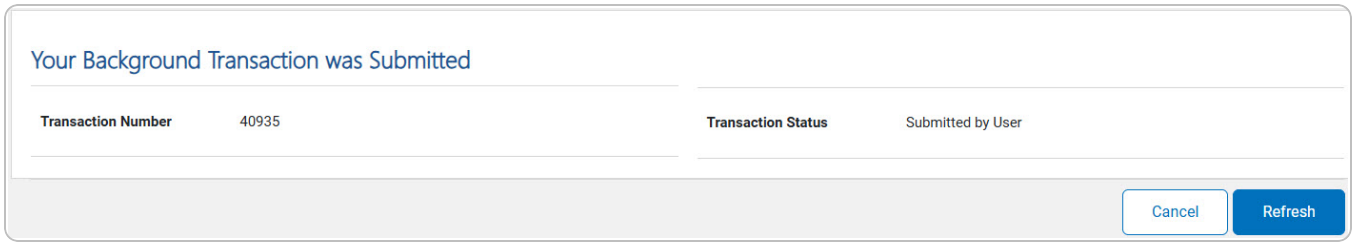
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

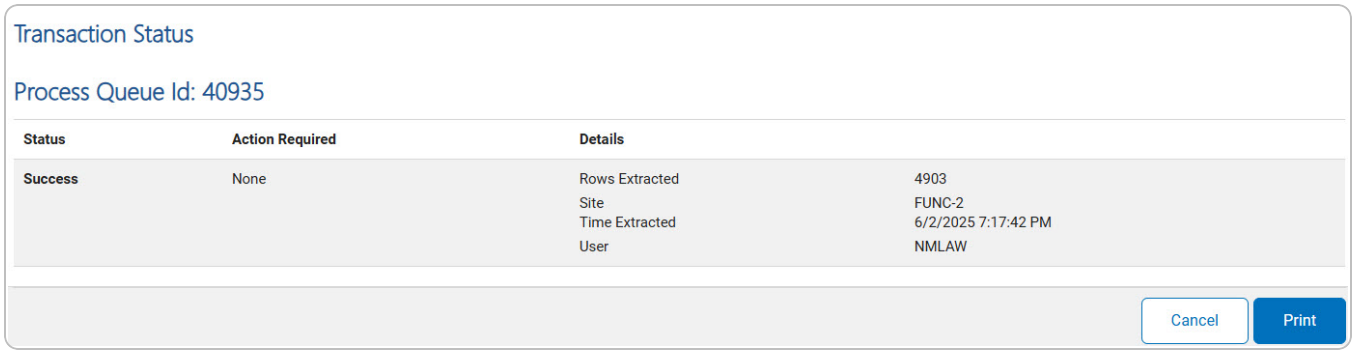
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

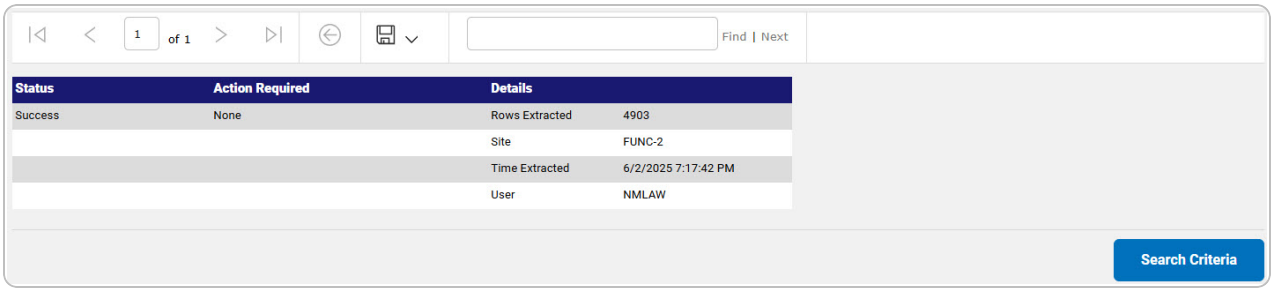
# Procedures

**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 CIP Inquiry 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

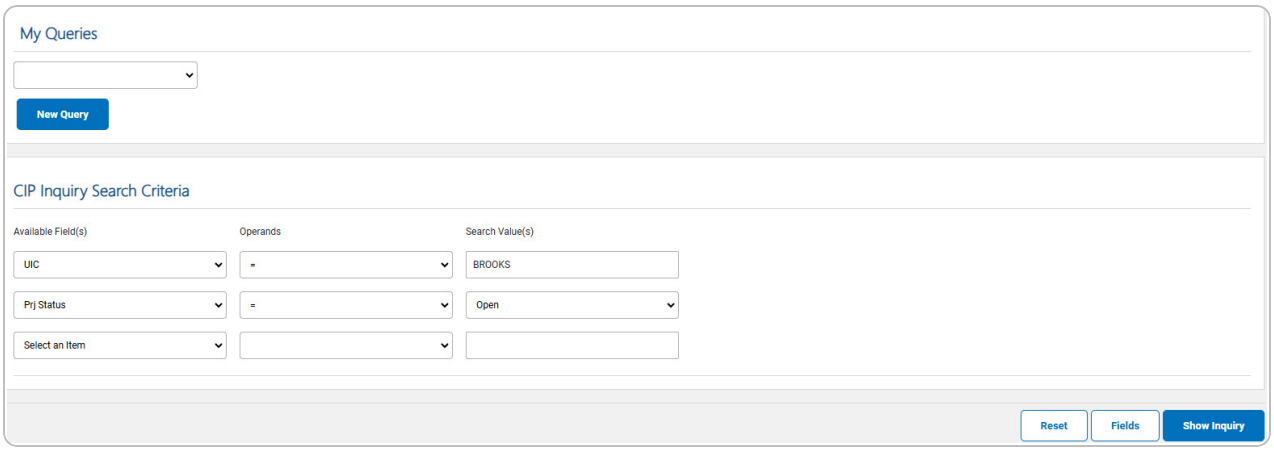
**ELMS Navigation Helpful Tips**

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**

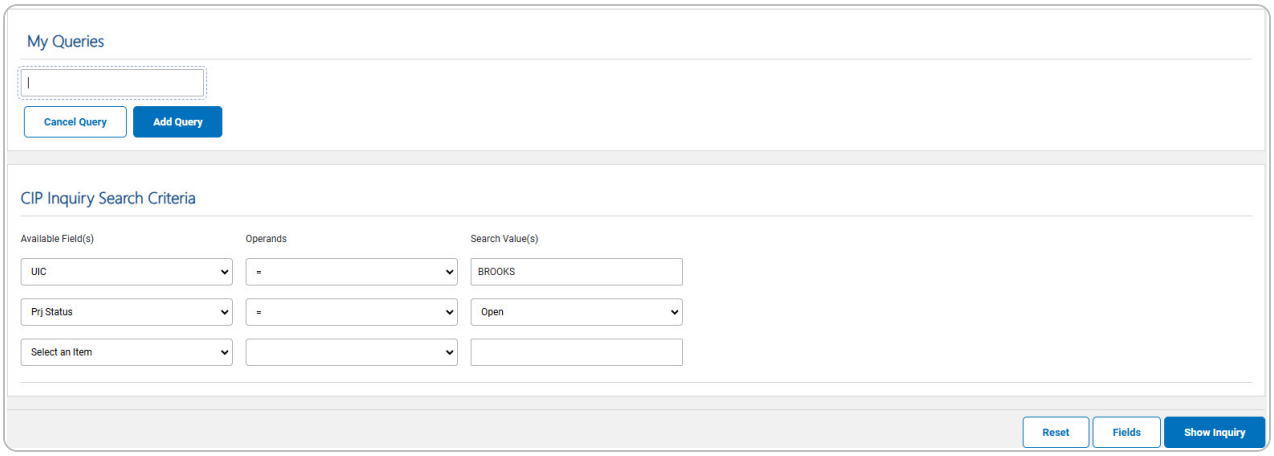
a. Use to select desired Available Field.

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.*



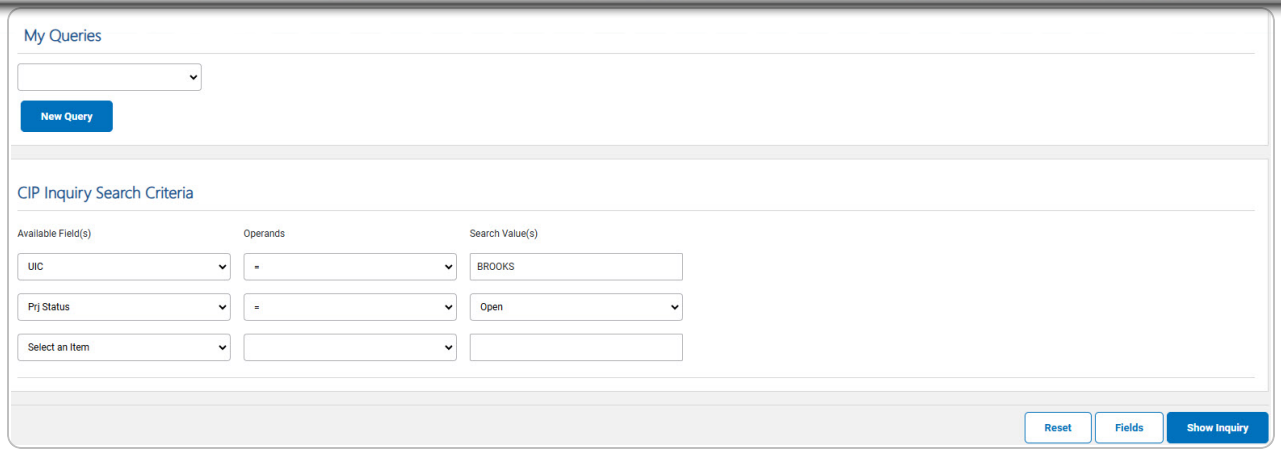

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



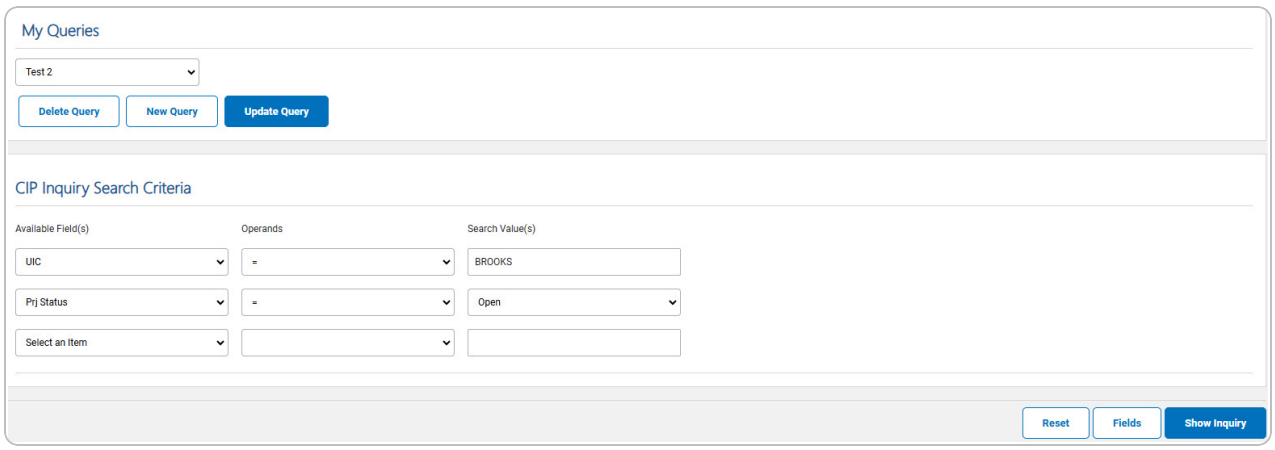

2. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

   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.*

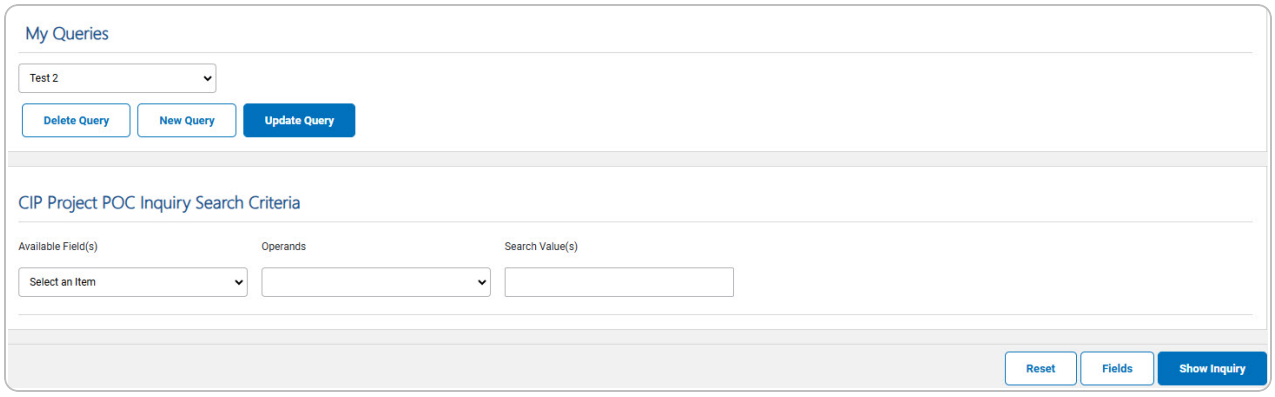
4. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

   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 CIP Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Accounting >CIP > Search Criteria > Show Inquiry > CIP Inquiry 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 CIP 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 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 CIP Inquiry 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 CIP 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 > Search Criteria > Fields > CIP Inquiry Fields Selection page

## Page Fields

The following fields display on the **CIP 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

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**

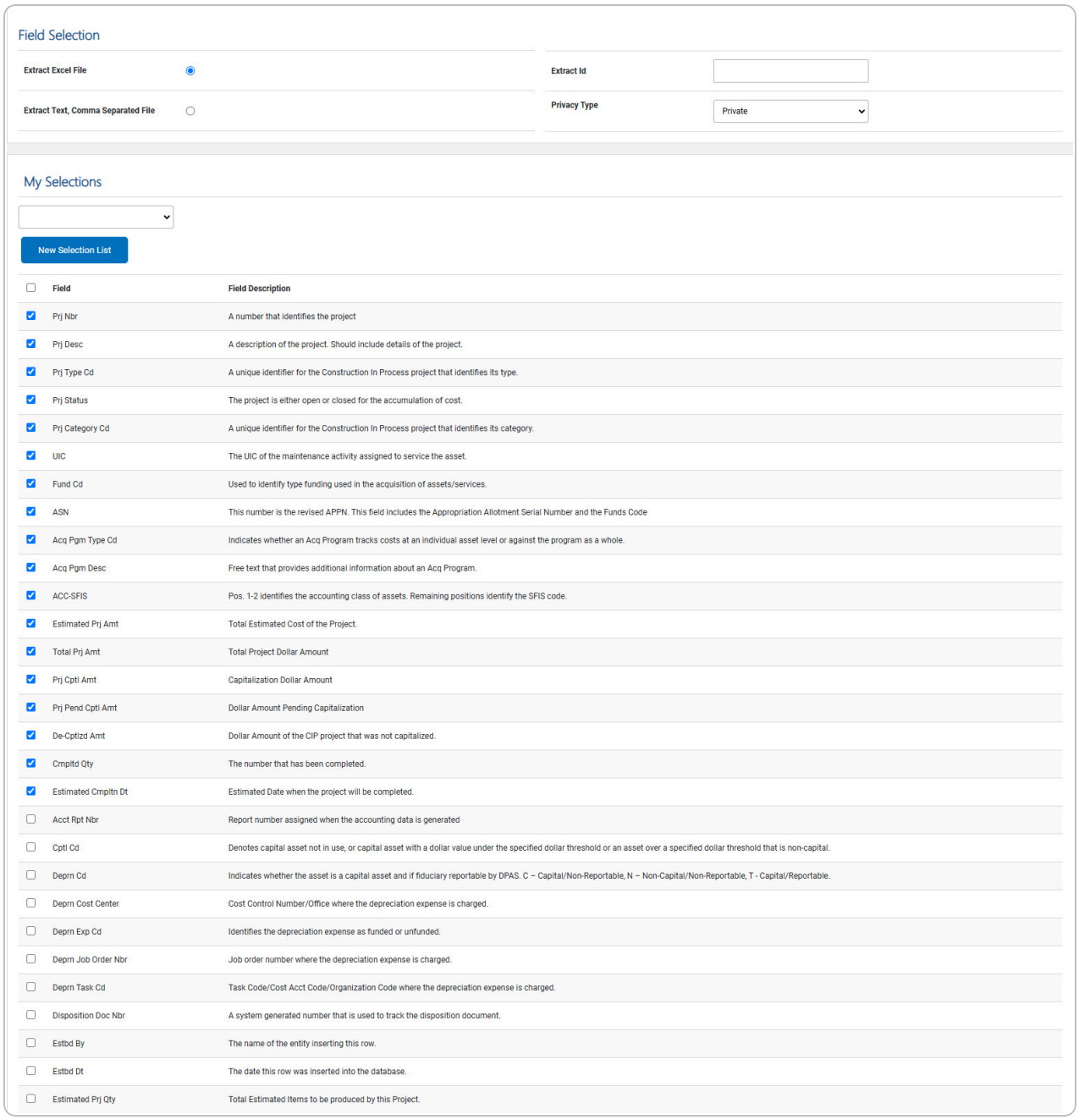


Click the following link to display PA Navigation Tips.

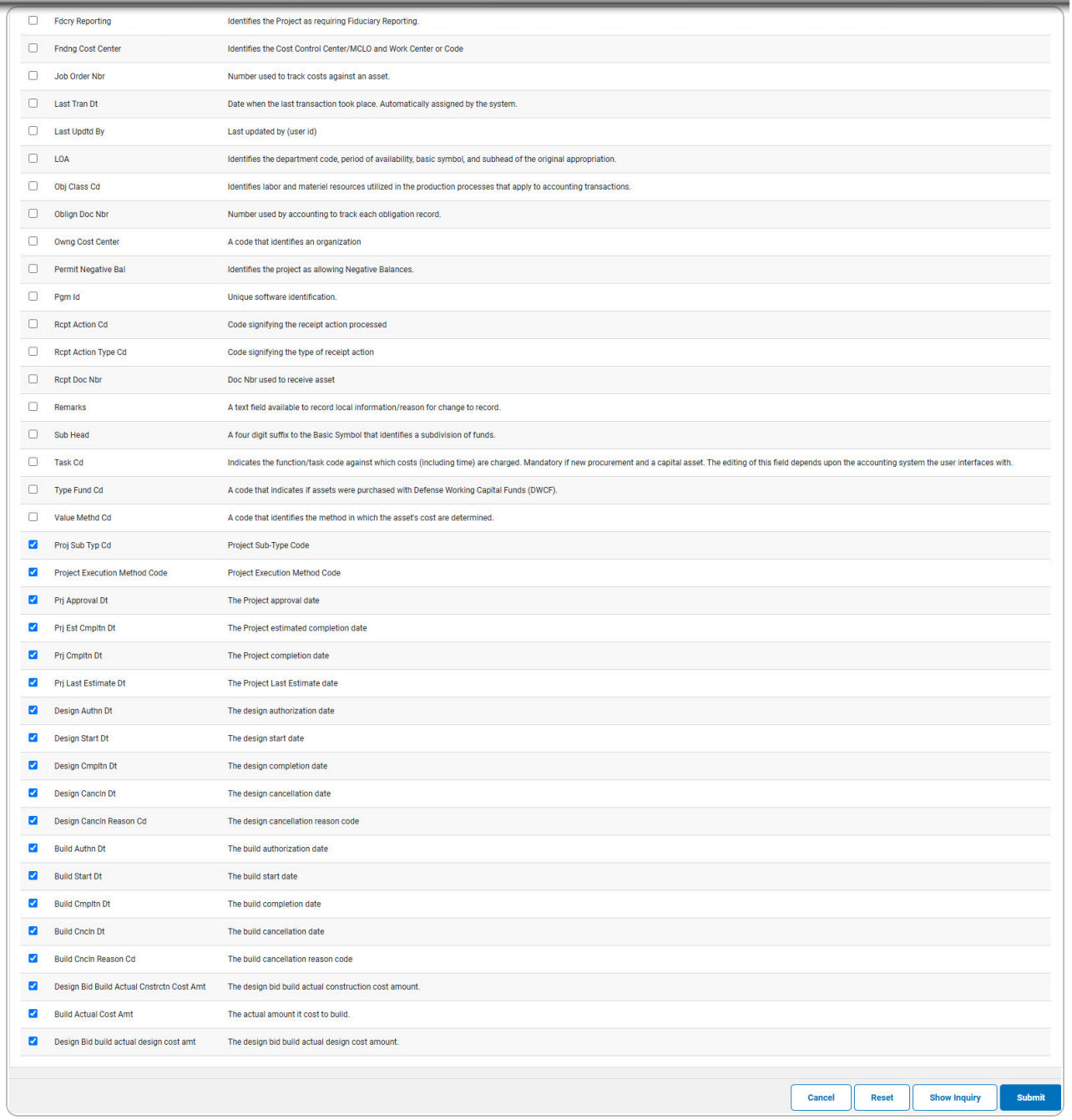
## Choose the Extracted Inquiry File Details

*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 **CIP Inquiry 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**

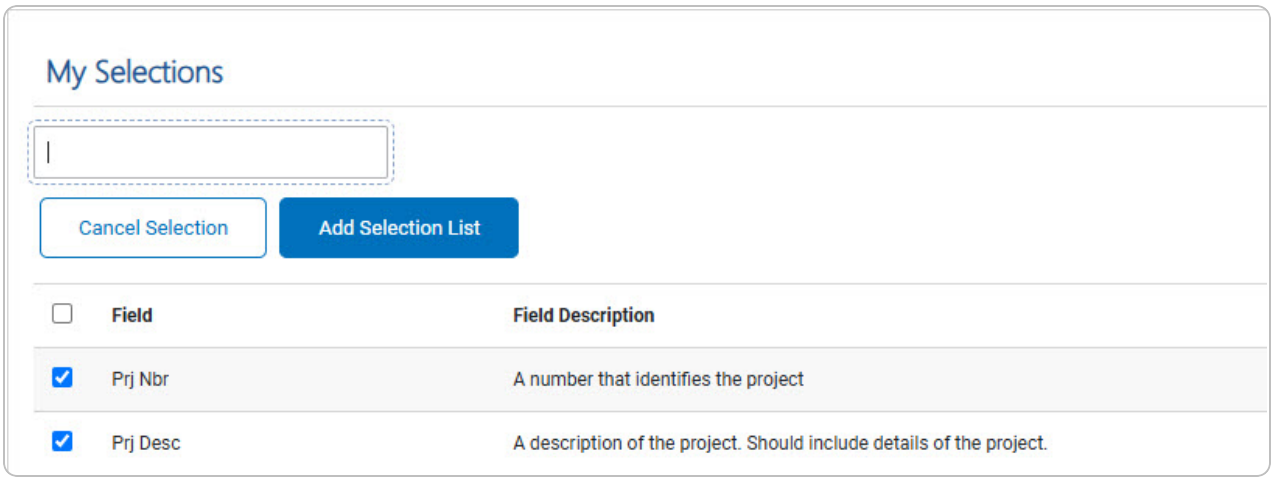
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

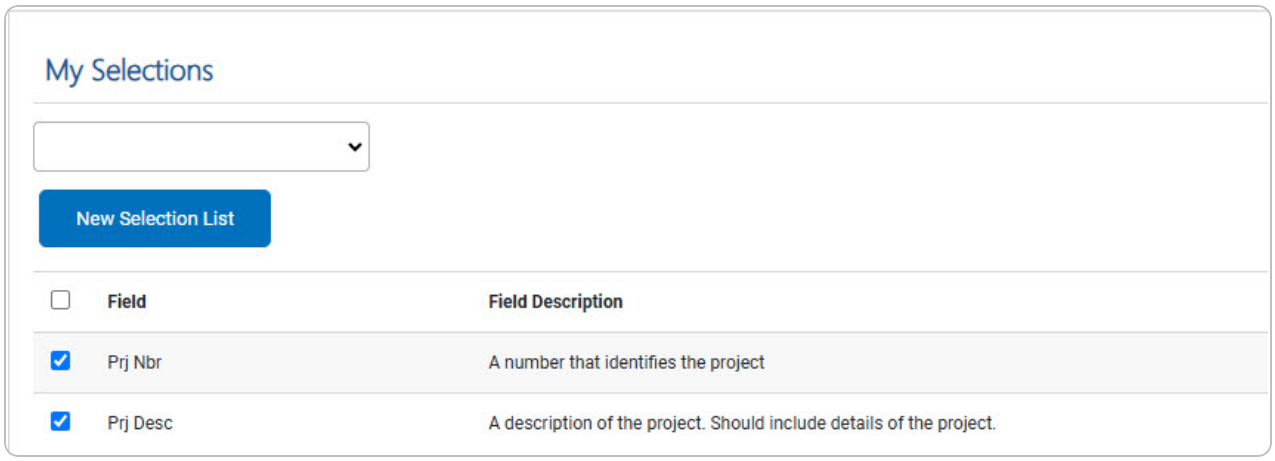
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.



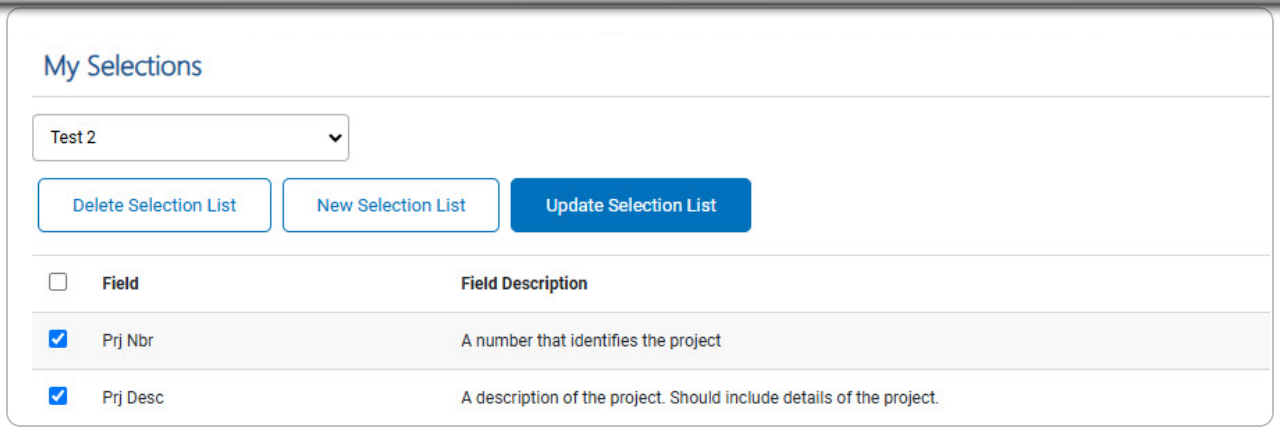

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **CIP Inquiry — Results** page appears.*

**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.



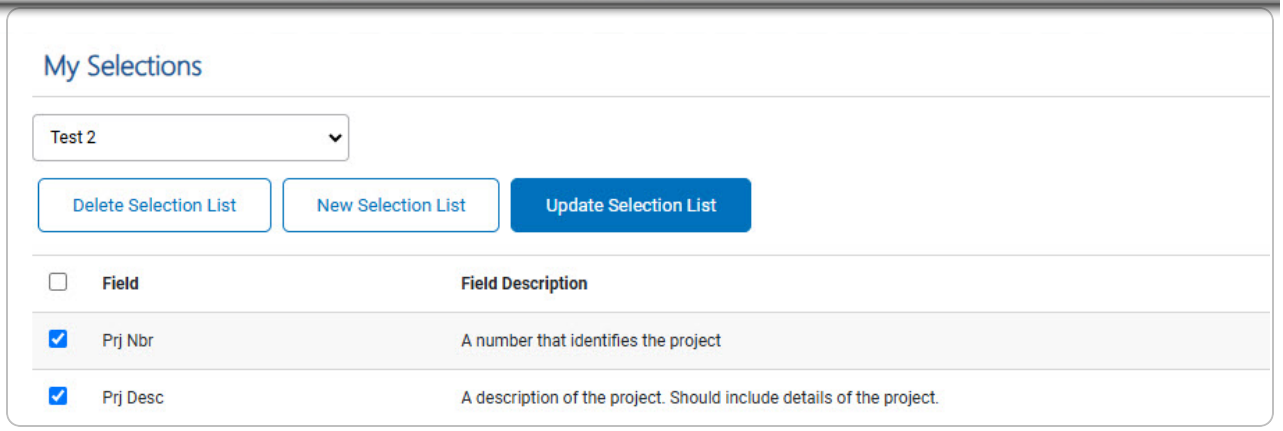

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The **CIP Inquiry — Results** page appears.*

**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.

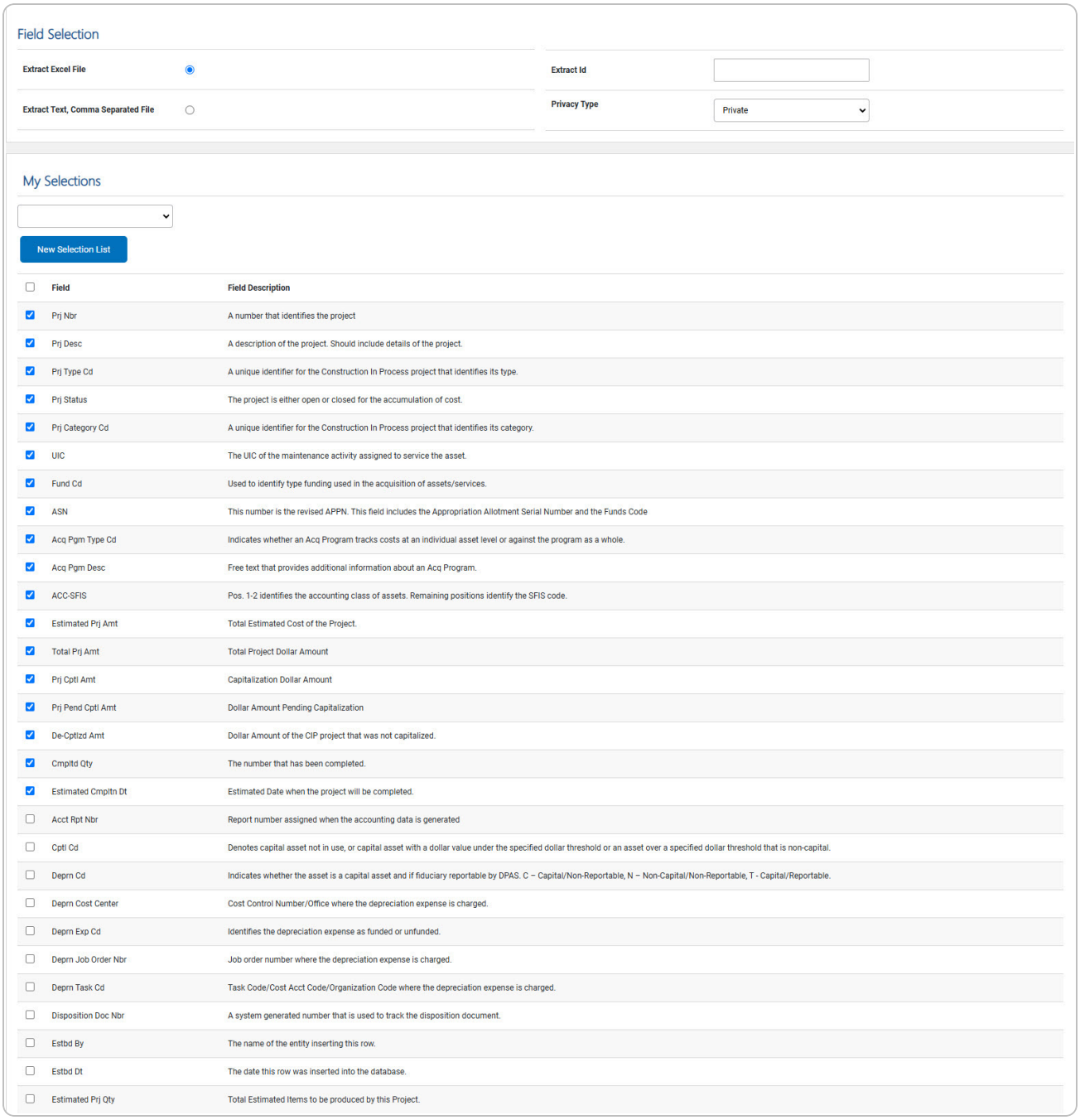



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 **CIP Inquiry** page appears.*



Field Selection

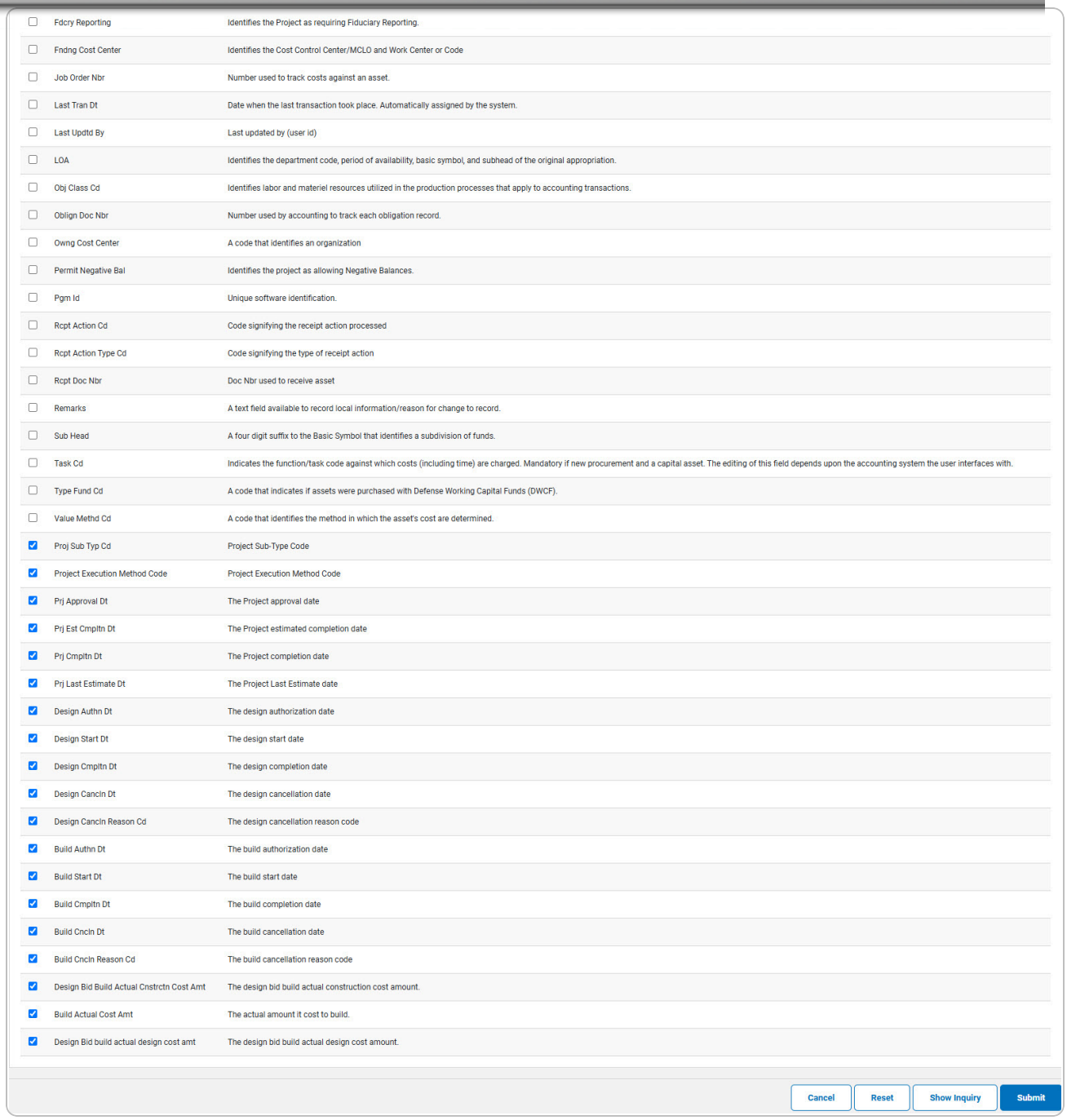
Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

My Selections

New Selection List

| | Field | Field Description |
|---|---|---|
| ☑ | 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 Cptl Amt | Capitalization Dollar Amount |
| ☑ | Prj Pend Cptl Amt | Dollar Amount Pending Capitalization |
| ☑ | De-Cptlzd 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. |

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 — 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

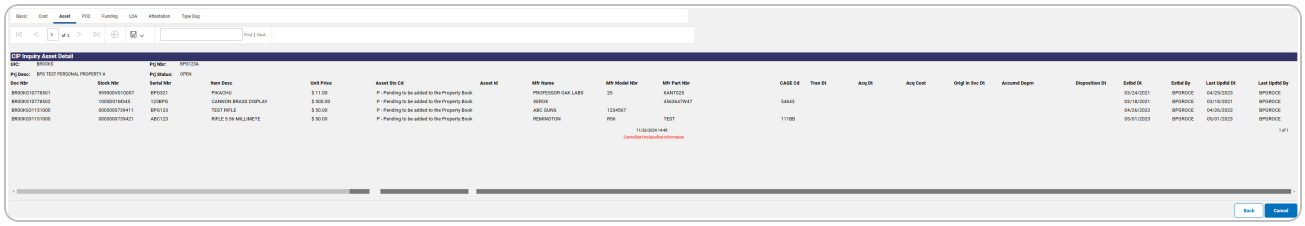
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP Inquiry Asset Detail

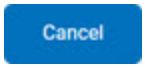
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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*.

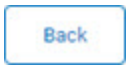
OR

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 — 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

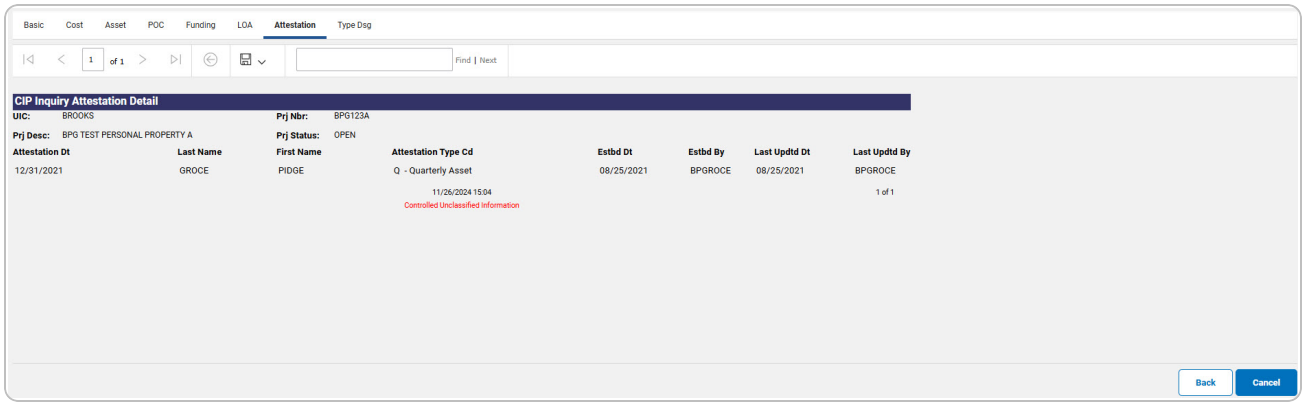
**ELMS Navigation Helpful Tips**

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 — Basic

## Overview

The CIP Inquiry 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 **CIP 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 |
|---|---|

### CIP Inquiry 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. |

CIP Inquiry

# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP 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 CIP Inquiry 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. |

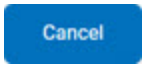
# Procedures

**ELMS Navigation Helpful Tips**

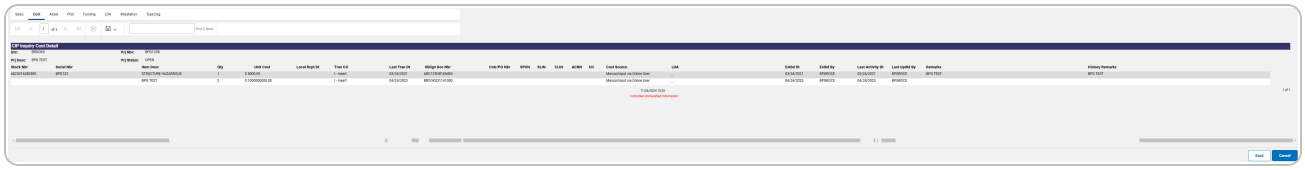


Click the following link to display PA Navigation Tips.

## Export the CIP Inquiry Detail — Cost

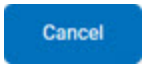
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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*.

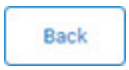
OR

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 — 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 \| Next | Find data within the Results page. |
| | Return to the parent report. |
| | Select the format to Export the report. |

# Procedures

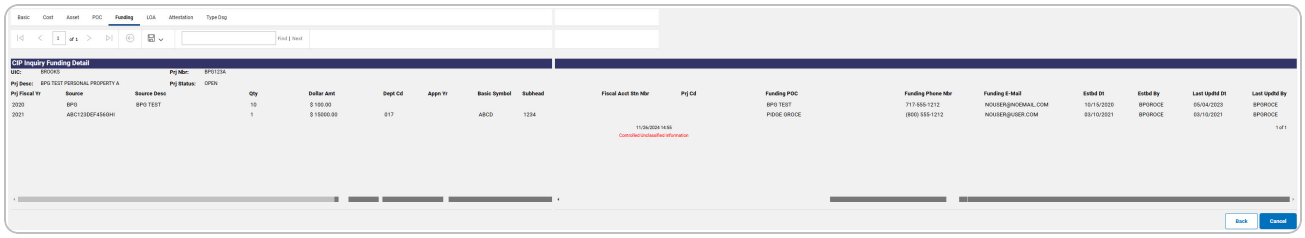
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP Inquiry 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 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 LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

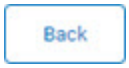
OR

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. |

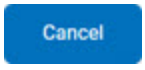
# Procedures

**ELMS Navigation Helpful Tips**

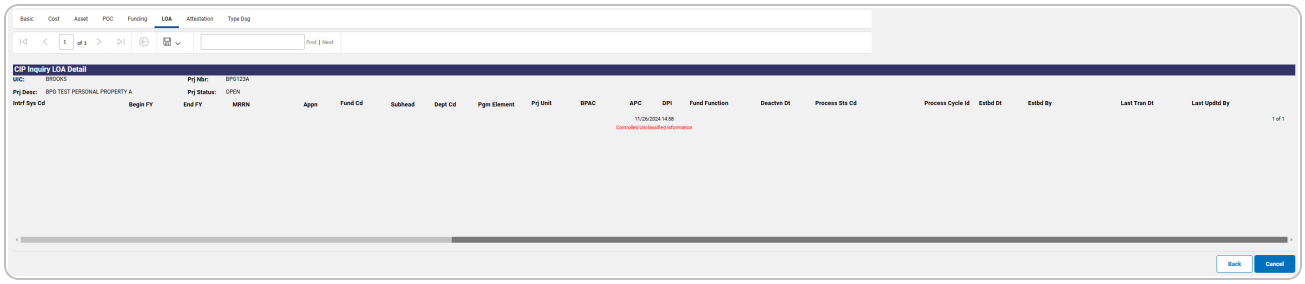


Click the following link to display PA Navigation Tips.

## 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.*

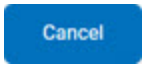



A. *Verify the UIC.*

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*.

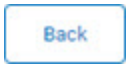
OR

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 — 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 — 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**

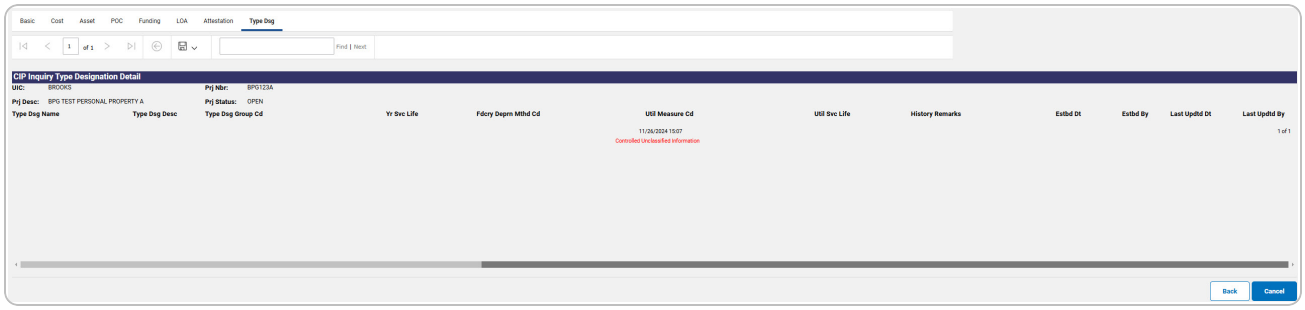


Click the following link to display PA Navigation Tips.

## 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.*

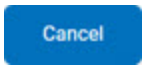
K. *Verify the UTIL SVC LIFE.*

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 CIP Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Accounting > CIP > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > CIP Inquiry Transaction Status page

## Page Fields

The following fields display on the **CIP 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

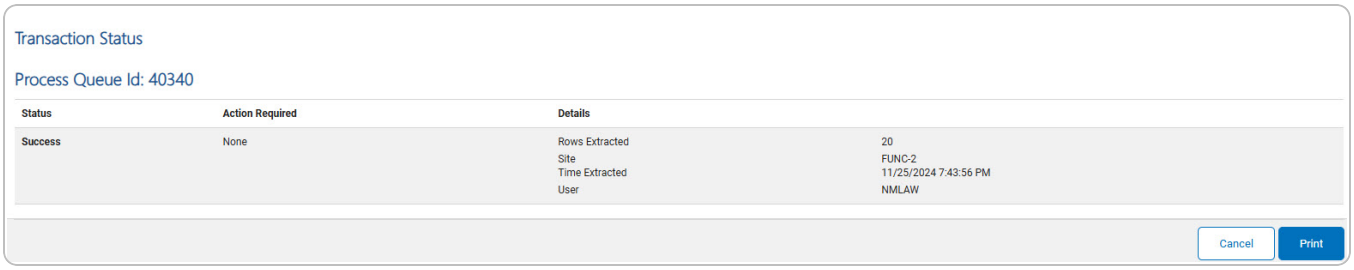
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

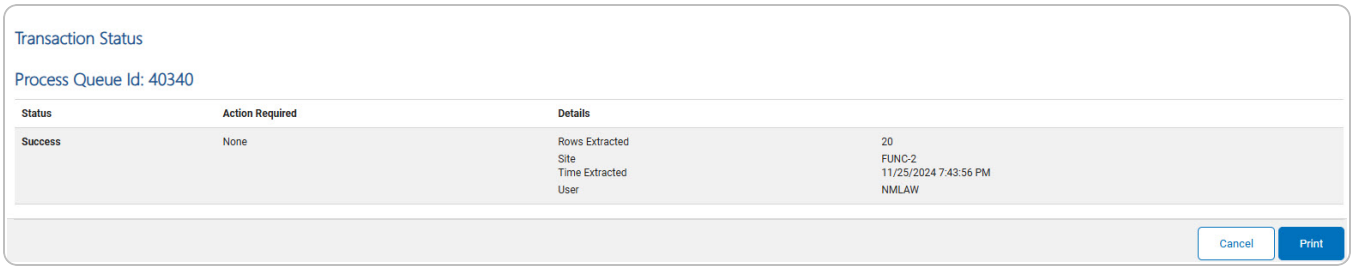
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## View the CIP 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 Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **CIP Inquiry Search Criteria** page appears*.

## View the CIP 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 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 CIP Inquiry 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 **CIP 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. |

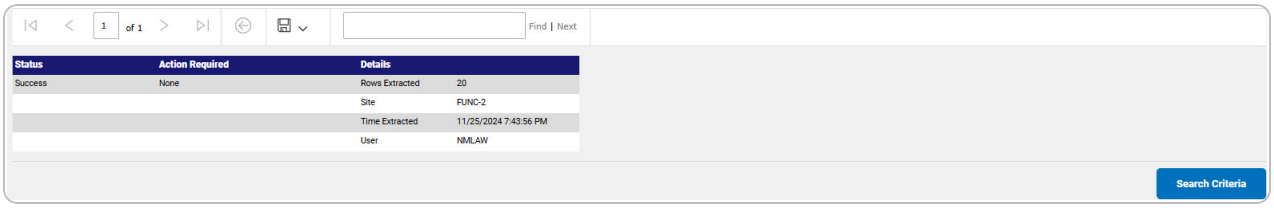
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP 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 **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.*

# Common Errors

The 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

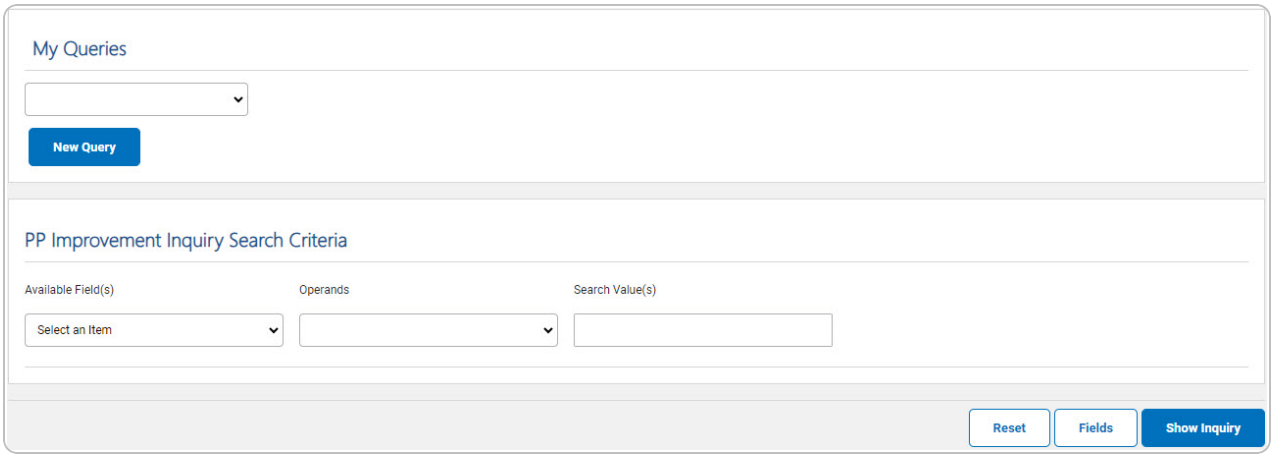
**ELMS Navigation Helpful Tips**

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**

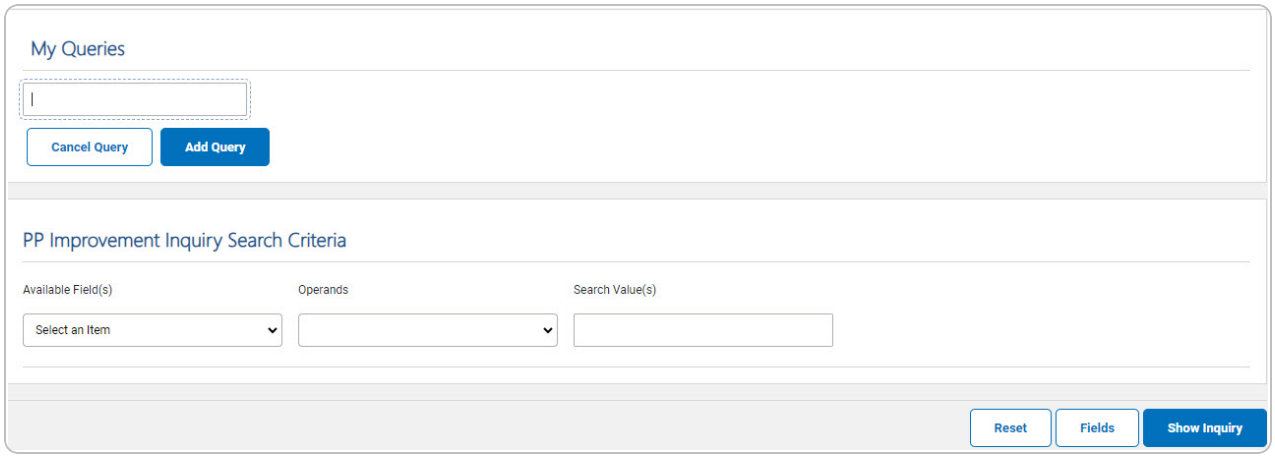
   a. Use ⌄ to select desired Available Field.

   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.*



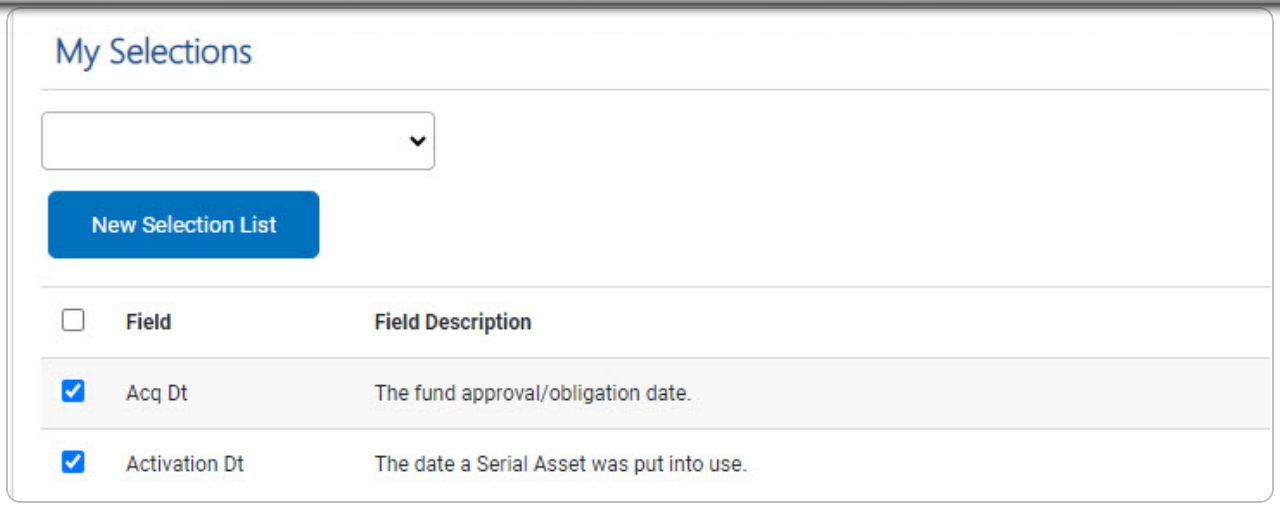

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



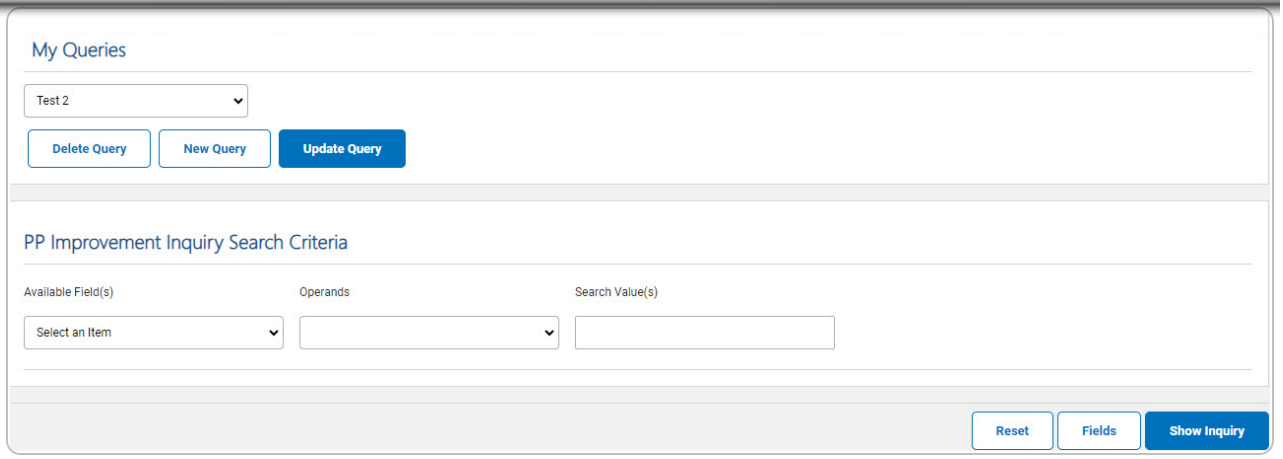

Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

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.*

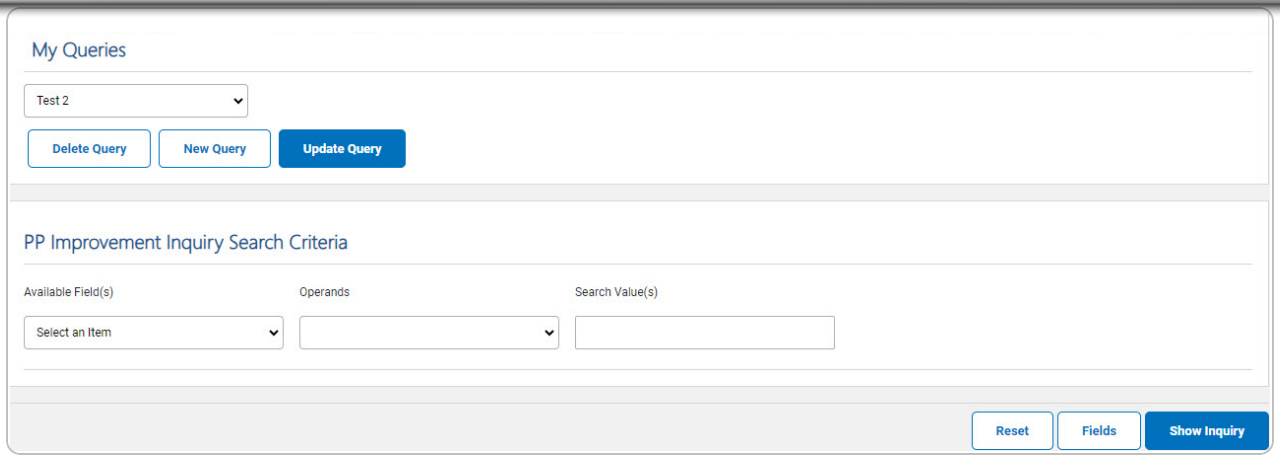
   Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

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

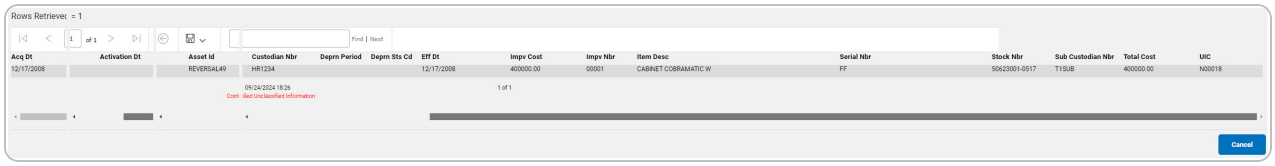
**ELMS Navigation Helpful Tips**

 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

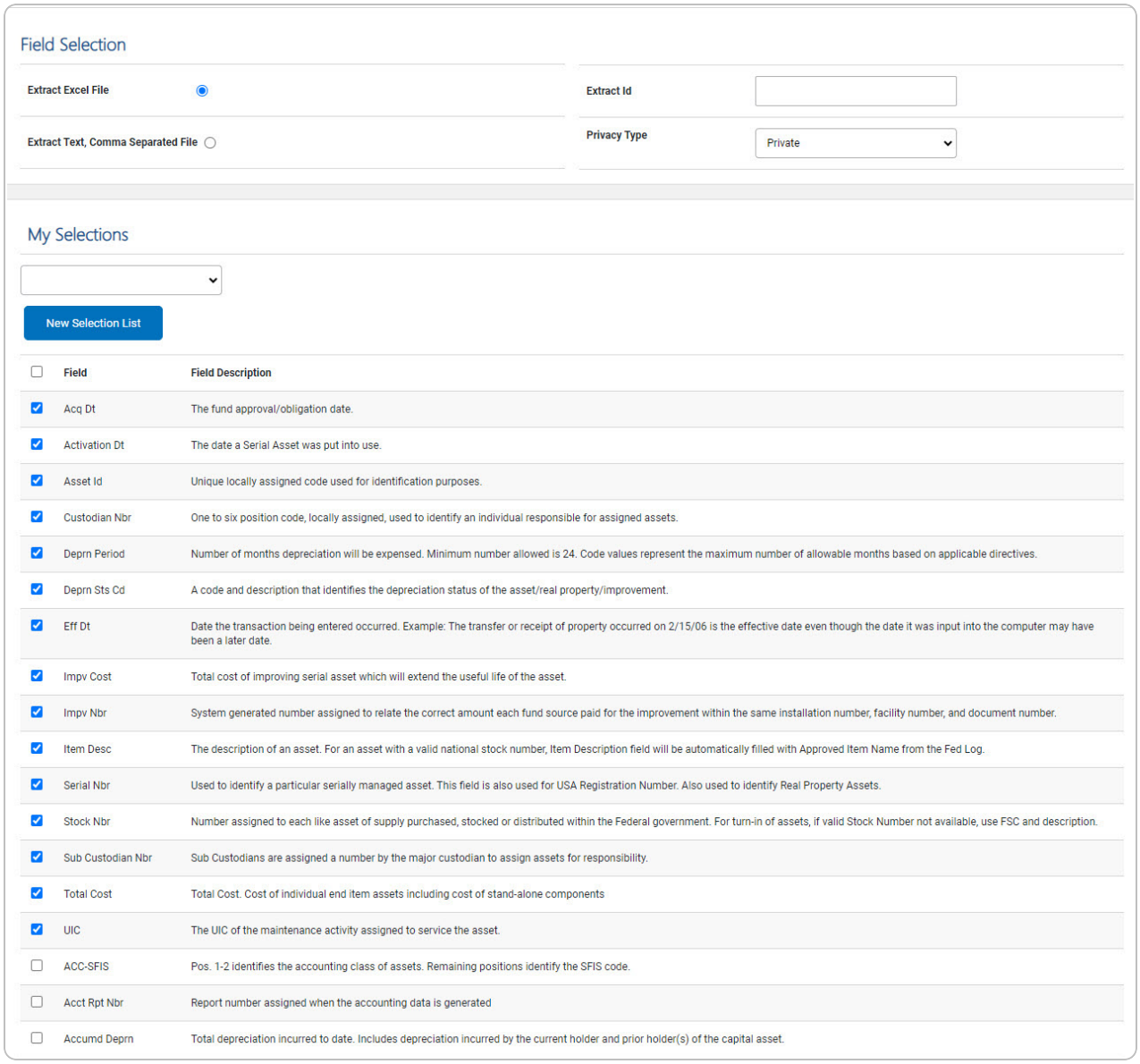
**ELMS Navigation Helpful Tips**

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**

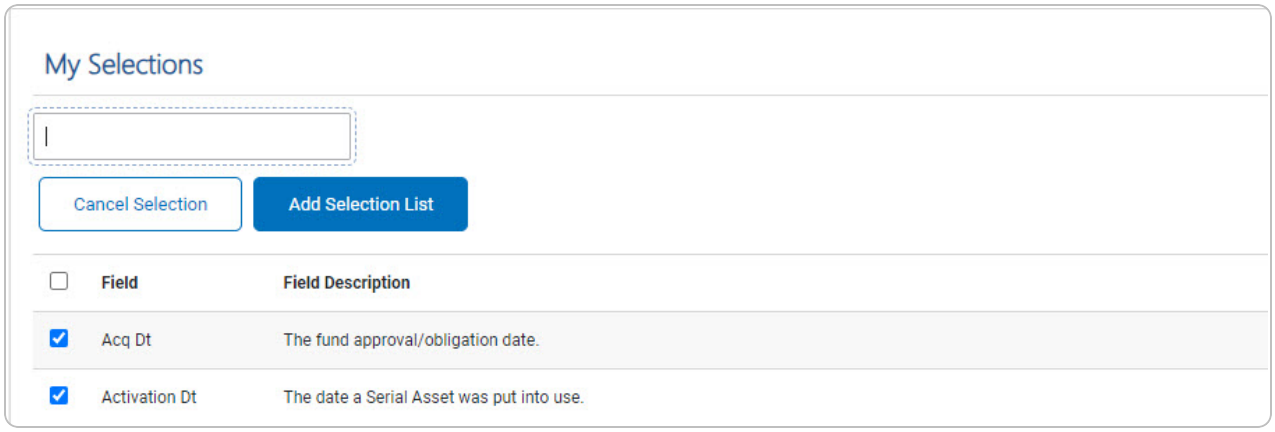
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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].

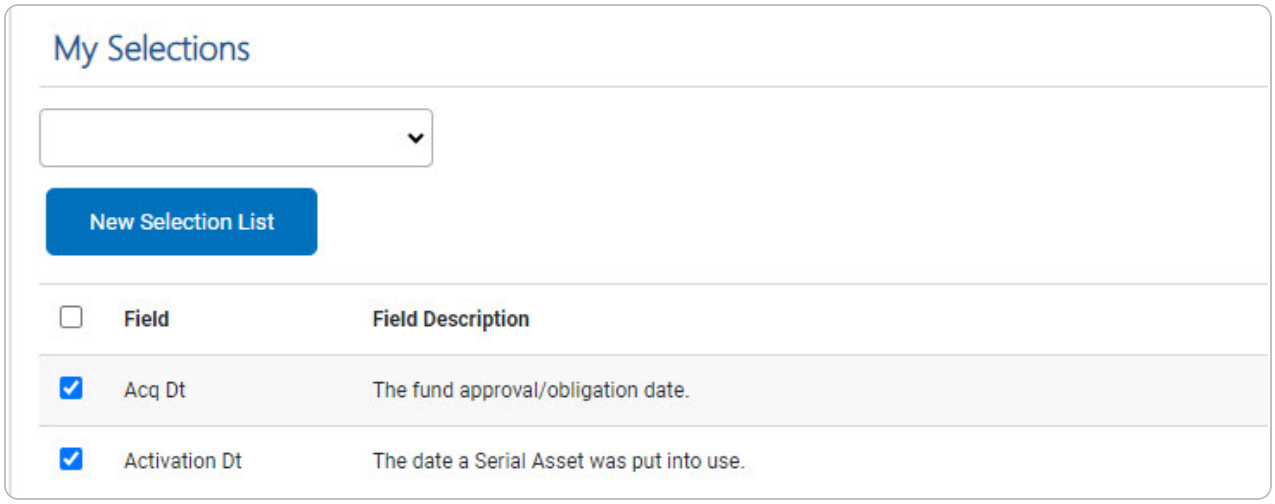
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

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.*

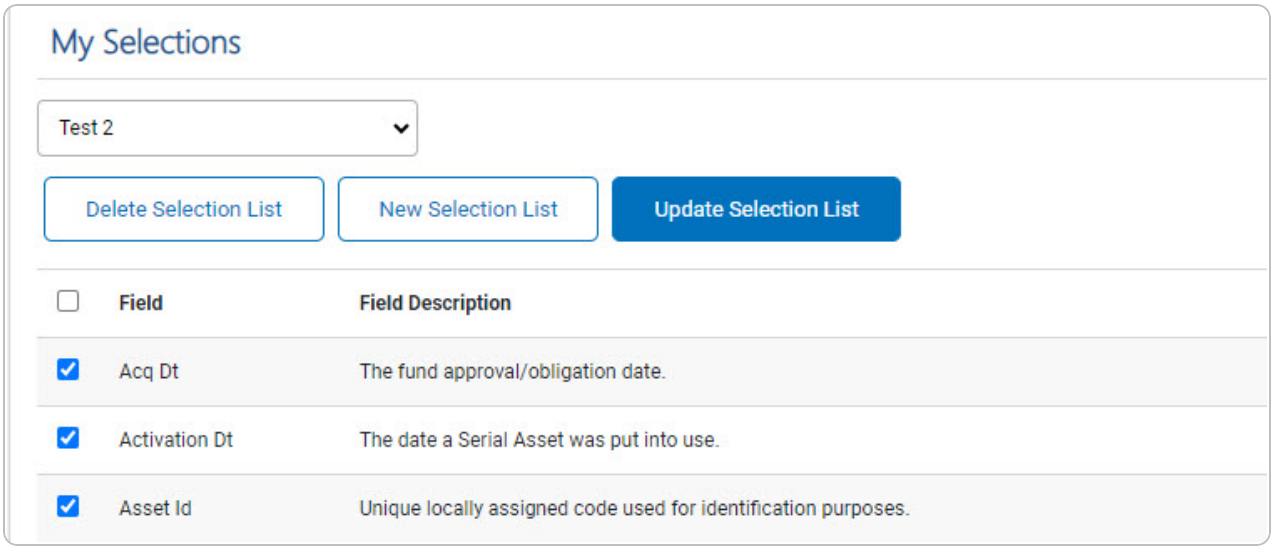
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

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.



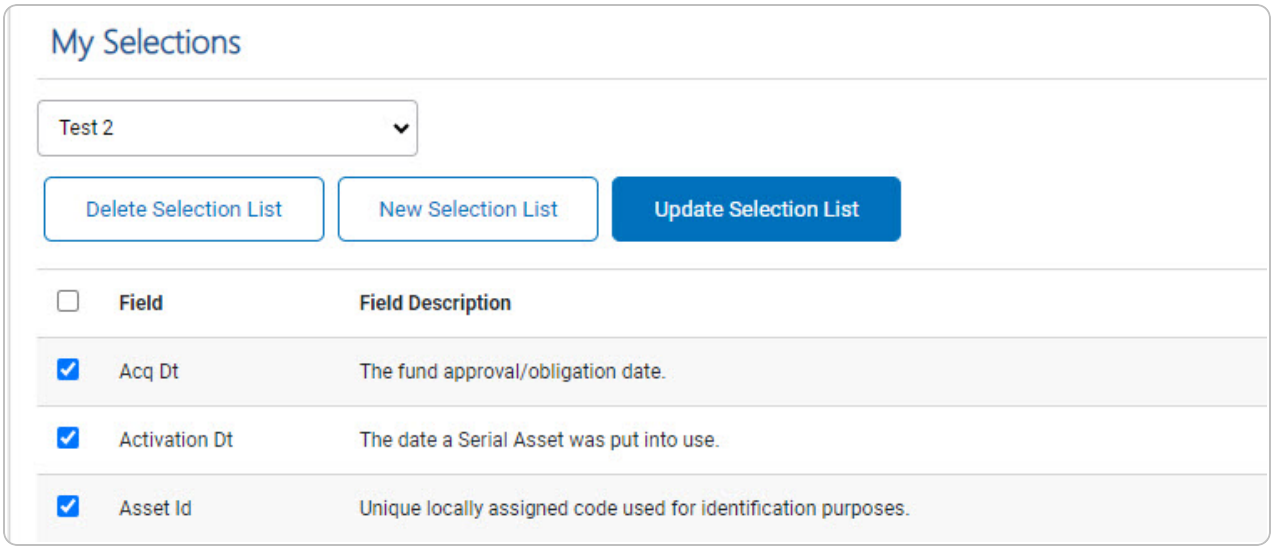

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

**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.

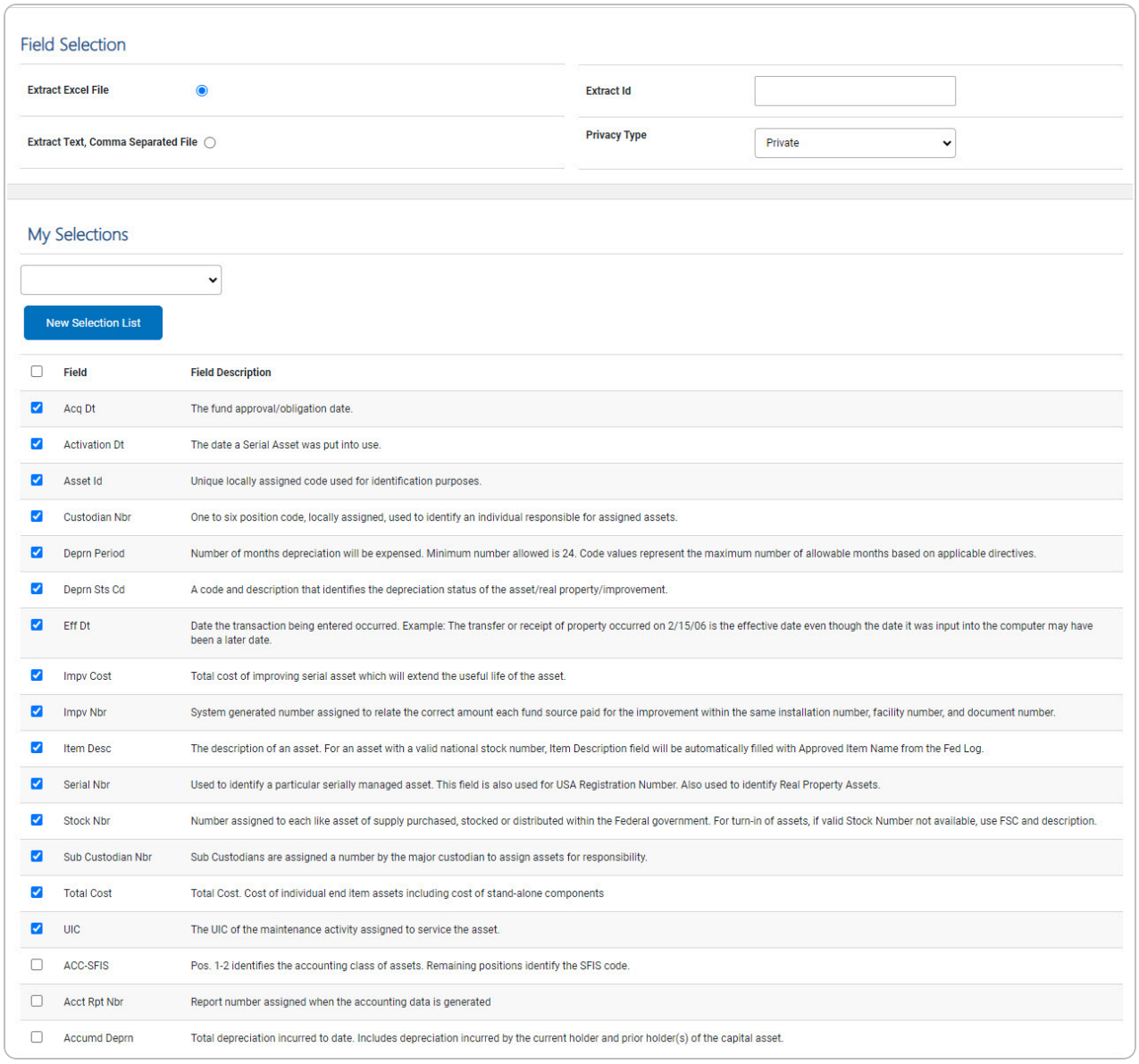



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*



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. |
| ☑ | Asset Id | Unique locally assigned code used for identification purposes. |
| ☑ | Custodian Nbr | One to six position code, locally assigned, used to identify an individual responsible for assigned assets. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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 |
| ☐ | 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. |
| ☐ | 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**

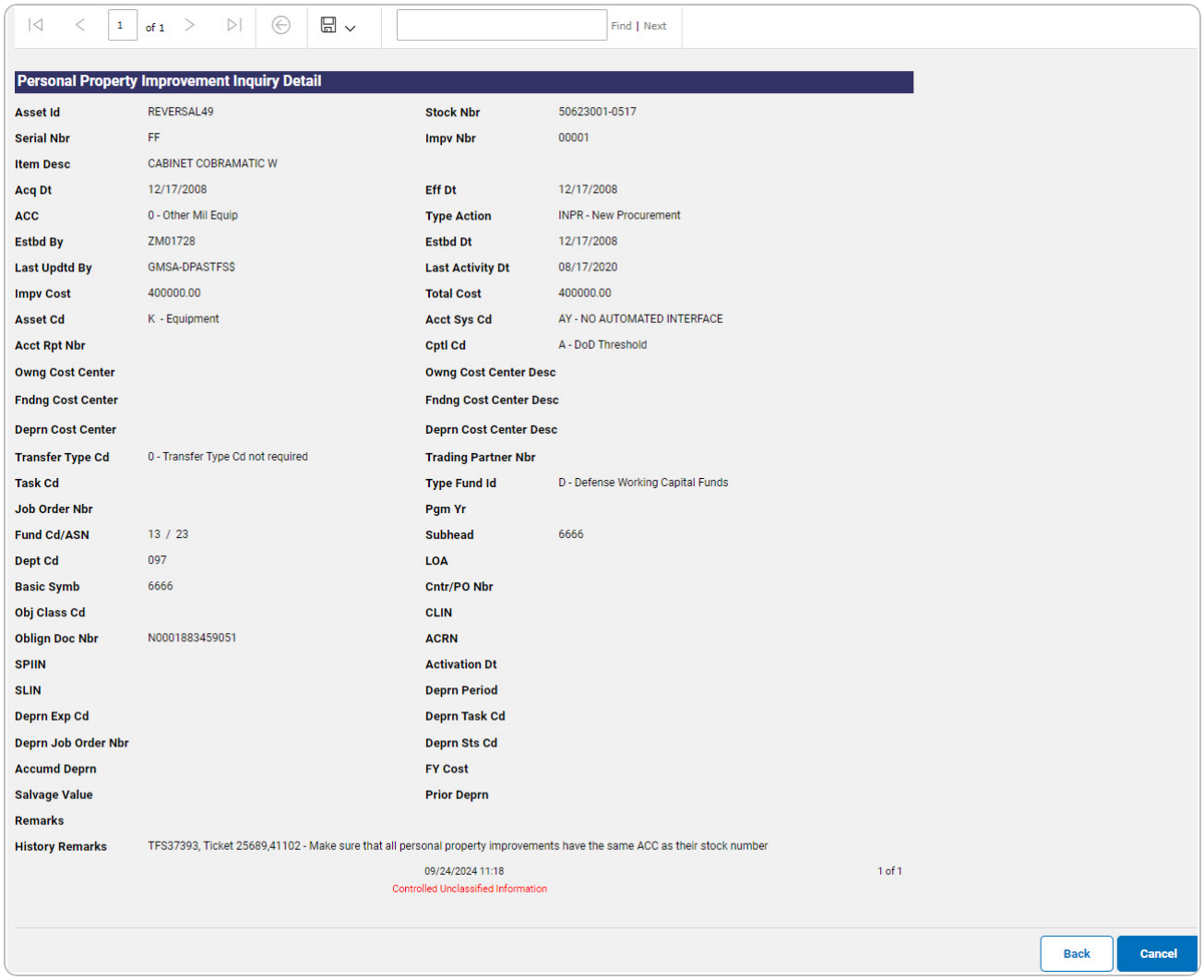


Click the following link to display PA Navigation Tips.

## 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.*




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.*

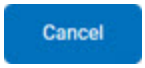
AY. *Verify the DEPRN PERIOD.*

AZ. *Verify the DEPRN TASK CD.*

BA. *Verify the DEPRN STS CD.*

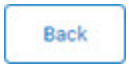
BB. *Verify the FY COST.*

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

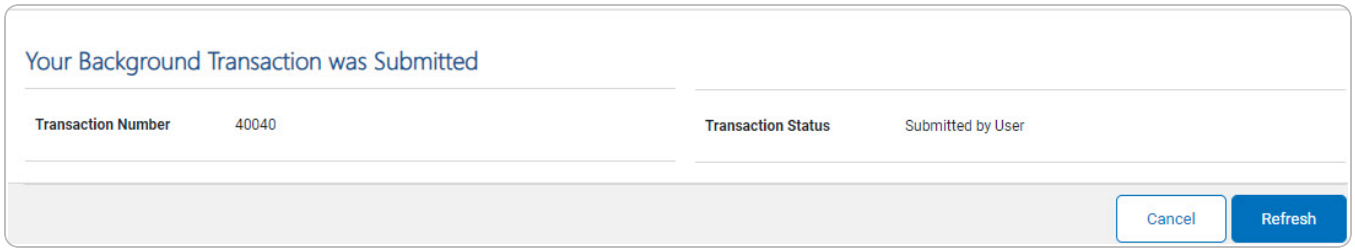
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

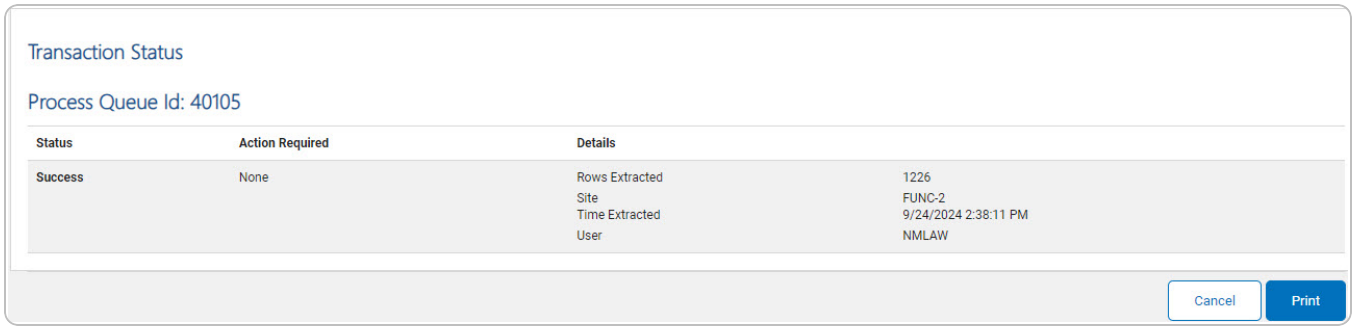
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

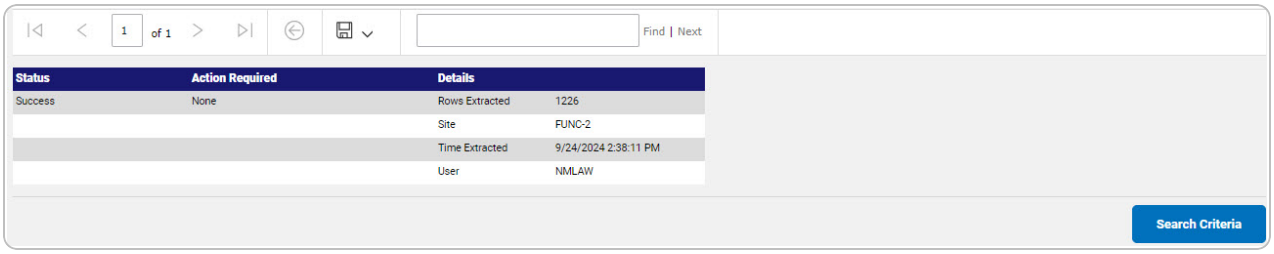
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Personal Property Improvement Inquiry Transaction Status

1. Select  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 a Personal Property Ancillary Cost Inquiry — Criteria

## Overview

The Property Accountability module Personal Property Ancillary Cost Inquiry process provides the ability to search for Ancillary Cost records.

## Navigation

Inquiries > Accounting > Ancillary Cost > Personal Property Ancillary Cost Inquiry Search Criteria page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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

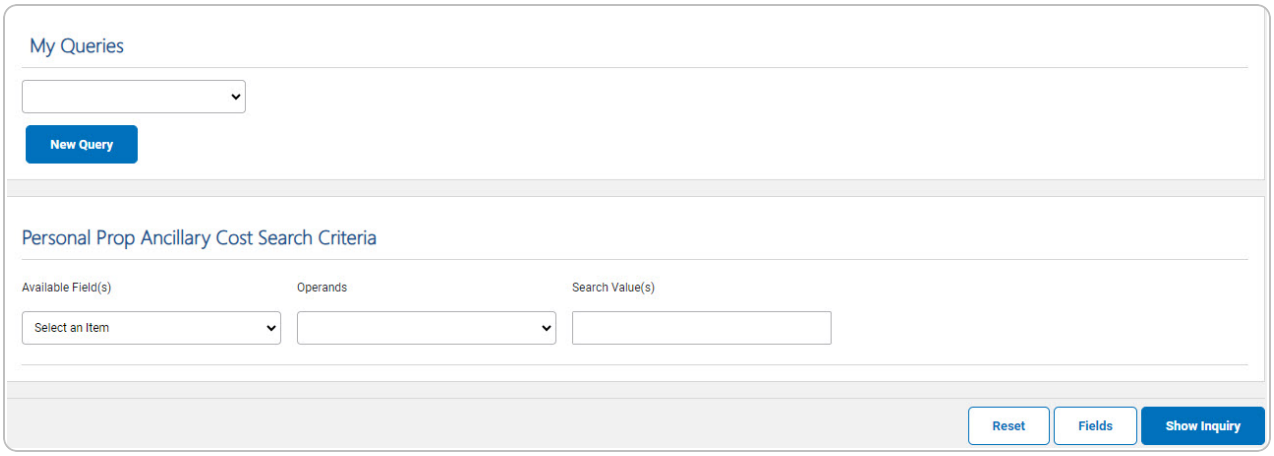
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a Personal Property Ancillary Cost 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**

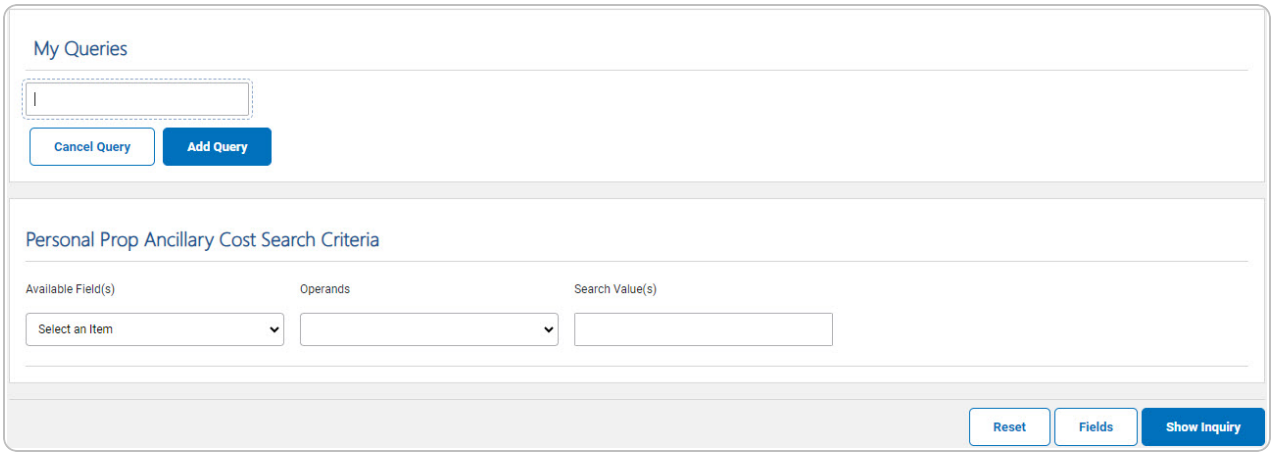
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Personal Property Ancillary Cost 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.*



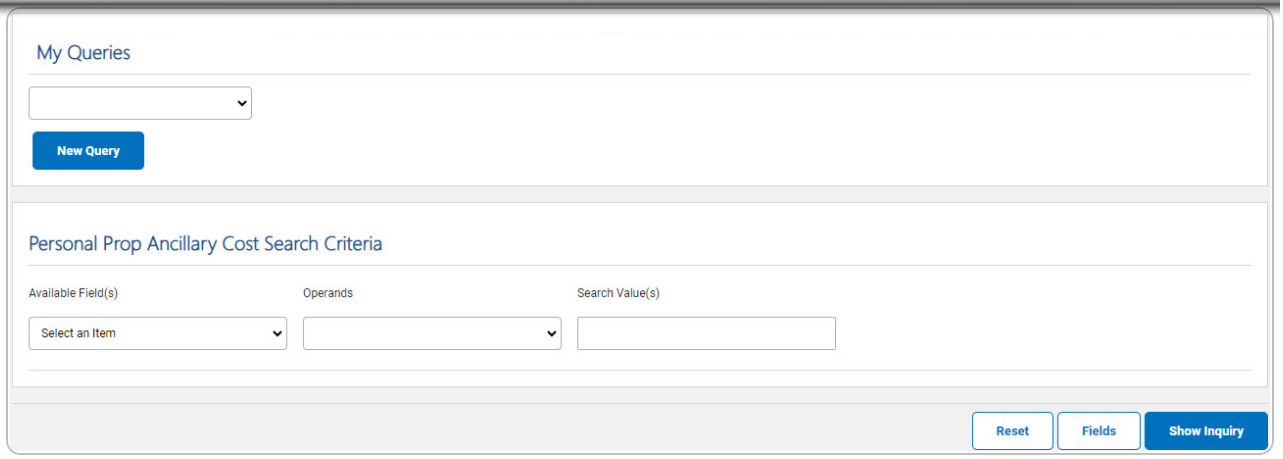

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Personal Property Ancillary Cost Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Personal Property Ancillary Cost 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.*



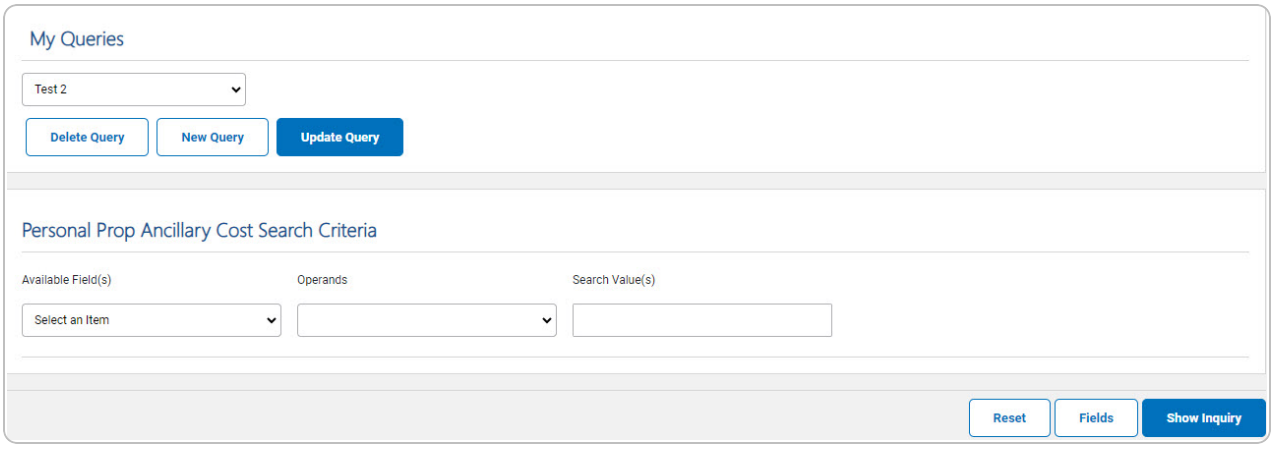

Select Fields. *The **Personal Property Ancillary Cost Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Personal Property Ancillary Cost 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.*



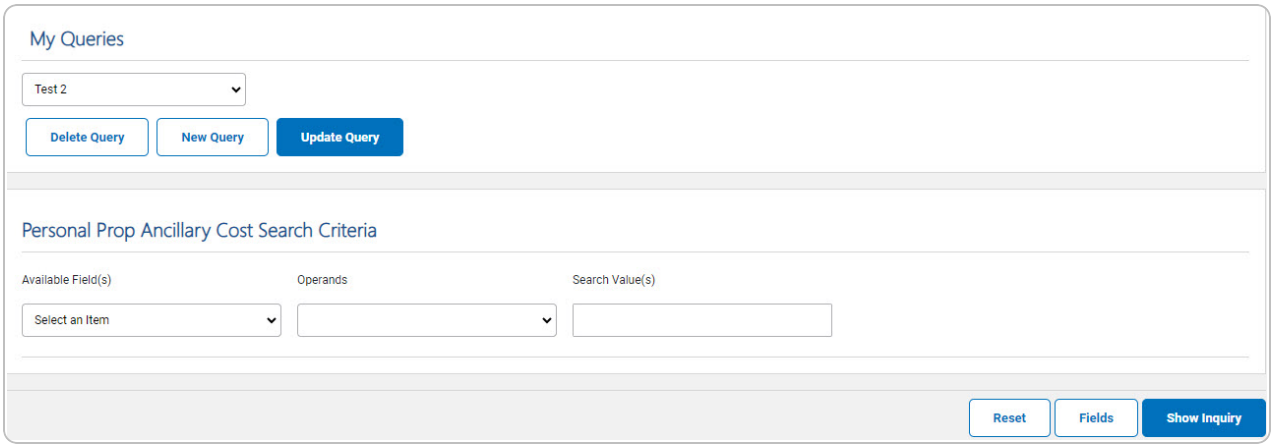
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

   Select Fields. *The* ***Personal Property Ancillary Cost Inquiry — Select Fields*** *page appears.*
4. OR

   Select Show Inquiry. *The* ***Personal Property Ancillary Cost 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 Ancillary Cost 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 Personal Property Ancillary Cost Inquiry — Results
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Personal Property Ancillary Cost Inquiry Detail
- View the Personal Property Ancillary Cost Inquiry Transaction Status
- Export the Personal Property Ancillary Cost Inquiry Transaction Status

# Search for a Personal Property Ancillary Cost Inquiry — Results

## Overview

The Personal Property Ancillary Cost Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Show Inquiry > Personal Property Ancillary Cost Inquiry Search Results page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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

Ancillary Type
Asset Id
Custodian Nbr
Impv Nbr
Item Desc
Serial Nbr
Stock Nbr
Sub Custodian Nbr
Total Cost
UIC

**Optional**

Acq Dt
ACRN
CLIN
Cntr/PO Nbr
Eff Dt
Estbd By

Estbd Dt
Last Tran Dt
Last Updtd By
Obj Class Cd
Oblign Doc Nbr
Remarks
SLIN
SPIIN

## Control Buttons

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

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

| | |
|---|---|
|  | Return to the parent report. |
|  | Select the format to Export the report. |

# Procedures

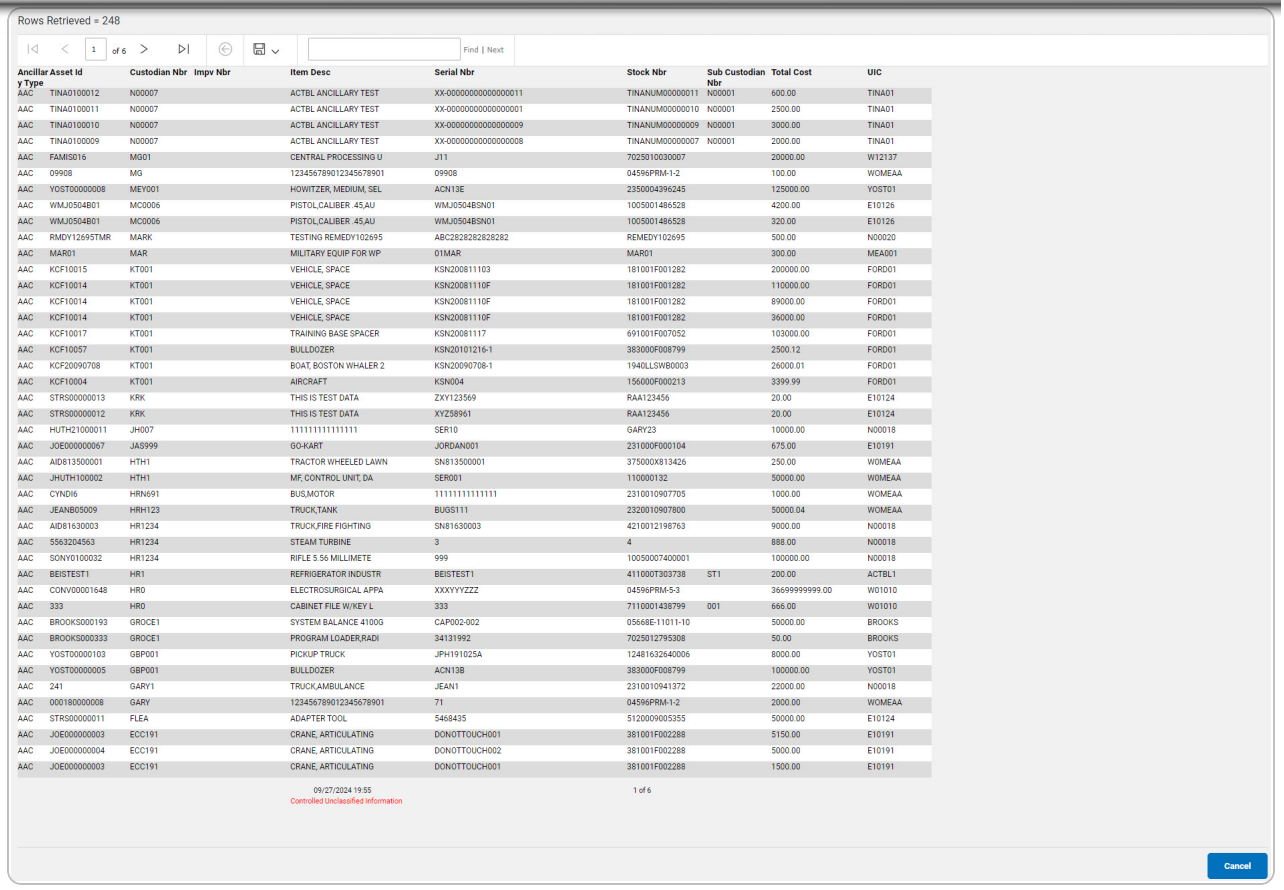
**ELMS Navigation Helpful Tips**

 Click the following link to display PA Navigation Tips.

## Export the Personal Property Ancillary Cost 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 = 248

| Ancillary Type | Asset Id | Custodian Nbr | Impv Nbr | Item Desc | Serial Nbr | Stock Nbr | Sub Custodian Nbr | Total Cost | UIC |
|---|---|---|---|---|---|---|---|---|---|
| AAC | TINA0100012 | N00007 | | ACTBL ANCILLARY TEST | XX-00000000000000011 | TINANUM00000011 | N00001 | 600.00 | TINA01 |
| AAC | TINA0100011 | N00007 | | ACTBL ANCILLARY TEST | XX-00000000000000001 | TINANUM00000010 | N00001 | 2500.00 | TINA01 |
| AAC | TINA0100010 | N00007 | | ACTBL ANCILLARY TEST | XX-00000000000000009 | TINANUM00000009 | N00001 | 3000.00 | TINA01 |
| AAC | TINA0100009 | N00007 | | ACTBL ANCILLARY TEST | XX-00000000000000008 | TINANUM00000007 | N00001 | 2000.00 | TINA01 |
| AAC | FAMIS016 | MG01 | | CENTRAL PROCESSING U | J11 | 7025010030007 | | 20000.00 | W12137 |
| AAC | 09908 | MG | | 123456789012345678901 | 09908 | 04596PRM-1-2 | | 100.00 | WOMEAA |
| AAC | YOST00000008 | MEY001 | | HOWITZER, MEDIUM, SEL | ACN13E | 2350004396245 | | 125000.00 | YOST01 |
| AAC | WMJ0504B01 | MC0006 | | PISTOL,CALIBER .45,AU | WMJ0504BSN01 | 100501486528 | | 4200.00 | E10126 |
| AAC | WMJ0504B01 | MC0006 | | PISTOL,CALIBER .45,AU | WMJ0504BSN01 | 100501486528 | | 320.00 | E10126 |
| AAC | RMDY12695TMR | MARK | | TESTING REMEDY102695 | ABC2828282828282 | REMEDY102695 | | 500.00 | N00020 |
| AAC | MAR01 | MAR | | MILITARY EQUIP FOR WP | 01MAR | MAR01 | | 300.00 | MEA001 |
| AAC | KCF10015 | KT001 | | VEHICLE, SPACE | KSN200811103 | 181001F001282 | | 200000.00 | F0RD01 |
| AAC | KCF10014 | KT001 | | VEHICLE, SPACE | KSN20081110F | 181001F001282 | | 110000.00 | F0RD01 |
| AAC | KCF10014 | KT001 | | VEHICLE, SPACE | KSN20081110F | 181001F001282 | | 89000.00 | F0RD01 |
| AAC | KCF10014 | KT001 | | VEHICLE, SPACE | KSN20081110F | 181001F001282 | | 36000.00 | F0RD01 |
| AAC | KCF10017 | KT001 | | TRAINING BASE SPACER | KSN20081117 | 691001F007052 | | 103000.00 | F0RD01 |
| AAC | KCF10057 | KT001 | | BULLDOZER | KSN20101216-1 | 383000F008799 | | 2500.12 | F0RD01 |
| AAC | KCF20090708 | KT001 | | BOAT, BOSTON WHALER 2 | KSN20090708-1 | 1940LLSWB0003 | | 26000.01 | F0RD01 |
| AAC | KCF10004 | KT001 | | AIRCRAFT | KSN004 | 156000F000213 | | 3399.99 | F0RD01 |
| AAC | STRS00000013 | KRK | | THIS IS TEST DATA | ZXY123569 | RAA123456 | | 20.00 | E10124 |
| AAC | STRS00000012 | KRK | | THIS IS TEST DATA | XYZ58961 | RAA123456 | | 20.00 | E10124 |
| AAC | HUTH21000011 | JH007 | | 11111111111111 | SER10 | GARY23 | | 10000.00 | N00018 |
| AAC | JOE000000067 | JAS999 | | GO-KART | JORDAN001 | 231000F000104 | | 675.00 | E10191 |
| AAC | AID813500001 | HTH1 | | TRACTOR WHEELED LAWN | SN813500001 | 375000X813426 | | 250.00 | W0MEAA |
| AAC | JHUTH100002 | HTH1 | | MF,CONTROL UNIT, DA | SER001 | 110000132 | | 50000.00 | W0MEAA |
| AAC | CYNDI6 | HRN691 | | BUS,MOTOR | 11111111111111 | 2310010907705 | | 1000.00 | WOMEAA |
| AAC | JEANB05009 | HRH123 | | TRUCK,TANK | BUGS111 | 232001090780 | | 50000.04 | WOMEAA |
| AAC | AID81630003 | HR1234 | | TRUCK,FIRE FIGHTING | SN81630003 | 4210012198763 | | 9000.00 | N00018 |
| AAC | 5563204563 | HR1234 | | STEAM TURBINE | 3 | 4 | | 888.00 | N00018 |
| AAC | SONY0100032 | HR1234 | | RIFLE 5.56 MILLIMETE | 999 | 10050007400001 | | 100000.00 | N00018 |
| AAC | BEISTEST1 | HR1 | | REFRIGERATOR INDUSTR | BEISTEST1 | 411000T303738 | ST1 | 200.00 | ACTBL1 |
| AAC | CONV00001648 | HR0 | | ELECTROSURGICAL APPA | XXXYYYZZZ | 04596PRM-5-3 | | 36699999999.00 | W01010 |
| AAC | 333 | HR0 | | CABINET FILE W/KEY L | 333 | 7110001438799 | 001 | 666.00 | W01010 |
| AAC | BROOKS000193 | GROCE1 | | SYSTEM BALANCE 4100G | CAP002-002 | 05668E-11011-10 | | 50000.00 | BROOKS |
| AAC | BROOKS000333 | GROCE1 | | PROGRAM LOADER,RADI | 34131992 | 7025012795308 | | 50.00 | BROOKS |
| AAC | YOST00000103 | GBP001 | | PICKUP TRUCK | JPH191025A | 12481632640006 | | 8000.00 | YOST01 |
| AAC | YOST00000005 | GBP001 | | BULLDOZER | ACN13B | 383000F008799 | | 100000.00 | YOST01 |
| AAC | 241 | GARY1 | | TRUCK,AMBULANCE | JEAN1 | 231001094137 | | 22000.00 | N00018 |
| AAC | 000180000008 | GARY | | 123456789012345678901 | 71 | 04596PRM-1-2 | | 2000.00 | WOMEAA |
| AAC | STRS00000011 | FLEA | | ADAPTER TOOL | 5468435 | 512009905355 | | 50000.00 | E10124 |
| AAC | JOE000000003 | ECC191 | | CRANE, ARTICULATING | DONOTTOUCH001 | 381001F002288 | | 5150.00 | E10191 |
| AAC | JOE000000004 | ECC191 | | CRANE, ARTICULATING | DONOTTOUCH002 | 381001F002288 | | 5000.00 | E10191 |
| AAC | JOE000000003 | ECC191 | | CRANE, ARTICULATING | DONOTTOUCH001 | 381001F002288 | | 1500.00 | E10191 |

09/27/2024 19:55
Controlled Unclassified Information
1 of 6

Cancel

**Note**

To reach the optional fields, refer to the Personal Property Ancillary Cost Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Personal Property Ancillary Cost 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 Ancillary Cost Inquiry Detail

Select the desired Ancillary Type 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 Ancillary Cost Inquiry — Criteria
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Personal Property Ancillary Cost Inquiry Detail
- View the Personal Property Ancillary Cost Inquiry Transaction Status
- Export the Personal Property Ancillary Cost Inquiry Transaction Status

# Select Fields for the Personal Property Ancillary Cost Inquiry

## Overview

The Personal Property Ancillary Cost 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 > Ancillary Cost > Search Criteria > Fields > Personal Property Ancillary Cost Inquiry Fields Selection page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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
Instl Nbr
RPUID
Tran Cd
UIC
RPSUID
Land Acq Tract Id

**Optional**

Acq Dt
ACRN
CLIN

Cntr/PO Nbr
Eff Dt
Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By
Obj Class Cd
Oblign Doc Nbr
Remarks
SLIN
SPIIN

# 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 Ancillary Cost 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 |
|---|---|---|
| ☑ | Ancillary Type | Identifies the type of costs, installation/deinstallation/transportation being assigned to an asset or improvement. |
| ☑ | Asset Id | Unique locally assigned code used for identification purposes. |
| ☑ | Custodian Nbr | One to six position code, locally assigned, used to identify an individual responsible for assigned assets. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☑ | 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. |
| ☐ | Acq Dt | The fund approval/obligation date. |
| ☐ | ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| ☐ | 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. |
| ☐ | 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. |
| ☐ | Last Tran Dt | Date when the last transaction took place. Automatically assigned by the system. |
| ☐ | Last Updtd By | Last updated by (user id) |
| ☐ | 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. |
| ☐ | 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. |

Cancel | Reset | Show Inquiry | Submit

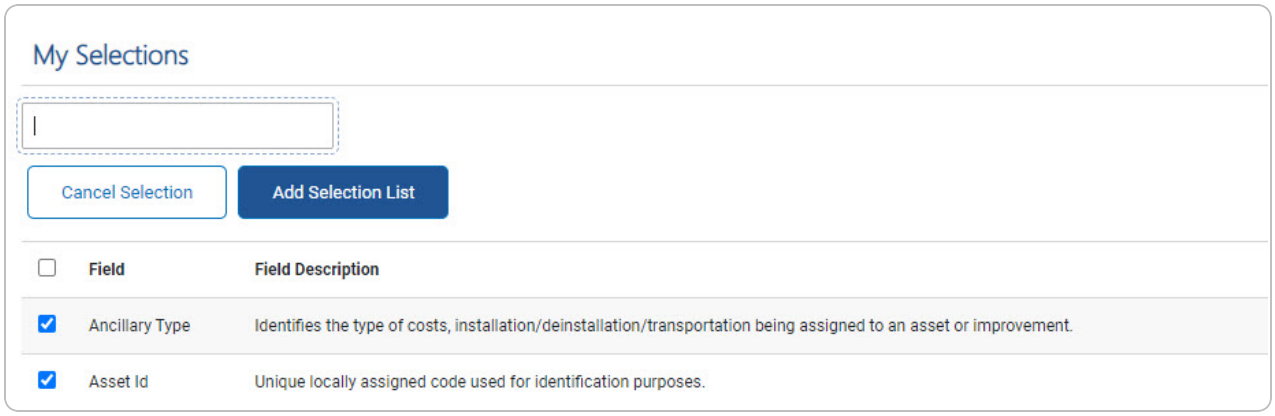
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     **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.

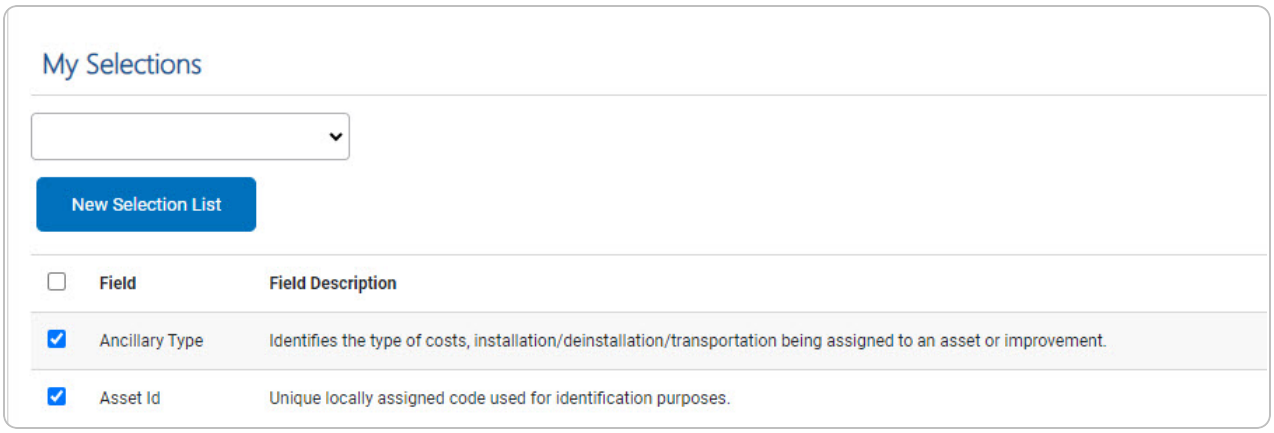
   Select Show Inquiry for small volumes of data. *The* ***Personal Property Ancillary Cost Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Personal Property Ancillary Cost 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.*

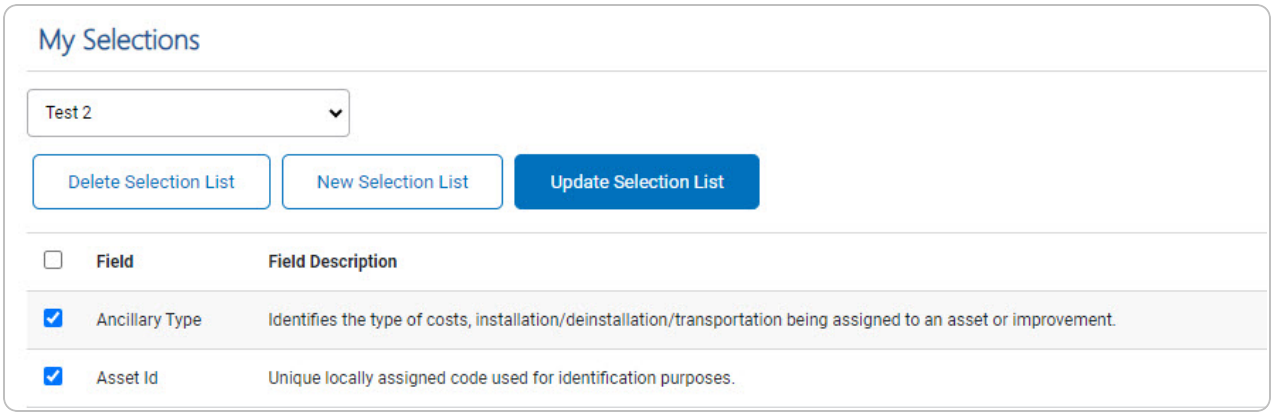
   Select Show Inquiry for small volumes of data. *The* ***Personal Property Ancillary Cost Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Personal Property Ancillary Cost 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.



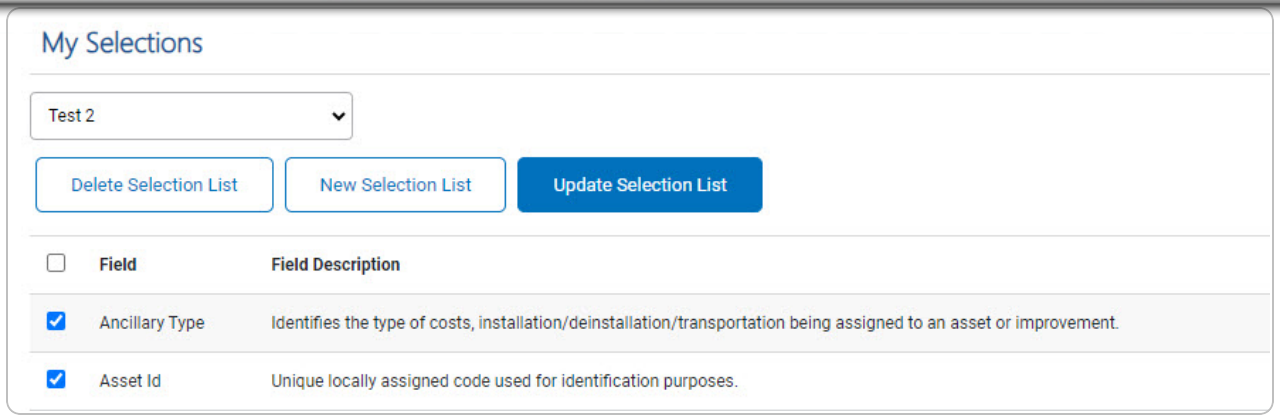

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Personal Property Ancillary Cost Inquiry — Results*** *page appears.*

**OR**

Select Submit for large volumes of data. *The* ***Personal Property Ancillary Cost 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.

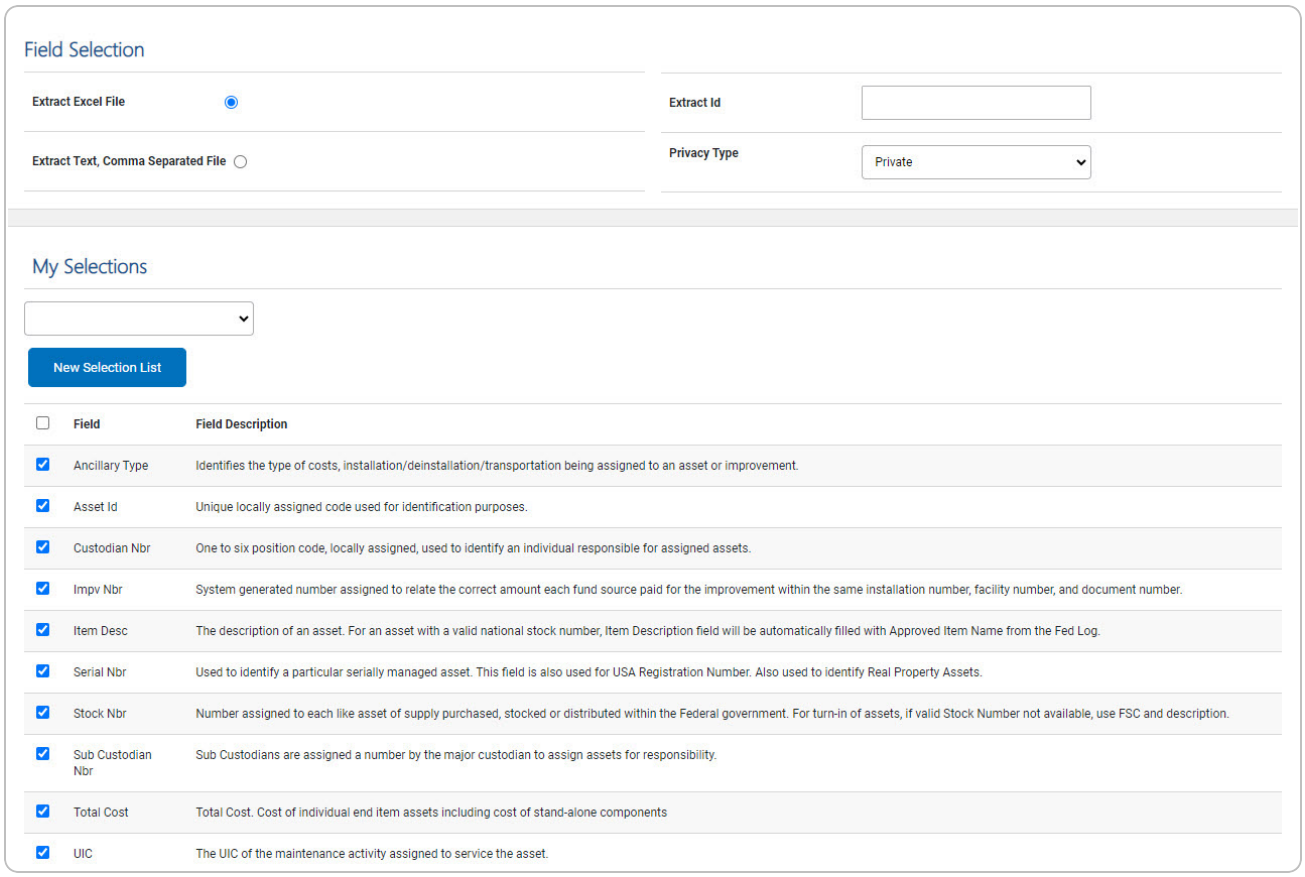


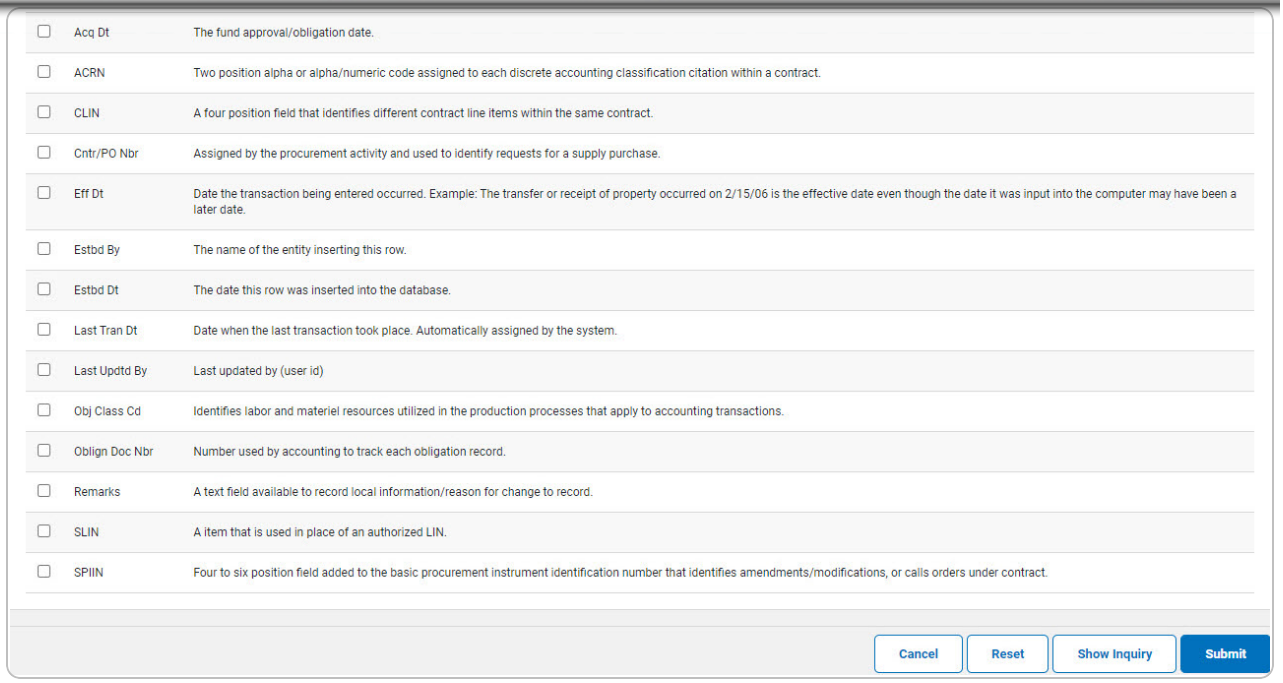

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 Ancillary Cost Inquiry*** *page appears.*





| | |
|---|---|
| Acq Dt | The fund approval/obligation date. |
| ACRN | Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract. |
| 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. |
| 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. |
| Last Tran Dt | Date when the last transaction took place. Automatically assigned by the system. |
| Last Updtd By | Last updated by (user id) |
| 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. |
| 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. |

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 Ancillary Type contains the appropriate ☑ or ☐. *Select if the inquiry contains an Ancillary Type.*
- 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 ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*

- 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 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 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 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 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 ESTBD DT. *Select if the inquiry contains an Established Date.*
- 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 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 Remarks. *Select if the inquiry contains 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.*

3. Select [Show Inquiry] for small volumes of data. *The **Personal Property Ancillary Cost Inquiry — Results** page appears.*

**OR**

Select [Submit] for large volumes of data. *The **Personal Property Ancillary Cost 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 Ancillary Cost Inquiry — Criteria
- Search for a Personal Property Ancillary Cost Inquiry — Results
- View the Personal Property Ancillary Cost Inquiry Detail
- View the Personal Property Ancillary Cost Inquiry Transaction Status
- Export the Personal Property Ancillary Cost Inquiry Transaction Status

# View the Personal Property Ancillary Cost Inquiry Detail

## Overview

The Personal Property Ancillary Cost Inquiry Detail process displays the Basic Detail record of the selected Ancillary Cost.

## Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Personal Property Ancillary Cost Inquiry Detail page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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 Ancillary Cost Inquiry Detail Grid

**Basic**

Asset Id
Stock Nbr
Item Desc
Ancillary Type
Cost Center
Impv Nbr
Serial Nbr
UIC
Ancillary Cost

Task Cd

**Accounting**

Total Cost
Job Order Nbr
SPIIN
SLIN
Fund Cd/ASN
Eff Dt
Estbd Dt
Last Activity Dt
Remarks
History Remarks
Acquisition Dt
Contract/PO Nbr
CLIN
ACRN
LOA
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. |

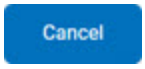
| | |
|---|---|
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page of results. |
|  | Find data within the Results page. |
|  | Return to the parent report. |
|  | Select the format to Export the report. |

# Procedures

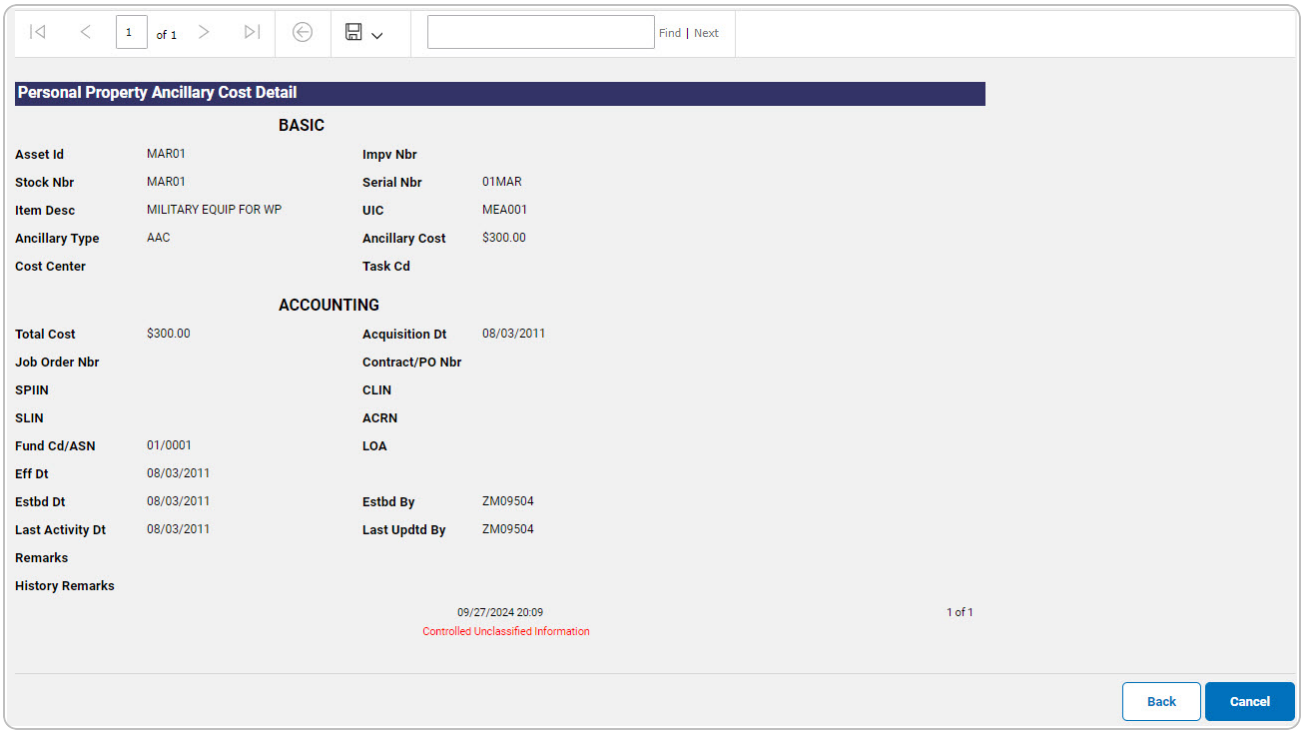
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Personal Property Ancillary Cost Inquiry Detail

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

1. *Verify the Personal Property Ancillary Cost Inquiry Detail grid.*

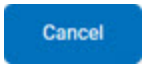



A. *Verify the Basic section.*
   a. *Verify the ASSET ID.*
   b. *Verify the Stock Nbr.*
   c. *Verify the ITEM DESC.*
   d. *Verify the Ancillary Type.*
   e. *Verify the Cost Center.*
   f. *Verify the IMPV NBR.*
   g. *Verify the SERIAL NBR.*
   h. *Verify the UIC.*
   i. *Verify the Ancillary Cost.*
   j. *Verify the TASK CD.*

B. *Verify the Accounting section.*
   a. *Verify the Total Cost.*
   b. *Verify the JOB ORDER NBR.*
   c. *Verify the SPIIN.*

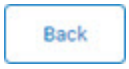
d. *Verify the SLIN.*
e. *Verify the FUND CD/ASN.*
f. *Verify the EFF DT.*
g. *Verify the ESTBD DT.*
h. *Verify the LAST ACTIVITY DT.*
i. *Verify the Remarks.*
j. *Verify the History Remarks.*
k. *Verify the ACQUISITION DT.*
l. *Verify the CONTRACT/PO NBR.*
m. *Verify the CLIN.*
n. *Verify the ACRN.*
o. *Verify the LOA.*
p. *Verify the ESTBD BY.*
q. *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 **Personal Property Ancillary Cost Inquiry — Criteria** page appears*.

4.

OR

Select  . *The **Personal Property Ancillary Cost 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 Personal Property Ancillary Cost Inquiry — Criteria
- Search for a Personal Property Ancillary Cost Inquiry — Results
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Personal Property Ancillary Cost Inquiry Transaction Status
- Export the Personal Property Ancillary Cost Inquiry Transaction Status

# View the Personal Property Ancillary Cost Inquiry Transaction Status

## Overview

The Personal Property Ancillary Cost Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Personal Property Ancillary Cost Inquiry Transaction Status page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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

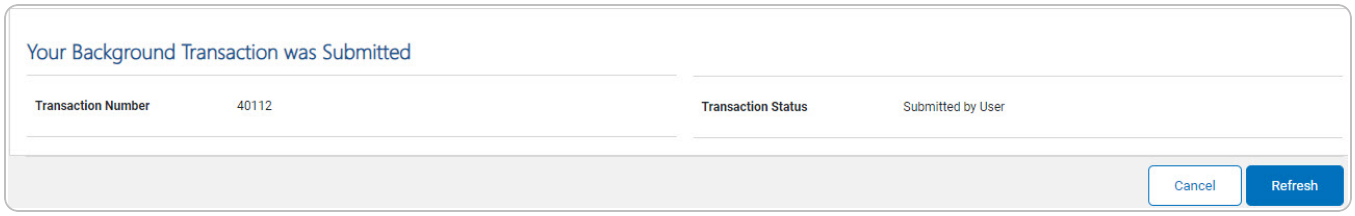
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

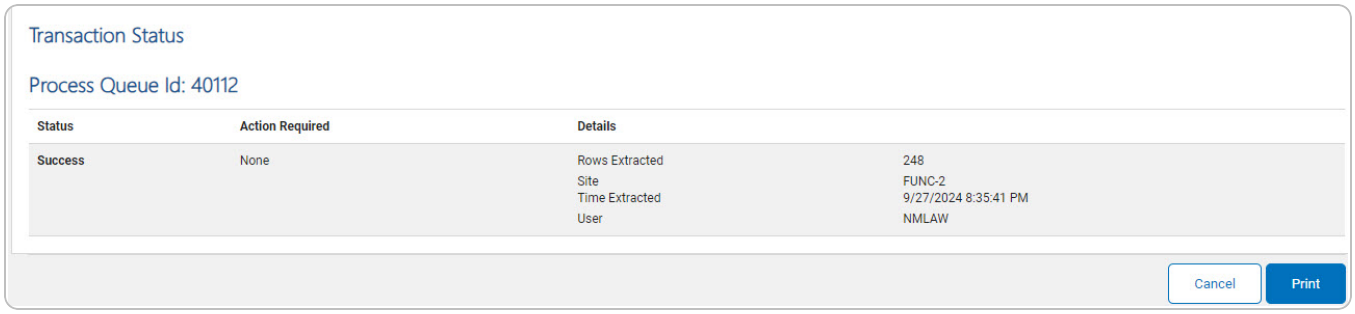
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## View the Personal Property Ancillary Cost 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 Ancillary Cost Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Personal Property Ancillary Cost Inquiry Search Criteria*** *page appears*.

## View the Personal Property Ancillary Cost 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 Ancillary Cost 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 Ancillary Cost Inquiry — Criteria
- Search for a Personal Property Ancillary Cost Inquiry — Results
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Personal Property Ancillary Cost Inquiry Detail
- Export the Personal Property Ancillary Cost Inquiry Transaction Status

# Export the Personal Property Ancillary Cost Inquiry Transaction Status

## Overview

The Personal Property Ancillary Cost Inquiry Transaction Status Export process provides the ability to save the report in different formats.

## Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Personal Property Ancillary Cost Inquiry Transaction Status Export page

## Page Fields

The following fields display on the **Personal Property Ancillary Cost 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 Ancillary Cost 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 Ancillary Cost 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 Ancillary Cost Inquiry Search Criteria** page appears.* |

## Related Topics

- Search for a Personal Property Ancillary Cost Inquiry — Criteria
- Search for a Personal Property Ancillary Cost Inquiry — Results
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Personal Property Ancillary Cost Inquiry Detail
- View the Personal Property Ancillary Cost 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. |
| **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 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

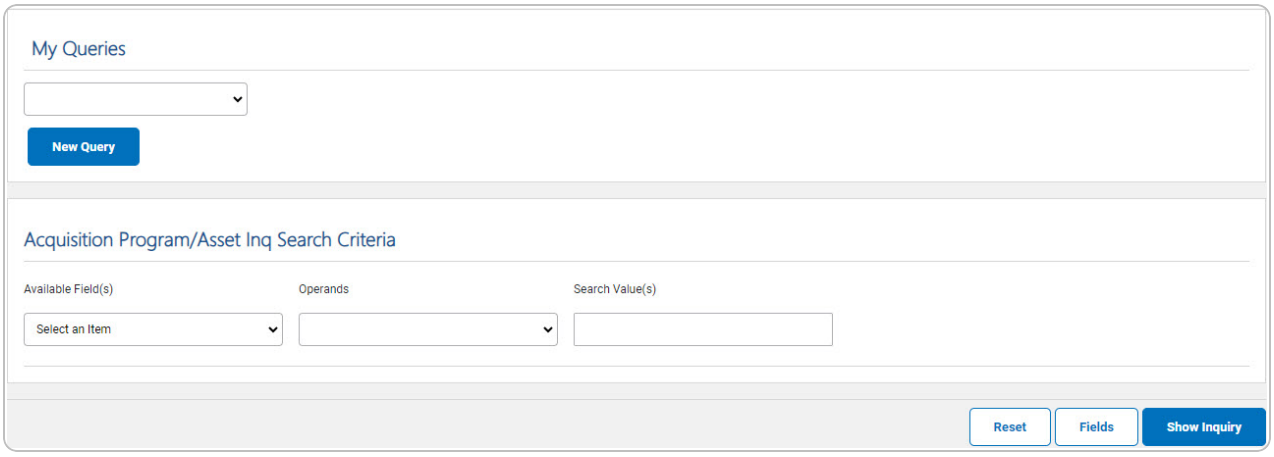
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for 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**

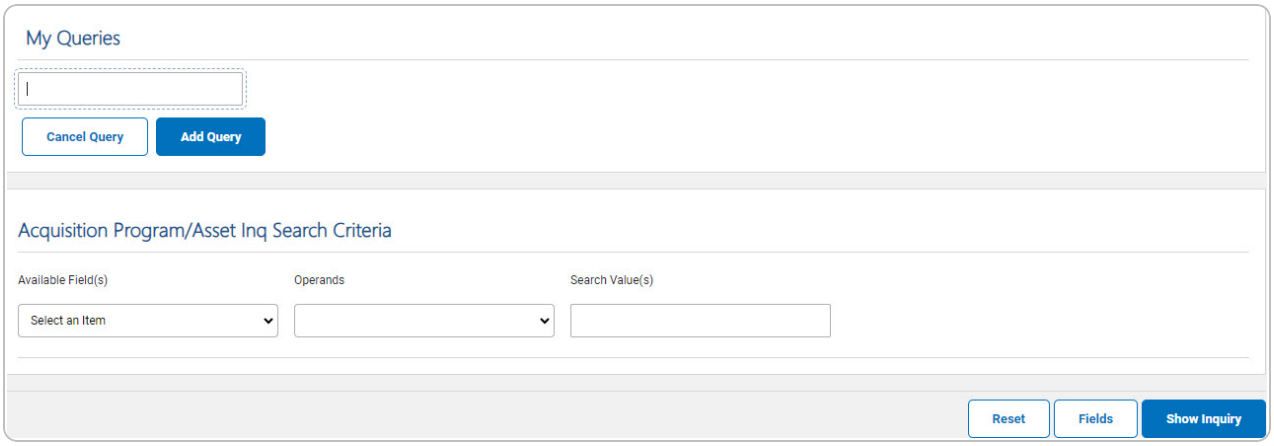
a. Use ⌄ to select desired Available Field.

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.*

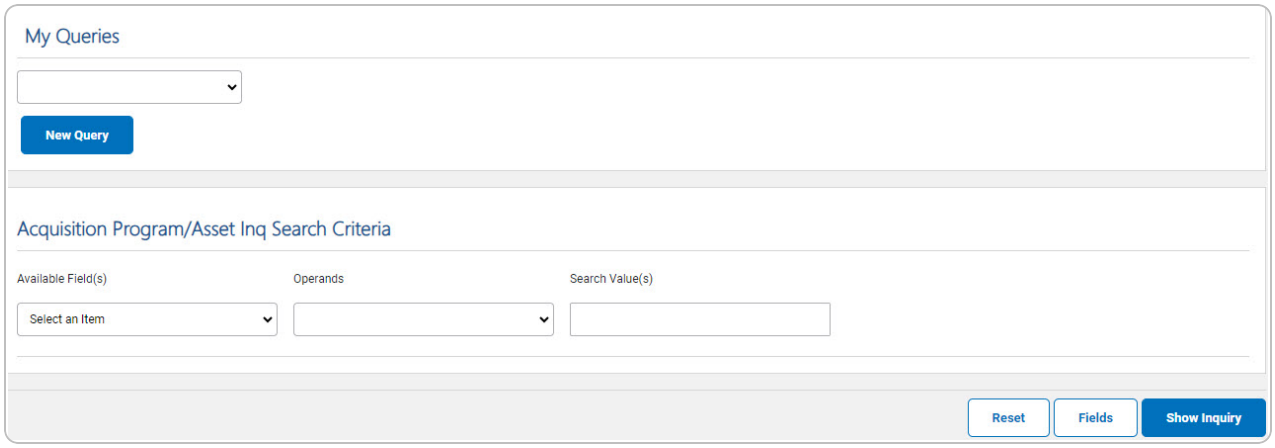
   Select Fields. *The **Acquisition Program/Asset Inquiry — Select Fields** page appears.*
5.

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.*



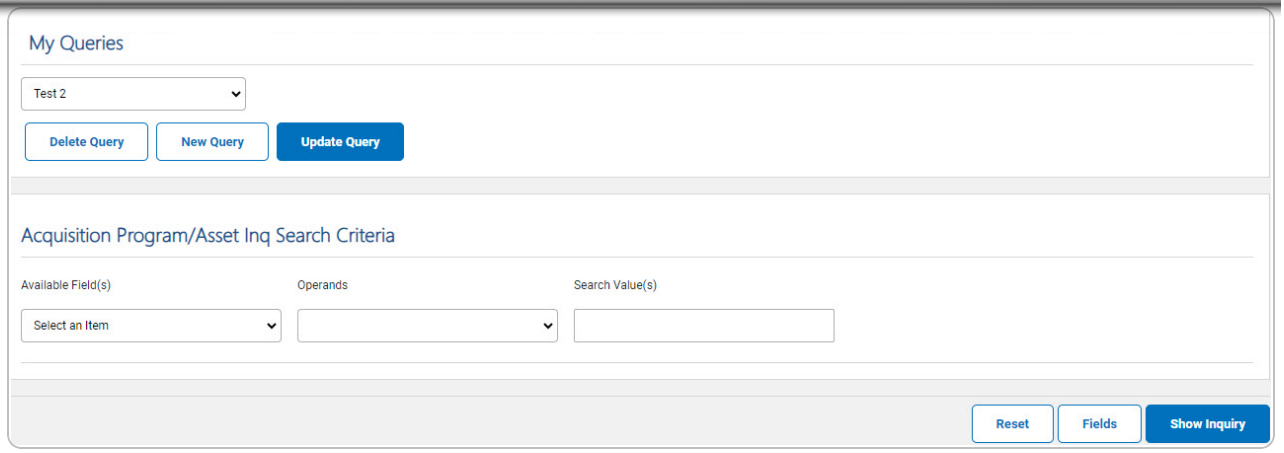

Select Fields. *The **Acquisition Program/Asset Inquiry — Select Fields** page appears.*

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.*

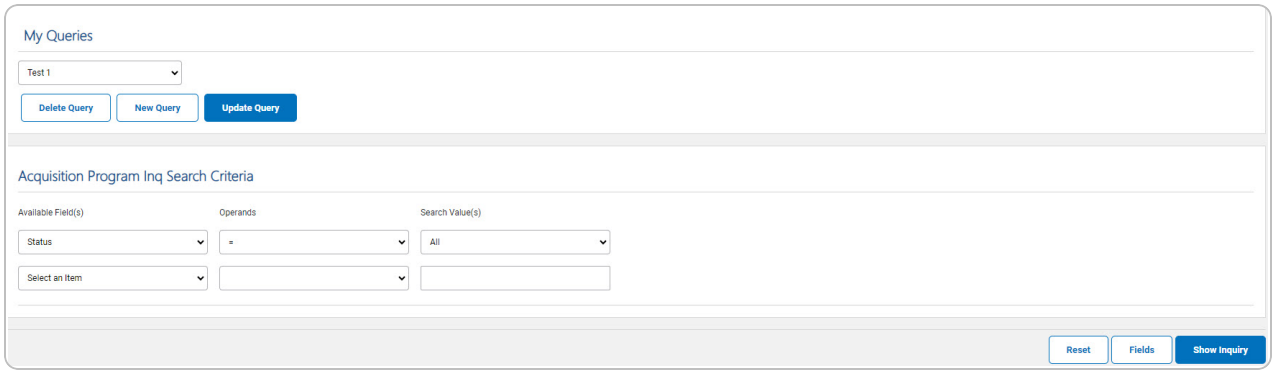
   Select Fields. *The* ***Acquisition Program/Asset Inquiry — Select Fields*** *page appears.*

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** | 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. |

## 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

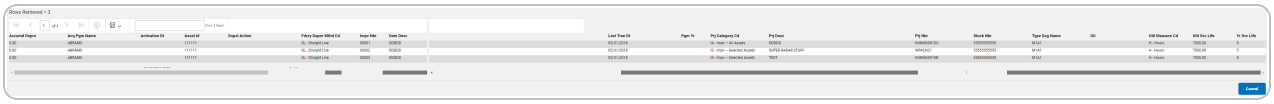
**ELMS Navigation Helpful Tips**

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**

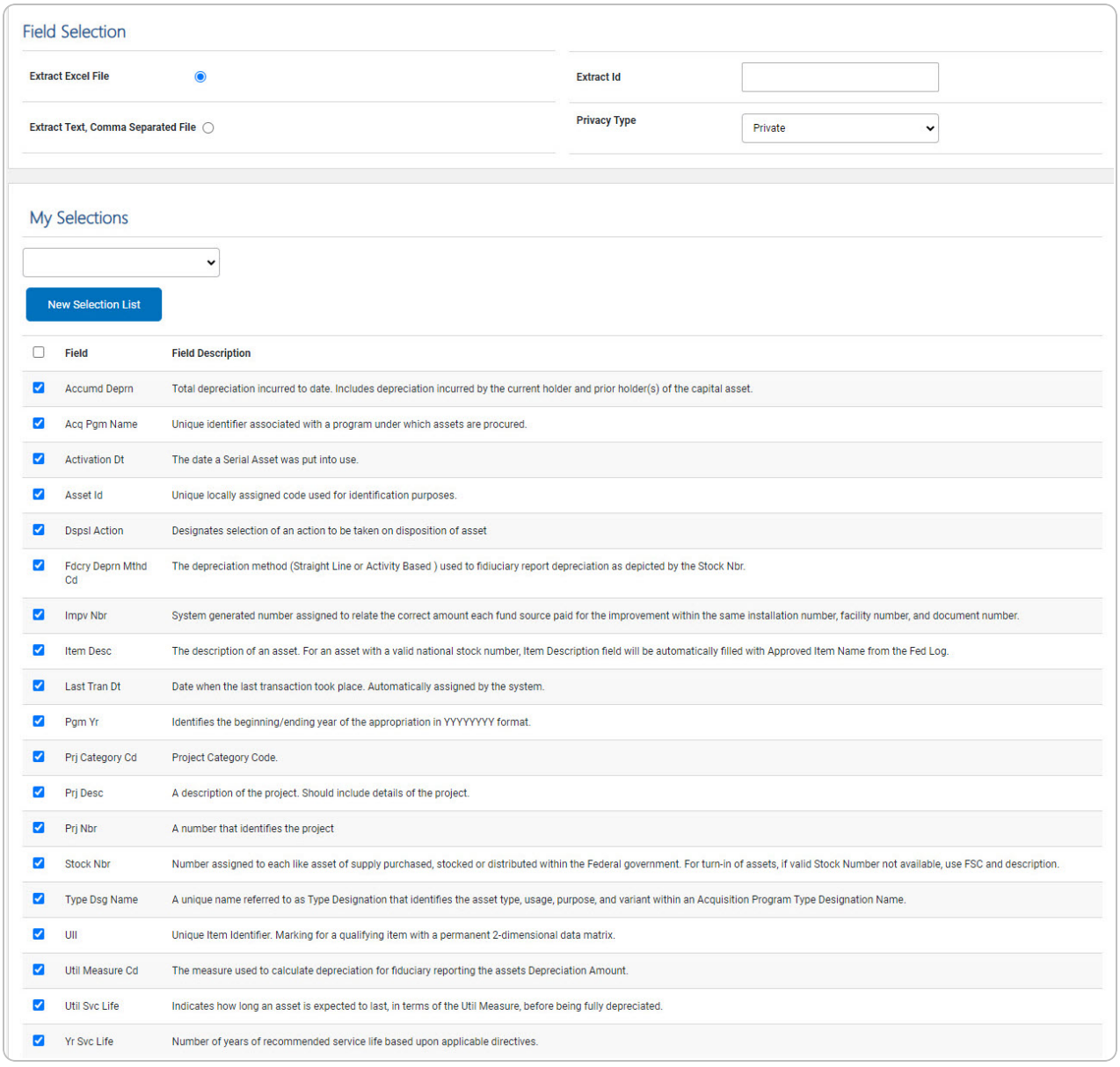


Click the following link to display PA Navigation Tips.

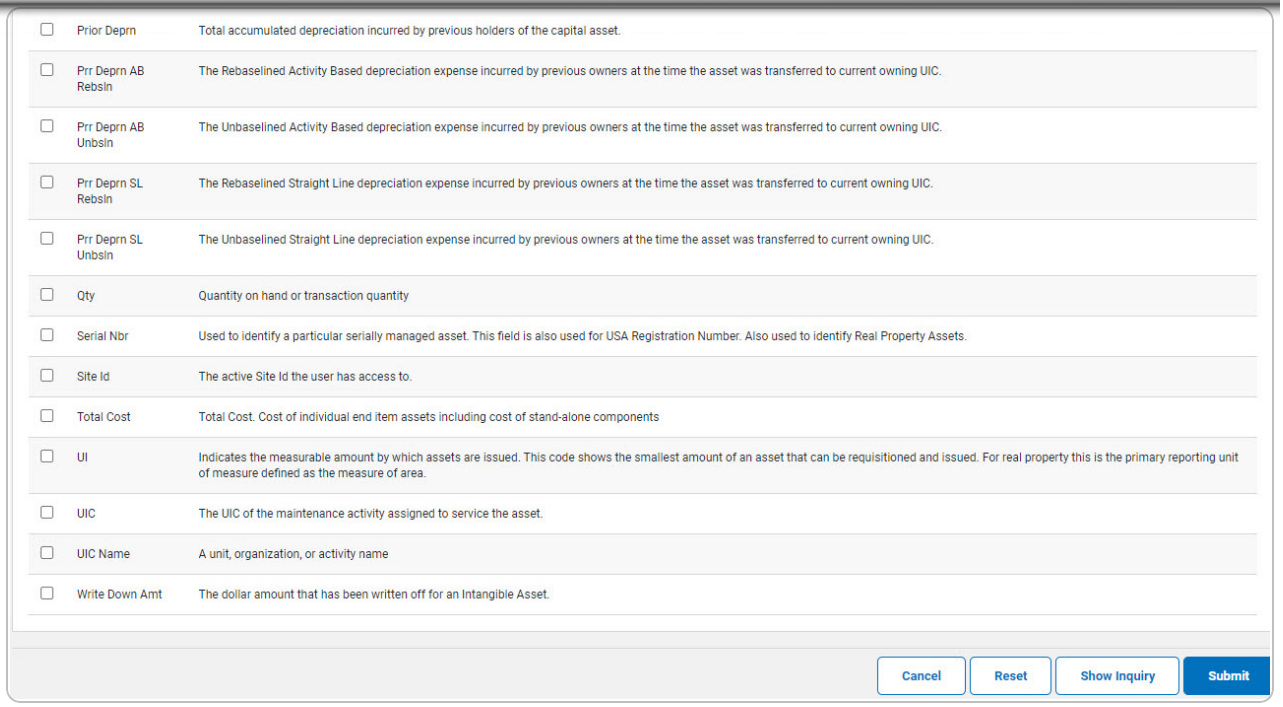
## Choose the Extracted Inquiry File Details

*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**

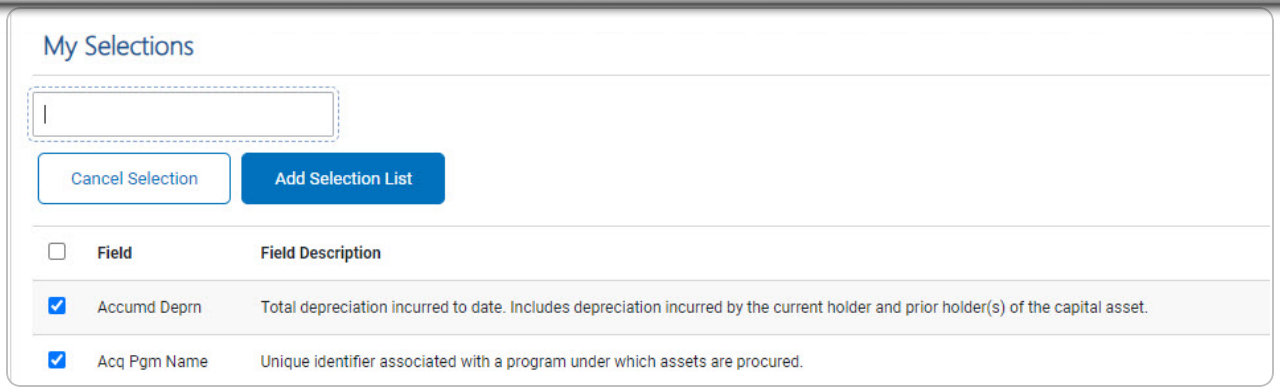
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

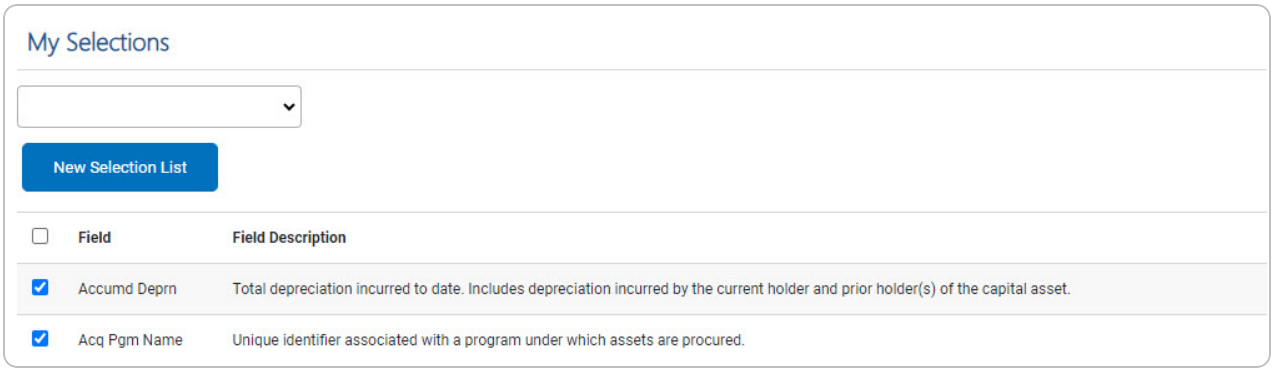
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced 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.*

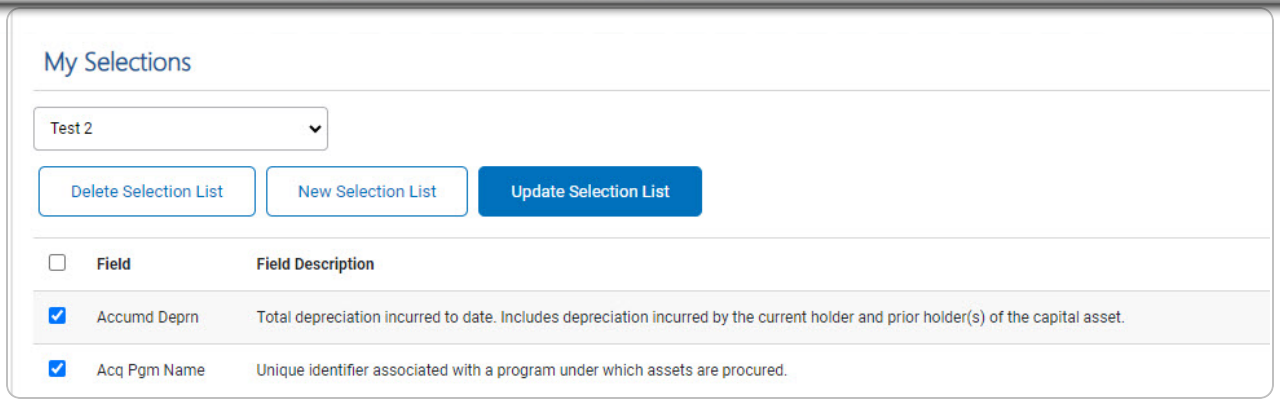
3. Select Show Inquiry for small volumes of data. *The **Acquisition Program/Asset Inquiry — Results** page appears.*

**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.



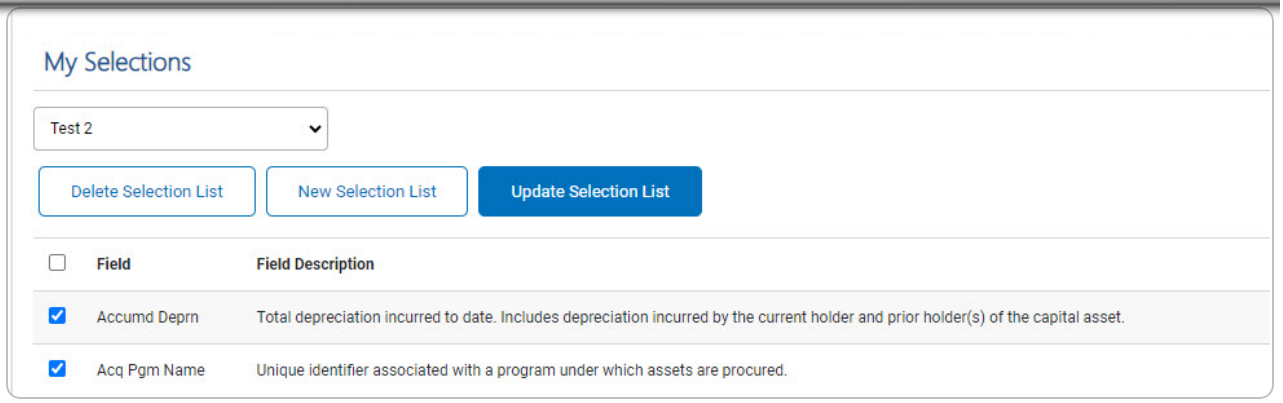

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Acquisition Program/Asset Inquiry — Results*** *page appears.*

**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.

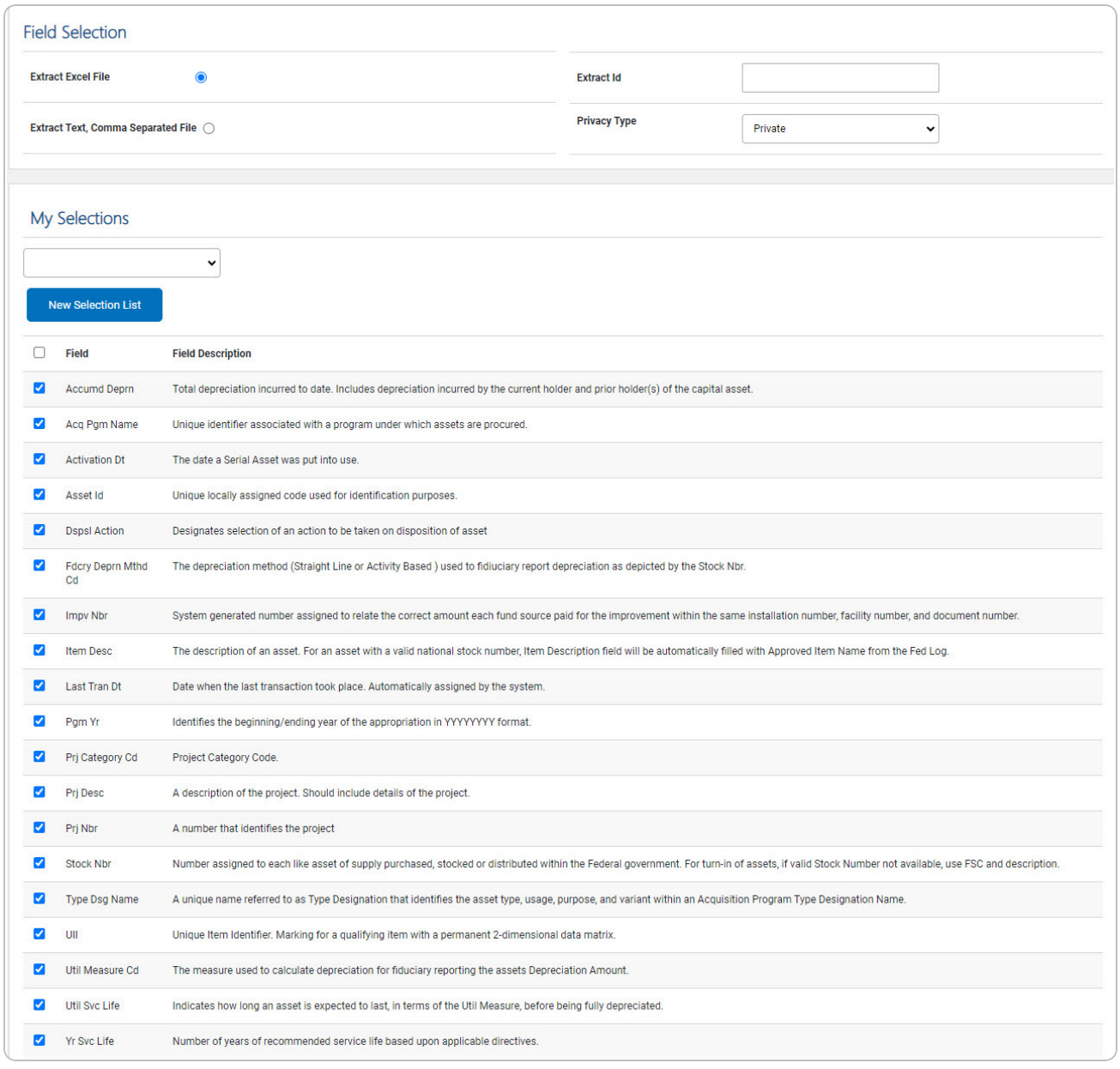



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

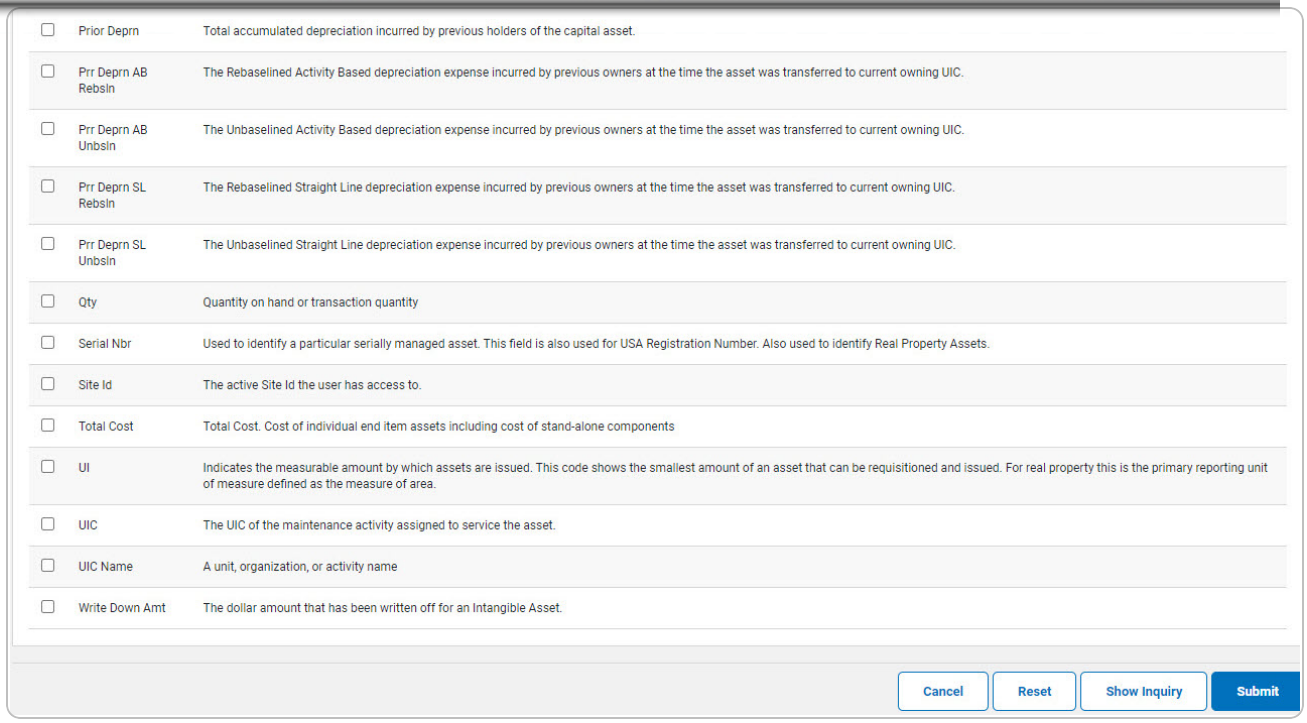
## Modify the Fields Used for the Inquiry

*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

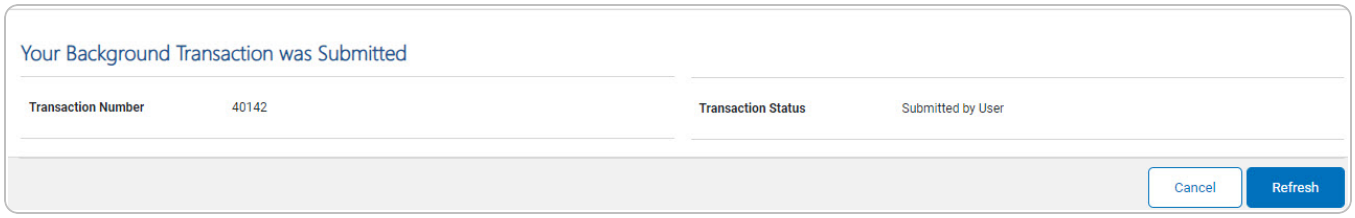
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

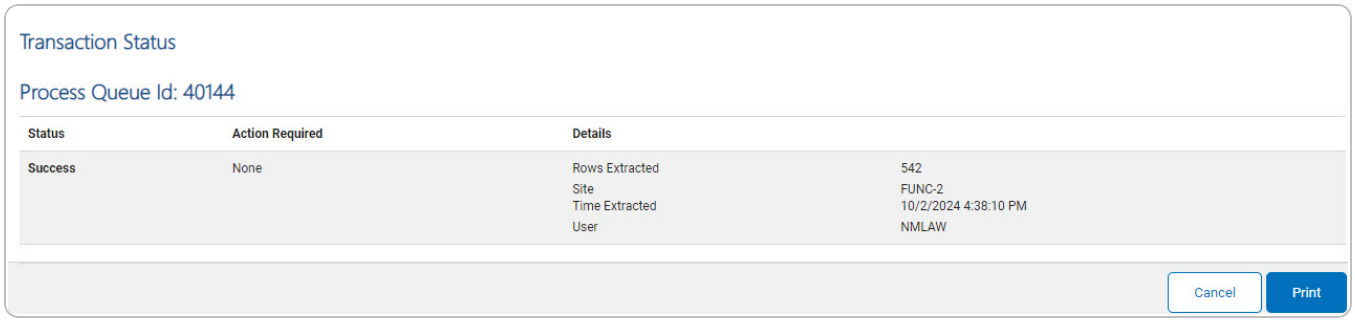
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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 |
|---|---|
| **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

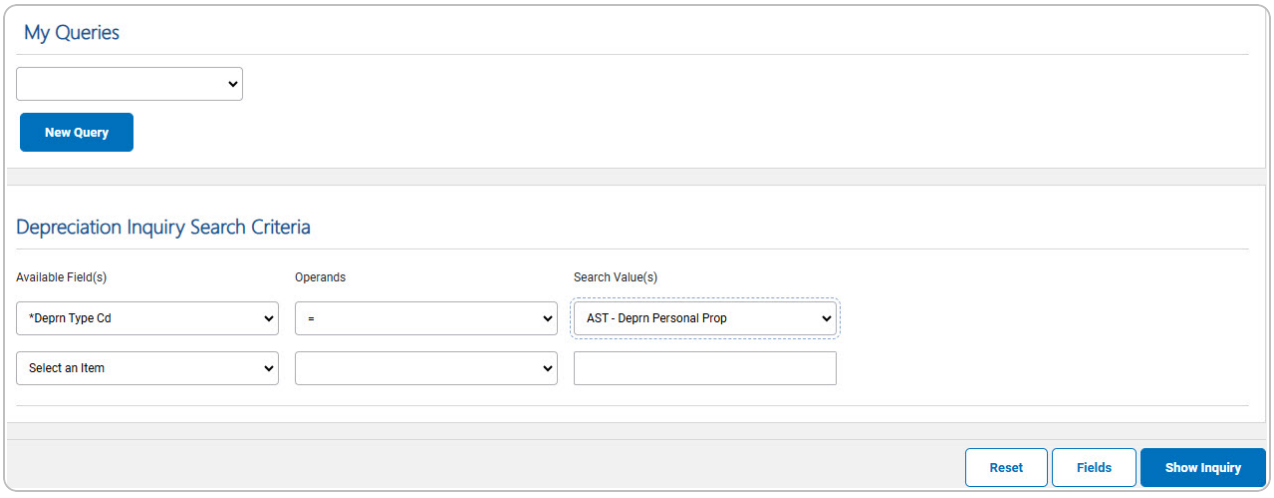
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

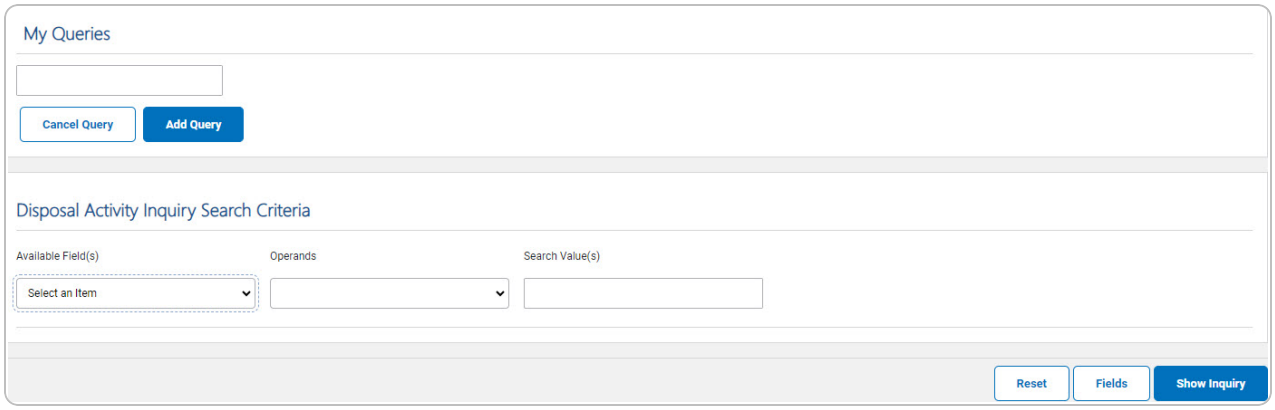
   a. Use ⌄ to select desired Available Field.

   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.*



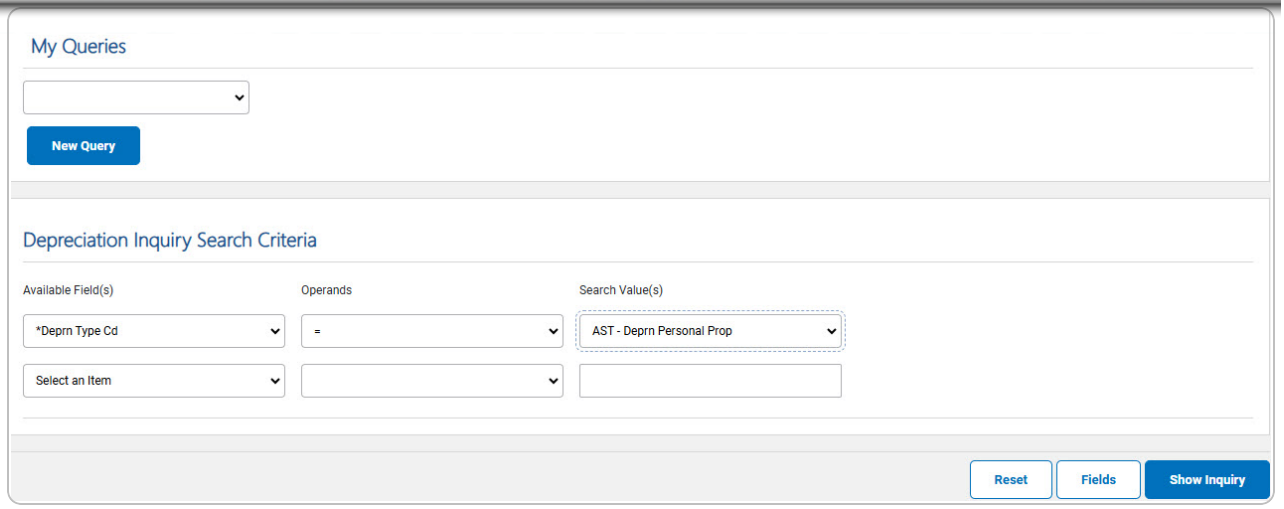

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



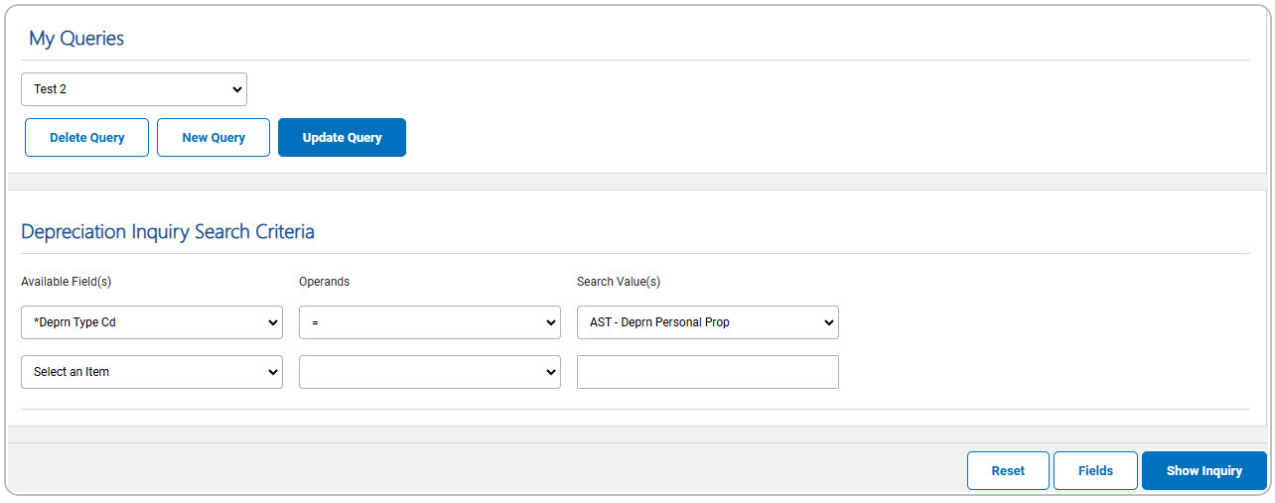

2. Select Fields. *The **Depreciation Inquiry — Select Fields** page appears.*

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.*

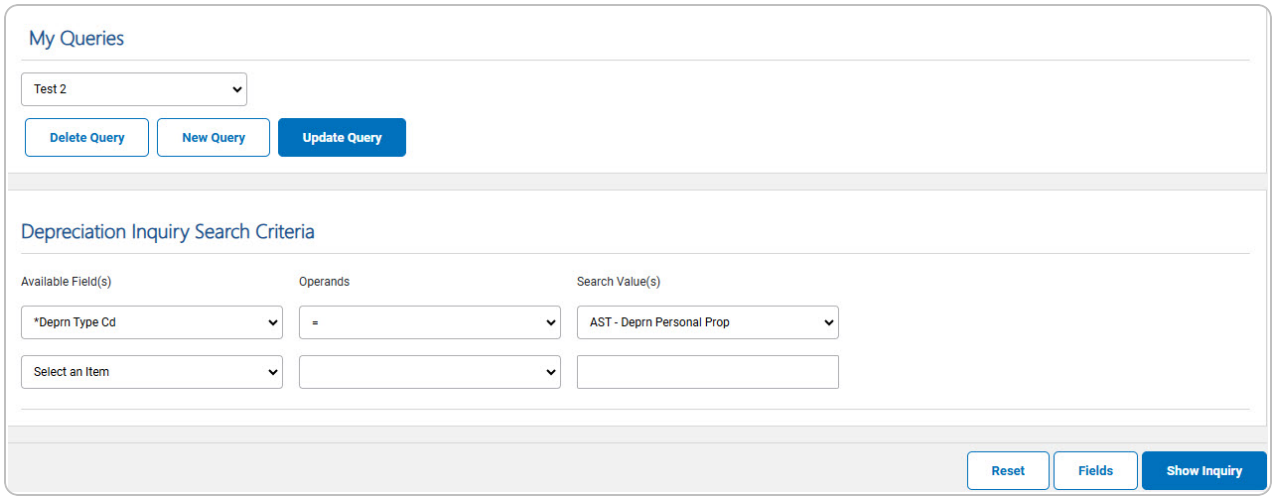
4. Select Fields. *The **Depreciation Inquiry — Select Fields** page appears.*

   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. |

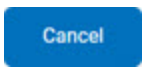
# Procedures

**ELMS Navigation Helpful Tips**

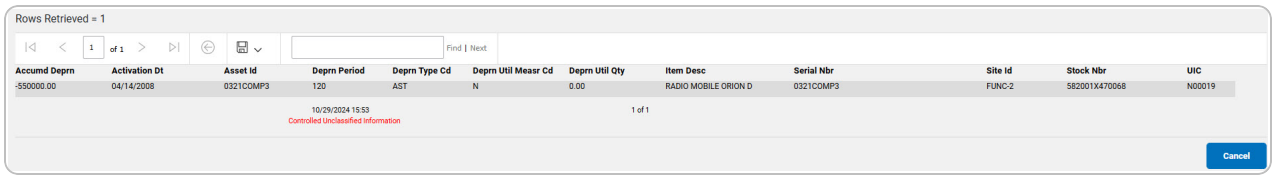


Click the following link to display PA Navigation Tips.

## Export the Depreciation Inquiry Results

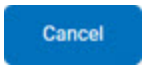
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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  . *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.*

## 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

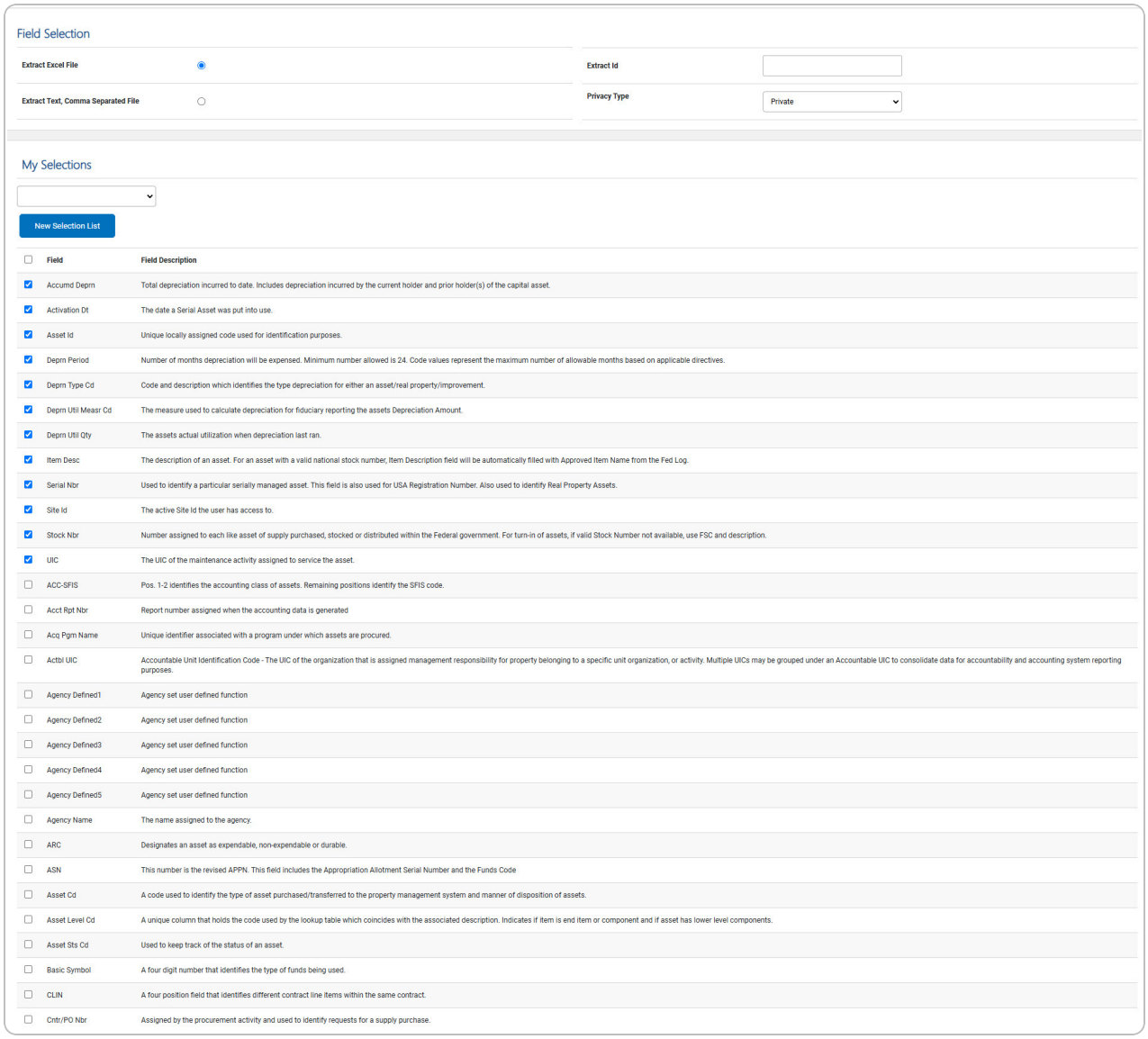
**ELMS Navigation Helpful Tips**

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.*

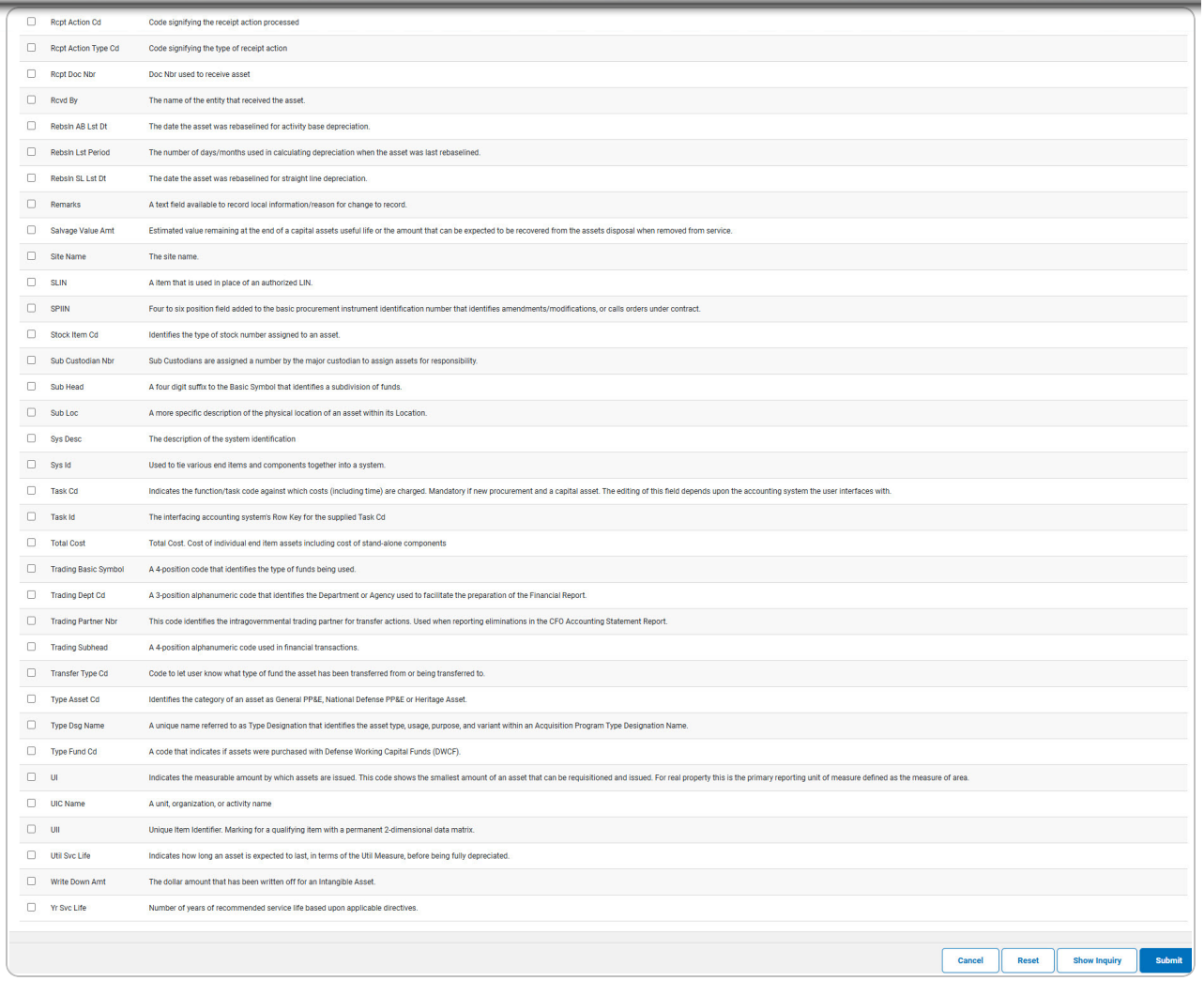
1. Select Fields. *The* ***Depreciation Inquiry Field Selection*** *page appears.*




| 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. |
| Activation Dt | The date a Serial Asset was put into use. |
| 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. |
| Deprn Type Cd | Code and description which identifies the type depreciation for either an asset/real property/improvement. |
| Deprn Util Measr Cd | The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount. |
| Deprn Util Qty | The assets actual utilization when depreciation last ran. |
| 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. |
| 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. |
| 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 |
| 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 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 |
| Agency Name | The name assigned to the agency. |
| ARC | Designates an asset as expendable, non-expendable or durable. |
| 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. |
| 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. |
| 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. |

| | | |
|---|---|---|
| ☐ | 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. |




**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**

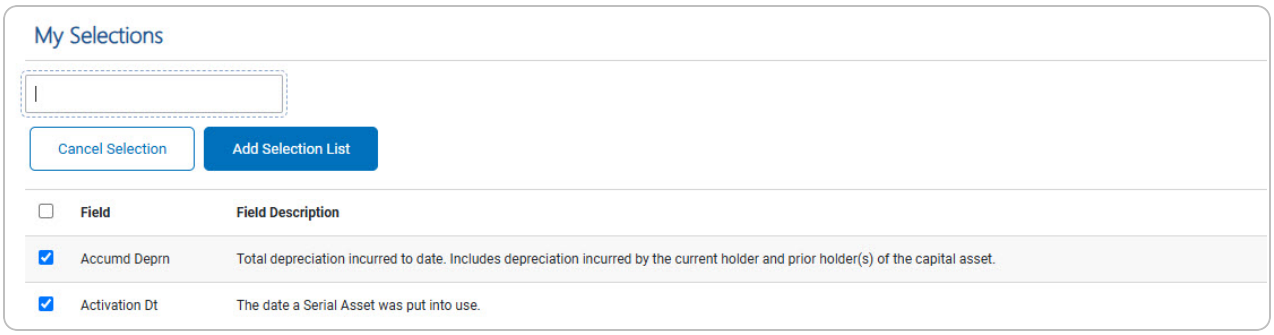
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

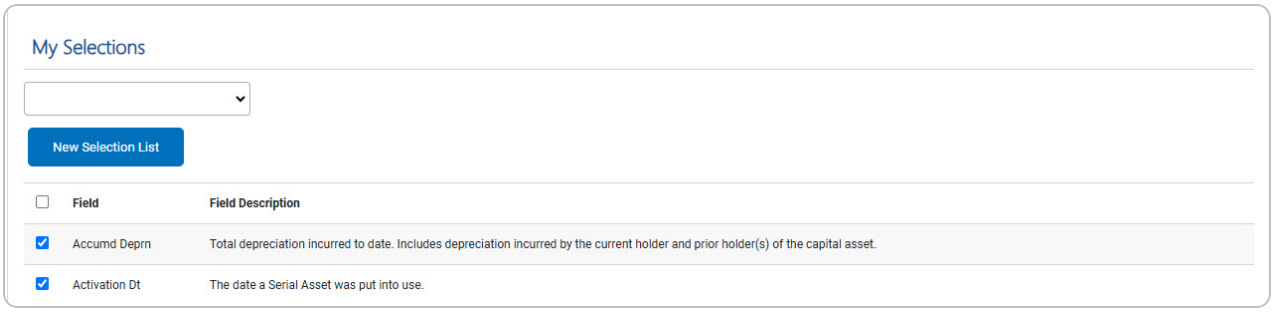
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

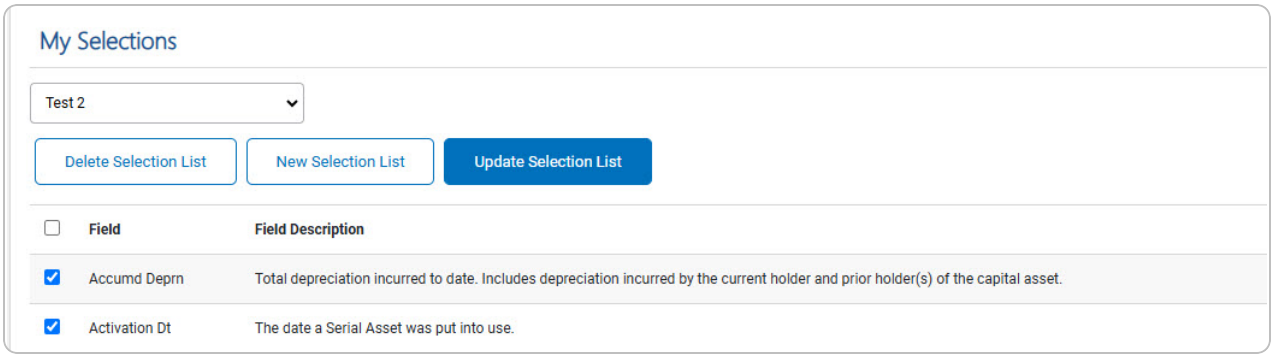
3. Select Show Inquiry for small volumes of data. *The **Depreciation Inquiry — Results** page appears.*

**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.*

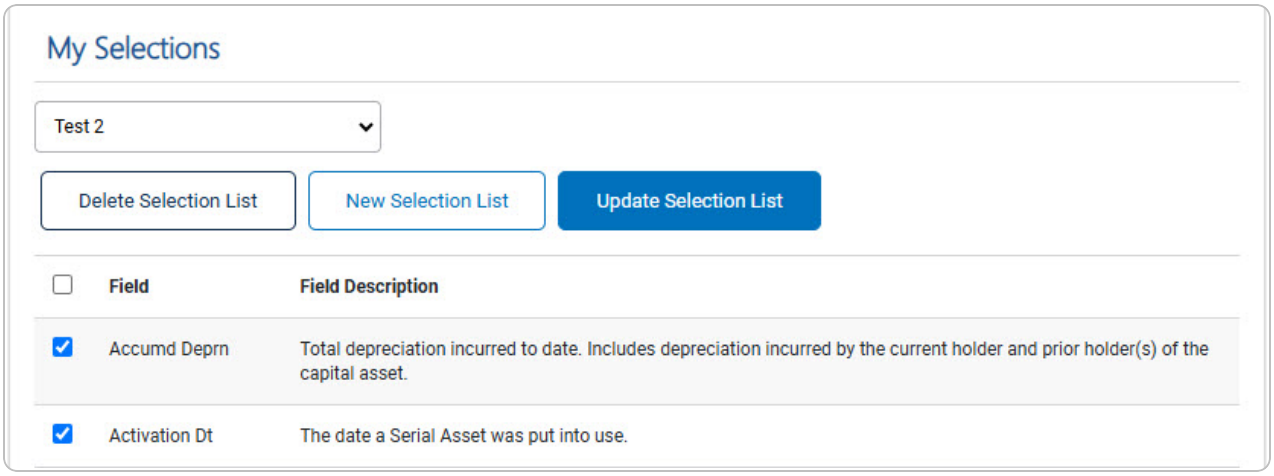
   Select Show Inquiry for small volumes of data. *The* ***Depreciation Inquiry — Results*** *page appears.*

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.



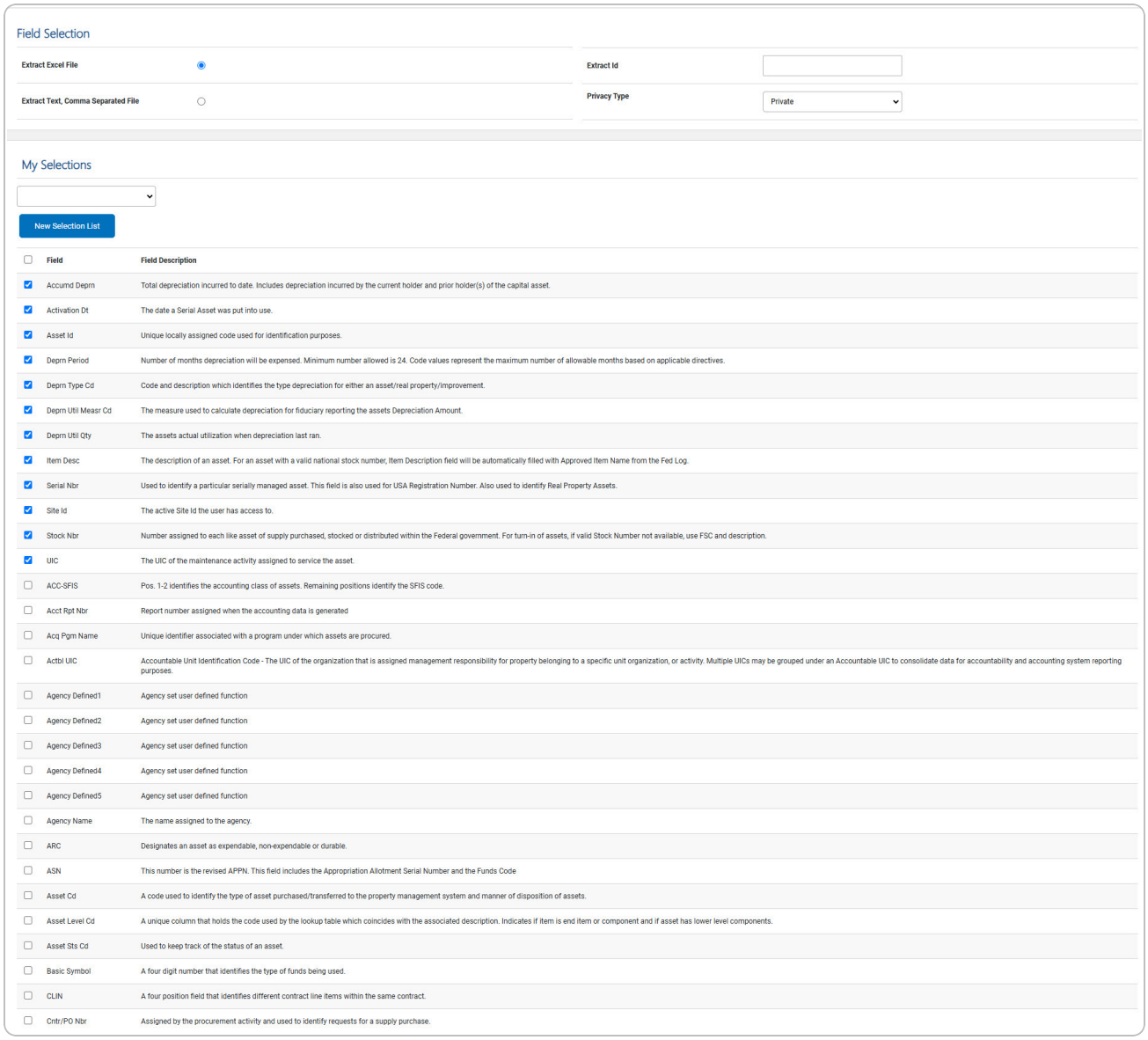

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

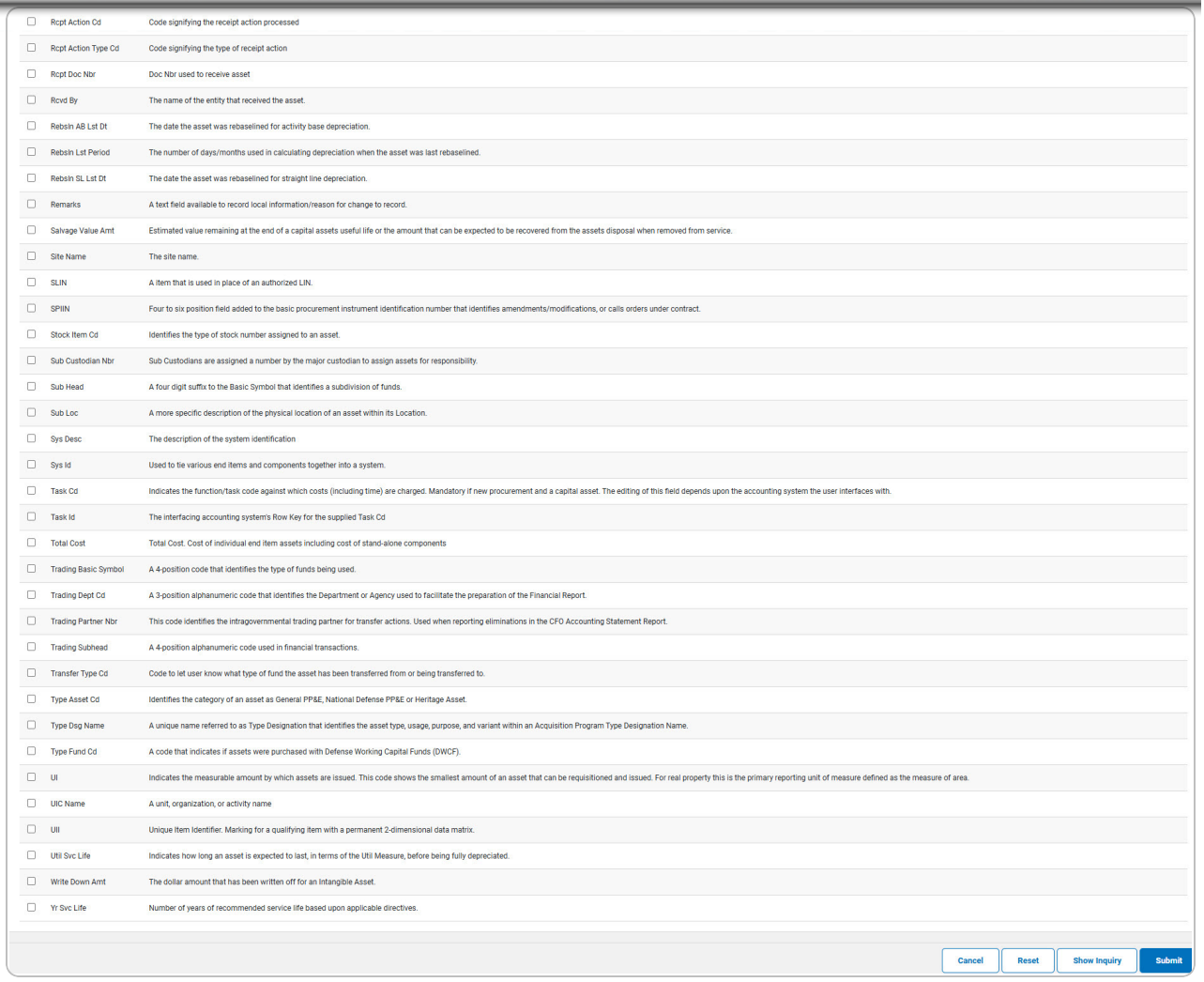
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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. |
| ☐ | 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. 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 data-base. 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**

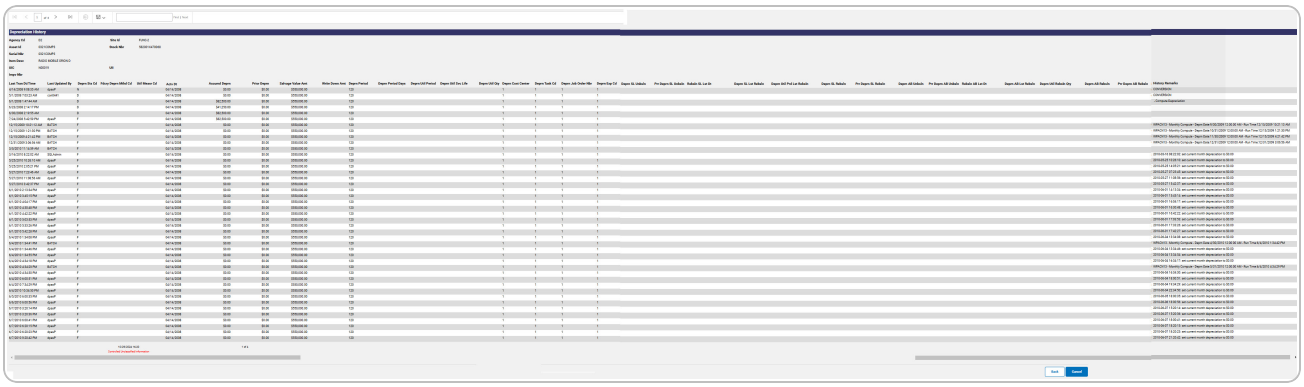


Click the following link to display PA Navigation Tips.

# Export the Depreciation Inquiry Detail

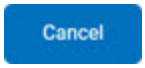
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

1. *Verify the Depreciation Inquiry Detail grid.*

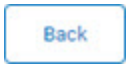


   A. *Verify the AGENCY CD.*
   B. *Verify the ASSET ID.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the ITEM DESC.*
   E. *Verify the UIC.*
   F. *Verify the IMPV NBR.*
   G. *Verify the SITE ID.*
   H. *Verify the STOCK NBR.*
   I. *Verify the UII.*
   J. *Verify the LAST TRAN DT/TIME.*
   K. *Verify 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

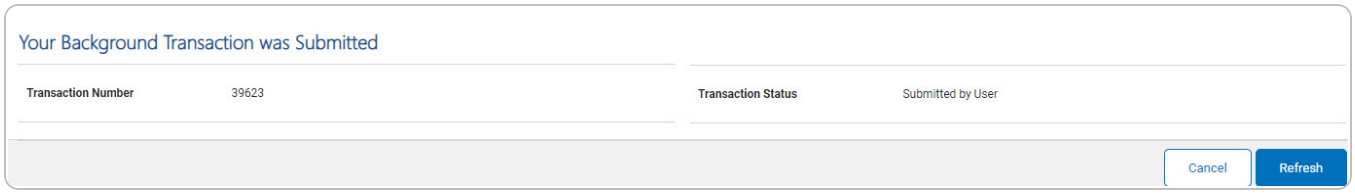
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

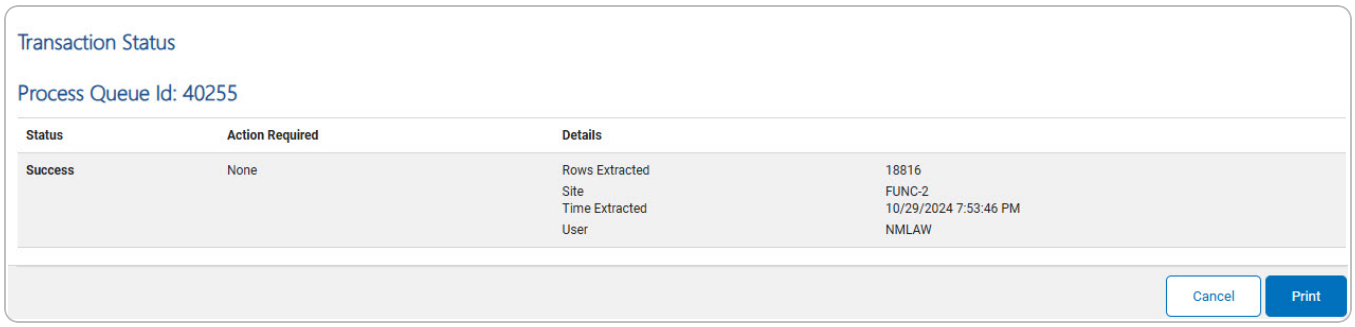
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

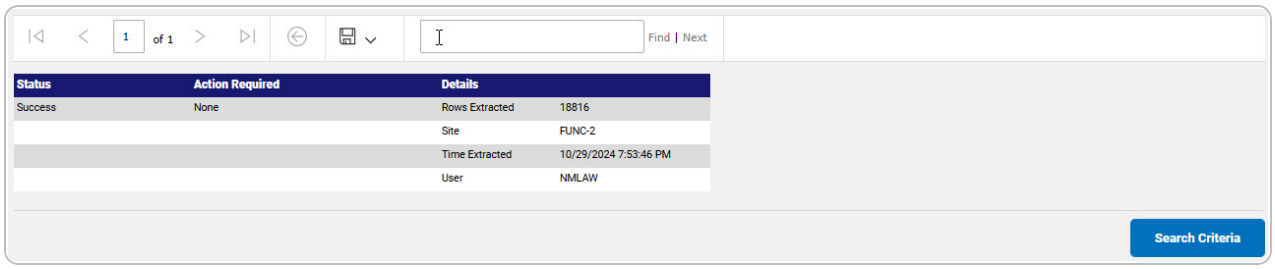
# Procedures

**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 Attestation Certification Inquiry — Criteria

## Overview

The Property Accountability module CIP Attestation Certification Inquiry process provides the ability to search for CIP Attestation Certification records.

## Navigation

Inquiries > Accounting > CIP Attestation CERT >CIP Attestation Certification Inquiry Search Criteria page

## Page Fields

The following fields display on the **CIP Attestation Certification 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". |
| **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

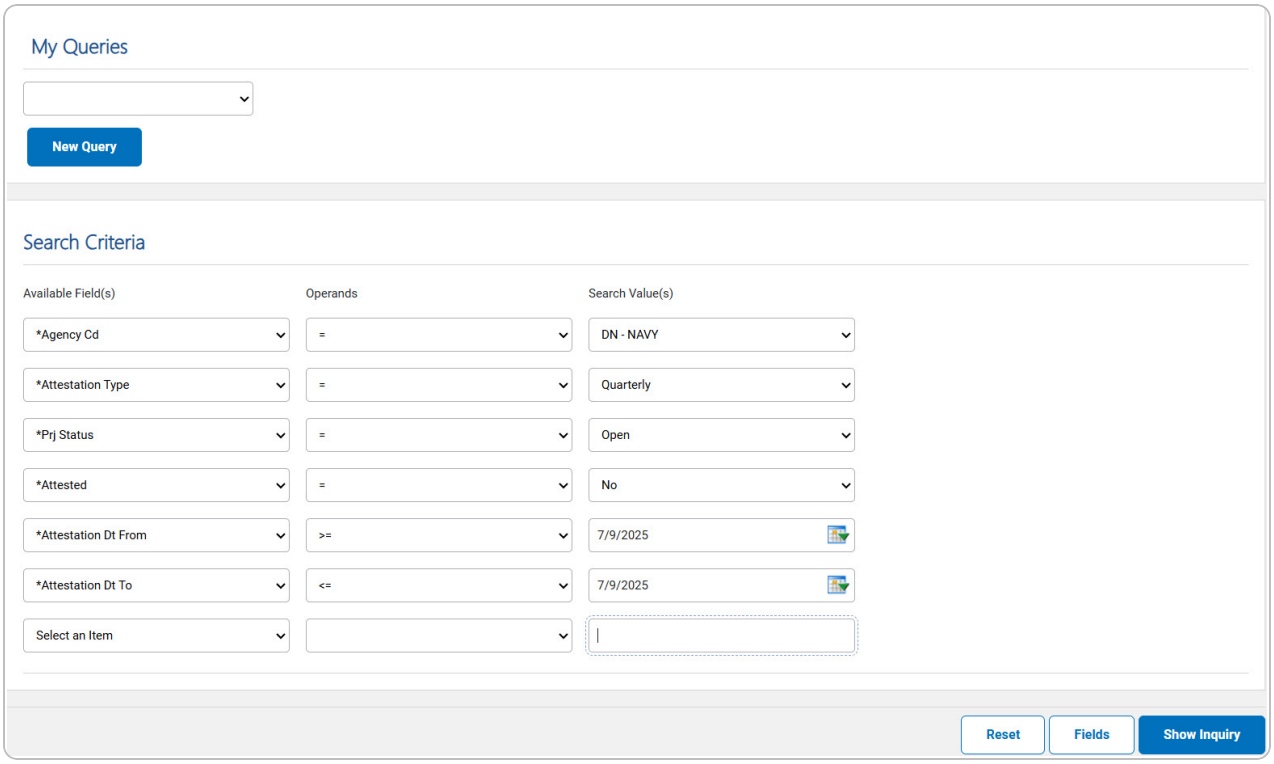
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a CIP Attestation Certification 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 (AGENCY CD) automatically populates and is not editable.*

   **B.** *The second Available Field(s) option (Attestation Type) automatically populates and is not editable.*

   **C.** *The third Available Field(s) option (PRJ STATUS) automatically populates and is not editable.*

   **D.** *The fourth Available Field(s) option (Attested) automatically populates and is not editable.*

   **E.** *The fifth Available Field(s) option (Attestation DT From) automatically populates and is not editable.*

   **F.** *The sixth Available Field(s) option (Attestation DT To) automatically populates and is not editable.*

   G. Use ⌄ to select the seventh Available Field.

   H. Repeat Step G 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.** Use to select the sixth Operands.

G. Use to select the seventh Operands.

H. Repeat Step G 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 or enter the date (MM/DD/YYYYY) in the field provided.

**F.** Use  to select the sixth Search Value or enter the date (MM/DD/YYYYY) in the field provided.

G. Use  to select the seventh Search Value.

H. Repeat Step G to add additional search criteria.

**Remove an Available Field Row**

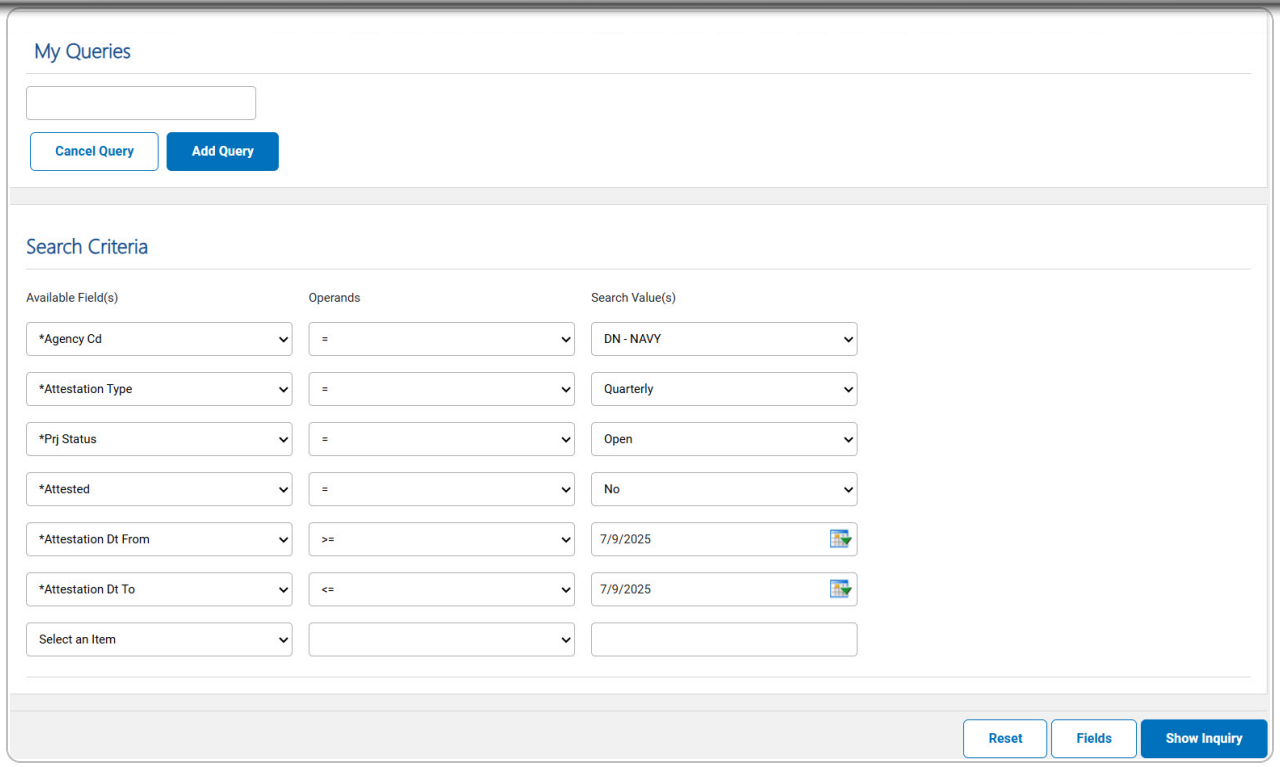
a. Use  to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **CIP Attestation Certification 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.*



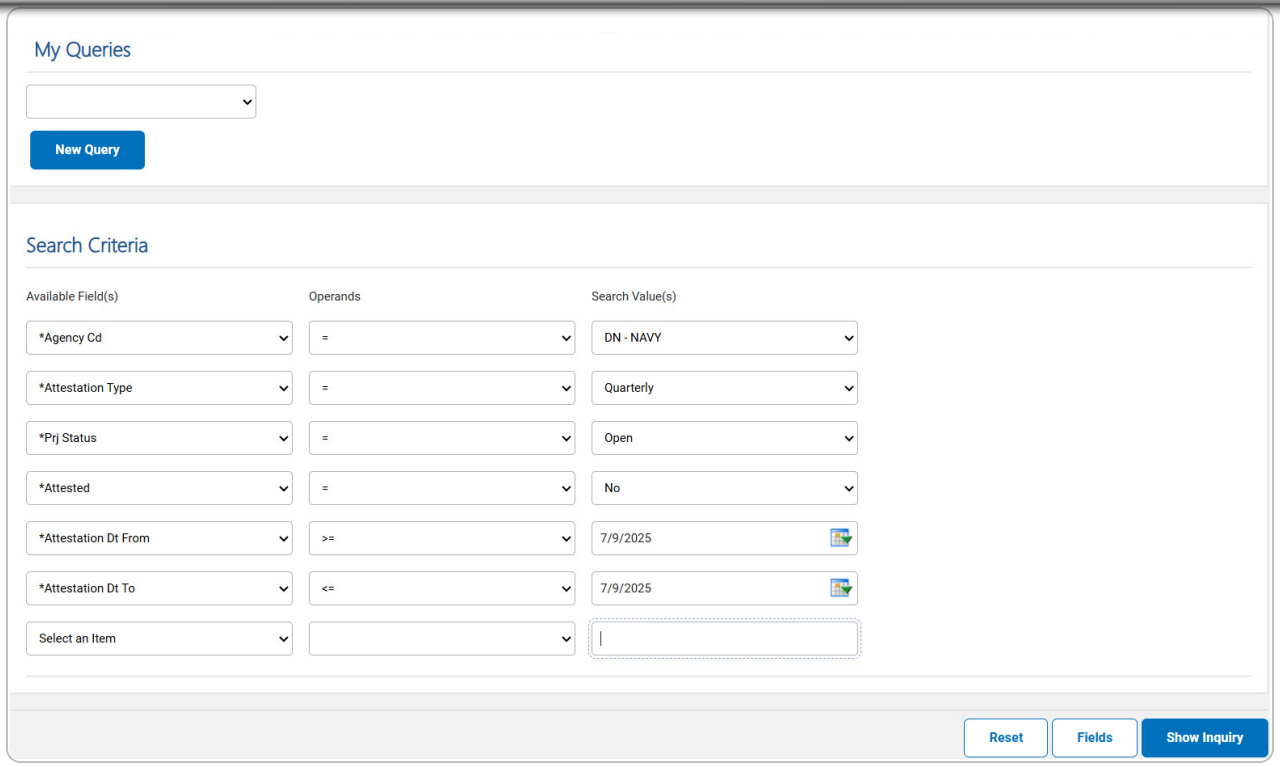

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***CIP Attestation Certification Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***CIP Attestation Certification 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.*



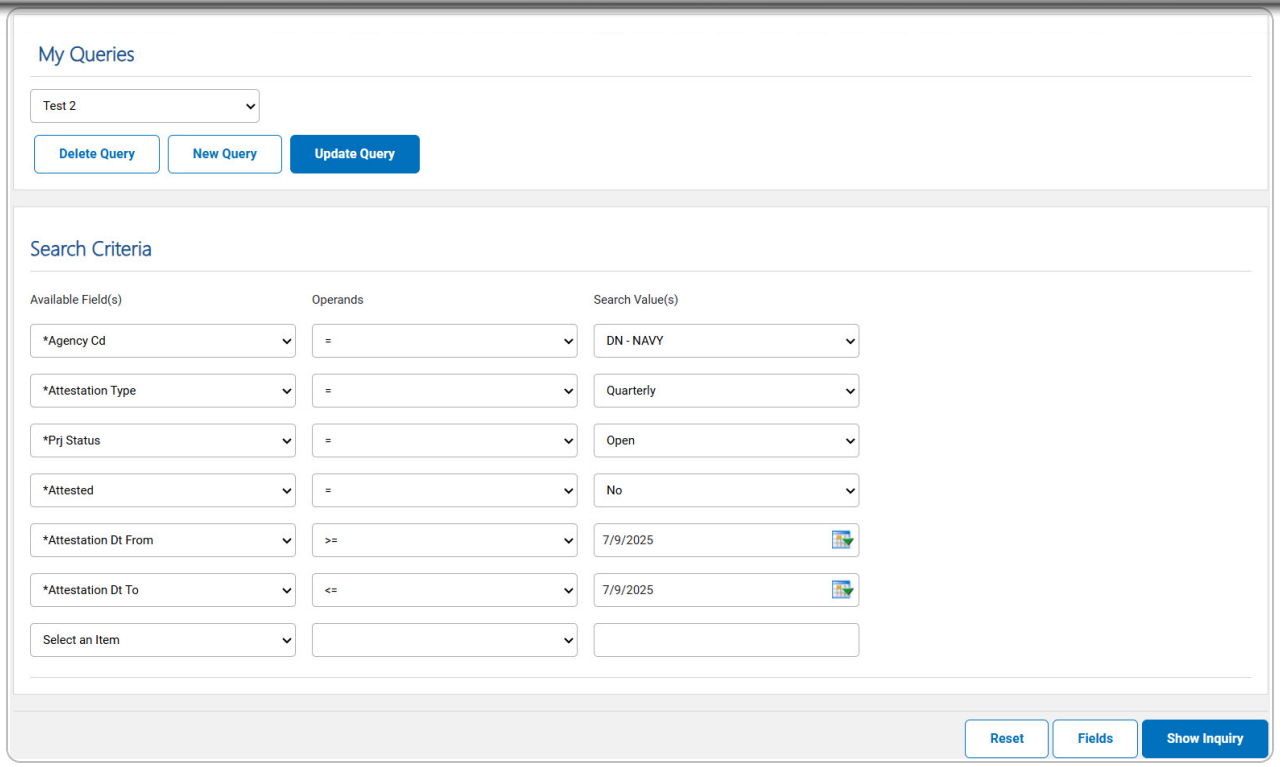

Select Fields. *The **CIP Attestation Certification Inquiry — Select Fields** page appears.*

2. OR

   Select Show Inquiry. *The **CIP Attestation Certification 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.*

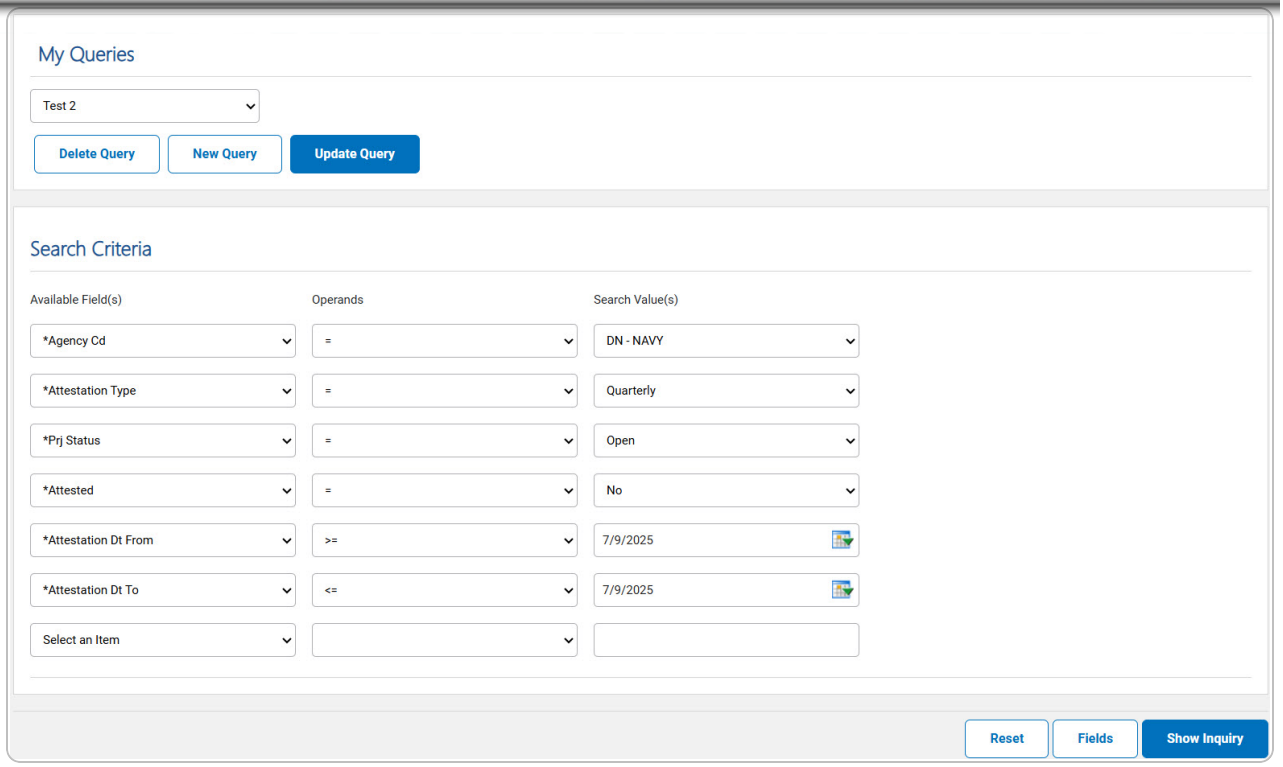
4. Select Fields. *The **CIP Attestation Certification Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **CIP Attestation Certification 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 Attestation Certification 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 CIP Attestation Certification Inquiry — Results
- Select Fields for the CIP Attestation Certification Inquiry
- View the CIP Attestation Certification Inquiry Transaction Status
- Export the CIP Attestation Certification Inquiry Transaction Status

# Search for a CIP Attestation Certification Inquiry — Results

## Overview

The CIP Attestation Certification Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Accounting >CIP Attestation CERT > Search Criteria > Show Inquiry > CIP Attestation Certification Inquiry Search Results page

## Page Fields

The following fields display on the **CIP Attestation Certification 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 Pgm Name
Agency Cd
Attestation Dt
Attestation Period
Attestation Type
Attested
Attested By First Name
Attested By Last Name
CIP Prj Phone Nbr
CIP Prj POC
Financial Officer (FO)
FO Phone Nbr
Prj Nbr
Prj Status

**Optional**

Acq Pgm Desc
Actbl UIC

CIP Prj Address 1
CIP Prj Address 2
CIP Prj City
CIP Prj Country Cd
CIP Prj Email
CIP Prj ZIP Cd
Estbd By
Estbd Dt
FO Address 1
FO Address 2
FO City
FO Country Cd
FO Email
FO State
FO ZIP Cd
Prj Desc
Site Id
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**

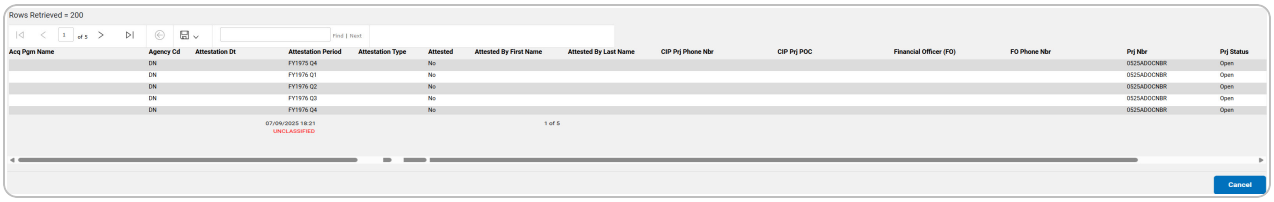


Click the following link to display PA Navigation Tips.

## Export the CIP Attestation Certification 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 CIP Attestation Certification Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **CIP Attestation Certification 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 Attestation Certification Inquiry — Criteria
- Select Fields for the CIP Attestation Certification Inquiry
- View the CIP Attestation Certification Inquiry Transaction Status
- Export the CIP Attestation Certification Inquiry Transaction Status

# Select Fields for the CIP Attestation Certification Inquiry

## Overview

The CIP Attestation Certification 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 Attestation CERT > Search Criteria > Fields > CIP Attestation Certification Inquiry Fields Selection page

## Page Fields

The following fields display on the **CIP Attestation Certification 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
Agency Cd
Attestation Dt
Attestation Period
Attestation Type
Attested
Attested By First Name
Attested By Last Name
CIP Prj Phone Nbr
CIP Prj POC
Financial Officer (FO)
FO Phone Nbr

Prj Nbr
Prj Status

**Optional**

Acq Pgm Desc
Actbl UIC
CIP Prj Address 1
CIP Prj Address 2
CIP Prj City
CIP Prj Country Cd
CIP Prj Email
CIP Prj ZIP Cd
Estbd By
Estbd Dt
FO Address 1
FO Address 2
FO City
FO Country Cd
FO Email
FO State
FO ZIP Cd
Prj Desc
Site Id
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* ***CIP Attestation Certification Inquiry Field Selection*** *page appears.*

## Field Selection

**Extract Excel File** ◉

**Extract Text, Comma Separated File** ○

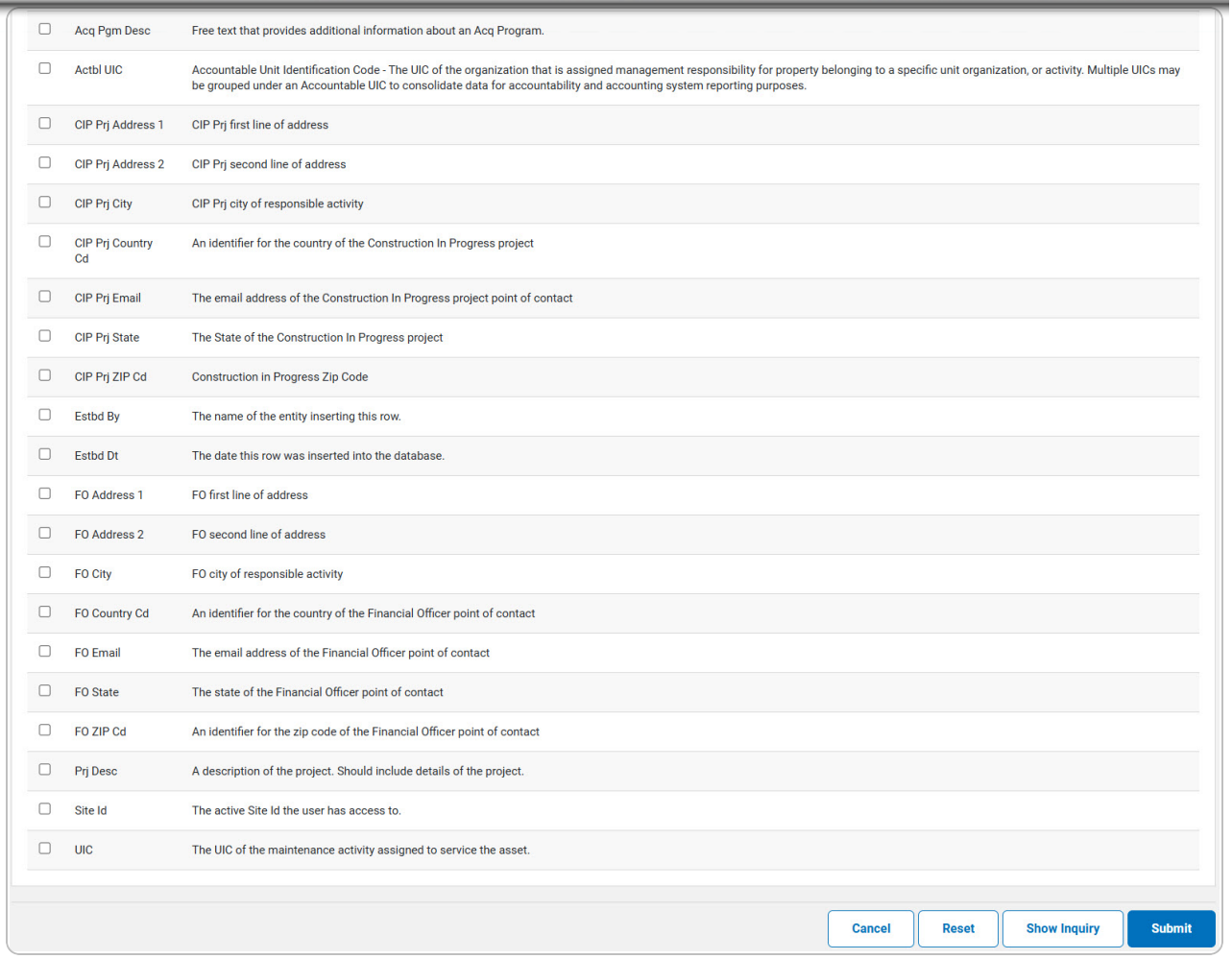
**Extract Id**

**Privacy Type** Private

## My Selections

New Selection List

| | Field | Field Description |
|---|---|---|
| ☑ | Acq Pgm Name | Unique identifier associated with a program under which assets are procured. |
| ☑ | Agency Cd | Indicates the agency code and name. |
| ☑ | Attestation Dt | The As Of date the CIP Project was attested. |
| ☑ | Attestation Period | Year (and optionally, quarter) in which the attestation occurred |
| ☑ | Attestation Type | Attestation type code |
| ☑ | Attested | Whether or not the CIP project was attested within the specified period |
| ☑ | Attested By First Name | Identifies the first name of the person attesting. |
| ☑ | Attested By Last Name | Identifies the last name of the person attesting. |
| ☑ | CIP Prj Phone Nbr | Construction in Progress Phone Number |
| ☑ | CIP Prj POC | Construction in Progress Point of Contact |
| ☑ | Financial Officer (FO) | Financial Officer (FO) point of contact |
| ☑ | FO Phone Nbr | The phone number of the Financial Officer point of contact |
| ☑ | Prj Nbr | A number that identifies the project |
| ☑ | Prj Status | The project is either open or closed for the accumulation of cost. |



| | | |
|---|---|---|
| ☐ | Acq Pgm Desc | Free text that provides additional information about an Acq Program. |
| ☐ | 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. |
| ☐ | 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 |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt | The date this row was inserted into the database. |
| ☐ | FO Address 1 | FO first line of address |
| ☐ | FO Address 2 | FO second 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 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 |
| ☐ | Prj Desc | A description of the project. Should include details of 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. |

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**

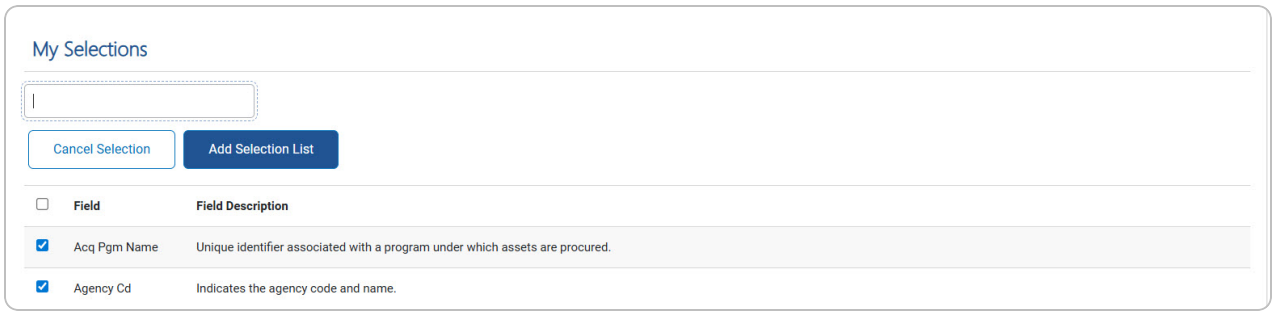
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

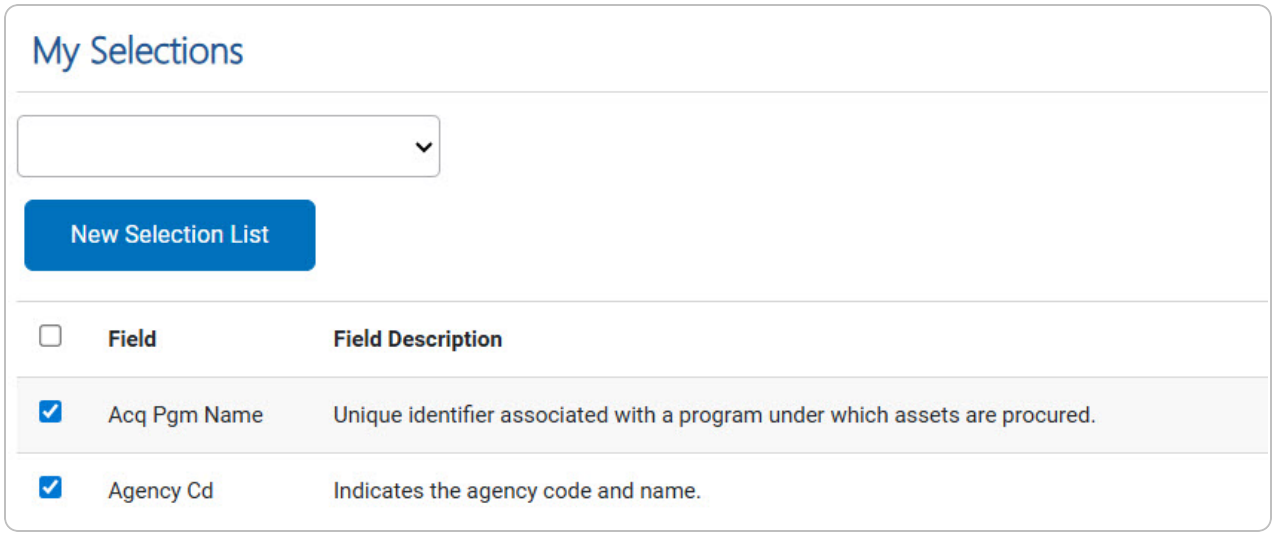
   Select Show Inquiry for small volumes of data. *The* ***CIP Project POC Inquiry — Results*** *page appears.*

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.*

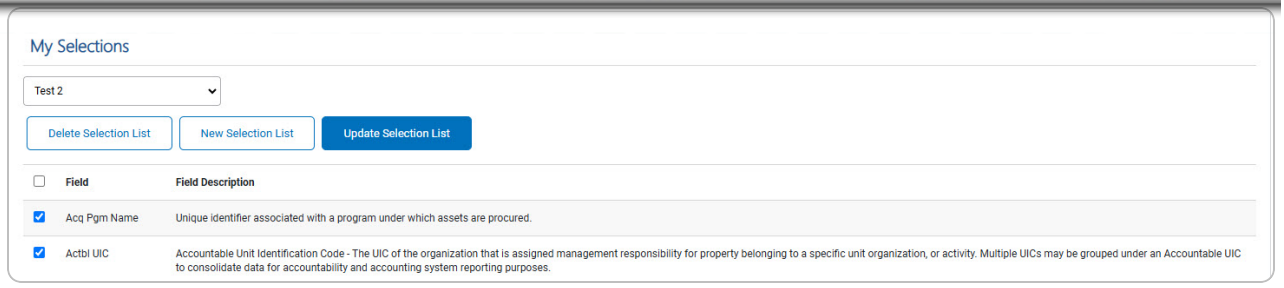
3. Select Show Inquiry for small volumes of data. *The **CIP Attestation Certification Inquiry — Results** page appears.*

**OR**

Select Submit for large volumes of data. *The **CIP Attestation Certification 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.*

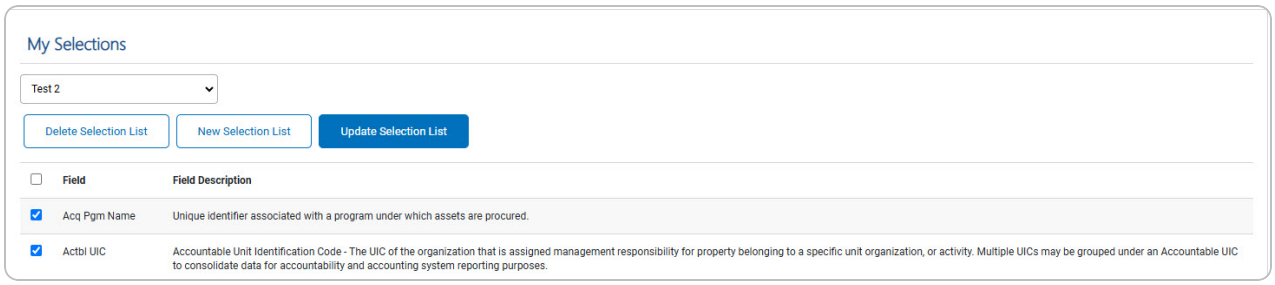
4. Select **Show Inquiry** for small volumes of data. *The **CIP Attestation Certification Inquiry — Results** page appears.*

**OR**

Select **Submit** for large volumes of data. *The **CIP Attestation Certification 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**.

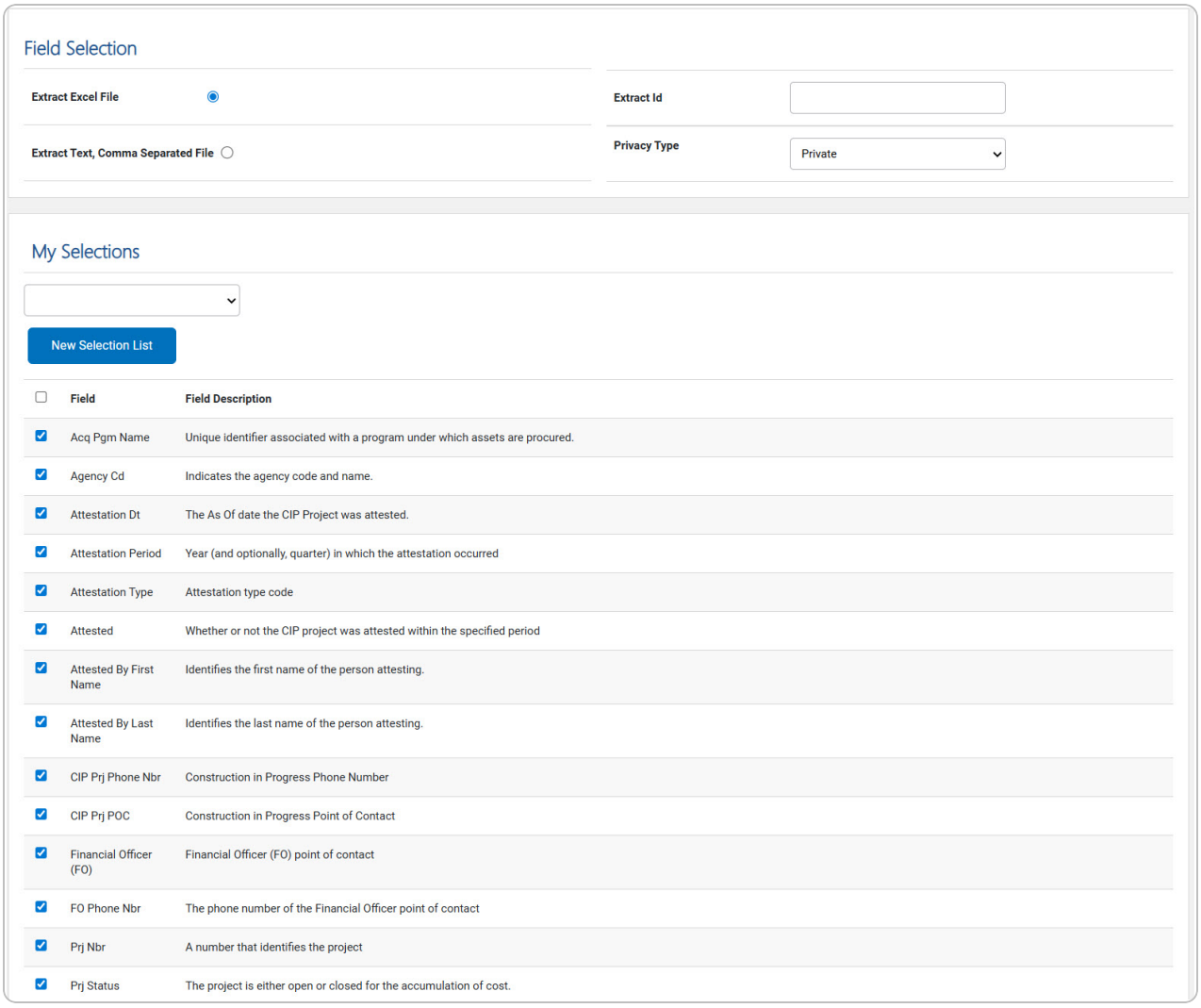


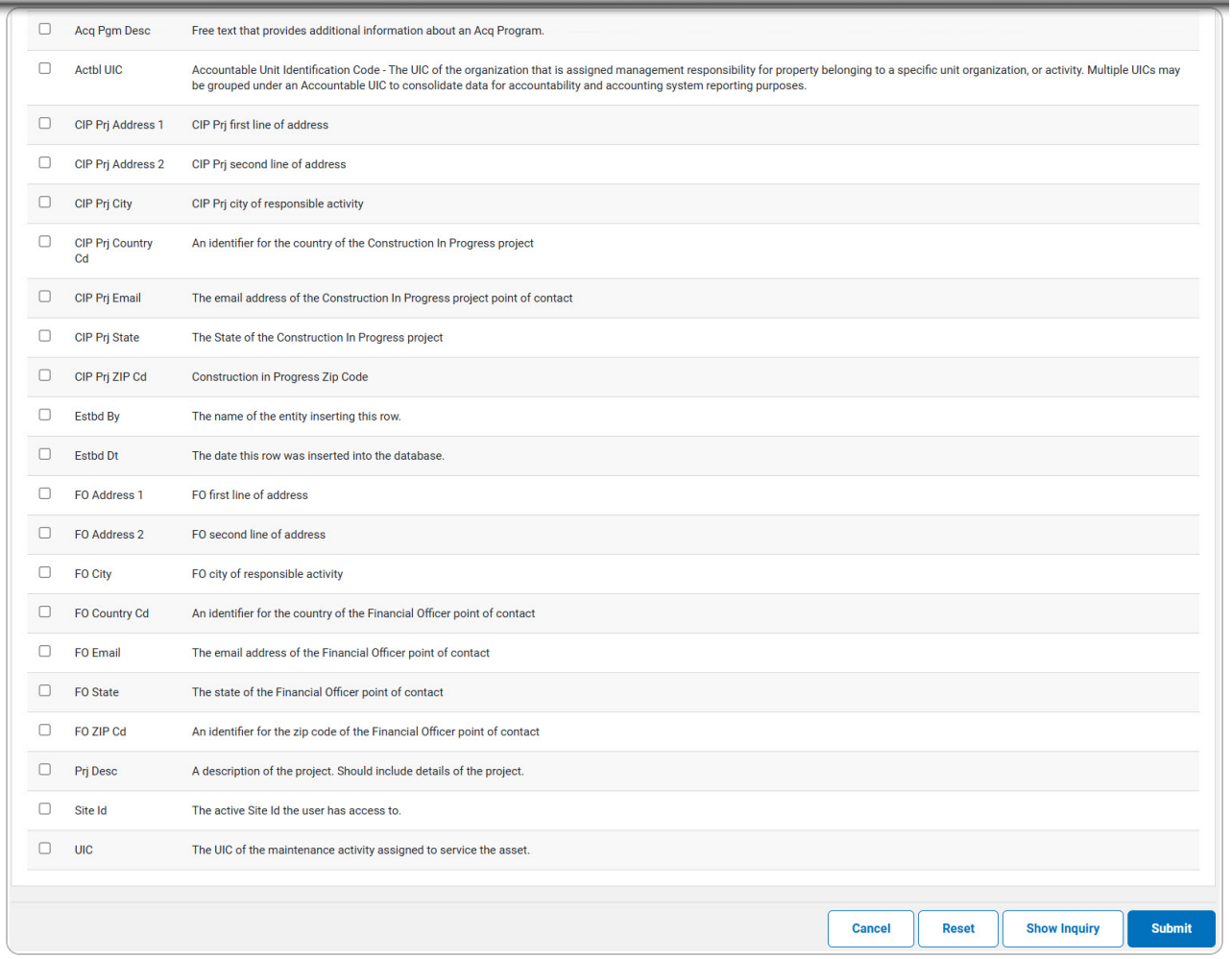

2. Select **Delete Selection List**. *The page refreshes and the list is immediately deleted.*

# 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 Attestation Certification Inquiry*** *page appears.*





| | | |
|---|---|---|
| ☐ | Acq Pgm Desc | Free text that provides additional information about an Acq Program. |
| ☐ | 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. |
| ☐ | 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 |
| ☐ | Estbd By | The name of the entity inserting this row. |
| ☐ | Estbd Dt | The date this row was inserted into the database. |
| ☐ | FO Address 1 | FO first line of address |
| ☐ | FO Address 2 | FO second 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 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 |
| ☐ | Prj Desc | A description of the project. Should include details of 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. |



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 ACQ PGM NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ PGM NAME.*
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*

- Verify the ATTESTATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ATTESTATION DT.*
- Verify the Attestation Period contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attestation Period.*
- Verify the Attestation Type contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attestation Type.*
- Verify the Attested contains the appropriate ☑ or ☐. *Select if the inquiry contains Attested information.*
- Verify the Attested By First Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attested By First Name.*
- Verify the Attested By Last Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attested By Last Name.*
- 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 Financial Officer (FO) contains the appropriate ☑ or ☐. *Select if the inquiry contains a Financial Officer (FO).*
- Verify the FO PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FO PHONE NBR vb['.*
- Verify the PRJ NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ NBR.*
- Verify the PRJ STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ STATUS.*

- Click ☐ to select the ACQ PGM DESC. *Select if the inquiry contains an ACQ PGM DESC.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an Accountable Unit Identification Code.*
- Click ☐ to select the CIP PRJ Address 1. *Select if the inquiry contains a CIP PRJ Address.*
- Click ☐ to select the CIP PRJ Address 2. *Select if the inquiry contains a CIP PRJ Address.*
- 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 Cd .*
- Click ☐ to select the CIP PRJ EMAIL. *Select if the inquiry contains a CIP PRJ EMAIL.*
- 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 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 FO Address 1. *Select if the inquiry contains a FO Address 1.*
- Click ☐ to select the FO Address 2. *Select if the inquiry contains a FO Address 2.*
- Click ☐ to select the CMPLTD QTY. *Select if the inquiry contains a CMPLTD QTY.*
- 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 CIP PRJ Address 2.*
- Click ☐ to select the FO EMAIL. *Select if the inquiry contains a FO EMAIL.*
- 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 PRJ DESC. *Select if the inquiry contains a PRJ DESC.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a SITE ID.*
- Click ☐ to select the UIC. *Select if the inquiry contains a UIC.*

3. Select [Show Inquiry] for small volumes of data. *The **CIP Attestation Certification Inquiry — Results** page appears.*

**OR**

Select [Submit] for large volumes of data. *The **CIP Attestation Certification 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 Attestation Certification Inquiry — Criteria
- Search for a CIP Attestation Certification Inquiry — Results
- View the CIP Attestation Certification Inquiry Transaction Status
- Export the CIP Attestation Certification Inquiry Transaction Status

# View the CIP Attestation Certification Inquiry Transaction Status

## Overview

The CIP Attestation Certification Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Accounting > CIP Attestation CERT > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > CIP Attestation Certification Inquiry Transaction Status page

## Page Fields

The following fields display on the **CIP Attestation Certification 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

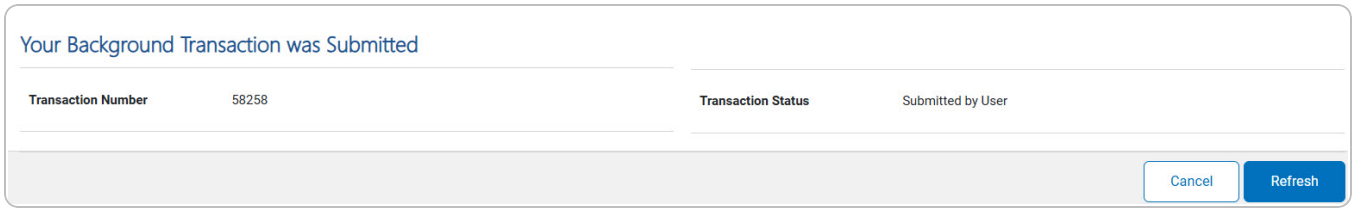
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

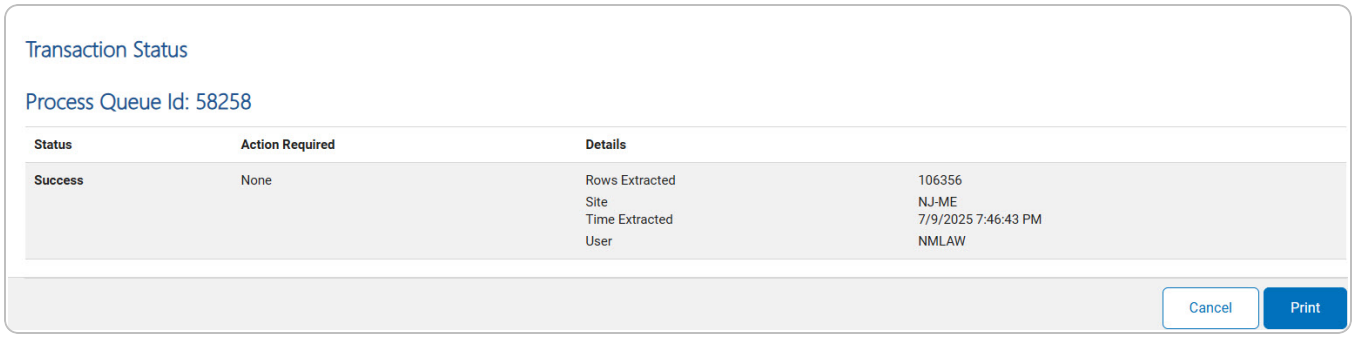
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## View the CIP Attestation Certification 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 Attestation Certification Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **CIP Attestation Certification Inquiry Search Criteria** page appears*.

## View the CIP Attestation Certification 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 Attestation Certification 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 Attestation Certification Inquiry — Criteria
- Search for a CIP Attestation Certification Inquiry — Results
- Select Fields for the CIP Attestation Certification Inquiry
- Export the CIP Attestation Certification Inquiry Transaction Status

# Export the CIP Attestation Certification Inquiry Transaction Status

## Overview

The CIP Attestation Certification Inquiry Transaction Status Export process provides the ability to save the report in different formats.

## Navigation

Inquiries > Accounting >CIP Attestation CERT > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > CIP Attestation Certification Inquiry Transaction Status Export page

## Page Fields

The following fields display on the **CIP Attestation Certification 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. |

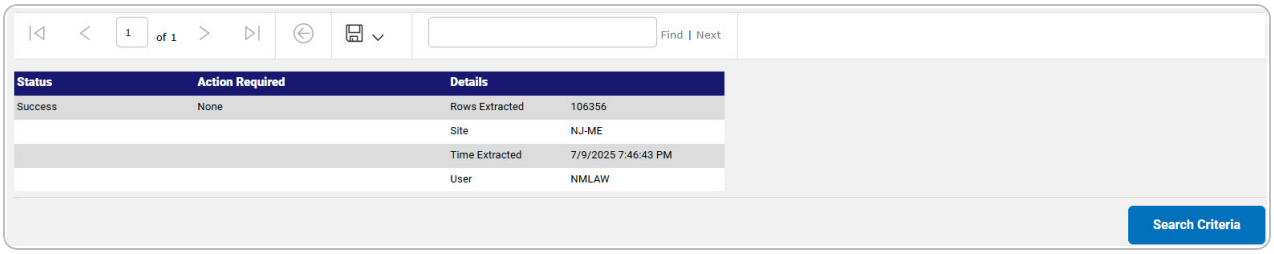
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the CIP Attestation Certification 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 Attestation Certification 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 **CIP Attestation Certification Inquiry Search Criteria** page appears.* |

## Related Topics

- Search for a CIP Attestation Certification Inquiry — Criteria
- Search for a CIP Attestation Certification Inquiry — Results
- Select Fields for the CIP Attestation Certification Inquiry
- View the CIP Attestation Certification 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. |
| **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

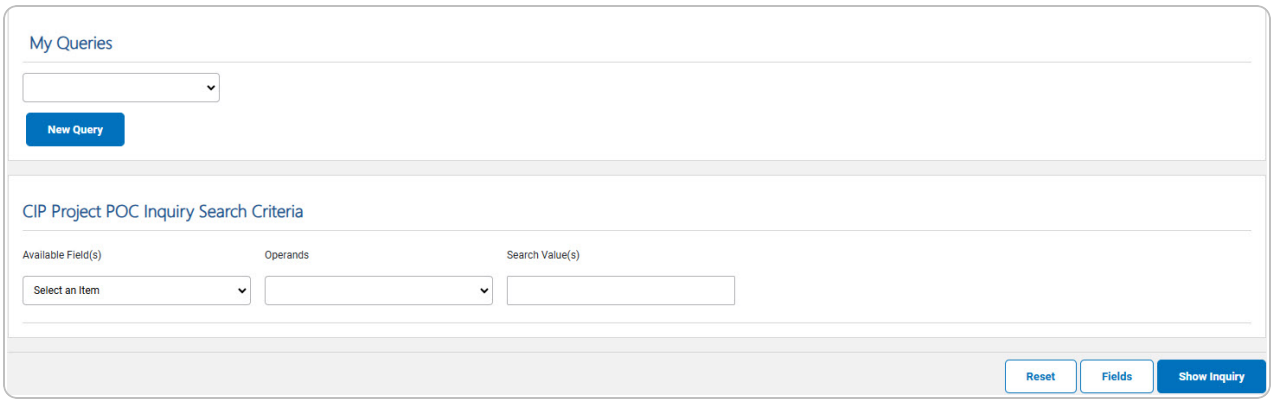
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

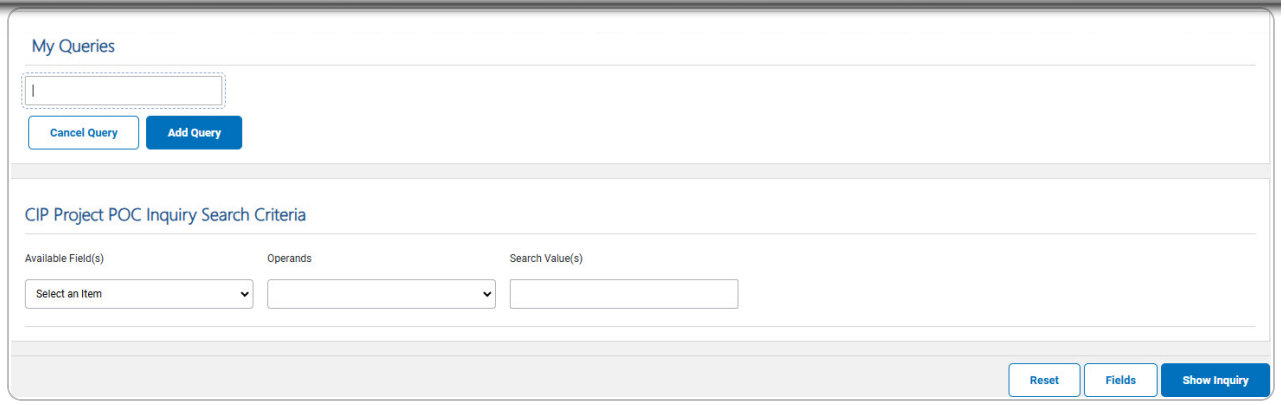
a. Use to select desired Available Field.

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.*



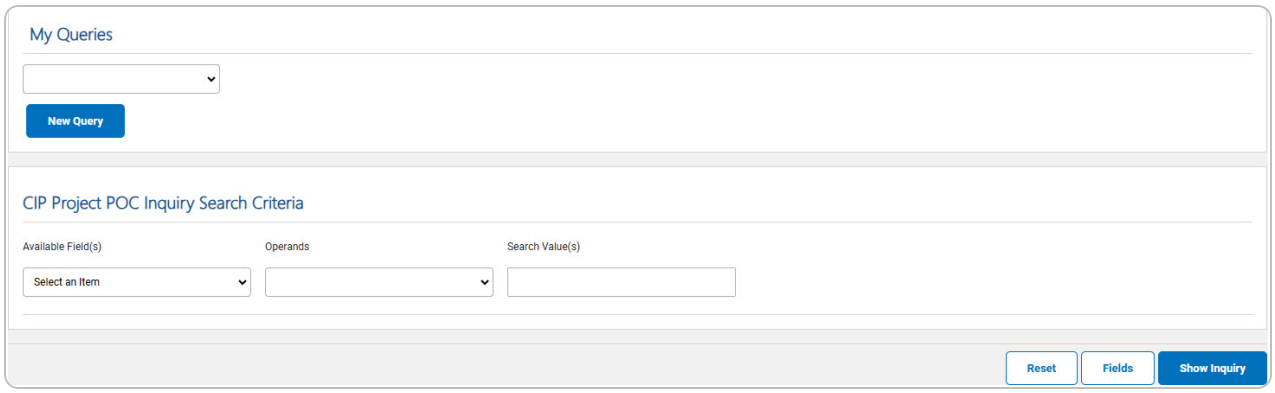

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



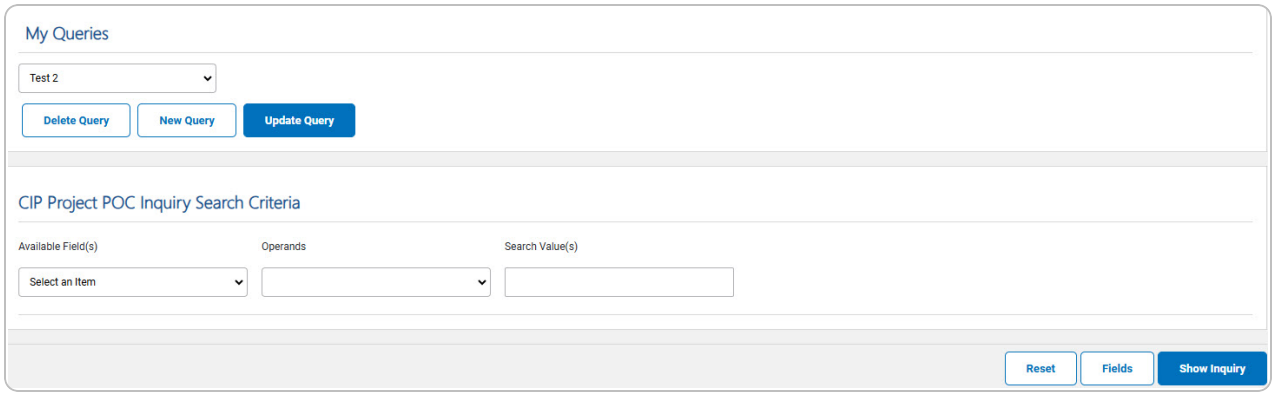
Select Fields. *The **CIP Project POC Inquiry — Select Fields** page appears.*

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.*

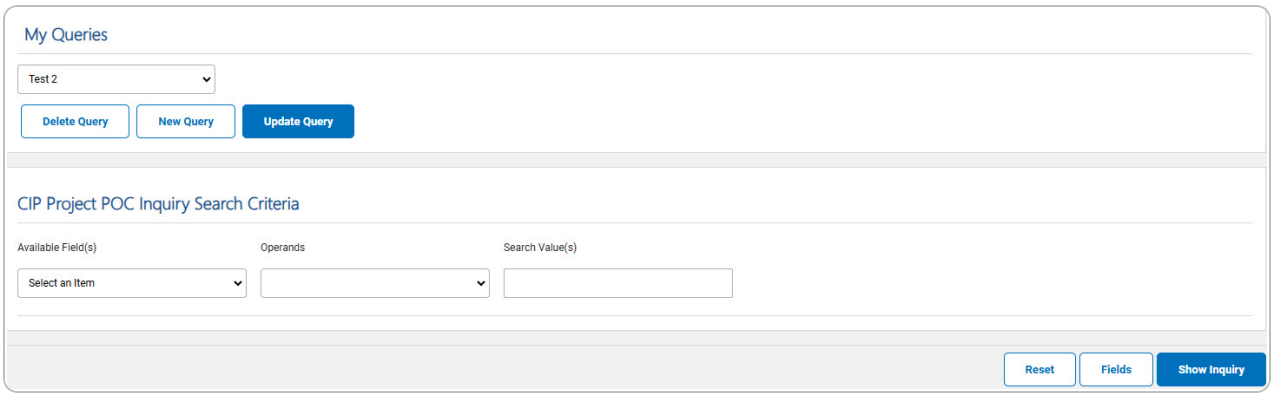
Select Fields. *The **CIP Project POC Inquiry — Select Fields** page appears.*

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 — 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

# 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 POC Inquiry Search Results page

## Page Fields

The following fields display on the **CIP Project POC 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 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

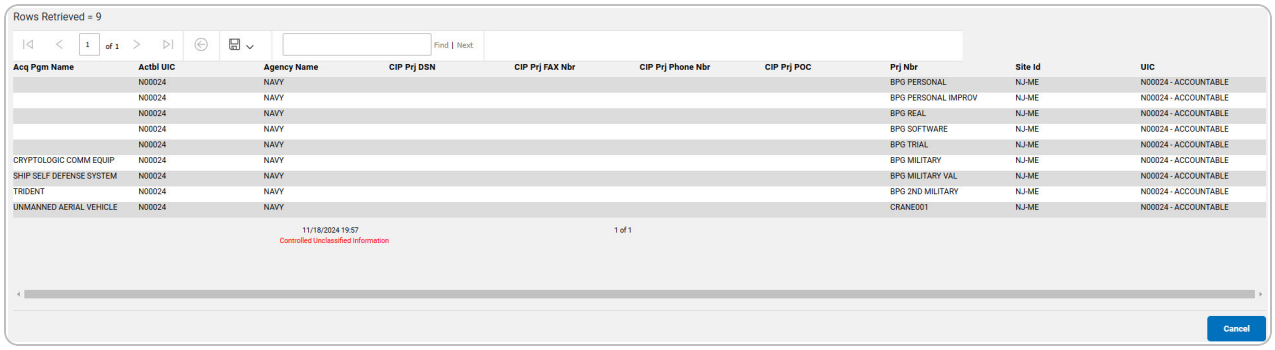
**ELMS Navigation Helpful Tips**

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

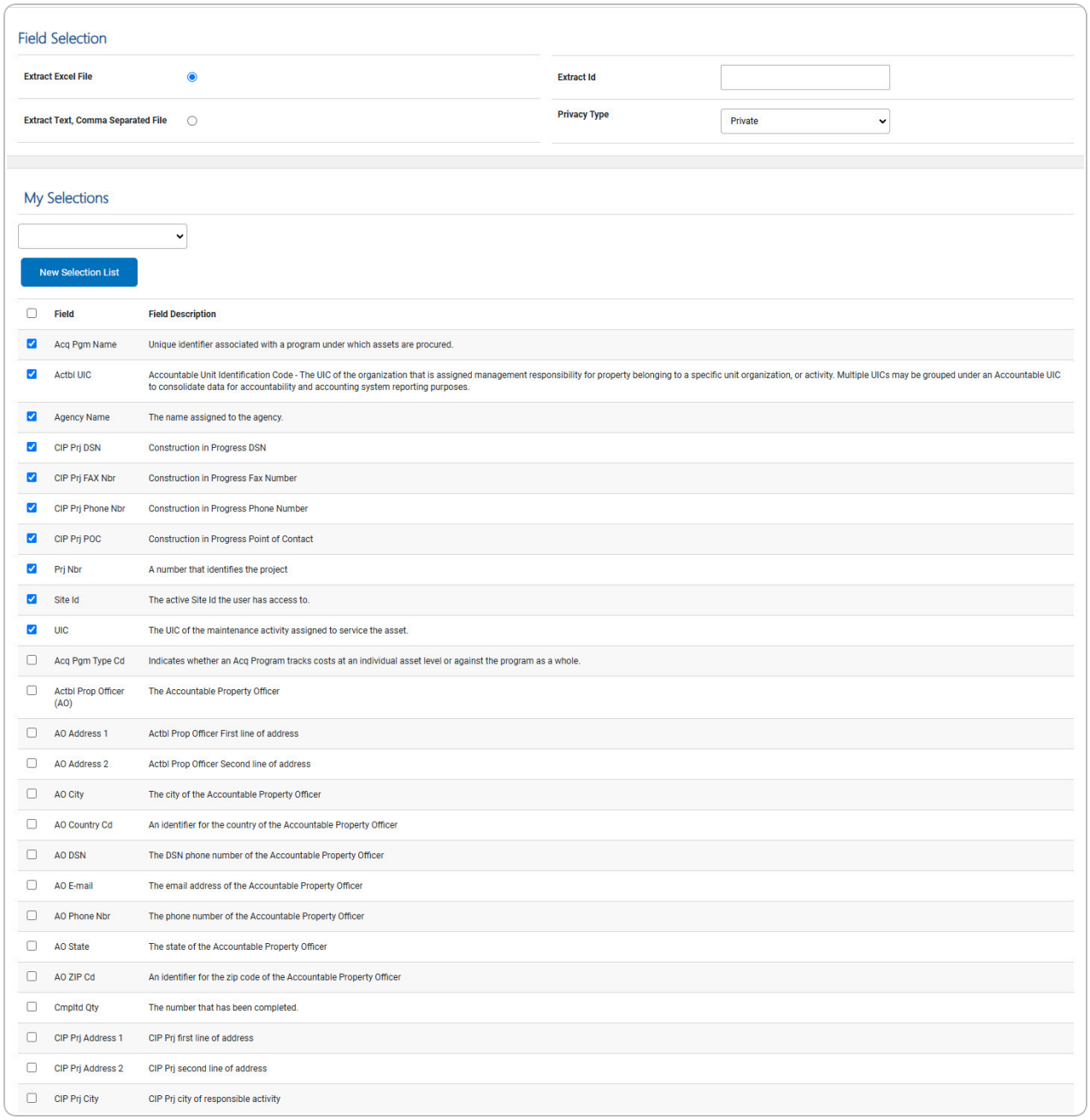
**ELMS Navigation Helpful Tips**

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

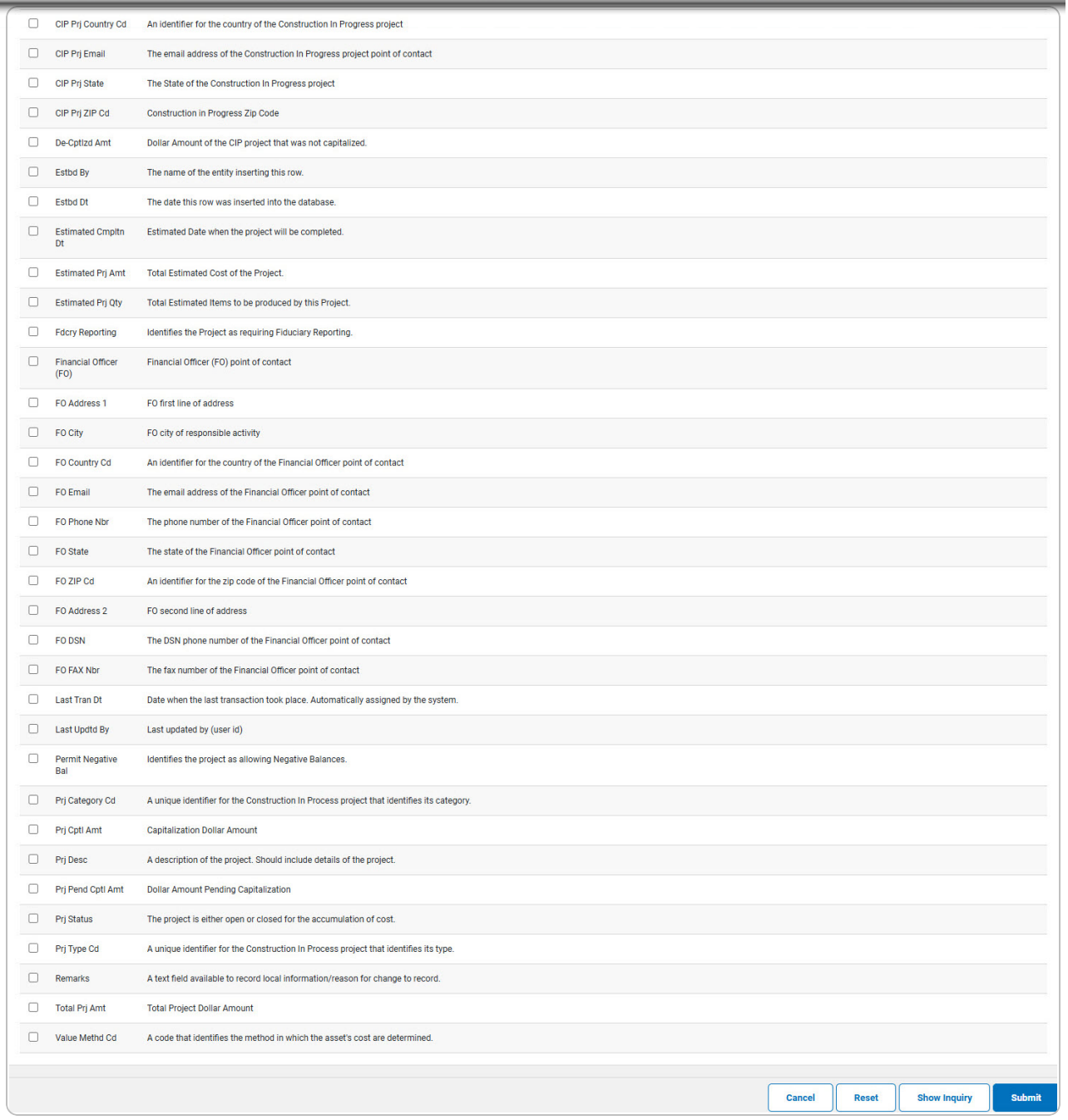
Extract Excel File ◉ | Extract Id

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**

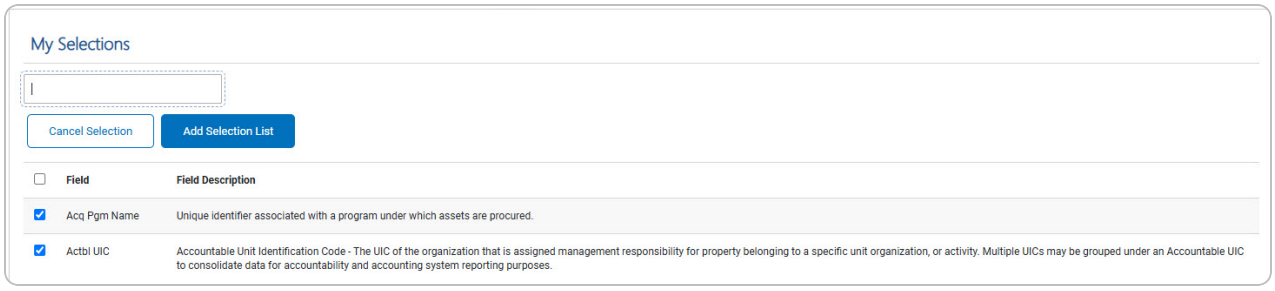
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

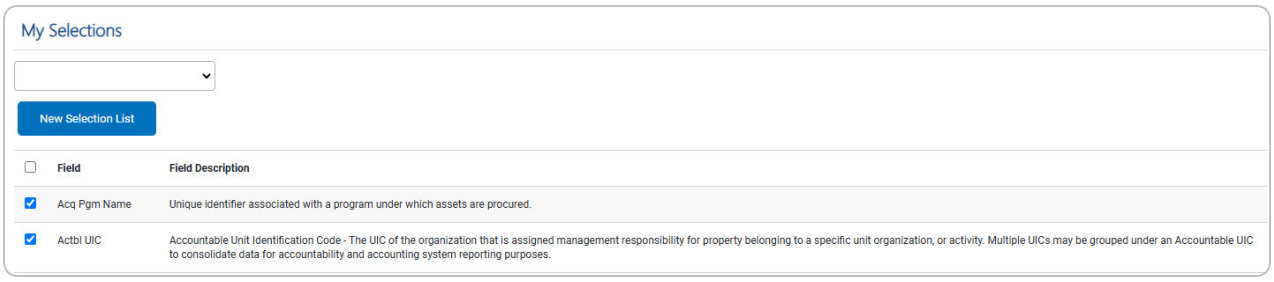
   Select **Show Inquiry** for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*
5.

**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.*

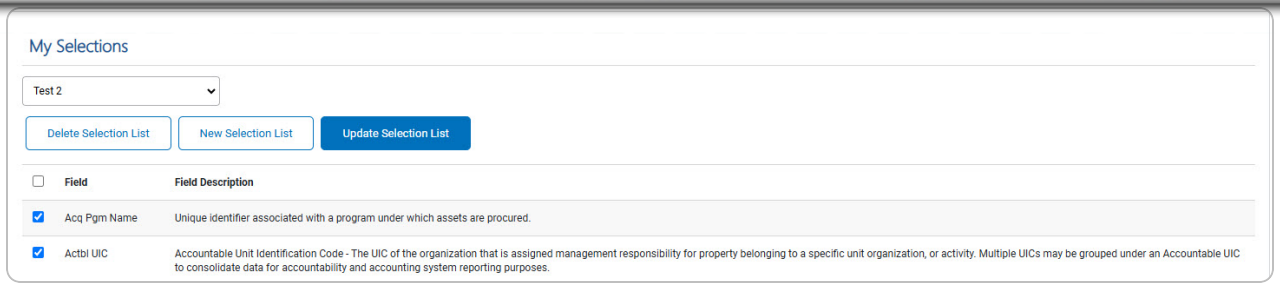
   Select Show Inquiry for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*

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.*

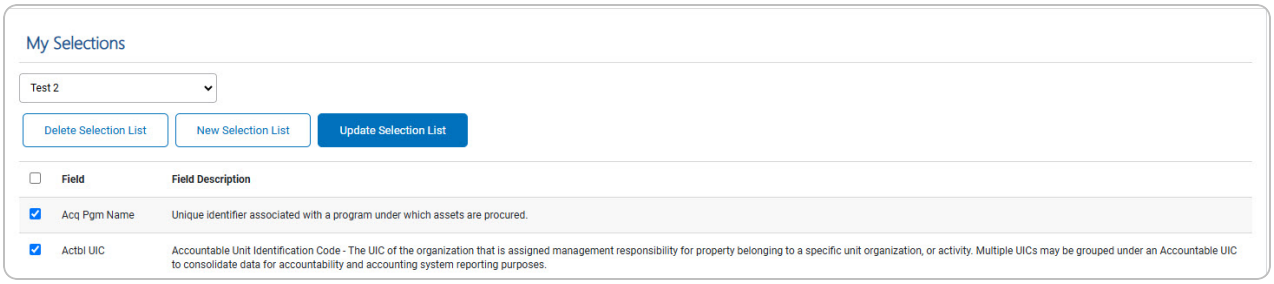
   Select Show Inquiry for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*

4. **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.

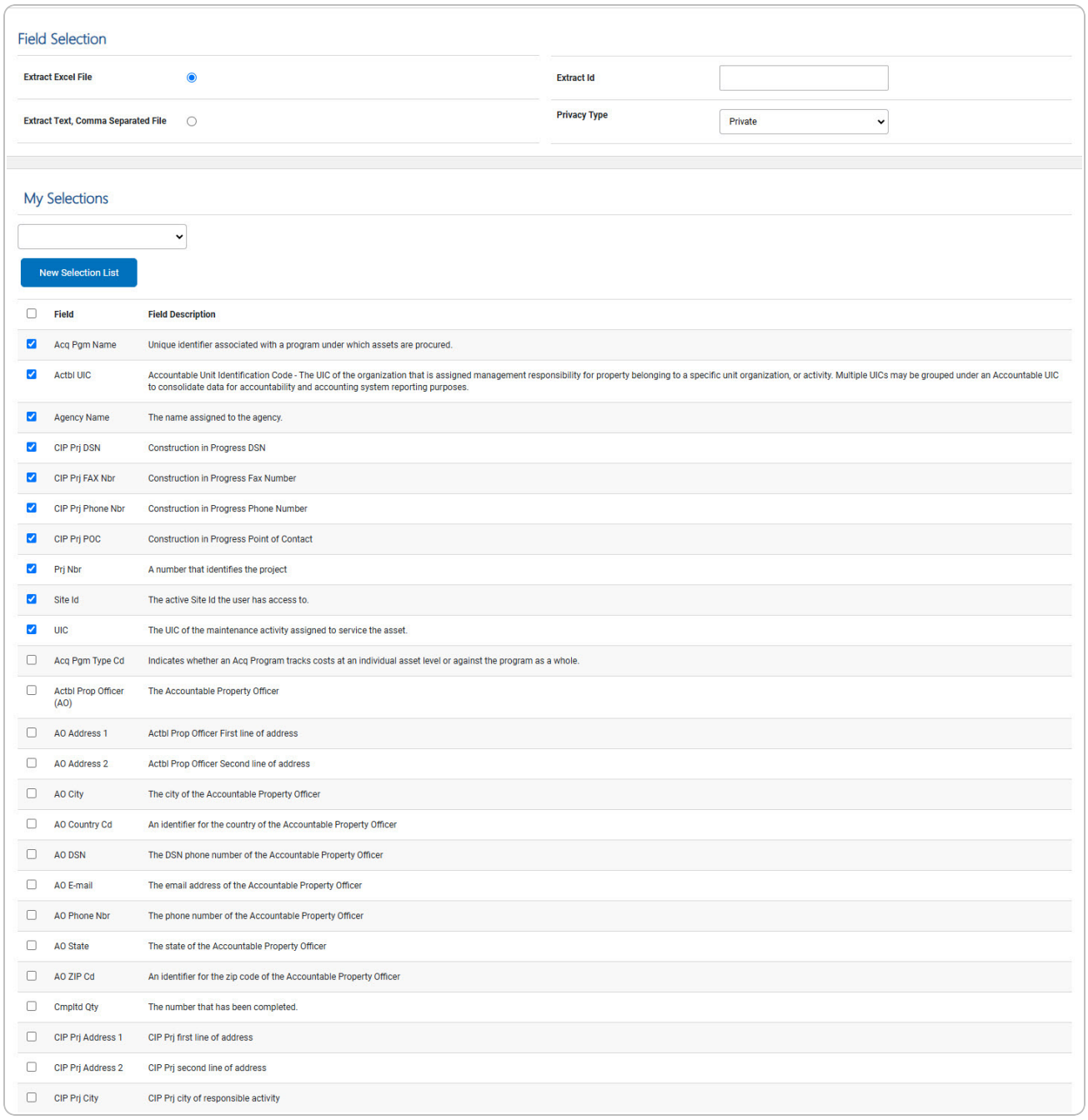



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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

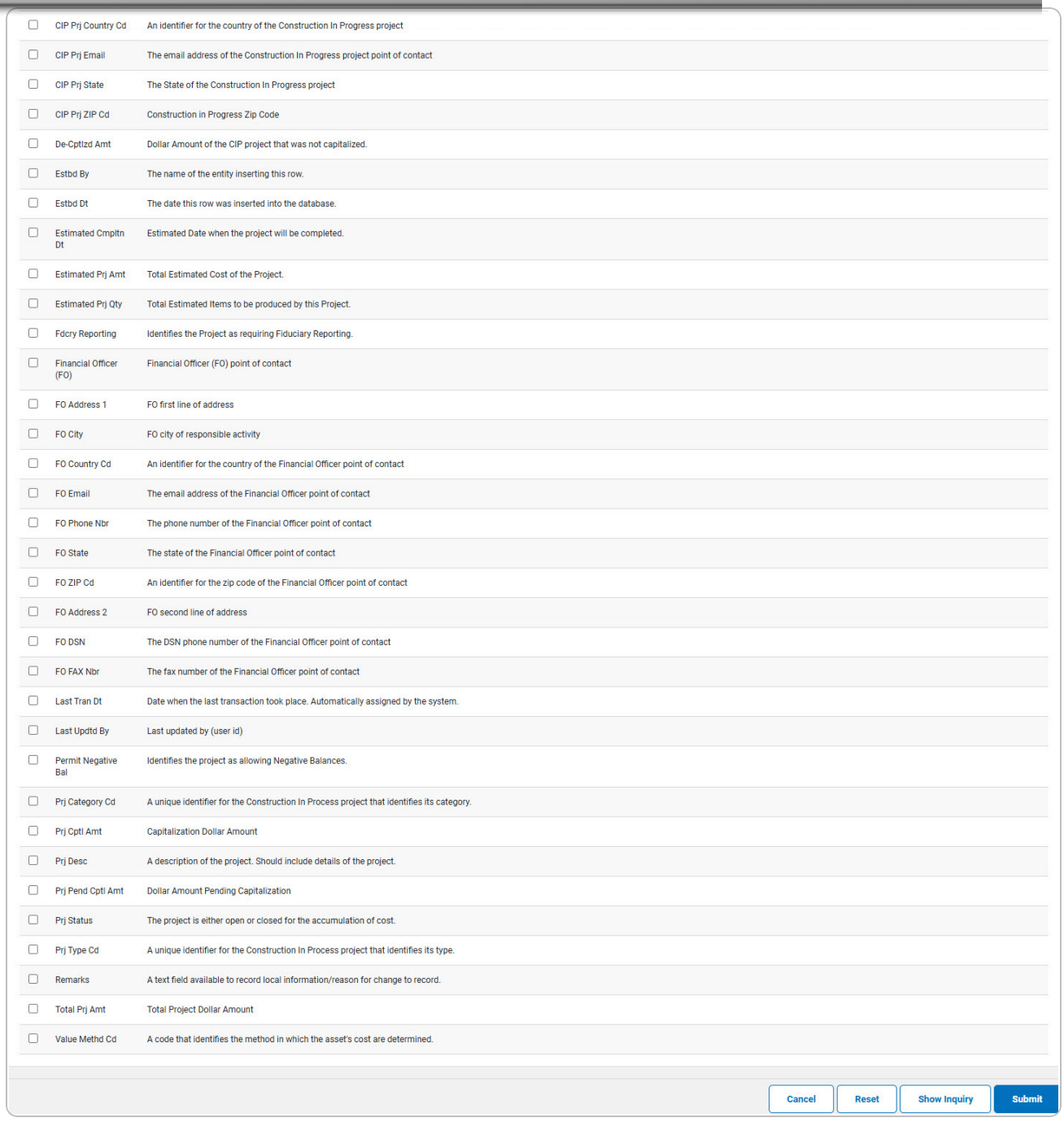
Extract Excel File ◉ | Extract Id

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

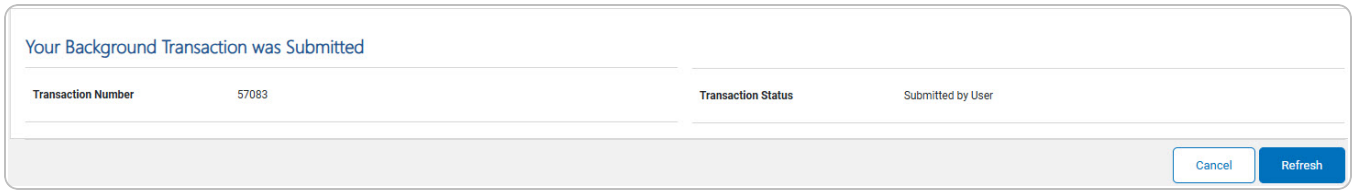
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

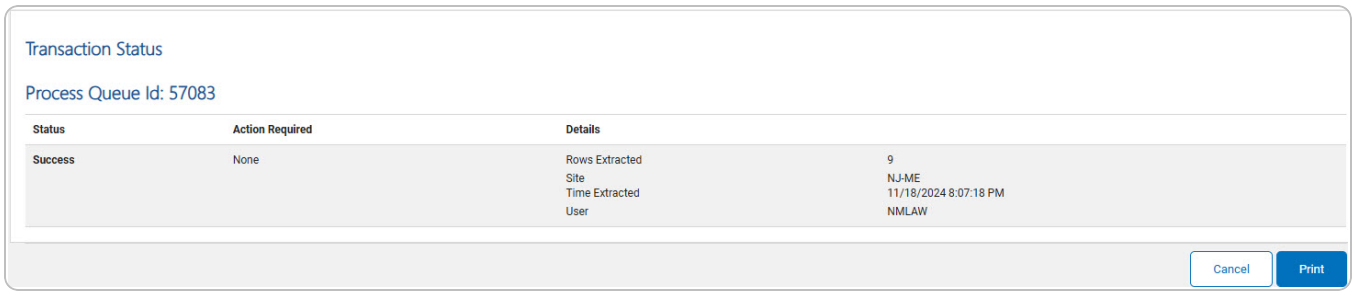
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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  . *The **CIP Project POC 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 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

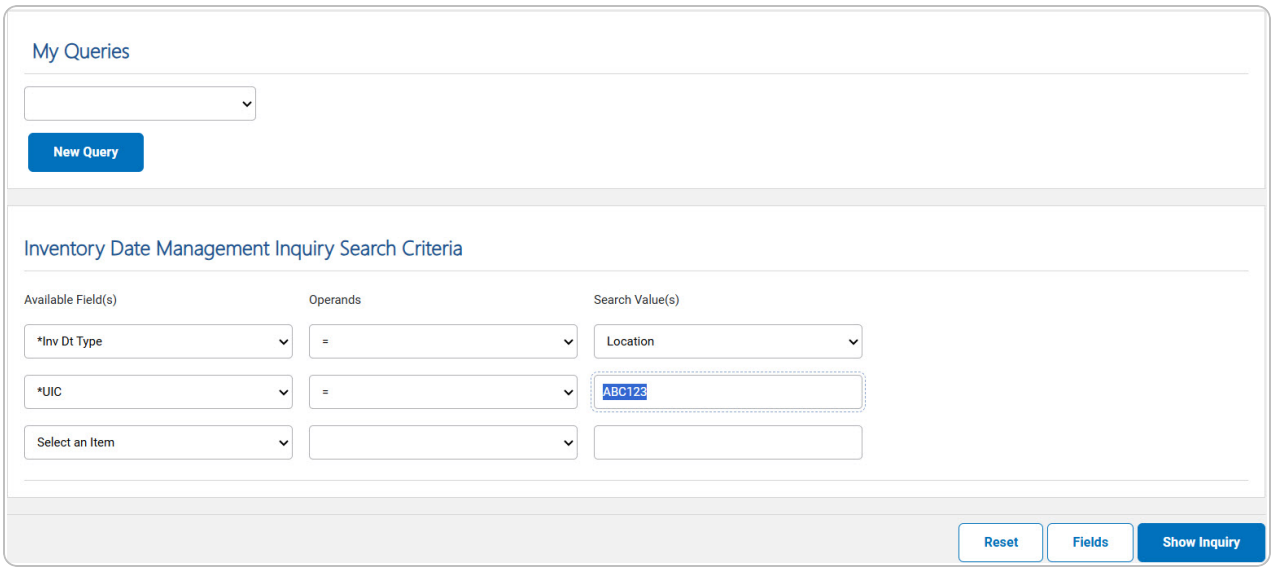
**ELMS Navigation Helpful Tips**

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**

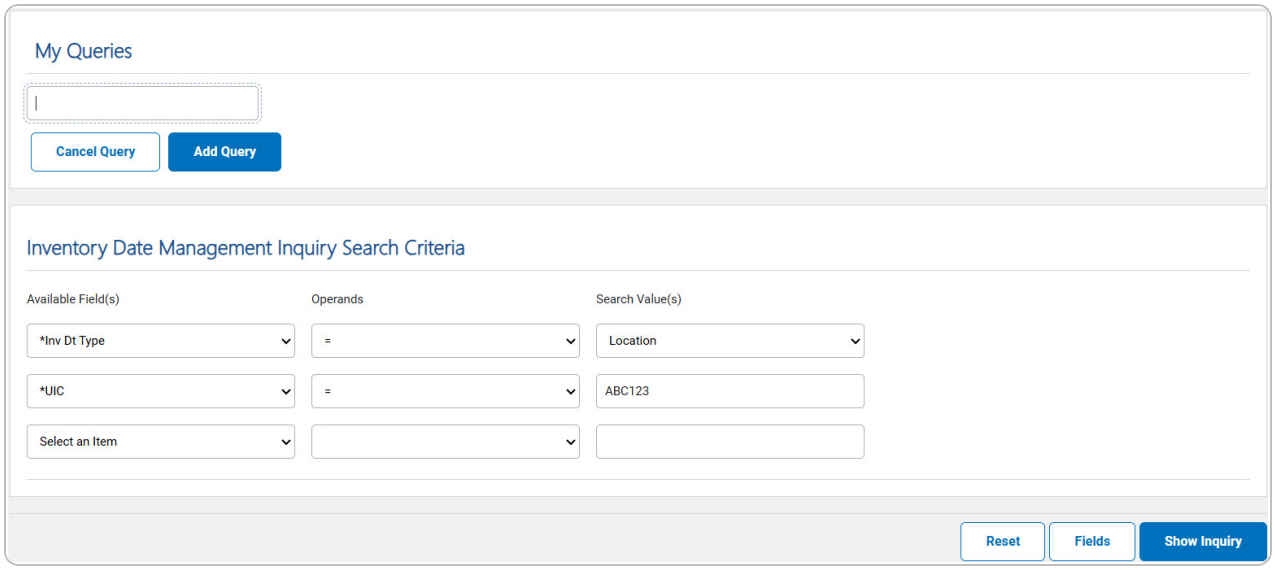
a. Use ⌄ to select desired Available Field.

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.*

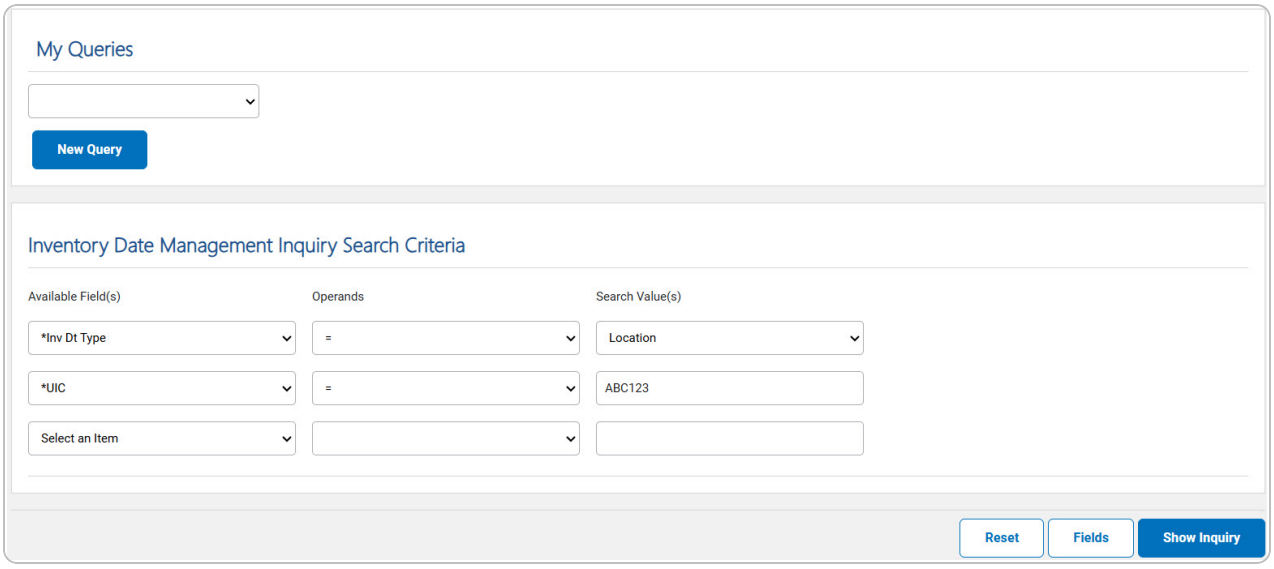
   Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*
5. 

   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.*



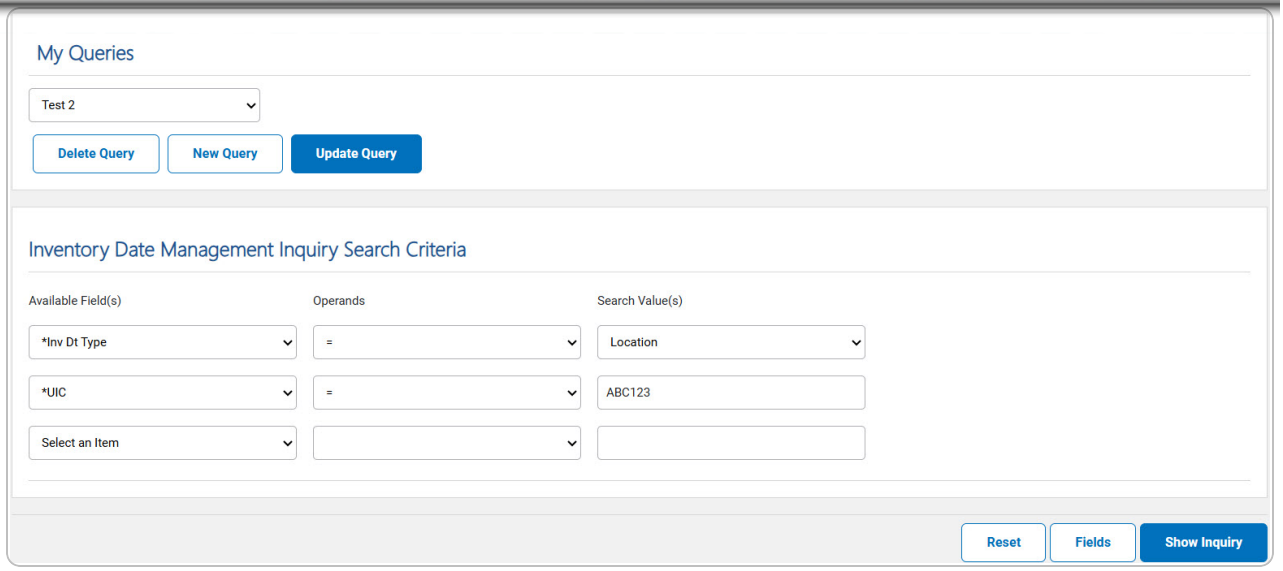

Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*

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.*

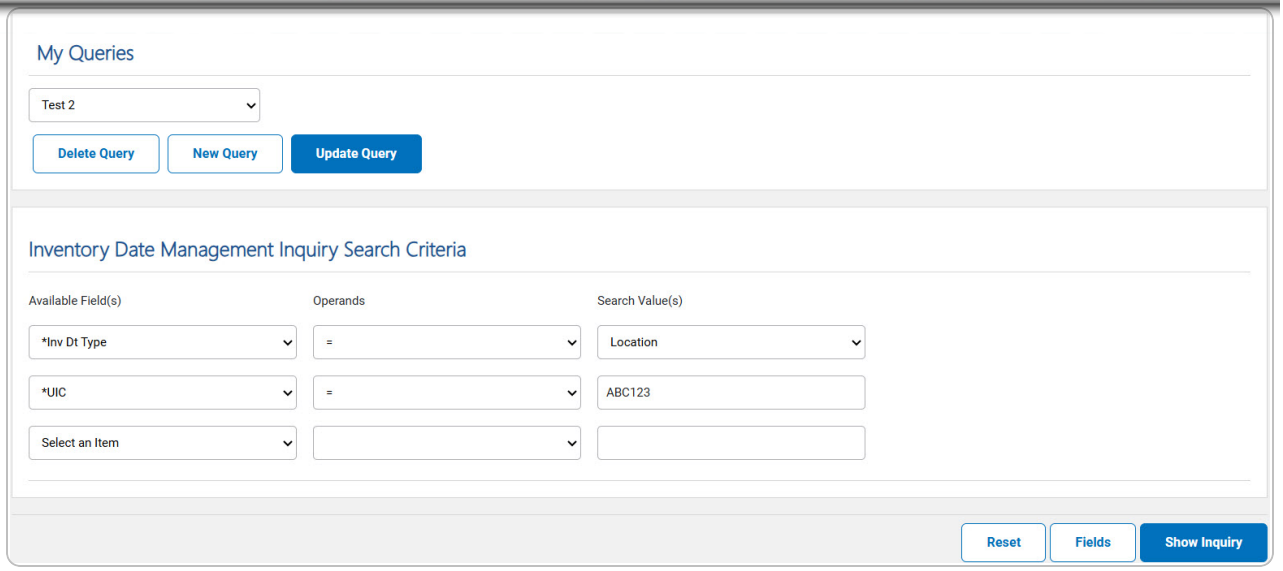
4. Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*

   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.*

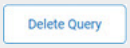
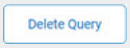
### Revise the Fields for the Inquiry

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**

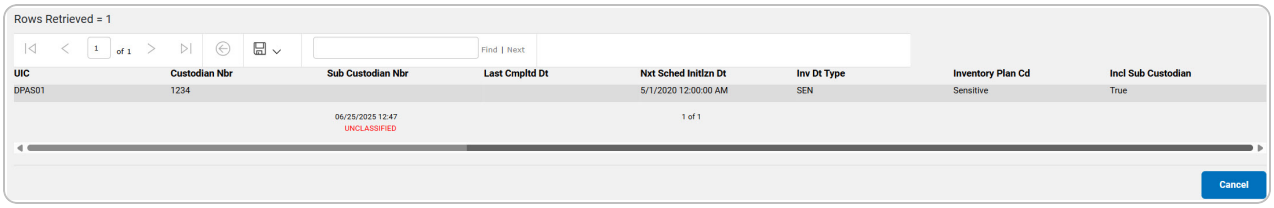


Click the following link to display PA Navigation Tips.

## 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

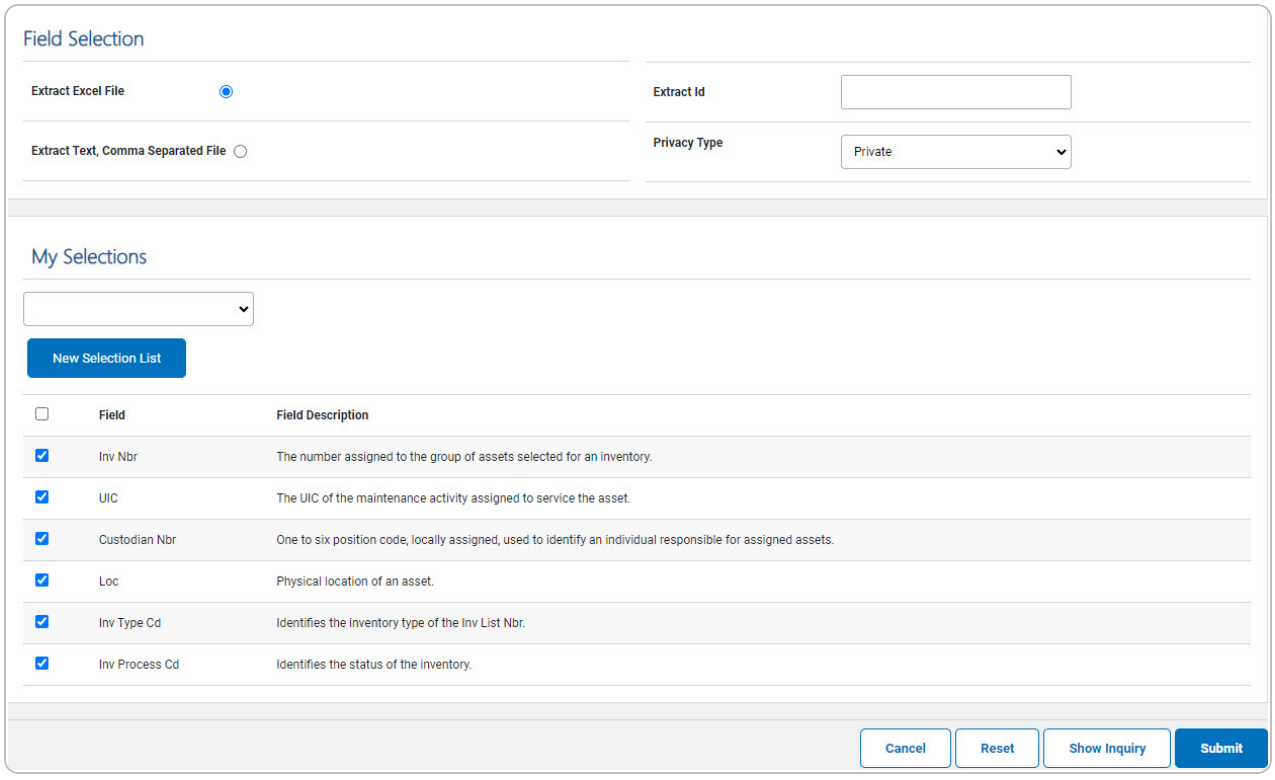
**ELMS Navigation Helpful Tips**

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**

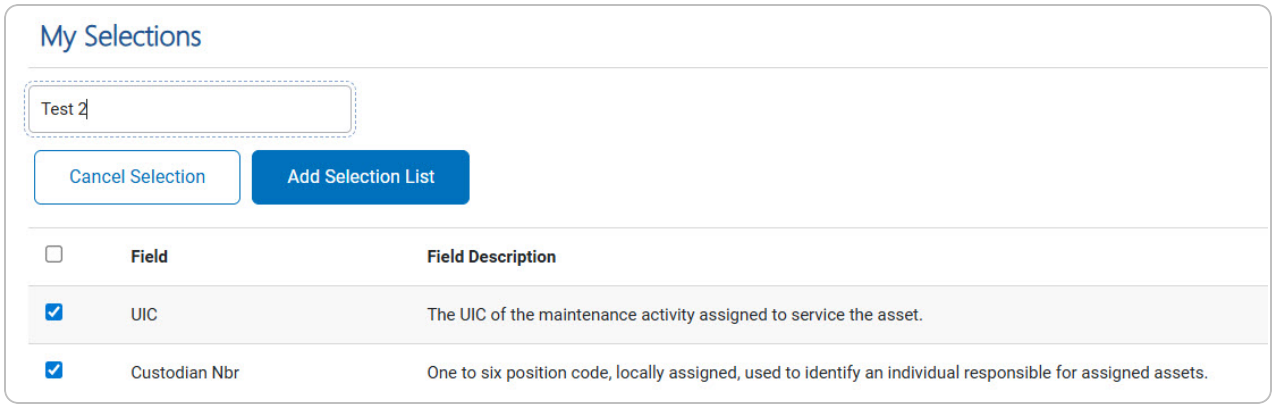
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

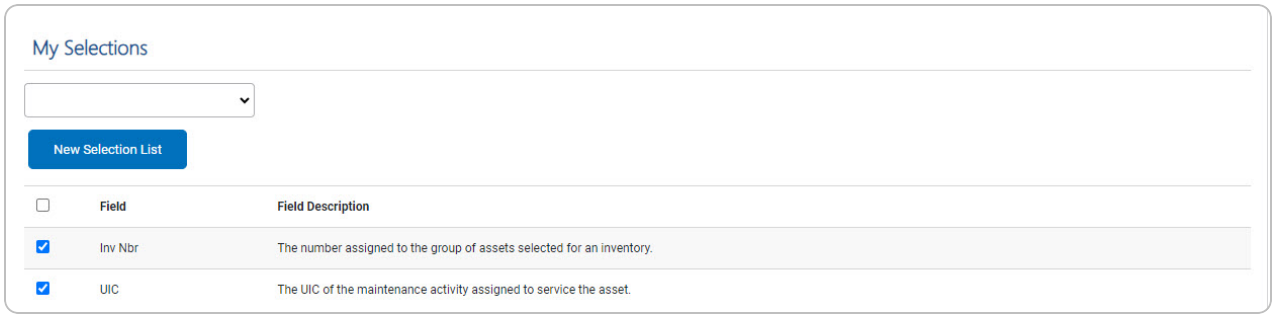
Select Show Inquiry for small volumes of data. *The **Inventory Date Management Inquiry — Results** page appears.*

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.*

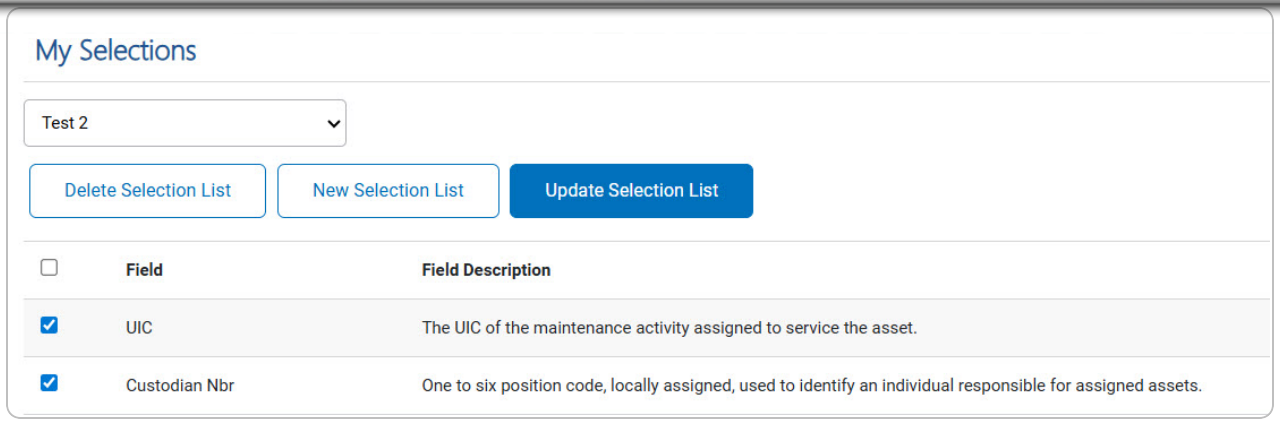
Select Show Inquiry for small volumes of data. *The **Inventory Date Management Inquiry — Results** page appears.*

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.



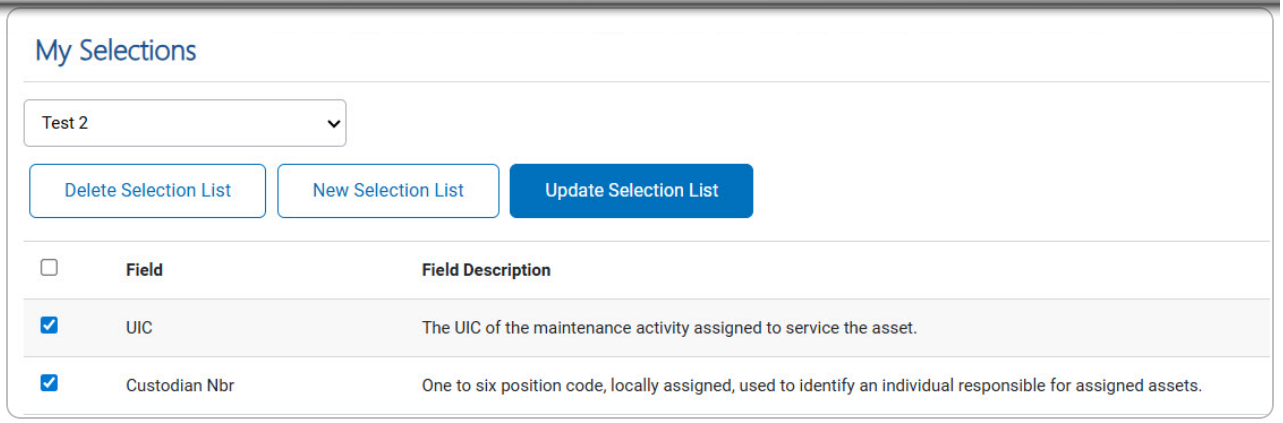

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Date Management Inquiry — Results*** *page appears.*

**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.

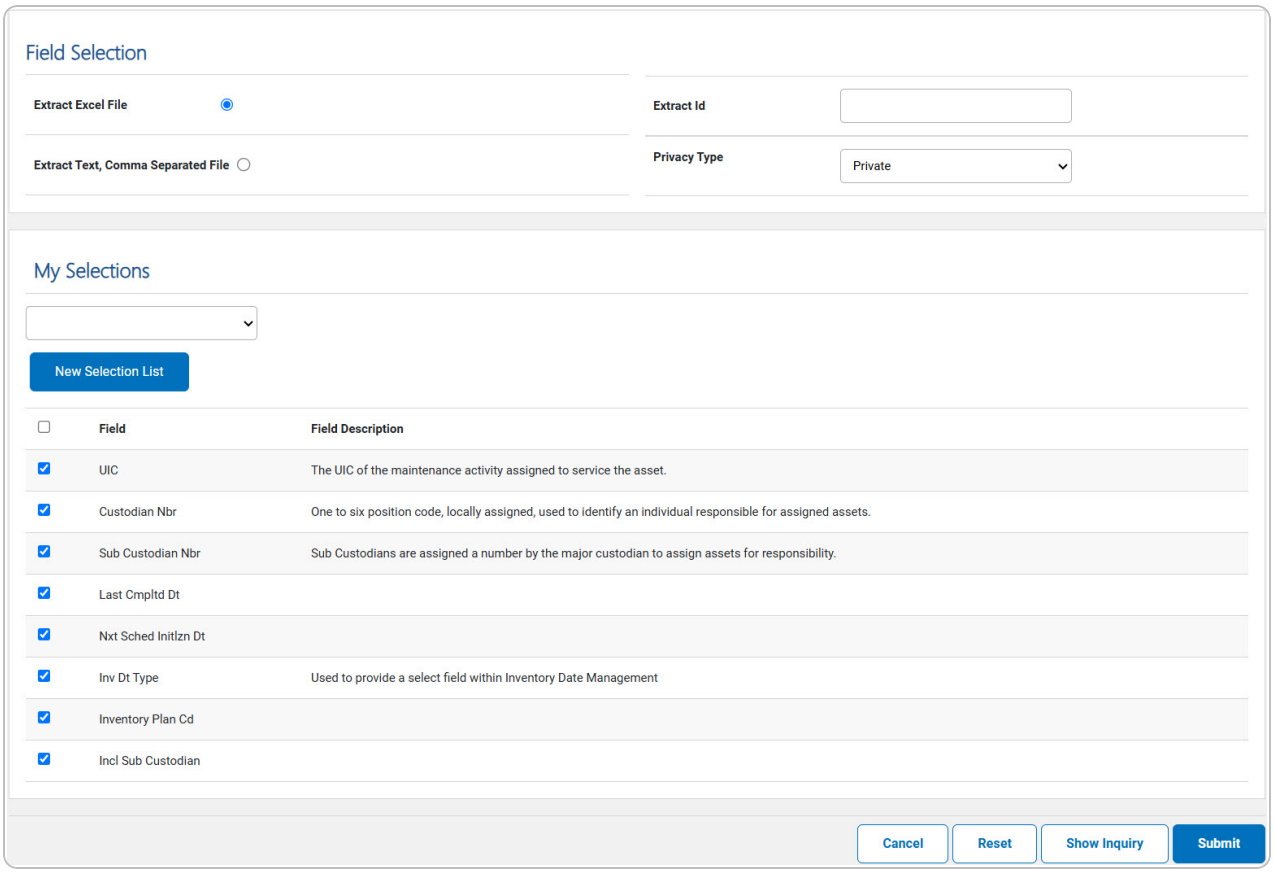



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

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.*

## Common Errors

The table below provides a list of common errors and possible solutions. 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

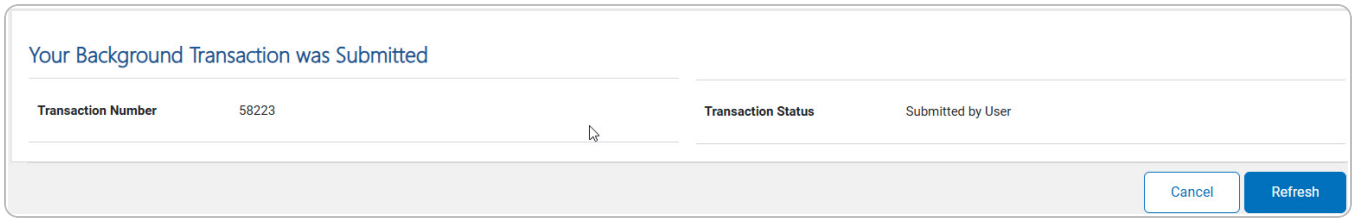
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

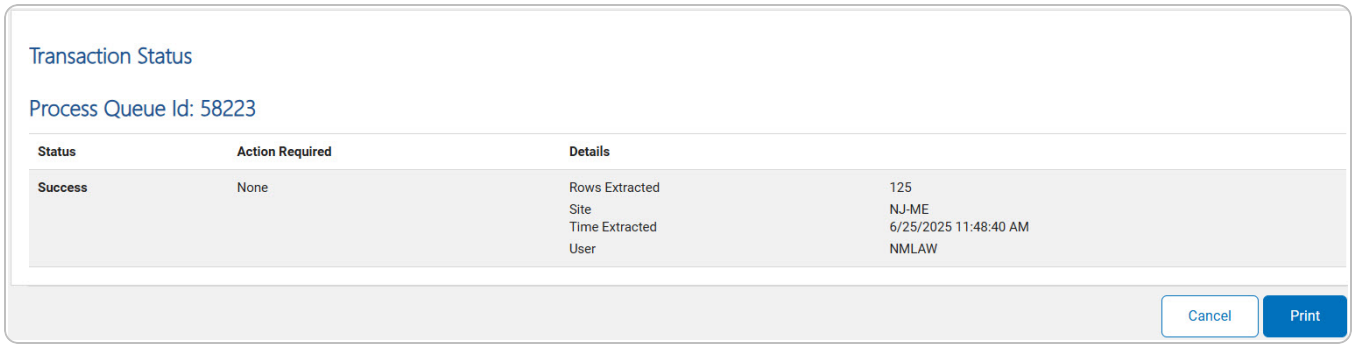
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

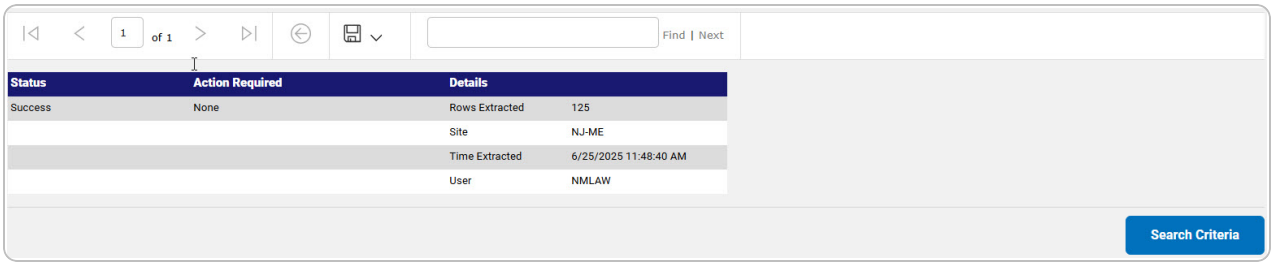
# Procedures

**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

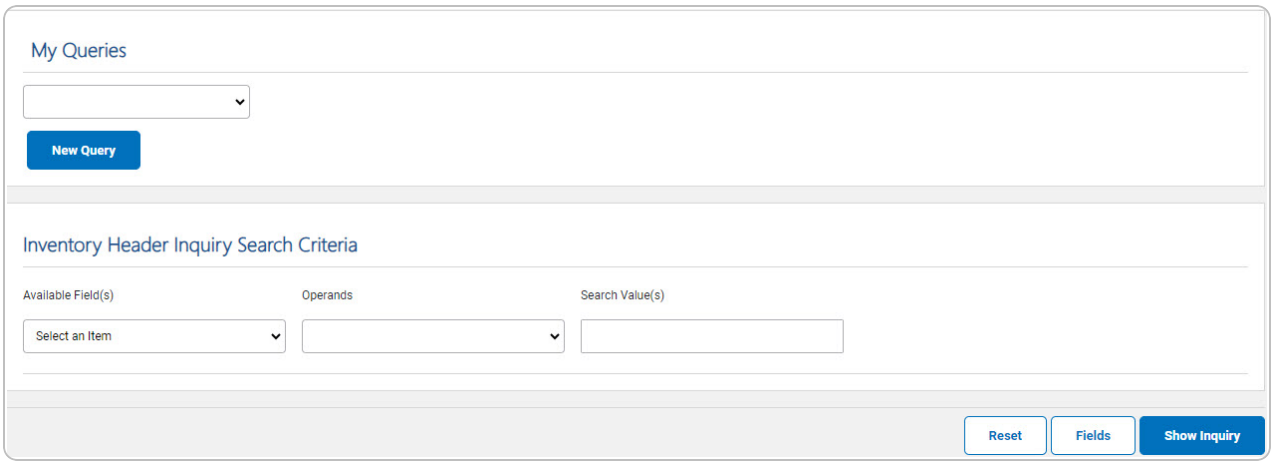
**ELMS Navigation Helpful Tips**

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**

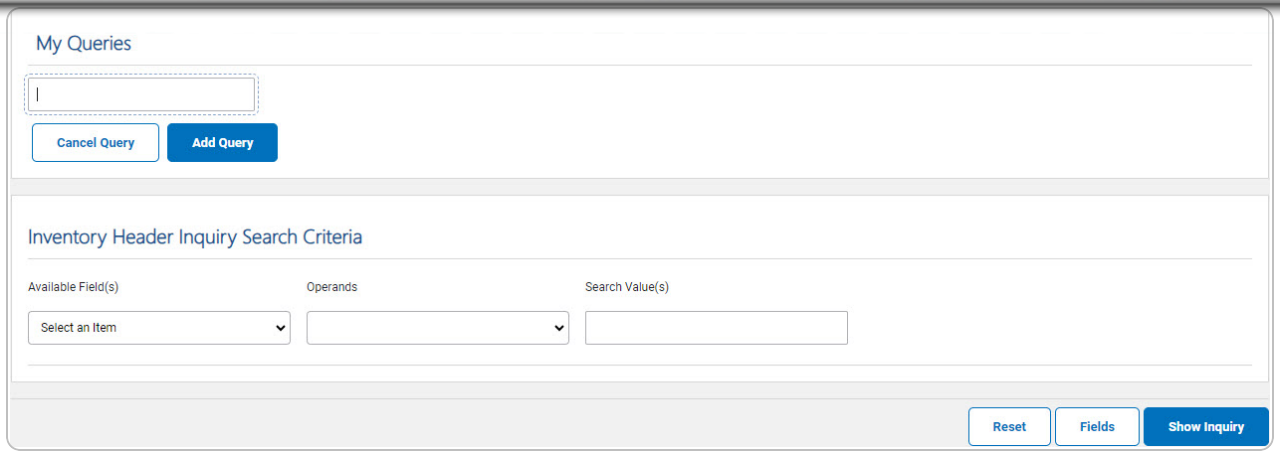
a. Use to select desired Available Field.

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.*



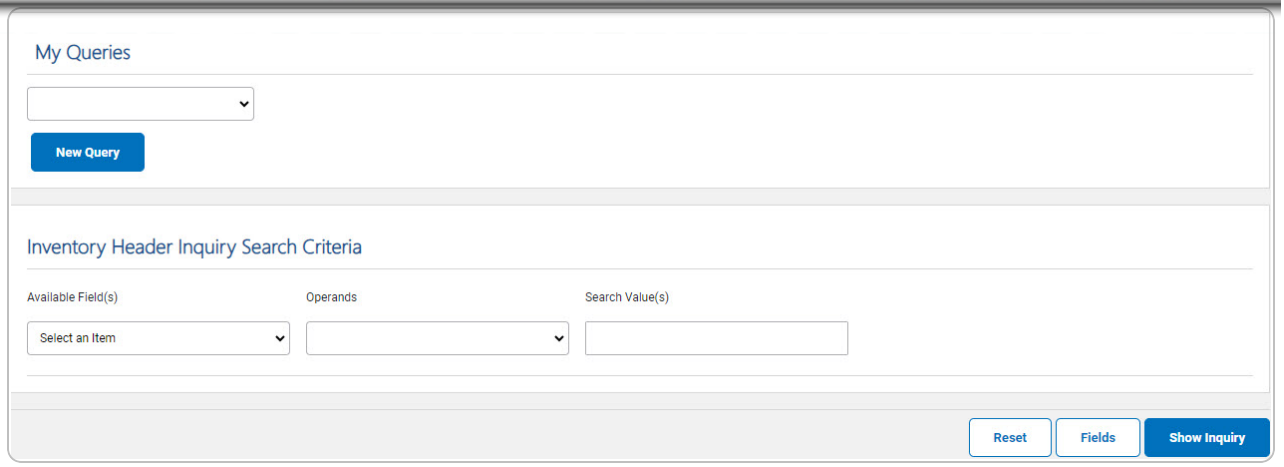

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



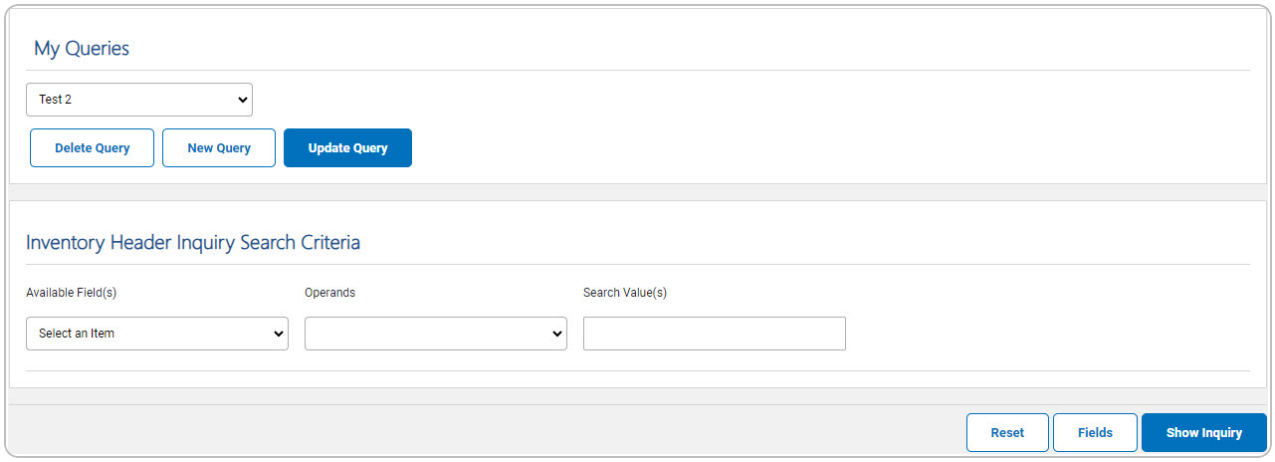

2. Select Fields. *The **Inventory Header Inquiry — Select Fields** page appears.*

   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.*

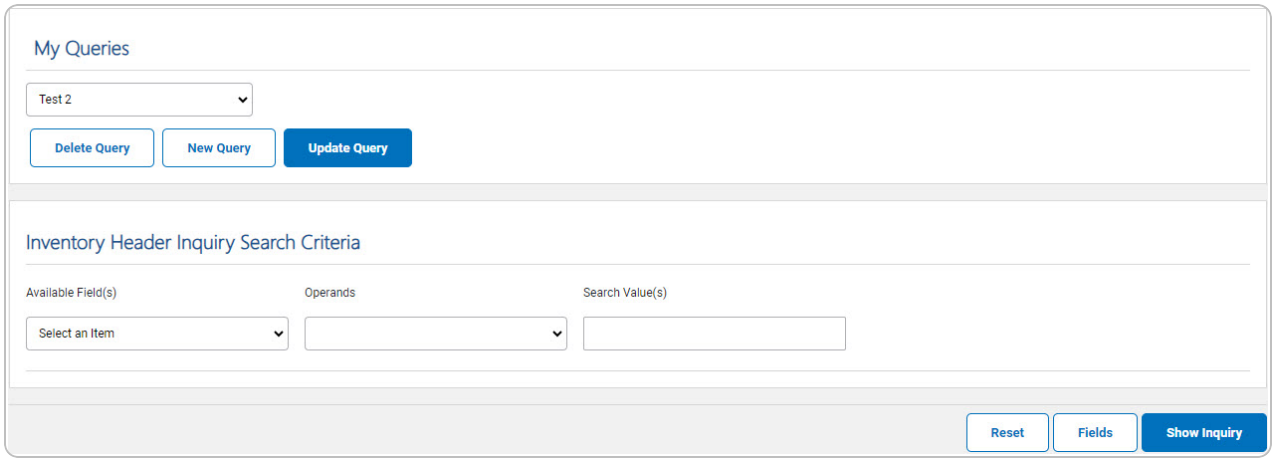
4. Select Fields. *The **Inventory Header Inquiry — Select Fields** page appears.*

   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.*

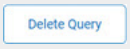
3. Select Delete Query. *The query information is removed.*

## 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**  **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. |

## 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 |

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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

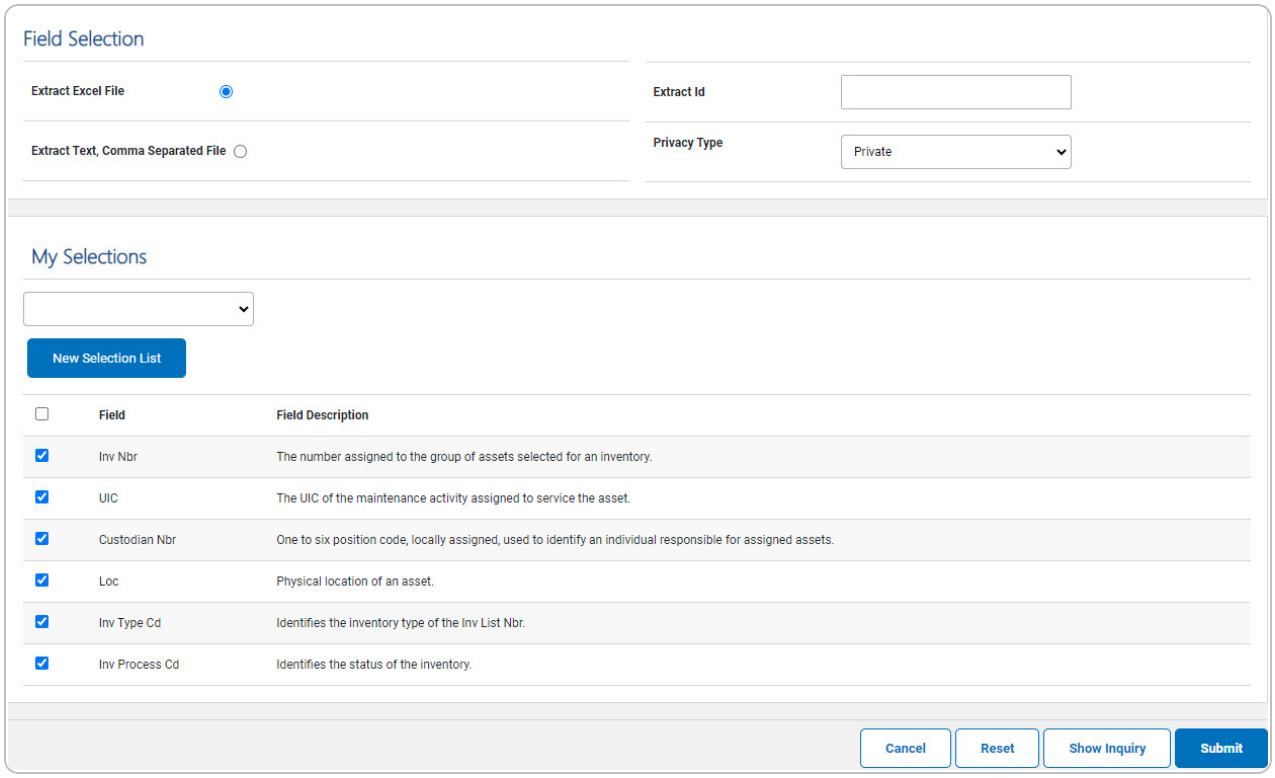
**ELMS Navigation Helpful Tips**

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**

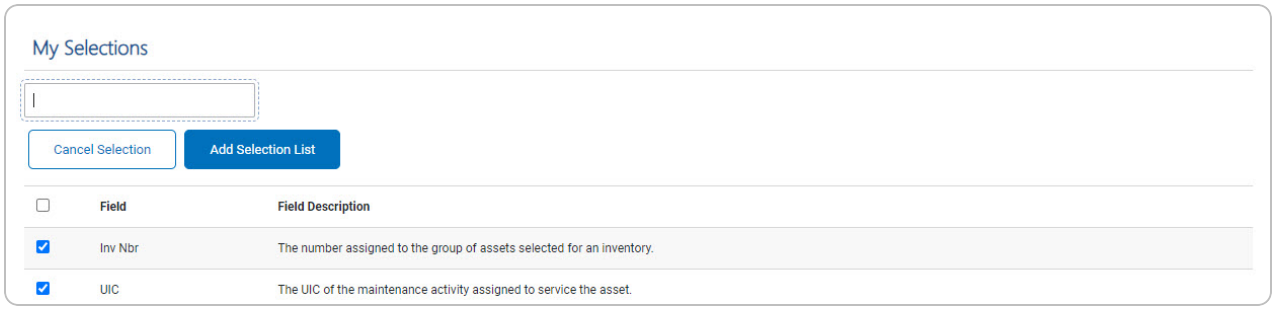
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

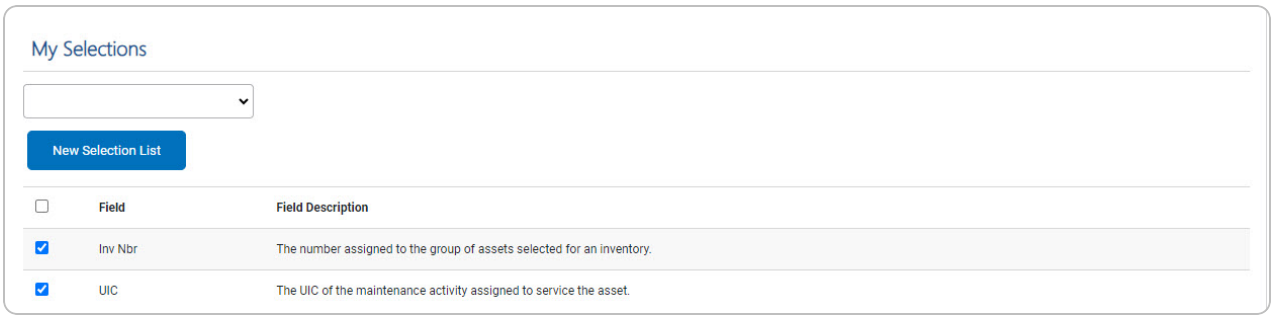
5.

**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.



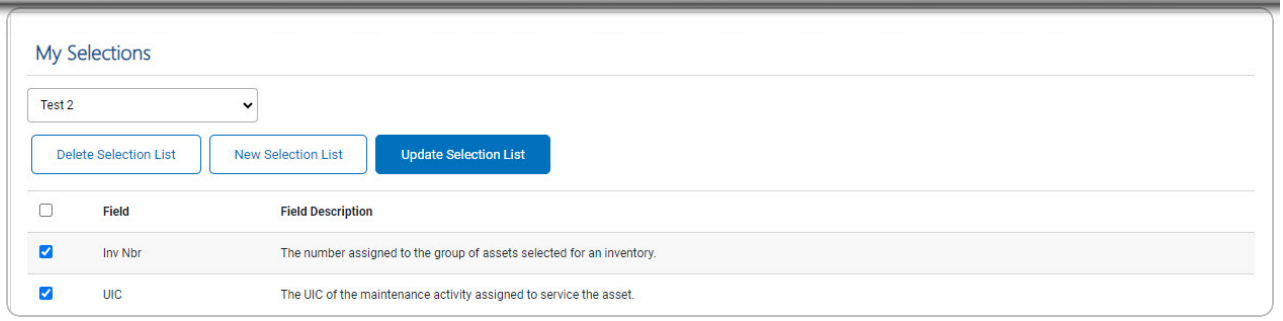

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Inventory Header Inquiry — Results** page appears.*

**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.



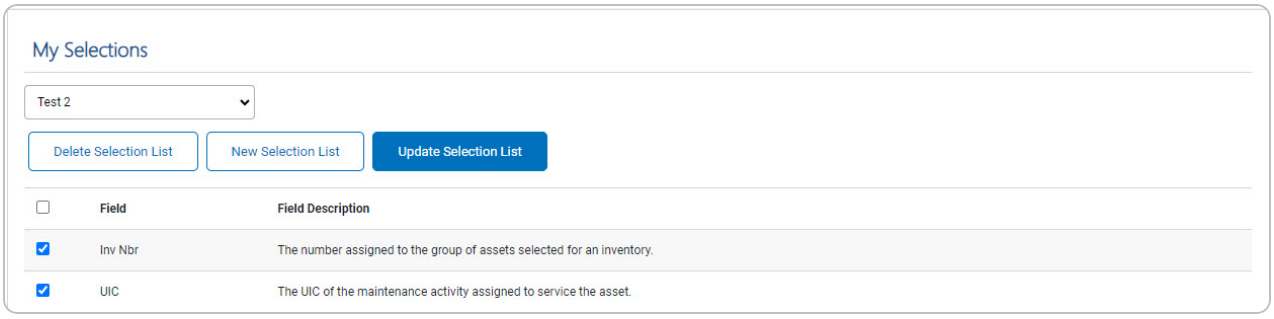

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

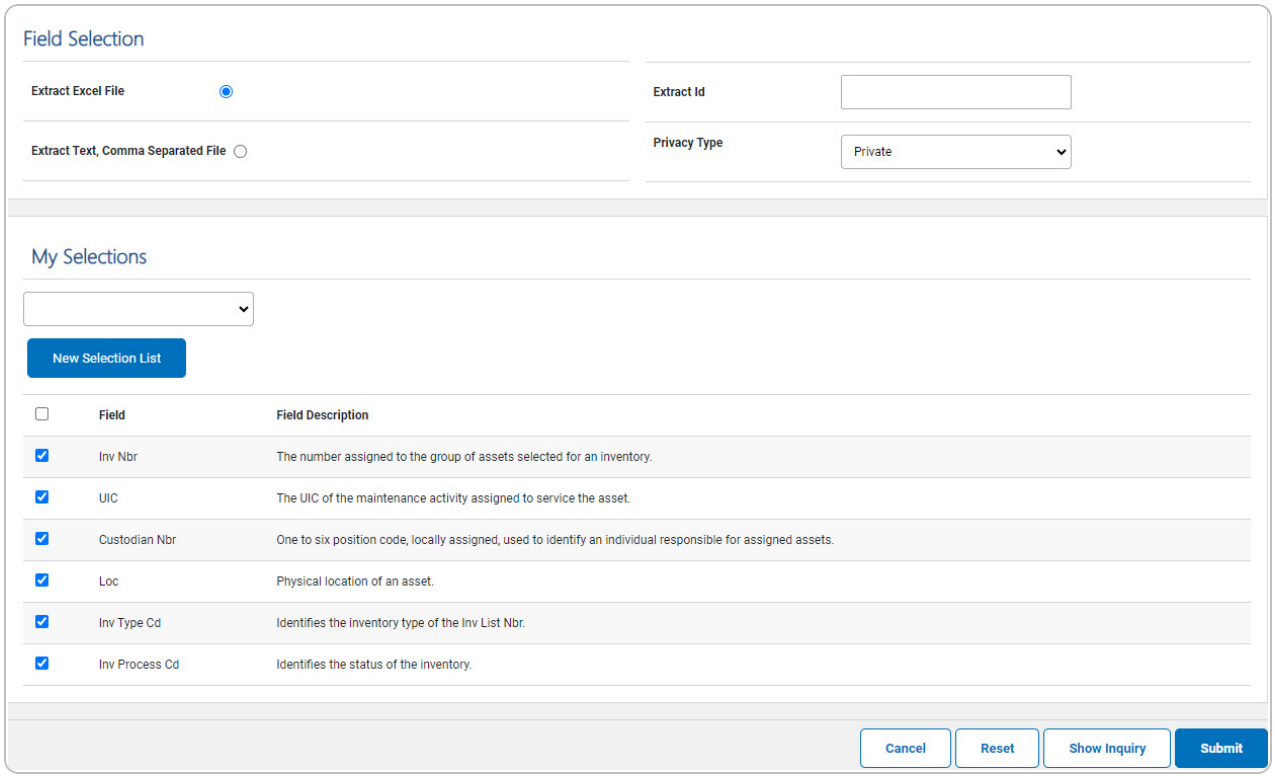



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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. |

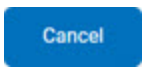
# Procedures

**ELMS Navigation Helpful Tips**

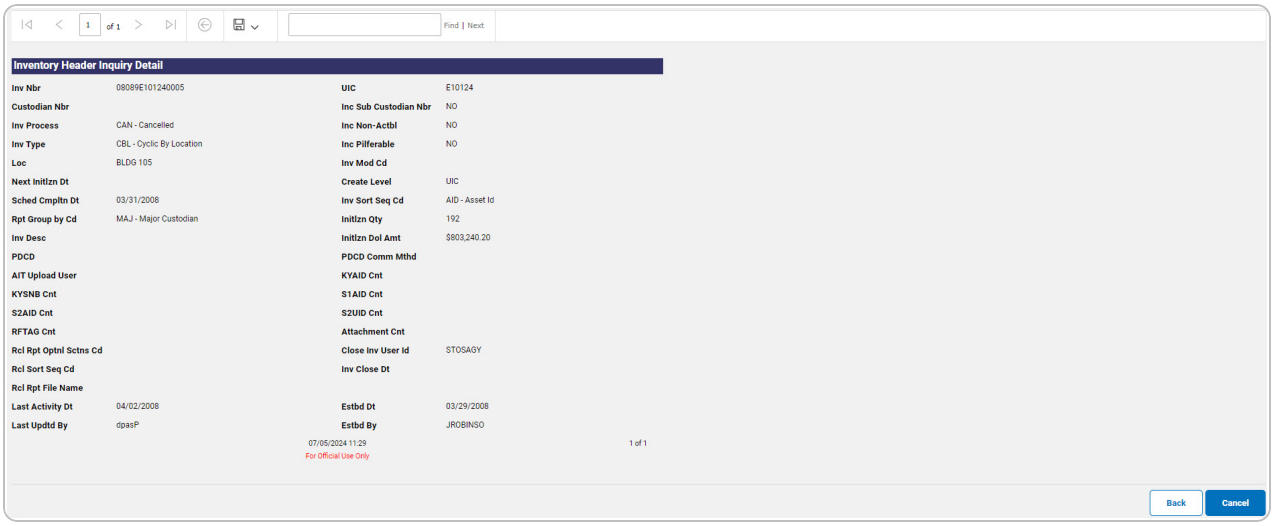


Click the following link to display PA Navigation Tips.

## 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

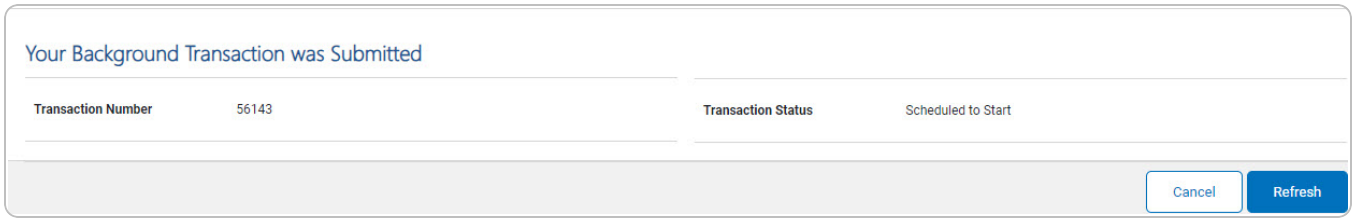
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

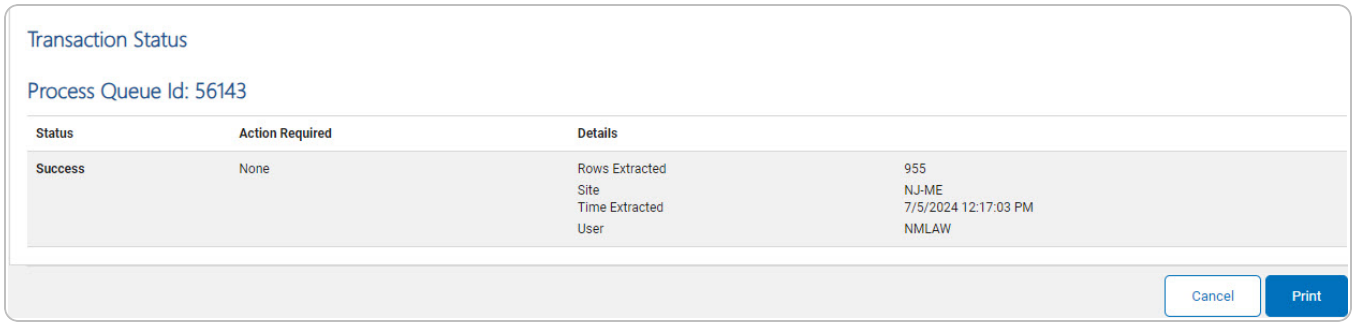
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

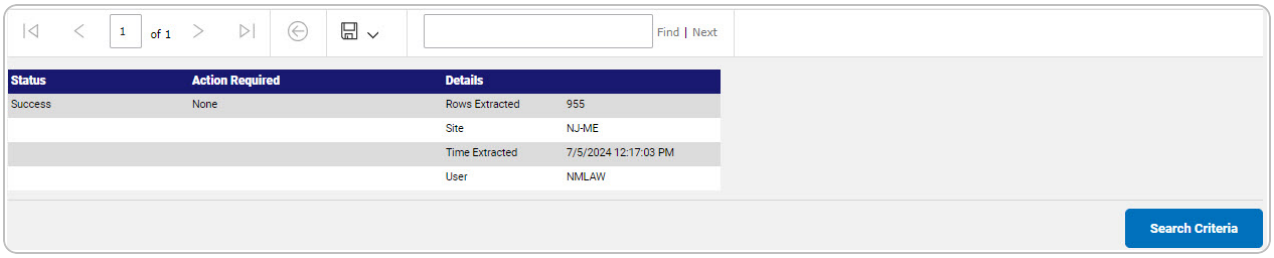
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Inventory Header Inquiry Transaction Status

1. Select  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 Header 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 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

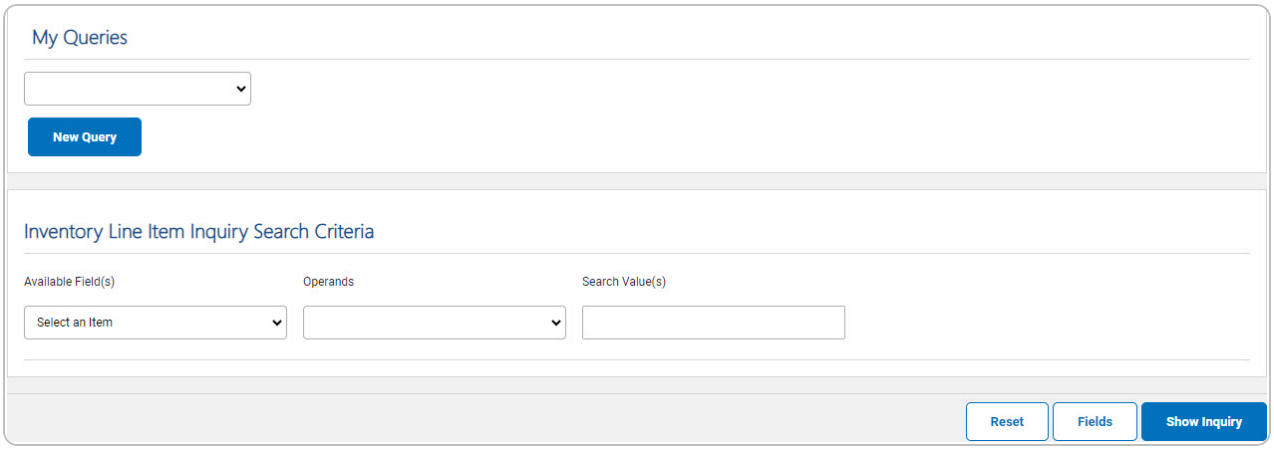
**ELMS Navigation Helpful Tips**

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**

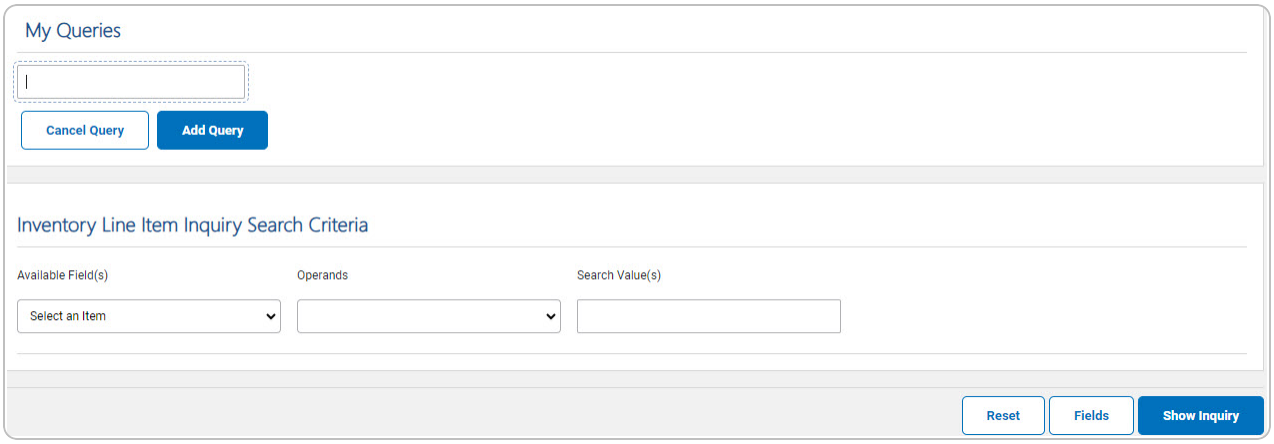
a. Use ⌄ to select desired Available Field.

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.*



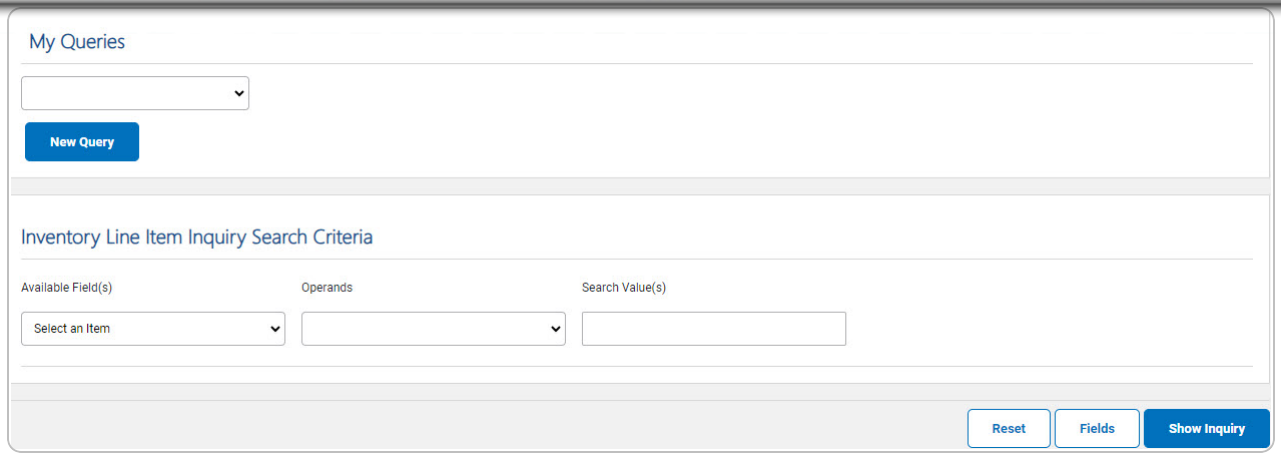

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



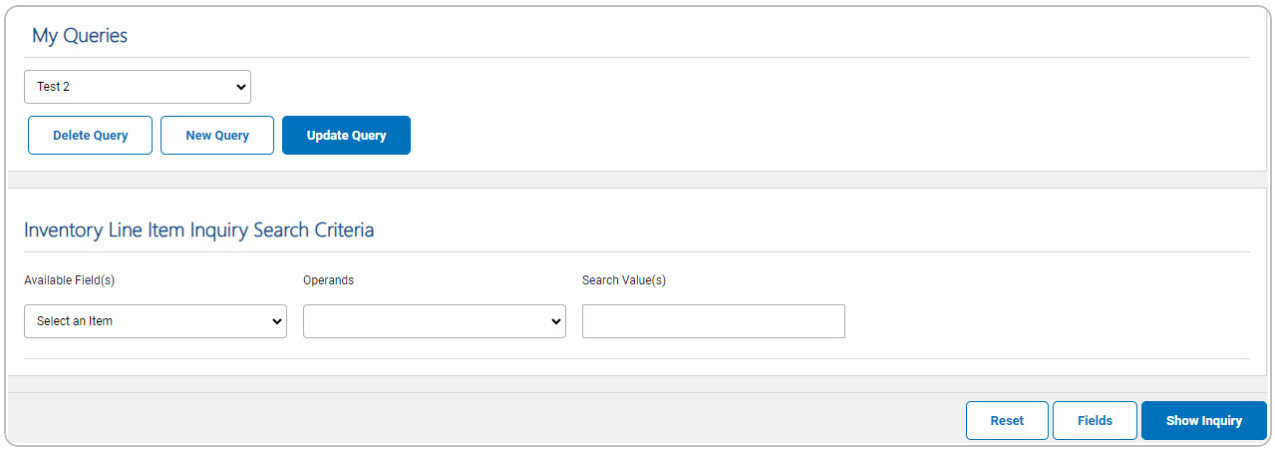

2. Select Fields. *The **Inventory Line Item Inquiry — Select Fields** page appears.*

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.*

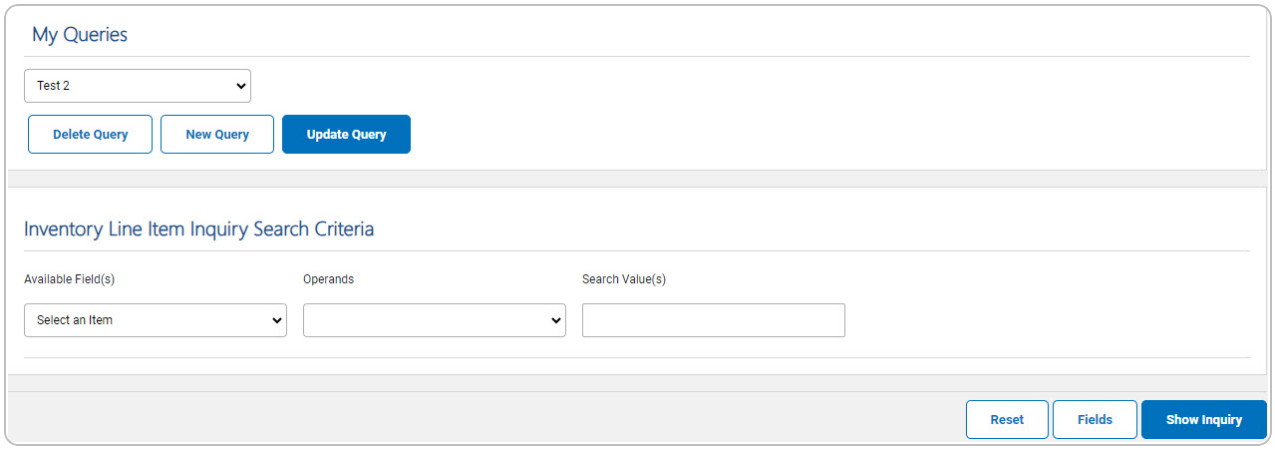
4. Select Fields. *The **Inventory Line Item Inquiry — Select Fields** page appears.*

   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* 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 = 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

# 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

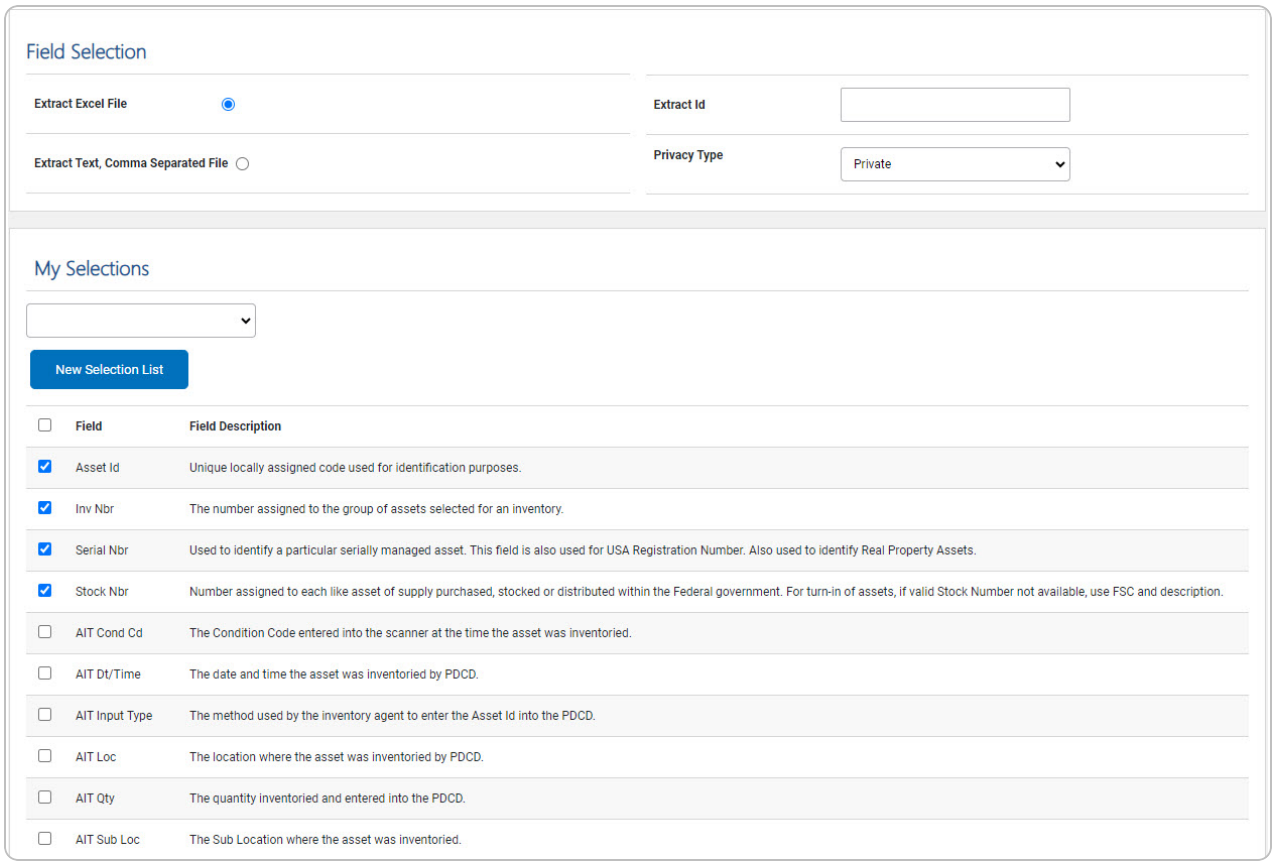
**ELMS Navigation Helpful Tips**

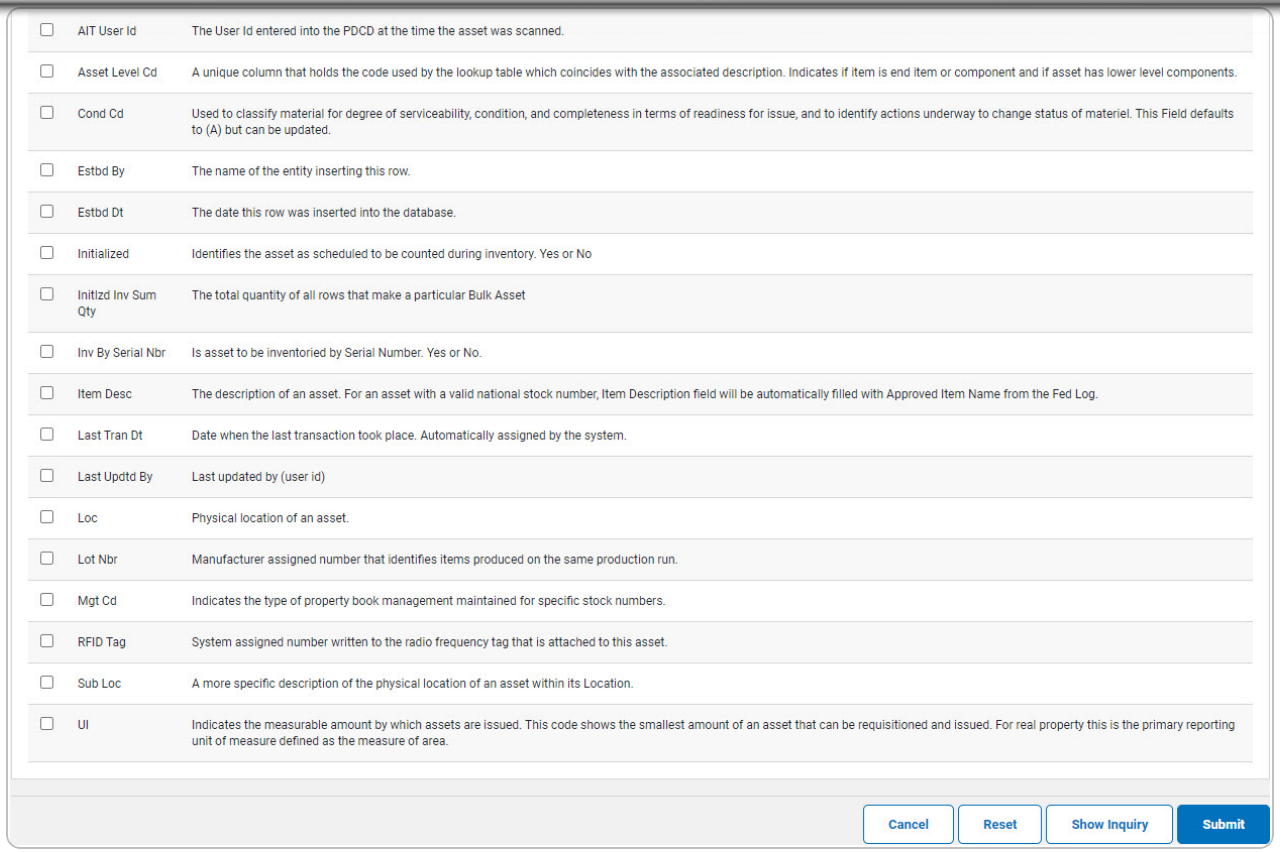
Click the following link to display PA Navigation Tips.

## 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**

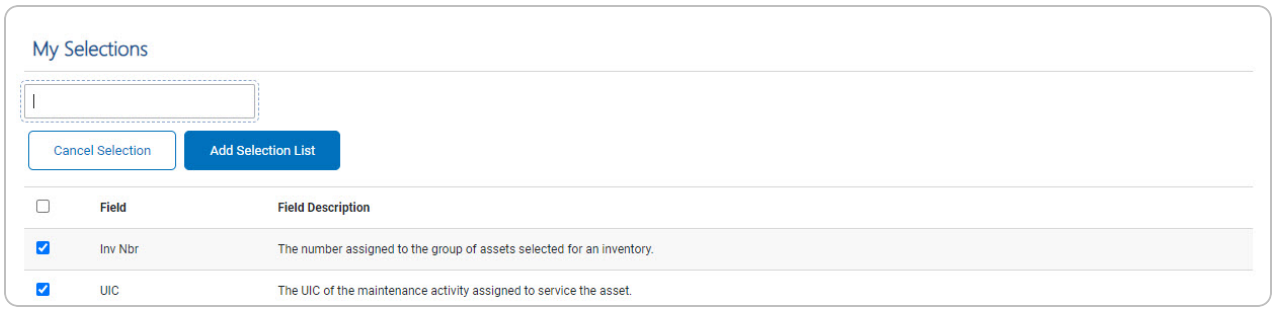
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

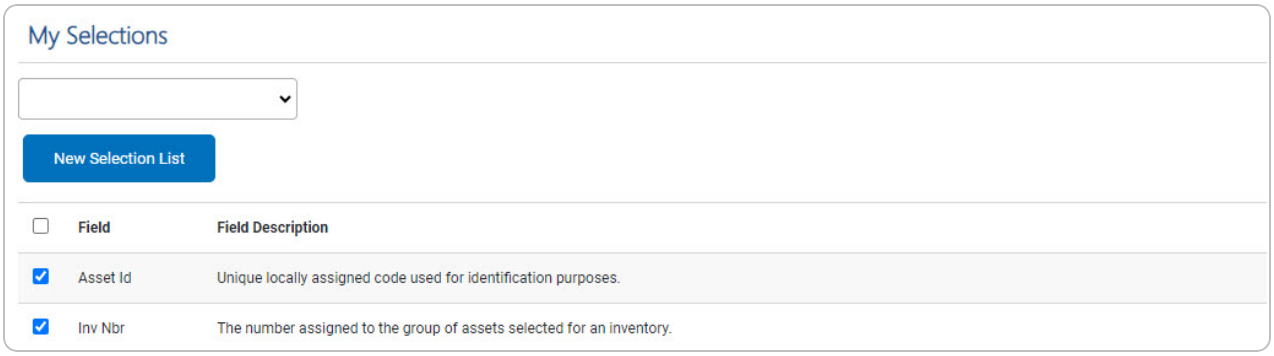
   Select Show Inquiry for small volumes of data. *The* ***Inventory Line Item Inquiry — Results*** *page appears.*

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.*

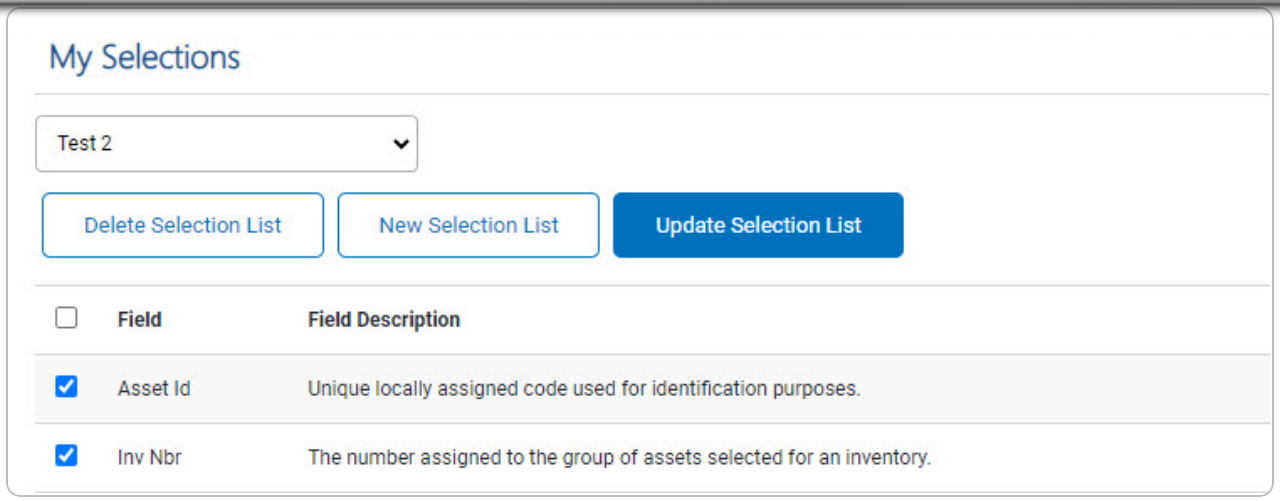
Select Show Inquiry for small volumes of data. *The **Inventory Line Item Inquiry — Results** page appears.*

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.



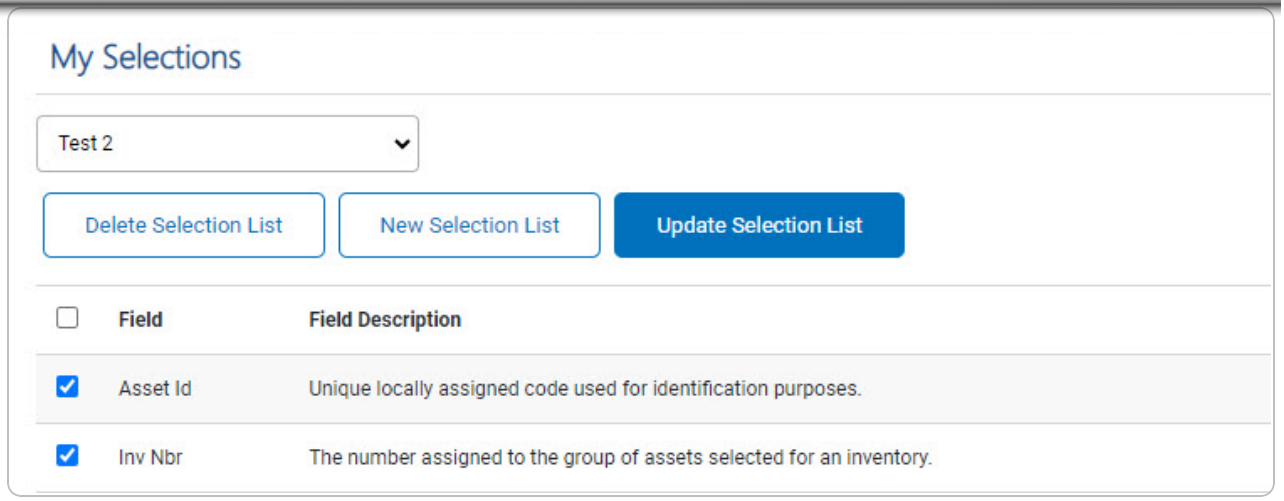

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Line Item Inquiry — Results*** *page appears.*

**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.

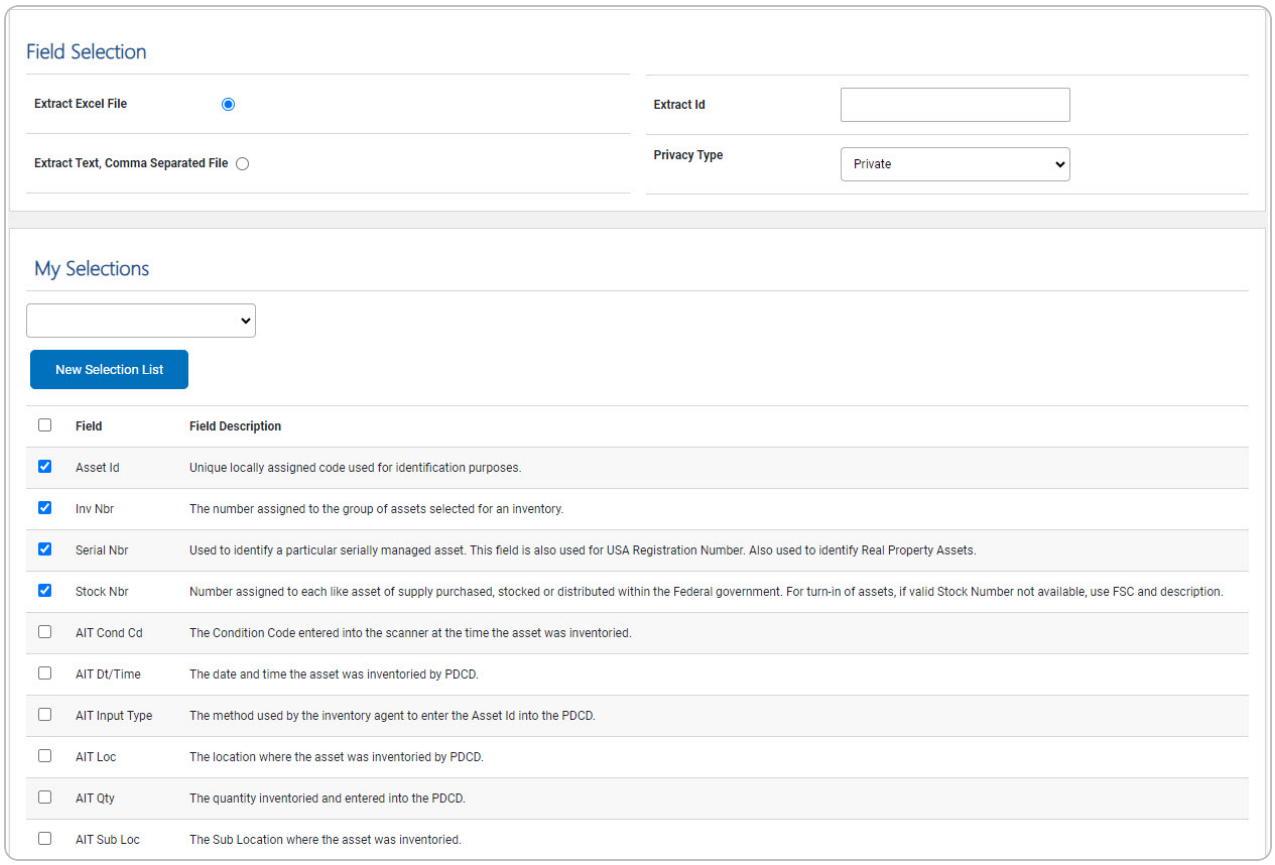


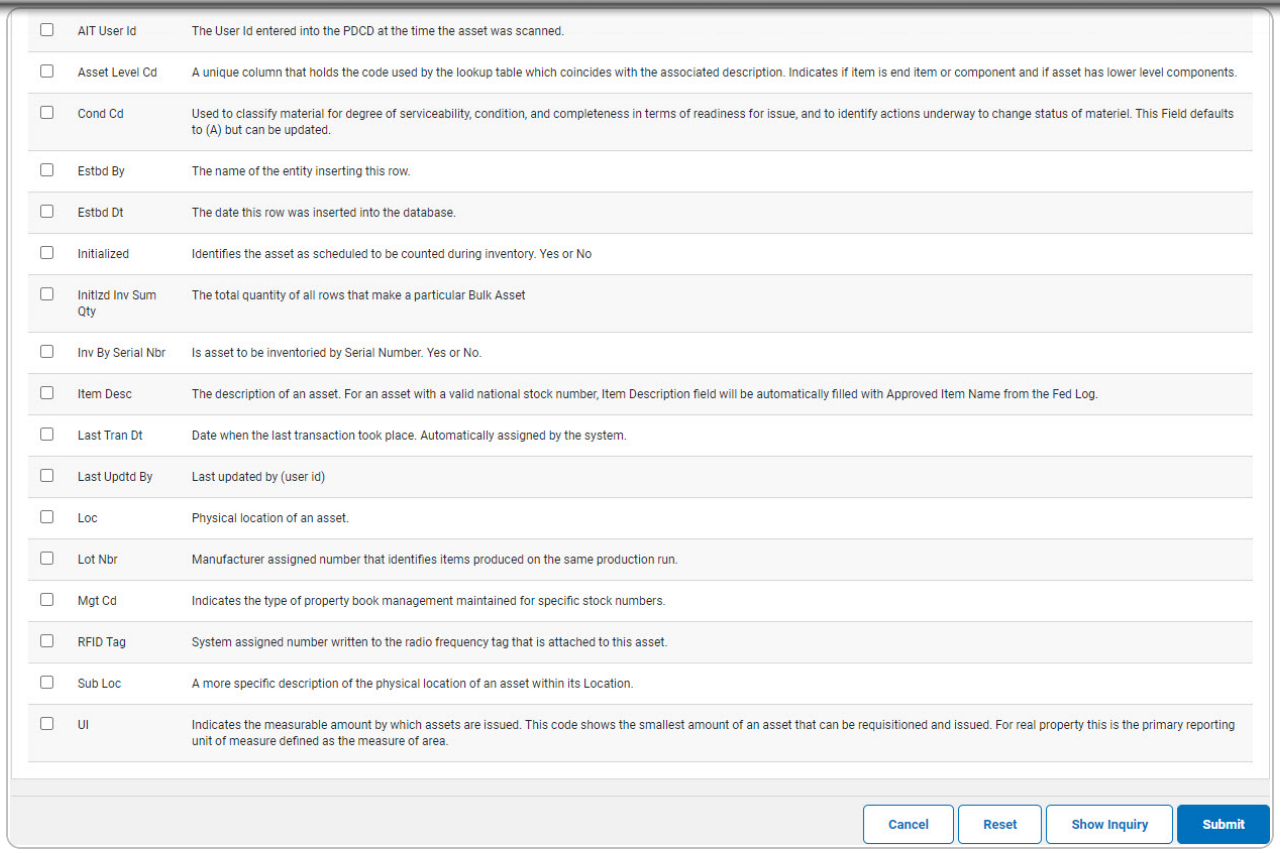

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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. |

Cancel Reset Show Inquiry Submit

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 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**

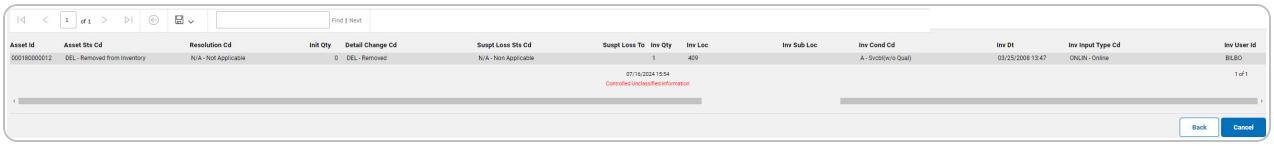


Click the following link to display PA Navigation Tips.

## 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.*

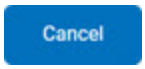
1. *Verify the Inventory Line Header Inquiry Detail grid.*



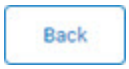

   A. *Verify the Asset Id.*
   B. *Verify the Asset Sts Cd.*
   C. *Verify the Resolution Cd.*
   D. *Verify the Init Qty.*
   E. *Verify the Detail Change Cd.*
   F. *Verify the Suspt Loss Sts Cd.*
   G. *Verify the Suspt Loss To.*
   H. *Verify the Inv Qty.*
   I. *Verify the Inv Loc.*
   J. *Verify 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

# 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

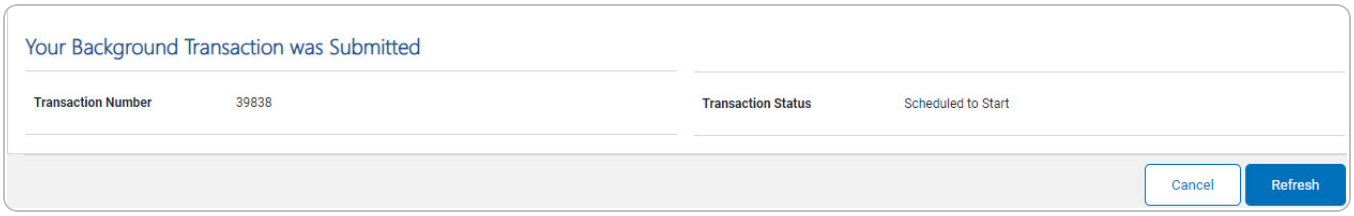
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

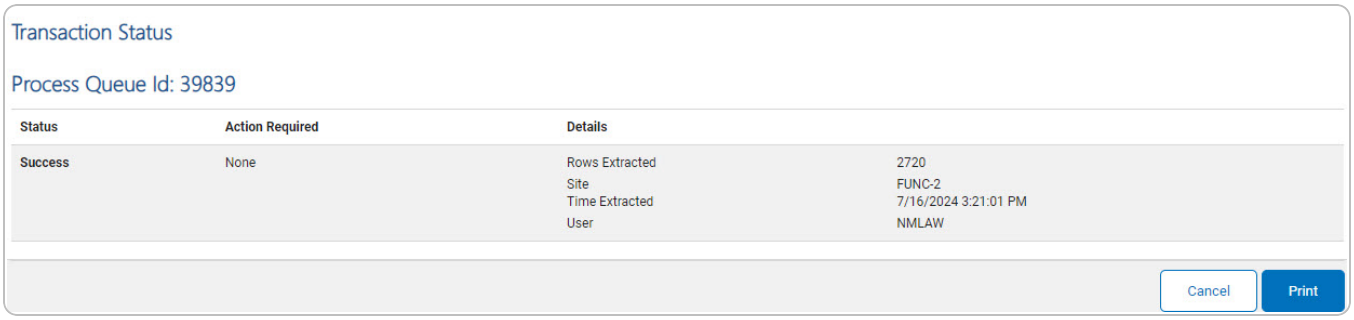
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

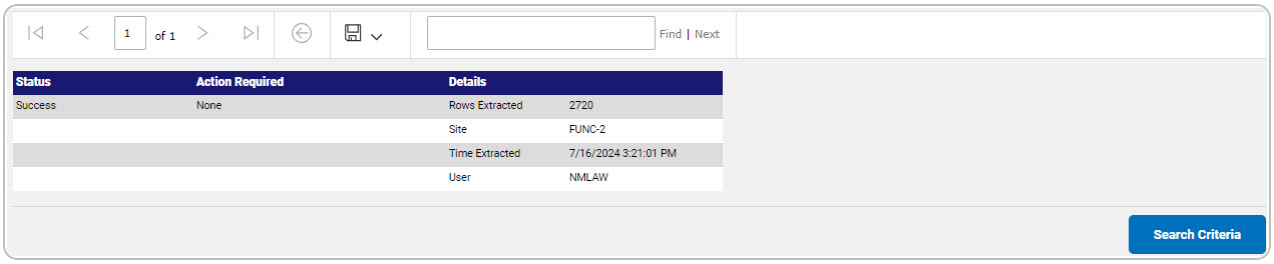
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Inventory Line Item Inquiry Transaction Status

1. Select 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 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.*

# Common Errors

The 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

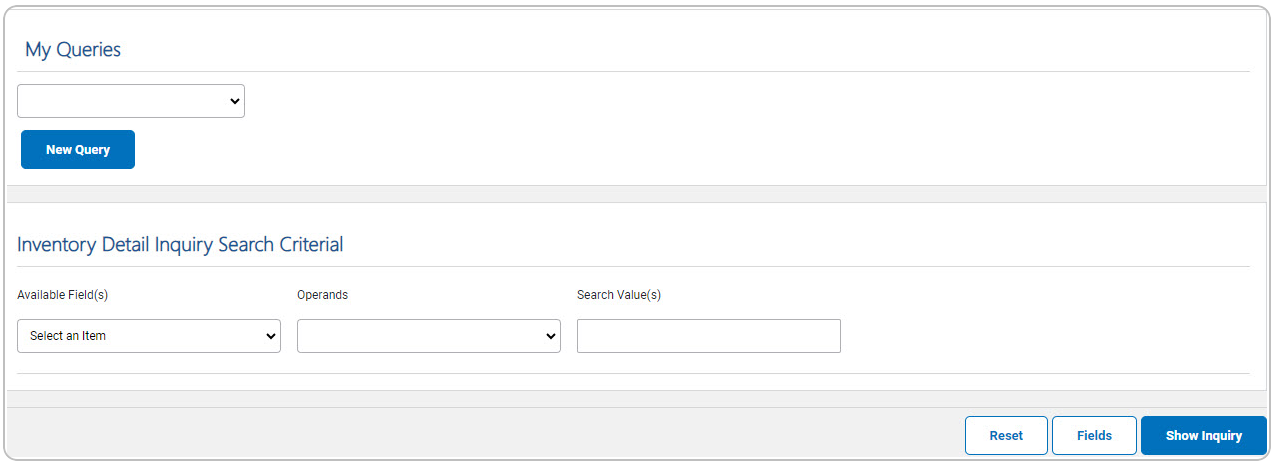
**ELMS Navigation Helpful Tips**

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**

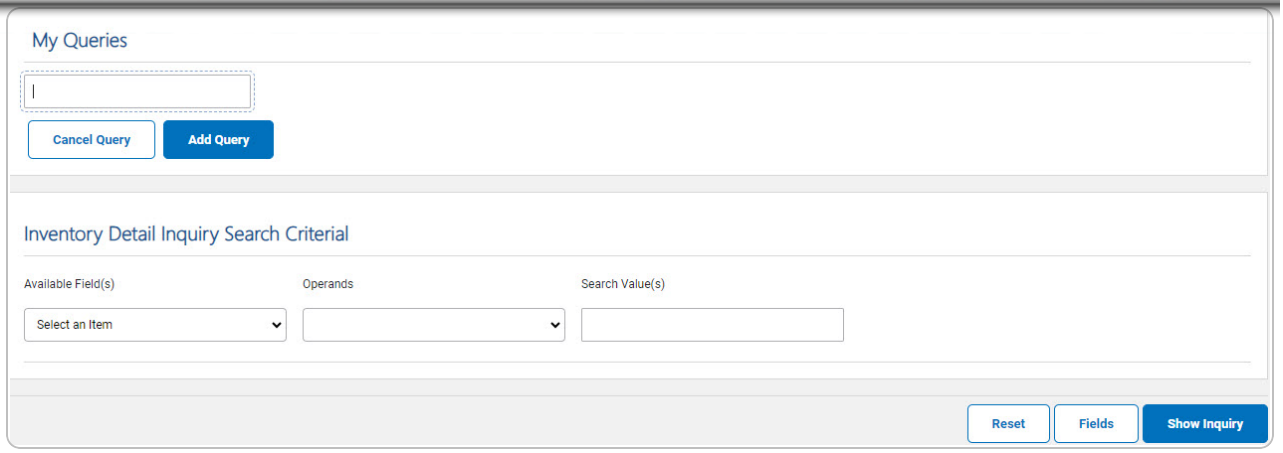
a. Use to select desired Available Field.

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.*



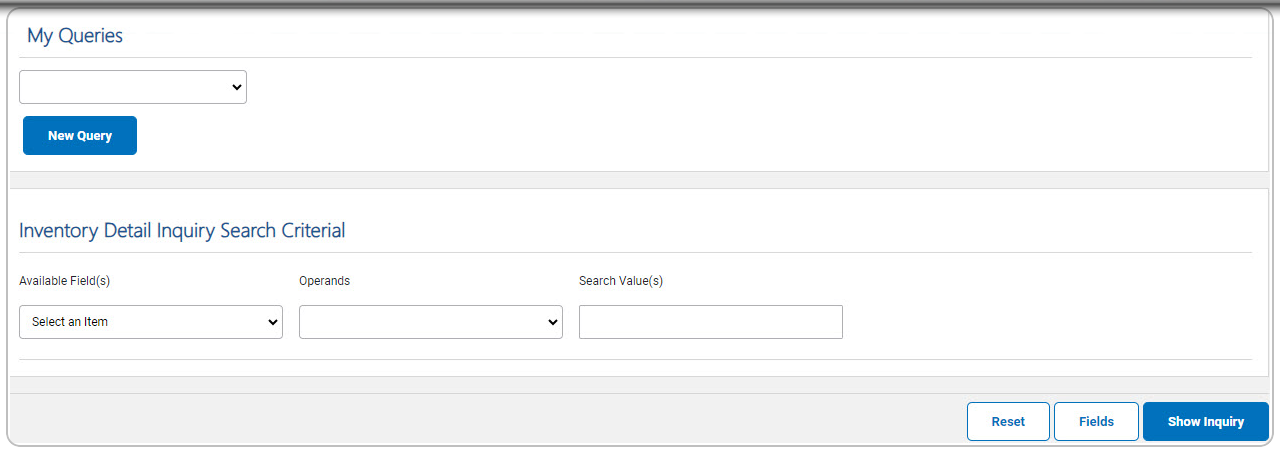

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



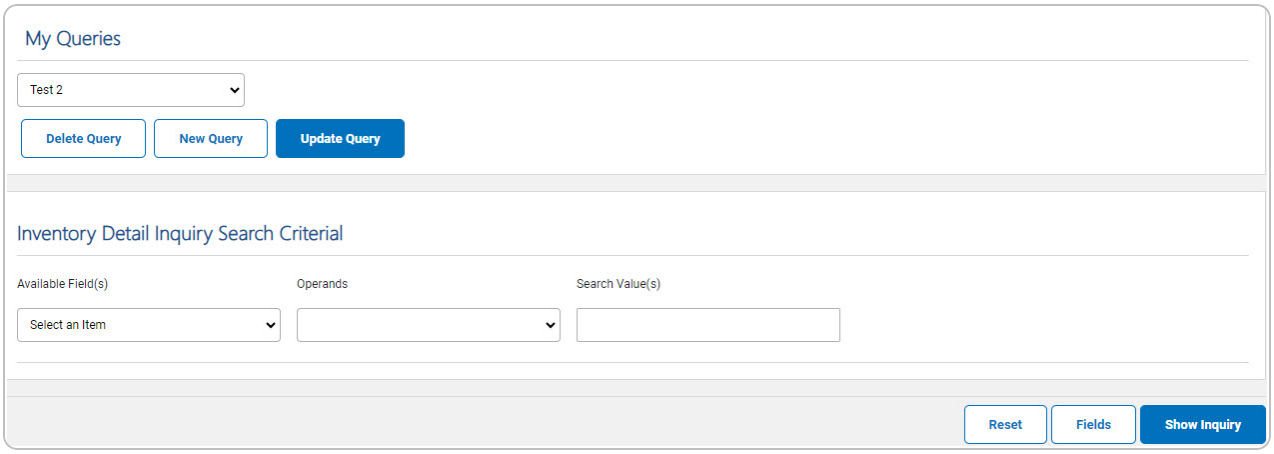

2. Select Fields. *The **Inventory Detail Inquiry — Select Fields** page appears.*

   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.*

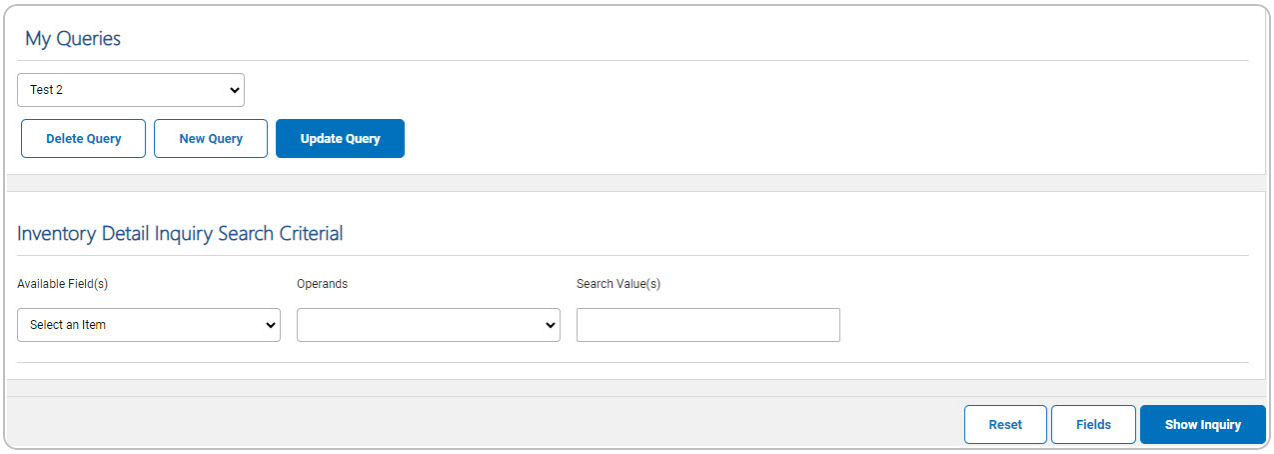
4. Select Fields. *The **Inventory Detail Inquiry — Select Fields** page appears.*

   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

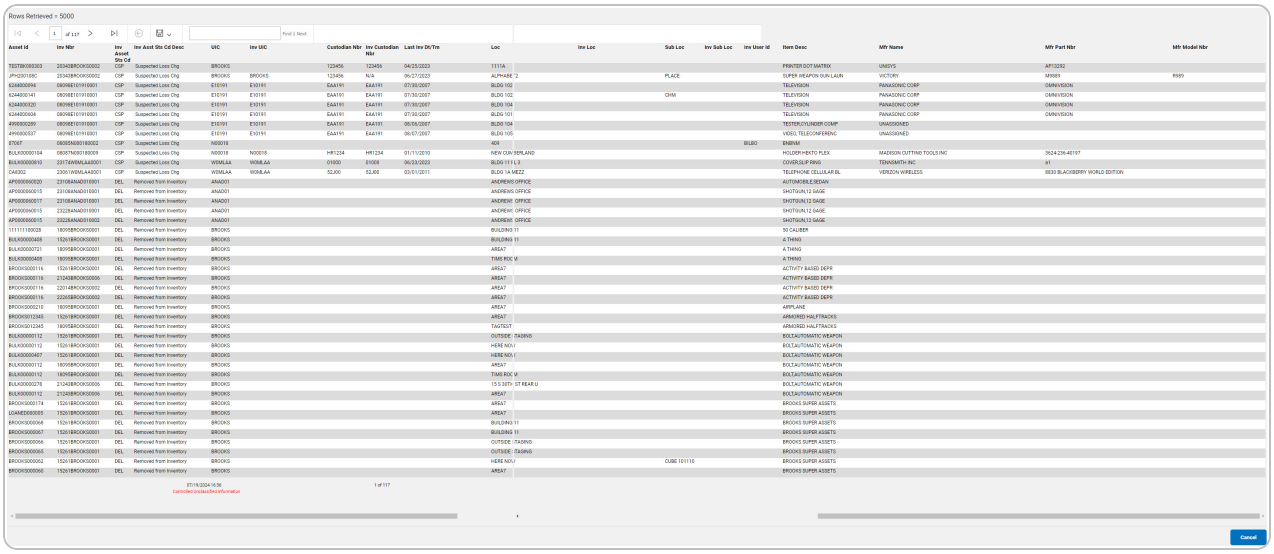
**ELMS Navigation Helpful Tips**

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 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 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**

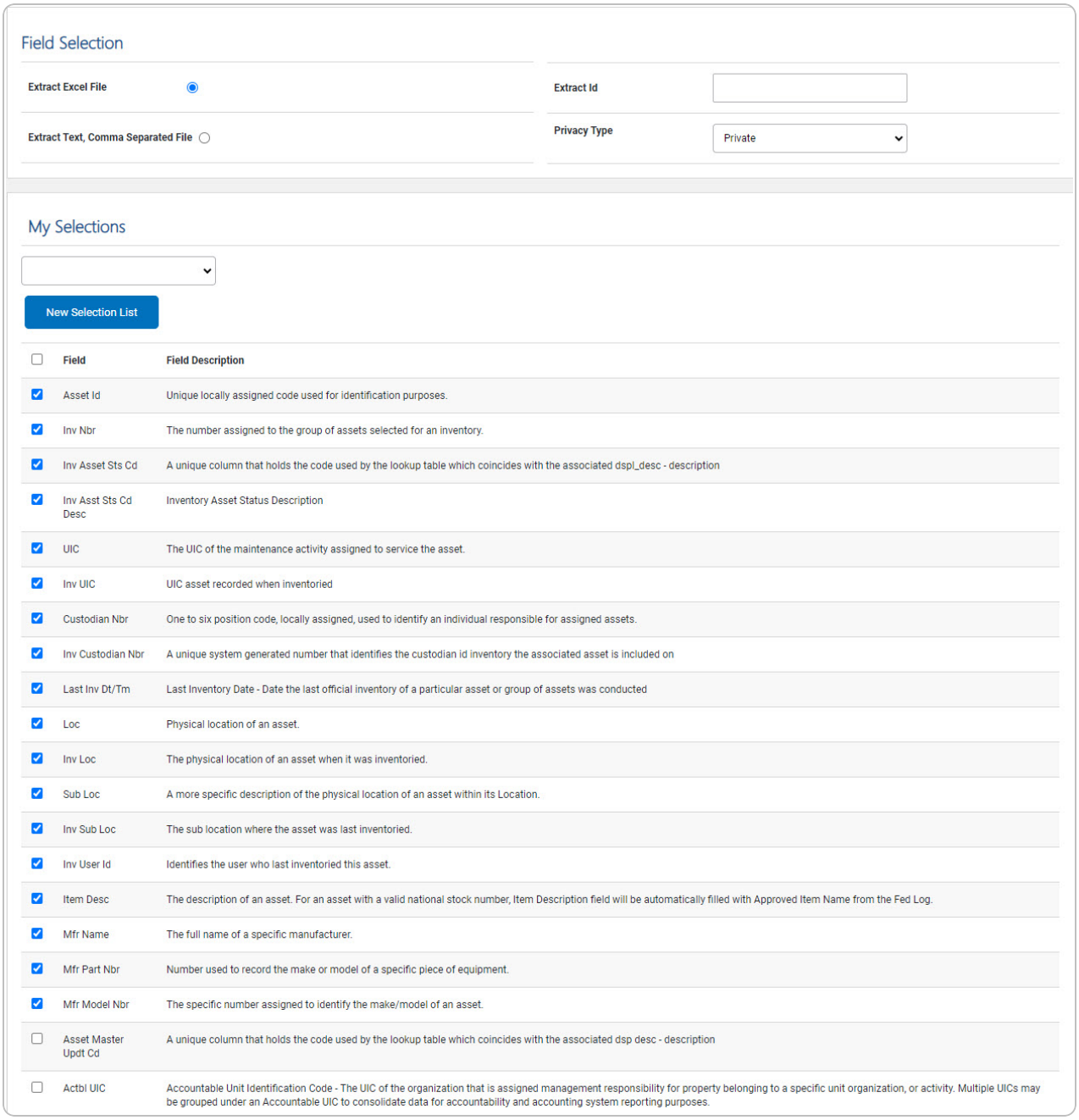


Click the following link to display PA Navigation Tips.

## 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

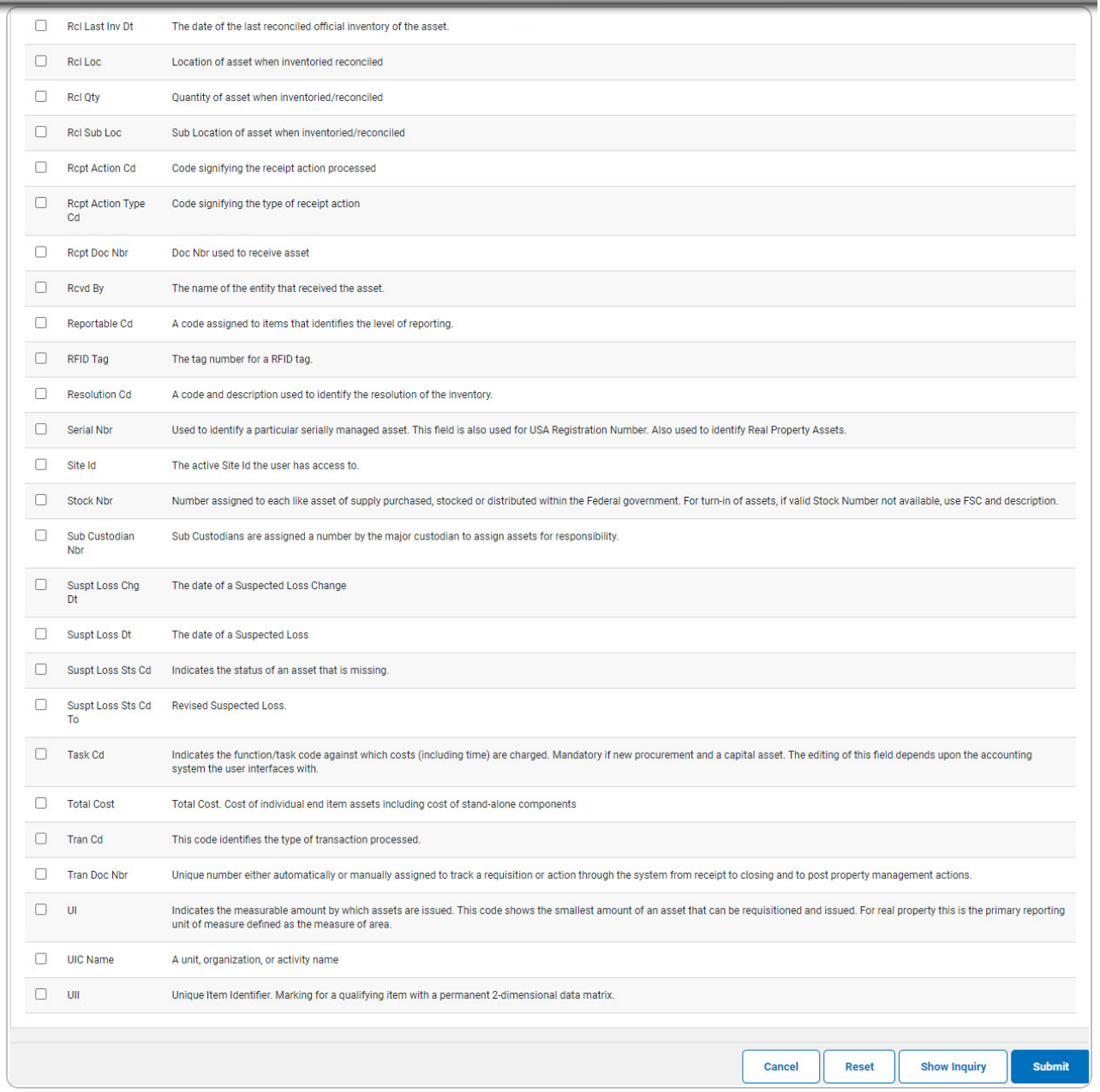
My Selections

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. |
| ☐ | 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.** 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**

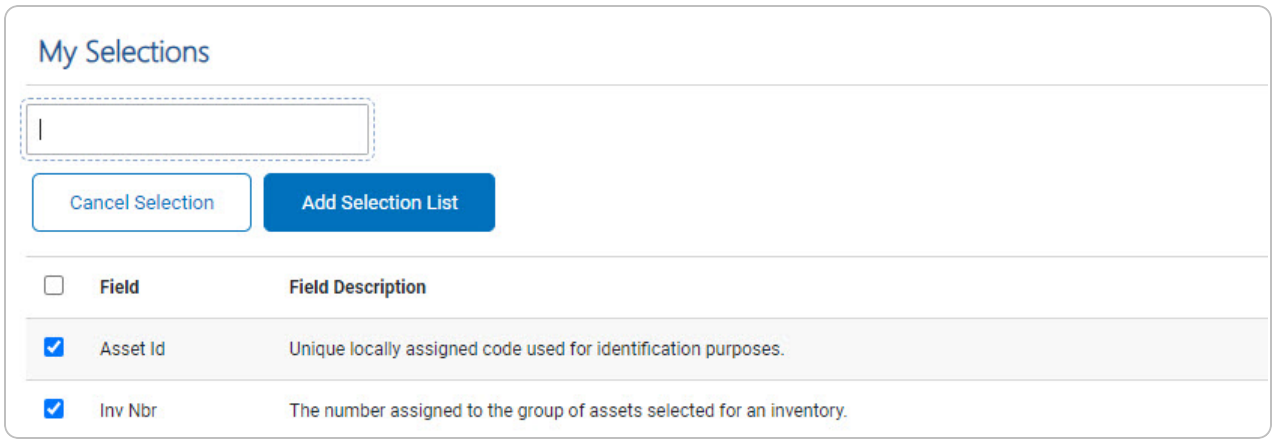
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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].

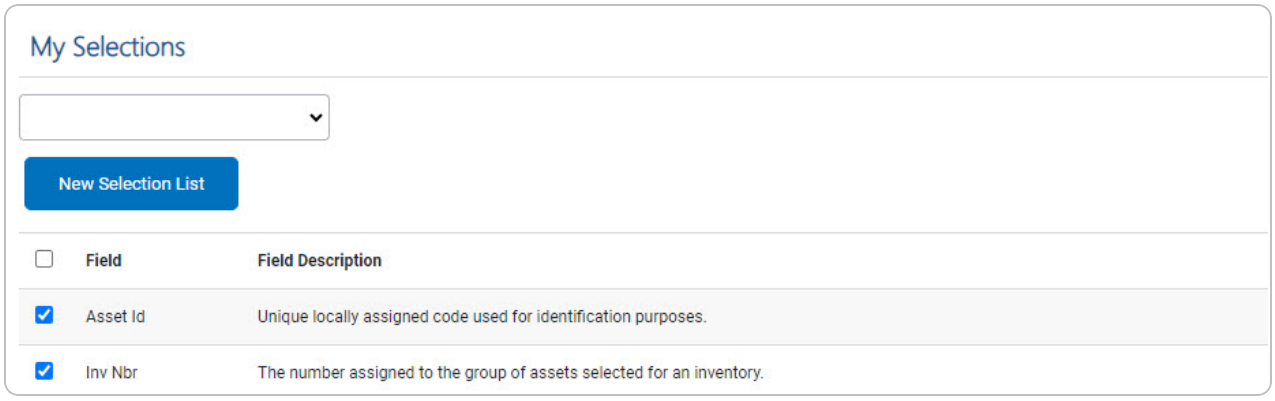
Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

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.*

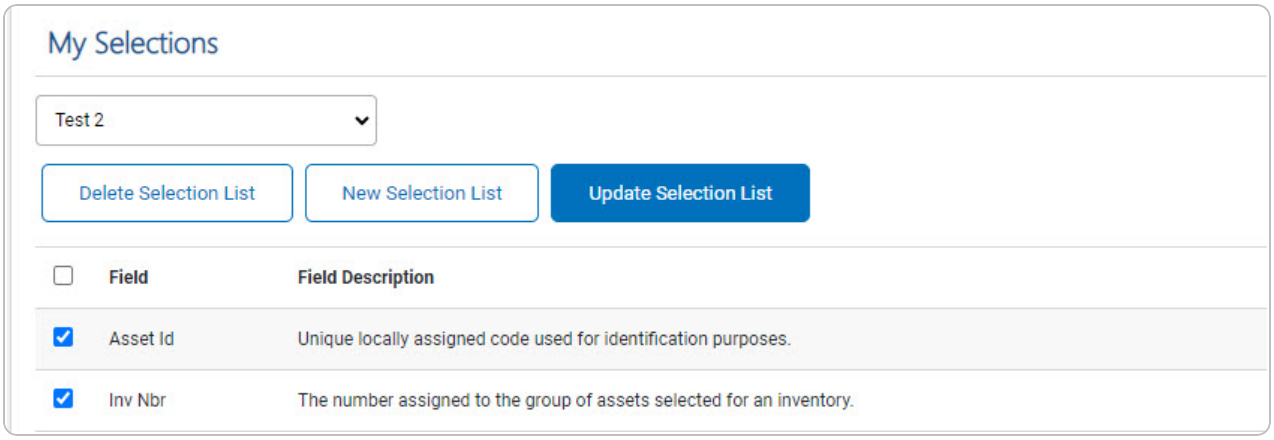
3. **OR**

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.



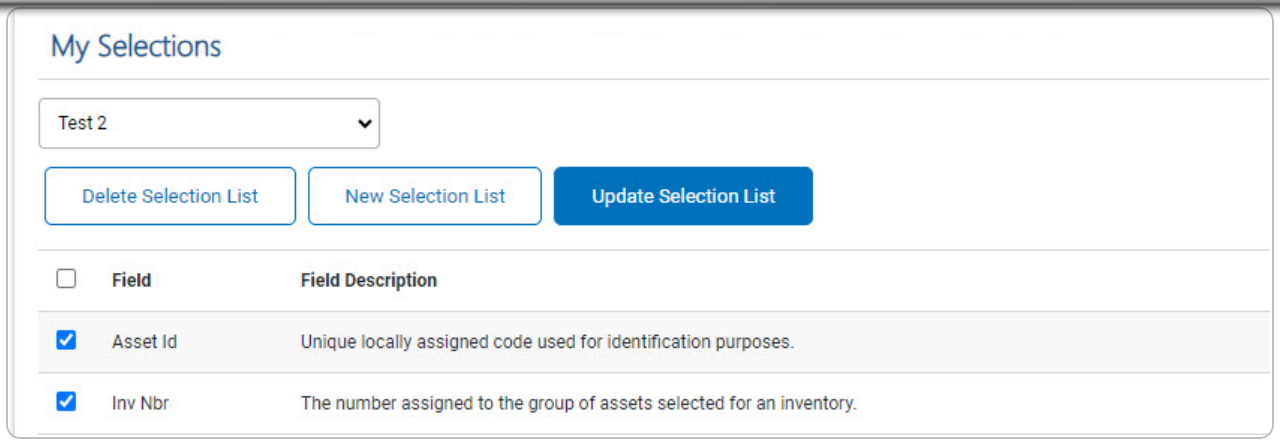

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

**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.

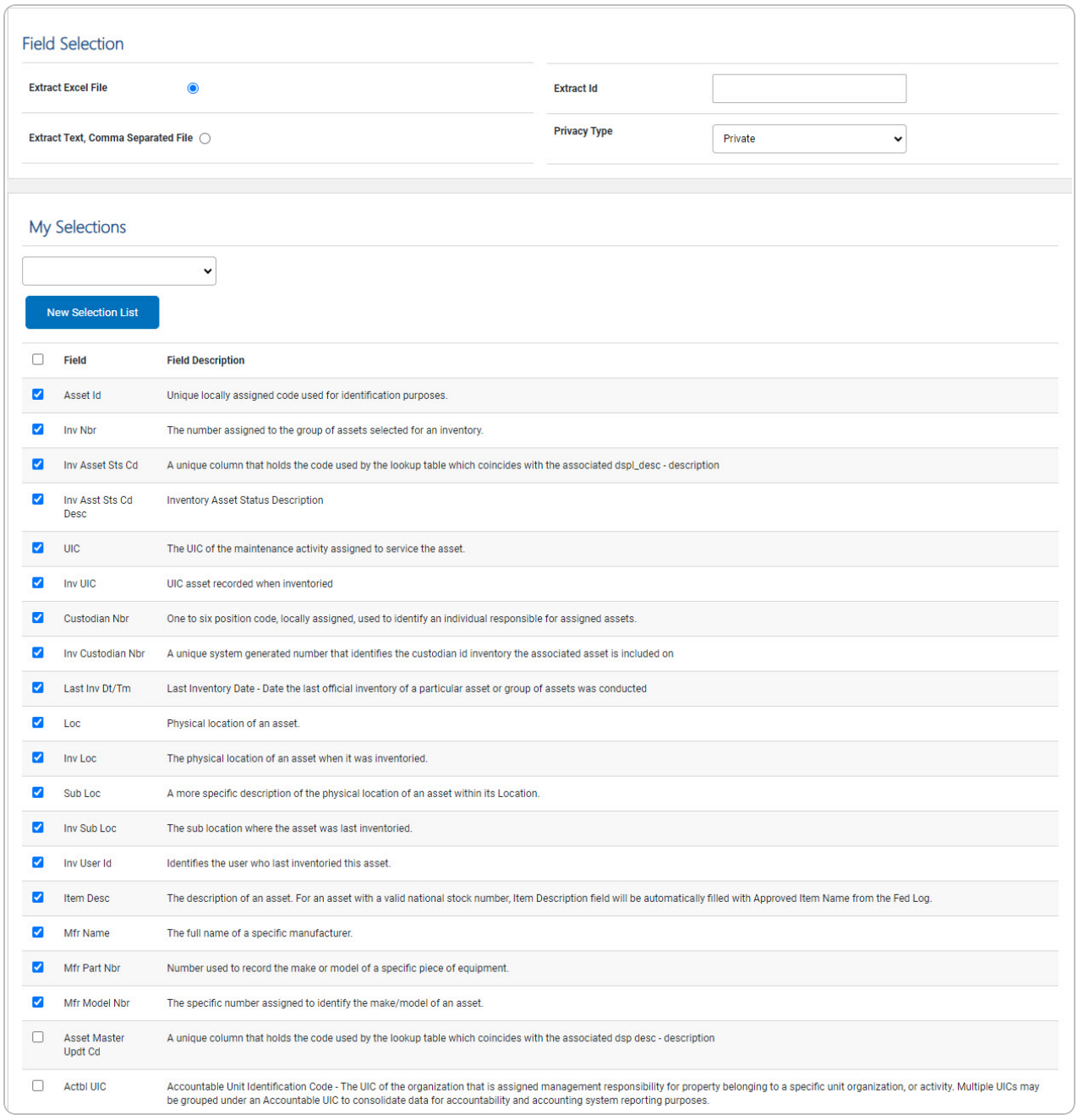



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

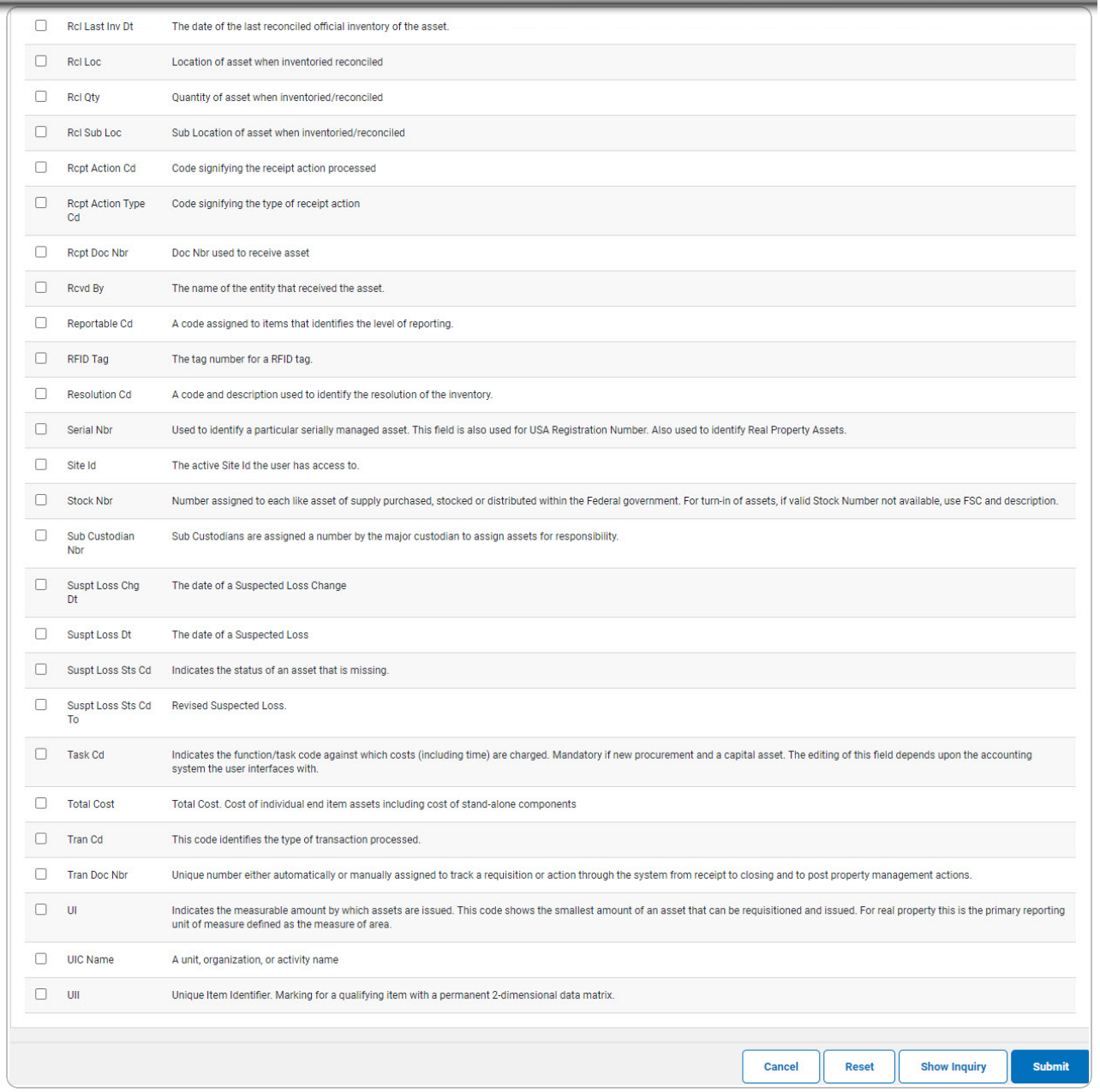
My Selections

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. |
| ☐ | 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. 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.*

3. 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.*

## Common Errors

The table below provides a list of common errors and possible solutions. 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**

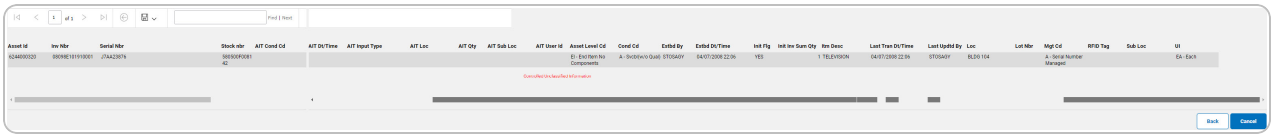


Click the following link to display PA Navigation Tips.

## Export the Inventory Detail Inquiry Basic Detail

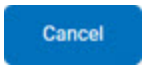
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

1. *Verify the Inventory Line Header Inquiry Detail grid.*



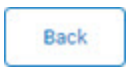
   A. *Verify the ASSET ID.*
   B. *Verify the INV NBR.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the STOCK NBR.*
   E. *Verify the AIT COND CD.*
   F. *Verify the AIT DT/TM.*

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

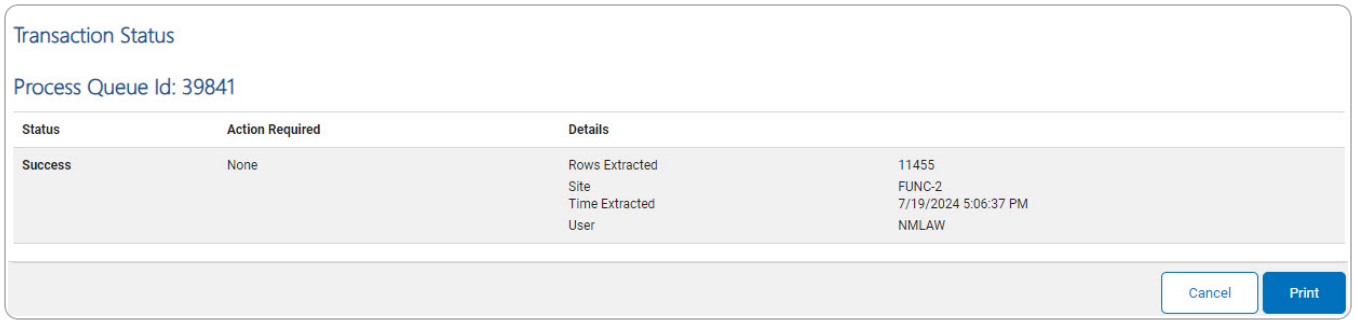
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

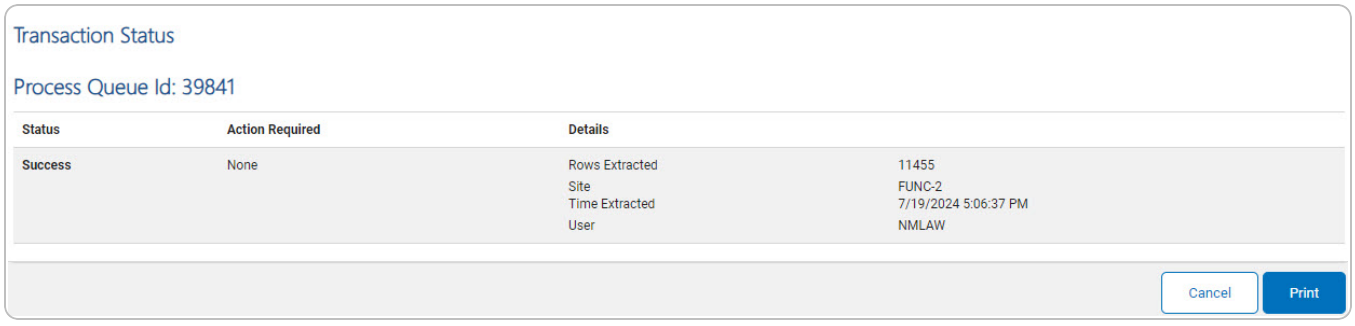
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

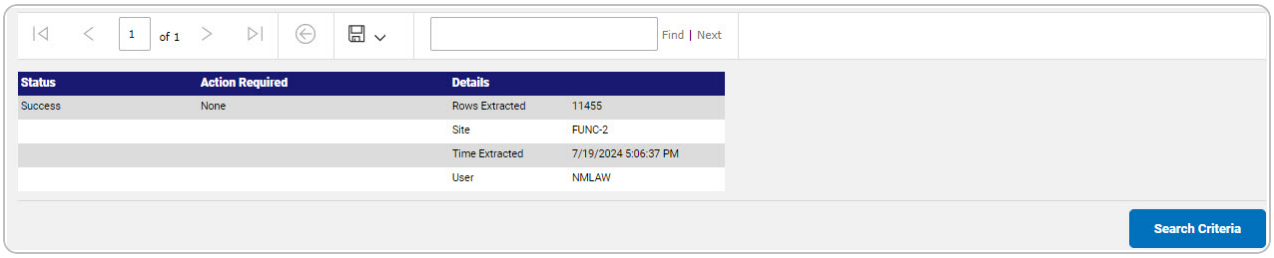
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Inventory Detail Inquiry Transaction Status

1. Select  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 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.*

# Common Errors

The 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 |
|---|---|
| **8** | To retrieve a field = to space, a space must be entered by the space bar. |
| **209** | To perform search, data must be entered in TRAN DT FROM. |
| **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

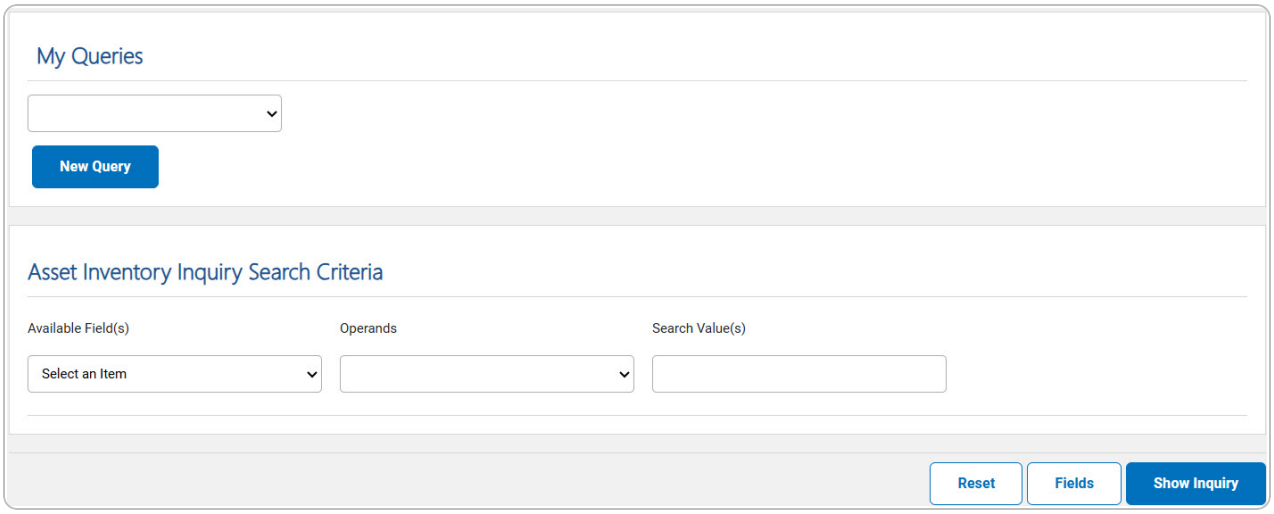
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for an 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**

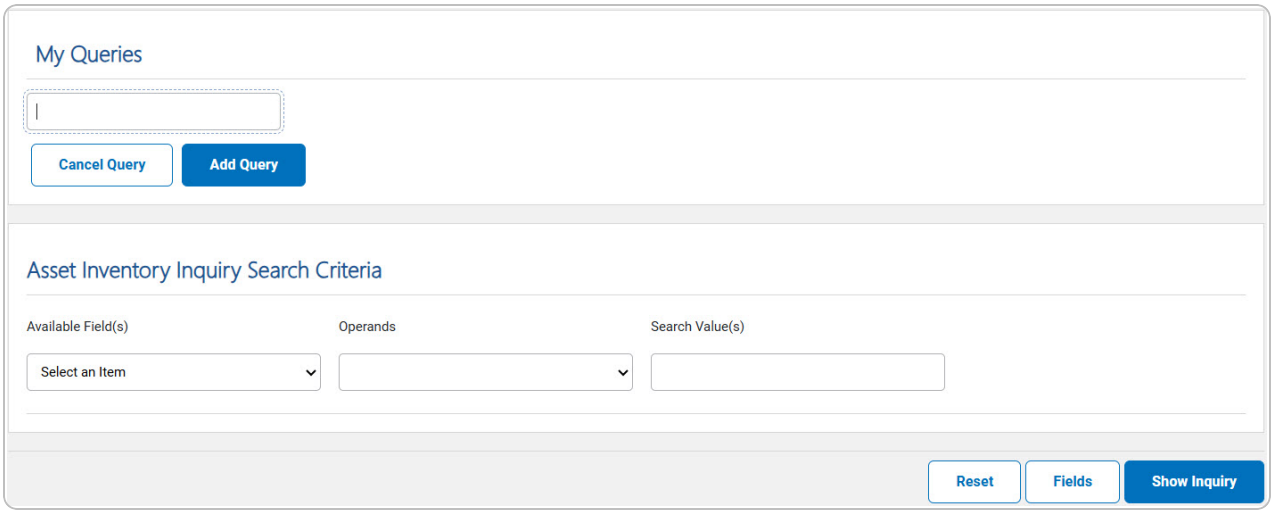
   a. Use ⌄ to select desired Available Field.

   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.*

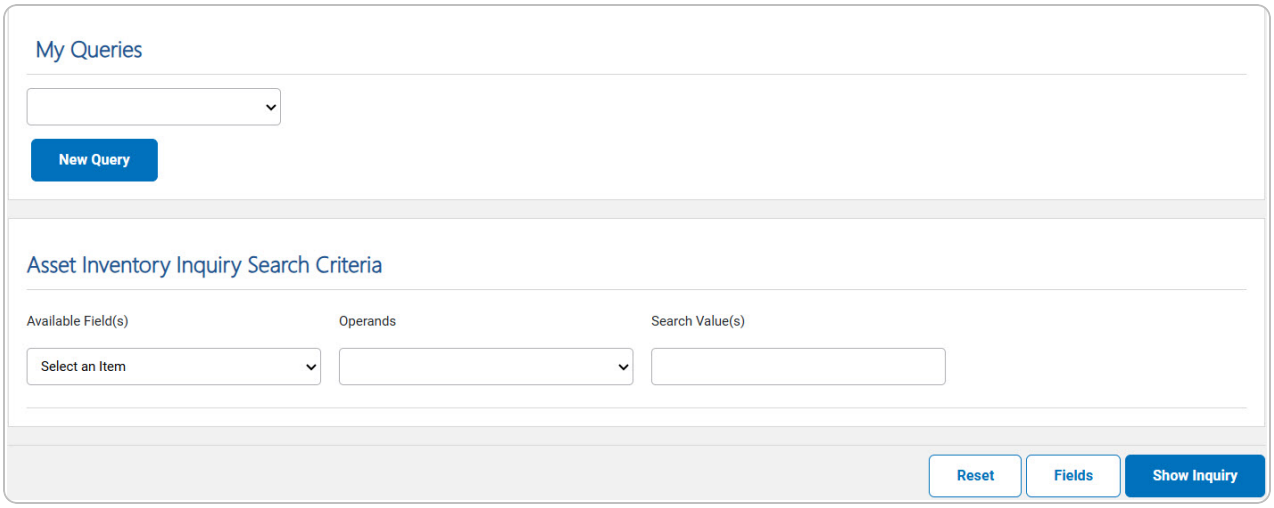
5. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

   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.*



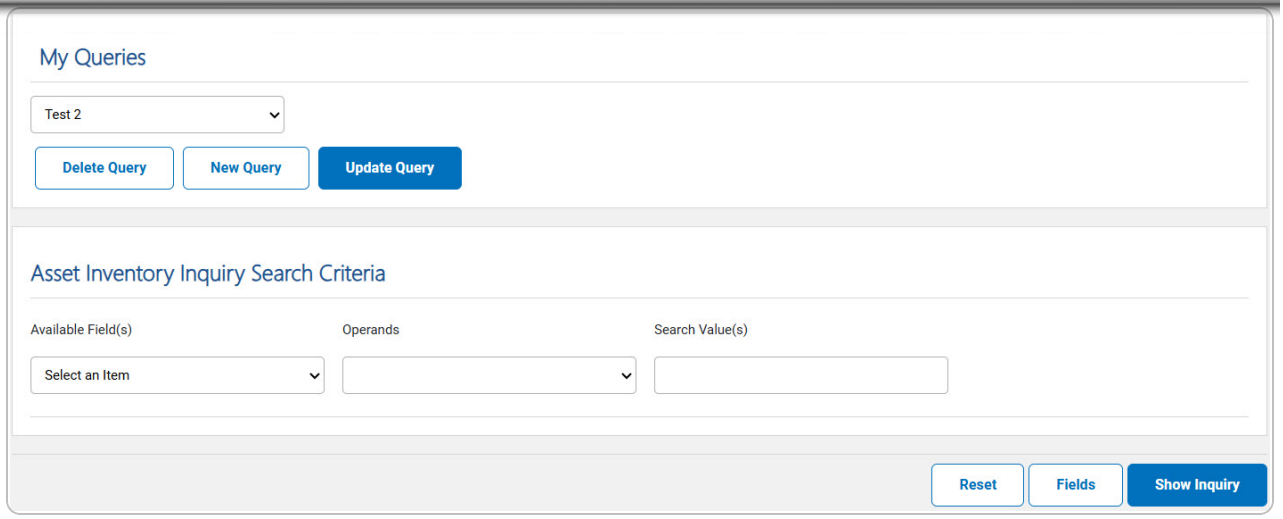

2. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

   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.*



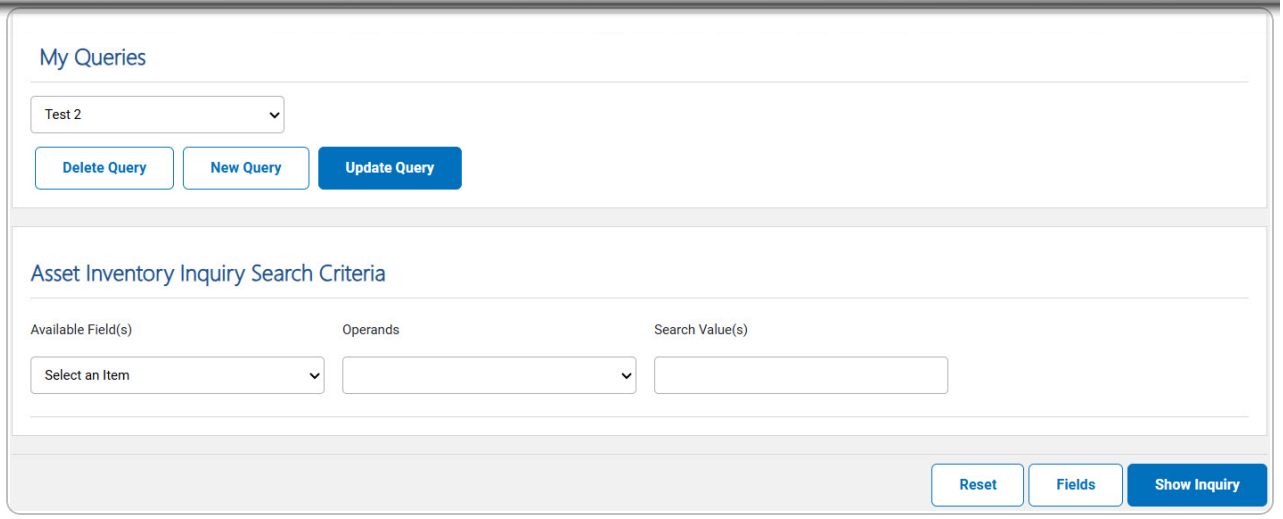

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

   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. |

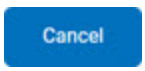
# Procedures

**ELMS Navigation Helpful Tips**

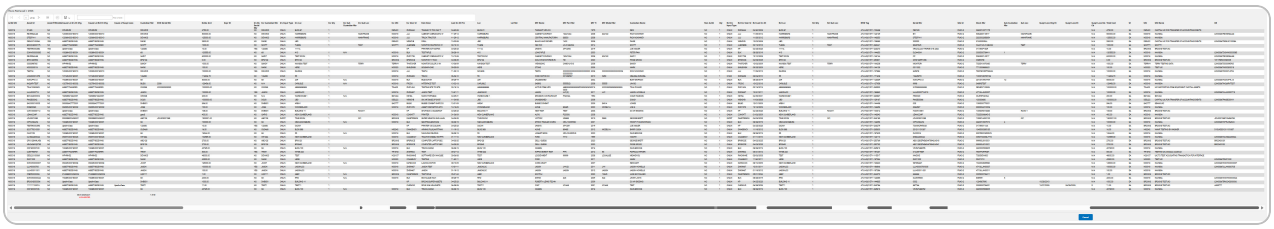


Click the following link to display PA Navigation Tips.

## 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**

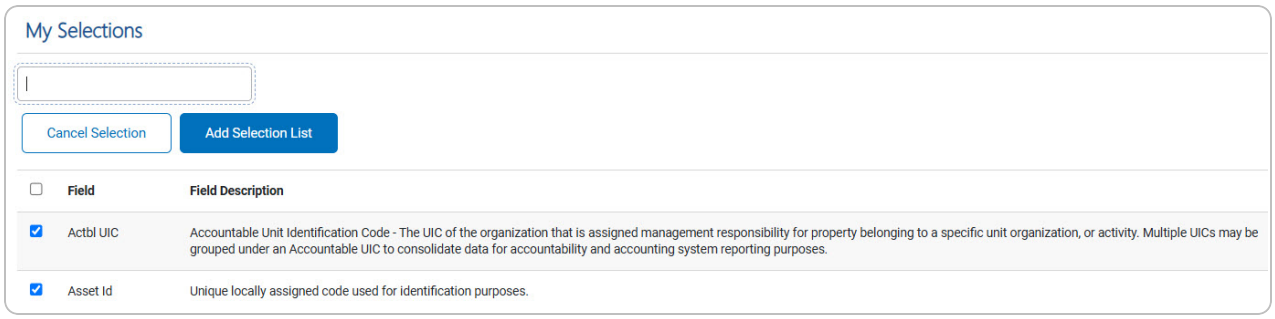
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

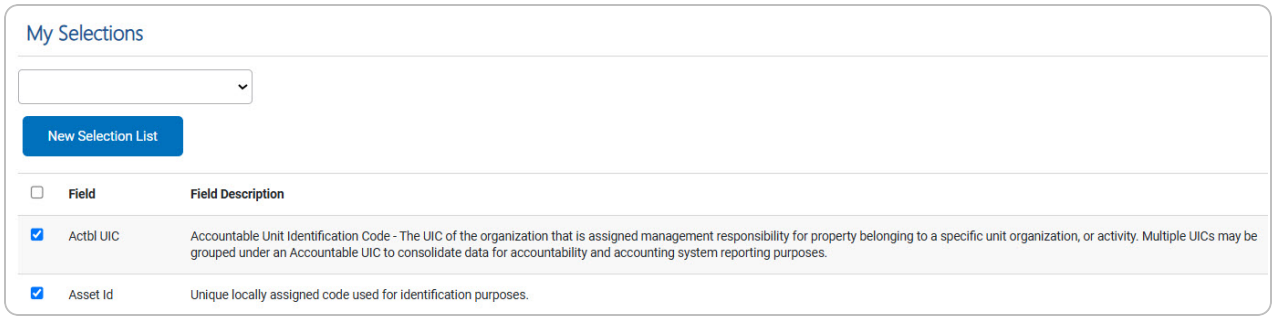
Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

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.*

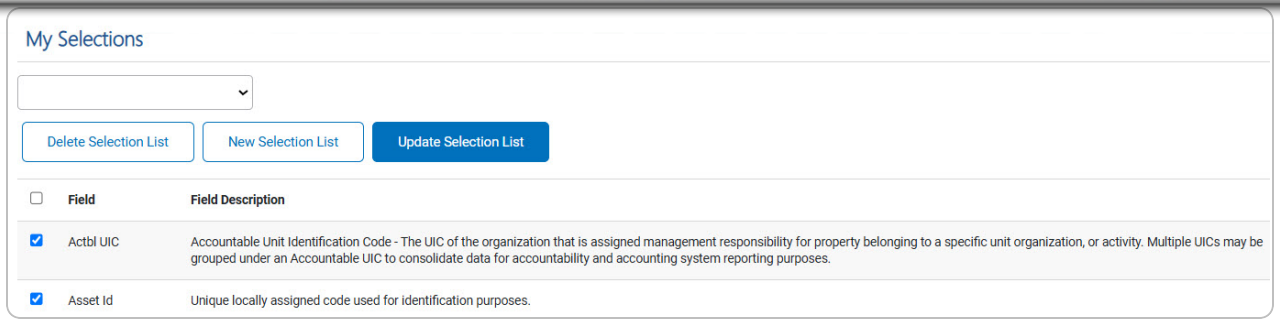
Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

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.



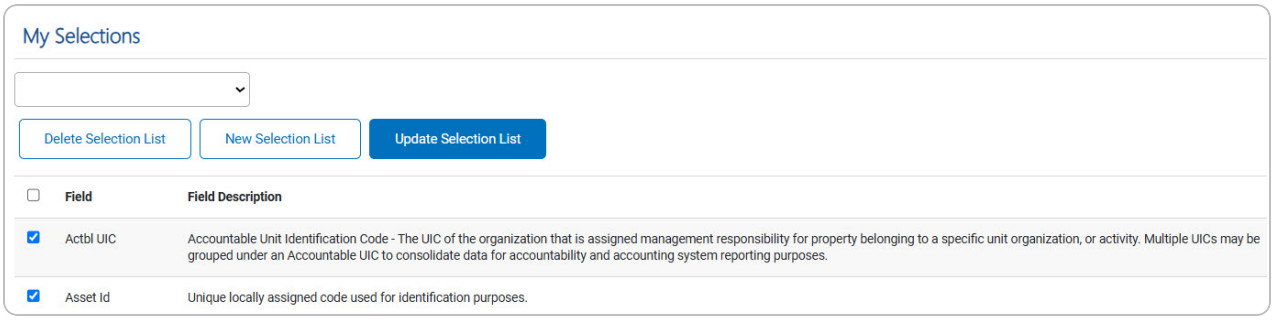

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select **Update Selection List**. *The page refreshes.*

   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 UIC contains 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 — 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. |

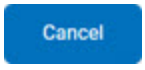
# Procedures

**ELMS Navigation Helpful Tips**

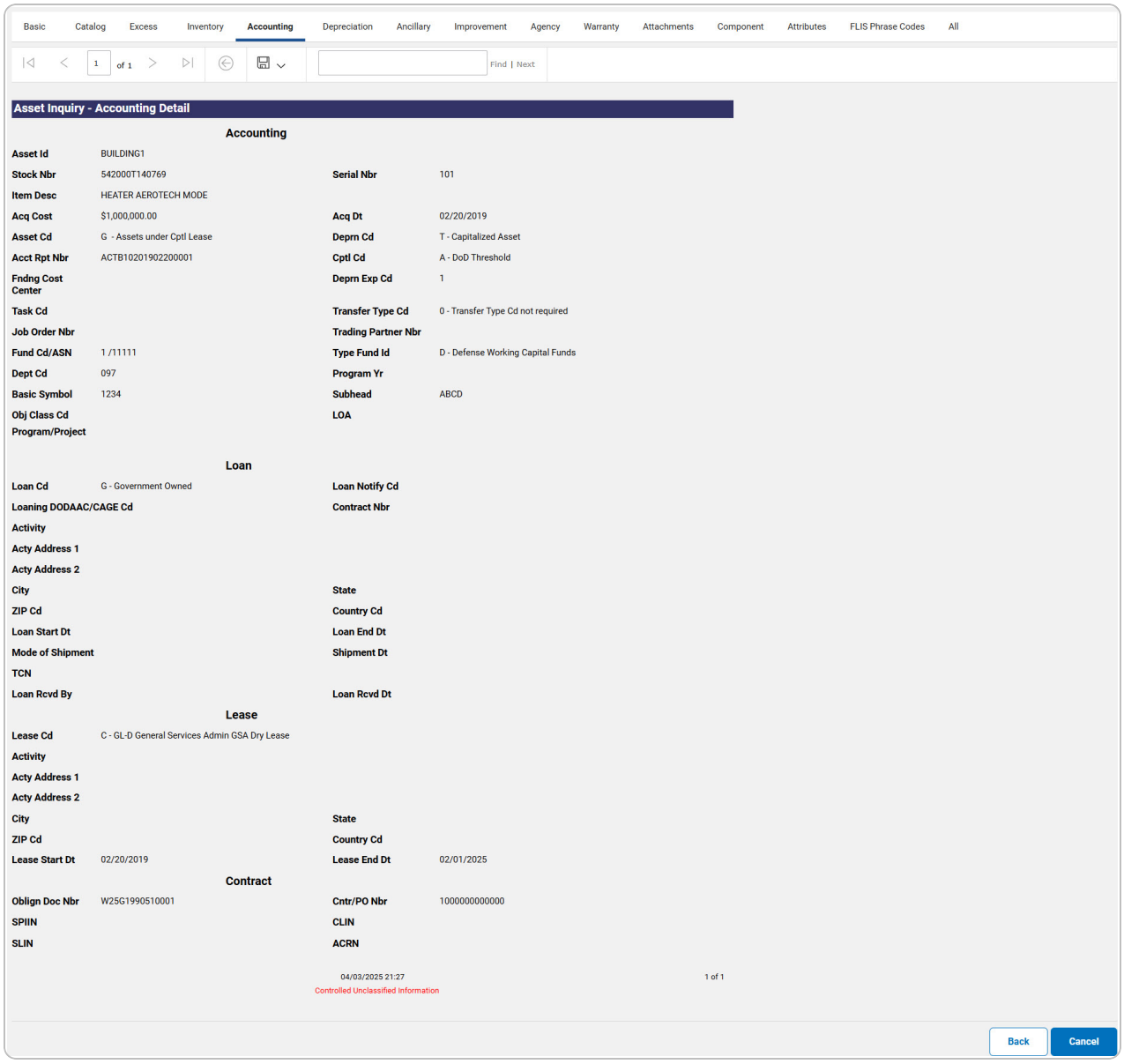


Click the following link to display PA Navigation Tips.

## 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.*

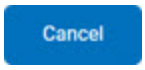
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify 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 — 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

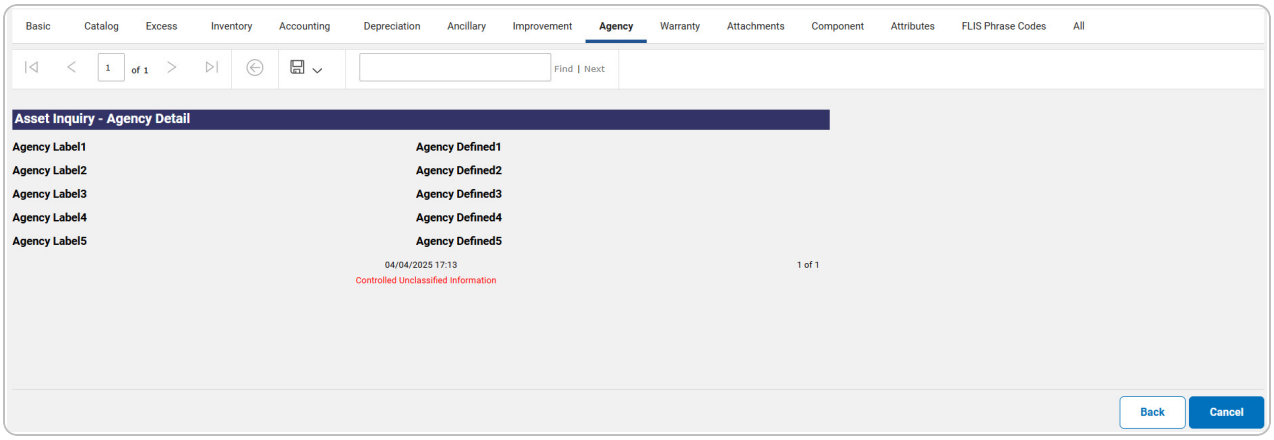
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

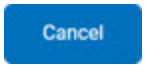
## Export the Asset Inventory Inquiry Detail — Agency

*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 — 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**

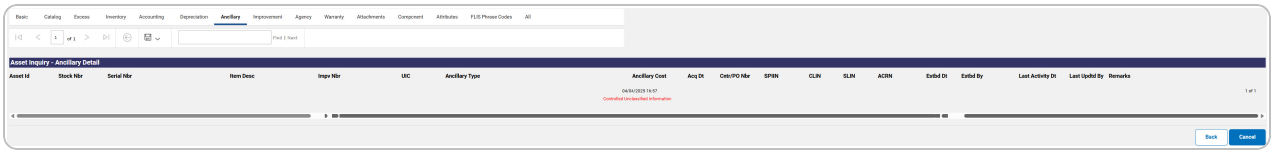


Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Ancillary

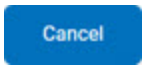
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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*.

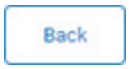
OR

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 — 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

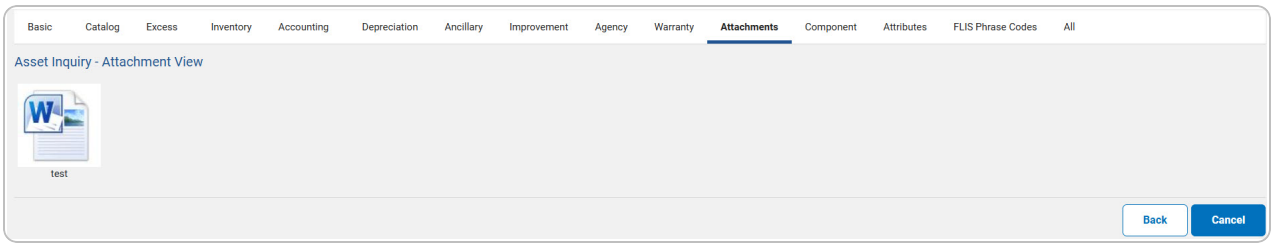
**ELMS Navigation Helpful Tips**



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* 

*. 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*.

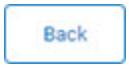
OR

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 — 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**

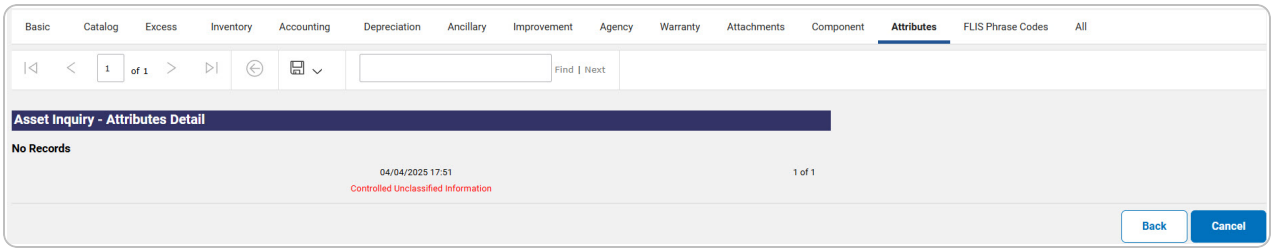


Click the following link to display PA Navigation Tips.

## 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*.

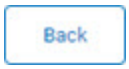
OR

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 

. *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 — 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

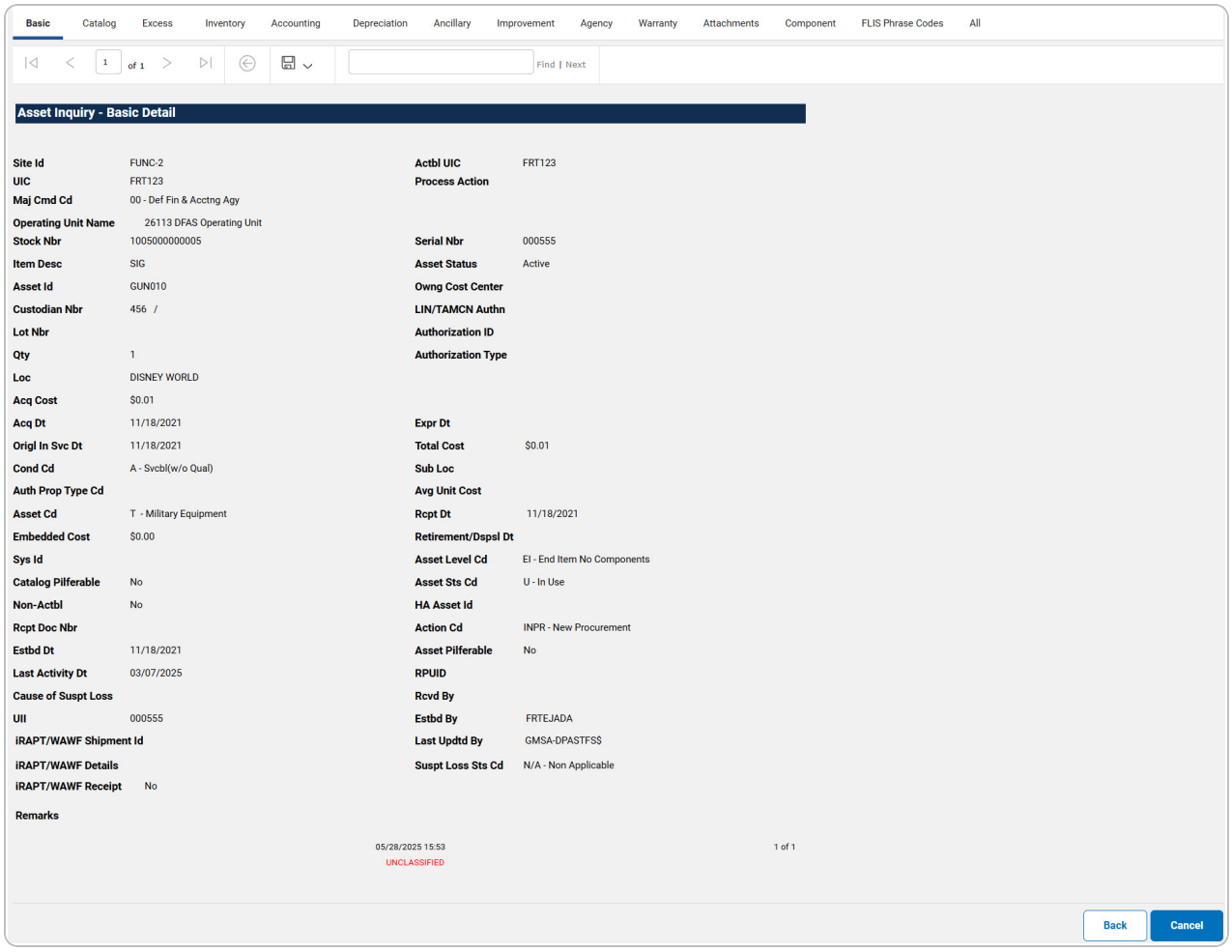
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Basic

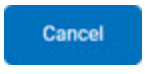
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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. |

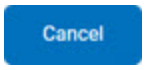
| | |
|---|---|
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page of results. |
|  | Find data within the Results page. |
|  | Return to the parent report. |
|  | Select the format to Export the report. |

# Procedures

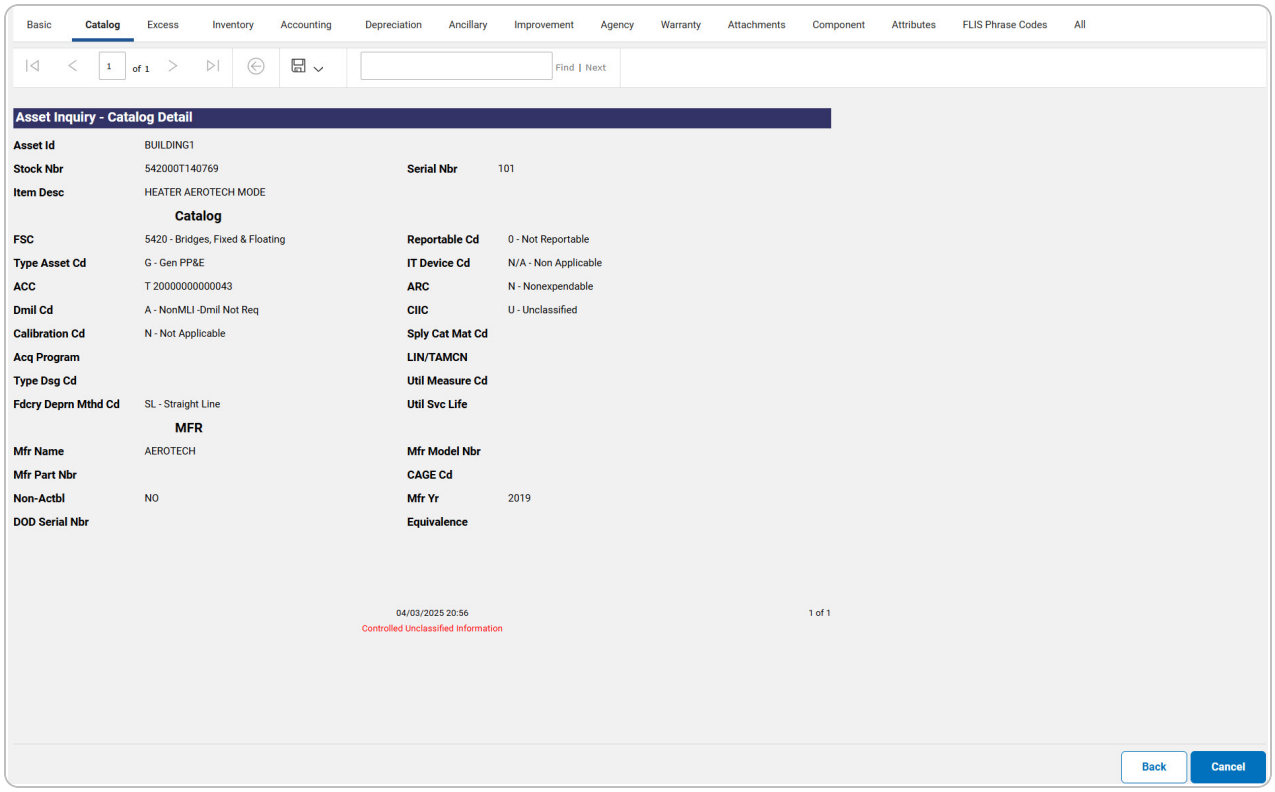
**ELMS Navigation Helpful Tips**

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 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 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*.

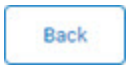
OR

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 

. *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 — 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 — 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

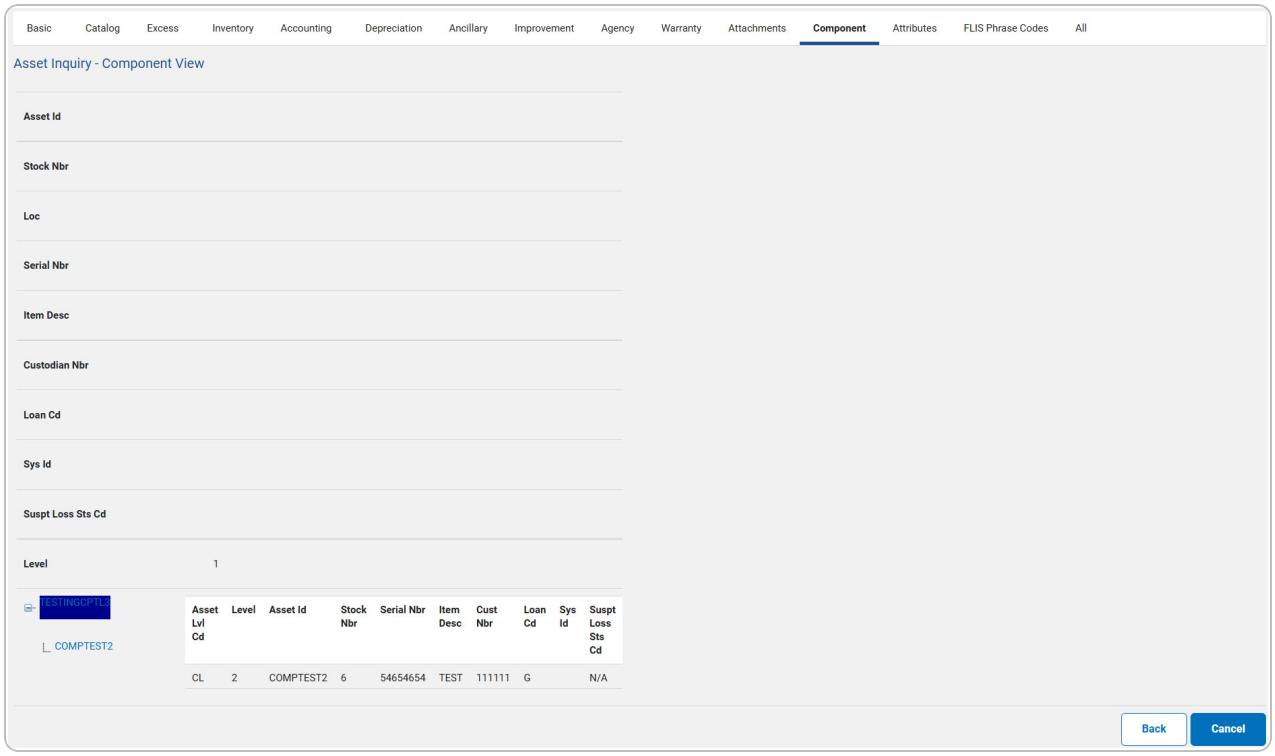
**ELMS Navigation Helpful Tips**

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.*

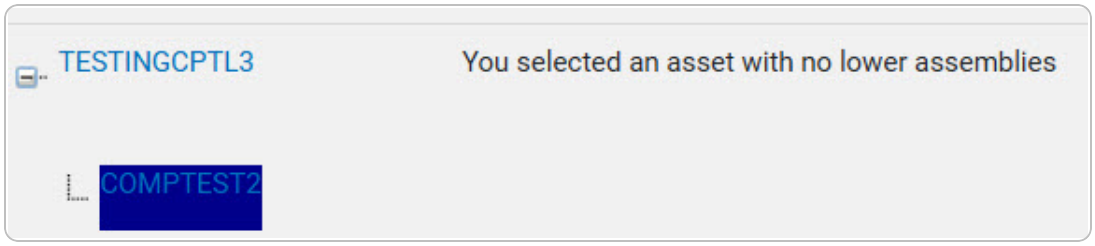
I. *Verify the SUSPT LOSS STS CD.*

J. *Verify the Level.*

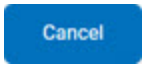
K. *Verify the LOT NBR.*

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  . *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 — 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. |

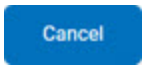
# Procedures

**ELMS Navigation Helpful Tips**

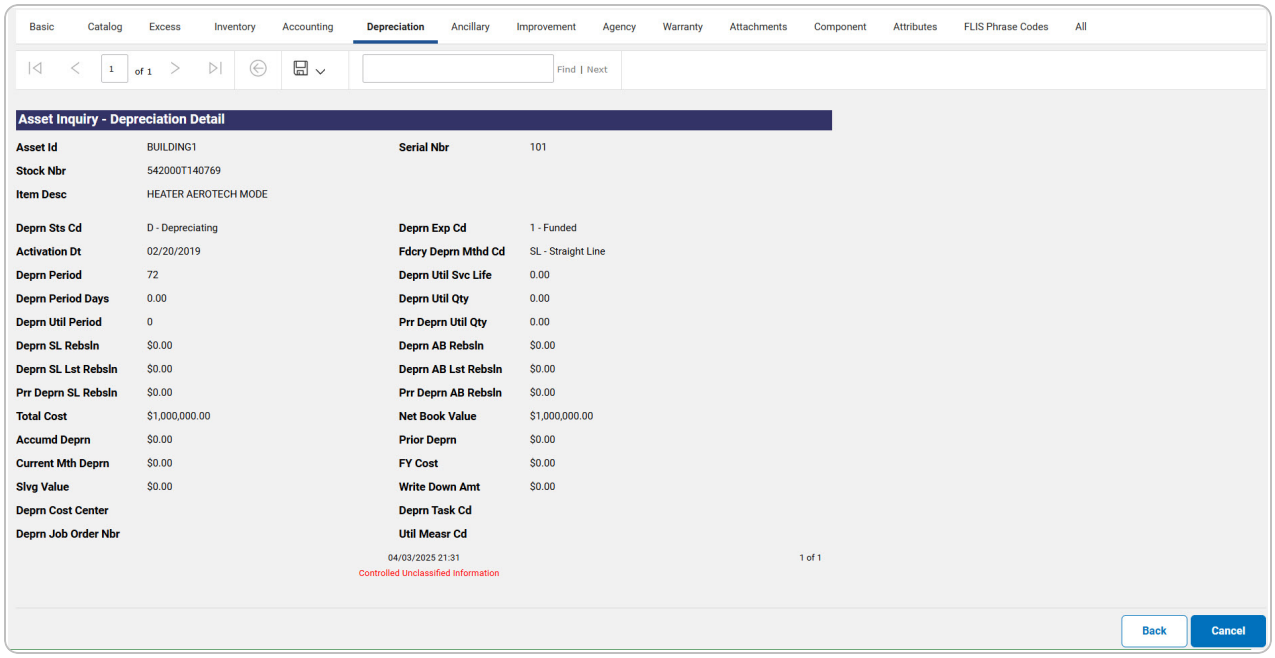


Click the following link to display PA Navigation Tips.

## 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.*

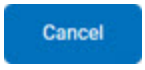
N. *Verify the CURRENT MNTH DEPRN.*

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 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 — 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

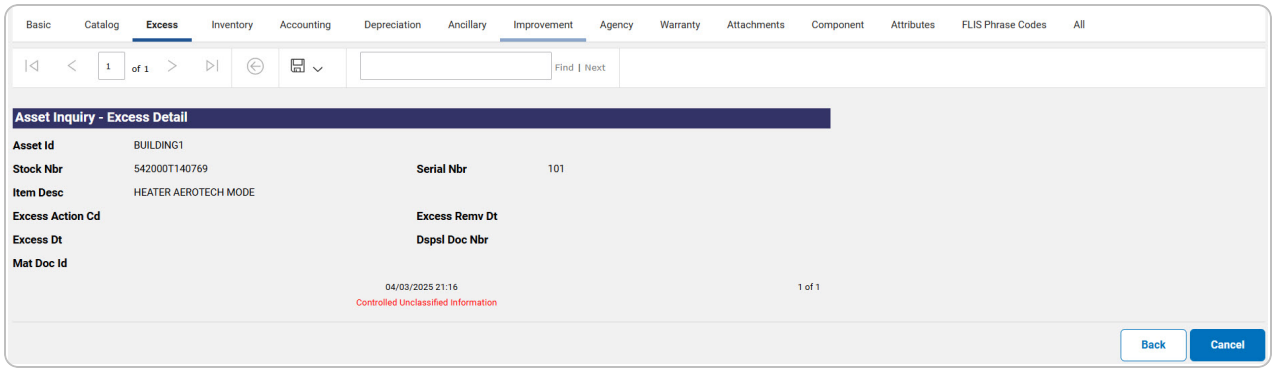
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Excess

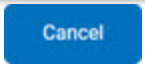
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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*.

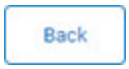
OR

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 — 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

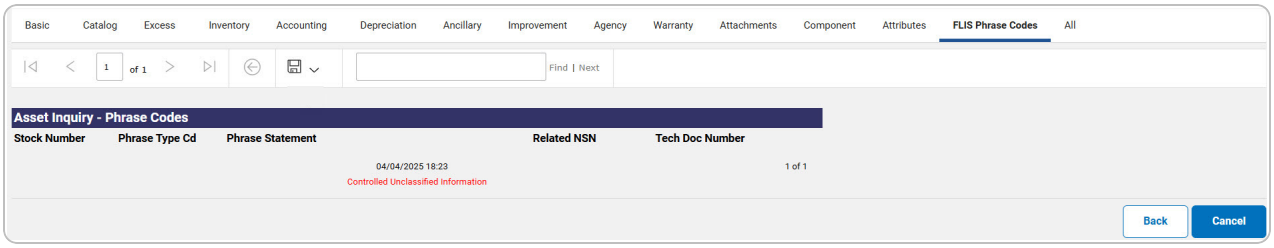
**ELMS Navigation Helpful Tips**

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*.

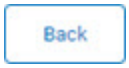
OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *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 — 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 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**

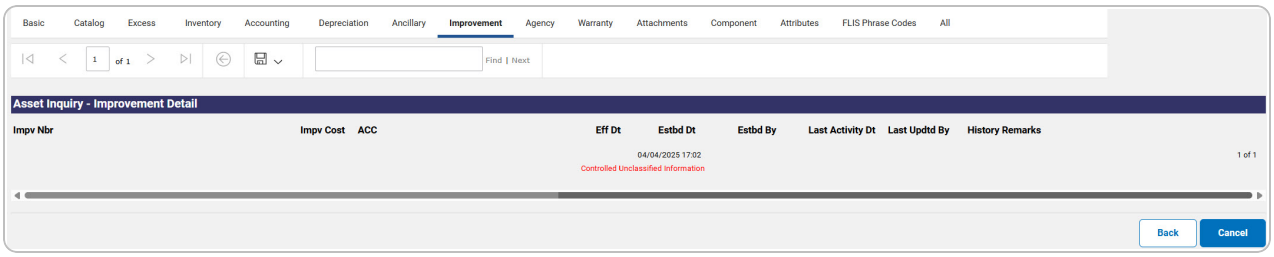


Click the following link to display PA Navigation Tips.

# 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 — 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. |

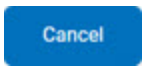
# Procedures

**ELMS Navigation Helpful Tips**

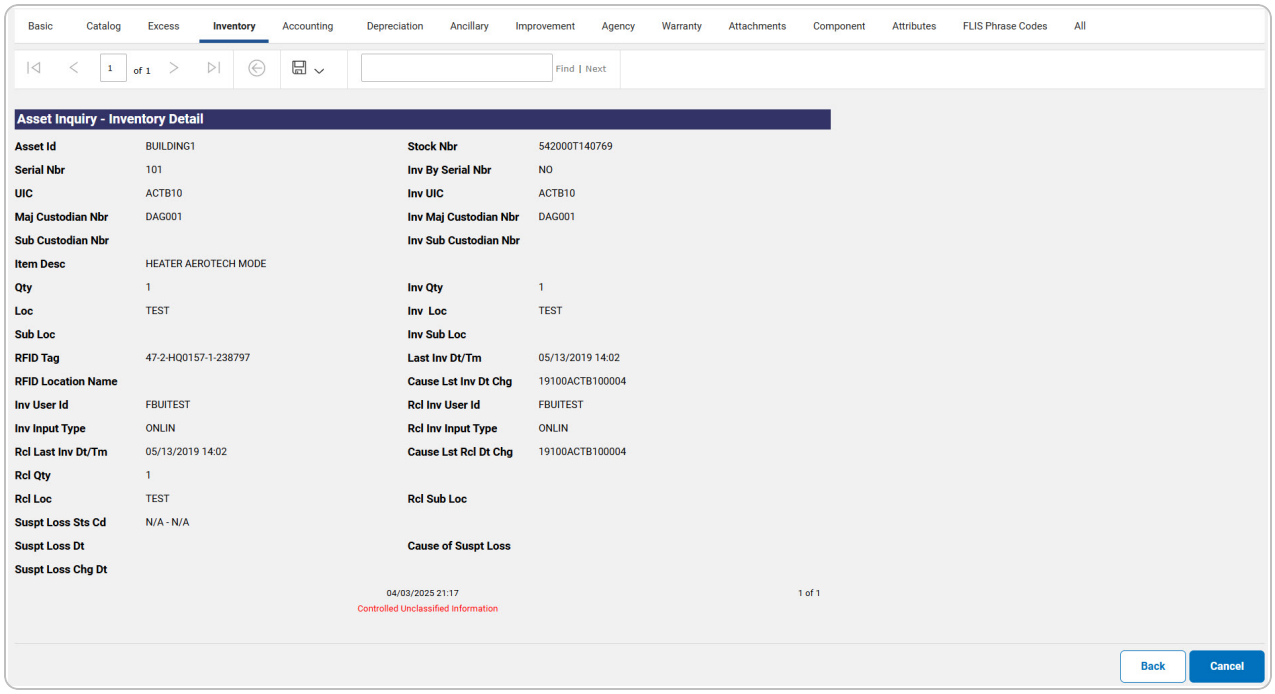


Click the following link to display PA Navigation Tips.

## Export the Asset Inventory Inquiry Detail — Inventory

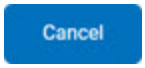
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 — 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**

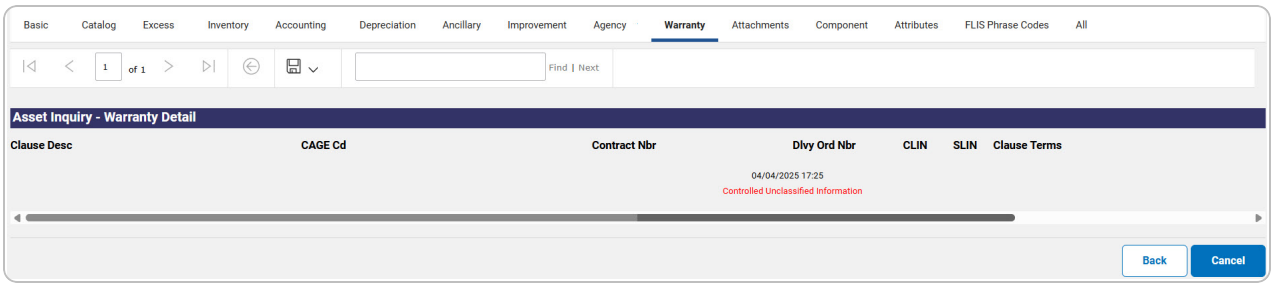


Click the following link to display PA Navigation Tips.

# 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 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

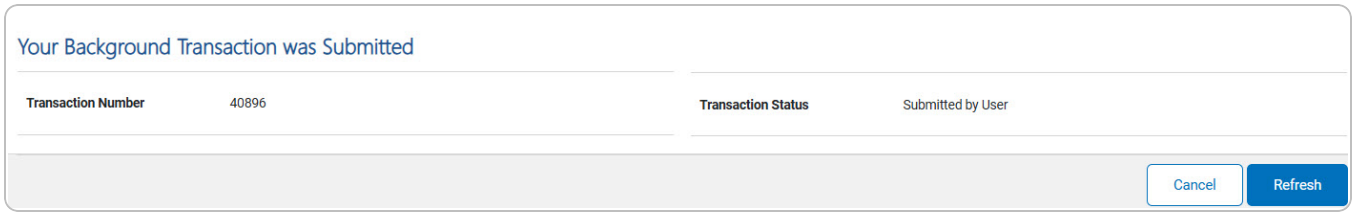
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

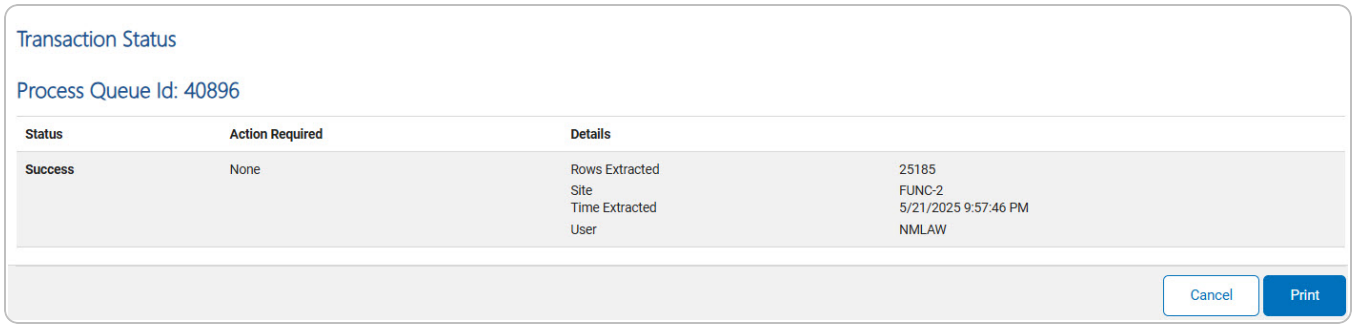
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

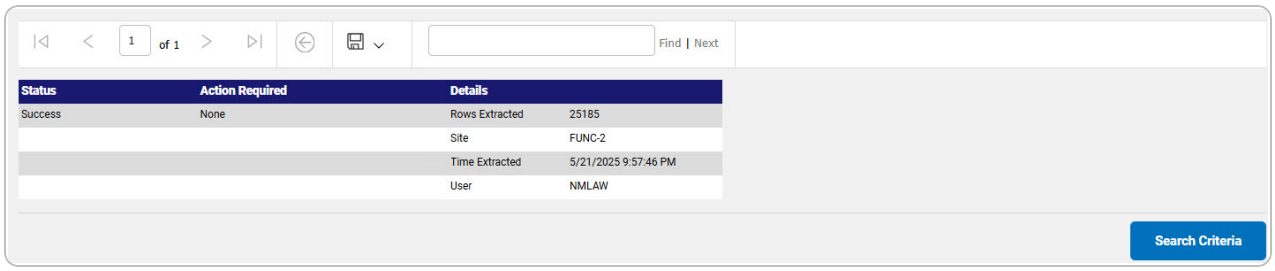
# Procedures

**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

# 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

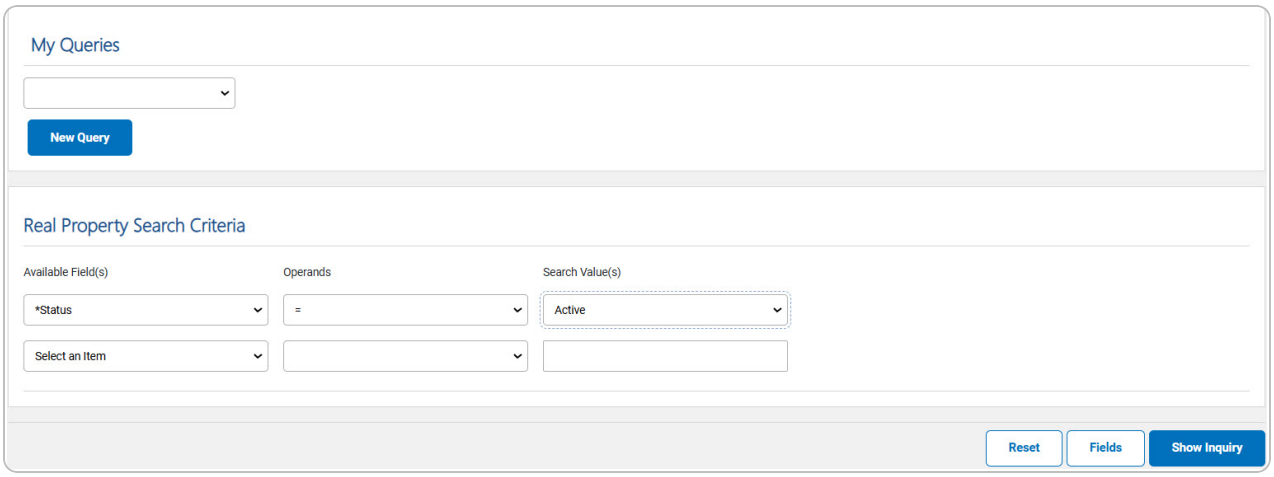
**ELMS Navigation Helpful Tips**

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**

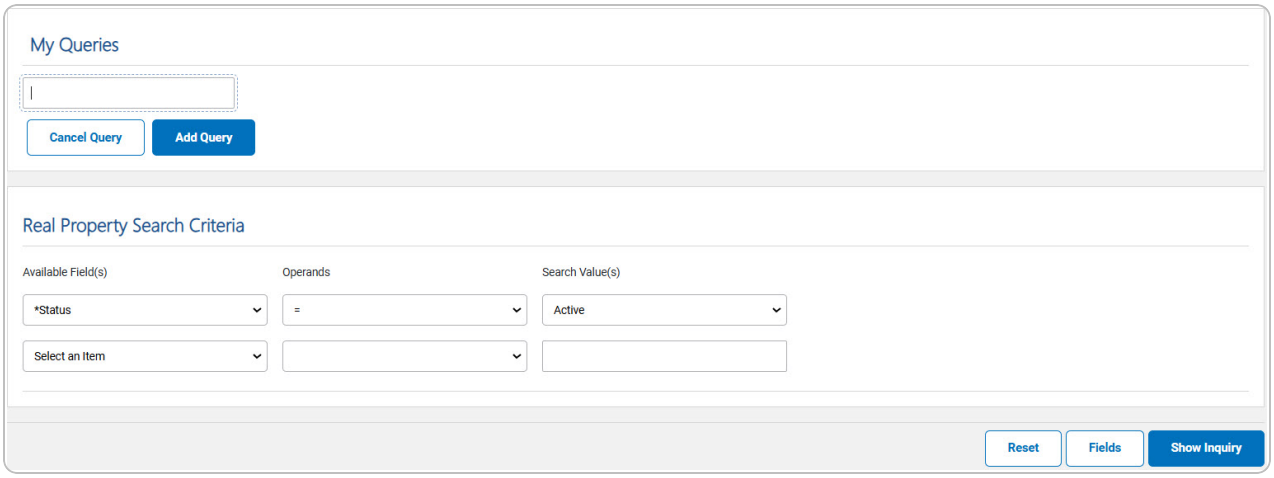
a. Use to select desired Available Field.

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.*



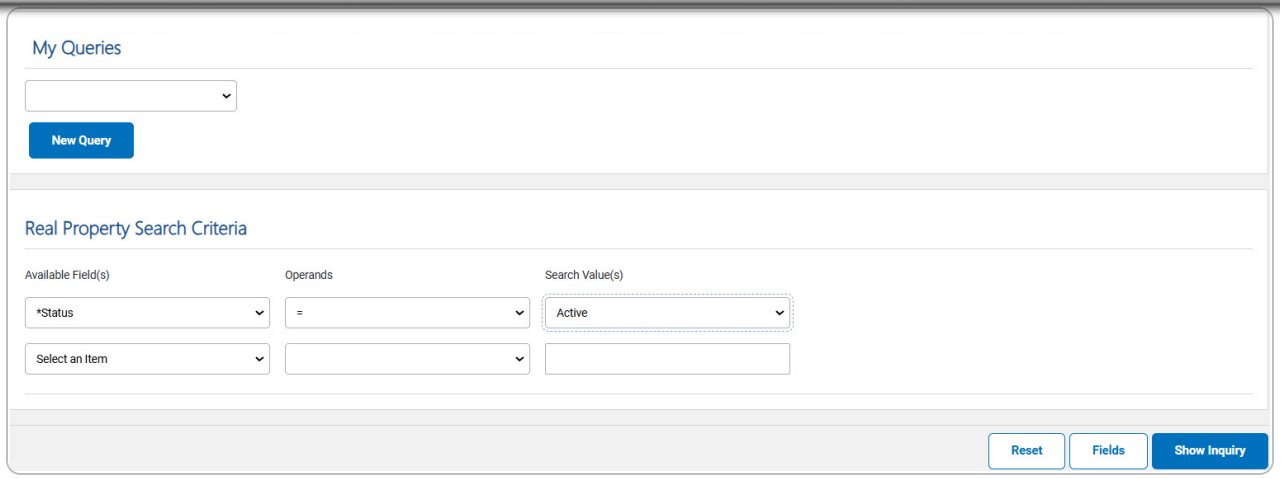

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



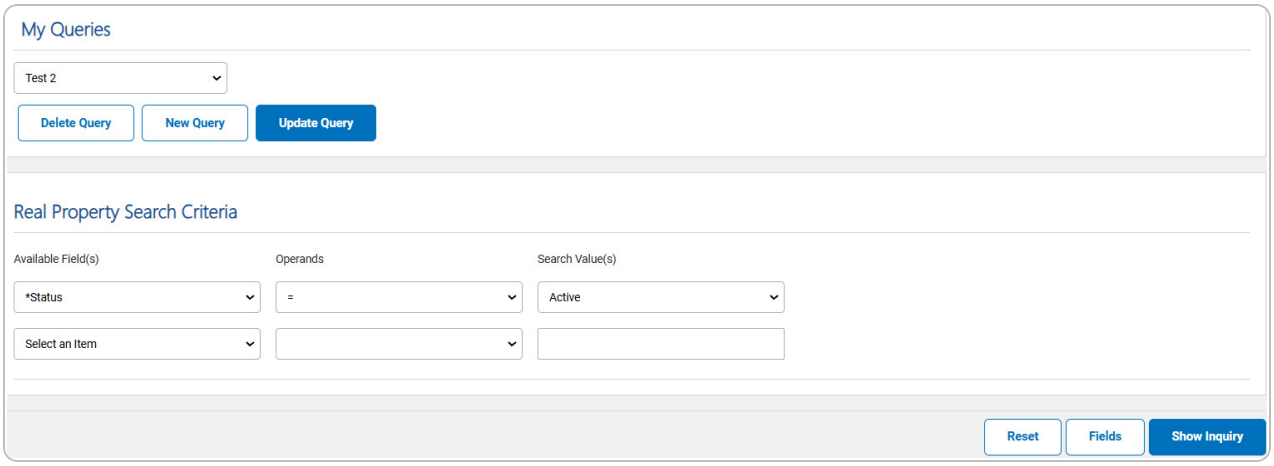

2. Select Fields. *The **Real Property Inquiry — Select Fields** page appears.*

   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.*

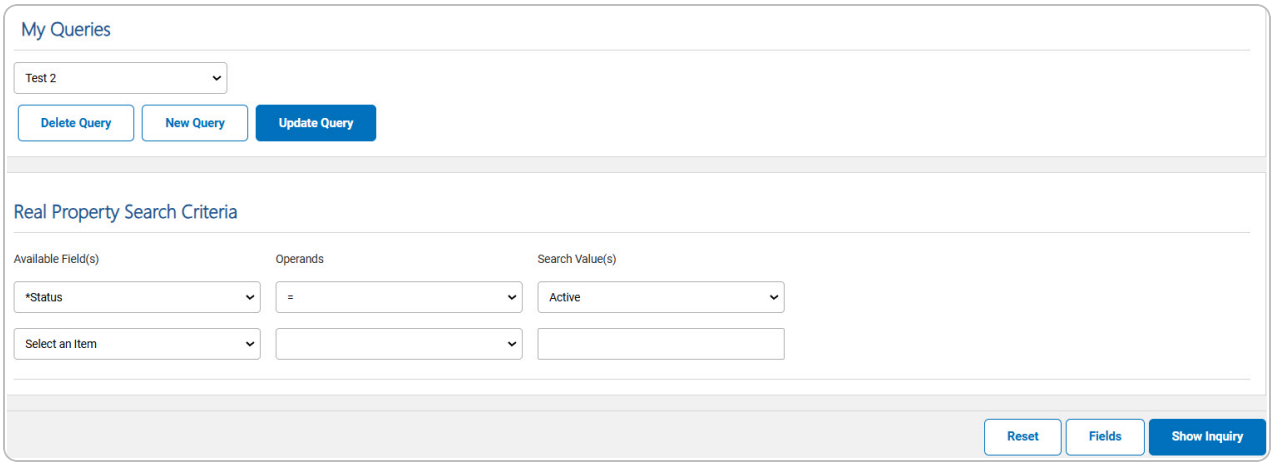
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Real Property Inquiry — Select Fields** page appears.*

   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. |

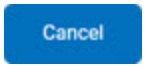
# Procedures

**ELMS Navigation Helpful Tips**

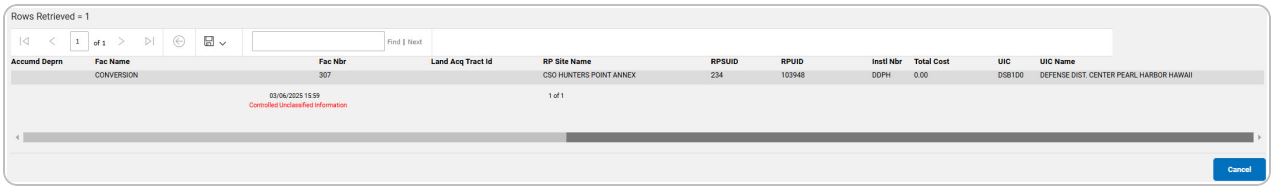


Click the following link to display PA Navigation Tips.

## 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

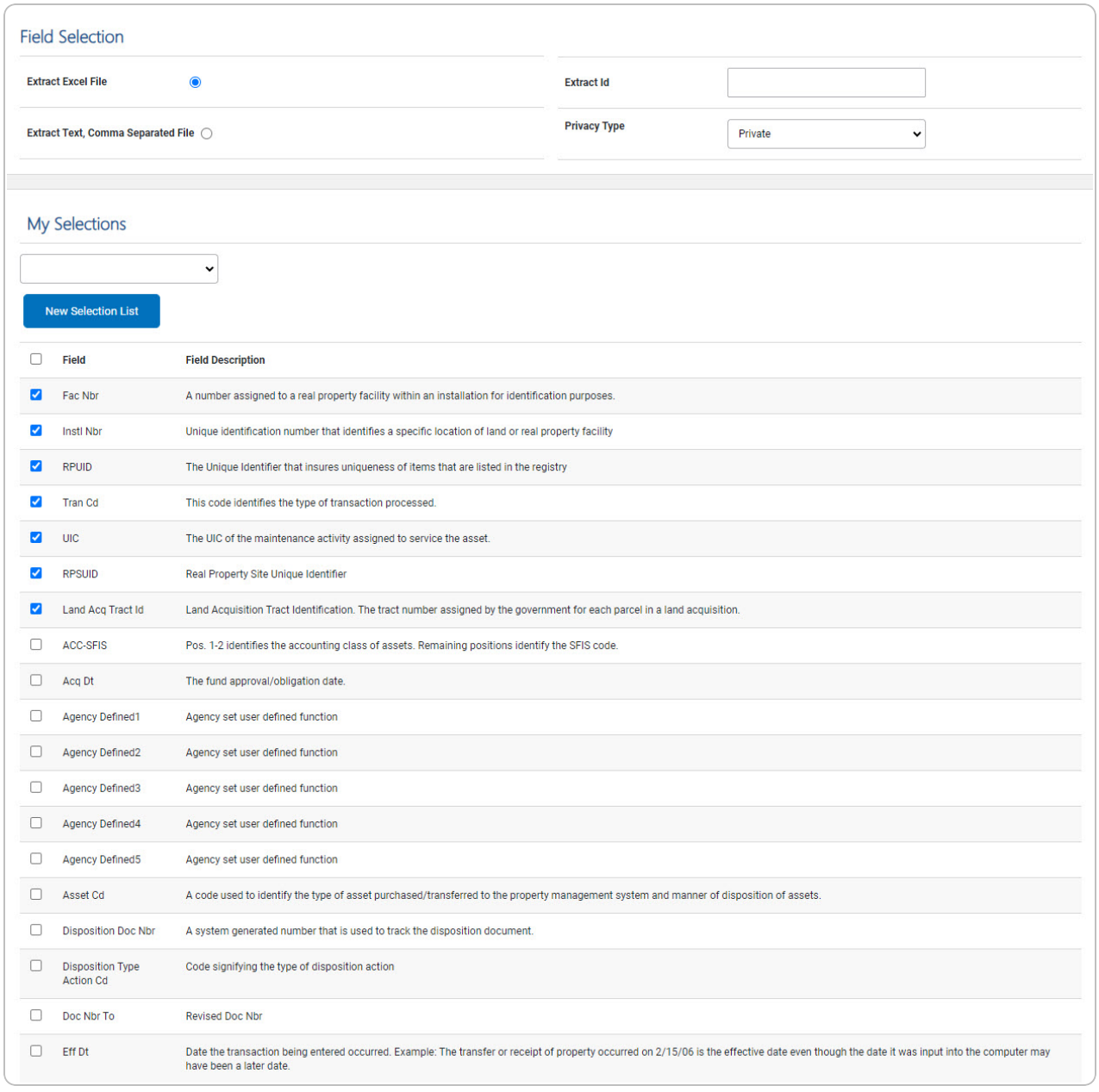
**ELMS Navigation Helpful Tips**

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**

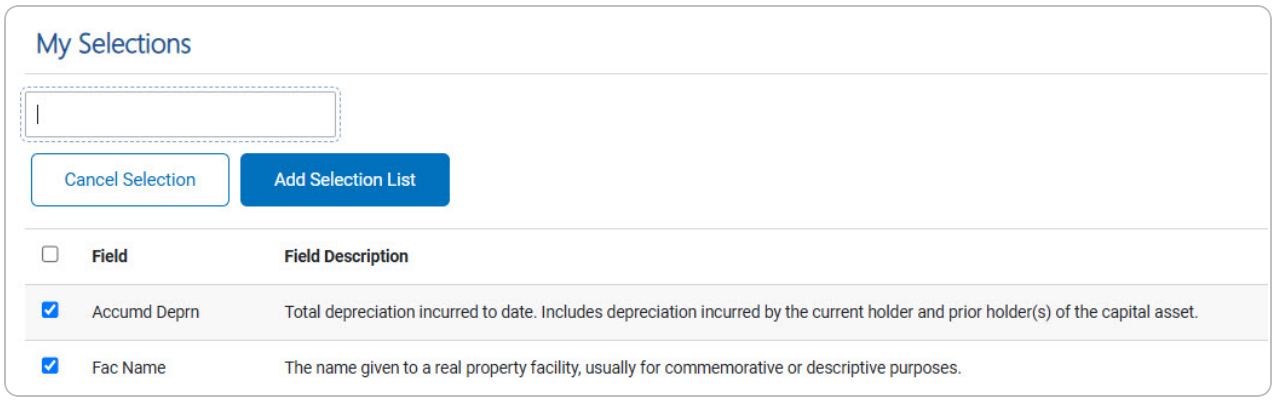
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

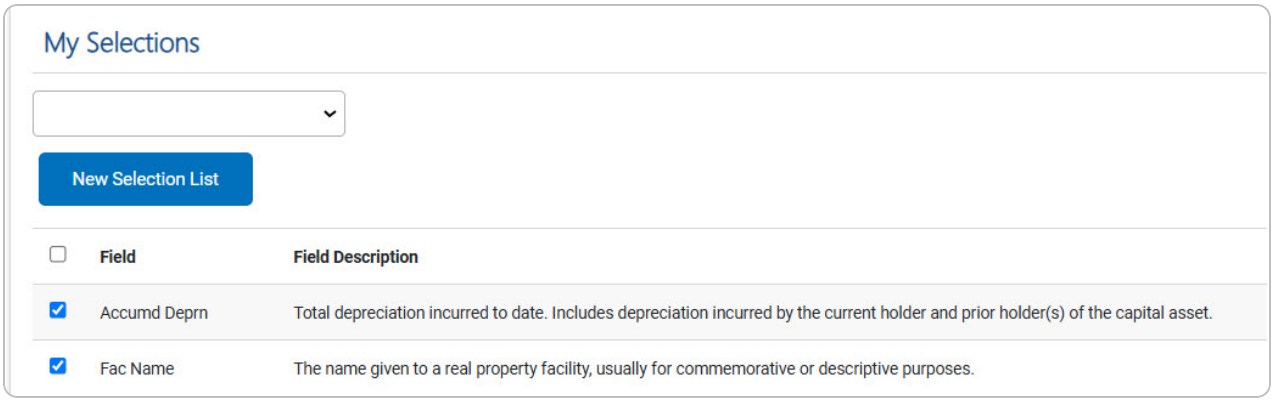
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

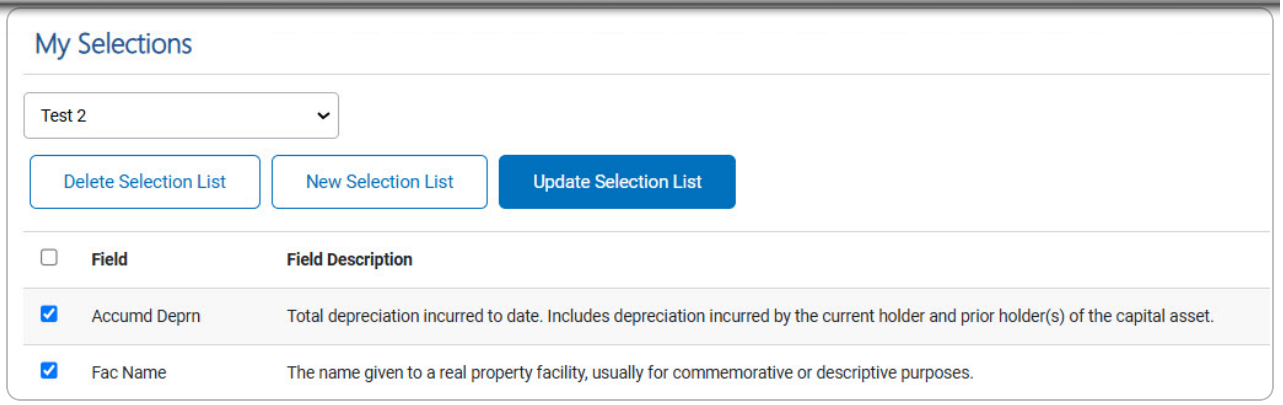
3. Select Show Inquiry for small volumes of data. *The **Real Property Inquiry — Results** page appears.*

**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.



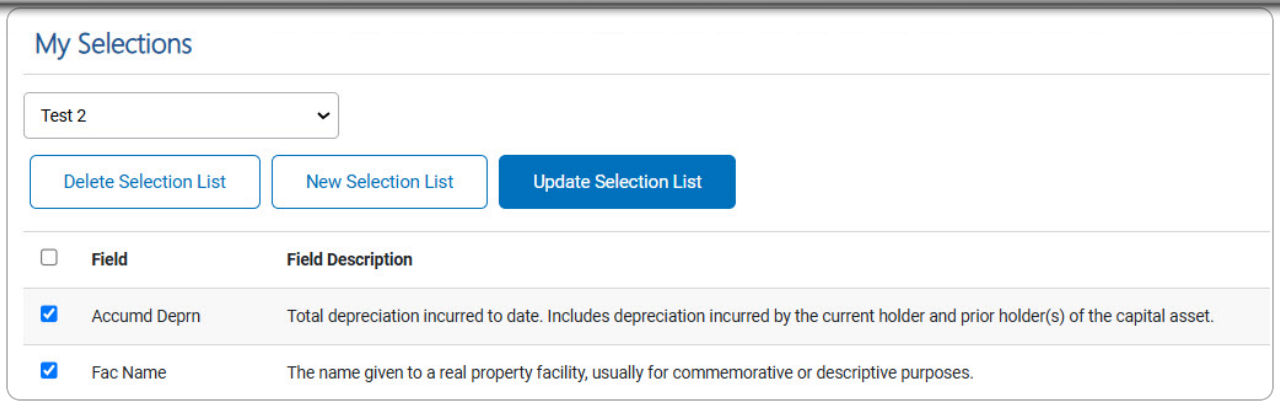

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Inquiry — Results*** *page appears.*

**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.

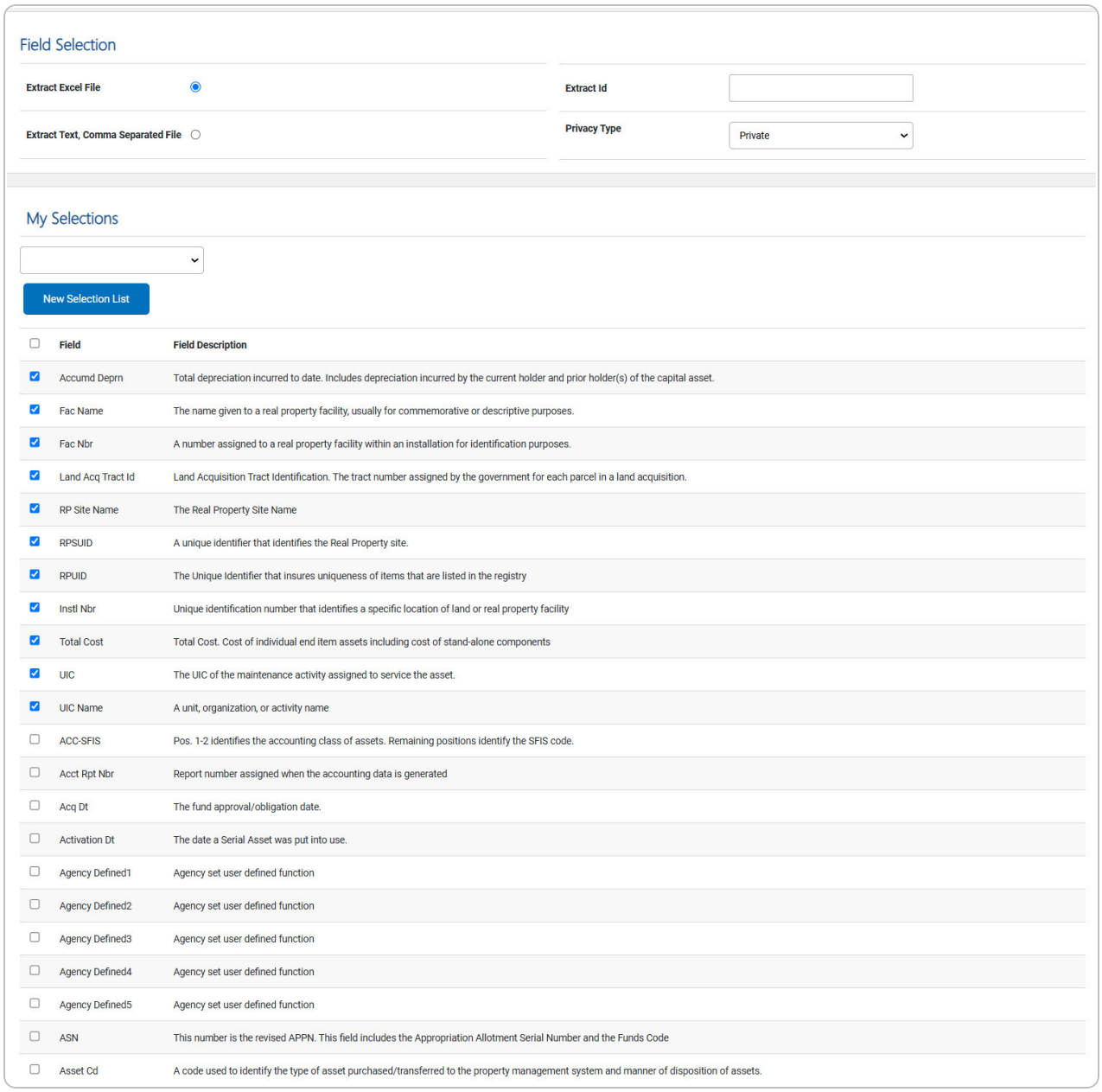



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

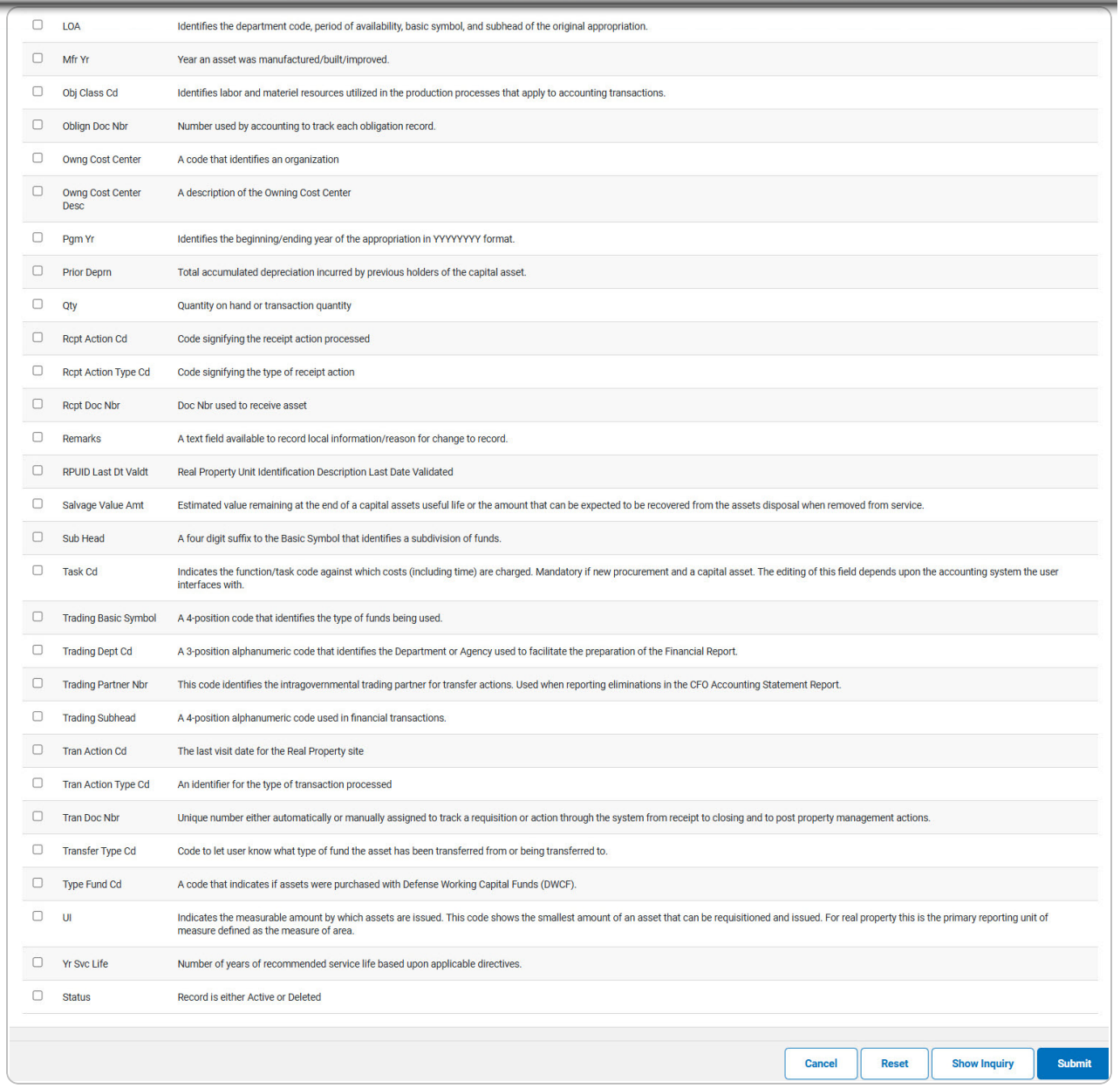
Extract Text, Comma Separated File ○ | Privacy Type: Private

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 |



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 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. |

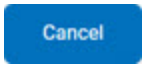
# Procedures

**ELMS Navigation Helpful Tips**

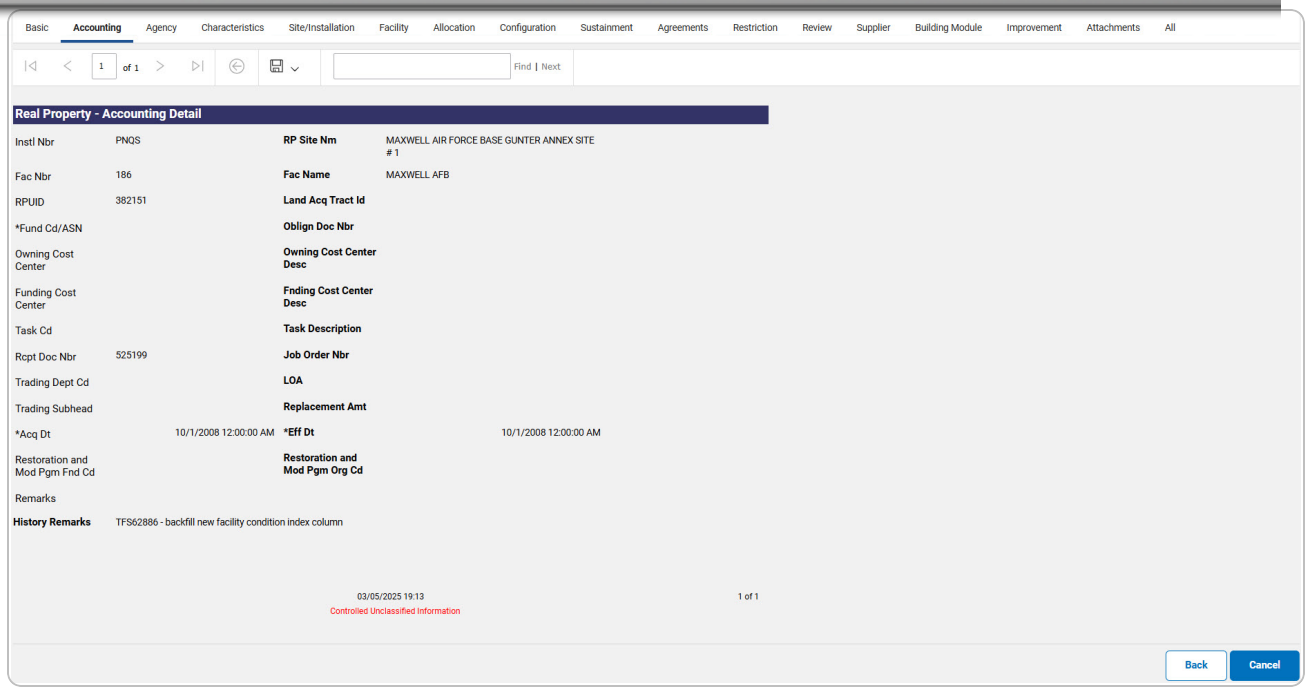


Click the following link to display PA Navigation Tips.

## 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*.

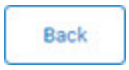
OR

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**

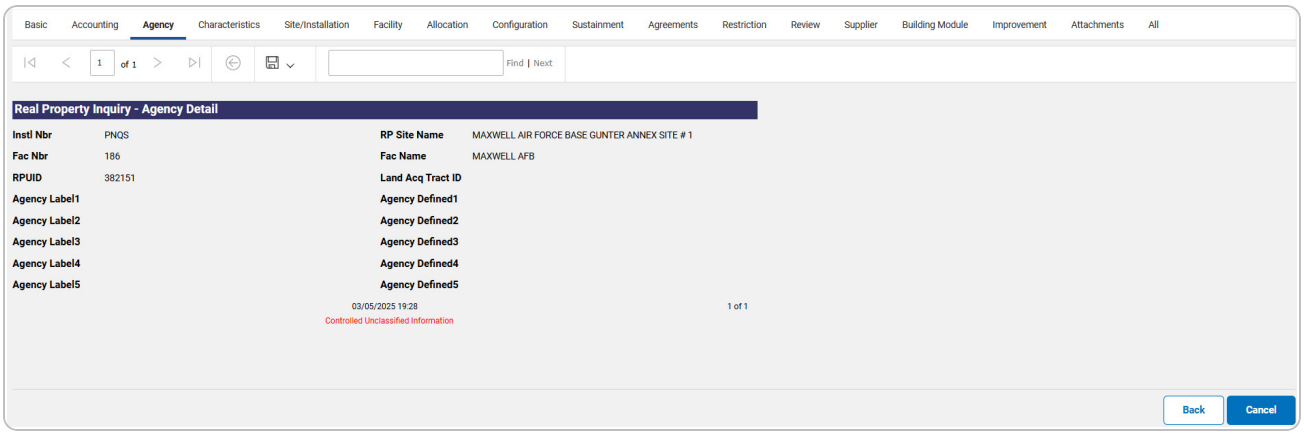


Click the following link to display PA Navigation Tips.

## 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.*

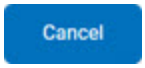
L. *Verify the Agency Defined 1.*

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 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 — 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 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**

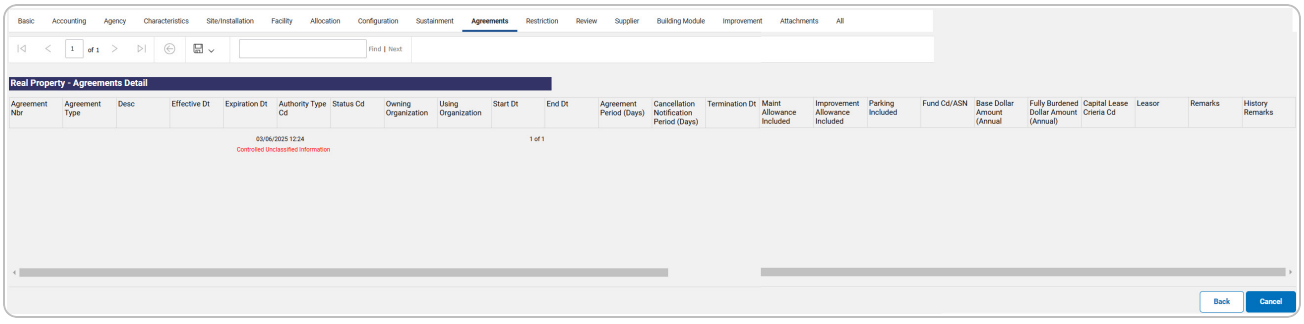


Click the following link to display PA Navigation Tips.

## 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.*

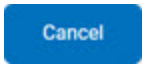
1. Select the Agreements tab. *The **Real Property Inquiry - Agreements Detail** page appears.*




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 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**

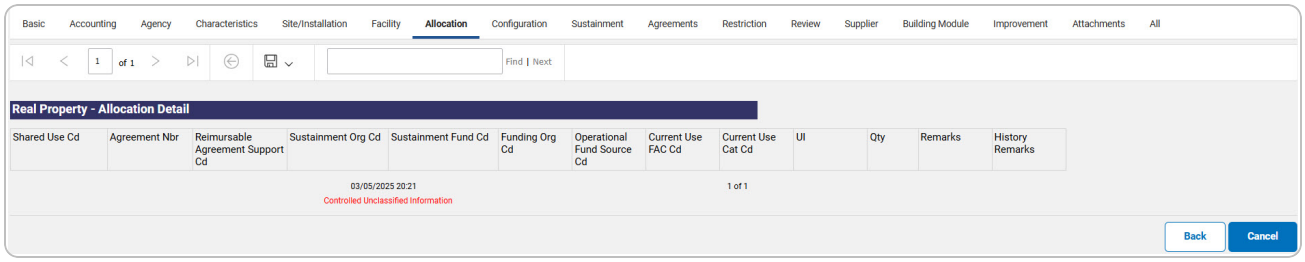


Click the following link to display PA Navigation Tips.

## 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.*

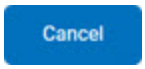
1. Select the Allocation tab. *The **Real Property Inquiry - Allocation Detail** page appears.*




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 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 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. |

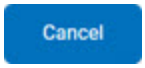
# Procedures

**ELMS Navigation Helpful Tips**

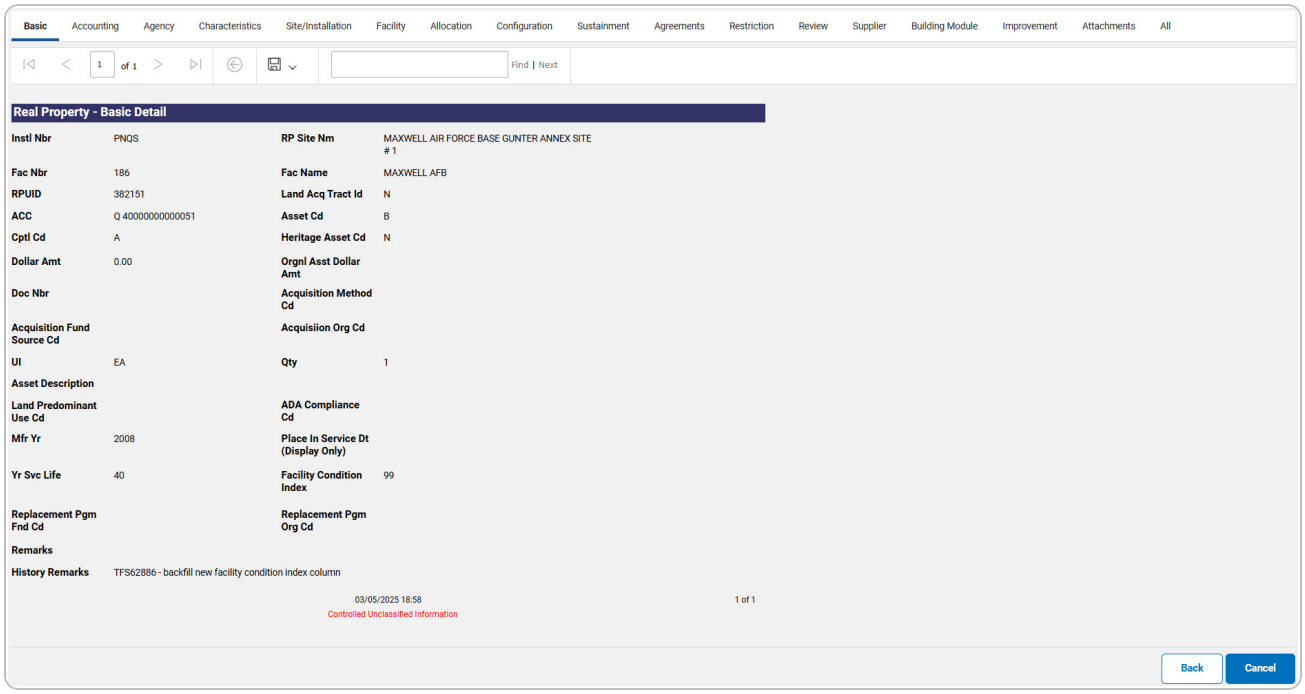


Click the following link to display PA Navigation Tips.

## Export the Real Property Inquiry — Basic Detail

*Selecting*  *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.*

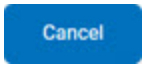
Y. *Verify the QTY.*

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 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

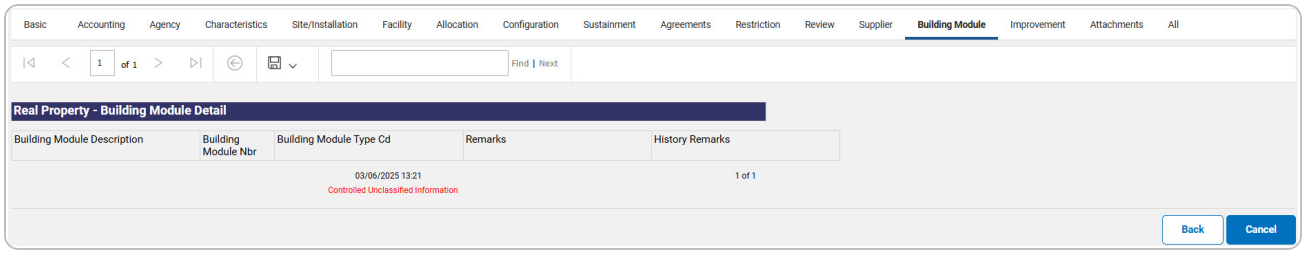
**ELMS Navigation Helpful Tips**

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 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. |

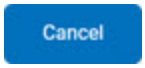
# Procedures

**ELMS Navigation Helpful Tips**

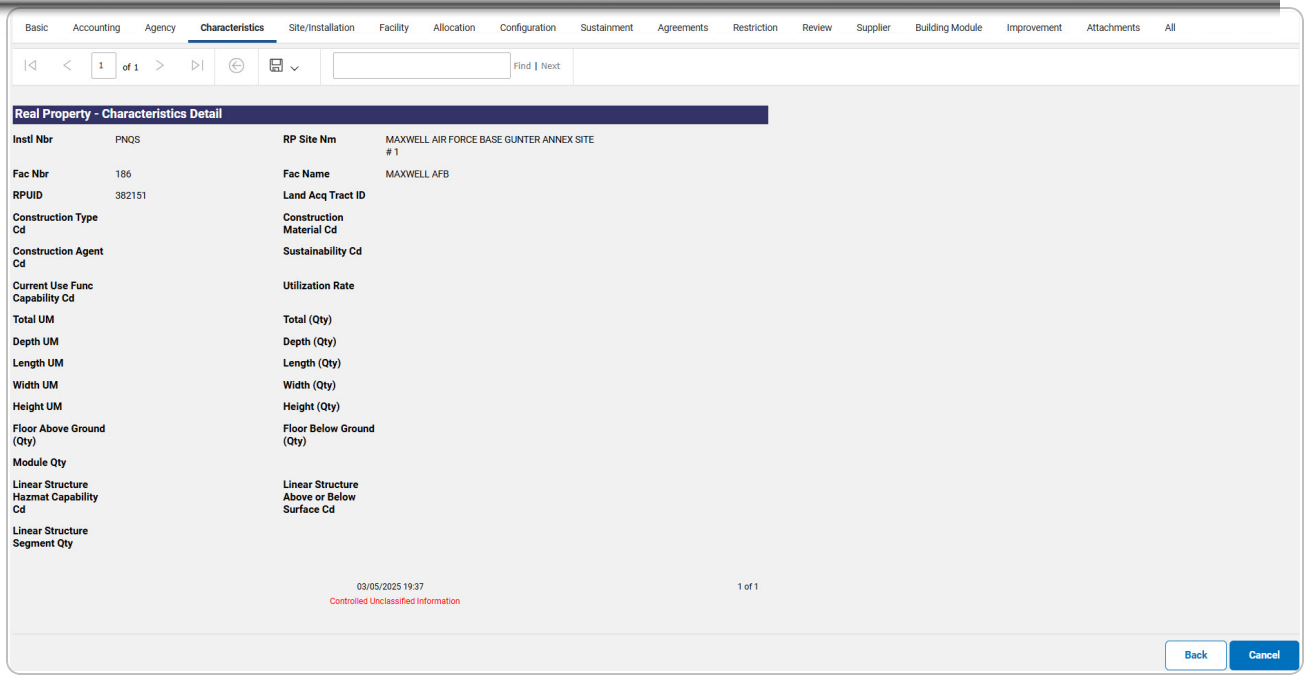


Click the following link to display PA Navigation Tips.

## 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).*

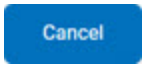
X. *Verify the Length (QTY).*

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 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

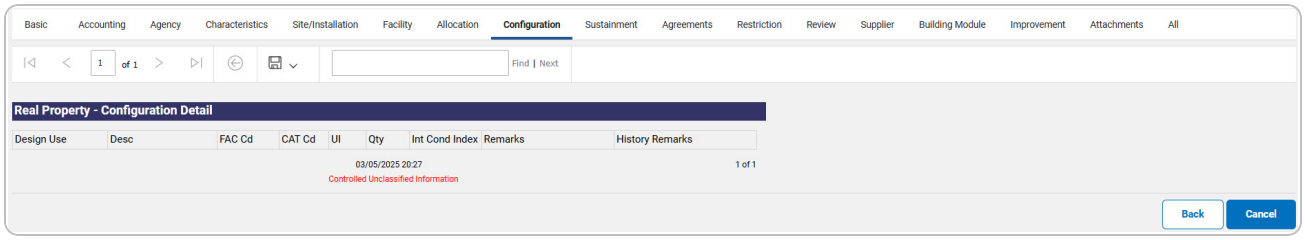
**ELMS Navigation Helpful Tips**

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 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**

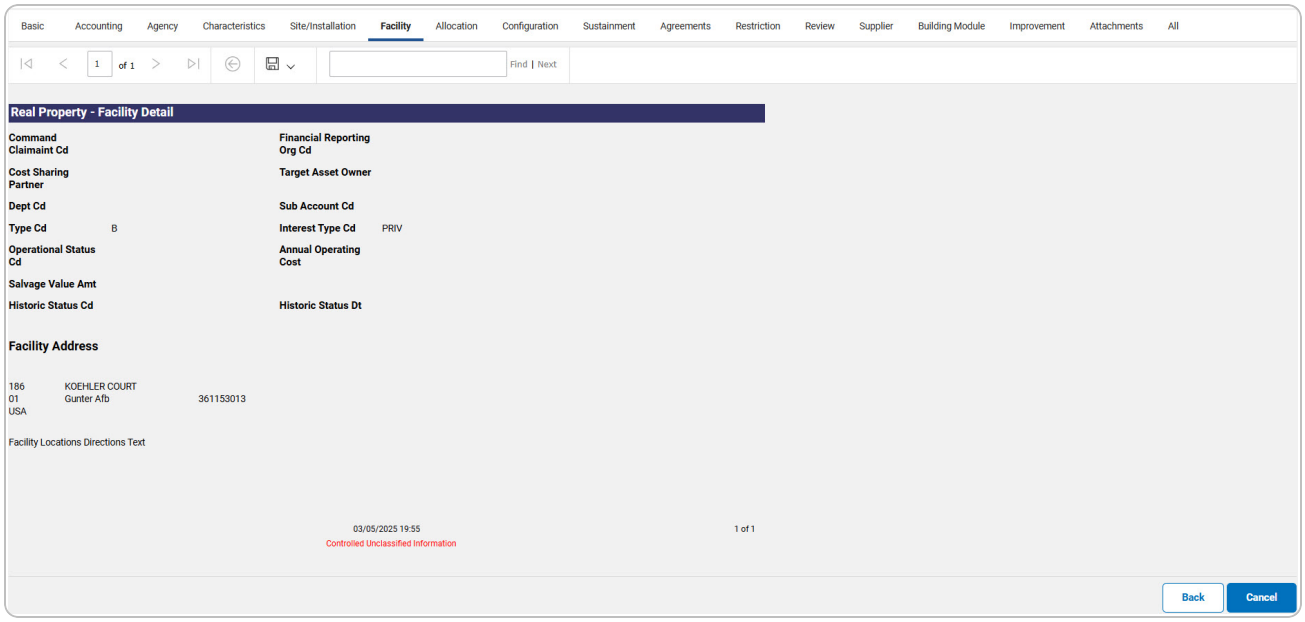


Click the following link to display PA Navigation Tips.

## 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 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. |

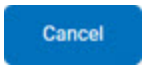
# Procedures

**ELMS Navigation Helpful Tips**

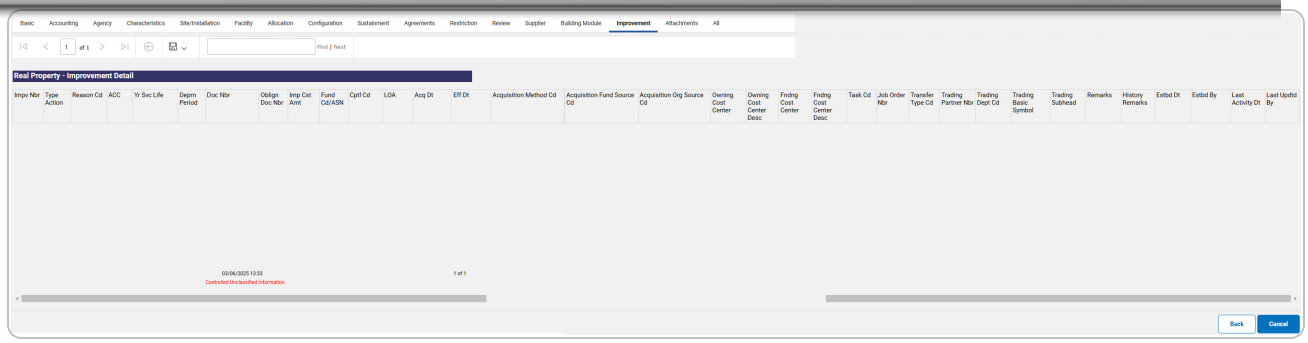


Click the following link to display PA Navigation Tips.

## 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.*

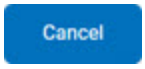
AD. *Verify the History Remarks.*

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 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

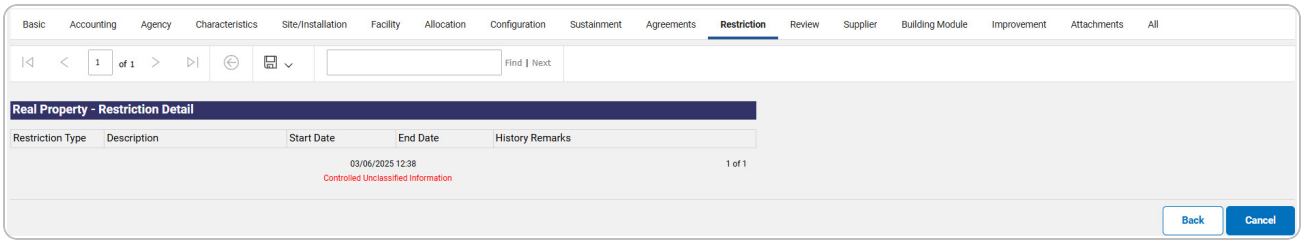
**ELMS Navigation Helpful Tips**

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

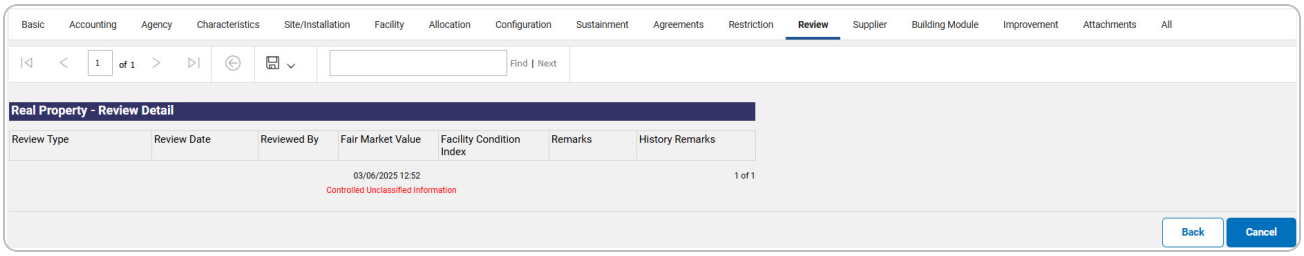
**ELMS Navigation Helpful Tips**

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 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. |

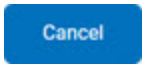
# Procedures

**ELMS Navigation Helpful Tips**

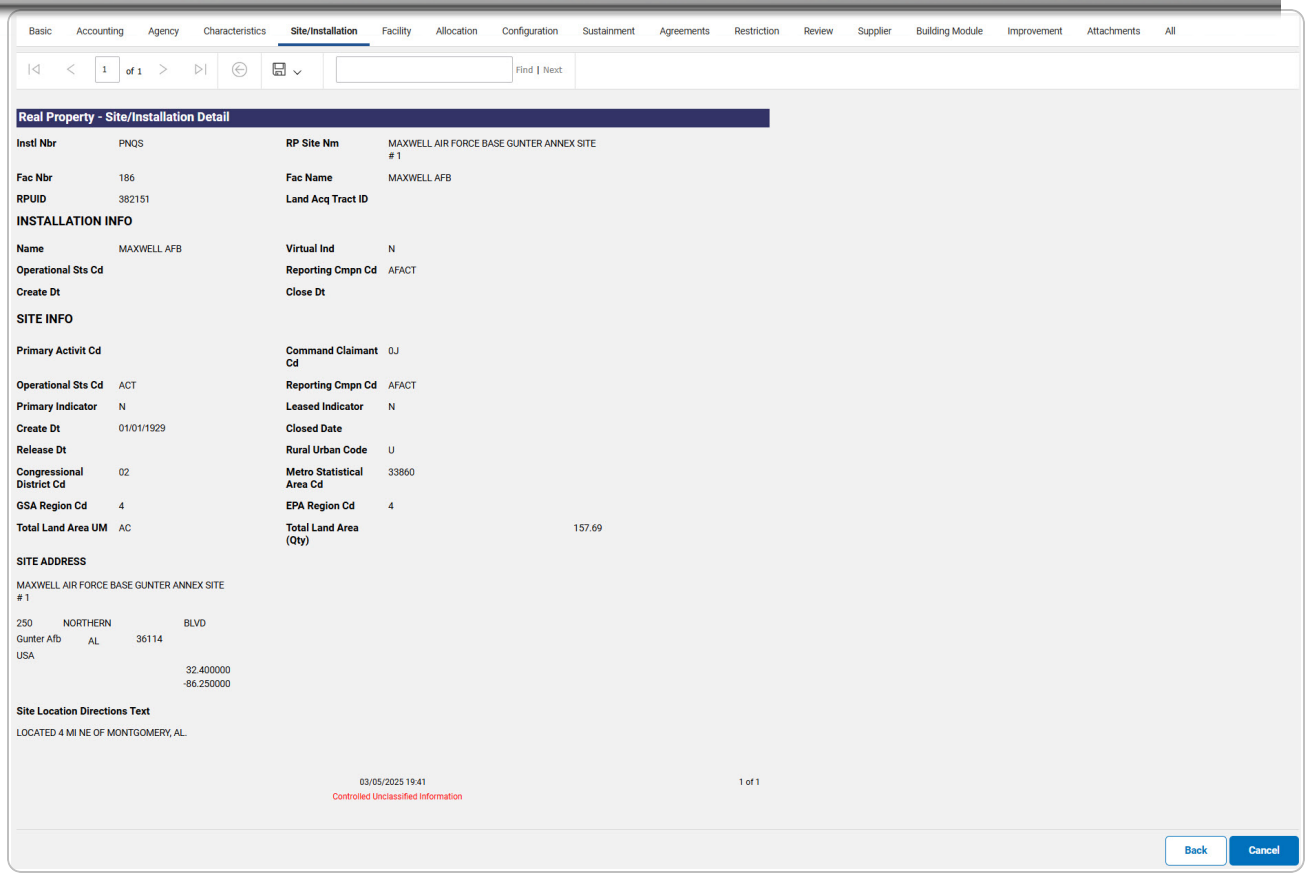


Click the following link to display PA Navigation Tips.

## 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.*

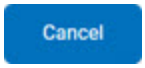
o. *Verify the EPA Region CD.*

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*.

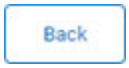
OR

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 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**

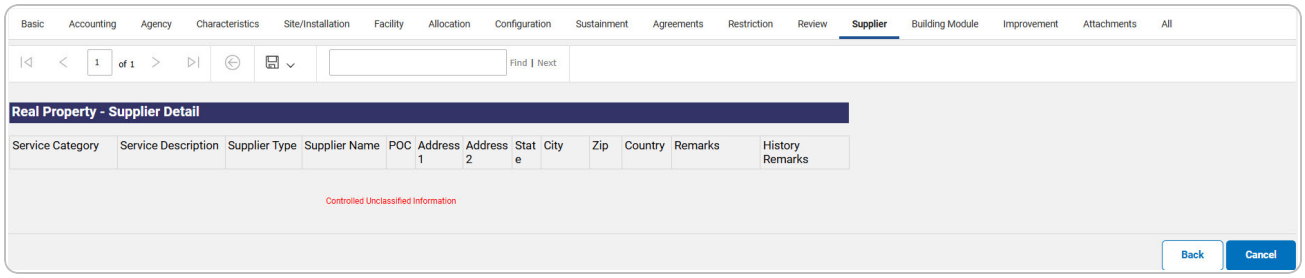


Click the following link to display PA Navigation Tips.

## 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.*

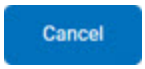
1. Select the Supplier tab. *The* ***Real Property Inquiry - Supplier Detail*** *page appears.*




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 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**

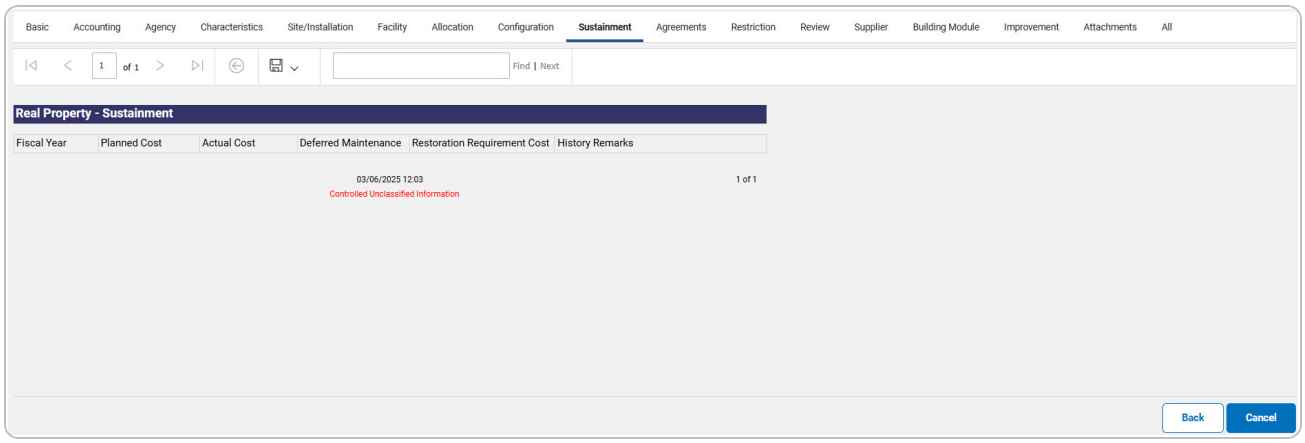


Click the following link to display PA Navigation Tips.

# 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 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

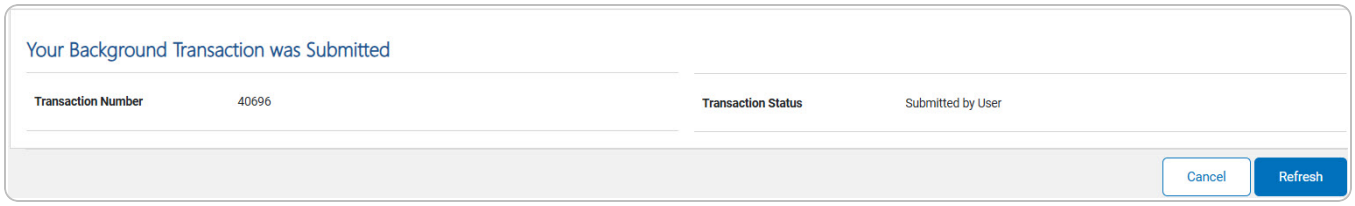
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

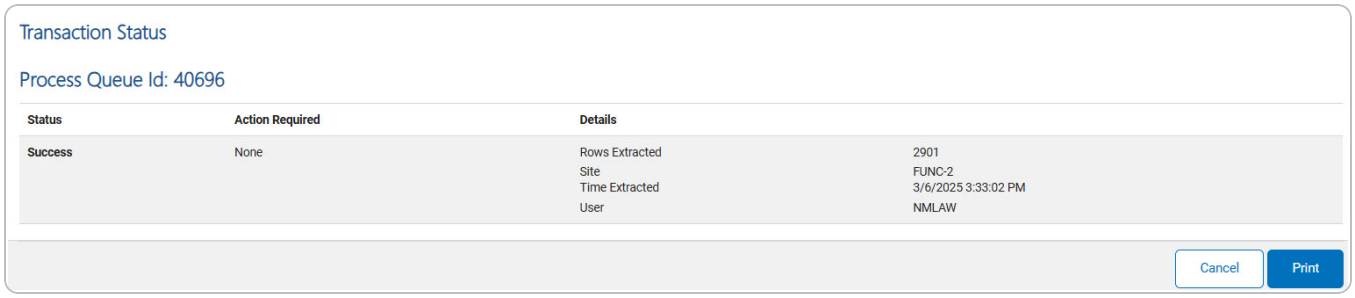
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

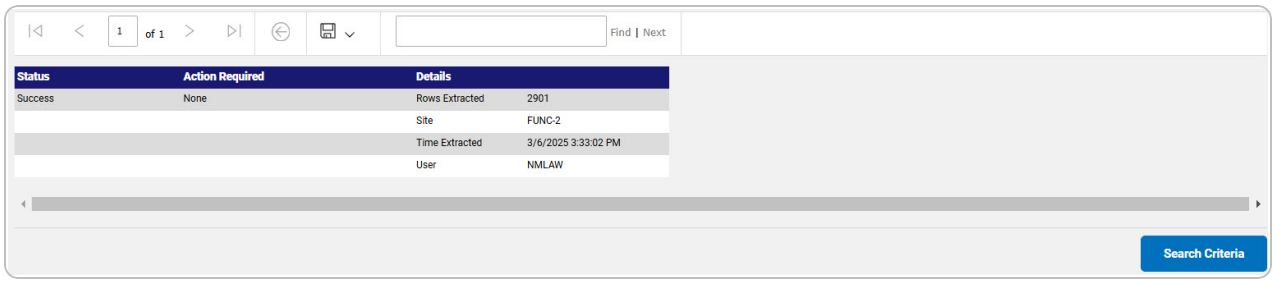
# Procedures

**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

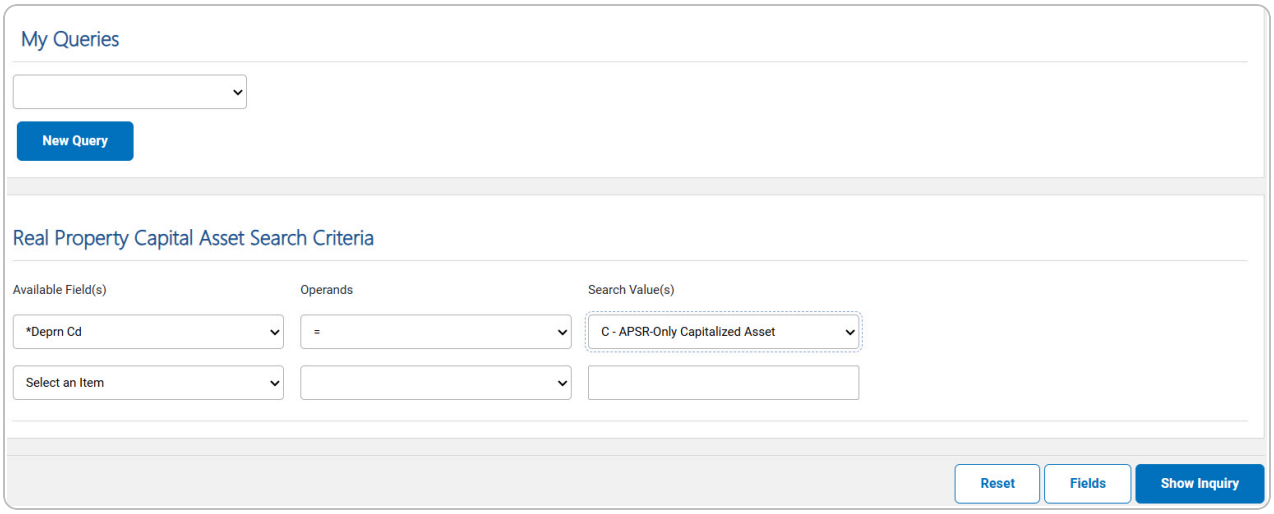
**ELMS Navigation Helpful Tips**

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**

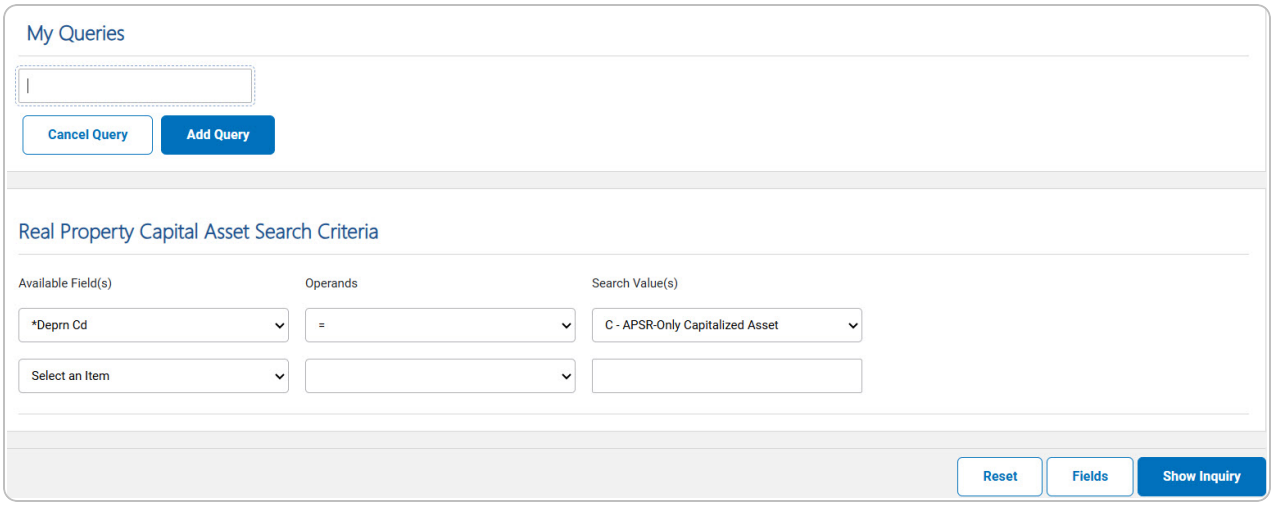
   a. Use ⌄ to select desired Available Field.

   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.*

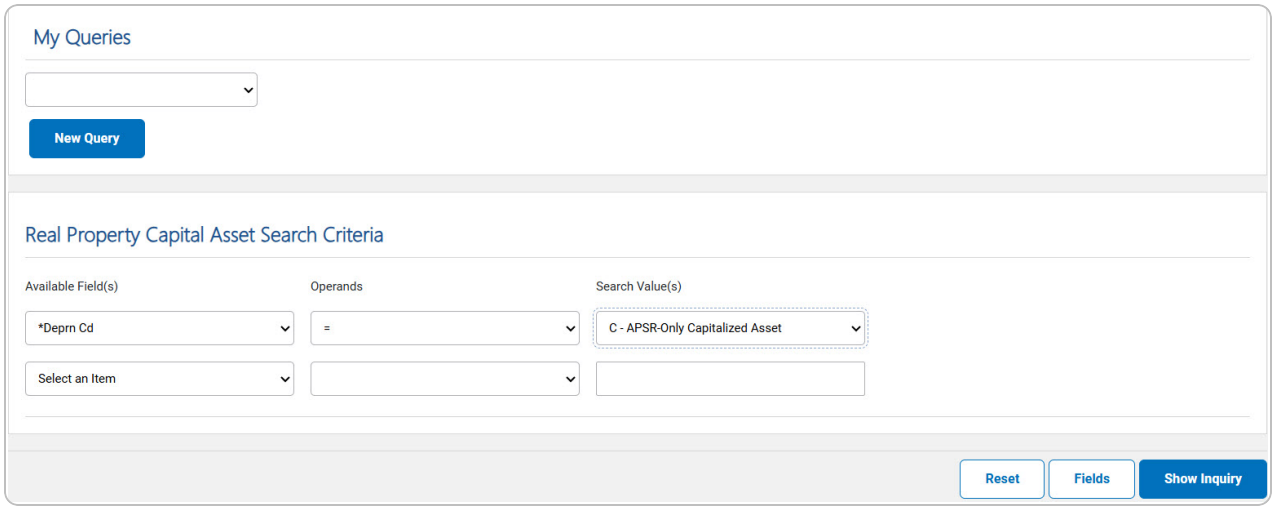
Select Fields. *The **Real Property Capital Asset Inquiry — Select Fields** page appears.*

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.*

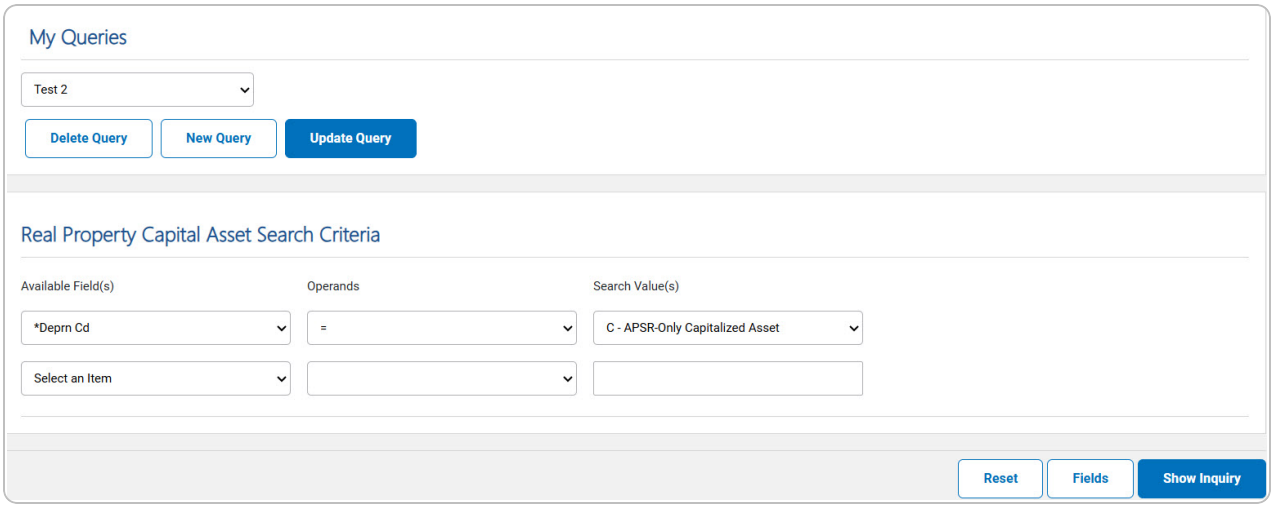
2. OR

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.*

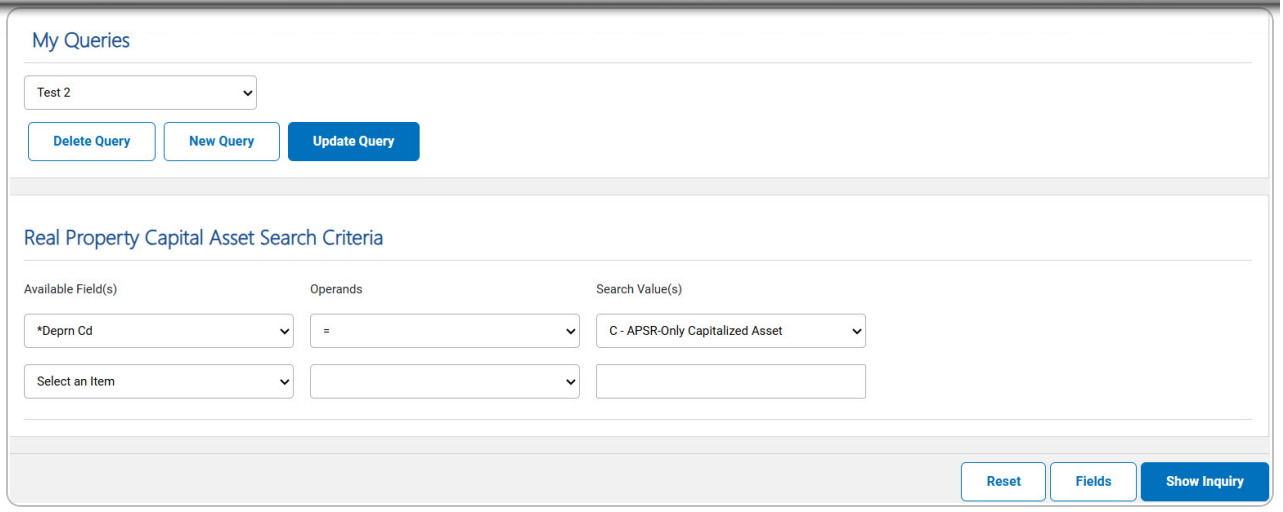
   Select Fields*. The* ***Real Property Capital Asset Inquiry — Select Fields*** *page appears.*

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

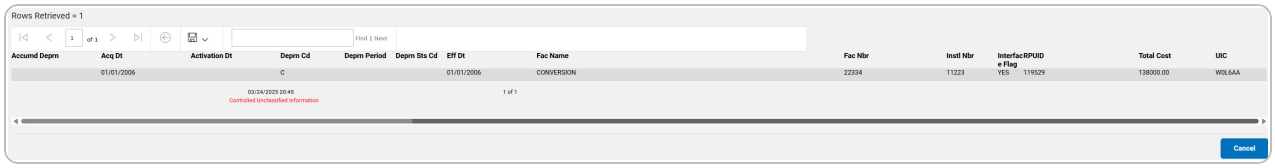
**ELMS Navigation Helpful Tips**

 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 [ 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 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**

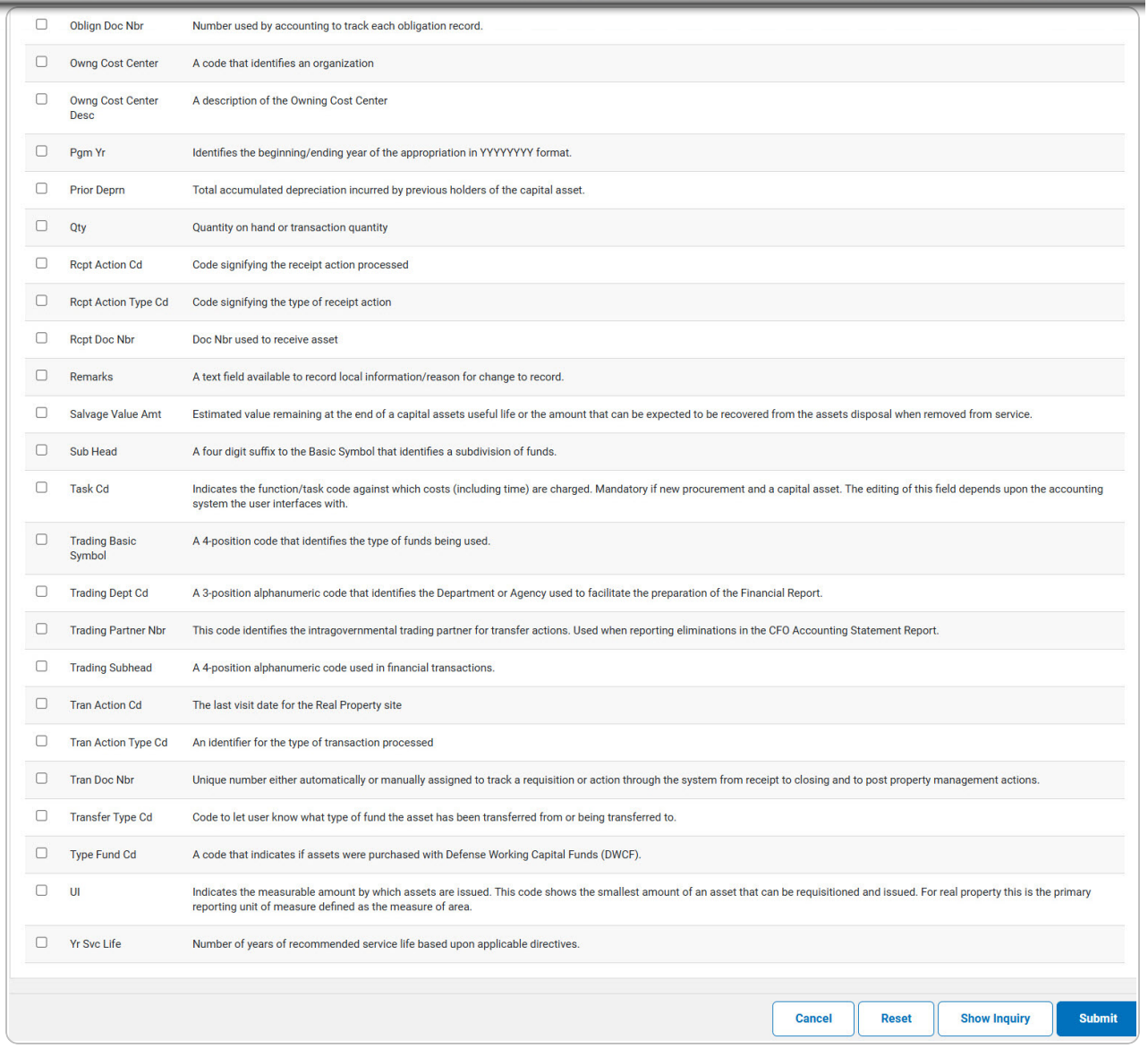
**Privacy Type** Private

## 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**

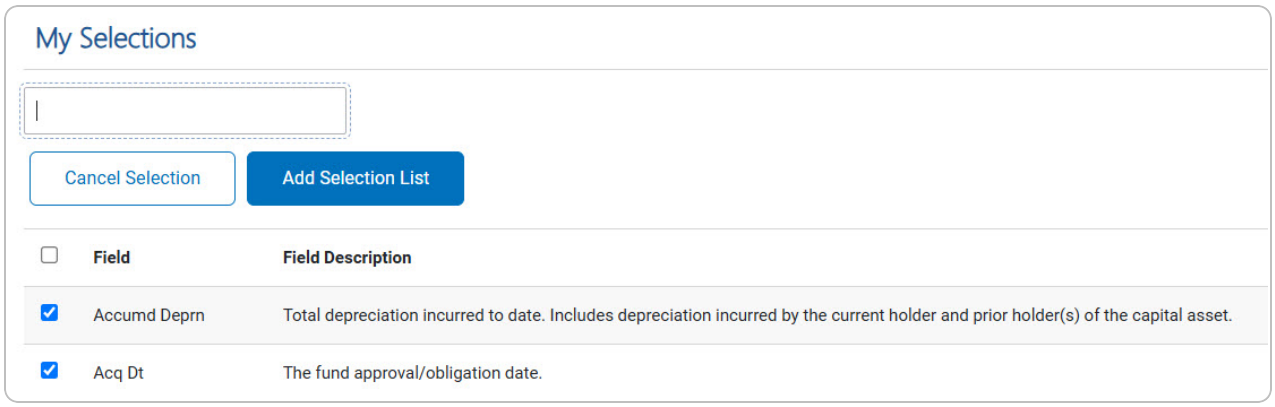
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

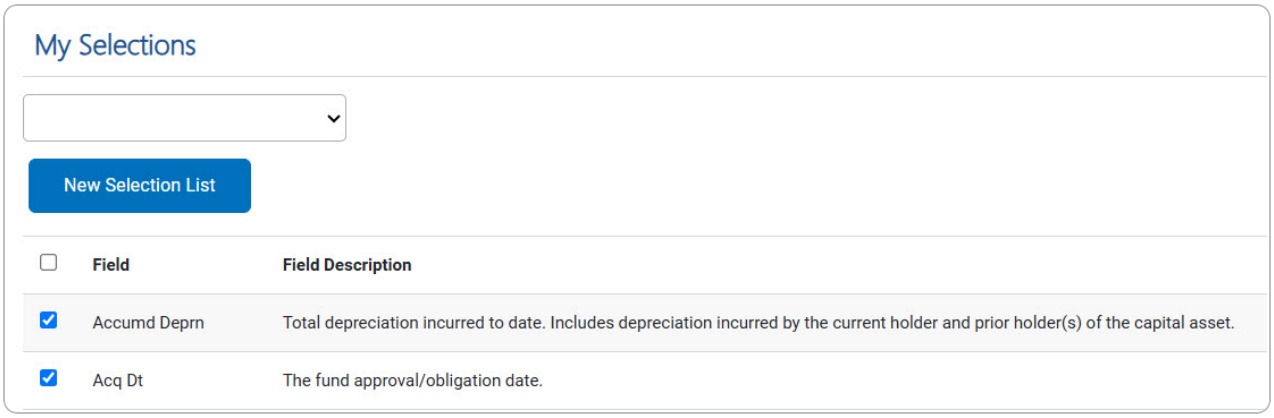
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

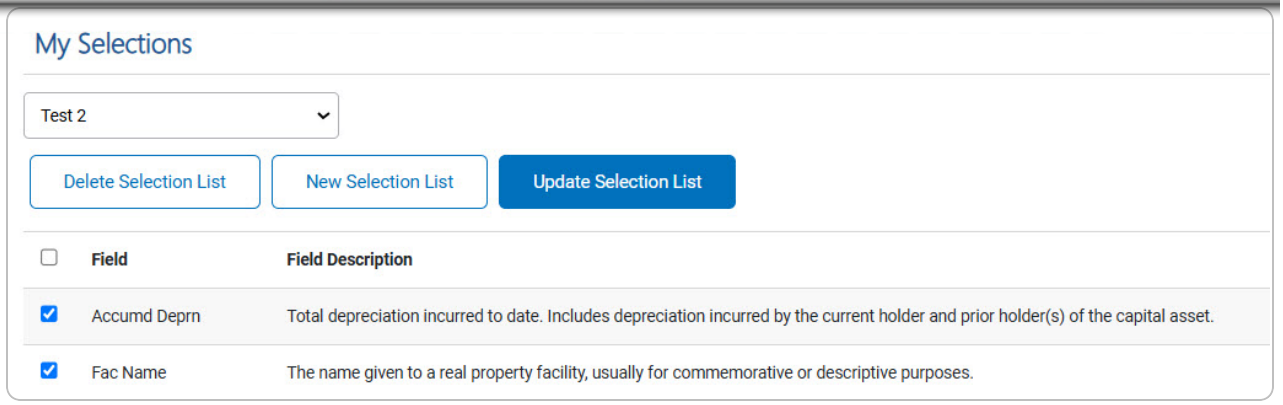
3. Select Show Inquiry for small volumes of data. *The* ***Real Property Capital Asset Inquiry — Results*** *page appears.*

**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.



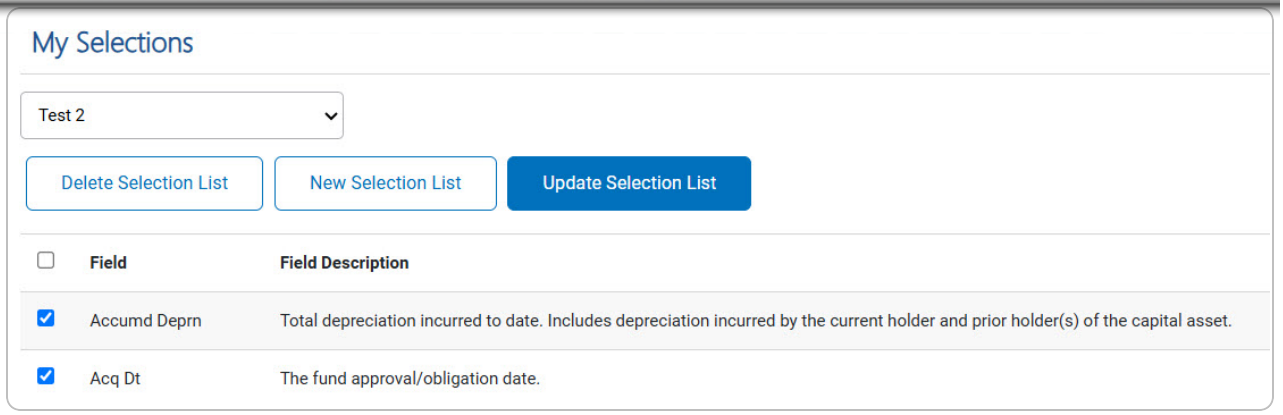

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Capital Asset Inquiry — Results*** *page appears.*

**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.

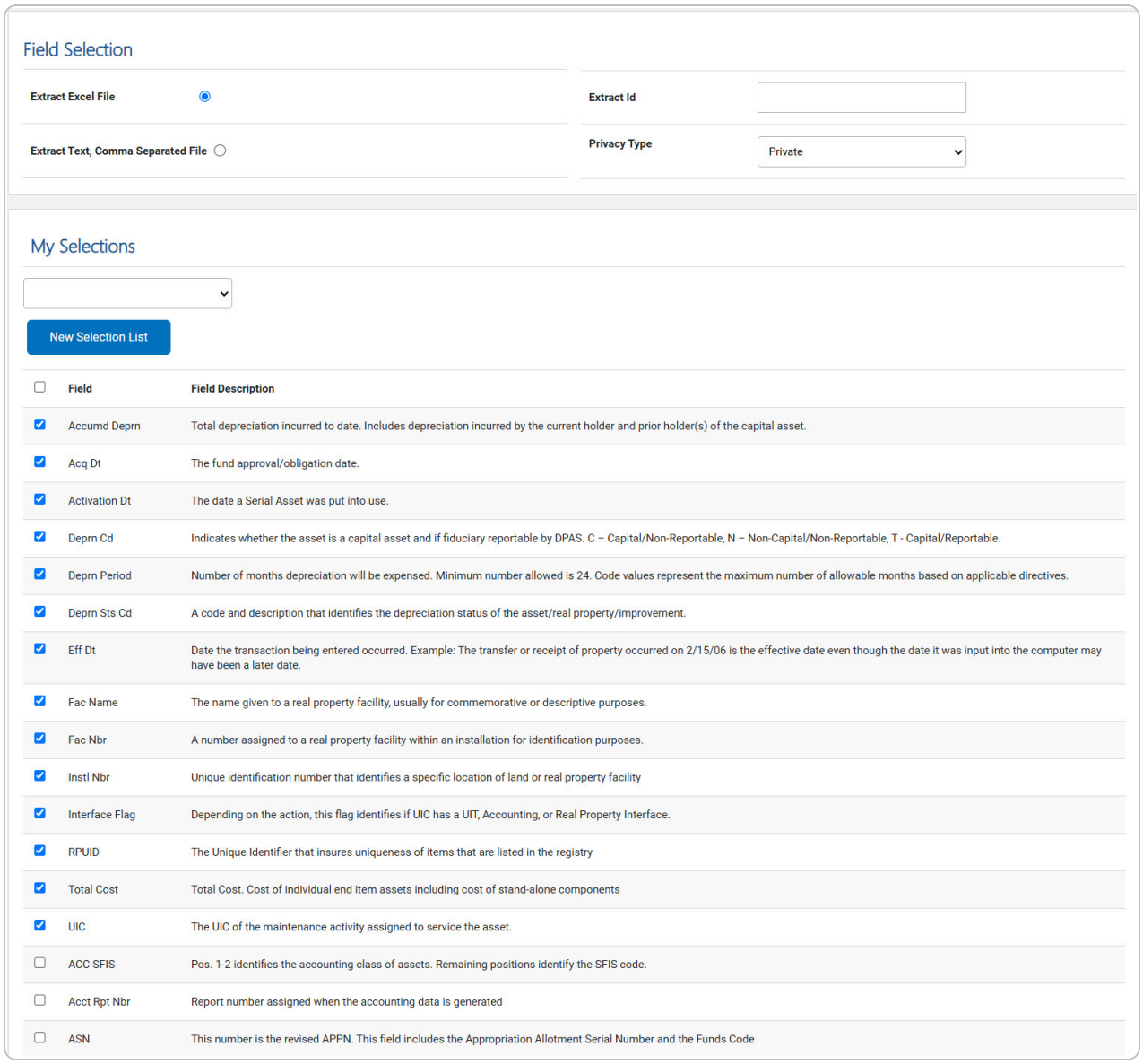



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

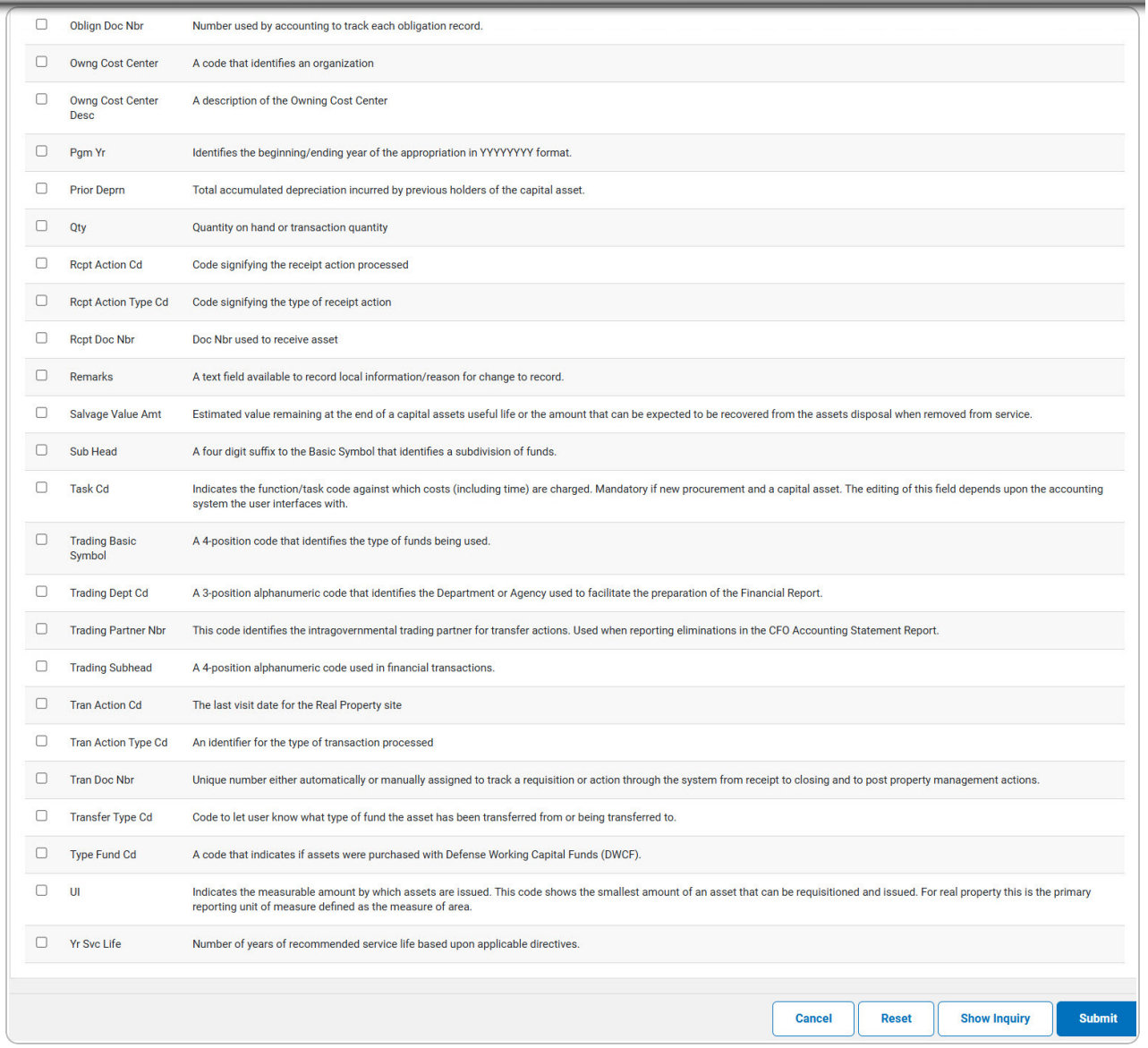
Extract Text, Comma Separated File ○ | Privacy Type: Private

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. |



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 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. |

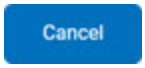
# Procedures

**ELMS Navigation Helpful Tips**

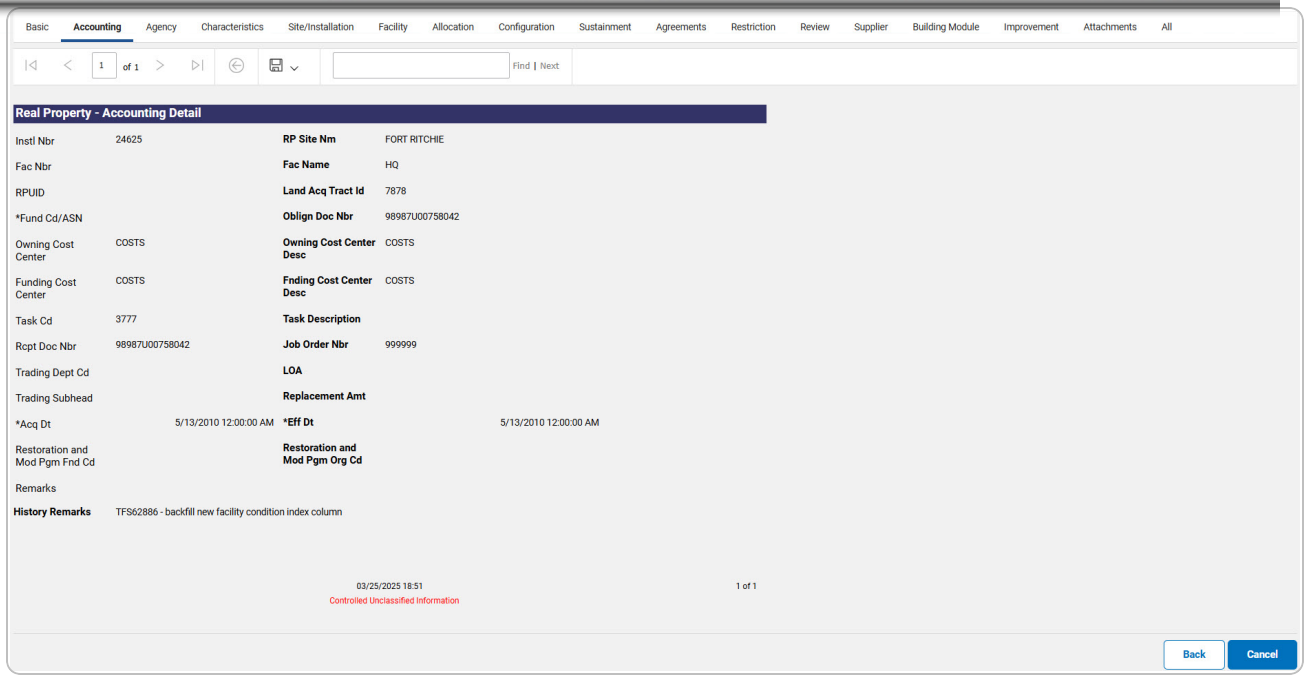


Click the following link to display PA Navigation Tips.

## 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*.

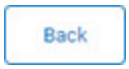
OR

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 

. *The **Real Property Capital Asset 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 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**

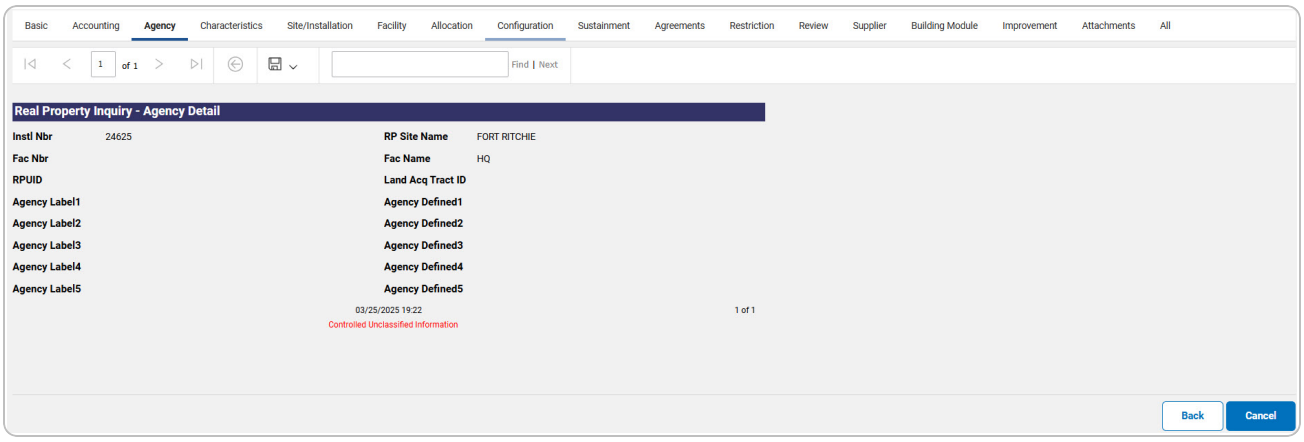


Click the following link to display PA Navigation Tips.

## 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.*

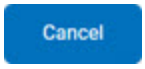
L. *Verify the Agency Defined 1.*

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*.

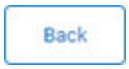
OR

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 

. *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 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. |

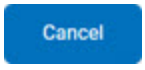
# Procedures

**ELMS Navigation Helpful Tips**

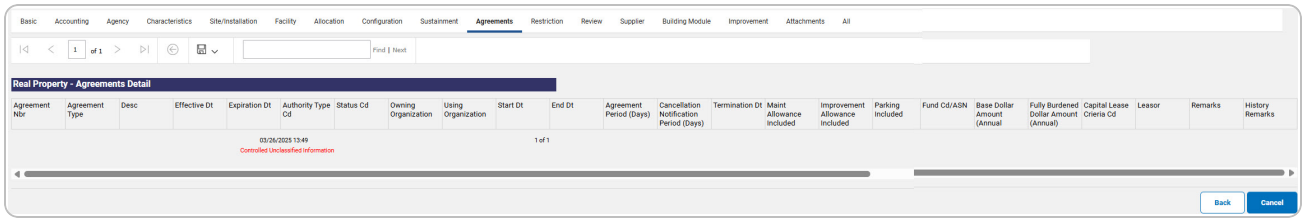


Click the following link to display PA Navigation Tips.

## 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.*



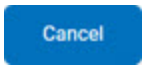

A. *Verify the AGREEMENT NBR.*

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 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**

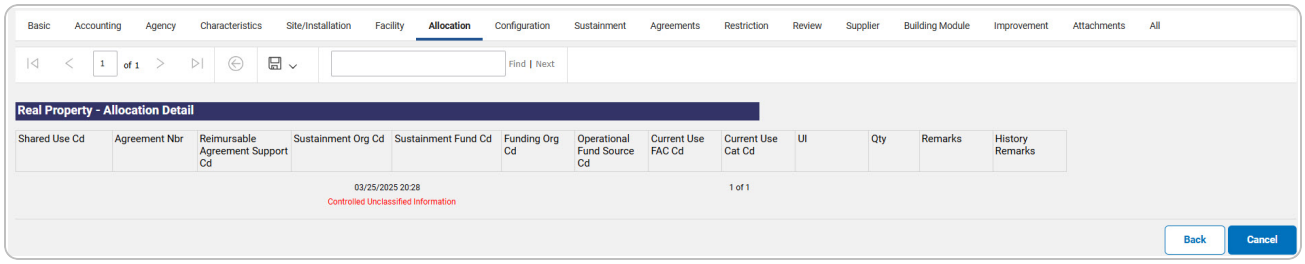


Click the following link to display PA Navigation Tips.

## 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 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 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 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 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. |

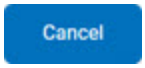
# Procedures

**ELMS Navigation Helpful Tips**

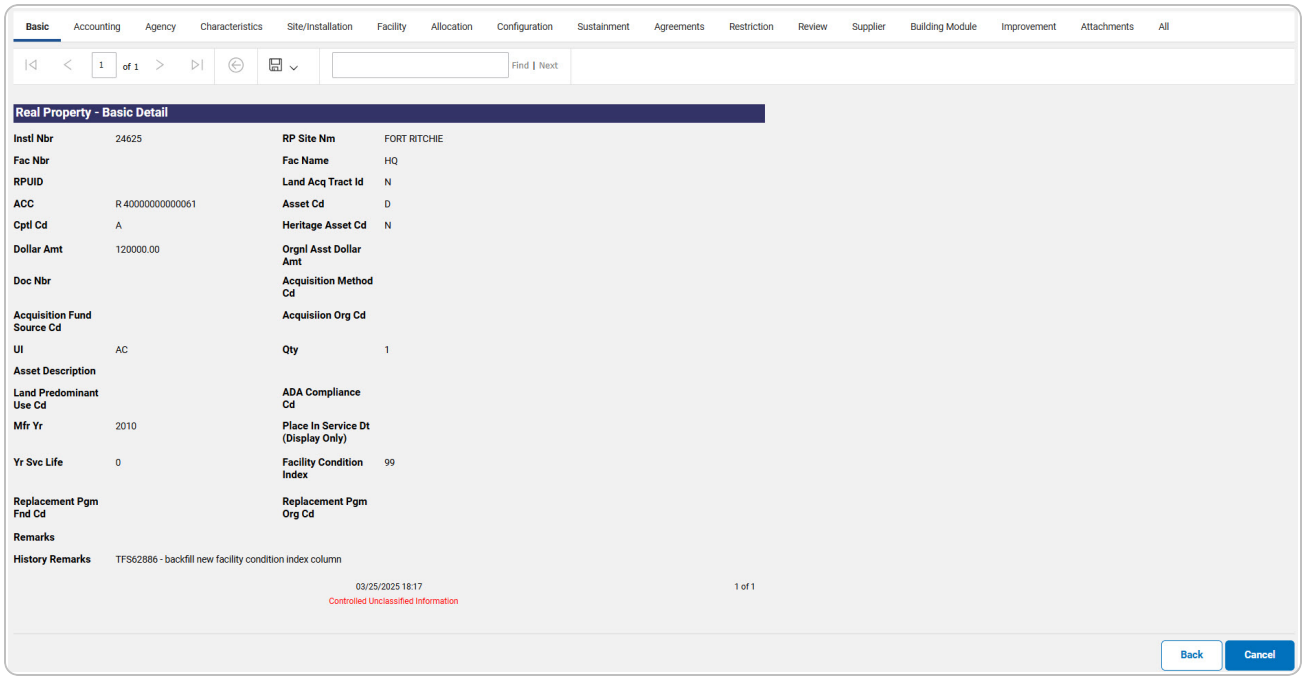


Click the following link to display PA Navigation Tips.

## 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.*

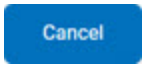
M. *Verify the YR SVC LIFE.*

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*.

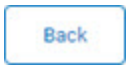
OR

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 

. *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 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**

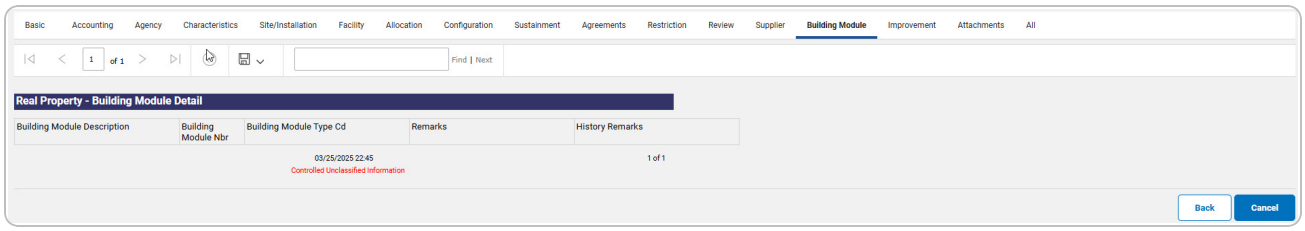


Click the following link to display PA Navigation Tips.

# 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 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. |

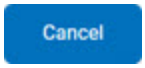
# Procedures

**ELMS Navigation Helpful Tips**

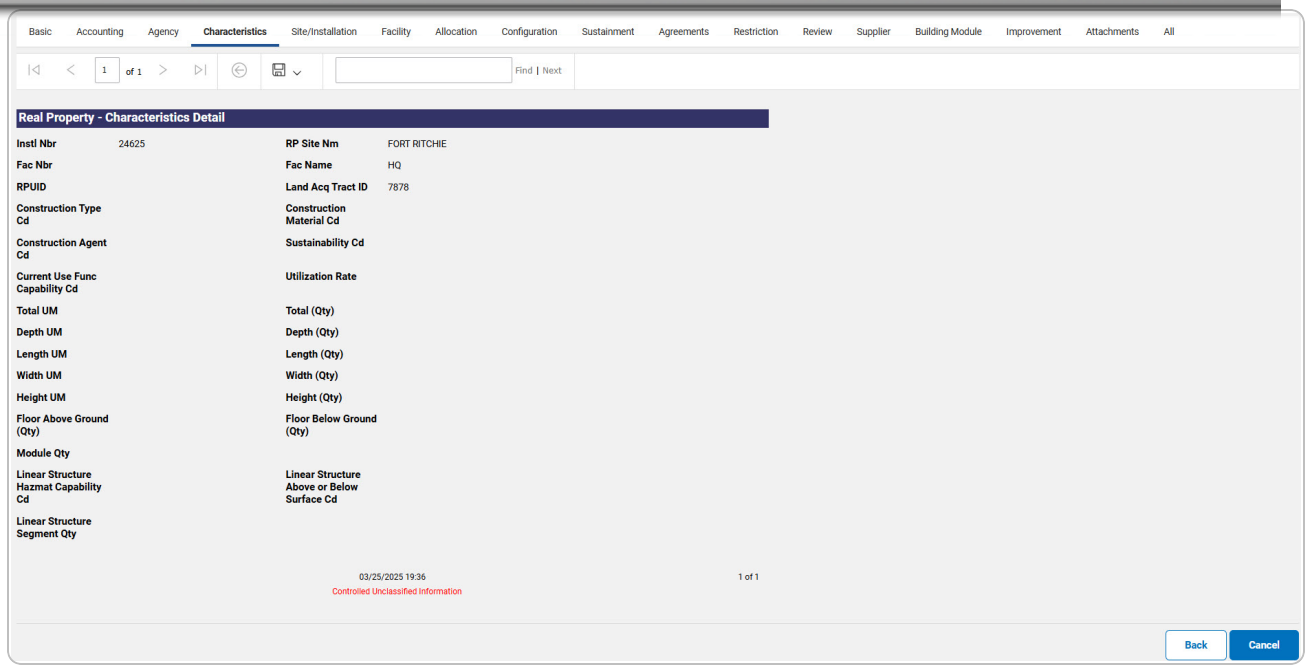


Click the following link to display PA Navigation Tips.

## 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).*

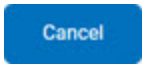
X. *Verify the Length (QTY).*

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 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

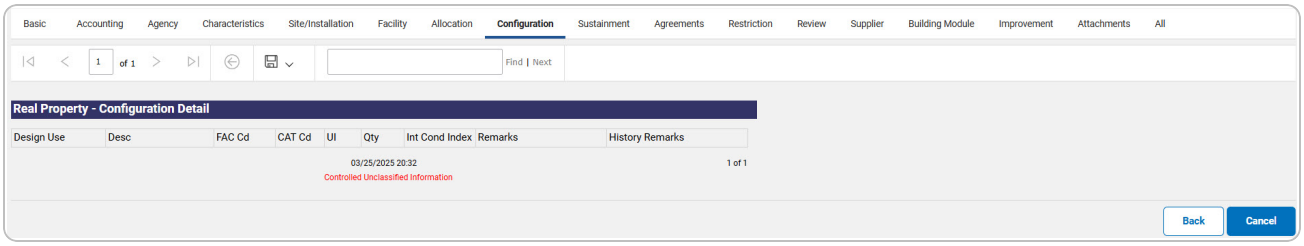
**ELMS Navigation Helpful Tips**

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 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**

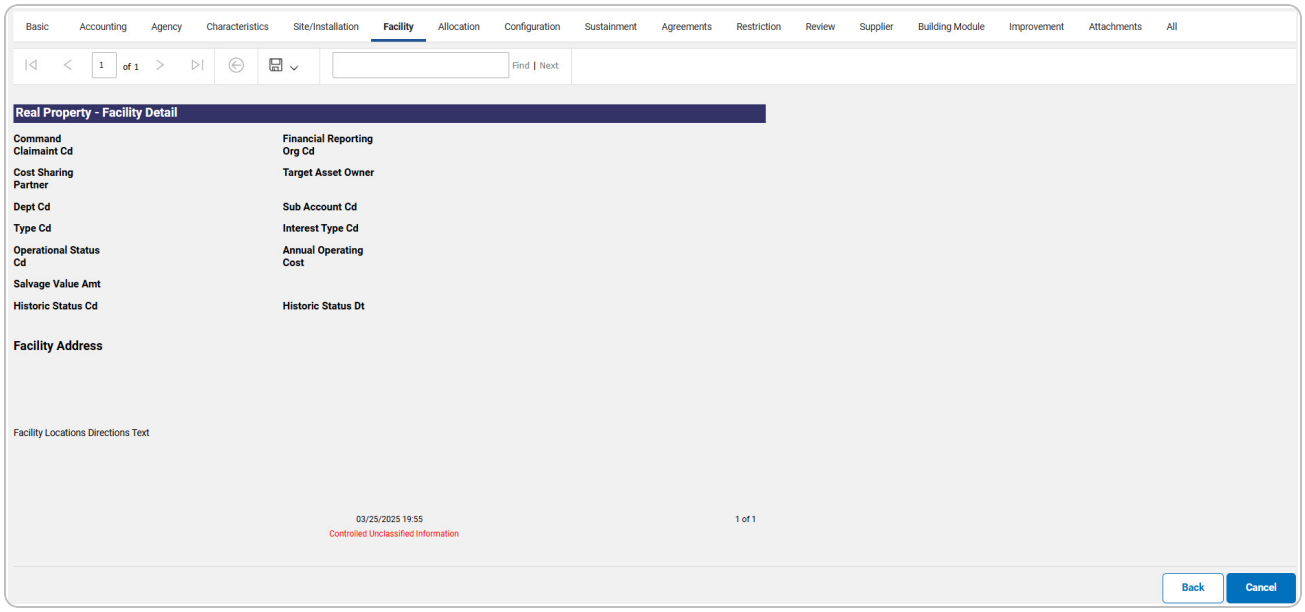


Click the following link to display PA Navigation Tips.

## 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.*

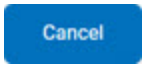
J. *Verify the Sub Account CD.*

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 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. |

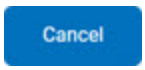
# Procedures

**ELMS Navigation Helpful Tips**

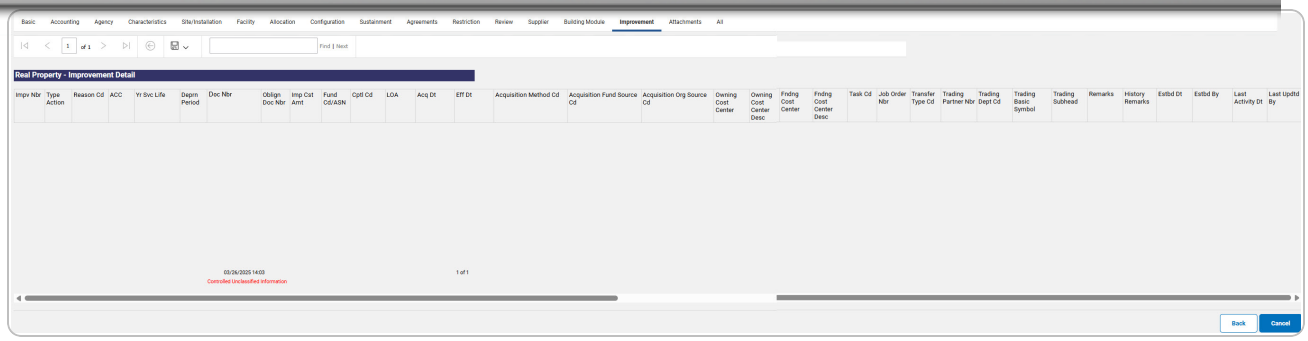


Click the following link to display PA Navigation Tips.

## 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.*

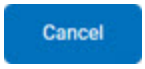
AD. *Verify the History Remarks.*

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 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

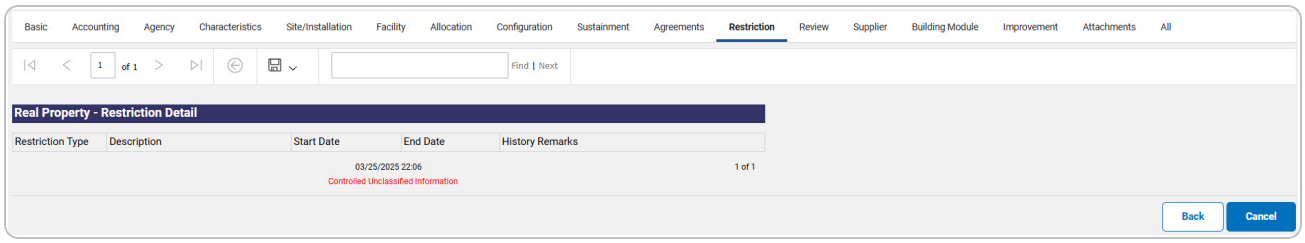
**ELMS Navigation Helpful Tips**

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

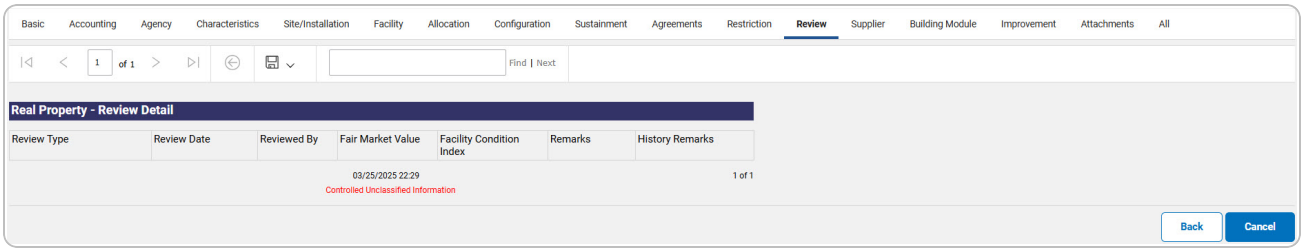
**ELMS Navigation Helpful Tips**

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 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. |

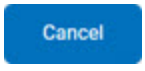
# Procedures

**ELMS Navigation Helpful Tips**

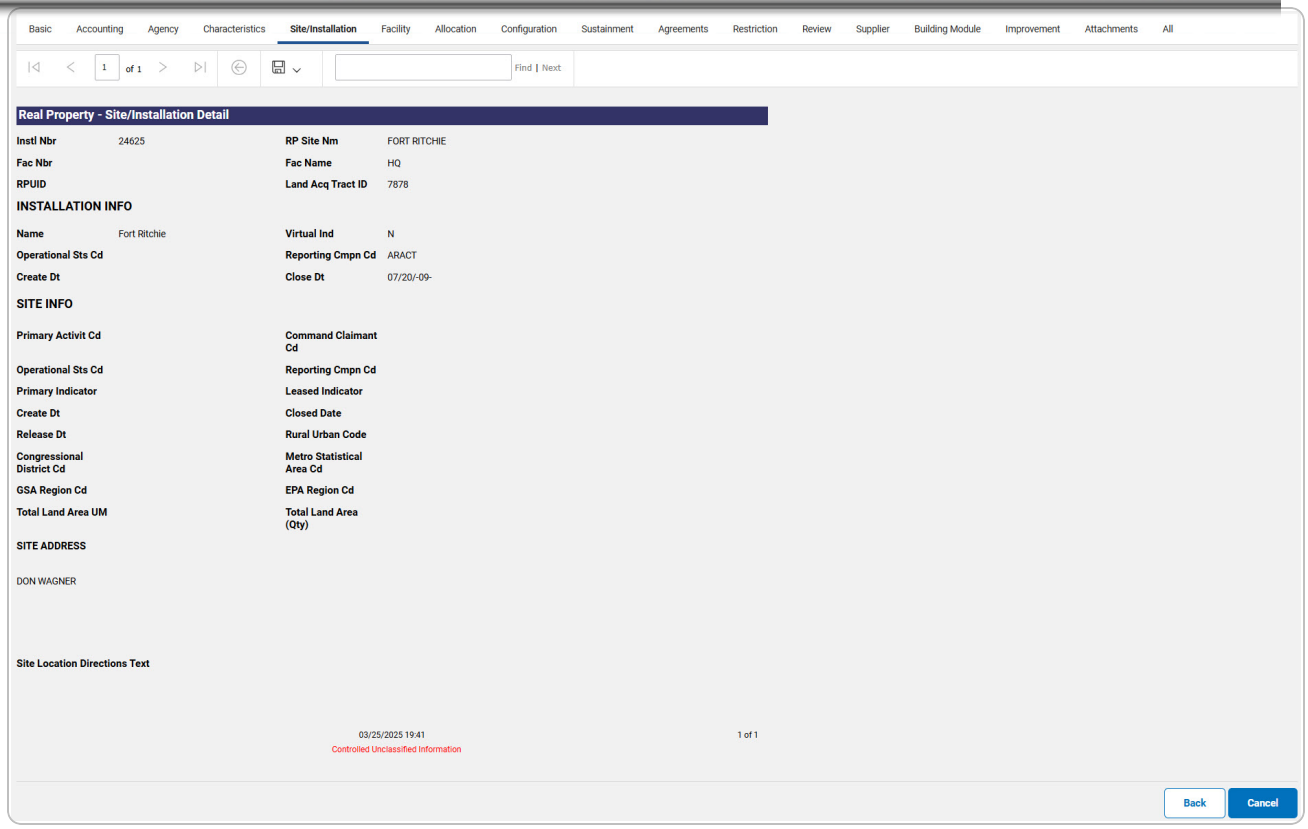


Click the following link to display PA Navigation Tips.

## 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.*

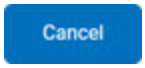
   e. *Verify the Reporting CMPN CD.*

   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 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**

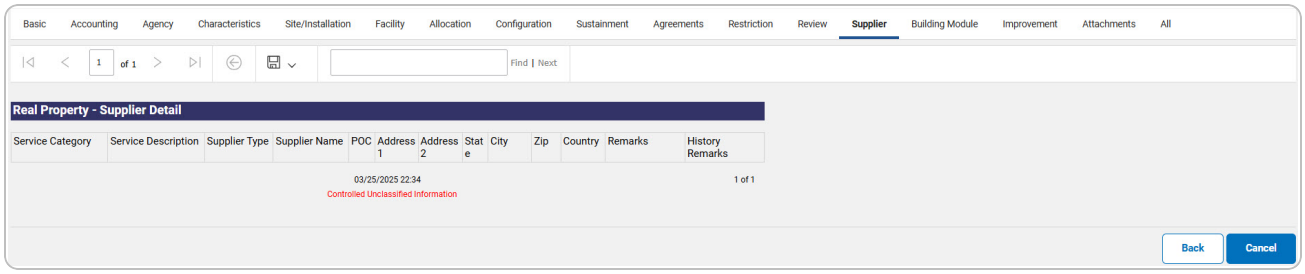


Click the following link to display PA Navigation Tips.

## 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.*

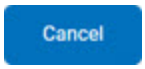
1. Select the Supplier tab. *The* ***Real Property Inquiry - Supplier Detail*** *page appears.*




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 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**

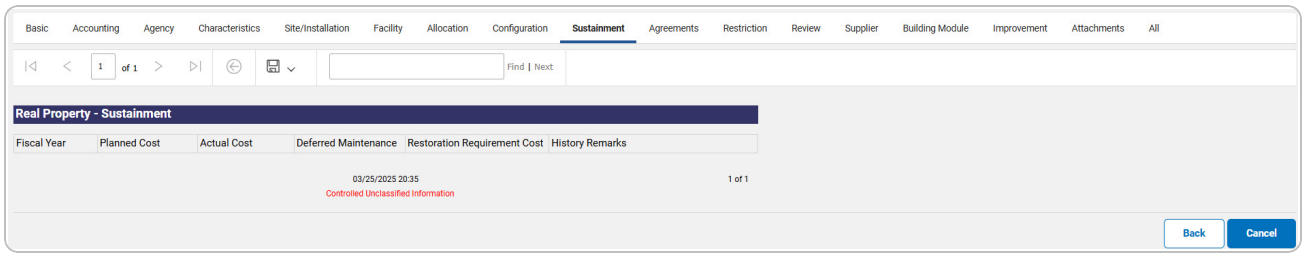


Click the following link to display PA Navigation Tips.

# 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 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

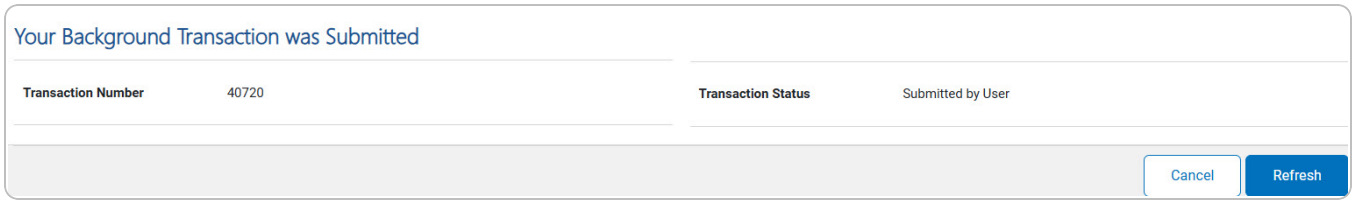
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

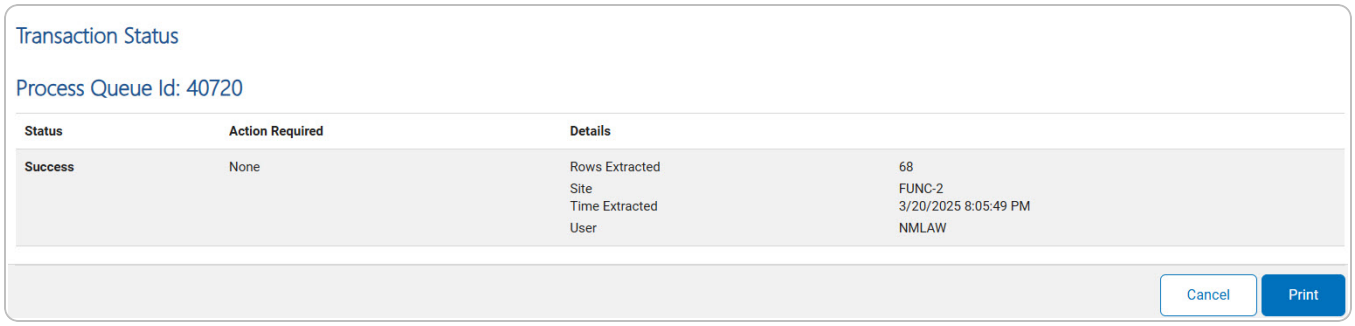
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

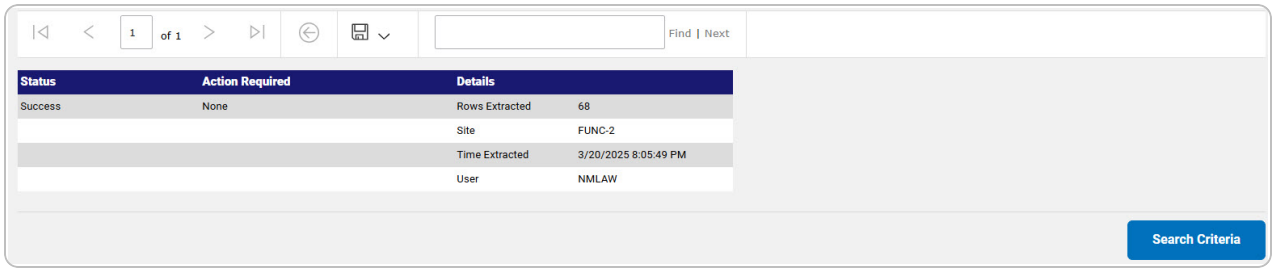
# Procedures

**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 Search Criteria. *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 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 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

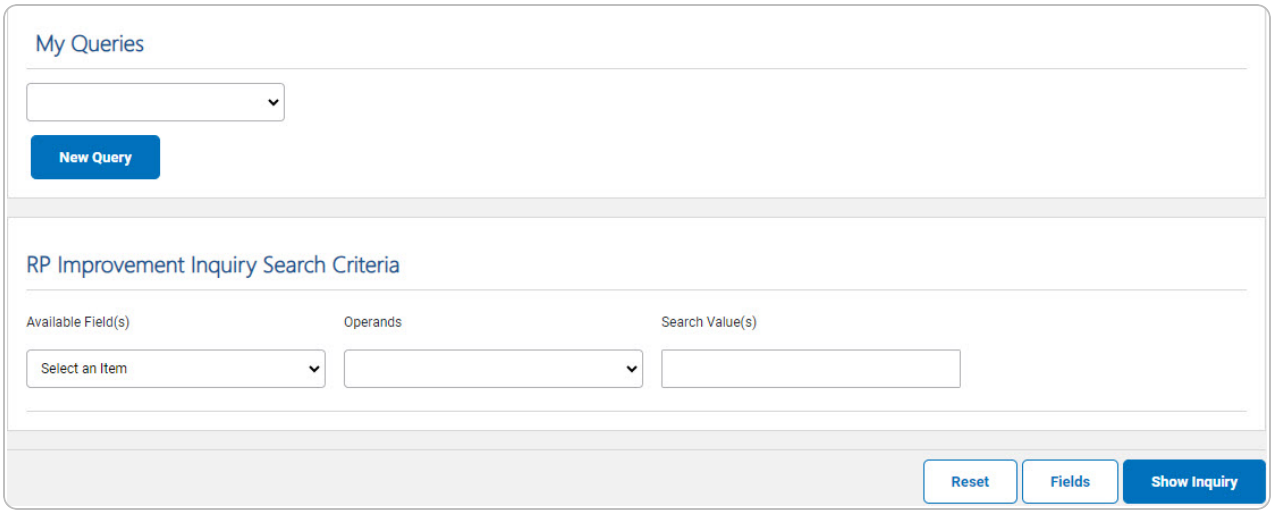
**ELMS Navigation Helpful Tips**

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**

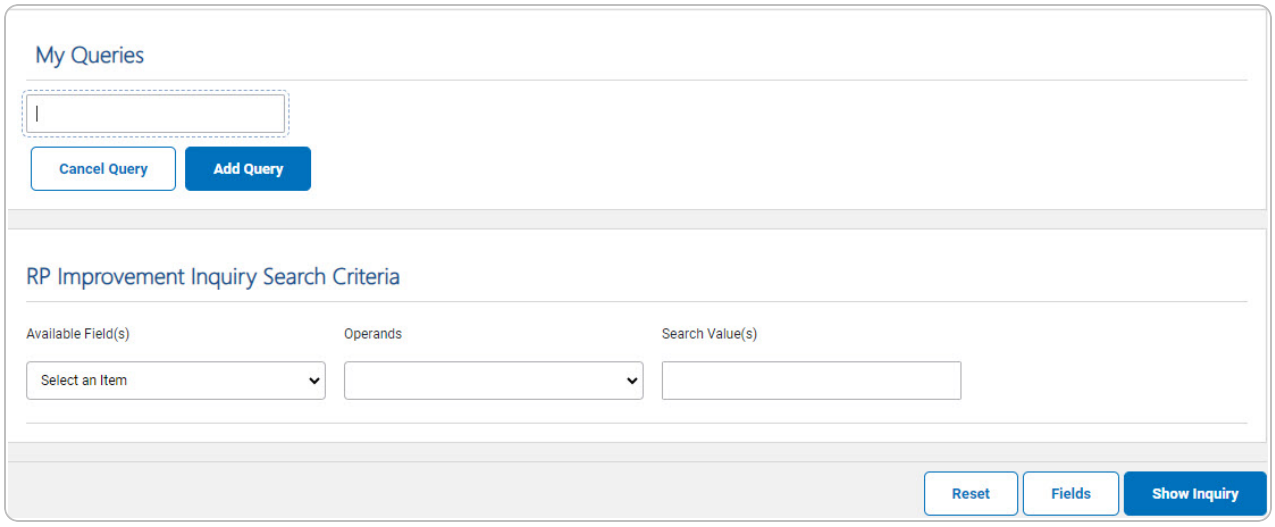
a. Use ⌄ to select desired Available Field.

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.*

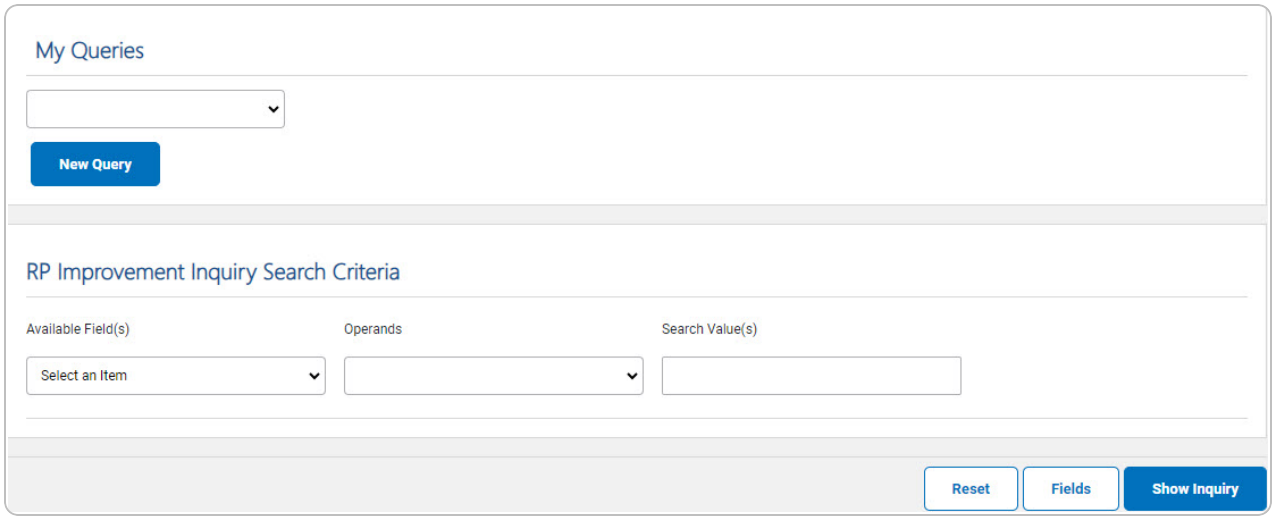
Select Fields. *The **Real Property Improvement Inquiry — Select Fields** page appears.*

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.*



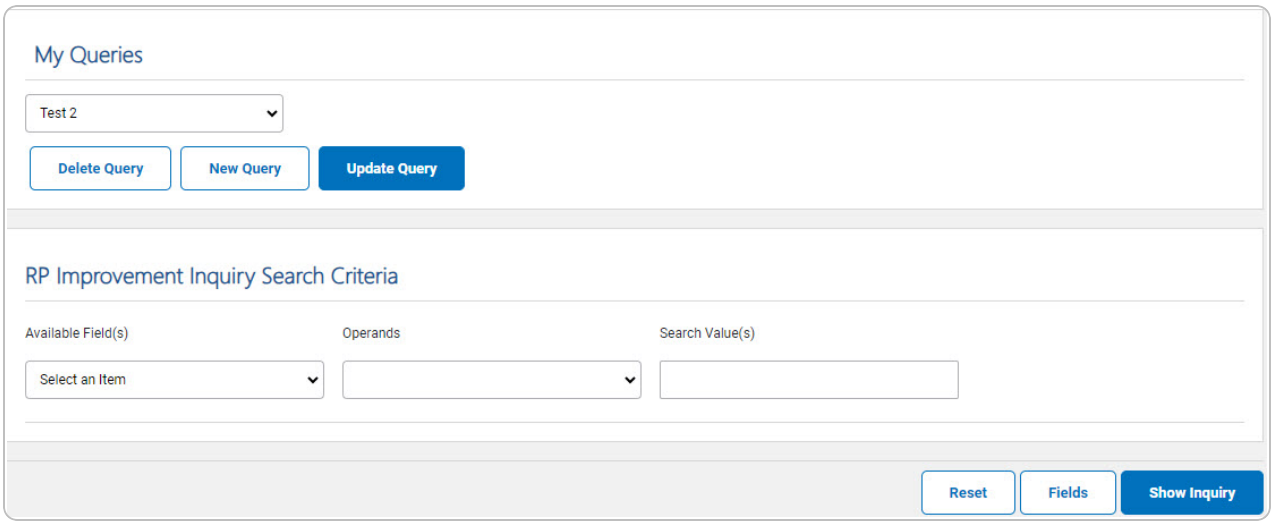

Select Fields. *The **Real Property Improvement Inquiry — Select Fields** page appears.*

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.*

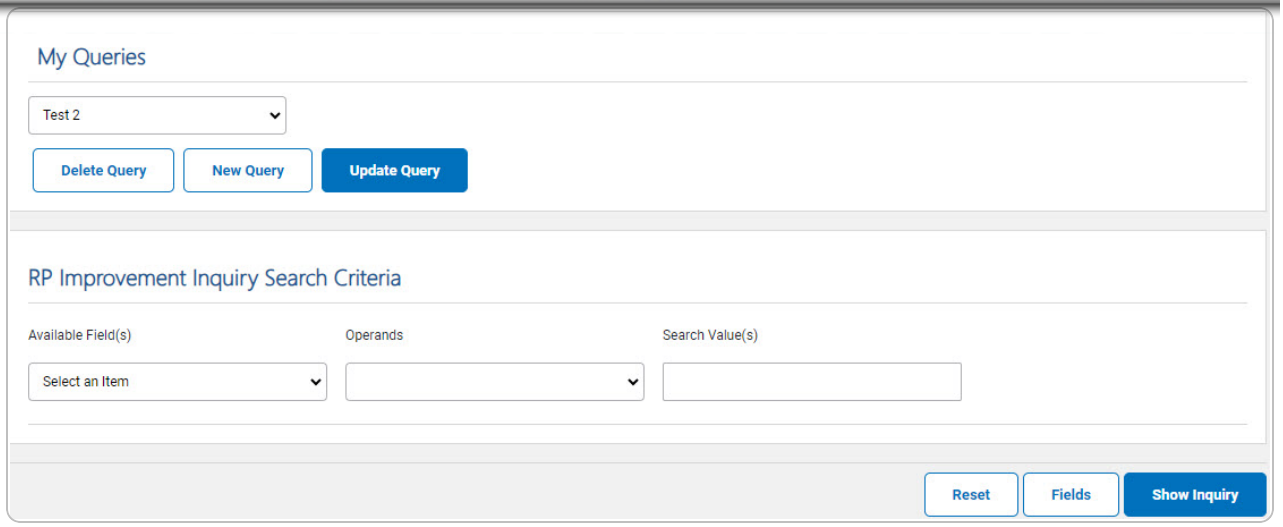
   Select Fields*. The* ***Real Property Improvement Inquiry — Select Fields*** *page appears.*

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

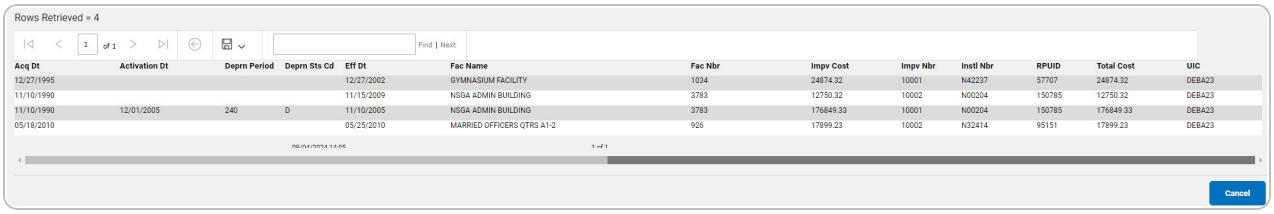
**ELMS Navigation Helpful Tips**

 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 [ 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 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.*

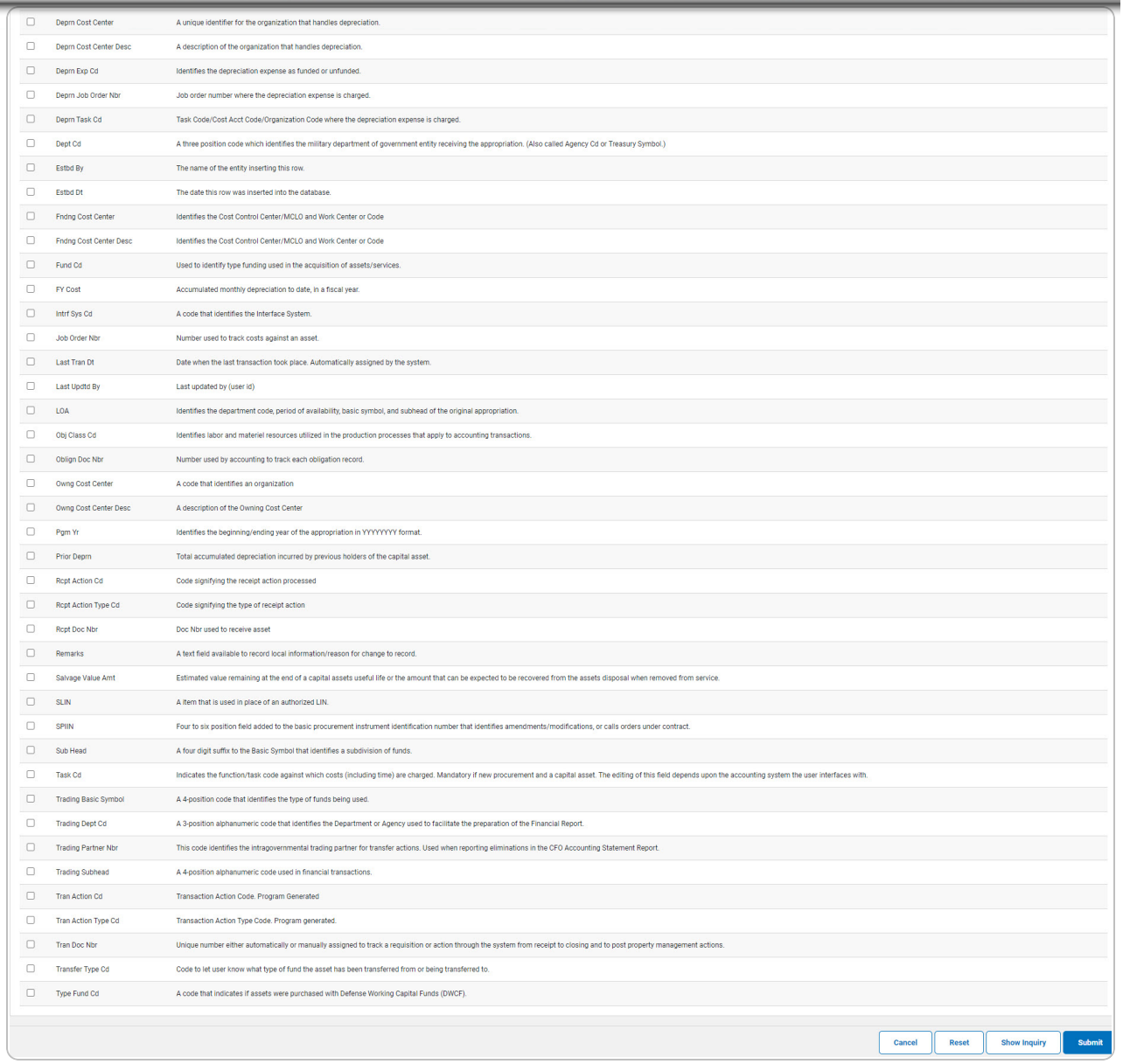
## Field Selection

| | | | |
|---|---|---|---|
| **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**

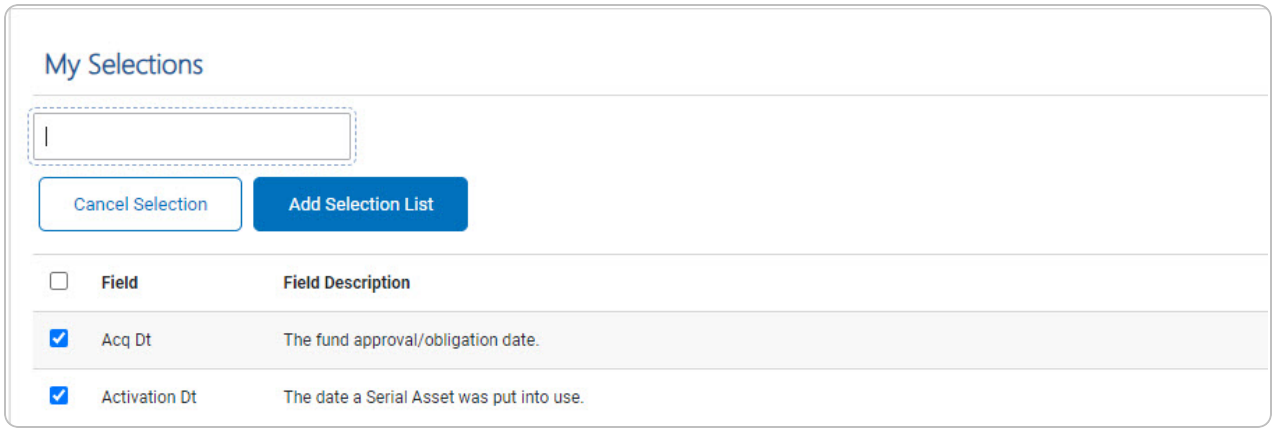
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

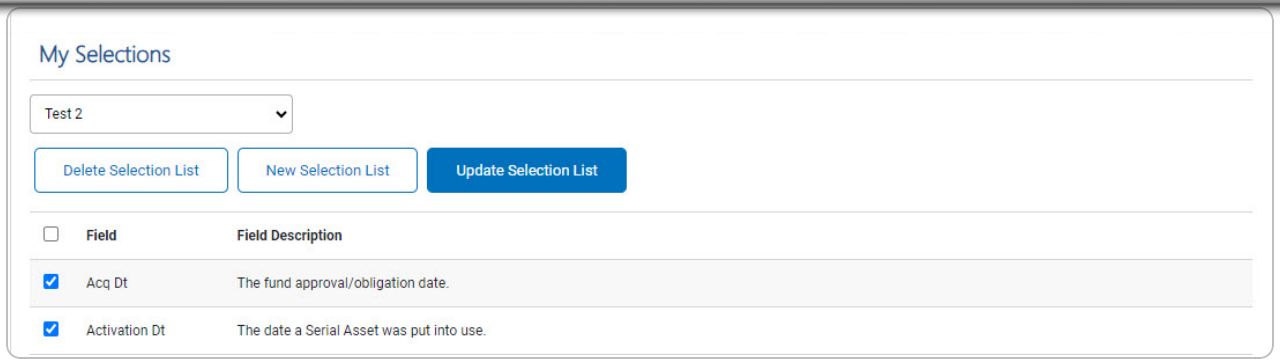
Select Show Inquiry for small volumes of data. *The **Real Property Improvement Inquiry — Results** page appears.*

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.



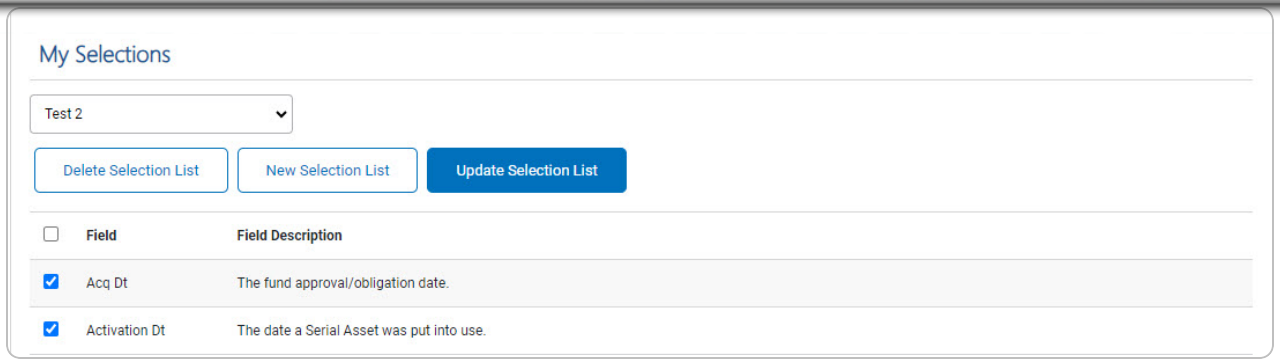

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Improvement Inquiry — Results*** *page appears.*

**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.

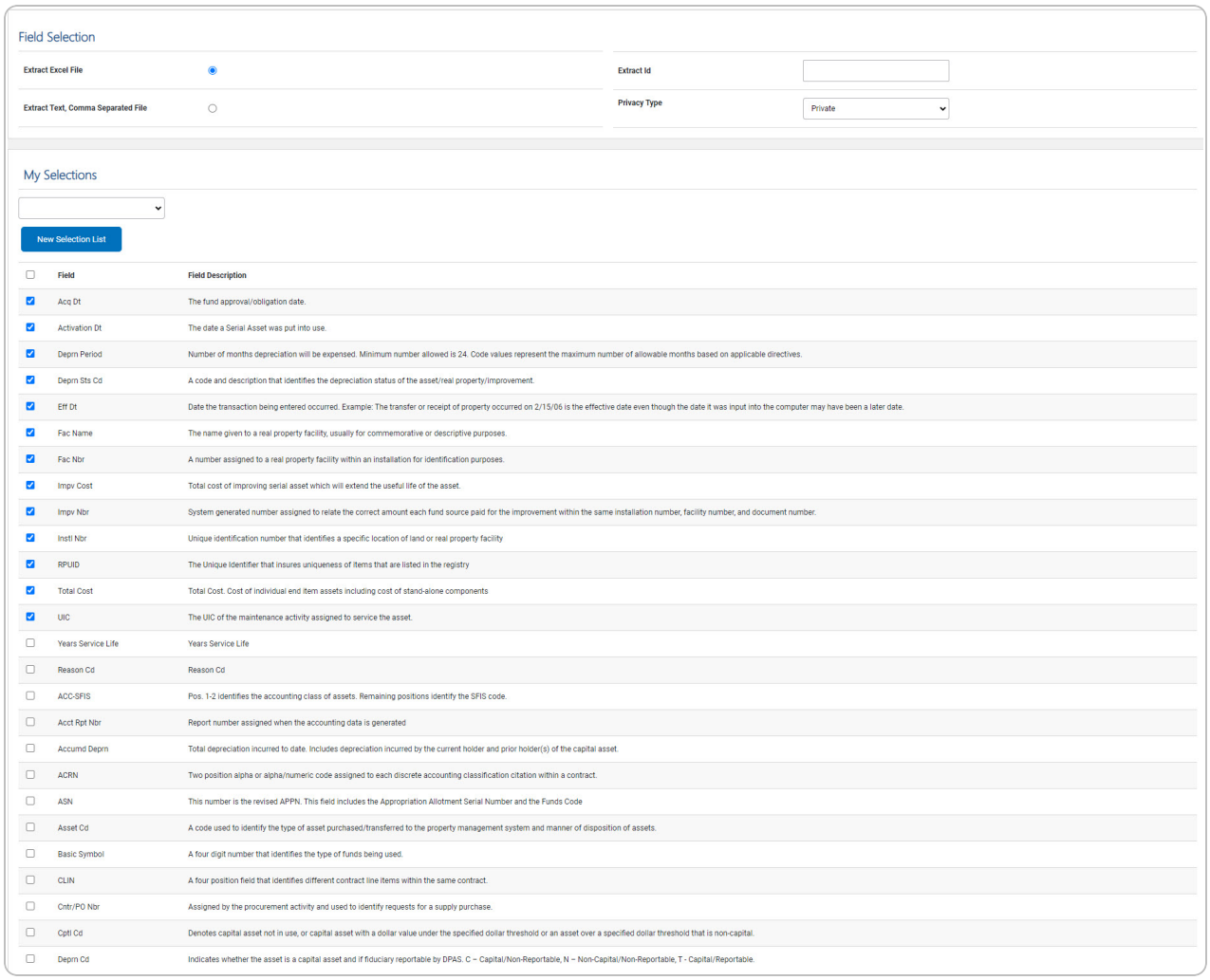


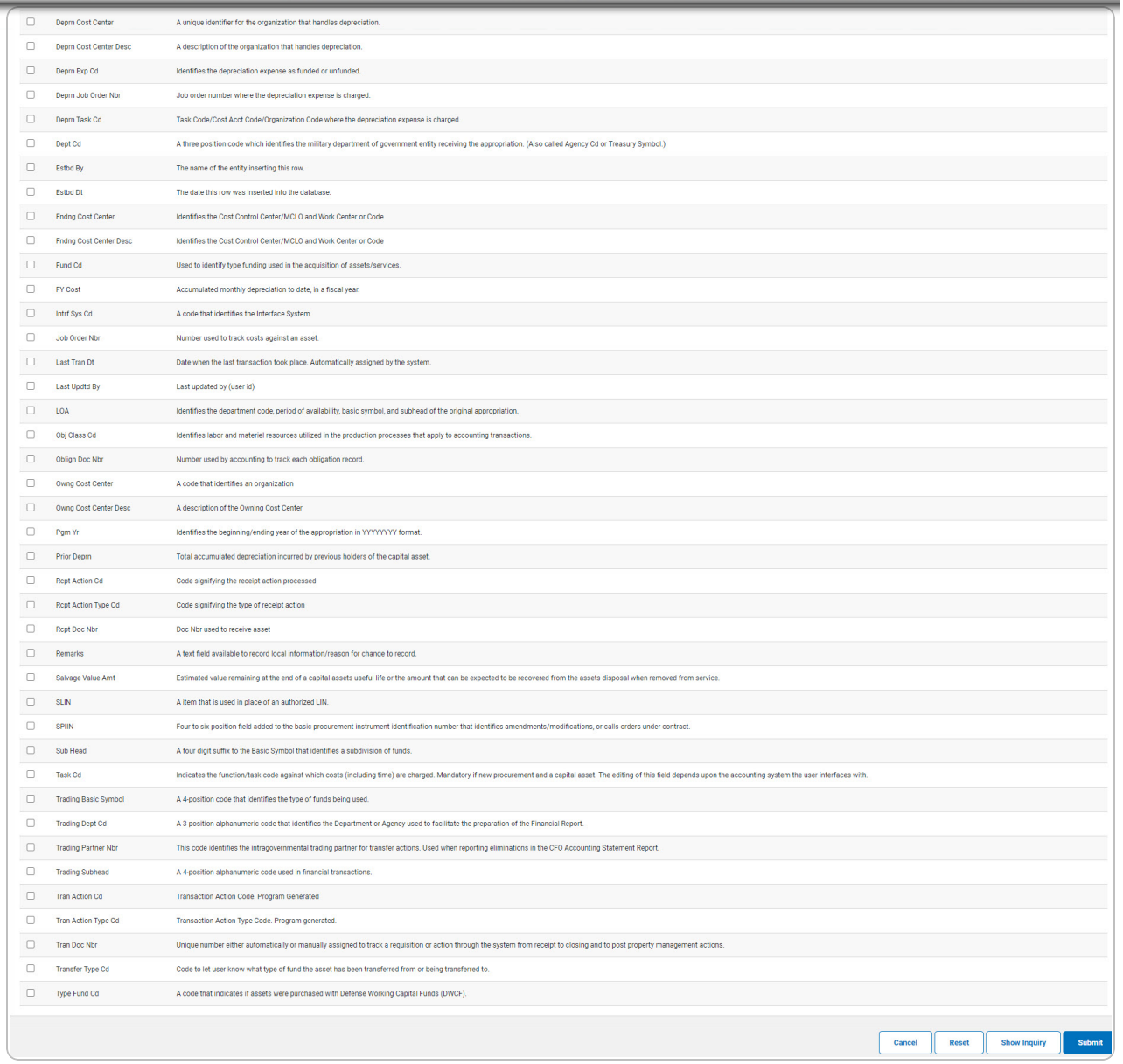

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 |
| 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. 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 Submit 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* Cancel *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 | | |

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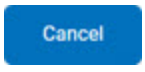
Controlled Unclassified Information

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

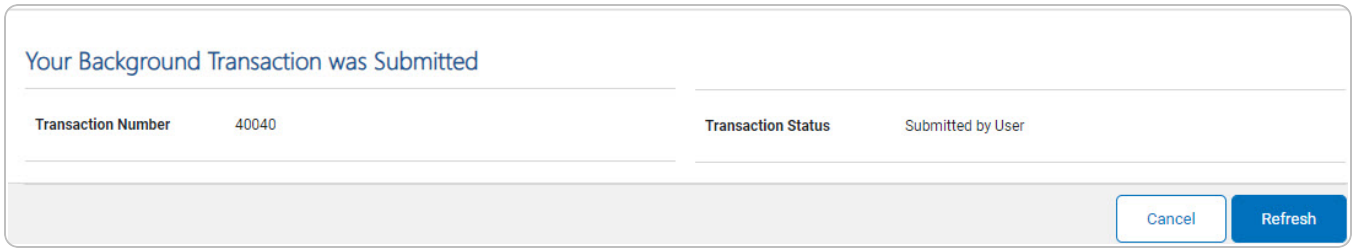
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

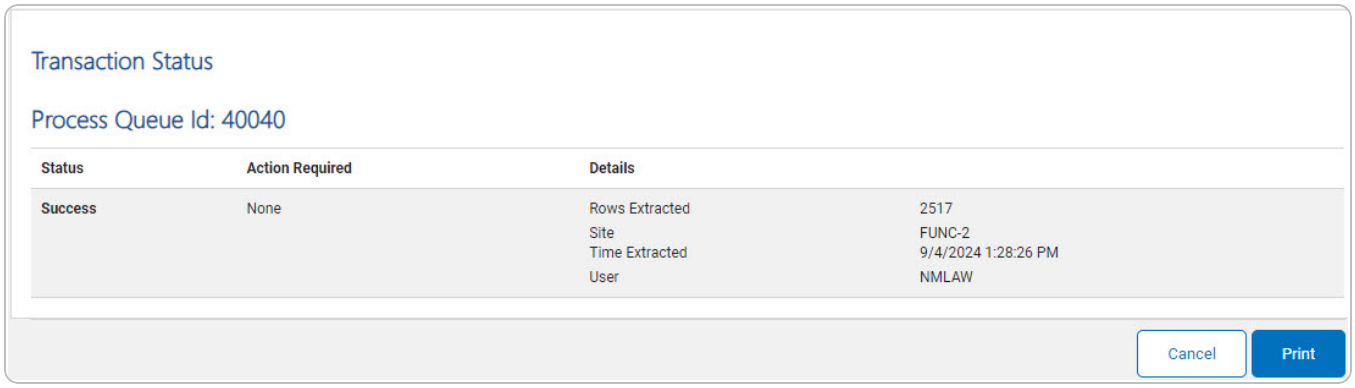
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

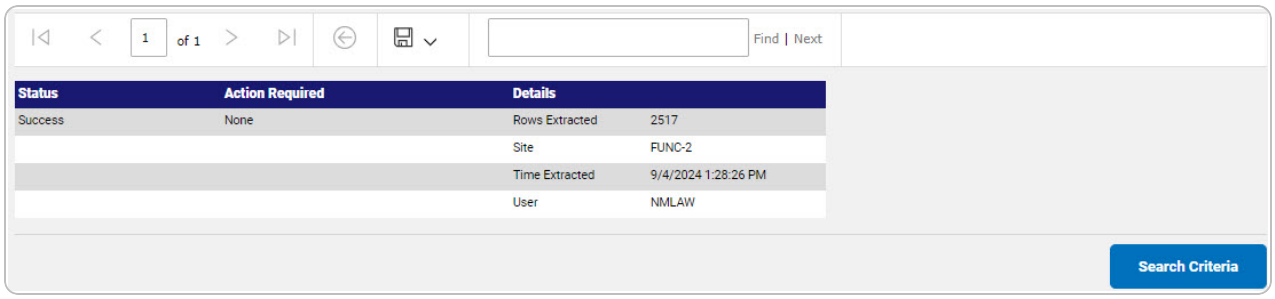
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Real Property Improvement Inquiry Transaction Status

1. Select  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 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 **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 Legacy History Inquiry — Criteria

## Overview

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

## Navigation

Inquiries > Real Property > Legacy History > Real Property Legacy History Inquiry Search Criteria page

## Page Fields

The following fields display on the **Real Property Legacy 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. |
| **24** | (*) Asterisk identifies mandatory fields. |
| **56** | Select "Like" from selection box for wildcard search. |
| **203** | Legacy date format must be YYYYMMDD. |

| | |
|---|---|
| **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

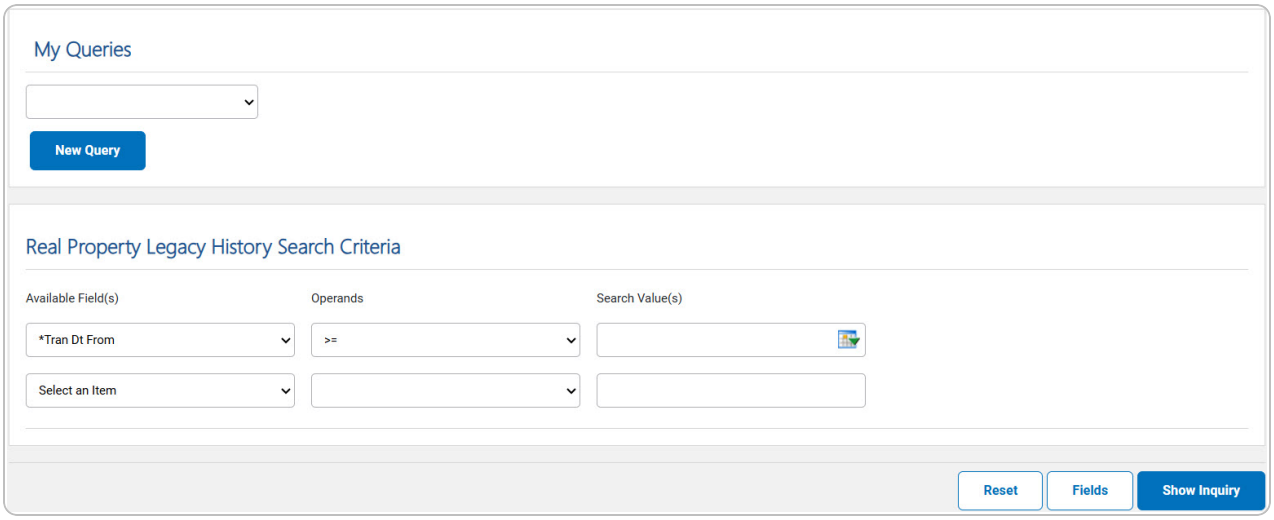
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a Real Property Legacy 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.** *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 or enter the date (MM/DD/YYYY) in the field provided.

   B. Use  to select the second Search Value.

   C. Repeat Step B to add additional search criteria.

**Remove an Available Field Row**

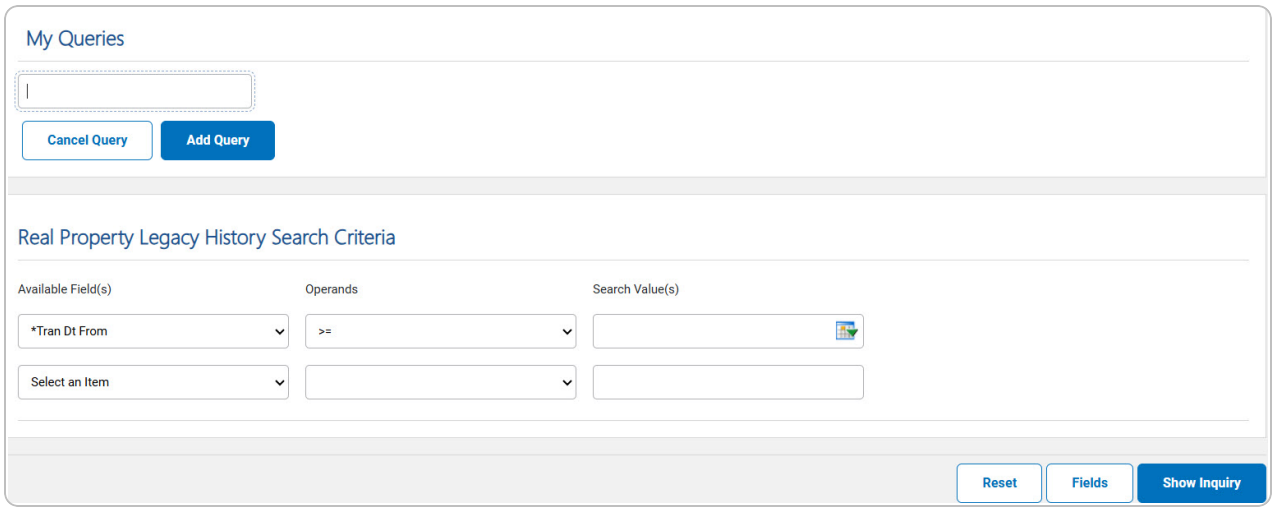
   a. Use  to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Legacy 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.*

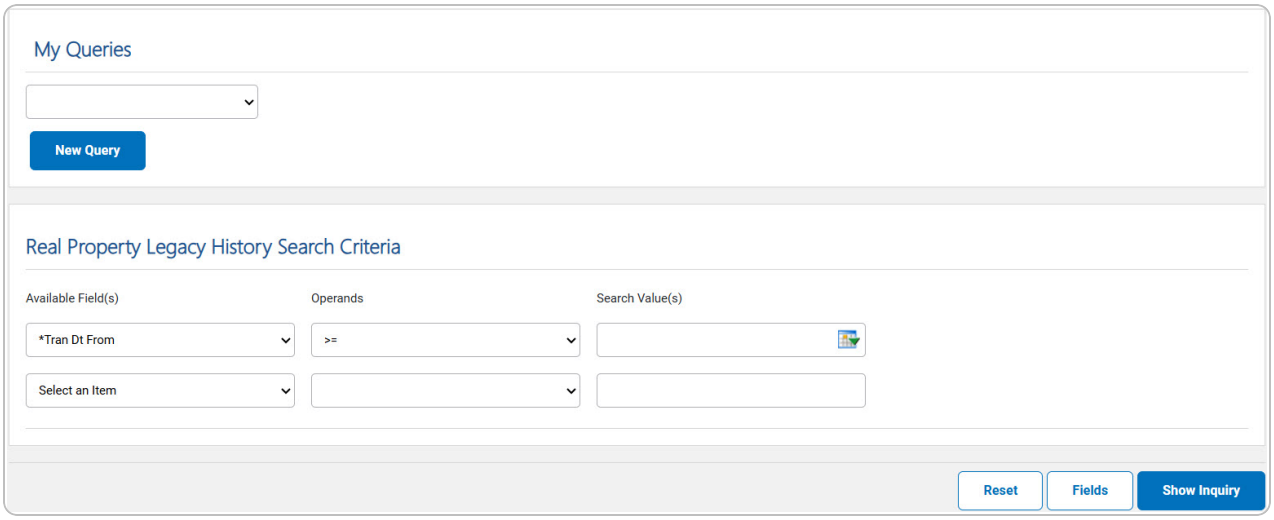
Select Fields. *The **Real Property Legacy History Inquiry — Select Fields** page appears.*

5. OR

Select Show Inquiry. *The **Real Property Legacy 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.*



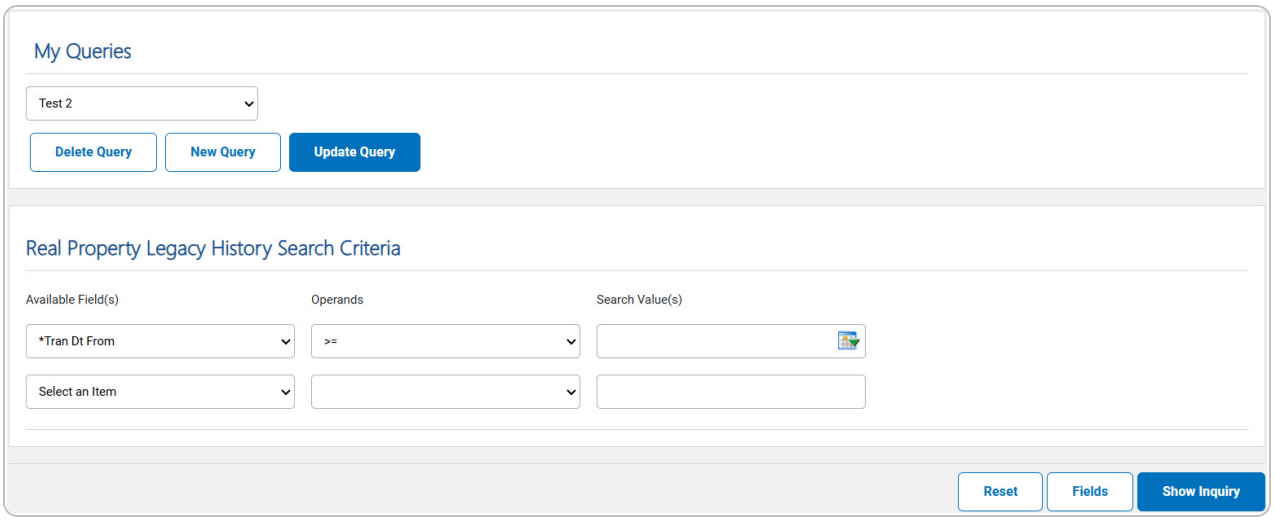

Select Fields. *The **Real Property Legacy History Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Real Property Legacy 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.*



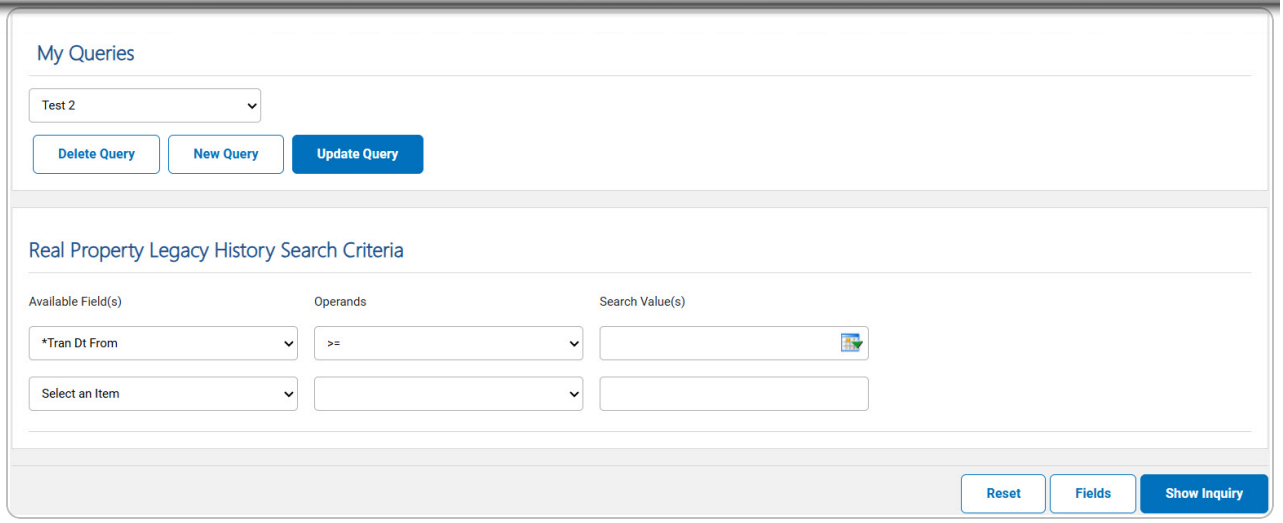

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*

   Select Fields*. The* ***Real Property Legacy History Inquiry — Select Fields*** *page appears.*
4. OR

   Select Show Inquiry*. The* ***Real Property Legacy 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 **Real Property Legacy 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 Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# Search for a Real Property Legacy History Inquiry — Results

## Overview

The Real Property Legacy History Inquiry Results process provides the ability to view the search results, and save them in different formats.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Real Property Legacy History Inquiry Search Results page

## Page Fields

The following fields display on the **Real Property Legacy 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

Doc Id Nbr
Dollar Amt
Fac Name
Fac Nbr
Impv Nbr
Instl Nbr
Tran Dt From
UIC

**Optional**

ACC
Acct Rpt Nbr
Accumd Deprn
Acq Dt
Action Cd
Activation Dt
Address
Appn Alot Serial Nbr

Appn Alot Serial Nbr To
Asset Cd
City
Contact Point
Cost Center
Custodial UIC
Deinstallation Cost
Deprn Cd
Deprn Job Order Nbr
Deprn Job Order Nbr To
Deprn Office
Deprn Office To
Deprn Period
Deprn Task Cd
Deprn Task Cd To
Eff Dt
Exp Cd
Fac Nbr To
Fac Remarks Text
Fac Zip Cd
Full Deprn Cd
Fund Cd
Fund Cd To
FY Cost
Gain Loss Amt
Heritage Asset Cd
Installation Cost
Instl Nbr To
Inv Due Dt
Job Order Nbr
Job Order Nbr To
Last Activity Dt
Lo Le Cd
LOA
LOA To
Local Use Text
Mfr Yr
Obj Class Cd
Obj Class Cd To
Official Id To
Origl Action Cd
Pgm Desc
Pgm Name

Pgm Yr
Pgm Yr To
Prior Deprn
Residual Value
RP Cap Qty
RP Cat Cd
RP Fac Cond Cd
RP Qty
RP Sub Cat Cd
RP Sys Cd
RP Type Cap Cd
Sell Price
Site Name
State
Task Cd
Task Cd To
Trading Partner Nbr
Trading Partner Nbr To
Tran Cd
Tran Date
Transfer Type Cd
Trnsp Cost
UI
UIC To
User Login Id
Wpn Sys Sprt Cd
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 Legacy 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 = 664

1 of 16 Find | Next

| Doc Id Nbr | Dollar Amt | Fac Name | Fac Nbr | Impv Nbr | Instl Nbr | Tran Dt From | UIC |
|---|---|---|---|---|---|---|---|
| 04596PRM-5-3 | 0.00 | | 9009000 | 11 | 22323 | 19990618 | W01010 |
| 04596PRM-5-3 | 0.00 | | 9009000 | 11 | 22323 | 19990630 | W01010 |
| 04596PRM-5-3 | 0.00 | | 9009000 | 11 | 22323 | 19990630 | W01010 |
| 04596PRM-5-3 | 0.00 | | 9009000 | 11 | 22323 | 19990701 | W01010 |
| 04596PRM-5-3 | 0.00 | | 9009000 | 11 | 22323 | 19990707 | W01010 |
| 04596PRM-5-3 | 4654654.00 | | 9009000 | 11 | 22323 | 19990804 | W01010 |
| 04596PRM-5-3 | 4654654.00 | | 9009000 | 11 | 22323 | 19990804 | W01010 |
| 04596PRM-5-3 | 4654654.00 | | 9009000 | 11 | 22323 | 19990804 | W01010 |
| 04596PRM-5-3 | 4654654.00 | | 9009000 | 14 | 22323 | 19990812 | W01010 |
| 04596PRM-5-3 | 4654654.00 | | 9009000 | 14 | 22323 | 19990812 | W01010 |
| 111111111111111 | 464654.00 | LETTERKENNY | 7888888 | 1 | 65444 | 19990603 | W0MEAA |
| 111111111111111 | 464654.00 | LETTERKENNY | 7888888 | 1 | 65444 | 19990603 | W0MEAA |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 1 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 2 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 3 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 4 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 3 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 5 | TT746 | 19990608 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 5 | TT746 | 19990622 | W01010 |
| 222222239DKKKD9 | 4353535.00 | | 3OPU938 | 5 | TT746 | 19990628 | W01010 |
| 222222239DKKKD9 | 4353535.00 | | 3OPU938 | 5 | TT746 | 19990628 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 1 | TT746 | 19990628 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 1 | TT746 | 19990628 | W01010 |
| 222222239DKKKD9 | 4353535.00 | TESTING | 3OPU938 | 1 | TT746 | 19990719 | W01010 |
| 222222239DKKKD9 | 4353535.00 | | 3OPU938 | 2 | TT746 | 19990719 | W01010 |
| 222222239DKKKD9 | 4353535.00 | | 3OPU938 | 4 | TT746 | 19990719 | W01010 |
| 222223WSS232222 | 0.00 | TESTING | 43EFEDD | 1 | HJY55 | 19990608 | W01010 |
| 222223WSS232222 | 0.00 | TESTING | 43EFEDD | 2 | HJY55 | 19990608 | W01010 |
| 222223WSS232222 | 0.00 | | 43EFEDD | 2 | HJY55 | 19990617 | W01010 |
| 222223WSS232222 | 0.00 | TESTING | 43EFEDD | 1 | HJY55 | 19990628 | W01010 |
| 34WSFE34WSFSSFD | 0.00 | TESTING | 4SDF334 | 1 | ERE33 | 19990607 | W0MEAA |
| 34WSFE34WSFSSFD | 0.00 | TESTING | 4SDF334 | 1 | ERE33 | 19990609 | W0MEAA |
| 34WSFE34WSFSSFD | 0.00 | TESTING | 4SDF334 | 1 | ERE33 | 19990610 | W0MEAA |
| 34WSFE34WSFSSFD | 0.00 | TESTING | 4SDF334 | 1 | ERE33 | 19990610 | W0MEAA |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990616 | W01010 |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990616 | W01010 |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W01010 |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W01010 |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W0MEAA |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W0MEAA |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W0MEAA |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W0MEAA |
| 34WSFE34WSFSSFD | 100000.00 | TESTING | 4SDF334 | 2 | ERE33 | 19990617 | W0MEAA |

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Cancel

**Note**

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Real Property Legacy 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 Real Property Legacy History Inquiry Detail

Select the desired DOC ID NBR row. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Select Fields for the Real Property Legacy History Inquiry

- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# Select Fields for the Real Property Legacy History Inquiry

## Overview

The Real Property Legacy 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 > Real Property > Legacy History > Search Criteria > Fields > Real Property Legacy History Inquiry Fields Selection page

## Page Fields

The following fields display on the **Real Property Legacy 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

Doc Id Nbr
Dollar Amt
Fac Name
Fac Nbr
Impv Nbr
Instl Nbr
Tran Dt From
UIC

**Optional**

ACC
Acct Rpt Nbr

Accumd Deprn
Acq Dt
Action Cd
Activation Dt
Address
Appn Alot Serial Nbr
Appn Alot Serial Nbr To
Asset Cd
City
Contact Point
Cost Center
Custodial UIC
Deinstallation Cost
Deprn Cd
Deprn Job Order Nbr
Deprn Job Order Nbr To
Deprn Office
Deprn Office To
Deprn Period
Deprn Task Cd
Deprn Task Cd To
Eff Dt
Exp Cd
Fac Nbr To
Fac Remarks Text
Fac Zip Cd
Full Deprn Cd
Fund Cd
Fund Cd To
FY Cost
Gain Loss Amt
Heritage Asset Cd
Installation Cost
Instl Nbr To
Inv Due Dt
Job Order Nbr
Job Order Nbr To
Last Activity Dt
Lo Le Cd
LOA
LOA To
Local Use Text
Mfr Yr

Obj Class Cd
Obj Class Cd To
Official Id To
Origl Action Cd
Pgm Desc
Pgm Name
Pgm Yr
Pgm Yr To
Prior Deprn
Residual Value
RP Cap Qty
RP Cat Cd
RP Fac Cond Cd
RP Qty
RP Sub Cat Cd
RP Sys Cd
RP Type Cap Cd
Sell Price
Site Name
State
Task Cd
Task Cd To
Trading Partner Nbr
Trading Partner Nbr To
Tran Cd
Tran Date
Transfer Type Cd
Trnsp Cost
UI
UIC To
User Login Id
Wpn Sys Sprt Cd
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 Legacy History Inquiry Field Selection*** *page appears.*

## Field Selection

**Extract Excel File** ◉

**Extract Text, Comma Separated File** ○

**Extract Id**

**Privacy Type** Private

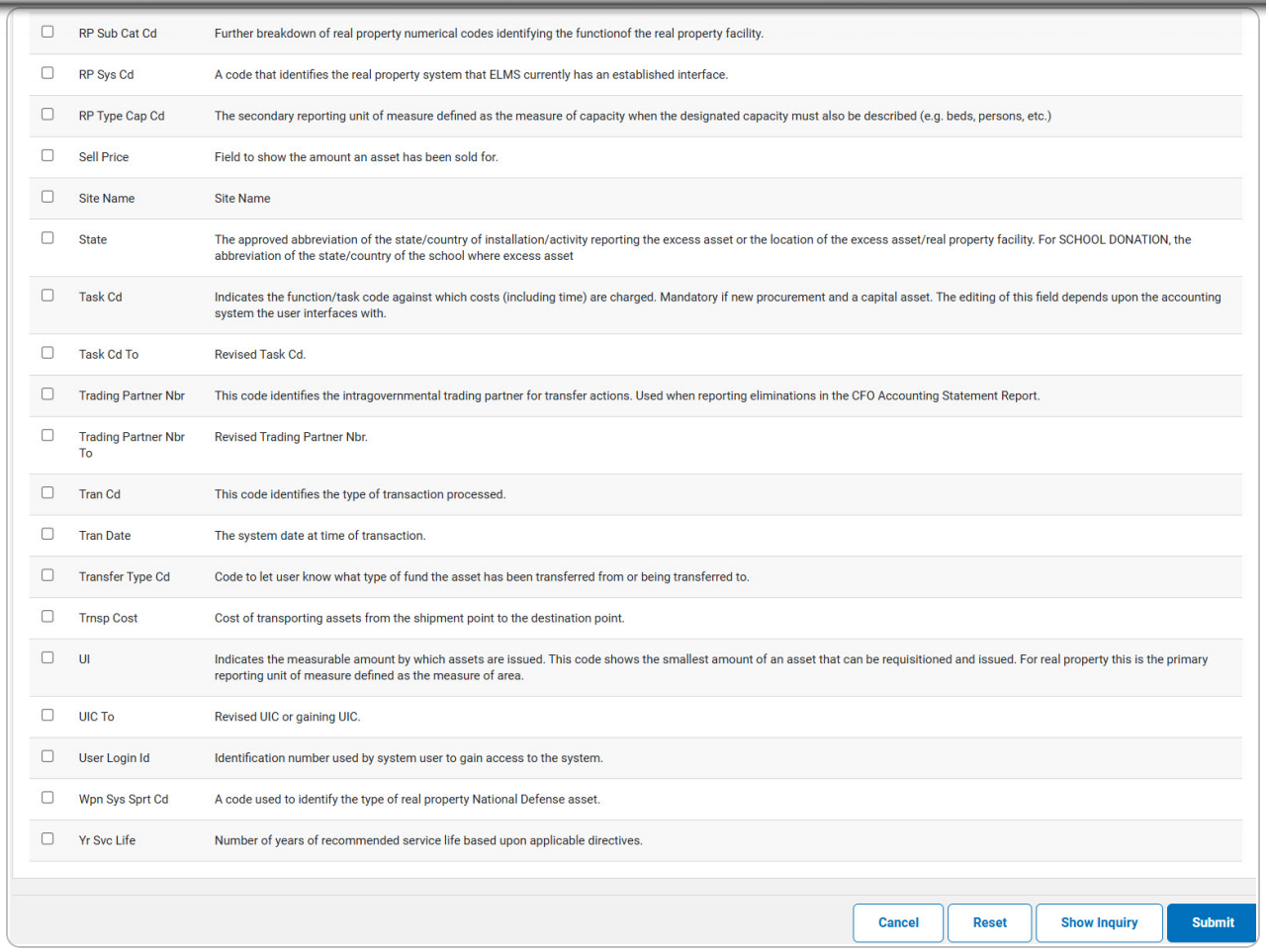
## My Selections

New Selection List

| | Field | Field Description |
|---|---|---|
| ☑ | Doc Id Nbr | A unique identification number which will correspond with an asset or improvement to an asset. |
| ☑ | Dollar Amt | The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction. |
| ☑ | 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 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 facility |
| ☑ | Tran Dt From | Date when an event occurs. |
| ☑ | 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. For real property, this is the UIC o |
| ☐ | ACC | Identifies the accounting class of assets. |
| ☐ | Acct Rpt Nbr | Used to track ELMS transactions to the host accounting system (automatically assigned with the format of Activity Code, YYYYMMDD, and a four-position sequence number, i.e., (HP199608250001).) |
| ☐ | 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 |
| ☐ | Action Cd | Represents the type of action taken personal property or real property. |
| ☐ | Activation Dt | The date a Serial Asset was put into use |
| ☐ | Address | Address name of a particular activity or real property facility. |
| ☐ | Appn Alot Serial Nbr | A number defined by the supporting Budget Office to identify a subdivision of funds within an sappropriation. Depending upon the requirements of the accounting system that supports your activity, this code may or may not be a requirement. |
| ☐ | Appn Alot Serial Nbr To | This number is the revised APPN. This field includes the Appropriation Alotment Serial Number and the Funds Code. The total field length used for this data element is seven positions. |
| ☐ | Asset Cd | A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets. |
| ☐ | 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 city address of the school where the excess asset is being donated. |

| | | |
|---|---|---|
| ☐ | Contact Point | 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 |
| ☐ | Cost Center | Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced. |
| ☐ | Custodial UIC | The unit identification code of the organization responsible for the overall management of the asset/improvement. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive de |
| ☐ | Deinstallation Cost | Cost of dismantling an asset from the place and the configuration in which it was used. |
| ☐ | 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 Job Order Nbr | Job order number where the depreciation expense is charged. |
| ☐ | Deprn Job Order Nbr To | Revised Deprn Job Order Nbr |
| ☐ | Deprn Office | Cost Control Number/Office where the depreciation expense is charged. |
| ☐ | Deprn Office To | Revised Deprn Office. |
| ☐ | Deprn Period | Number of months depreciation will be expensed. Minimum number allowed is 24. |
| ☐ | Deprn Task Cd | Task Code/Cost Acct Code/Organization Code where the depreciation expenses is charged. |
| ☐ | Deprn Task Cd To | Revised Deprn Task Cd |
| ☐ | Doc Id Nbr To | A unique identification number which will correspond with an asset or improvement to an asset. |
| ☐ | 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. |
| ☐ | Exp Cd | Code that identifies whether depreciation should be considered (funded or unfunded). |
| ☐ | Fac Nbr To | Revised Fac Nbr. |
| ☐ | Fac Remarks Text | Text field available to record local information/reason for change. |
| ☐ | Fac Zip Cd | The postal service zip code of the real property facility. |
| ☐ | Full Deprn Cd | A code to indicate a serial asset is fully depreciated. |
| ☐ | Fund Cd | Used to identify type funding used in the acquisition of assets/services. |
| ☐ | Fund Cd To | Revised Fund Cd. |
| ☐ | FY Cost | Accumulated monthly depreciation to date, in a fiscal year. |
| ☐ | Gain Loss Amt | Will record the amount of loss or gain taken on a transaction. |
| ☐ | Heritage Asset Code | Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated. |
| ☐ | Installation Cost | Cost of installing an asset in the place and in the configuration which it will be used. |

| | | |
|---|---|---|
| ☐ | Instl Nbr To | Revised Installation Nbr |
| ☐ | Inv Due Dt | Date that the next hand receipt inventory is due. |
| ☐ | Job Order Nbr | Number used to track costs against an asset. |
| ☐ | Job Order Nbr To | Revised Job Order Nbr. |
| ☐ | Last Activity Dt | Date of the last transaction for a specific asset. |
| ☐ | Lo Le Cd | Indicates the loan/lease status of a particular asset. |
| ☐ | LOA | Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | LOA To | Revised Line of Accounting. |
| ☐ | Local Use Text | The comment field reserved for use by each activity. |
| ☐ | 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. |
| ☐ | Obj Class Cd To | Revised Object Class Code. |
| ☐ | Official Id To | Revised Office. |
| ☐ | Origl Action Cd | Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book |
| ☐ | Pgm Desc | The name or description of a grouping of program codes. |
| ☐ | Pgm Name | Unique software identification. |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | Pgm Yr To | Revised Program Yr. |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | Residual Value | 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. |
| ☐ | RP Cap Qty | Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. |
| ☐ | RP Cat Cd | A series of numerical codes used to categorize and classify real property. |
| ☐ | RP Fac Cond Cd | A code that identifies whether a facility is/is not serviceable for a useful purpose. |
| ☐ | RP 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). |



| | | |
|---|---|---|
| ☐ | RP Sub Cat Cd | Further breakdown of real property numerical codes identifying the functionof the real property facility. |
| ☐ | RP Sys Cd | A code that identifies the real property system that ELMS currently has an established interface. |
| ☐ | RP Type Cap Cd | The secondary reporting unit of measure defined as the measure of capacity when the designated capacity must also be described (e.g. beds, persons, etc.) |
| ☐ | Sell Price | Field to show the amount an asset has been sold for. |
| ☐ | Site Name | Site Name |
| ☐ | State | The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility. For SCHOOL DONATION, the abbreviation of the state/country of the school where excess asset |
| ☐ | 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 Cd To | Revised Task Cd. |
| ☐ | Trading Partner Nbr | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Trading Partner Nbr To | Revised Trading Partner Nbr. |
| ☐ | Tran Cd | This code identifies the type of transaction processed. |
| ☐ | Tran Date | The system date at time of transaction. |
| ☐ | Transfer Type Cd | Code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Trnsp Cost | Cost of transporting assets from the shipment point to the destination point. |
| ☐ | 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 To | Revised UIC or gaining UIC. |
| ☐ | User Login Id | Identification number used by system user to gain access to the system. |
| ☐ | Wpn Sys Sprt Cd | A code used to identify the type of real property National Defense asset. |
| ☐ | 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**

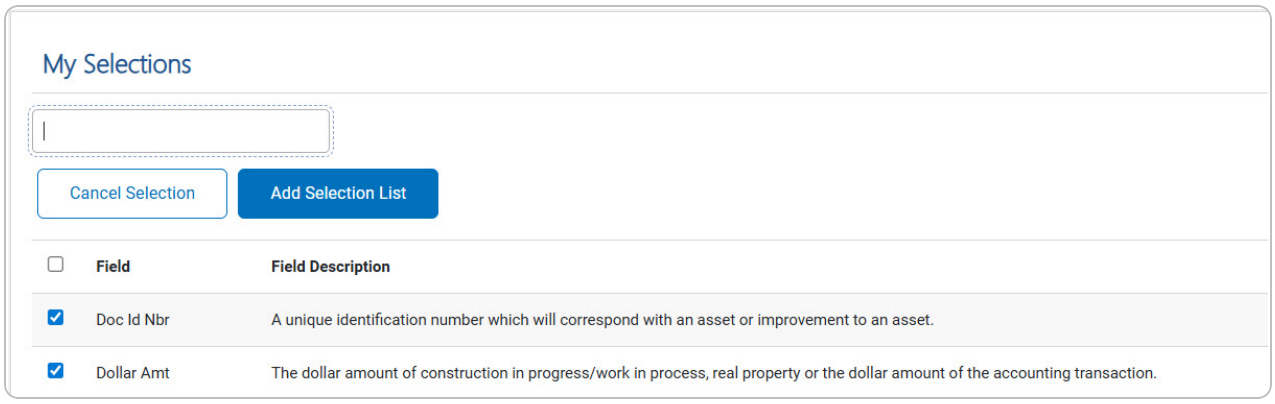
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

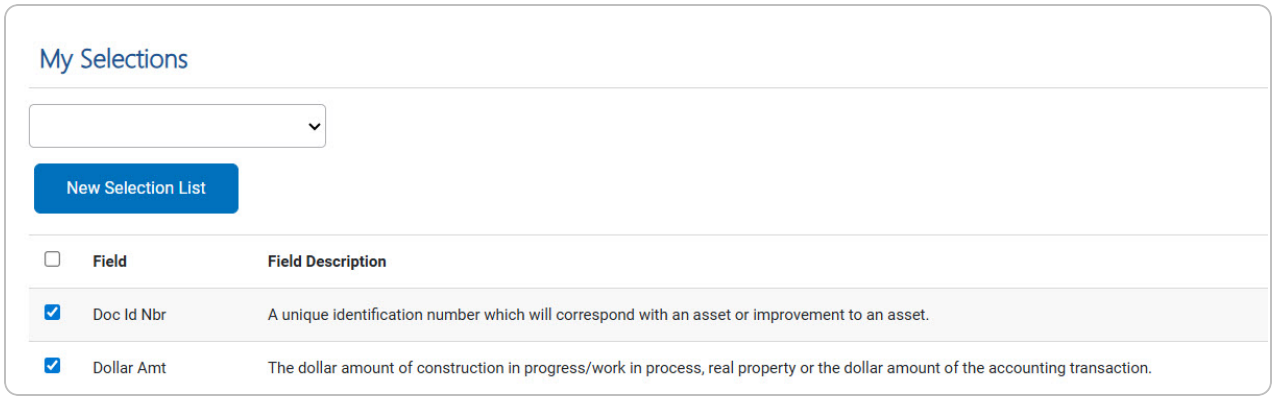
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Real Property Legacy History Inquiry — Results*** *page appears.*
5. **OR**

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

## Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



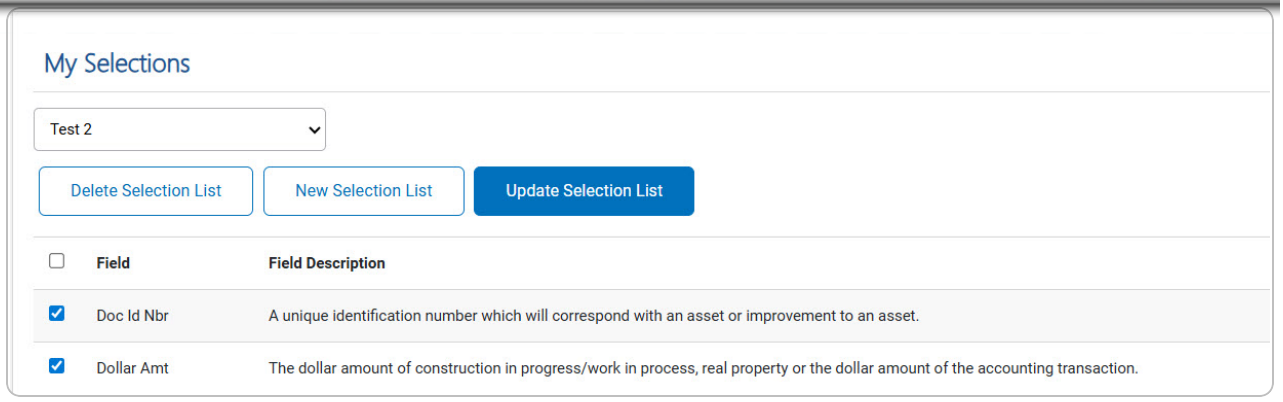

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Real Property Legacy History Inquiry — Results** page appears.*

**OR**

Select Submit for large volumes of data. *The **Real Property Legacy 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.



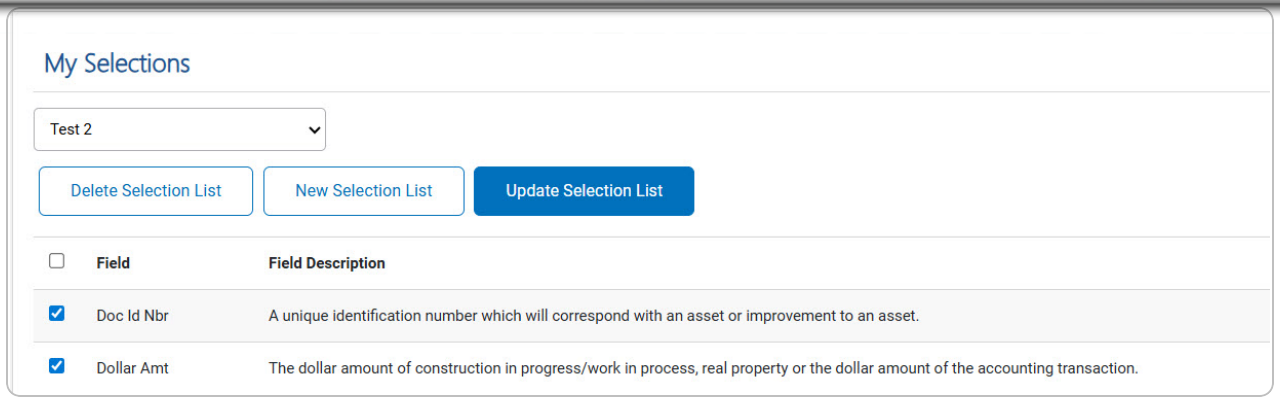

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Legacy History Inquiry — Results*** *page appears.*

**OR**

Select Submit for large volumes of data. *The* ***Real Property Legacy 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.

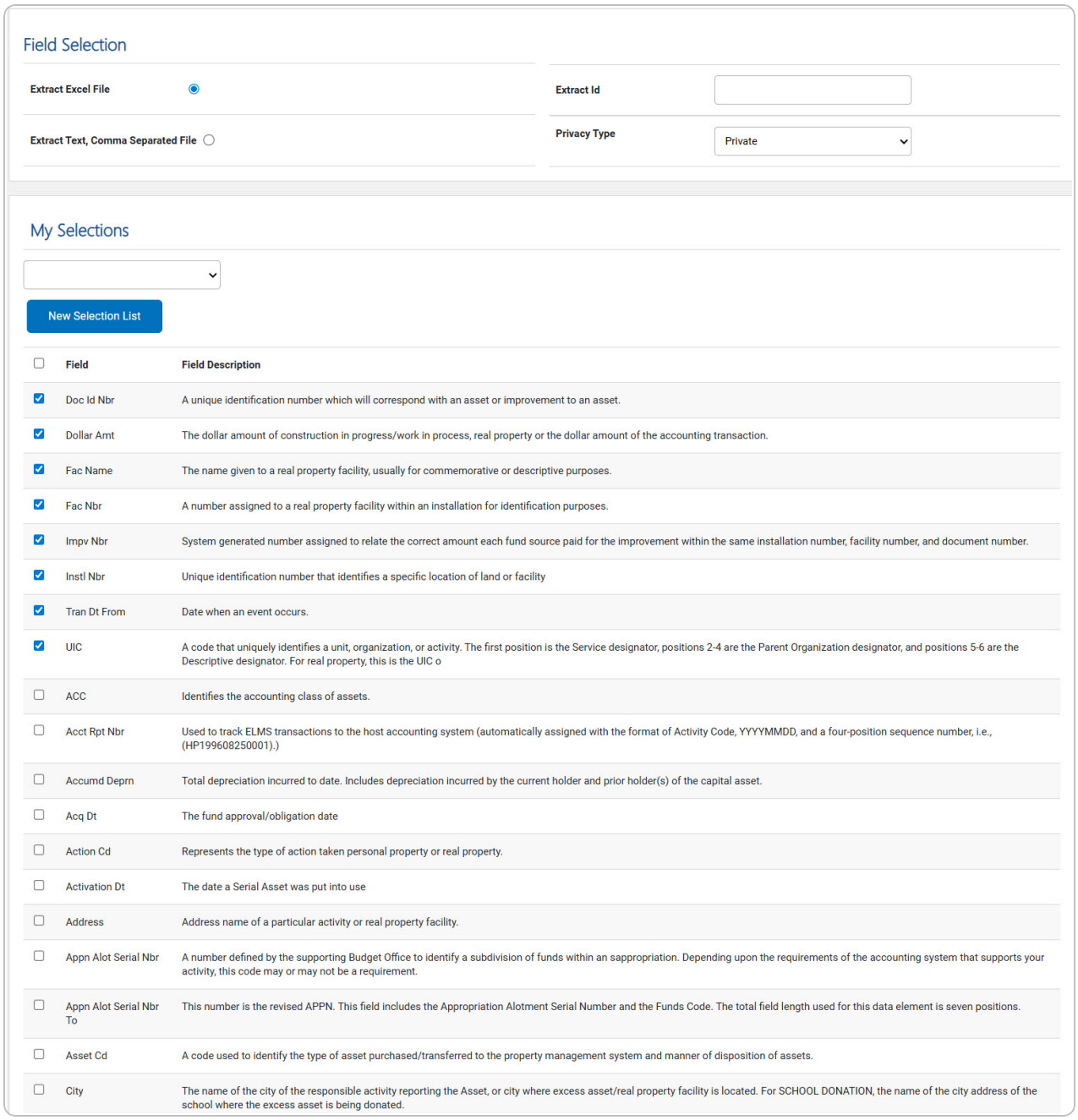



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 **Real Property Legacy History 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 |
|---|---|---|
| ☑ | Doc Id Nbr | A unique identification number which will correspond with an asset or improvement to an asset. |
| ☑ | Dollar Amt | The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction. |
| ☑ | 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 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 facility |
| ☑ | Tran Dt From | Date when an event occurs. |
| ☑ | 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. For real property, this is the UIC o |
| ☐ | ACC | Identifies the accounting class of assets. |
| ☐ | Acct Rpt Nbr | Used to track ELMS transactions to the host accounting system (automatically assigned with the format of Activity Code, YYYYMMDD, and a four-position sequence number, i.e., (HP199608250001).) |
| ☐ | 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 |
| ☐ | Action Cd | Represents the type of action taken personal property or real property. |
| ☐ | Activation Dt | The date a Serial Asset was put into use |
| ☐ | Address | Address name of a particular activity or real property facility. |
| ☐ | Appn Alot Serial Nbr | A number defined by the supporting Budget Office to identify a subdivision of funds within an sappropriation. Depending upon the requirements of the accounting system that supports your activity, this code may or may not be a requirement. |
| ☐ | Appn Alot Serial Nbr To | This number is the revised APPN. This field includes the Appropriation Alotment Serial Number and the Funds Code. The total field length used for this data element is seven positions. |
| ☐ | Asset Cd | A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets. |
| ☐ | 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 city address of the school where the excess asset is being donated. |

| | | |
|---|---|---|
| ☐ | Contact Point | 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 |
| ☐ | Cost Center | Users interfaced with AMCISS or SIFS should enter Cost Control Number. All other users should enter the requirement of the accounting system to which user is interfaced. |
| ☐ | Custodial UIC | The unit identification code of the organization responsible for the overall management of the asset/improvement. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive de |
| ☐ | Deinstallation Cost | Cost of dismantling an asset from the place and the configuration in which it was used. |
| ☐ | 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 Job Order Nbr | Job order number where the depreciation expense is charged. |
| ☐ | Deprn Job Order Nbr To | Revised Deprn Job Order Nbr |
| ☐ | Deprn Office | Cost Control Number/Office where the depreciation expense is charged. |
| ☐ | Deprn Office To | Revised Deprn Office. |
| ☐ | Deprn Period | Number of months depreciation will be expensed. Minimum number allowed is 24. |
| ☐ | Deprn Task Cd | Task Code/Cost Acct Code/Organization Code where the depreciation expenses is charged. |
| ☐ | Deprn Task Cd To | Revised Deprn Task Cd |
| ☐ | Doc Id Nbr To | A unique identification number which will correspond with an asset or improvement to an asset. |
| ☐ | 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. |
| ☐ | Exp Cd | Code that identifies whether depreciation should be considered (funded or unfunded). |
| ☐ | Fac Nbr To | Revised Fac Nbr. |
| ☐ | Fac Remarks Text | Text field available to record local information/reason for change. |
| ☐ | Fac Zip Cd | The postal service zip code of the real property facility. |
| ☐ | Full Deprn Cd | A code to indicate a serial asset is fully depreciated. |
| ☐ | Fund Cd | Used to identify type funding used in the acquisition of assets/services. |
| ☐ | Fund Cd To | Revised Fund Cd. |
| ☐ | FY Cost | Accumulated monthly depreciation to date, in a fiscal year. |
| ☐ | Gain Loss Amt | Will record the amount of loss or gain taken on a transaction. |
| ☐ | Heritage Asset Code | Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated. |
| ☐ | Installation Cost | Cost of installing an asset in the place and in the configuration which it will be used. |

| | | |
|---|---|---|
| ☐ | Instl Nbr To | Revised Installation Nbr |
| ☐ | Inv Due Dt | Date that the next hand receipt inventory is due. |
| ☐ | Job Order Nbr | Number used to track costs against an asset. |
| ☐ | Job Order Nbr To | Revised Job Order Nbr. |
| ☐ | Last Activity Dt | Date of the last transaction for a specific asset. |
| ☐ | Lo Le Cd | Indicates the loan/lease status of a particular asset. |
| ☐ | LOA | Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation. |
| ☐ | LOA To | Revised Line of Accounting. |
| ☐ | Local Use Text | The comment field reserved for use by each activity. |
| ☐ | 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. |
| ☐ | Obj Class Cd To | Revised Object Class Code. |
| ☐ | Official Id To | Revised Office. |
| ☐ | Origl Action Cd | Original Action Code. On a decrease action, this code identifies the action code assigned to the asset when it was placed on the property book |
| ☐ | Pgm Desc | The name or description of a grouping of program codes. |
| ☐ | Pgm Name | Unique software identification. |
| ☐ | Pgm Yr | Identifies the beginning/ending year of the appropriation in YYYYYYYY format. |
| ☐ | Pgm Yr To | Revised Program Yr. |
| ☐ | Prior Deprn | Total accumulated depreciation incurred by previous holders of the capital asset. |
| ☐ | Residual Value | 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. |
| ☐ | RP Cap Qty | Quantity of secondary reporting unit of measure defined as the measure of capacity for real property. |
| ☐ | RP Cat Cd | A series of numerical codes used to categorize and classify real property. |
| ☐ | RP Fac Cond Cd | A code that identifies whether a facility is/is not serviceable for a useful purpose. |
| ☐ | RP 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). |

| | | |
|---|---|---|
| ☐ | RP Sub Cat Cd | Further breakdown of real property numerical codes identifying the functionof the real property facility. |
| ☐ | RP Sys Cd | A code that identifies the real property system that ELMS currently has an established interface. |
| ☐ | RP Type Cap Cd | The secondary reporting unit of measure defined as the measure of capacity when the designated capacity must also be described (e.g. beds, persons, etc.) |
| ☐ | Sell Price | Field to show the amount an asset has been sold for. |
| ☐ | Site Name | Site Name |
| ☐ | State | The approved abbreviation of the state/country of installation/activity reporting the excess asset or the location of the excess asset/real property facility. For SCHOOL DONATION, the abbreviation of the state/country of the school where excess asset |
| ☐ | 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 Cd To | Revised Task Cd. |
| ☐ | Trading Partner Nbr | This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report. |
| ☐ | Trading Partner Nbr To | Revised Trading Partner Nbr. |
| ☐ | Tran Cd | This code identifies the type of transaction processed. |
| ☐ | Tran Date | The system date at time of transaction. |
| ☐ | Transfer Type Cd | Code to let user know what type of fund the asset has been transferred from or being transferred to. |
| ☐ | Trnsp Cost | Cost of transporting assets from the shipment point to the destination point. |
| ☐ | 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 To | Revised UIC or gaining UIC. |
| ☐ | User Login Id | Identification number used by system user to gain access to the system. |
| ☐ | Wpn Sys Sprt Cd | A code used to identify the type of real property National Defense 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 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 DOC ID NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOC ID NBR.*
- Verify the DOLLAR AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOLLAR AMT.*

- 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 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 TRAN DT FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN DT FROM.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACC. *Select if the inquiry contains an ACC.*
- 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 ACQ DT. *Select if the inquiry contains an ACQ DT.*
- Click ☐ to select the ACTION CD. *Select if the inquiry contains an ACTION CD.*
- Click ☐ to select the ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the Address. *Select if the inquiry contains an Address.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*

- Click ☐ to select the APPN ALOT SERIAL NBR. *Select if the inquiry contains an APPN ALOT SERIAL NBR.*
- Click ☐ to select the APPN ALOT SERIAL NBR TO. *Select if the inquiry contains an APPN ALOT SERIAL NBR TO.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the City. *Select if the inquiry contains a City.*
- Click ☐ to select the Contact Point. *Select if the inquiry contains a Contact Point.*
- Click ☐ to select the Cost Center. *Select if the inquiry contains a Cost Center.*
- Click ☐ to select the CUSTODIAL UIC. *Select if the inquiry contains a CUSTODIAL UIC.*
- Click ☐ to select the Deinstallation Cost. *Select if the inquiry contains a Deinstallation Cost.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a Depreciation Job Order Number.*
- Click ☐ to select the DEPRN JOB ORDER NBR To. *Select if the inquiry contains a DEPRN JOB ORDER NBR To.*
- Click ☐ to select the DEPRN OFFICE. *Select if the inquiry contains a DEPRN OFFICE.*
- Click ☐ to select the DEPRN OFFICE To. *Select if the inquiry contains a DEPRN OFFICE To.*
- Click ☐ to select the DEPRN PERIOD. *Select if the inquiry contains a DEPRN PERIOD.*

- Click  to select the DEPRN TASK CD. *Select if the inquiry contains a Depreciation Task Code.*
- Click  to select the DEPRN TASK CD To. *Select if the inquiry contains a DEPRN TASK CD information.*
- Click  to select the DOC ID NBR To. *Select if the inquiry contains a DOC ID NBR To.*
- Click  to select the EFF DT. *Select if the inquiry contains an EFF DT.*
- Click  to select the EXP CD. *Select if the inquiry contains an EXP CD.*
- Click  to select the FAC NBR To. *Select if the inquiry contains a FAC NBR To.*
- Click  to select the FAC REMARKS TEXT. *Select if the inquiry contains FAC REMARKS TEXT.*
- Click  to select the FAC ZIP CD. *Select if the inquiry contains a FAC ZIP CD.*
- Click  to select the FULL DEPRN CD. *Select if the inquiry contains a FULL DEPRN CD.*
- Click  to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click  to select the FUND CD To. *Select if the inquiry contains FUND CD To information.*
- Click  to select the FY COST. *Select if the inquiry contains a FY COST .*
- Click  to select the GAIN LOSS AMT. *Select if the inquiry contains a GAIN LOSS AMT.*
- Click  to select the Heritage Asset Code. *Select if the inquiry contains a Heritage Asset Code.*

- Click ☐ to select the Installation Cost. *Select if the inquiry contains an Installation Cost.*
- Click ☐ to select the INSTL NBR To. *Select if the inquiry contains an INSTL NBR To.*
- Click ☐ to select the INV DUE DT. *Select if the inquiry contains an INV DUE DT.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the JOB ORDER NBR To. *Select if the inquiry contains a JOB ORDER NBR To.*
- Click ☐ to select the LAST ACTIVITY DT. *Select if the inquiry contains a LAST ACTIVITY DT.*
- Click ☐ to select the LO LE CD. *Select if the inquiry contains a LO LE CD.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the LOA To. *Select if the inquiry contains a LOA To.*
- Click ☐ to select the Local Use Text. *Select if the inquiry contains a Local Use Text.*
- 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 an OBJ CLASS CD.*
- Click ☐ to select the OBJ CLASS CD To. *Select if the inquiry contains an OBJ CLASS CD To.*
- Click ☐ to select the ORIGL ACTION CD. *Select if the inquiry contains an ORIGL ACTION CD.*
- Click ☐ to select the PGM DESC. *Select if the inquiry contains a PGM DESC.*

- Click ☐ to select the PGM NAME. *Select if the inquiry contains a PGM NAME.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the PGM YR To. *Select if the inquiry contains a PGM YR To.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a PRIOR DEPRN.*
- Click ☐ to select the Residual Value. *Select if the inquiry contains a Residual Value.*
- Click ☐ to select the RP CAP QTY. *Select if the inquiry contains a RP CAP QTY.*
- Click ☐ to select the RP CAT CD. *Select if the inquiry contains a RP CAT CD.*
- Click ☐ to select the RP FAC COND CD. *Select if the inquiry contains a RP FAC COND CD.*
- Click ☐ to select the RP QTY. *Select if the inquiry contains a RP QTY.*
- Click ☐ to select the RP SUB CAT CD. *Select if the inquiry contains a RP SUB CAT CD.*
- Click ☐ to select the RP SYS CD. *Select if the inquiry contains a RP SYS CD.*
- Click ☐ to select the RP TYPE CAP CD. *Select if the inquiry contains a RP TYPE CAP CD.*
- Click ☐ to select the Sell Price. *Select if the inquiry contains a Sell Price.*
- Click ☐ to select the Site Name. *Select if the inquiry contains a Site Name.*
- Click ☐ to select the State. *Select if the inquiry contains a specific State.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*

- Click ☐ to select the TASK CD To. *Select if the inquiry contains a TASK CD To.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRADING PARTNER NBR To. *Select if the inquiry contains a TRADING PARTNER NBR To.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a TRAN CD.*
- Click ☐ to select the TRAN DATE. *Select if the inquiry contains a TRAN DT.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TRNSP COST. *Select if the inquiry contains a TRNSP COST.*
- Click ☐ to select the UI. *Select if the inquiry contains a UI.*
- Click ☐ to select the UIC To. *Select if the inquiry contains a UIC To.*
- Click ☐ to select the USER LOGIN ID. *Select if the inquiry contains a USER LOGIN ID.*
- Click ☐ to select the Wpn Sys Sprt Cd. *Select if the inquiry contains a Wpn Sys Sprt Cd.*
- 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 **Real Property Legacy History Inquiry — Results** page appears.*

**OR**

Select Submit for large volumes of data. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Detail — Accounting

## Overview

The Real Property Legacy History Inquiry Detail process displays the Accounting Detail record of the selected Real Property.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Accounting Tab > Real Property Legacy History Inquiry — Accounting Detail page

## Page Fields

The following fields display on the **Real Property Legacy History 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 Legacy History Inquiry — Accounting Detail Grid

LHBZ Dt
Acct Rpt Nbr
Dollar Amt
Fund Cd/Appn
Pgm Yr
Office
Task Cd
Job Order Nbr
Eff Dt
Yr Svc Life

Cptl Cd
Heritage Asset Cd
Wpn Syd Sprt Cd
Obj Class Cd
LOA
Trading Partner Nbr
Transfer Type Cd
LHBZ Time
ACC
Fund Cd/Appn To
Pgm Yr To
Office To
Task Cd To
Job Order Nbr To
Asset Cd
Exp Cd
Action Cd
Origl Action Cd
Lo/Le Cd
Obj Class Cd To
LOA To
Trading Partner Nbr To
Selling Price
Gain/Loss 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. |

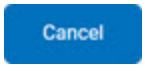
# Procedures

**ELMS Navigation Helpful Tips**

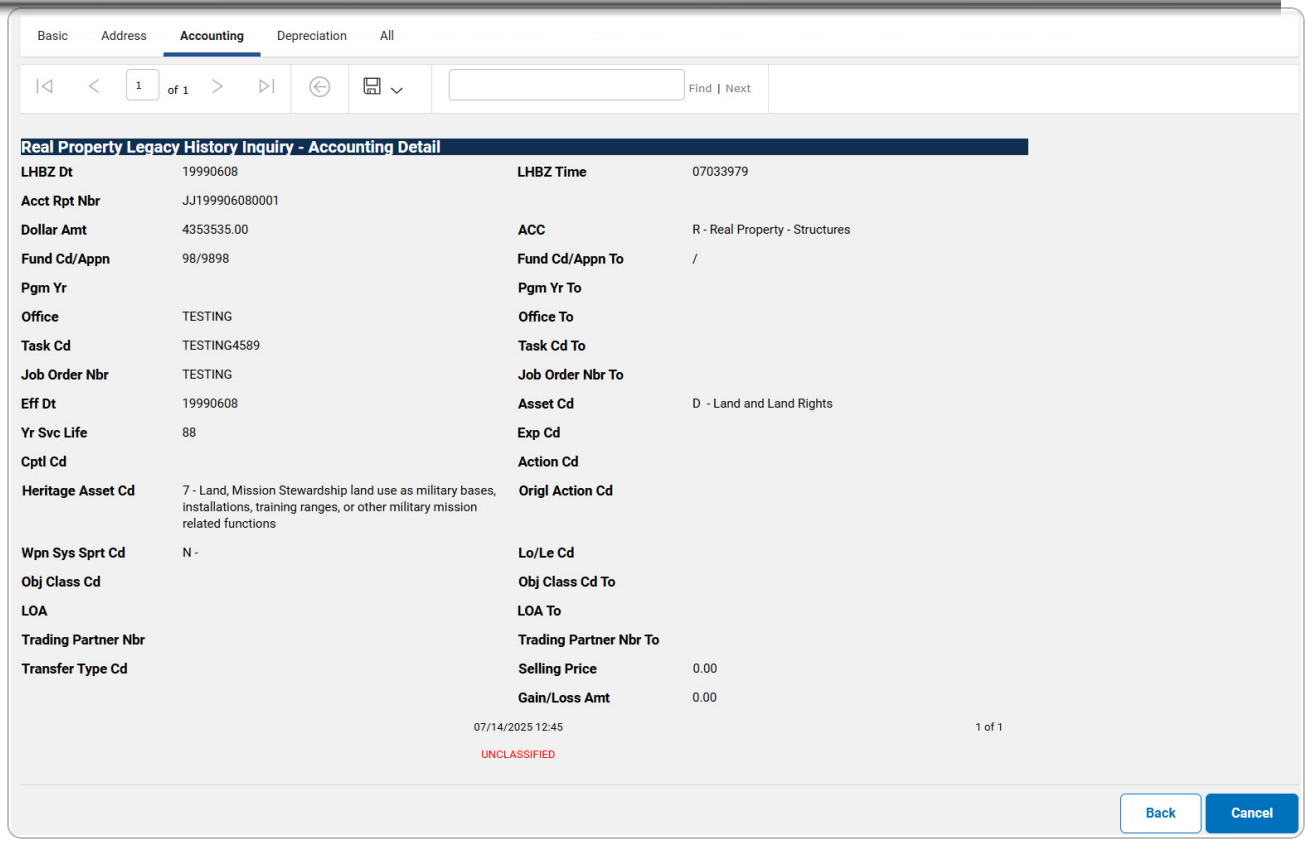


Click the following link to display PA Navigation Tips.

## Export the Real Property Legacy History 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 Legacy History Inquiry — Accounting Detail*** *page appears.*




A. *Verify the LHBZ Dt.*

B. *Verify the ACCT RPT NBR.*

C. *Verify the DOLLAR AMT.*

D. *Verify the FUND CD/APPN.*

E. *Verify the PGM YR.*

F. *Verify the Office.*

G. *Verify the TASK CD.*

H. *Verify the JOB ORDER NBR.*

I. *Verify the EFF DT.*

J. *Verify the YR SVC LIFE .*

K. *Verify the CPTL CD.*

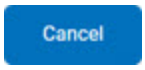
L. *Verify the HERITAGE ASSET CD.*

M. *Verify the Wpn Sys Sprt Cd.*

N. *Verify the OBJ CLASS CD.*

O. *Verify the LOA.*
P. *Verify the TRADING PARTNER NBR.*
Q. *Verify the TRANSFER TYPE CD.*
R. *Verify the LHBZ Time.*
S. *Verify the ACC.*
T. *Verify the FUND CD/Appn To.*
U. *Verify the PGM YR To.*
V. *Verify the Office To.*
W. *Verify the TASK CD To.*
X. *Verify the JOB ORDER NBR To.*
Y. *Verify the ASSET CD.*
Z. *Verify the EXP CD.*
AA. *Verify the ACTION CD.*
AB. *Verify the ORIGL ACTION CD.*
AC. *Verify the LO/LE CD.*
AD. *Verify the OBJ CLASS CD To.*
AE. *Verify the LOA To.*
AF. *Verify the TRADING PARTNER NBR To.*
AG. *Verify the Selling Price.*
AH. *Verify the GAIN/LOSS AMT.*

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 **Real Property Legacy History Inquiry — Criteria** page appears*.
4. 

   OR

   Select the Basic tab. *The **Real Property Legacy History Inquiry Detail — Basic** page appears*.

OR

Select the Depreciation tab. *The **Real Property Legacy History Inquiry Detail — Depreciation** page appears*.

OR

Select the All tab. *The **Real Property Legacy History Inquiry Detail — All** page appears*.

OR

Select Back. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results

- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Detail — Address

## Overview

The Real Property Legacy History Inquiry Detail process displays the Address Detail record of the selected Real Property.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Address Tab > Real Property Legacy History Inquiry — Address Detail page

## Page Fields

The following fields display on the **Real Property Legacy History Inquiry — Address 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 Legacy History Inquiry — Address Detail Grid

LHBZ Dt
UIC
Instal/Fac Nbr
Doc Id/Impv Nbr
RP Sys Cd
Fac Name
POC
Address
City
State

Fac Zip Cd
LHBZ Time
Instl/Fac Nbr To
Doc Id 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**

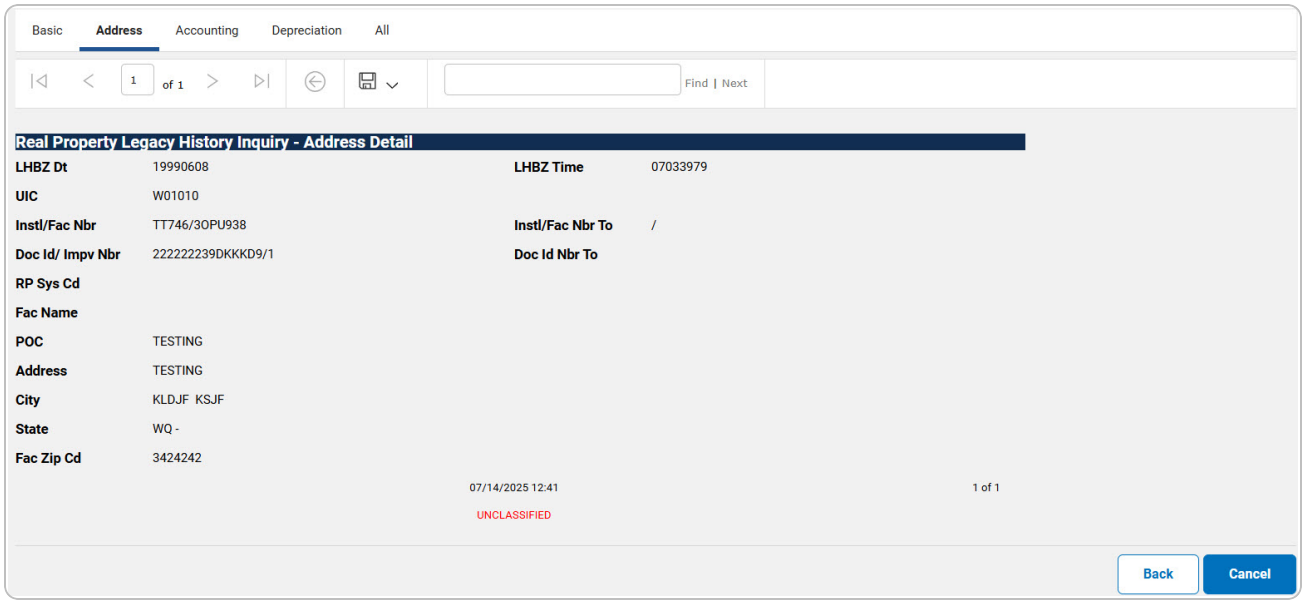


Click the following link to display PA Navigation Tips.

## Export the Real Property Legacy History Inquiry — Address Detail

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

1. Select the Address Tab. *The **Real Property Legacy History Inquiry — Address Detail** page appears.*




A. *Verify the LHBZ Dt.*

B. *Verify the UIC.*

C. *Verify the Instl/FAC Nbr.*

D. *Verify the Doc Id/Impv Nbr.*

E. *Verify the RP SYS CD .*

F. *Verify the FAC NAME.*

G. *Verify the POC.*

H. *Verify the Address.*

I. *Verify the City.*

J. *Verify the State.*

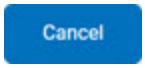
K. *Verify the FAC ZIP CD.*

L. *Verify the LHBZ Time.*

M. *Verify the Instl/Fac Nbr To.*

N. *Verify the DOC ID 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 

. *The **Real Property Legacy History Inquiry — Criteria** page appears*.
4. 

   OR

   Select the Basic tab. *The **Real Property Legacy History Inquiry Detail — Basic** page appears*.

   OR

   Select the Accounting tab. *The **Real Property Legacy History Inquiry Detail — Accounting** page appears*.

   OR

   Select the Depreciation tab. *The **Real Property Legacy History Inquiry Detail — Depreciation** page appears*.

   OR

Select the All tab. *The **Real Property Legacy History Inquiry Detail — All** page appears*.

OR

Select Back. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Detail — All

## Overview

The Real Property Legacy History Inquiry Detail process displays the All Detail record of the selected Real Property.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > All Tab > Real Property Legacy History Inquiry — All Detail page

## Page Fields

The following fields display on the **Real Property Legacy History Inquiry — All 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 Legacy History Inquiry — All Detail Grid

**Basic Info Grid**

LHBZ Dt
LHBZ Time
Login Id
Pgm Name
Pgm Desc
Doc Id/Impv Nbr
Doc Id Nbr To
Instl/Fac Nbr

Instl/Fac Nbr To
Tran Cd
Tran Dt
UIC
Custodial UIC
RP Cat Cd
RP Sub Cat Cd
UI
RP Qty
RP Type Cap Cd
RP Cap Qty
RP Fac Cond Cd
Mfr Yr
Yr Svc Life
Inv Due Dt

**Address Info Grid**

RP Sys Cd
Fac Name
POC
Address
City
State
Fac Zip Cd

**Accounting Info Grid**

Acct Rpt Nbr
Dollar Amt
Acq Dt
Eff Dt
ACC
Asset Cd
Office
Office To
Task Code
Task Code To
Job Order Nbr
Job Order Nbr To
Fund Cd/Appn
Fund Cd/Appn To
Pgm Yr
Pgm Yr To
Obj Class Cd

Obj Class Cd To
LOA
LOA To
Yr Svc Life
Exp Cd
Cptl Cd
Action Cd
Origl Action Cd
Lo/Le Cd
Heritage Asset Cd
Wpn Sys Sprt Cd
Transfer Type Cd
Trading Partner Nbr
Trading Partner Nbr To
Selling Price
Gain/Loss Amt

**Deprn Info Grid**

Deprn Period
Deprn Cd
Full Deprn
Activation Dt
Prior Deprn
FY Cost
Residual Value
Installation Cost
Deinstallation Cost
Trnsp Cost
Deprn Office
Deprn Office To
Deprn Task Cd
Deprn Task Cd To
Deprn Job Order Nbr

**Remarks Info Grid**

Local Use Text
Fac Remarks Text

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page of results. |
|  | Find data within the Results page. |
|  | Return to the parent 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 Legacy History Inquiry — All Detail

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

1. Select the All Tab. *The* ***Real Property Legacy History Inquiry — All Detail*** *page appears.*

Basic | Address | Accounting | Depreciation | All

1 of 3 | Find | Next

## Real Property Legacy History Inquiry - All Detail

### Basic Info

| | |
|---|---|
| **LHBZ Dt** | 19990608 |
| **LHBZ Time** | 07033979 |
| **Login Id** | lcooper |
| **Pgm Name** | DPTB3101 |
| **Pgm Desc** | REAL PROP A/C/D |
| **Doc Id/ Impv Nbr** | 222222239DKKKD9/1 |
| **Doc Id Nbr To** | |
| **Instl/Fac Nbr** | TT746/3OPU938 |
| **Instl/Fac Nbr To** | / |
| **Tran Cd** | A - |
| **Tran Dt** | 19990608 |
| **UIC** | W01010 |
| **UIC To** | |
| **Custodial UIC** | W01010 |
| **RP Cat Cd** | 318 |
| **RP Sub Cat Cd** | 3DD |
| **UI** | AC - Acre/Acreage |
| **RP Qty** | 44 |
| **RP Type Cap Cd** | |
| **RP Cap Qty** | 0 |
| **RP Fac Cond Cd** | A |
| **Mfr Yr** | 1999 |
| **Yr Svc Life** | 88 |
| **Inv Due Dt** | 19990522 |

### Address Info

| | |
|---|---|
| **RP Sys Cd** | |
| **Fac Name** | TESTING |
| **POC** | TESTING |
| **Address** | TESTING |
| **City** | KLDJF KSJF |
| **State** | WQ - |
| **Fac Zip Cd** | 3424242 |

### Accounting Info

| | |
|---|---|
| **Acct Rpt Nbr** | JJ199906080001 |
| **Dollar Amt** | 4353535.00 |
| **Acq Dt** | 19990608 |
| **Eff Dt** | 19990608 |
| **ACC** | R - Real Property - Structures |
| **Asset Cd** | D - Land and Land Rights |
| **Office** | TESTING |
| **Office To** | |

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Back Cancel

Basic | Address | Accounting | Depreciation | All

2 of 3 | Find | Next

## Real Property Legacy History Inquiry - All Detail

| | |
|---|---|
| **Task Cd** | TESTING4589 |
| **Task Cd To** | |
| **Job Order Nbr** | TESTING |
| **Job Order Nbr To** | |
| **Fund Cd/Appn** | 98/9898 |
| **Fund Cd/Appn To** | / |
| **Pgm Yr** | |
| **Pgm Yr To** | |
| **Obj Class Cd** | |
| **Obj Class Cd To** | |
| **LOA** | |
| **LOA To** | |
| **Yr Svc Life** | 88 |
| **Exp Cd** | |
| **Cptl Cd** | |
| **Action Cd** | |
| **Origl Action Cd** | |
| **Lo/Le Cd** | |
| **Heritage Asset Cd** | 7 - Land, Mission Stewardship land use as military bases, installations, training ranges, or other military mission related functions |
| **Wpn Sys Sprt Cd** | N - |
| **Transfer Type Cd** | |
| **Trading Partner Nbr** | |
| **Trading Partner Nbr To** | |
| **Selling Price** | 0.00 |
| **Gain/Loss Amt** | 0.00 |

### Deprn Info

| | |
|---|---|
| **Deprn Period** | 259 |
| **Deprn Cd** | C - APSR-Only Capitalized Asset |
| **Full Deprn Cd** | |
| **Activation Dt** | 19990808 |
| **Dollar Amt** | 4353535.00 |
| **Accumd Deprn** | 0.00 |
| **Prior Deprn** | 531346.00 |
| **Fy Cost** | 0.00 |
| **Residual Value** | 4645321.00 |
| **Installation Cost** | 64645.00 |
| **Deinstallation Cost** | 64654.00 |
| **Trnsp Cost** | 464987.00 |
| **Deprn Office** | TESTING |
| **Deprn Office To** | |
| **Deprn Task Cd** | TESTING |
| **Deprn Task Cd To** | |
| **Deprn Job Order Nbr** | TESTING |

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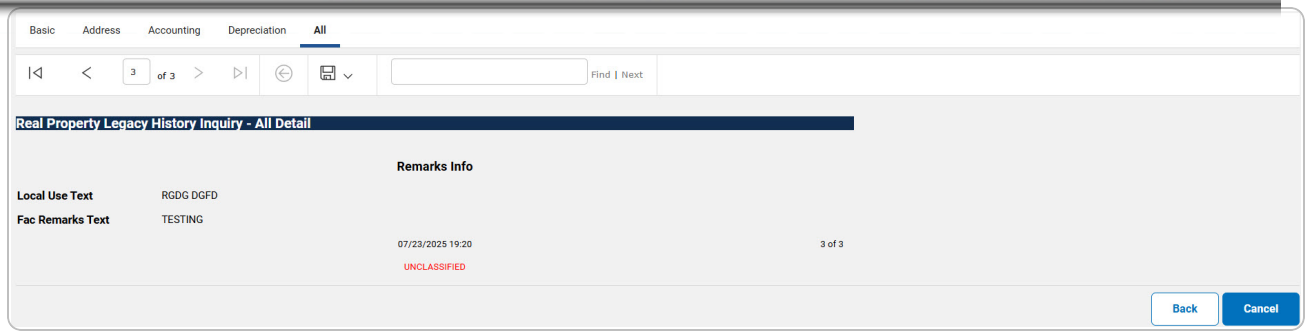
UNCLASSIFIED

Back Cancel




A. *Verify the Basic INFO section.*

a. *Verify the LHBZ Dt.*

b. *Verify the LHBZ Time.*

c. *Verify the LOGIN ID.*

d. *Verify the PGM NAME.*

e. *Verify the PGM DESC.*

f. *Verify the DOC ID/IMPV NBR*

g. *Verify the DOC ID NBR To*

h. *Verify the INSTL/FAC NBR.*

i. *Verify the TRAN CD.*

j. *Verify the TRAN DT .*

k. *Verify the UIC.*

l. *Verify the UIC To.*

m. *Verify the Custodial UIC.*

n. *Verify the RP CAT CD.*

o. *Verify the RP SUB CAT CD.*

p. *Verify the UI.*

q. *Verify the RP QTY.*

r. *Verify the RP TYPE CAP CD.*

s. *Verify the RP CAP QTY.*

t. *Verify the RP FAC COND CD.*

u. *Verify the MFR YR.*

v. *Verify the YR SVC LIFE.*

w. *Verify the INV DUE DATE.*

B. *Verify the Address INFO section.*

a. *Verify the RP SYS CD.*

b. *Verify the FAC NAME.*

c. *Verify the POC.*

d. *Verify the Address.*

e. *Verify the City.*

f. *Verify the State.*

g. *Verify the FAC ZIP CD.*

C. *Verify the Accounting INFO section.*

**Helpful Tip**

Use > and < in the Control grid to navigate between pages.

a. *Verify the ACCT RPT NBR.*

b. *Verify the DOLLAR AMT.*

c. *Verify the ACQ DT.*

d. *Verify the EFF DT.*

e. *Verify the ACC.*

f. *Verify the ASSET CD.*

g. *Verify the Office.*

h. *Verify the Office To.*

i. *Verify the TASK CD.*

j. *Verify the TASK CD To.*

k. *Verify the JOB ORDER NBR.*

l. *Verify the JOB ORDER NBR To.*

m. *Verify the FUND CD/APPN.*

n. *Verify the FUND CD/APPN To.*

o. *Verify the PGM YR.*

p. *Verify the PGM YR To.*

q. *Verify the OBJ CLASS CD.*

r. *Verify the OBJ CLASS CD To.*

s. *Verify the LOA.*
t. *Verify the LOA To.*
u. *Verify the YR SVC LIFE.*
v. *Verify the EXP CD.*
w. *Verify the CPTL CD.*
x. *Verify the ACTION CD.*
y. *Verify the ORIGL ACTION CD.*
z. *Verify the LO/LE CD.*
aa. *Verify the HERITAGE ASSET CD.*
ab. *Verify the Wpn Sys Sprt Cd.*
ac. *Verify the TRANSFER TYPE CD.*
ad. *Verify the TRADING PARTNER NBR.*
ae. *Verify the TRADING PARTNER NBR To.*
af. *Verify the Selling Price.*
ag. *Verify the GAIN/LOSS AMT.*

D. *Verify the DEPRN INFO section.*
a. *Verify the DEPRN PERIOD.*
b. *Verify the DEPRN CD.*
c. *Verify the FULL DEPRN CD.*
d. *Verify the ACTIVATION DT.*
e. *Verify the DOLLAR AMT.*
f. *Verify the ACCUMD DEPRN .*
g. *Verify the Prior Deprn.*
h. *Verify the FY COST.*
i. *Verify the Residual Value.*
j. *Verify the Installation Cost.*
k. *Verify the Deinstallation Cost.*
l. *Verify the Trnsp Cost.*
m. *Verify the DEPRN OFFICE.*
n. *Verify the DEPRN OFFICE To.*
o. *Verify the DEPRN TASK CD.*

p. *Verify the DEPRN TASK CD To.*

q. *Verify the DEPRN JOB ORDER NBR.*

E. *Verify the Remarks INFO section.*

a. *Verify the Local Use Text.*

b. *Verify the FAC REMARKS TEXT.*

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 Legacy History Inquiry — Criteria** page appears*.

4.

OR

Select the Basic tab. *The **Real Property Legacy History Inquiry Detail — Basic** page appears*.

OR

Select the Address tab. *The **Real Propert Legacy History Inquiry Detail — Address** page appears*.

OR

Select the Accounting tab. *The **Real Property Legacy History Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Real Property Legacy History Inquiry Detail — Depreciation** page appears*.

OR

Select Back. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Detail — Basic

## Overview

The Real Property Legacy History Inquiry Detail process displays the Basic Detail record of the selected Real Property.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Legacy History Inquiry — Basic Detail page

## Page Fields

The following fields display on the **Real Property Legacy History 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 Legacy History Inquiry — Basic Detail Grid

LHBZ Dt
Login Id
Pgm Desc
Tran Dt
UIC
Custodial UIC
Last Activity Dt
RP Cat Cd
UI
RP Type Cap Cd
RP Fac Cond Cd

Dollar Amt
Mfr Yr
Fac Remarks Text
LHBZ Time
Pgm Name
Tran Cd
UIC To
Yr Svc Life
RP Sub Cat Cd
RP Qty
RP Cap Qty
RP Site Id
Local Use Text
Inv Due Dt
Acq 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. |

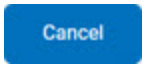
# Procedures

**ELMS Navigation Helpful Tips**

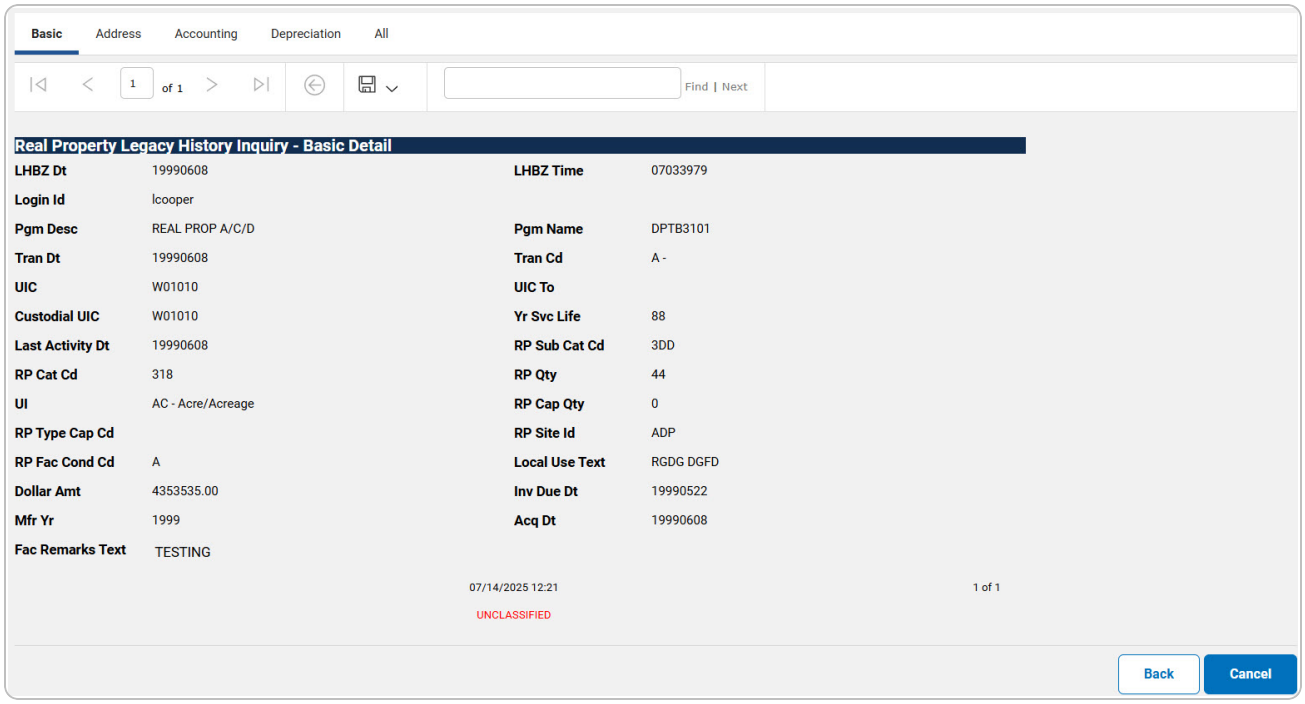


Click the following link to display PA Navigation Tips.

## Export the Real Property Legacy History 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 Legacy History Inquiry — Basic Detail grid.*




A. *Verify the LHBZ Dt.*
B. *Verify the LOGIN ID.*
C. *Verify the PGM DESC.*
D. *Verify the TRAN DT.*
E. *Verify the UIC.*
F. *Verify the Custodial UIC.*
G. *Verify the LAST ACTIVITY DT.*
H. *Verify theRP CAT CD.*
I. *Verify the UI.*
J. *Verify the RP TYPE CAP CD.*
K. *Verify the RP FAC COND CD.*
L. *Verify the DOLLAR AMT.*
M. *Verify the MFR YR.*
N. *Verify the FAC REMARKS TEXT.*
O. *Verify the LHBZ Time.*
P. *Verify the PGM NAME.*

Q. *Verify the TRAN CD.*

R. *Verify the UIC To.*

S. *Verify the YR SVC LIFE.*

T. *Verify the RP SUB CAT CD.*

U. *Verify the RP QTY.*

V. *Verify the RP CAP QTY.*

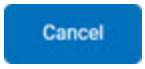
W. *Verify the RP SITE ID.*

X. *Verify the Local Use Text.*

Y. *Verify the INV DUE DT.*

Z. *Verify the ACQ 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.

Select  . *The* ***Real Property Legacy History Inquiry — Criteria*** *page appears*.

4.

OR

Select the Address tab. *The* ***Real Property Legacy History Inquiry Detail — Address*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Legacy History Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Real Property Legacy History Inquiry Detail — Depreciation*** *page appears*.

OR

Select the All tab. *The* ***Real Property Legacy History Inquiry Detail — All*** *page appears*.

OR

Select Back. *The* ***Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Detail — Depreciation

## Overview

The Real Property Legacy History Inquiry Detail process displays the Depreciation Detail record of the selected Real Property.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic > Depreciation Tab > Real Property Legacy History Inquiry — Depreciation Detail page

## Page Fields

The following fields display on the **Real Property Legacy History Inquiry — Depreciation 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 Legacy History Inquiry — Depreciation Detail Grid

LHBZ Dt
Deprn Period
Accumd Deprn
Prior Deprn
FY Cost
Residual Value
Deprn Office
Deprn Job Order Nbr
Full Deprn Cd
LHBZ Time

Activation Dt
Installation Cost
Deinstallation Cost
Trnsp Cost
Deprn Cd
Deprn Office To
Deprn Task Cd To
Deprn Job Order 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**

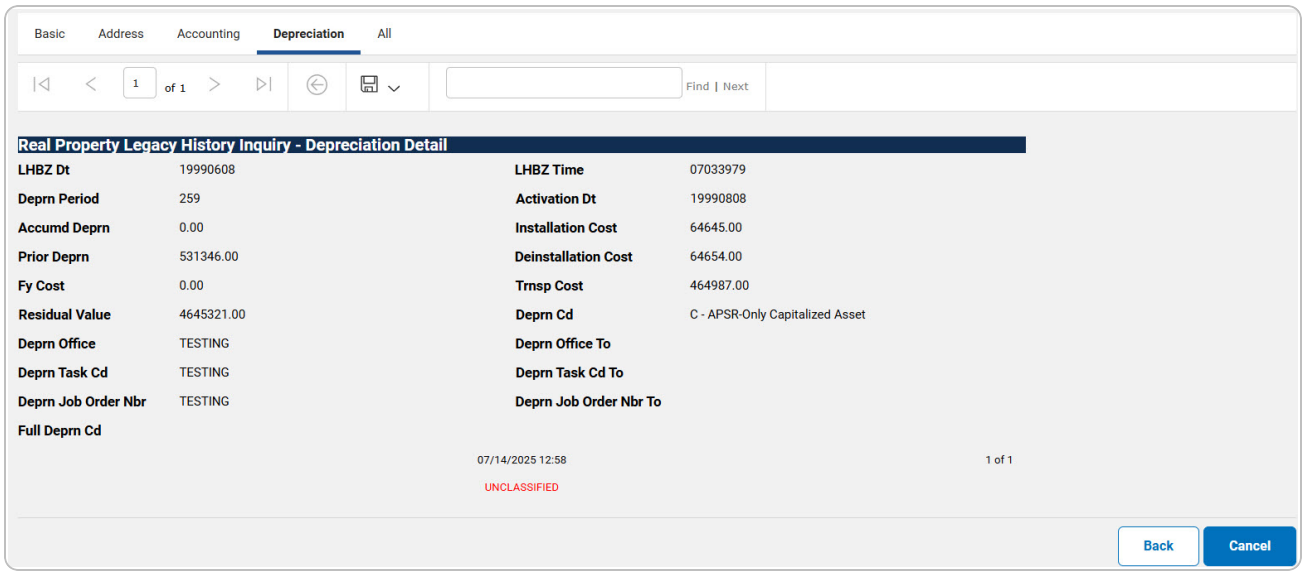


Click the following link to display PA Navigation Tips.

## Export the Real Property Legacy History Inquiry — Depreciation Detail

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

1. Select the Depreciation Tab. *The* ***Real Property Legacy History Inquiry — Depreciation Detail*** *page appears.*

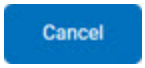



A. *Verify the LHBZ Dt.*

B. *Verify the* DEPRN PERIOD.

C. *Verify the ACCUMD DEPRN.*
D. *Verify the PRIOR DEPRN.*
E. *Verify the FY COST.*
F. *Verify the Residual Value.*
G. *Verify the DEPRN OFFICE.*
H. *Verify the DEPRN TASK CD.*
I. *Verify the DEPRN JOB ORDER NBR.*
J. *Verify the FULL DEPRN CD.*
K. *Verify the LHBZ Time.*
L. *Verify the ACTIVATION DT.*
M. *Verify the Installation Cost.*
N. *Verify the Deinstallation Cost.*
O. *Verify the Trnsp Cost.*
P. *Verify the DEPRN CD.*
Q. *Verify the DEPRN OFFICE To.*
R. *Verify the DEPRN TASK CD To.*
S. *Verify the DEPRN JOB ORDER 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 

. *The **Real Property Legacy History Inquiry — Criteria** page appears*.
4.

   OR

   Select the Basic tab. *The **Real Property Legacy History Inquiry Detail — Basic** page appears*.

   OR

   Select the Address tab. *The **Real Propert Legacy History Inquiry Detail — Address** page appears*.

OR

Select the Accounting tab. *The **Real Property Legacy History Inquiry Detail — Accounting** page appears*.

OR

Select the All tab. *The **Real Property Legacy History Inquiry Detail — All** page appears*.

OR

Select Back. *The **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results

- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History Inquiry Transaction Status
- Export the Real Property Legacy History Inquiry Transaction Status

# View the Real Property Legacy History Inquiry Transaction Status

## Overview

The Real Property Legacy History Inquiry Transaction Status process displays a verification of the inquiry performed.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Legacy History Inquiry Transaction Status page

## Page Fields

The following fields display on the **Real Property Legacy 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

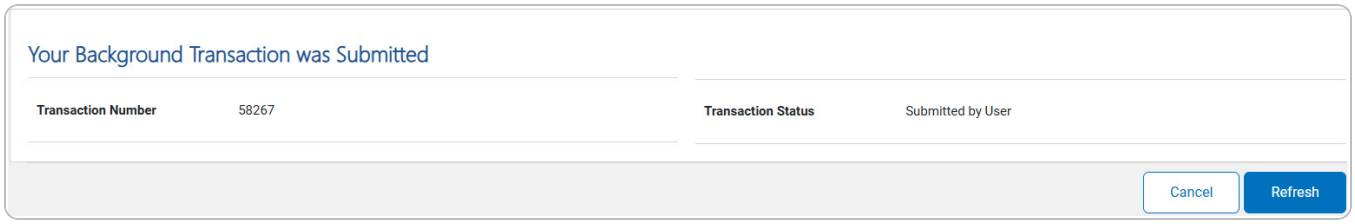
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

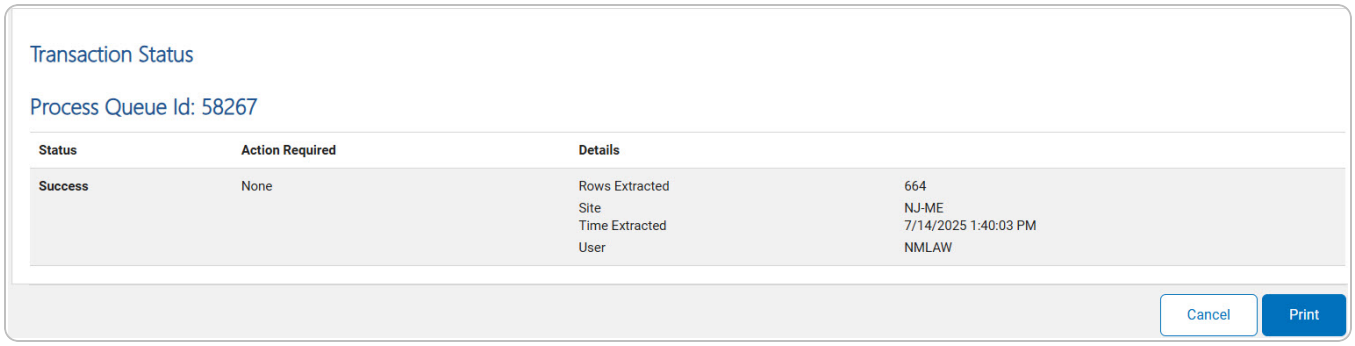
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## View the Real Property Legacy 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 Real Property Legacy History Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Real Property Legacy History Inquiry Search Criteria** page appears*.

## View the Real Property Legacy 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 **Real Property Legacy 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 Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- Export the Real Property Legacy History Inquiry Transaction Status

# Export the Real Property Legacy History Inquiry Transaction Status

## Overview

The Real Property Legacy History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

## Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Legacy History Inquiry Transaction Status Export page

## Page Fields

The following fields display on the **Real Property Legacy 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. |

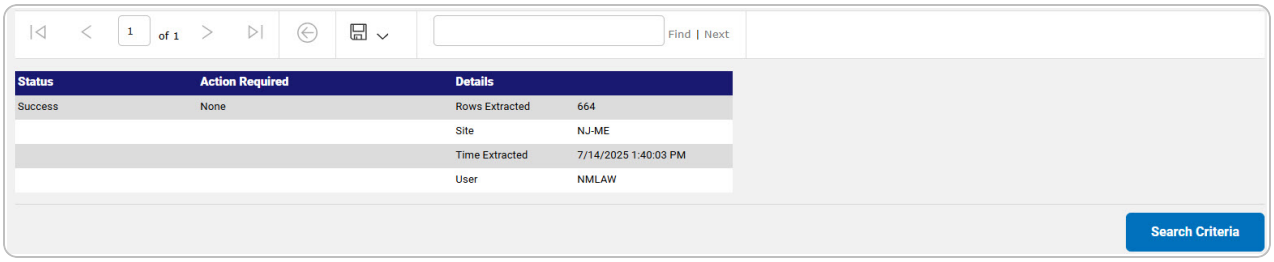
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Real Property Legacy 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* ***Real Property Legacy 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.*

# Common Errors

The 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 Legacy History Inquiry Search Criteria** page appears.* |

# Related Topics

- Search for a Real Property Legacy History Inquiry — Criteria
- Search for a Real Property Legacy History Inquiry — Results
- Select Fields for the Real Property Legacy History Inquiry
- View the Real Property Legacy History Inquiry Detail — Basic
- View the Real Property Legacy History Inquiry Detail — Address
- View the Real Property Legacy History Inquiry Detail — Accounting
- View the Real Property Legacy History Inquiry Detail — Depreciation
- View the Real Property Legacy History Inquiry Detail — All
- View the Real Property Legacy History 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. |
| **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

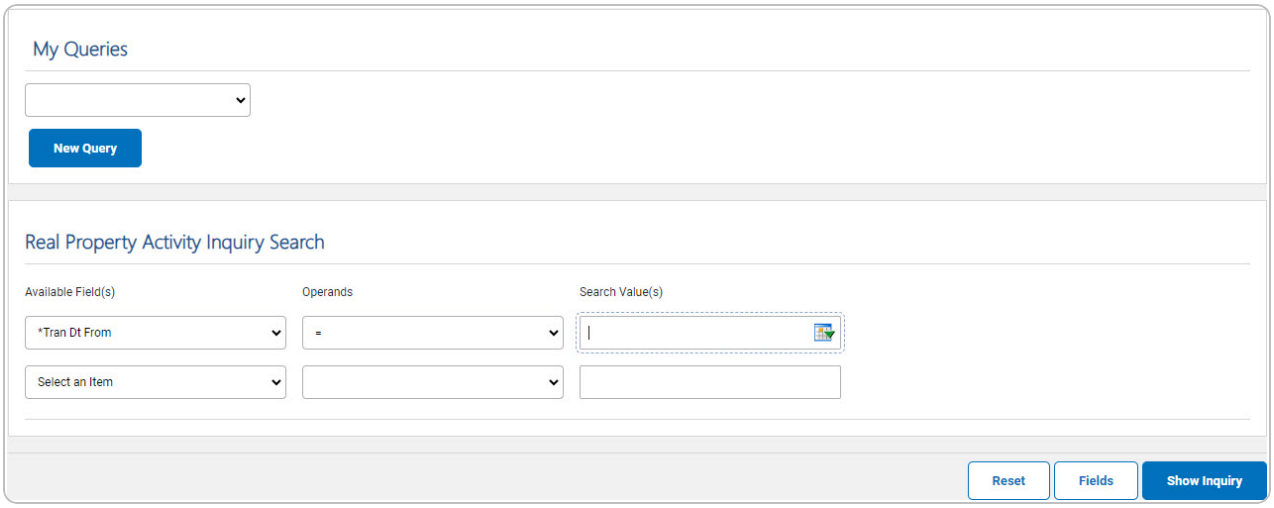
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a 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**

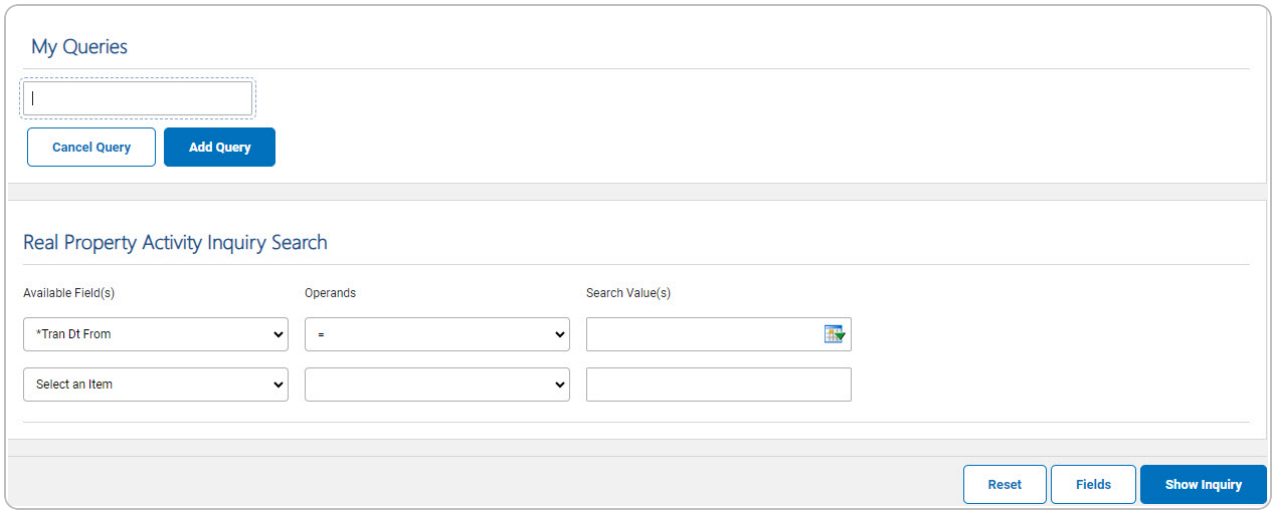
   a. Use ⌄ to select desired Available Field.

   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.*

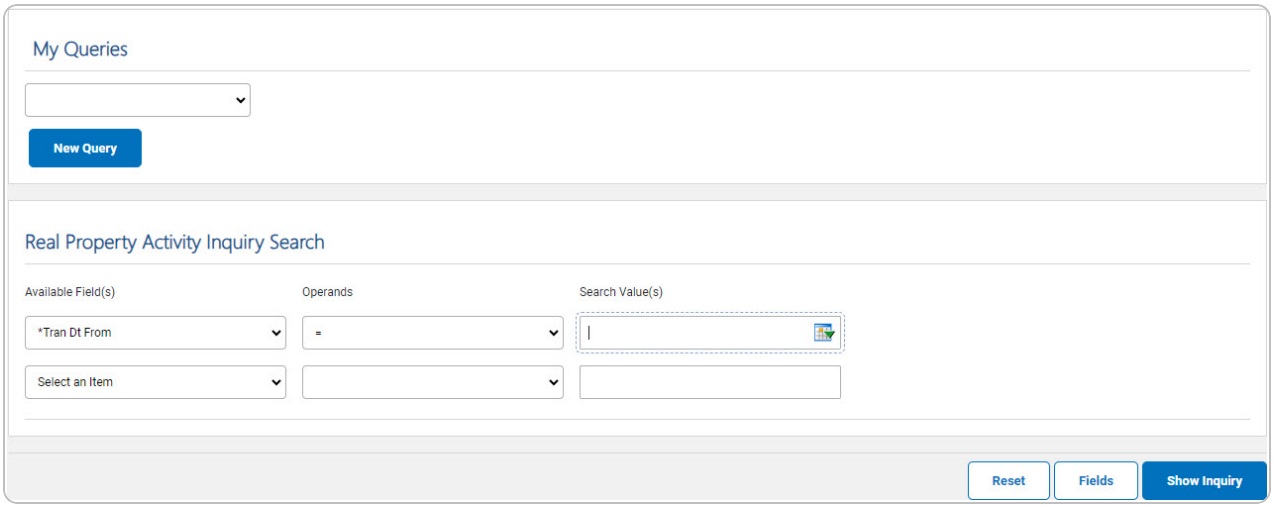
5. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   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.*



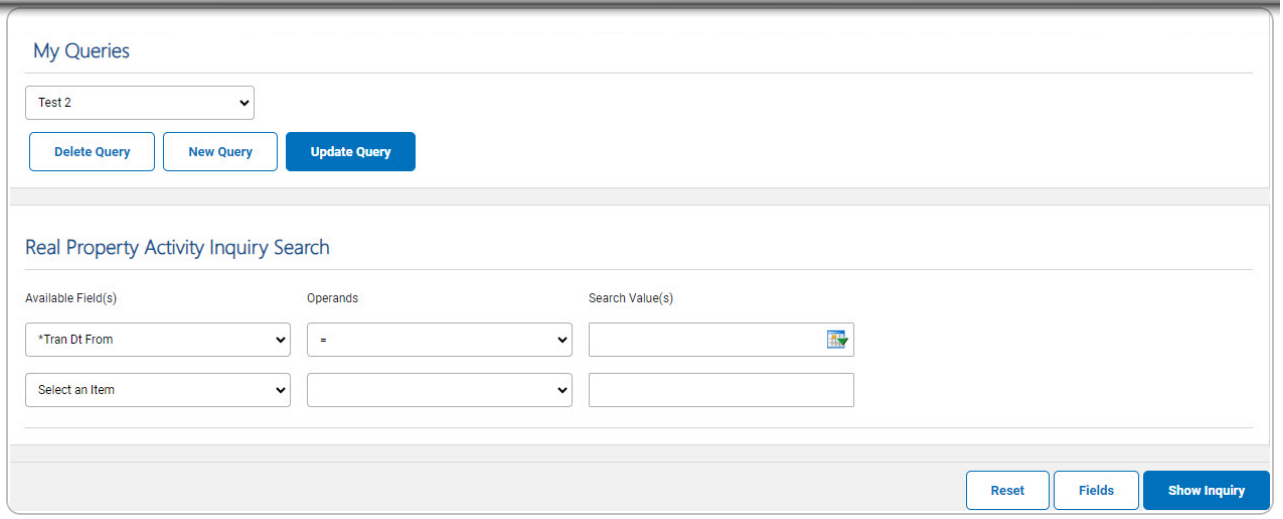

2. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   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.*

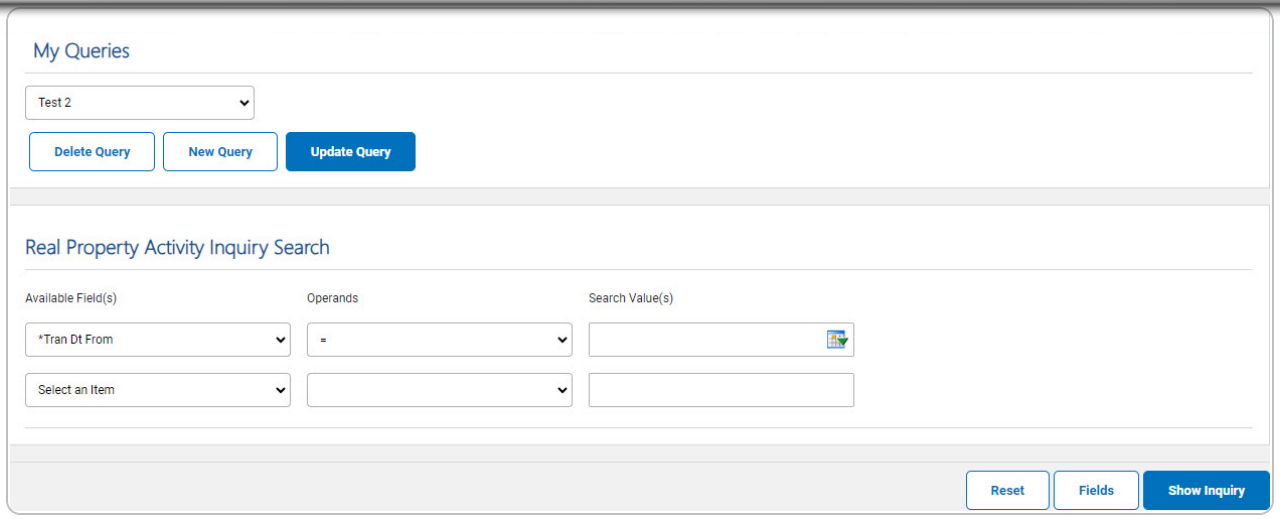
4. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   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**

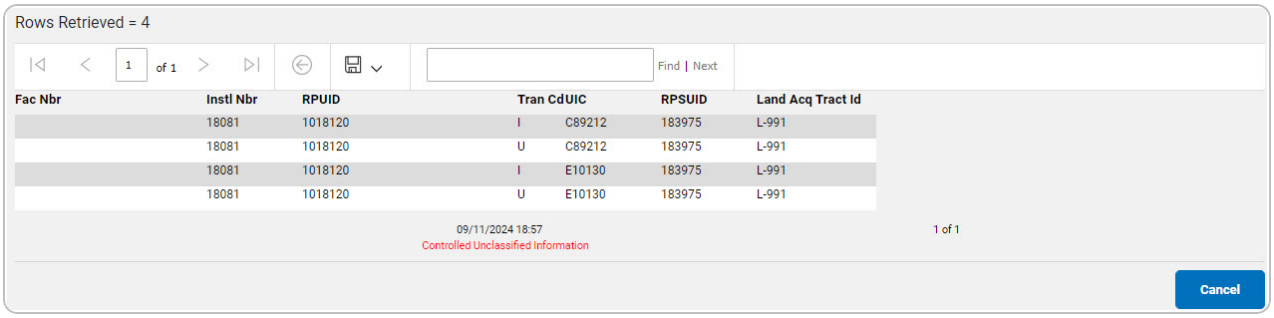


Click the following link to display PA Navigation Tips.

## 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**

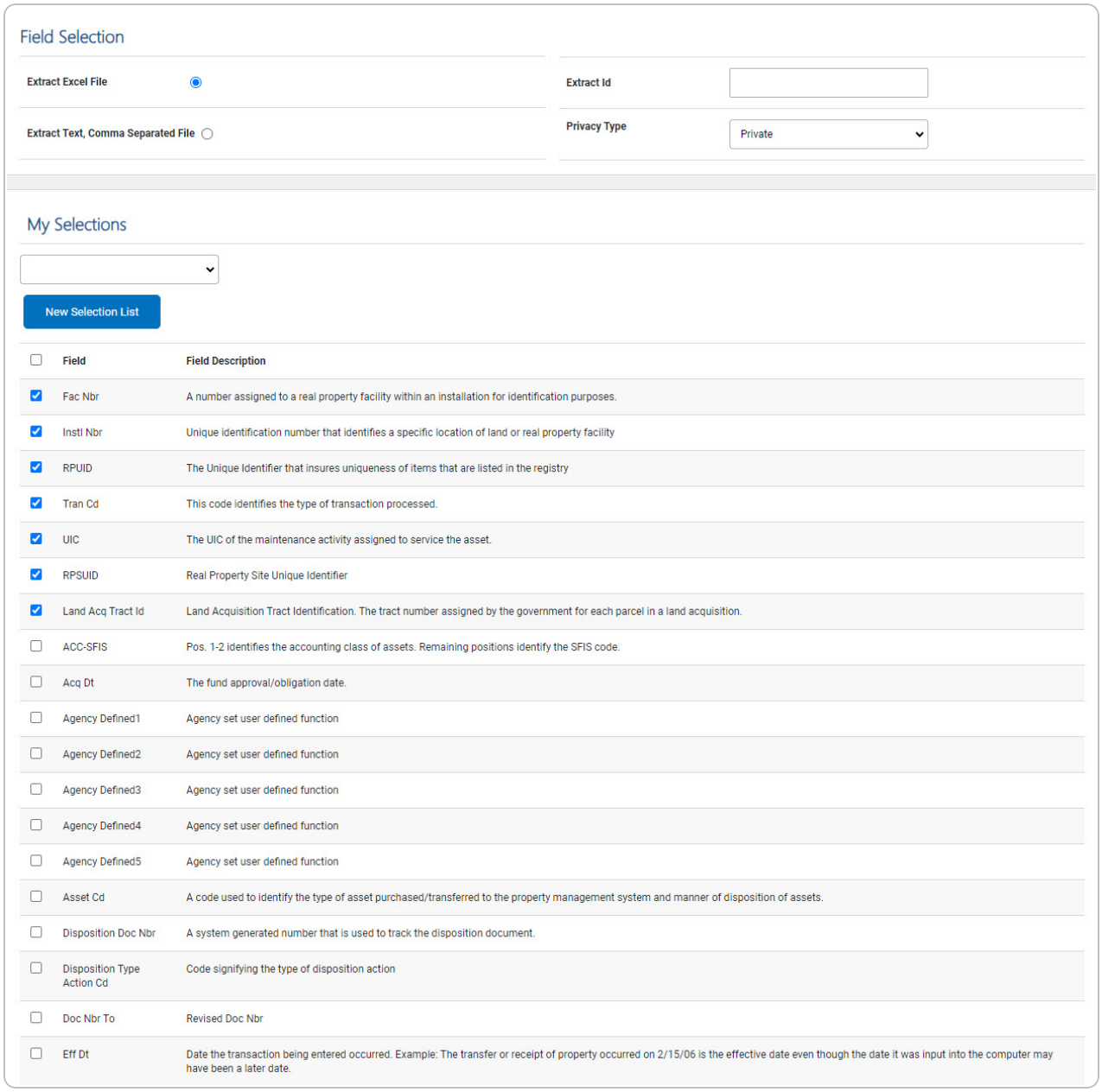


Click the following link to display PA Navigation Tips.

## 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

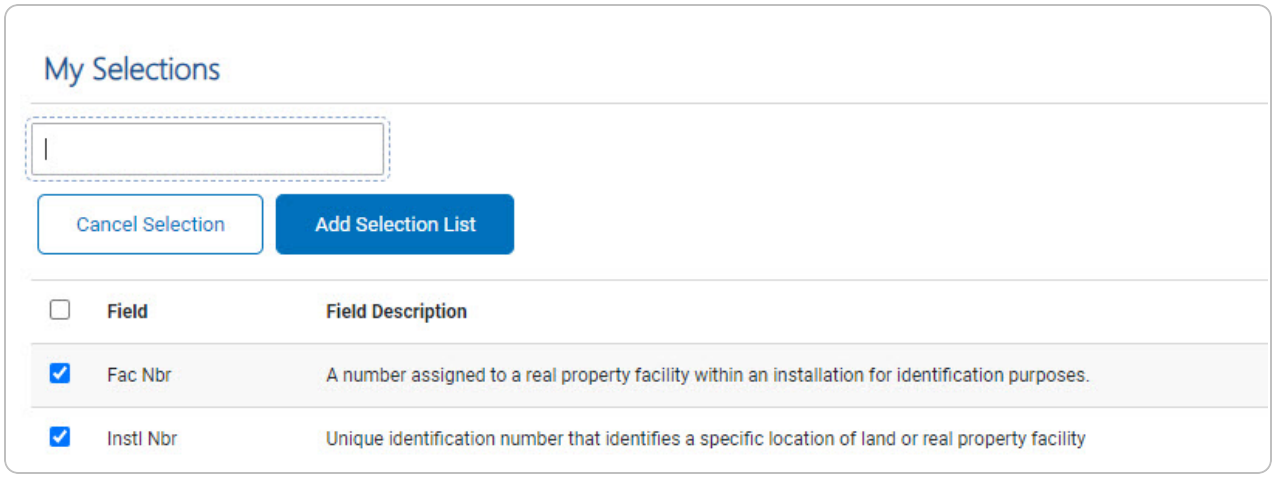
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     **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.

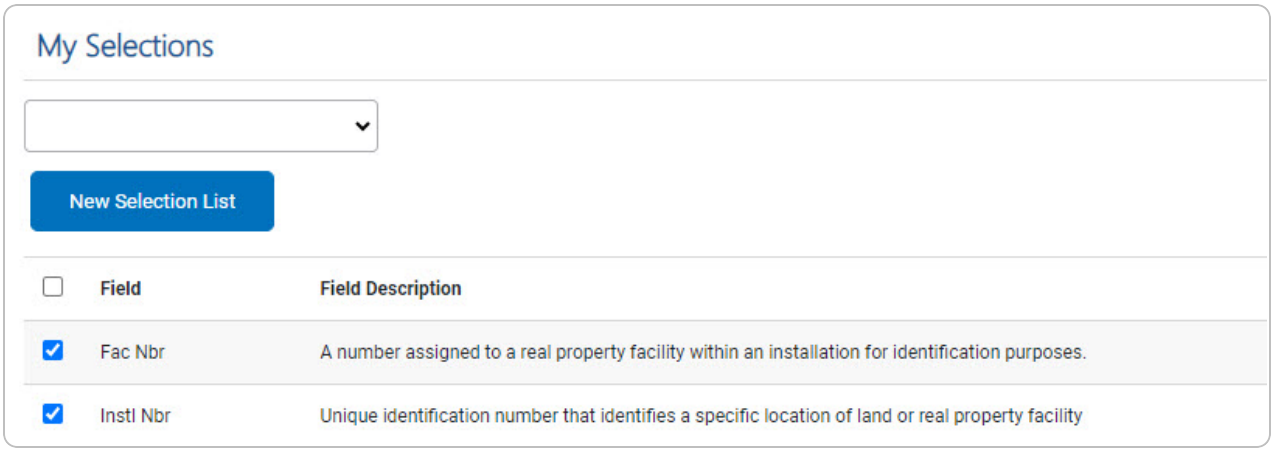
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*

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.*

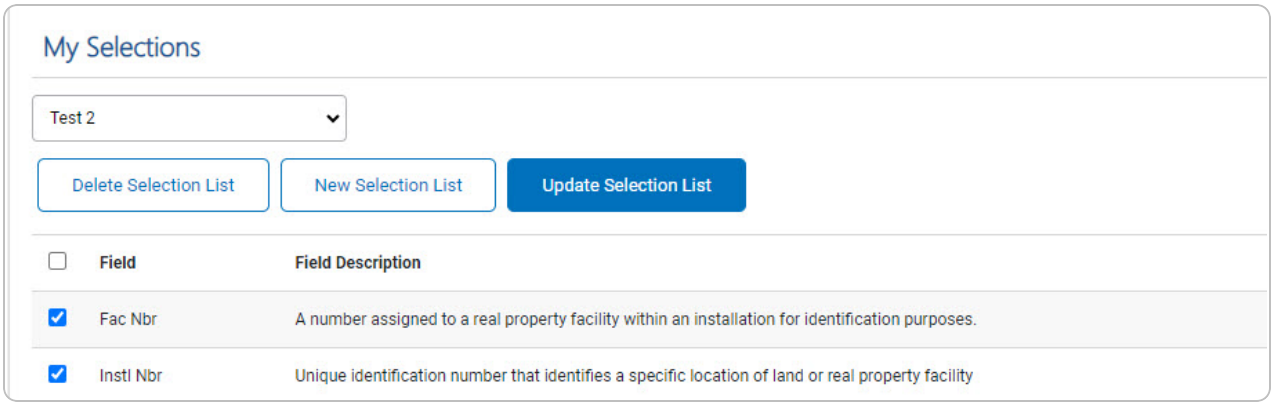
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*

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.*

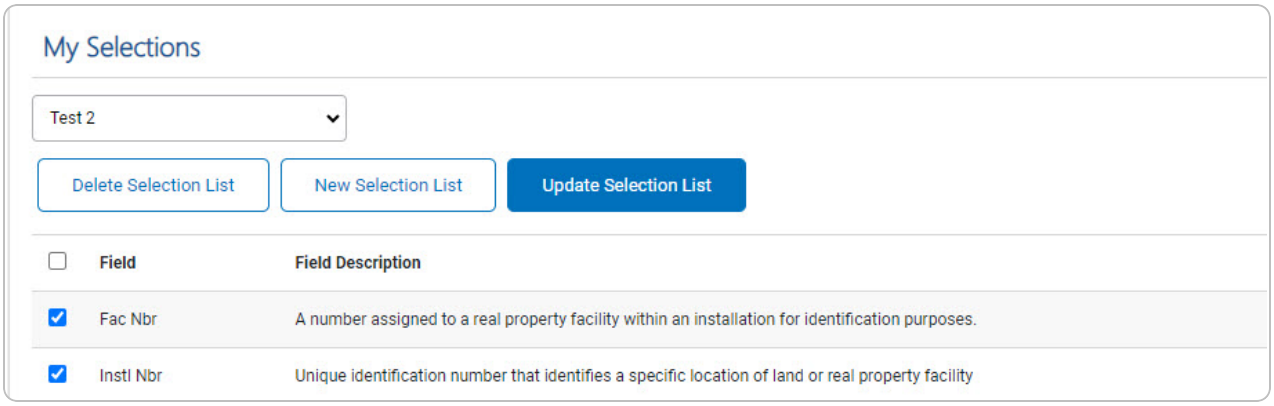
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*
4. **OR**

   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.

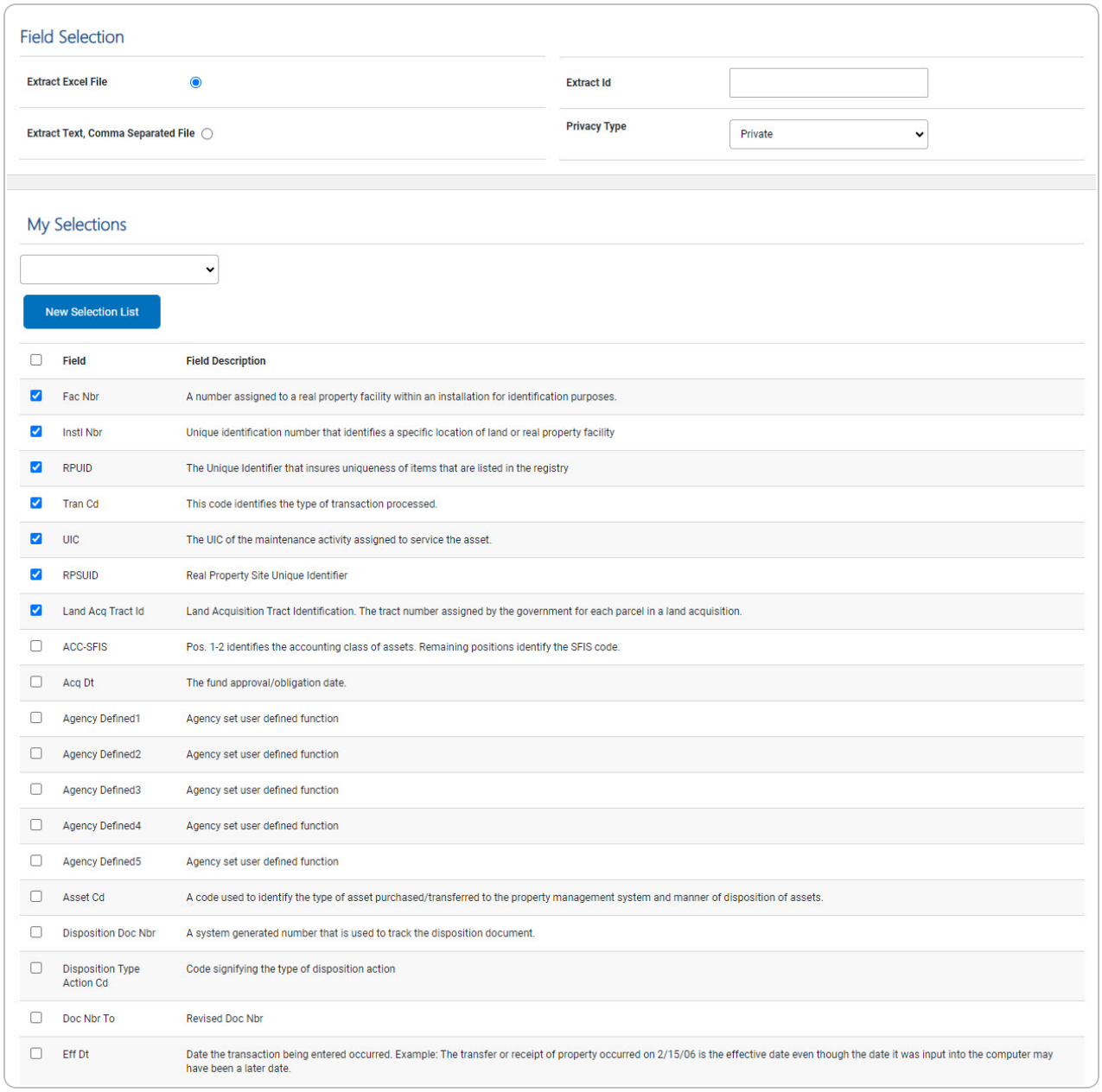



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*



| | | |
|---|---|---|
| ☐ | 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. |

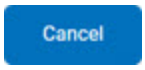
# Procedures

**ELMS Navigation Helpful Tips**

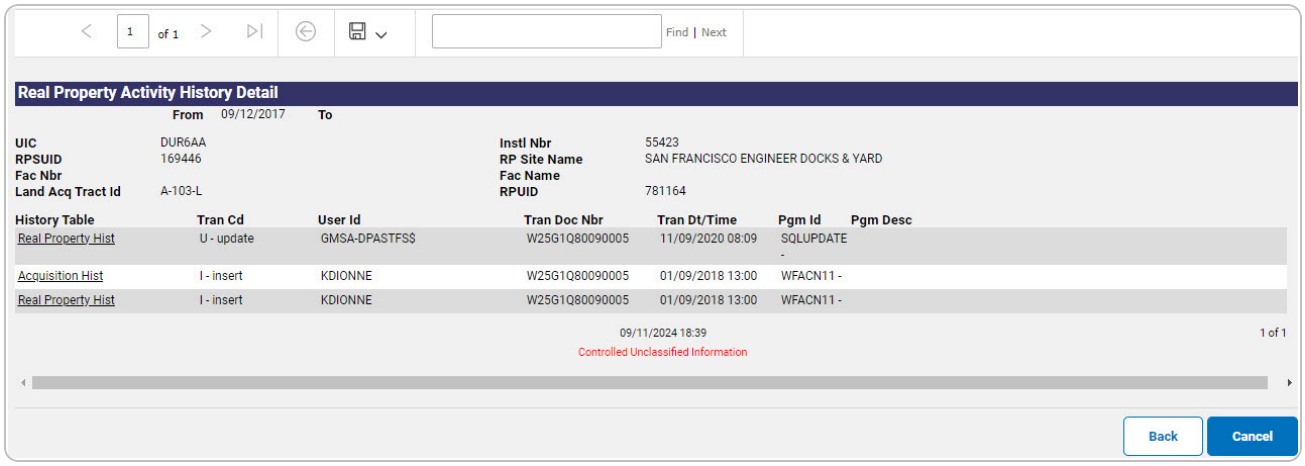


Click the following link to display PA Navigation Tips.

## 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

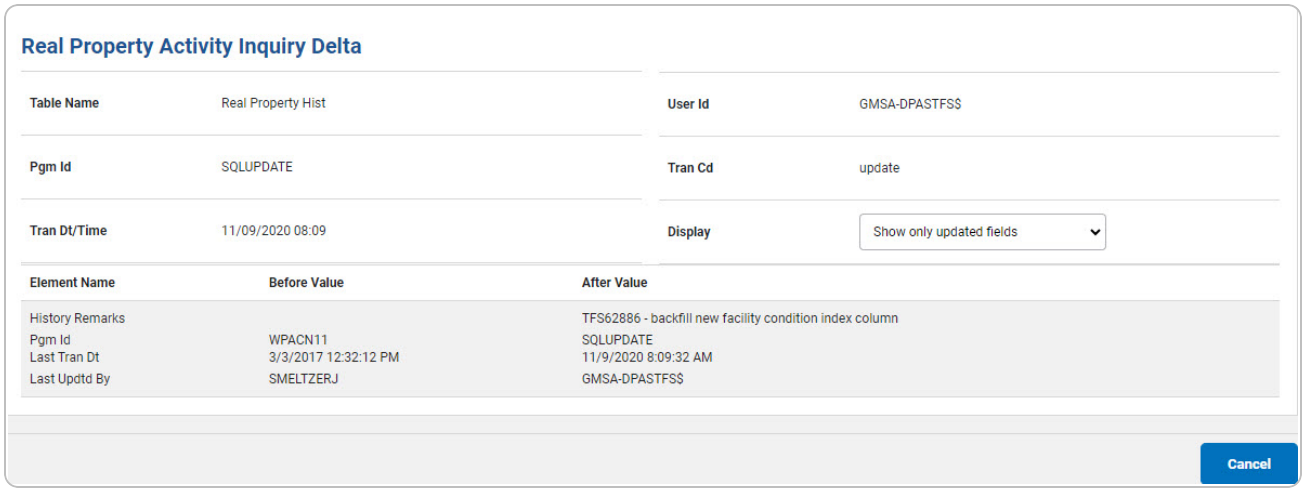
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

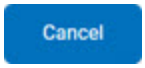
## Export the Real Property Activity Inquiry Delta

*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

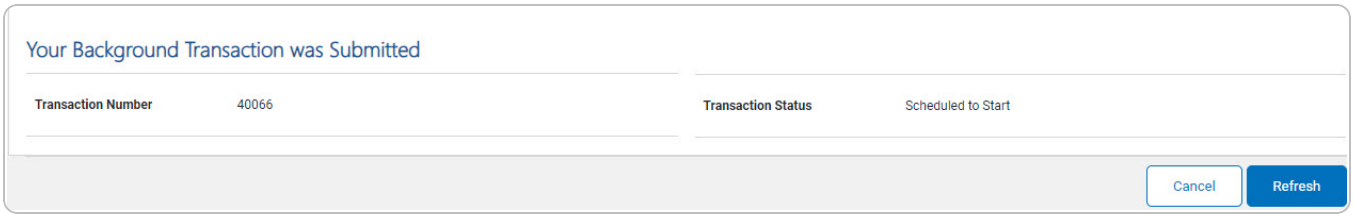
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

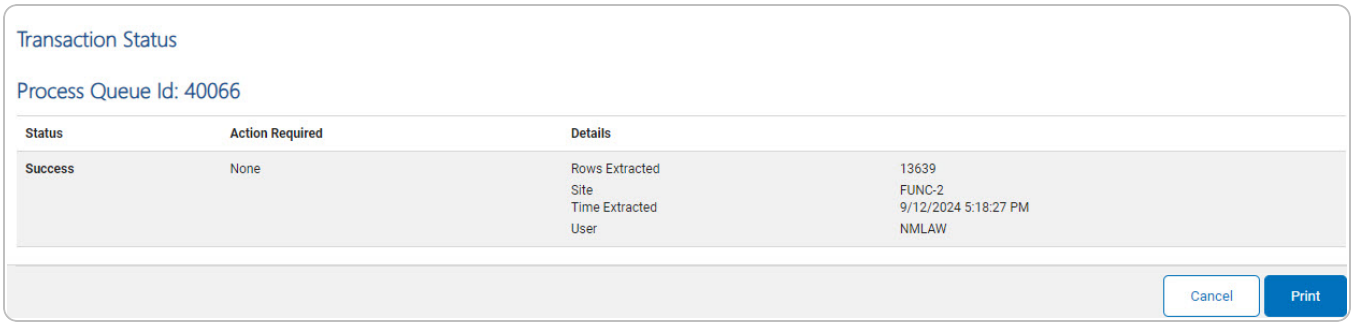
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

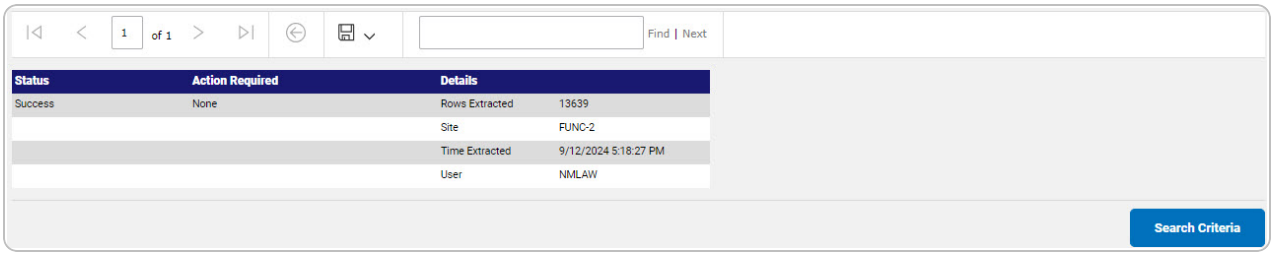
# Procedures

**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 |
|---|---|
| **249** | Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data. |
| **248** | Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query. |
| **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. |

| | |
|---|---|
| **253** | Select "Reset" button to set default "Fields" selections. |
| **61** | Select "Cancel" to return to Search Criteria page. |
| **252** | To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add". |

### My Queries

My Queries

### Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

## Procedures

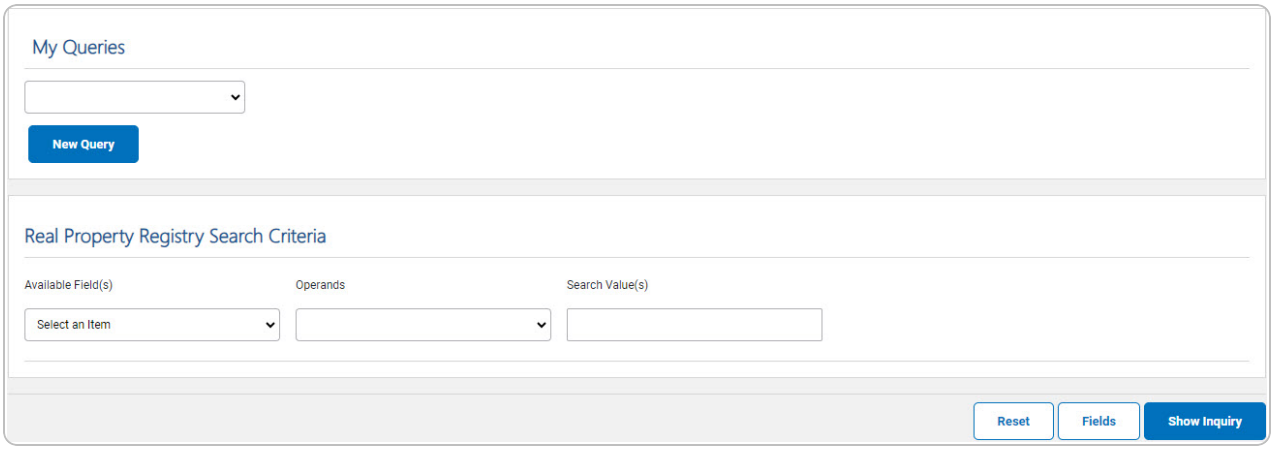
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a 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**

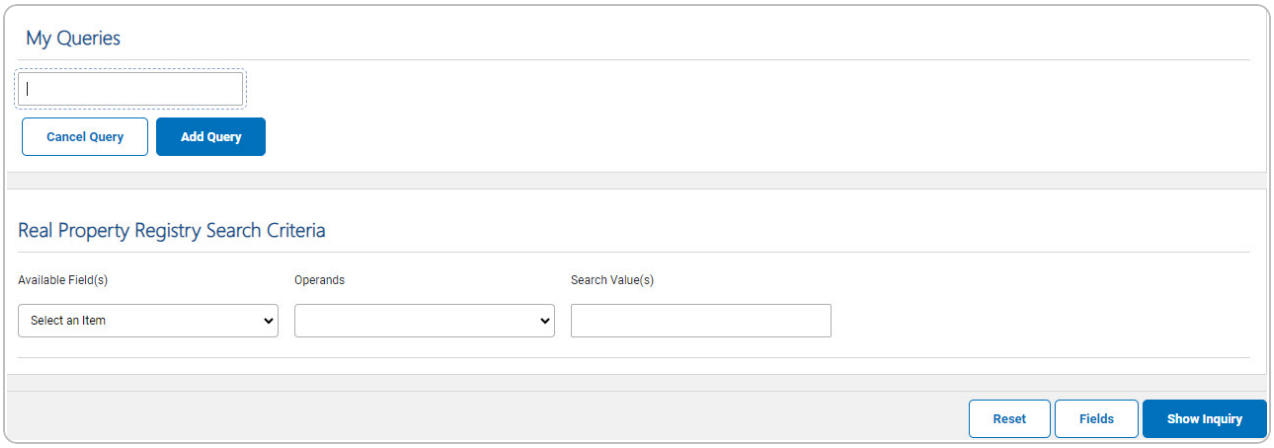
a. Use ⌄ to select desired Available Field.

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.*



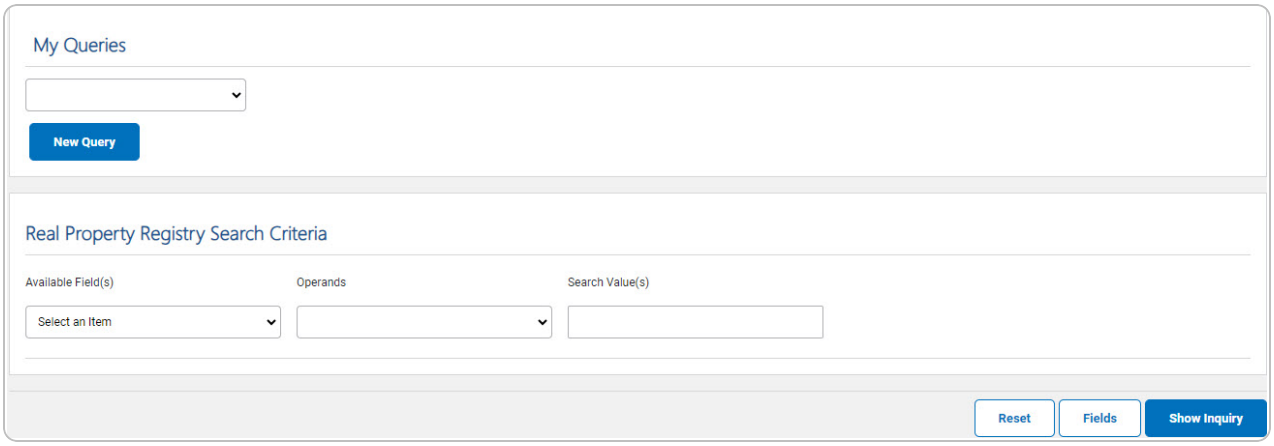

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



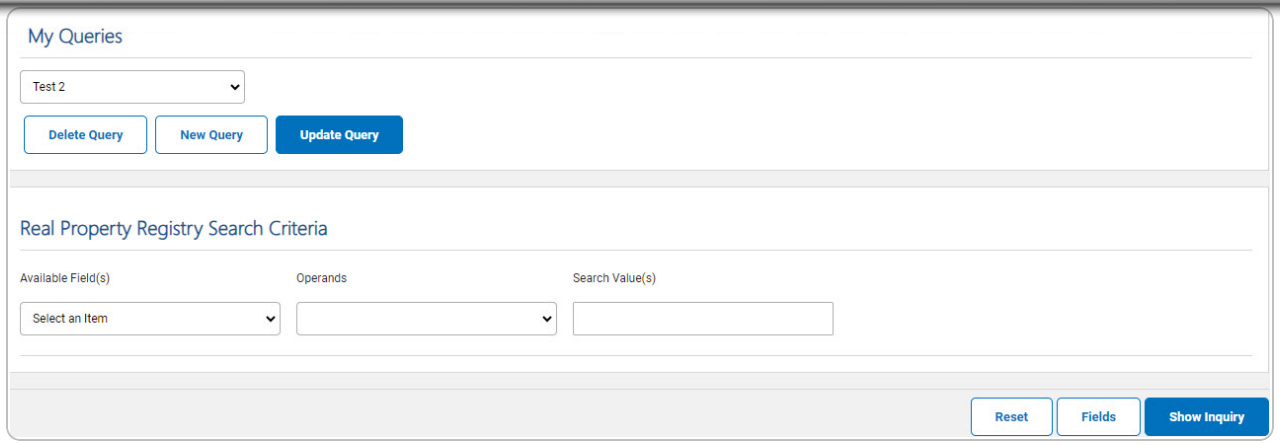

   Select Fields. *The **Real Property Registry Inquiry — Select Fields** page appears.*

2. 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.*



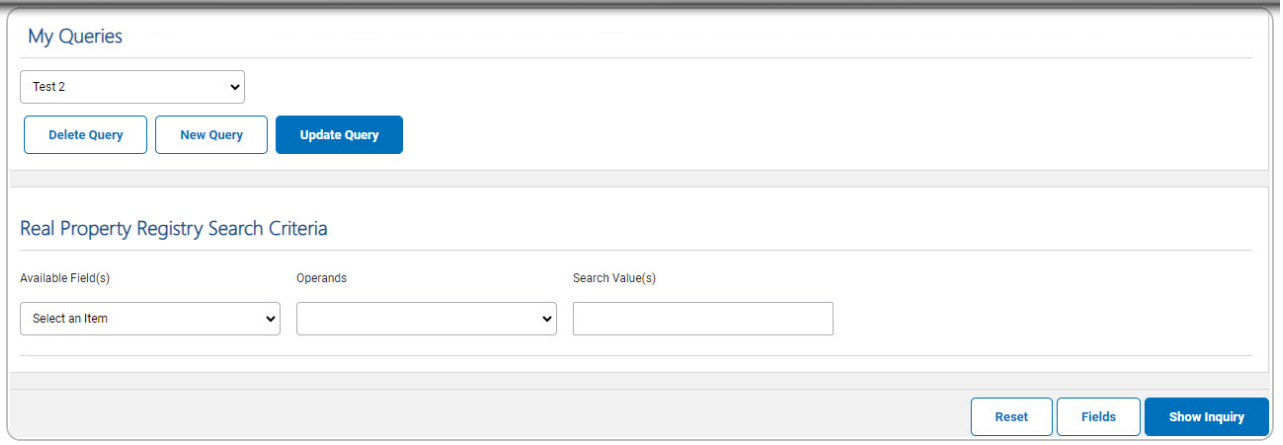

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Real Property Registry Inquiry — Select Fields** page appears.*

   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)*.** | |
| **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 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

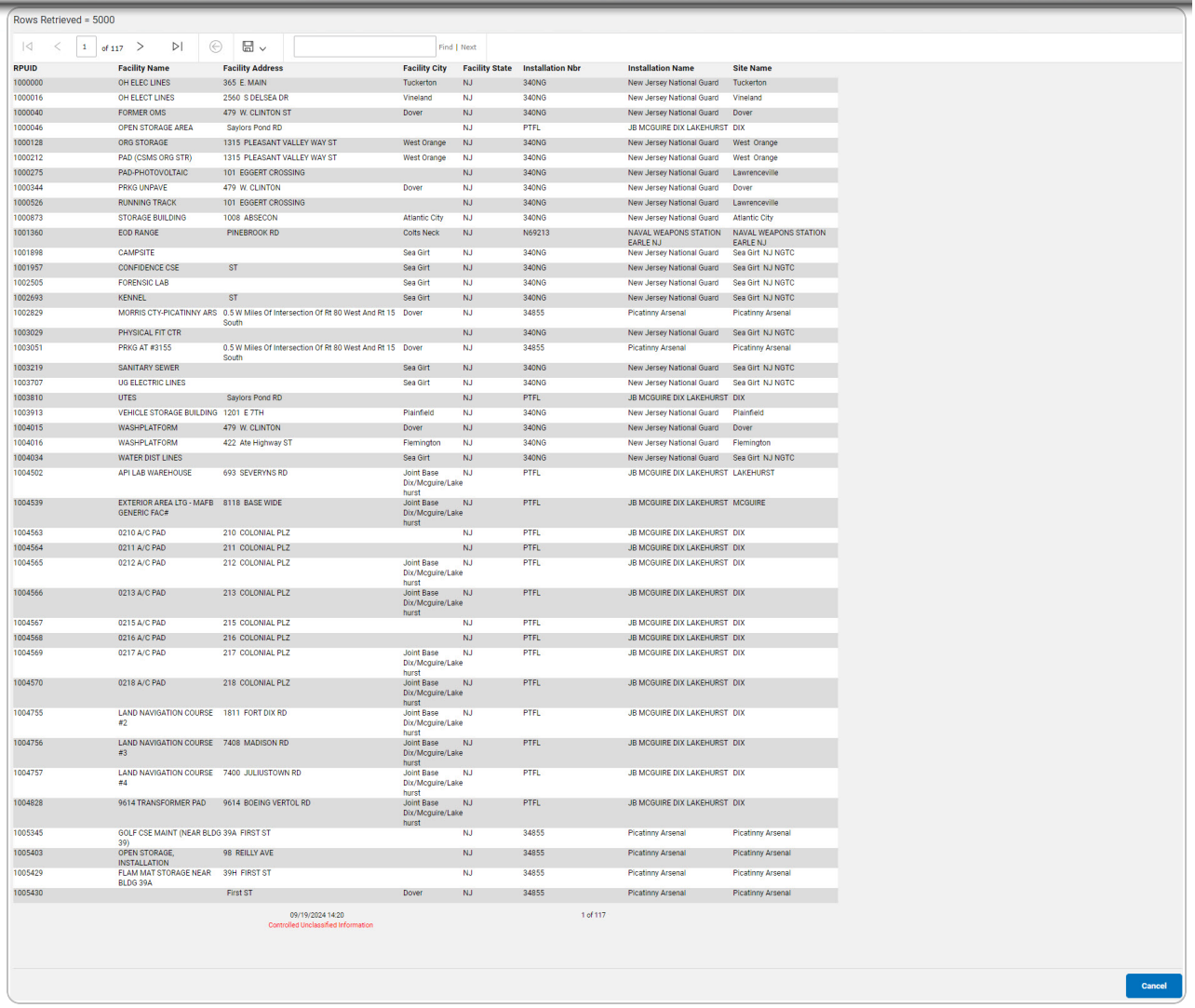
**ELMS Navigation Helpful Tips**

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

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| 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 [ 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 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**

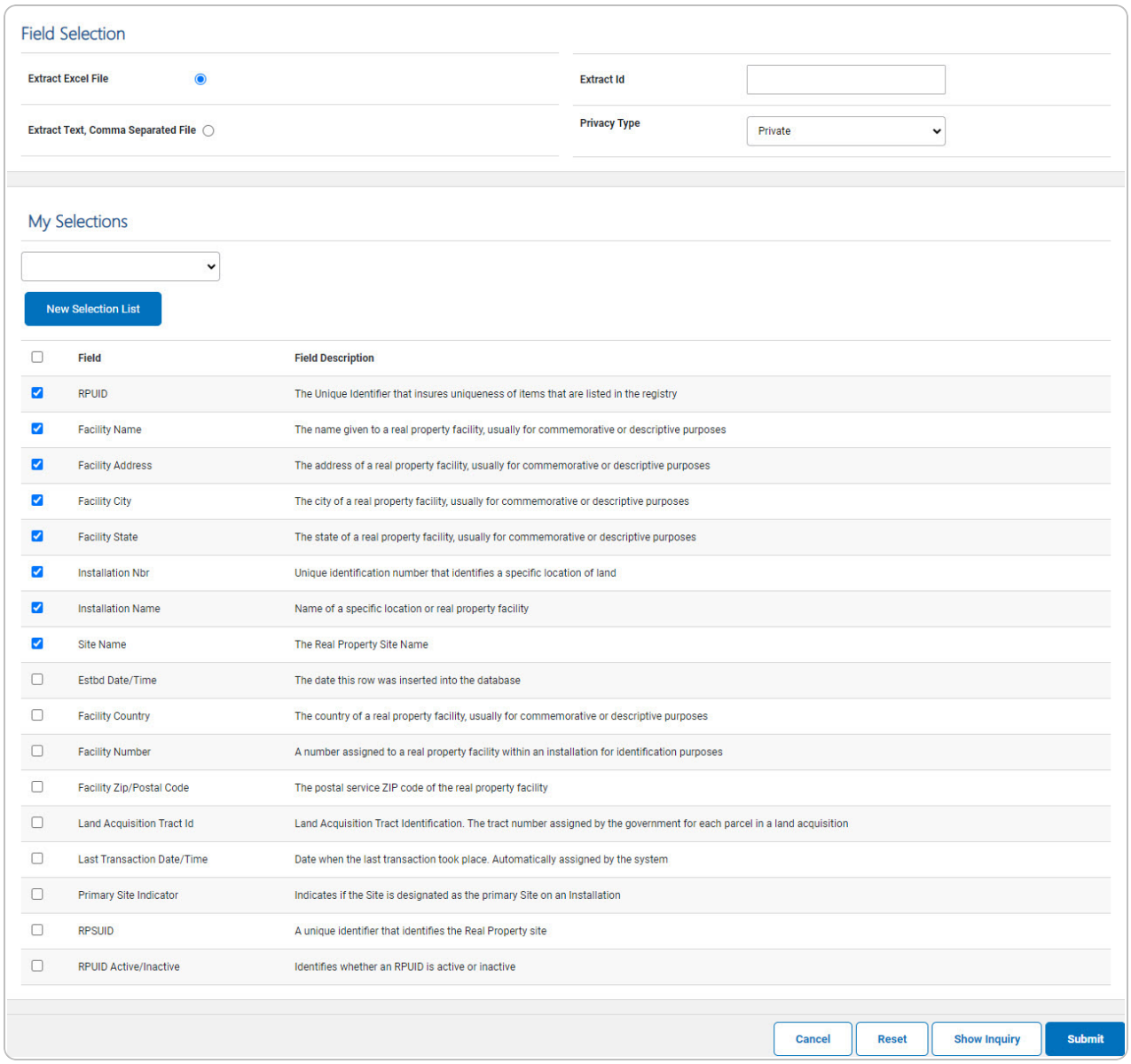


Click the following link to display PA Navigation Tips.

## 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**

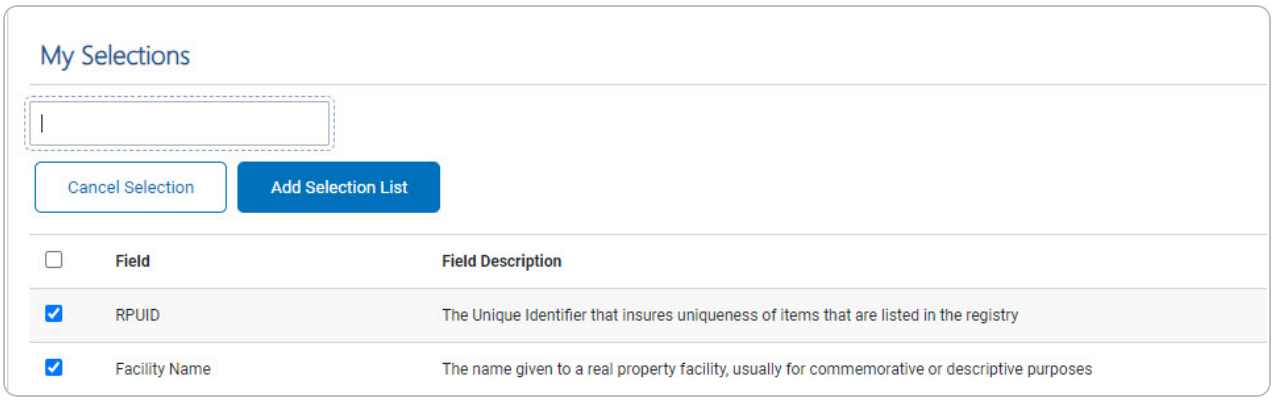
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

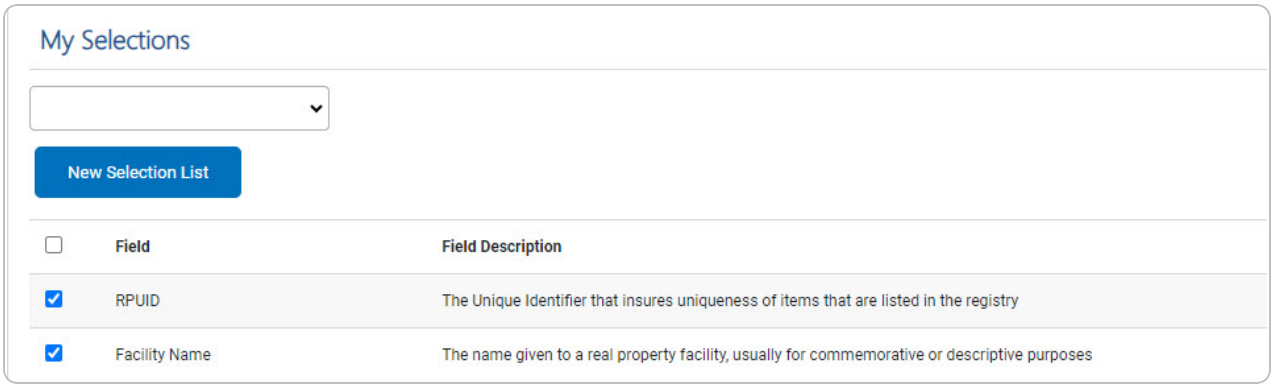
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.



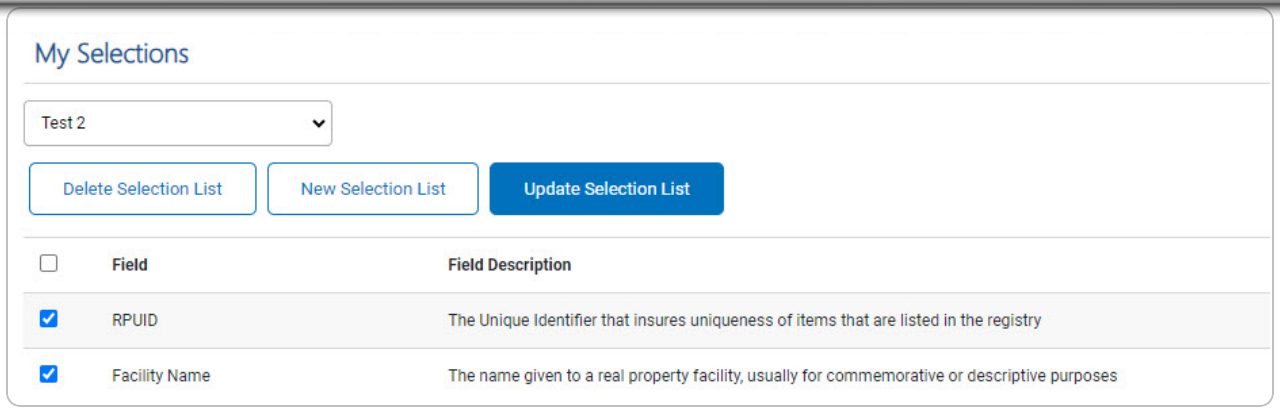

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Real Property Registry Inquiry — Results** page appears.*

**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.



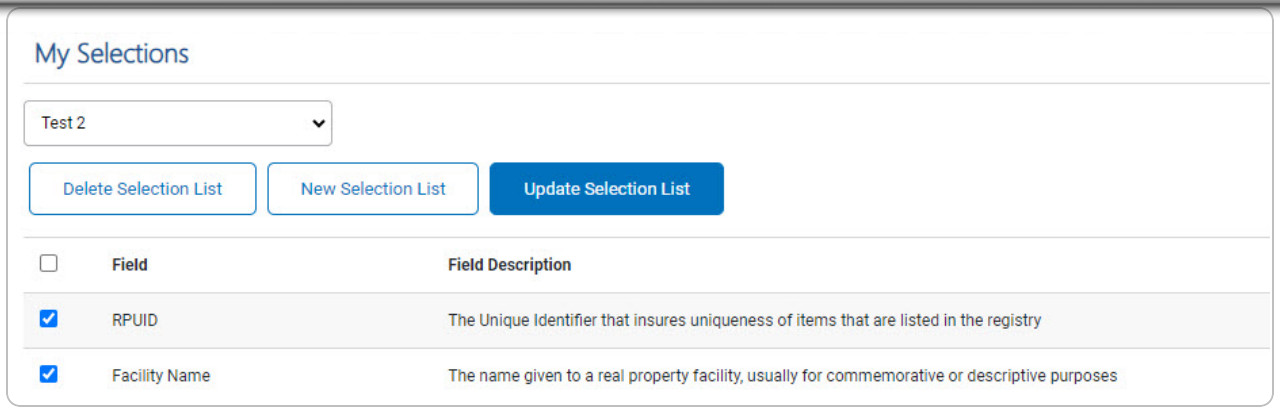

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Registry Inquiry — Results*** *page appears.*

**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.

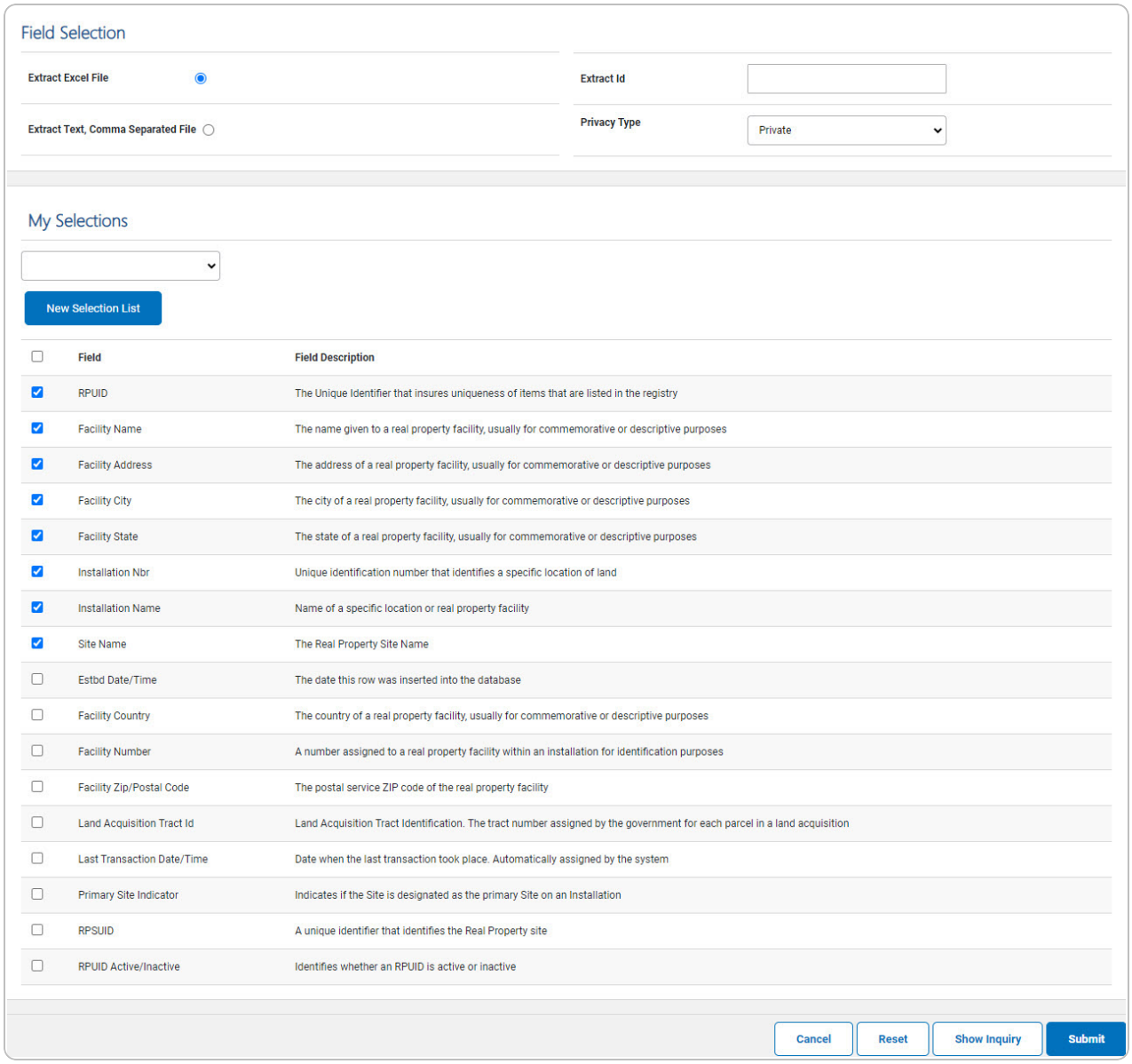



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

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.*

## Common Errors

The table below provides a list of common errors and possible solutions. 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

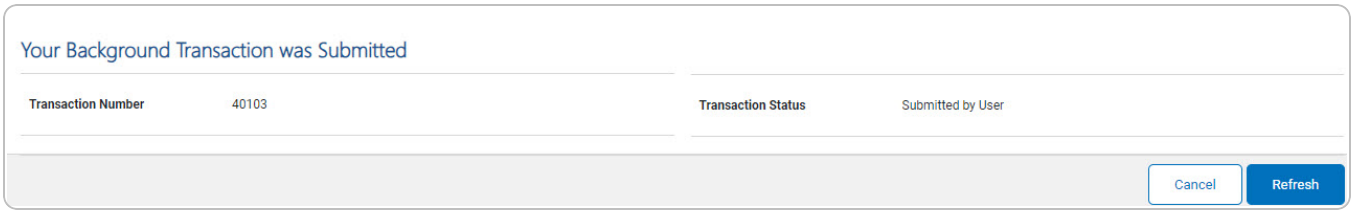
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

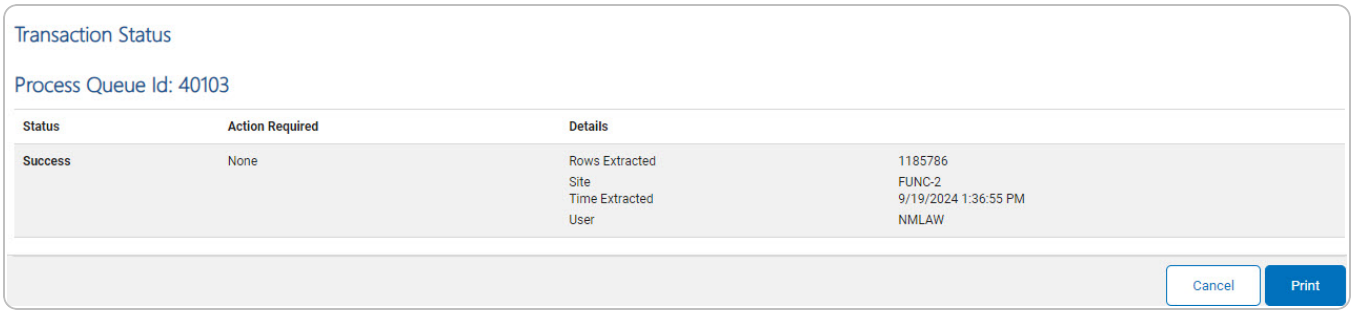
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

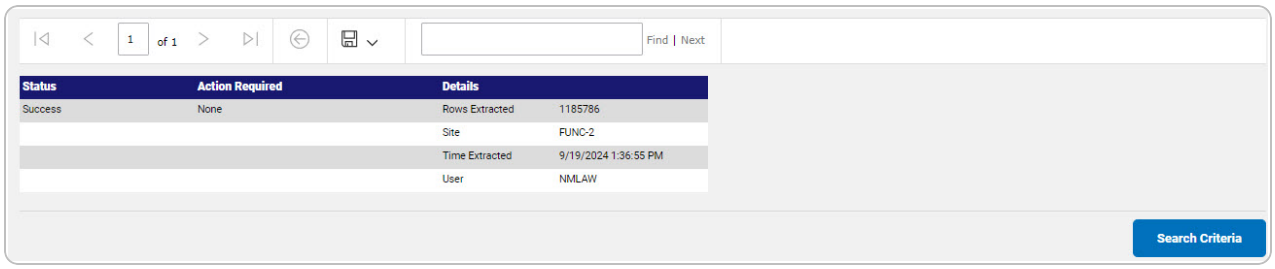
# Procedures

**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

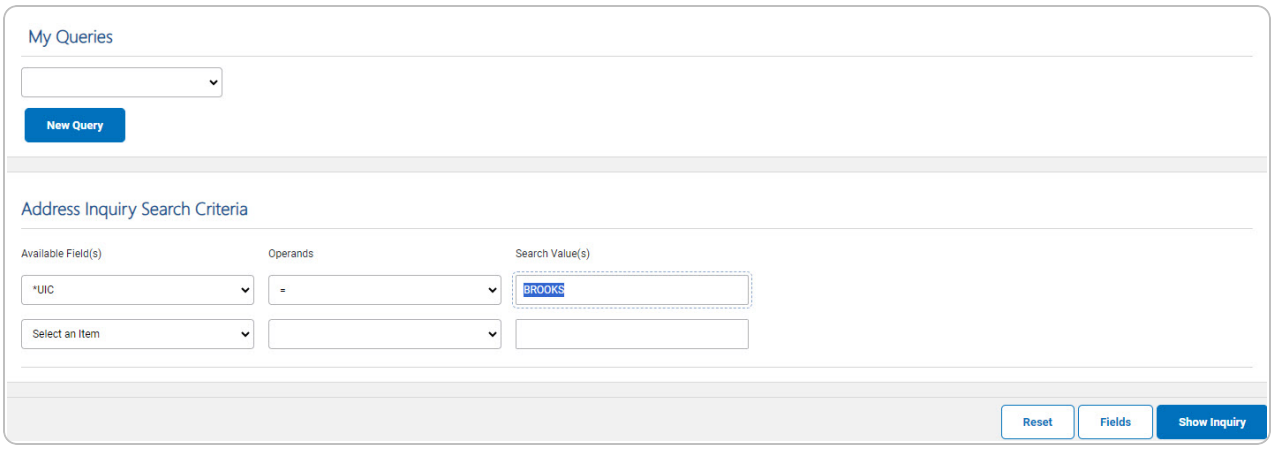
**ELMS Navigation Helpful Tips**

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**

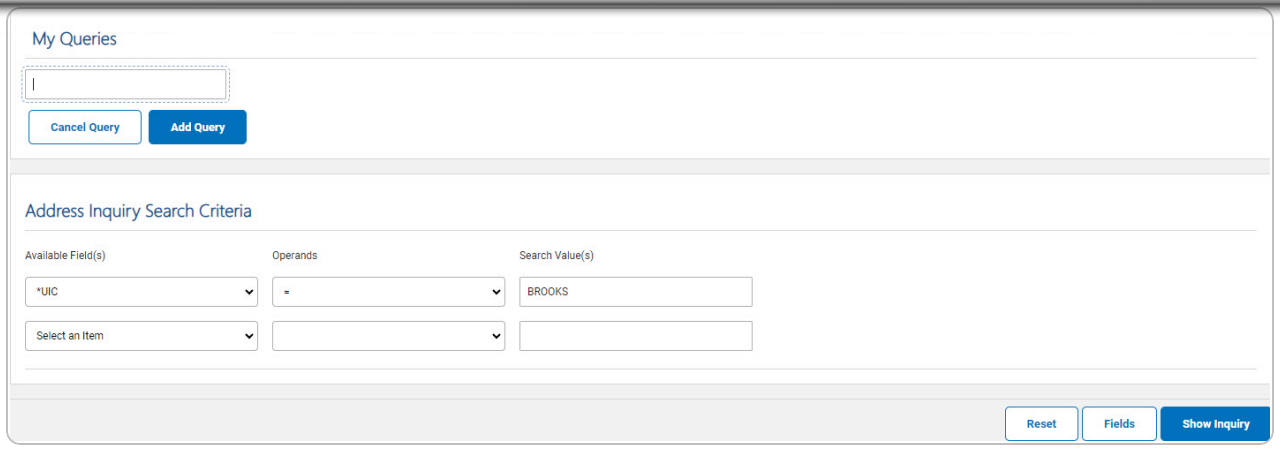
a. Use to select desired Available Field.

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.*



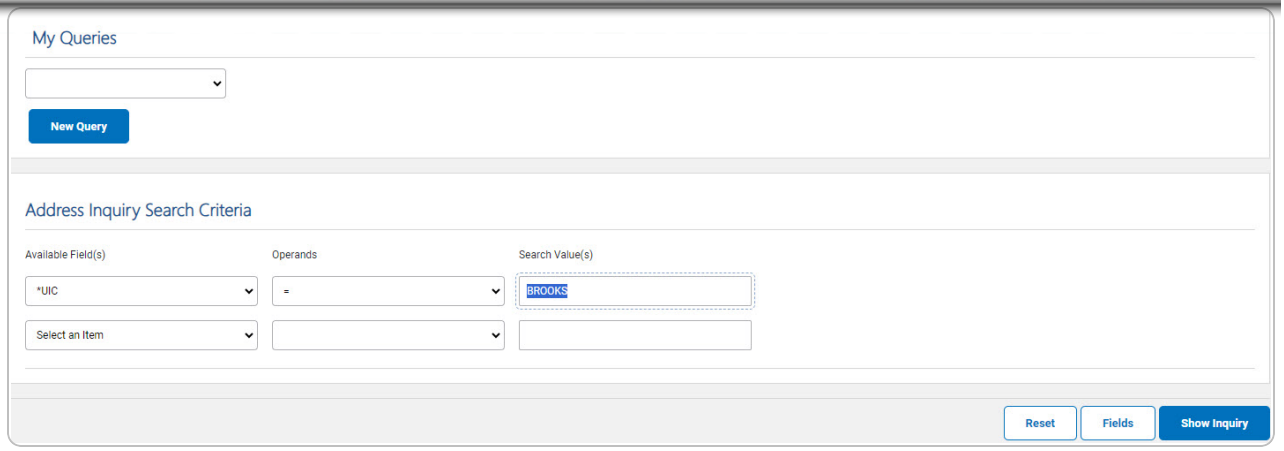

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



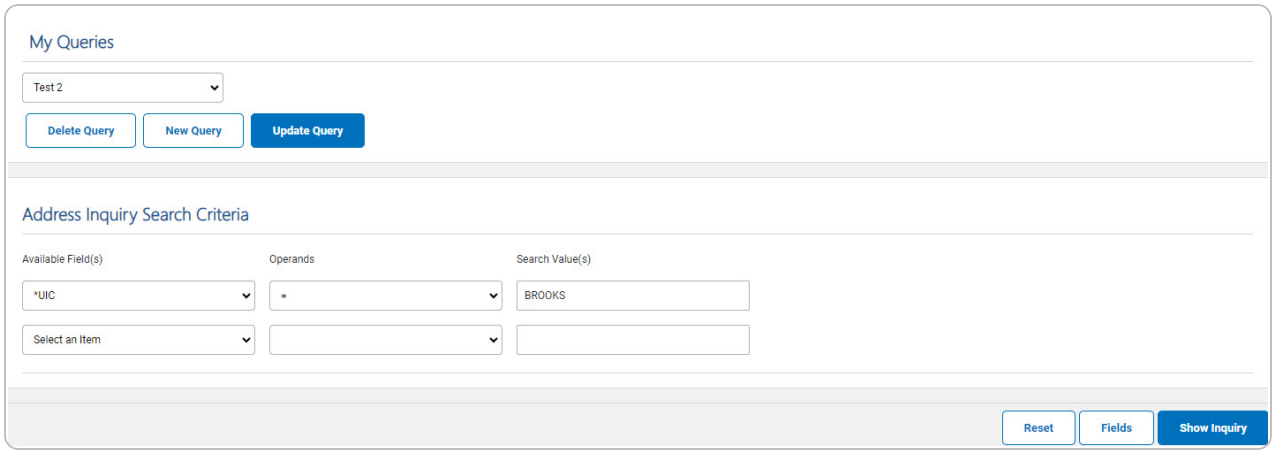

2. Select Fields. *The **Address Inquiry — Select Fields** page appears.*

   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.*

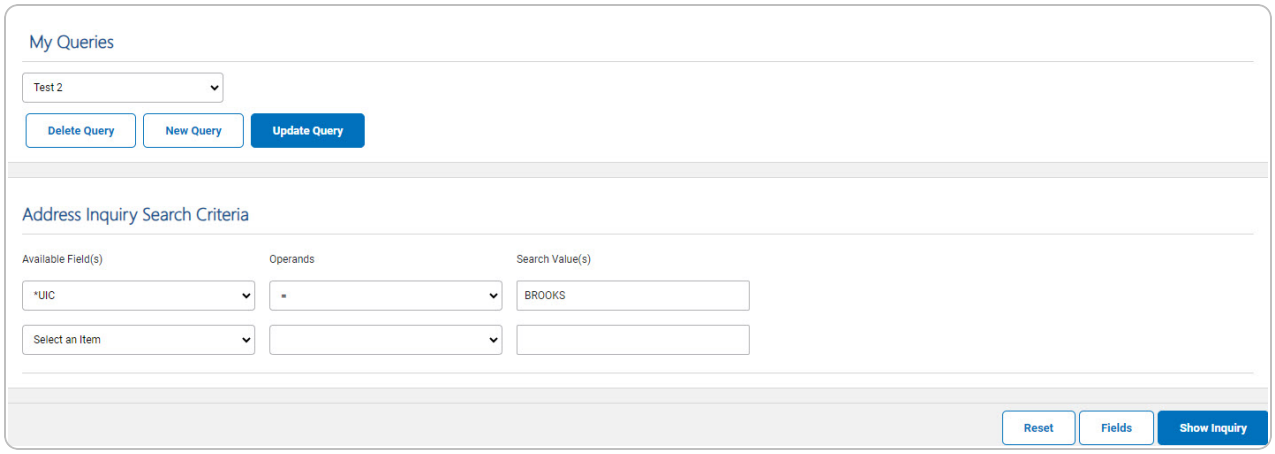
4. Select Fields. *The **Address Inquiry — Select Fields** page appears.*

   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**

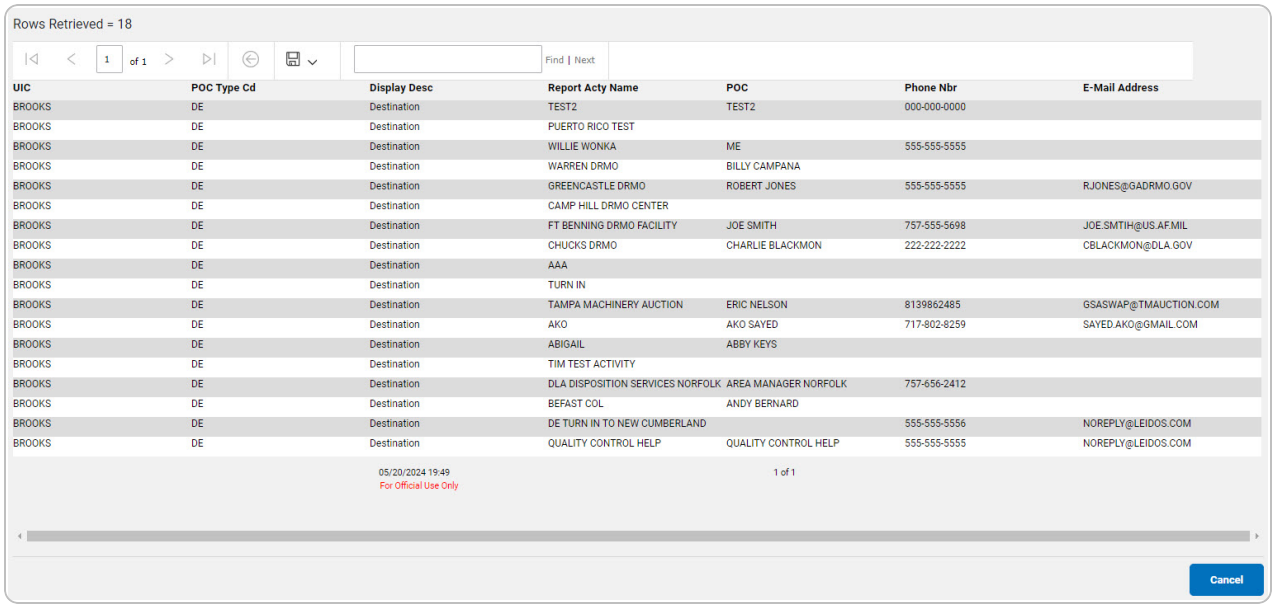


Click the following link to display PA Navigation Tips.

## 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 |

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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

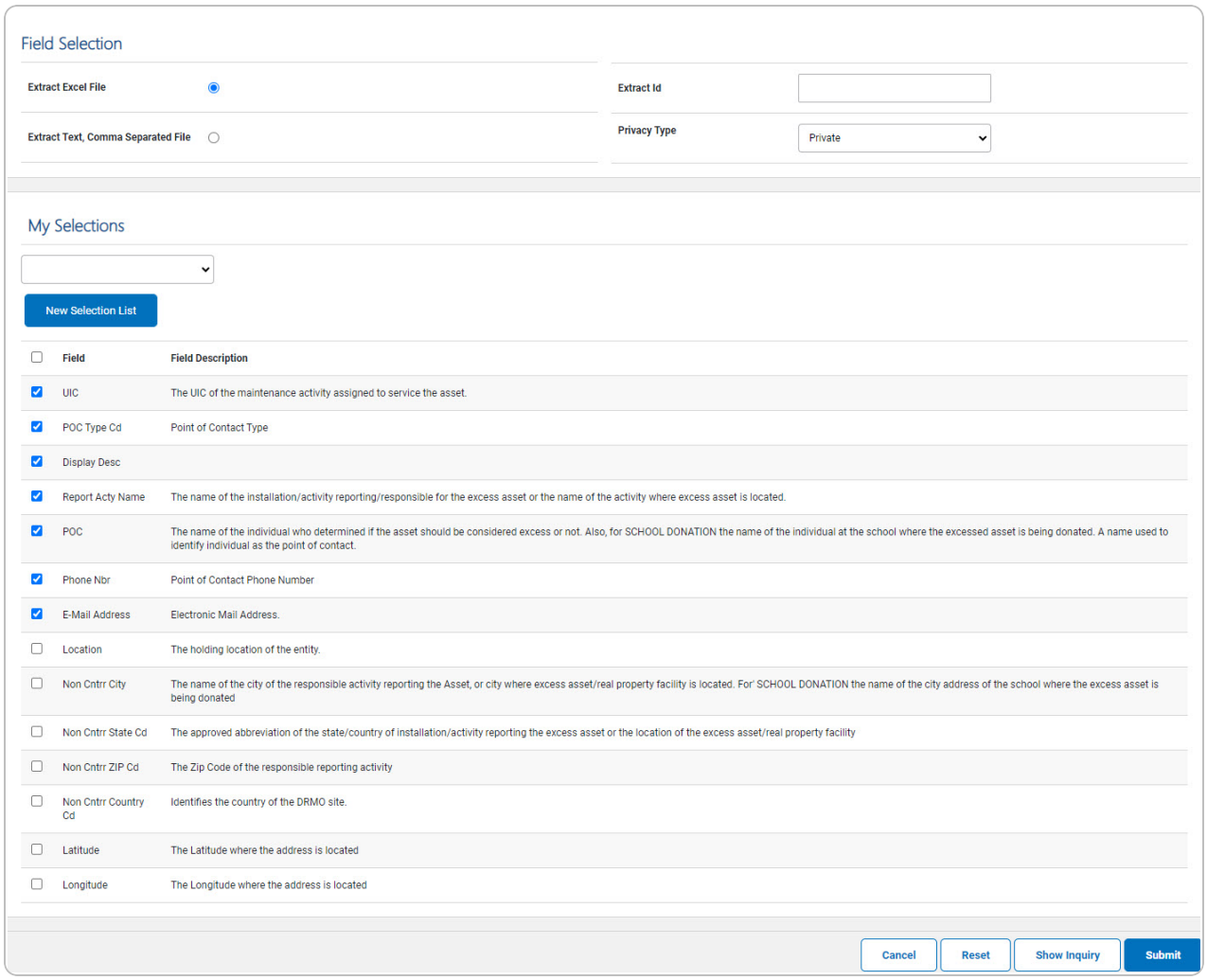
**ELMS Navigation Helpful Tips**

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**

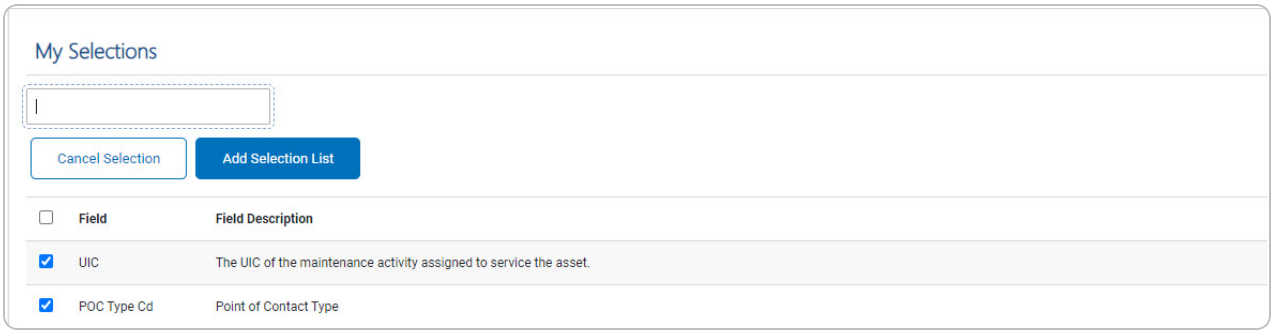
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

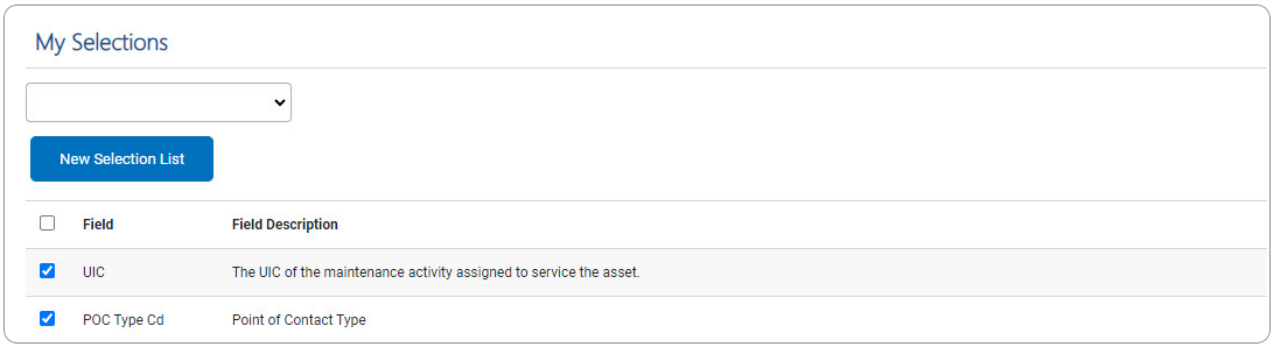
   Select Show Inquiry for small volumes of data. *The* ***Address Inquiry — Results*** *page appears.*

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.*

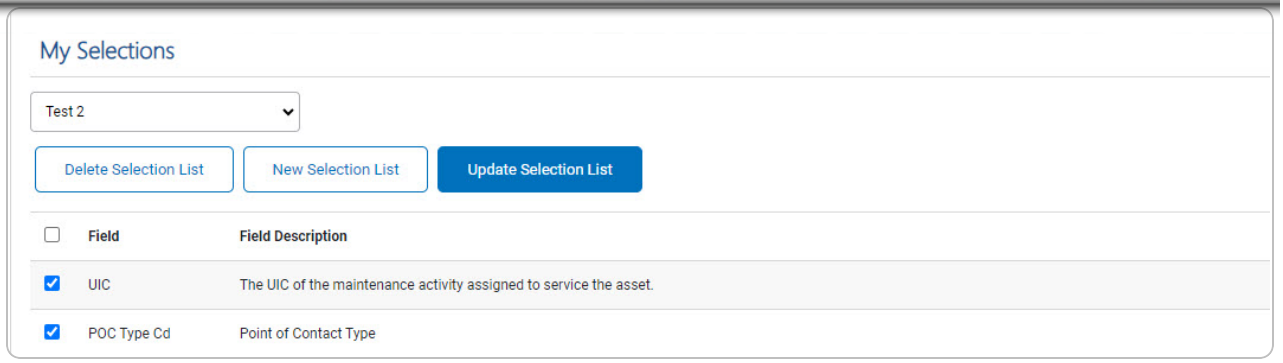
3. Select Show Inquiry for small volumes of data. *The **Address Inquiry — Results** page appears.*

**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.*

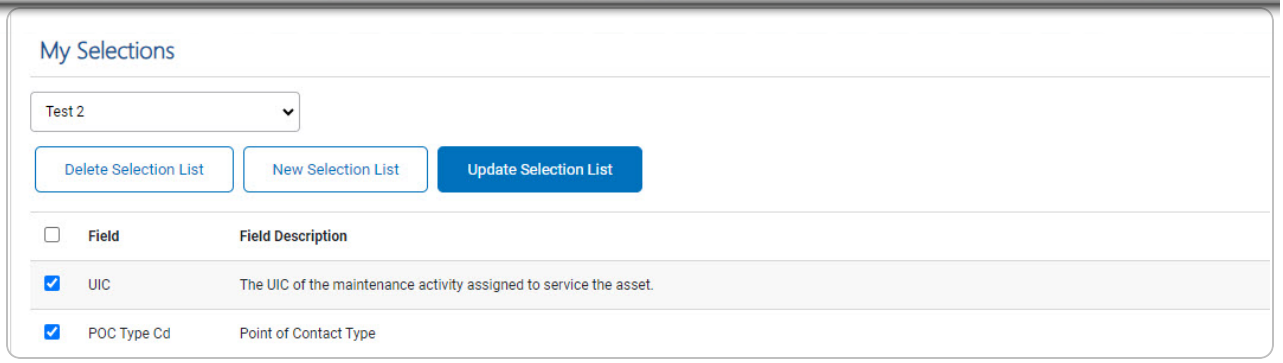
4. Select Show Inquiry for small volumes of data. *The* ***Address Inquiry — Results*** *page appears.*

**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.

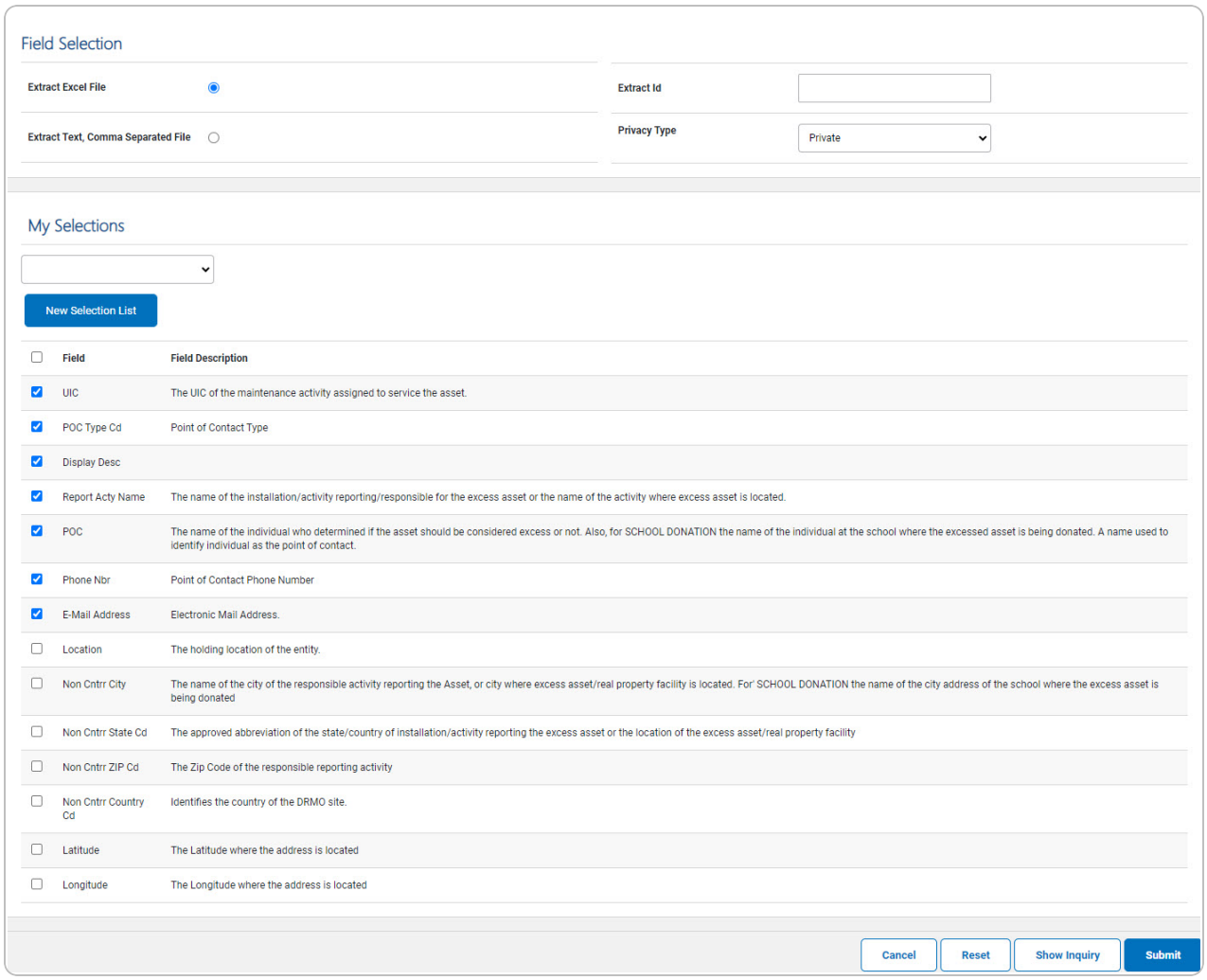



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*



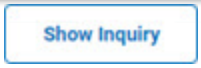

2. Select the fields required for the inquiry. *The first 7 fields are automatically selected.*

**Note**

The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

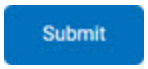
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- 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 

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

3. **OR**

Select 

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. |

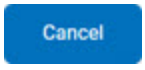
# Procedures

**ELMS Navigation Helpful Tips**

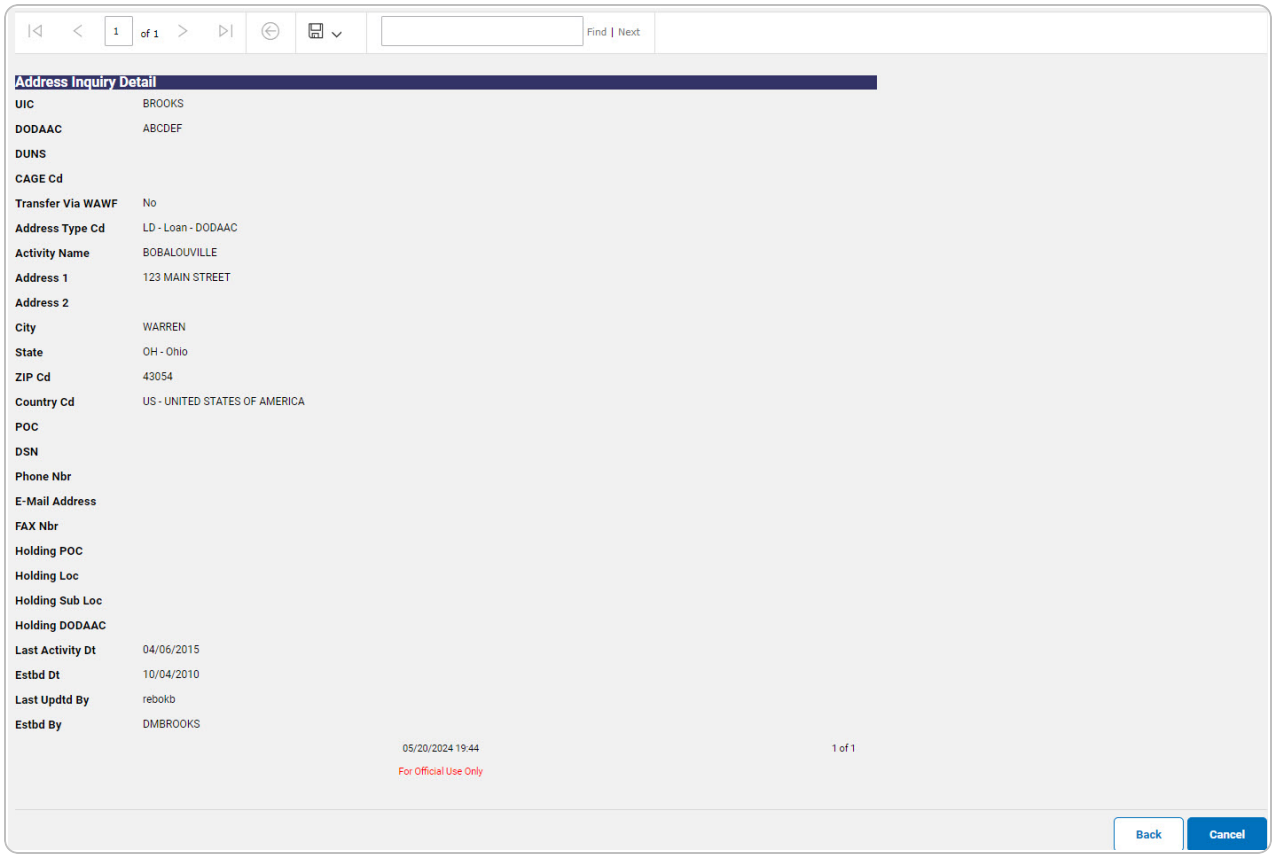


Click the following link to display PA Navigation Tips.

## 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

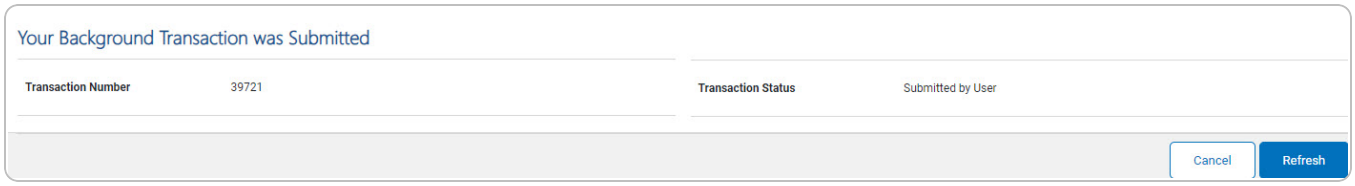
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

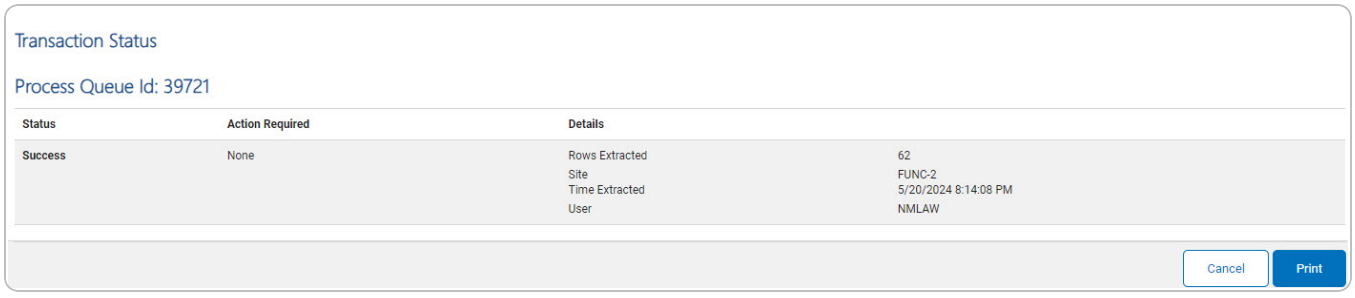
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

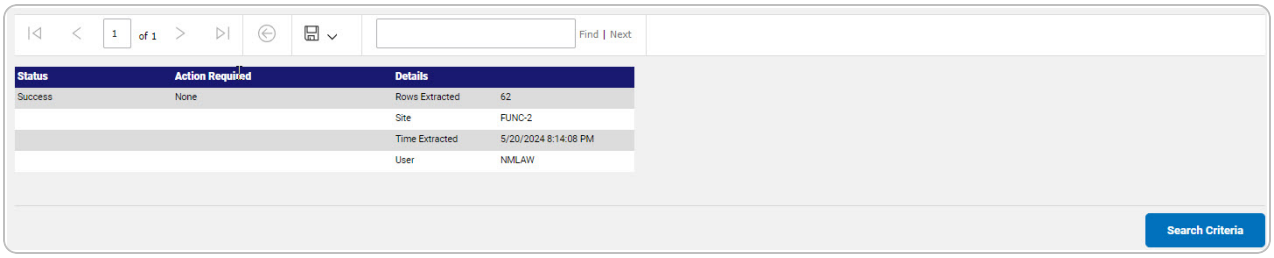
# Procedures

**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

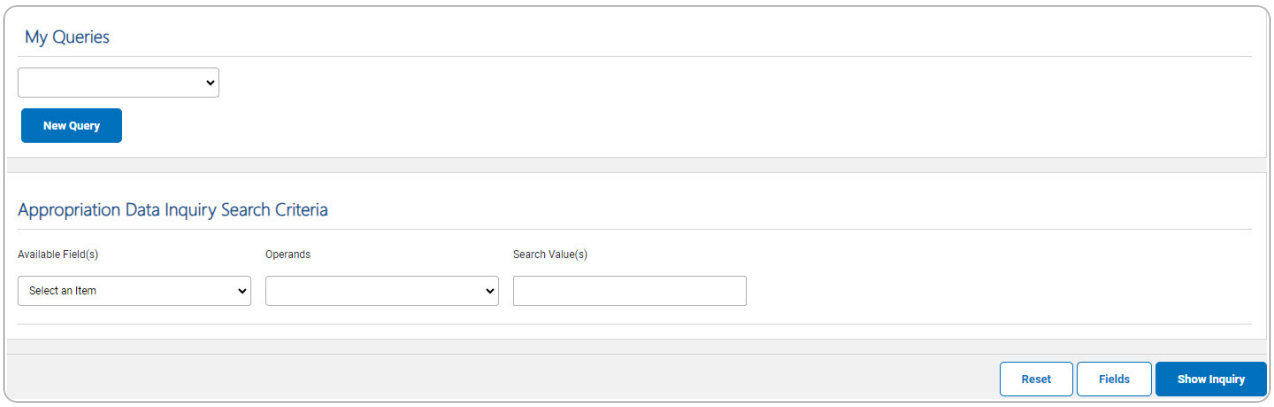
**ELMS Navigation Helpful Tips**

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**

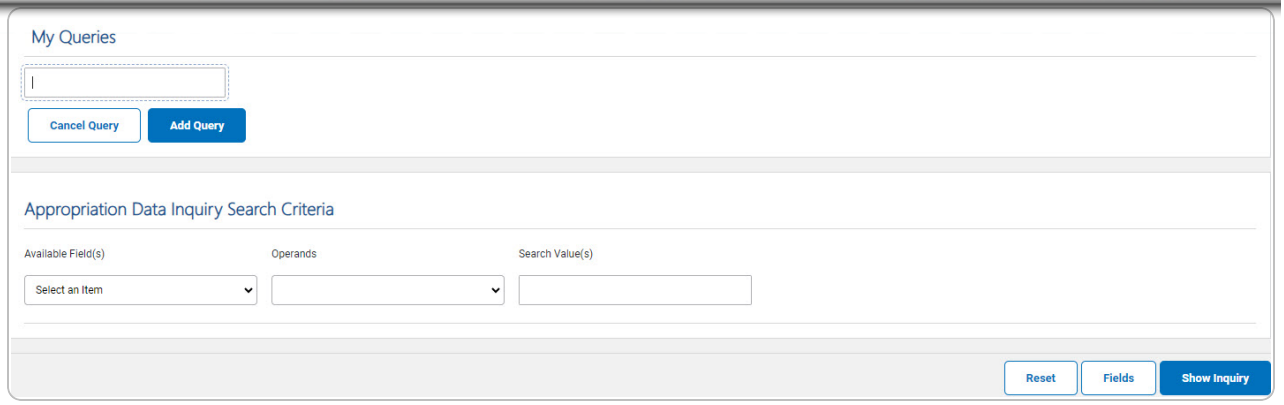
a. Use to select desired Available Field.

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.*



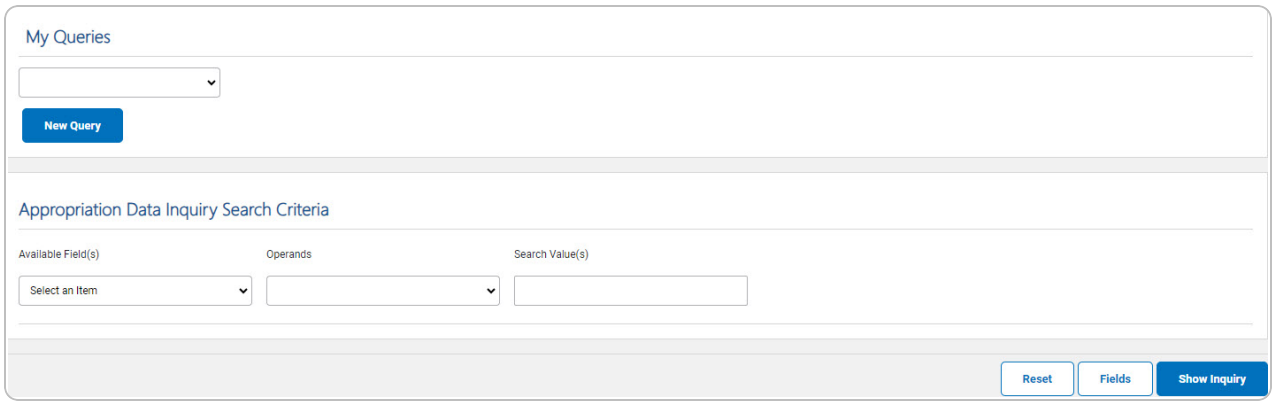

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



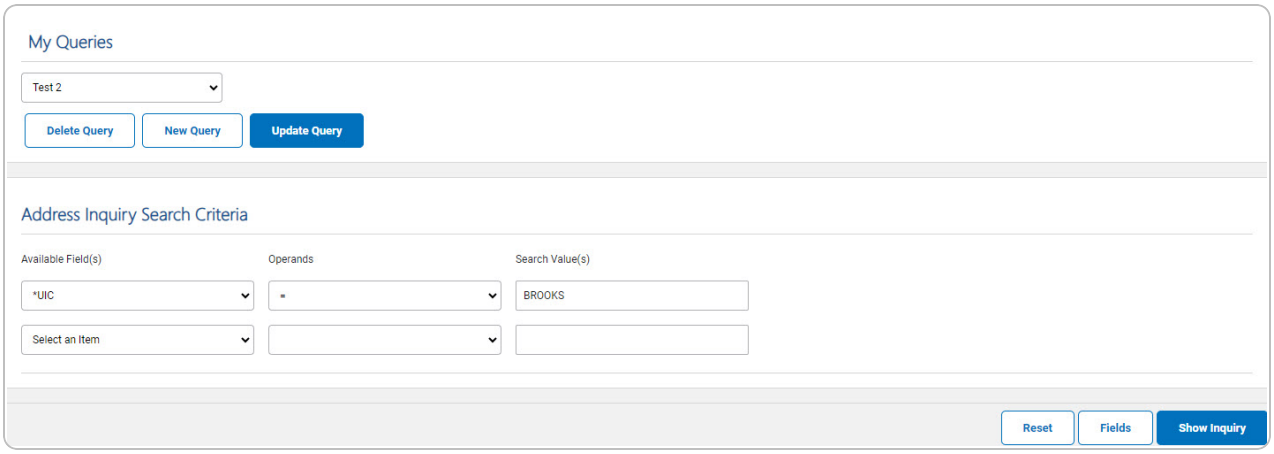
Select Fields. *The **Appropriation Data Inquiry — Select Fields** page appears.*

2. 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.*

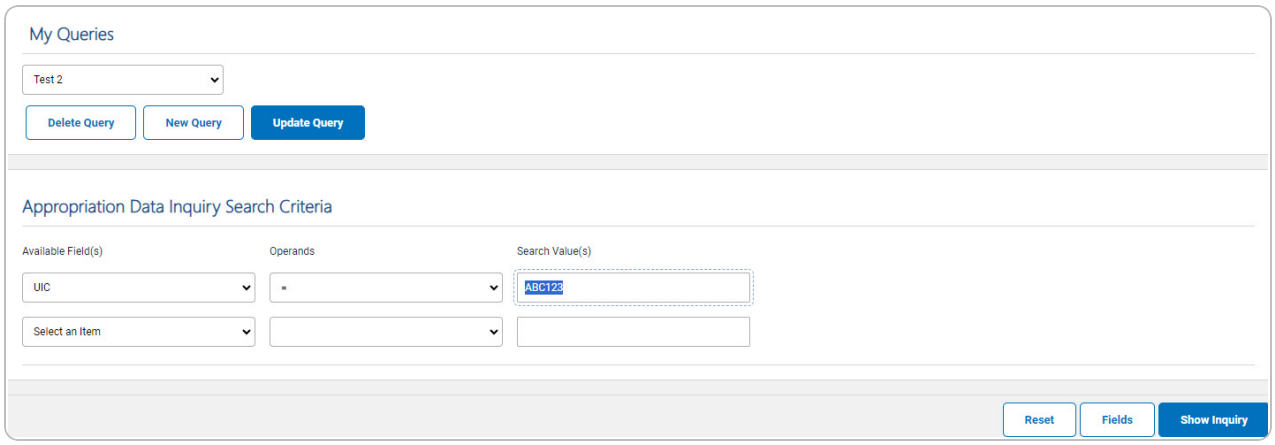
Select Fields. *The **Appropriation Data Inquiry — Select Fields** page appears.*

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**

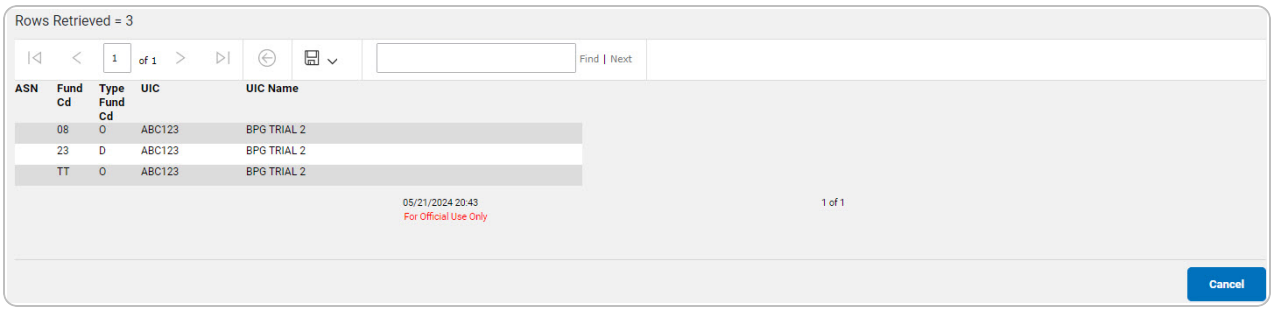


Click the following link to display PA Navigation Tips.

## Export the Appropriation Data Inquiry Results

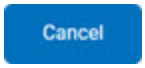
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

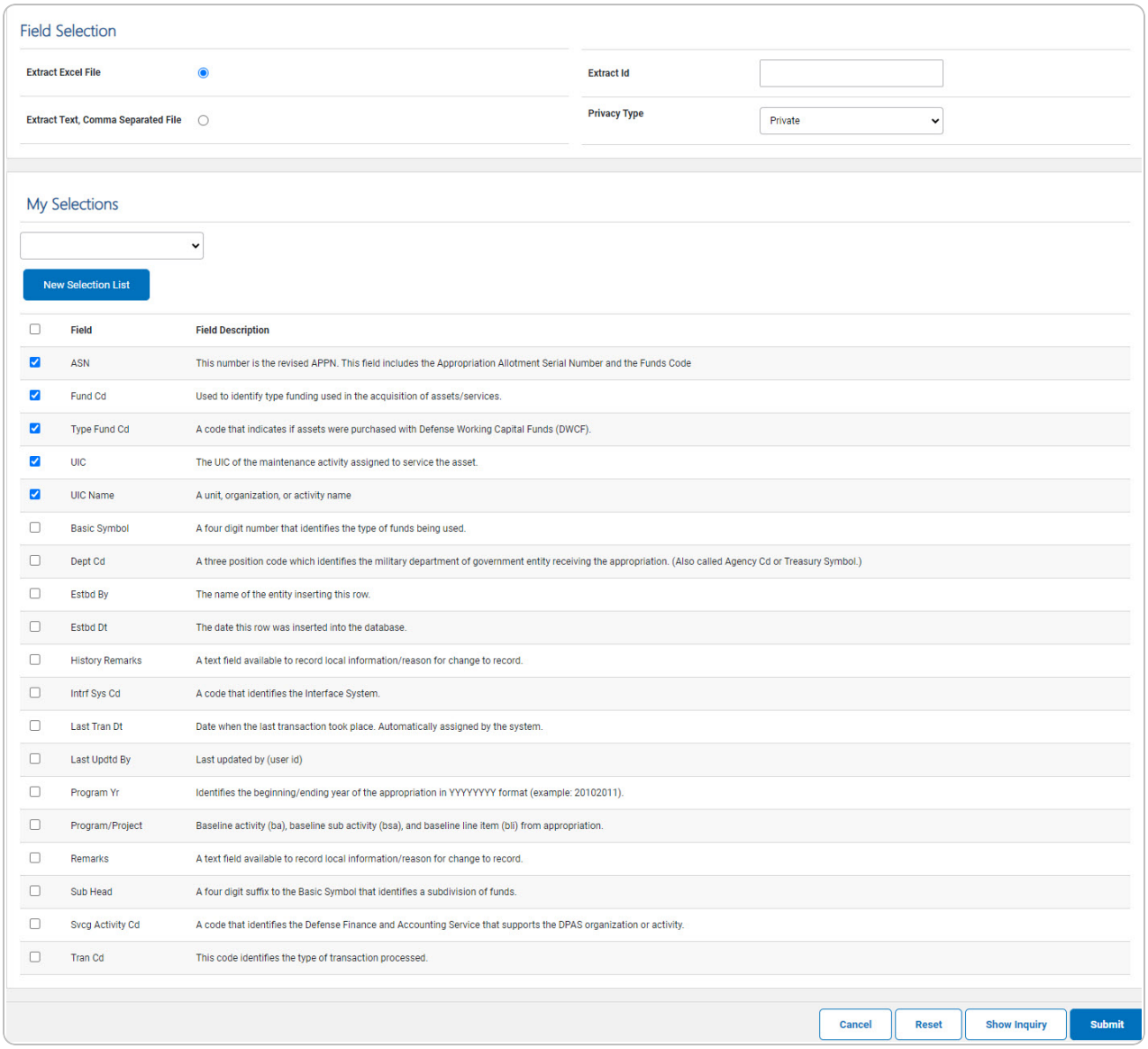
**ELMS Navigation Helpful Tips**

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**

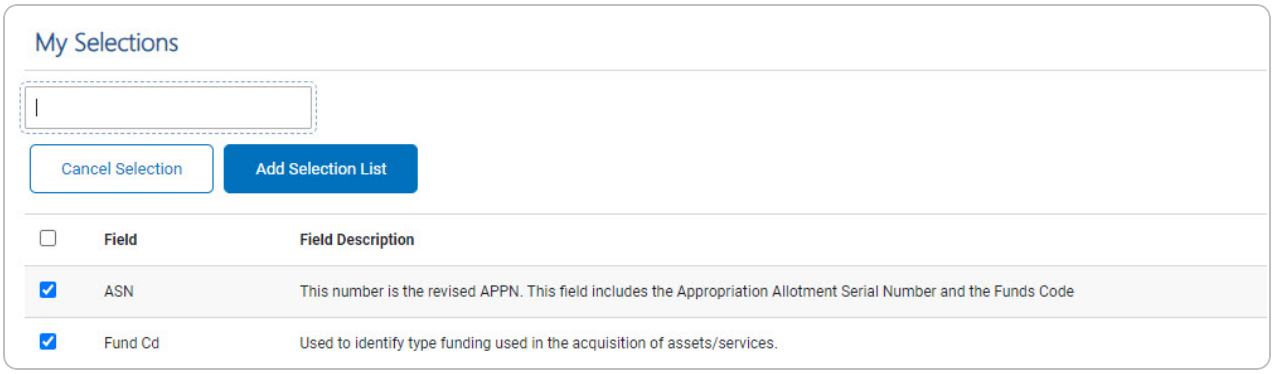
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

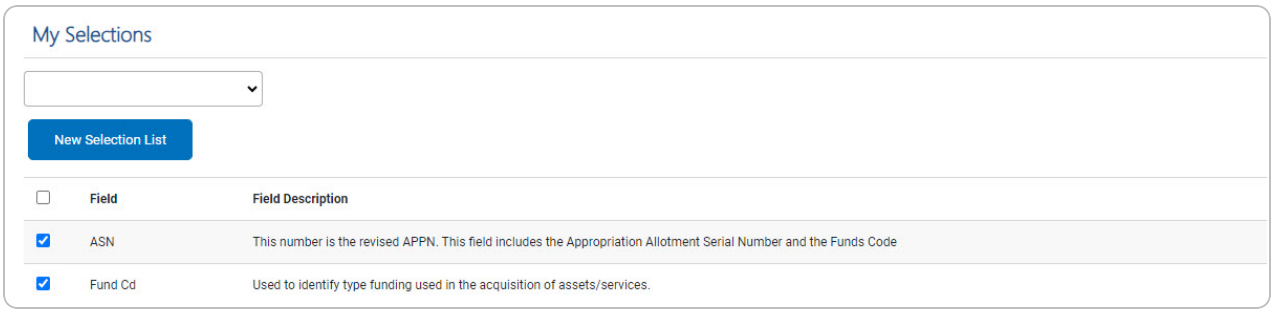
5.

**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.*

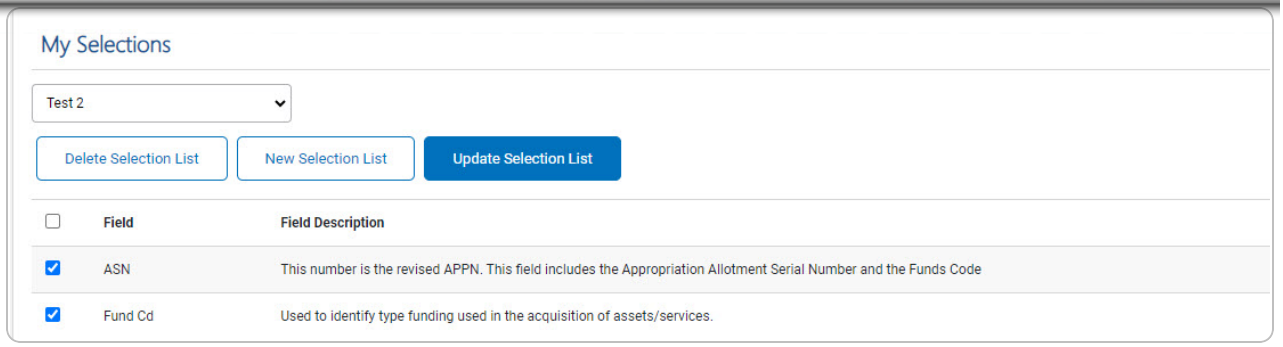
   Select Show Inquiry for small volumes of data. *The **Appropriation Data Inquiry — Results** page appears.*

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.*

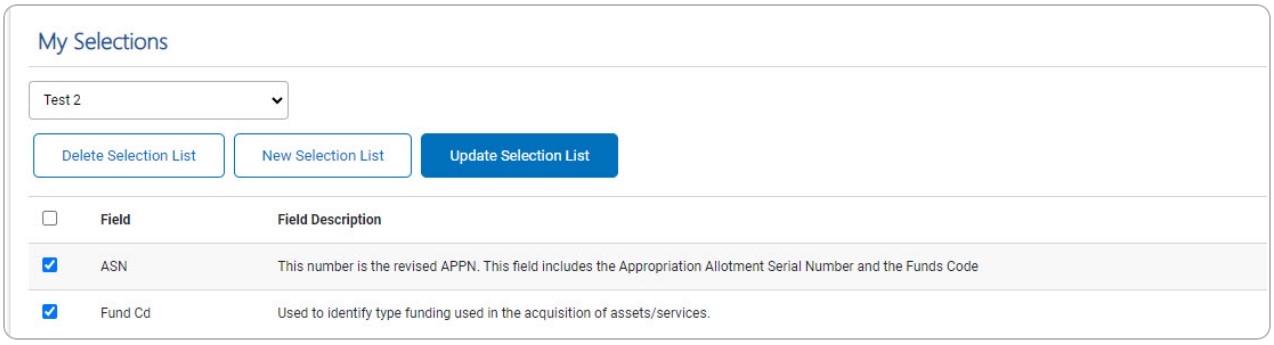
   Select Show Inquiry for small volumes of data. *The* ***Appropriation Data Inquiry — Results*** *page appears.*

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.

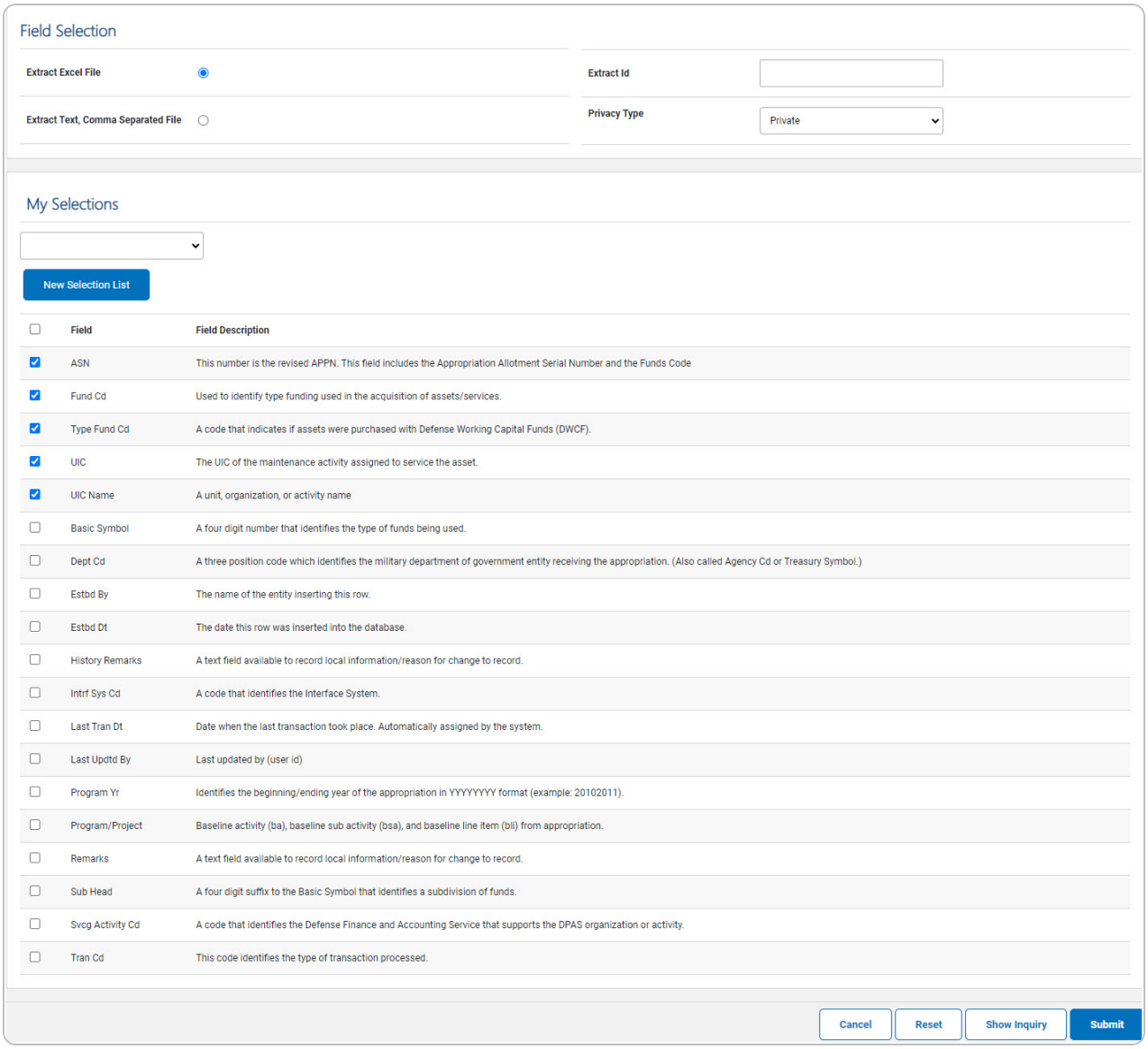


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

3. Select Show Inquiry for small volumes of data. *The* ***Appropriation Data Inquiry — Results*** *page appears.*

**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**

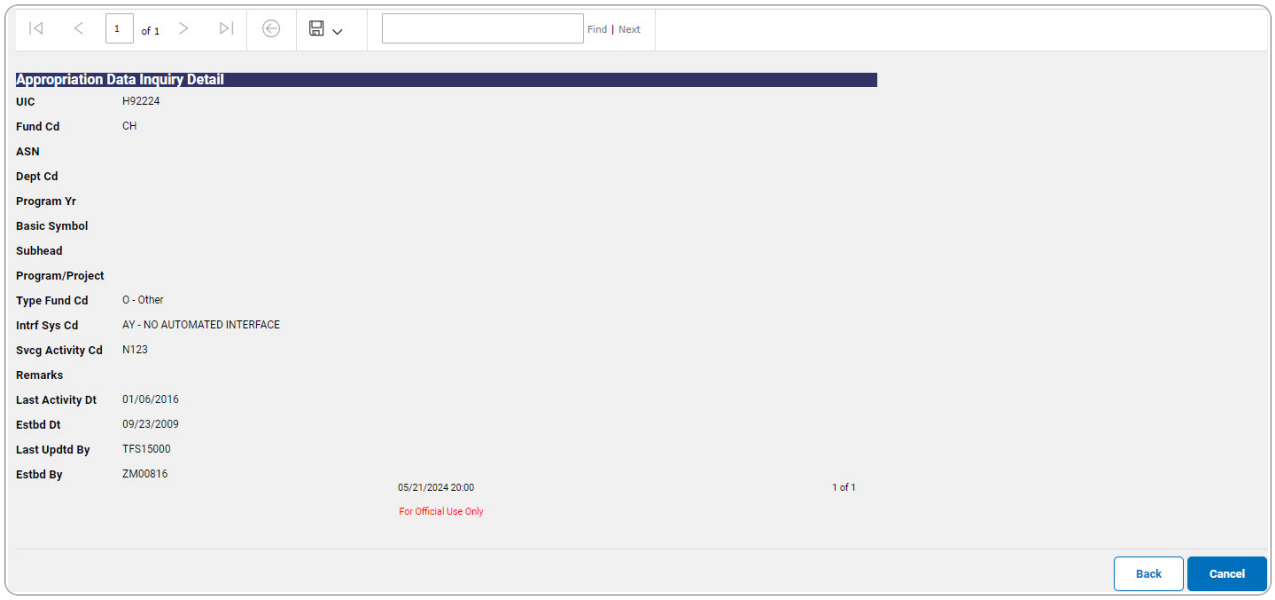


Click the following link to display PA Navigation Tips.

## 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

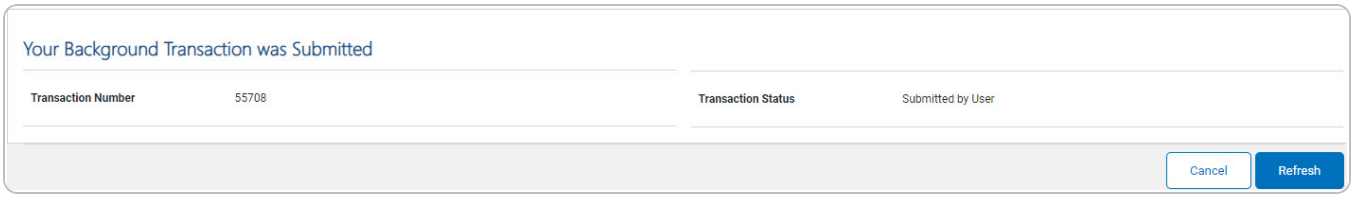
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

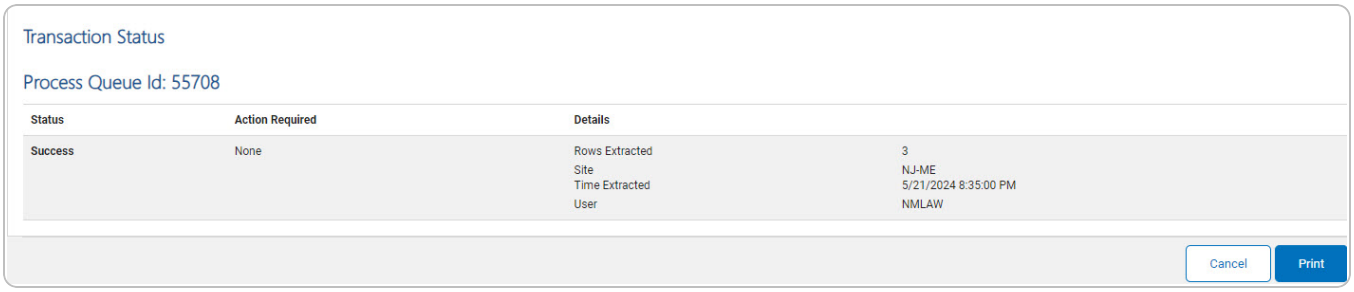
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

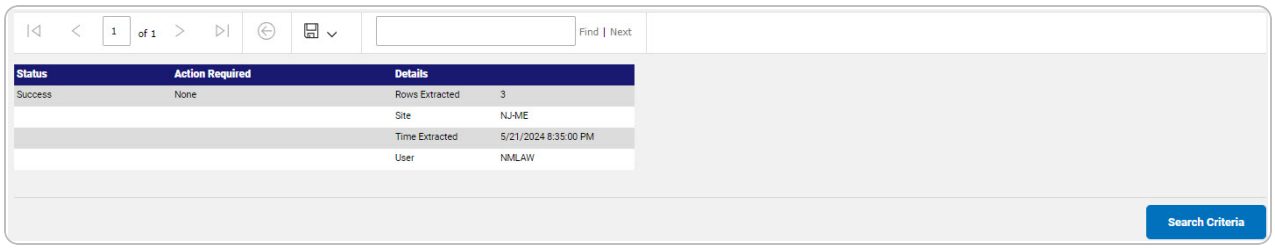
# Procedures

**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. |
| **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

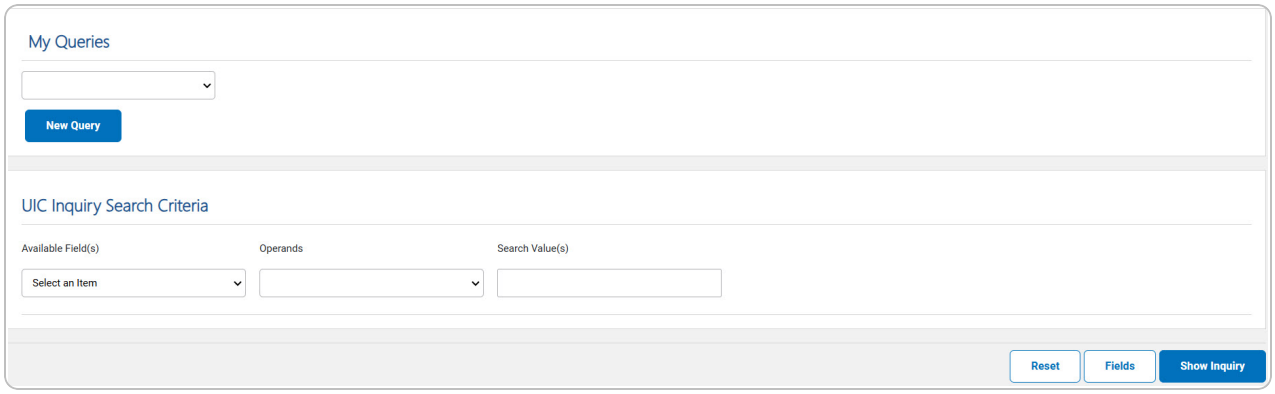
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

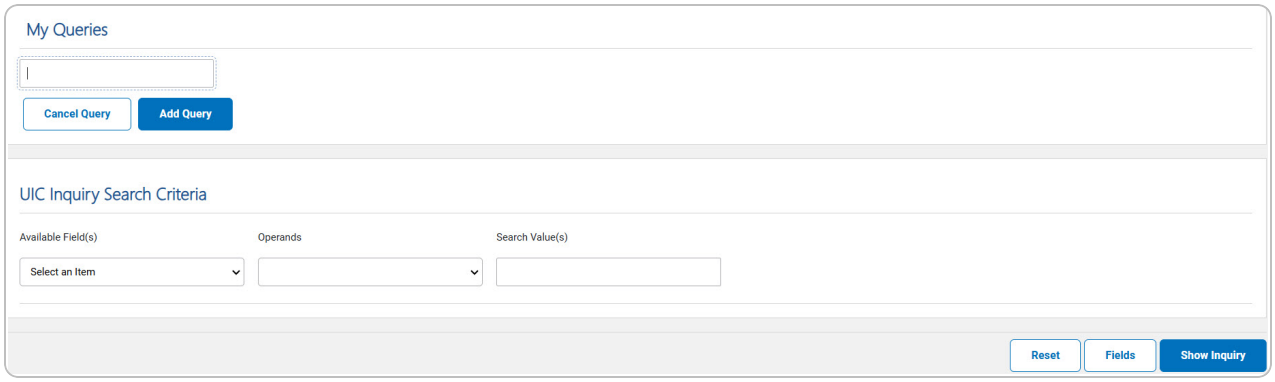
a. Use ⌄ to select desired Available Field.

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.*



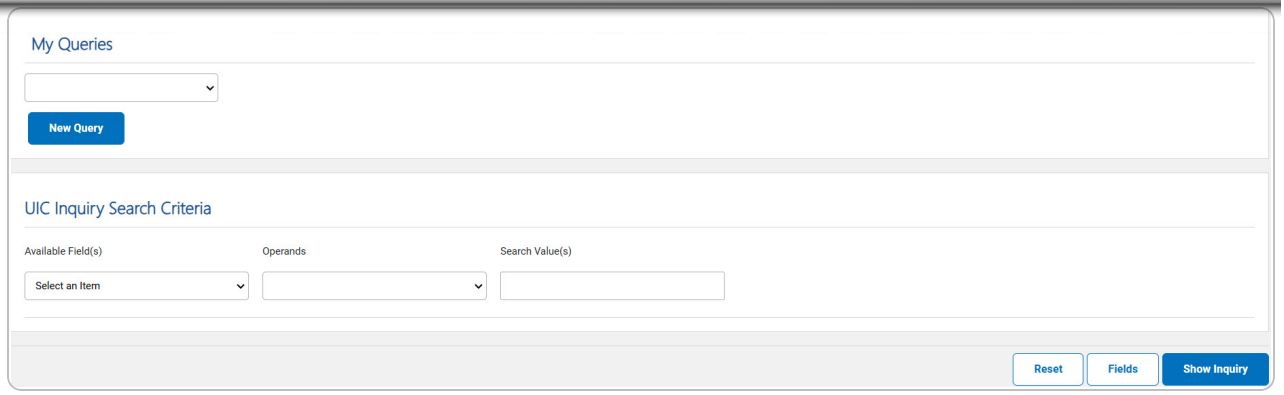

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



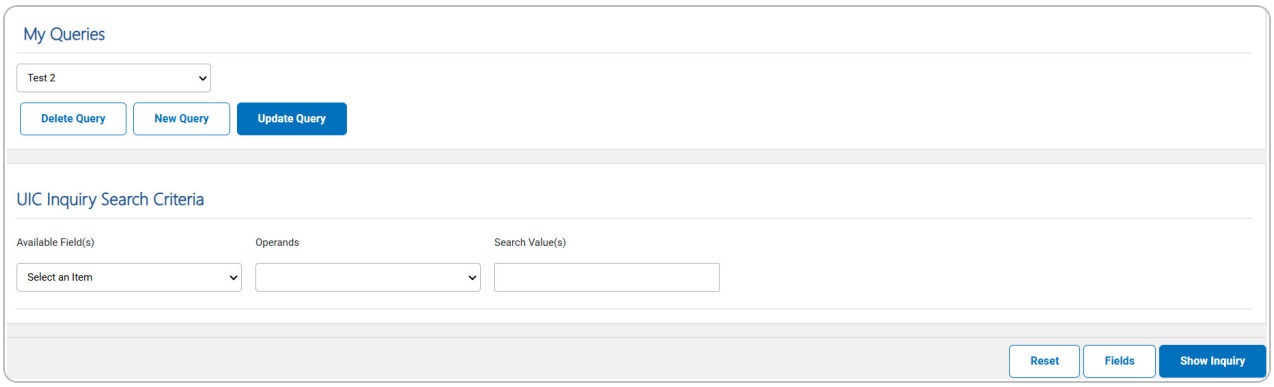

Select Fields. *The **UIC Inquiry — Select Fields** page appears.*

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.*



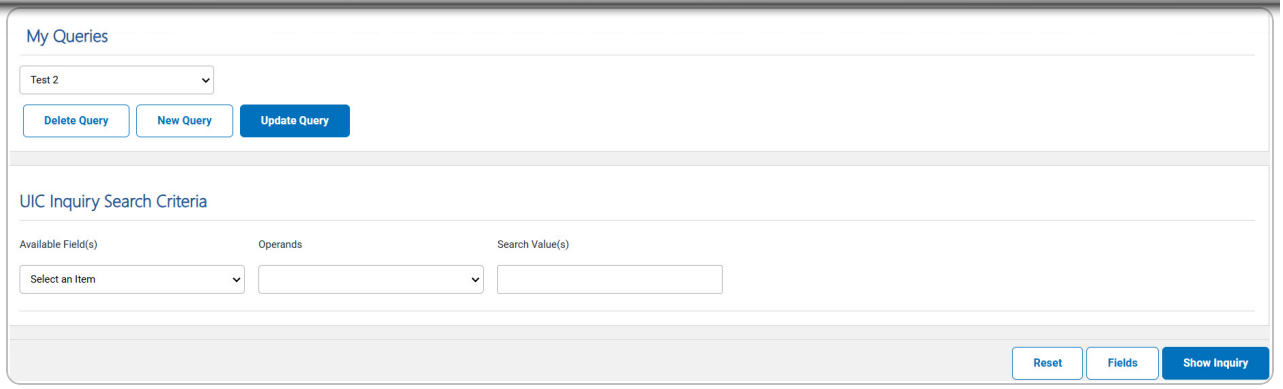

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***UIC Inquiry — Select Fields*** *page appears.*

   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. |
| of 1 | 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**

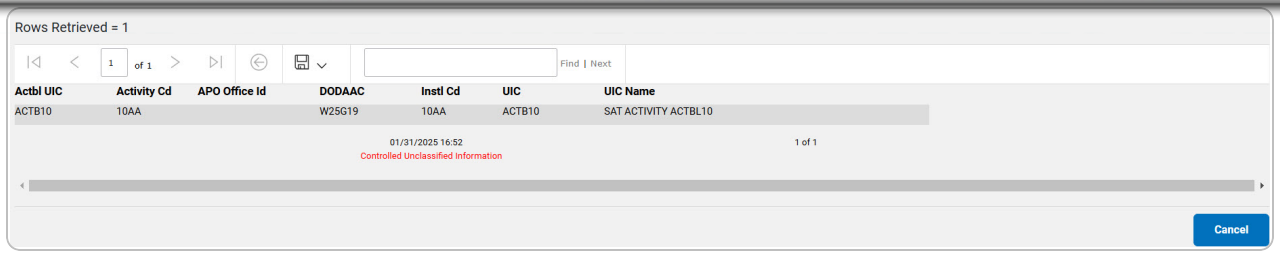


Click the following link to display PA Navigation Tips.

## Export the UIC Inquiry Results

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

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




**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**

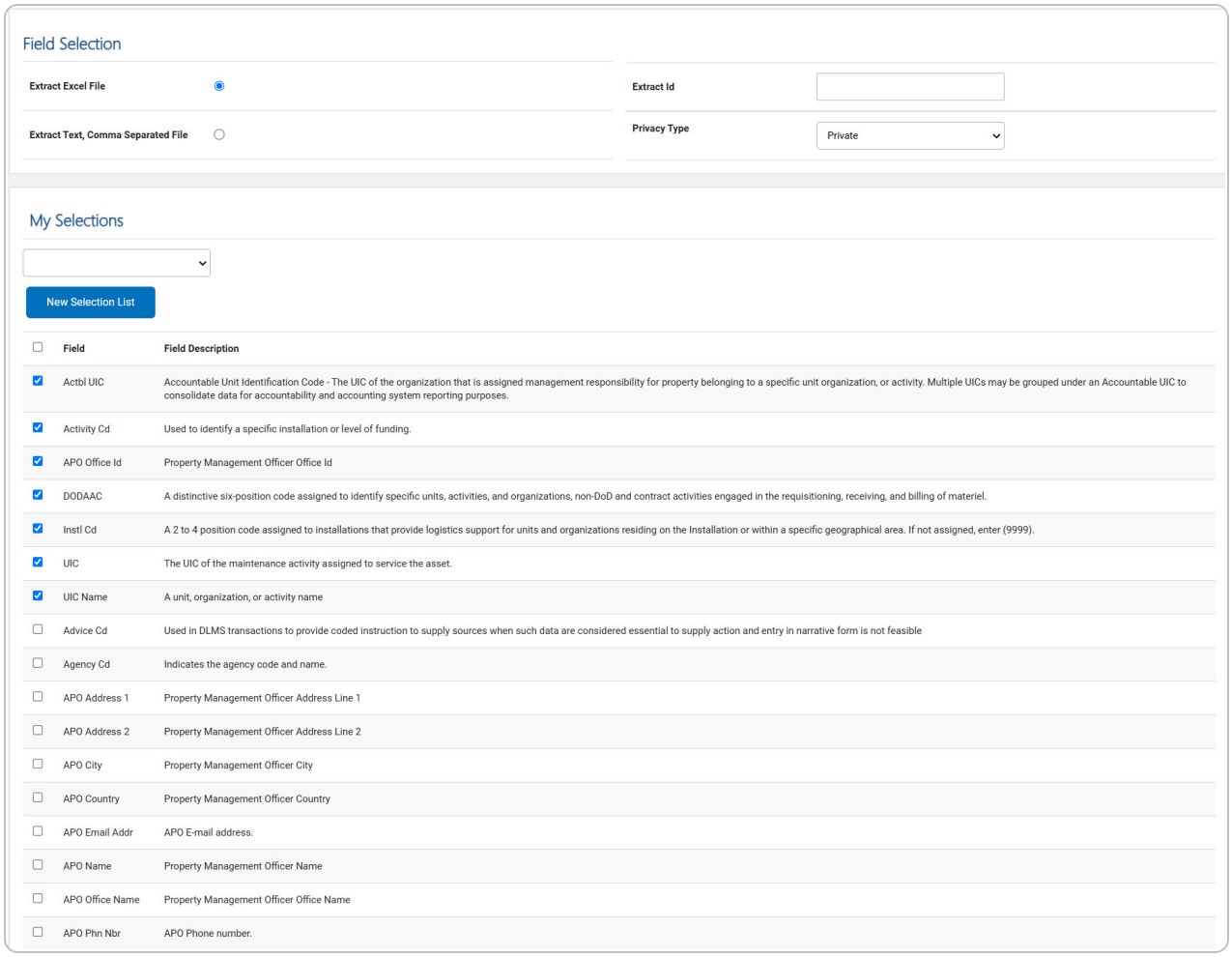


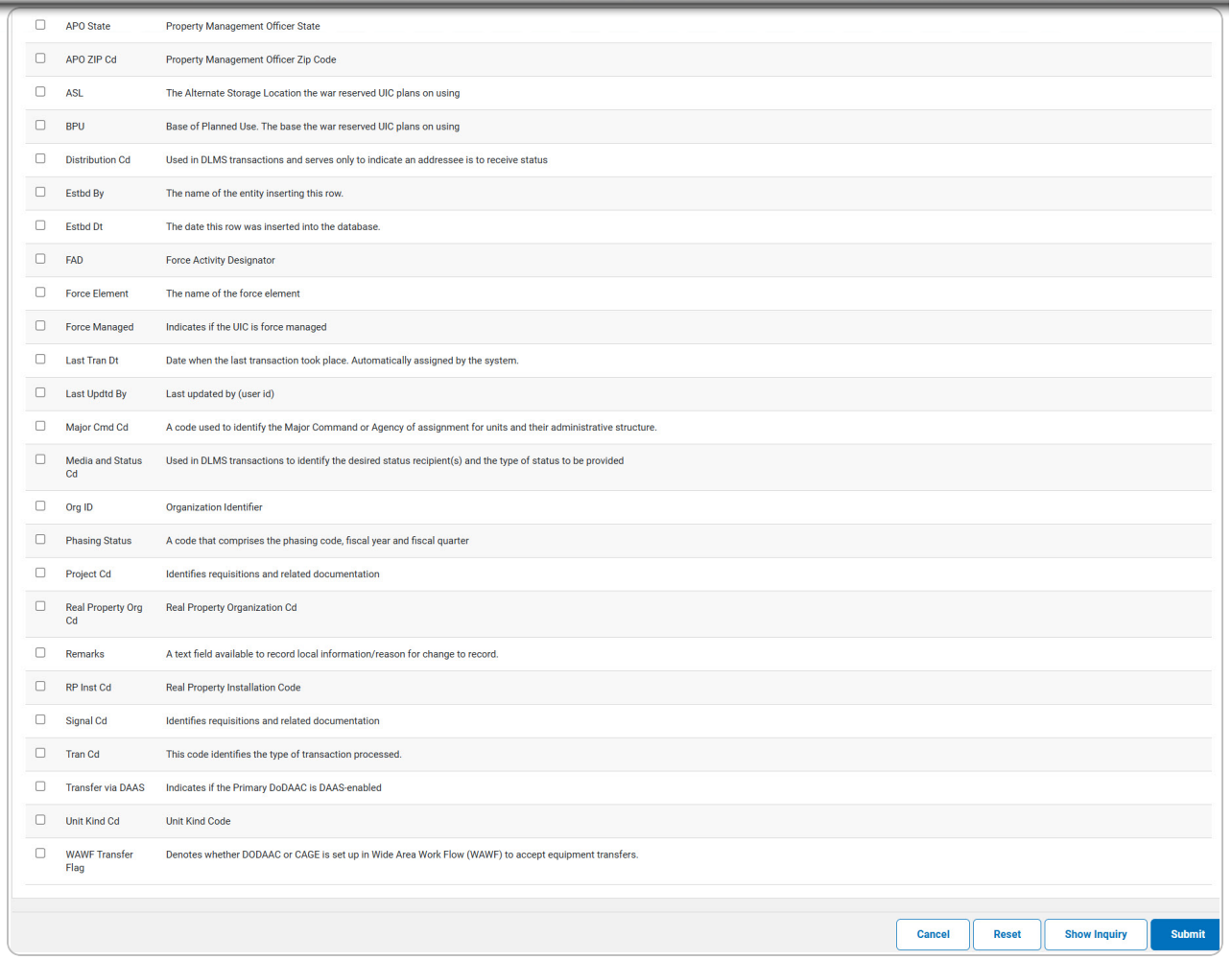
Click the following link to display PA Navigation Tips.

# 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**

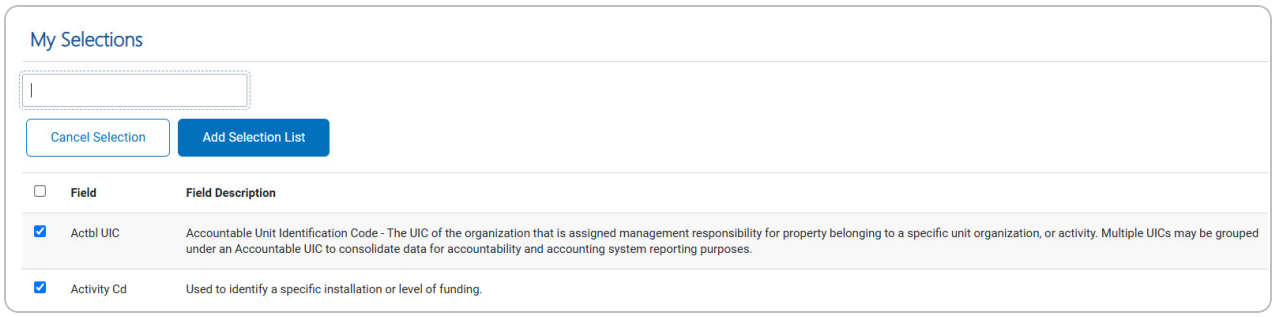
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

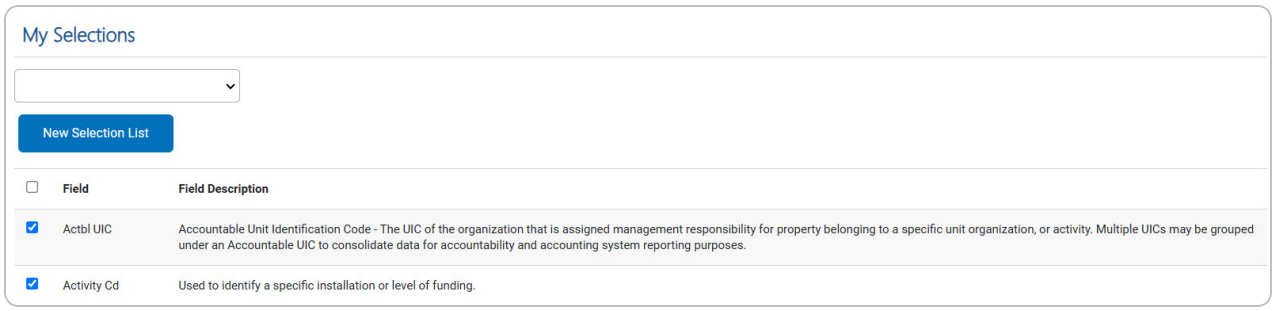
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced 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.*

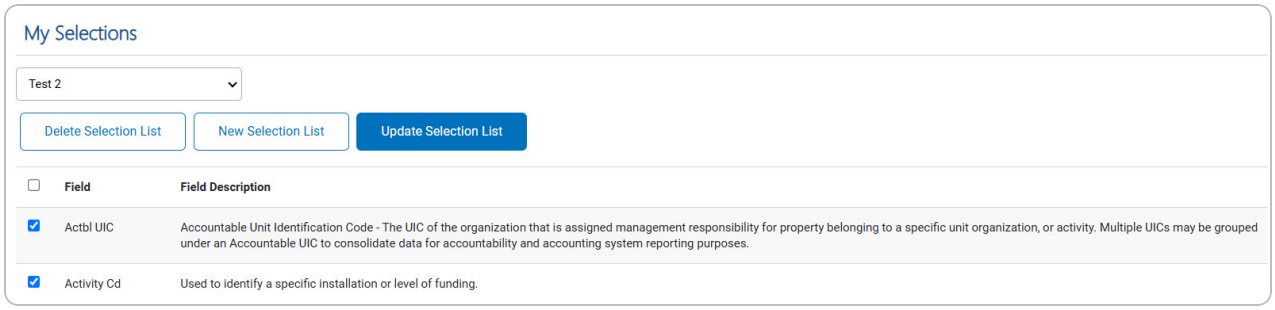
3. Select Show Inquiry for small volumes of data. *The **UIC Inquiry — Results** page appears.*

**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.*

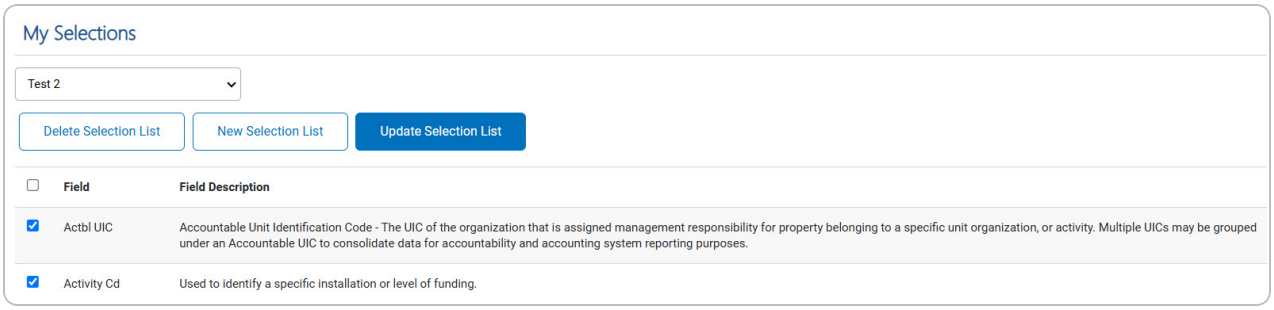
   Select Show Inquiry for small volumes of data. *The* ***UIC Inquiry — Results*** *page appears.*

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.

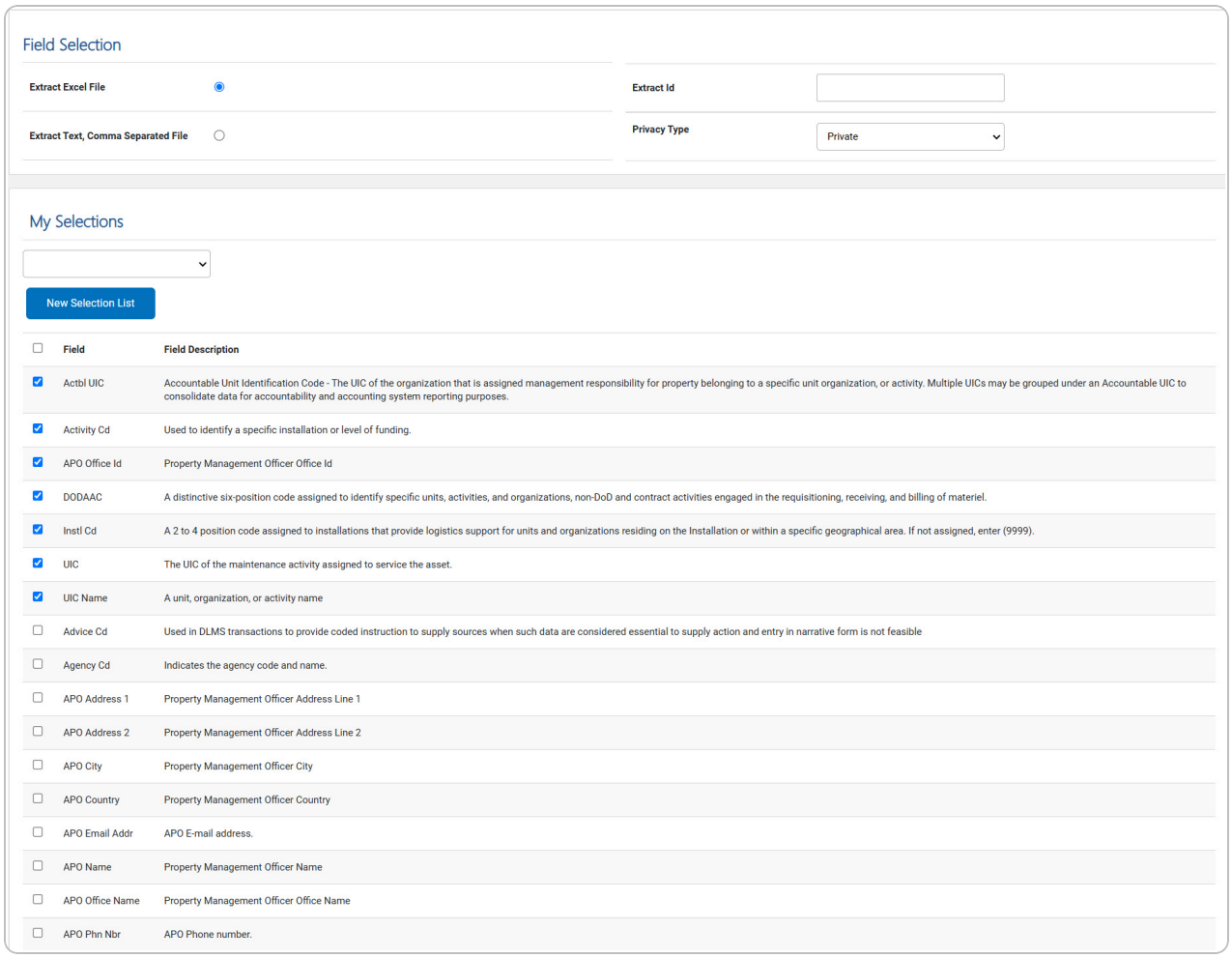


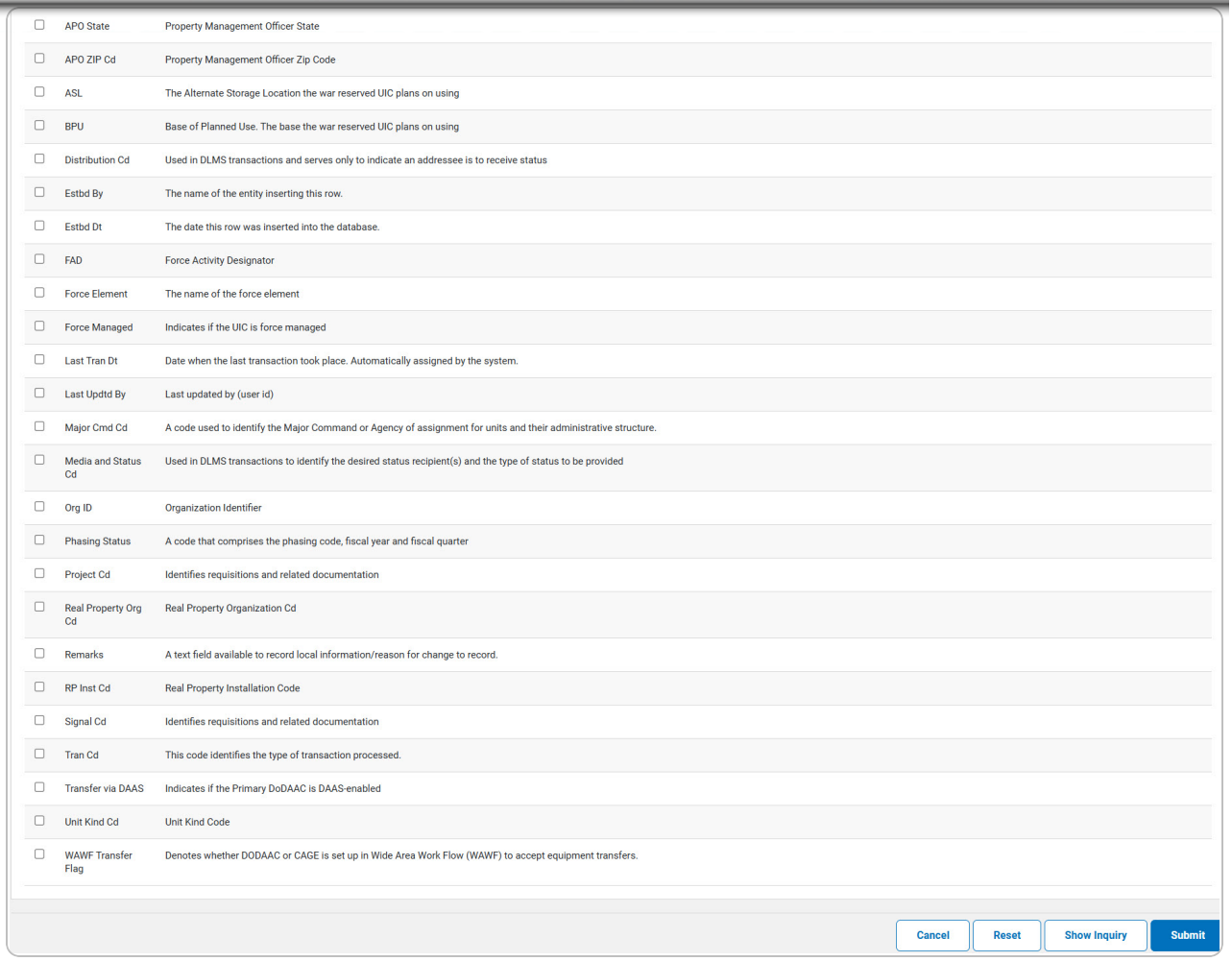

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 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

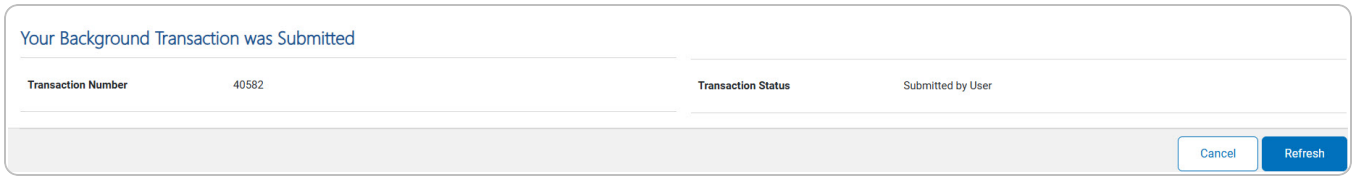
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

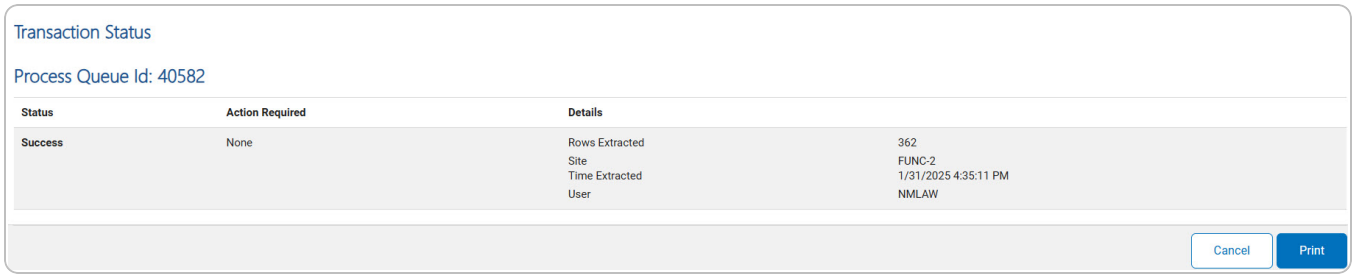
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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

# 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**

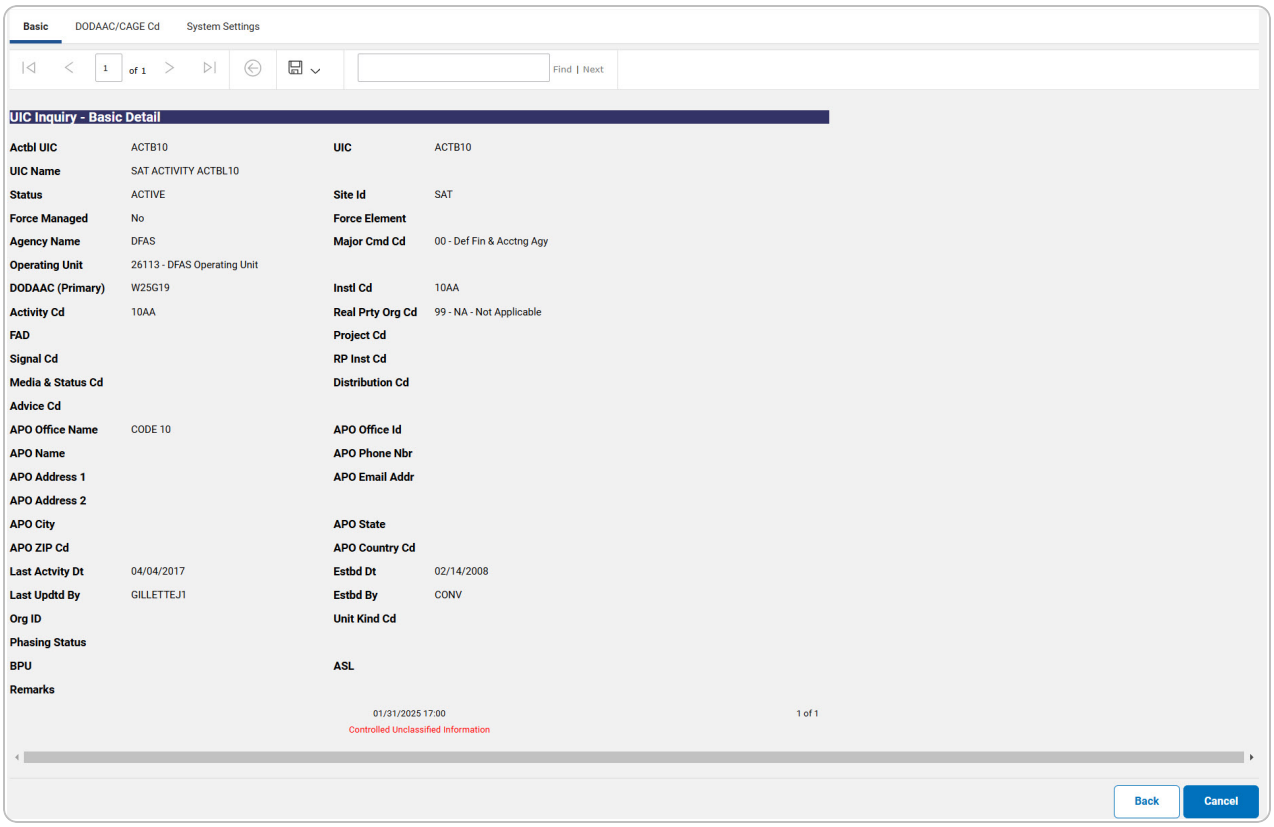


Click the following link to display PA Navigation Tips.

# 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.*



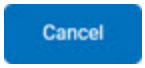

A. *Verify the ACTBL UIC.*
B. *Verify the UIC NAME.*
C. *Verify the Status.*
D. *Verify the Forced Managed.*
E. *Verify the Agency Name.*
F. *Verify the Operating Unit.*
G. *Verify the DODAAC (Primary).*
H. *Verify the ACTIVITY CD.*
I. *Verify the FAD.*

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.*

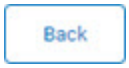
AO. *Verify the ASL.*

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

   OR

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

   OR

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

### Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

## Common Errors

The table below provides a list of common errors and possible solutions. 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

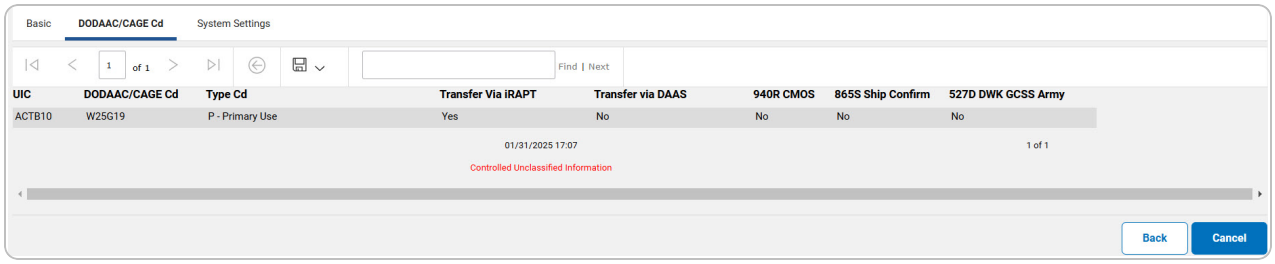
**ELMS Navigation Helpful Tips**

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

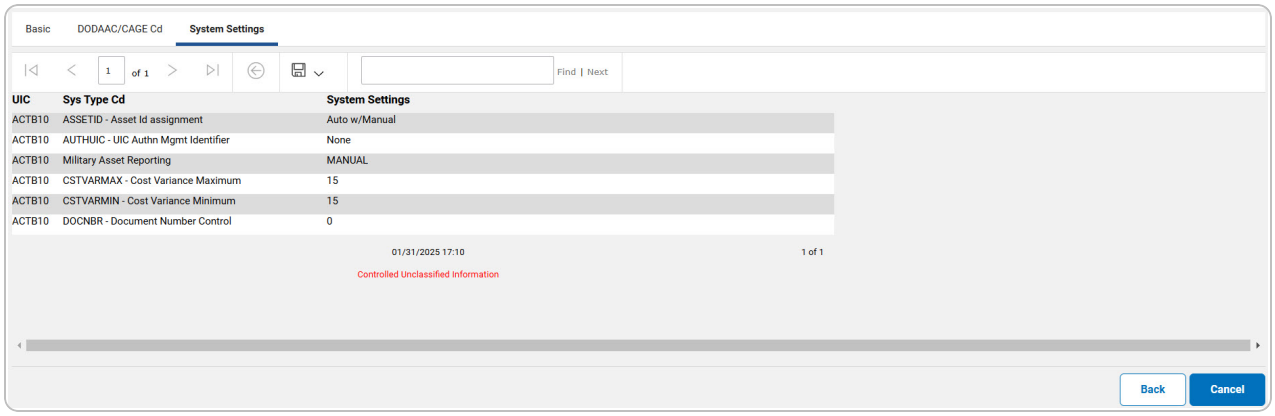
**ELMS Navigation Helpful Tips**

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

# 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. |

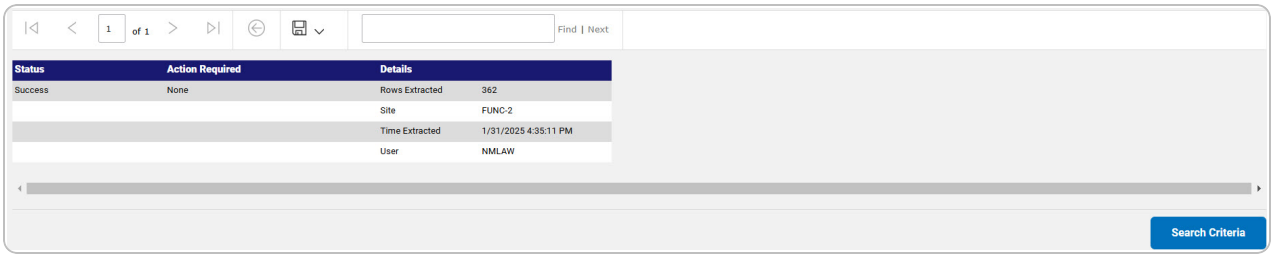
# Procedures

**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 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 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

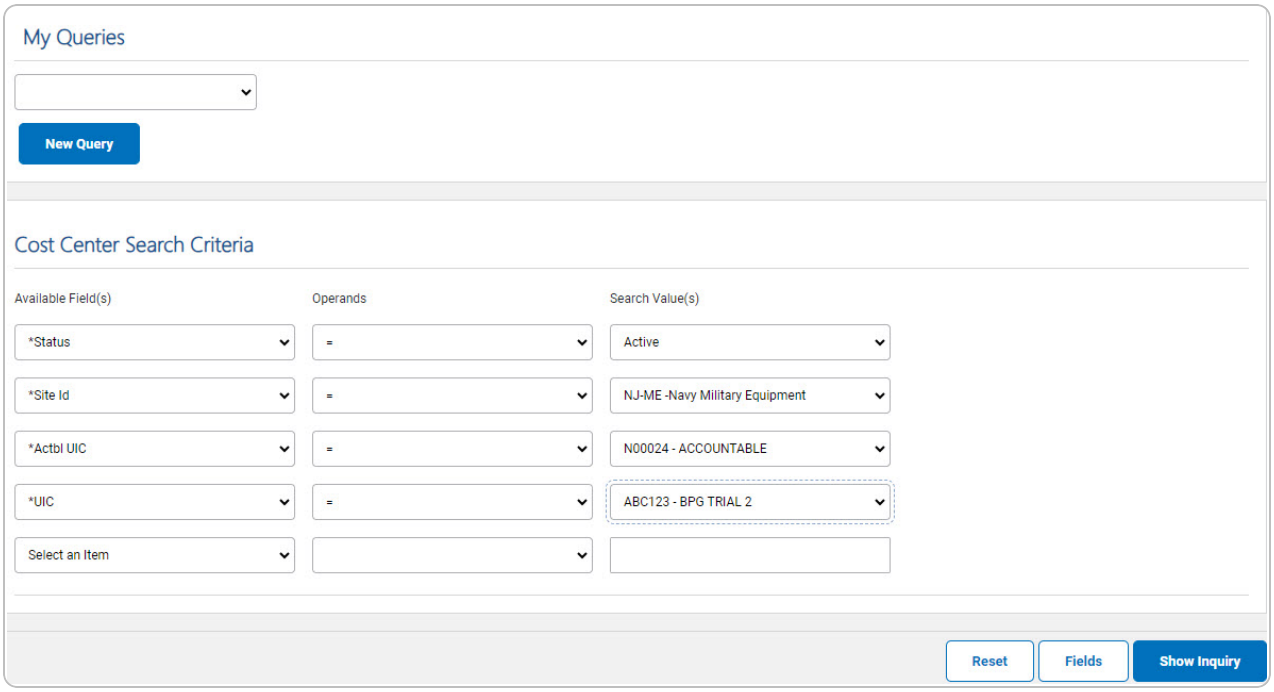
**ELMS Navigation Helpful Tips**

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**

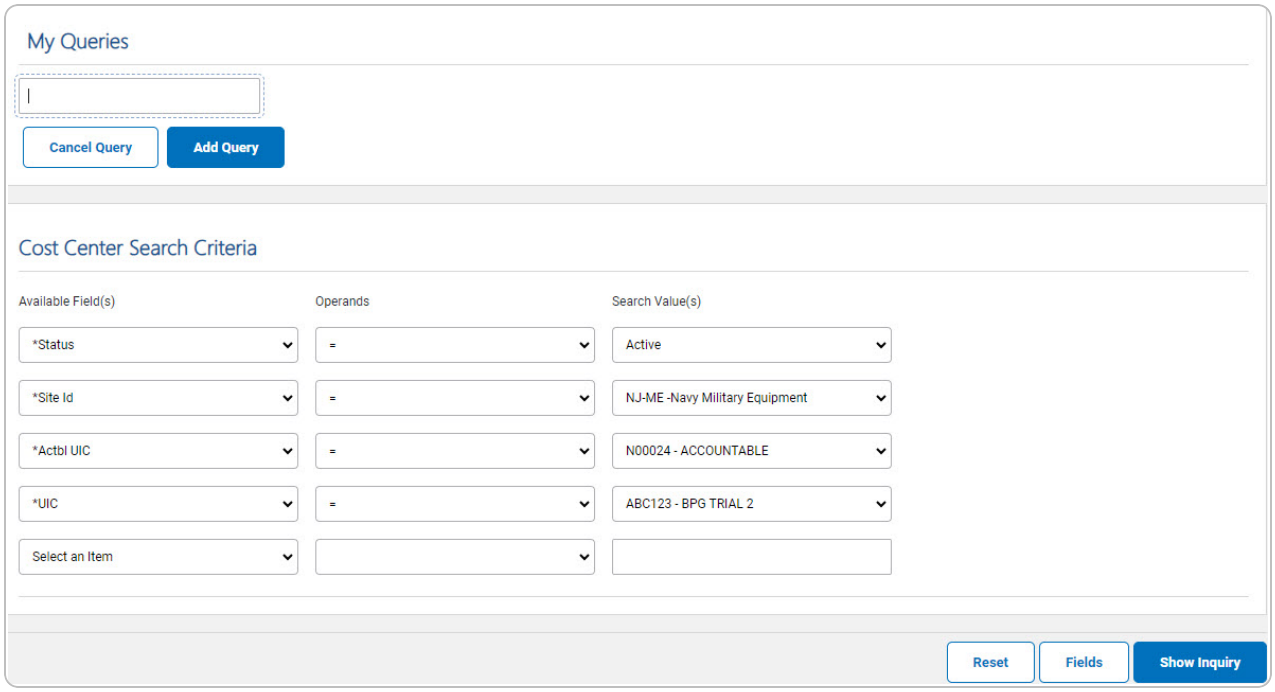
a. Use to select desired Available Field.

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.*



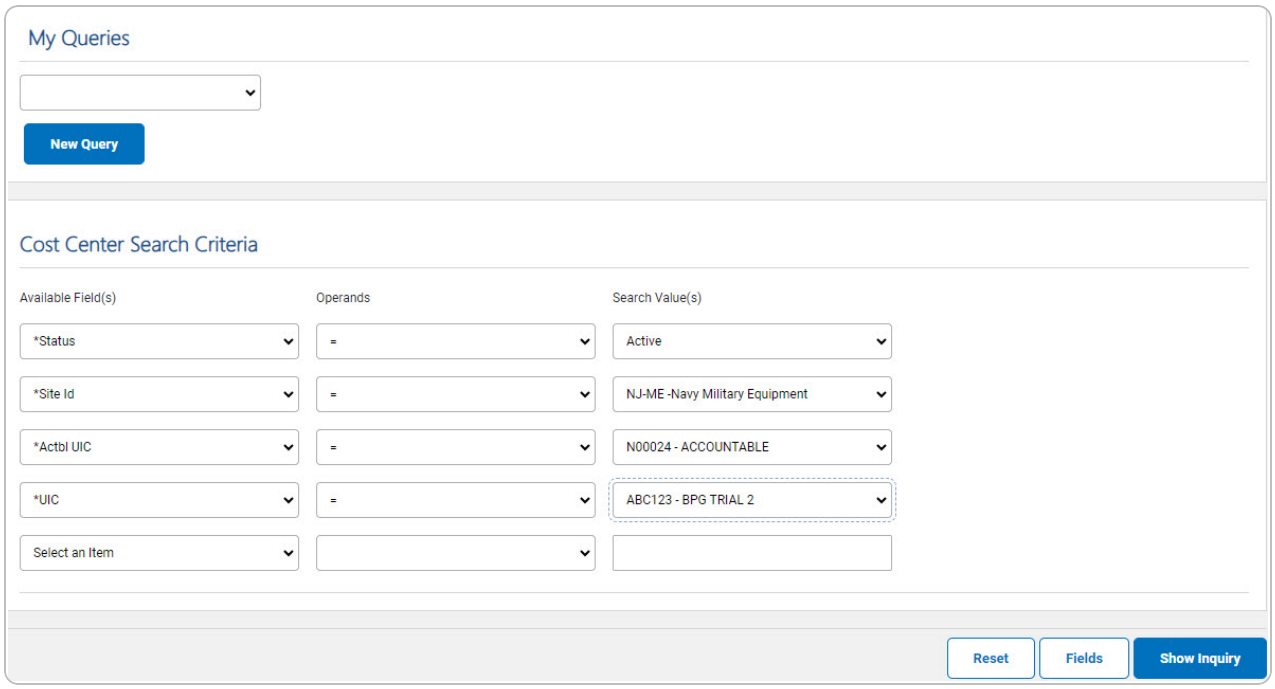

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select **Add Query**. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to 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.*



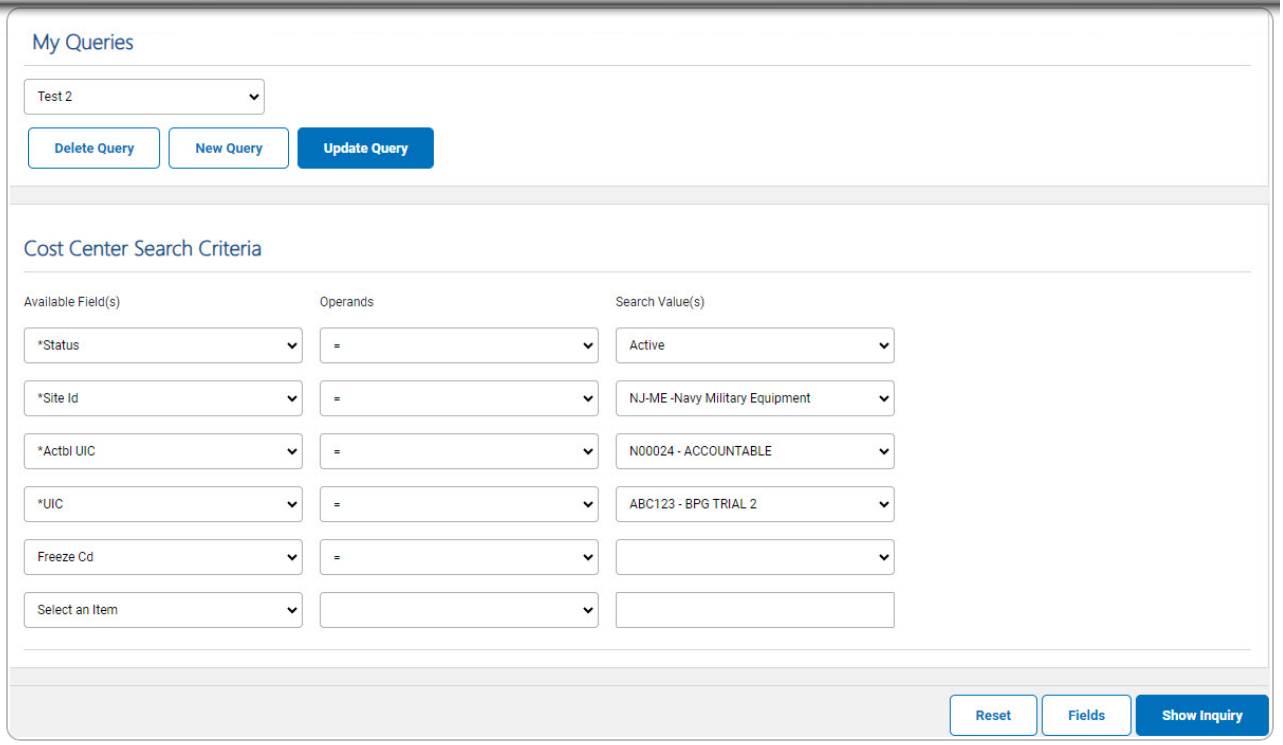

2. Select Fields. *The **Cost Center Inquiry — Select Fields** page appears.*

   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.*

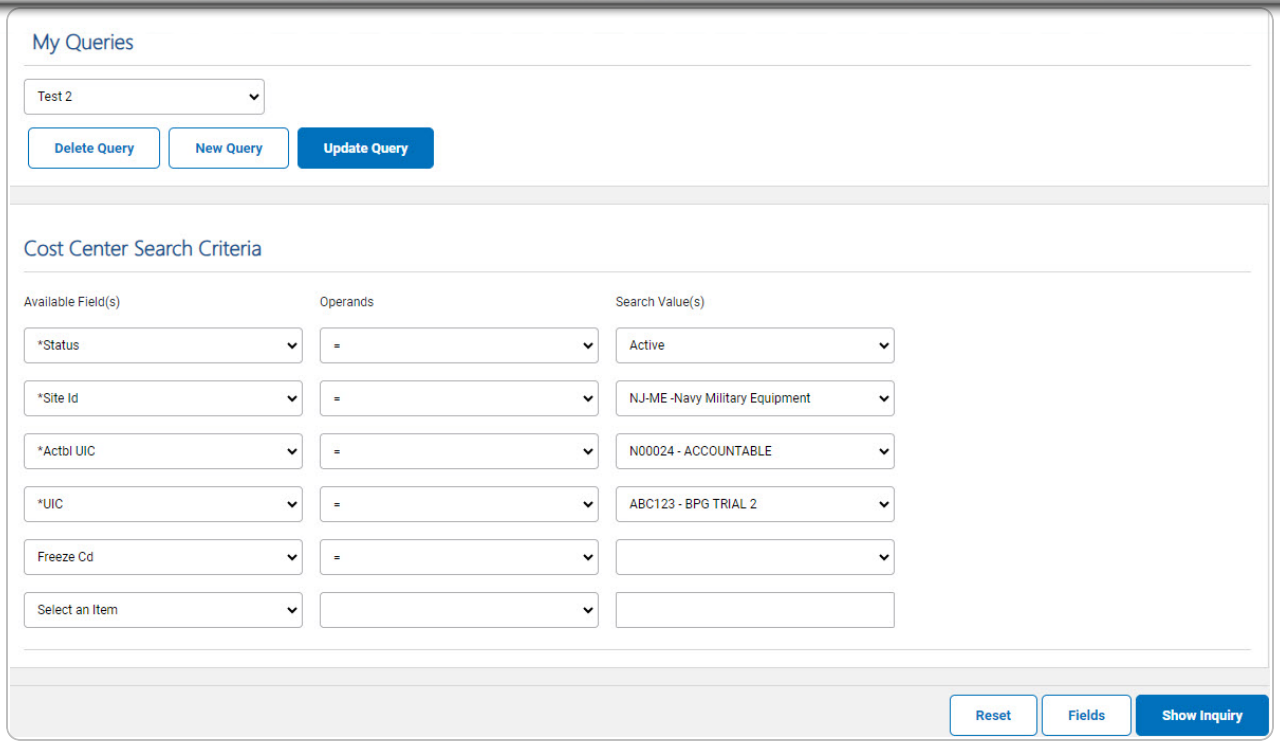
4. Select Fields. *The **Cost Center Inquiry — Select Fields** page appears.*

   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**

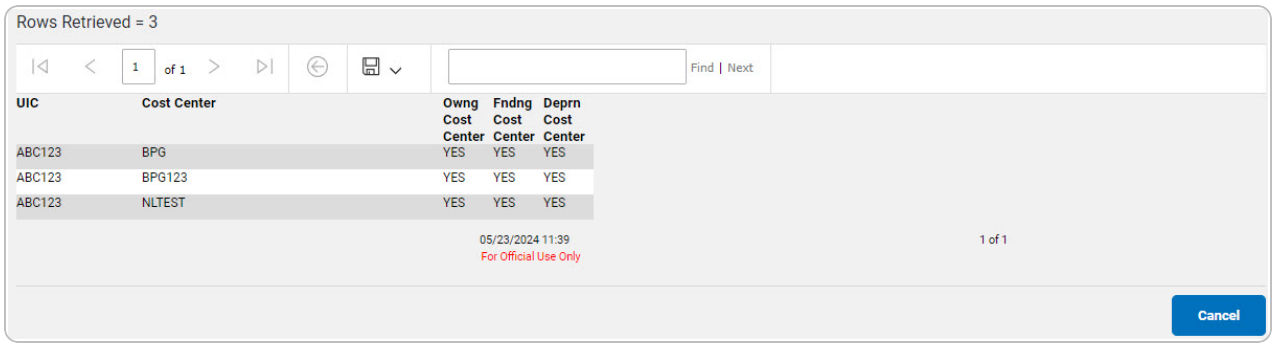


Click the following link to display PA Navigation Tips.

## Export the Cost Center Inquiry Results

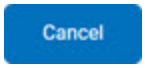
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 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**

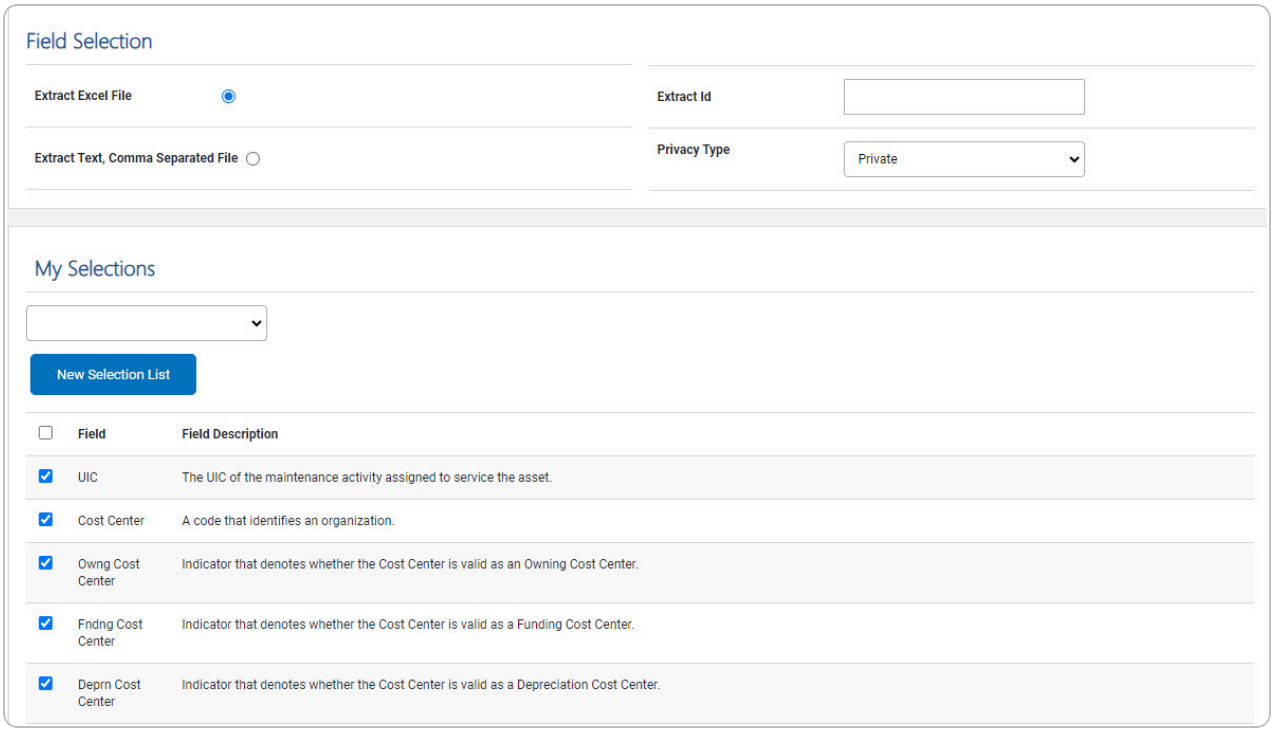


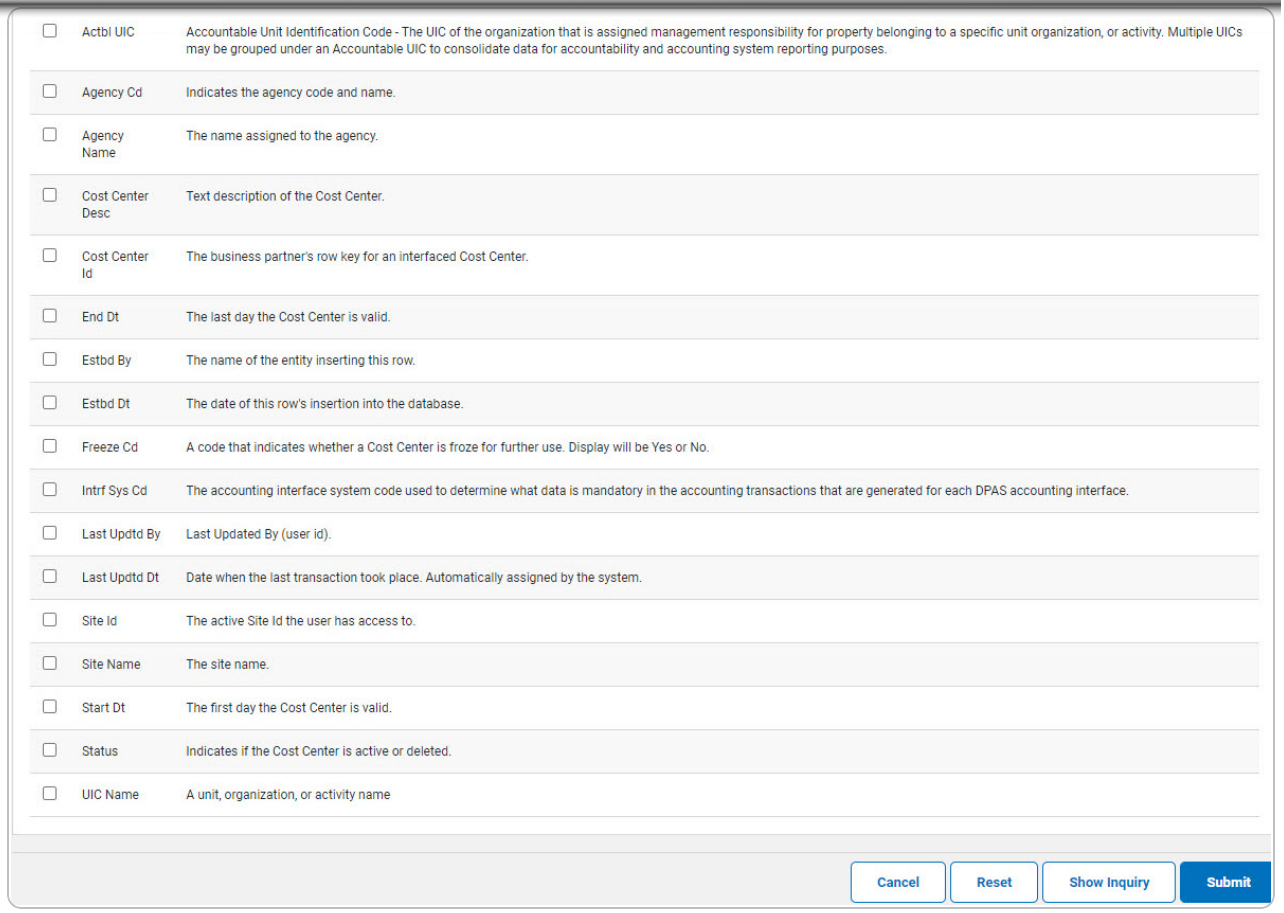
Click the following link to display PA Navigation Tips.

## 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.*






**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**

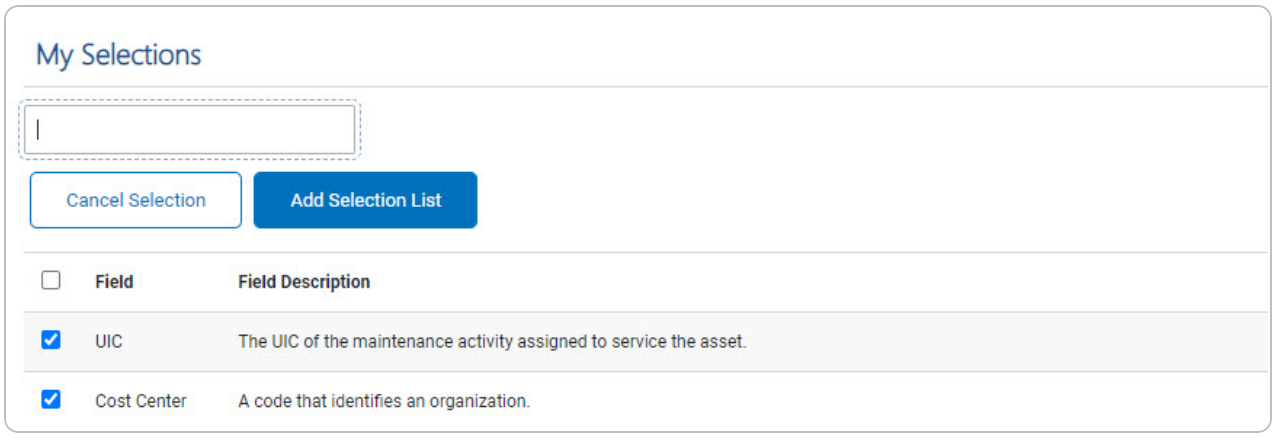
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

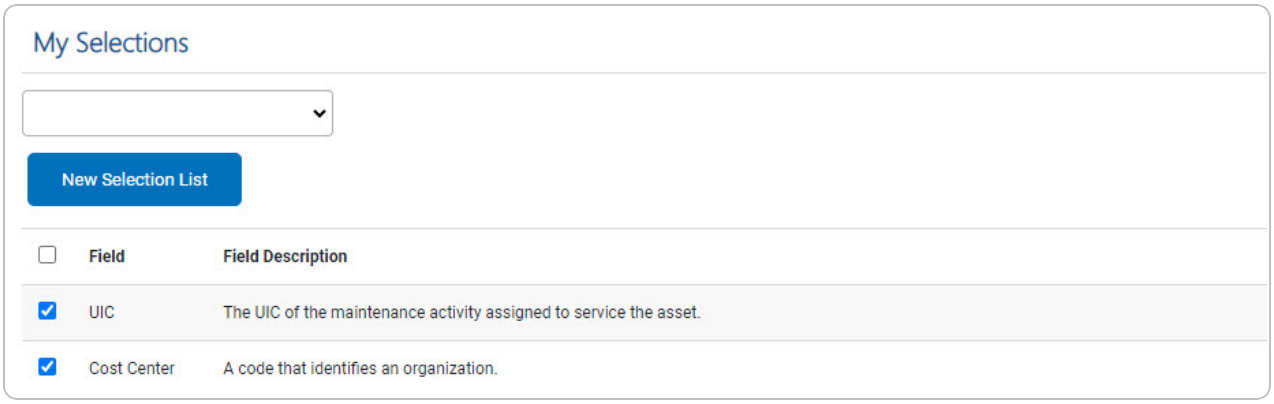
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

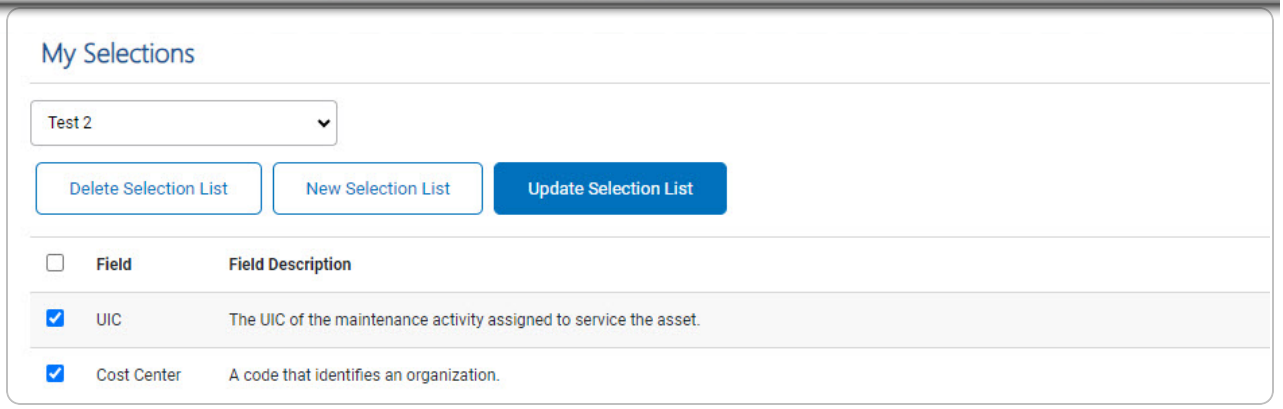
3. Select Show Inquiry for small volumes of data. *The **Cost Center Inquiry — Results** page appears.*

**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.



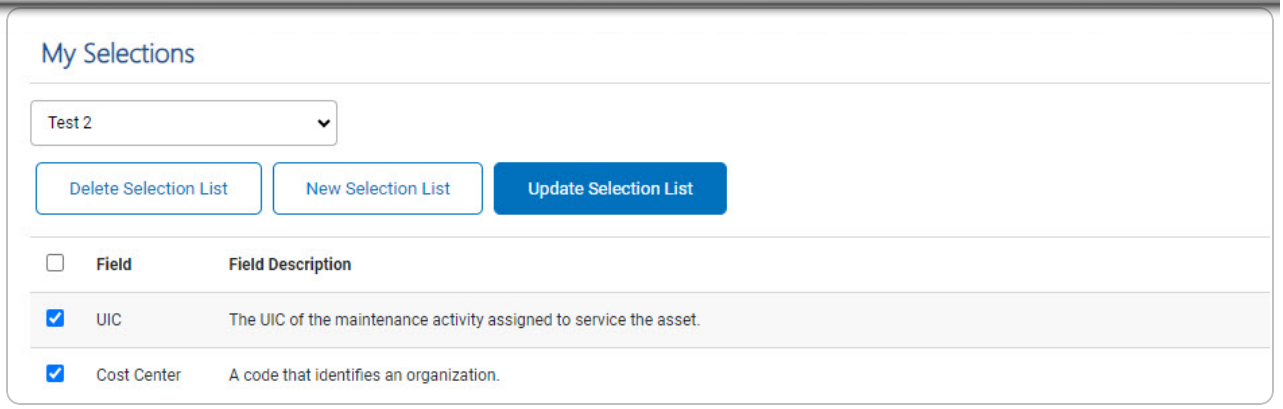

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Cost Center Inquiry — Results*** *page appears.*

**OR**

Select Submit for large volumes of data. *The* ***Cost Center Inquiry Transaction Status*** *page appears.*

## 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.

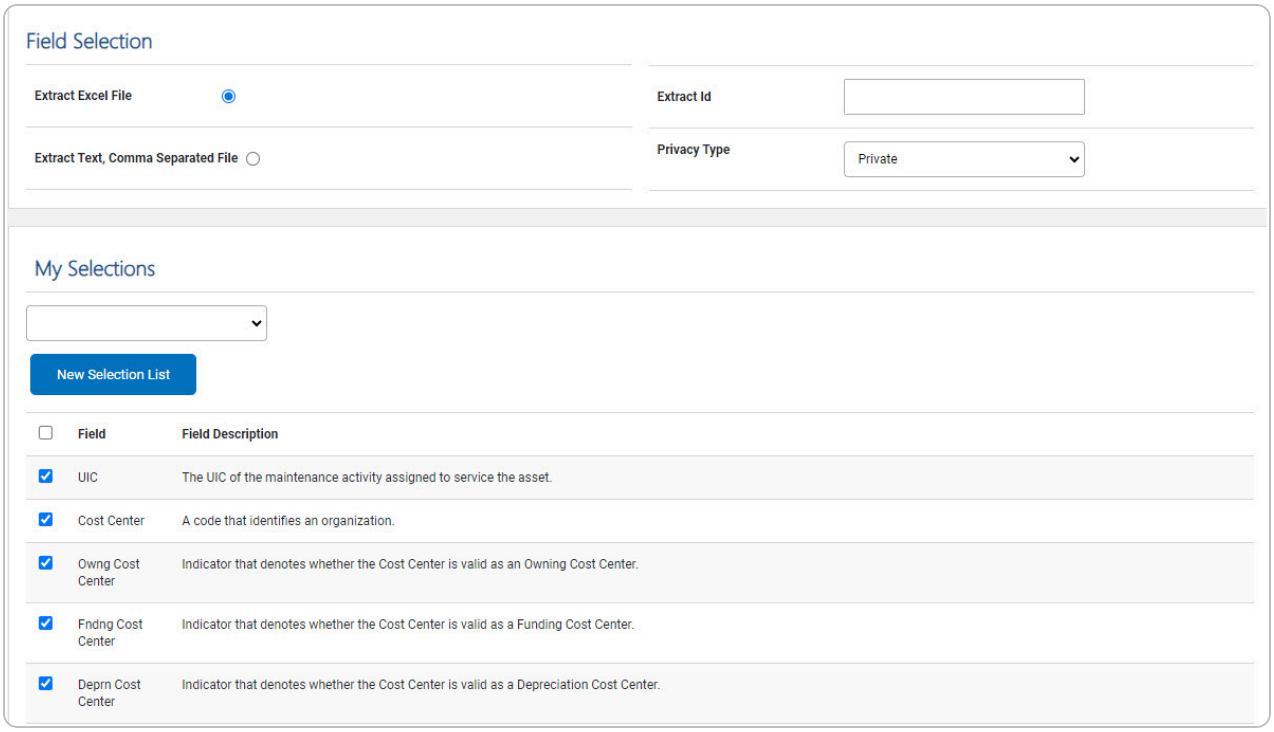


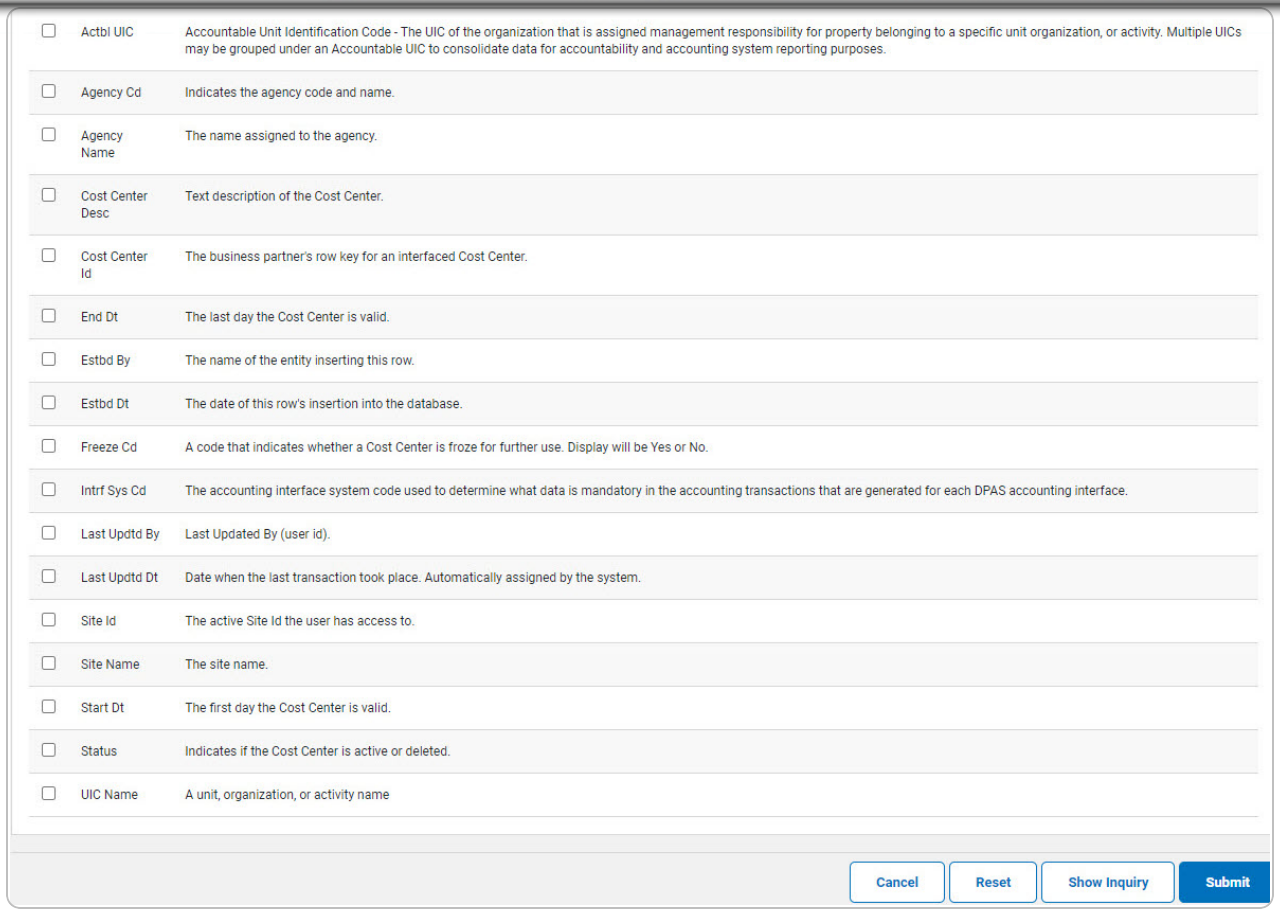

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

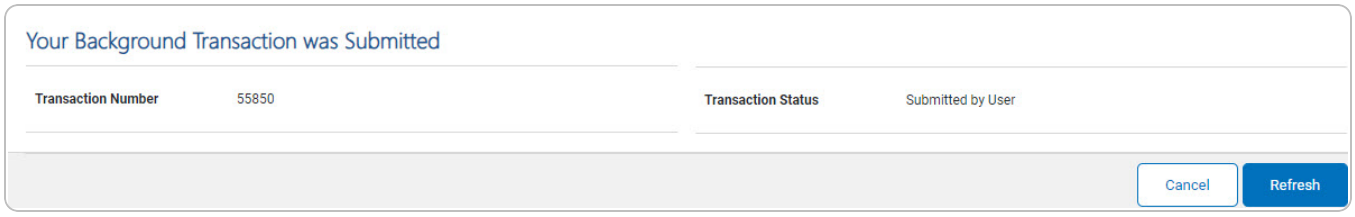
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

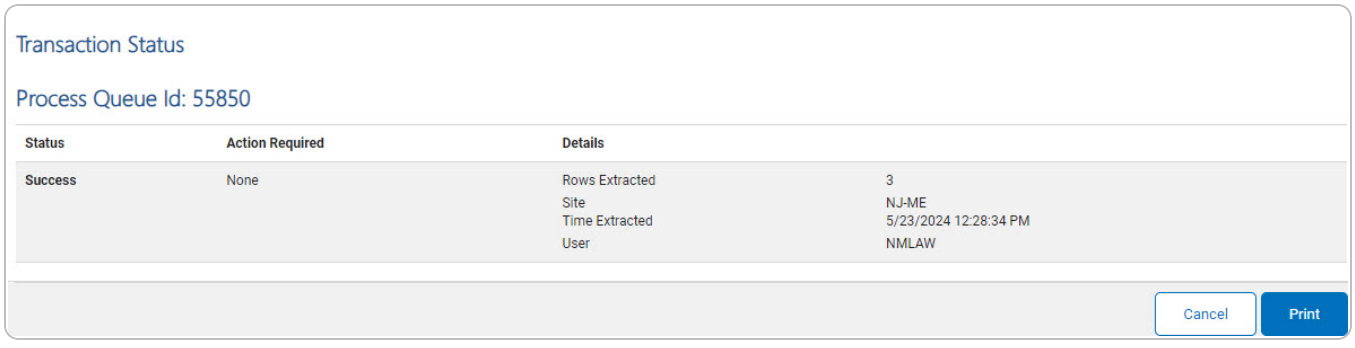
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

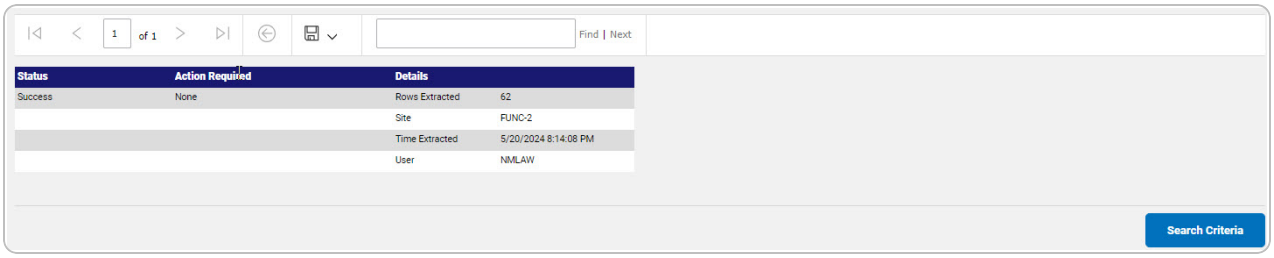
# Procedures

**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

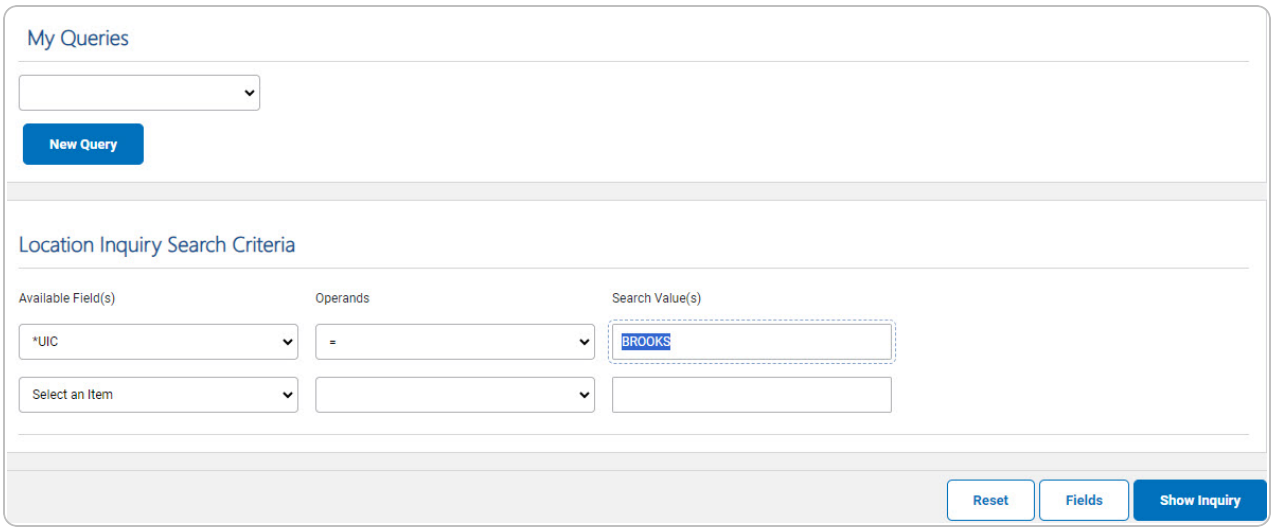
**ELMS Navigation Helpful Tips**

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**

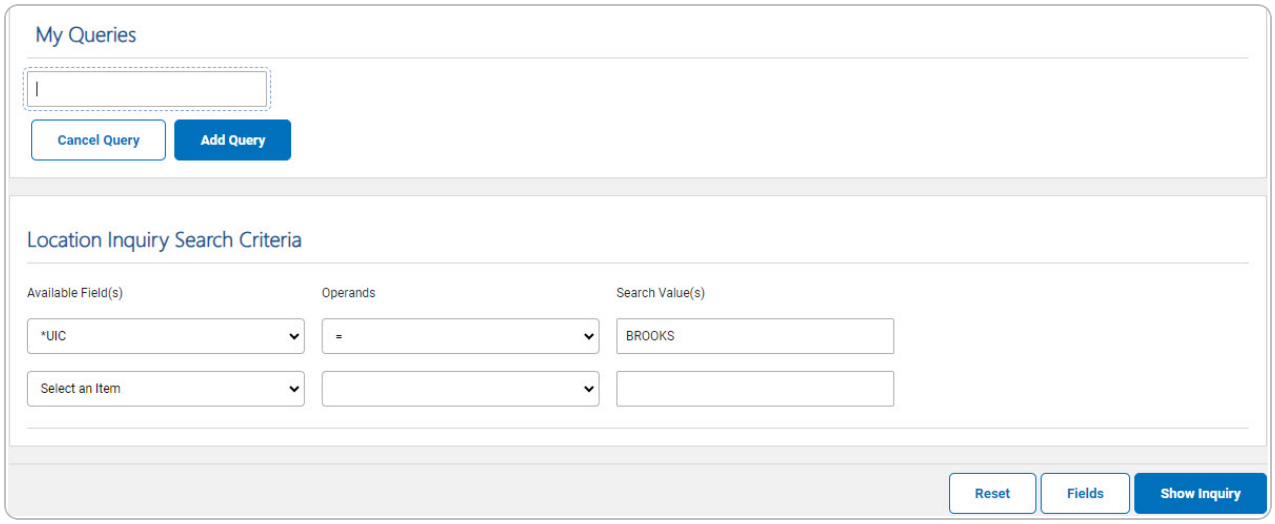
a. Use ⌄ to select desired Available Field.

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.*



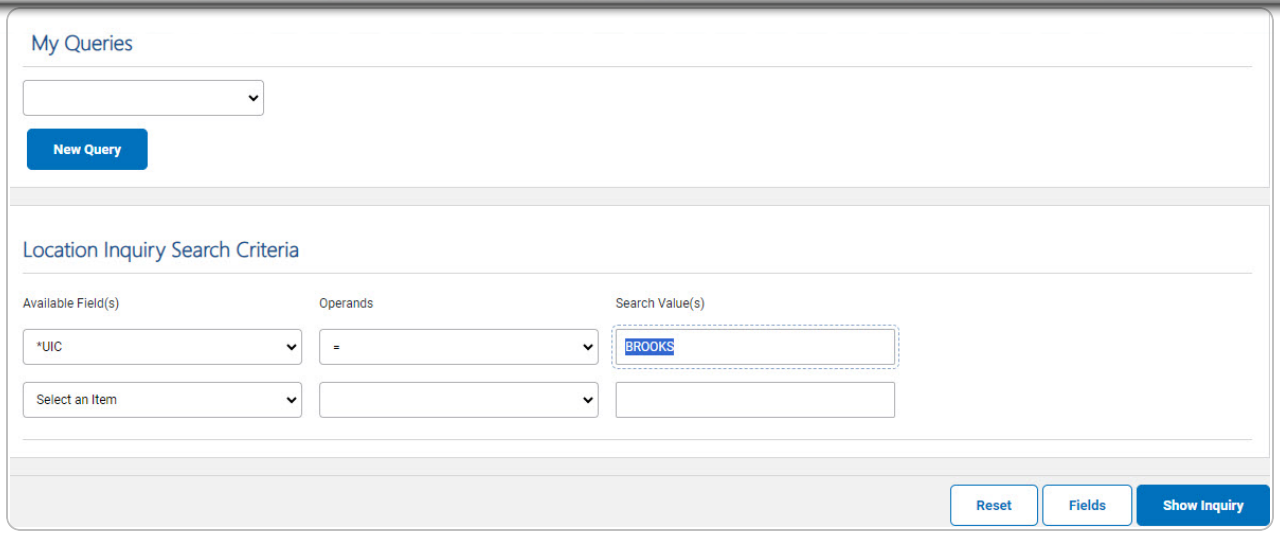

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select **Add Query**. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to 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.*



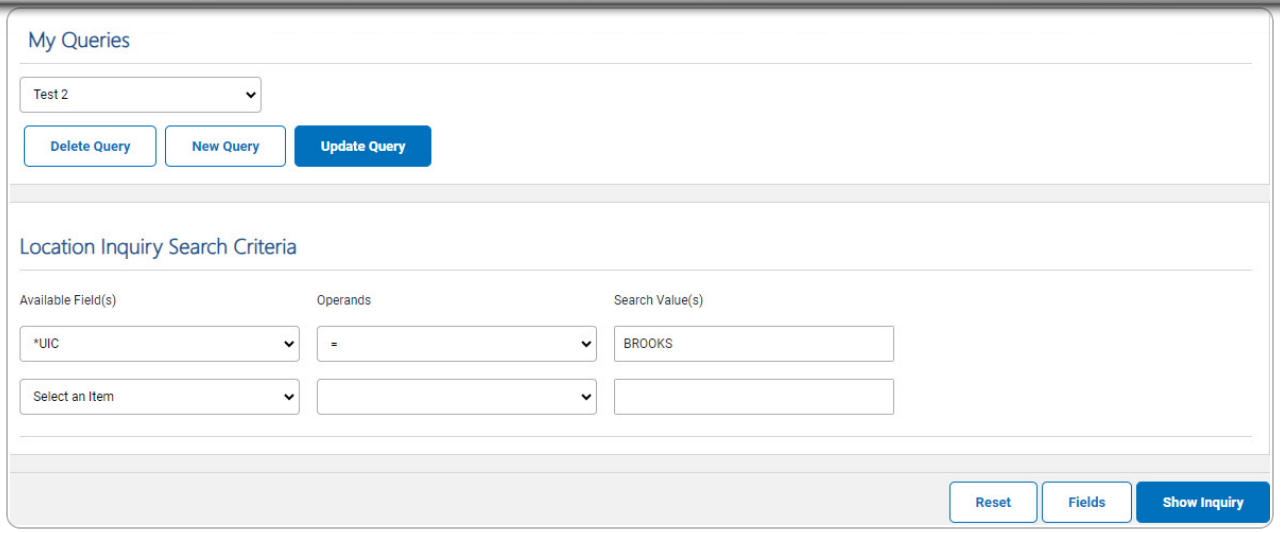

2. Select Fields. *The **Location Inquiry — Select Fields** page appears.*

   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.*

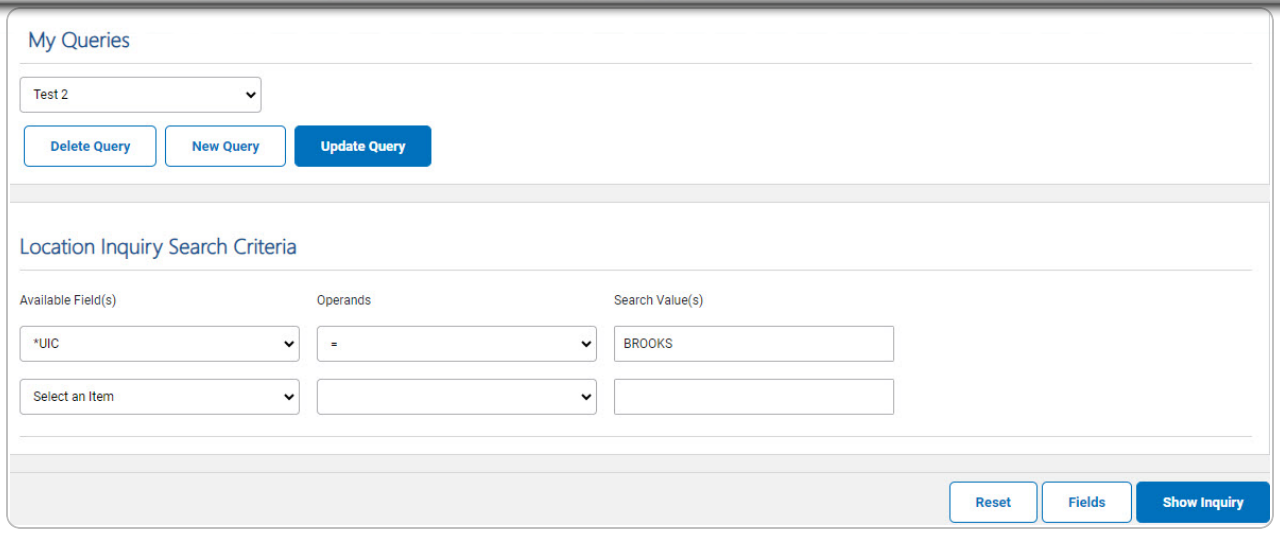
4. Select Fields. *The **Location Inquiry — Select Fields** page appears.*

   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. |

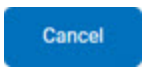
# Procedures

**ELMS Navigation Helpful Tips**

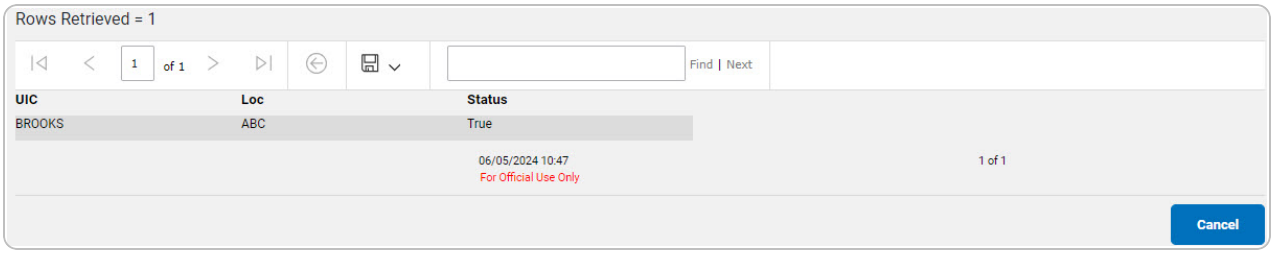


Click the following link to display PA Navigation Tips.

## Export the Location Inquiry Results

*Selecting*  *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

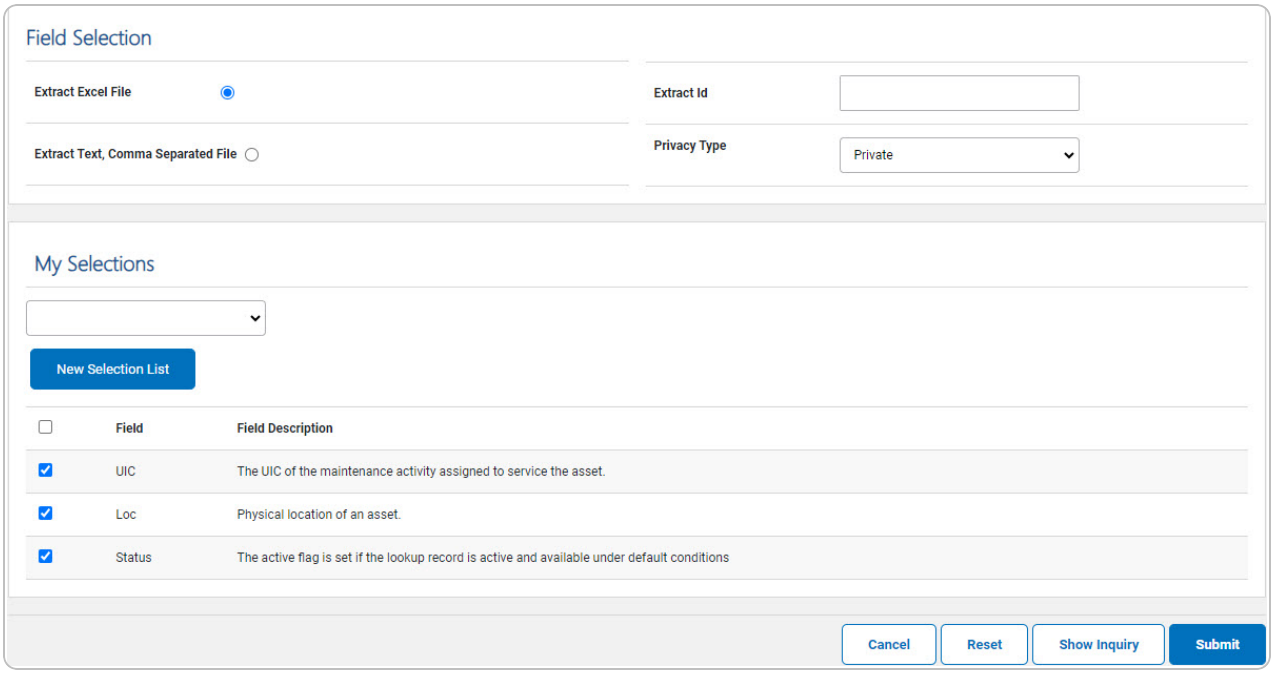
**ELMS Navigation Helpful Tips**

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**

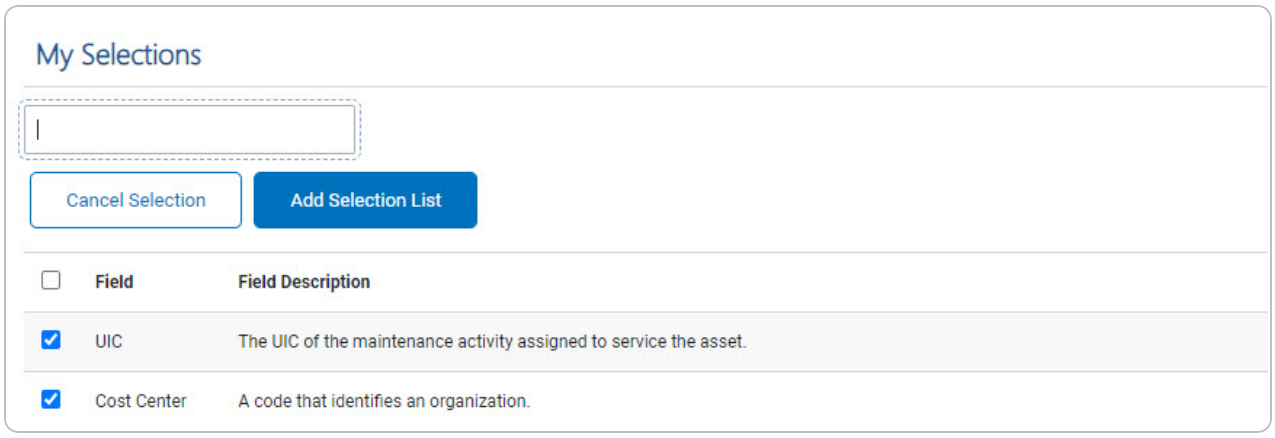
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.

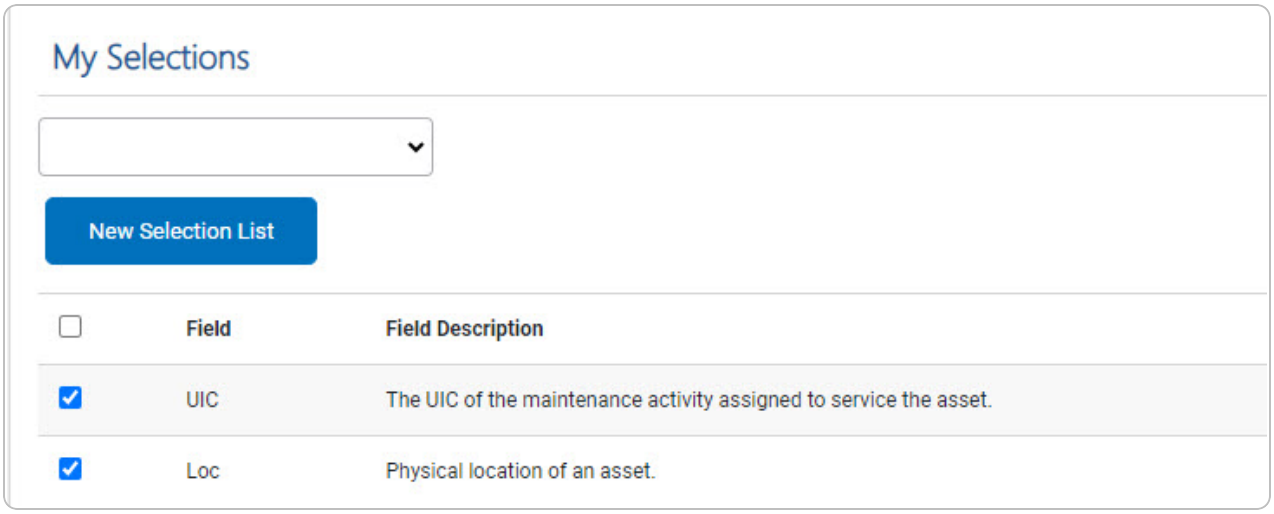
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.



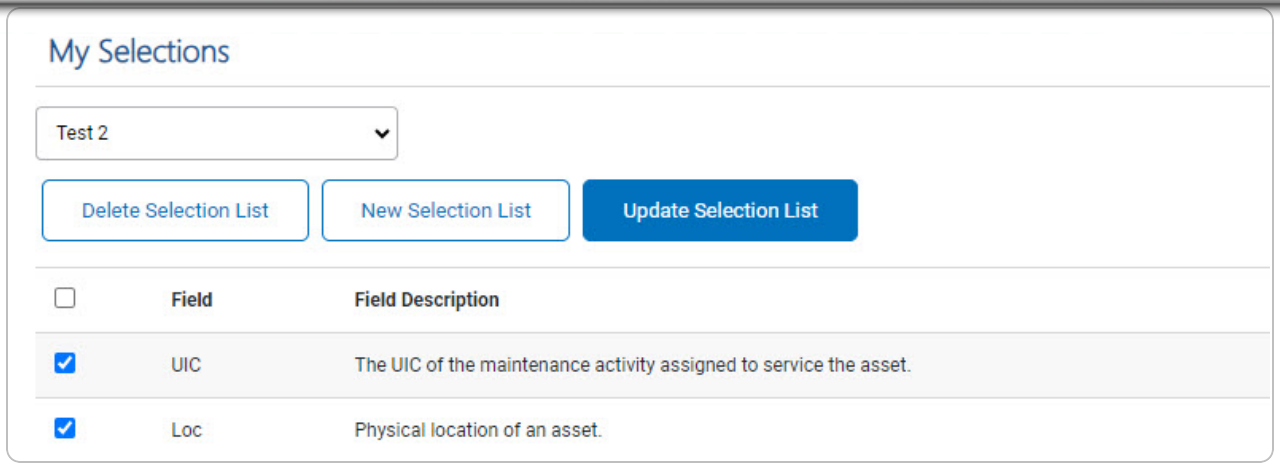

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Location Inquiry — Results** page appears.*

**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.



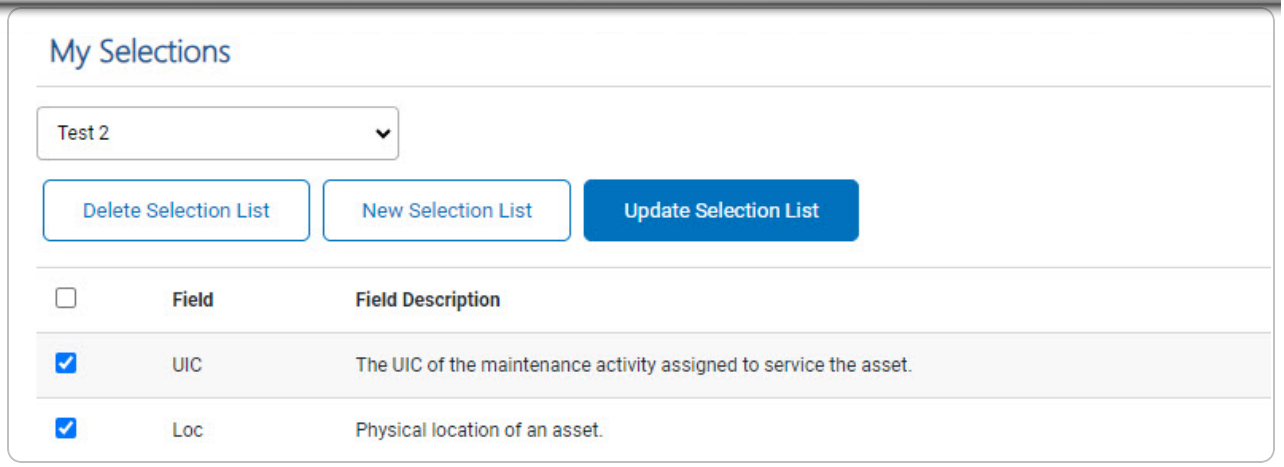

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

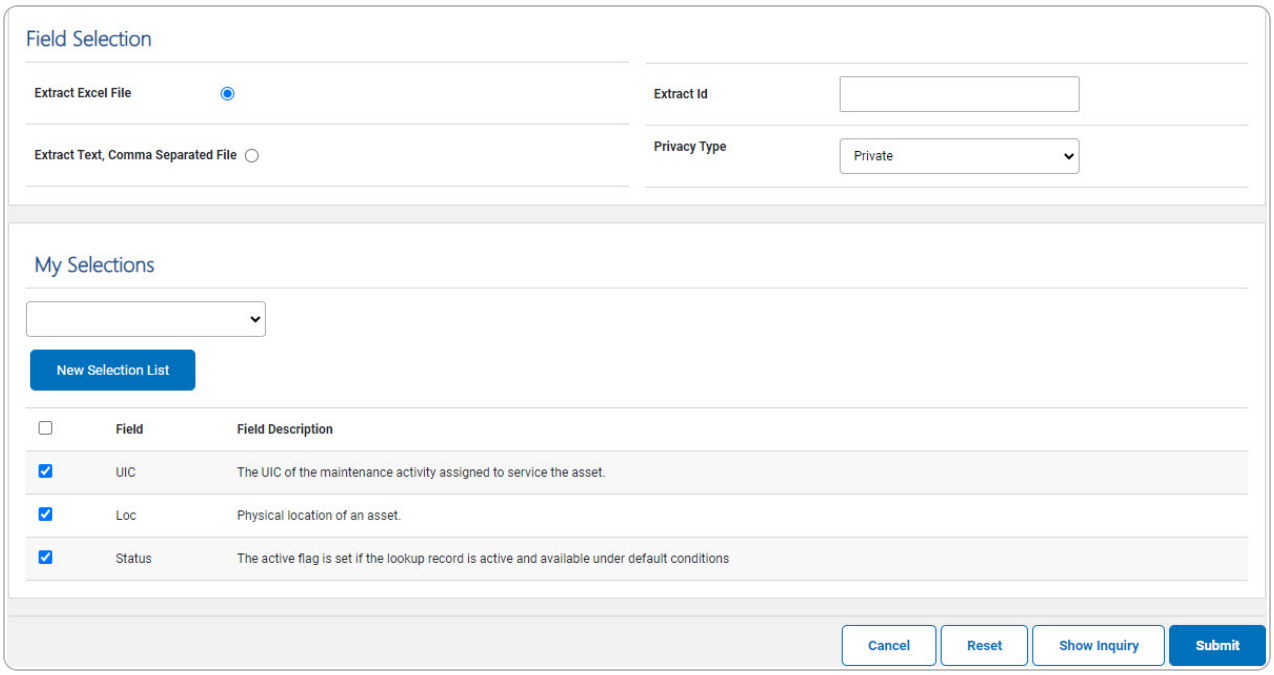



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 Submit 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

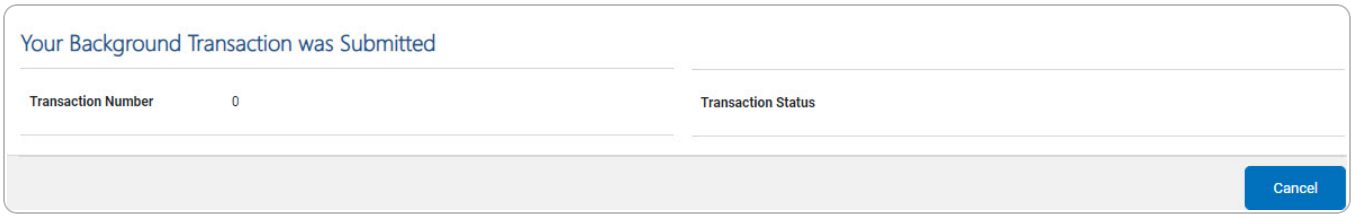
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

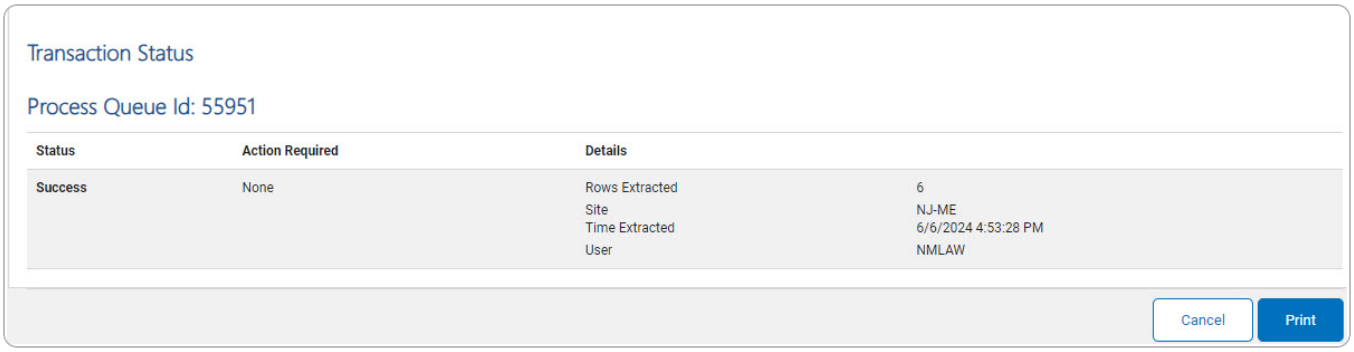
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

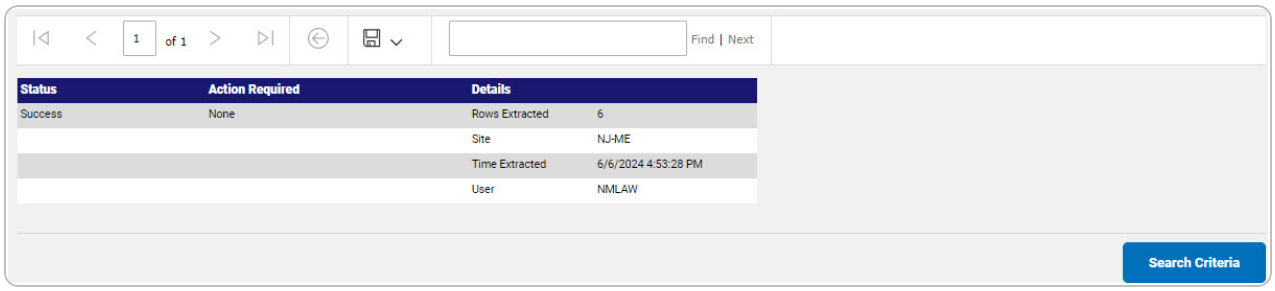
# Procedures

**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. |
| **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

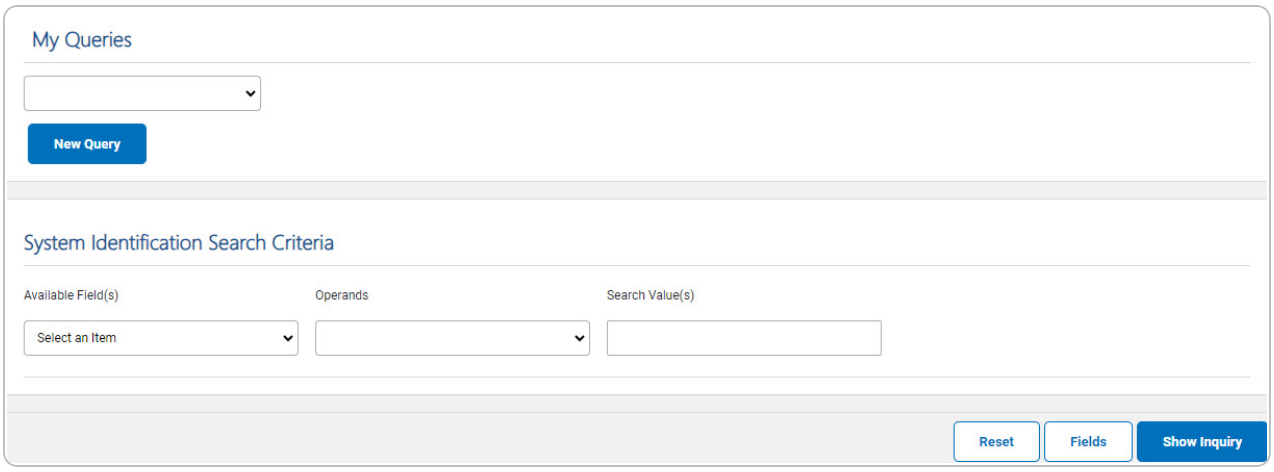
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

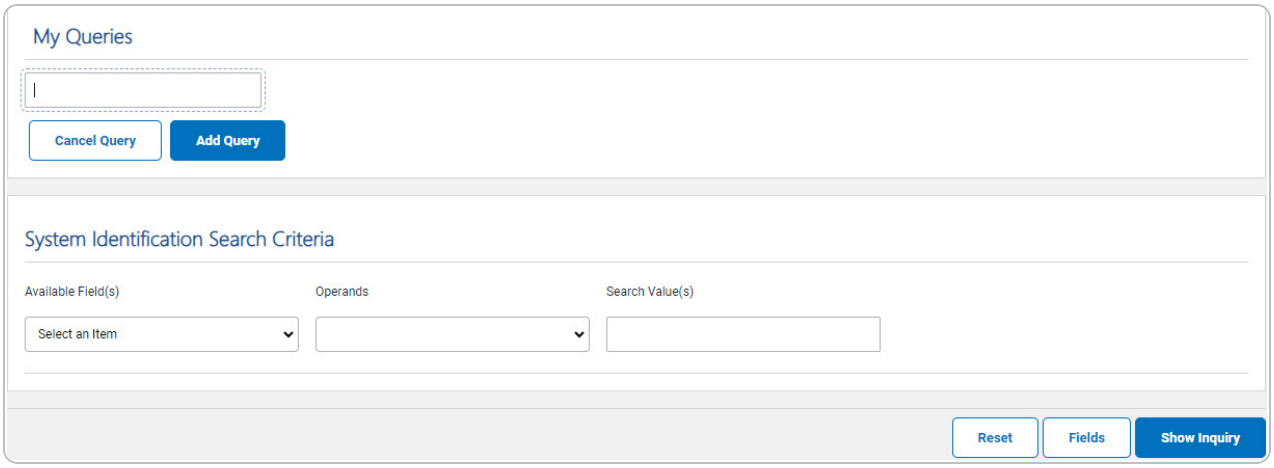
a. Use ⌄ to select desired Available Field.

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.*



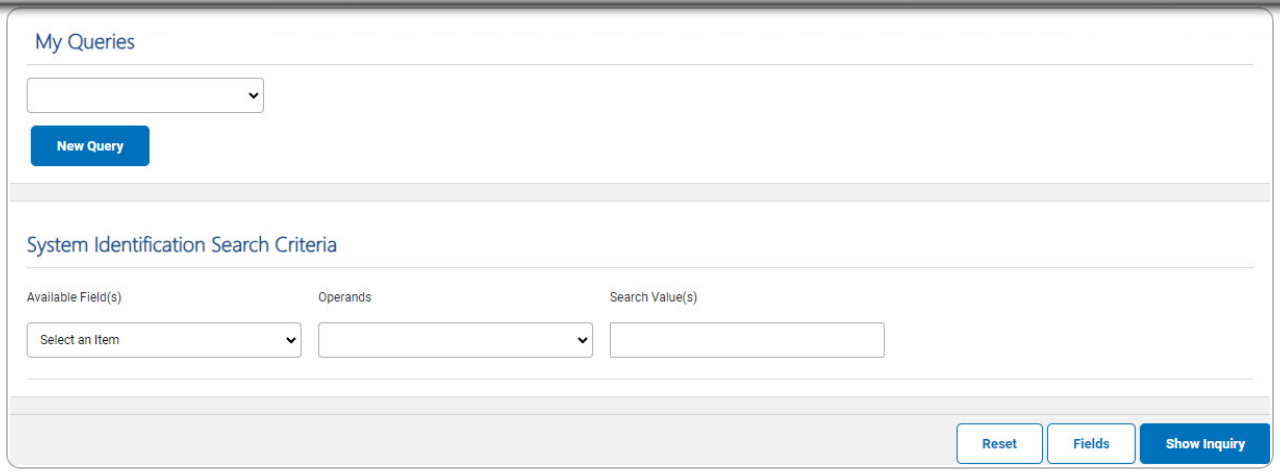

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



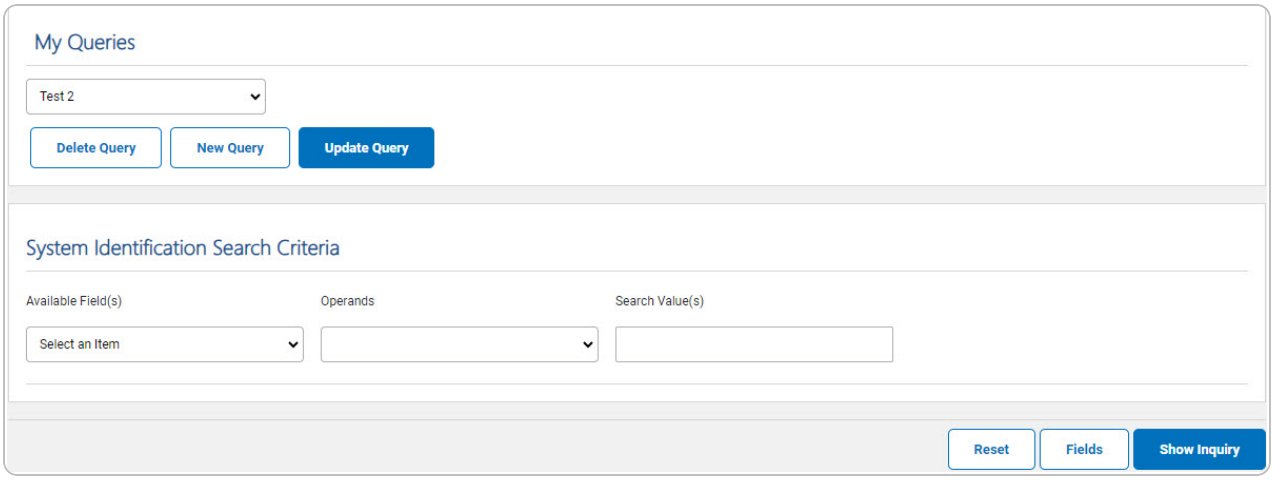

2. Select Fields. *The **System Identification Inquiry — Select Fields** page appears.*

   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.*

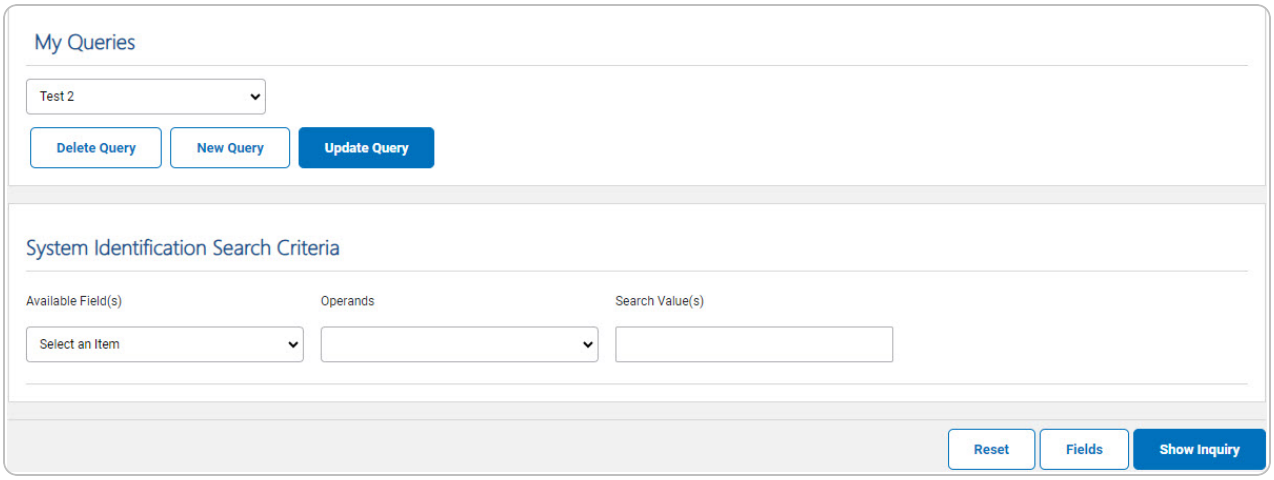
4. Select Fields. *The **System Identification Inquiry — Select Fields** page appears.*

   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**

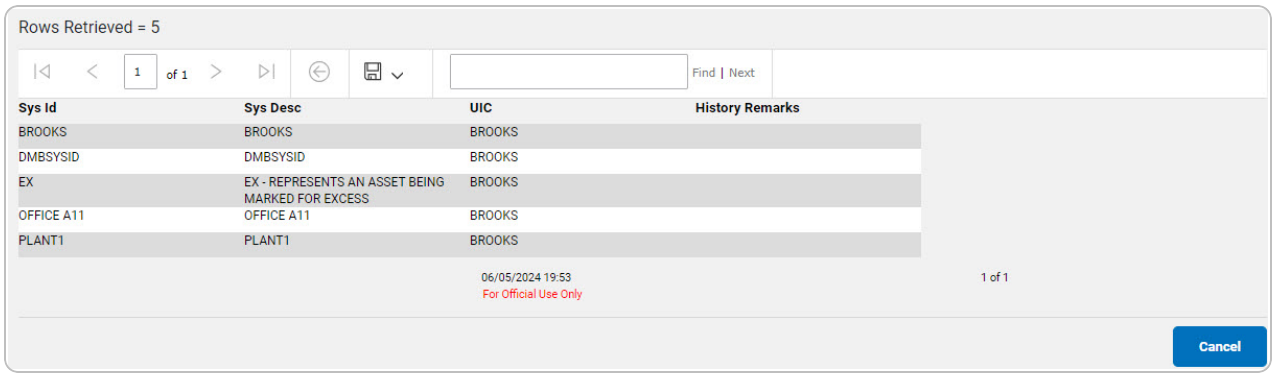


Click the following link to display PA Navigation Tips.

## Export the System Identification Inquiry Results

*Selecting* 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 System Identification Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *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.*

## 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

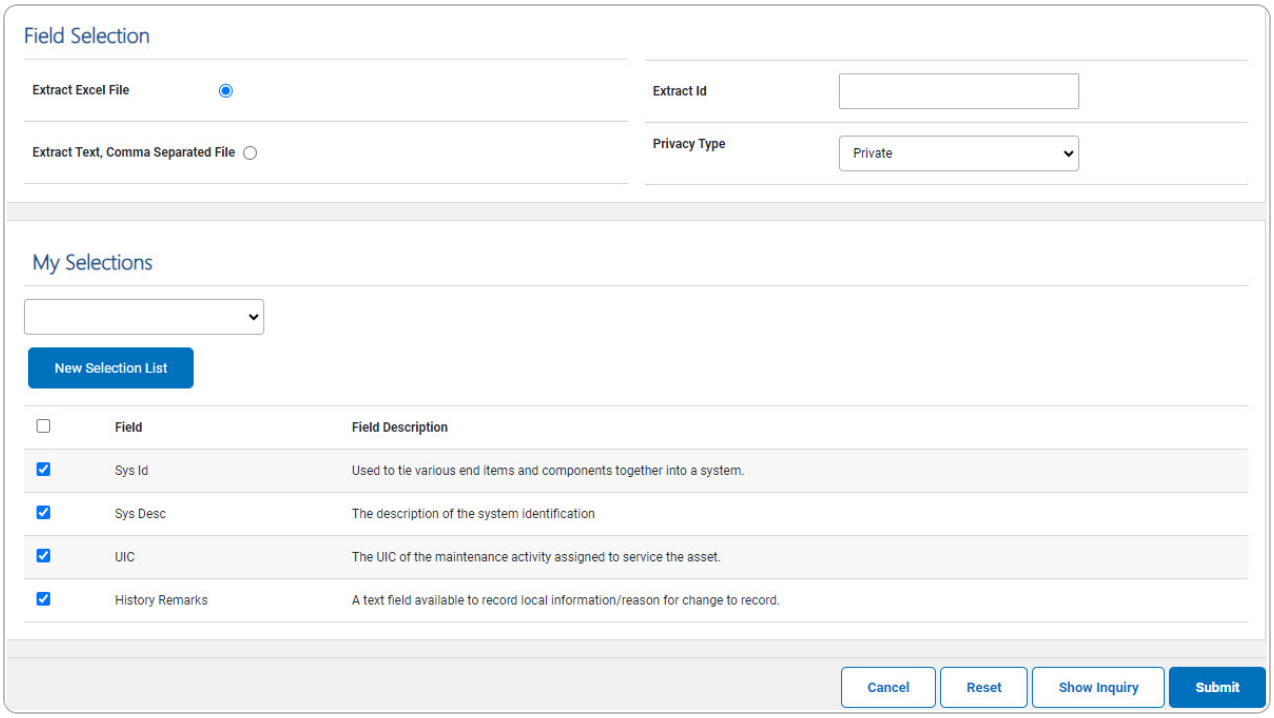
**ELMS Navigation Helpful Tips**

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**

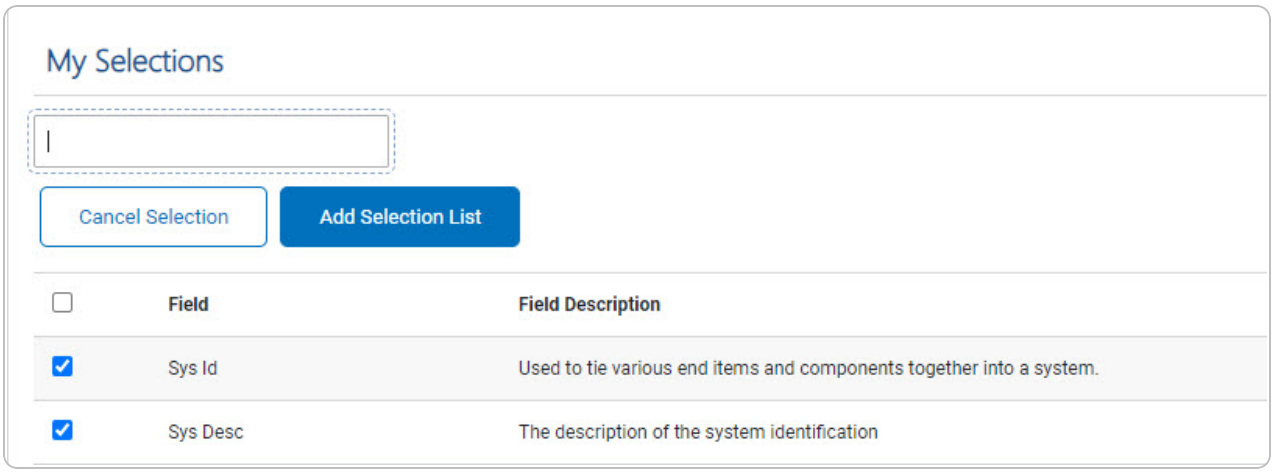
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.

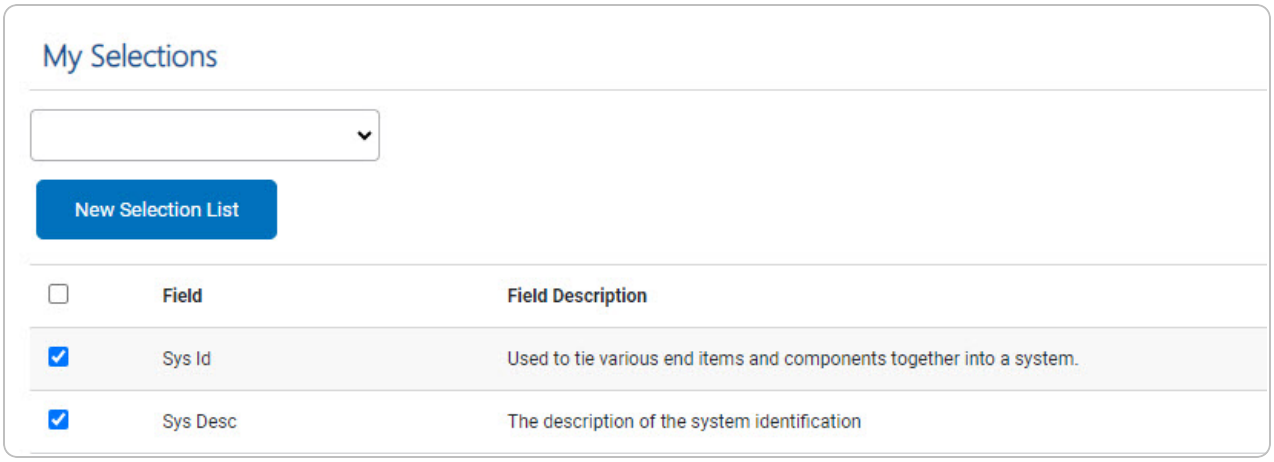
   Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*
5. 

**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.*

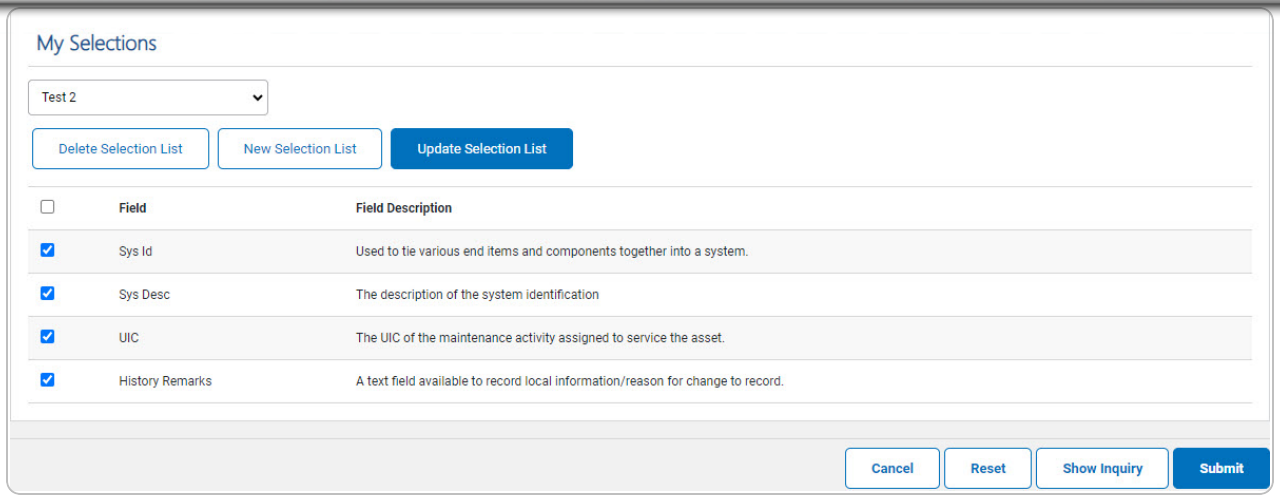
Select Show Inquiry for small volumes of data. *The **System Identification Inquiry — Results** page appears.*

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.*

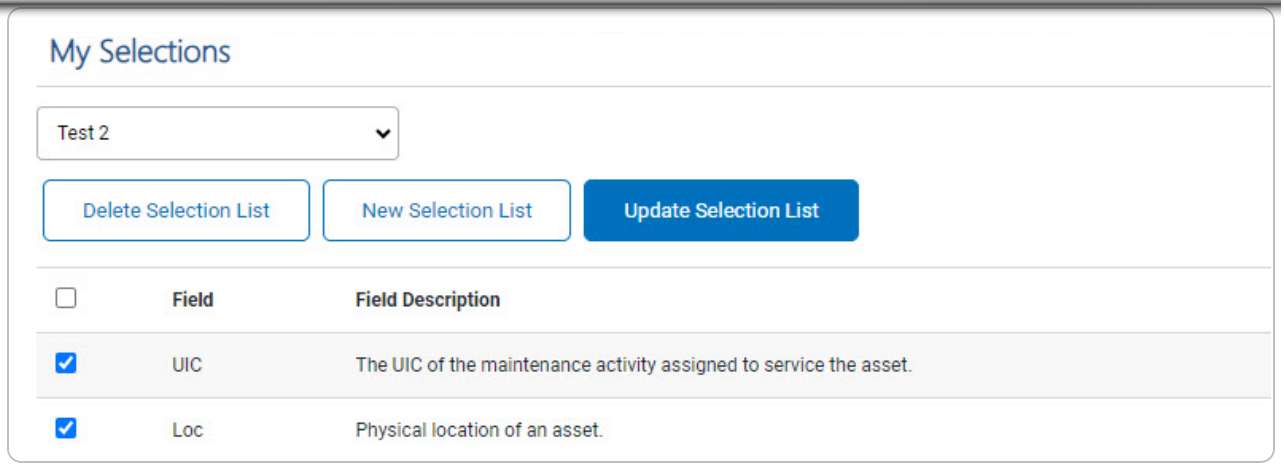
4. Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*

**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.

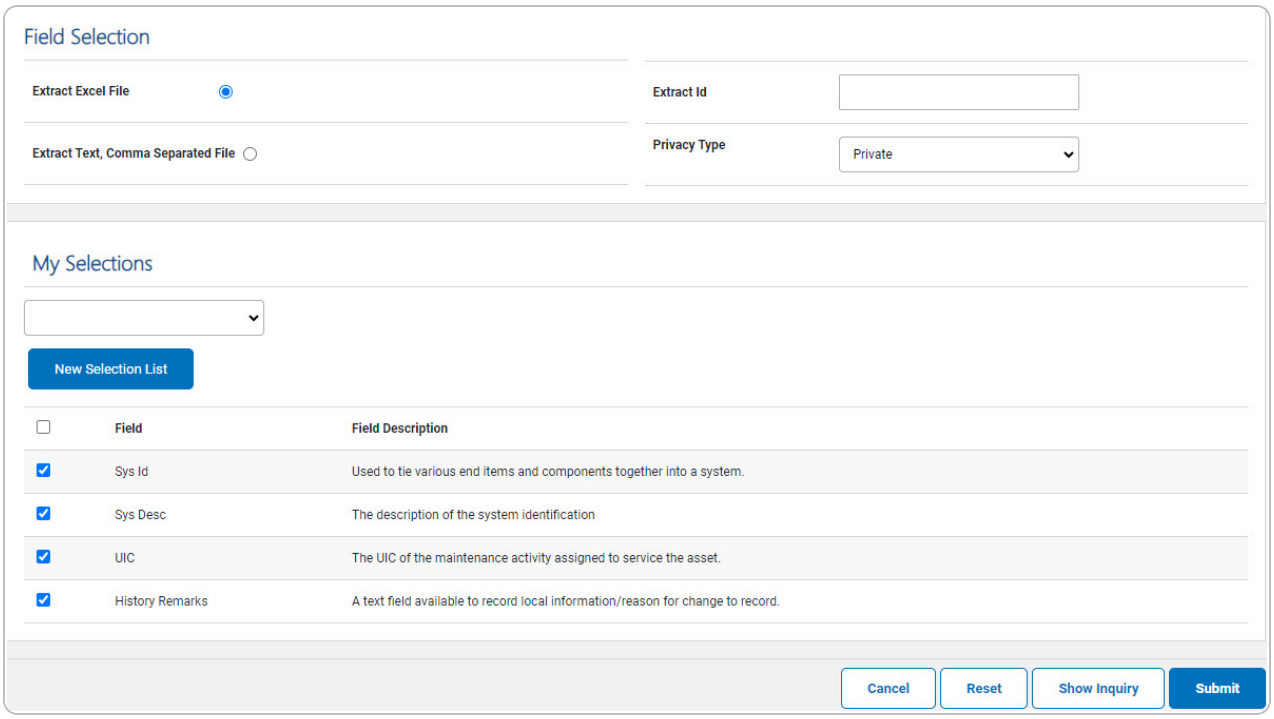



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

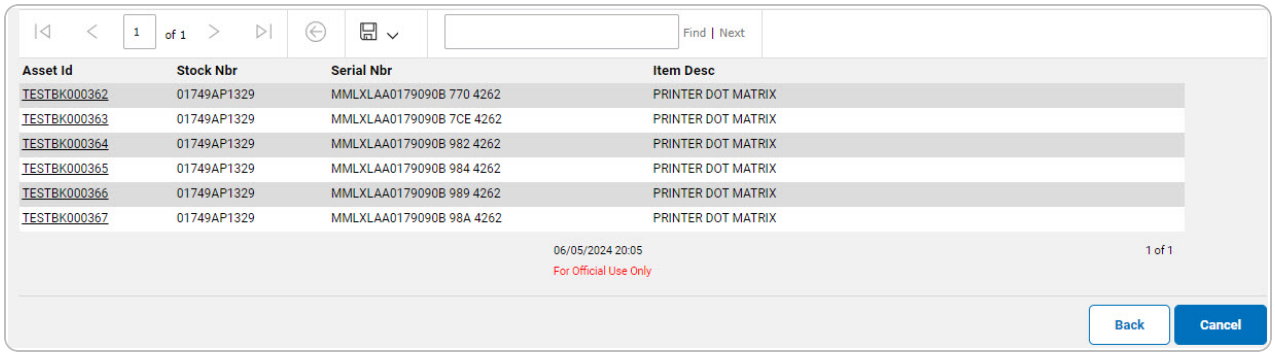
**ELMS Navigation Helpful Tips**

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

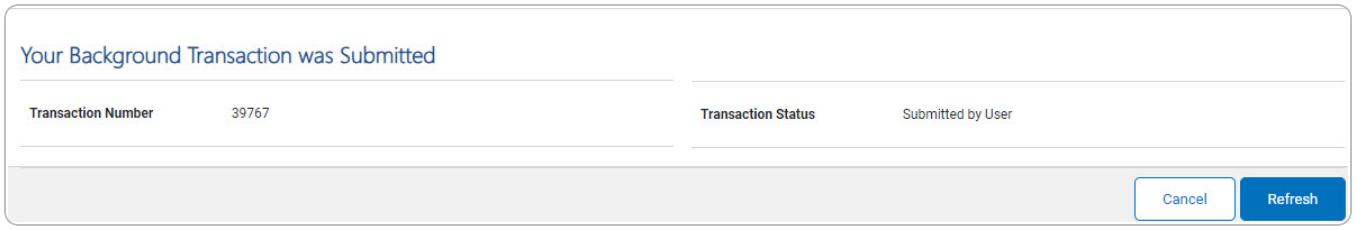
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

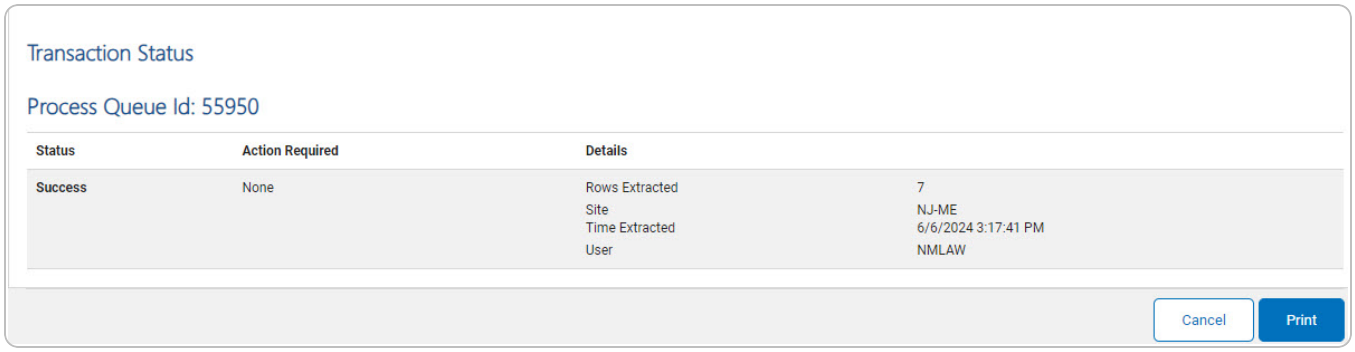
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

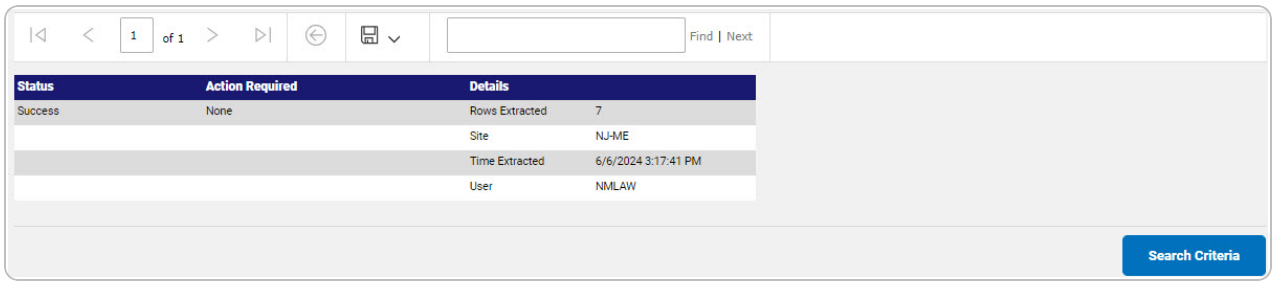
# Procedures

**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  .
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. |
| **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

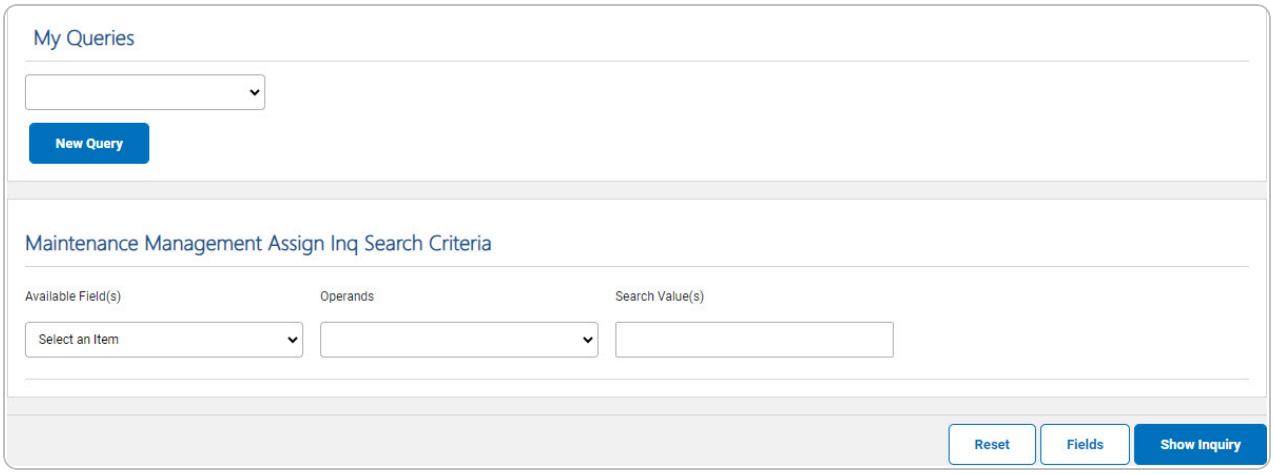
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a 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**

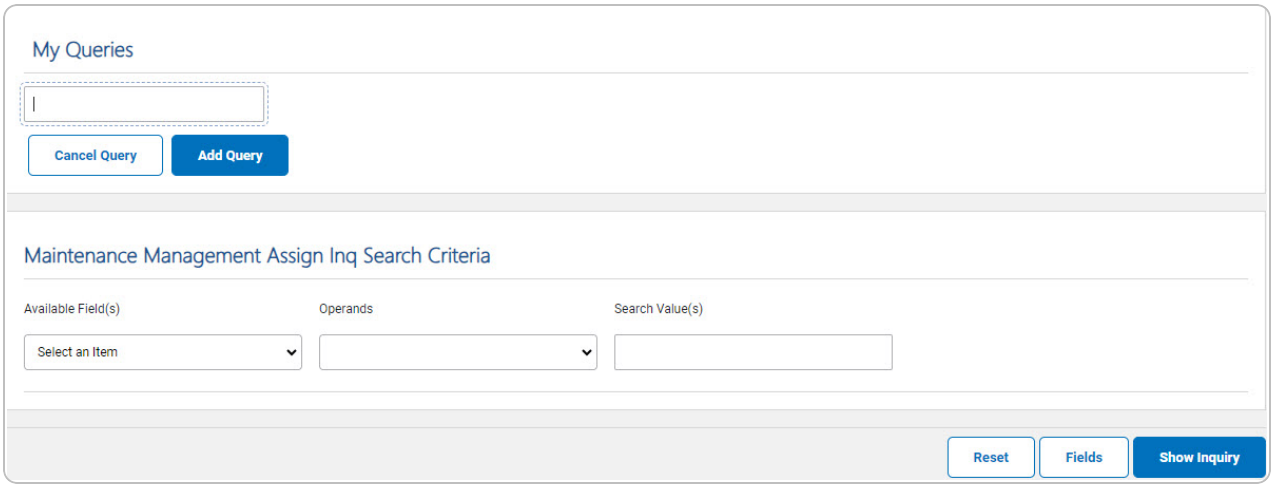
a. Use ⌄ to select desired Available Field.

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.*

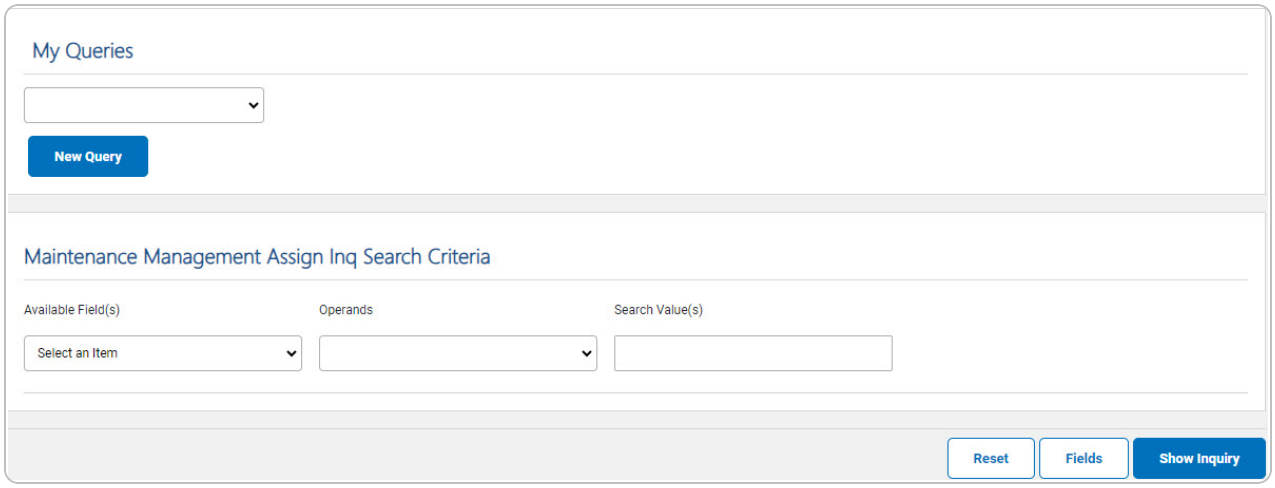
Select Fields. *The **Maintenance Management Assignment Inquiry — Select Fields** page appears.*

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.*



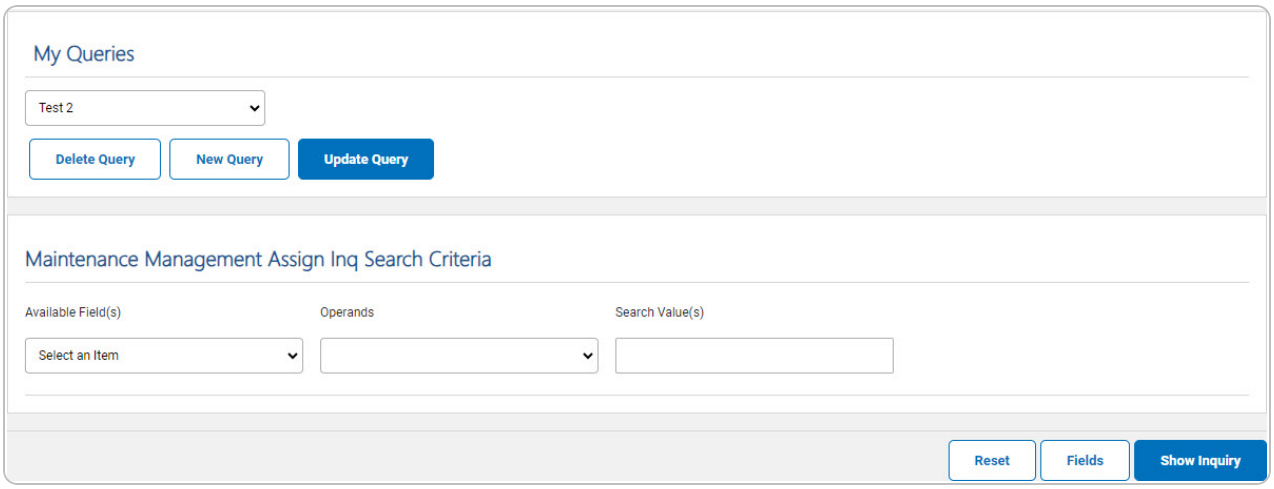

Select Fields. *The **Maintenance Management Assignment Inquiry — Select Fields** page appears.*

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.*



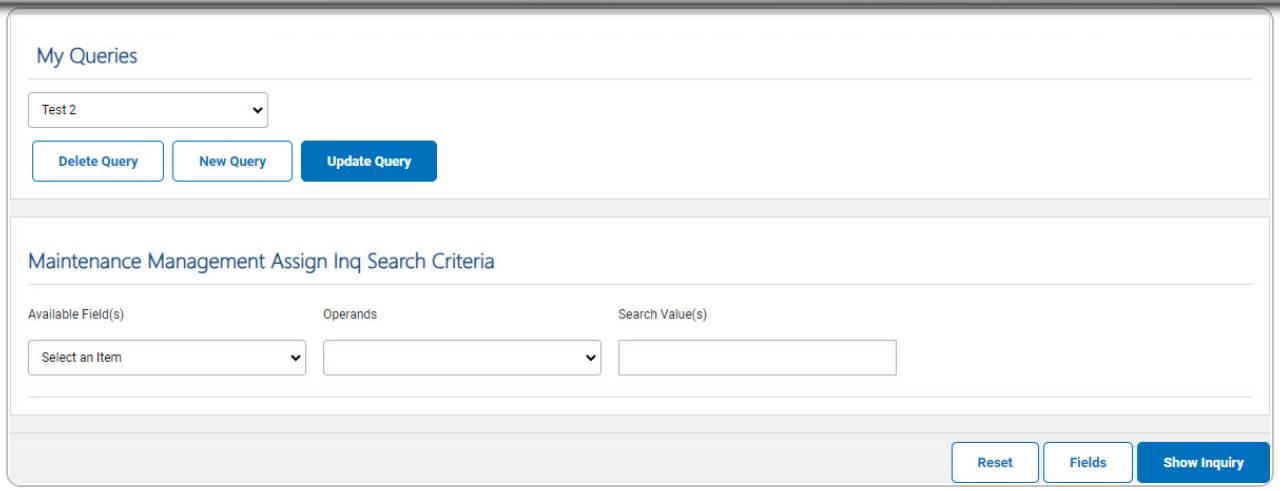

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*

   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**

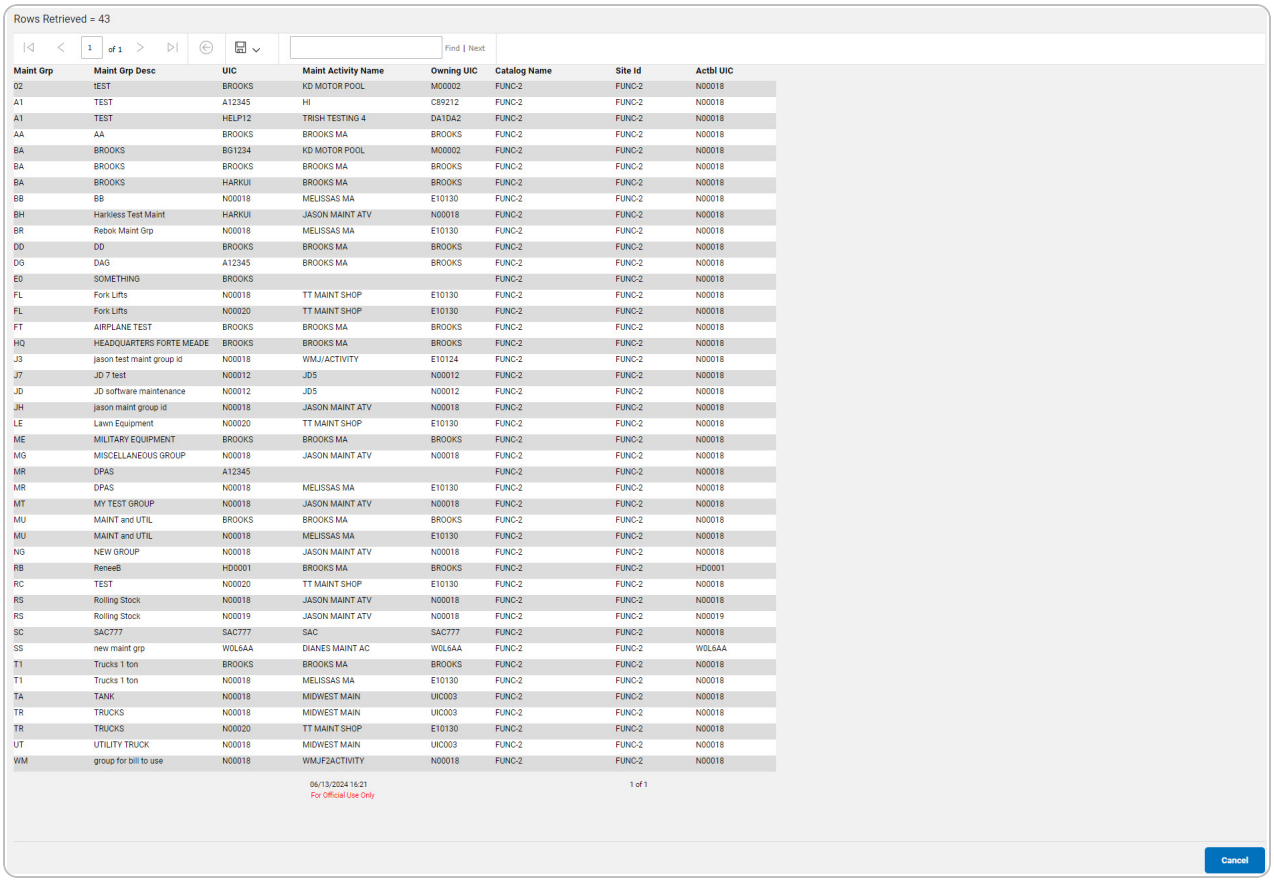


Click the following link to display PA Navigation Tips.

# 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.*



Rows Retrieved = 43

| 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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For Official Use Only

1 of 1

Cancel

**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

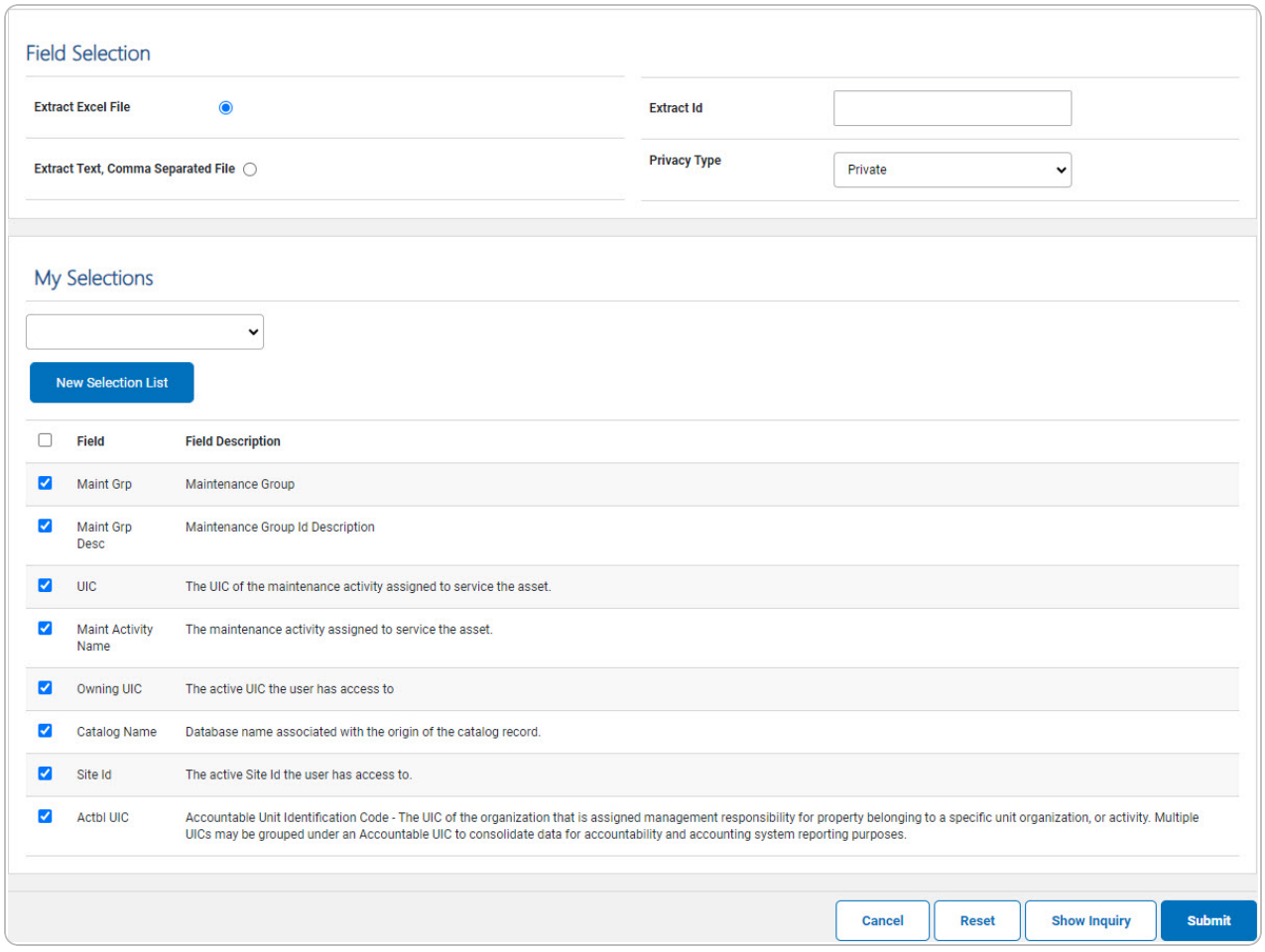
**ELMS Navigation Helpful Tips**

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.

   Select Show Inquiry for small volumes of data. *The* ***Maintenance Management Assignment Inquiry — Results*** *page appears.*

5. **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.*

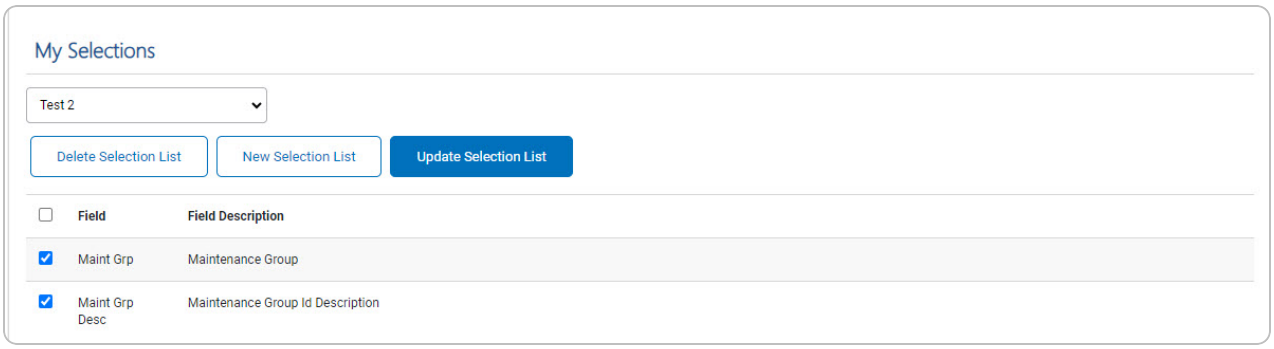
3. Select Show Inquiry for small volumes of data. *The* ***Maintenance Management Assignment Inquiry — Results*** *page appears.*

**OR**

Select Submit for large volumes of data. *The* ***Maintenance Management Assignment Inquiry Transaction Status*** *page appears.*

## 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.*

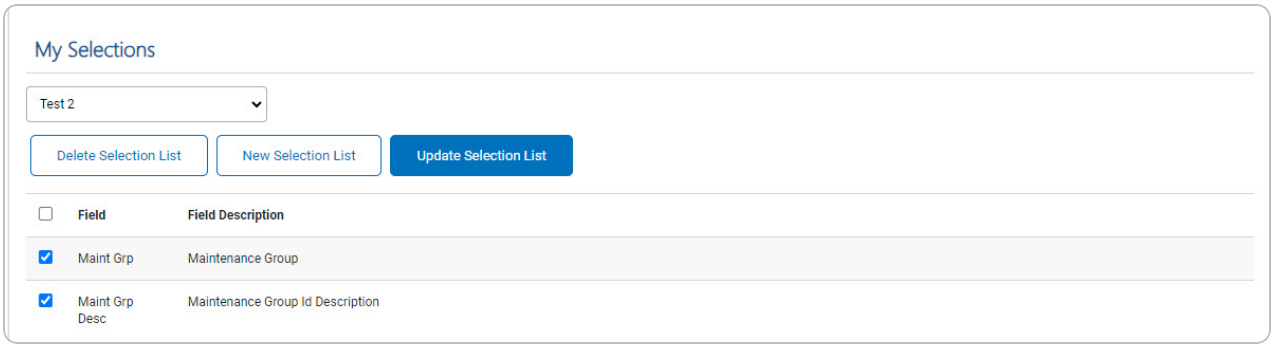
   Select Show Inquiry for small volumes of data. *The* ***Maintenance Management Assignment Inquiry — Results*** *page appears.*

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.

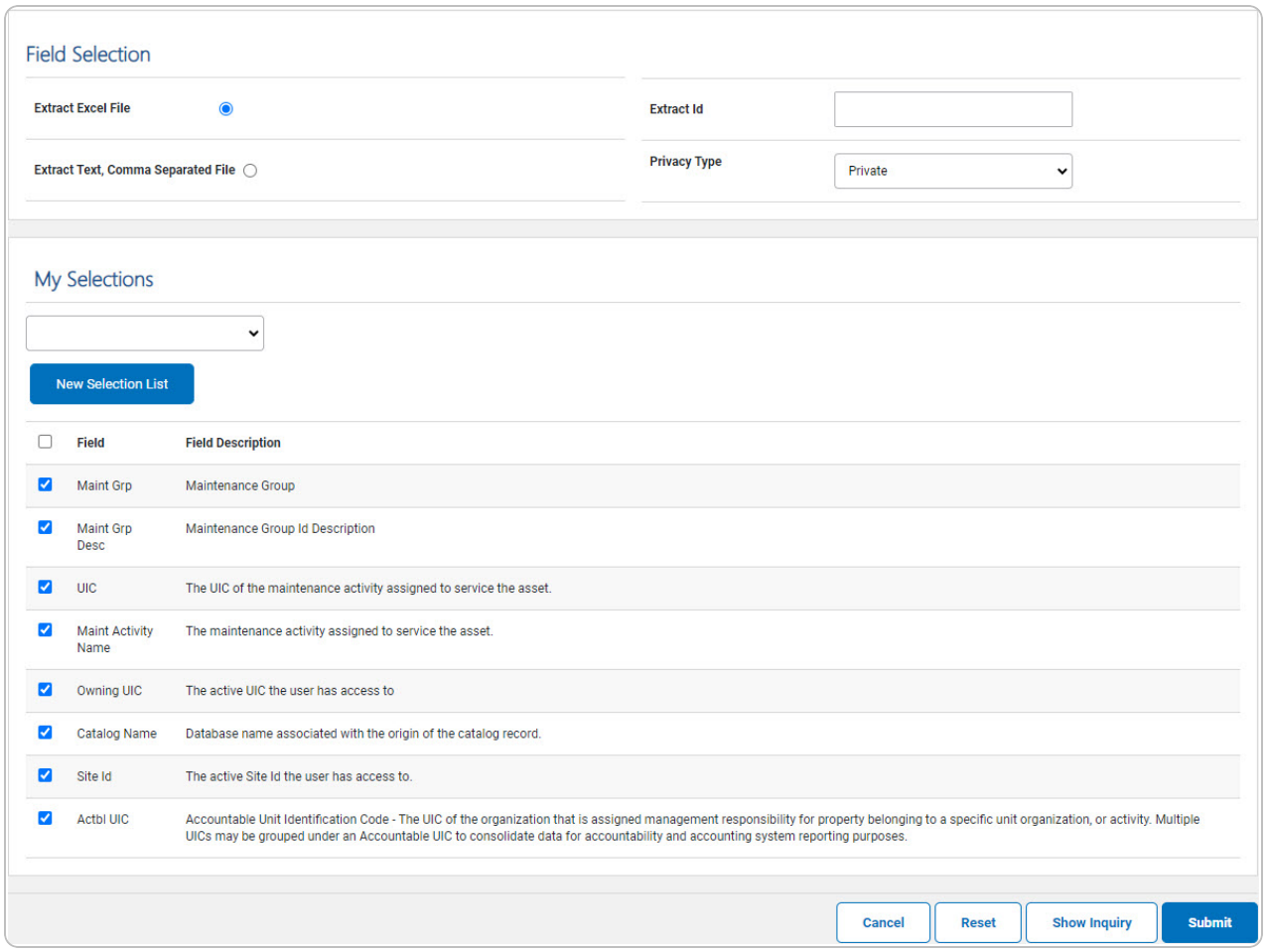



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 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

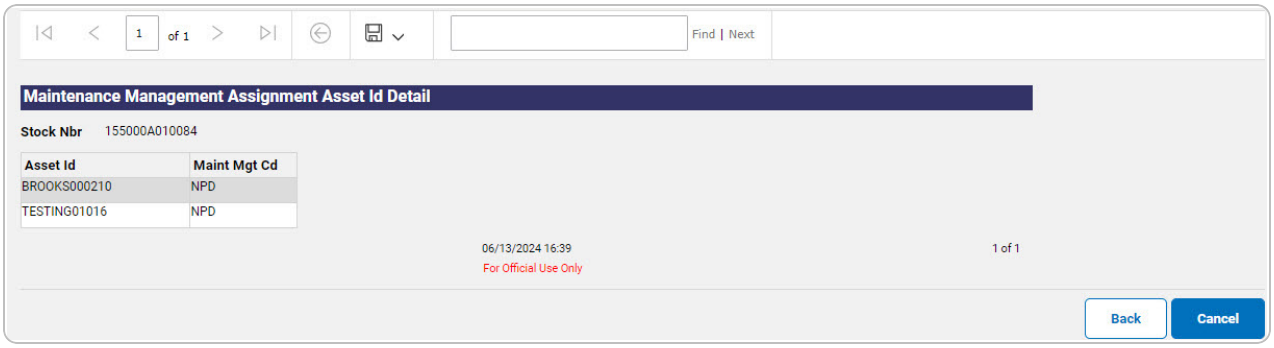
**ELMS Navigation Helpful Tips**

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 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

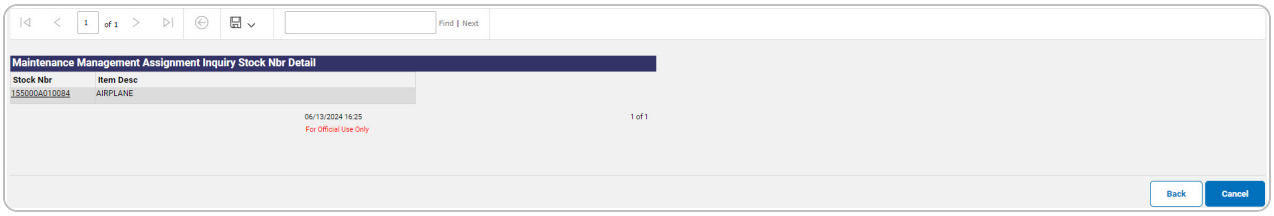
**ELMS Navigation Helpful Tips**

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 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

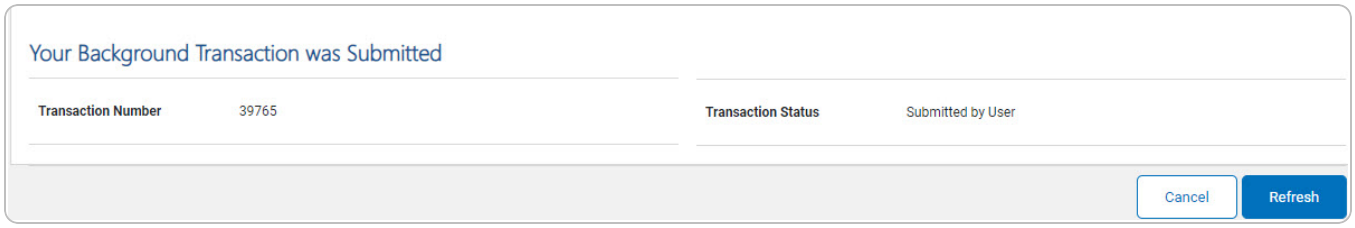
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

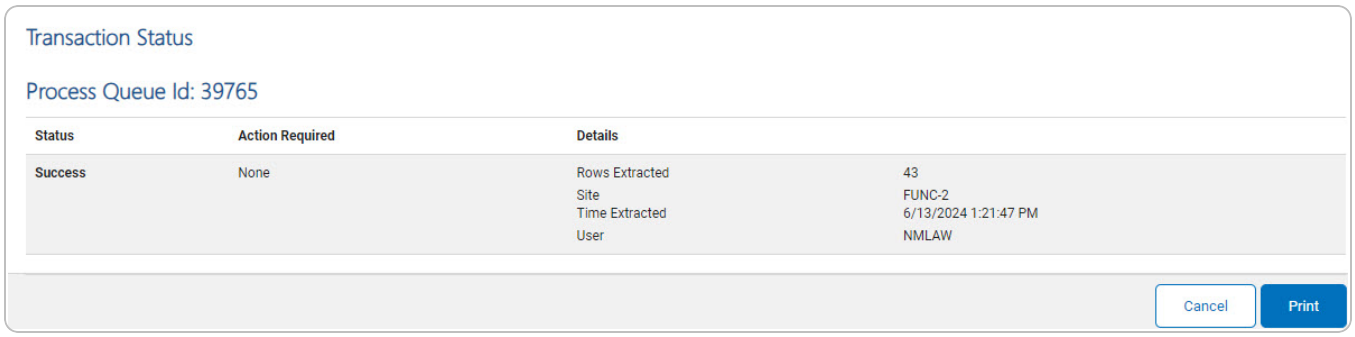
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

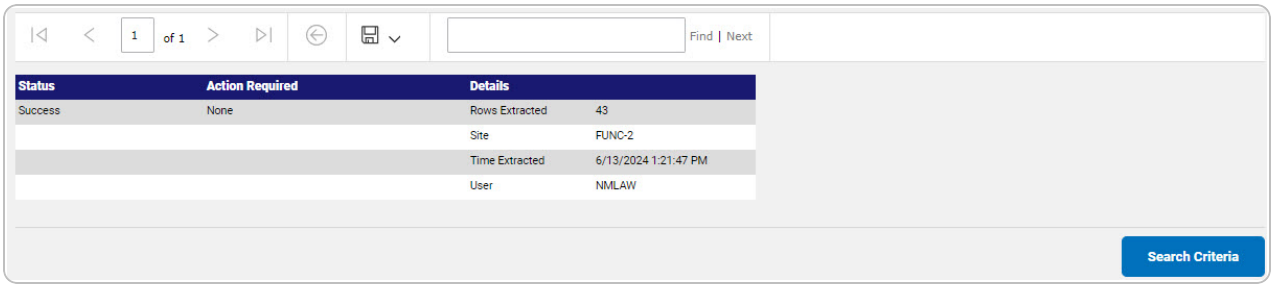
# Procedures

**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  . *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  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 **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

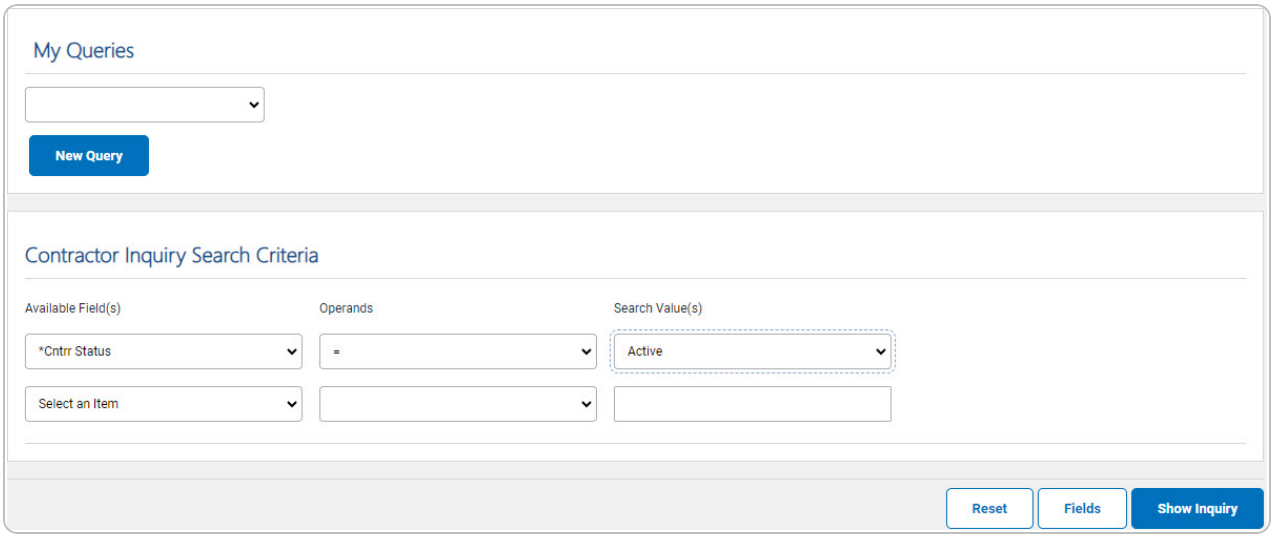
**ELMS Navigation Helpful Tips**

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**

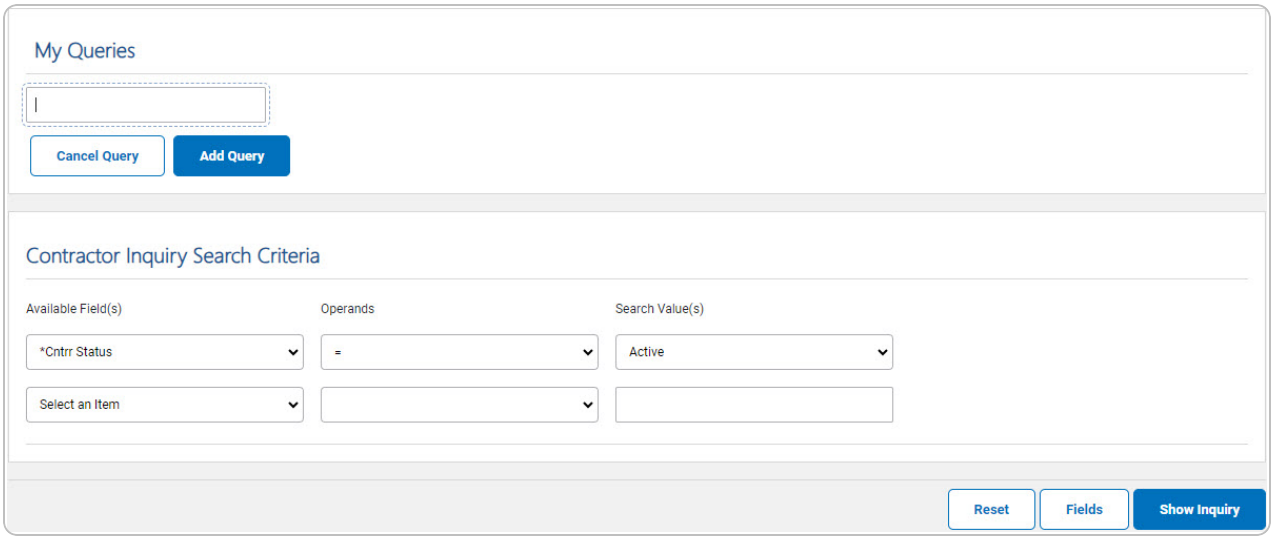
   a. Use ⌄ to select desired Available Field.

   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.*

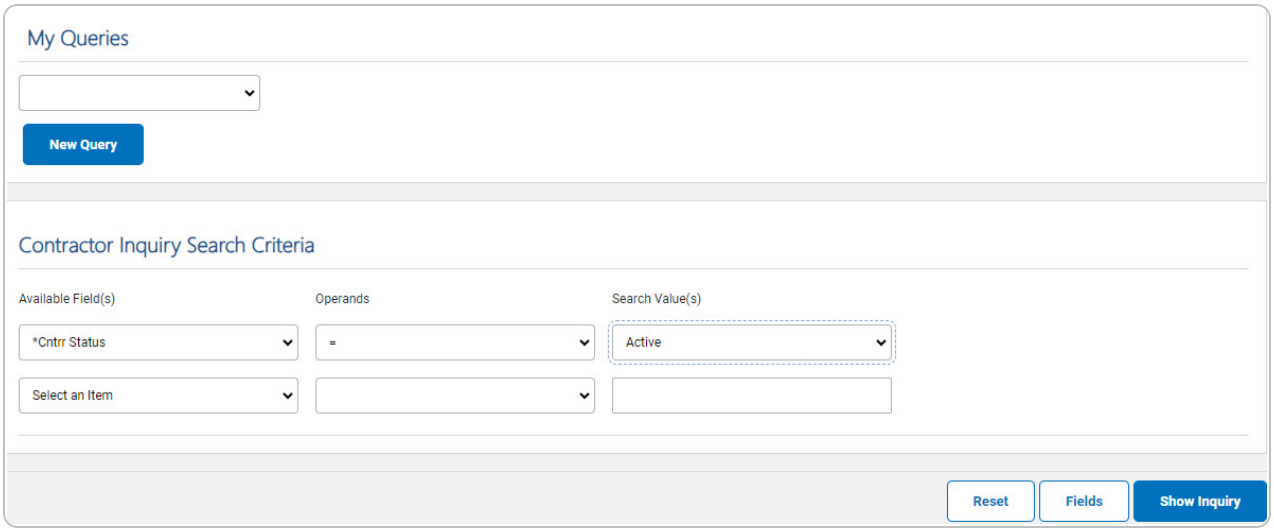
5. Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

   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.*

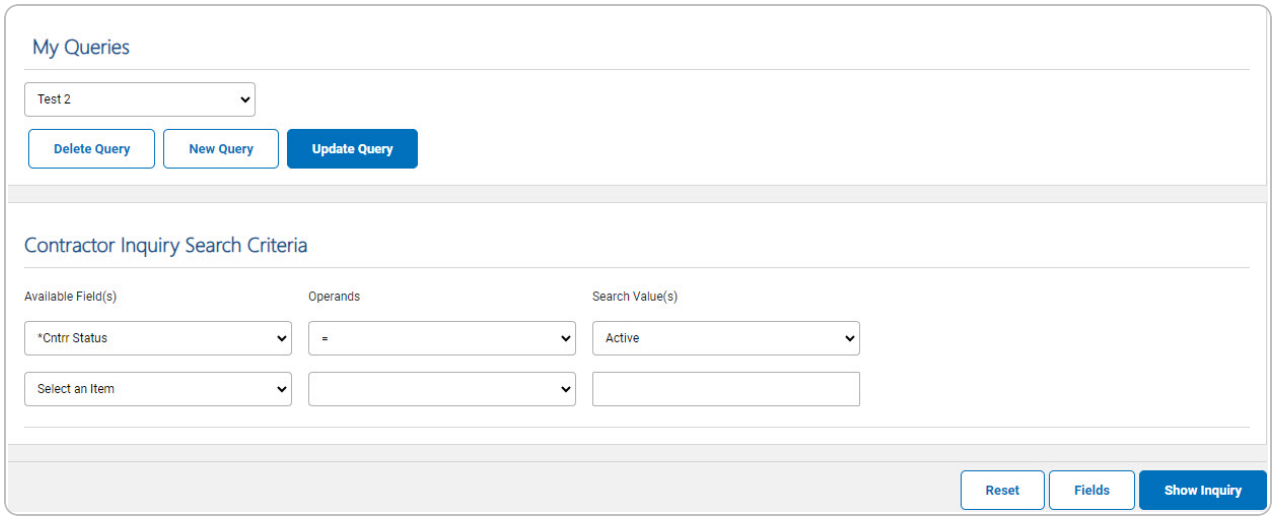
   OR

   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.*

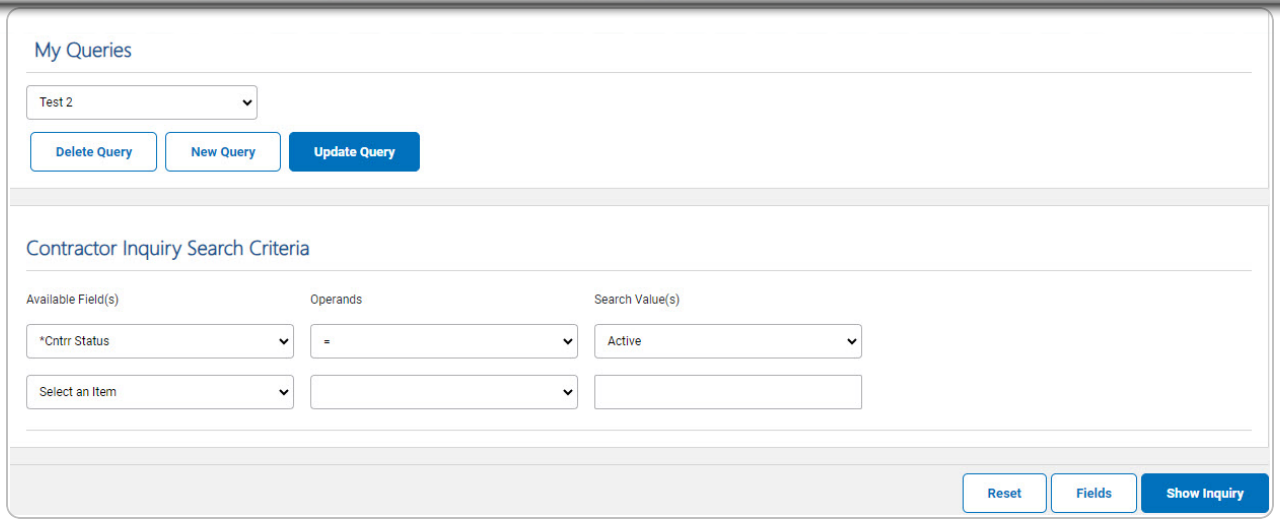
4. Select Fields. *The* ***Contractor Inquiry — Select Fields*** *page appears.*

   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**

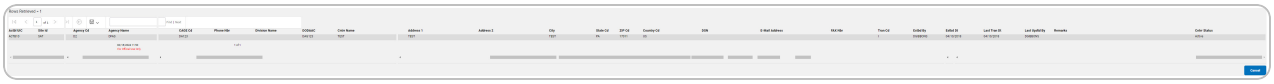


Click the following link to display PA Navigation Tips.

## 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 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 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

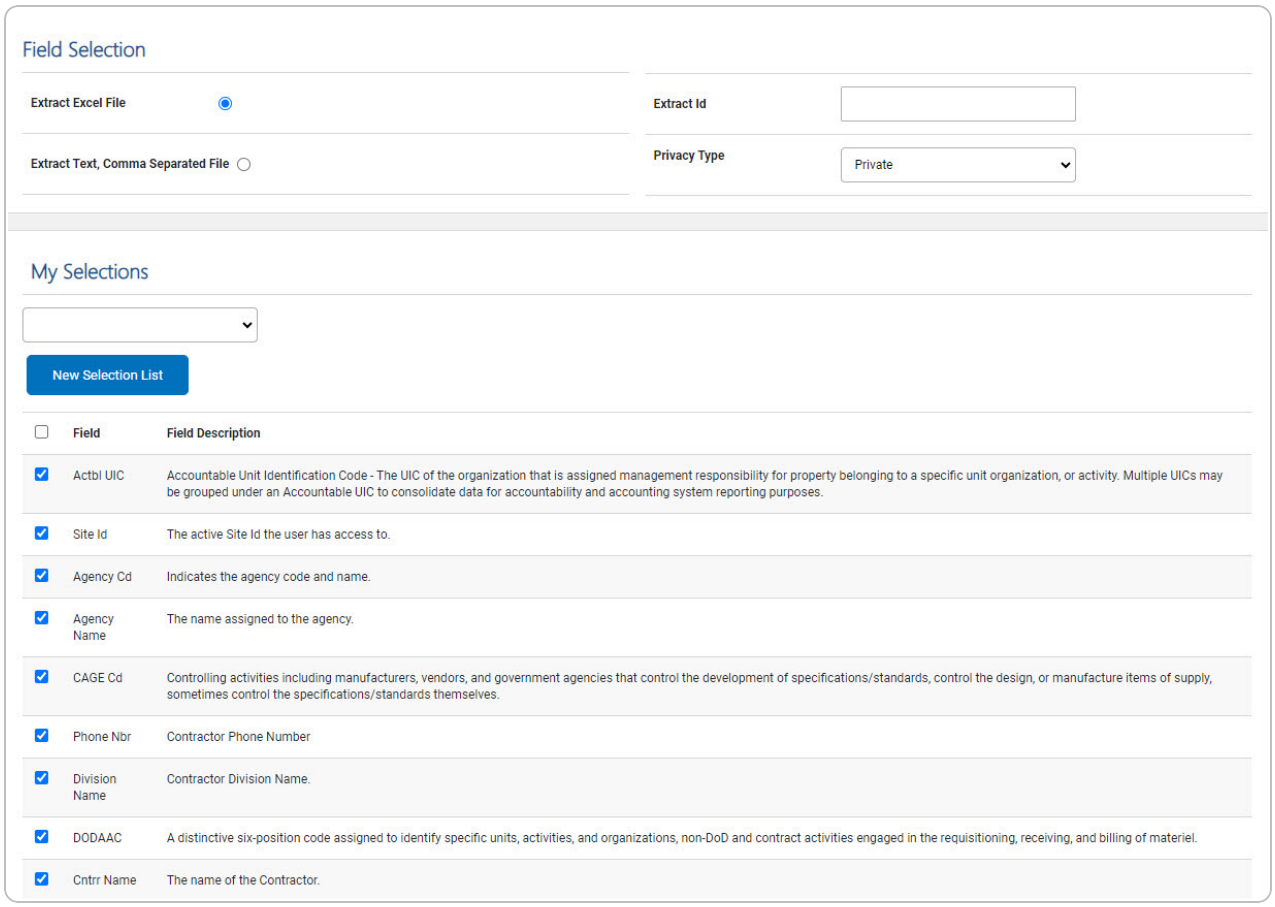
**ELMS Navigation Helpful Tips**

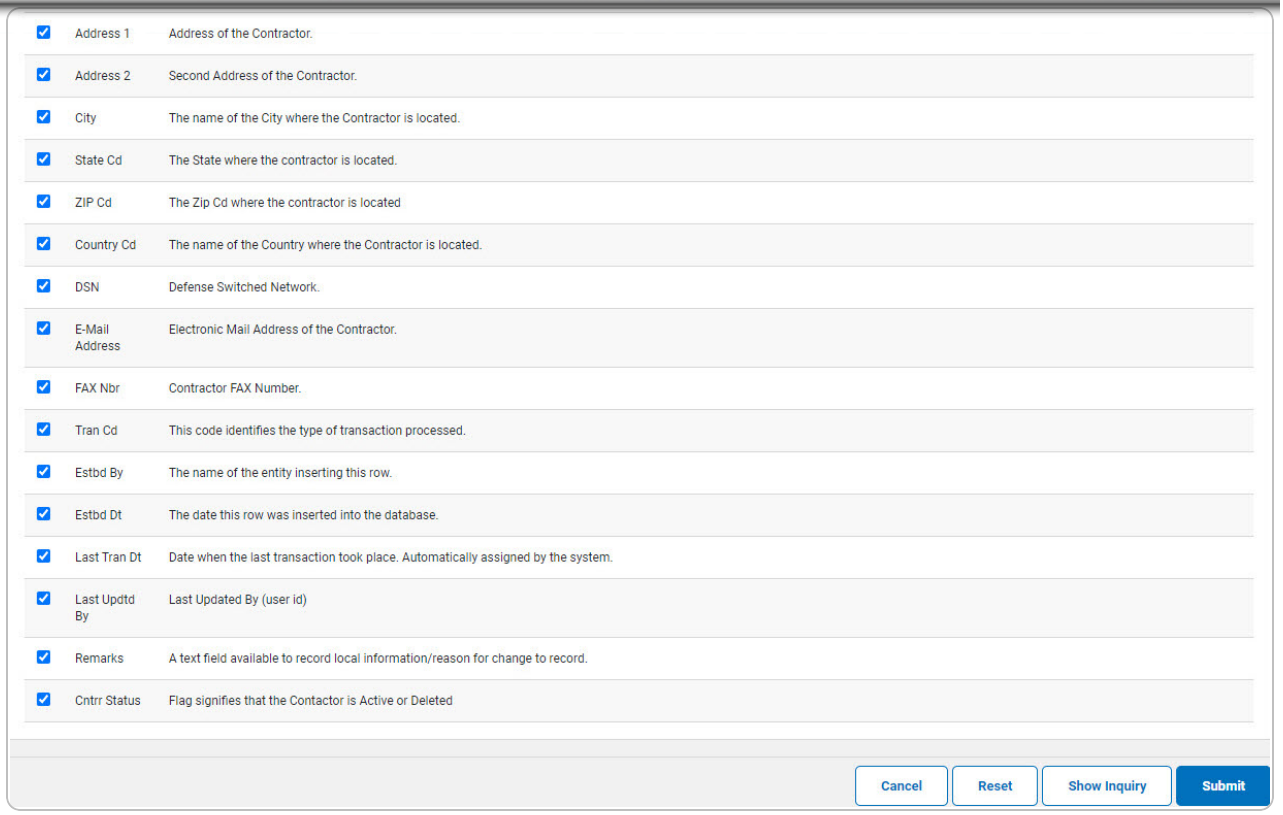
Click the following link to display PA Navigation Tips.

## 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**

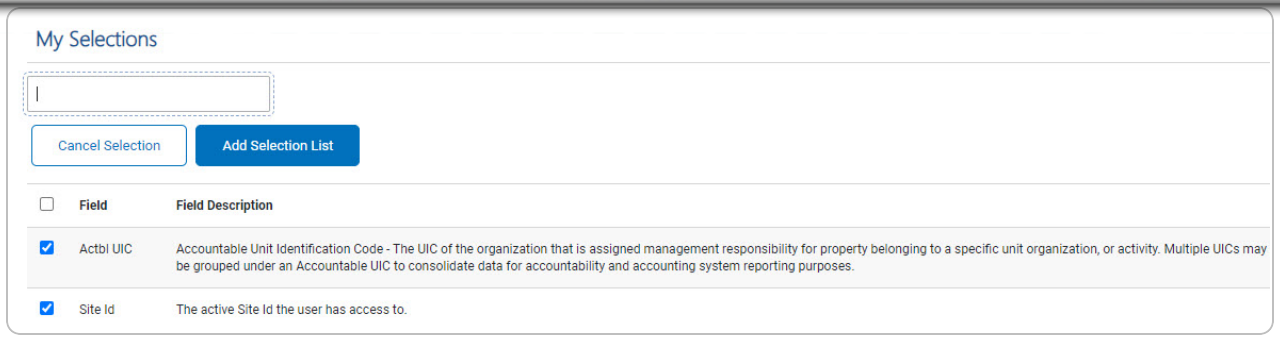
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

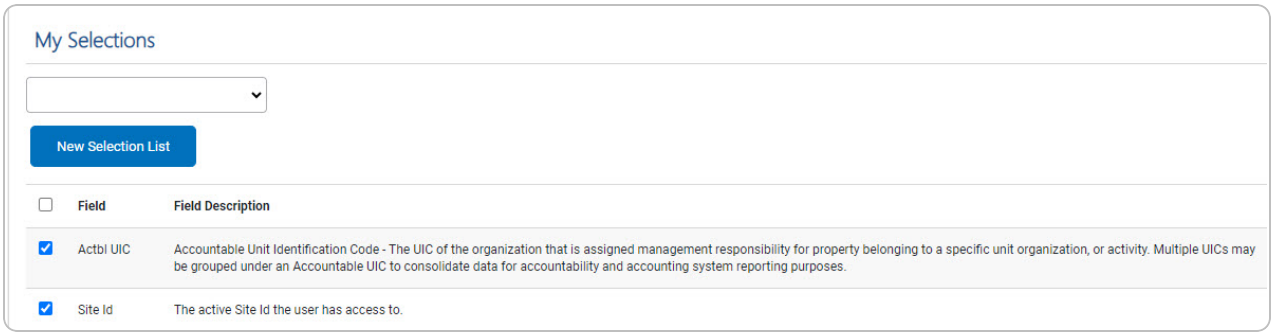
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced 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.*

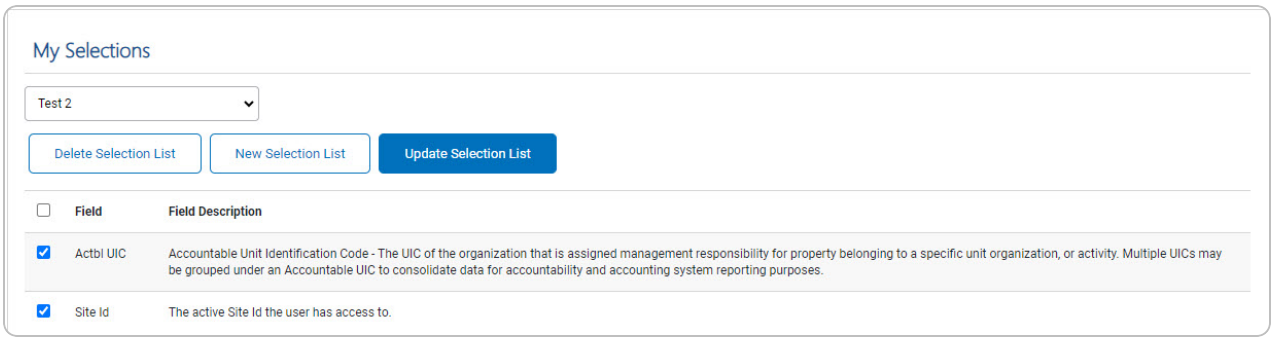
Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

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.*

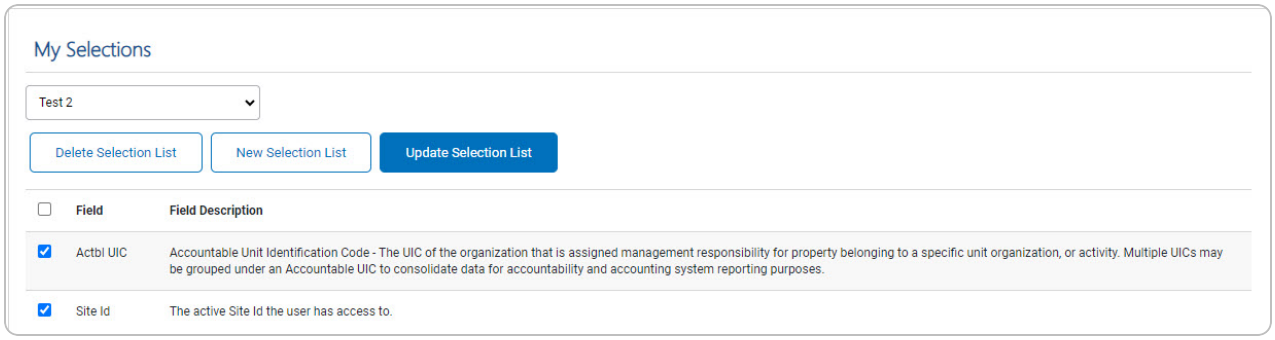
   Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

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.

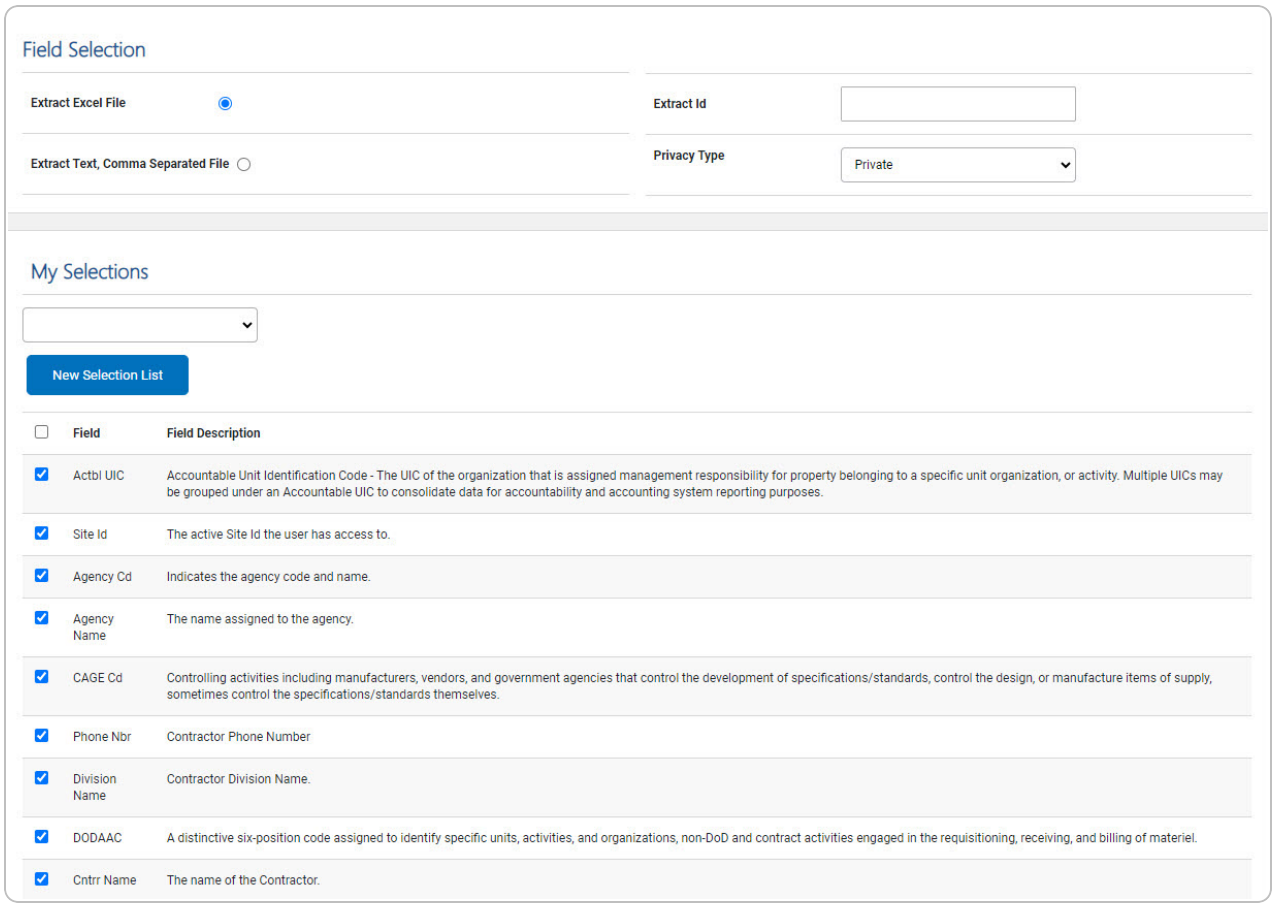


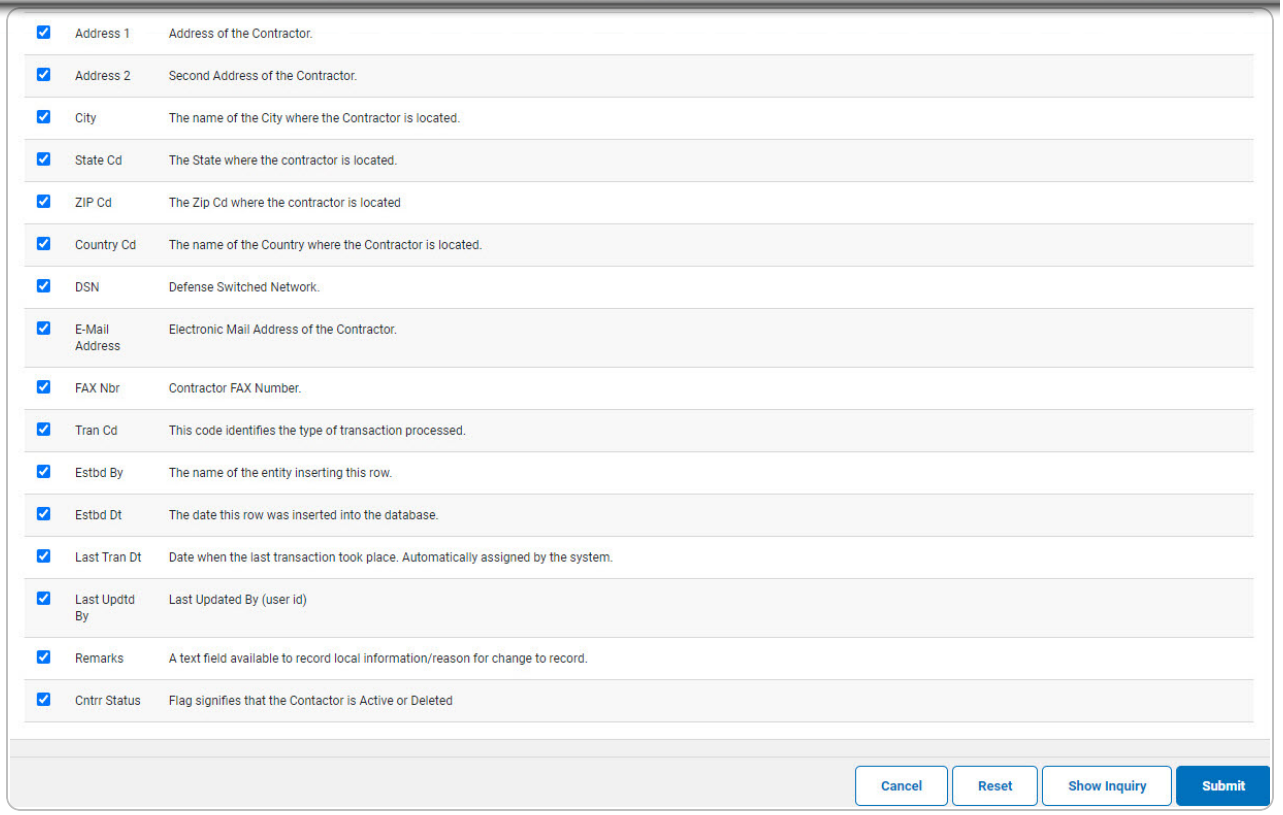

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.

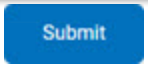
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*

- 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. |

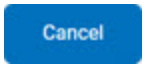
# Procedures

**ELMS Navigation Helpful Tips**

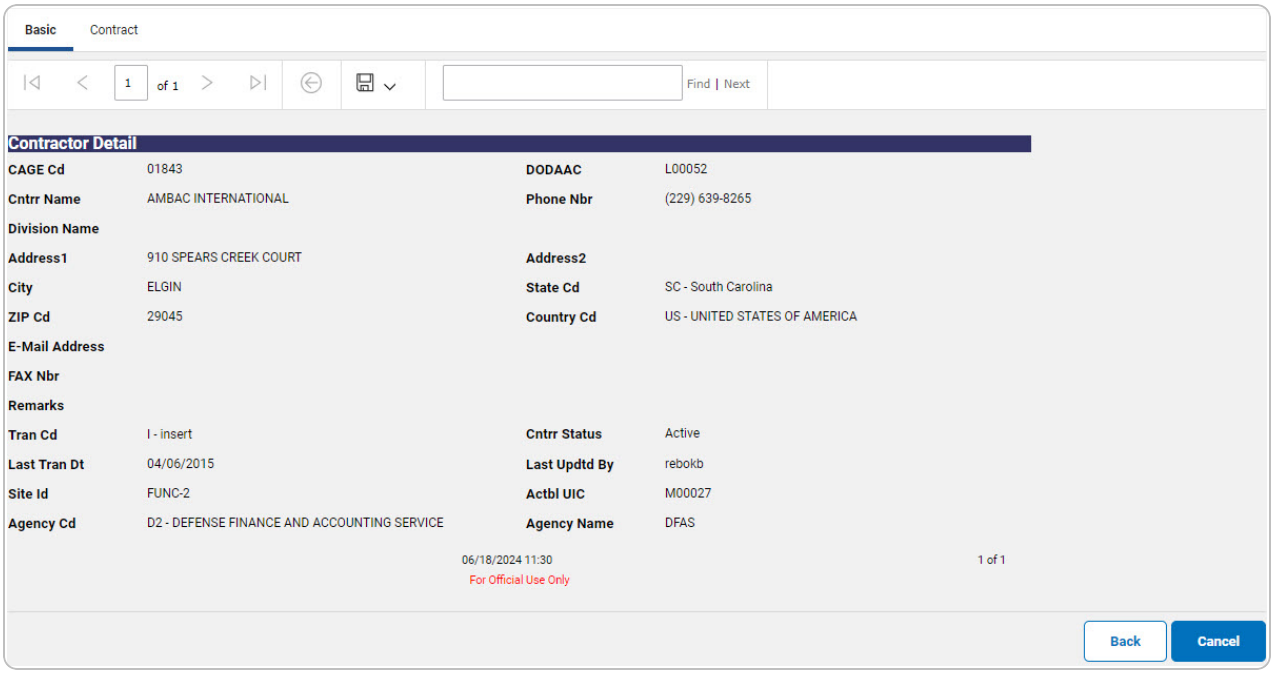


Click the following link to display PA Navigation Tips.

## 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.*

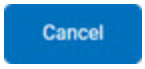
R. *Verify the COUNTRY CD.*

S. *Verify the CNTRR STATUS.*

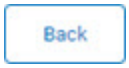
T. *Verify the LAST UPDTD BY.*

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. |

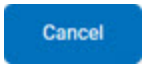
# Procedures

**ELMS Navigation Helpful Tips**

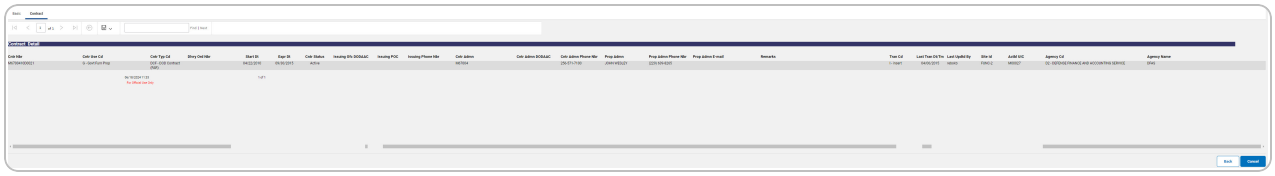


Click the following link to display PA Navigation Tips.

## Export the Contractor Inquiry Contract Detail

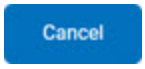
*Selecting*  *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

1. *Verify the Contractor Inquiry Contract Detail grid.*

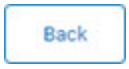


   A. *Verify the CNTR NBR.*
   B. *Verify the CNTR USE CD.*
   C. *Verify the CNTR TYP CD.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the START DT.*

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

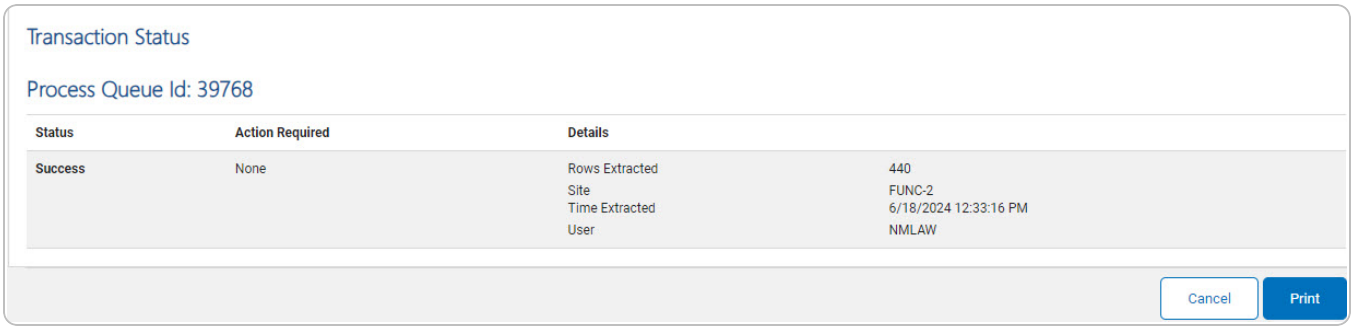
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

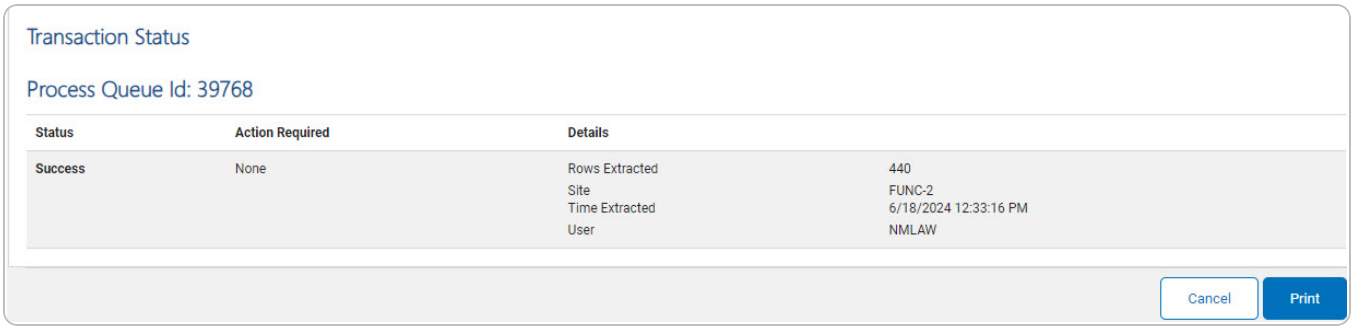
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

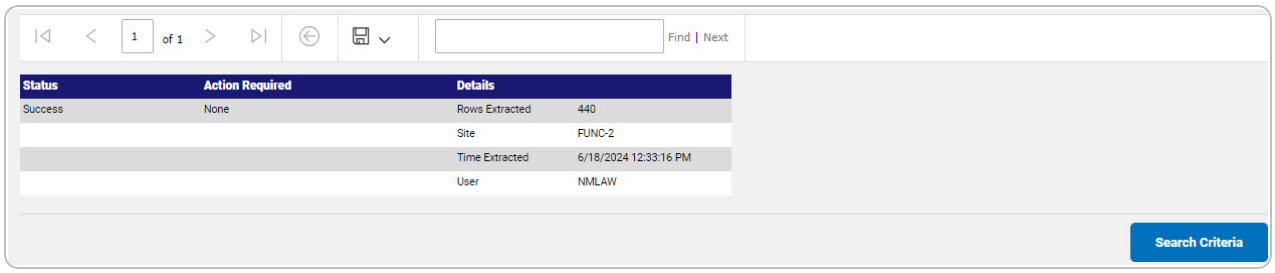
# Procedures

**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

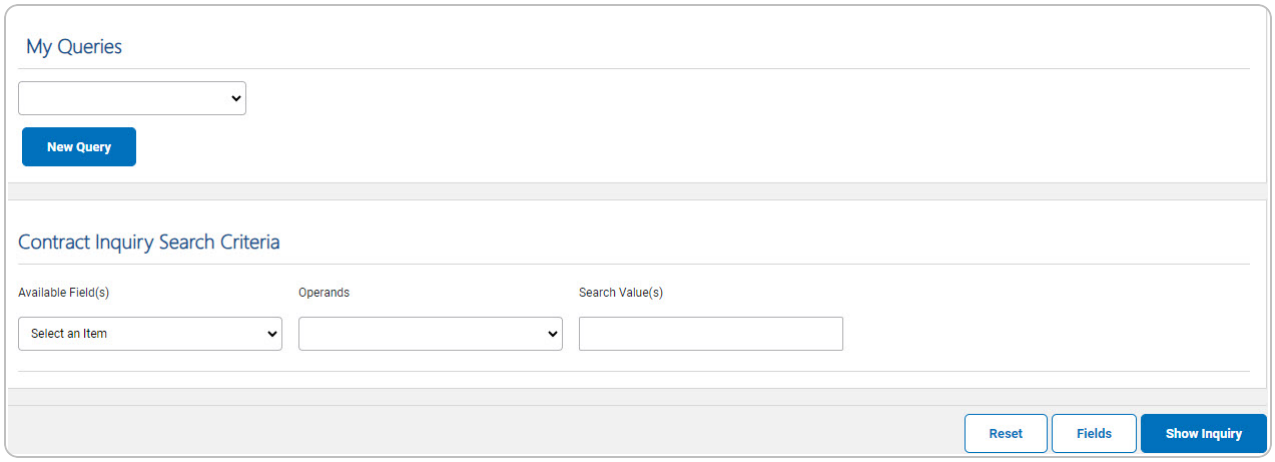
**ELMS Navigation Helpful Tips**

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**

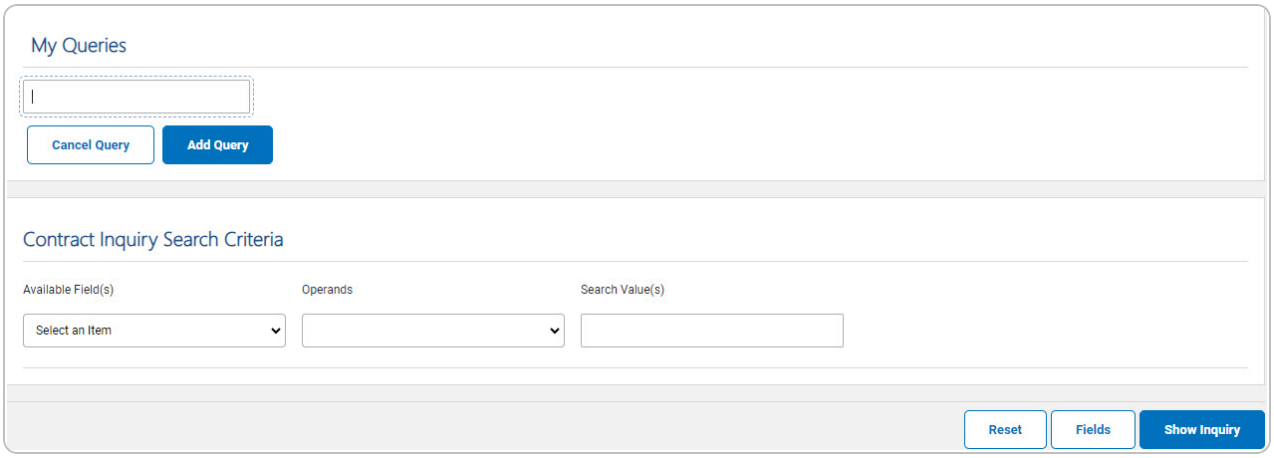
a. Use ⌄ to select desired Available Field.

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.*



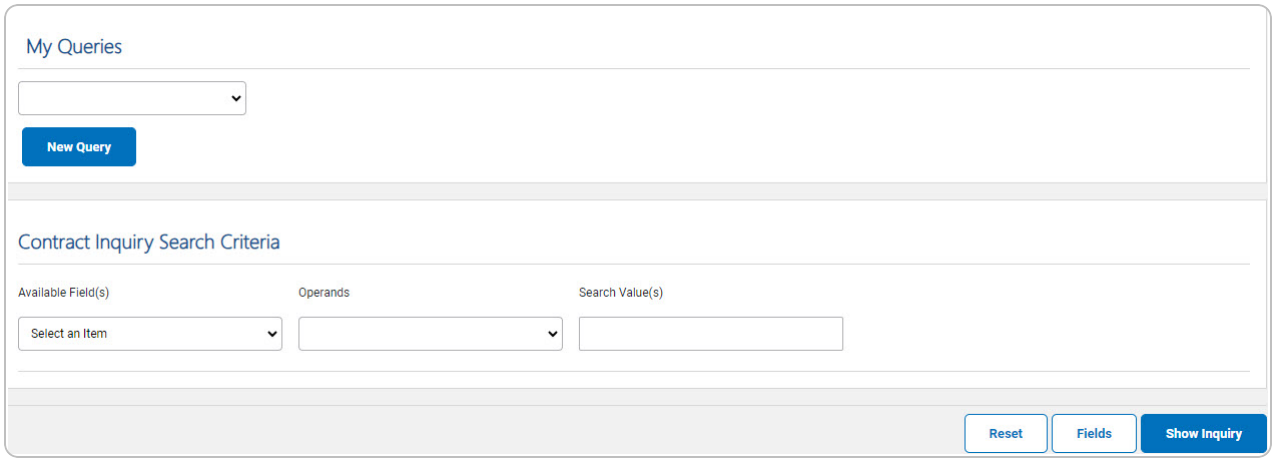

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



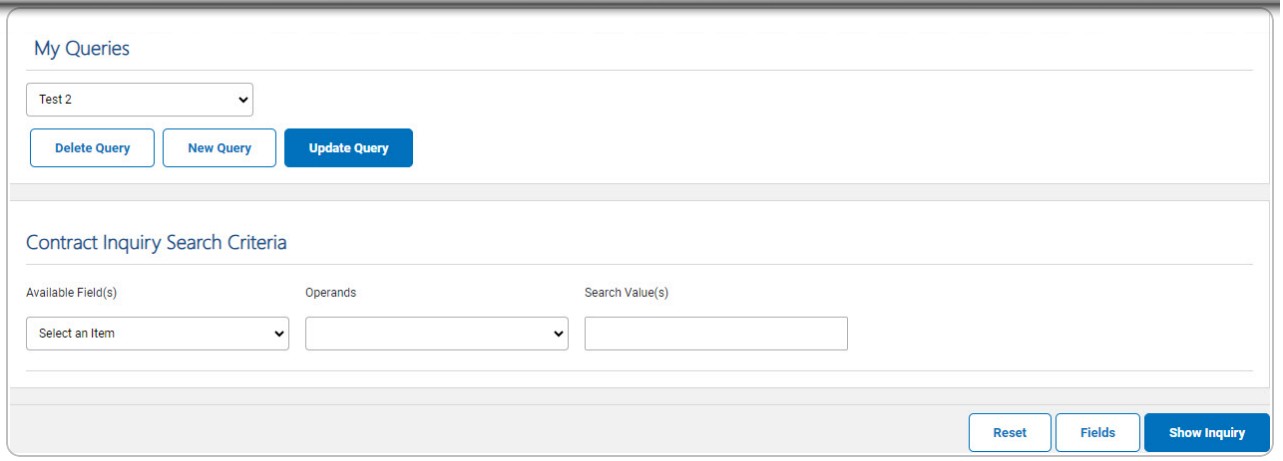

2. Select Fields. *The* ***Contract Inquiry — Select Fields*** *page appears.*

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.*

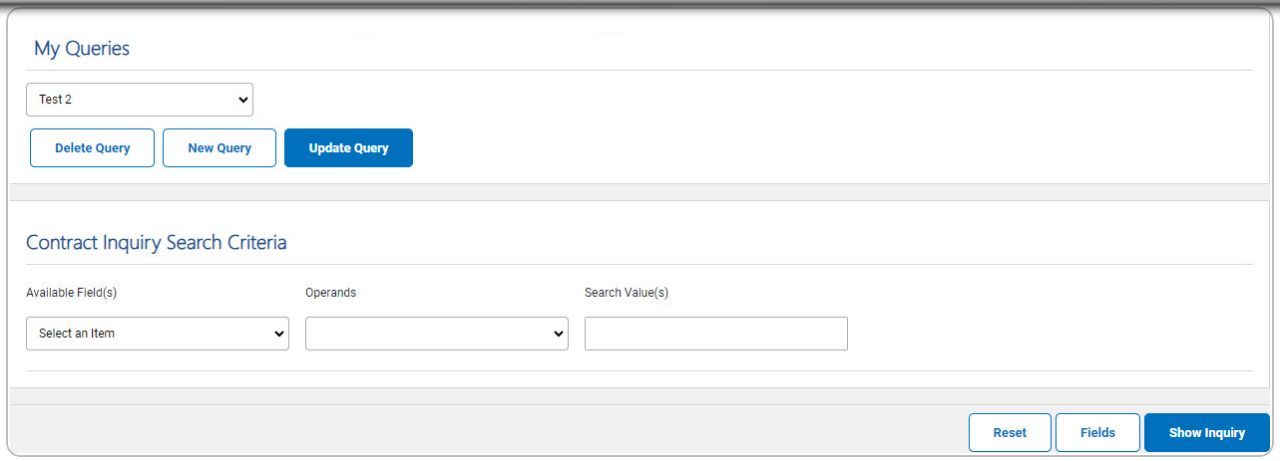
4. Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

   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. |

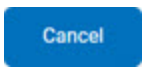
# Procedures

**ELMS Navigation Helpful Tips**

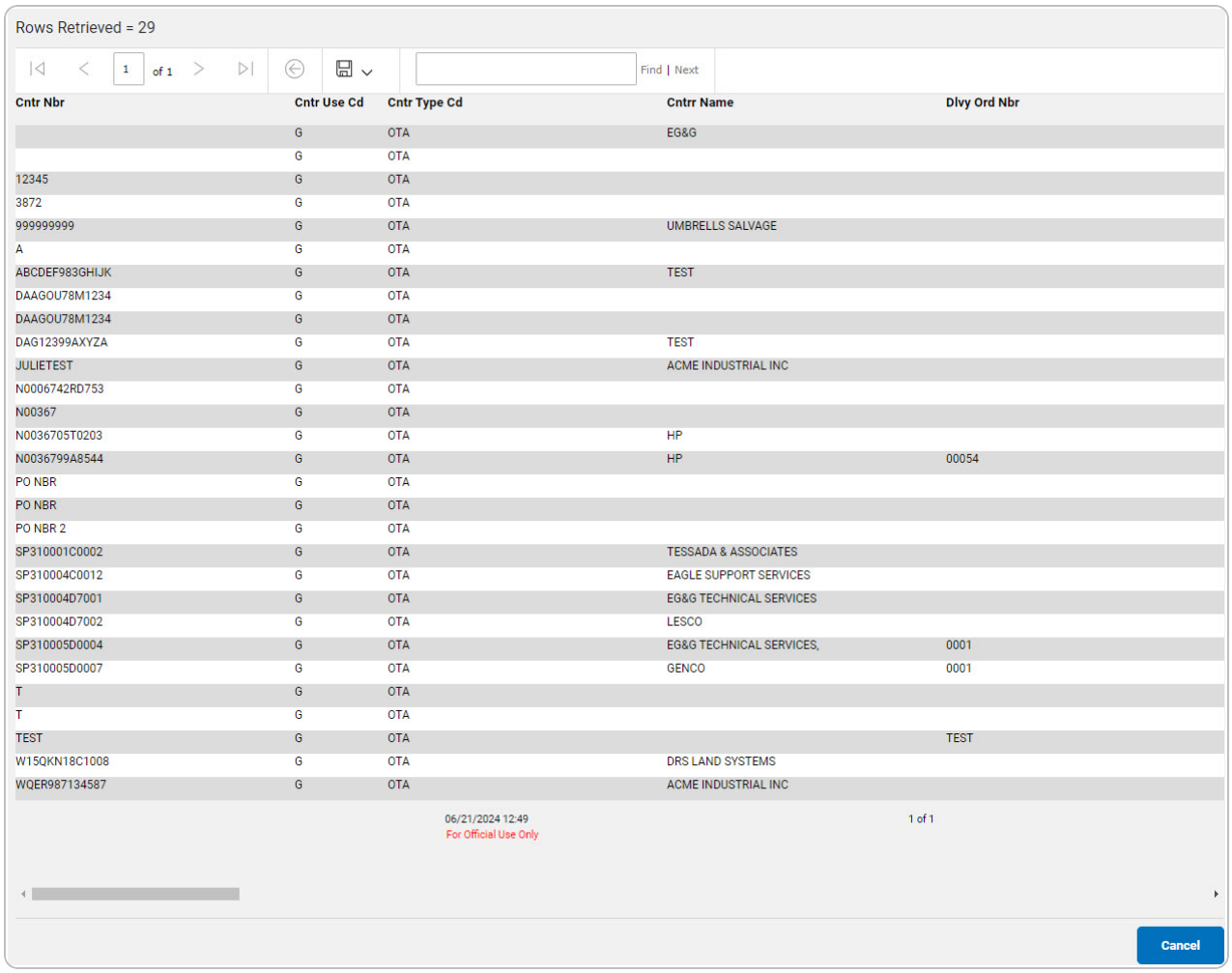


Click the following link to display PA Navigation Tips.

## 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**

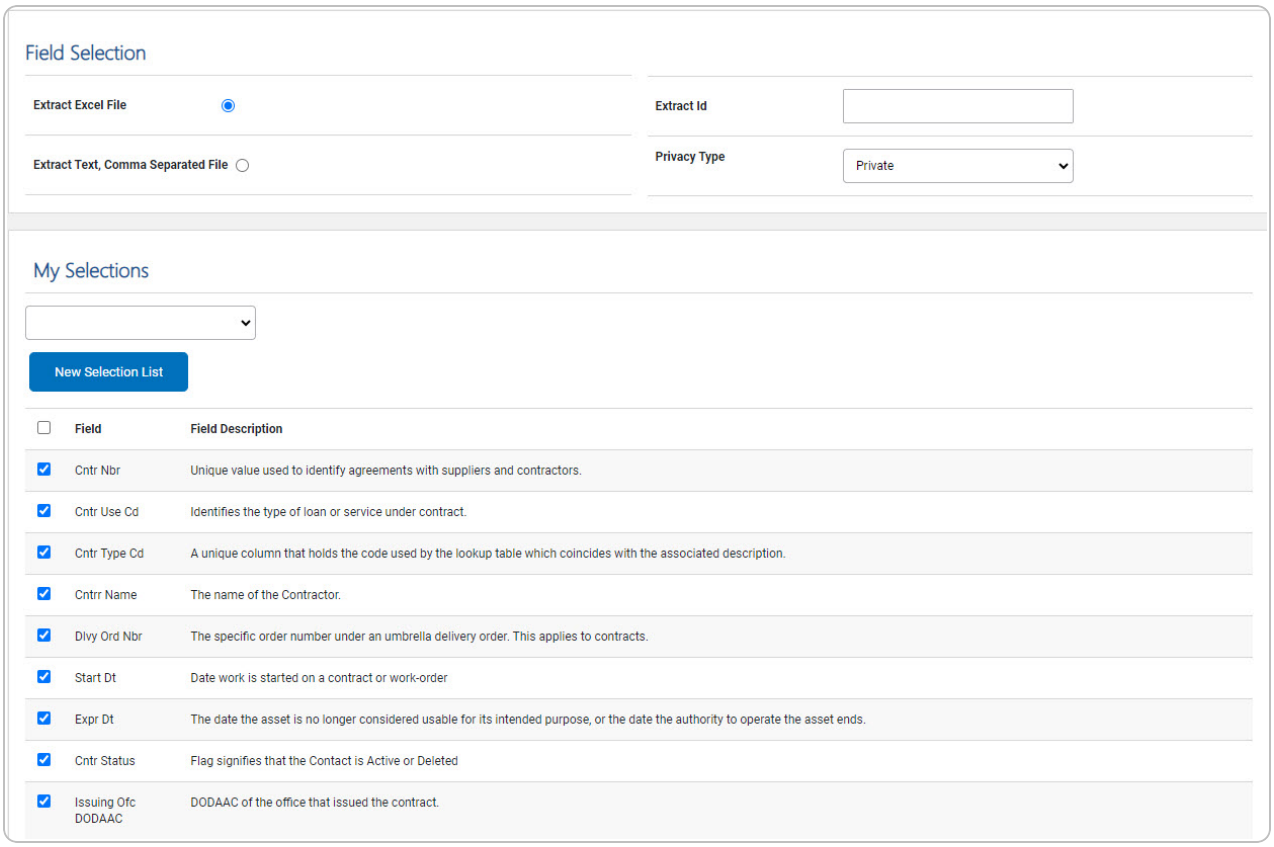


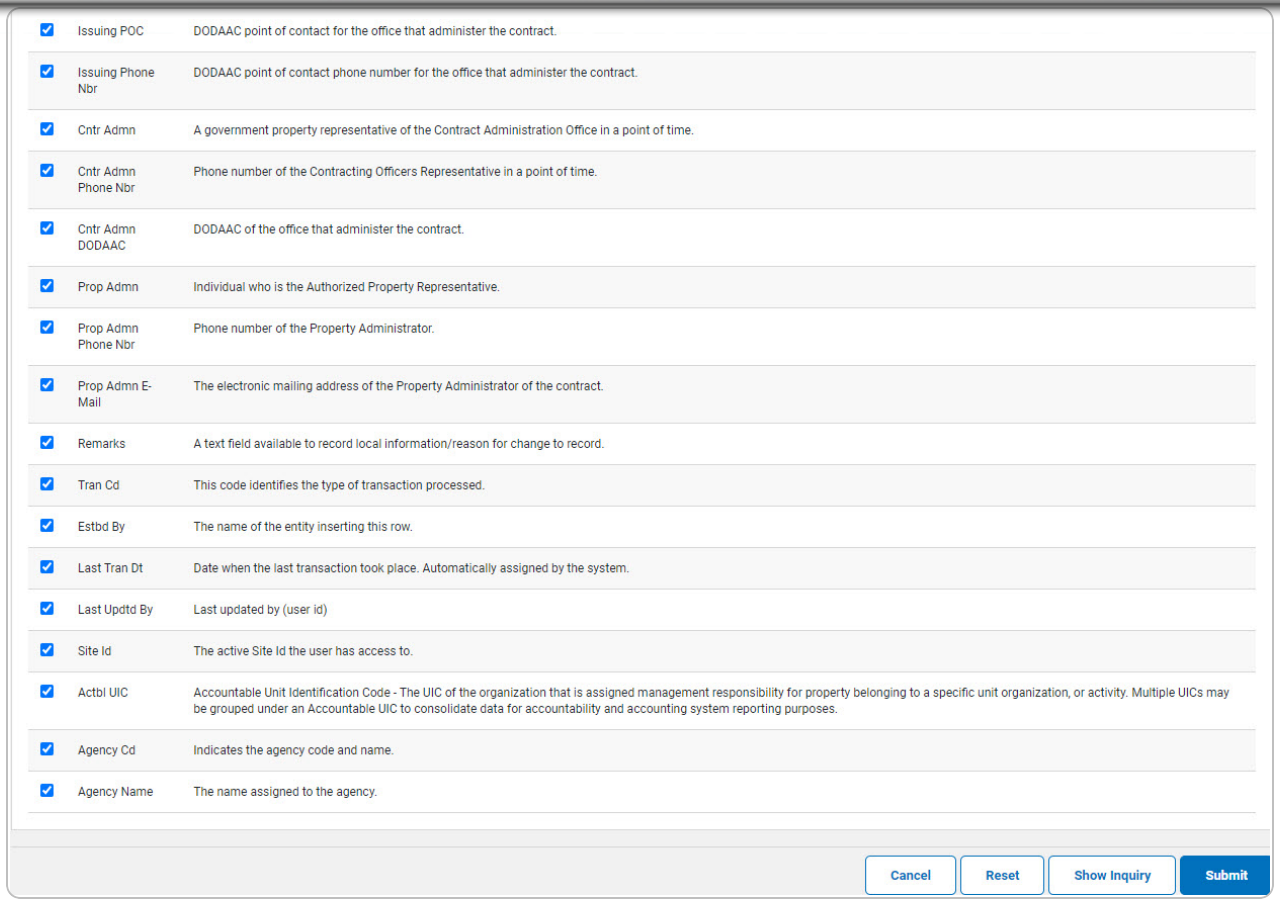
Click the following link to display PA Navigation Tips.

## 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.*






**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**

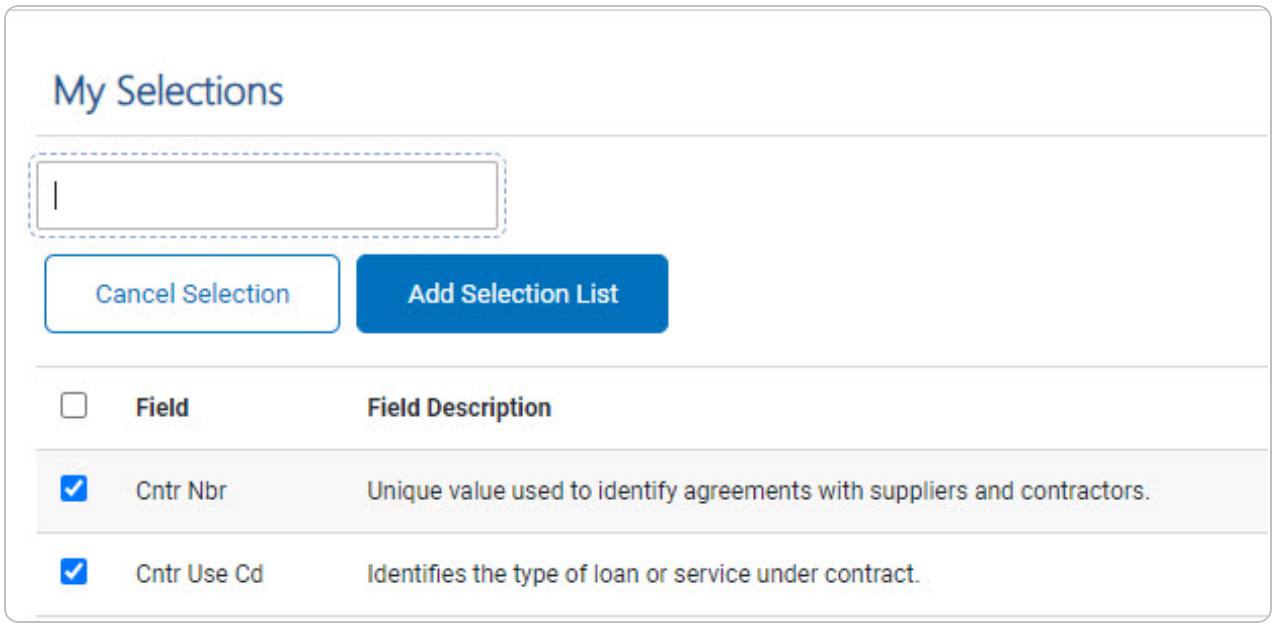
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

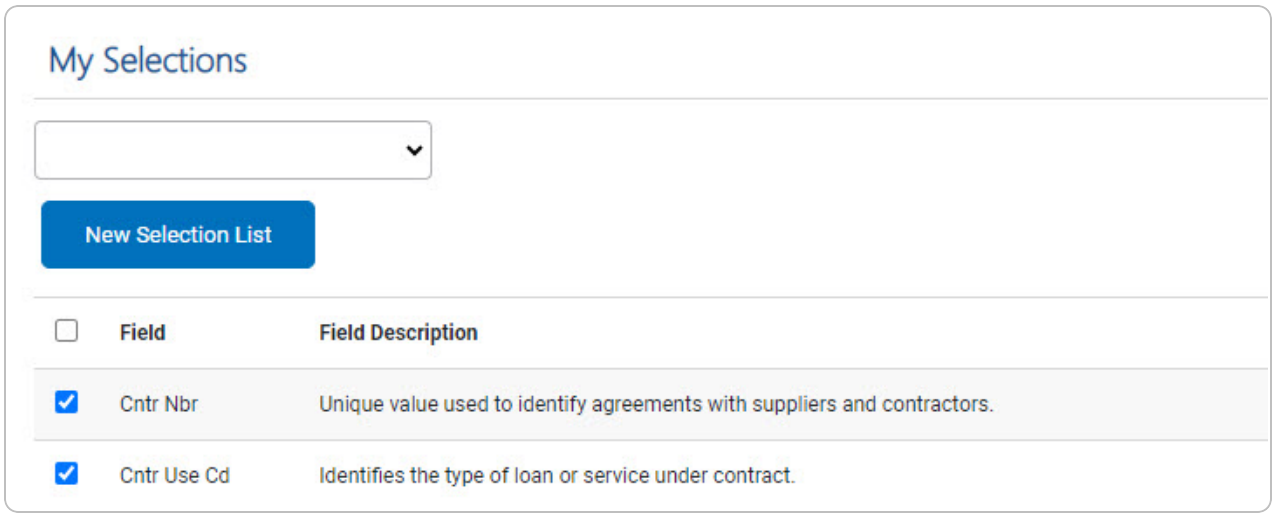
   Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*
5.

**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.



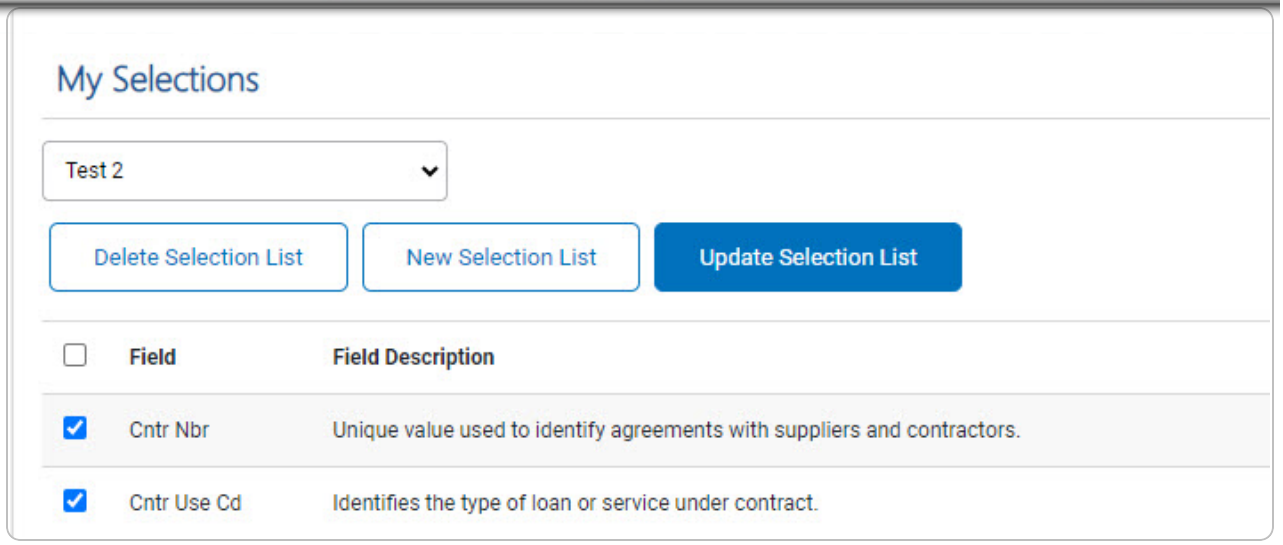

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*

**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.



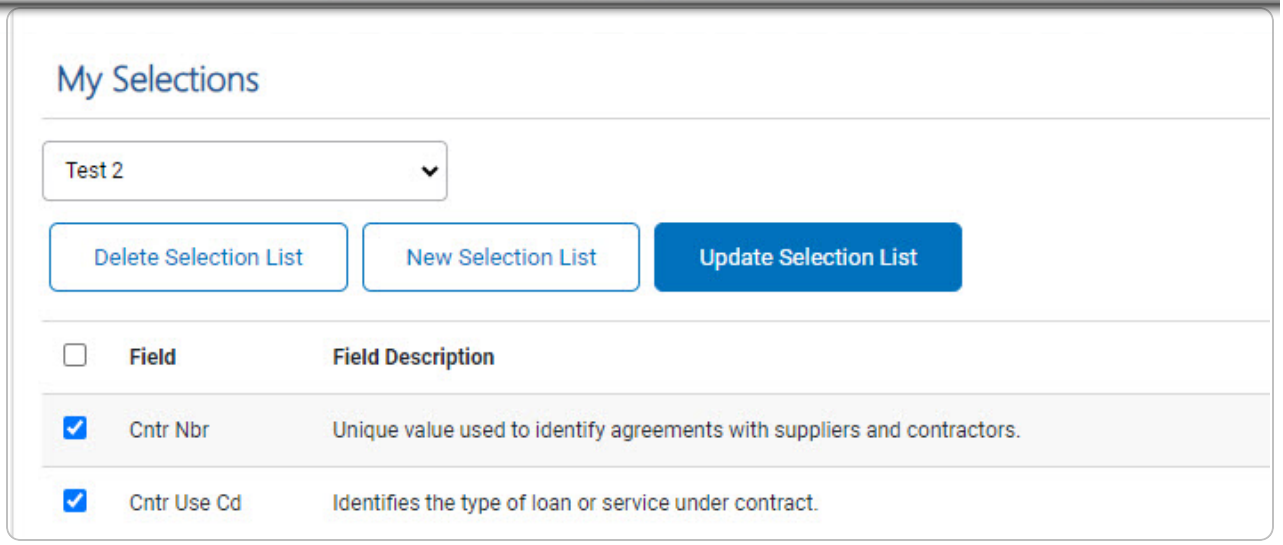

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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.

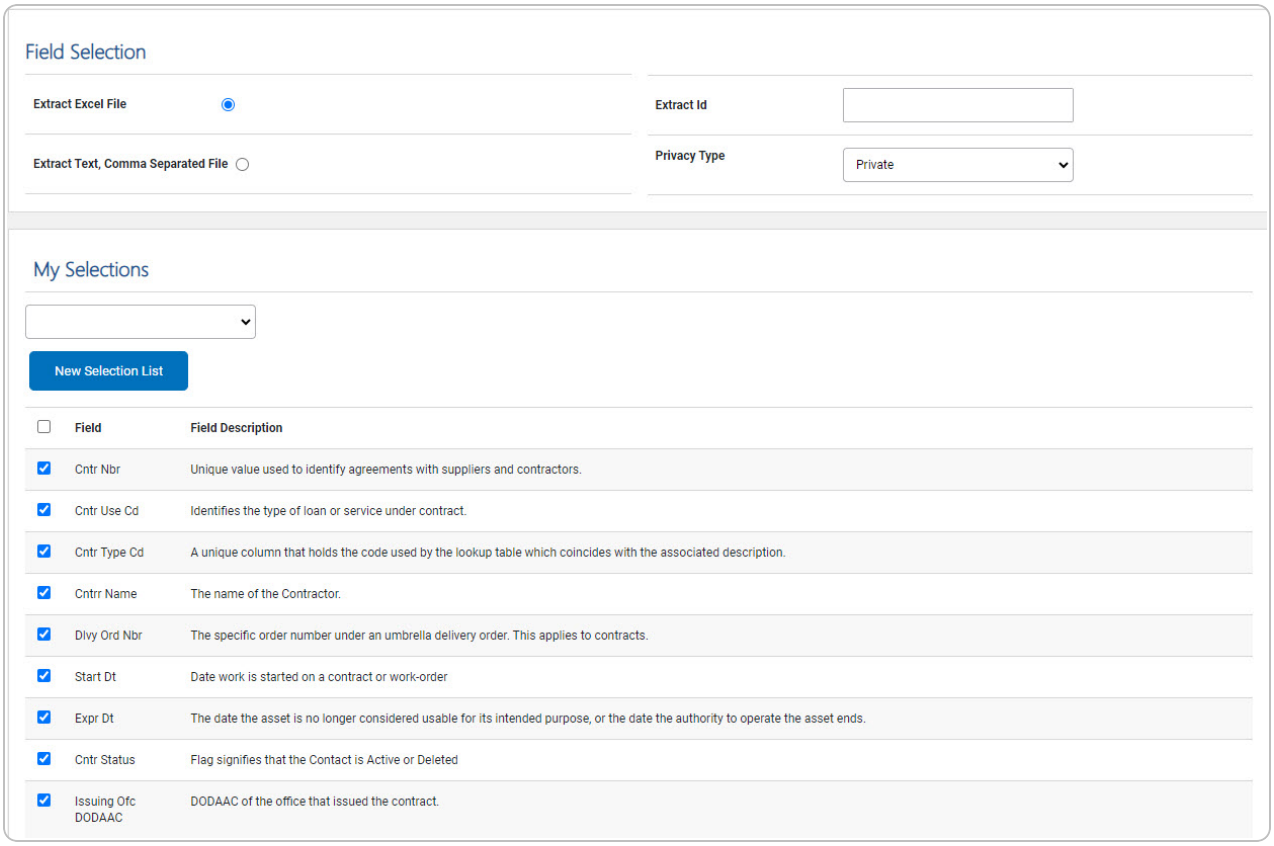


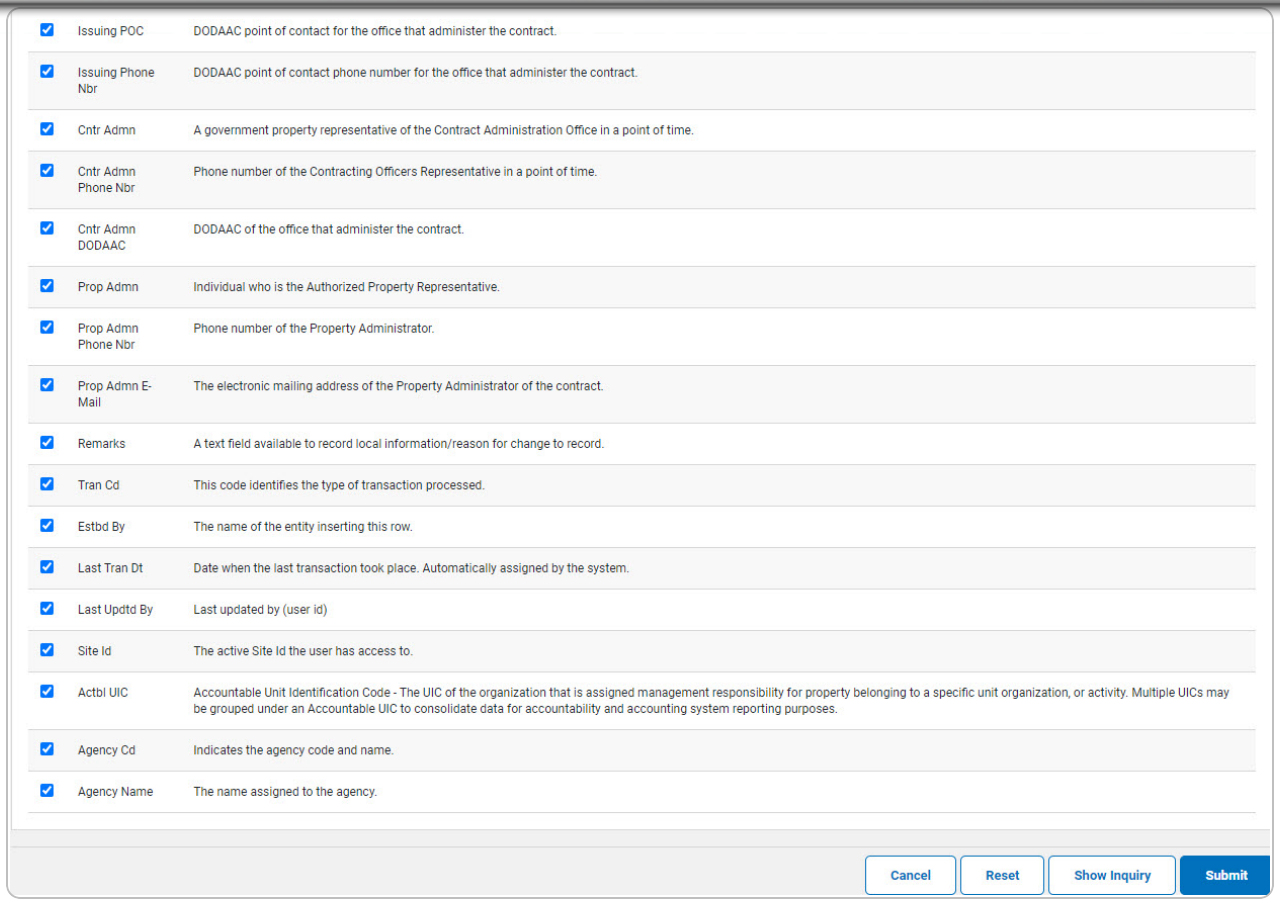

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

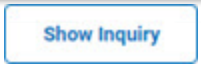
**Note**

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.*

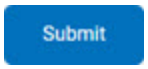
- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR TYP CD.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR NAME.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains 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 

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

3. **OR**

Select 

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. |

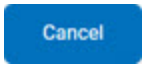
# Procedures

**ELMS Navigation Helpful Tips**

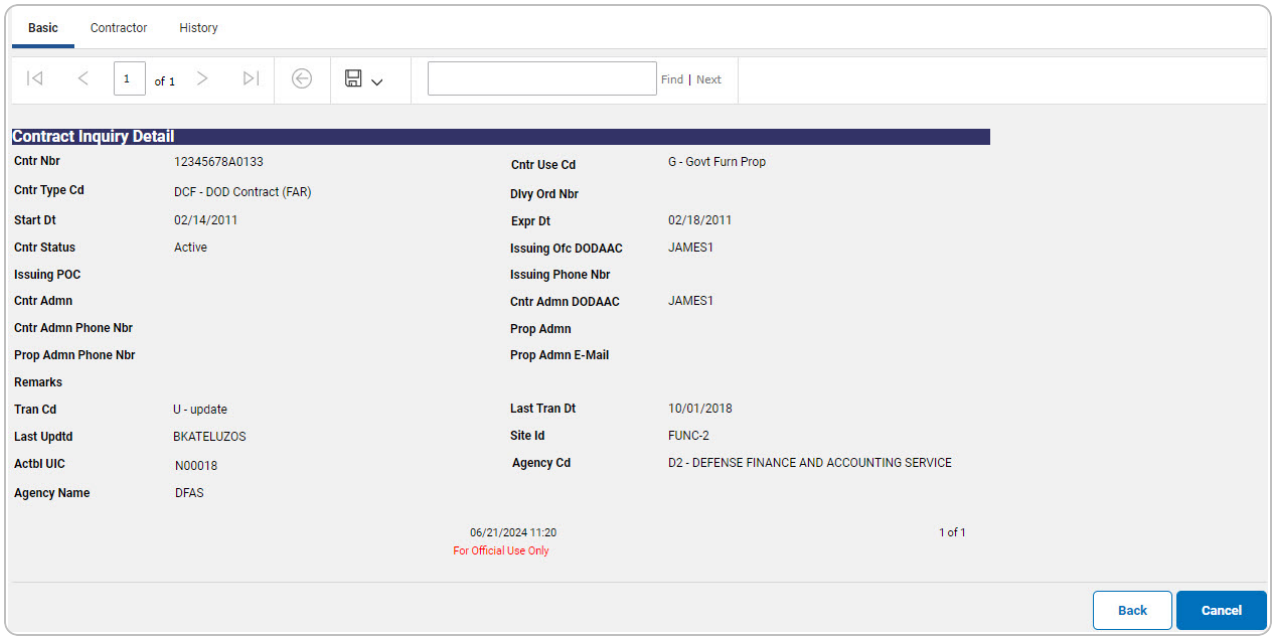


Click the following link to display PA Navigation Tips.

## 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.*

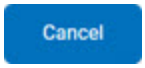
V. *Verify the LAST TRAN DT.*

W. *Verify the SITE ID.*

X. *Verify the AGENCY CD.*

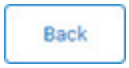
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select the Contractor Tab. *The **Contract Inquiry Contractor Detail** page appears.*

   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. |

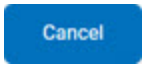
# Procedures

**ELMS Navigation Helpful Tips**

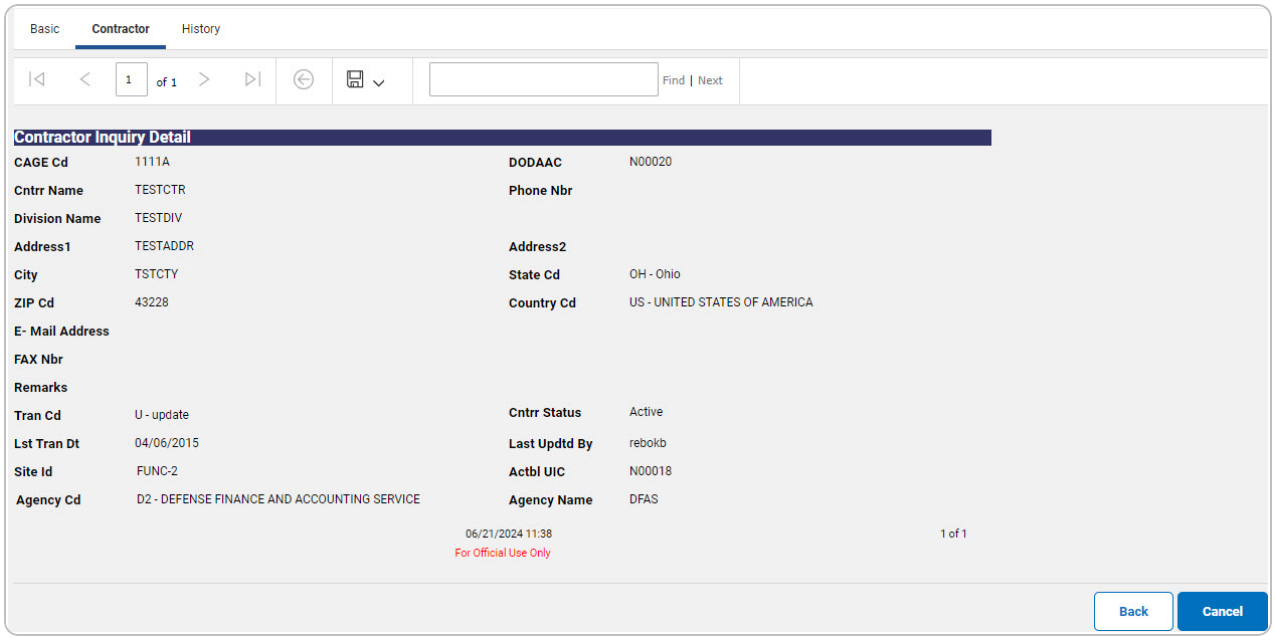


Click the following link to display PA Navigation Tips.

## 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.*

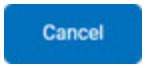
T. *Verify the LAST UPDTD BY.*

U. *Verify the ACTBL UIC.*

V. *Verify the Agency Name.*

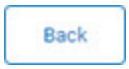
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select the Basic Tab. *The **Contract Inquiry Basic Detail** page appears.*

   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

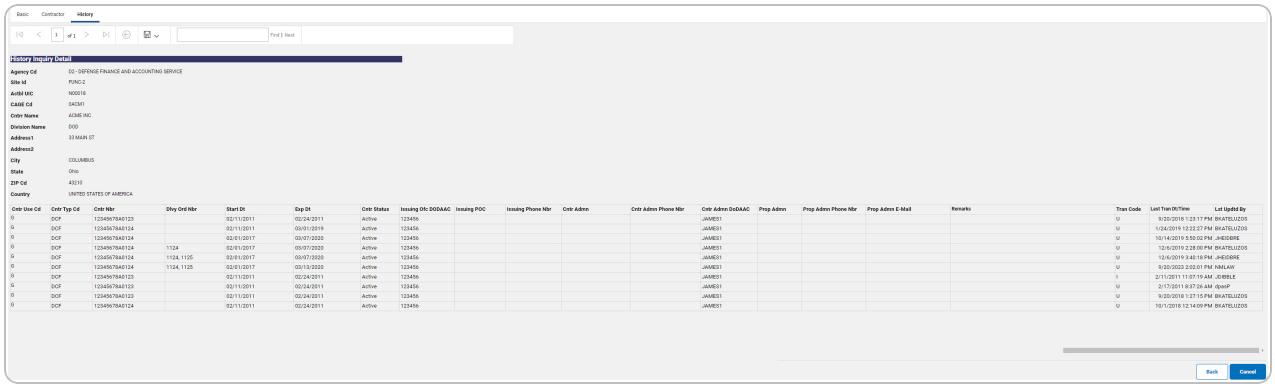
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Contract Inquiry History Detail

*Selecting* Cancel *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.*

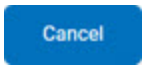
AD. *Verify the TRAN CODE.*

AE. *Verify the LAST TRAN DT/TIME.*

AF. *Verify the LAST UPDTD BY.*

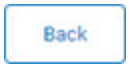
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select the Basic Tab. *The **Contract Inquiry Basic Detail** page appears.*

   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

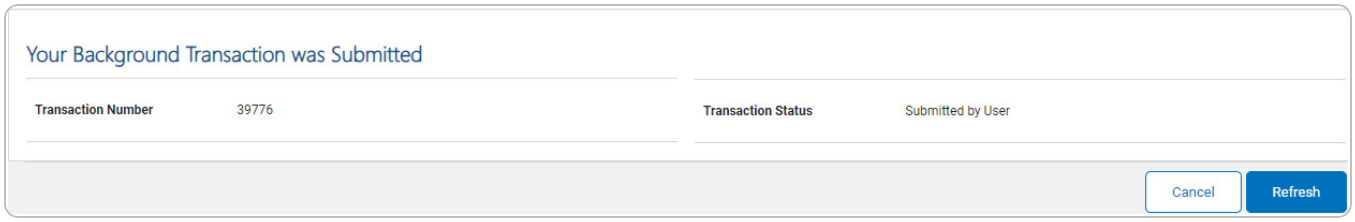
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

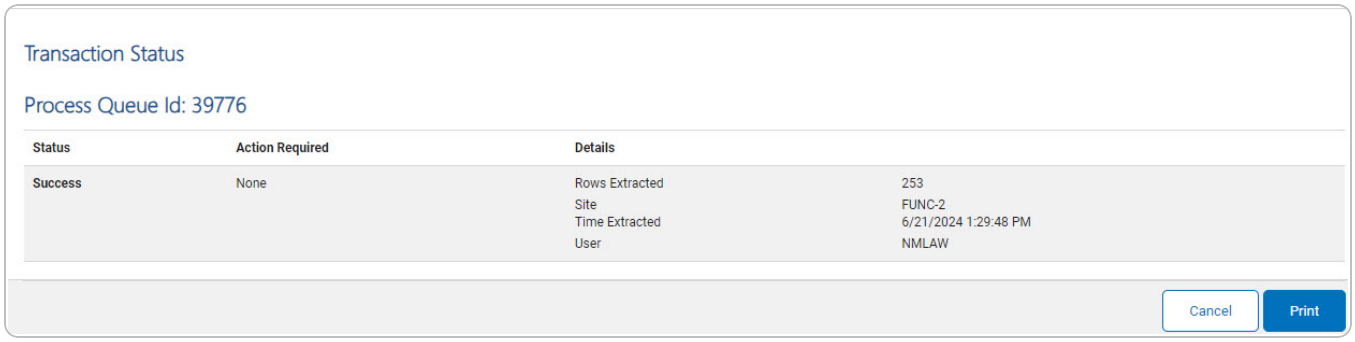
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

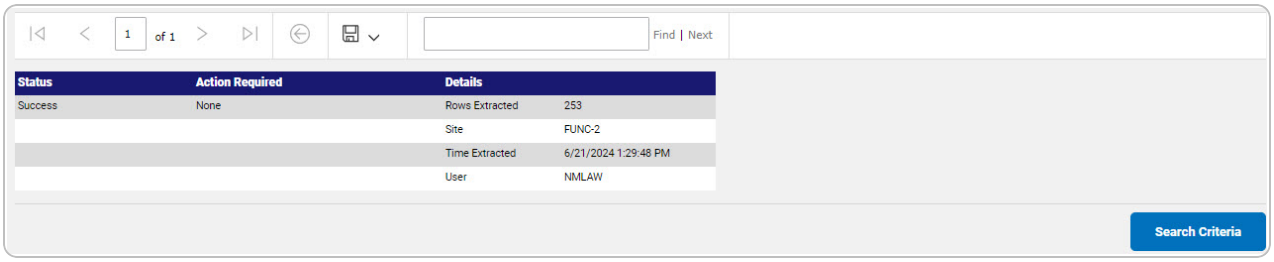
# Procedures

**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

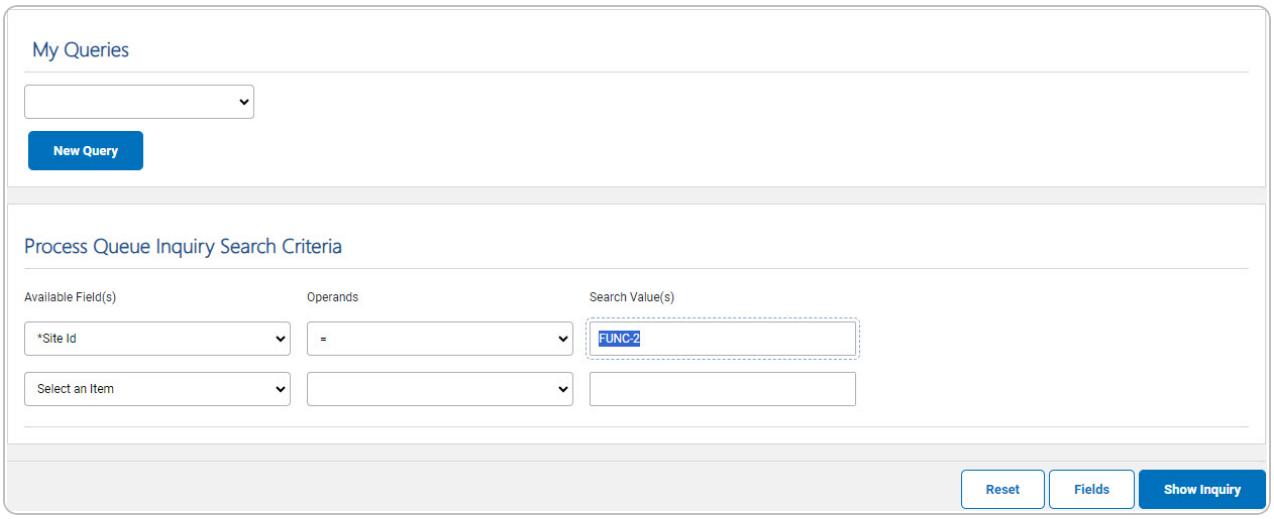
**ELMS Navigation Helpful Tips**

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**

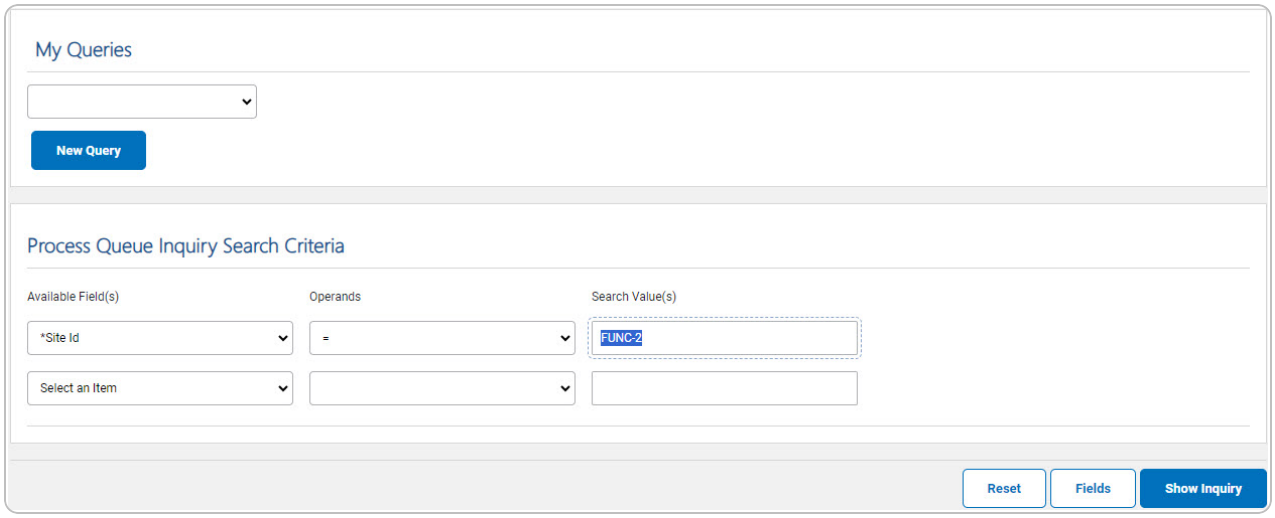
a. Use ⌄ to select desired Available Field.

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.*



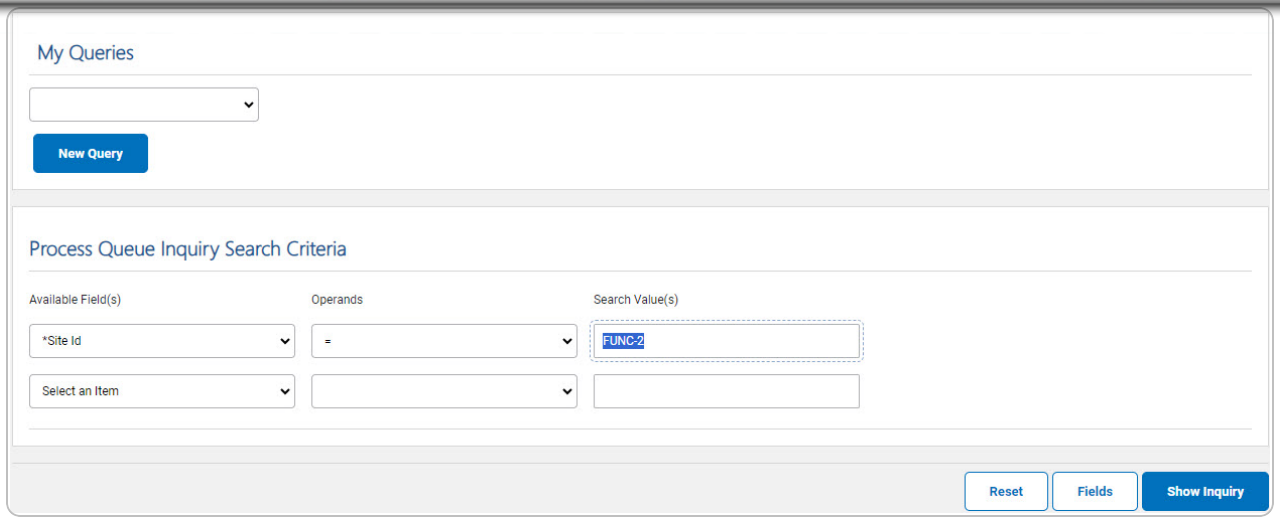

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



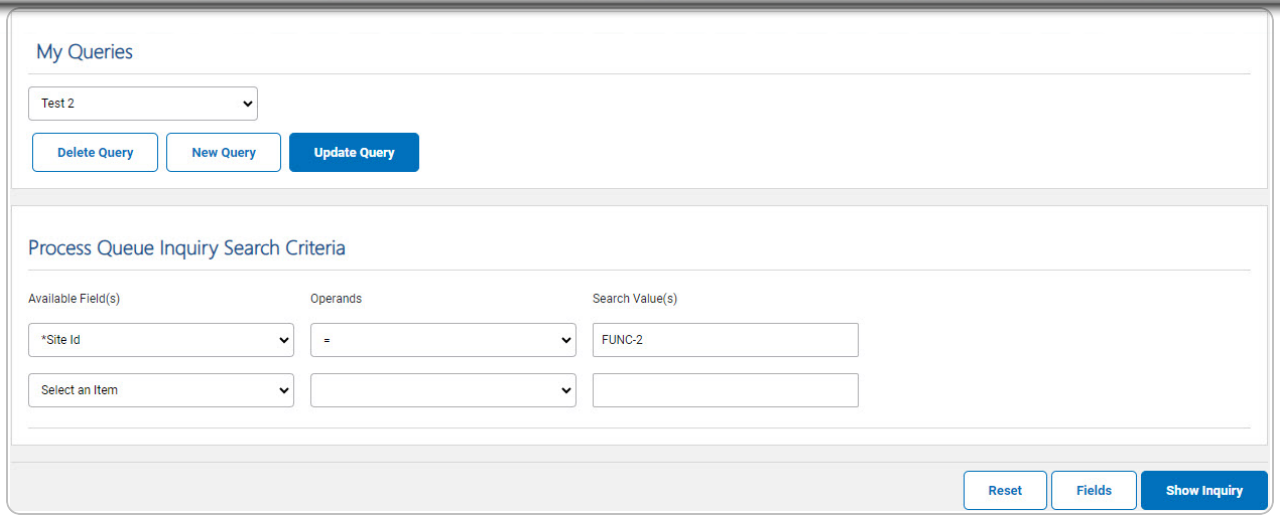

2. Select Fields. *The **Process Queue Inquiry — Select Fields** page appears.*

   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.*

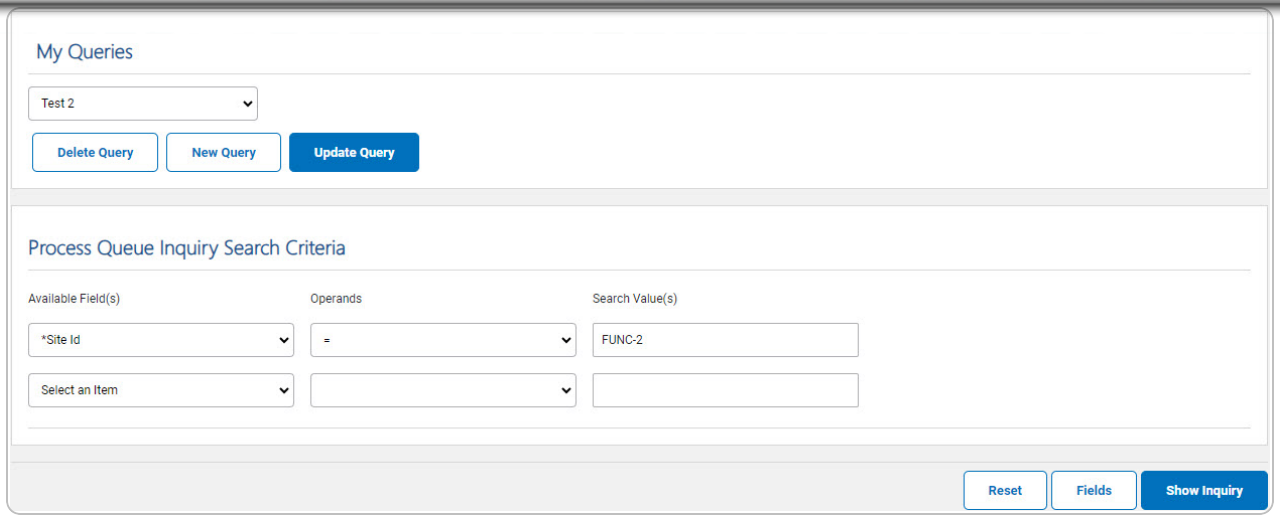
4. Select Fields. *The **Process Queue Inquiry — Select Fields** page appears.*

   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**

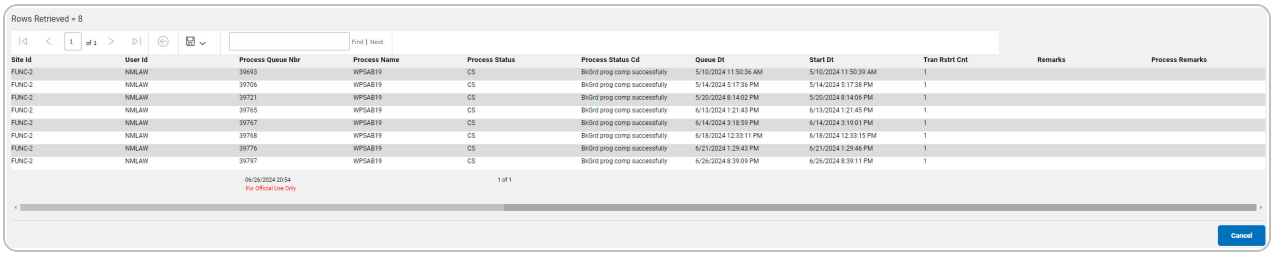


Click the following link to display PA Navigation Tips.

## 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

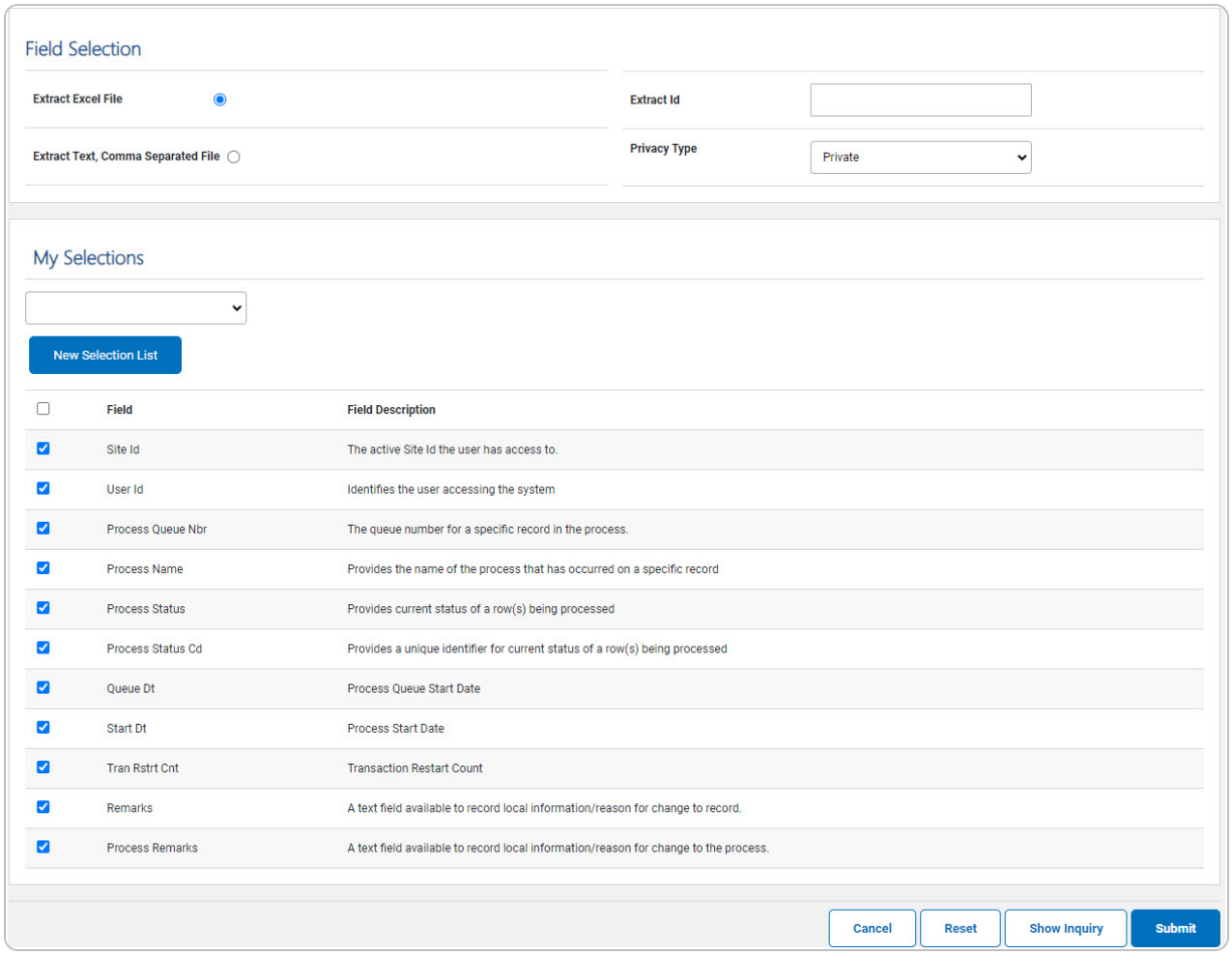
**ELMS Navigation Helpful Tips**

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.*



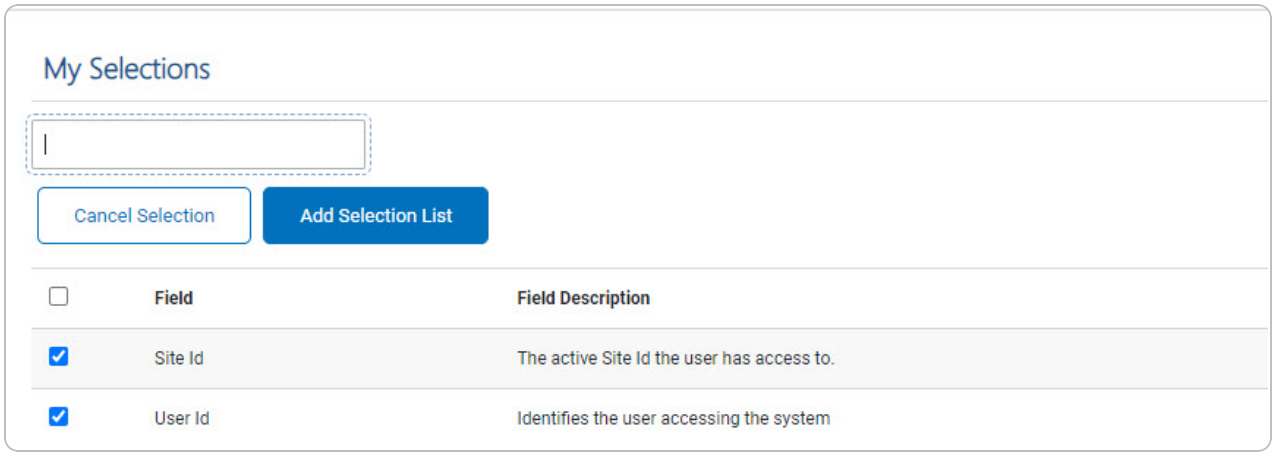
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     **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.

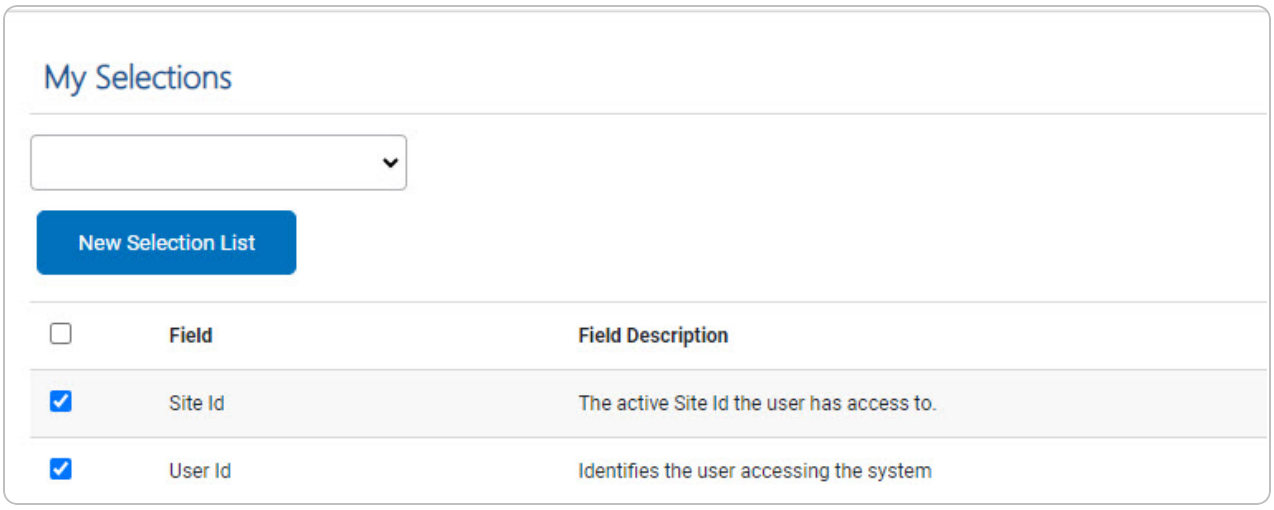
   Select Show Inquiry for small volumes of data. *The* ***Process Queue Inquiry — Results*** *page appears.*

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.*

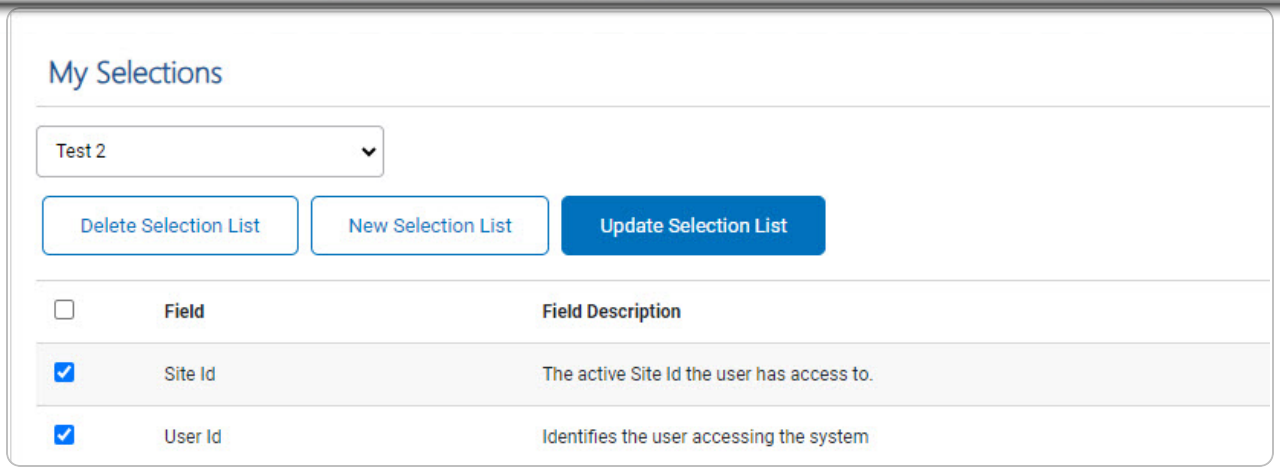
3. Select Show Inquiry for small volumes of data. *The **Process Queue Inquiry — Results** page appears.*

**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.



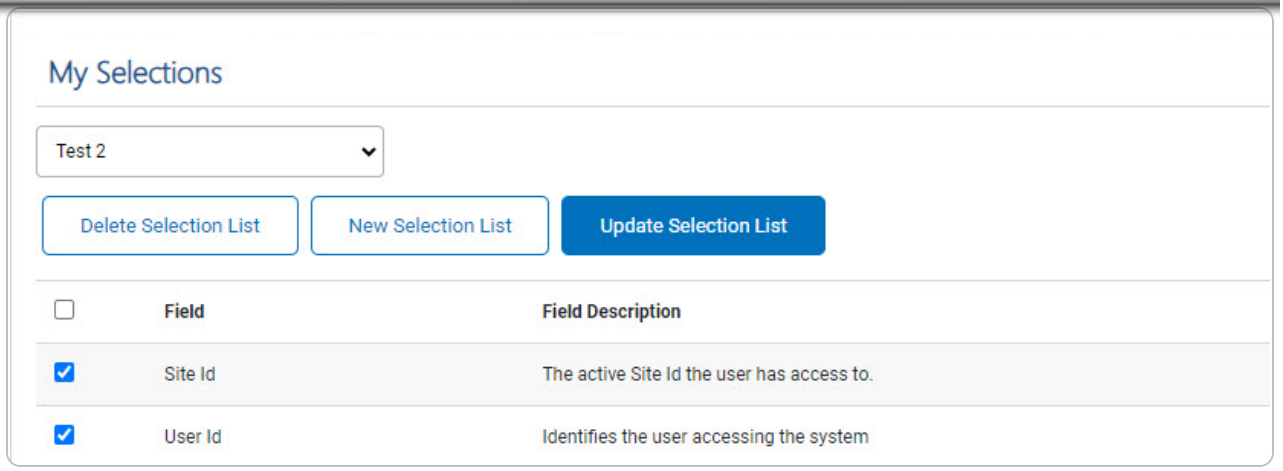

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Process Queue Inquiry — Results*** *page appears.*

   **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.

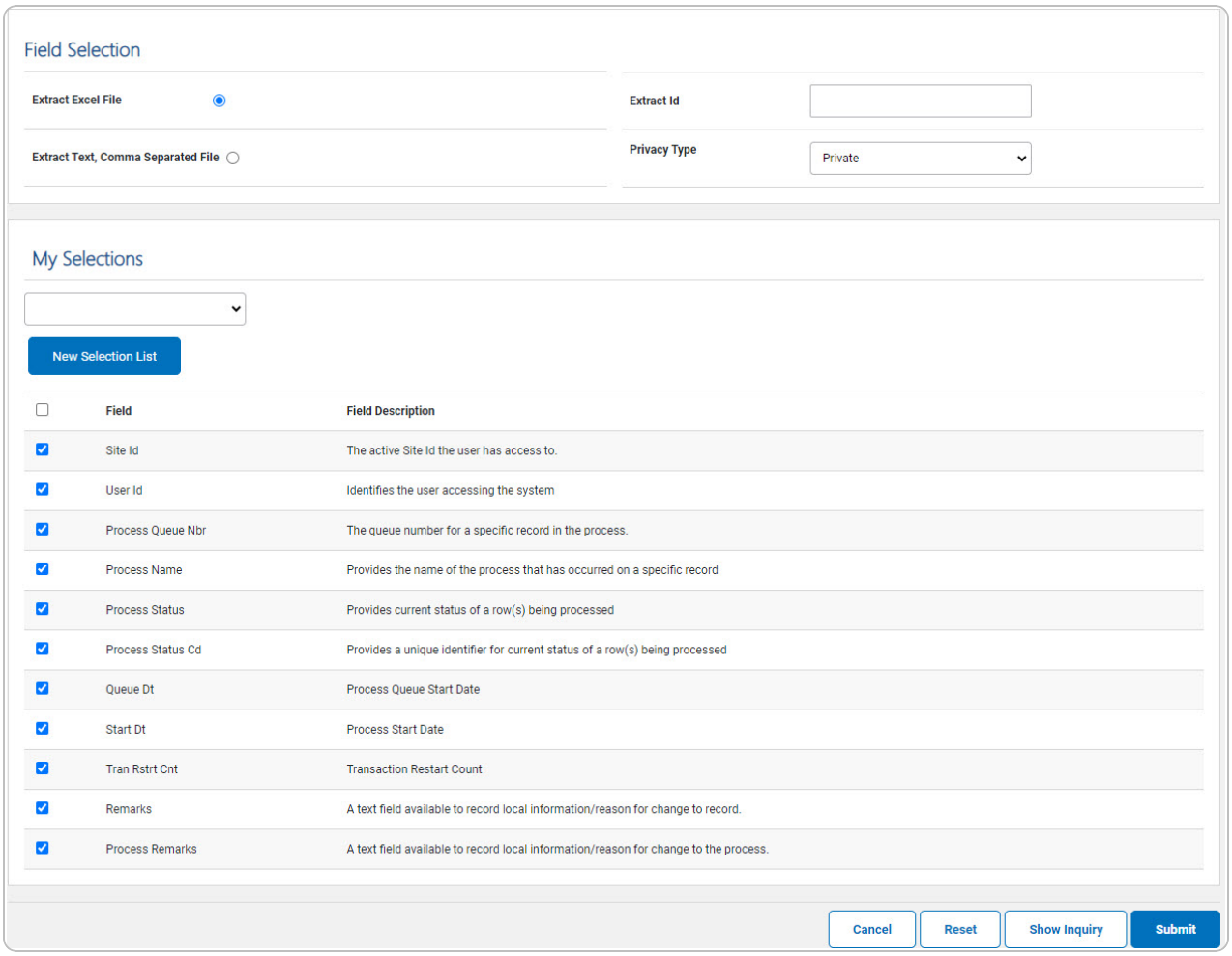



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

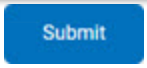
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- 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

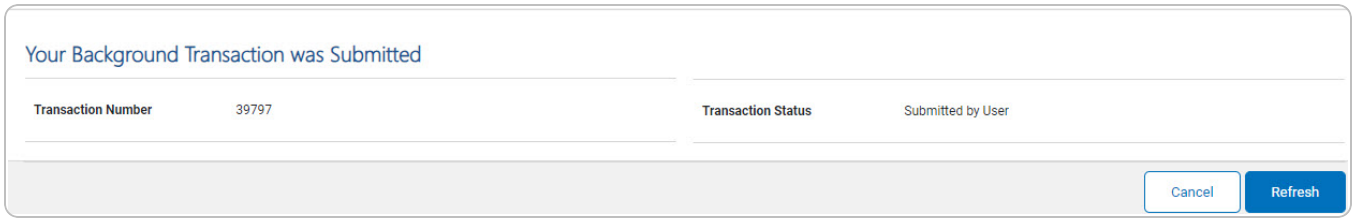
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

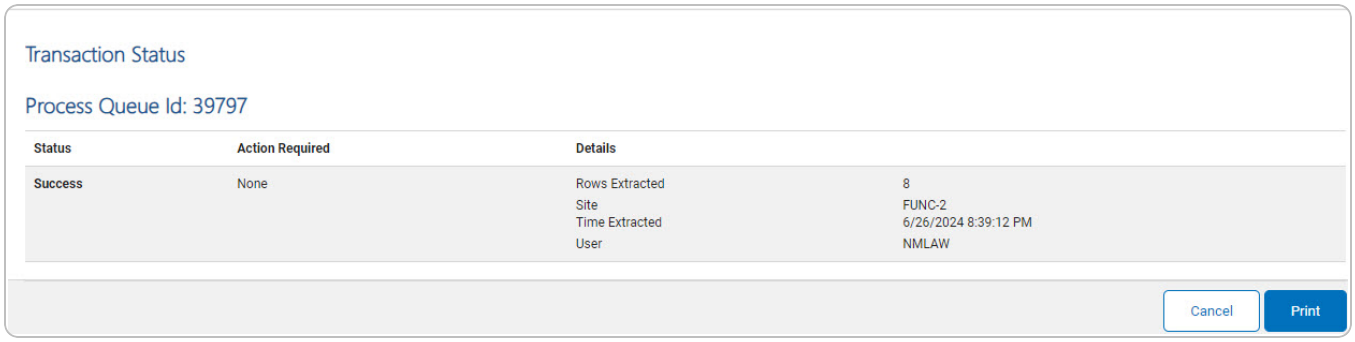
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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. |

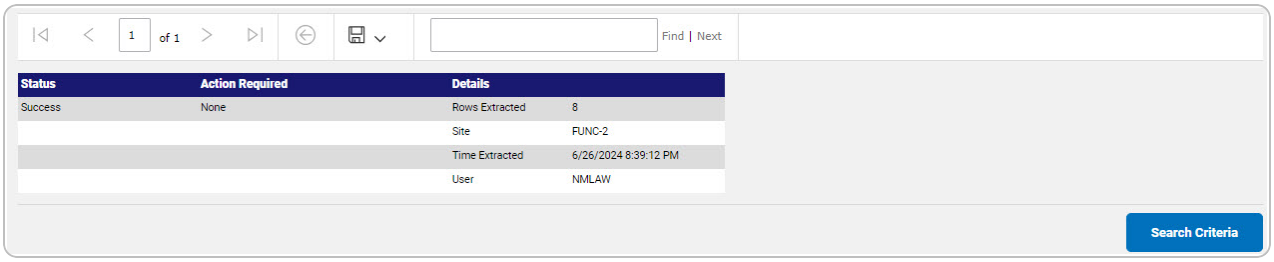
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Process Queue Inquiry Transaction Status

1. Select  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* ***Process Queue 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 **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. |
| **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". |
| **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

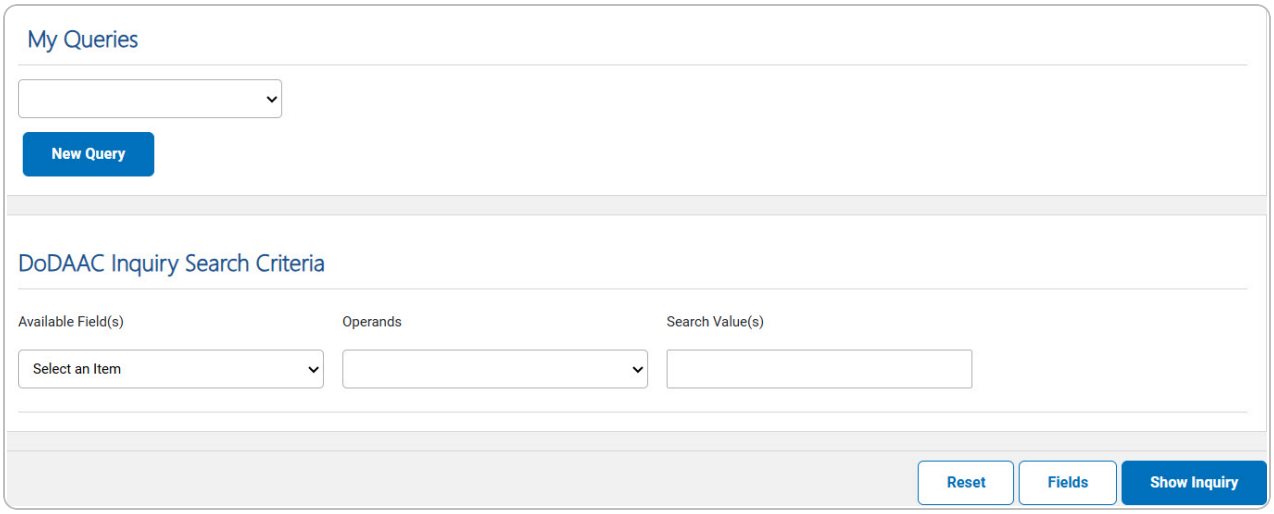
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

### Search for a 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**

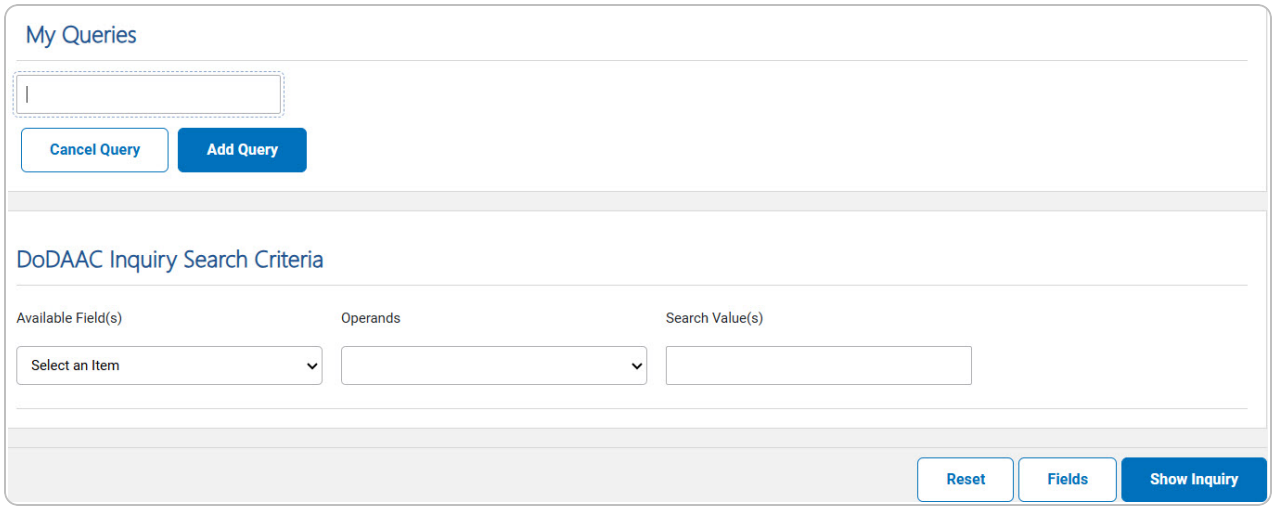
a. Use ⌄ to select desired Available Field.

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.*



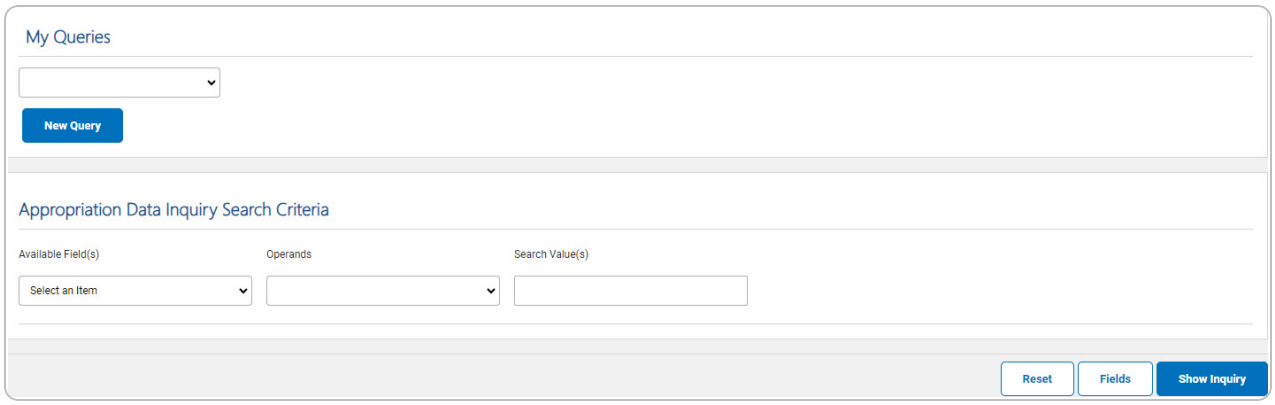

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



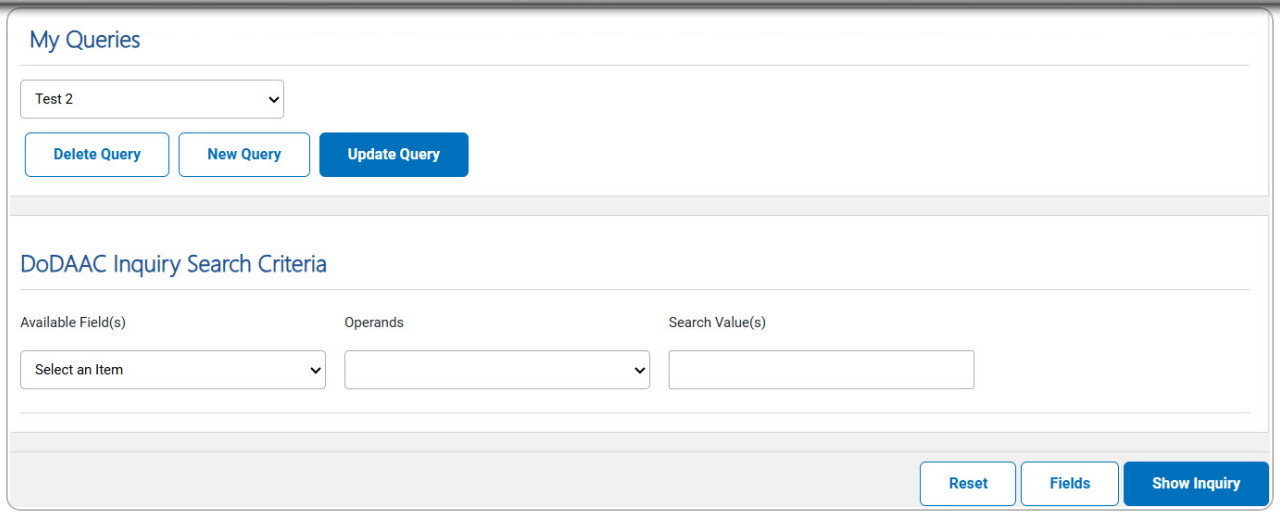

2. Select Fields. *The **DoDAAC Inquiry — Select Fields** page appears.*

   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.*



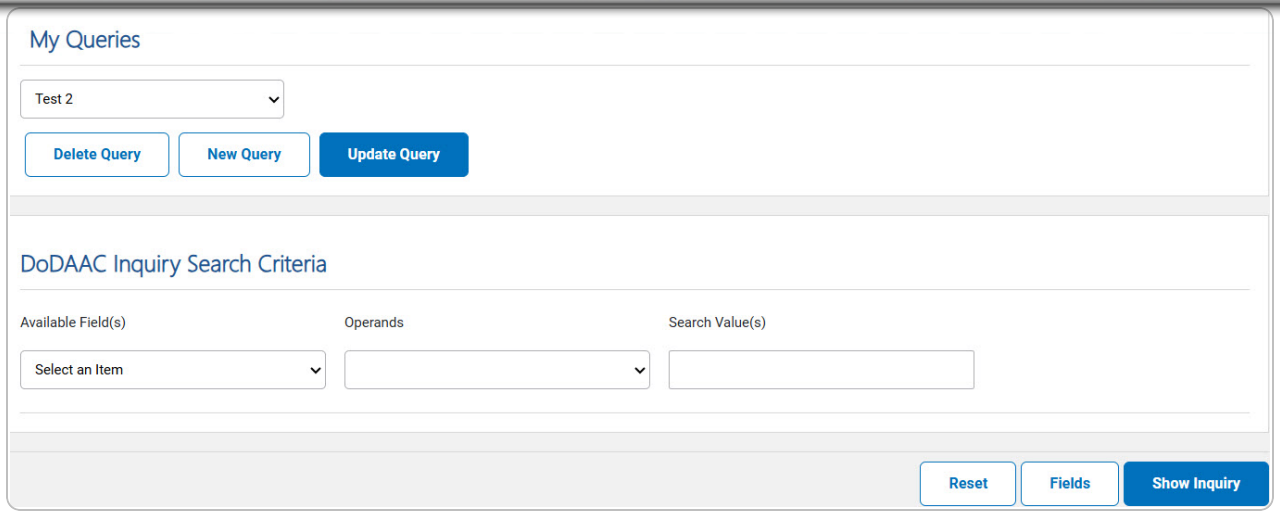

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **DoDAAC Inquiry — Select Fields** page appears.*

   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)*.** | |
| **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 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

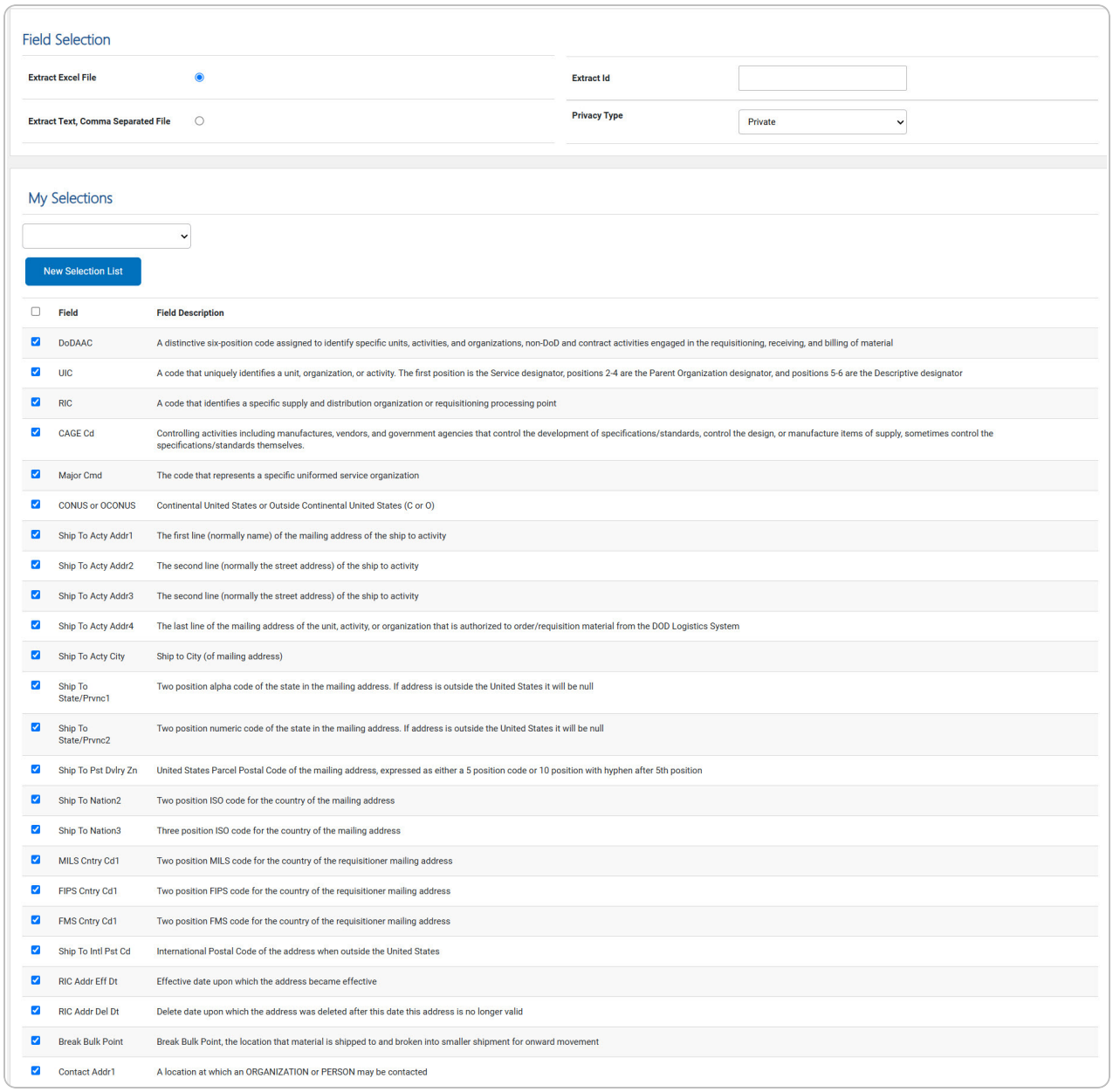
**ELMS Navigation Helpful Tips**

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

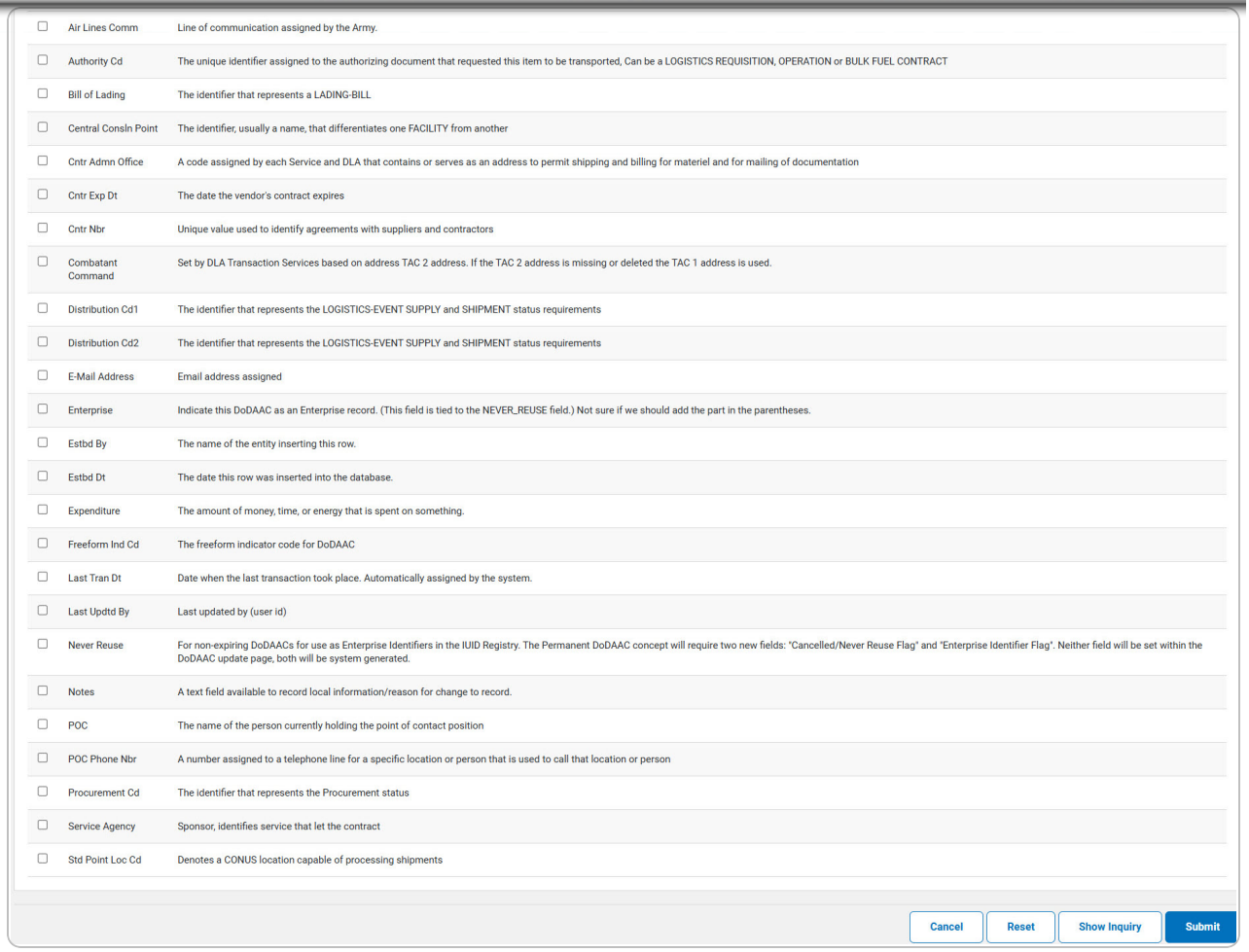
My Selections

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 |

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**

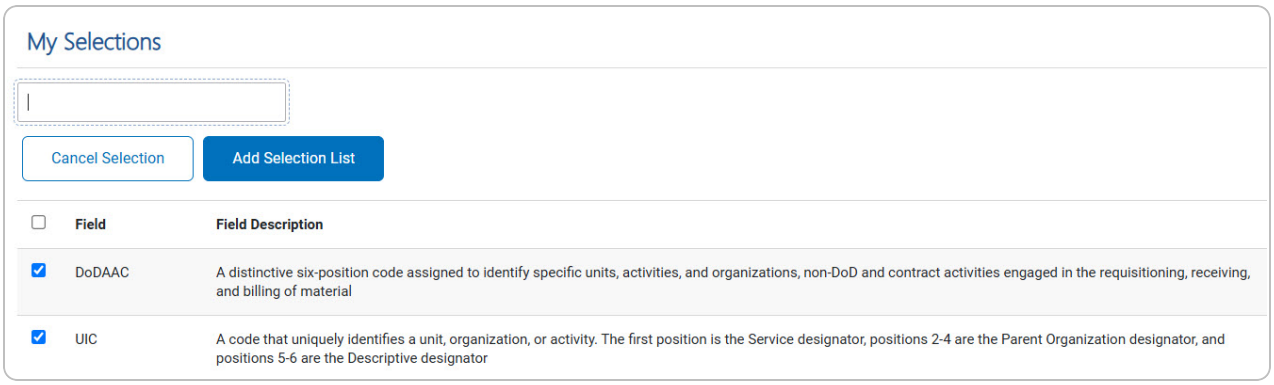
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

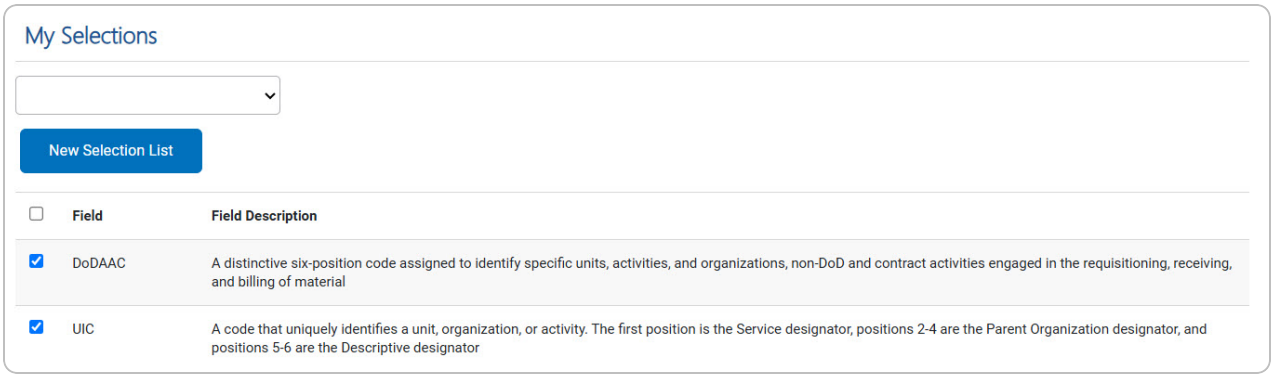
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***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.*

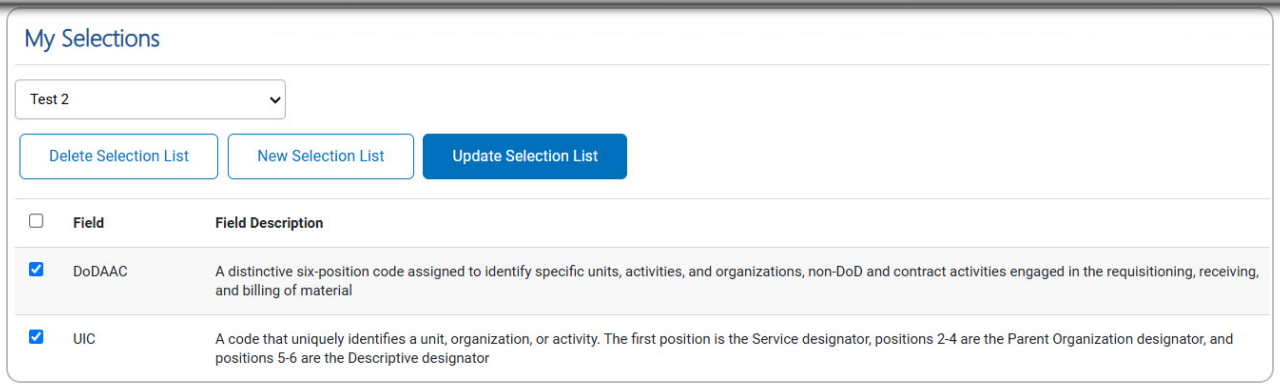
3. Select Show Inquiry for small volumes of data. *The **DoDAAC Inquiry — Results** page appears.*

**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.



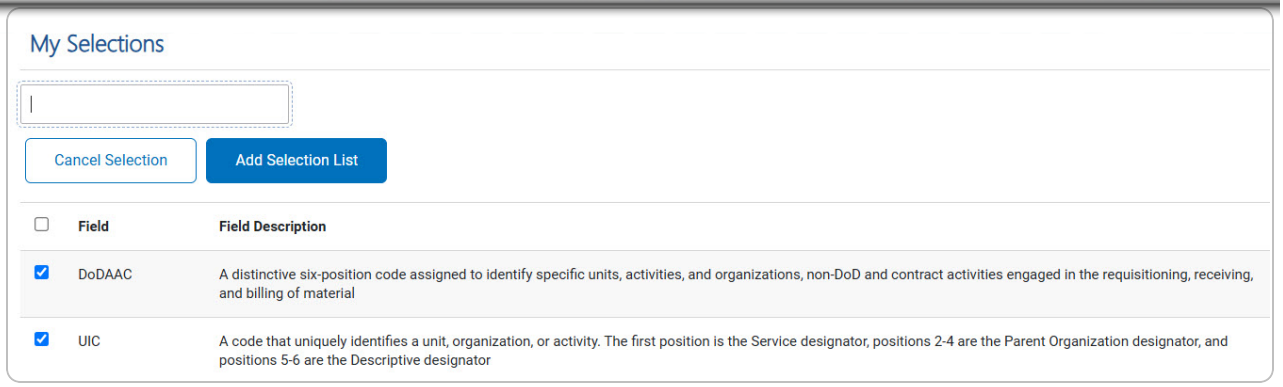

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***DoDAAC Inquiry — Results*** *page appears.*

**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.

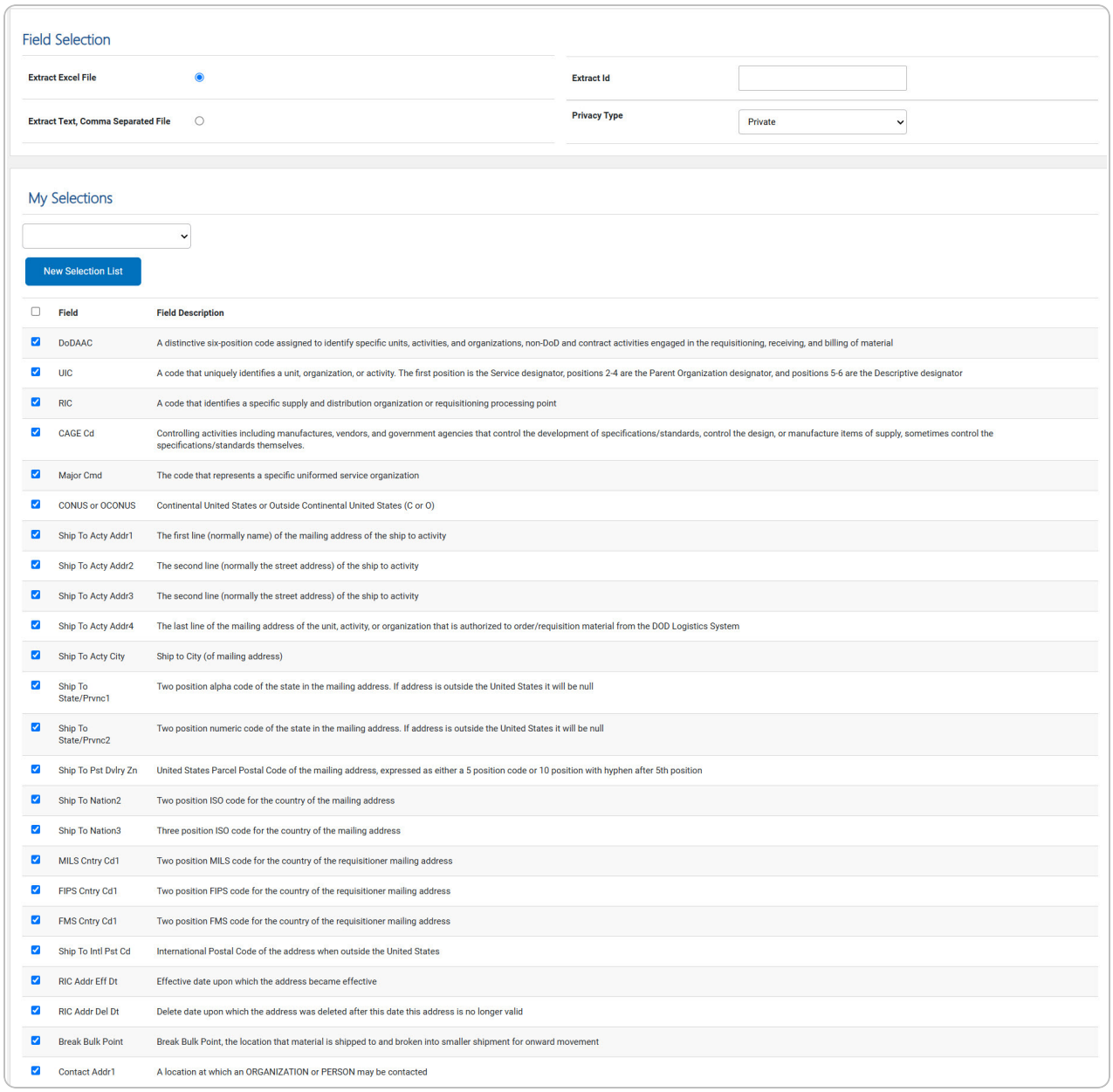



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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

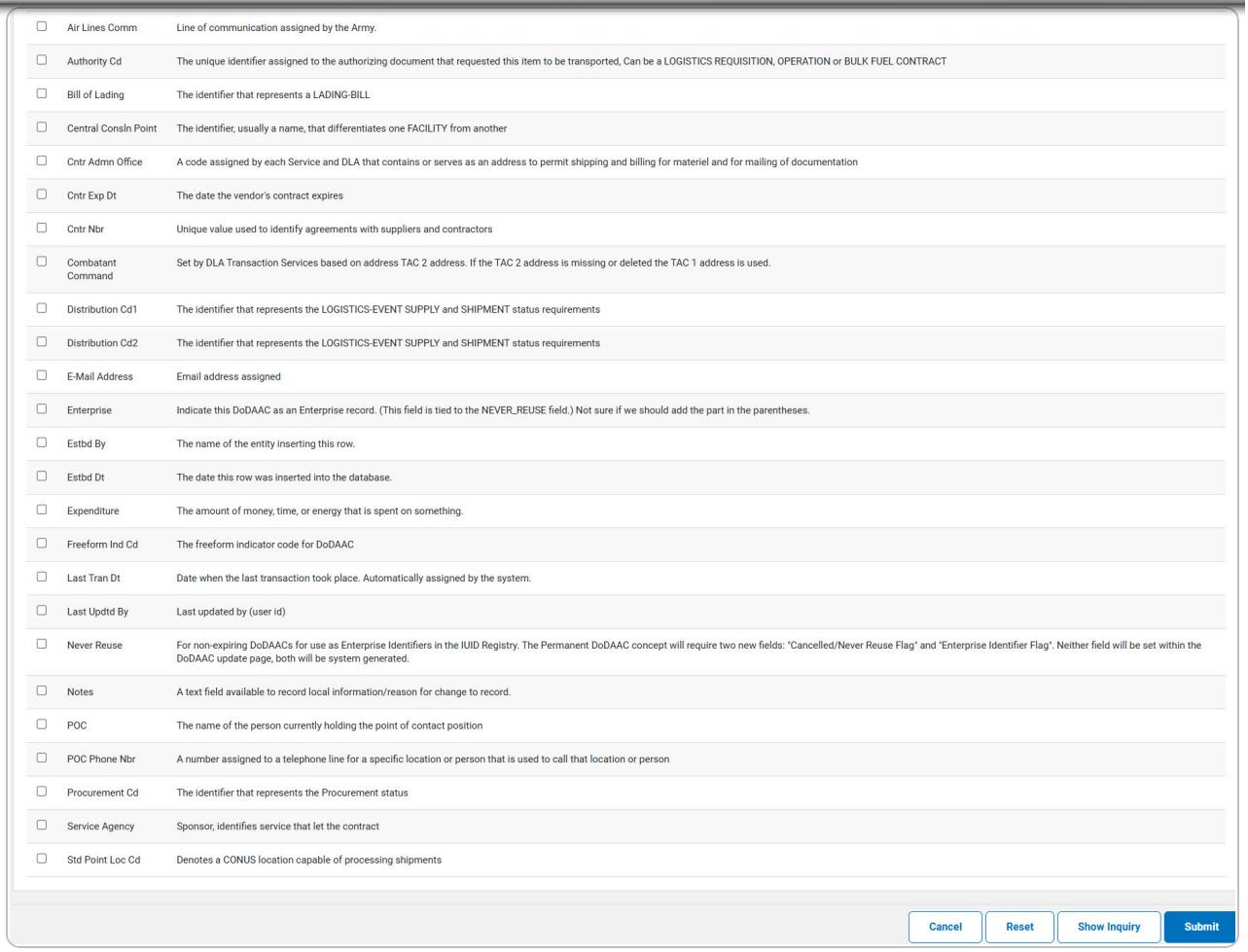
My Selections

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  .
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

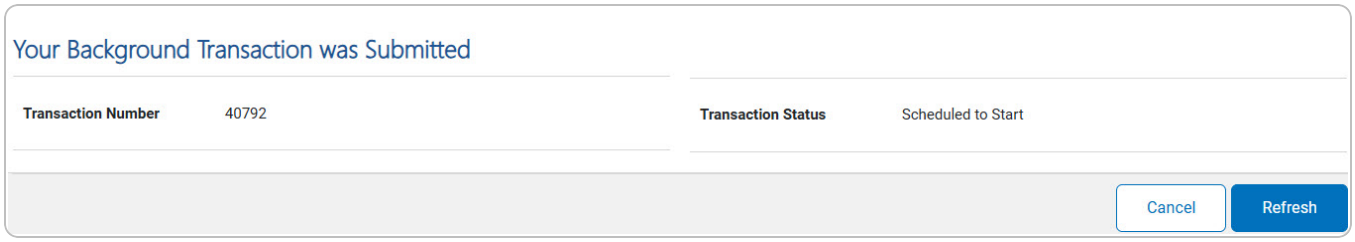
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

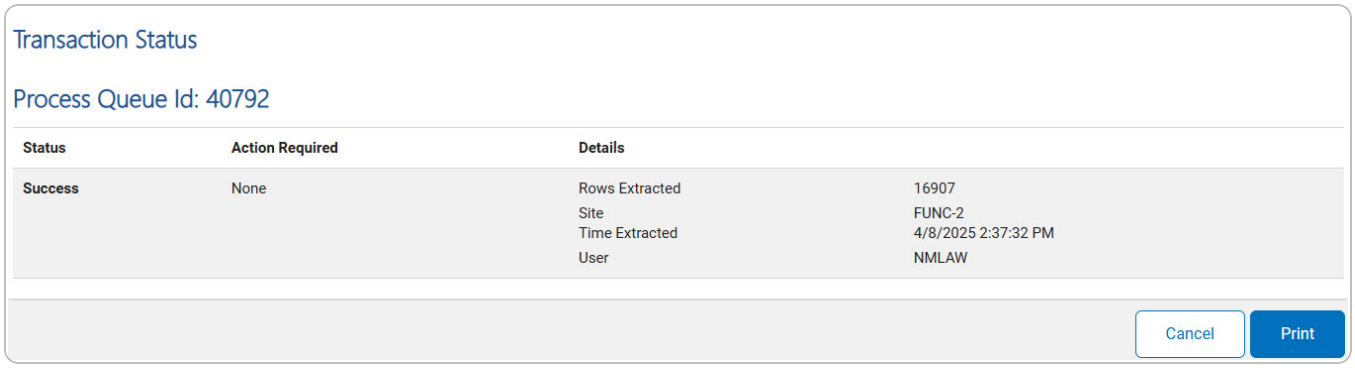
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

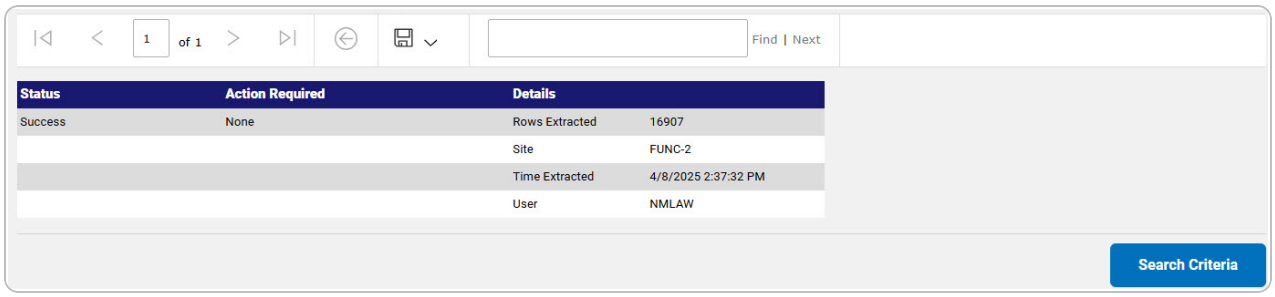
# Procedures

**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

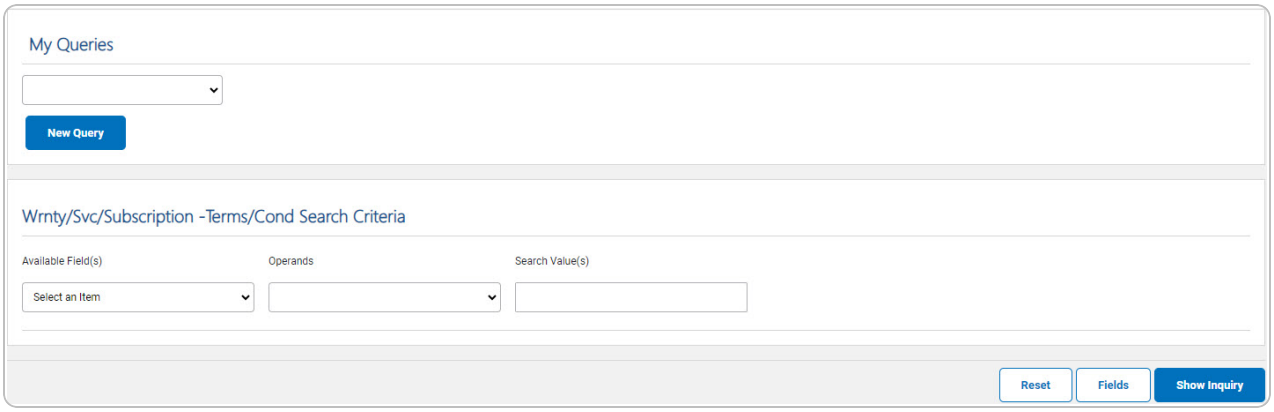
**ELMS Navigation Helpful Tips**

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**

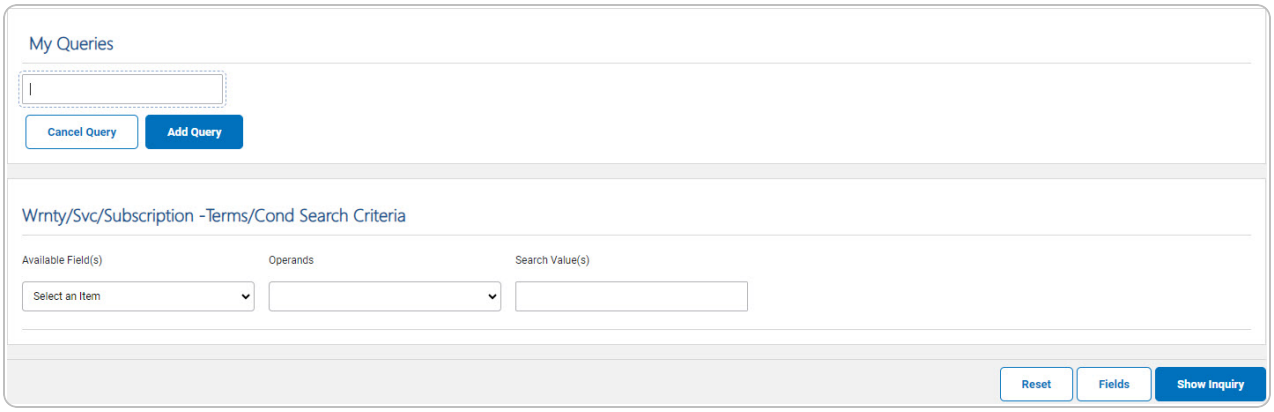
a. Use ⌄ to select desired Available Field.

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.*

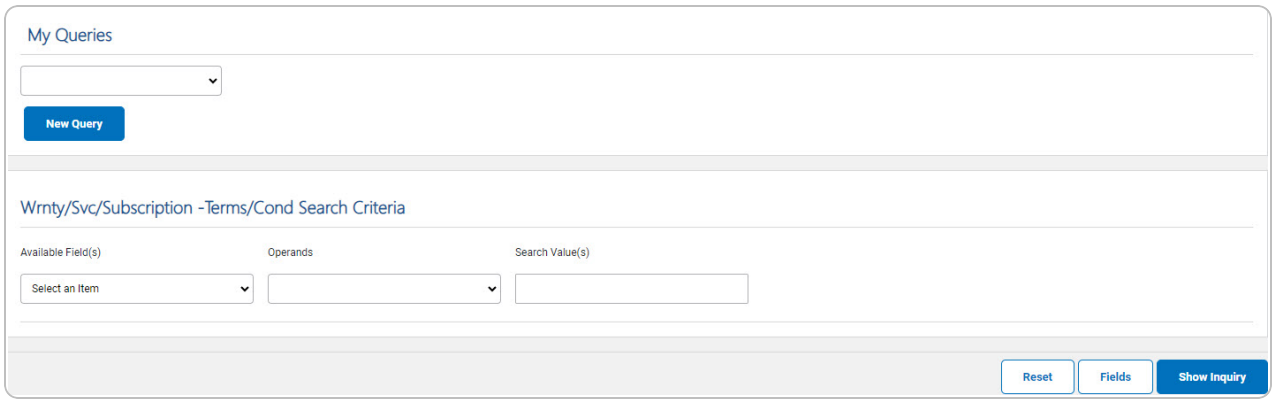
   Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*
5. 

   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.*



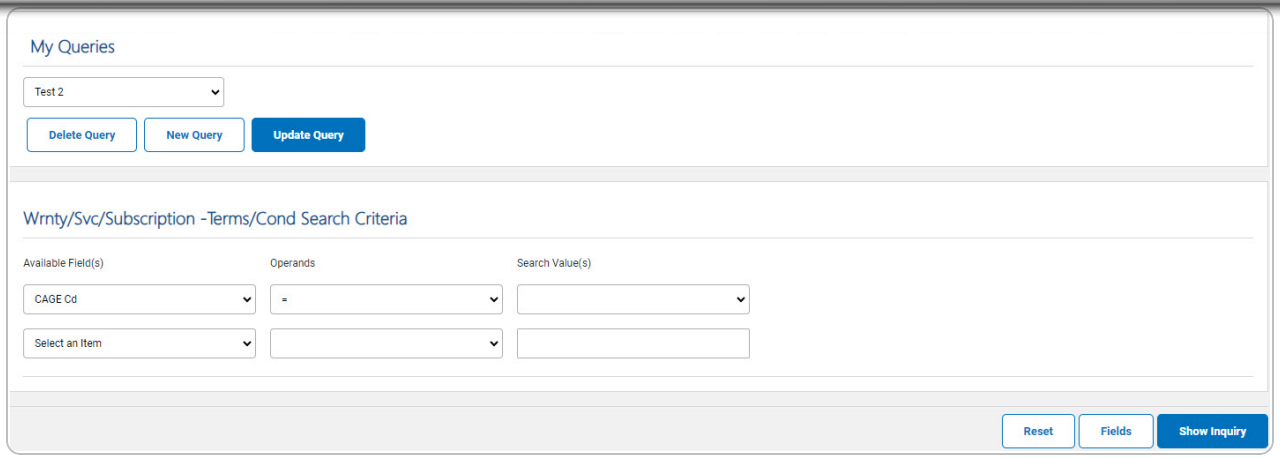

   Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

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.*



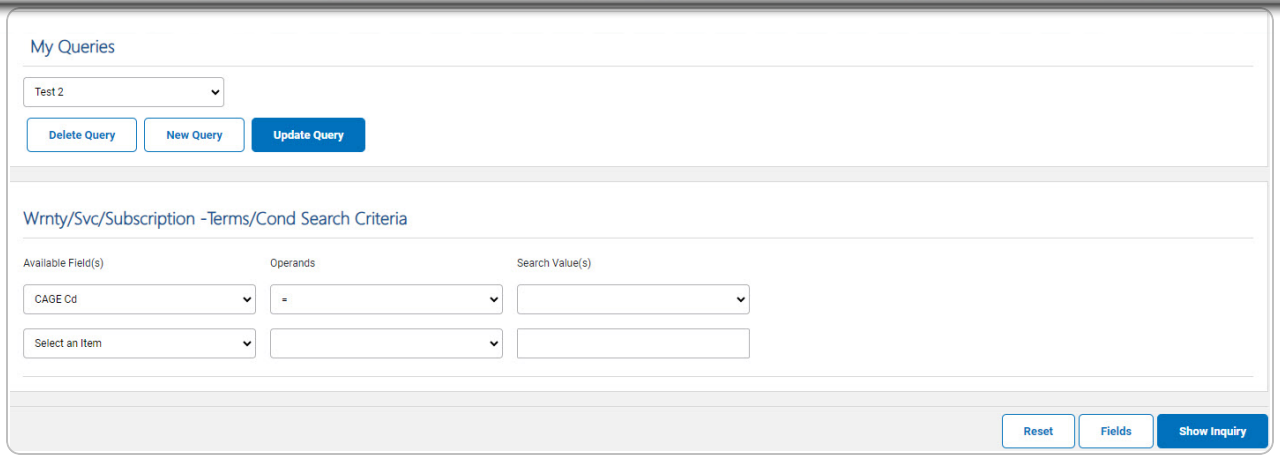

2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

   Select Fields. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields*** *page appears.*
4. 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

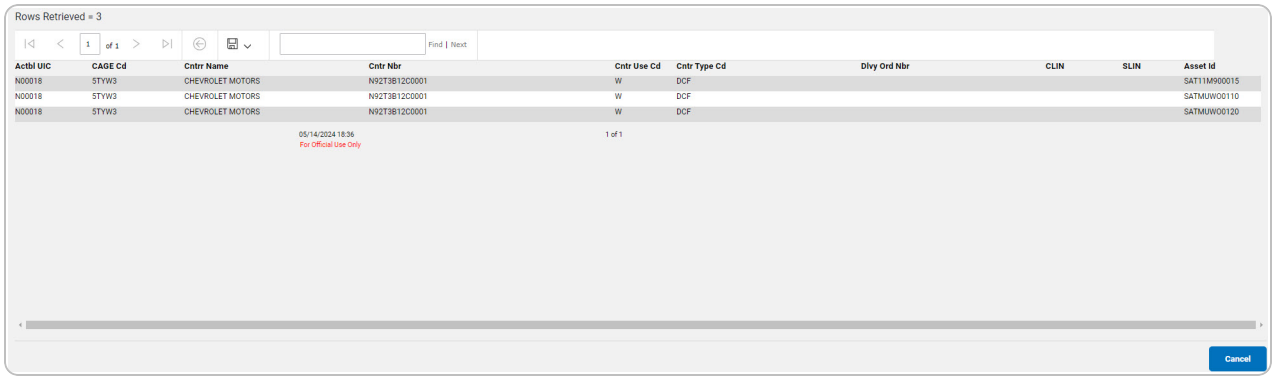
**ELMS Navigation Helpful Tips**

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

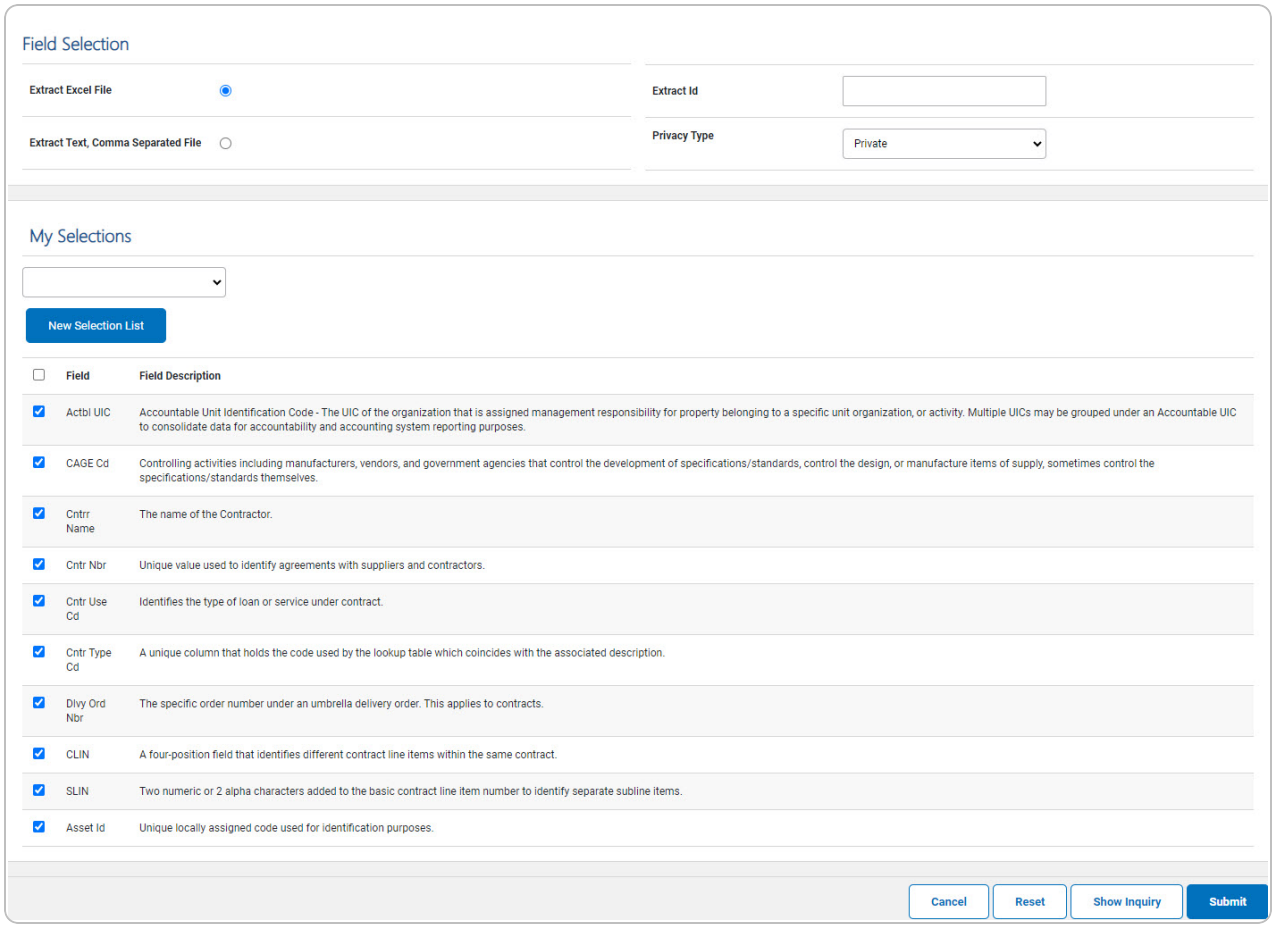
**ELMS Navigation Helpful Tips**

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**

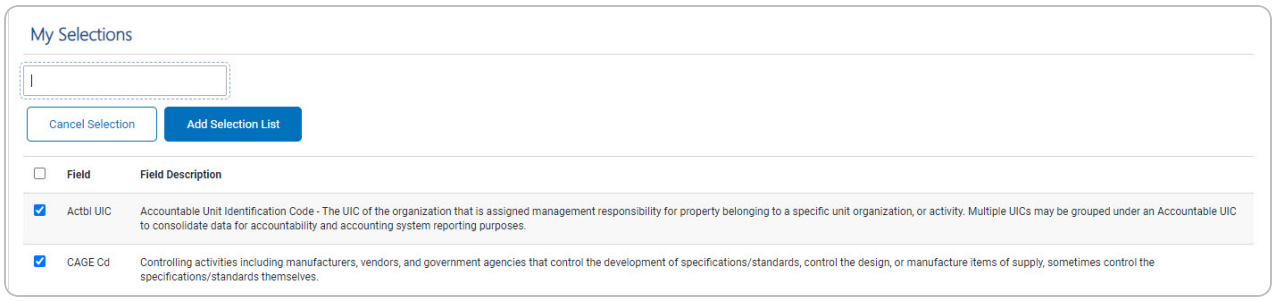
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

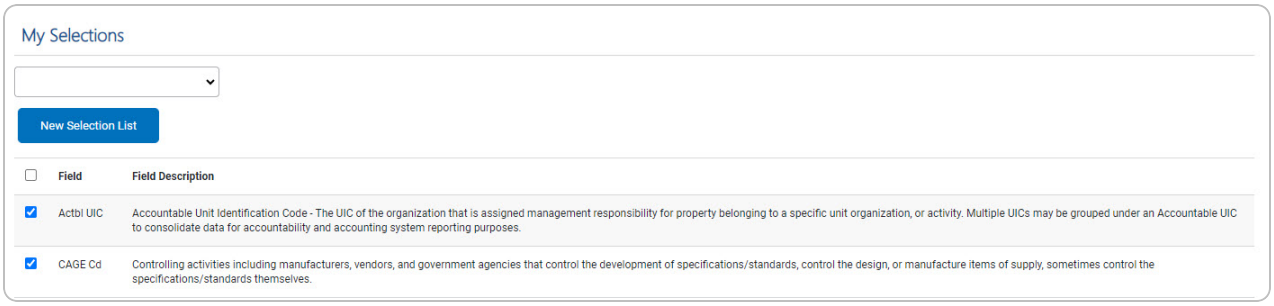
Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

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.*

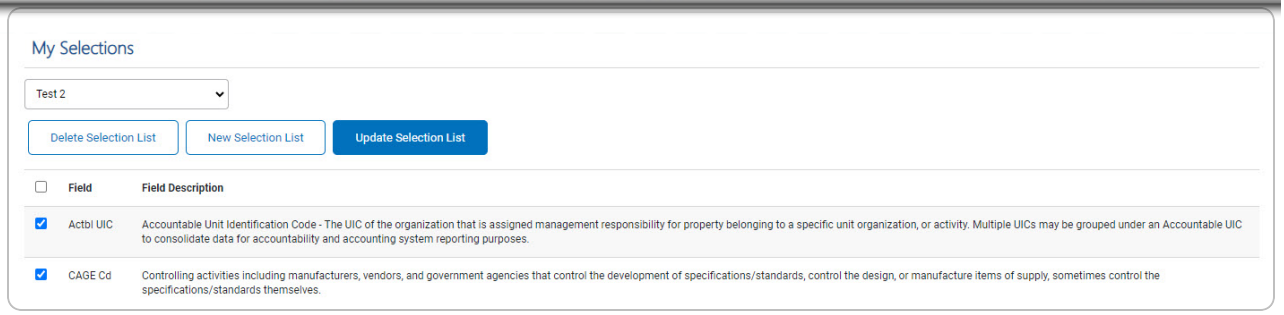
Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

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.



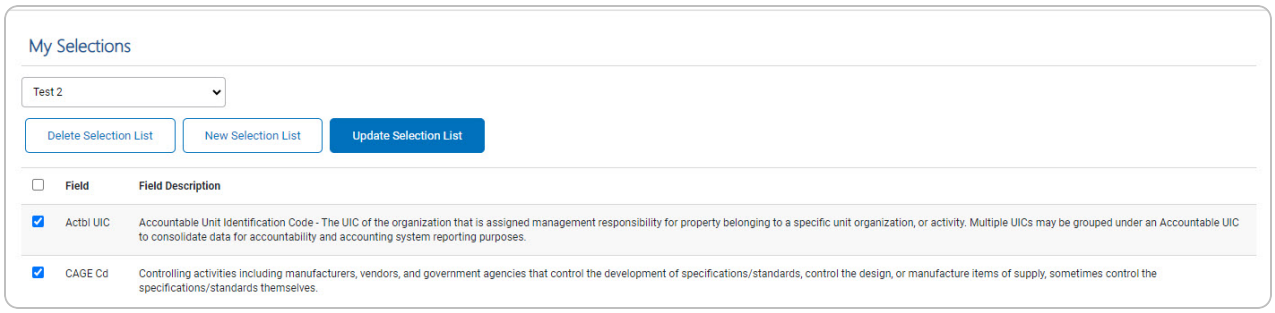

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results*** *page appears.*

**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.

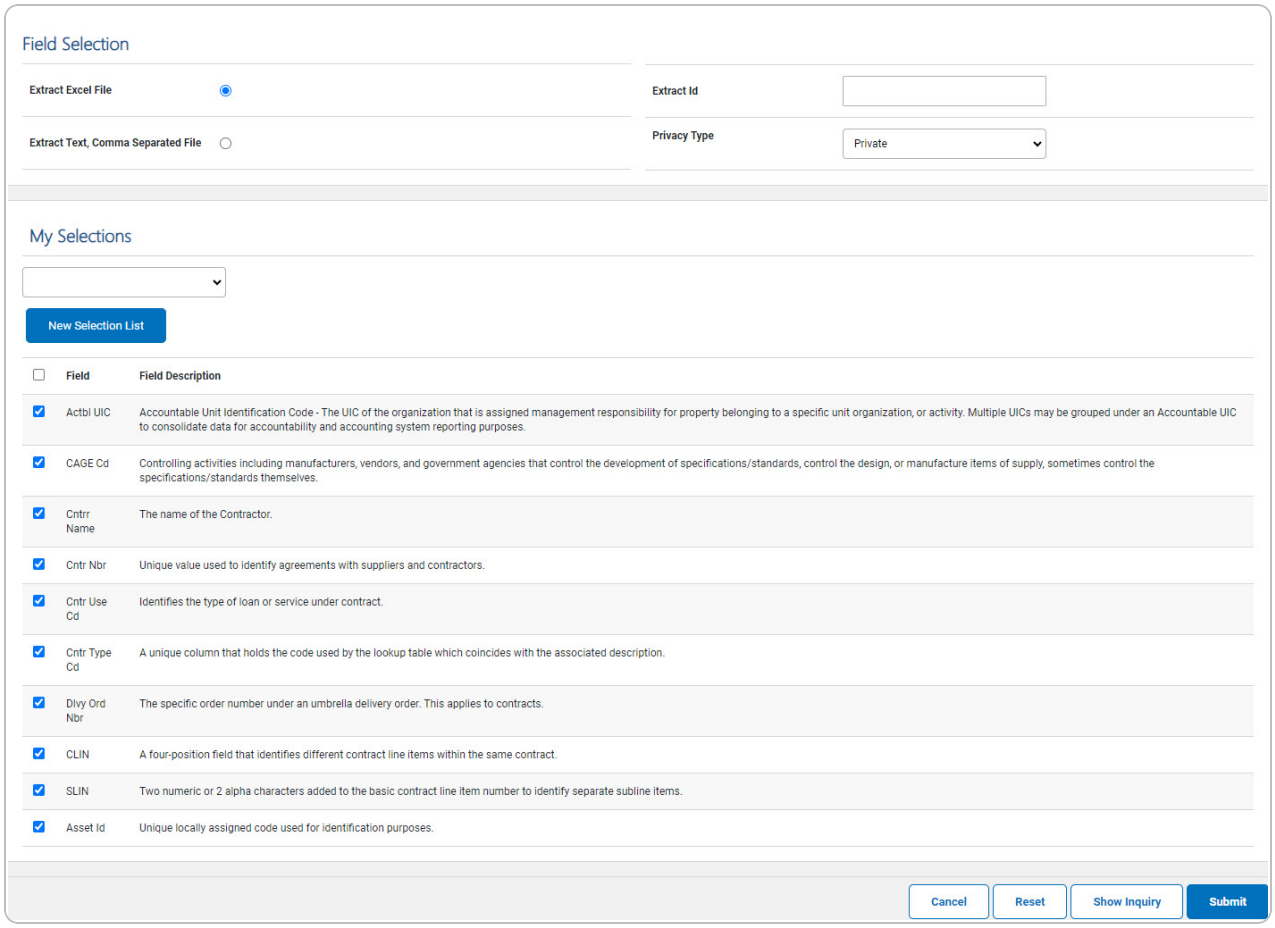



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

# 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.*



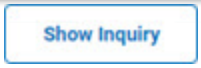

2. Select the fields required for the inquiry. *The first 3 fields are automatically selected.*

**Note**



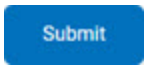
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- 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 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 NBR.*
- 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 

for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

3. **OR**

Select 

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 - 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. |

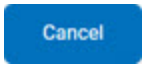
# Procedures

**ELMS Navigation Helpful Tips**

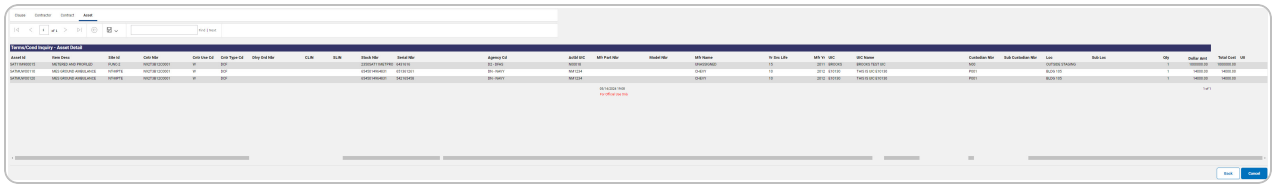


Click the following link to display PA Navigation Tips.

## Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset

*Selecting*  *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

# 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

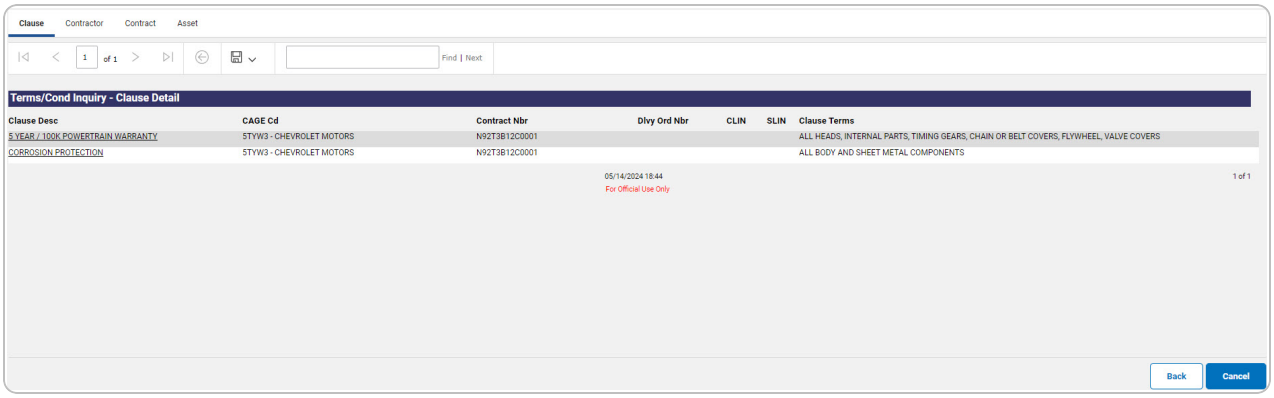
**ELMS Navigation Helpful Tips**

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 - 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**

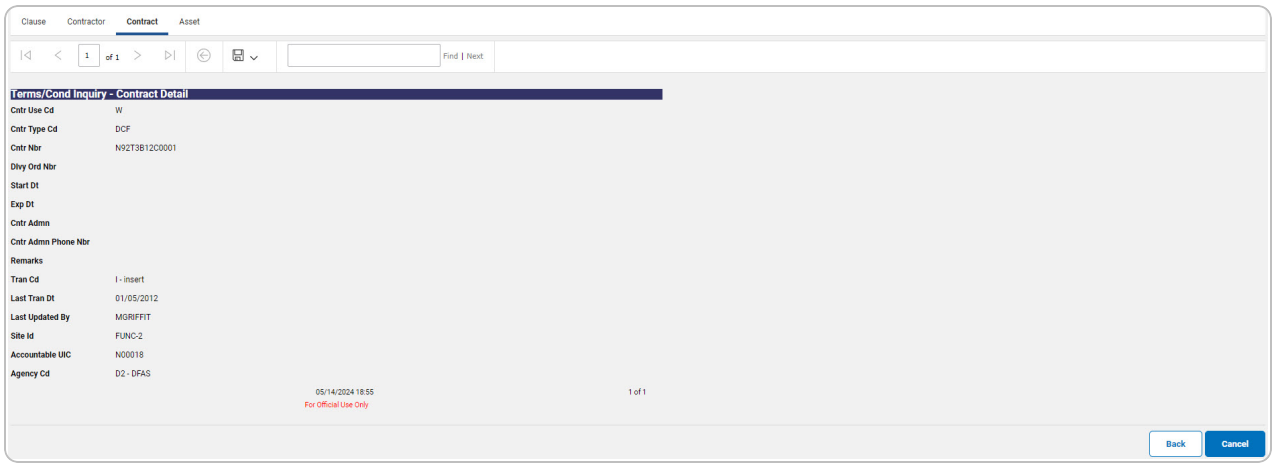


Click the following link to display PA Navigation Tips.

## 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.*

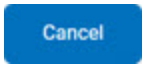
L. *Verify theLAST UPDTD BY.*

M. *Verify the SITE ID.*

N. *Verify the Accountable UIC.*

O. *Verify the AGENCY CD.*

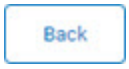
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

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 - 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. |

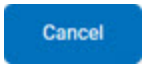
# Procedures

**ELMS Navigation Helpful Tips**

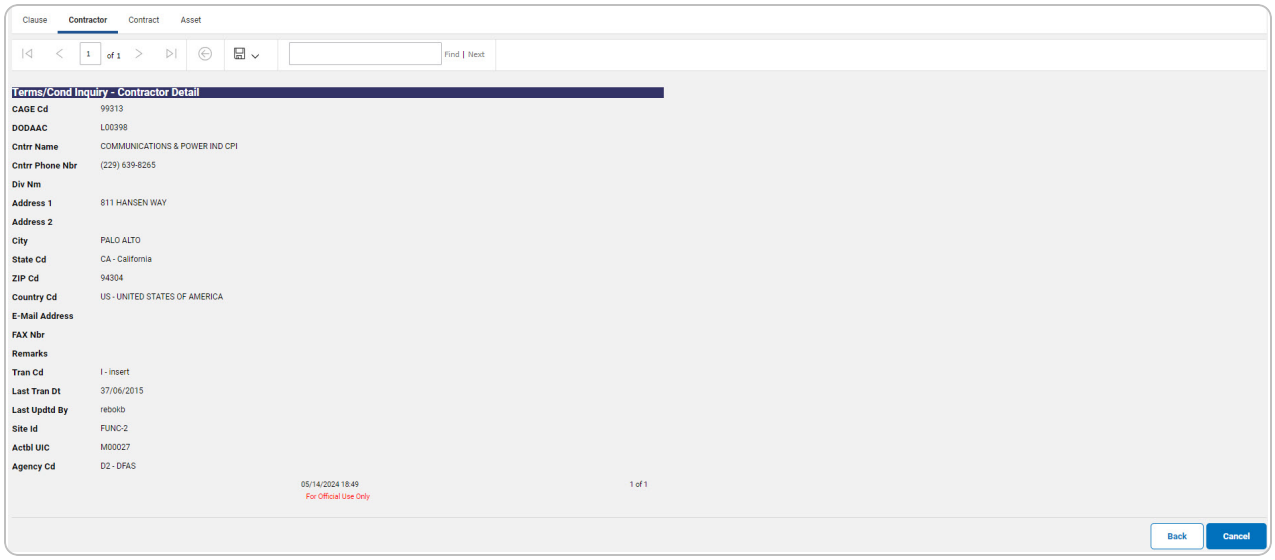


Click the following link to display PA Navigation Tips.

## 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.*

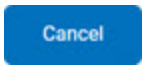
1. *Verify the Contractor tab.*



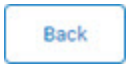

A. *Verify the CAGE Cd.*
B. *Verify the DoDAAC.*
C. *Verify the Cntrr Name.*
D. *Verify the Cntrr Phone Nbr.*
E. *Verify the Div Name.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the State Cd.*
J. *Verify the ZIP Cd.*
K. *Verify the Country Cd.*
L. *Verify 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 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

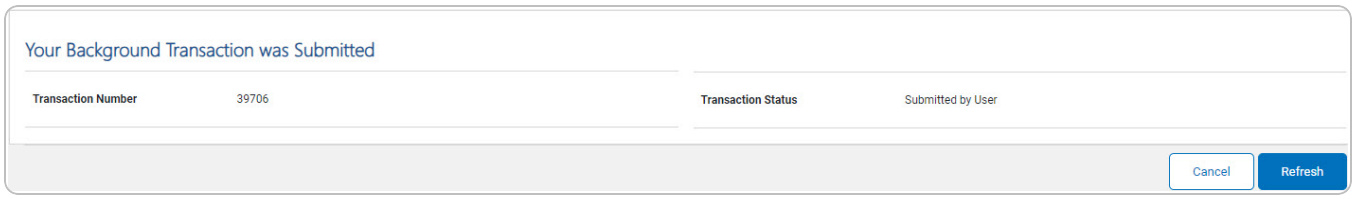
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

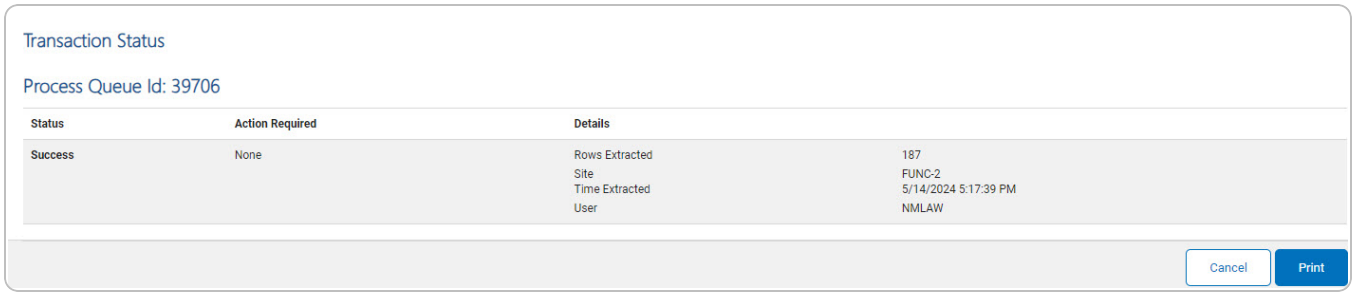
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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

# 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. |

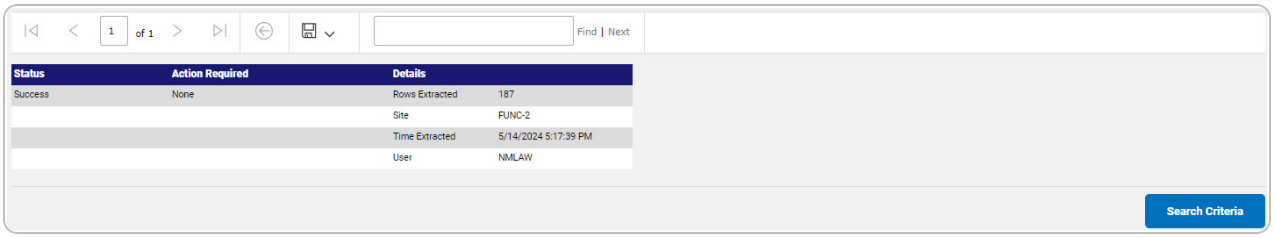
# Procedures

**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 Search Criteria. *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

# 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

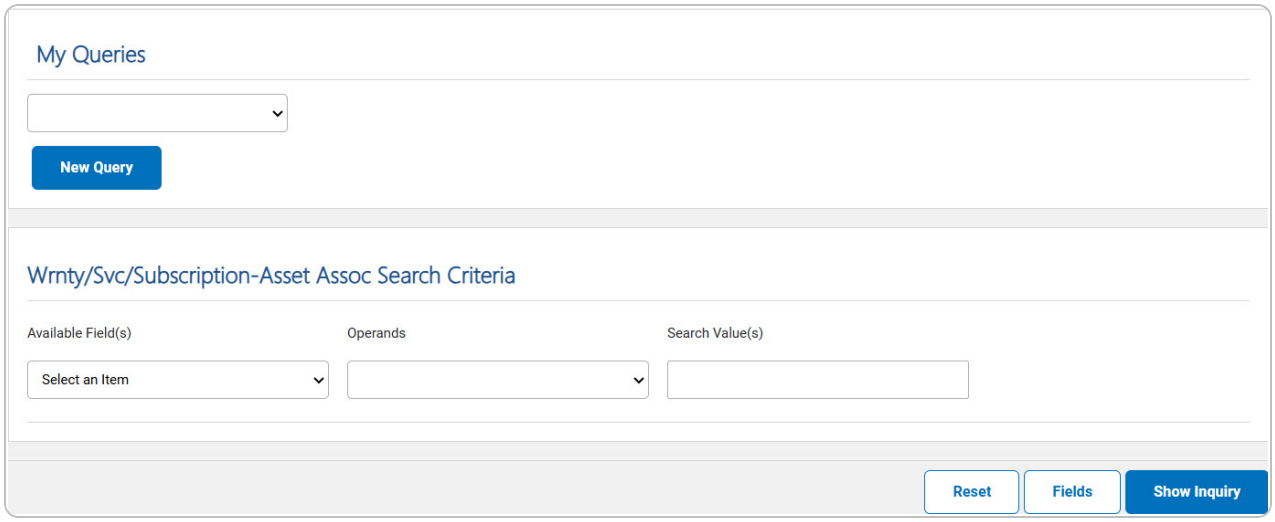
**ELMS Navigation Helpful Tips**

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**

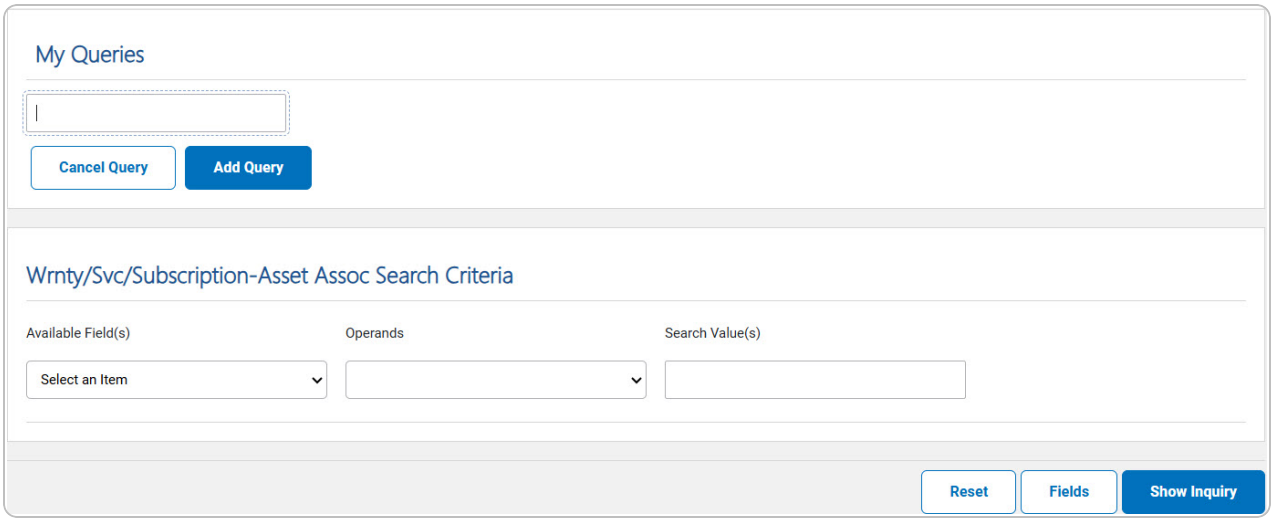
a. Use ⌄ to select desired Available Field.

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.*

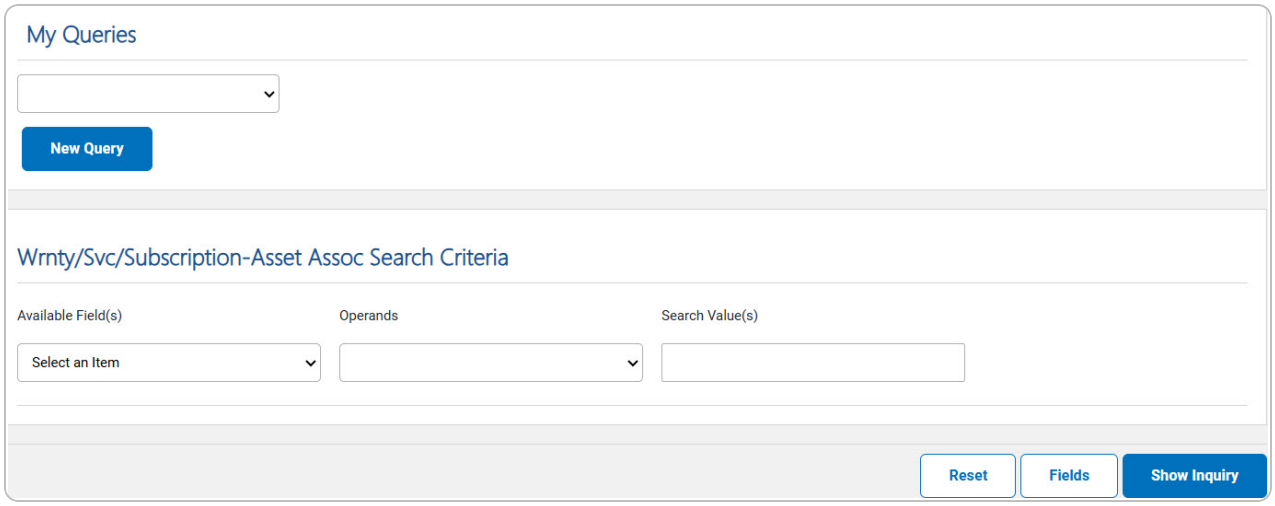
   Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*
5. 

   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.*



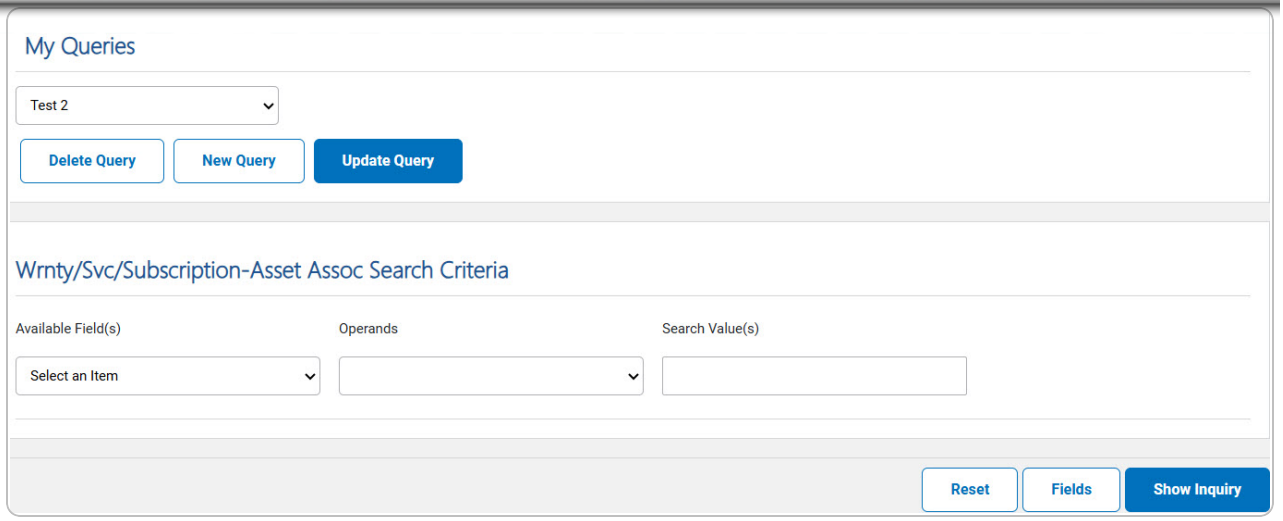

Select Fields. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields*** *page appears.*

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.*

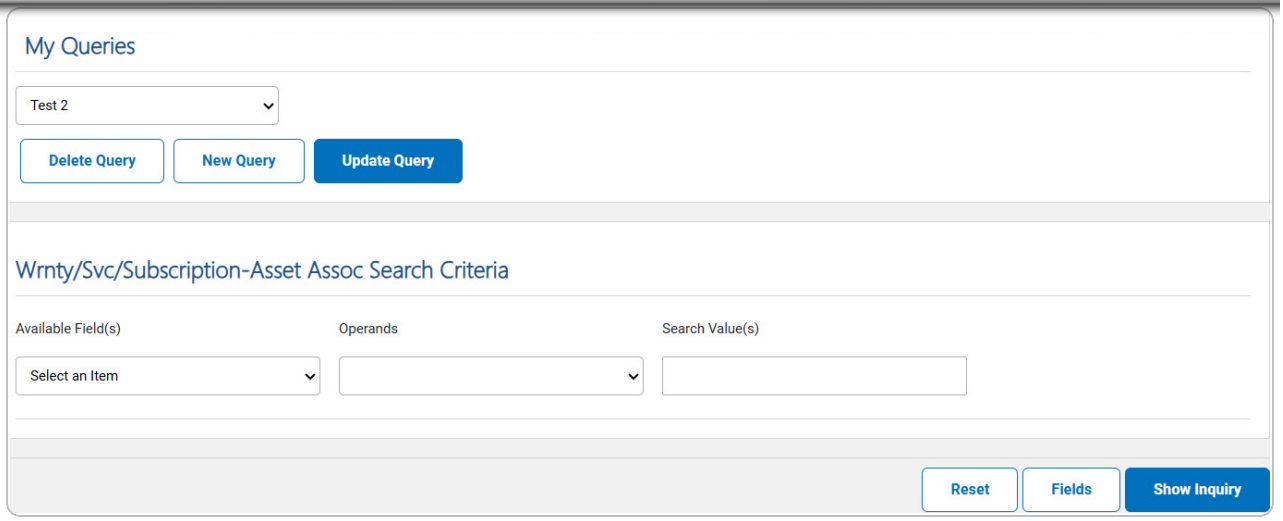
   Select Fields. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields*** *page appears.*

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.*

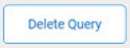
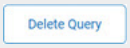
### Revise the Fields for the Inquiry

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. |

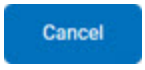
# Procedures

**ELMS Navigation Helpful Tips**

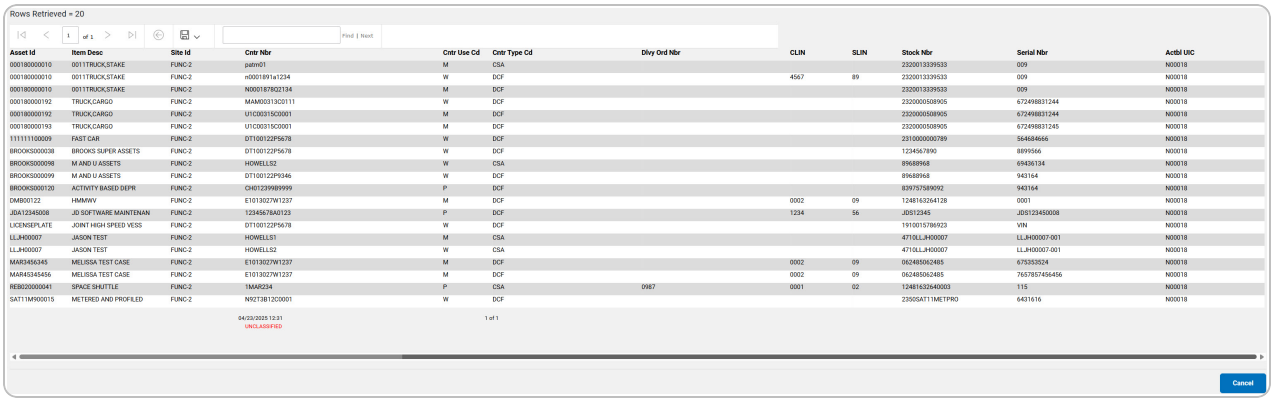


Click the following link to display PA Navigation Tips.

## 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**

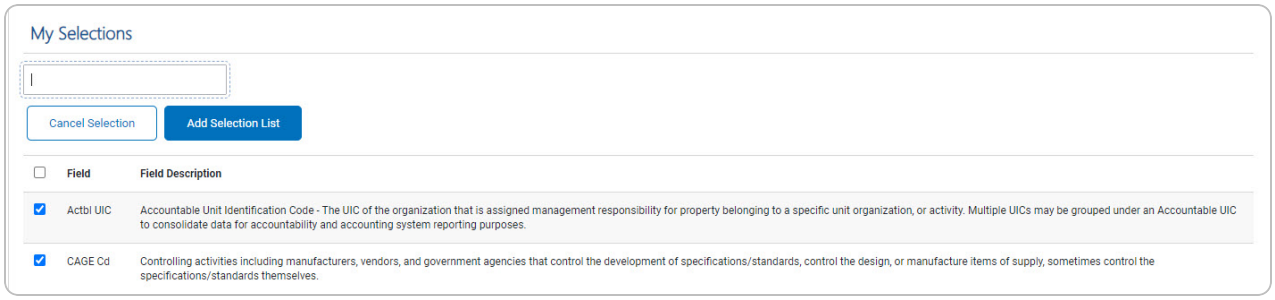
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

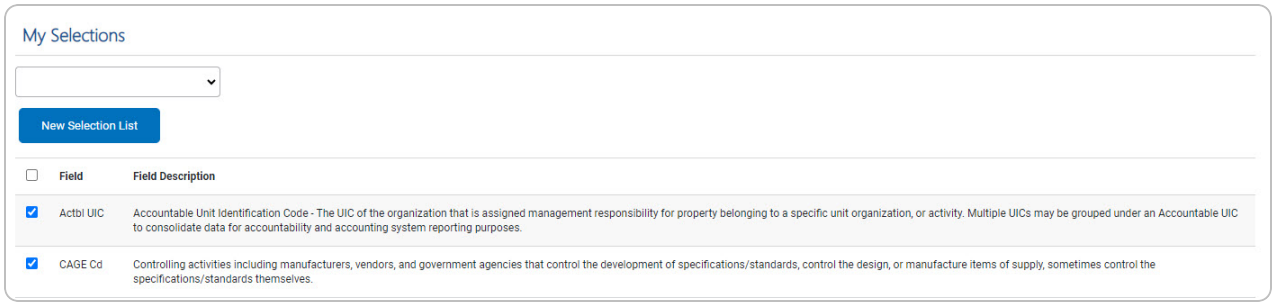
Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

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.*

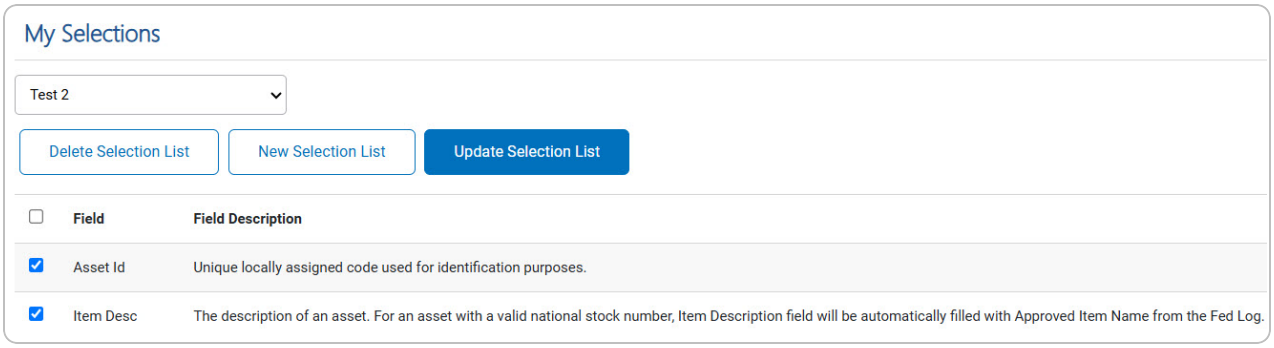
3. **OR**

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.



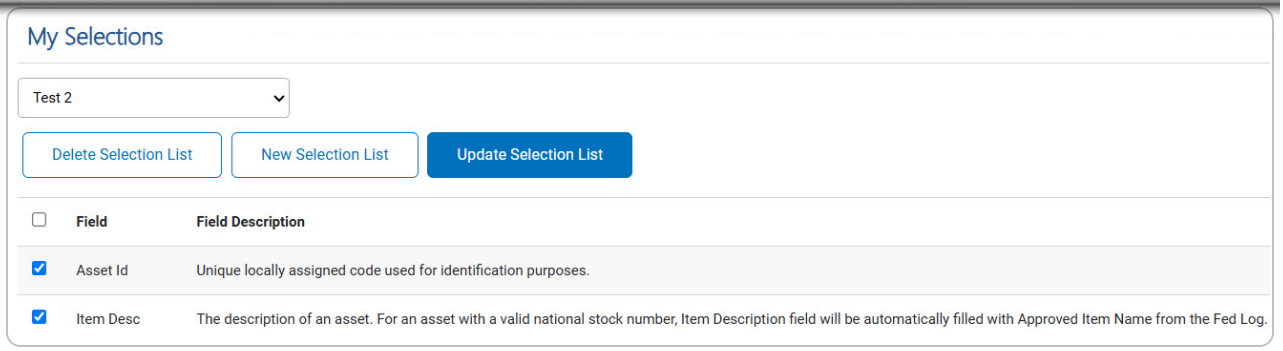

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

   **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.

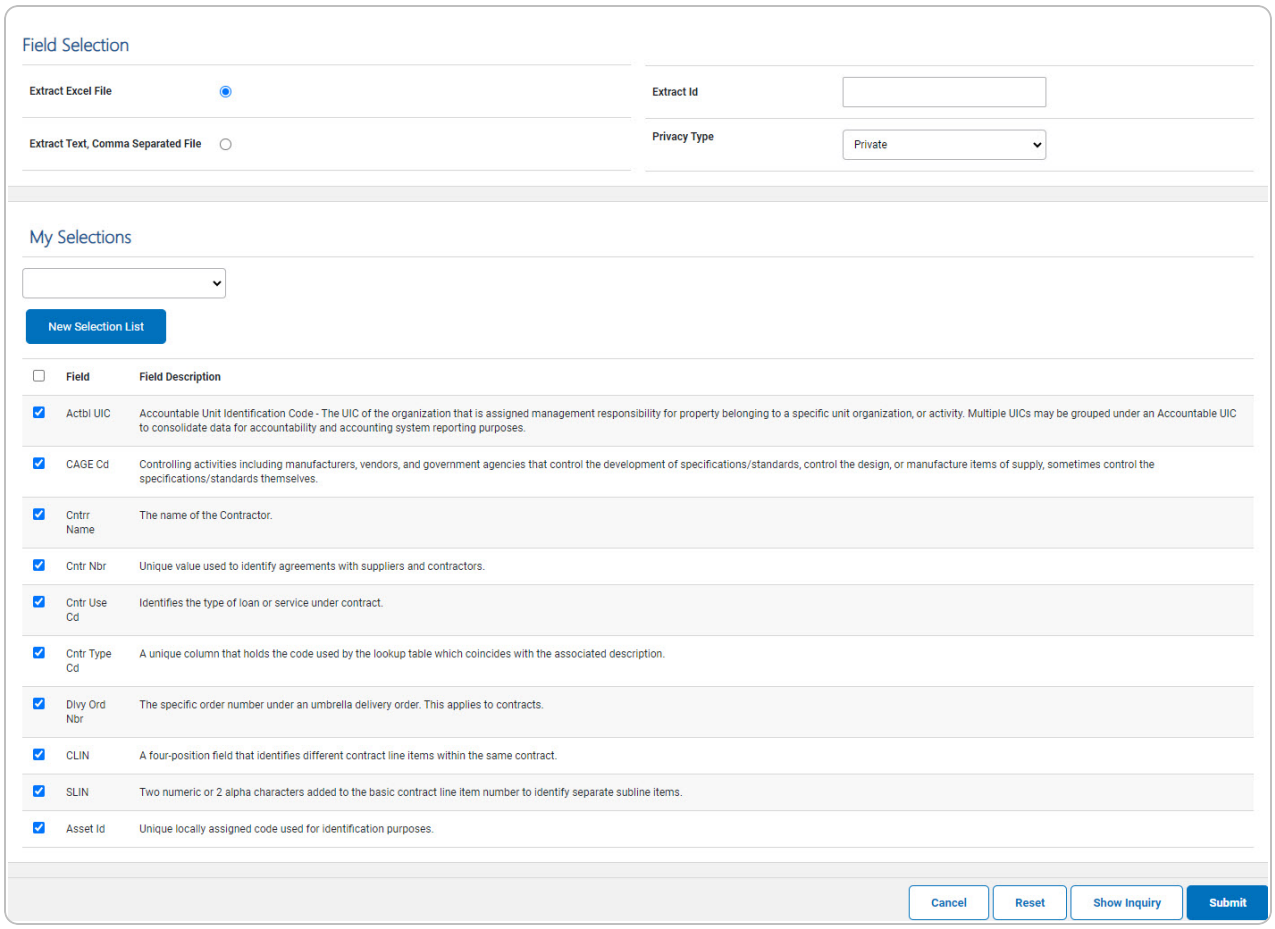



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

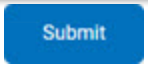
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the CNTR NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR NBR.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR NBR.*
- 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. |

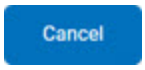
# Procedures

**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.*

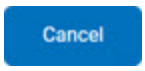
d. *Verify the CNTR/PO NBR.*
e. *Verify the CLIN.*
f. *Verify theACRN.*

*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.*

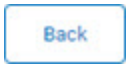
28. *Verify the UTIL MEASR CD.*

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

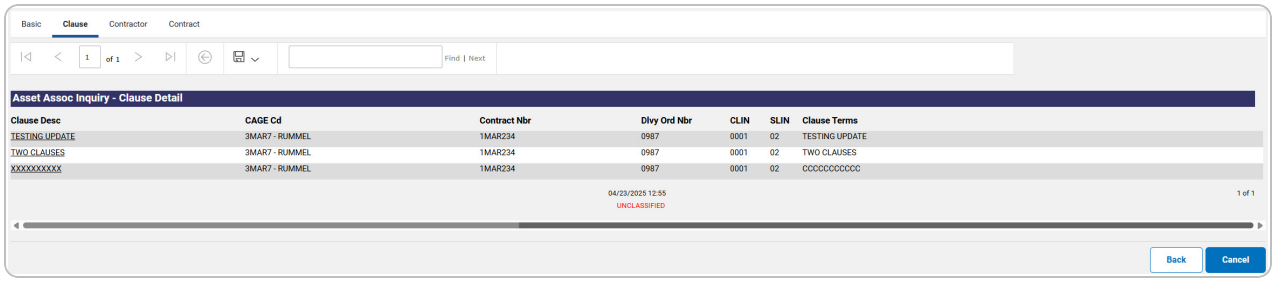
**ELMS Navigation Helpful Tips**

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**

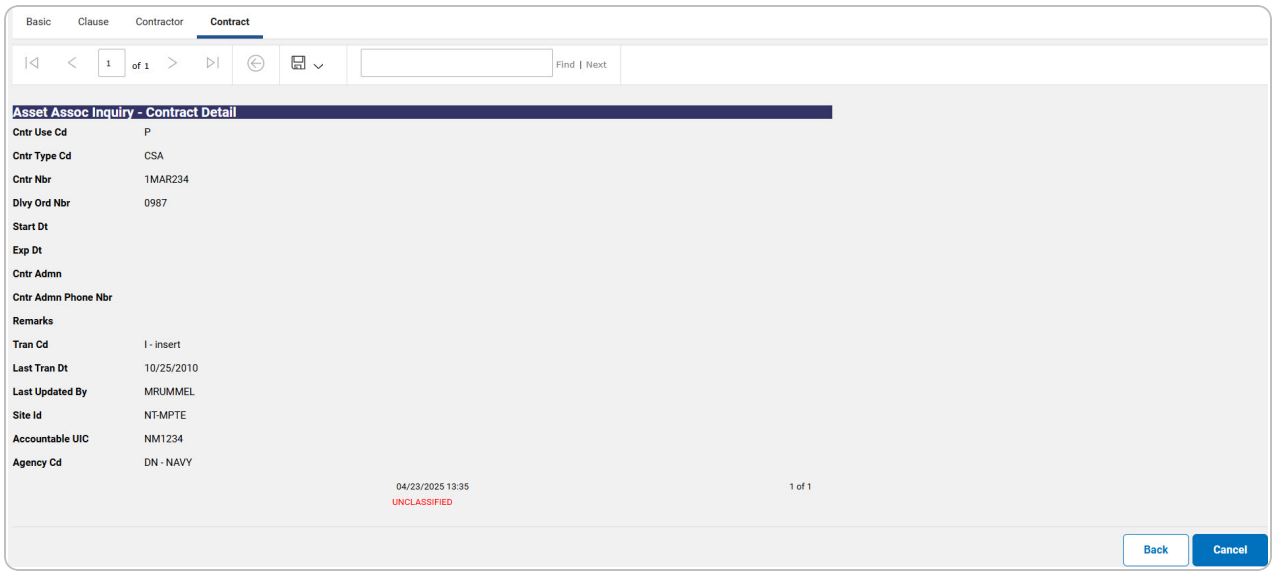


Click the following link to display PA Navigation Tips.

## Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contract

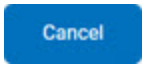
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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.*

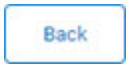
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

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. |

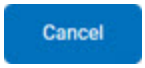
# Procedures

**ELMS Navigation Helpful Tips**

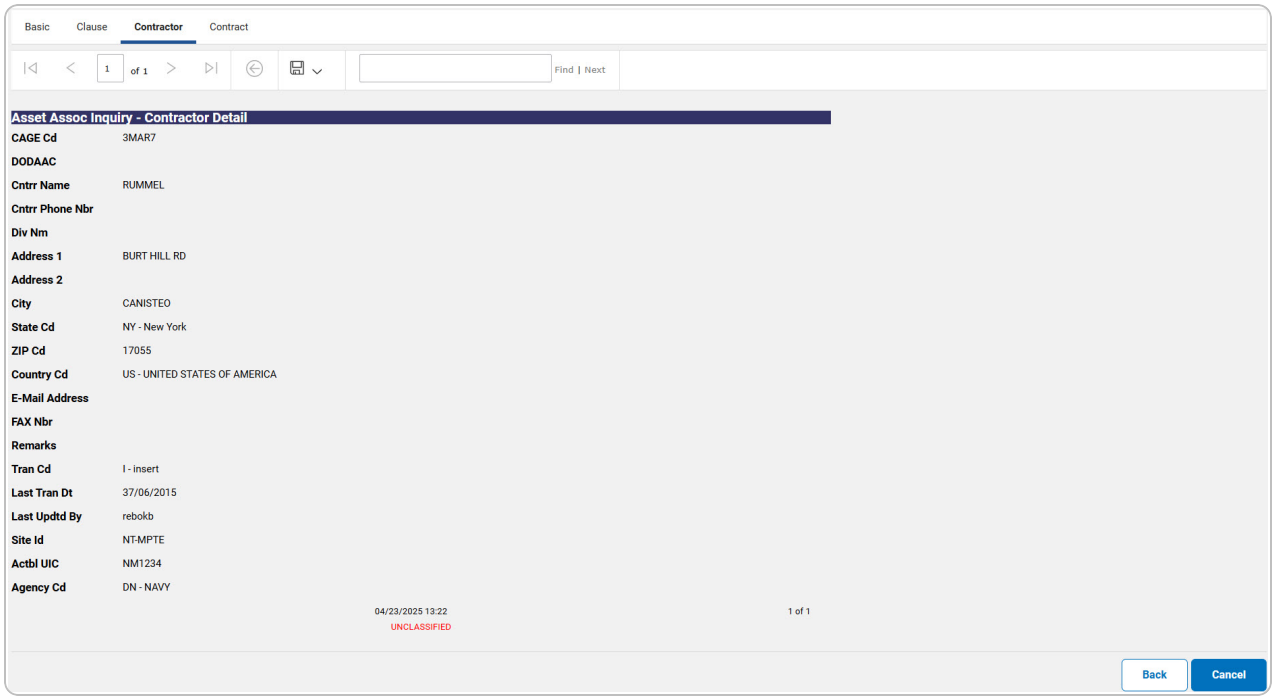


Click the following link to display PA Navigation Tips.

## 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.*



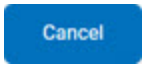

A. *Verify the CAGE Cd.*
B. *Verify the DoDAAC.*
C. *Verify the Cntrr Name.*
D. *Verify the Cntrr Phone Nbr.*
E. *Verify the Div Name.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the State Cd.*
J. *Verify the ZIP Cd.*
K. *Verify the Country Cd.*
L. *Verify 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.*

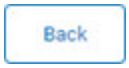
R. *Verify the SITE ID.*

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

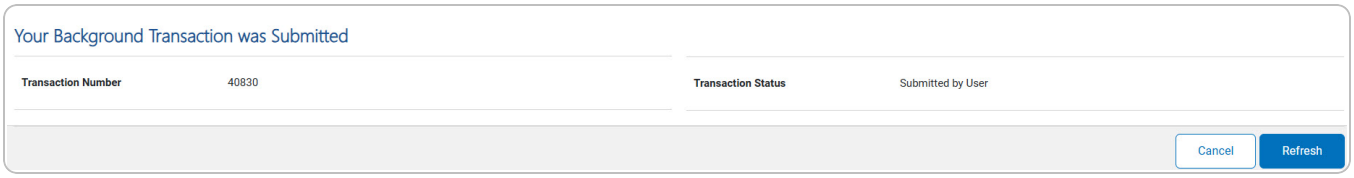
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

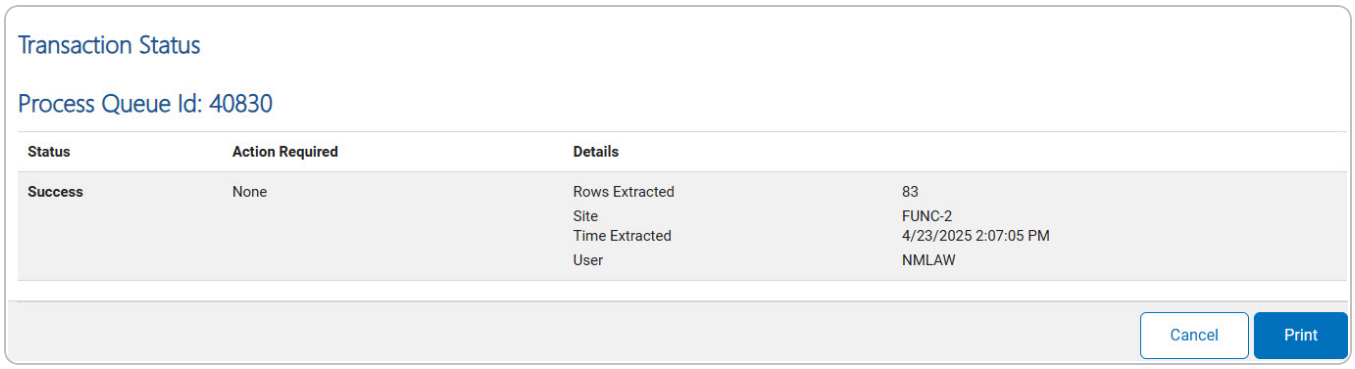
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

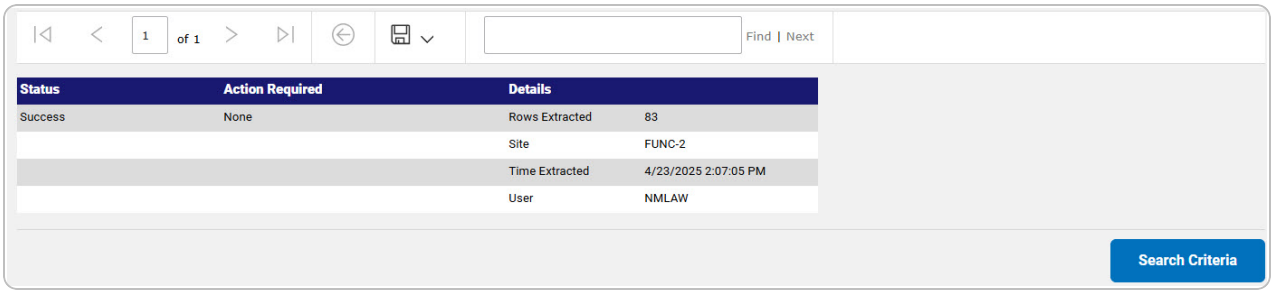
# Procedures

**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". |

| | |
|---|---|
| **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

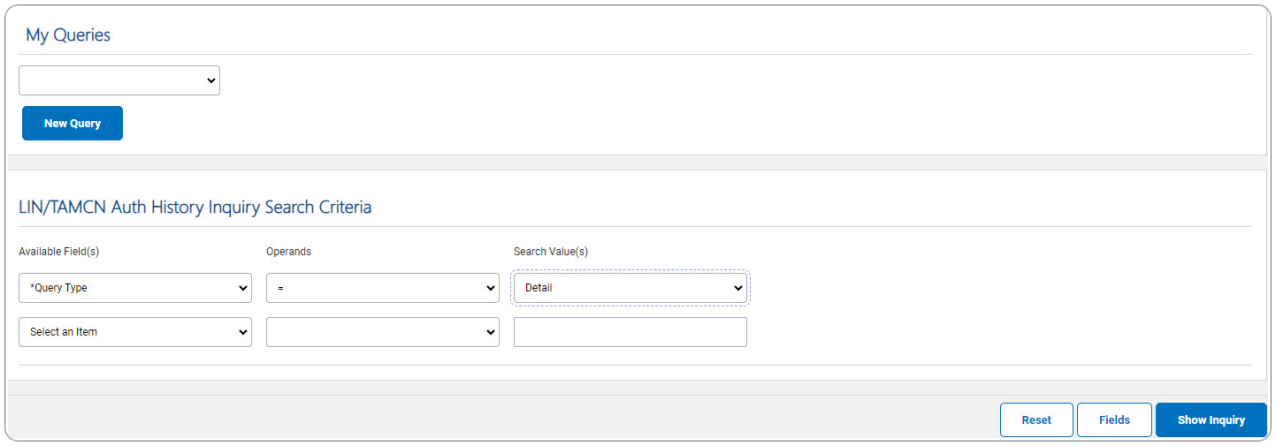
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

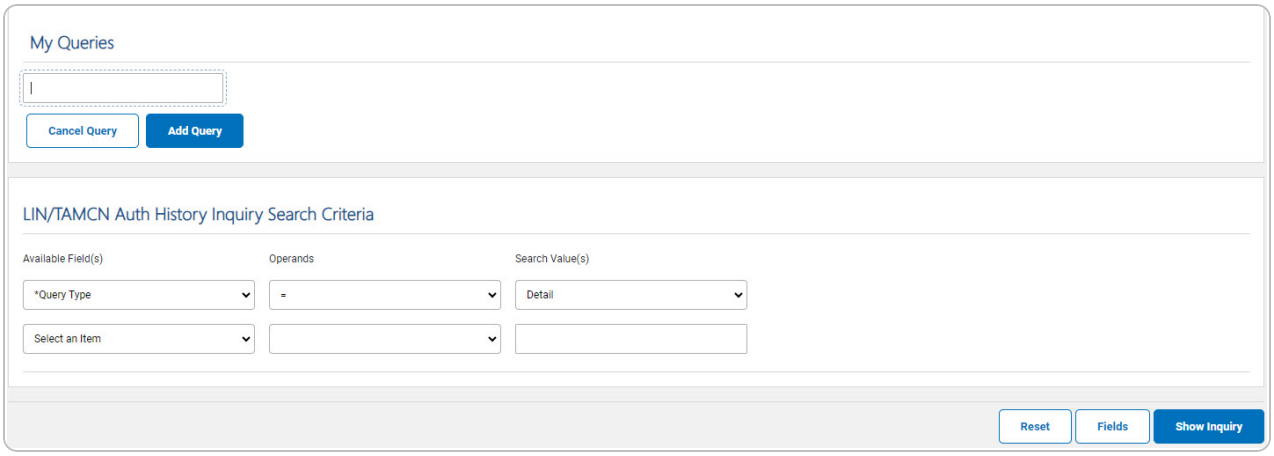
a. Use ⌄ to select desired Available Field.

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.*



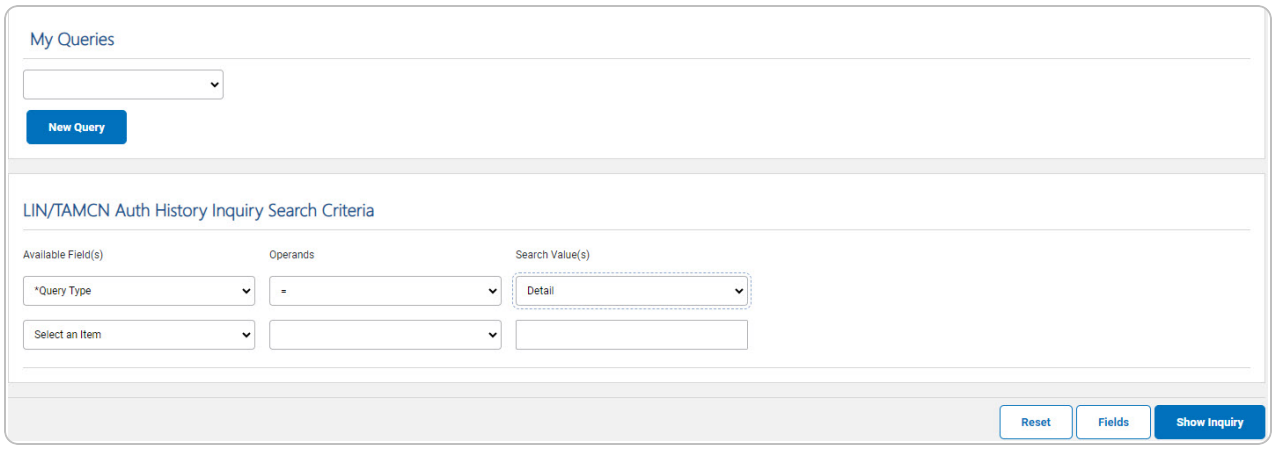

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



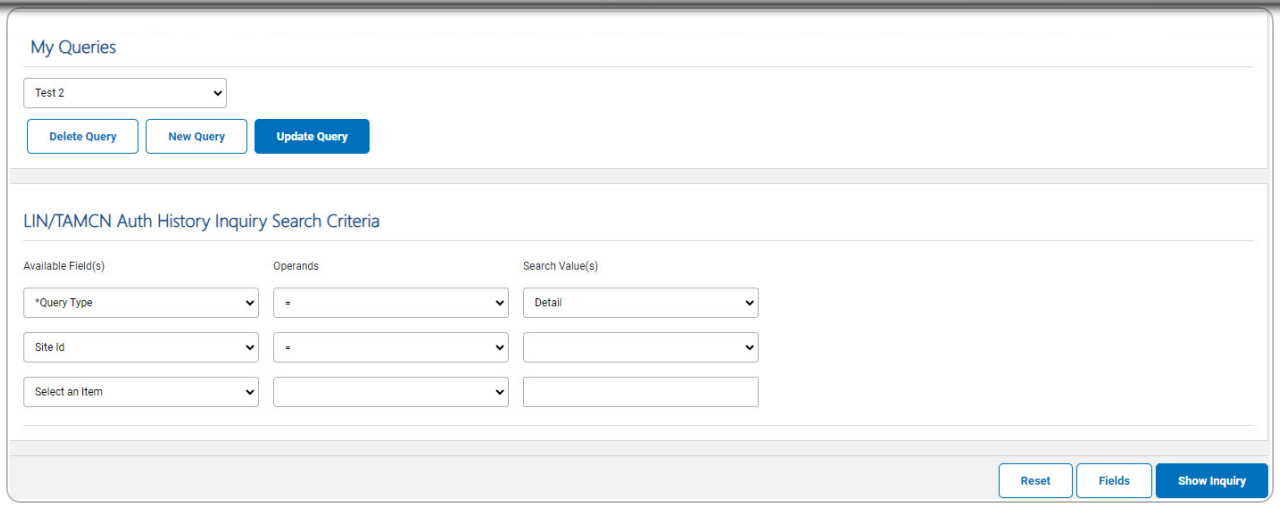

2. Select Fields. *The **LIN/TAMCN Authn History Inquiry — Select Fields** page appears.*

   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.*

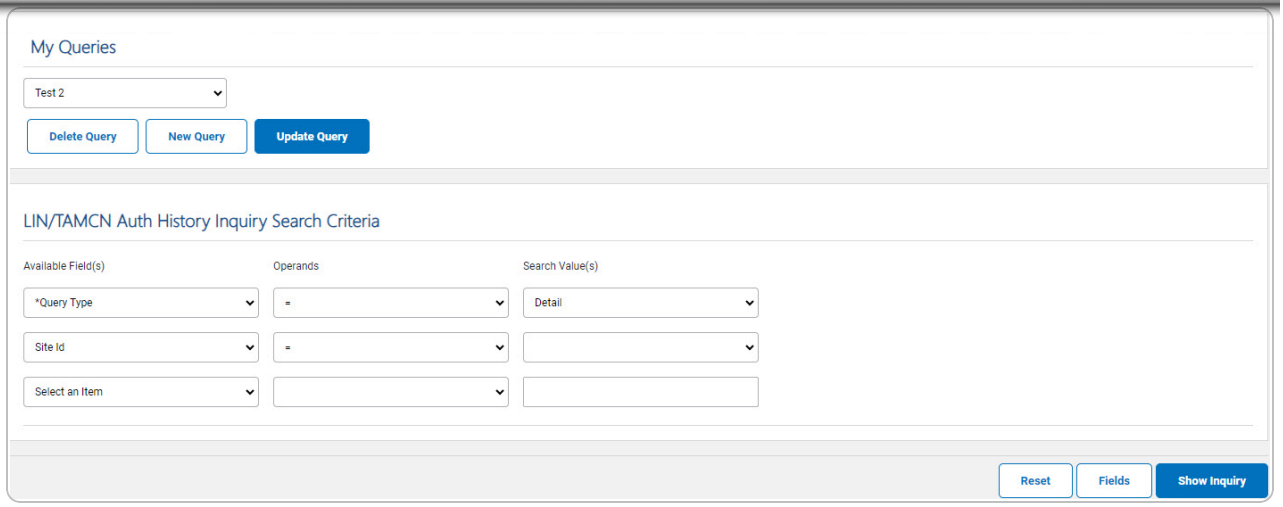
4. Select Fields. *The **LIN/TAMCN Authn History Inquiry — Select Fields** page appears.*

   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)*.** | |
| **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 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

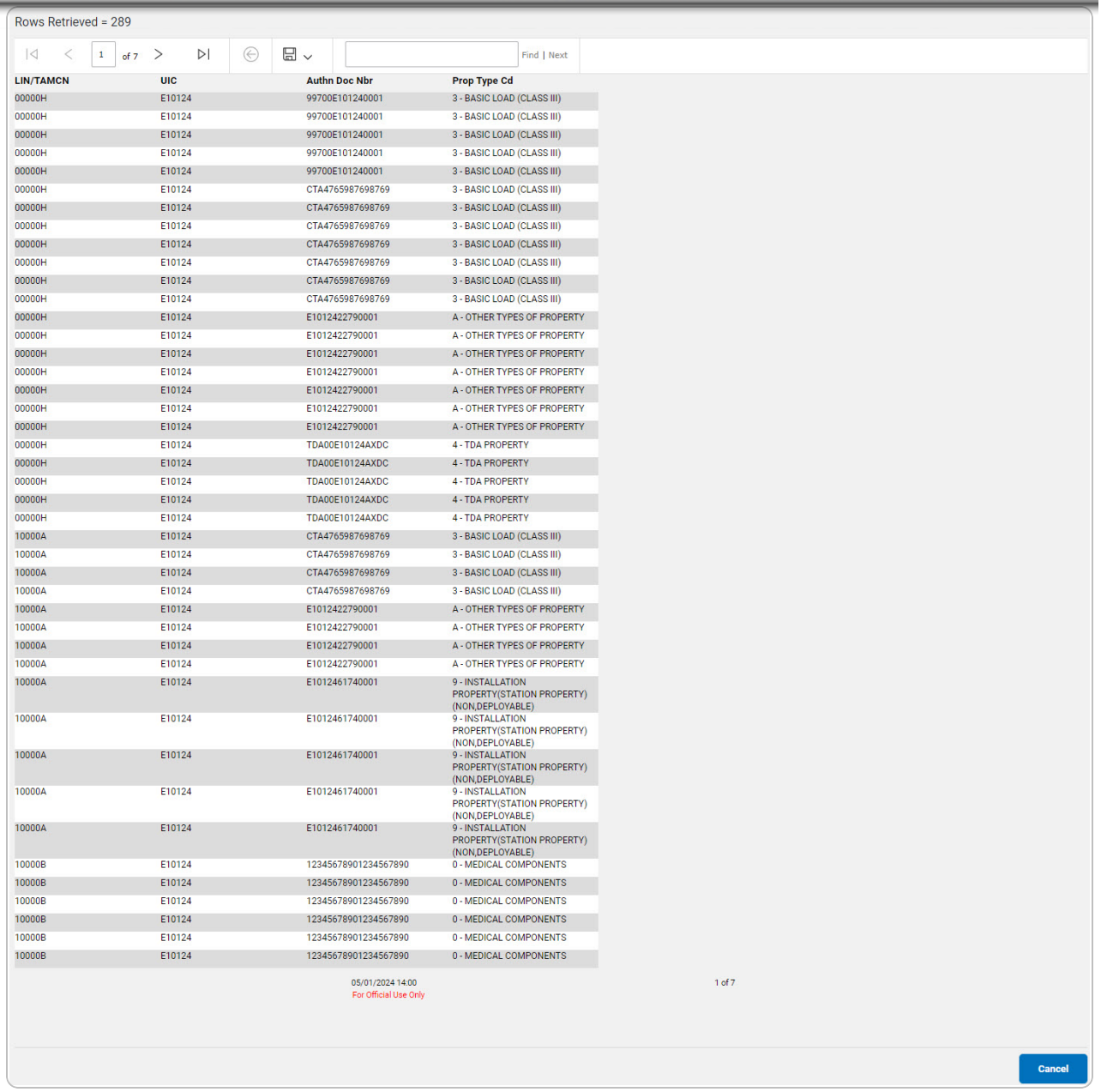
**ELMS Navigation Helpful Tips**

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 | 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 | 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

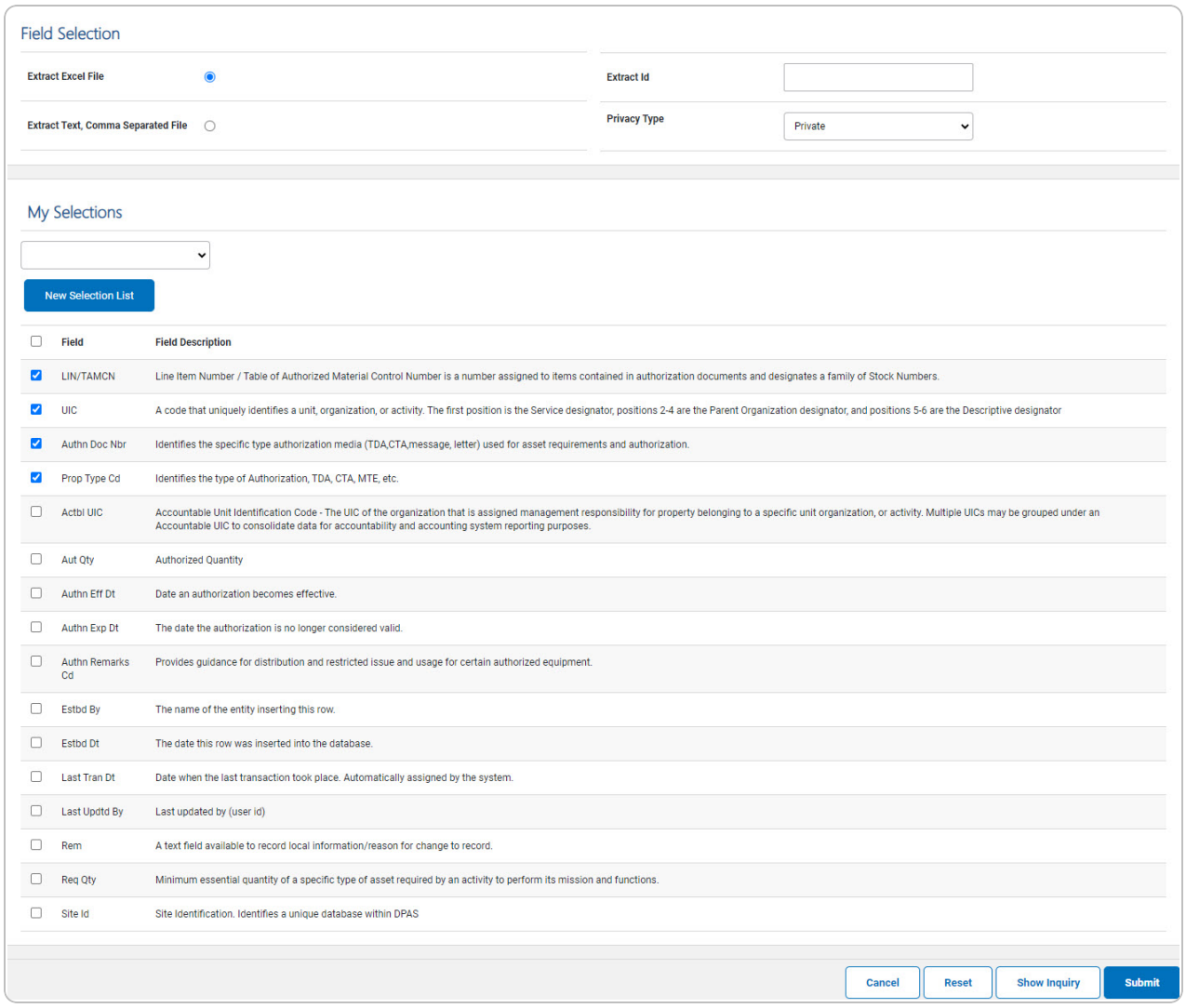
**ELMS Navigation Helpful Tips**

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.

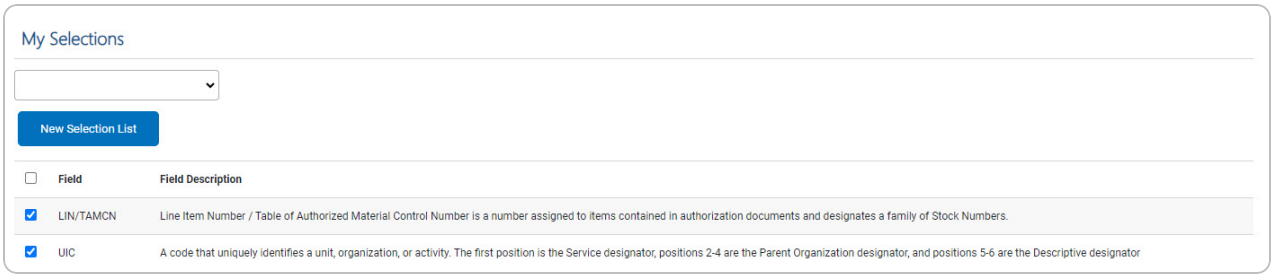
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.*

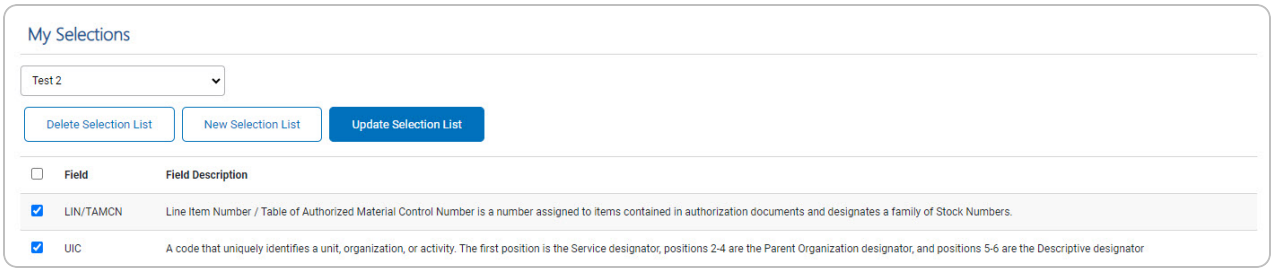
3. Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*

**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.*

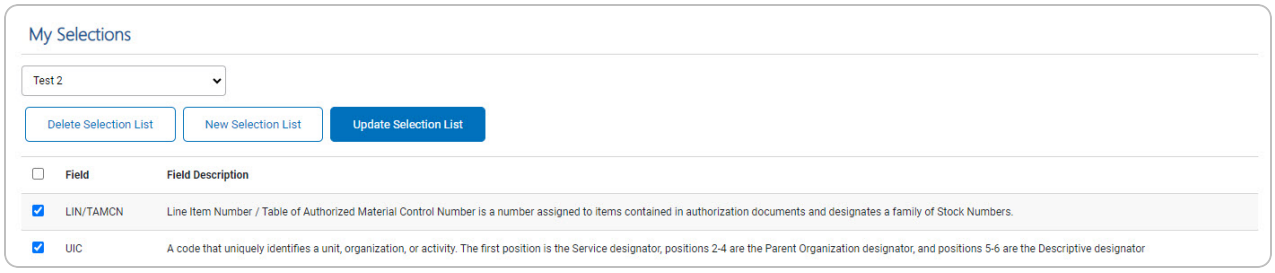
   Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*

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.

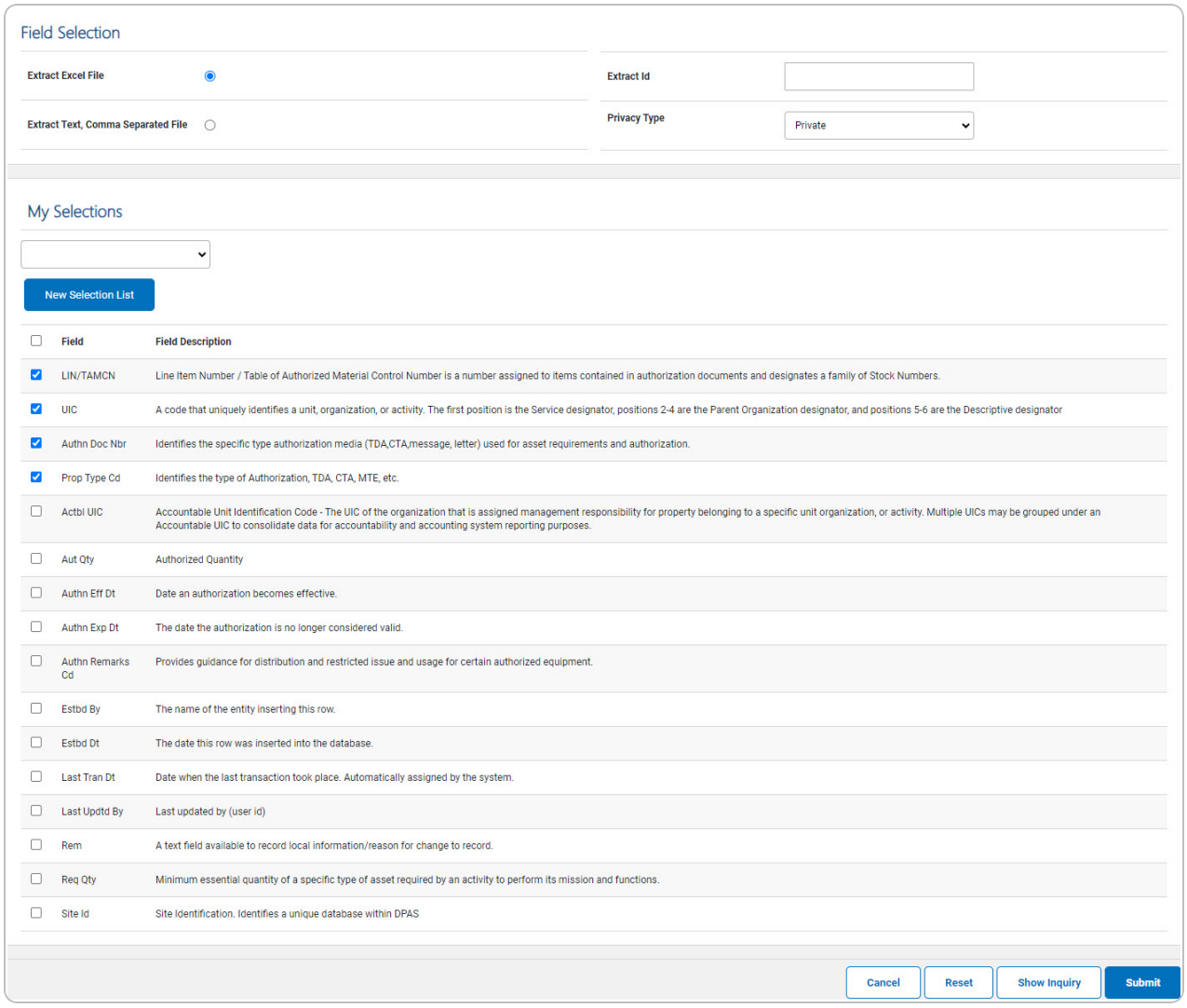



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

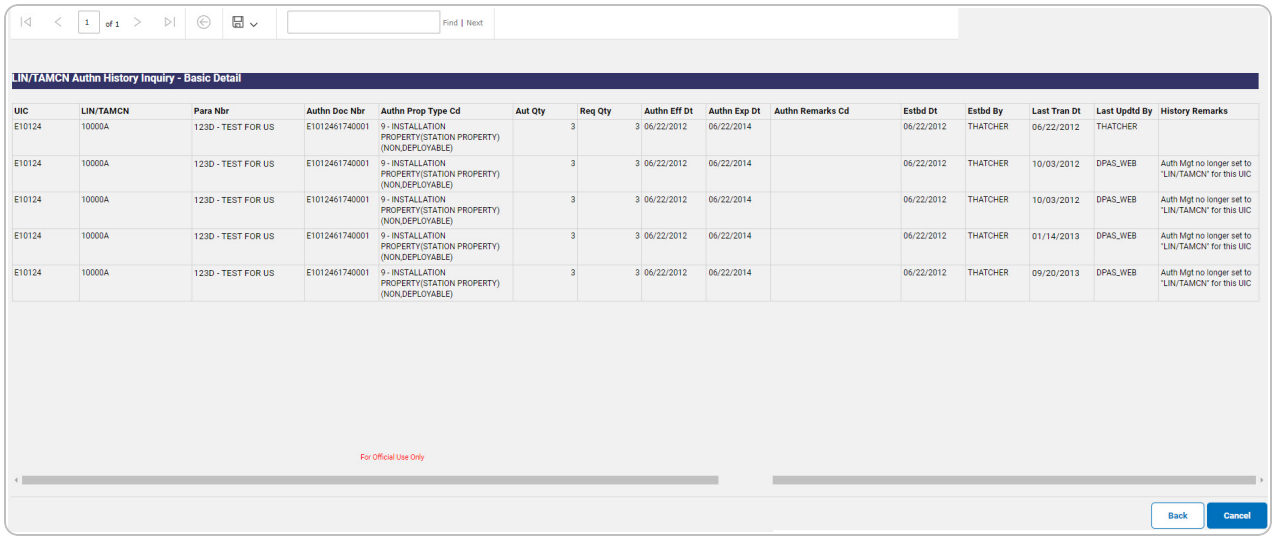


Click the following link to display PA Navigation Tips.

## 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

# 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

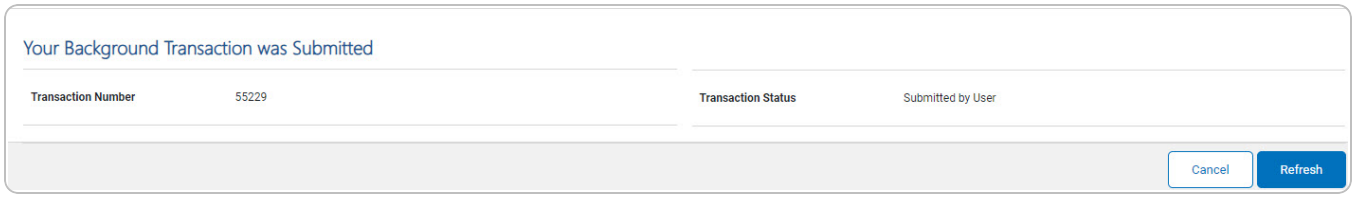
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

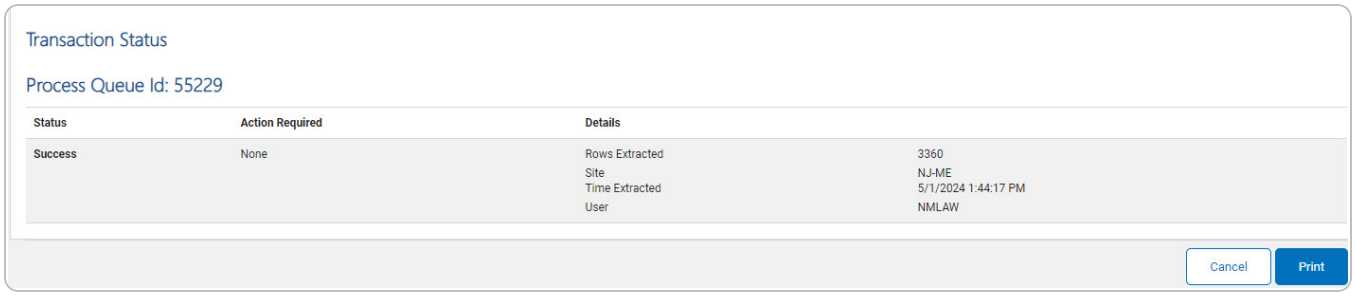
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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

# 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. |

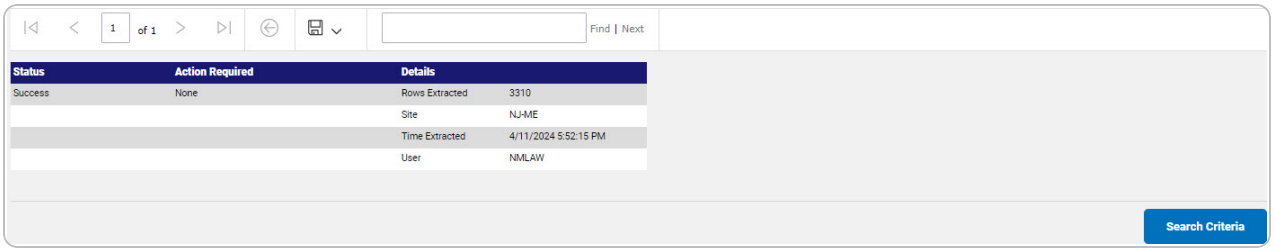
# Procedures

**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

# 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". |

| | |
|---|---|
| **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

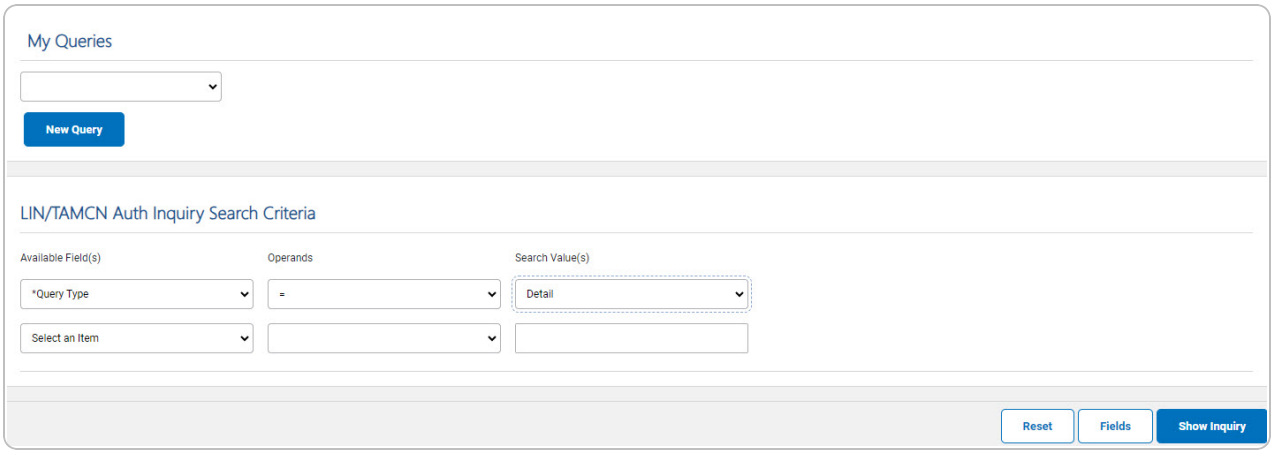
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for a 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**

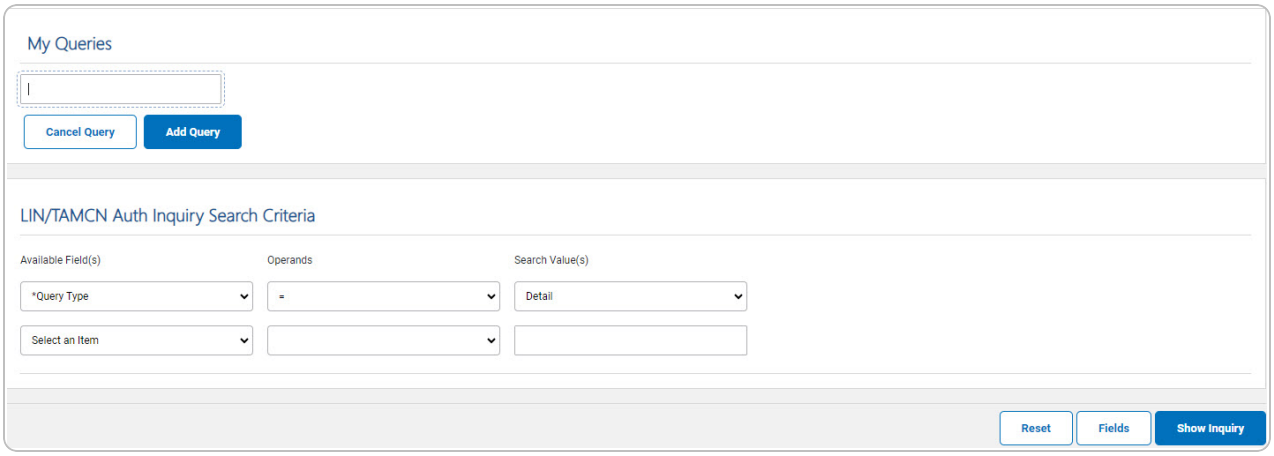
a. Use ⌄ to select desired Available Field.

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.*



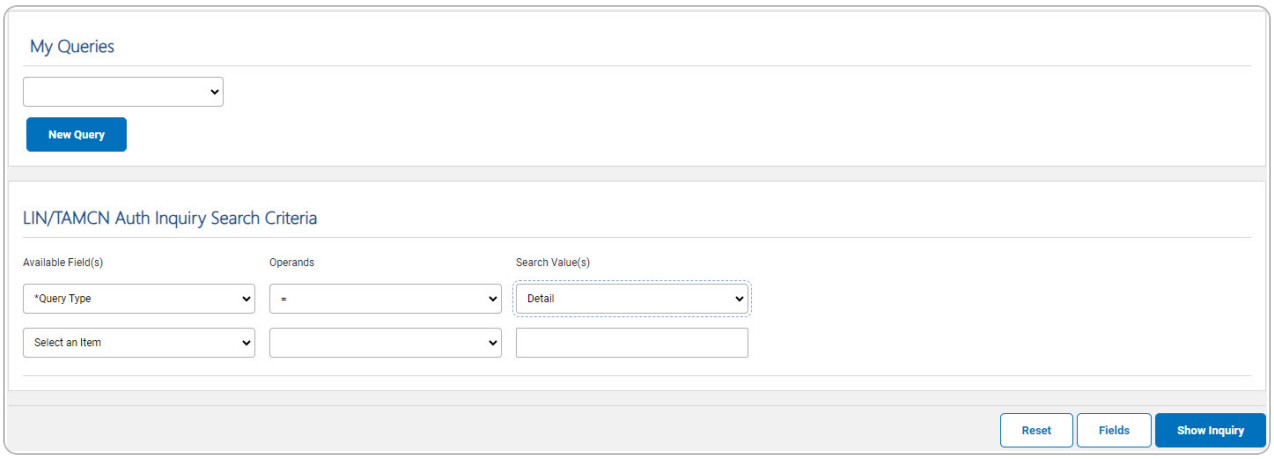

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



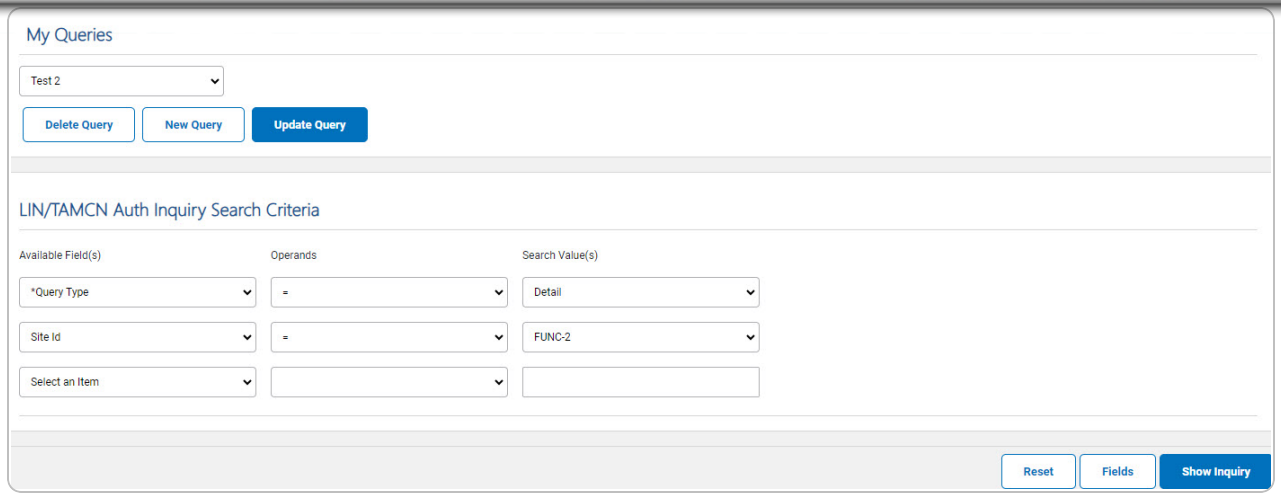

   Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

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.*

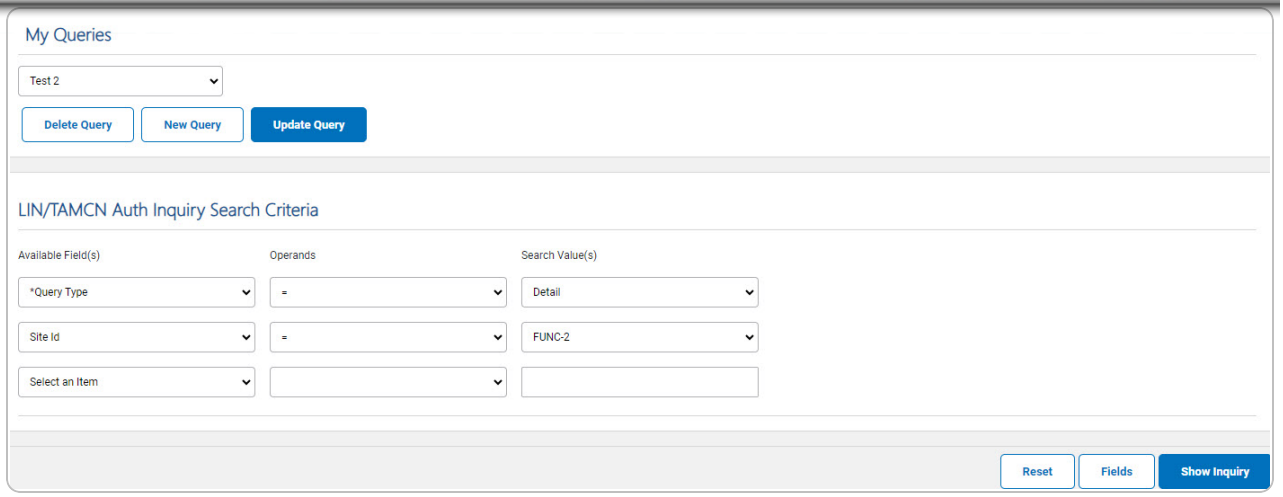
4. Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

   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

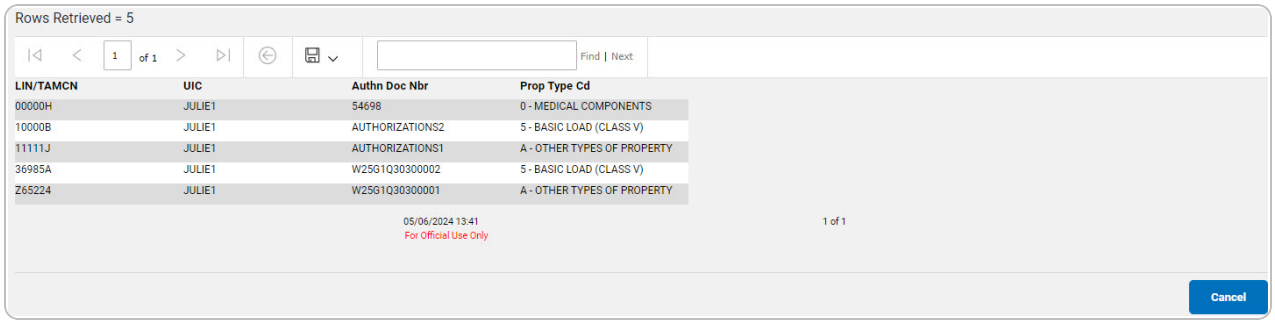
**ELMS Navigation Helpful Tips**

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 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

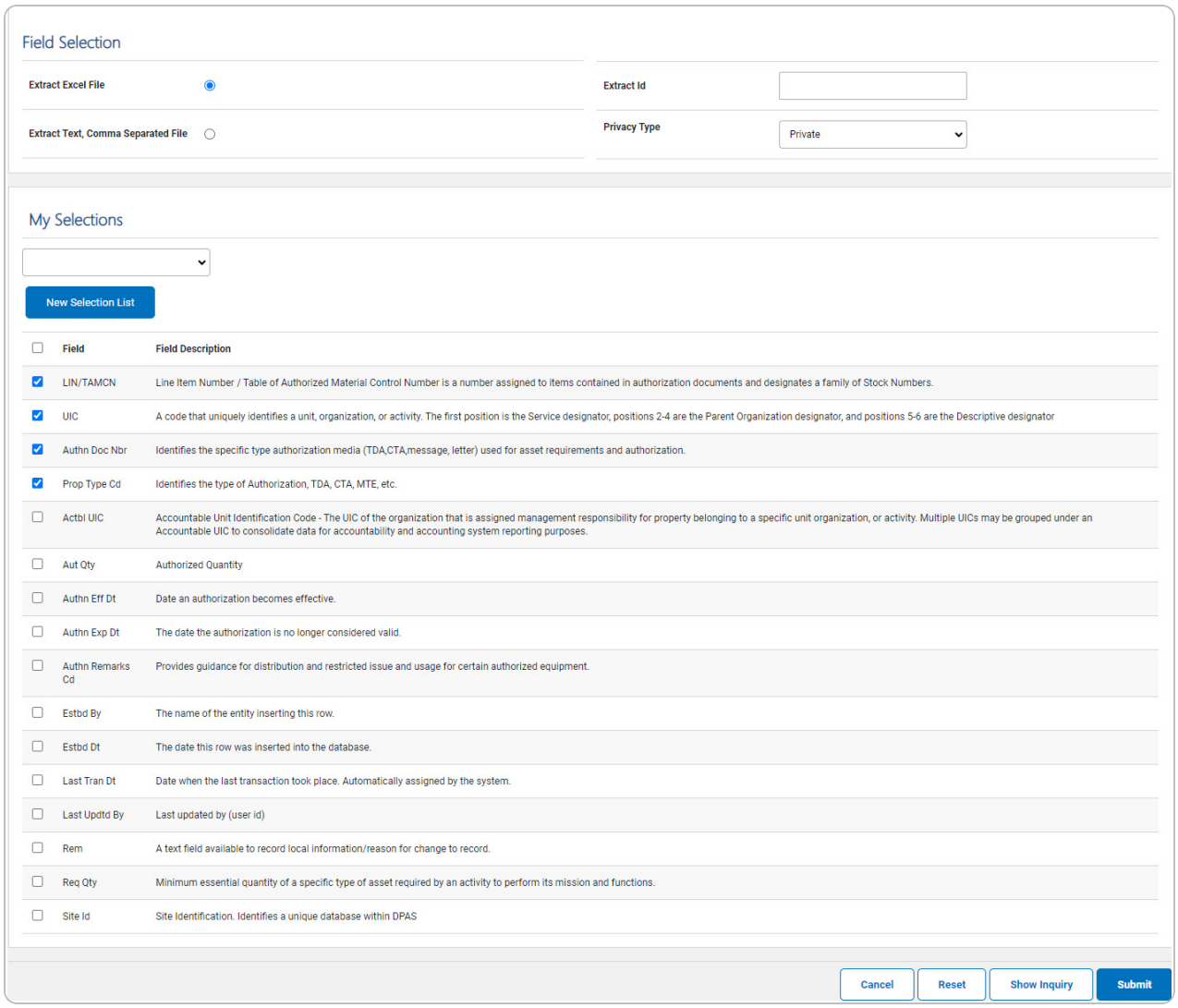
**ELMS Navigation Helpful Tips**

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**

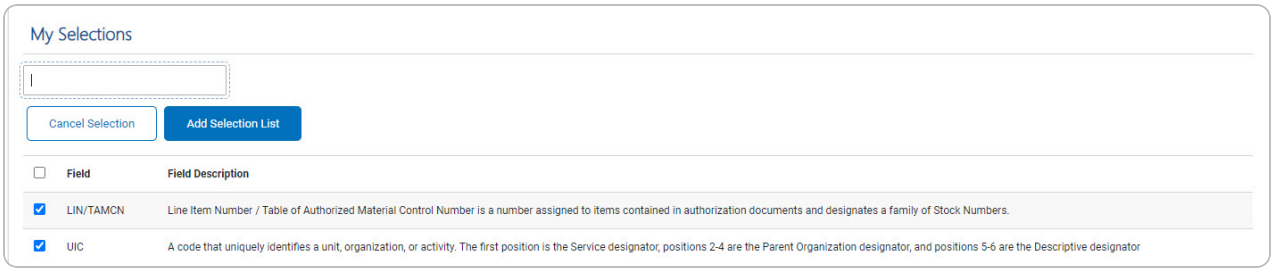
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.*

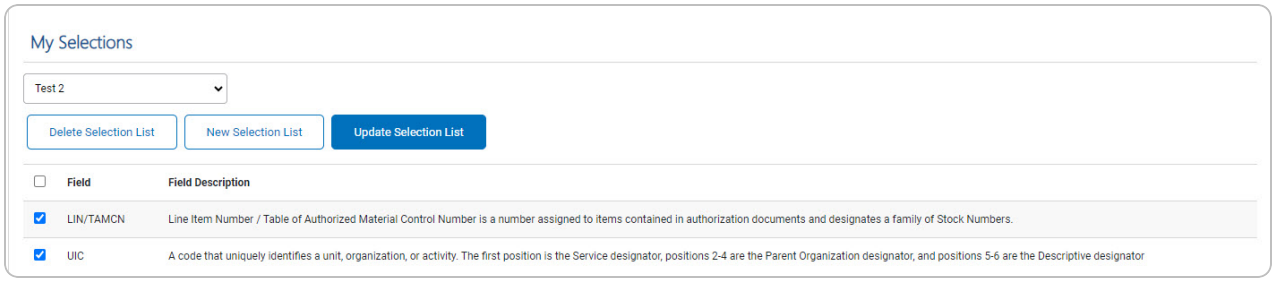
Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn Inquiry — Results** page appears.*

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.*

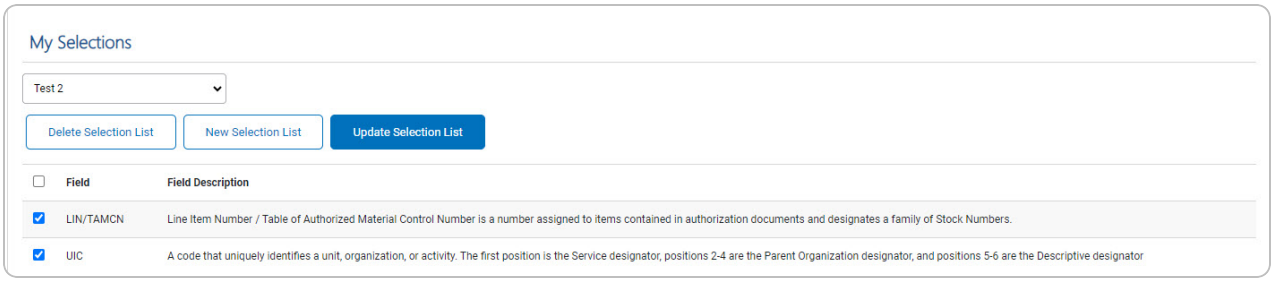
   Select Show Inquiry for small volumes of data. *The* ***LIN/TAMCN Authn Inquiry — Results*** *page appears.*

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.

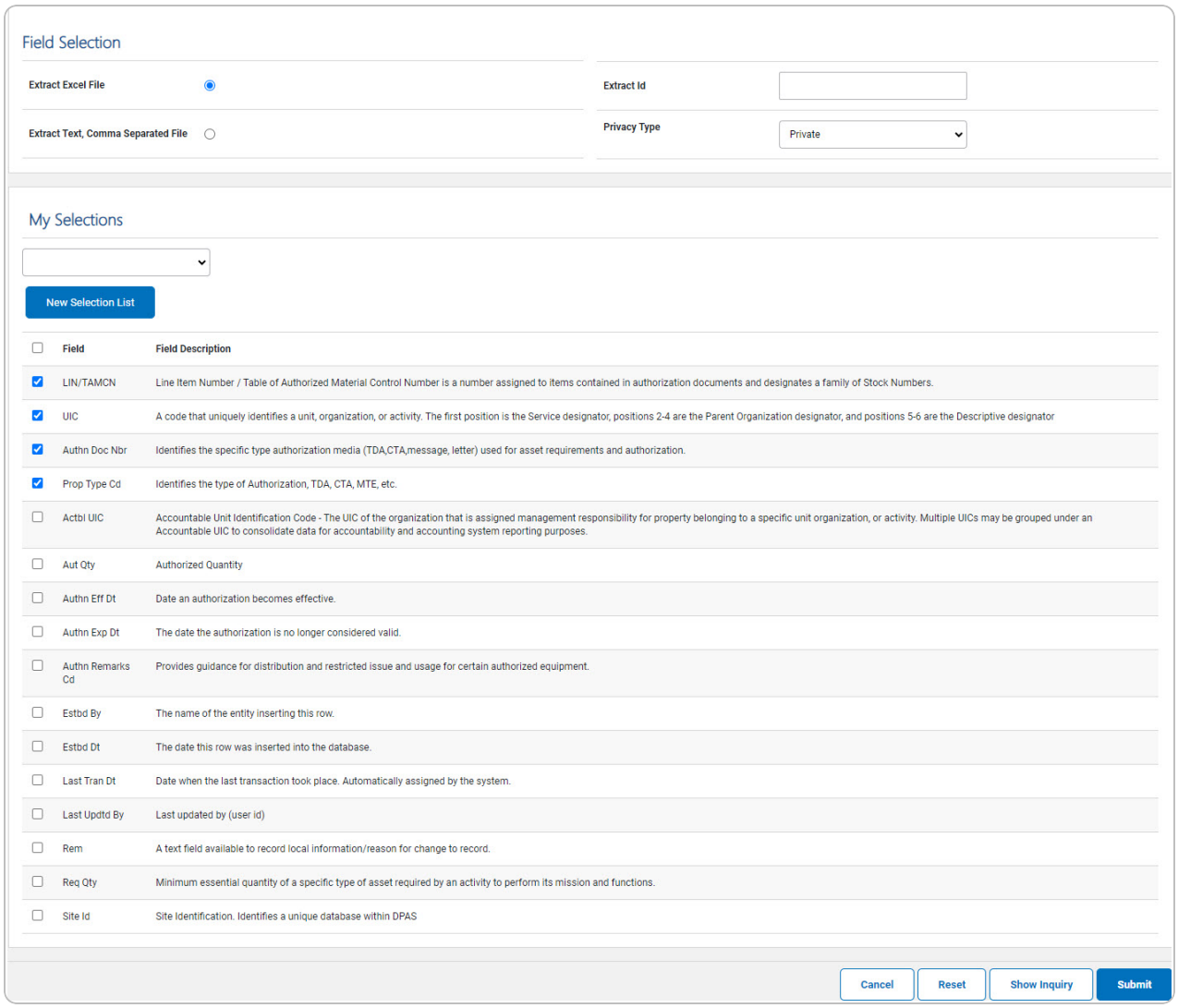



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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**

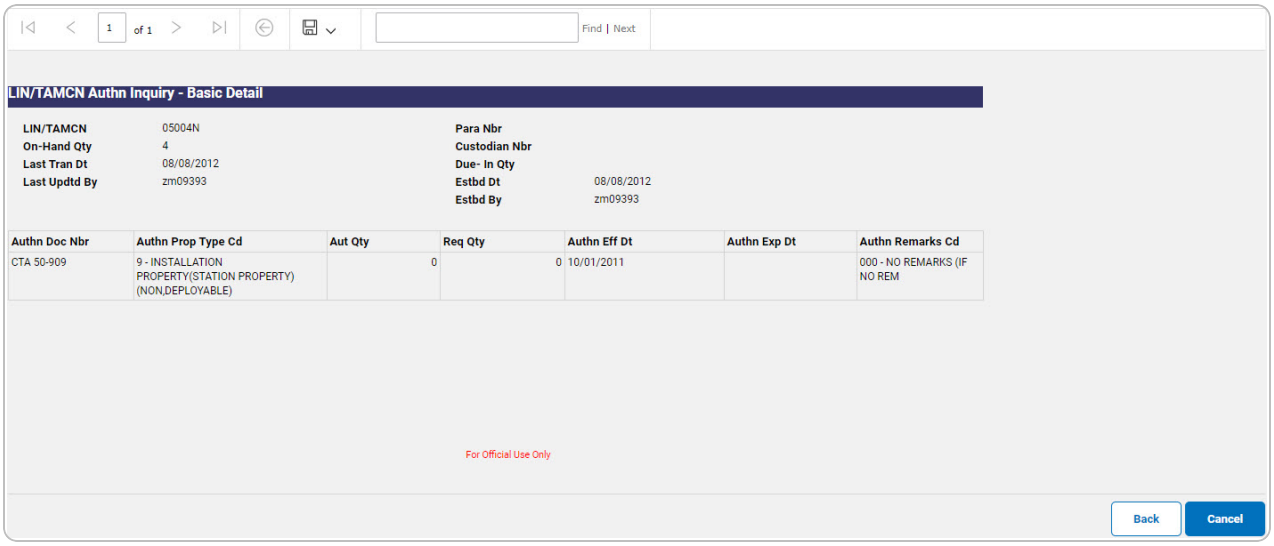


Click the following link to display PA Navigation Tips.

## 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 Cancel. *The **LIN/TAMCN Authn Inquiry — Criteria** page appears.*

4. OR

Select Back. *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 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 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

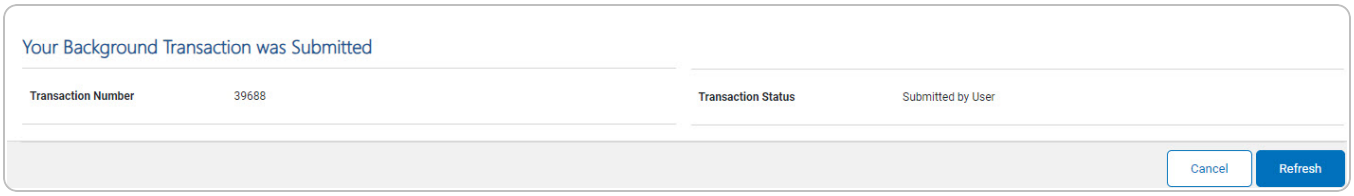
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

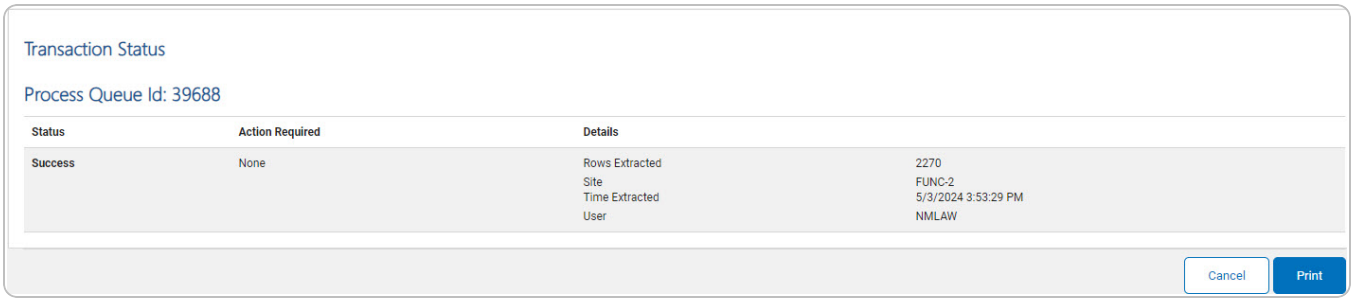
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

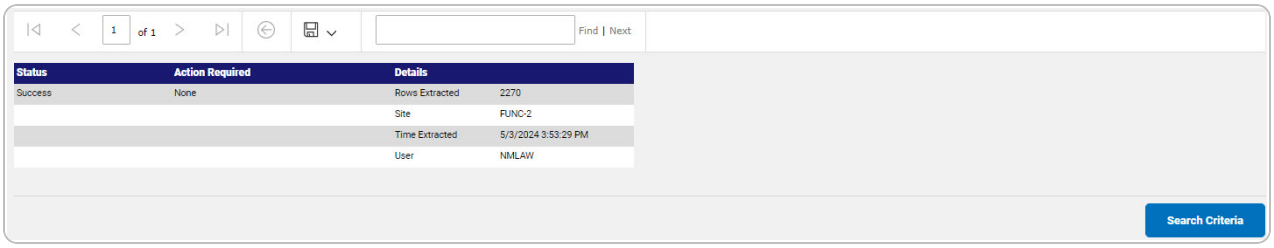
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the LIN/TAMCN AUTHN Inquiry Transaction Status

1. Select  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

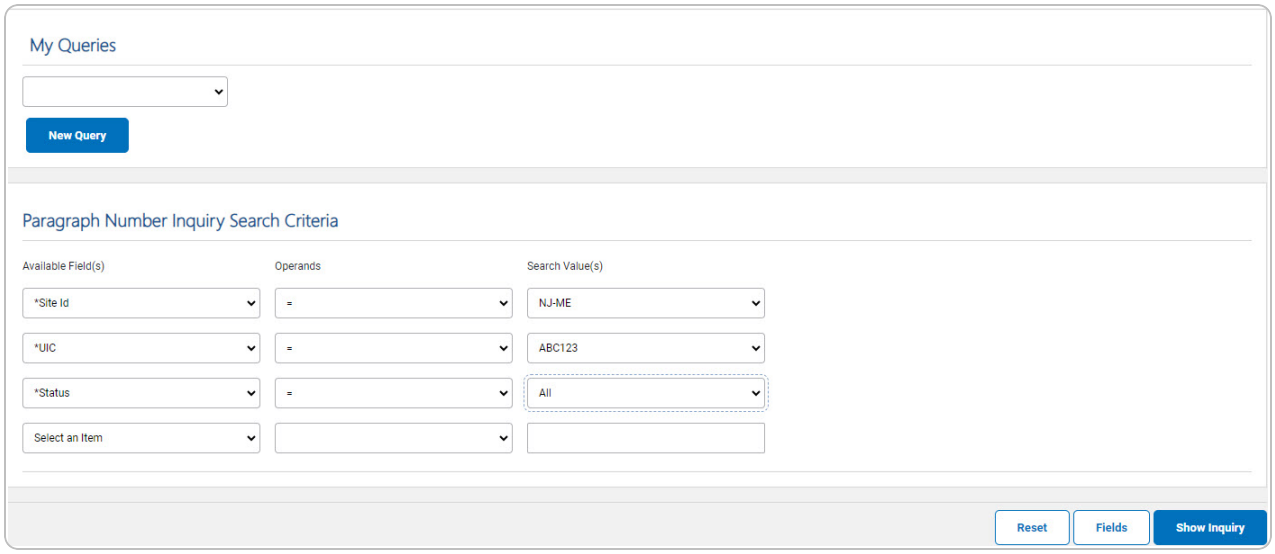
**ELMS Navigation Helpful Tips**

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**

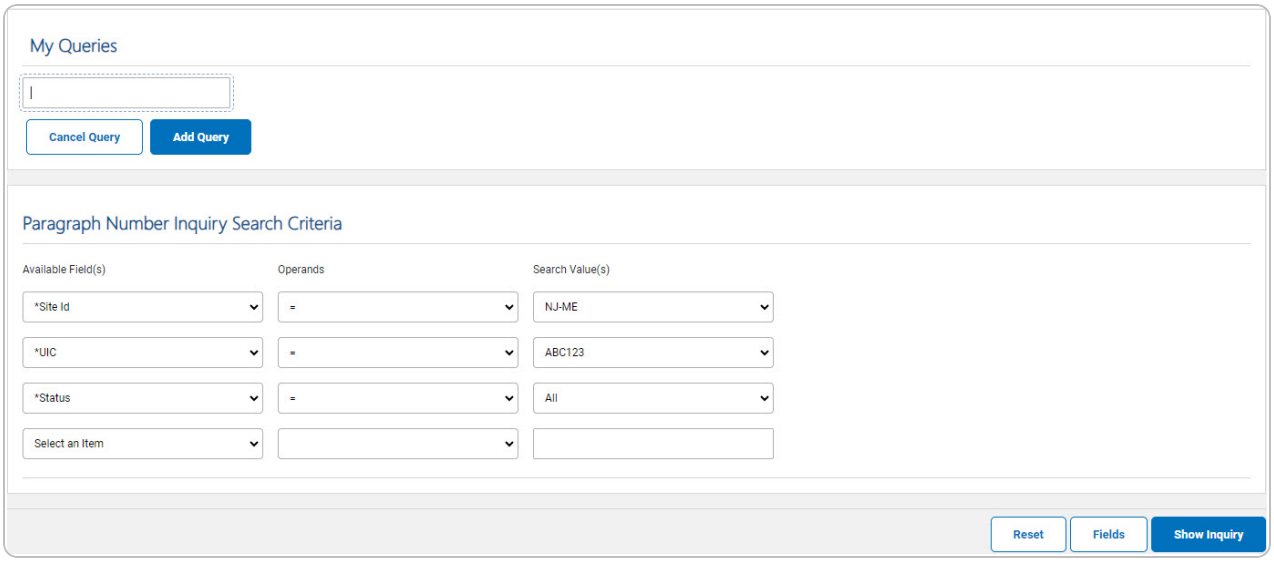
a. Use ⌄ to select desired Available Field.

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.*



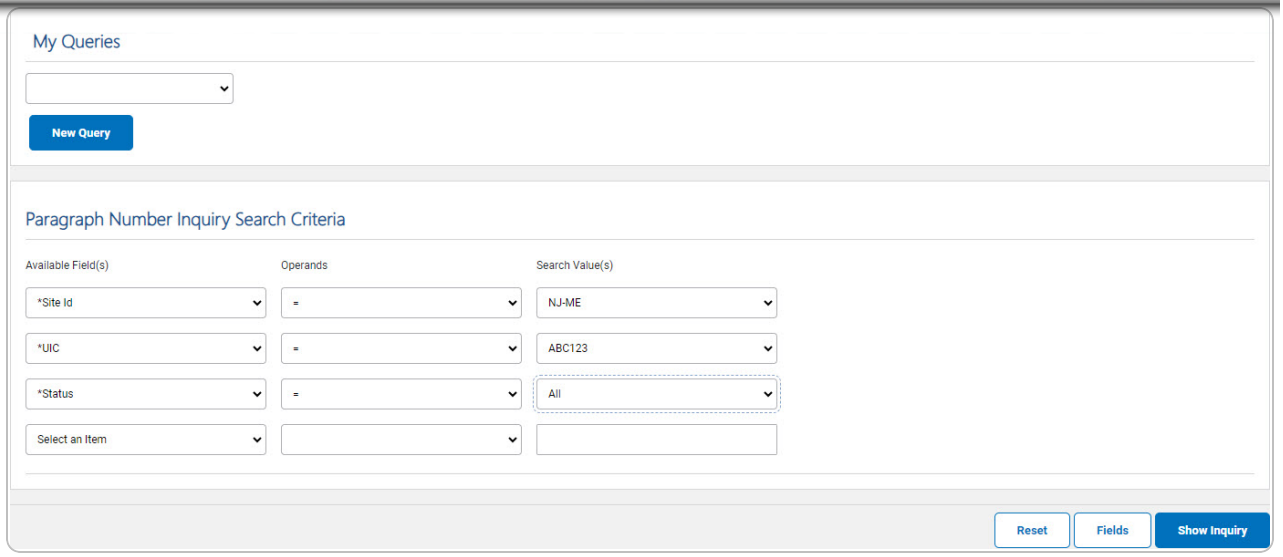

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



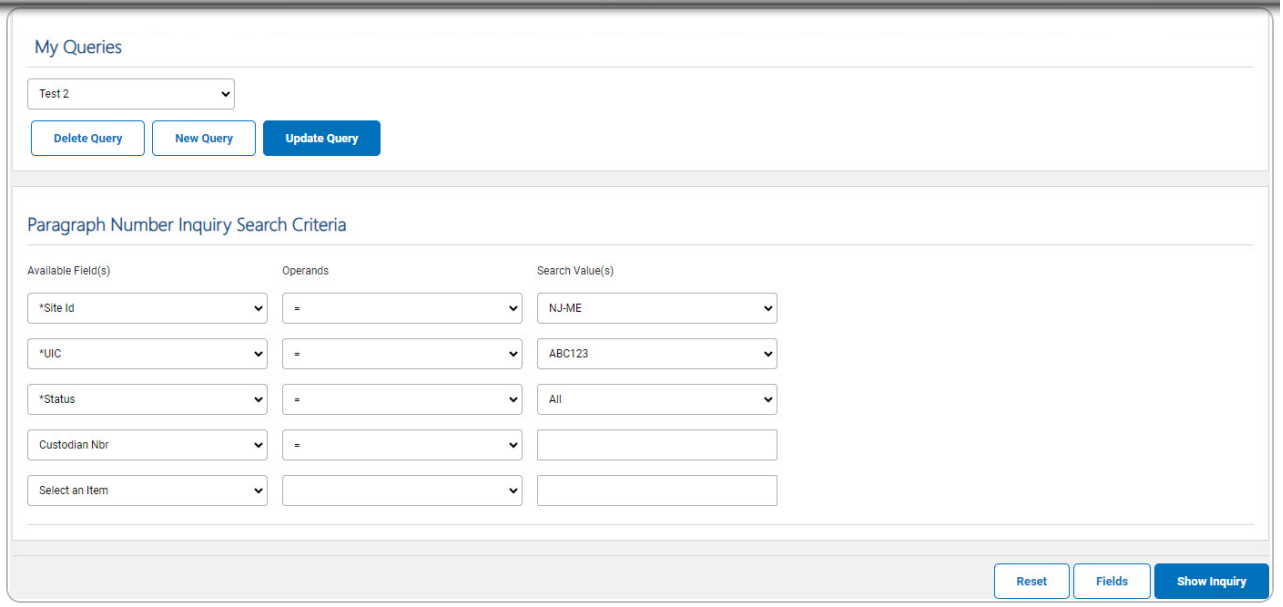

2. Select Fields. *The **Paragraph Number Inquiry — Select Fields** page appears.*

   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.*

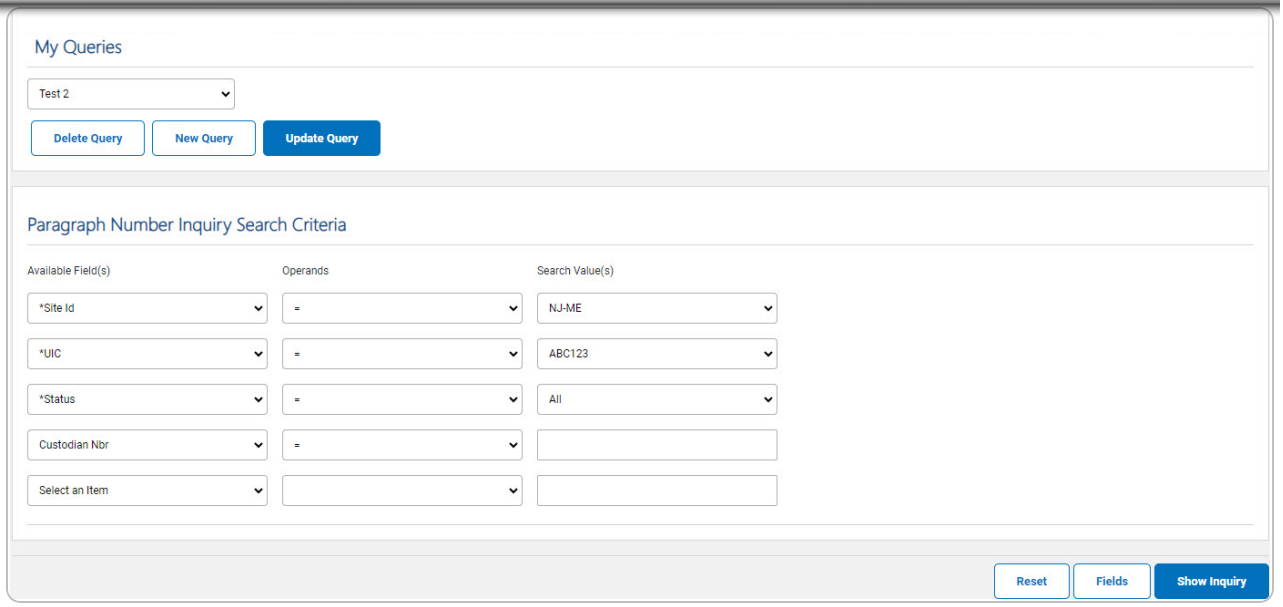
4. Select Fields. *The **Paragraph Number Inquiry — Select Fields** page appears.*

   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

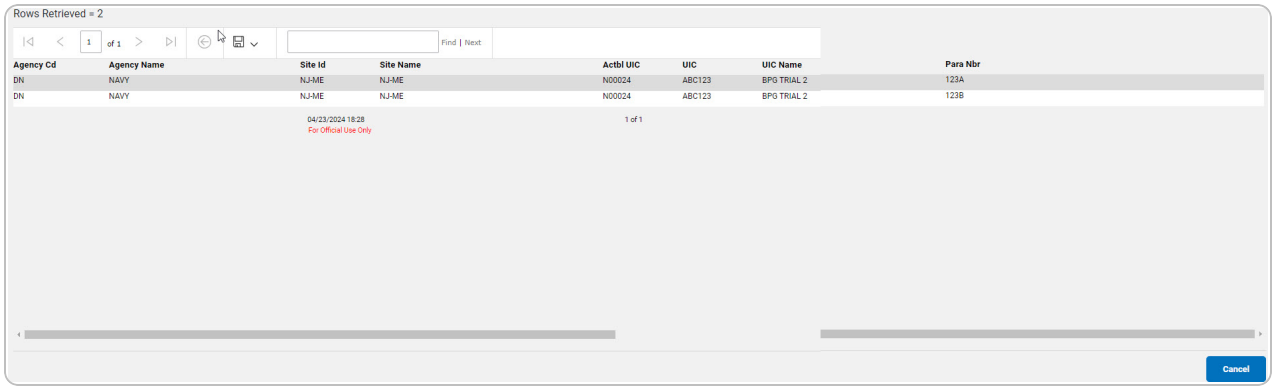
**ELMS Navigation Helpful Tips**

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 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 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**

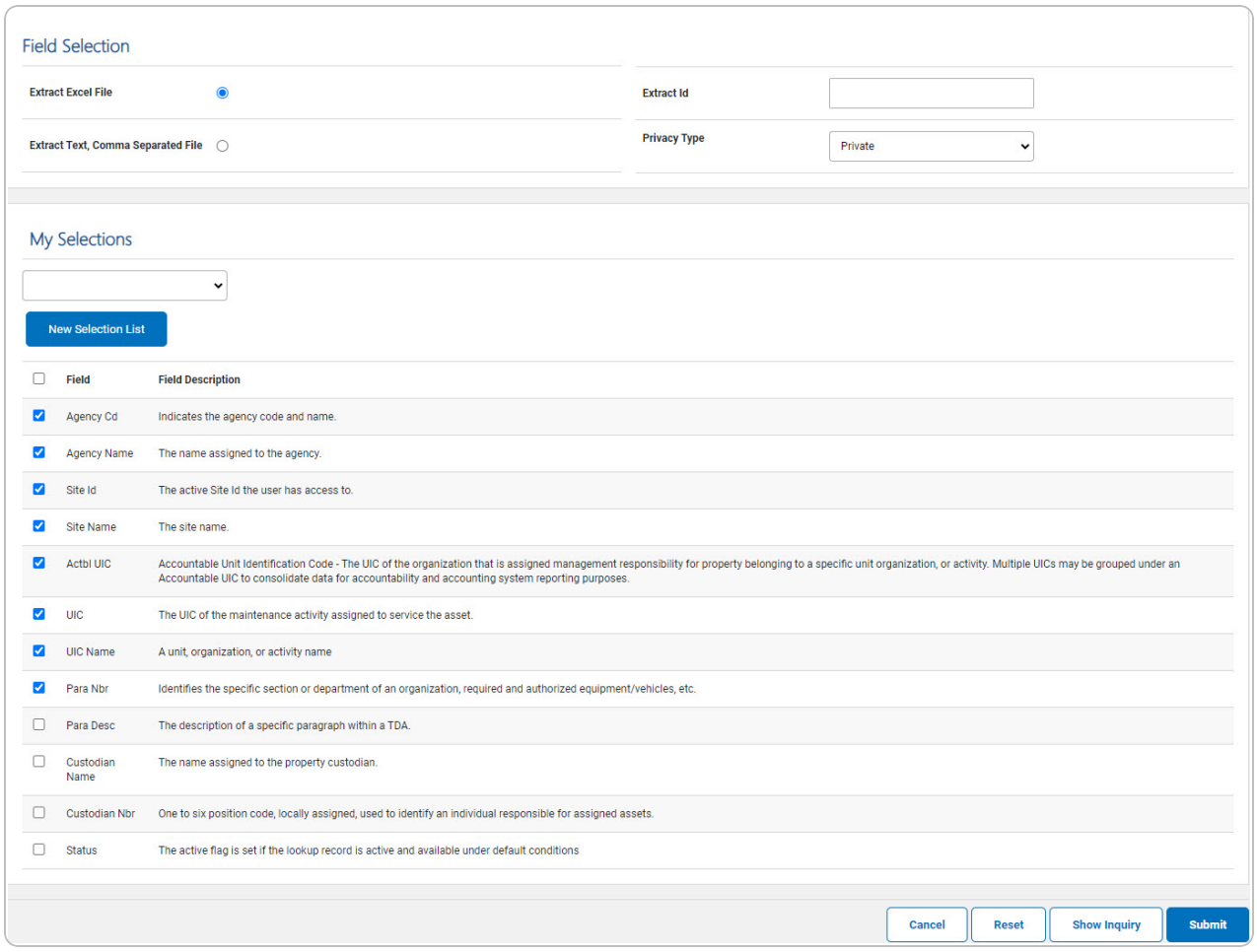


Click the following link to display PA Navigation Tips.

## 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.

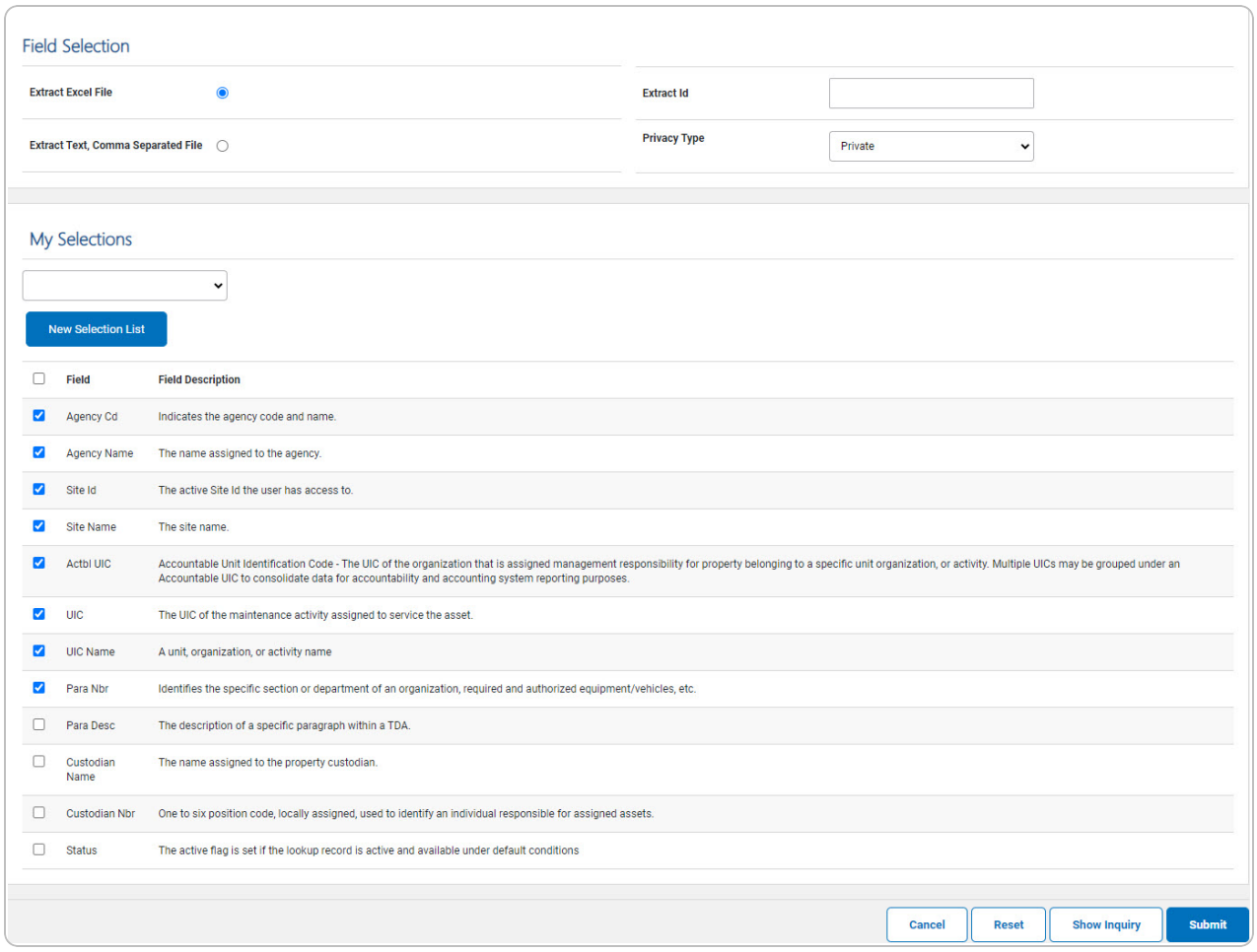



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.

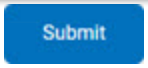
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*

- 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**

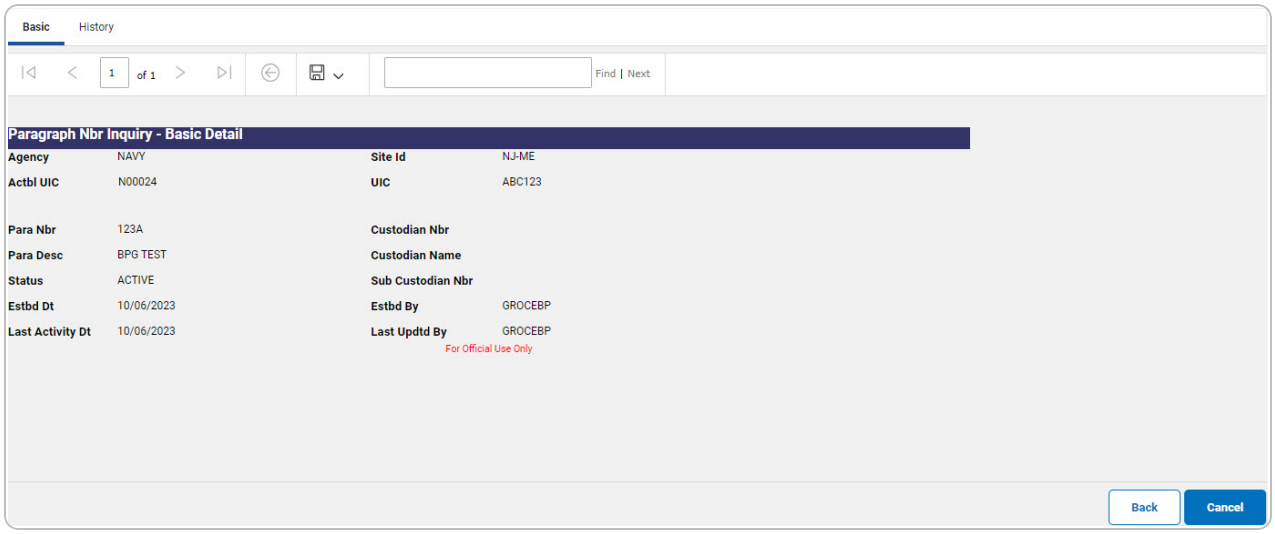


Click the following link to display PA Navigation Tips.

## 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.*

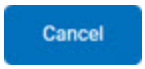
J. *Verify the CUSTODIAN NBR.*

K. *Verify the Custodian Name.*

L. *Verify the SUB CUSTODIAN NBR.*

M. *Verify the ESTBD BY.*

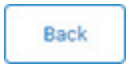
N. *Verify the LAST UPDTD BY.*

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**

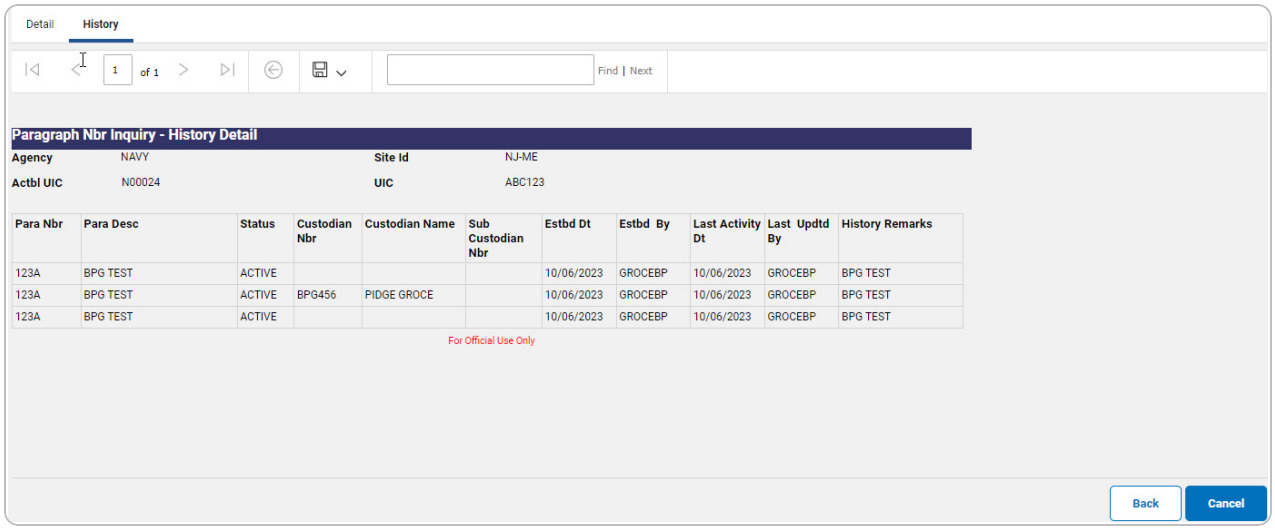


Click the following link to display PA Navigation Tips.

## 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.*

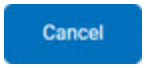
K. *Verify the ESTBD DT.*

L. *Verify the ESTBD BY.*

M. Verify the Last Activity Dt.

N. *Verify the LAST UPDTD BY.*

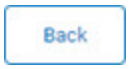
O. *Verify the History Remarks.*

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

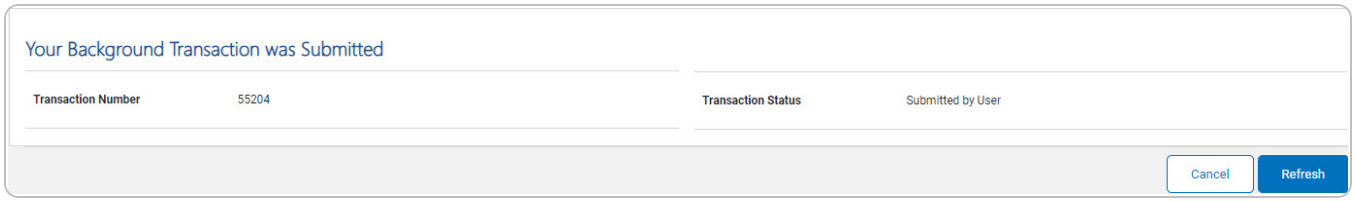
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

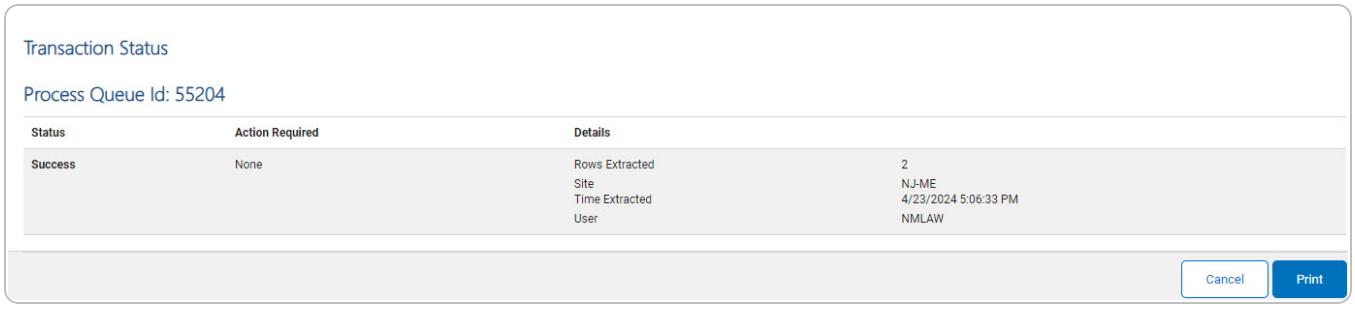
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

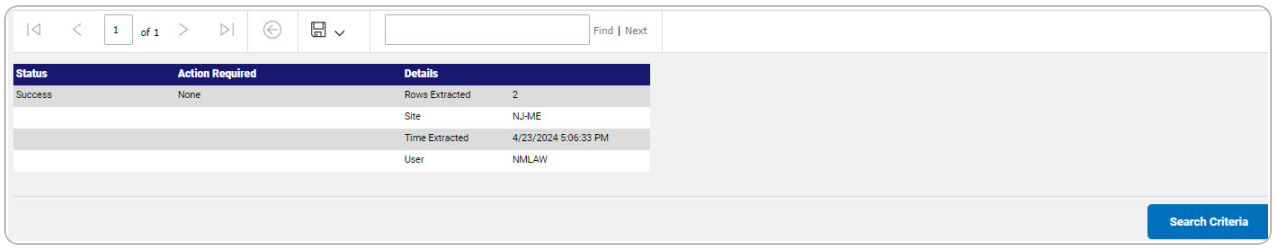
# Procedures

**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. |
| **xxxx** | Select "Show Inquiry" button for Search Results using the default Fields Selection. |
| **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). |

### My Queries

My Queries

### Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

# Procedures

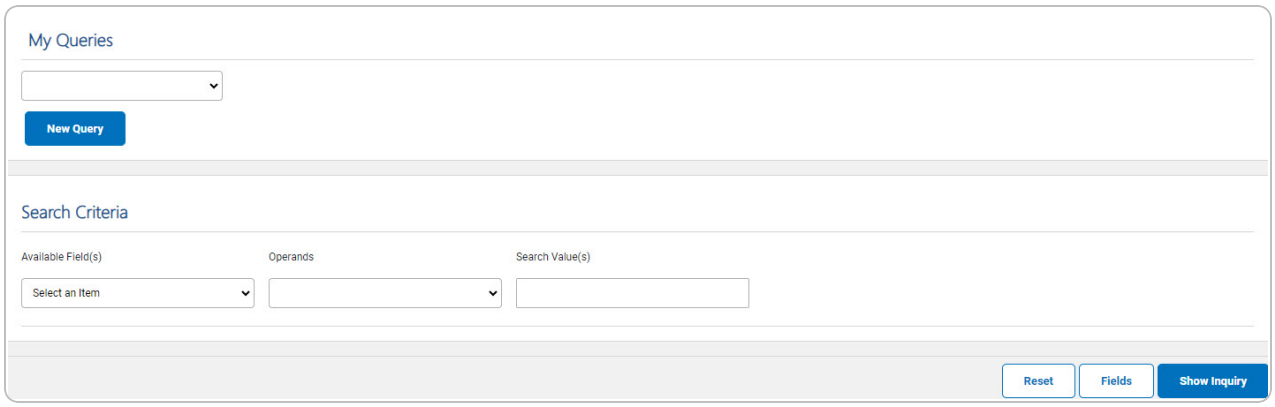
**ELMS Navigation Helpful Tips**

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**

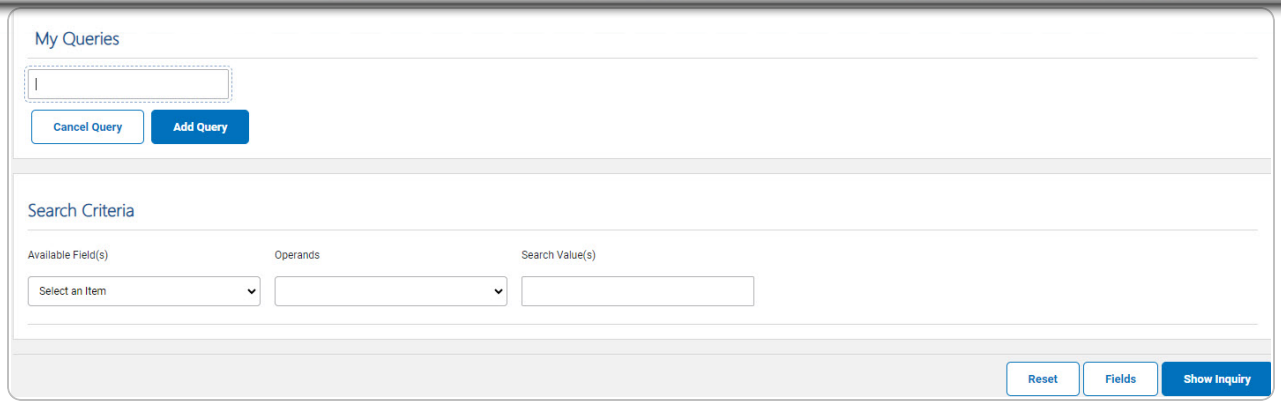
   a. Use ⌄ to select desired Available Field.

   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.*



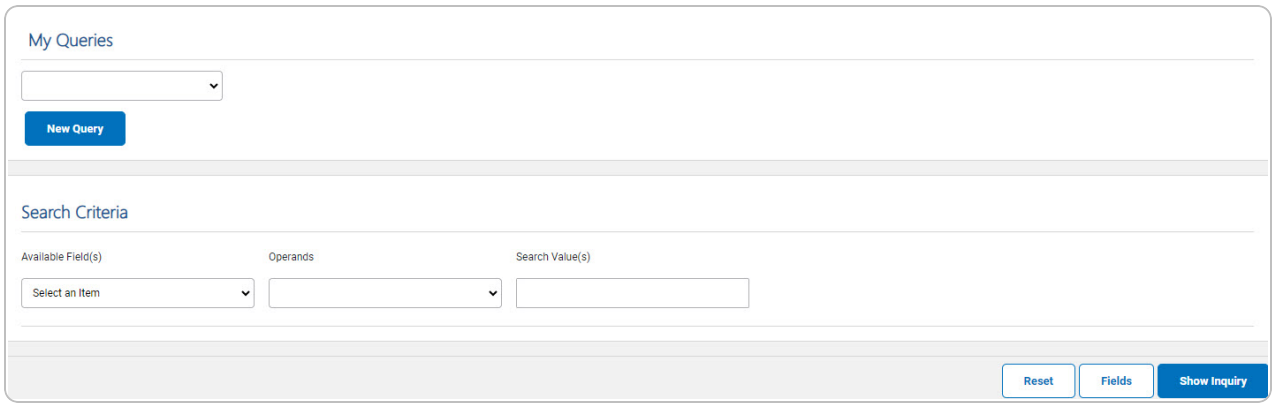

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



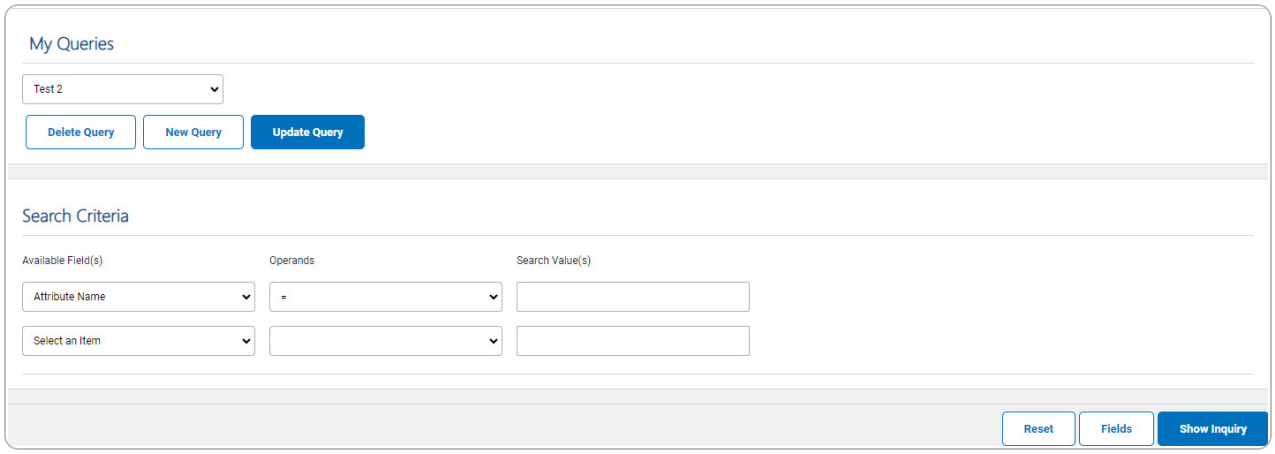
Select Fields. *The **Attribute Inquiry — Select Fields** page appears.*

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.*

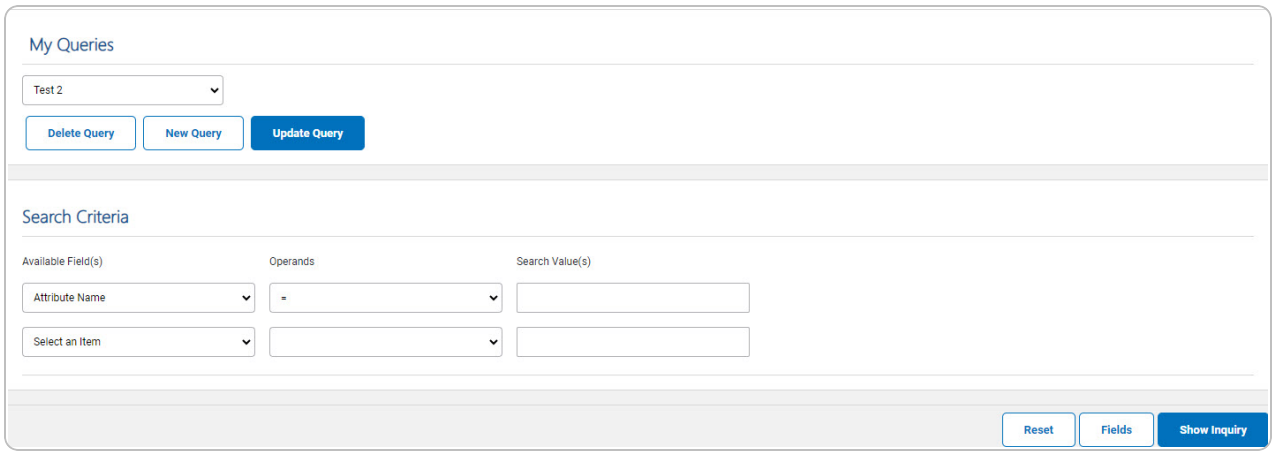
Select Fields. *The **Attribute Inquiry — Select Fields** page appears.*

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. |

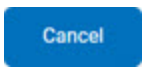
# Procedures

**ELMS Navigation Helpful Tips**

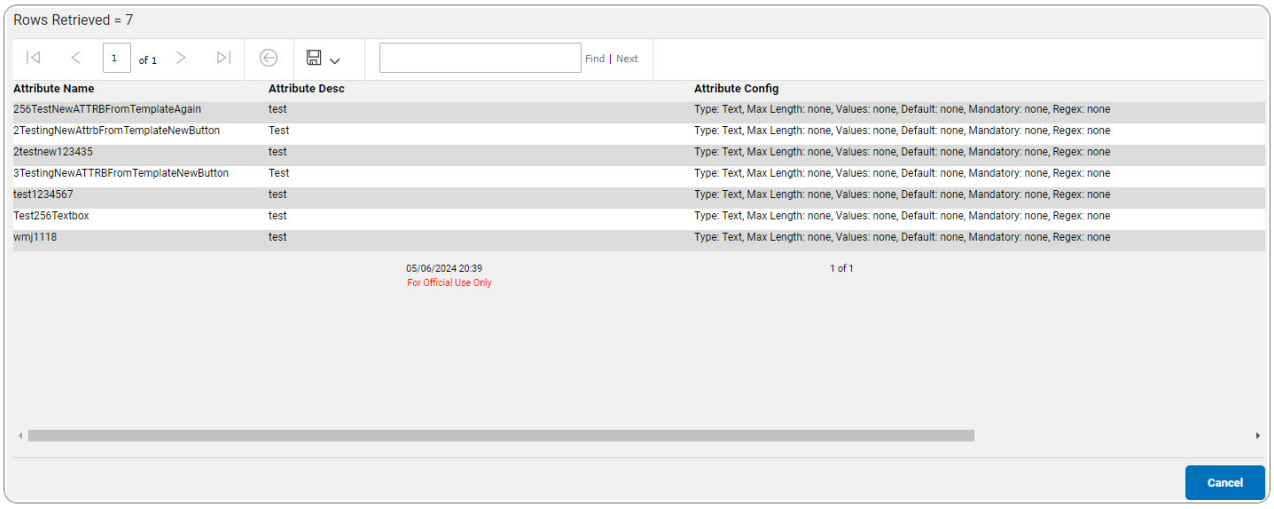


Click the following link to display PA Navigation Tips.

## 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

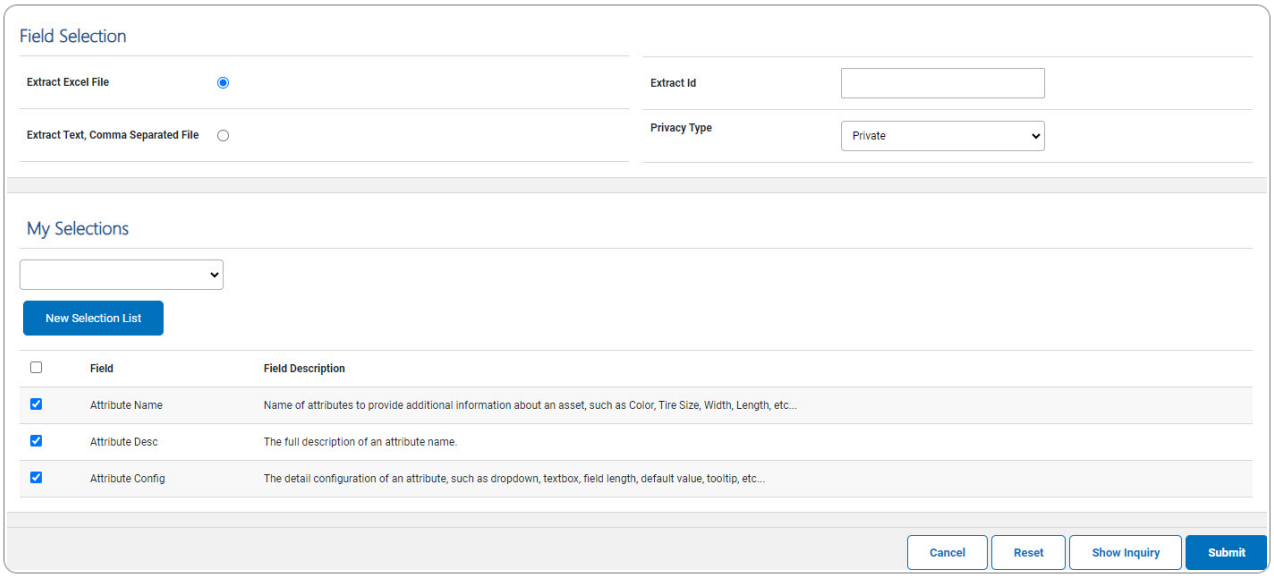
**ELMS Navigation Helpful Tips**

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**

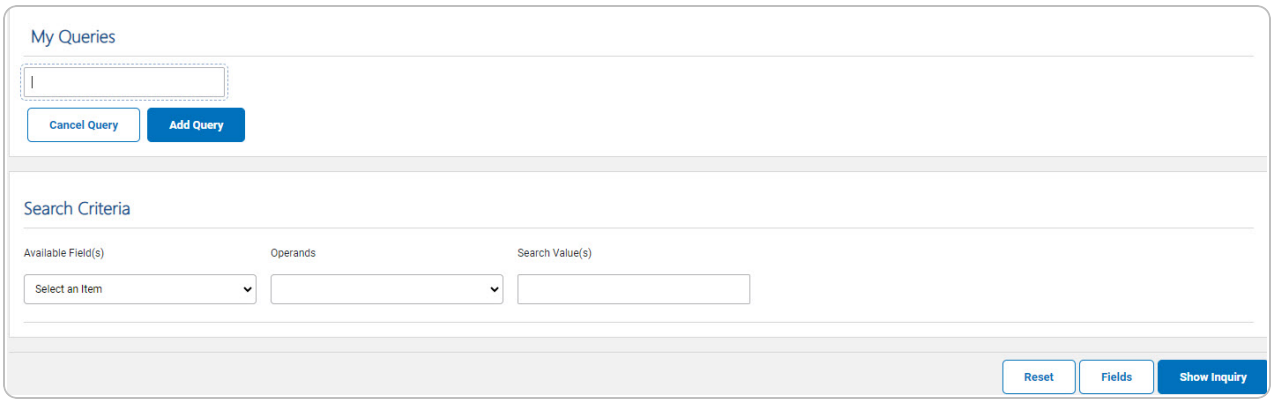
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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.

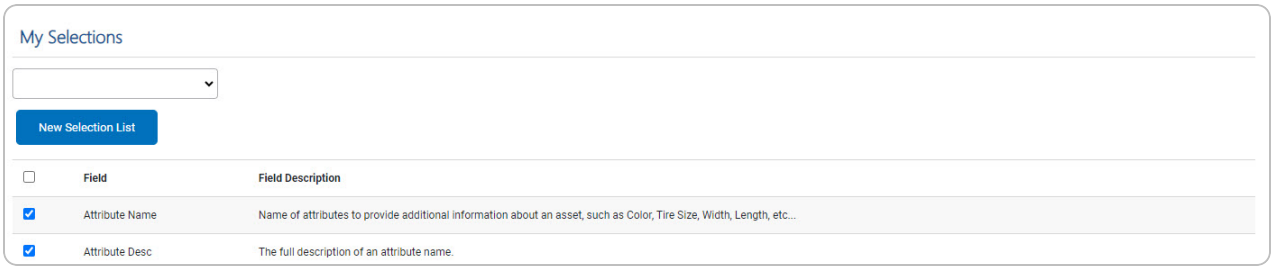
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* 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.

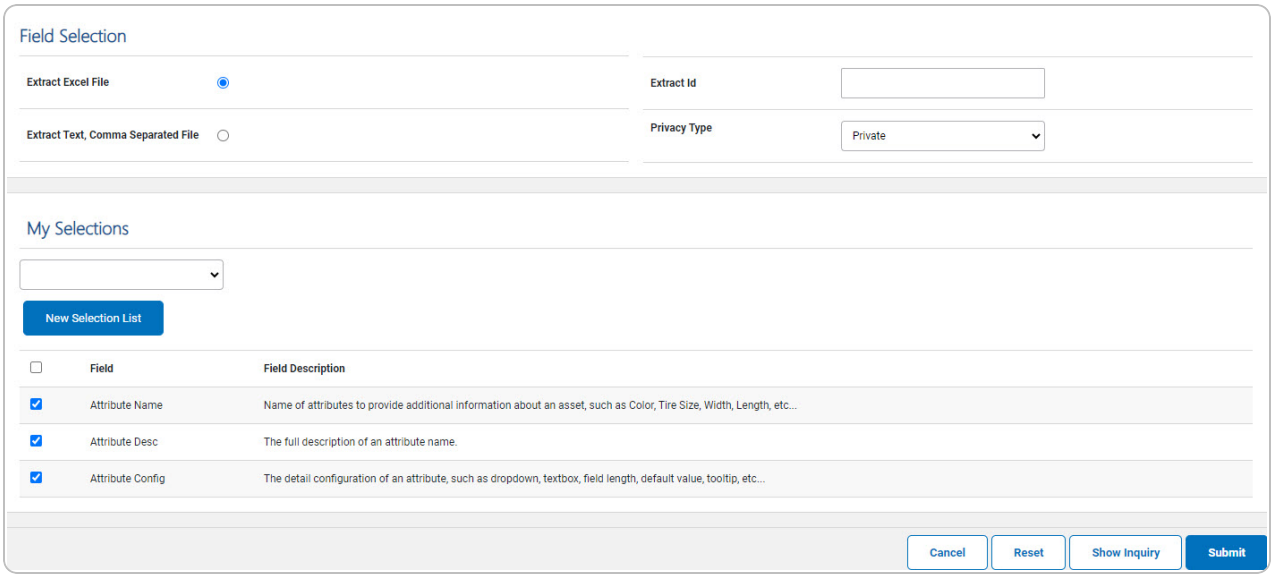



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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 Submit 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

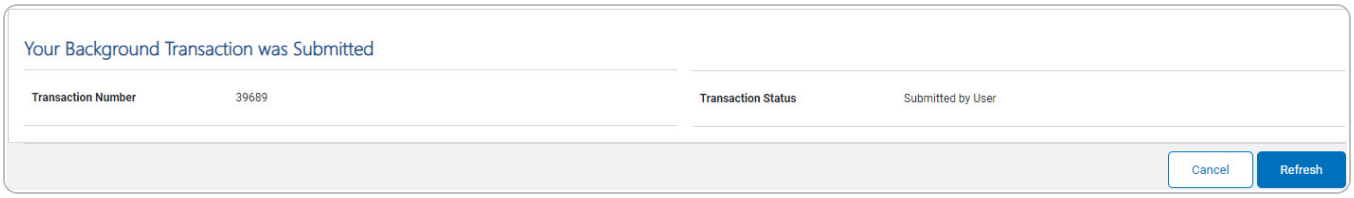
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

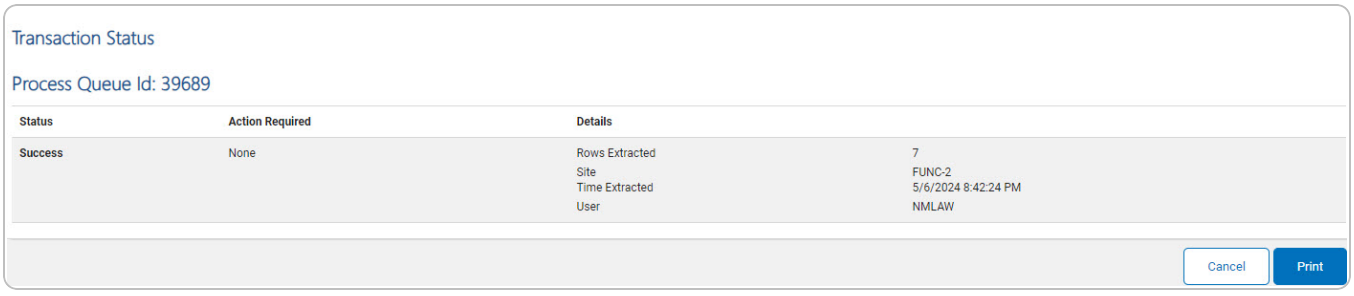
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

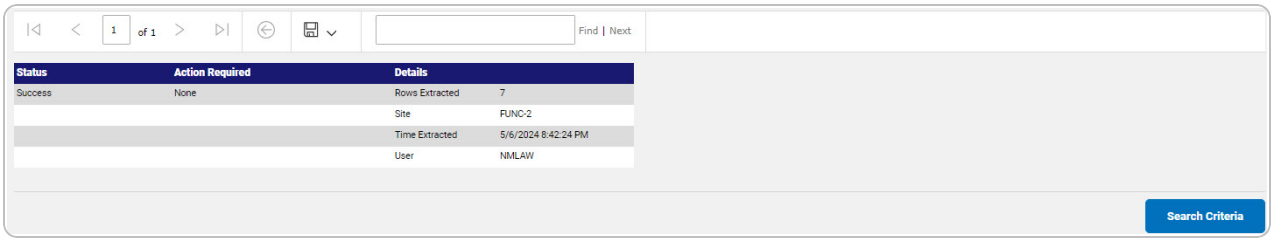
# Procedures

**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

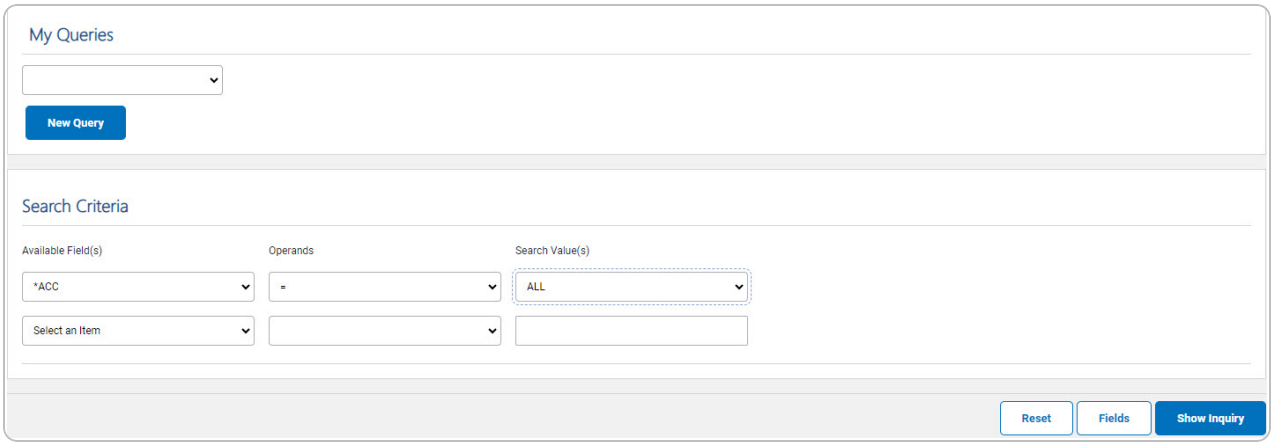
**ELMS Navigation Helpful Tips**

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**

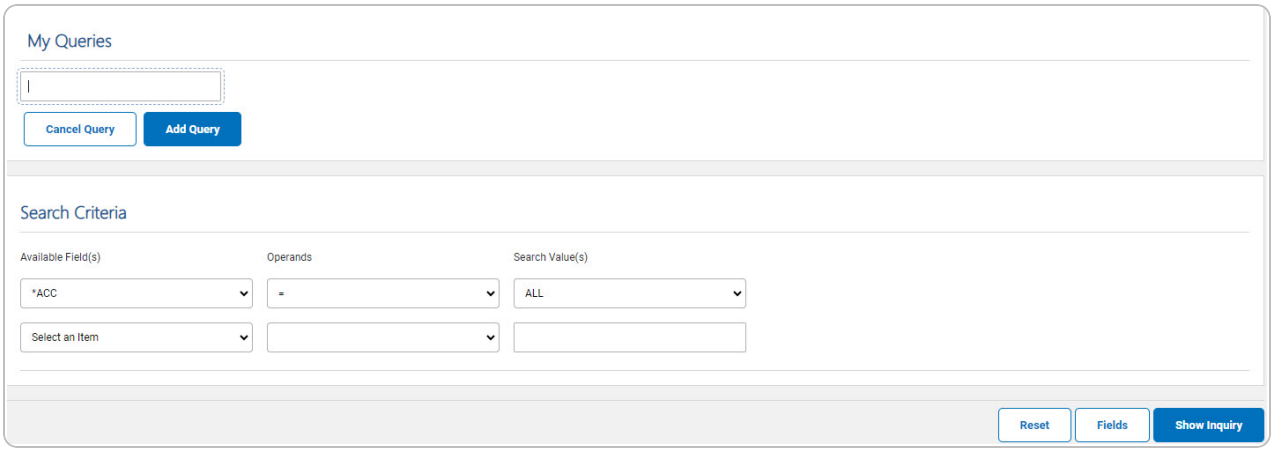
   a. Use ⌄ to select desired Available Field.

   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.*



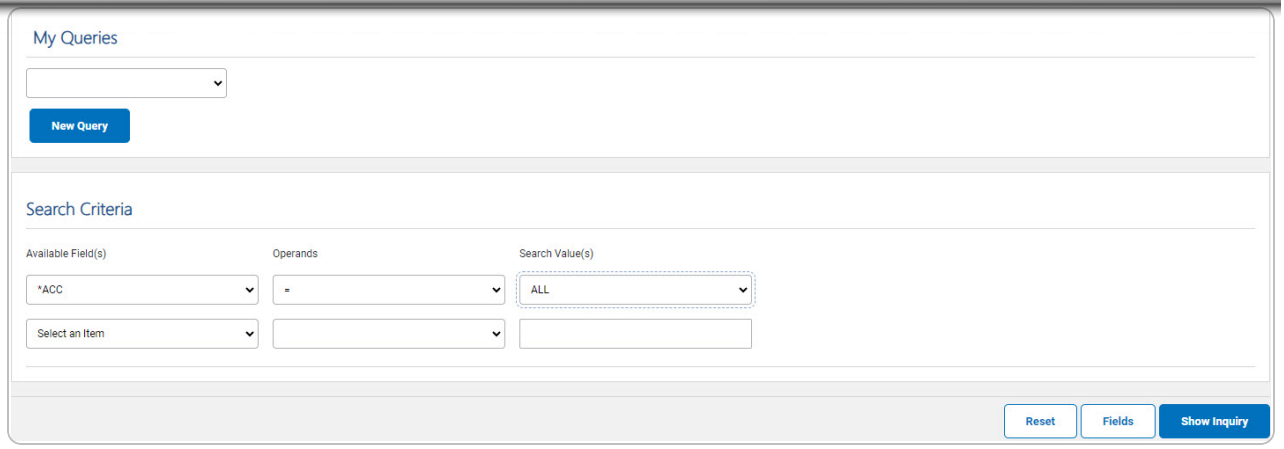

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard 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.*



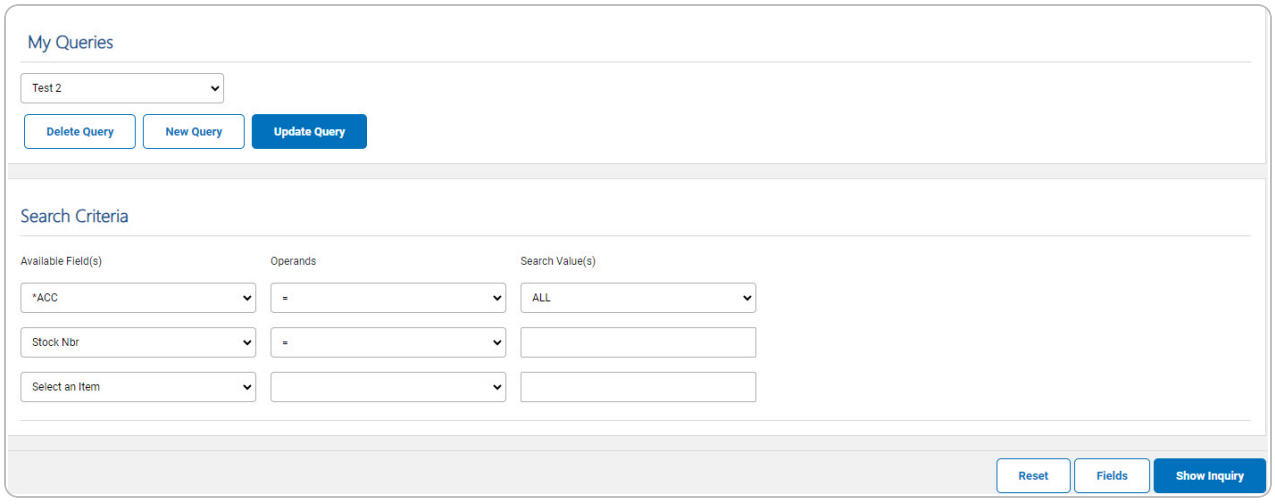

2. Select Fields. *The* ***Template Inquiry — Select Fields*** *page appears.*

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.*

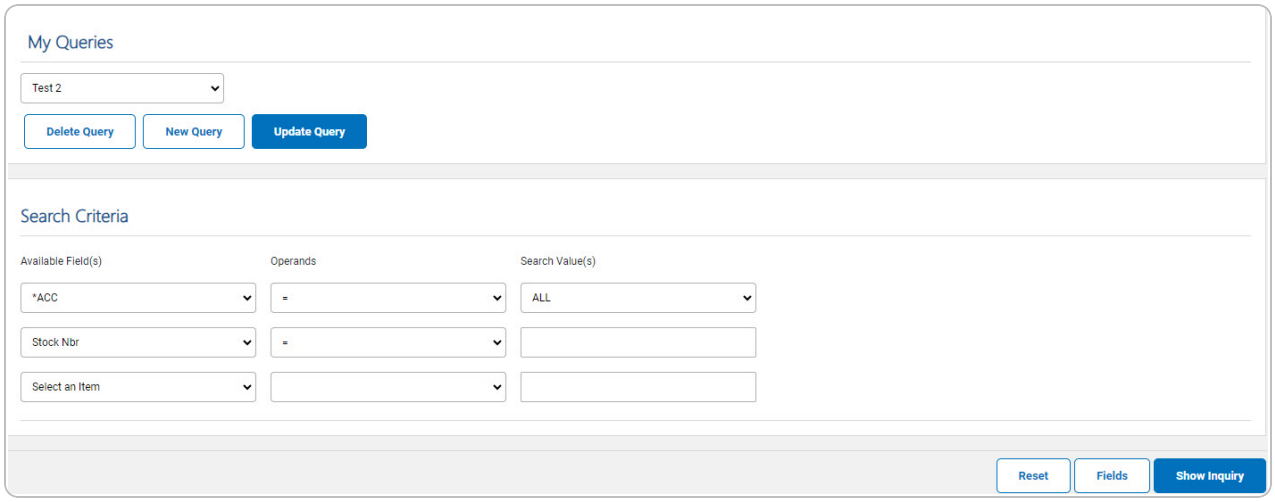
4. Select Fields. *The **Template Inquiry — Select Fields** page appears.*

   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**

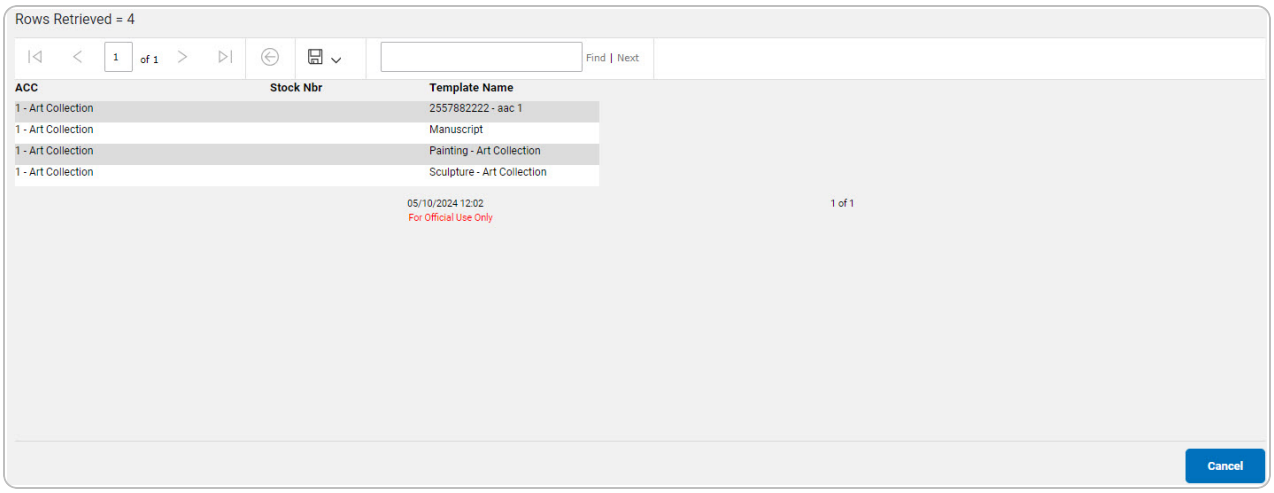


Click the following link to display PA Navigation Tips.

## 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 Cancel. *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 |
| --- | --- |
| **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

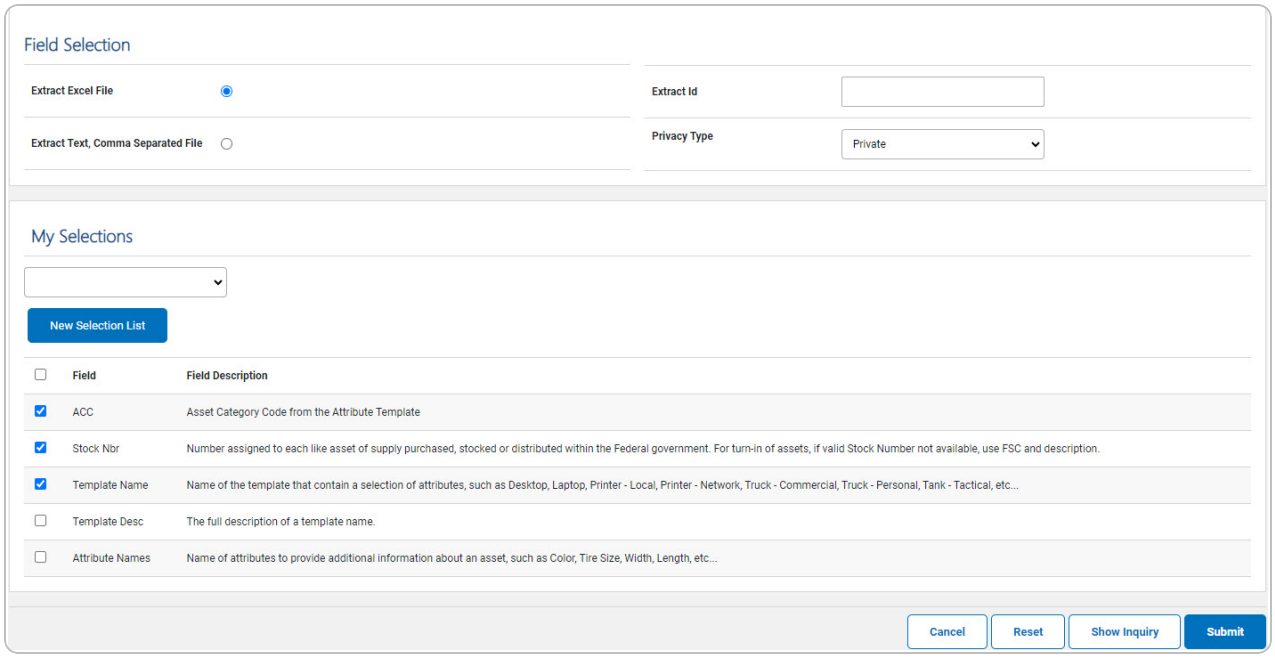
**ELMS Navigation Helpful Tips**

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.*

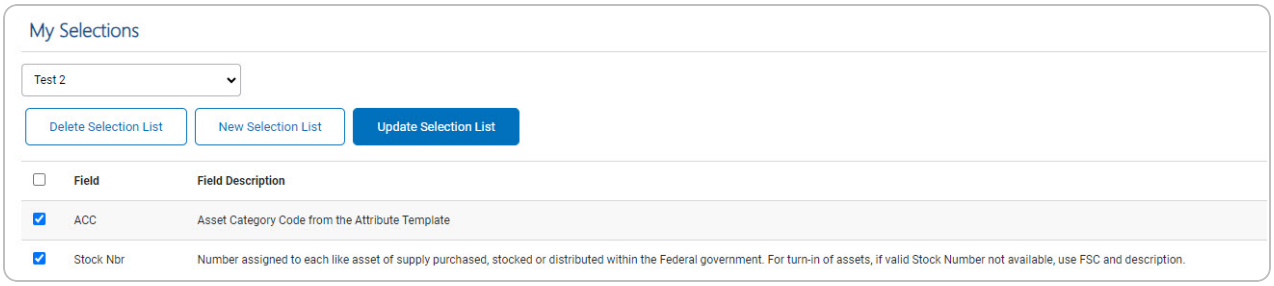
   Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*

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.*

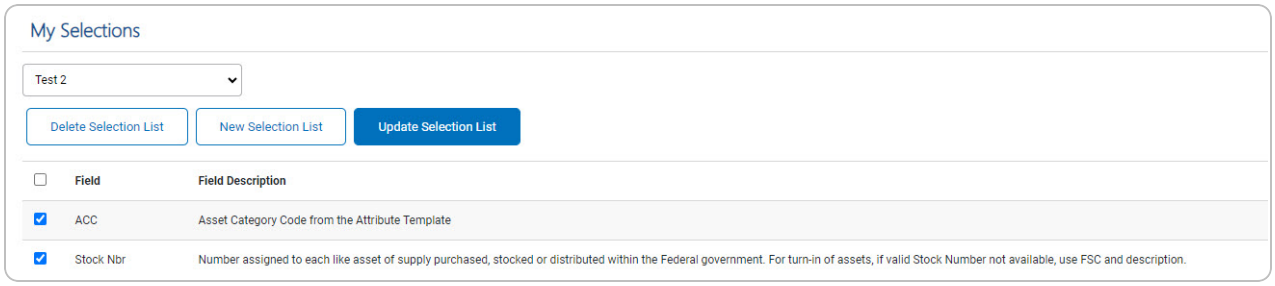
   Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*

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.

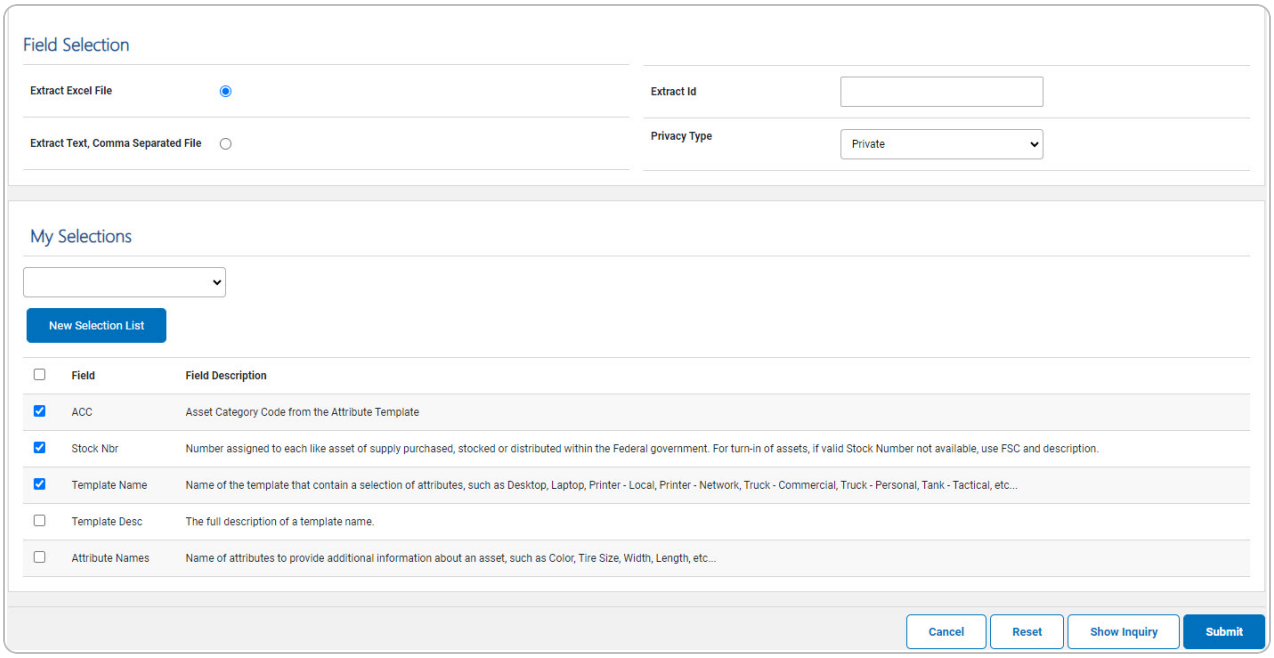



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

## 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.*

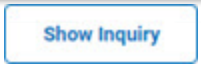



2. Select the fields required for the inquiry. *The first 3 fields are automatically selected.*

**Note**

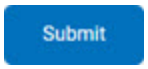
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- 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 

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

3. **OR**

Select 

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

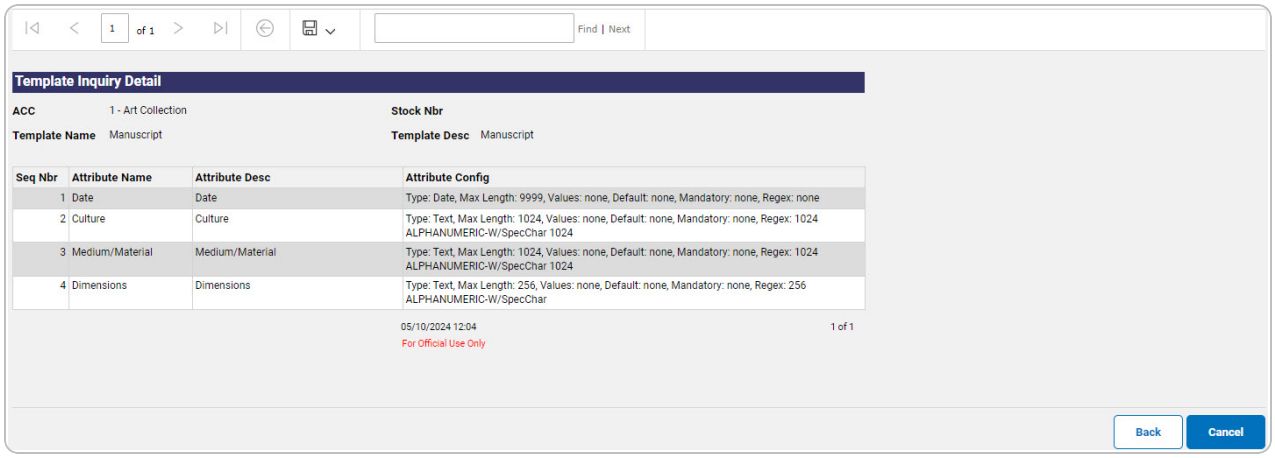
**ELMS Navigation Helpful Tips**

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

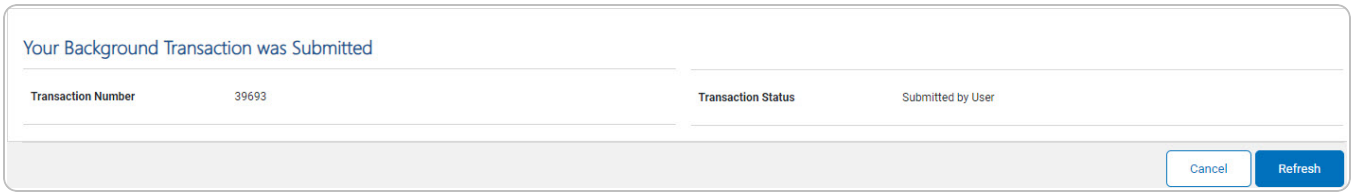
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

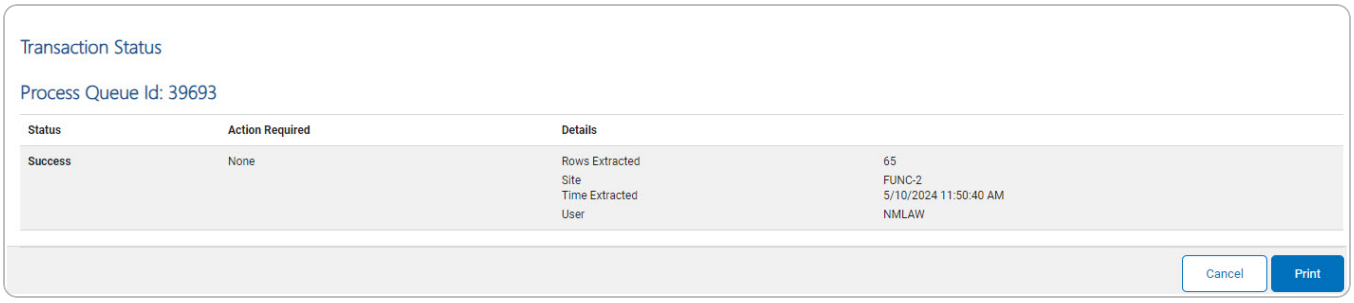
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

## 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. |

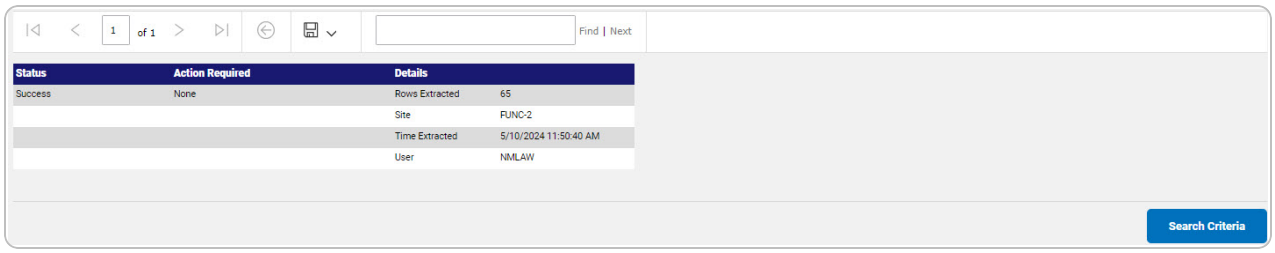
# Procedures

**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

# 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**

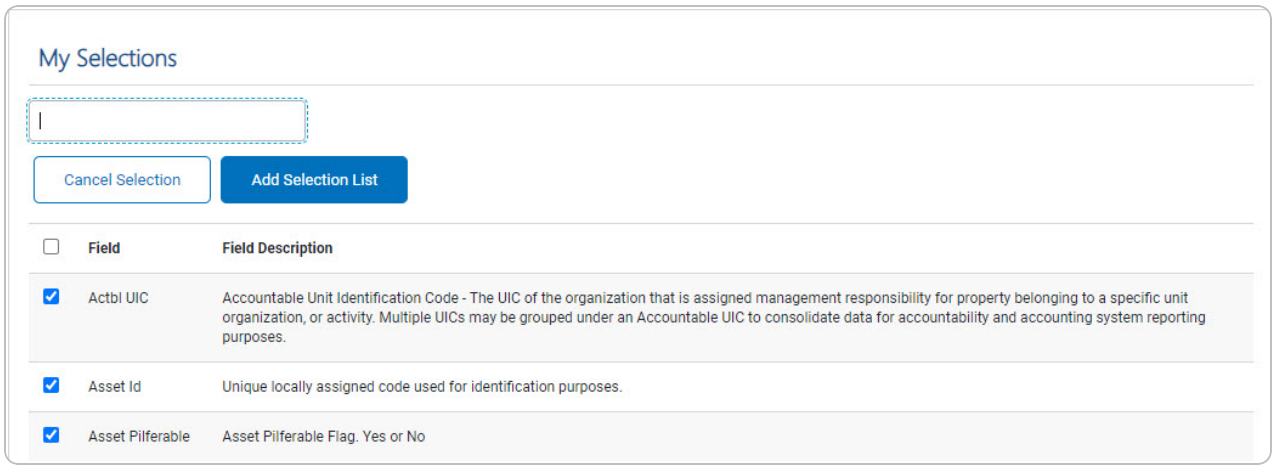
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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.

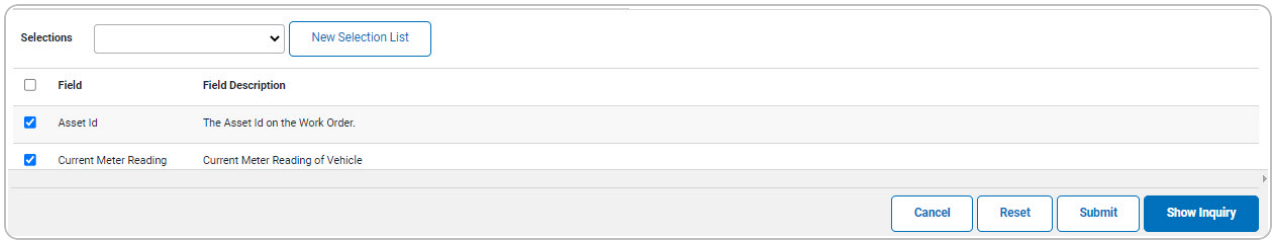
   Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

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.*

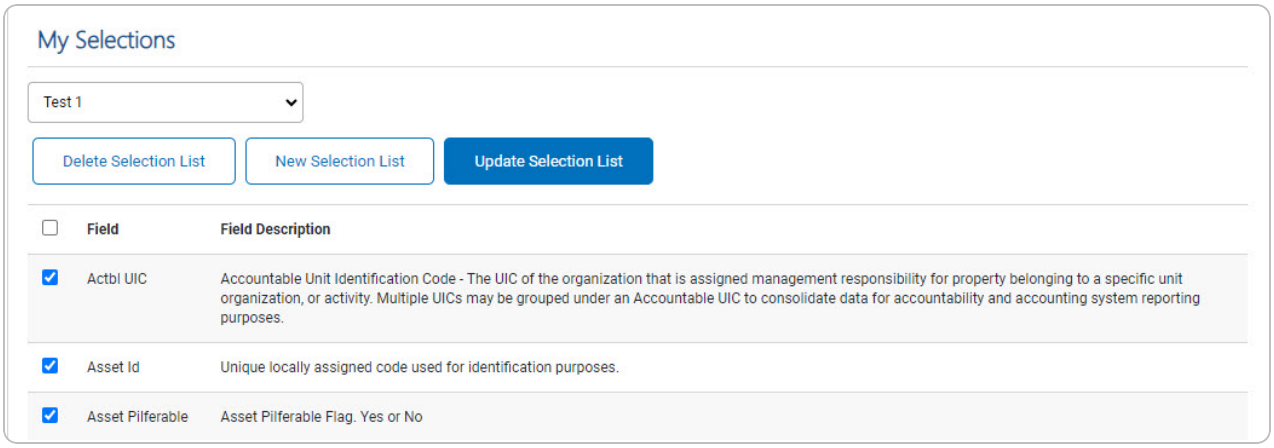
3. **OR**

   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.



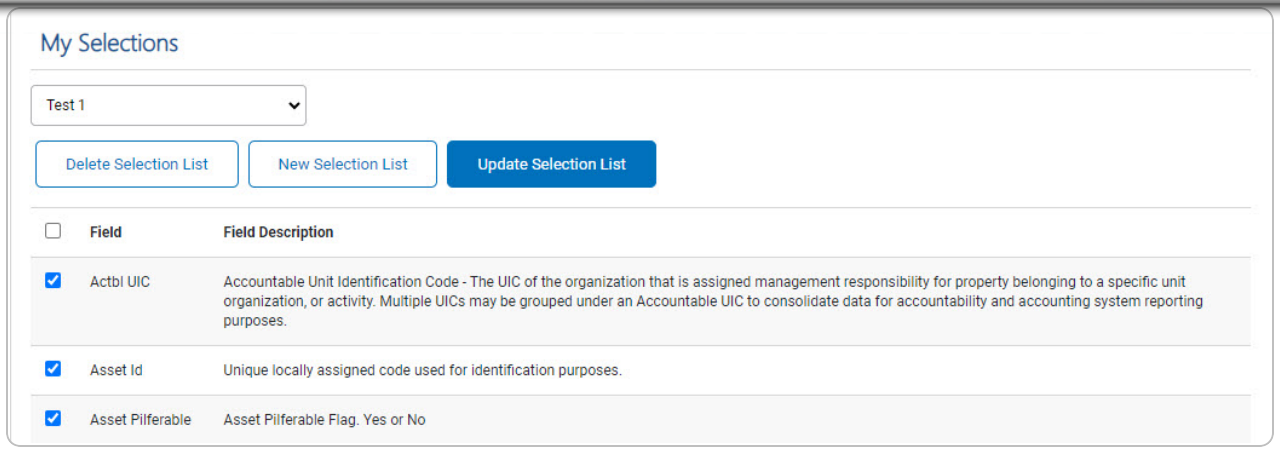

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   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

# Inquiry Detail Page

## Overview

The **Inquiry Detail** page displays ELMS menu 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.

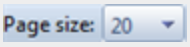
1. Select the **All** tab to display the complete record or choose a specific tab to view data entered into the system and is related to the specified asset.
2. Choose *Excel*, *PDF* or *Word* from **Select Format** drop-down list to **Save** or **Print**.
3. The exported report is automatically generated for viewing, saving or printing.
4. To return to the **Search Criteri**a page, select Cancel.

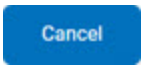
## To View Asset Activity History Detail Page:

**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.

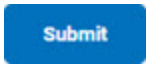
| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|  | Display how many pages retrieved. |
|  | Advance to the 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**

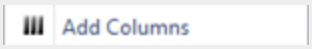
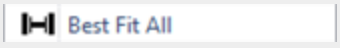
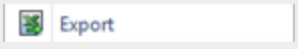
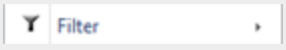
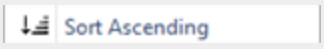
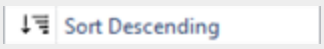
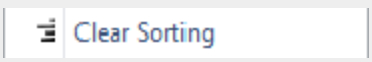
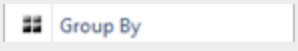


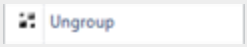
Do not export large volumes of data. Select the browsers **Back** button, then select




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 |
| --- | --- |
|  | 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

## 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

# 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

## 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

# 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

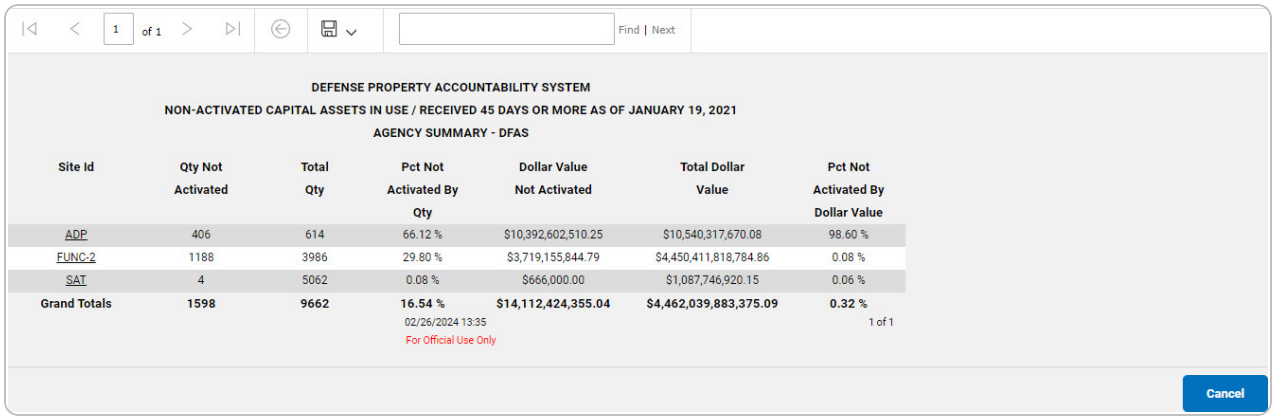
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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* ***Non-Activated Depreciable Capital Statistics Inquiry 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 |
| --- | --- |
| **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.

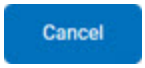
| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|  | Display how many pages retrieved. |
|  | Advance to the 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* ***Non-Activated Depreciable Capital Statistics Inquiry Search 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 **Non-Activated Depreciable Capital Statistics Inquiry Search Criteria** page appears.* |

## Related Topics

- Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria
- View the Non-Activated Depreciable Capital Statistics Inquiry Details

# 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**



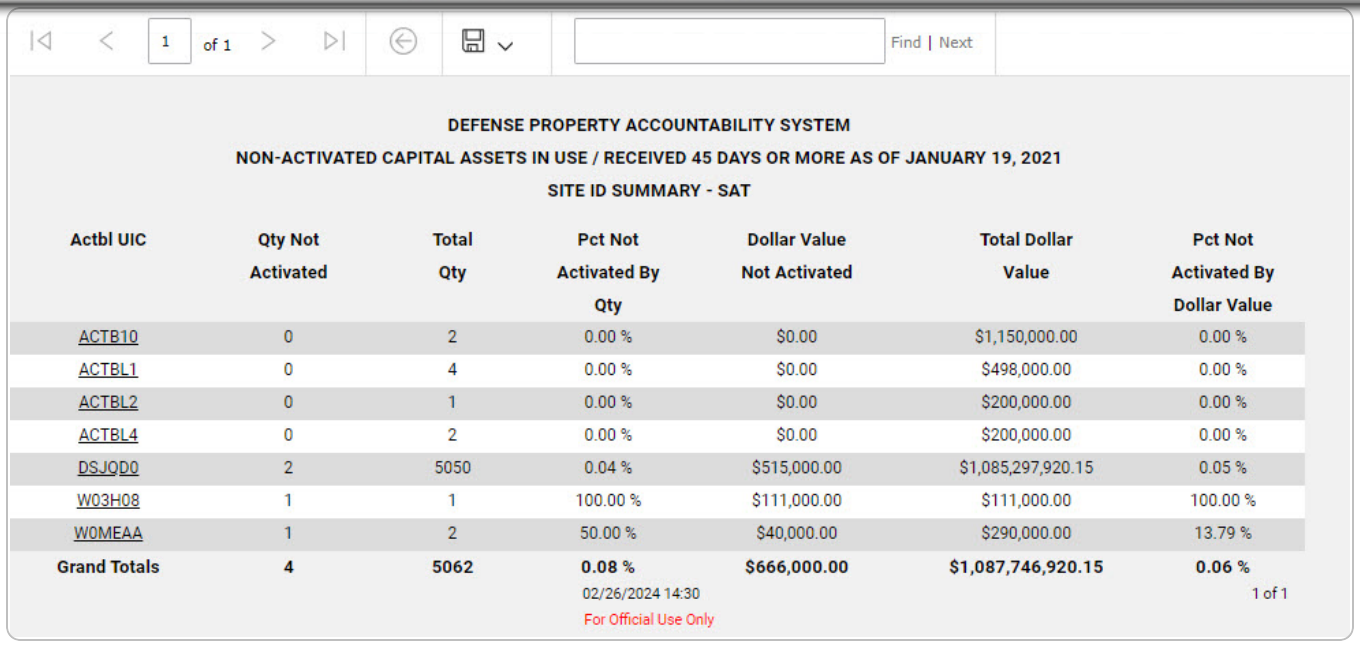
Click the following link to display PA Navigation Tips.

## 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.*



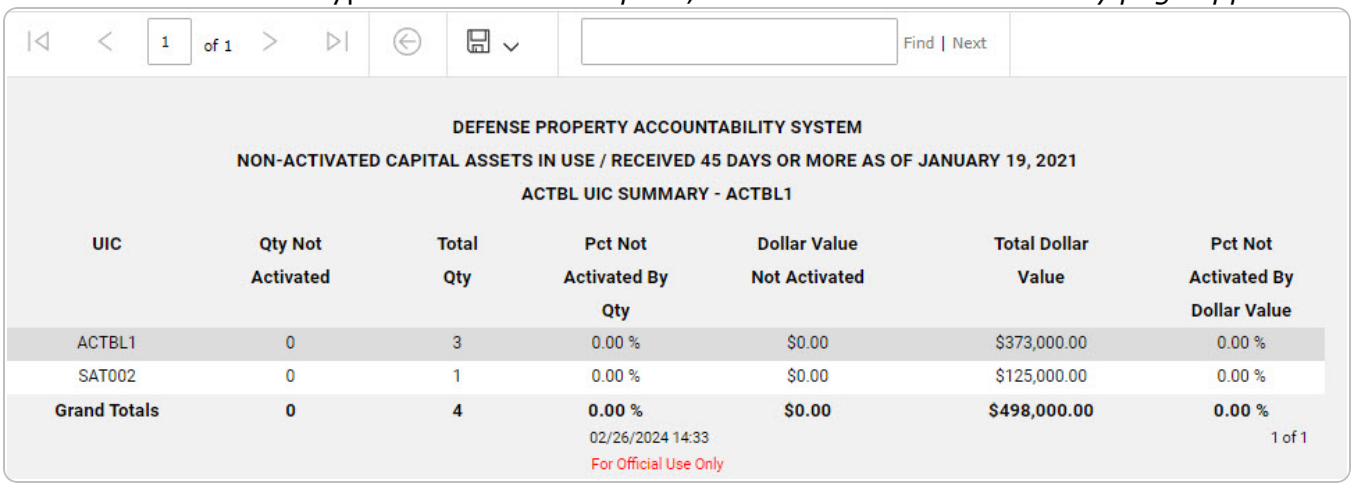
DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
NON-ACTIVATED CAPITAL ASSETS IN USE / RECEIVED 45 DAYS OR MORE AS OF JANUARY 19, 2021
SITE ID SUMMARY - SAT

| 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
For Official Use Only
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 Personal or Real Property Statistics — Criteria

## Overview

The Property Accountability Personal/Real Property Statistics Search process provides the ability 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 **Personal/Real Property Statistics 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.

## Search for a Personal or Real Property — Criteria

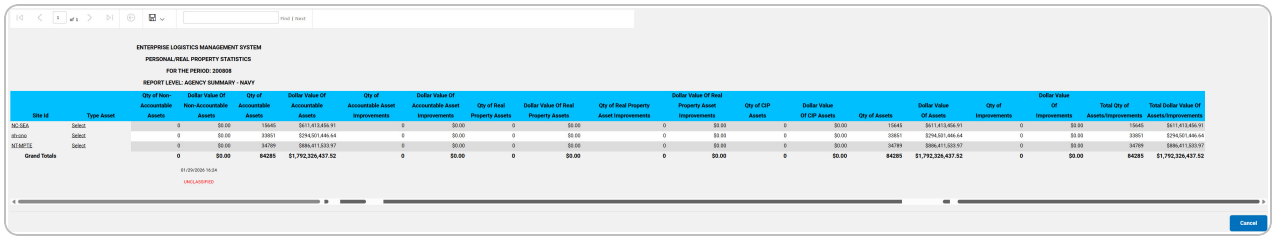
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, use ⌄ to select the Reporting Period.




2. Select Search. *The* ***Personal/Real Property Statistics Agency Summary 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

# Related Topics

- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Search for Personal or Real Property Statistics — Results/Agency Summary

## Overview

The Personal/Real Property Statistics Search Results/Agency Summary process provides the records of an 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 > Asset > Personal / Real PROP > Search Criteria > Search > Personal/Real Property Statistics Search Results/Agency Summary page

## Page Fields

The following fields display on the **Personal/Real Property Statistics Search Results/Agency Summary** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Search Results/Agency Summary 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

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|   | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|   | Display how 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

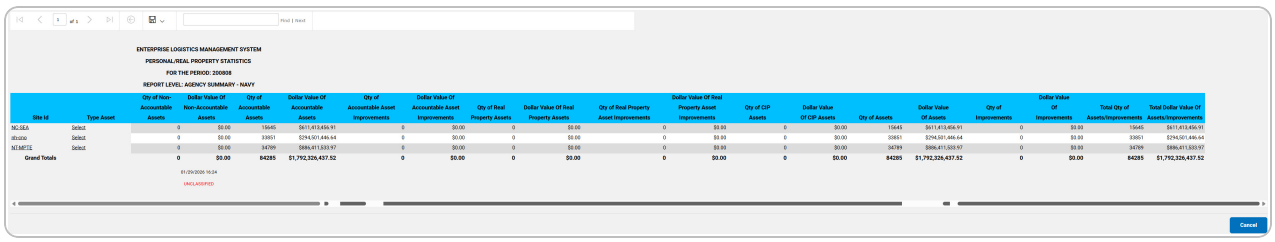
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Personal/Real Property Report — Agency Summary

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 Summary hyperlink. *A new tab opens, and the* ***Personal/Real Property Statistics — Site Summary*** *page appears.*

## View the Type Asset Summary

Select the Type Asset hyperlink. *A new tab opens, and the* ***Personal/Real Property Statistics — Agency Summary by Asset Type*** *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 **Personal/Real Property Search Criteria** page appears.* |

## Related Topics

- Search for a Personal or Real Property Statistics — Criteria
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Personal/Real Property — Agency Summary

## Overview

The Property Accountability Personal/Real Property Statistics Agency Summary process allows the ability to view details about Site IDs types assets.

## Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search > Search Results/Agency Summary > Property Accountability Personal/Real Property Statistics Agency Summary page

## Page Fields

The following fields display on the **Personal/Real Property Statistics Agency Summary** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |

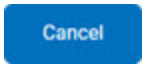
| | |
|---|---|
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to the desired page. |
|  | Display how many pages retrieved. |
|  | Advance to the next page of the results. |
|  | Advance to the last page 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**

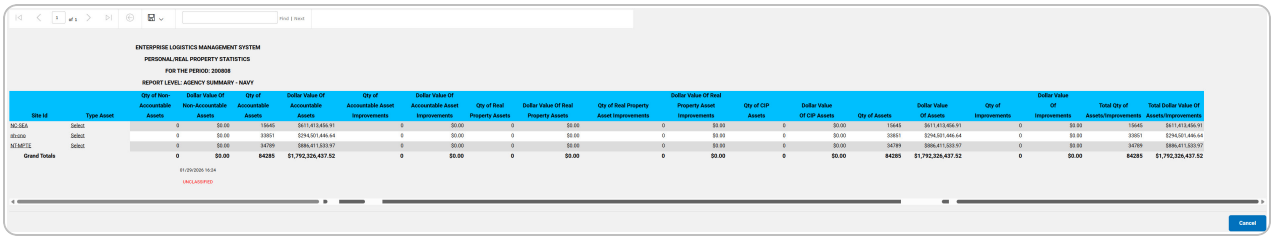


Click the following link to display PA Navigation Tips.

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

## Export the Personal/Real Property — Agency Summary Report

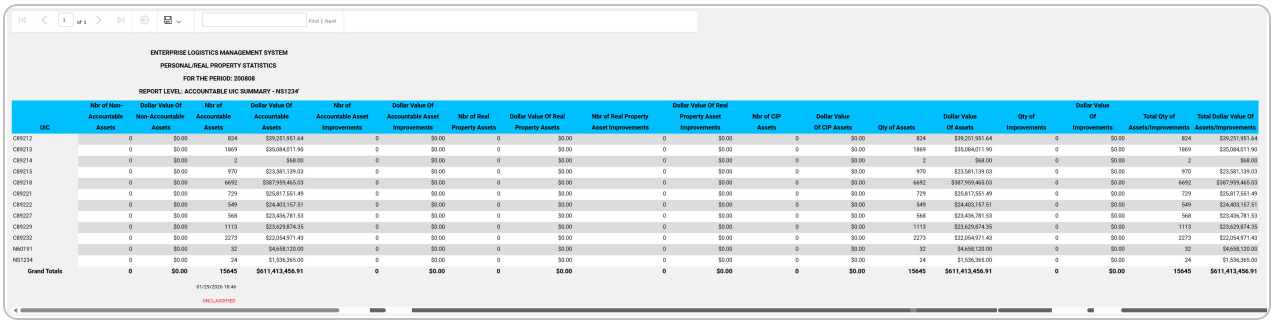
1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*




2. Follow the prompts provided by the computer.

## View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. Select the Type Asset hyperlink. *The* ***Personal/Real Property Statistics — Site Summary by Type Asset*** *details appear.*




## 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

- Search for a Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Personal/Real Property Statistics — Agency Summary by Asset Type

## Overview

The Property Accountability Personal/Real Property Statistics Agency Summary by Asset Type process allows the viewing of the type asset breakdown details of a site's personal and real property.

## Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search > Search Results/Agency Summary > Personal/Real Property Statistics — Agency Summary by Asset Type page

## Page Fields

The following fields display on the **Personal/Real Property Statistics — Agency Summary by Asset Type** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | 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

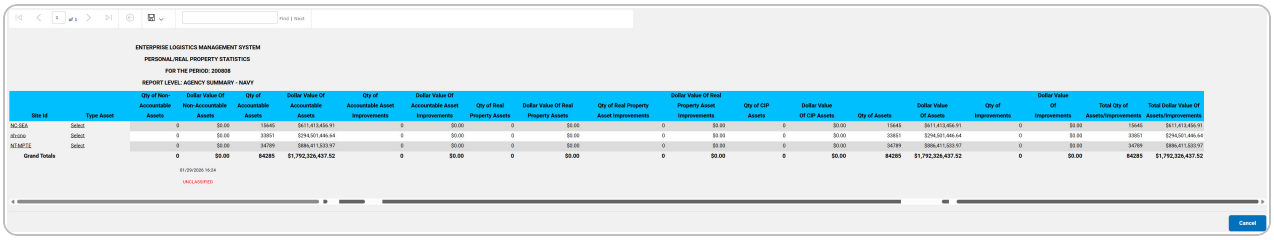
**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the 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.

## 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

## Related Topics

- Search for a Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Personal/Real Property — Accountable UIC Summary

## Overview

The Personal/Real Property Statistics Accountable UIC Summary process allows the viewing of details about UIC's types assets.

## Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search > Search Results/Agency Summary > Site Id hyperlink > Site Summary > Accountable UIC hyperlink > Personal/Real Property Statistics Accountable UIC Summary page

## Page Fields

The following fields display on the **Personal/Real Property Statistics — Accountable UIC Summary** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Accountable UIC Summary Grid

UIC
Nbr of Non-Accountable Assets
Dollar Value of Non-Accountable Assets
Nbr of Accountable Assets
Dollar Value of Accountable Assets
Nbr of Accountable Asset Improvements
Dollar Value of Accountable Asset Improvements
Nbr of Real Property Assets
Dollar Value of Real Property Assets

Nbr of Real Property Asset Improvements
Dollar Value of Real Property Asset Improvements
Nbr of CIP Assets
Dollar Value of CIP Assets
Qty of Assets
Qty of Improvements
Dollar Value of Improvements
Total Qty of Assets/Improvements
Total Dollar Value of Assets/Improvements

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to 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. |

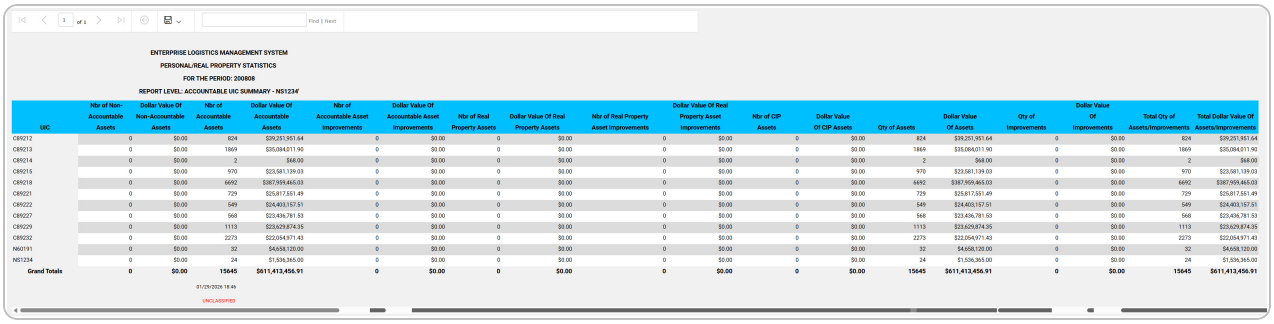
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the 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.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PERSONAL/REAL PROPERTY STATISTICS
FOR THE PERIOD: 200808
REPORT LEVEL: ACCOUNTABLE UIC SUMMARY - NS1234

| UIC | Nbr of Non-Accountable Assets | Dollar Value Of Non-Accountable Assets | Nbr of Accountable Assets | Dollar Value Of Accountable Assets | Nbr of Accountable Asset Improvements | Dollar Value Of Accountable Asset Improvements | Nbr of Real Property Assets | Dollar Value Of Real Property Assets | Nbr of Real Property Asset Improvements | Dollar Value Of Real Property Asset Improvements | Nbr 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| C89212 | 0 | $0.00 | 824 | $39,251,951.64 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 824 | $39,251,951.64 | 0 | $0.00 | 824 | $39,251,951.64 |
| C89213 | 0 | $0.00 | 1869 | $35,084,011.90 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 1869 | $35,084,011.90 | 0 | $0.00 | 1869 | $35,084,011.90 |
| C89214 | 0 | $0.00 | 2 | $68.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 2 | $68.00 | 0 | $0.00 | 2 | $68.00 |
| C89215 | 0 | $0.00 | 970 | $23,581,139.03 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 970 | $23,581,139.03 | 0 | $0.00 | 970 | $23,581,139.03 |
| C89218 | 0 | $0.00 | 6692 | $387,909,465.03 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 6692 | $387,909,465.03 | 0 | $0.00 | 6692 | $387,909,465.03 |
| C89221 | 0 | $0.00 | 729 | $25,817,551.49 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 729 | $25,817,551.49 | 0 | $0.00 | 729 | $25,817,551.49 |
| C89222 | 0 | $0.00 | 549 | $24,403,157.51 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 549 | $24,403,157.51 | 0 | $0.00 | 549 | $24,403,157.51 |
| C89227 | 0 | $0.00 | 568 | $23,436,781.53 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 568 | $23,436,781.53 | 0 | $0.00 | 568 | $23,436,781.53 |
| C89229 | 0 | $0.00 | 1113 | $23,629,874.35 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 1113 | $23,629,874.35 | 0 | $0.00 | 1113 | $23,629,874.35 |
| C89232 | 0 | $0.00 | 2273 | $22,054,971.43 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 2273 | $22,054,971.43 | 0 | $0.00 | 2273 | $22,054,971.43 |
| N60191 | 0 | $0.00 | 32 | $4,658,120.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 32 | $4,658,120.00 | 0 | $0.00 | 32 | $4,658,120.00 |
| NS1234 | 0 | $0.00 | 24 | $1,536,365.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 24 | $1,536,365.00 | 0 | $0.00 | 24 | $1,536,365.00 |
| Grand Totals | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 15645 | $611,413,456.91 |

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2. 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 Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

## Overview

The Personal/Real Property Statistics — Accountable UIC Summary by Asset Type process allows the ability 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 > Search Results/Agency Summary > Site Summary > Personal/Real Property Statistics — Accountable UIC Summary by Asset Type page

## Page Fields

The following fields display on the **Personal/Real Property Statistics — Accountable UIC Summary by Asset Type** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | 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 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.

### 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

- Search for a Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary

# Personal/Real Property Statistics — Site Summary

## Overview

The Personal/Real Property Statistics Site Summary process allows the viewing of details about an Accountable UIC's and UIC's types assets.

## Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search > Search Results/Agency Summary > SITE ID hyperlink > Personal/Real Property Statistics Site Summary page

## Page Fields

The following fields display on the **Personal/Real Property Statistics Site Summary** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Site Summary Grid

Accountable UIC
Type Asset
Nbr of Non-Accountable Assets
Dollar Value of Non-Accountable Assets
Nbr of Accountable Assets
Dollar Value of Accountable Assets
Nbr of Accountable Asset Improvements
Dollar Value of Accountable Asset Improvements
Nbr of Real Property Assets
Dollar Value of Real Property Assets
Nbr of Real Property Asset Improvements

Dollar Value of Real Property Asset Improvements
Nbr 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

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to 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. |

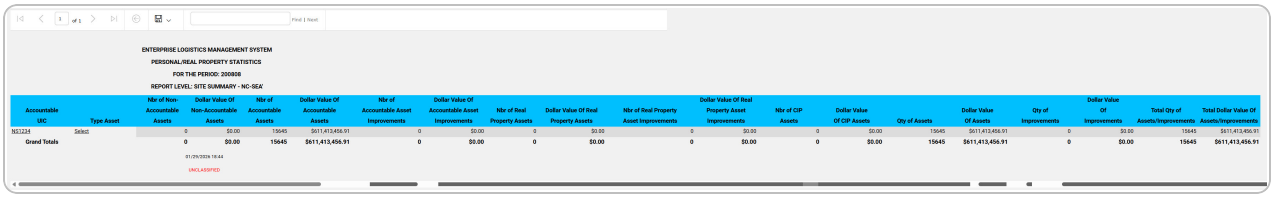
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the 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.*


ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PERSONAL/REAL PROPERTY STATISTICS
FOR THE PERIOD: 200808
REPORT LEVEL: SITE SUMMARY - NC-SEA

| Accountable UIC | Type Asset | Nbr of Non-Accountable Assets | Dollar Value Of Non-Accountable Assets | Nbr of Accountable Assets | Dollar Value Of Accountable Assets | Nbr of Accountable Asset Improvements | Dollar Value Of Accountable Asset Improvements | Nbr of Real Property Assets | Dollar Value Of Real Property Assets | Nbr of Real Property Asset Improvements | Dollar Value Of Real Property Asset Improvements | Nbr 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N51234 | Select | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 15645 | $611,413,456.91 |
| Grand Totals | | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 15645 | $611,413,456.91 | 0 | $0.00 | 15645 | $611,413,456.91 |

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2. Follow the prompts provided by the computer.

## View further details

1. Select the Accountable UIC hyperlink. *The **Personal/Real Property Statistics — Accountable UIC Summary** page appears.*
2. Select the Type Asset hyperlink. *The **Personal/Real Property Statistics — Site Summary by Type 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 have been identified for this page.** | |

## Related Topics

- Search for a Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — Accountable UIC Summary by Asset Type

# Personal/Real Property Statistics — Site Summary by Type Asset

## Overview

The Personal/Real Property Statistics Site Summary by Type Asset process allows the viewing of the type asset breakdown details of a site's personal and real property.

## Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search > Search Results/Agency Summary > Type Asset hyperlink > Personal/Real Property Statistics Site Summary by Type Asset page

## Page Fields

The following fields display on the **Personal/Real Property Statistics Site Summary by Type Asset** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Site Summary by Type Asset Grid

Type Asset
Asset Cd
Qty of Non-Accountable Assets
Dollar Value of Non-Accountable Assets
Qty of Accountable Assets
Dollar Value of Accountable Assets
Qty of Accountable Assets Improvements
Dollar Value of Accountable Assets Improvements
Qty of Real Property Assets

Dollar Value of Real Property Assets
Qty of Real Property Asset Improvement
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

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |
|  | View the current page number. Enter the desired page number and press Enter to advance to 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. |

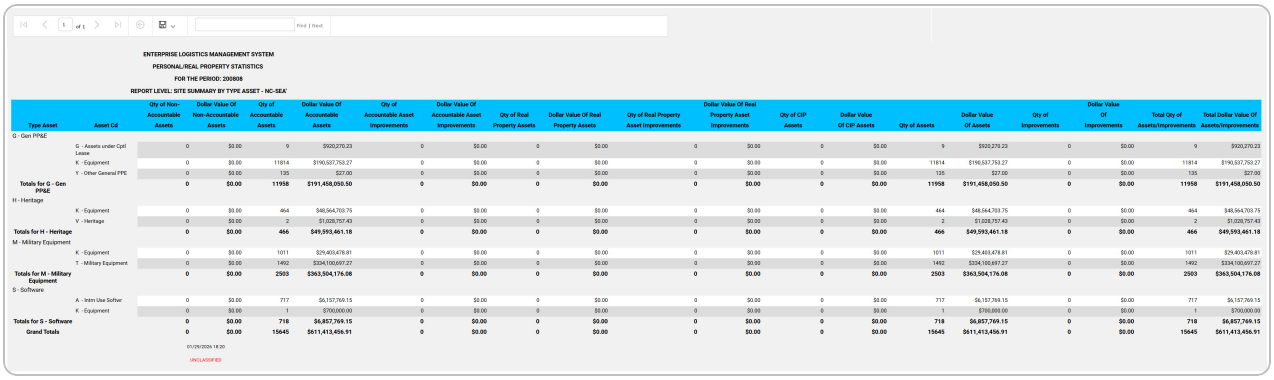
# Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Export the Personal/Real Property — Site Summary by Type Asset Report

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



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PERSONAL/REAL PROPERTY STATISTICS
FOR THE PERIOD: 200808
REPORT LEVEL: SITE SUMMARY BY TYPE ASSET - NC-SEA

| Type Asset | Asset Cd | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G - Gen PP&E | | | | | | | | | | | | | | | | | | | |
| | G - Assets under Cptl Lease | 0 | $0.00 | 9 | $920,270.23 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 9 | $920,270.23 | 0 | $0.00 | 9 | $920,270.23 |
| | K - Equipment | 0 | $0.00 | 11814 | $190,537,753.27 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 11814 | $190,537,753.27 | 0 | $0.00 | 11814 | $190,537,753.27 |
| | Y - Other General PPE | 0 | $0.00 | 135 | $27.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 135 | $27.00 | 0 | $0.00 | 135 | $27.00 |
| **Totals for G - Gen PP&E** | | **0** | **$0.00** | **11958** | **$191,458,050.50** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **11958** | **$191,458,050.50** | **0** | **$0.00** | **11958** | **$191,458,050.50** |
| H - Heritage | | | | | | | | | | | | | | | | | | | |
| | K - Equipment | 0 | $0.00 | 464 | $48,564,703.75 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 464 | $48,564,703.75 | 0 | $0.00 | 464 | $48,564,703.75 |
| | V - Heritage | 0 | $0.00 | 2 | $1,028,757.43 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 2 | $1,028,757.43 | 0 | $0.00 | 2 | $1,028,757.43 |
| **Totals for H - Heritage** | | **0** | **$0.00** | **466** | **$49,593,461.18** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **466** | **$49,593,461.18** | **0** | **$0.00** | **466** | **$49,593,461.18** |
| M - Military Equipment | | | | | | | | | | | | | | | | | | | |
| | K - Equipment | 0 | $0.00 | 1011 | $29,403,478.81 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 1011 | $29,403,478.81 | 0 | $0.00 | 1011 | $29,403,478.81 |
| | T - Military Equipment | 0 | $0.00 | 1492 | $334,100,697.27 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 1492 | $334,100,697.27 | 0 | $0.00 | 1492 | $334,100,697.27 |
| **Totals for M - Military Equipment** | | **0** | **$0.00** | **2503** | **$363,504,176.08** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **2503** | **$363,504,176.08** | **0** | **$0.00** | **2503** | **$363,504,176.08** |
| S - Software | | | | | | | | | | | | | | | | | | | |
| | A - Intrn Use Softwr | 0 | $0.00 | 717 | $6,157,769.15 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 717 | $6,157,769.15 | 0 | $0.00 | 717 | $6,157,769.15 |
| | K - Equipment | 0 | $0.00 | 1 | $700,000.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 0 | $0.00 | 1 | $700,000.00 | 0 | $0.00 | 1 | $700,000.00 |
| **Totals for S - Software** | | **0** | **$0.00** | **718** | **$6,857,769.15** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **718** | **$6,857,769.15** | **0** | **$0.00** | **718** | **$6,857,769.15** |
| **Grand Totals** | | **0** | **$0.00** | **15645** | **$611,413,456.91** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **0** | **$0.00** | **15645** | **$611,413,456.91** | **0** | **$0.00** | **15645** | **$611,413,456.91** |

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2. 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 have been identified for this page.** | |

## Related Topics

- Search for a Personal or Real Property Statistics — Criteria
- Search for Personal or Real Property Statistics — Results/Agency Summary
- Personal/Real Property Statistics — Agency Summary
- Personal/Real Property Statistics — Agency Summary by Asset Type
- Personal/Real Property Statistics — Site Summary
- Personal/Real Property Statistics — Site Summary by Type Asset
- Personal/Real Property Statistics — Accountable UIC Summary
- Personal/Real Property Statistics — 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

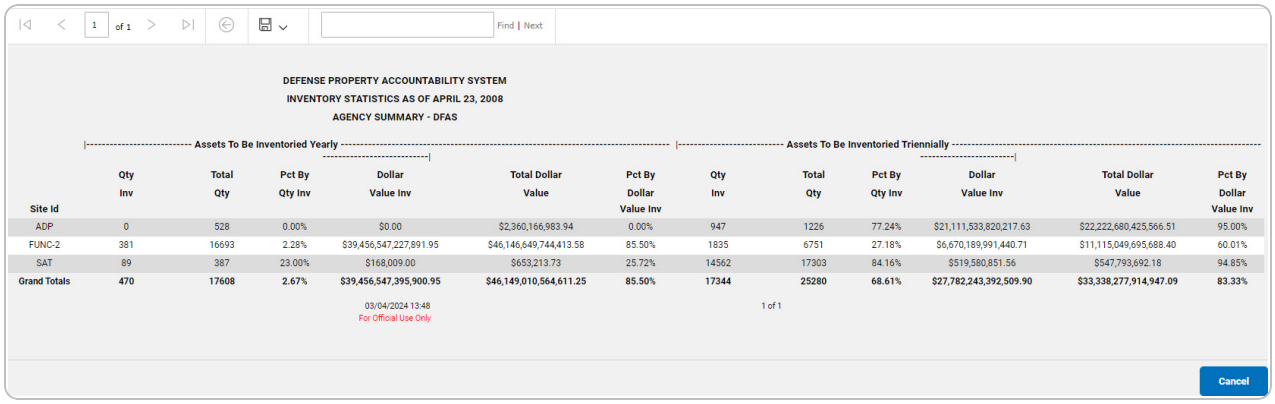
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 **Monthly Inventory Statistical Inquiry Search Results** 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

- View the 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. |

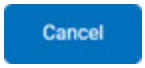
# Procedures

**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 **Monthly Inventory Statistical 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 Cancel. *The **Monthly Inventory Statistical Inquiry Search Criteria** page appears.* |

# Related Topics

- View the Search for the Monthly Inventory Statistical Inquiry — Criteria

# Search for the 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

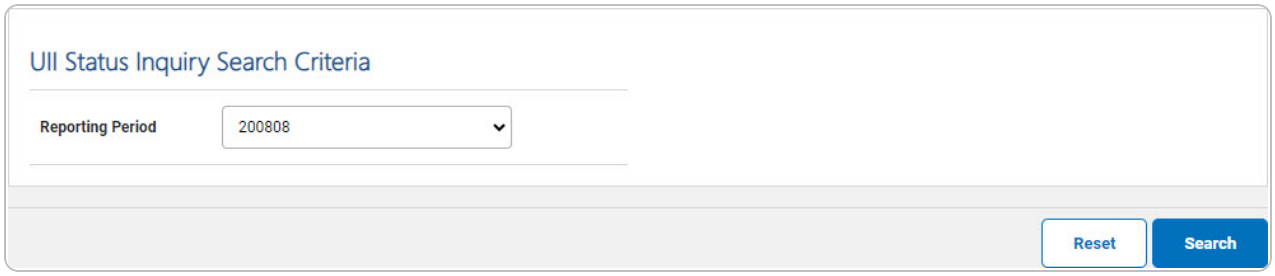
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search For the UII Status Inquiry

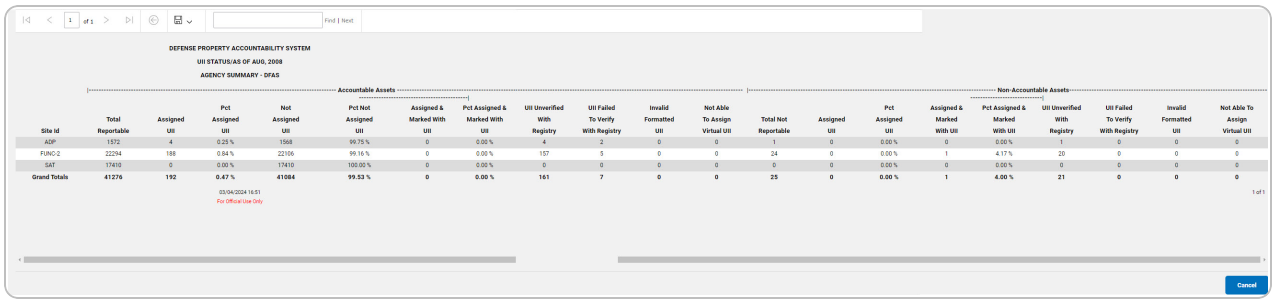
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 **UII Status Inquiry 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 the 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. |

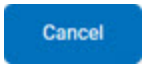
# Procedures

**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 Search Criteria** page appears.*

### Search the Results

1. Select the empty field 

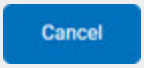
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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 **Search for the UII Status Inquiry Search Criteria** page appears.* |

## Related Topics

- Search for the 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

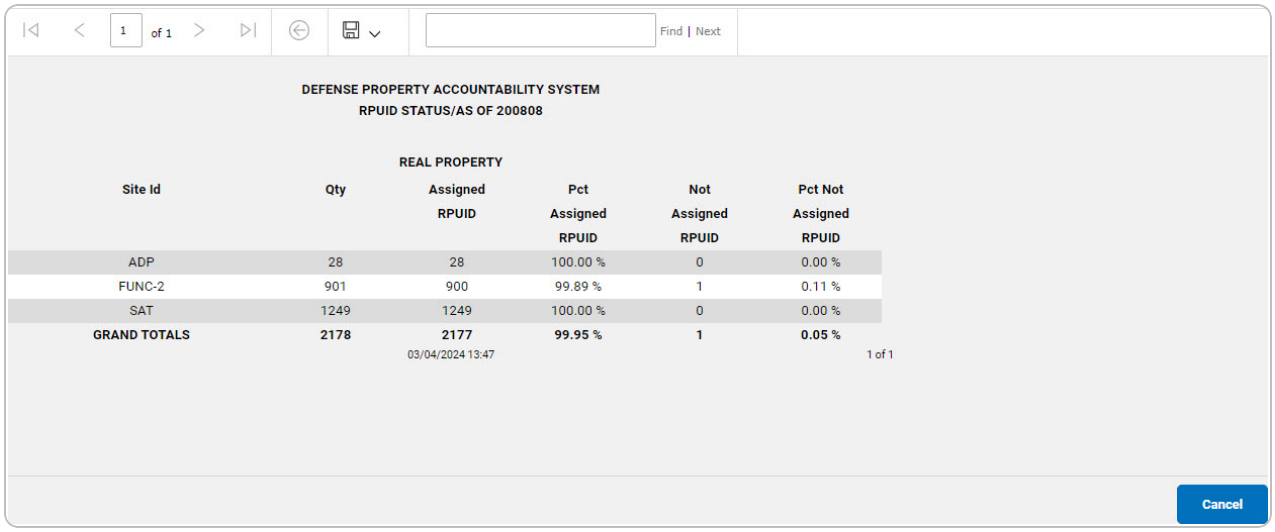
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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 **RPUID Status Inquiry 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 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 **RPUID Status 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 Cancel. *The **RPUID Status Inquiry Search Criteria** page appears.* |

## Related Topics

- Search for the RPUID Status Inquiry — Criteria

# Search for the Portable Data Collection Device (PDCD) Usage Inquiry — Criteria

## Overview

The Property Accountability PDCD Usage Inquiry process provides the ability 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 > PDCD Usage Inquiry Search Criteria page

## Page Fields

The following fields display on the **PDCD Usage 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

Rpt Period From *
Rpt Period To *

### Usage Inquiry (Agency) Grid

Site Id
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions

Nbr of Uploads
Nbr of Actions
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value

(*) Asterisk identifies mandatory fields.

# Procedures

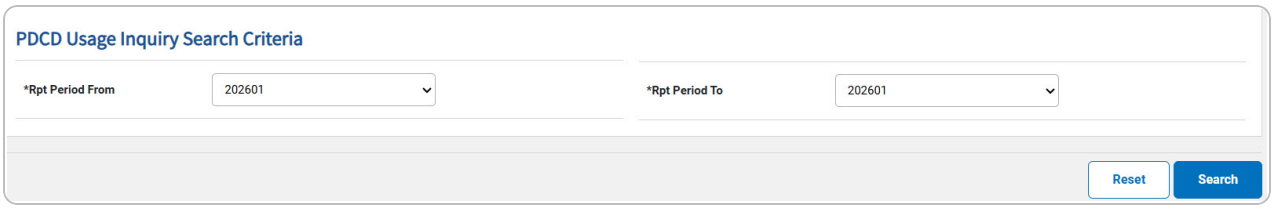
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Search for the Portable Data Collection Device (PDCD) Usage — Criteria

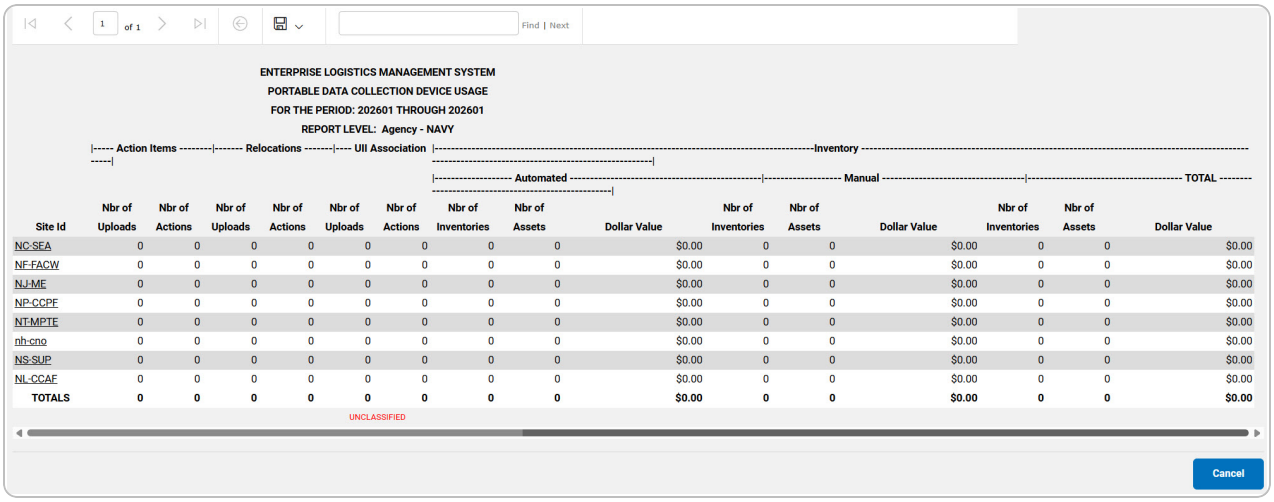
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, use ⌄ to select the Rpt Period From.




2. Use ⌄ to select the Rpt Period To.

3. Select Search. *The **PDCD Usage Inquiry Search Results** page appears.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE USAGE
FOR THE PERIOD: 202601 THROUGH 202601
REPORT LEVEL: Agency - NAVY

| | Action Items | | Relocations | | UII Association | | Inventory | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Automated | | | Manual | | | TOTAL | | |
| Site Id | Nbr of Uploads | Nbr of Actions | Nbr of Uploads | Nbr of Actions | Nbr of Uploads | Nbr of Actions | Nbr of Inventories | Nbr of Assets | Dollar Value | Nbr of Inventories | Nbr of Assets | Dollar Value | Nbr of Inventories | Nbr of Assets | Dollar Value |
| NC-SEA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NF-FACW | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NJ-ME | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NP-CCPF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NT-MPTE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| nh-cno | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NS-SUP | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| NL-CCAF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |

UNCLASSIFIED

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 |
|---|---|
| **13 — Mandatory Entry: *RPT Period From*.** | Missing Entry. Enter the appropriate information in the desired field. |
| **13 — Mandatory Entry: *RPT Period To*.** | |

# Related Topics

- Search for PDCD Usage Inquiry — Results
- View the PDCD Usage Detail

# Search for Portable Data Collection Device (PDCD) Usage Inquiry — Agency Results

## Overview

The PDCD Usage Inquiry Agency Results process 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 Usage > Search Criteria > Search > PDCD Usage Inquiry Agency Results page

## Page Fields

The following fields display on the **PDCD Usage Inquiry Agency Results** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Usage Inquiry (Agency) Grid

Site Id
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions

Nbr of Uploads
Nbr of Actions
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
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 \| Next | 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.

## View further details

1. Select the SITE ID hyperlink. *The **Site Id Details** appear in a separate tab.*
2. Select the ACTBL UIChyperlink.*The **Actbl UIC Details** appear in a separate tab.*
3. Select the UIC hyperlink. *The **UIC Details** appear in a separate tab.*

## 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 **PDCD Usage Inquiry Search Criteria** page appears.* |

# Related Topics

- Search for PDCD Usage Inquiry — Criteria
- View the PDCD Usage Inquiry Detail

# View the Portable Data Collection Device (PDCD) Usage Inquiry Detail

## Overview

The Portable Data Collection Device (PDCD) Usage Inquiry Detail process allows the ability to view details about a site's, accountable UIC's and UIC's PDCD usage.

## Navigation

Statistics > AIT > PDCD Usage > Search Criteria > Search > Search Results > SITE IDhyperlink > PDCD Usage Inquiry SITE ID page > ACTBL UIC hyperlink > PDCD Usage Inquiry ACTBL UIC page > UIC hyperlink > PDCD Usage Inquiry UIC page

## Page Fields

The following fields display on the **PDCD Hardware Counts 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 Grid

Actbl UIC
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Inventories
Nbr of Assets

Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value

## ACTBL UIC Grid

UIC
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value

## UIC Grid

UIC
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Uploads
Nbr of Actions
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories
Nbr of Assets
Dollar Value
Nbr of Inventories

Nbr of Assets
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.

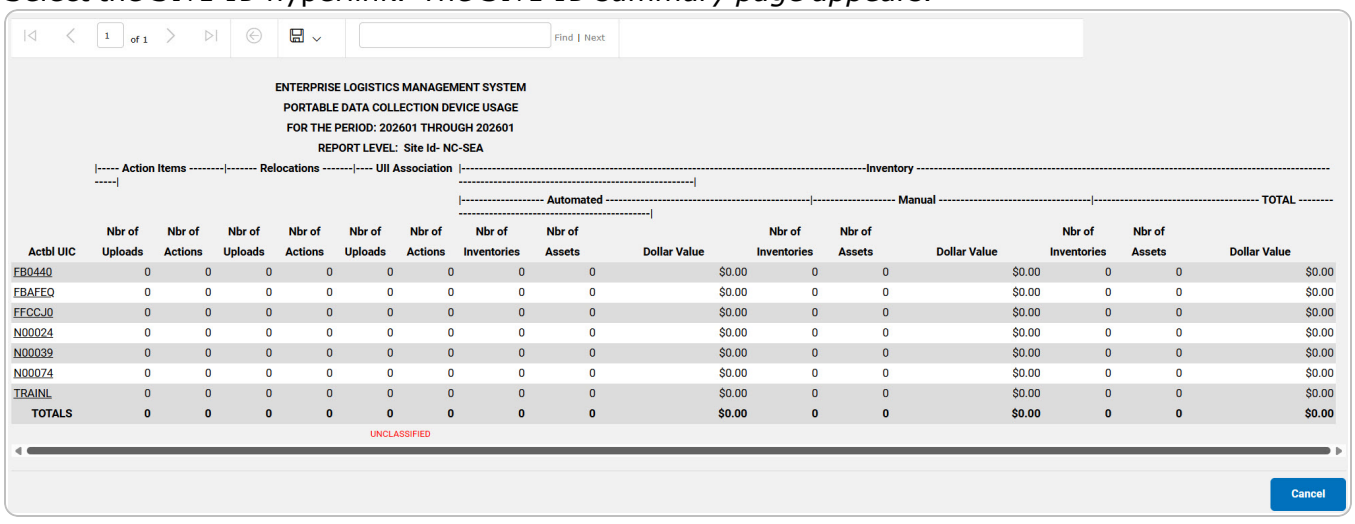
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*

## 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.

## View the SITE ID Details

Select the SITE ID hyperlink. *The SITE ID summary page appears.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE USAGE
FOR THE PERIOD: 202601 THROUGH 202601
REPORT LEVEL: Site Id- NC-SEA

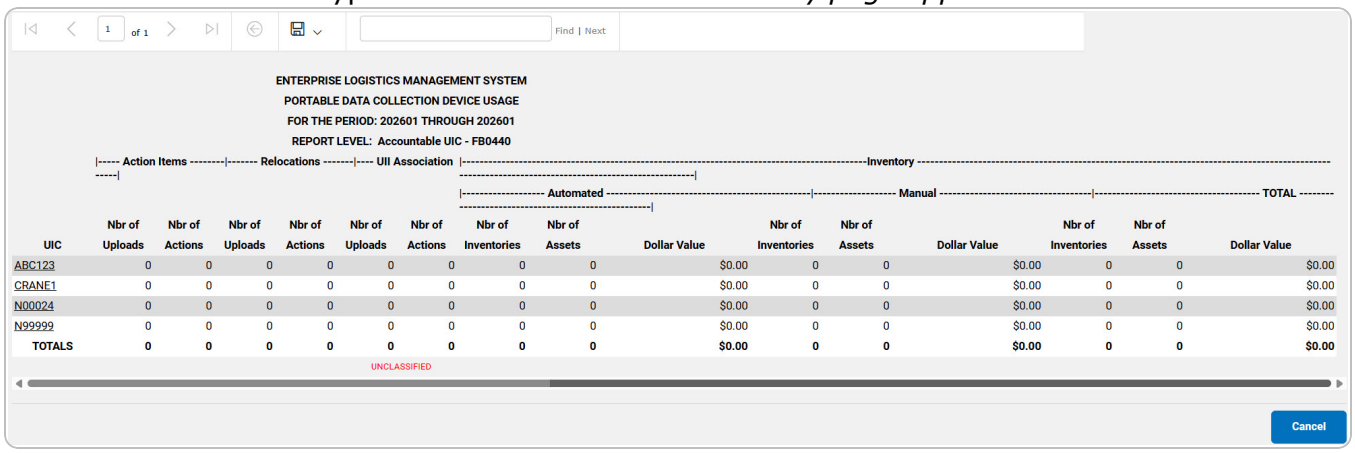
| | Action Items | | Relocations | | UII Association | | Inventory | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | Automated | | | Manual | | | TOTAL | | | |
| Actbl UIC | Nbr of Uploads | Nbr of Actions | Nbr of Uploads | Nbr of Actions | Nbr of Uploads | Nbr of Actions | Nbr of Inventories | Nbr of Assets | Dollar Value | Nbr of Inventories | Nbr of Assets | Dollar Value | Nbr of Inventories | Nbr of Assets | Dollar Value |
| FB0440 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| FBAFEQ | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| FFCCJ0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| N00024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| N00039 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| N00074 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| TRAINL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| TOTALS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |

UNCLASSIFIED

Cancel

## View the ACTBL UIC Details

Select the ACTBL UIC hyperlink. *The ACTBL UIC summary page appears.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE USAGE
FOR THE PERIOD: 202601 THROUGH 202601
REPORT LEVEL: Accountable UIC - FB0440

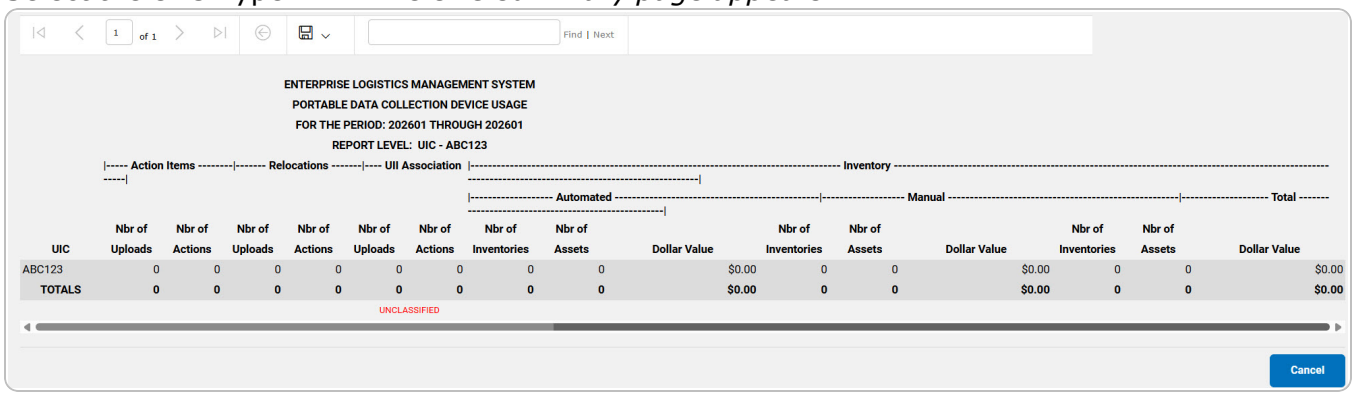
| UIC | Action Items: Nbr of Uploads | Action Items: Nbr of Actions | Relocations: Nbr of Uploads | Relocations: Nbr of Actions | UII Association: Nbr of Uploads | UII Association: Nbr of Actions | Inventory: Automated: Nbr of Inventories | Inventory: Automated: Nbr of Assets | Inventory: Automated: Dollar Value | Inventory: Manual: Nbr of Inventories | Inventory: Manual: Nbr of Assets | Inventory: Manual: Dollar Value | Inventory: TOTAL: Nbr of Inventories | Inventory: TOTAL: Nbr of Assets | Inventory: TOTAL: Dollar Value |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ABC123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| CRANE1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| N00024 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| N99999 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| **TOTALS** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **$0.00** | **0** | **0** | **$0.00** | **0** | **0** | **$0.00** |

UNCLASSIFIED

Cancel

## View the UIC Details

Select the UIC hyperlink. *The UIC summary page appears.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE USAGE
FOR THE PERIOD: 202601 THROUGH 202601
REPORT LEVEL: UIC - ABC123

| UIC | Action Items: Nbr of Uploads | Action Items: Nbr of Actions | Relocations: Nbr of Uploads | Relocations: Nbr of Actions | UII Association: Nbr of Uploads | UII Association: Nbr of Actions | Inventory: Automated: Nbr of Inventories | Inventory: Automated: Nbr of Assets | Inventory: Automated: Dollar Value | Inventory: Manual: Nbr of Inventories | Inventory: Manual: Nbr of Assets | Inventory: Manual: Dollar Value | Inventory: Total: Nbr of Inventories | Inventory: Total: Nbr of Assets | Inventory: Total: Dollar Value |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ABC123 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | $0.00 | 0 | 0 | $0.00 | 0 | 0 | $0.00 |
| **TOTALS** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **$0.00** | **0** | **0** | **$0.00** | **0** | **0** | **$0.00** |

UNCLASSIFIED

Cancel

## 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 PDCD Usage Inquiry — Criteria
- Search for PDCD Usage Inquiry — Results

# Search for Portable Data Collection Device (PDCD) Hardware Counts — Criteria

## Overview

The Property Accountability PDCD Hardware Counts 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

## Page Fields

The following fields display on the **PDCD Hardware Counts 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

Rpt Period From *

(*) Asterisk identifies mandatory fields.

## Procedures

**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

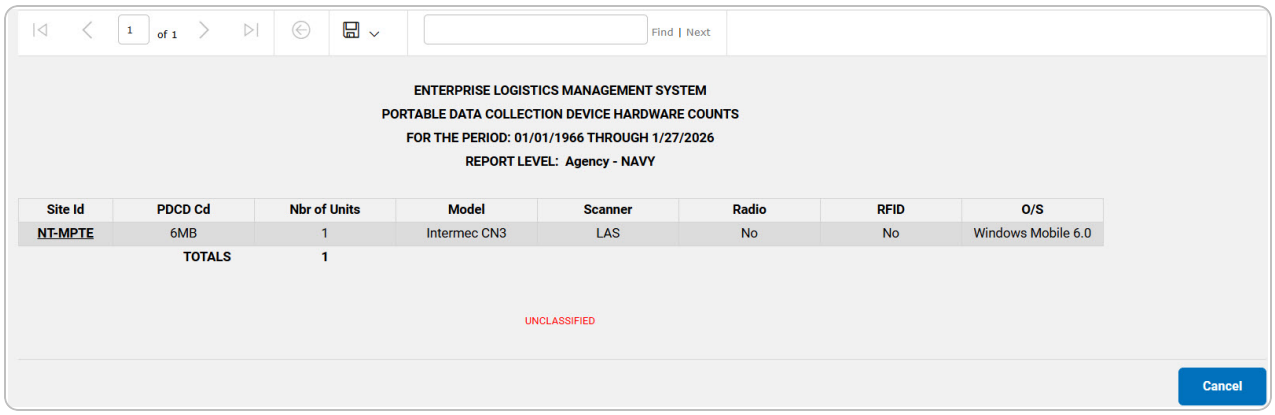
## Search for PDCD Counts Statistics

*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. In the Search Criteria box, use  to select the RPT Period From, or enter the date (MM/DD/YYYY) in the field provided.




2. Select Search. *The **PDCD Hardware Counts 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 |
|---|---|
| **13 — Mandatory Entry: *RPT Period From*.** | Missing Entry. Enter the appropriate information in the desired field. |

## Related Topics

- Search for PDCD Counts — Results
- View the PDCD Usage Detail

# Search for Portable Data Collection Device (PDCD) Counts — Agency Results

## Overview

The PDCD Counts Agency Results process 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 > PDCD Hardware Counts Agency Results page

## Page Fields

The following fields display on the **PDCD Hardware Counts Agency Results** page. For more information on each field, select the appropriate hyperlink.

### Instructions

The table below provides the list of instructions.

| Number | Value |
|---|---|

### Hardware Counts (Agency) Grid

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.

## View further details

1. Select the SITE ID hyperlink. *The **Site Id Details** appear in a separate tab.*
2. Select the ACTBL UIC hyperlink.*The **Actbl UIC Details** appear in a separate tab.*
3. Select the UIC hyperlink. *The **UIC Details** appear in a separate tab.*

## 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 **PDCD Hardware Counts Search Criteria** page appears.* |

## Related Topics

- Search for PDCD Hardware Counts — Criteria
- View the PDCD Hardware Counts Details

# View the Portable Data Collection Device (PDCD) Hardware Counts Details

## Overview

The Portable Data Collection Device (PDCD) Hardware Counts Details process allows the viewing of details about a site's identification, accountable UIC's and UIC's PDCD counts.

## Navigation

Statistics > AIT > PDCD Counts > Search Criteria > Search > Search Results > SITE IDhyperlink > PDCD Hardware Counts SITE ID page > ACTBL UIC hyperlink > PDCD Hardware Counts ACTBL UIC page > UIC hyperlink > PDCD Hardware Counts UIC page

## Page Fields

The following fields display on the **PDCD Hardware Counts 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 Grid

Actbl UIC
PDCD Cd
Nbr of Units
Model
Scanner
Radio
RFID
O/S

## ACTBL UIC Grid

UIC
PDCD Cd
Nbr of Units
Model
Scanner
Radio
RFID
O/S

## UIC Grid

PDCD Sftwr Id
PDCD Cd
OS Name
OS Version
Mfr Sftwr Version
Last Upload Dt
Upload User Id
Estbd Dt
Model
Scanner
Radio
RFID

## Control Buttons

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

| Button | Function |
|---|---|
|  | Return to the first page of results. |
|  | Return to the previous page of the results. |

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

# Procedures

**ELMS Navigation Helpful Tips**



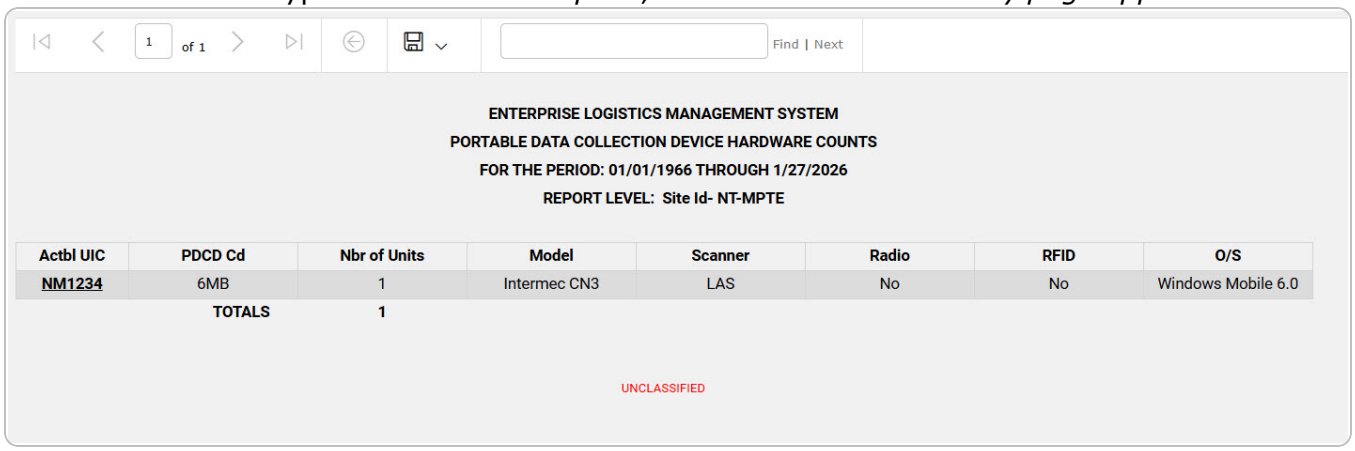
Click the following link to display PA Navigation Tips.

## 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.

## View the Site Id Details

Select the Site Id hyperlink. *A new tab opens, and the Site Id summary page appears.*



ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE HARDWARE COUNTS
FOR THE PERIOD: 01/01/1966 THROUGH 1/27/2026
REPORT LEVEL: Site Id- NT-MPTE

| Actbl UIC | PDCD Cd | Nbr of Units | Model | Scanner | Radio | RFID | O/S |
|---|---|---|---|---|---|---|---|
| NM1234 | 6MB | 1 | Intermec CN3 | LAS | No | No | Windows Mobile 6.0 |
| | TOTALS | 1 | | | | | |

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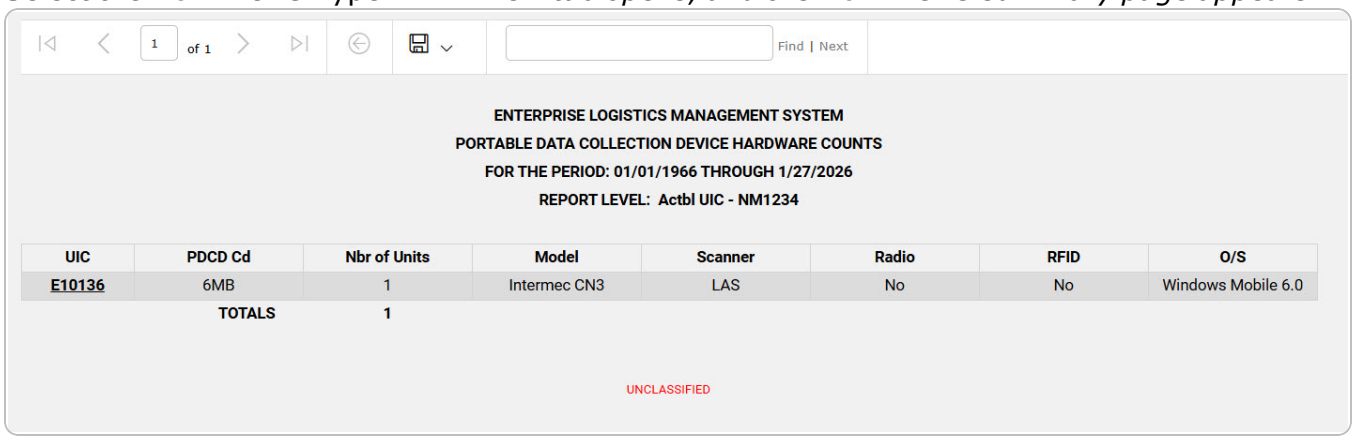
## View the Actbl UIC Details

Select the Actbl UIC hyperlink. *A new tab opens, and the Actbl UIC summary page appears.*



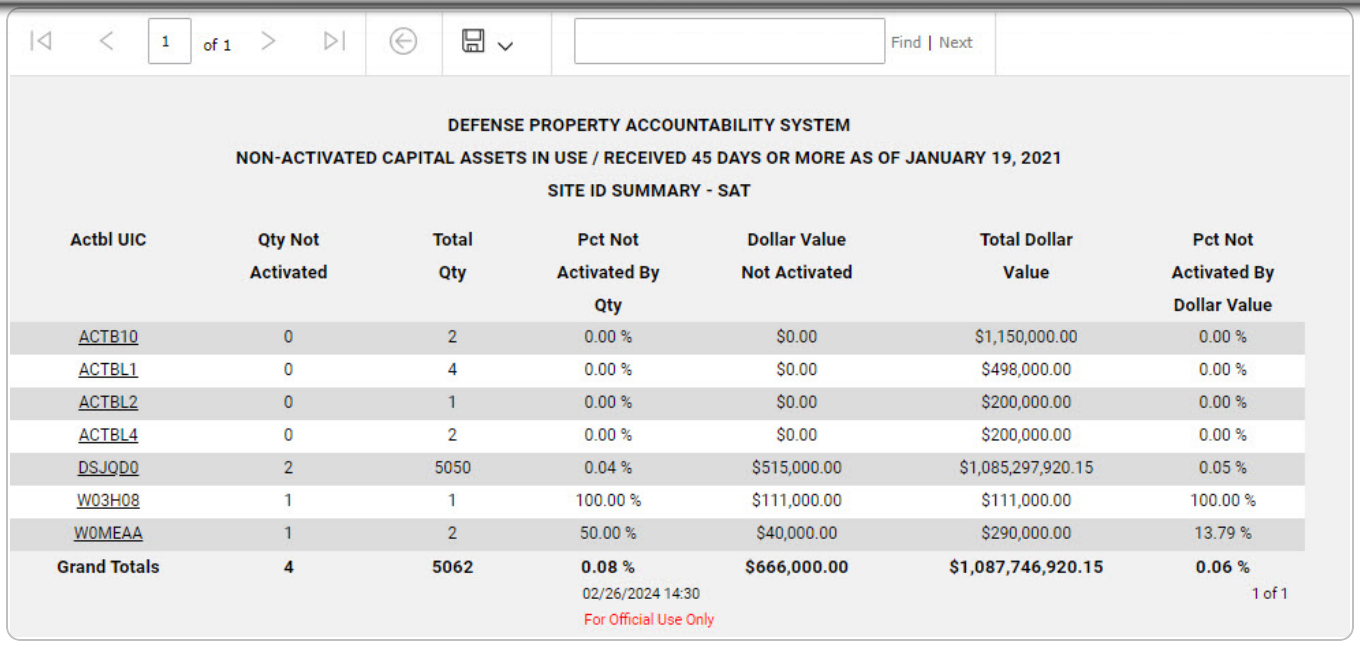
ENTERPRISE LOGISTICS MANAGEMENT SYSTEM
PORTABLE DATA COLLECTION DEVICE HARDWARE COUNTS
FOR THE PERIOD: 01/01/1966 THROUGH 1/27/2026
REPORT LEVEL: Actbl UIC - NM1234

| UIC | PDCD Cd | Nbr of Units | Model | Scanner | Radio | RFID | O/S |
|---|---|---|---|---|---|---|---|
| E10136 | 6MB | 1 | Intermec CN3 | LAS | No | No | Windows Mobile 6.0 |
| | TOTALS | 1 | | | | | |

UNCLASSIFIED

## View the UIC Details

Select the UIC hyperlink. *A new tab opens, and the UIC summary page appears.*



1 of 1 | Find | Next

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 1 of 1
For Official Use Only

## 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 PDCD Hardware Counts — Criteria
- Search for PDCD Hardware Counts — 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 Submit 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.<br>• Check logical operators for proper use.<br>• Check proper placement of wildcard characters. |
| Too many search results returned. | • Narrow the search criteria.<br>• Check logical operators for proper use.<br>• 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. |

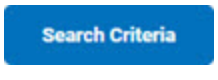
# Procedures

**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  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 

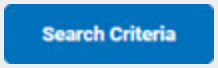
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select 

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

PageID Ref: WFGLQ0101_10

# 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

# Message of the Day Add

## Overview

The Message of the Day Add page enables you to establish a new message.

## Navigation

Security > Message of the Day > Search Criteria > Add page

## Page Fields

The following fields display on the Message of the Day Add page. For more information on each field, select the appropriate hyperlink.

*Msg Cd
Agency Name
Site Id
*Msg Text
Status

* denotes a mandatory field

Store Nm

## Procedures

**To enter a new Message of the Day item:**

1. Select a Message Code (MSG CD) from the drop-down list

**Note**

If you select Enterprise-level Message from the drop-down list, no other list items are available. If you select the Agency-level Message option you will have access to the Agency Name drop-down list. You only have access to the SITE ID drop-down if you select Site-level Message and select an Agency that has designated sites.

2. Choose the level at which the message should be viewed using the drop-down lists if applicable.
3. Enter your message.
4. Select the Status of your message. You may use the status to create inactive messages you intend to activate at a later date.
5. Choose Add to save your message or Cancel to return to the 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 |
|---|---|
| Mandatory Entry – MSG CD. | Select a Message Code (MSG CD) from the drop-down list selections. |
| Mandatory Entry: MSG TEXT. | Enter a Message Text (MSG TEXT). |

## Related Topics

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1703_1

# Message of the Day Delete

## Overview

The Message of the Day Delete page enables you to permanently remove a message from Web ELMS.

## Navigation

Security > Message of the Day > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the Message of the Day Delete page. For more information on each field, select the appropriate hyperlink.

*Msg Cd
Agency Name
Site Id
*Msg Text
Status

* denotes a mandatory field

Store Nm

## Procedures

**To delete a message:**

1. Review the Message of the Day information to make certain this is the message to delete.
2. Select Delete to complete the delete process or Cancel to return to the 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

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Add
- Message of the Day Update
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1703_4

# Message of the Day Details

## Overview

The Message of the Day Details page provides you with the detailed information concerning the message selected.

## Navigation

Security > Message of the Day > Search Criteria > Search Results > Details page

## Page Fields

The following fields display on the Message of the Day Details page. For more information on each field, select the appropriate hyperlink.

*Msg Cd
Agency Name
Site Id
*Msg Text
Status

* denotes a mandatory field

Store Nm

## Procedures

**To review message details:**

1. The details page is view only.
2. Select Cancel to return to the 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

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Add
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1703_8

# Export a Message of the Day Report

## Overview

The Message of the Day Report Export provides the ability to save the Transaction Status in different formats.

## Navigation

Security > Message of the Day > Search Criteria > Add page > Transaction Status > Report Export

‡ Additional navigation methods possible.

## 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. |

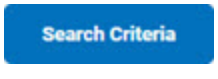
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Message of the Day 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   to return to the **Message of the Day 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

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Add
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Transaction Status

PageID Ref: WFSEN1703_11b

# Message of the Day Search Criteria

## Overview

Posting a Message of the Day is a useful tool to inform your Web ELMS user community with site specific relevant information.
Access to the Security menu is controlled by security privileges and must correspond to the approved **DD 2875** submitted.

## Navigation

Security > Message of the Day > Search Criteria

## Page Fields

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

*Msg Cd
Agency Name
Site Id
Store

* denotes a mandatory field

## Procedures

### To search for a Message:

1. Select a Message Code (MSG CD) from the drop-down list. Select other search criteria to further refine the search for the proper message item.

**Note**

If you select Enterprise-level Message from the drop-down list, no other list items are available.

2. Select Search to begin the search or Reset to clear the page.

**To add a new Message of the Day:**

1. Accept the default Message Code (MSG CD) or choose another from the drop-down list.
2. Select Add to continue the add process or 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 |
|---|---|
| No search results returned. | Broaden criteria for search. |
| Too many search results returned. | Narrow search criteria. |
| Mandatory Entry – MSG CD. | Select a Message Code (MSG CD) prior to selecting Search. |

# Related Topics

- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Add
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1701_5

# Message of the Day Search Results

## Overview

The Message of the Day Search Results page displays records that matched the criteria you entered 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

Security > Message of the Day > Search Criteria > Search Results

## Page Fields

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

**Search Criteria**
Msg Cd
Site Id

**Search Results**
Update
Delete
Msg Text
Status

Agency Name
Store

# Procedures

## To view message details:

1. Locate the row that contains the message to view.
2. Select the MSG TEXT hyperlink in that row to view the detail or Cancel to return to the Search Criteria page.

## To add a new message:

1. Verify the desired message is not listed.
2. Select Add to continue to the add process page or Cancel to return to the Search Criteria page.

## To update an existing message:

1. Locate the row that contains the message to update.
2. Select the Update hyperlink in that row to move to the Update page or Cancel to return to the Search Criteria page.

## To delete an existing message:

1. Locate the row that contains the message you wish to delete.
2. Select the Delete hyperlink in that row to move to the Delete page or Cancel to return to the 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 |
|---|---|

| | |
|---|---|
| No search results returned. | Broaden criteria for search. |
| Too many search results returned. | Narrow search criteria. |
| The record you want to view/update/delete is not in the results. | There may be multiple pages of data returned. Additional pages are accessed by the small numbers at the bottom of the Search Results table. |
| Record(s) does not exist or user does not have access to record(s). | There were no messages matching the input search criteria or your security level does not permit you access to the messages. Check the search criteria you entered. |

## Related Topics

- Message of the Day Search Criteria
- Message of the Day Details
- Message of the Day Add
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1702_6

# Message of the Day Transaction Status

## Overview

The Message of the Day Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > Message of the Day > Search Criteria > Add page > Transaction Status
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the Message of the Day 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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **CALL CENTER for assistance.** | |

## Related Topics

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Add
- Message of the Day Update
- Message of the Day Delete
- Message of the Day Report Export

PageID Ref: WFSEN1703_11

# Message of the Day Update

## Overview

The Message of the Day Update page allows you to change information concerning the selected message.

## Navigation

Security > Message of the Day > Search Criteria > Search Results > Update page

## Page Fields

The following fields display on the Message of the Day Update page. For more information on each field, select the appropriate hyperlink.

*Msg Cd
Agency Name
Site Id
*Msg Text
Status

* denotes a mandatory field

Store Nm

## Procedures

**To update a message item:**

1. Enter any updates to the Message Text (MSG TEXT).
2. Select the status of your message from the Status drop-down list.
3. Select Update to complete the update process or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| Mandatory Entry: MSG TEXT. | Enter a Message Text (MSG TEXT). |

# Related Topics

- Message of the Day Search Criteria
- Message of the Day Search Results
- Message of the Day Details
- Message of the Day Add
- Message of the Day Delete
- Message of the Day Transaction Status
- Message of the Day Report Export

PageID Ref: WFSEN1703_9

# User Site Access Add

## Overview

The User Site Access Add page enables you to assign SITE ID access to a user account.

## Navigation

Security > User Site Access > Search Criteria > Search Results > Add page

## Page Fields

The following fields display on the User Site Access Add page. For more information on each field, select the appropriate hyperlink.

**Site Add**
User ID
* Site ID

**Site Access Add**
* Update Access
* RPT Access
* Inquiry Access
History Remarks

* denotes a mandatory field

## Procedures

**To add user site access:**

1. Select a SITE IDto add access.
2. Select the level of access to update data in the selected site.
3. Choose the level of access for access to reports in the selected site.
4. Select the level of accessto perform inquiries in the selected site.
5. Enter comments in the History Remarks. While not required, information entered is useful to document the access added.

6. Select Add to process the transaction or Cancel to return to the 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 |
|---|---|
| No sites available. | Input USER ID already has access to all sites available to security officer |
| Received Mandatory entry error. | Select data for all mandatory fields. |
| Received error "Report/Inquiry access levels must be = to or > than update access level" | Report access level and Inquiry access level should be of an equal or higher level than the Update access level. |
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. | History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- User Site Access Search Criteria
- User Site Access Search Results
- User Site Access Update
- User Site Access Delete
- User Site Access Transaction Status
- User Site Access Report Export

PageID Ref: WFSEN0203_1

# User Site Access Delete

## Overview

The User Site Access Delete page enables you to permanently remove a user's access to a particular SITE ID or group of SITE IDs in Web ELMS.

## Navigation

Security > User Site Access > Search Criteria > Search Results > Delete page

## Page Fields

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

**Site Delete**
User ID
User Type

**Site Access Delete**
Select
Site ID
Update Acs
RPT ACS
INQ ACS
SUSPD DT
REINST DT

User Name
History Remarks

## Procedures

**To delete user site access:**

1. Review the information to confirm this is the site access to remove.
2. Enter comments or a description of the delete action. History Remarks is not required,

entering information is recommended to provide documentation for the delete action.

3. Select Delete to remove the access or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. | History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- User Site Access Search Criteria
- User Site Access Search Results
- User Site Access Add
- User Site Access Update
- User Site Access Transaction Status
- User Site Access Report Export

PageID Ref: WFSEN0203_4

# Export a User Site Access Report

## Overview

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

## Navigation

Security > User Site Access > Search Criteria > Search Results > Add page> Transaction Status > Report Export

‡ Additional navigation methods possible.

## 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. |

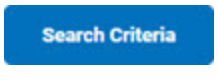
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the User Site Access 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 **User Site Access 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

- User Site Access Search Criteria
- User Site Access Search Results
- User Site Access Add
- User Site Access Update
- User Site Access Delete
- User Site Access Transaction Status

PageID Ref: WFSEN0203_11b

# User Site Access Search Criteria

## Overview

The User Site Access security process provides the tools to create and manage a user's access to sites within the Web ELMS system. A "site" represents a physical location such as a base or office where accountable property is used or stored. You use this process to add and delete a user's access to these primary divisions within the Web ELMS system.

The User Site Access Search Criteria page enables you to search the database for the user you wish to update or delete.

**Note**

There is no wildcard functionality built into the USER ID search in this process. You must know the exact USER ID you wish to update or delete.

Access to the Security menu is controlled by security privileges and must correspond to the approved DD 2875 submitted.

## Navigation

Security > User Site Access > Search Criteria

## Page Fields

The following fields display on the User Site Access Search Criteria page. For more information on each field, select the appropriate hyperlink.

User ID

## Procedures

**To search for a USER ID:**

1. Enter the USER ID in the field provided. You must enter the entire USER ID value. Wildcard characters to assist in finding the user are not valid.

2. Select Search to begin the search or Reset to clear the page.

**Note**

If the user has no site access assigned, a Search Results page is not displayed. The Add process page is displayed.

# Common 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. | You did not enter the exact USER ID value. |
| Invalid Entry – User Id. | USER ID must be alphanumeric. |
| No record(s) match search criteria or you do not have the appropriate security access. | You entered the wrong User Id. If you entered the correct User Id, contact your supervisor to make certain you were assigned the correct security access. |
| Mandatory entry - USER ID. | Enter a USER ID prior to selecting Search. |
| Security Officer account cannot be updated. | Security Officer accounts can only be updated by an Application Security Officer |

# Related Topics

- User Site Access Search Results
- User Site Access Add
- User Site Access Update
- User Site Access Delete
- User Site Access Transaction Status
- User Site Access Report Export

PageID Ref: WFSEN0201_5

# User Site Access Search Results

## Overview

The Users Site Access Search Results page displays a complete listing of all site access for the user you entered 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

Security > User Site Access > Search Criteria > Search Results

## Page Fields

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

**Search Criteria**
User ID
User Type

**Search Results**
Select
Site ID
Update Acs
RPT ACS
INQ ACS
SUSPD DT
REINST DT

User Name

# Procedures

## To add user site access:

1. Use the Select checkbox to choose the SITE ID(s) to add.
2. Select Add to display the Add page or Cancel to return to the Search Criteria page.

## To update user site access:

1. Use the Select checkbox to choose the SITE ID(s) to update.
2. Select Upload to display the Update page or Cancel to return to the Search Criteria page.

## To delete user site access:

1. Locate the row that contains the SITE ID to remove.
2. Select the site using the Select checkbox SITE ID. To remove all site access, use Select All to select all entries on all pages for the user. Use Deselect All to remove all checkmarks from the Select column on all pages.
3. Choose Delete to display the Delete page or Cancel to return to the 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 |
|---|---|
| The record you want to view/update/delete is not on the results. | There may be multiple pages of data returned. Additional pages are accessed by the small numbers at the bottom of the Search Results table. |

| | |
|---|---|
| Update button is not available. | Update is available only when User Type equals Standard User. |
| Select a record(s) to continue. | You must select an item before proceeding to the delete function. |
| Unable to update more than one entry at a time. | Multiprocessing is only available for deletes, select only one record. |
| You don't have appropriate security access. | Contact your supervisor to make certain you were assigned the correct roles. |

## Related Topics

- User Site Access Search Criteria
- User Site Access Add
- User Site Access Update
- User Site Access Delete
- User Site Access Transaction Status
- User Site Access Report Export

PageID Ref: WFSEN0202_6

# User Site Access Transaction Status

## Overview

The User Site Access Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > User Site Access > Search Criteria > Search Results > Add page > Transaction Status
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the User Site Access 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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- User Site Access Search Criteria
- User Site Access Search Results
- User Site Access Add
- User Site Access Update
- User Site Access Delete
- User Site Access Report Export

PageID Ref: WFSEN0203_11

# User Site Access Update

## Overview

The Site Access Update page enables you to make changes to a user's access levels that are associated with a specific site.

## Navigation

Security > User Site Access > Search Criteria > Search Results > Update page

## Page Fields

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

**Site Update**
User ID
* Site ID

**Site Access Update**
* Update Access
* RPT Access
* Inquiry Access
History Remarks

* denotes a mandatory field

## Procedures

**To update user site access:**

1. Select the level of access to update data in the selected site.
2. Choose the level of access to access reports in the selected site.
3. Select the level of access to perform inquiries in the selected site.
4. Enter comments in the History Remarks. While not required, the information entered is useful to document the access provided.

5. Select Update to process the transaction or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| The system will not accept the value selected for the RPT Access and/or Inquiry Access level (s). | Make certain the Report Access and/or Inquiry Access level(s) are of equal or higher value than the Update Access level. |
| Received error: "PROPOSED UPDATE(S) MATCHES CURRENT RECORD". | No change was made prior to selecting Update. |
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. | History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- User Site Access Search Criteria
- User Site Access Search Results
- User Site Access Add
- User Site Access Delete
- User Site Access Transaction Status
- User Site Access Report Export

PageID Ref: WFSEN0203_9

# SITE ID Status Update Details

## Overview

The Details page provides information about the selected SITE ID and is read only.

## Navigation

Security > Site Status Update > Search Criteria > Search Results > Details page

## Page Fields

The following fields display on the SITE ID Status Update Details page. For more information on each field, select the appropriate hyperlink.

Site Id
Agency Name
Site Desc
Status
History Remarks

Site Name
Catalog Name

## Procedures

**To view Site Id details:**

1. Review the detail information about the selected SITE ID.
2. Select Cancel to return to the 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

- Site Id Status Update Search Criteria
- Site Id Status Update Search Results
- Site Id Status Update - Update
- Site Id Status Update Transaction Status
- Site Id Status Update Report Export

PageID Ref: WFSEN1303 _99

# Export a Site Id Status Update Report

## Overview

The Export a Site Id Status Update Report provides the ability to save the Transaction Status in different formats.

## Navigation

Security > Site Status Update > Search Criteria > Search Results > Update page > Transaction Status > Report Export

## 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. |

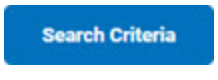
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Site Id Status Update 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 **Site Id Status 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 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

- Site Id Status Update Search Criteria
- Site Id Status Update Search Results
- Site Id Status Update Details
- Site Id Status Update - Update
- Site Id Status Update Transaction Status

PageID Ref: WFSEN1303 _11b

# SITE ID Status Update Search Criteria

## Overview

The SITE ID Status Update process allows the Security Officer to flag site(s) with the Web ELMS system as "Inactive". Once flagged as "Inactive", processing of the site is suspended and logins are no longer permitted. The Security Officer may lift the suspension using the same process by setting the site to an “Active” status.

Access to the Security menu is controlled by security privileges and must correspond to the approved DD 2875 submitted.

## Navigation

Security > Site Status Update > Search Criteria

## Page Fields

The following fields display on the SITE ID Status Update Search Criteria page. For more information on each field, select the appropriate hyperlink.

Site Id

## Procedures

**To update Site as Active or Inactive:**

1. Enter a Site Id in the SITE ID field or leave blank to display all Site Id's. A wildcard is permitted using the percent sign (%) to refine the search.
2. Select Search to display the Search Results page or 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 |
| --- | --- |
| Invalid Character found in the SITE ID field. | SITE ID field must be alphanumeric. |

## Related Topics

- Site Id Status Update Search Results
- Site Id Status Update Details
- Site Id Status Update - Update
- Site Id Status Update Transaction Status
- Site Id Status Update Report Export

PageID Ref: WFSEN1301_99

# SITE ID Status Update Search Results

## Overview

This page displays records returned from your search criteria available for 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

Security > Site Status Update > Search Criteria > Search Results

## Page Fields

The following fields display on the SITE ID Status Update Search Results page. For more information on each field, select the appropriate hyperlink.

**Search Criteria**
Site Id

**Search Results**
Update
Site Id
Site Name
Status
Agency Name
Site Desc

## Procedures

**To select a SITE ID to update:**

1. Review the search results and select the Update hyperlink to process.

**Helpful Tip**



You may have several pages returned from your search criteria. You may sort the search results by SITE ID or Site Name. Selecting the hyperlink at the top of the column will alternately sort in ascending or descending sequence.

2. Select Cancel to return to the Search Criteria page.

**To view details for a specific site:**

1. Select the SITE ID hyperlink to view the details page.
2. To return to Search Results page, select 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

# Related Topics

- Site Id Status Update Search Criteria
- Site Id Status Update Details
- Site Id Status Update - Update
- Site Id Status Update Transaction Status
- Site Id Status Update Report Export

PageID Ref: WFSEN1302 _99

# SITE ID Status Update Transaction Status

## Overview

The SITE ID Status Update Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > Site Status Update > Search Criteria > Search Results > Update page > Transaction Status

## Page Fields

The following fields display on the SITE ID Status Update Transaction Status page.

### Transaction Status

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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- Site Id Status Update Search Criteria
- Site Id Status Update Search Results
- Site Id Status Update Details
- Site Id Status Update - Update
- Site Id Status Update Report Export

PageID Ref: WFSEN1303 _11

# SITE ID Status Update - Update

## Overview

The Update page allows you to change a SITE ID status from " Active" to "Inactive" and vice versa.

## Navigation

Security > Site Status Update > Search Criteria > Search Results > Update page

## Page Fields

The following fields display on the SITE ID Status Update - Update page. For more information on each field, select the appropriate hyperlink.

Site Id
Agency Name
Site Desc
*Status
History Remarks

* denotes a mandatory field

Site Name
Catalog Name

## Procedures

**To change a Site's Status:**

1. Select a Status from the drop-down list.
2. It is recommended you enter comments in the History Remarks field to provide documentation for the update action.
3. Select Update to process or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for

additional assistance.

| Error | Solution |
|---|---|
| Proposed update matches the current record. | No changes were made to the record. If applicable, select a status to update the record. |
| "Remarks" must be alpha-numeric with supported special character(s) $, -, /, #, &, comma, period, and space. | The History Remarks field is limited to 256 characters. When entered, the valid characters are alphabetic "A" through "Z", numeric "0" through "9", and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space). |

## Related Topics

- Site Id Status Update Search Criteria
- Site Id Status Update Search Results
- Site Id Status Update Details
- Site Id Status Update Transaction Status
- Site Id Status Update Report Export

PageID Ref: WFSEN1303 _9

# Suspend/Reinstate Users Details

## Overview

The Details page is read only and provides suspension and reinstatement date and time information.

## Navigation

Security > SUSP/Reinstate Users > Search Criteria > Search Results > Details page

## Page Fields

The following fields display on the Suspend/Reinstate Users Details page. For more information on each field, select the appropriate hyperlink.

Suspense Dt
Reinstate Dt
History Remarks
User Name

Suspense Time
Reinstate Time

## Procedures

**To view User Id details:**

1. Review the detail information for the selected USER ID.
2. Select Cancel to return to the 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

- Suspend/Reinstate Users Search Criteria
- Suspend/Reinstate Users Search Results
- Suspend/Reinstate Users Update
- Suspend/Reinstate Users Transaction Status
- Suspend/Reinstate Users Report Export

PageID Ref: WFSEN1103 _8

# Export a Suspend/Reinstate Users Report

## Overview

The Export a Suspend/Reinstate Users Report provides the ability to save the Transaction Status in different formats.

## Navigation

Security > SUSP/Reinstate Users > Search Criteria > Search Results > Update page > Transaction Status > Report Export

## 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. |

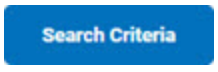
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Suspend/Reinstate Users 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 **Suspend/Reinstate Users 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

- Suspend/Reinstate Users Search Criteria
- Suspend/Reinstate Users Search Results
- Suspend/Reinstate Users Details
- Suspend/Reinstate Users Update
- Suspend/Reinstate Users Transaction Status

PageID Ref: WFSEN1103_11b

# Suspend/Reinstate Users Search Criteria

## Overview

The suspend and reinstatement process provides you with a tool for managing user system access. User accounts can be locked out of Web ELMS for specific time periods without removing the account from the system. The suspension and reinstatement process may be applied against a single user account or all the accounts within a site in mass.

Access to the Security menu is controlled by security privileges and must correspond to the approved **DD 2875** submitted.

## Navigation

Security > SUSP/Reinstate Users > Search Criteria

## Page Fields

The following fields display on the Suspend/Reinstate Users Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Action
*Site Id
Actbl UIC
User Id

* denotes a mandatory field

## Procedures

**To locate the accounts to suspended or reinstate:**

1. Select the drop-down list and choose Suspend or Reinstate to process for the user.
2. Choose the SITE ID drop-down list and make a selection.
3. You can select a specific ACCOUNTABLE UIC to further refine the search.

4. Enter the specific USER ID if only one user is to be affected.
5. Select Search to initiate the search or 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 |
|---|---|
| Action field is Required. | Select an Action from the drop-down list. |
| SITE ID field is Required. | Select a SITE ID from the drop-down list. |
| No record(s) match search criteria. | Check the input search criteria. If you specified a USER ID verify the spelling. Use wildcard character (%) to make the user id entered less specific. |
| USER ID must be Alphanumeric. | • USER ID must be alphanumeric.<br>• USER ID must exist. |

## Related Topics

- Suspend/Reinstate Users Search Results
- Suspend/Reinstate Users Details
- Suspend/Reinstate Users Update
- Suspend/Reinstate Users Transaction Status
- Suspend/Reinstate Users Report Export

PageID Ref: WFSEN1101_5

# Suspend/Reinstate Users Search Results

## Overview

This page displays records returned from your search that are available for suspension or reinstatement.

**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

Security > SUSP/Reinstate Users > Search Criteria > Search Results

## Page Fields

The following fields display on the Suspend/Reinstate Users Search Results page. For more information on each field, select the appropriate hyperlink.

**Reinstate Fields:**

**Search Criteria**
Action
Actbl UIC

**Search Results**
Select
User Id
Suspense Dt
Reinstate Dt
User Name

Site Id
User Id

## Suspend Fields:

**Search Criteria**
Action
Actbl UIC

**Search Results**
Select
User Id
Actbl UIC
User Name

Site Id
User Id

# Procedures

## To select accounts to process:

1. Review the listing on the page and select the USER ID(s) to suspend or reinstate.

**Helpful Tip**

If your Search Results displays several pages, you can sort by USER ID, ACTBL UIC or User Name. Selecting the hyperlink at the top of the column will alternately sort in ascending or descending sequence.

2. Choose individual users by selecting the checkbox(s) for the USER ID. You can select all User Ids using the Select All or Deselect All to uncheck all checkbox(s).

**Note**

Using Select All when multiple page numbers appear will select items on all pages.

3. Select Continue to display Update page or Cancel to return to the Search Criteria page.

**To view more details for a specific record:**

1. Select the USER ID hyperlink to display.
2. Choose Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| Select a record(s) to continue. | No data was selected before choosing Continue. |

## Related Topics

- Suspend/Reinstate Users Search Criteria
- Suspend/Reinstate Users Details
- Suspend/Reinstate Users Update
- Suspend/Reinstate Users Transaction Status
- Suspend/Reinstate Users Report Export

PageID Ref: WFSEN1102_6

# Suspend/Reinstate Users Transaction Status

## Overview

The Suspend/Reinstate Users Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > SUSP/Reinstate Users > Search Criteria > Search Results > Update page > Transaction Status

## Page Fields

The following fields display on the Suspend/Reinstate Users Transaction Status page.

### Transaction Status

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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- Suspend/Reinstate Users Search Criteria
- Suspend/Reinstate Users Search Results
- Suspend/Reinstate Users Details
- Suspend/Reinstate Users Update
- Suspend/Reinstate Users Report Export

PageID Ref: WFSEN1103_11

# Suspend/Reinstate Users Update

## Overview

The update page allows you to suspend or reinstate users. The user(s) information to be updated is not displayed on the Update page.

## Navigation

Security > SUSP/Reinstate Users > Search Criteria > Search Results > Update page

## Page Fields

The following fields display on the Suspend/Reinstate Users Update page. For more information on each field, select the appropriate hyperlink.

Suspense Dt
Reinstate Dt
History Remarks

Suspense Time
Reinstate Time

## Procedures

### To suspend a user's access:

1. Enter the SUSPENSE DT in the format of MM/DD/YYYY or select the  .
2. Using the drop-down list, select a Suspense Time.
3. It is recommended you enter comments in the History Remarks field to provide documentation for the suspense action.
4. Select Update to process the suspension action or Cancel to return to the Search Results page.

**To suspend a user's access for a fixed period of time:**

1. Enter the SUSPENSE DT in the format of MM/DD/YYYY or select the  .
2. Using the drop-down list, select a Suspense Time. The suspension will begin after this time.
3. Enter the REINSTATE DT in the format of MM/DD/YYYY or select the  .
4. Select a Reinstate Time using the drop-down list. The suspension will end after this time.
5. It is recommended you enter comments in the History Remarks field to provide documentation for the suspense action.
6. Select Update to process the combined action. The user account will be unable to use the system from the suspense date/time until the reinstatement date/time. Choose Cancel to return to the Search Results page.

**To reinstate a user's access:**

1. The original suspense date will appear in the data entry fields. Leave the Suspense Time field blank.
2. Enter the REINSTATE DT in the format of MM/DD/YYYY or select the  .
3. Using the drop-down list, select a Reinstate Time.
4. It is recommended you enter comments in the History Remarks field to provide documentation for the reinstatement action.
5. Select Update to process the reinstatement action or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| Suspense Date is required. | Enter a Suspense Date. The format of this date is MM/DD/YYYY |

| | |
|---|---|
| | and may be directly entered in the field or selected using . |
| Reinstate Date/Time must be > Suspense Date/Time. | Reinstate Date/Reinstate Time combination should be greater than the Suspense Date/Suspense Time combination. |
| Reinstate Date is required. | Enter a Reinstate Date. The format of this date is MM/DD/YYYY and may be directly entered in the field or selected using . |

## Related Topics

- Suspend/Reinstate Users Search Criteria
- Suspend/Reinstate Users Search Results
- Suspend/Reinstate Users Details
- Suspend/Reinstate Users Transaction Status
- Suspend/Reinstate Users Report Export

PageID Ref: WFSEN1103_9

# ACTBL UIC/UIC/CUSTODIAN NBR Access Add

## Overview

The Add process allows you to increase the capability of a user by providing additional access. Accountable UIC's the user is not suspended will display. The field will be disabled if you are not authorized access.

## Navigation

Security > ACTBL UIC/UIC/CUST > Search Criteria > Search Results > Add page

## Page Fields

The following fields display on the ACTBL UIC/UIC/CUSTODIAN NBR Access Add page. For more information on each field, select the appropriate hyperlink.

User Id
Site Id
*Actbl UIC
Select
Status
UIC
History Remarks

* denotes a mandatory field

User Name

## Procedures

**To add an ACCOUNTABLE UIC, UIC or Custodian access:**

1. Select the ACTBL UIC drop-down list and make a selection. The page refreshes and displays a selection list.
2. Choose the Select checkbox(s) to choose the individual UIC’s to add.
3. It is recommened you enter comments regarding this transaction in the History Remarks field for documentation purposes.

4. Select Add to process the transaction or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| Mandatory entry - ACTBL UIC. | Select an Accountable UIC before continuing. |
| Invalid action button for selected record(s). | Select at least one checkbox before selecting Add. |
| Use only letters and numbers. | The History Remarks field is limited to 1024 characters. When entered, the valid characters are alphabetic "A" through "Z", numeric "0" through "9", and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space). |

## Related Topics

- Actbl UIC/UIC/Custodian Nbr Access Search Criteria
- Actbl UIC/UIC/Custodian Nbr Access Search Results
- Actbl UIC/UIC/Custodian Nbr Access Delete
- Actbl UIC/UIC/Custodian Nbr Access Transaction Status
- Actbl UIC/UIC/Custodian Nbr Access Report Export

PageID Ref: WFSEN2503_1

# ACTBL UIC/UIC/CUSTODIAN NBR Access Delete

## Overview

The ACTBL UIC/UIC/Custodian Nbr Access Delete page enables you to remove the ACCOUNTABLE UIC, UIC or Custodian level access assigned to a specific USER ID.

## Navigation

Security > ACTBL UIC/UIC/CUST > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the ACTBL UIC/UIC/CUSTODIAN NBR Access Delete page. For more information on each field, select the appropriate hyperlink.

User Id
Site Id
Actbl UIC
UIC
Cust Nbr
History Remarks

User Name

## Procedures

**To delete ACCOUNTABLE UIC, UICor Custodian Number access:**

1. It is recommended you enter comments to describe the delete action. Comments entered in the History Remarks field provide documentation for the record.
2. Select Delete to process the deletion or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
| --- | --- |
| Use only letters and numbers. | The History Remarks field is limited to 256 characters. When entered, the valid characters are alphabetic "A" through "Z", numeric "0" through "9", and special characters "$", "-", "/", "#", "&", "," (comma), "." (period), and " " (space). |

## Related Topics

- Actbl UIC/UIC/Custodian Nbr Access Search Criteria
- Actbl UIC/UIC/Custodian Nbr Access Search Results
- Actbl UIC/UIC/Custodian Nbr Access Add
- Actbl UIC/UIC/Custodian Nbr Access Transaction Status
- Actbl UIC/UIC/Custodian Nbr Access Report Export

PageID Ref: WFSEN2503_4

# Export an ACTBL UIC/UIC/CUSTODIAN NBR Access Report

## Overview

The Export an ACTBL UIC/UIC/CUSTODIAN NBR Access Report provides the ability to save the Transaction Status in different formats.

## Navigation

Security > ACTBL UIC/UIC/CUST > Search Criteria > Search Results > Add page > Transaction Status > Report Export

‡ Additional navigation methods possible.

## 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. |

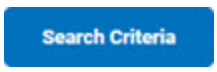
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the ACTBL UIC/UIC/CUSTODIAN NBR Access 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 **Actbl UIC/UIC/Custodian Nbr Access 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] to return to the Search Results page. |

# Related Topics

- Actbl UIC/UIC/Custodian Nbr Access Search Criteria
- Actbl UIC/UIC/Custodian Nbr Access Search Results
- Actbl UIC/UIC/Custodian Nbr Access Add
- Actbl UIC/UIC/Custodian Nbr Access Delete
- Actbl UIC/UIC/Custodian Nbr Access Transaction Status

PageID Ref: WFSEN2503_11b

# ACTBL UIC/UIC/CUSTODIAN NBR Access Search Criteria

## Overview

The ACTBL UIC/UIC/CUSTODIAN NBR Access allows the Security Officer to manage user access to data at a UIC level. The Security Officer has the access to select an individual user and assign that user access to a specific ACCOUNTABLE UIC's and UIC's.

Access to the Security menu is controlled by security privileges and must correspond to the approved **DD Form 2875** submitted.

## Navigation

Security > ACTBL UIC/UIC/CUST > Search Criteria

## Page Fields

The following fields display on the ACTBL UIC/UIC/CUSTODIAN NBR Access Search Criteria page. For more information on each field, select the appropriate hyperlink.

*User Id
*Site Id

* denotes a mandatory field

## Procedures

**To search for a User Id:**

1. Select the USER ID to search for a user profile.
2. The SITE ID is a mandatory field. Select the drop-down list to make a selection.
3. Select Search to display Search Results page or 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 |
| --- | --- |
| An expected value does not appear in the SITE ID drop-down list. | • The values displayed were assigned by Information Owner. You can identify the individual's name by looking at line 21 of the user's DD Form 2875.<br>• SITE IDs are those available to the Security Officer running the process. |

## Related Topics

- Actbl UIC/UIC/Custodian Nbr Access Search Results
- Actbl UIC/UIC/Custodian Nbr Access Add
- Actbl UIC/UIC/Custodian Nbr Access Delete
- Actbl UIC/UIC/Custodian Nbr Access Transaction Status
- Actbl UIC/UIC/Custodian Nbr Access Report Export

PageID Ref: WFSEN2501_5

# ACTBL UIC/UIC/CUSTODIAN NBR Access Search Results

## Overview

The ACTBL UIC/UIC/CUSTODIAN NBR Access Search Results page displays the ACCOUNTABLE UIC's and UIC's currently available for the selected USER ID.

**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

Security > ACTBL UIC/UIC/CUST > Search Criteria > Search Results

## Page Fields

The following fields display on the ACTBL UIC/UIC/CUSTODIAN NBR Access Search Results page. For more information on each field, select the appropriate hyperlink.

**Search Criteria**
User Id
Site Id

**Search Results**
Select
Status
Actbl UIC
UIC
Cust Nbr

User Name

# Procedures

## To add ACCOUNTABLE UIC, UIC or Custodian Number access:

1. Verify the access is not currently granted to the user by reviewing the search results on the page.
2. Select Add to display the Add Actbl UIC page or Cancel to return to the Search Criteria page.

## To delete ACCOUNTABLEL UIC, UIC or Custodian Number access:

1. Choose the Select checkbox(s) to delete. You can select individual check boxes or use Select All or Deselect All.
2. Select Delete to proceed to the Delete page or Cancel to return to the 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 |
|---|---|
| The record you want to view/update/delete is not in the results. | There may be multiple pages of data returned. Additional pages are accessed by the small numbers at the bottom of the Search Results table. |
| You don't have appropriate security access. | Contact your supervisor to make certain you were assigned the correct roles. |

# Related Topics

- Actbl UIC/UIC/Custodian Nbr Access Search Criteria
- Actbl UIC/UIC/Custodian Nbr Access Add
- Actbl UIC/UIC/Custodian Nbr Access Delete
- Actbl UIC/UIC/Custodian Nbr Access Transaction Status

- Actbl UIC/UIC/Custodian Nbr Access Report Export

PageID Ref: WFSEN2502_6

# ACTBL UIC/UIC/CUSTODIAN NBR Access Transaction Status

## Overview

The ACTBL UIC/UIC/CUSTODIAN NBR Access Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > ACTBL UIC/UIC/CUST > Search Criteria > Search Results > Add page > Transaction Status

‡ Additional navigation methods possible.

## Page Fields

The following fields display on the ACTBL UIC/UIC/CUSTODIAN NBR Access Transaction Status page.

### Transaction Status

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

- Actbl UIC/UIC/Custodian Nbr Access Search Criteria
- Actbl UIC/UIC/Custodian Nbr Access Search Results
- Actbl UIC/UIC/Custodian Nbr Access Add
- Actbl UIC/UIC/Custodian Nbr Access Delete
- Actbl UIC/UIC/Custodian Nbr Access Report Export

PageID Ref: WFSEN2503_11

# User Role Assignment Add

## Overview

The User Role Assignment Add page enables you to assign one or more user roles to a user.

## Navigation

Security > User Role Assignment > Search Criteria > Add page
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the User Role Assignment Add page. For more information on each field, select the appropriate hyperlink.

User Id
User Type

Select
Role Name
Role Desc
Role Type
History Remarks

* denotes a mandatory field

User Name
*Site Id

## Procedures

**To add roles to a user:**

1. Select individual checkbox(s) to choose the roles to add to the user profile.
2. It is recommended you enter comments in the History Remarks field to document the transaction.
3. Select Add to process the role assignments or Cancel to return to the Search Criteria page.

**Note**

A system-generated email detailing the new user roles assigned will be sent to the user.

## Common 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 |
|---|---|
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. | History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- User Role Assignment Search Criteria
- User Role Assignment Search Results
- User Role Assignment Delete
- User Role Assignment Transaction Status
- User Role Assignment Report Export

PageID Ref: WFSEN0403_1

# User Role Assignment Delete

## Overview

The User Role Assignment Delete page enables you to remove one or more user roles assigned to a specific USER ID.

## Navigation

Security > User Role Assignment > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the User Role Assignment Delete page. For more information on each field, select the appropriate hyperlink.

User Id
User Type

Role Name
Role Desc
Site Id
Role Type
History Remarks

* denotes a mandatory field

User Name
*Site Id

## Procedures

**To delete a user role record:**

1. Prior to selecting to delete the selected roles, Review the Role Name, ROLE DESC, SITE ID, and Role Type.
2. The only input field available on this page is the History Remarks field. While not required, it is recommended you enter comments concerning the transaction for documentation pur-

poses.

3. Select Delete to process the action or Cancel to return to the Search Results.

## Common 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 |
|---|---|
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. | History Remarks may be a maximum of 256 characters with support special characters. |

## Related Topics

- User Role Assignment Search Criteria
- User Role Assignment Search Results
- User Role Assignment Add
- User Role Assignment Transaction Status
- User Role Assignment Report Export

PageID Ref: WFSEN0403_4

# Export a User Role Assignment Report

## Overview

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

## Navigation

Security > User Role Assignment > Search Criteria > Add page > Transaction Status > Report Export

‡ Additional navigation methods possible.

## 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. |

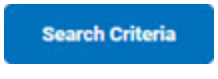
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the User Role Assignment 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 **User Role 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 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

- User Role Assignment Search Criteria
- User Role Assignment Search Results
- User Role Assignment Add
- User Role Assignment Delete
- User Role Assignment Transaction Status

PageID Ref: WFSEN0203_11b

# User Role Assignment Search Criteria

## Overview

The User Role Assignment process provides the Security Officer the tools to add, delete and review the system roles assigned to individual Web ELMS users.

Access to the Security menu is controlled by security privileges and must correspond to the approved DD Form 2875 submitted.

## Navigation

Security > User Role Assignment > Search Criteria

## Page Fields

The following fields display on the User Role Assignment Search Criteria page. For more information on each field, select the appropriate hyperlink.

*User ID
*Site ID

* denotes a mandatory field

## Procedures

### To search for roles assigned to a USER ID:

1. Use  to select a USER ID. A new drop-down list showing the SITE IDs to which the user has access displays.
2. The value in the SITE ID field defaults to All. To make changes to the access for a specific site, use the drop-down list to select a specific SITE ID.
3. Select 

to find the roles assigned to the user in that specific site or 

to clear the page.

**To add roles for a USER ID:**

1. Use to select a USER ID. A new drop-down list showing the SITE IDs to which the user has access displays.
2. The value in the SITE ID field defaults to All. To make changes to the access for a specific site, use the drop-down list to select a specific SITE ID.
3. Select Add to display the Add page or 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 |
|---|---|
| An expected value does not appear in the SITE ID drop-down list. | • The values displayed were assigned by Information Owner. You can identify the individual's name by looking at line 21 of the user's DD Form 2875. Contact the ELMS Call Center.<br>• SITE IDs are those available to the Security Officer running the process. |
| Mandatory Entry - USER ID. | Select a USER ID prior to selecting Search or Add. |

# Related Topics

- User Role Assignment Search Results
- User Role Assignment Add
- User Role Assignment Delete
- User Role Assignment Transaction Status
- User Role Assignment Report Export

PageID Ref: WFSEN0401_5

# User Role Assignment Search Results

## Overview

The User Role Assignment Search Results page displays the role assignments of the selected user account. If you selected a SITE ID as part of the search criteria, only the roles assigned to that user within that site are displayed. If you searched using the "All" default, every role assigned to that user in every site the user has access is displayed.

**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

Security > User Role Assignment > Search Criteria > Search Results

## Page Fields

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

**Search Criteria**
User Id
User Type

**Search Results**
Select
Role Name
Role Desc
Site Id
Role Type

User Name
Site Id

# Procedures

## To add user role access:

1. Review the search results to ensure the user role is not listed.
2. Select Add to display the Add page or Cancel to return to the Search Criteria page.

## To delete user role access:

1. Use the Select checkbox(s) to select the role(s) to remove. To remove all roles from all pages, use Select All. Choose Deselect All to uncheck all checked boxes on all pages in your current search results.
2. Select Delete to display the Delete page or Cancel to return to the 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 |
|---|---|
| Select a record(s) to continue. | You must make a selection prior to selecting the Delete button. |

# Related Topics

- User Role Assignment Search Criteria
- User Role Assignment Add
- User Role Assignment Delete
- User Role Assignment Transaction Status
- User Role Assignment Report Export

PageID Ref: WFSEN0402_6

# User Role Assignment Transaction Status

## Overview

The User Role Assignment Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > User Role Assignment > Search Criteria > Add page > Transaction Status
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the User Role Assignment Transaction Status page.

### Transaction Status

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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- User Role Assignment Search Criteria
- User Role Assignment Search Results
- User Role Assignment Add
- User Role Assignment Delete
- User Role Assignment Report Export

PageID Ref: WFSEN0203_11

# Users Add

## Overview

The Users Add page enables you to establish a new user account. You can establish the user contact information, user type and security level.

## Navigation

Security > Users > Search Criteria > Add page
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the Users Add page. For more information on each field, select the appropriate hyperlink.

*User Id
WAWF User Id
*User Type Cd
*Security Level
*Sts Cd
Expr Dt
*Last Name
*First Name
Middle Name
Phone Nbr
DSN
*E-Mail Address
Manager
IA Training Completion Dt
IA Certificate Upload Dt
IA Certificate
Remarks
History Remarks
Gnr Authncatn Cd

(*) Asterisk denotes a mandatory field

# Procedures

**To add a user:**

1. Enter a USER ID that is not currently used within Web ELMS in the USER ID field. The USER ID may be a maximum of 8 alphanumeric characters and must begin with a letter.
2. WAWF USER ID is an optional field that allows you to enter a minimum of 8 and maximum of 30 alpha numeric characters with allow special characters "_" and "#".
3. Select the USER TYPE CD from the drop-down list. Your options are:

- **Standard User**
- **Security Officer**
- **Application Admin**
- **ELMS AGENCY COORD**
- **ELMS ADMIN CONSOLE**

4. Select the Security Level from the drop-down list. Your options are

- **Not Security Officer**
- **APPLIC SECURITY OFF**
- **SITE SECURITY OFF**
- **ACTBL UIC SEC OFF**

5. Select the STS CD from the drop-down list. Your options are:

- **Active**
- **Inactive**

6. EXPR DT is an optional field. Enter the date in MM/DD/YYYY format or use  .

**Helpful Tip**



Enter the user's required contact information. It is recommended that you complete as much of the contact information as possible to make it easier to locate the user if the need arises.

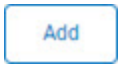
7. Last Name is a mandatory field and allows alpha characters and dashes "-".
8. First Name is a mandatory field and allows alpha characters and dashes "-".
9. Middle Name is an optional field and allows alpha characters and dashes "-".
10. PHONE NBR and DSN are optional fields. The format for both fields are alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
11. Enter an E-mail Address with the proper structure. The format is alphanumeric characters with a length up to 80 characters.

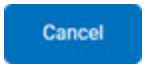
12. Select the Manager "checkbox" if the user should not be included in the UICs with Assets with no Owner agency pre-defined inquiry.
13. IA TRAINING COMPLETION DT is an optional field. Enter the date in MM/DD/YYYY format or use  .
14. IA CERTIFICATE UPLOAD DT is an optional field. Enter the date in MM/DD/YYYY format or use  .
15. The IA CERTIFICATE allows you to upload the user's Information Assurance Awareness certificate in Graphical Interchange Format(.gif) or Joint Photographic Experts Group(.jpeg) file formats.
16. Enter Remarks or History Remarks to provide additional information. You can enter up to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
17. GNR AUTHNCATN CD is an optional check box. When Checked ELMS generates and emails a new authentication code to the user's E-Mail Address.

**Note**



The Generate Authentication Code (GNR AUTHNCATN CD) checkbox requires the following components. Each user must associate their Client Certificate, stored on their Common Access Card (CAC), with their ELMS user account. If a new CAC is issued that causes a change in the client certificate information (lost or stolen card or change of name information) you will need to use this option to allow the user to re-associate their certificate information with the account. A system-generated email containing the authentication code will be sent to the user.

18. Select 

and a system-generated email containing the authentication code will be sent to the user; else, choose 

to return to the User 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 |
|---|---|

| | |
|---|---|
| Mandatory Entry. | (*) Asterisk denotes a mandatory field. |
| Entry must be alphanumeric. | The USER ID must be alphanumeric. |
| Entry must contain letter in first position. Letters, dashes and spaces are allowed. | The name fields must have a letter as the first character. |
| IA TRAINING COMPLETION DT cannot be more than 364 days in the past | Information Assurance Awareness Completion Certificate cannot be over a year old. |
| IA TRAINING COMPLETION DT cannot be greater than current date. | Enter the correct date in MM/DD/YYYY Format. |
| Email Address structure is incorrect. | The e-mail address must contain minimum of: an alphanumeric character before an @ symbol then at least one character followed by a period followed by at least one alphanumeric character. |
| "Remarks" and "History Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks. | Remarks and History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- Users Search Criteria
- Users Search Results
- Users Details
- Users Update
- Users Delete
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2403_1

# Users Delete

## Overview

The Users Delete page enables you to permanently remove a user's account from the Web ELMS system.

## Navigation

Security > Users > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the Users Delete page. For more information on each field, select the appropriate hyperlink.

* User Id
* User Type Cd
* Sts Cd
* Last Name
* First Name
Middle Name
Phone Nbr
* Phone Nbr
Remarks
History Remarks
Gnr Authncatn Cd

* denotes a mandatory field

WAWF User Id
* Security Level
Expr Dt

DSN
Manager

# Procedures

**To delete a user:**

1. Review the user information to confirm the correct user has been selected to delete.
2. Enter a description of why the user is being removed from the system or other details concerning this transaction in the History Remarks field.
3. Select Delete to complete the delete process or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| "Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks. | History Remarks may only contain alphanumeric and supported characters. Field length is limited to 1024 characters. |
| Mandatory Entry: History Remarks. | You must enter History Remarks prior to selecting Delete. |

# Related Topics

- Users Search Criteria
- Users Search Results
- Users Details
- Users Add
- Users Update
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2403_4

# Users Details

## Overview

The Users Details page provides you with the detailed information for the selected user.

## Navigation

Security > Users > Search Criteria > Search Results > Details page

## Page Fields

The following fields display on the Users Details page. For more information on each field, select the appropriate hyperlink.

*User Id
WAWF User Id
*User Type Cd
*Security Level
*Sts Cd
Expr Dt
*Last Name
*First Name
Middle Name
Phone Nbr
DSN
*E-Mail Address
Manager
IA Training Completion Dt
IA Certificate Upload Dt
IA Certificate
Remarks
History Remarks
Gnr Authncatn Cd

* denotes a mandatory field

## Procedures

**To review user details:**

1. Review all fields displayed.
2. Select Cancel to return to the 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

- Users Search Criteria
- Users Search Results
- Users Add
- Users Update
- Users Delete
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2403_8

# Export a Users Report

## Overview

The Export a Users Report provides the ability to save the Transaction Status in different formats.

## Navigation

Security > Users > Search Criteria > Add page > Transaction Status > Report Export
‡ Additional navigation methods possible.

## 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. |

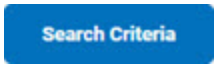
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the Users 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 **Users 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

- Users Search Criteria
- Users Search Results
- Users Details
- Users Add
- Users Update
- Users Delete
- Users Transaction Status

PageID Ref: WFSEN2403_11b

# Users Search Criteria

## Overview

The Users security process provides the tools to create and manage user accounts in the Web ELMS system. Here you can store and modify personal information about the user and control their security levels.

The Users Search Criteria page enables you to search the database for the user you wish to take action upon. The Search Criteria page also provides the launch point if you are seeking to add a new user.

Access to the Security menu is controlled by security privileges and must correspond to the approved DD 2875 submitted.

## Navigation

Security > Users > Search Criteria

## Page Fields

The following fields display on the Users Search Criteria page. For more information on each field, select the appropriate hyperlink.

User Id

## Procedures

### To search for a user id:

1. If you know the entire USER ID, you can enter that information in the USER ID field. If you do not know the exact USER ID, you may enter any portion of the User Id and add wildcard characters (%). Enter a wildcard character only and you will be returned all users.
2. Select Search to display the Search Results page or Reset to clear the page.

**To add a user id:**

1. Enter the new USER ID in the field provided.
2. Select Add to continue or 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 |
|---|---|
| No search results returned. | Broaden criteria for search. |
| Too many search results returned. | Narrow search criteria. |
| The system won't accept the USER ID you entered. | USER ID must be alphanumeric. |
| You don't have appropriate security access. | Contact your supervisor to make certain you were assigned the correct role. |
| Mandatory entry USER ID. | Enter a USER ID prior to selecting Search. |

# Related Topics

- Users Search Results
- Users Details
- Users Add
- Users Update
- Users Delete
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2401_5

# Users Search Results

## Overview

The Users Search Results page displays records that matched the criteria you entered 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

Security > Users > Search Criteria > Search Results

## Page Fields

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

**Search Criteria**
User Id

**Search Results**
Update
Delete
User Id
Last Name
First Name
E-Mail Address

# Procedures

## To view user details:

1. Locate the row that contains the USER ID you would like to view.
2. Select the USER ID hyperlink in that row or Cancel to return to the Search Criteria page.

## To add a new user:

1. Verify the USER ID is not listed.
2. Select Add to continue to the Add page or Cancel to return to the Search Criteria page.

## To update an existing user:

1. Locate the row that contains the USER ID to update.
2. Select the Update hyperlink in that row or Cancel to return to the Search Criteria page.

## To delete an existing user:

1. Locate the row that contains the USER ID to delete.
2. Select the Delete hyperlink in that row or Cancel to return to the 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

## Related Topics

- Users Search Criteria
- Users Details
- Users Add
- Users Update
- Users Delete
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2402_6

# Users Transaction Status

## Overview

The Users Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > Users > Search Criteria > Add page > Transaction Status
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the Users Transaction Status page.

### Transaction Status

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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- Users Search Criteria
- Users Search Results
- Users Details
- Users Add
- Users Update
- Users Delete
- Users Report Export

PageID Ref: WFSEN2403_11

# Users Update

## Overview

The Users Update page allows you to change information concerning the selected user. Once created, you cannot change the User Id value. To change the User Id, delete the user displayed and create a new user with the new identifier. Except for the User Type Code and the Security Level, all fields are available for change.

## Navigation

Security > Users > Search Criteria > Search Results > Update page

## Page Fields

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

*User Id
WAWF User Id
*User Type Cd
*Security Level
*Sts Cd
Expr Dt
*Last Name
*First Name
Middle Name
Phone Nbr
DSN
*E-Mail Address
Manager
IA Training Completion Dt
IA Certificate Upload Dt
IA Certificate
Remarks
History Remarks
Gnr Authncatn Cd

(*) Asterisk denotes a mandatory field

# Procedures

**To update a user's record:**

1. USER ID is display only.
2. WAWF USER ID is an optional field that allows you to enter a minimum of 8 and maximum of 30 alpha numeric characters with allow special characters "_" and "#".
3. Select the USER TYPE CD from the drop-down list. Your options are:

- **Standard User**
- **Security Officer**
- **Application Admin**
- **ELMS AGENCY COORD**
- **ELMS ADMIN CONSOLE**

4. Select the Security Level from the drop-down list. Your options are

- **Not Security Officer**
- **APPLIC SECURITY OFF**
- **SITE SECURITY OFF**
- **ACTBL UIC SEC OFF**

5. Select the STS CD from the drop-down list. Your options are:

- **Active**
- **Inactive**

6. EXPR DT is an optional field. Enter the date in MM/DD/YYYY format or use  .

**Helpful Tip**



Enter the user's required contact information. It is recommended that you complete as much of the contact information as possible to make it easier to locate the user if the need arises.

7. Last Name is a mandatory field and allows alpha characters and dashes "-".
8. First Name is a mandatory field and allows alpha characters and dashes "-".
9. Middle Name is an optional field and allows alpha characters and dashes "-".
10. PHONE NBR and DSN are optional fields. The format for both fields are alphanumeric characters with a minimum of 7 numeric positions. Will allow "-", ".", "+", "()" and "x" to identify extension.
11. Enter an E-mail Address with the proper structure. The format is alphanumeric characters with a length up to 80 characters.
12. Select the Manager "checkbox" if the user should not be included in the UICs with Assets with no Owner agency pre-defined inquiry.

13. IA TRAINING COMPLETION DT is an optional field. Enter the date in MM/DD/YYYY format or use  .
14. IA CERTIFICATE UPLOAD DT is an optional field. Enter the date in MM/DD/YYYY format or use  .
15. The IA CERTIFICATE allows you to upload the user's Information Assurance Awareness certificate in Graphical Interchange Format(.gif) or Joint Photographic Experts Group(.jpeg) file formats.
16. Enter Remarks or History Remarks to provide additional information. You can enter up to 1024 characters. When entered, the valid characters are alphabetic A through Z, numeric 0 through 9, and special characters "$", "-", "/", "#", "&", "," (comma), "." (period) and " " (space).
17. GNR AUTHNCATN CD is an optional check box. When Checked ELMS generates and emails a new authentication code to the user's E-Mail Address.

**Note**



The Generate Authentication Code (GNR AUTHNCATN CD) checkbox requires the following components. Each user must associate their Client Certificate, stored on their Common Access Card (CAC), with their ELMS user account. If a new CAC is issued that causes a change in the client certificate information (lost or stolen card or change of name information) you will need to use this option to allow the user to re-associate their certificate information with the account. A system-generated email containing the authentication code will be sent to the user.

18. Select Update to complete the process or Cancel to return to the 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. Use ⊞ Instructions located at the top left of the page for additional assistance.

| Error | Solution |
|---|---|
| Mandatory Entry. | (*) Asterisk denotes a mandatory field. |
| Entry must be alphanumeric. | The USER ID must be alphanumeric. |
| Entry must contain letter in first position. | The name fields must have a letter as the first char- |

| | |
|---|---|
| Letters, dashes and spaces are allowed. | acter. |
| IA TRAINING COMPLETION DT cannot be more than 364 days in the past | Information Assurance Awareness Completion Certificate cannot be over a year old. |
| IA TRAINING COMPLETION DT cannot be greater than current date. | Enter the correct date in MM/DD/YYYY Format. |
| Email Address structure is incorrect. | The e-mail address must contain minimum of: an alphanumeric character before an @ symbol then at least one character followed by a period followed by at least one alphanumeric character. |
| You are unable to change the USER TYPE CD. | The USER TYPE CD cannot be changed unless you delete the user's account. Create a new account and select the user type code and security level. |
| "Remarks" and "History Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks. | Remarks and History Remarks may be a maximum of 1024 characters with support special characters. |

## Related Topics

- Users Search Criteria
- Users Search Results
- Users Details
- Users Add
- Users Delete
- Users Transaction Status
- Users Report Export

PageID Ref: WFSEN2403_9

# User Supply Room Add

## Overview

The User Supply Room Add page enables you to establish a new supply store association entry for a specific user account.

## Navigation

Security > User Supply > Search Criteria > Add page

## Page Fields

The following fields display on the User Supply Room Add page. For more information on each field, select the appropriate hyperlink.

User Id
Update
Report
Inquiry
History Remarks
Select
Role Name
Role Desc
Role Type

Supply Room

## Procedures

**To add a supply room entry for a user:**

1. Select the level to which the user's Update capabilities will extend from the drop-down list.

**Note**

Update, Report and Inquiry capability levels can be set to limit the user's access to the Supply Store data. They can be set to allow visibility over the entire Agency down to only being able to work with items in a specific Supply Room. Each of the three capabilities can be set independent of each other.

2. Choose the level to which the user's Report capabilities will extend from the drop-down list.
3. Select the level to which the user's Inquiry capabilities will extend from the drop-down list.
4. Enter History Remarks to document the reason for the transaction.
5. Using the Select checkboxes, select the roles this user should be granted to carry out their responsibilities in the supply store.
6. Select Add to update the user's supply store access or Cancel to return to the 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

## Related Topics

- User Supply Room Search Criteria
- User Supply Room Search Results
- User Supply Room Update
- User Supply Room Delete
- User Supply Room Transaction Status
- User Supply Room Report Export

PageID Ref: WFSEN2303_1

# User Supply Room Delete

## Overview

The User Supply Room Delete page enables you to permanently remove user supply store association data from Web ELMS.

## Navigation

Security > User Supply > Search Criteria > Search Results > Delete page

## Page Fields

The following fields display on the User Supply Room Delete page. For more information on each field, select the appropriate hyperlink.

User Id
Update
Report
Inquiry
History Remarks
Select
Role Name
Role Desc
Role Type

Supply Room

## Procedures

**To delete the Supply Store association data for a user:**

1. Review the information to make certain this is the user/supply store combination to delete.
2. Select Delete to complete the delete process or Cancel to return to the 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

- User Supply Room Search Criteria
- User Supply Room Search Results
- User Supply Room Add
- User Supply Room Update
- User Supply Room Transaction Status
- User Supply Room Report Export

PageID Ref: WFSEN2303_4

# User Supply Room Report Export

## Overview

This page provides you with the report of your transaction. From this page, you can export the report.

## Navigation

Security > User Supply > Search Criteria > Add page > Transaction Status > Report Export
‡ Additional navigation methods possible.

## 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. |

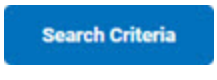
# Procedures

**ELMS Navigation Helpful Tips**



Click the following link to display PA Navigation Tips.

## Export the User Supply Room 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 **User Supply Room 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

- User Supply Room Search Criteria
- User Supply Room Search Results
- User Supply Room Add
- User Supply Room Update
- User Supply Room Delete
- User Supply Room Transaction Status

PageID Ref: WFSEN2303_11b

# User Supply Room Search Criteria

## Overview

The User Supply Room security process provides the tools to add, update or delete user access to supply stores in the Web ELMS system.

The User Supply Room Search Criteria page enables you to search the database for the user you wish to update/delete. The Search Criteria page also provides the launch point if you are seeking to add a new supply store authorization.

Access to the Security menu is controlled by security privileges and must correspond to the approved DD 2875 submitted.

## Navigation

Security > User Supply > Search Criteria

## Page Fields

The following fields display on the User Supply Room Search Criteria page. For more information on each field, select the appropriate hyperlink.

*User Id
Agency
Store
Supply Room

* denotes a mandatory field

## Procedures

### To search for supply room associations to a USER ID:

1. If you know the entire USER ID, you can enter that information in the USER ID field. If you do not know the exact USER ID, you may browse for it using .

2. You may optionally select an Agency from the drop-down list provided.
3. Select Search to begin the search or Reset to clear the page.

**To add a supply room entry for a USER ID:**

1. You may enter the USER ID value in the field provided if you already know the USER ID. If you do not know the exact USER ID, you may browse for it using .
2. Select Add to continue the add process or 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 |
|---|---|
| No search results returned. | Broaden criteria for search. |
| Too many search results returned. | Narrow search criteria. |
| Not a Valid User, record not found on User table. | The USER ID entered was not found in Web ELMS. Use to locate the User Id. |
| No record(s) match search criteria. | No records match the combination of search criteria entered. |
| Agency, Store, Supply Room are mandatory for this user. | You must select a Agency, Store and Supply Room when adding a supply room. |

# Related Topics

- User Supply Room Search Results
- User Supply Room Add
- User Supply Room Update
- User Supply Room Delete
- User Supply Room Transaction Status
- User Supply Room Report Export

PageID Ref: WFSEN2301_5

# User Supply Room Search Results

## Overview

The User Supply Room Search Results page displays records that matched the criteria you entered on the Search Criteria page. By default, the results are displayed in ascending order by USER ID.

**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

Security > User Supply > Search Criteria > Search Results

## Page Fields

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

**Search Criteria**
User Id

**Search Results**
Update
Delete
User Id
User Name
Supply Room Name
Store Name
Agency Name
Update Access
Inquiry Access
Report Access

# Procedures

**To update an existing supply store entry for the user:**

1. Locate the row that contains the USER ID and supply store data to update.
2. Select the Update hyperlink in that row to continue to the Update page or Cancel to return to the Search Criteria page.

**To delete an existing supply store entry for the user:**

1. Locate the row that contains the USER ID and supply store data to delete.
2. Select the Delete hyperlink in that row to continue to the Delete page or Cancel to return to the 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

# Related Topics

- User Supply Room Search Criteria
- User Supply Room Add
- User Supply Room Update
- User Supply Room Delete
- User Supply Room Transaction Status
- User Supply Room Report Export

PageID Ref: WFSEN2302_6

# User Supply Room Transaction Status

## Overview

The User Supply Room Transaction Status page displays information concerning the transaction just completed.

## Navigation

Security > User Supply > Search Criteria > Add page > Transaction Status
‡ Additional navigation methods possible.

## Page Fields

The following fields display on the User Supply Room Transaction Status page.

### Transaction Status

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** | Contact the ELMS Call Center. |

| | |
|---|---|
| **encountered, contact ELMS CALL CENTER for assistance.** | |

## Related Topics

- User Supply Room Search Criteria
- User Supply Room Search Results
- User Supply Room Add
- User Supply Room Update
- User Supply Room Delete
- User Supply Room Report Export

PageID Ref: WFSEN2303_11

# User Supply Room Update

## Overview

The User Supply Room Update page allows you to change the access levels and supply store roles assigned to a selected user/supply store combination.

## Navigation

Security > User Supply > Search Criteria > Search Results > Update page

## Page Fields

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

User Id
Update
Report
Inquiry
History Remarks
Select
Role Name
Role Desc
Role Type

Supply Room

## Procedures

**To update a user's supply room association record:**

1. You may modify the level to which the user's Update capabilities will extend from the drop-down list.

**Note**

Update, Report and Inquiry capability levels can be set to limit the user's access to the Supply Store data. They can be set to allow visibility over the entire Agency down to only being able to work

with items in a specific Supply Room. Each of the three capabilities can be set independent of each other.

2. If required, modify the level to which the user's Report capabilities will extend from the drop-down list.
3. If necessary, modify the level to which the user's Inquiry capabilities will extend from the drop-down list.
4. Enter "History Remarks" to document the reason for the transaction.
5. Using the Select checkboxes, modify the roles this user should be granted to carry out their responsibilities in the supply store.
6. Select Update to update the user's supply store access or Cancel to return to the 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 |
|---|---|
| **No Common Errors have been identified for this page.** | |

## Related Topics

- User Supply Room Search Criteria
- User Supply Room Search Results
- User Supply Room Add
- User Supply Room Delete
- User Supply Room Transaction Status
- User Supply Room Report Export

PageID Ref: WFSEN2303_9

# 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 Grid

Attachment Browse
Description

## Procedures

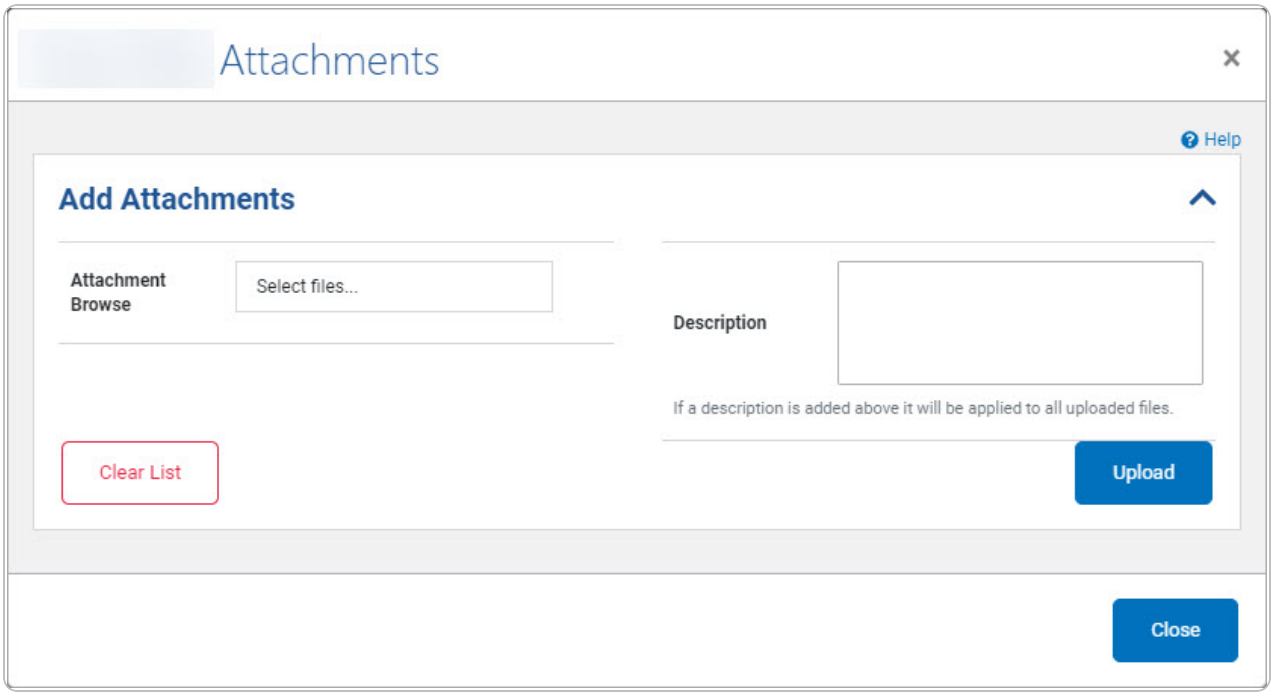
**ELMS Navigation Helpful Tips**

Click the following link to display ELMS Navigation Tips.

# Attach a Document to a Record

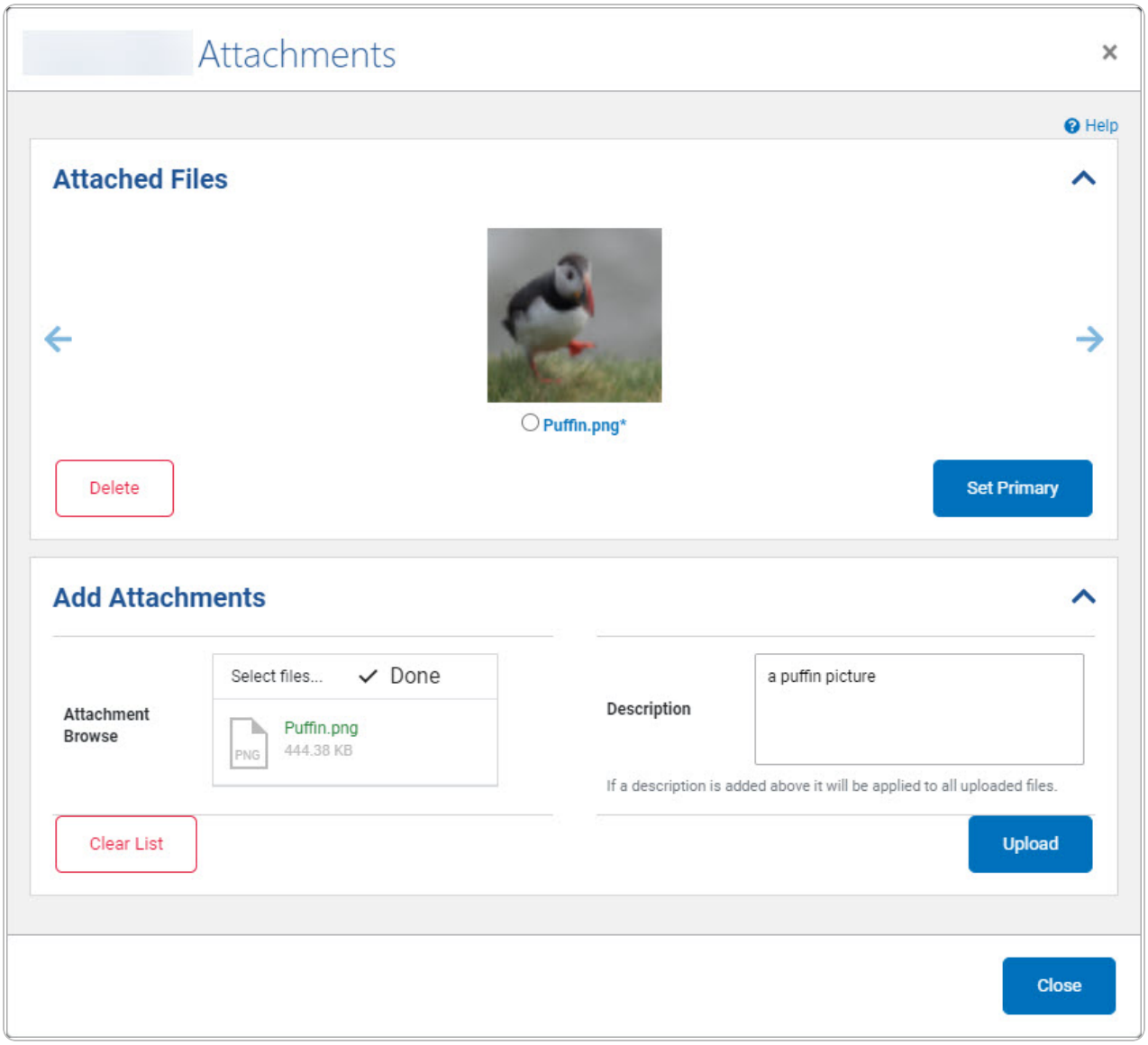
*Selecting* Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 256 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

ELMS Modules > *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

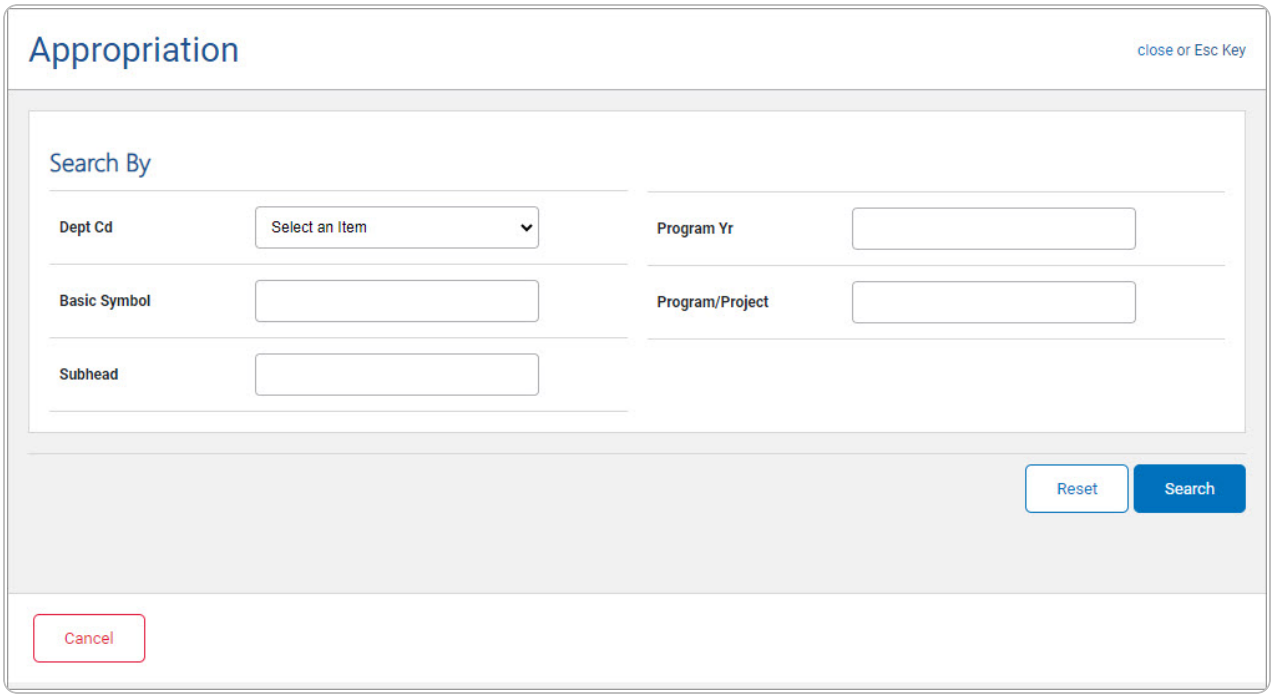
**ELMS Navigation Helpful Tips**

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

ELMS Modules > *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

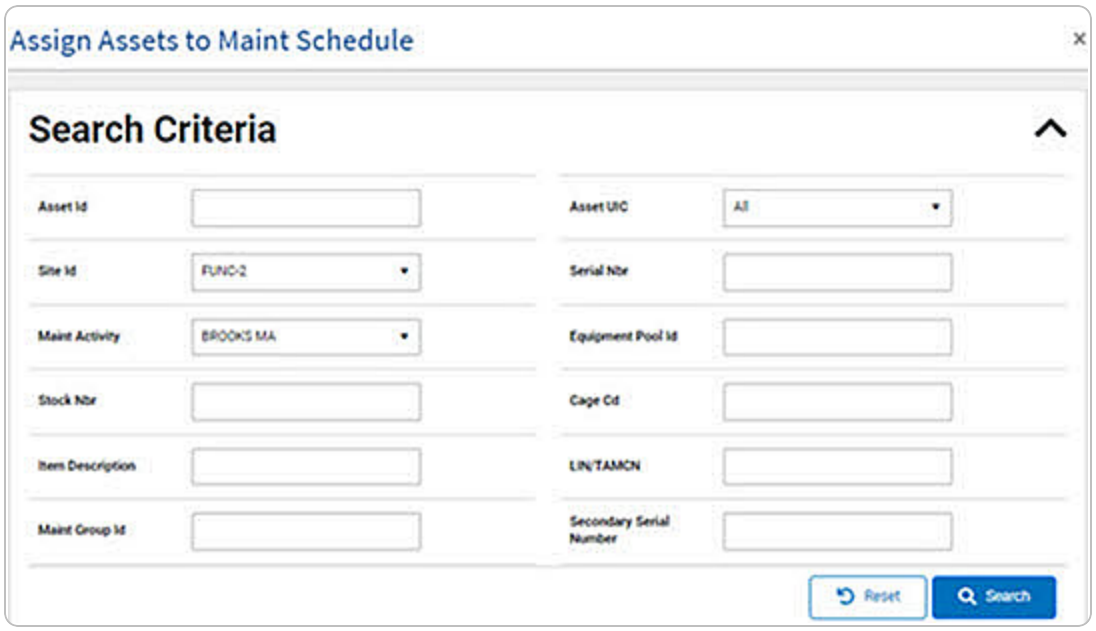
**ELMS Navigation Helpful Tips**

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*.

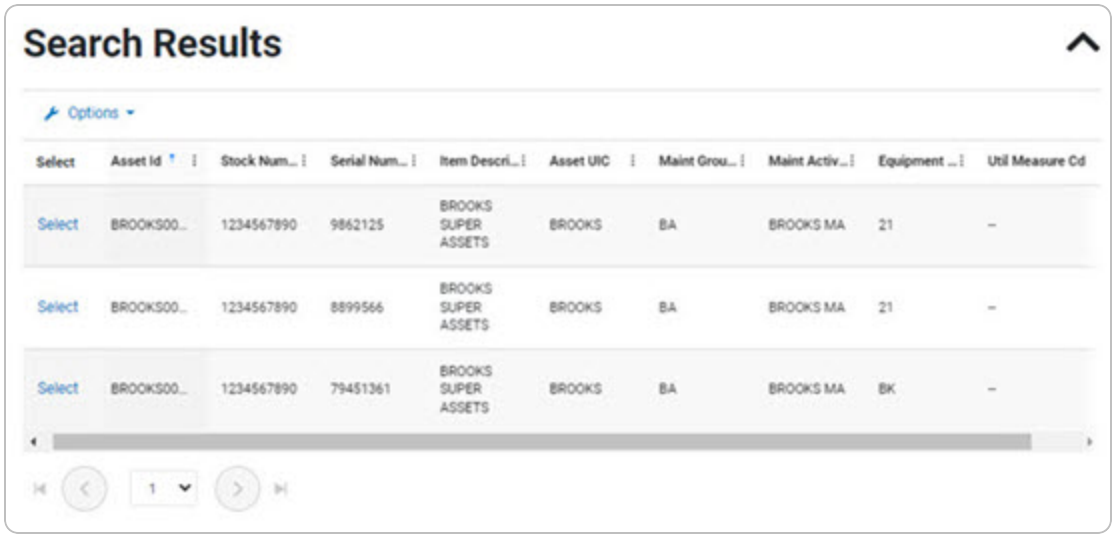



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- 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

ELMS Modules > *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**

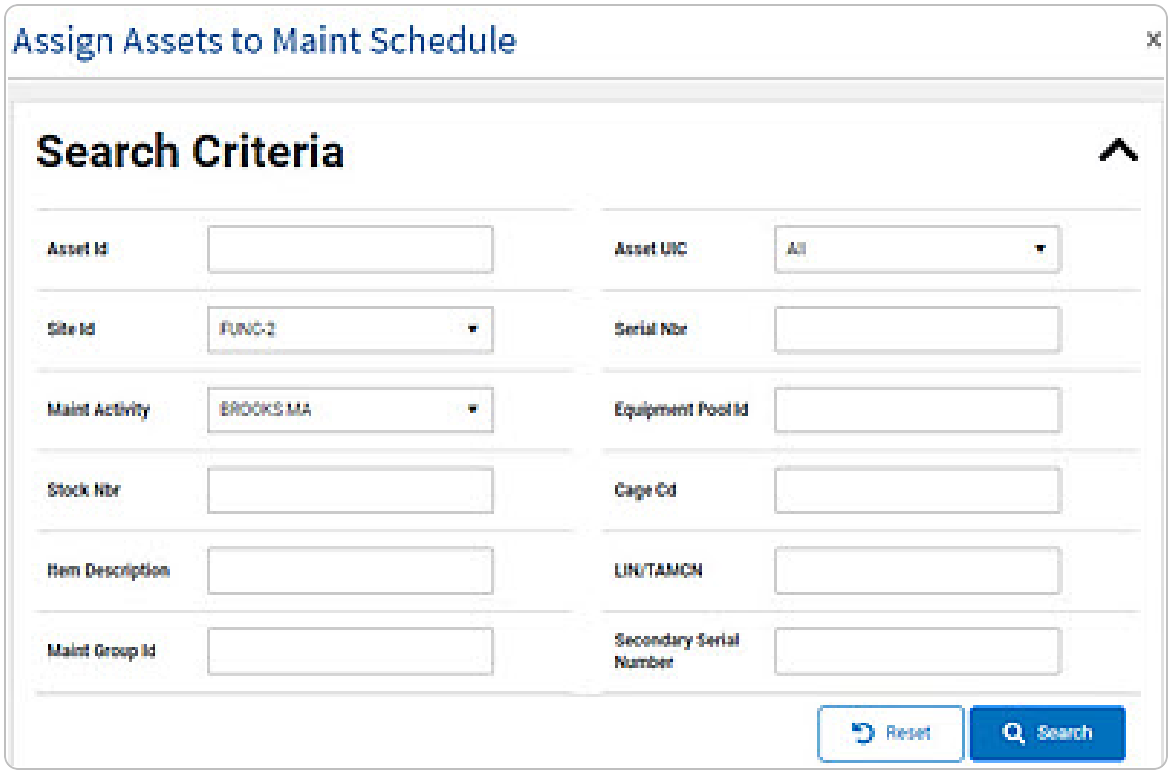
Click the following link to display ELMS Navigation Tips.

## 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.*

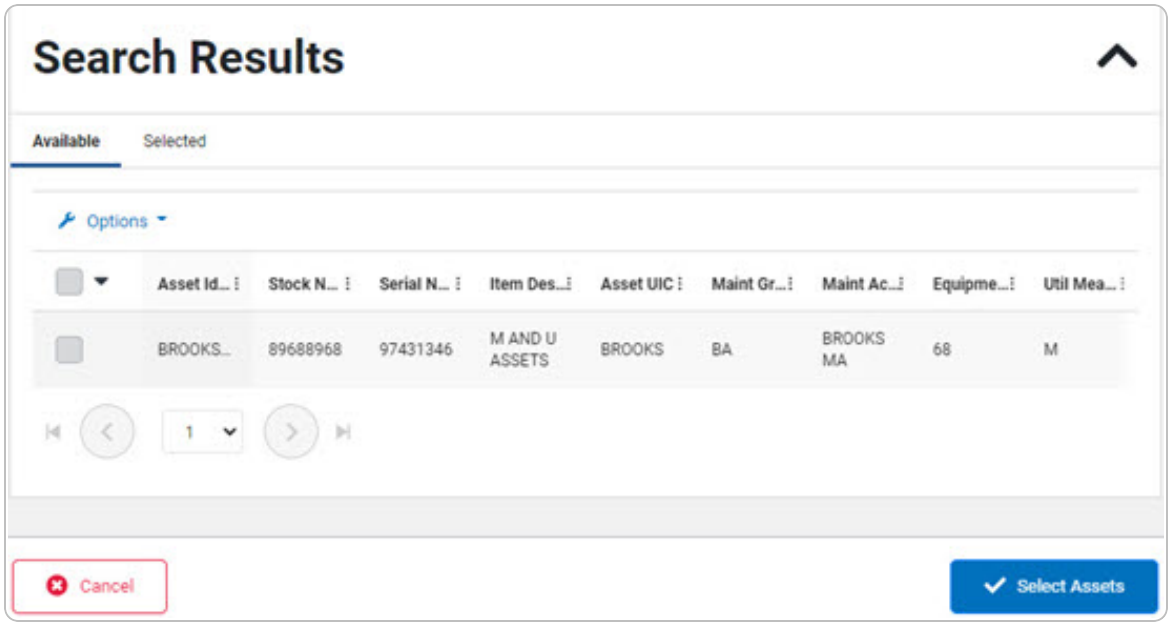
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*




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.*

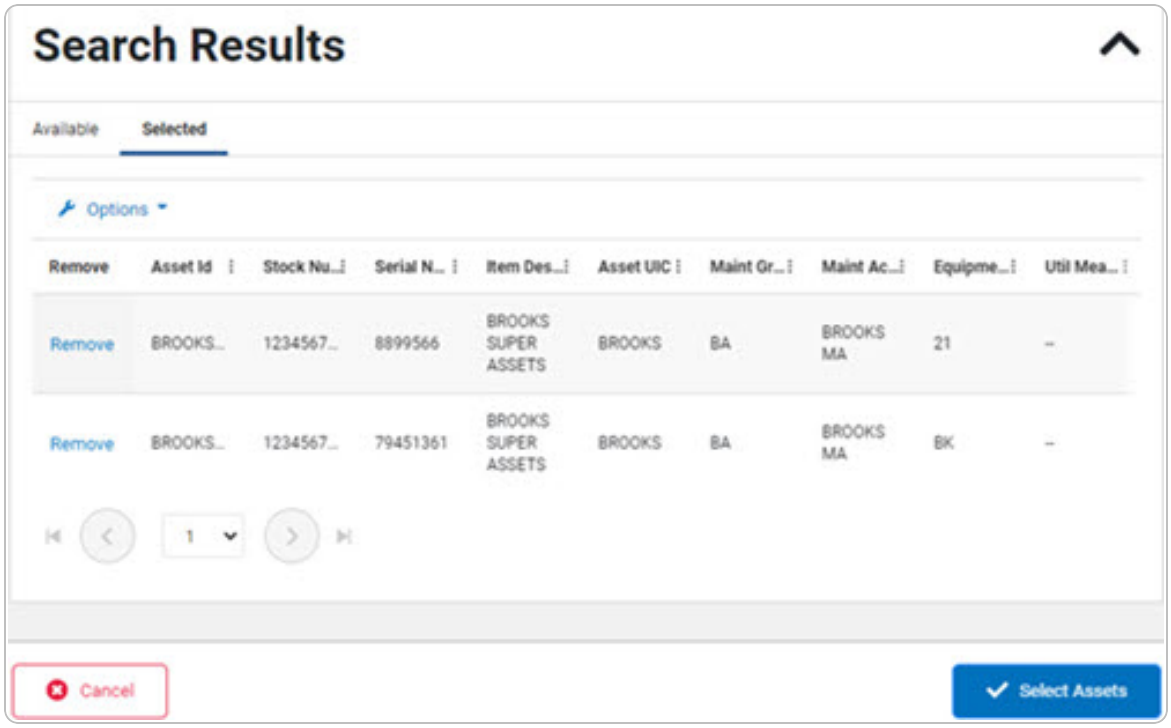



4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   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

ELMS Modules > *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**

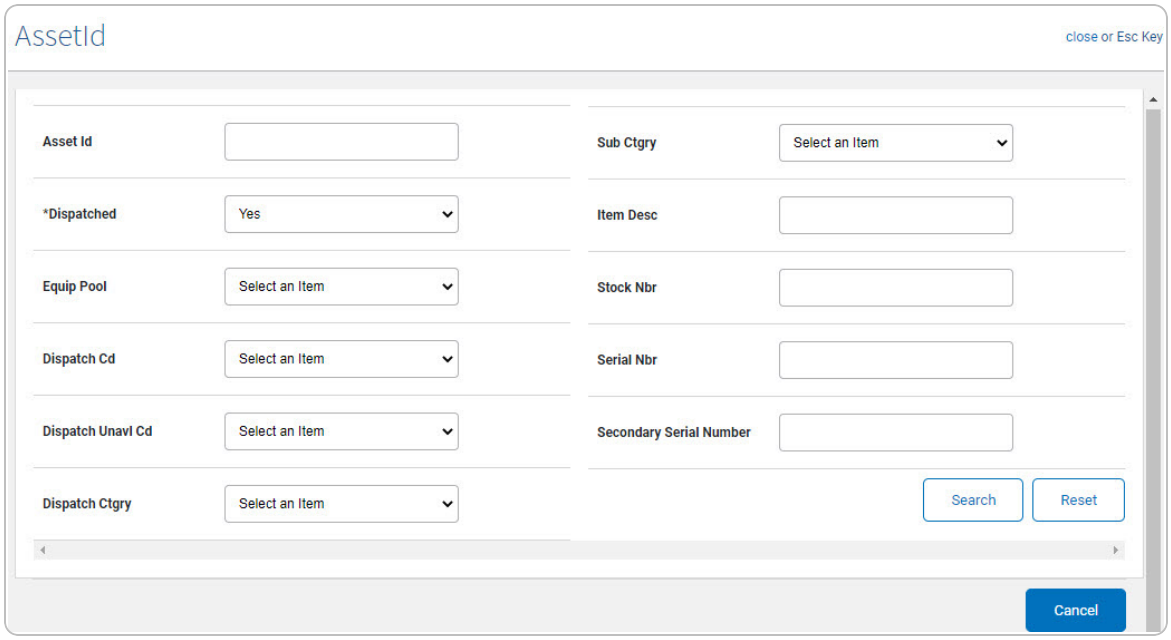
Click the following link to display ELMS Navigation Tips.

## 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*.

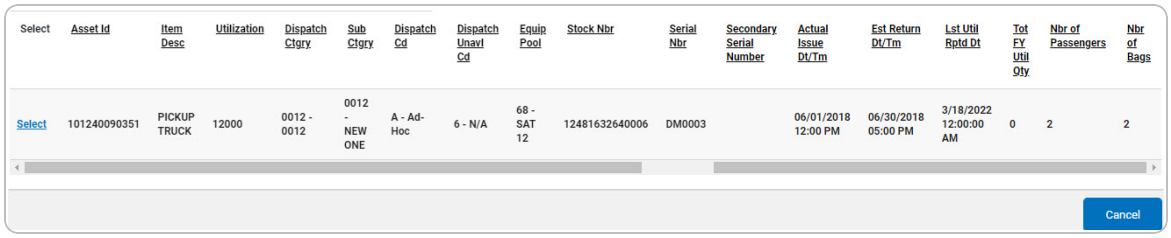



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- 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

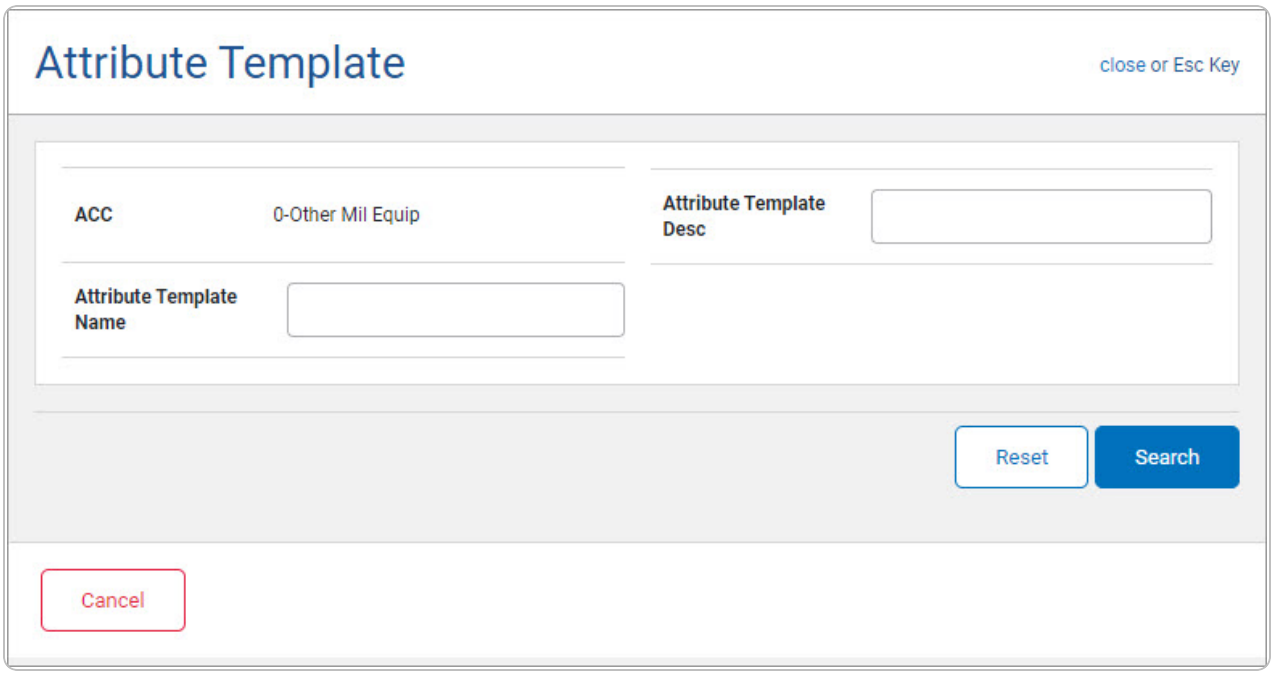
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Browse for an Attribute Template

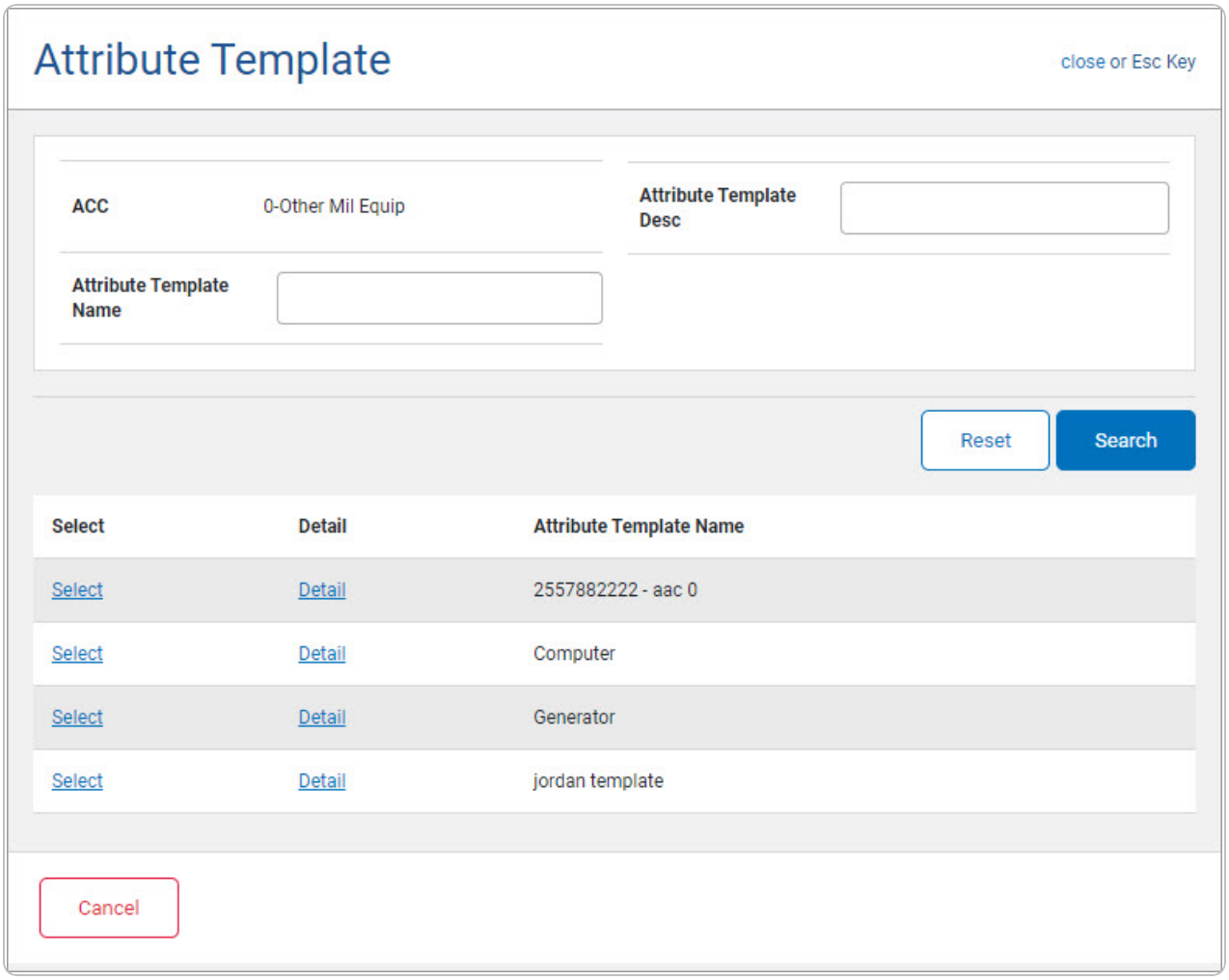
*Selecting* Reset *at any point of this procedure returns all fields to the default setting.*

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:.

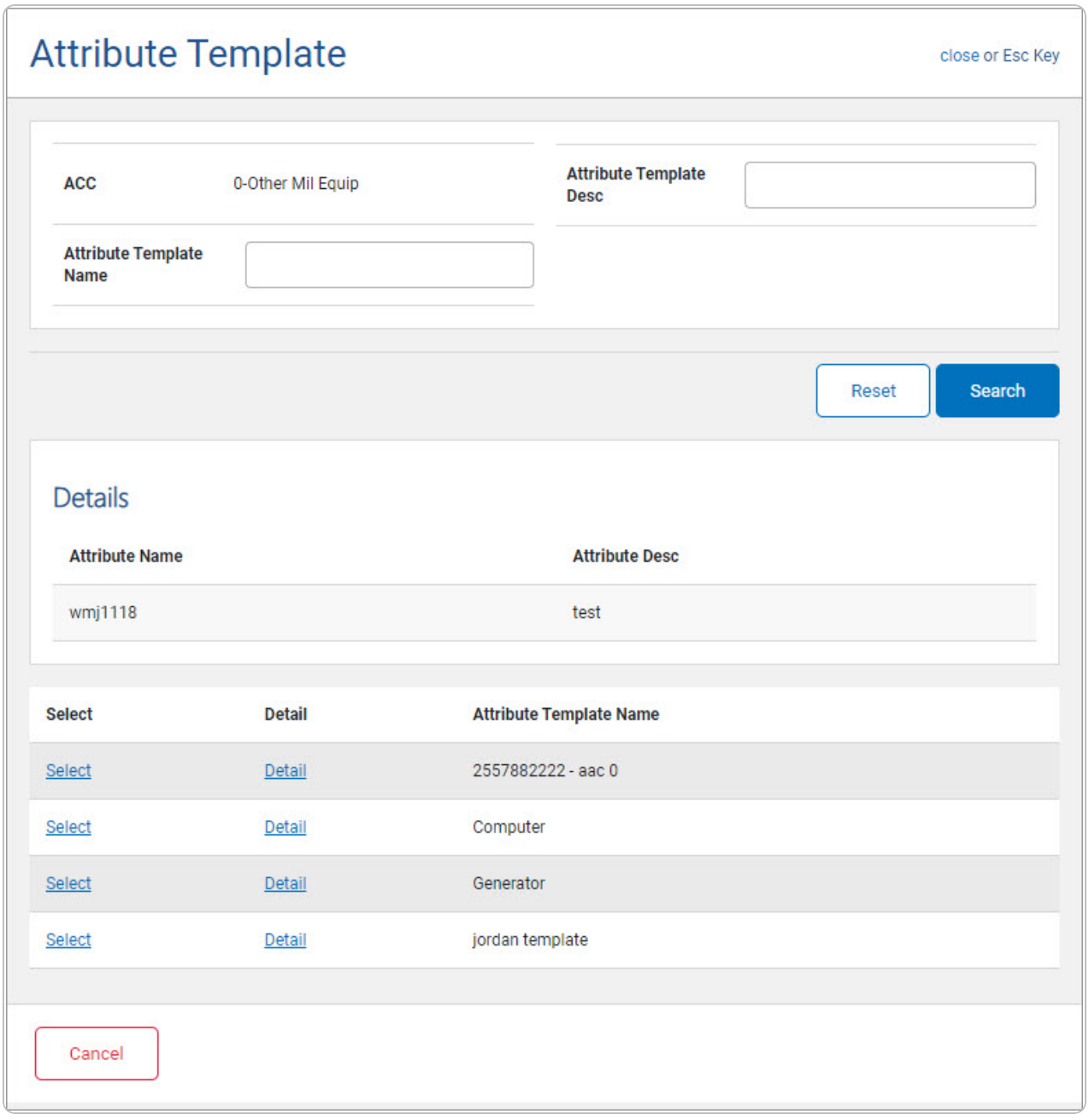



- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

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 Grid

Authorization Type
Authorization Id
Platform
Stock Number
UTC
Authorization Status

### Authorization Results Grid

Select
Authorization Id
Authorization Desc
Platform

# Procedures

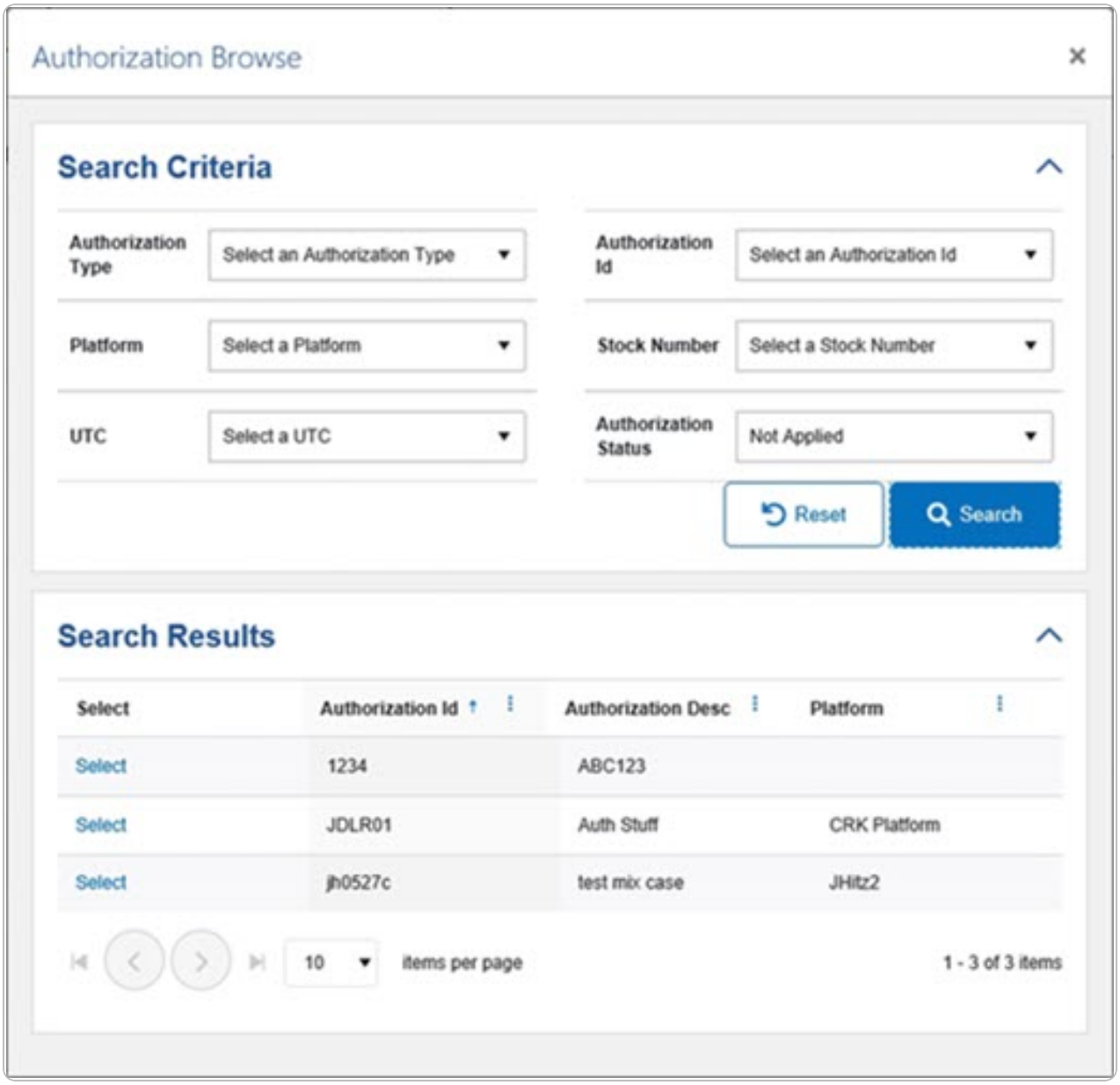
**ELMS Navigation Helpful Tips**

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

ELMS Modules > *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**

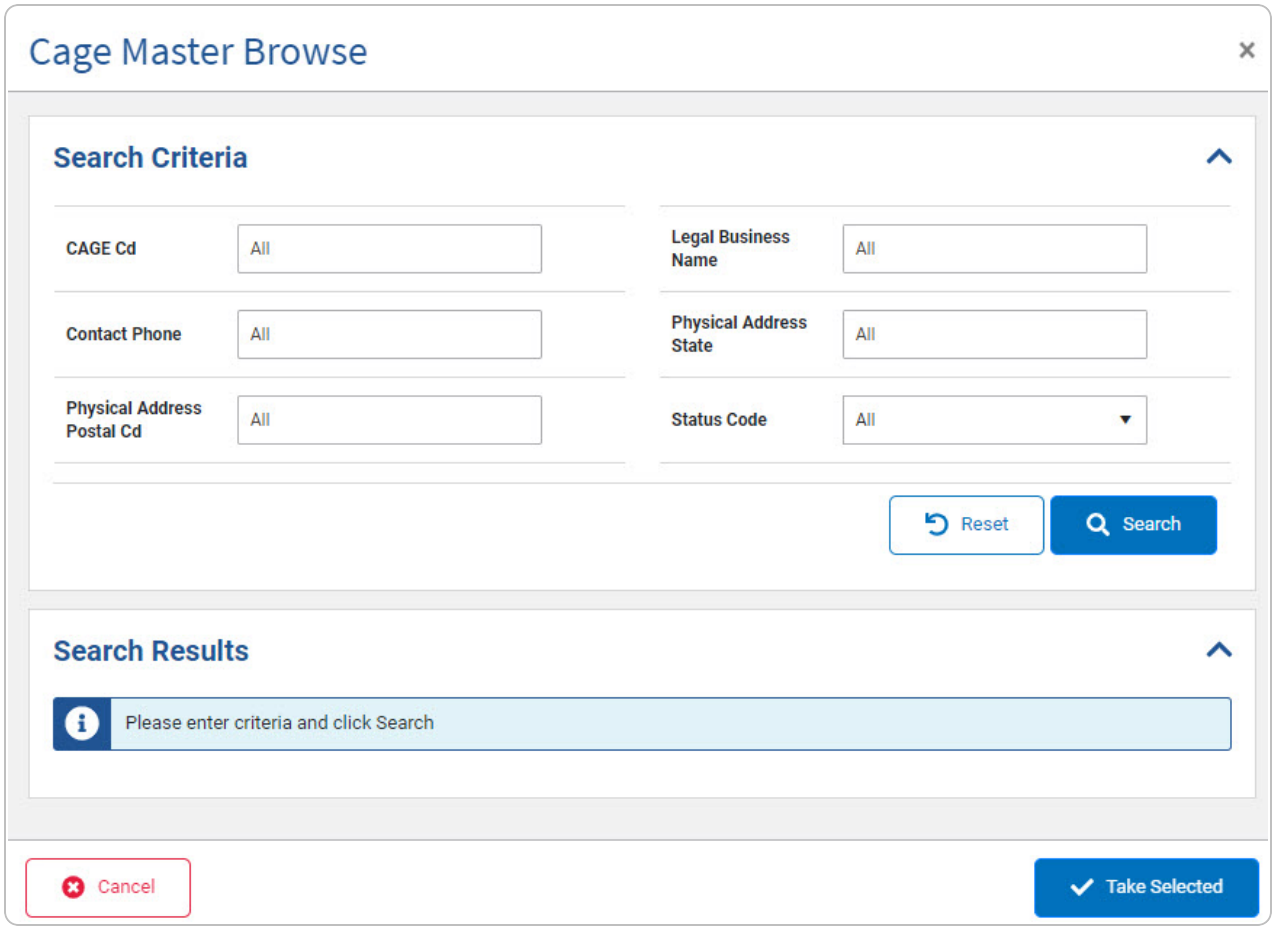
Click the following link to display ELMS Navigation Tips.

## 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.*

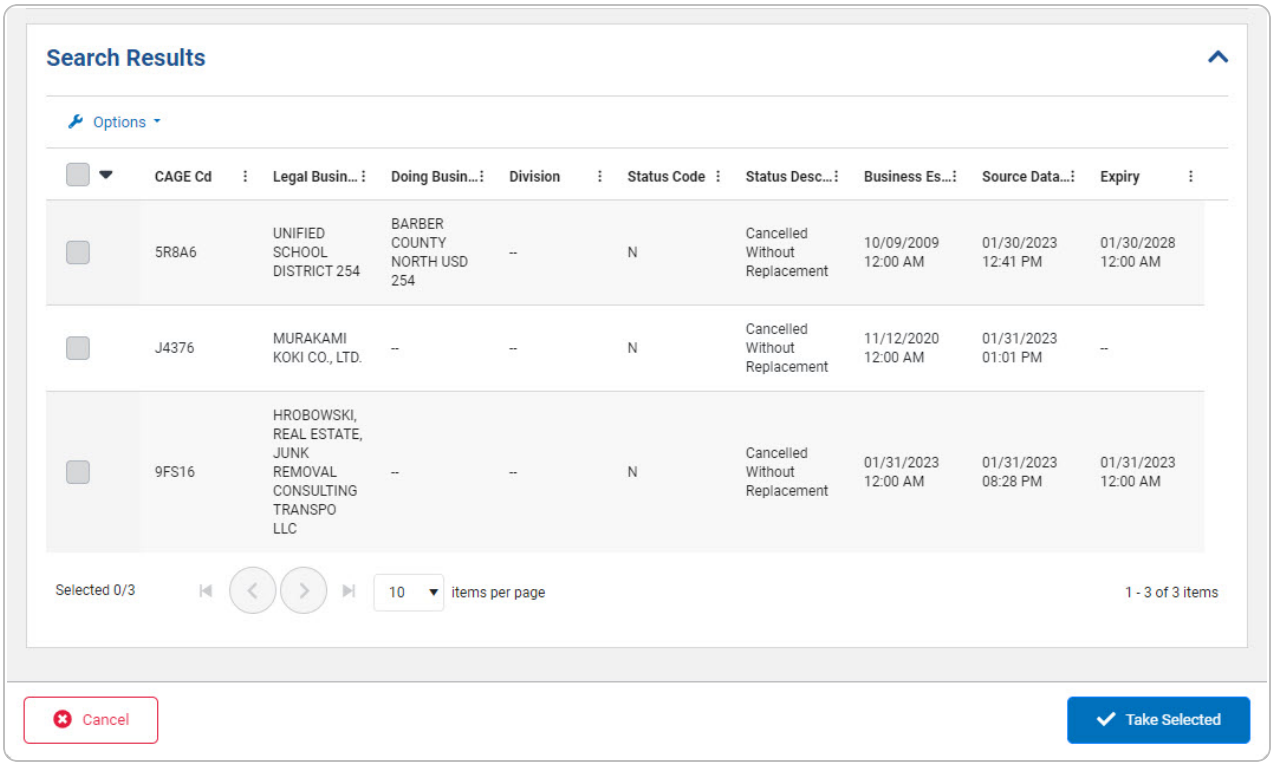
1. Use  to browse for the CAGE CD entry. *The* ***CAGE Master Browse*** *pop-up window displays.*




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**

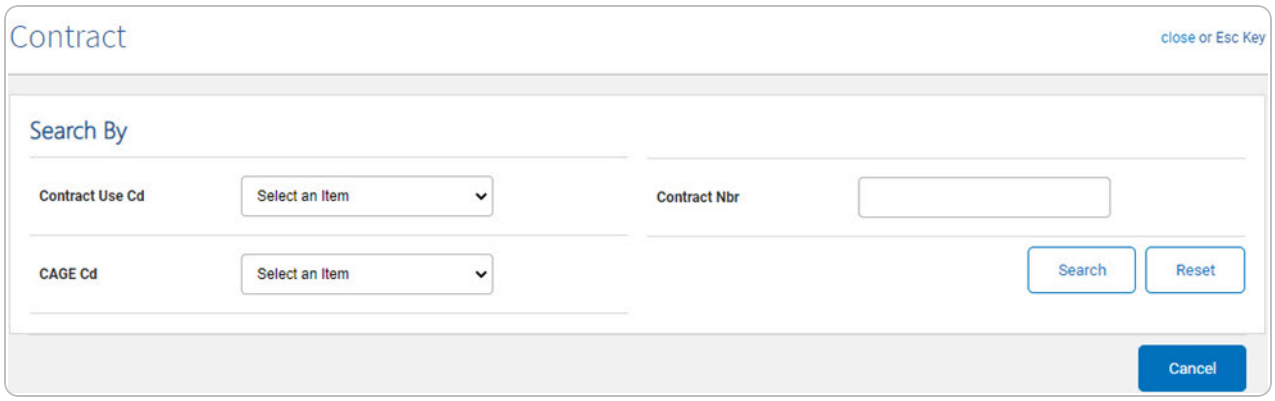
Click the following link to display ELMS Navigation Tips.

## Browse for a Contract Number

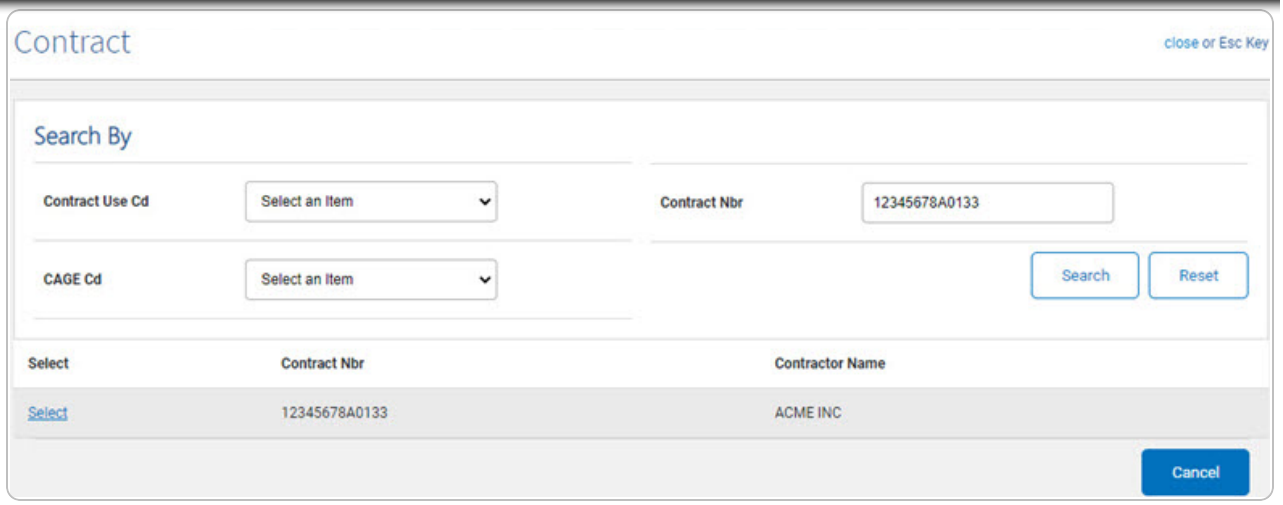
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

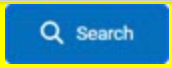
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

ELMS Modules > *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**

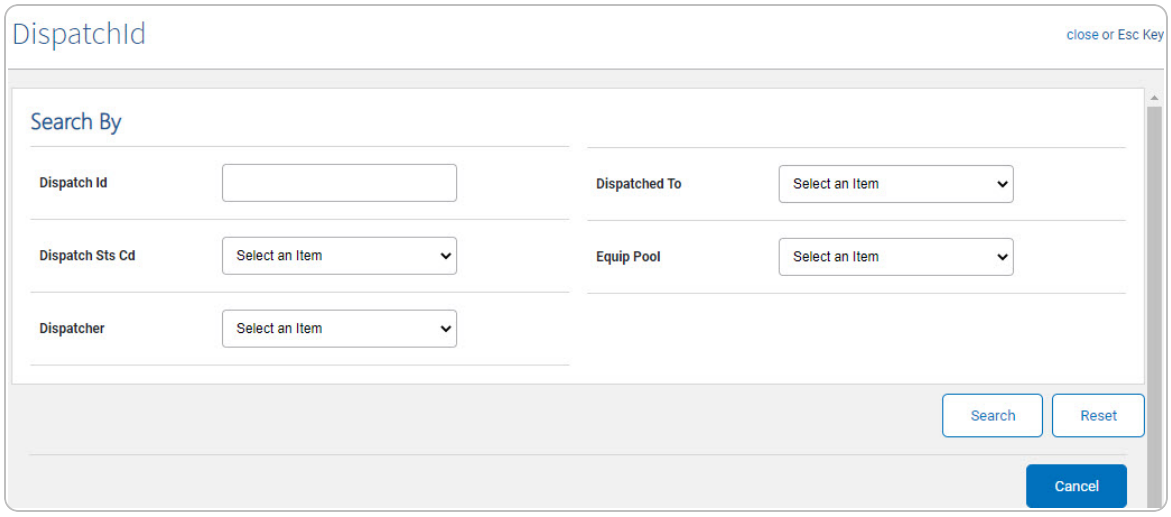
Click the following link to display ELMS Navigation Tips.

## 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.*

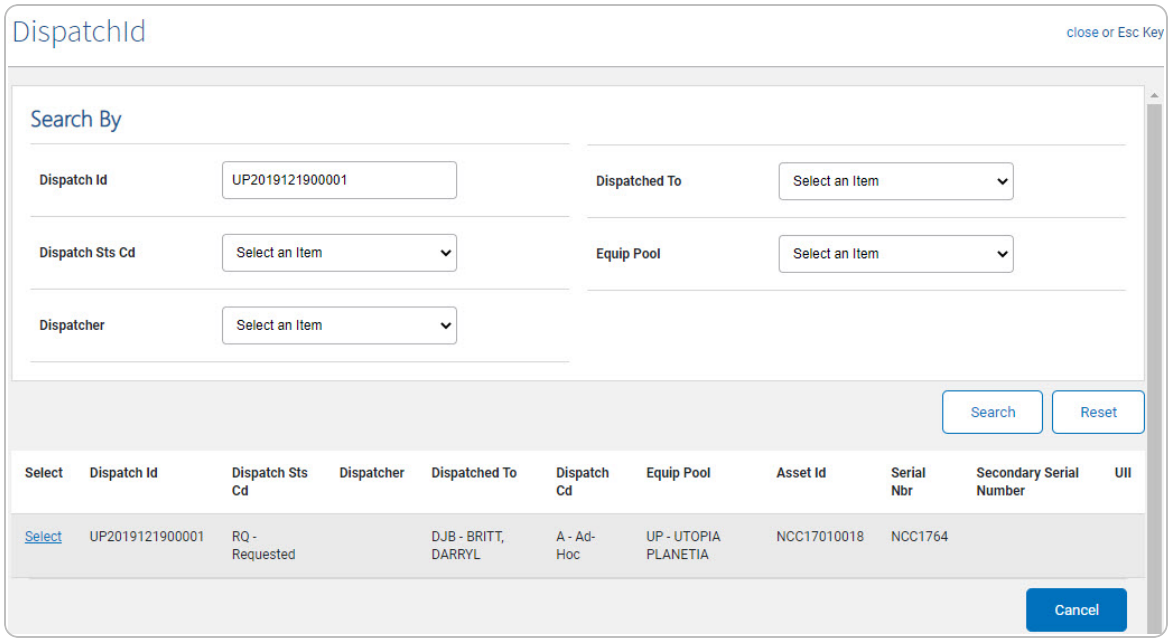
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears.*




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 Grid

Equipment Class Cd

### ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc

## Procedures

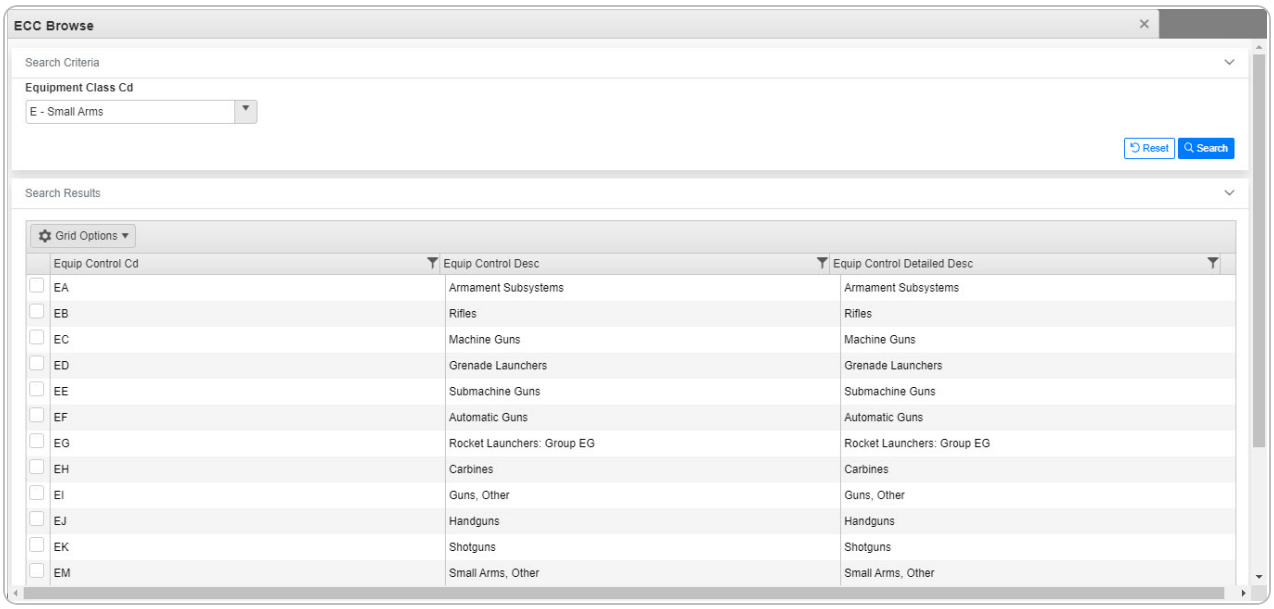
**ELMS Navigation Helpful Tips**

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

### Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

# Procedures

**ELMS Navigation Helpful Tips**

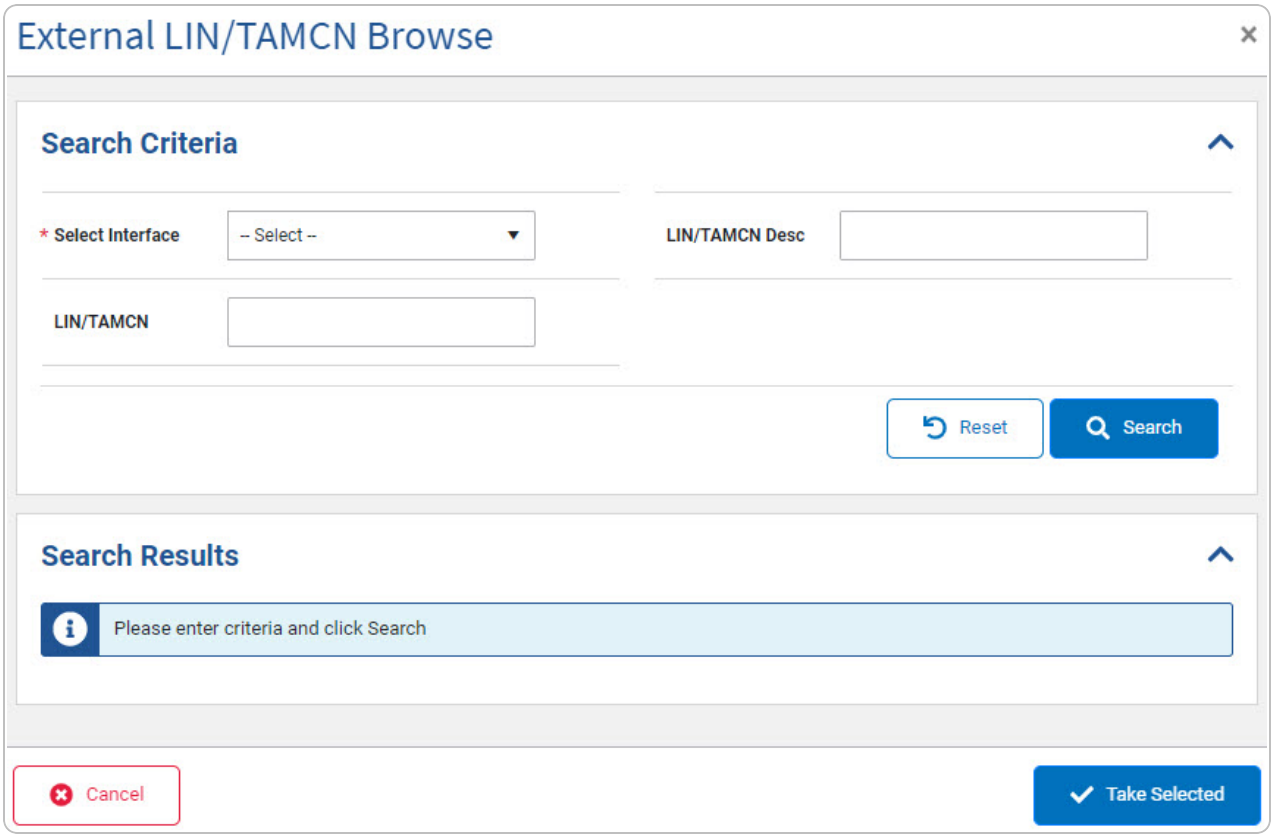
Click the following link to display ELMS Navigation Tips.

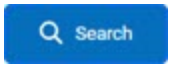
## Browse for a LIN/TAMCN

*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 256 alphanumeric character field.*
3. Select 

. *The results display in the Search Results Grid below.*
4. Click  to select the LIN/TAMCN. *This highlights the desired row.*
5. Click 

. *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

ELMS Modules > *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**

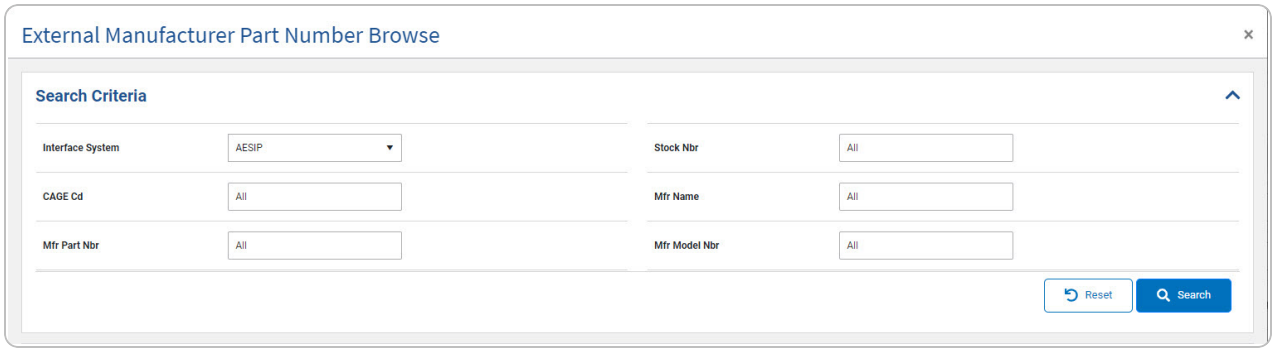
Click the following link to display ELMS Navigation Tips.

## 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.*

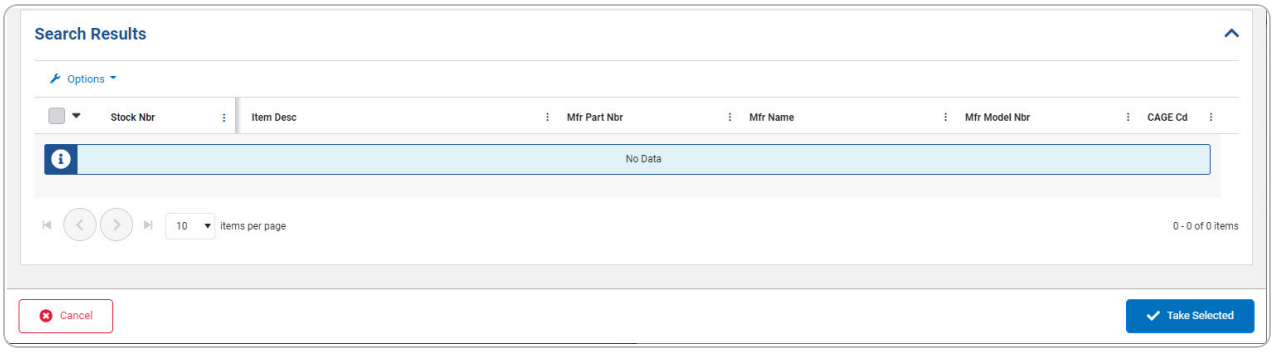
1. Select . *The **External Manufacturer Part Number Browse** pop-up window appears*.




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

ELMS Modules > *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**

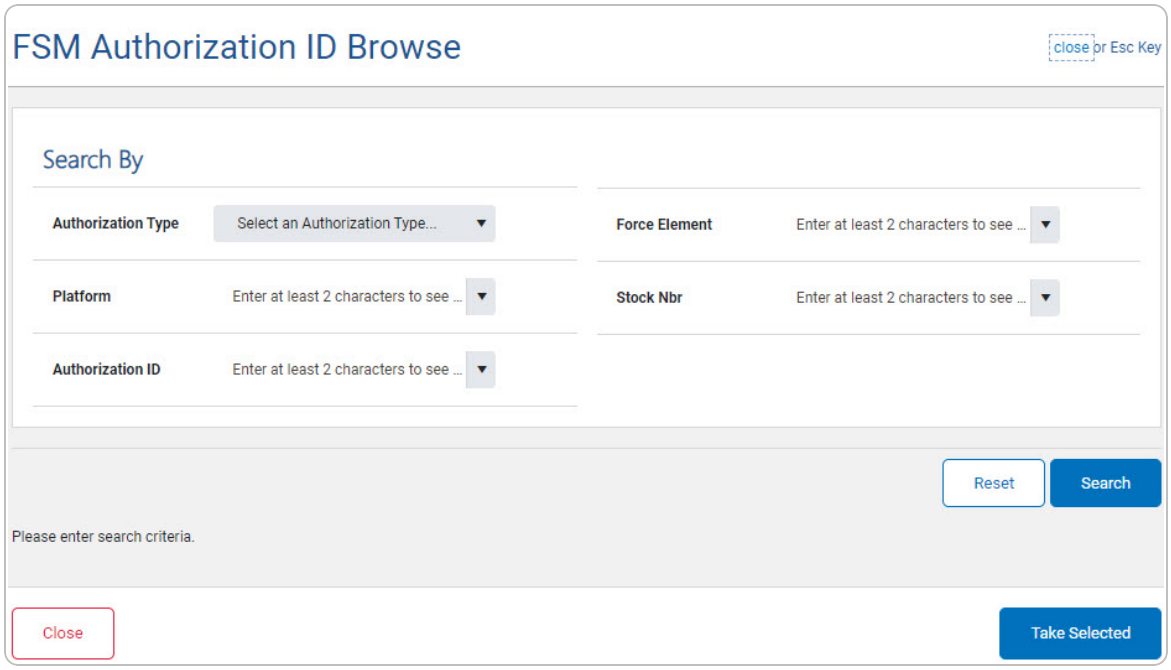
Click the following link to display ELMS Navigation Tips.

## 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**

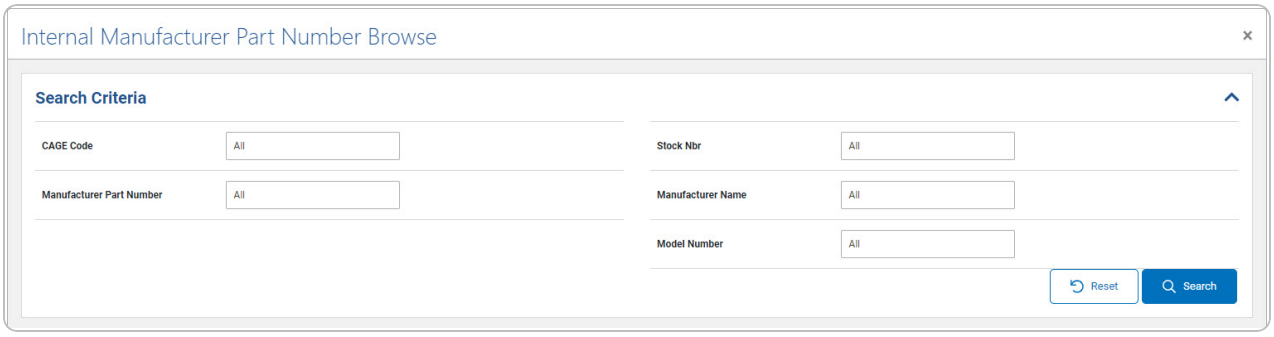
Click the following link to display ELMS Navigation Tips.

## 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.*

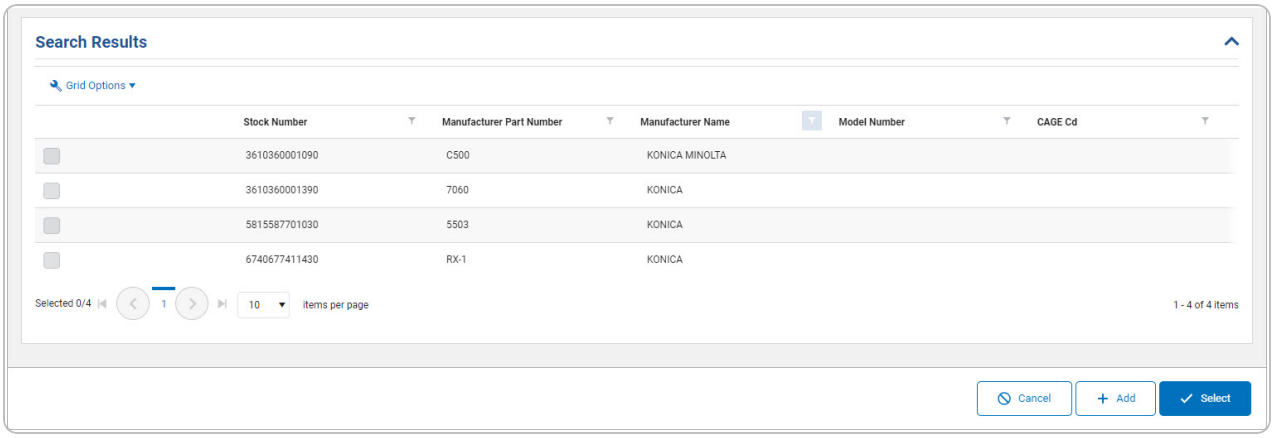
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 **Pending Catalog Transactions Manufacturer Part Number 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

**PA**

- Pending Catalog Transactions

# Browse for Internal Stock Number

## Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

## Navigation

ELMS Modules > *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**

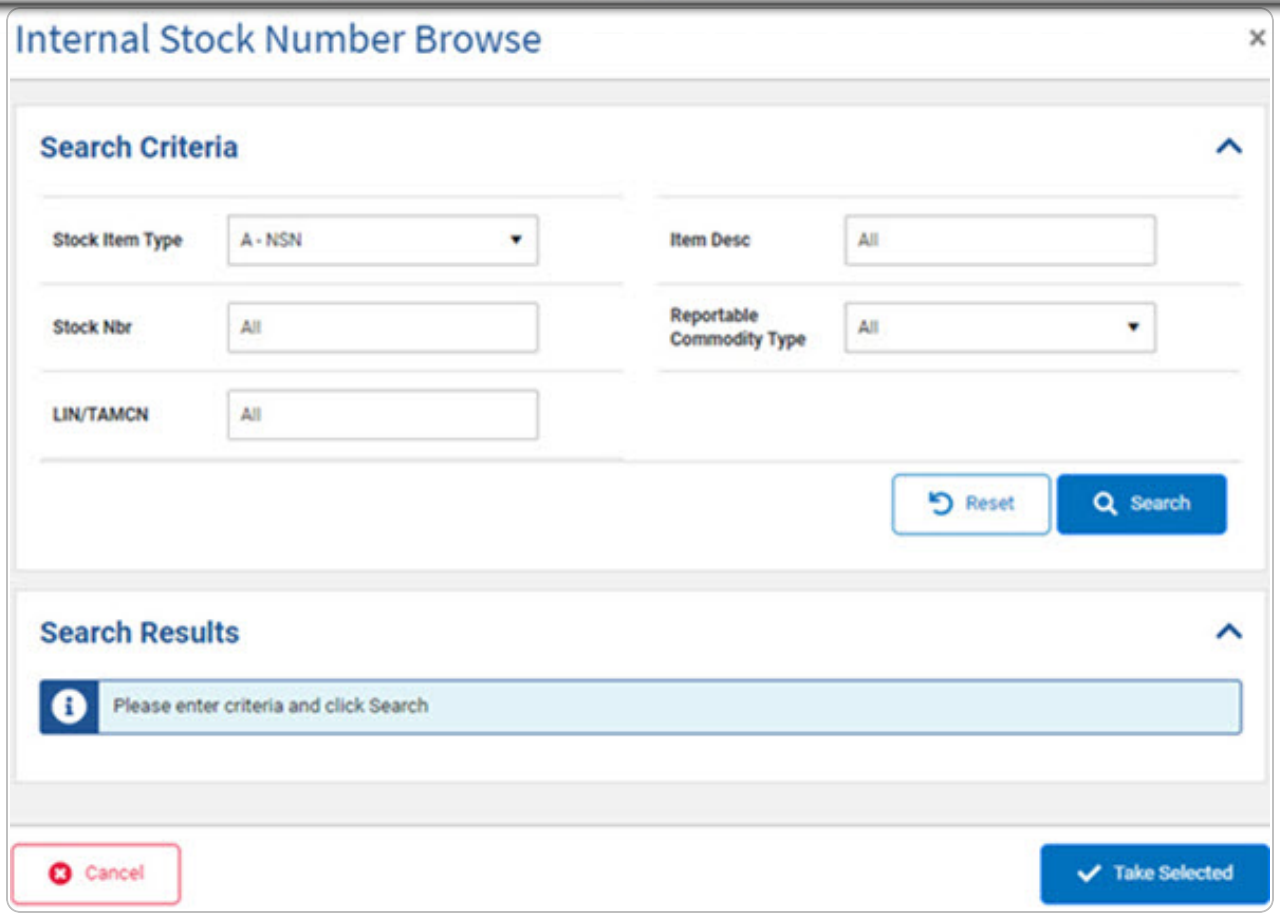
Click the following link to display ELMS Navigation Tips.

## Browse for an Internal Stock Number

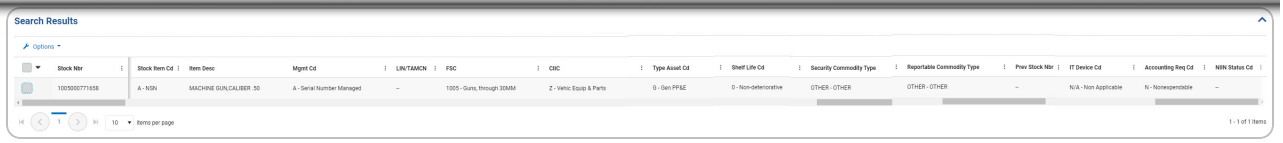
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

ELMS Modules > *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**

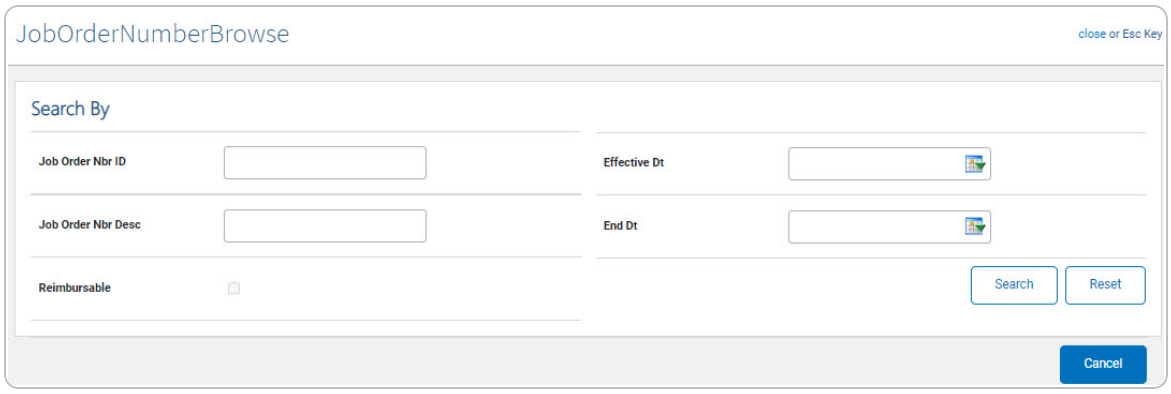
Click the following link to display ELMS Navigation Tips.

## 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.*

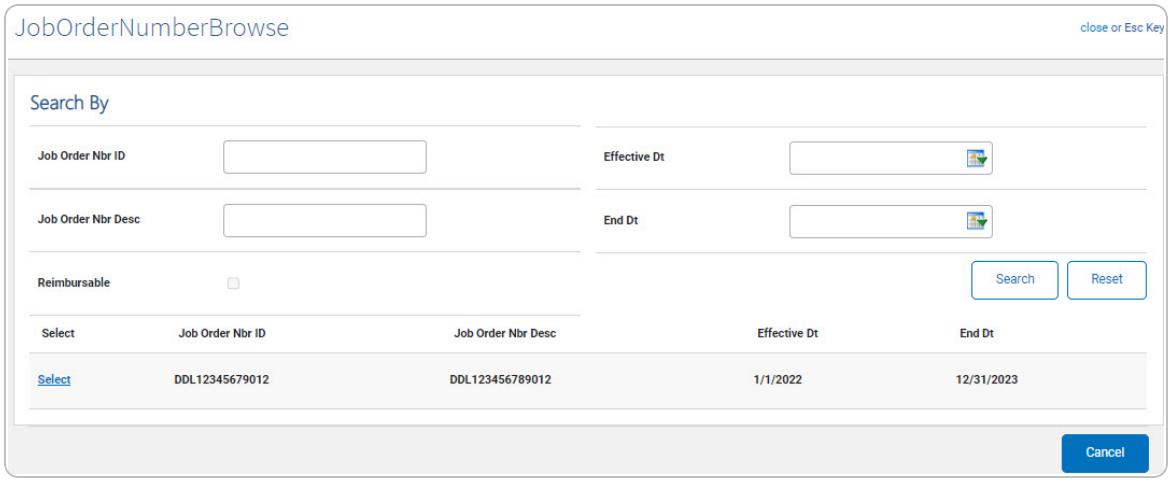
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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**

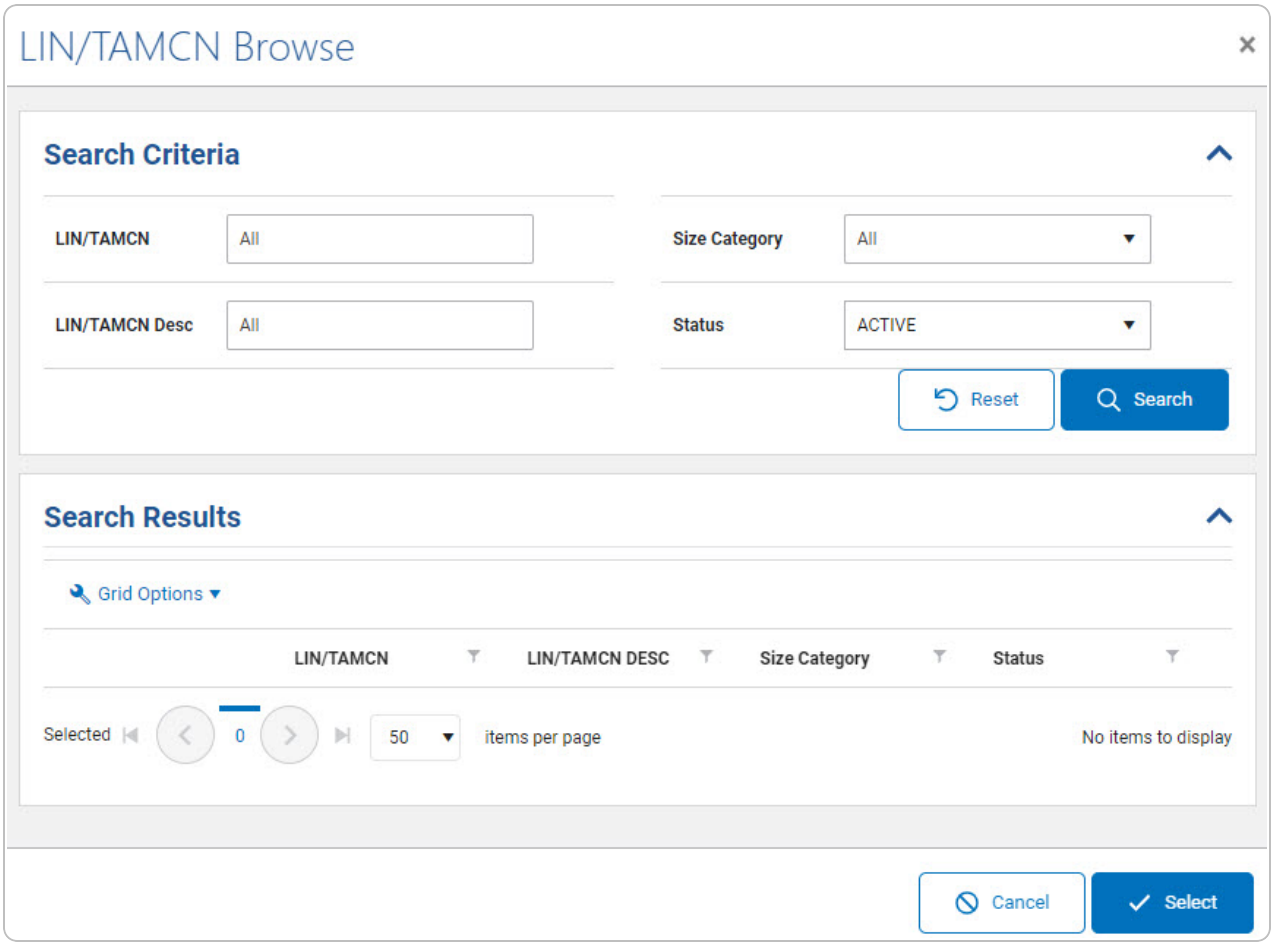
Click the following link to display ELMS Navigation Tips.

## Browse for a LIN/TAMCN

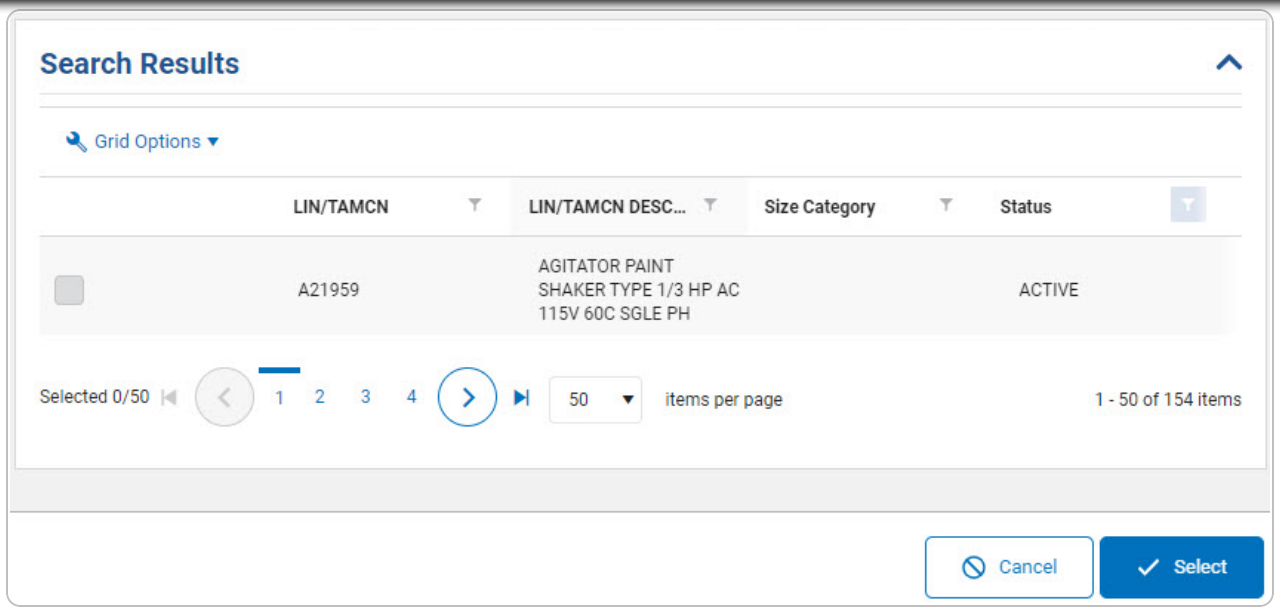
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 256 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

ELMS Modules > *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

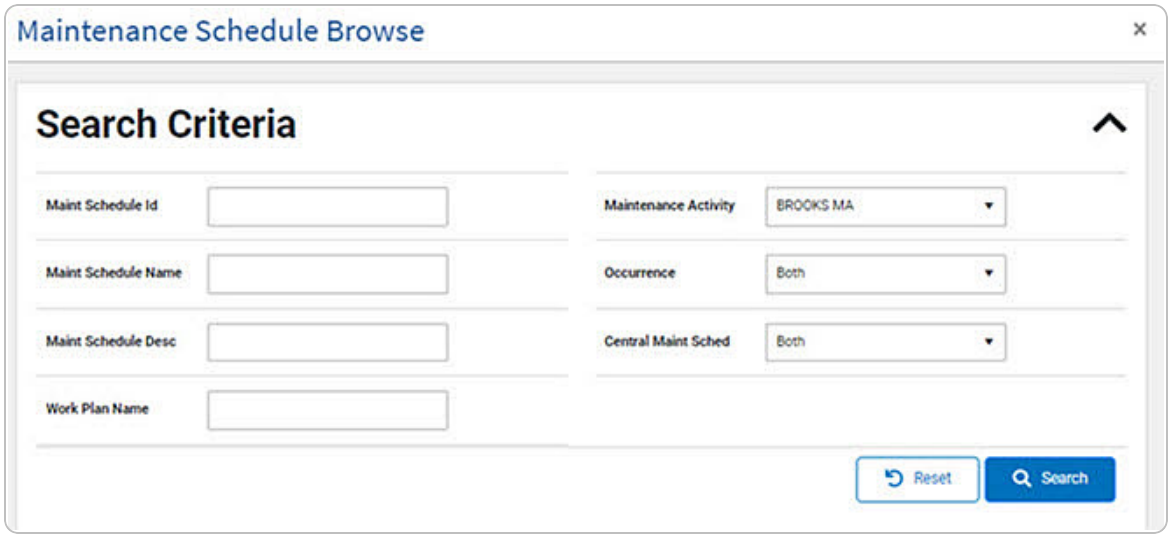
**ELMS Navigation Helpful Tips**

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.*

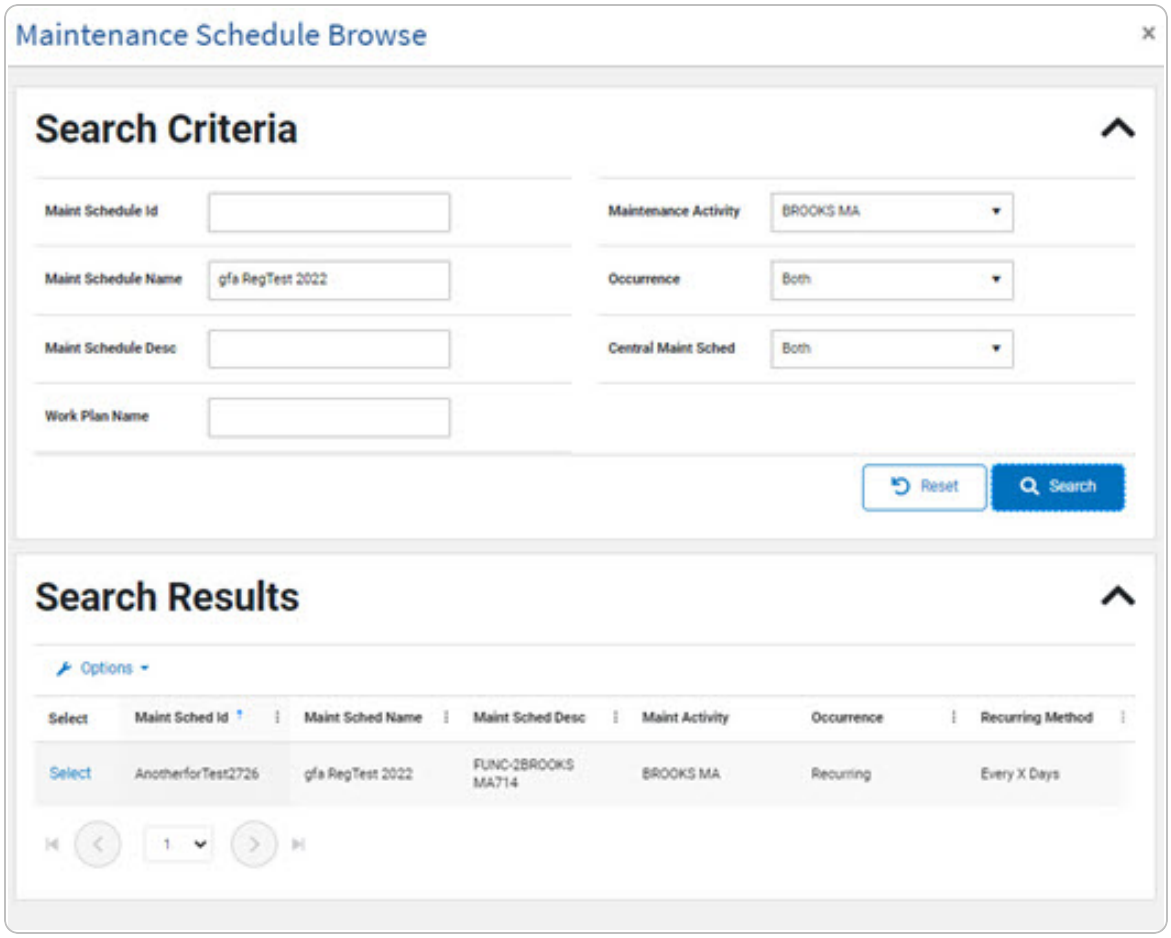
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*




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

ELMS Modules > *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**



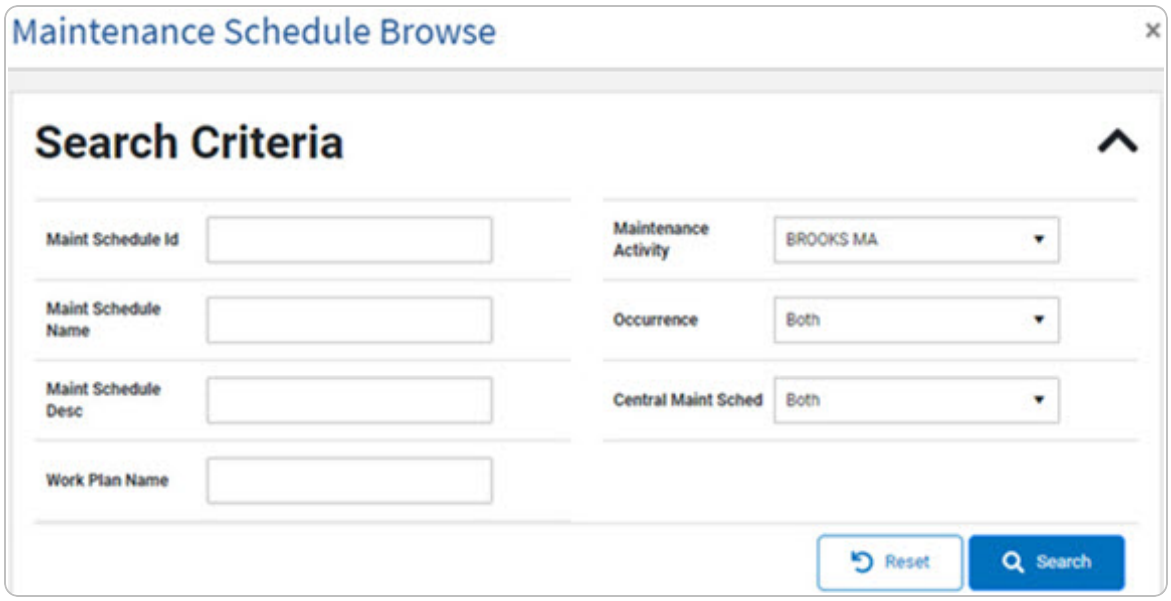
Click the following link to display ELMS Navigation Tips.

## Browse for a Maintenance Schedule

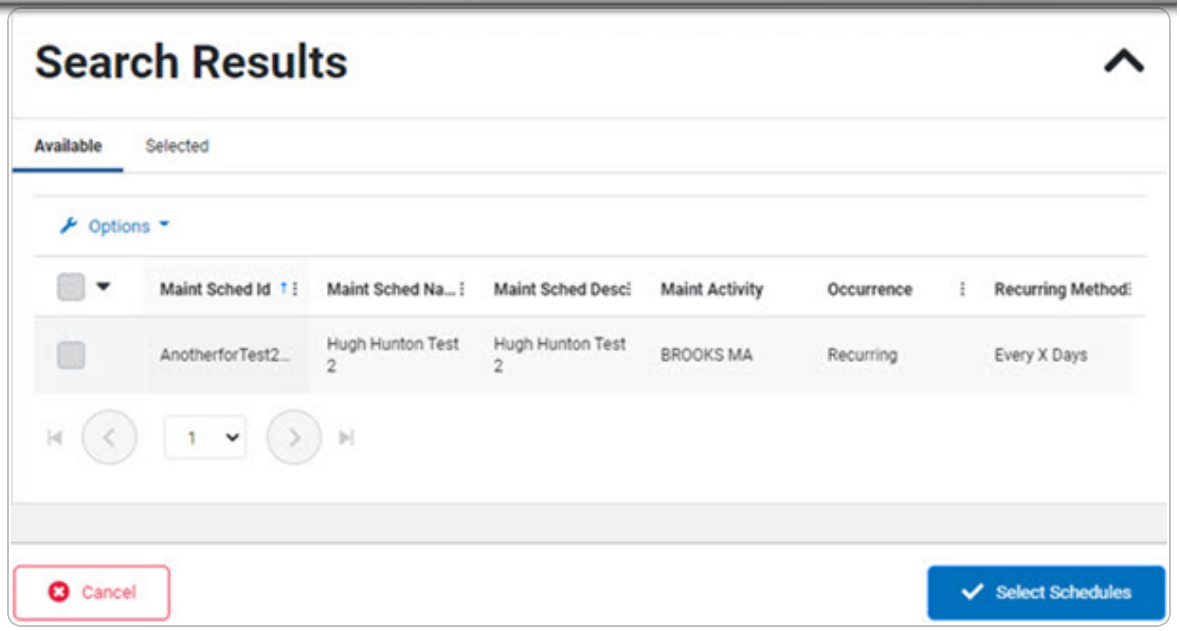
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* 

*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.*

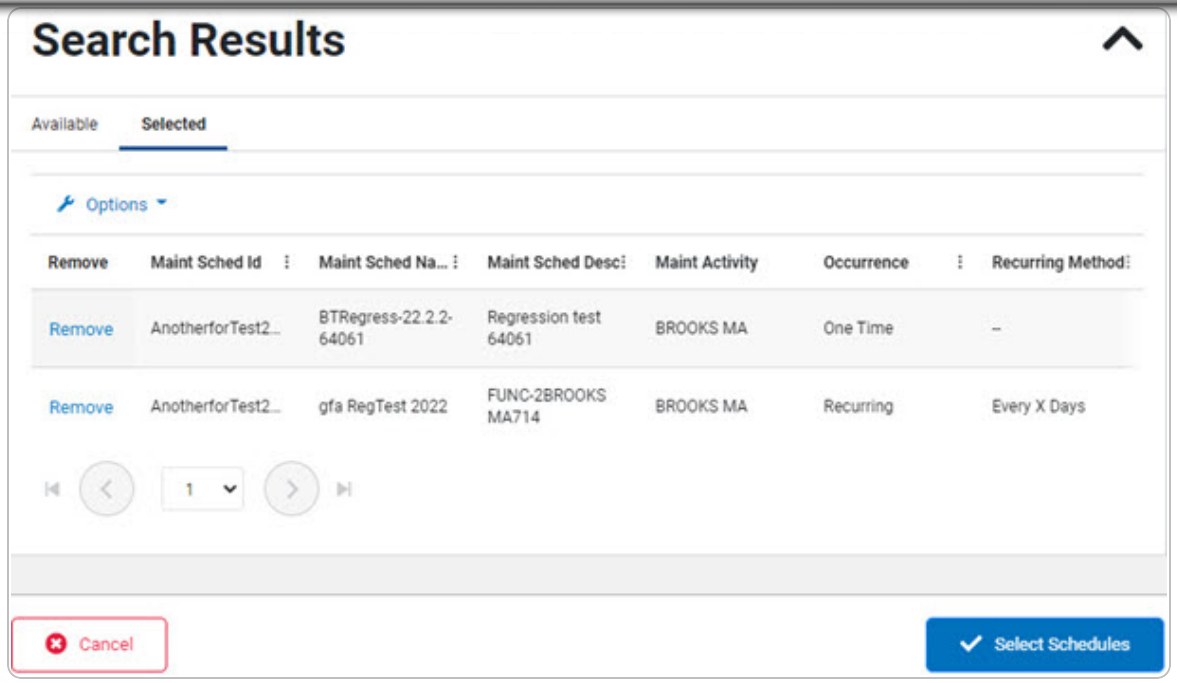



4. Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and* ☑ *appears.*

   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

ELMS Modules > *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**

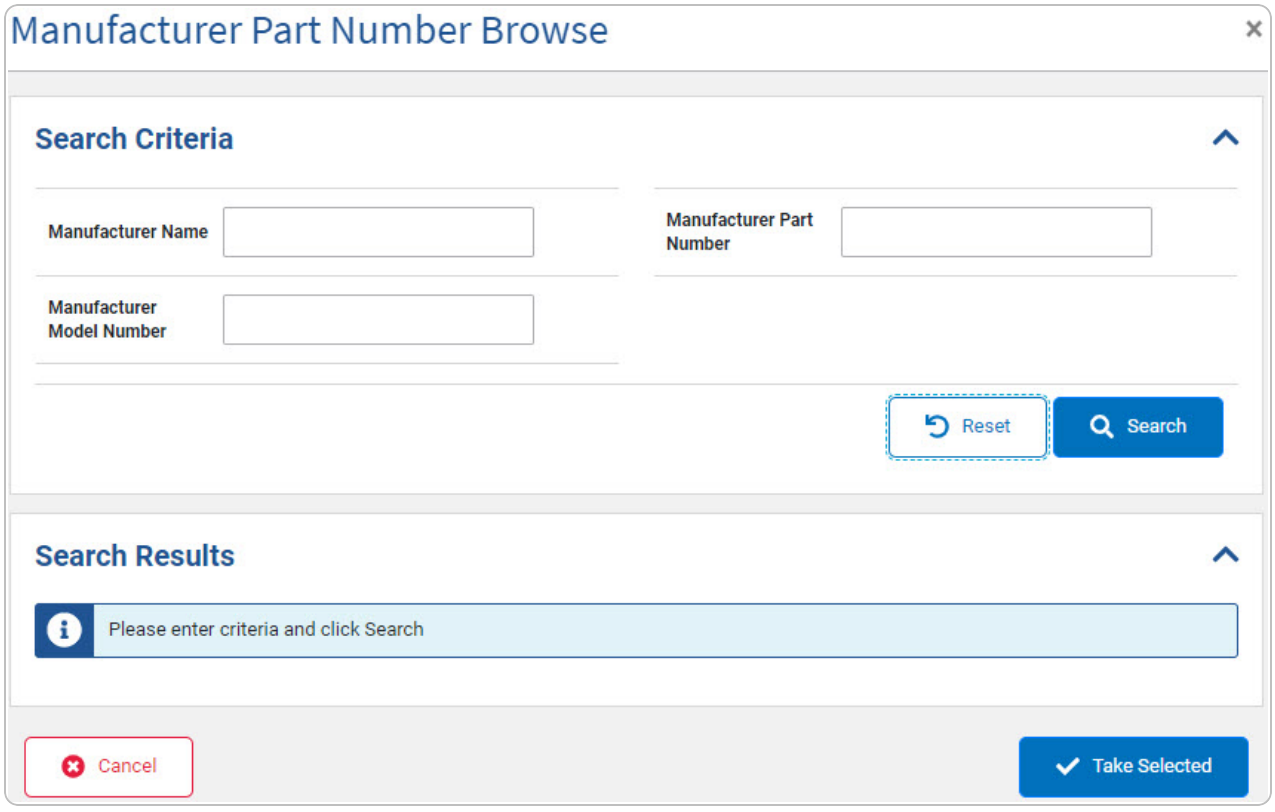
Click the following link to display ELMS Navigation Tips.

## Browse for a Manufacturer Part Number

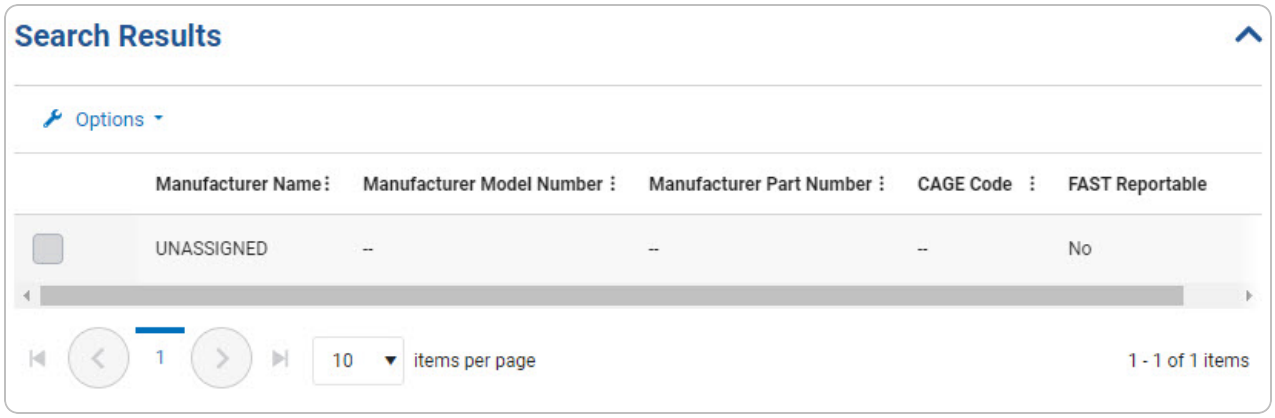
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

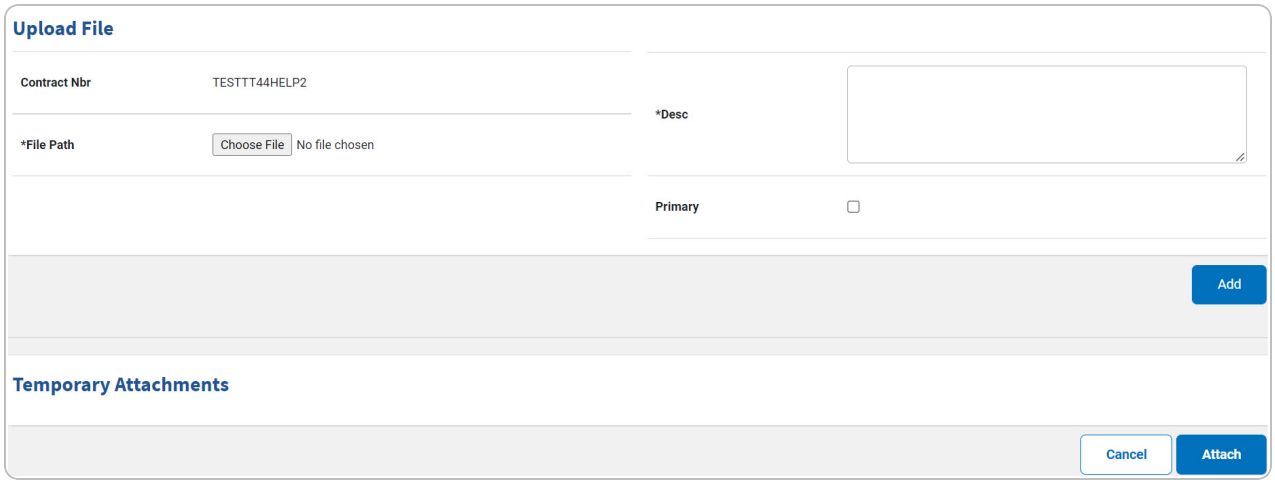
**ELMS Navigation Helpful Tips**

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* ***Maintenance Attachment Add*** *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 256 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

ELMS Modules > *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**

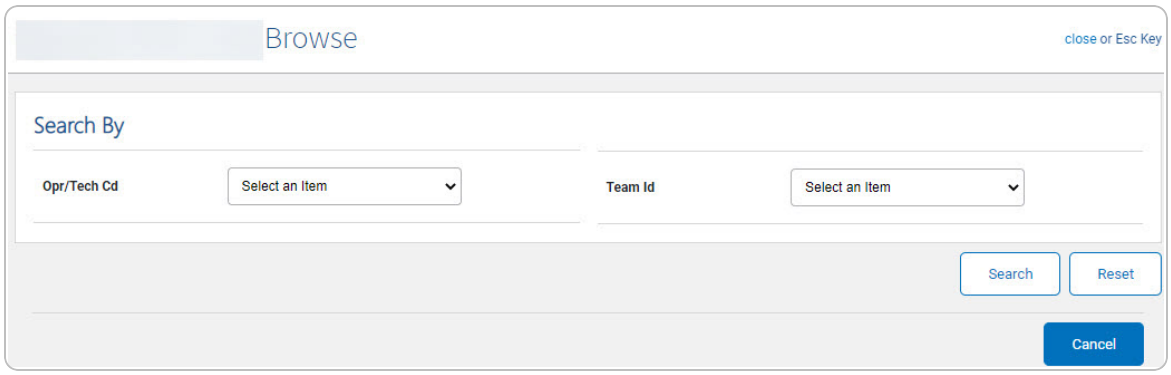
Click the following link to display ELMS Navigation Tips.

## 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.*



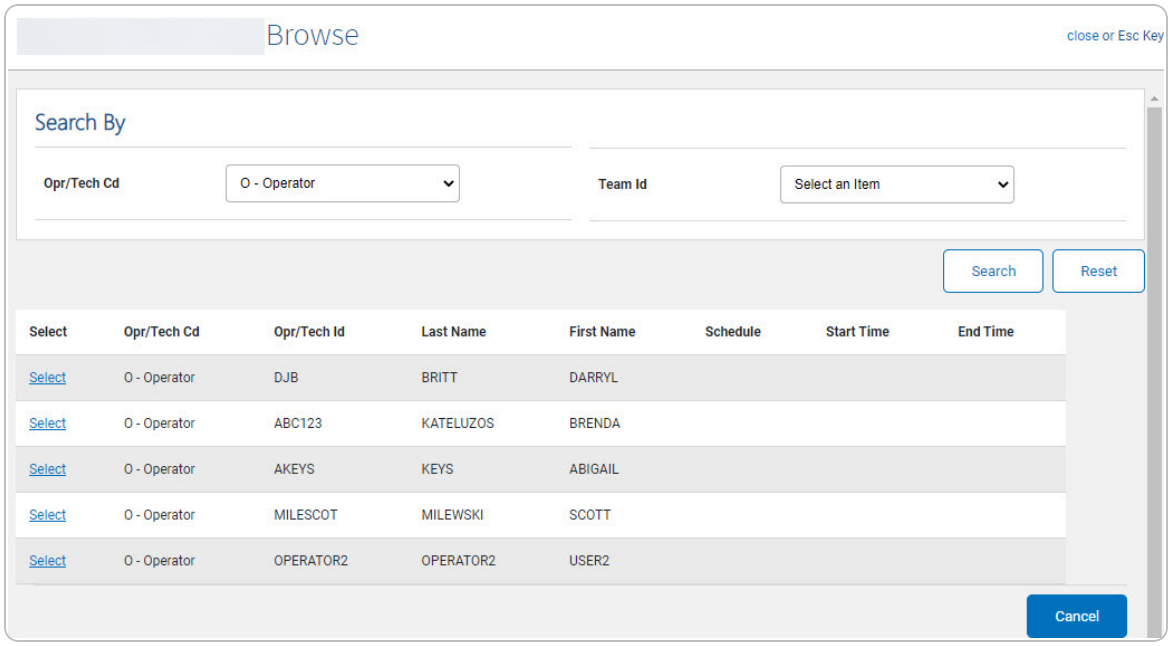

**Note**

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

ELMS Modules > *Various Procedural Steps* > + Add > 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**

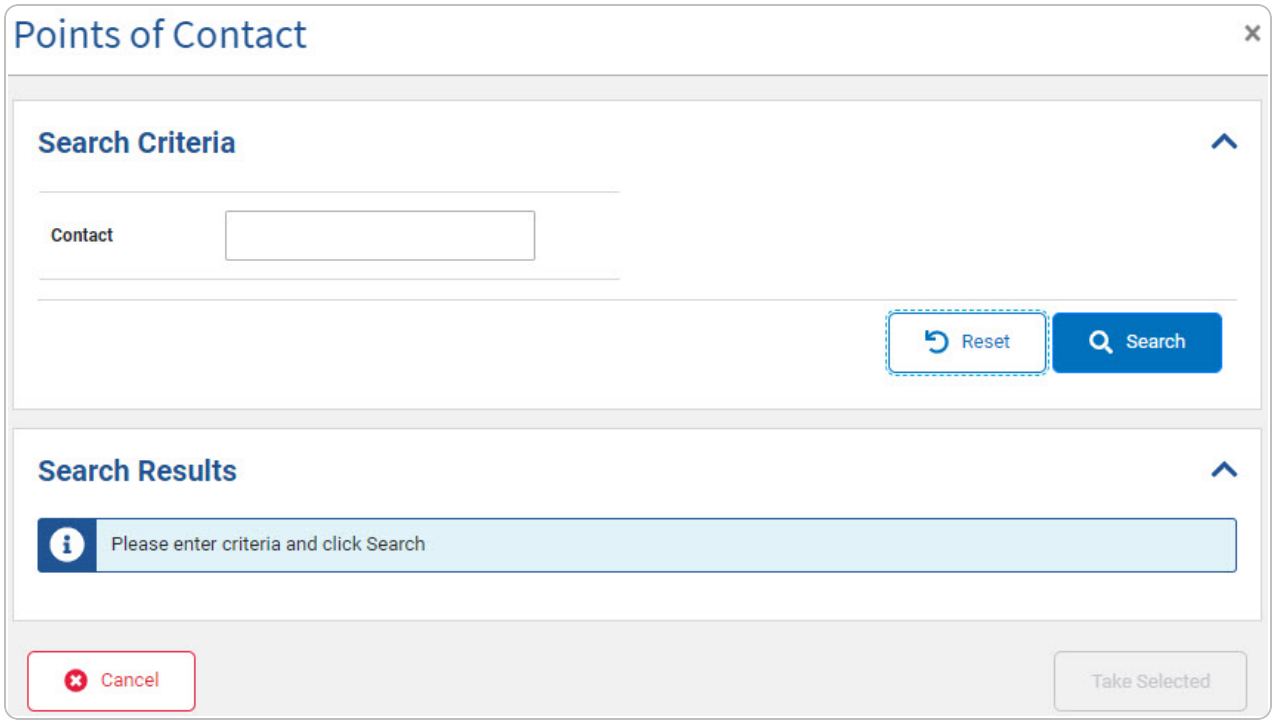
Click the following link to display ELMS Navigation Tips.

## Browse for Points of Contact

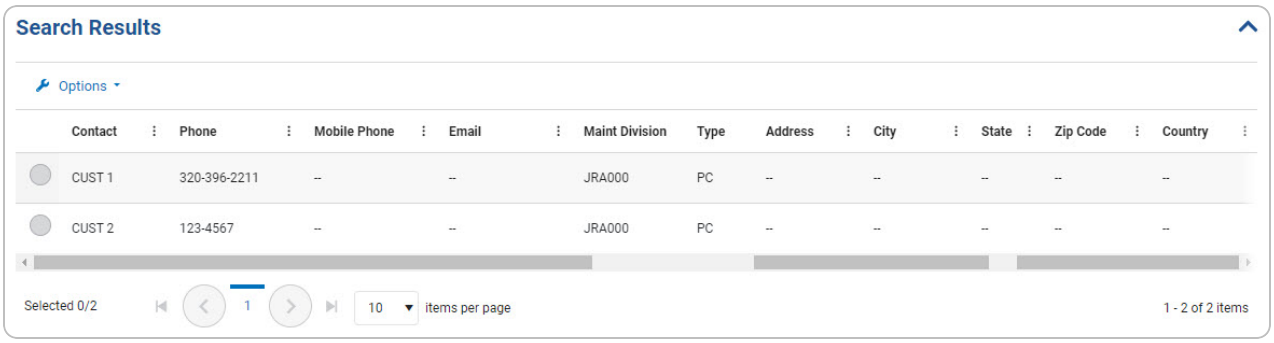
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

ELMS Modules > *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**

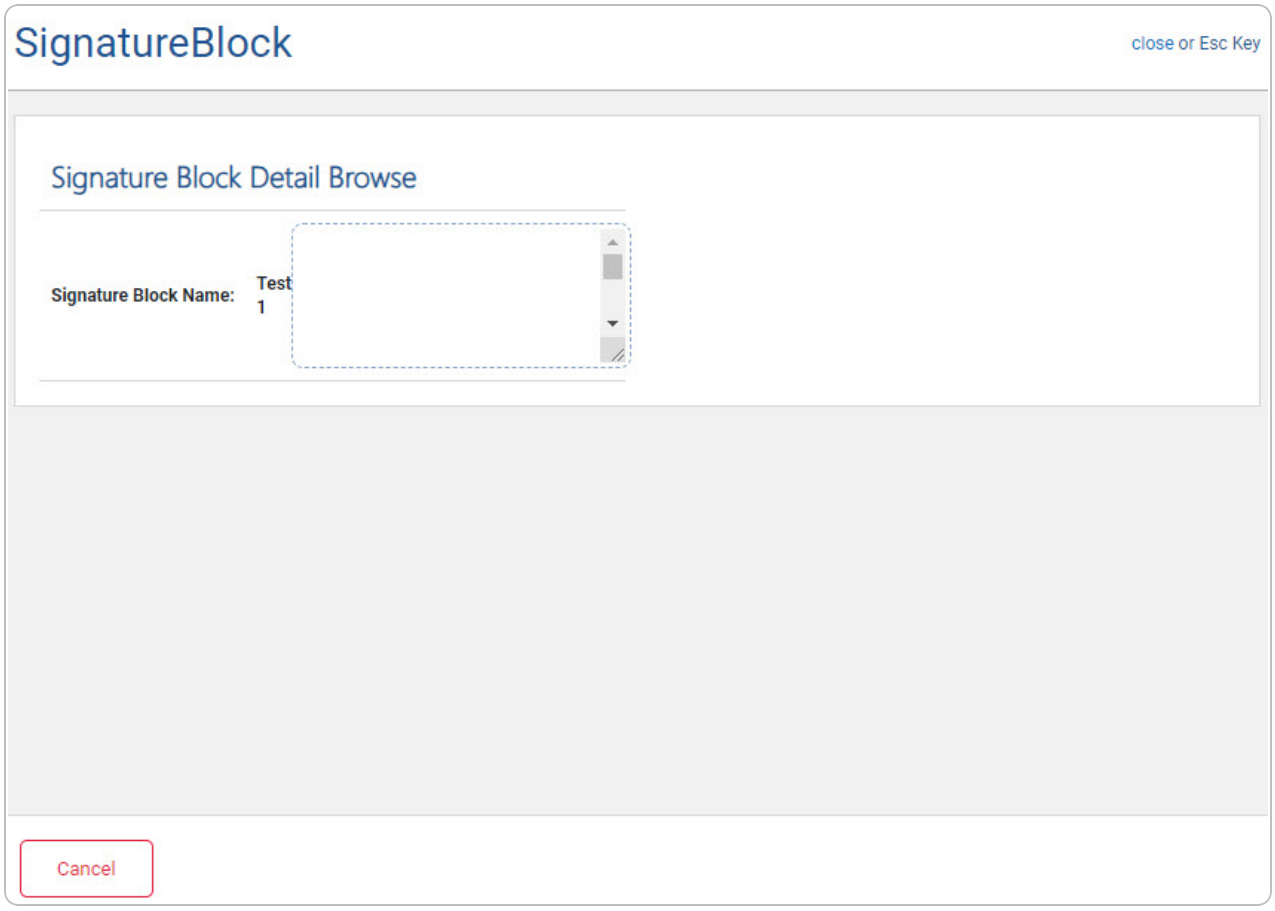


Click the following link to display ELMS Navigation Tips.

## 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

ELMS Modules > *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**

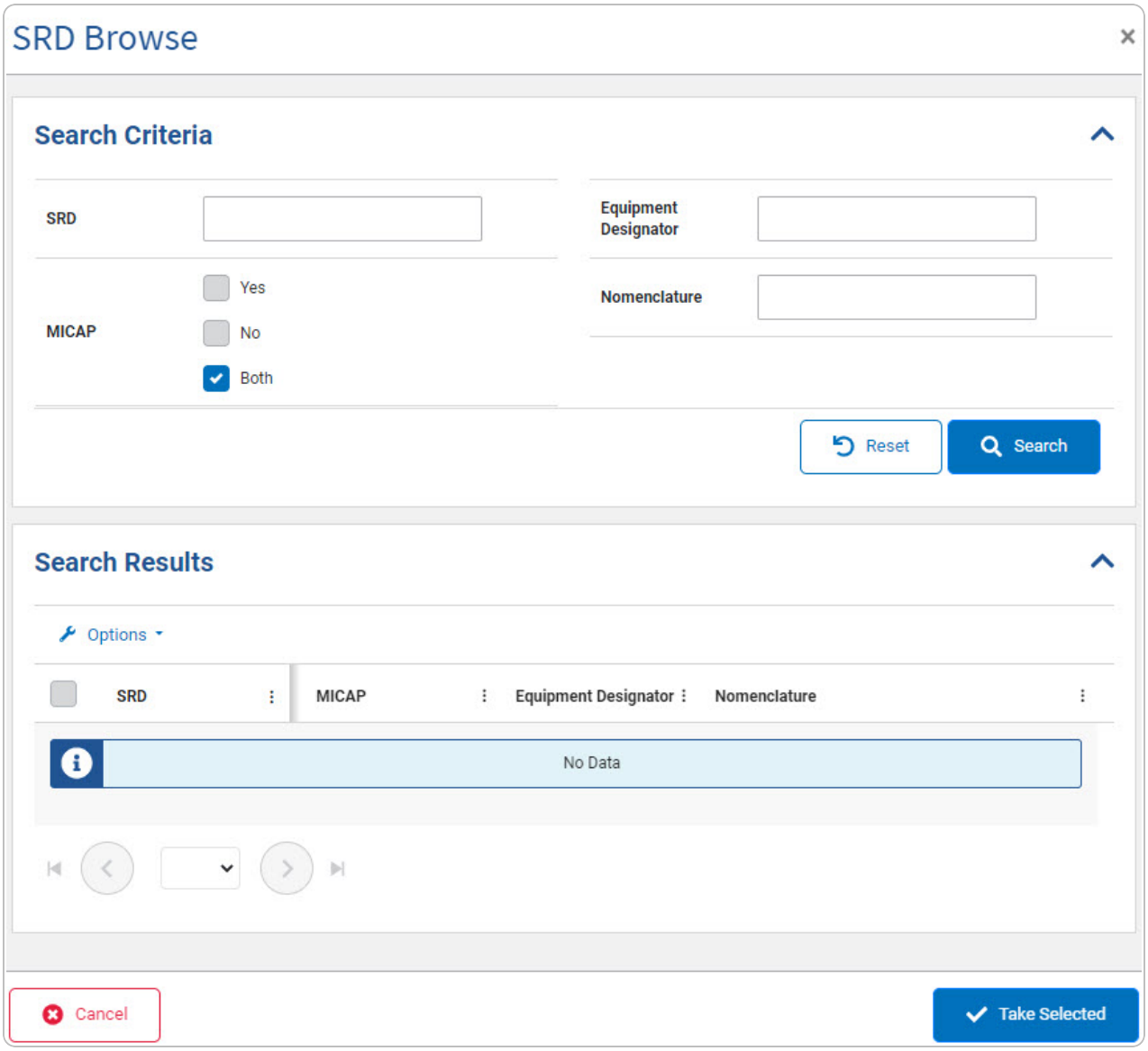
Click the following link to display ELMS Navigation Tips.

## 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.*

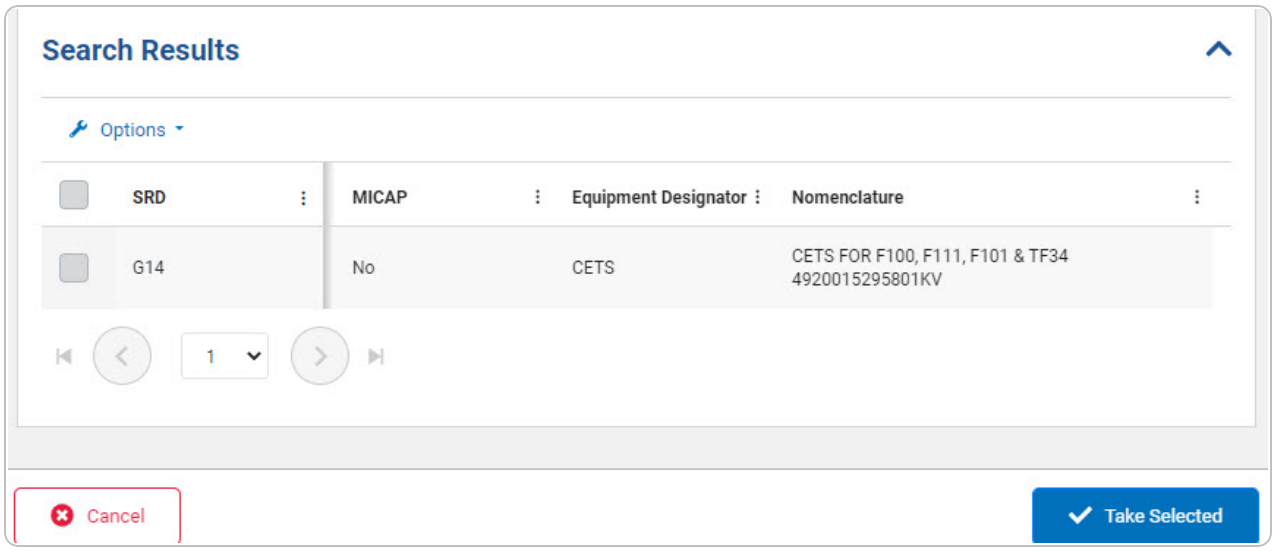
1. Use  to browse for the SRD. *The **SRD Browse** pop-up window displays.*




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

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 |
|---|---|

### 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**

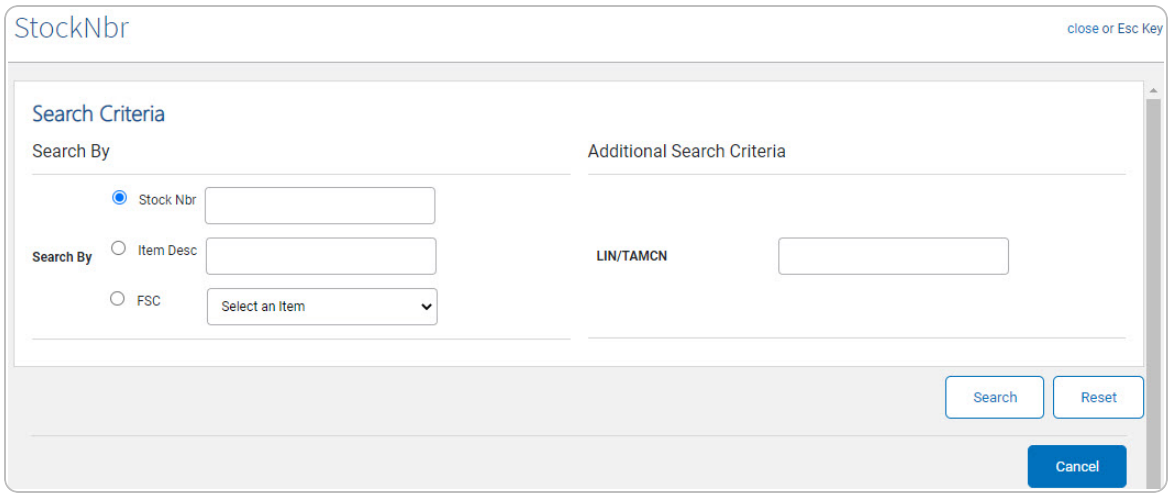
Click the following link to display ELMS Navigation Tips.

## 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.*



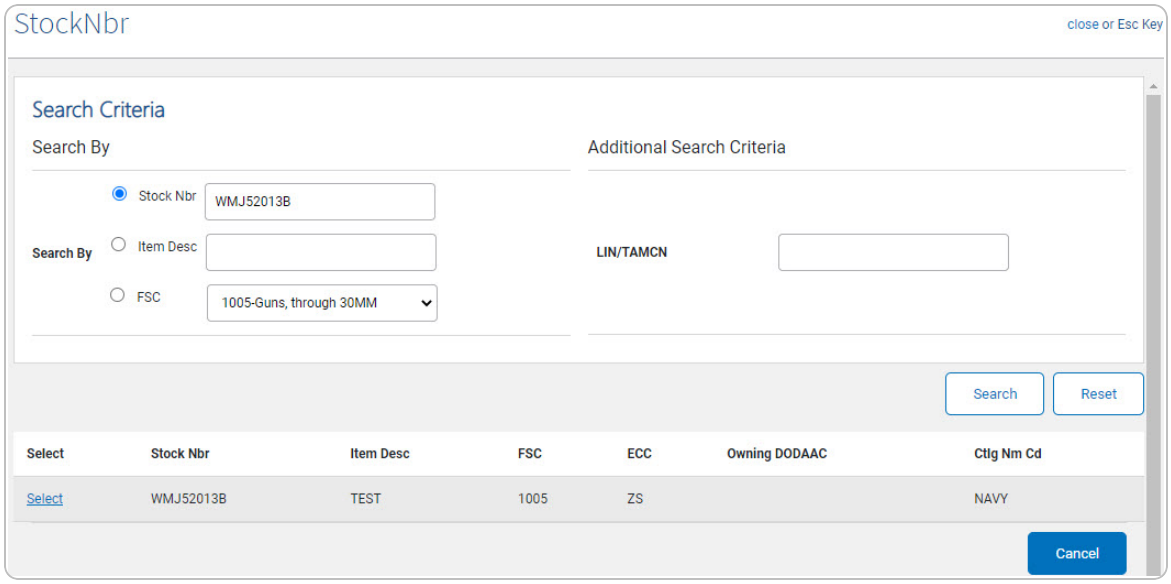

**2.** Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

**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 256 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in 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

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 |
|---|---|

### 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**

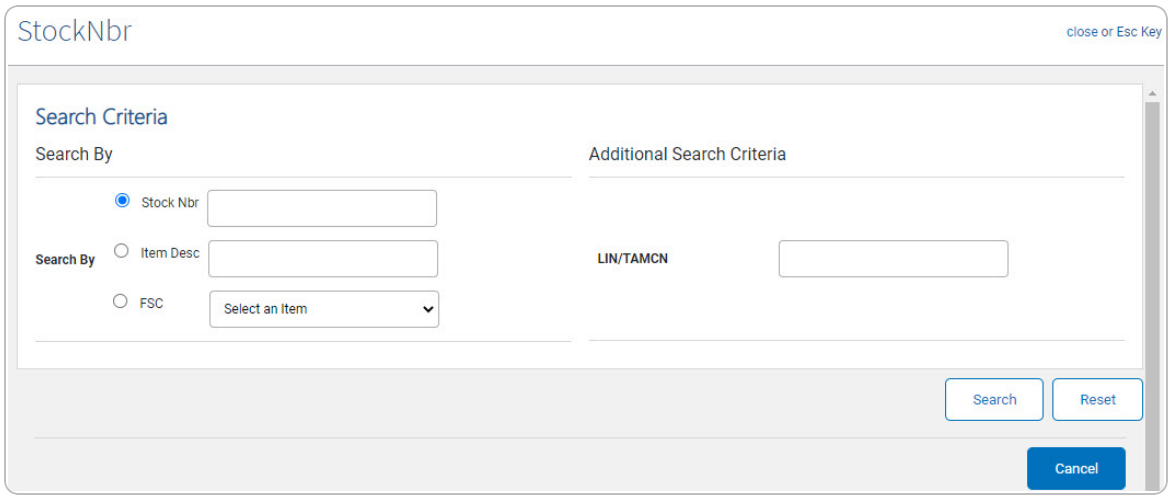
Click the following link to display ELMS Navigation Tips.

## 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*.



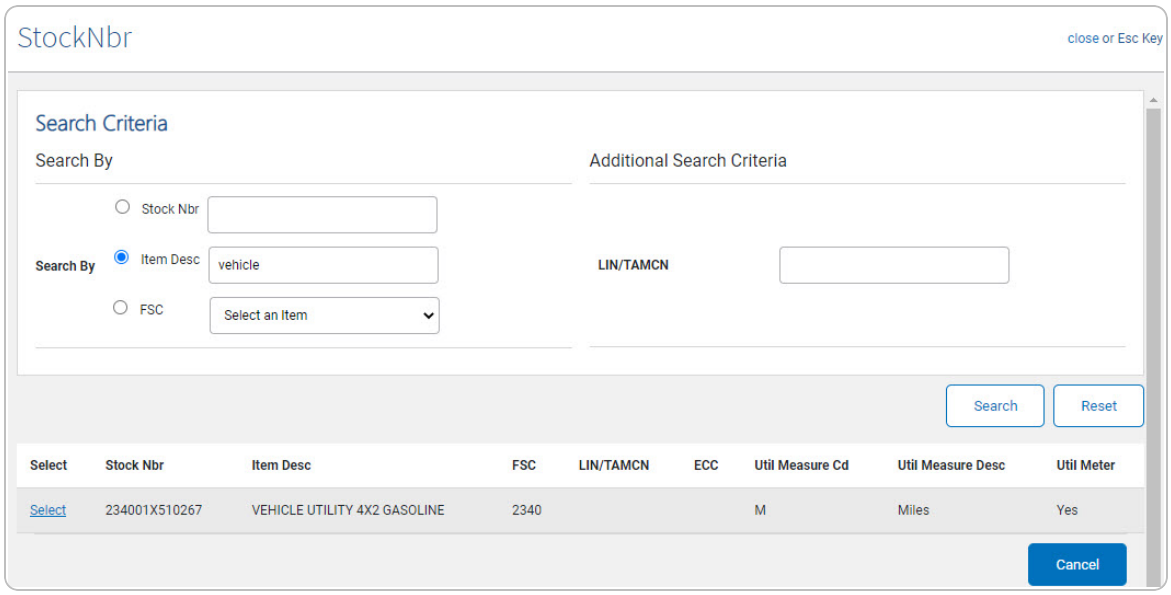

**2.** Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

**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 256 alphanumeric character field.*
- Use to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in 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

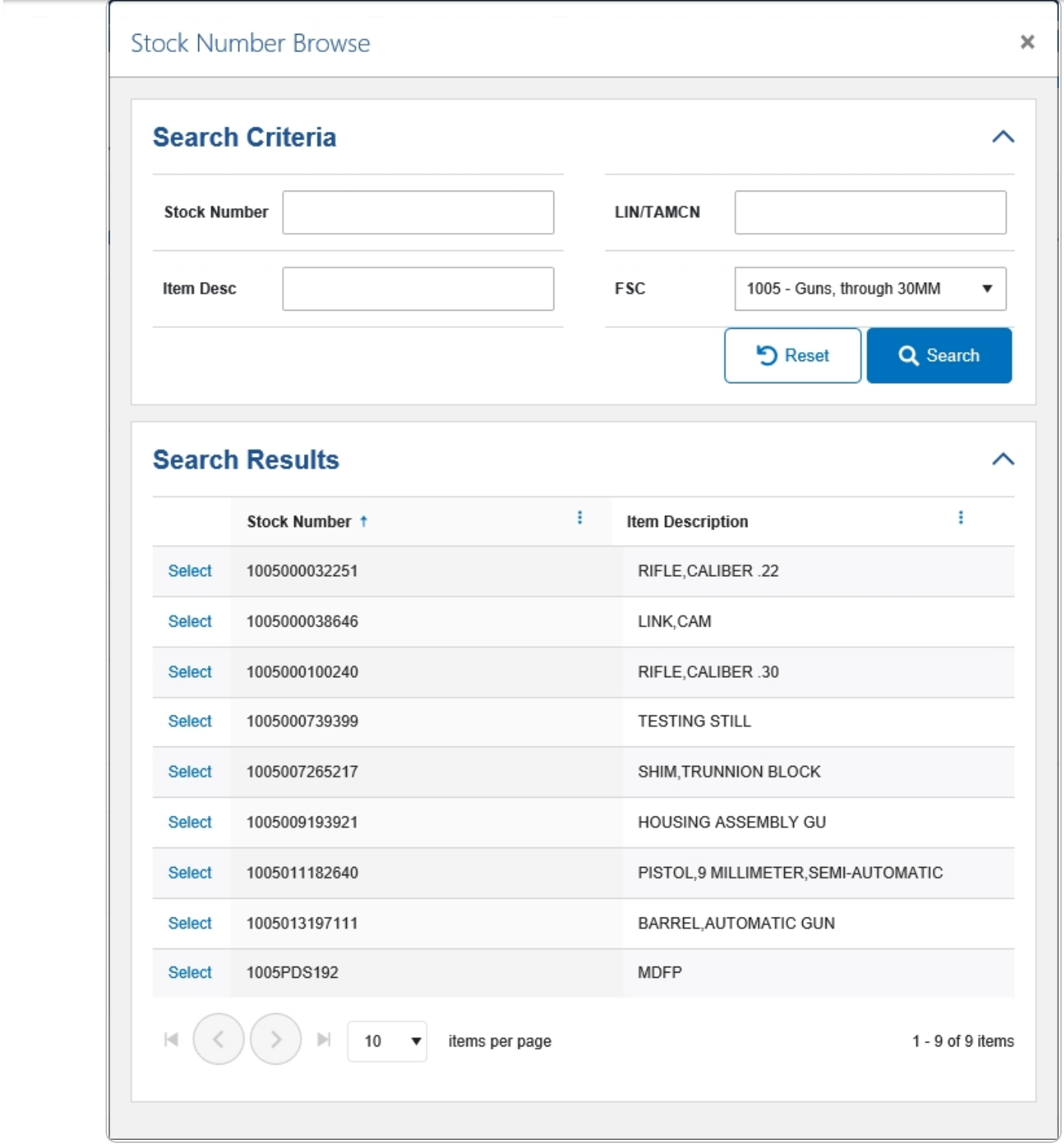
**ELMS Navigation Helpful Tips**

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 icon 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 Search. *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

ELMS Modules > *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

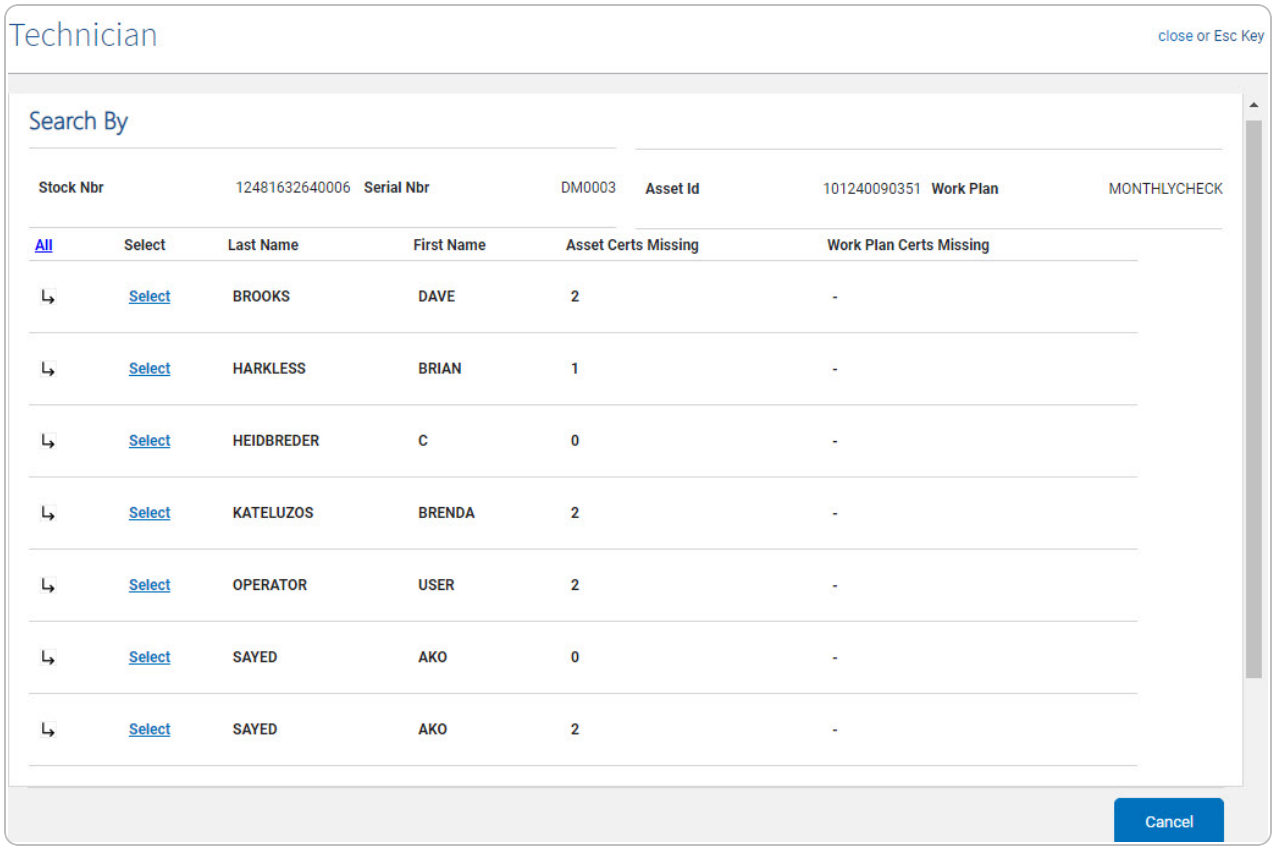
**ELMS Navigation Helpful Tips**

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

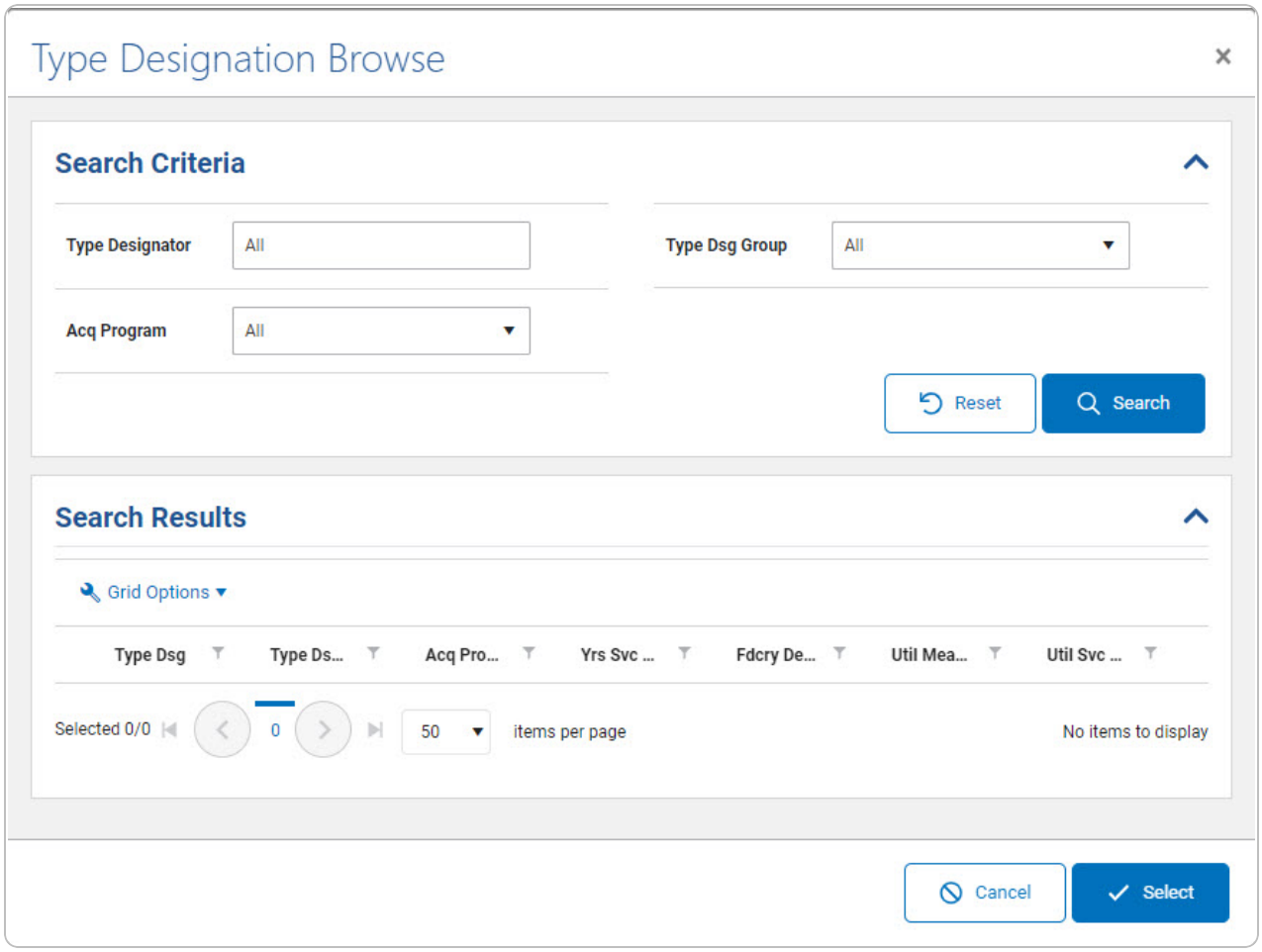
**ELMS Navigation Helpful Tips**

Click the following link to display ELMS Navigation Tips.

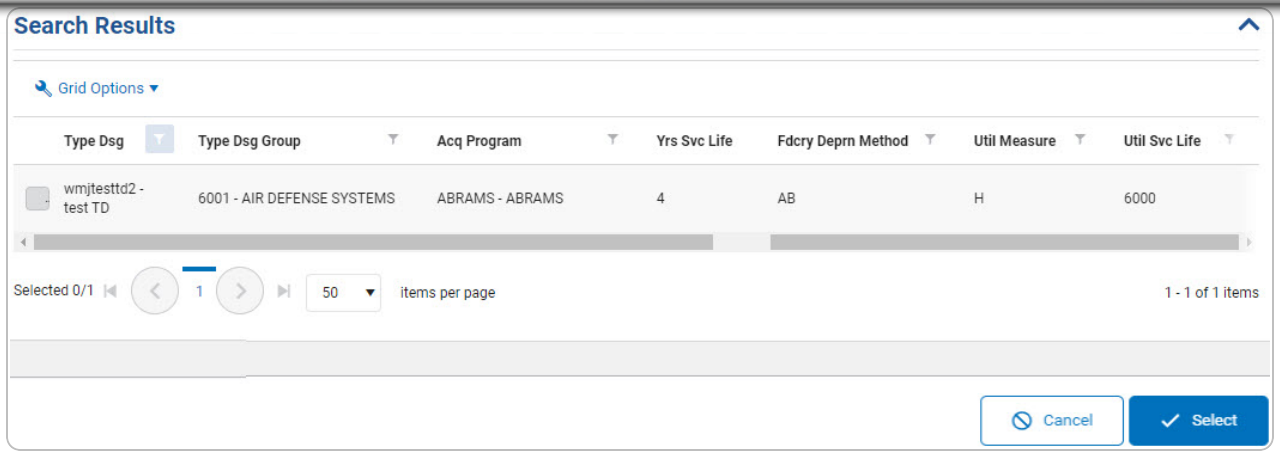
## Browse for a Type Designation

*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 256 alphanumeric character field.*
   - Use to select the Acq Program.
   - Use to select the Type Dsg Group.
3. Select Search. *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 Grid

Site Id
DoDAAC
Org Id
UIC
Major Command Code

### UIC Results Grid

Select
UIC
Organization Id

# Procedures

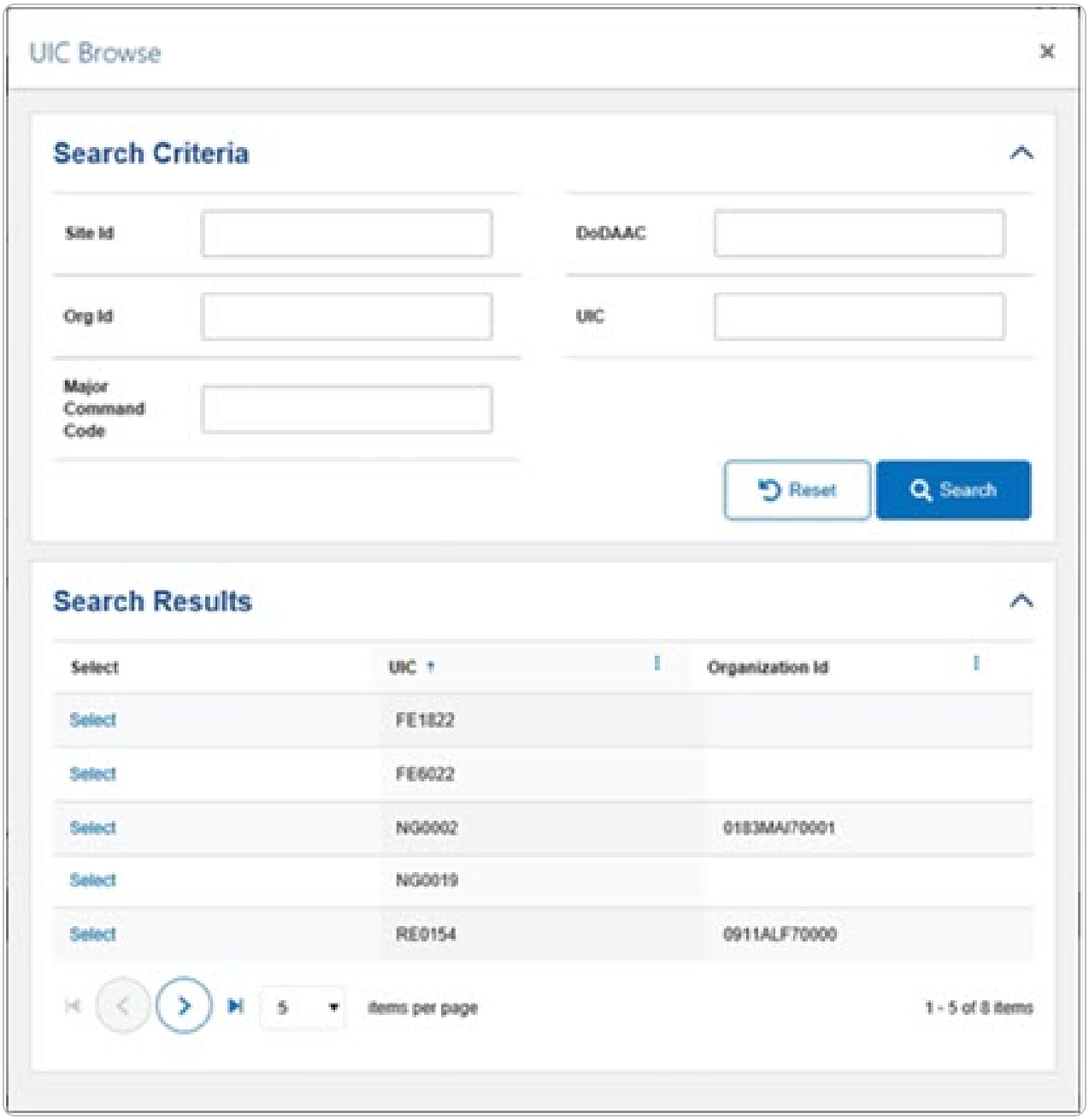
**ELMS Navigation Helpful Tips**

Click the following link to display FSM Navigation Tips.

## Browse for a UIC

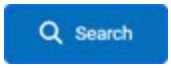
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

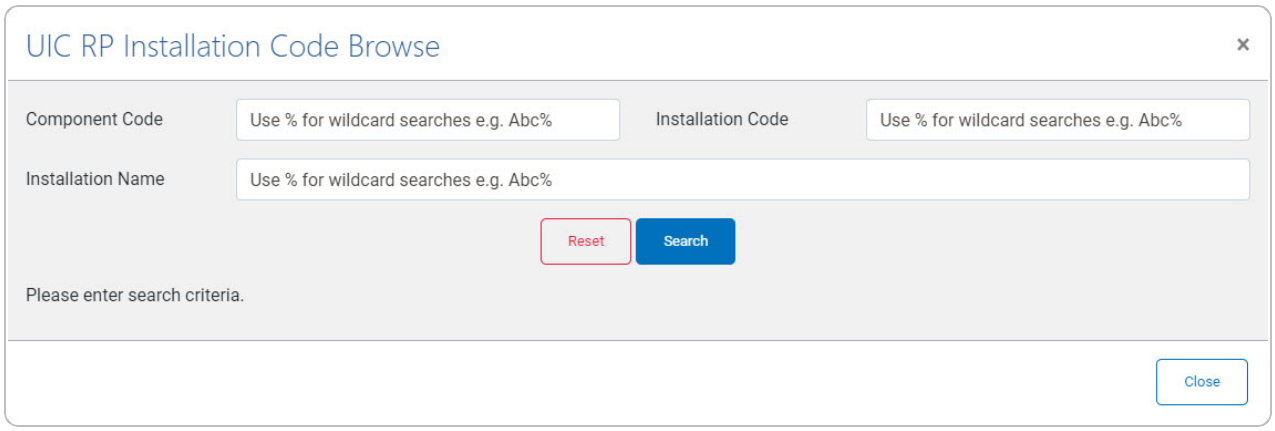
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

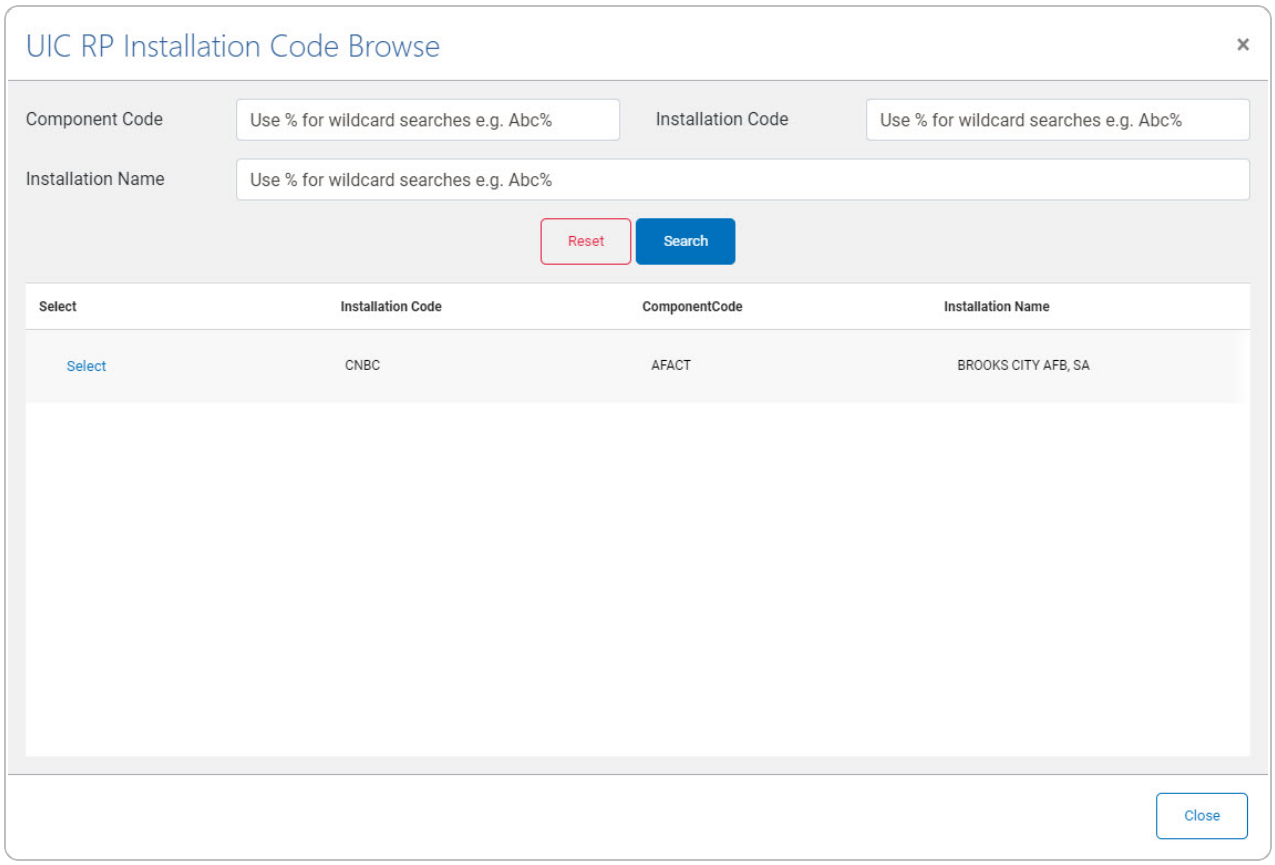
## Browse for an Installation Code

*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**

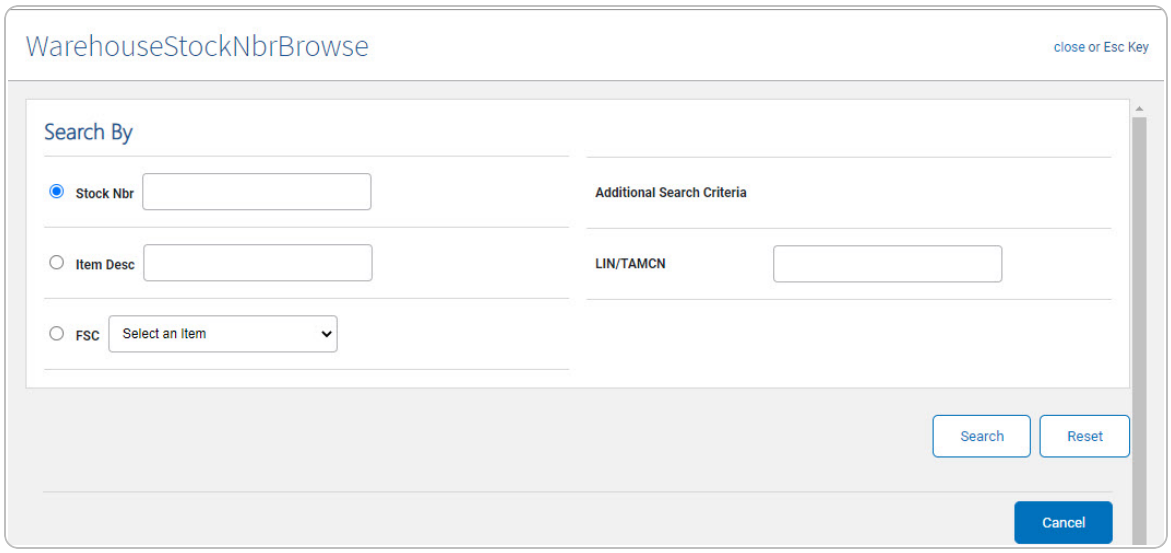
Click the following link to display M&U Navigation Tips.

## 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.*



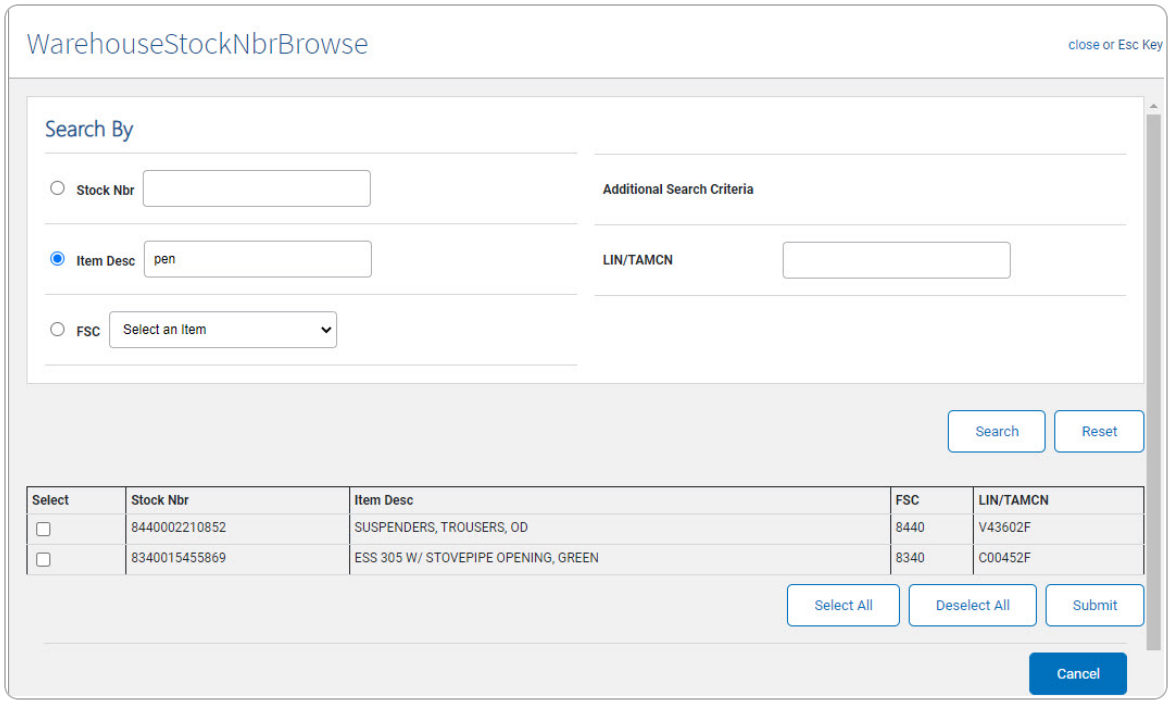

2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

**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 256 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in 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

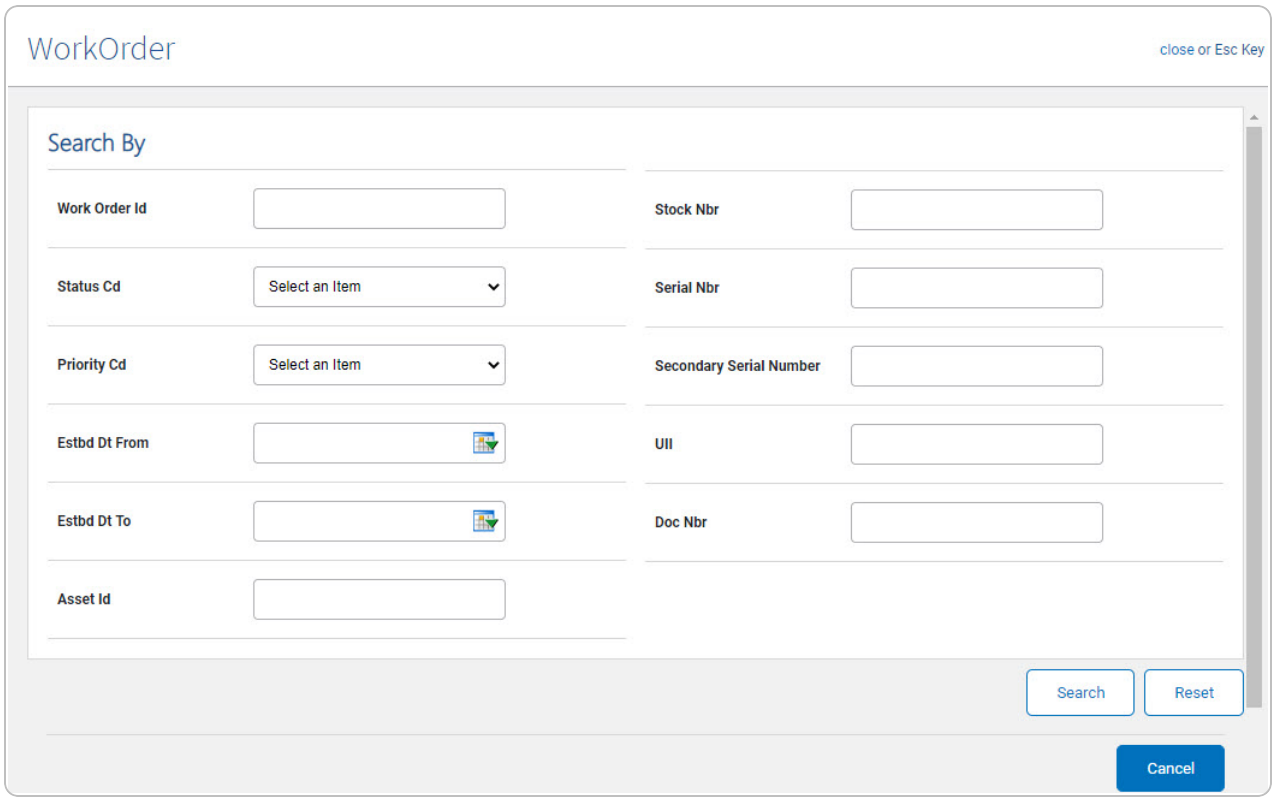
**ELMS Navigation Helpful Tips**

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

## Browse for a Work Order

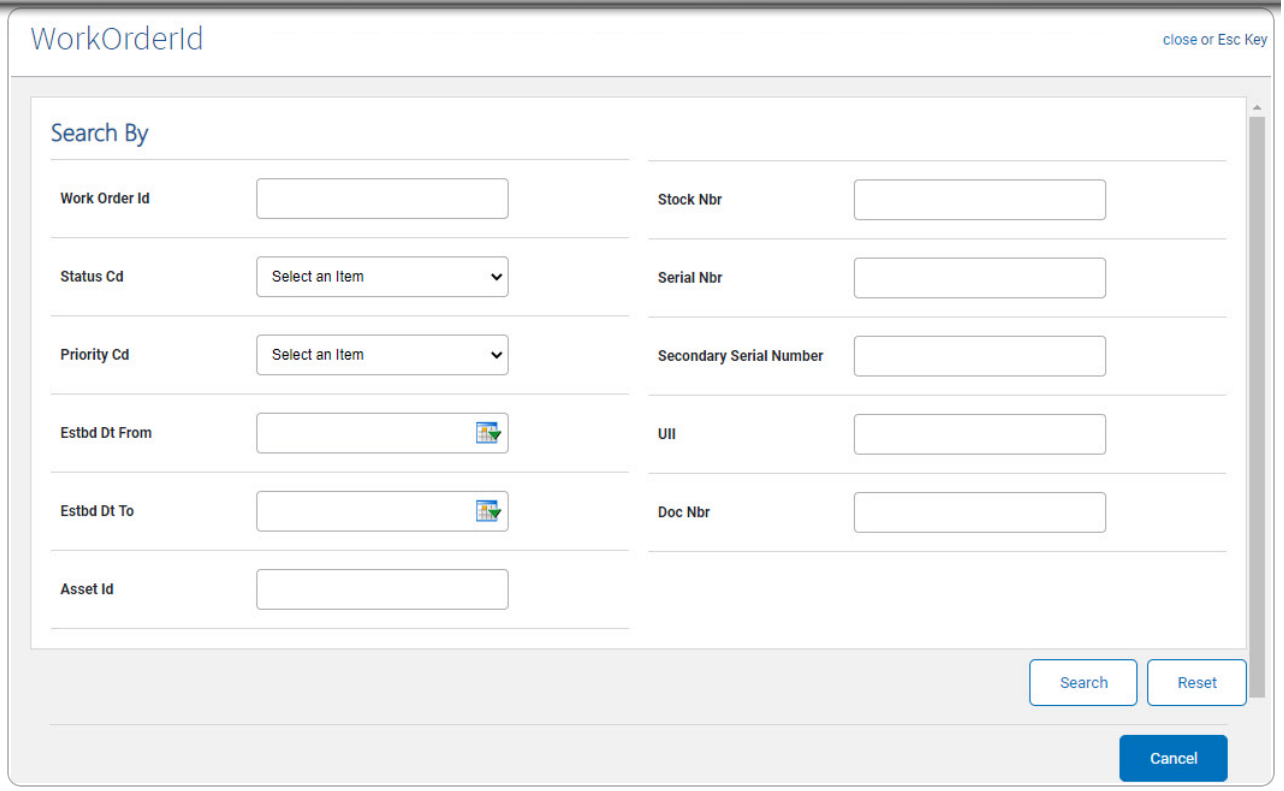
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

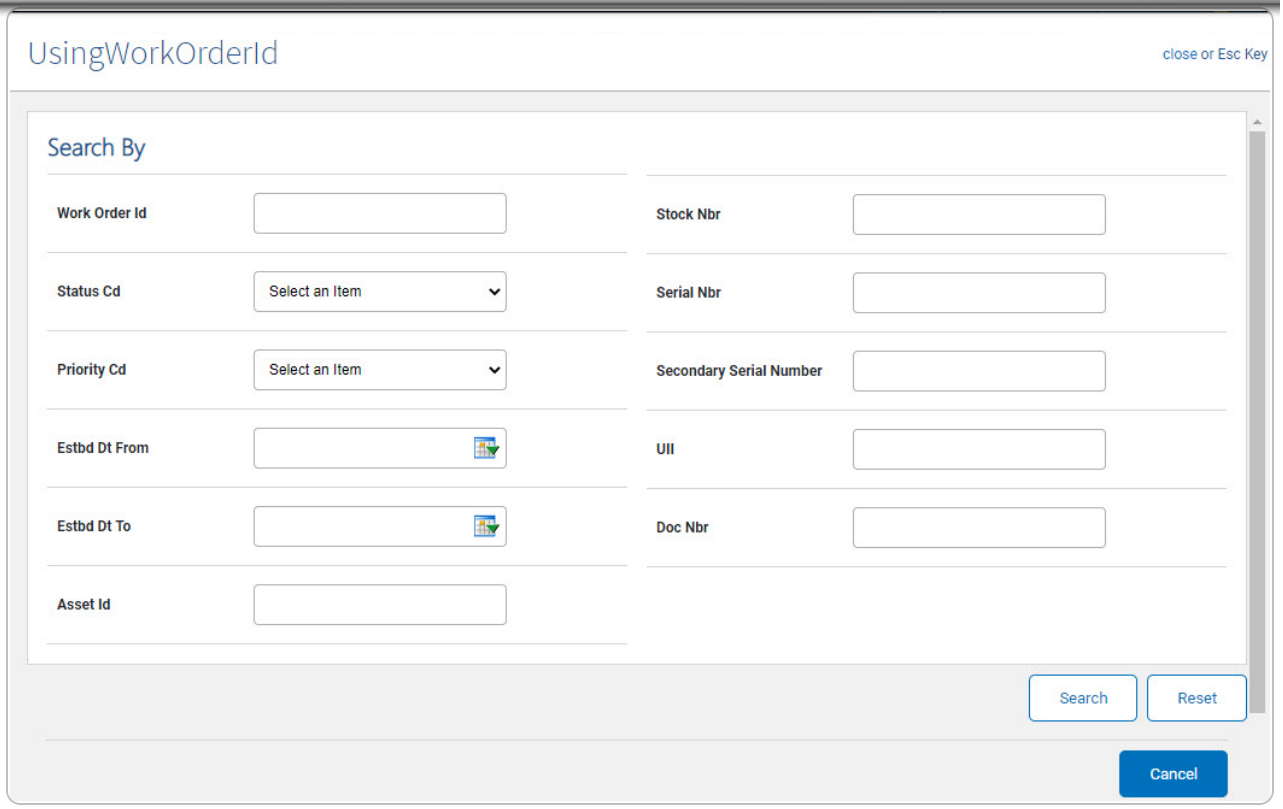
1. Select . *The **Work Order** pop-up window appears*.




**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**

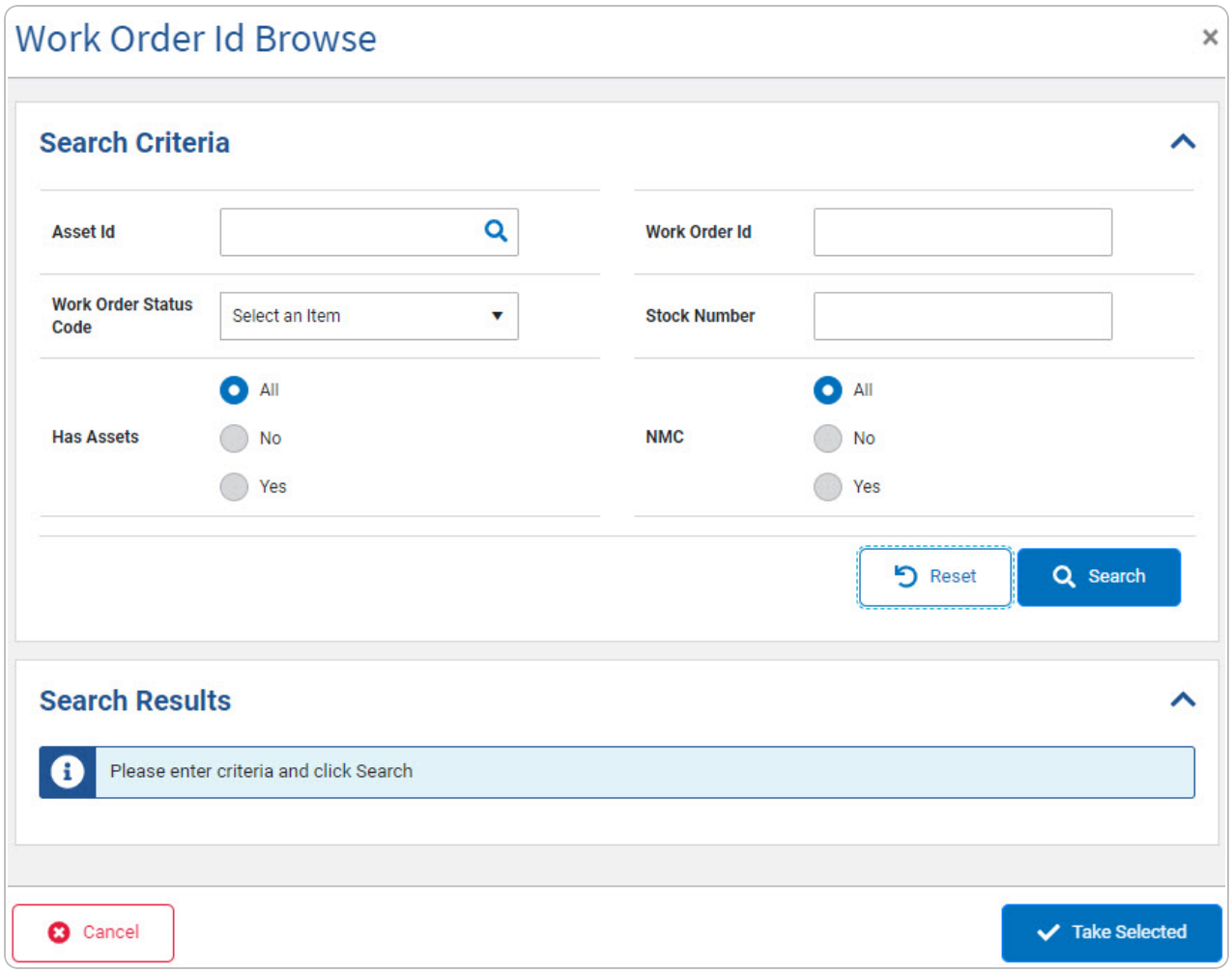
Click the following link to display M&U Navigation Tips.

## 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*.



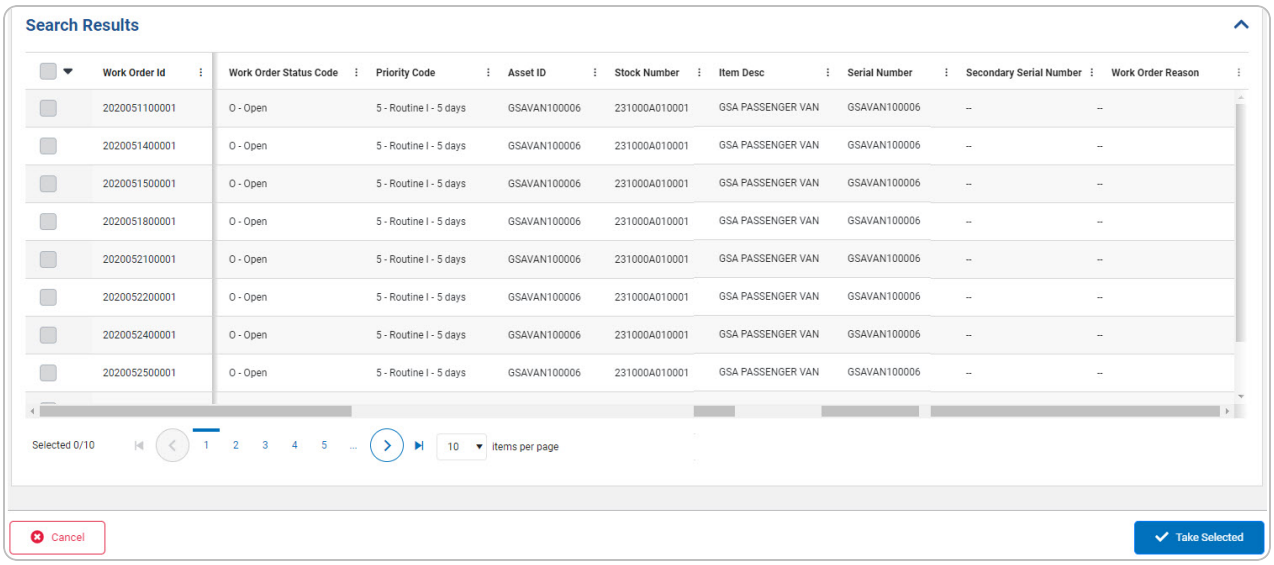

2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- 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**

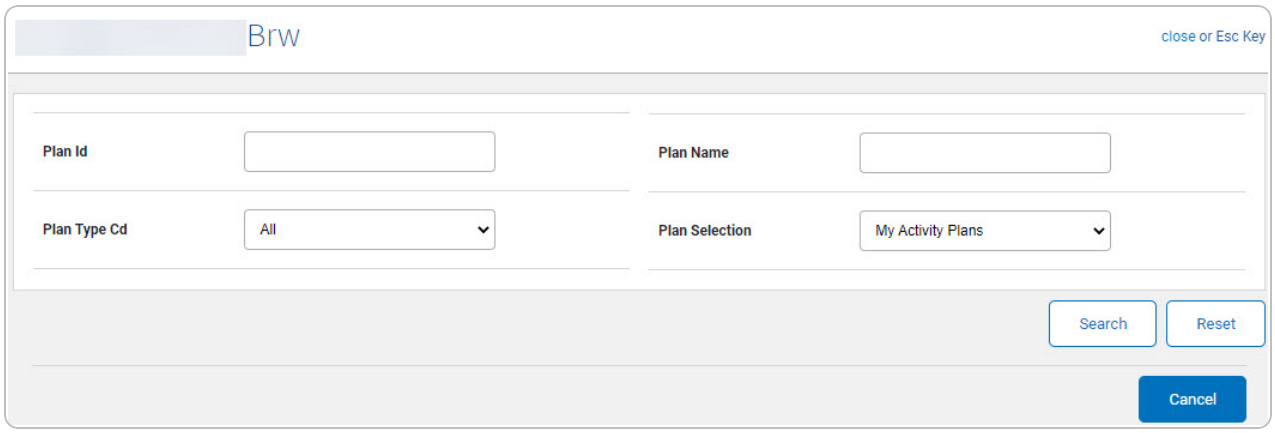
Click the following link to display ELMS Navigation Tips.

## 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*.



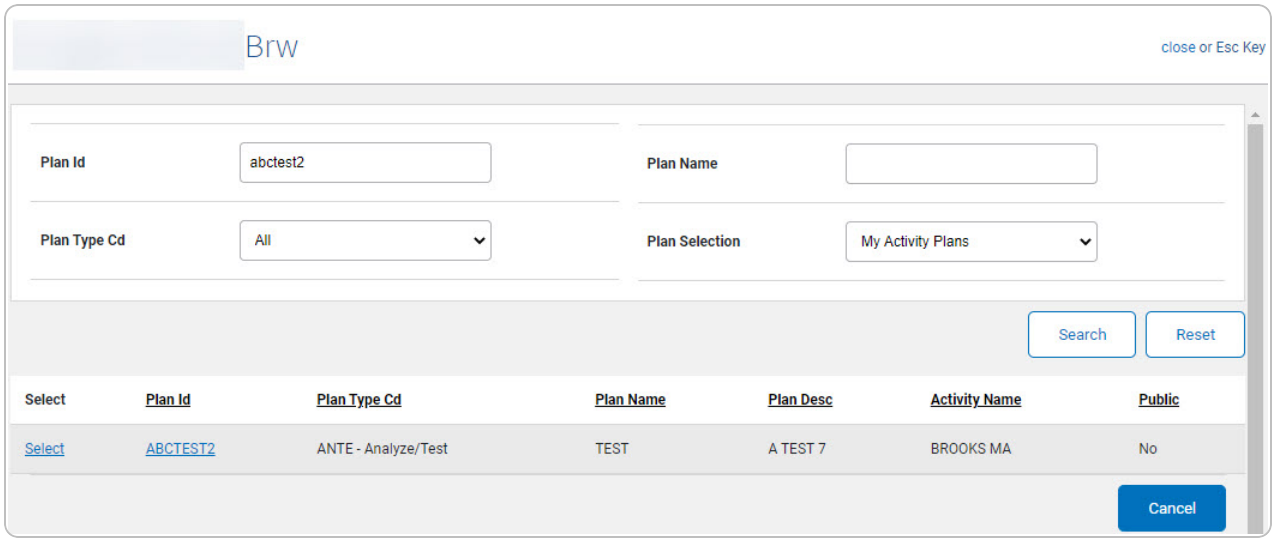

**Note**

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 Name
Central Work Plan
Plan Type Cd
Maintenance Activity
Plan Selection

### Search Results Grid

All
Plan Id
Plan Type

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan

# Procedures

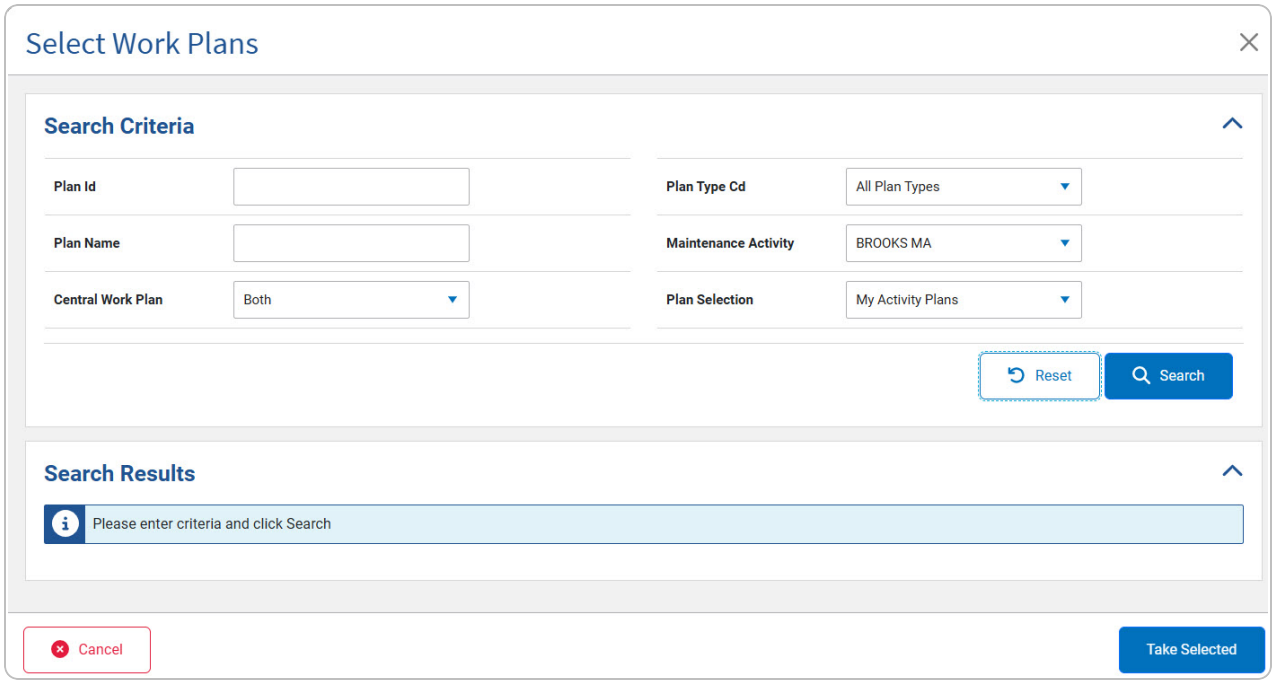
**ELMS Navigation Helpful Tips**

Click the following link to display ELMS Navigation Tips.

## Browse for a Work Plan Identifier

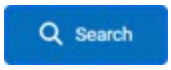
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select + Add. *The **Select Work Plans** pop-up window appears*.

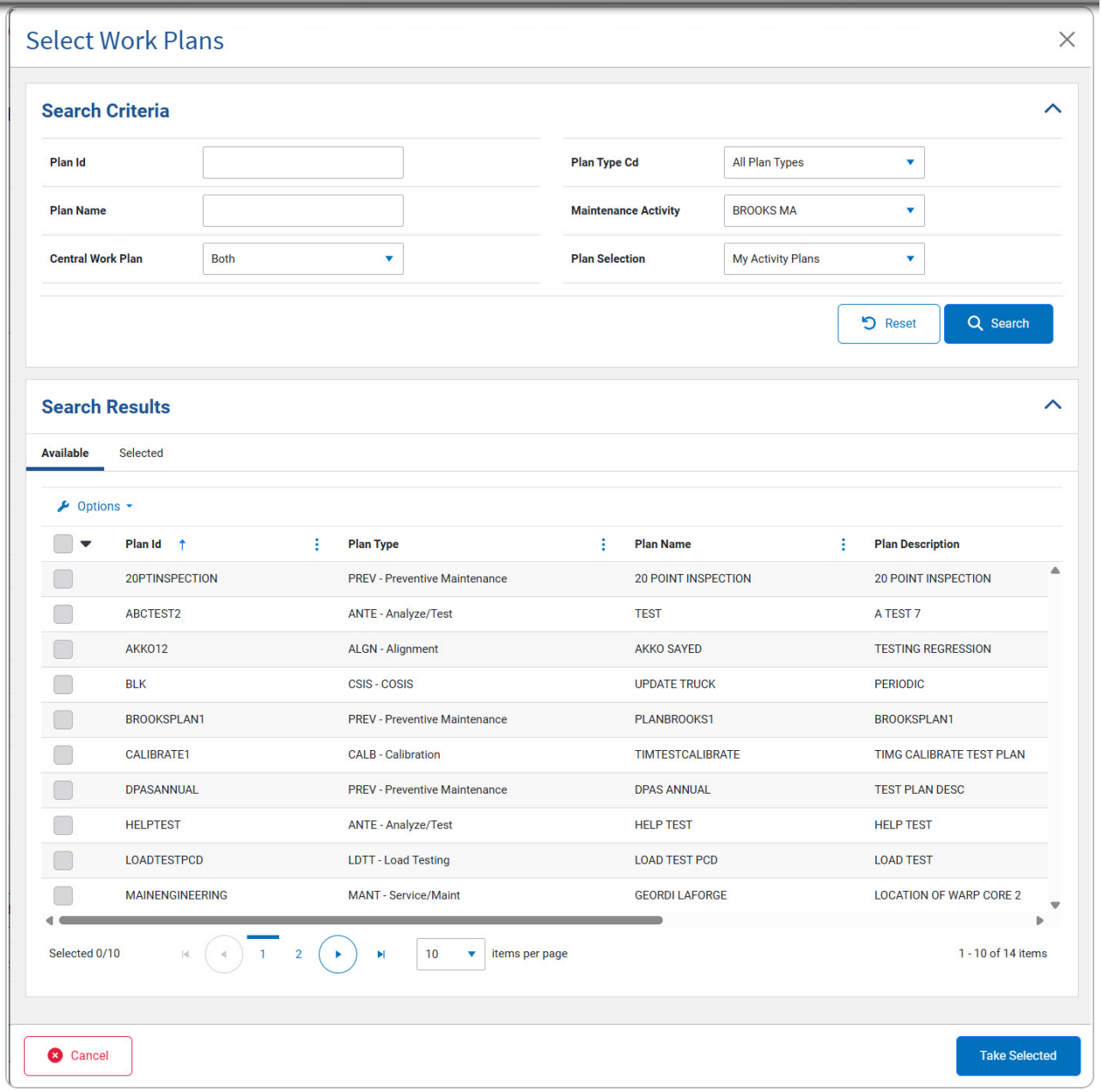



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- 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 

. *The results appear in the* ***Work PLAN ID Search Results*** *grid under the Available tab.*

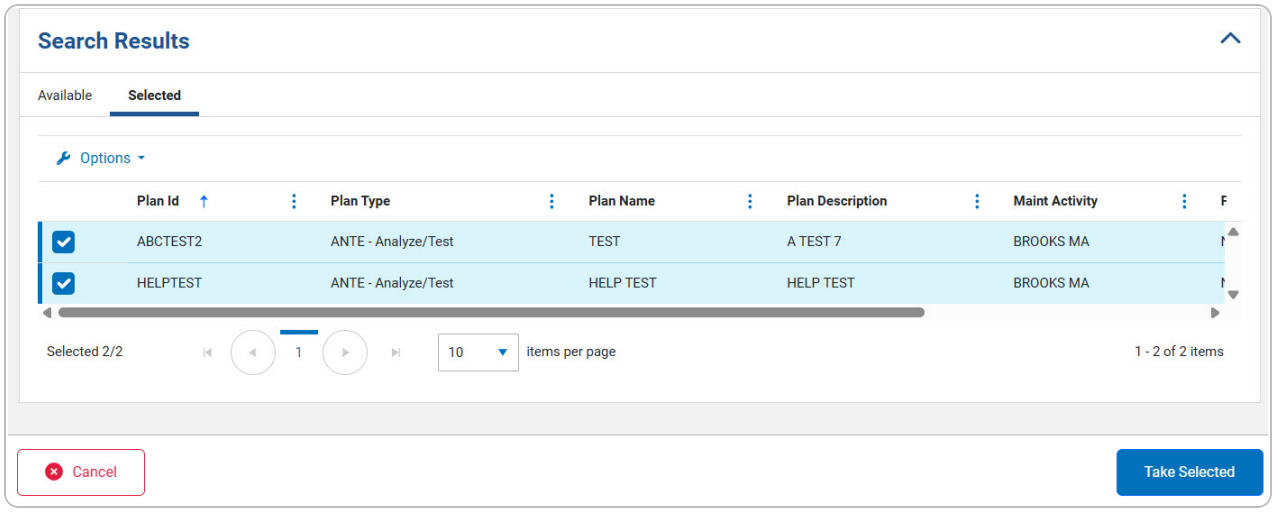



4. Click ☐ to select the PLAN ID.

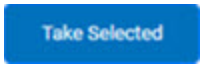
   Select Take Selected. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

5. **OR**

Select the Selected tab to view and remove the checked Work Plan Identifiers.




A. To deselect a Work PLAN ID, click  . *The selected Work Plan Identifier is removed from the grid.*

B. Select  . *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 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**

- 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**

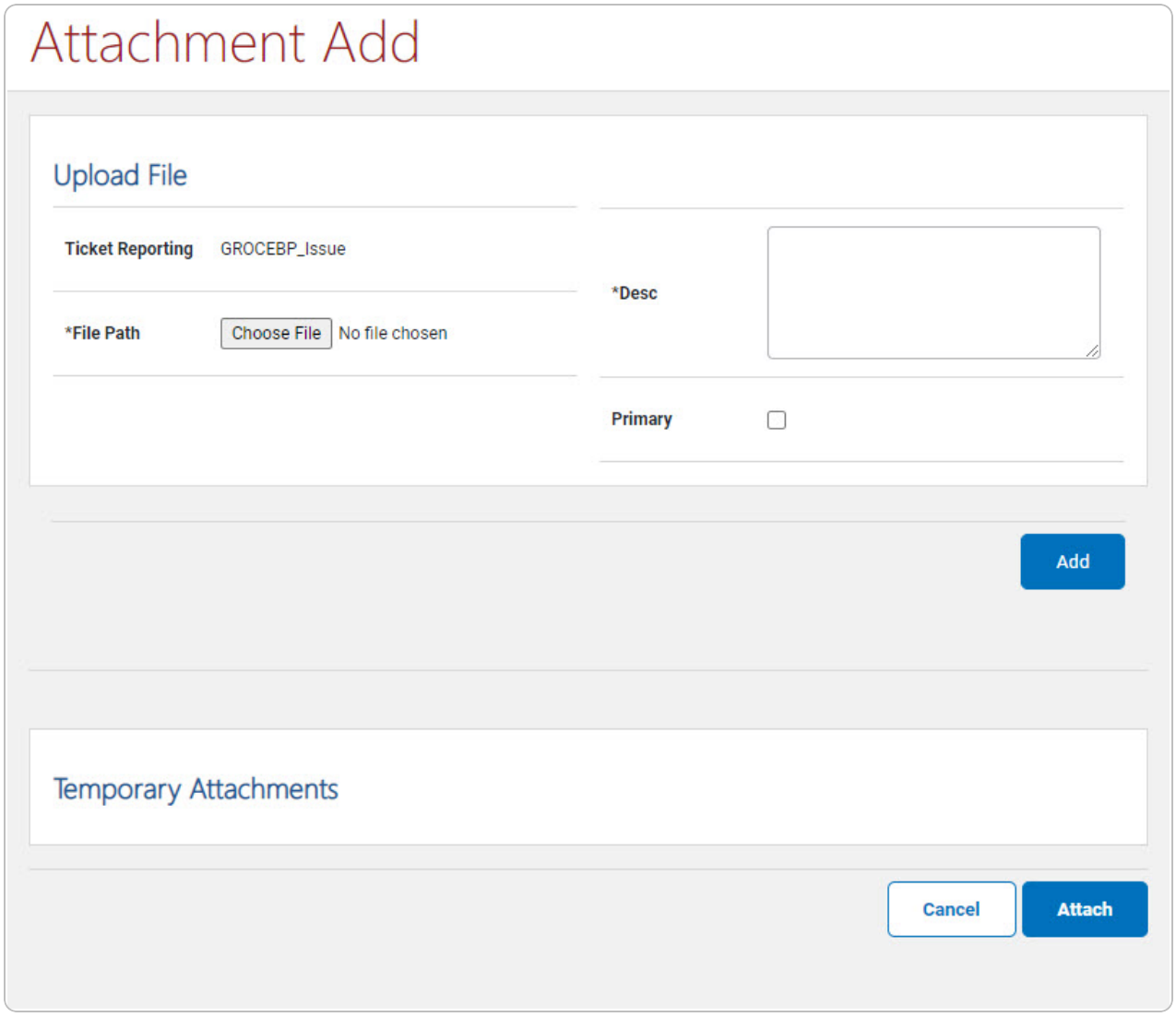


Click the following link to display PA Navigation Tips.

## 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.*

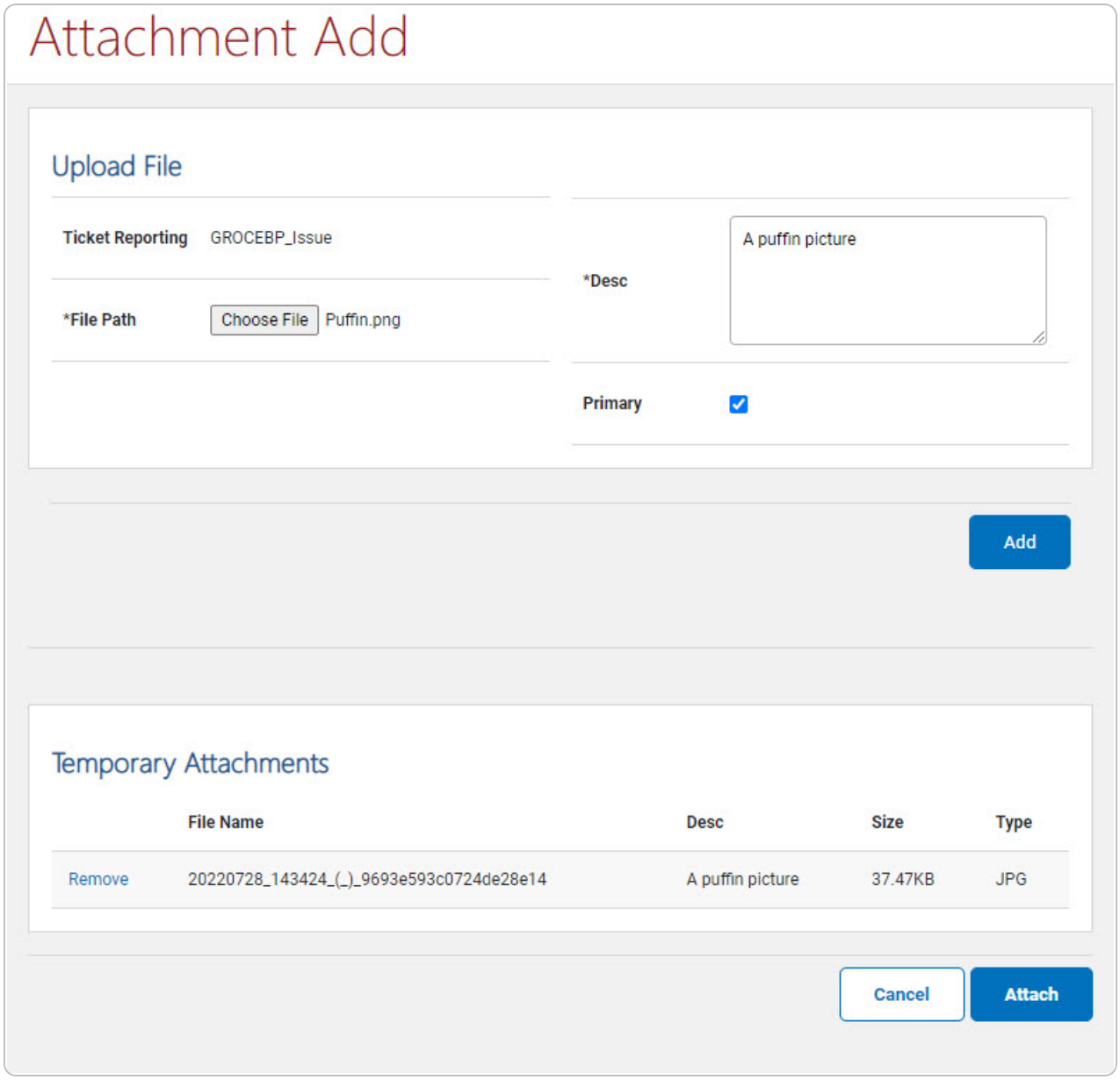



2. *The appropriate ID automatically populates and is not editable.*
3. Select Choose File in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

**6.** Enter the DESC in the field provided. *This is a 256 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

ELMS Modules > *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**

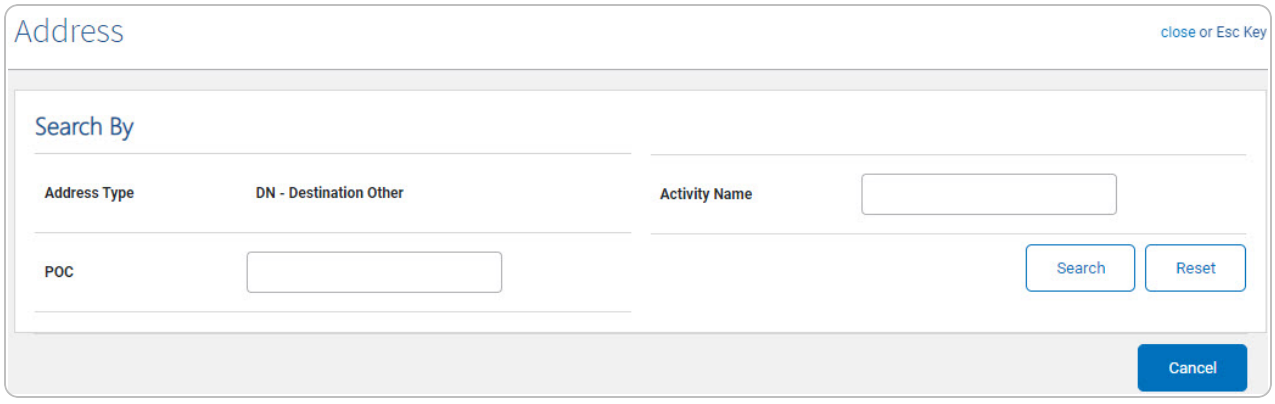
Click the following link to display ELMS Navigation Tips.

## Browse for an Address

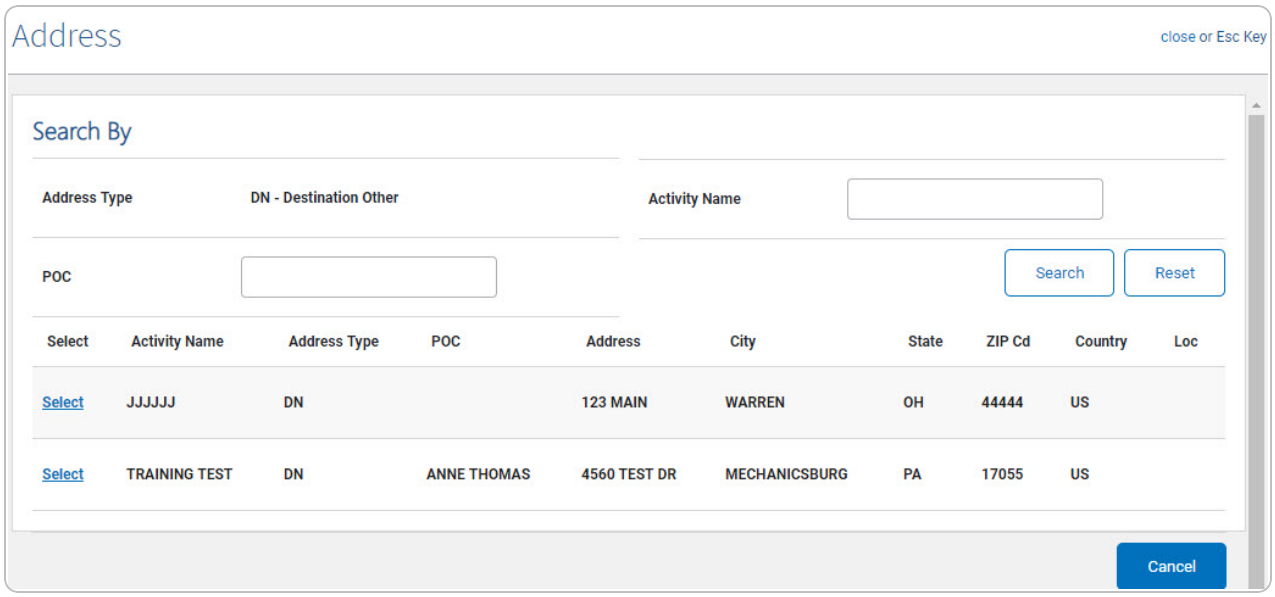
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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

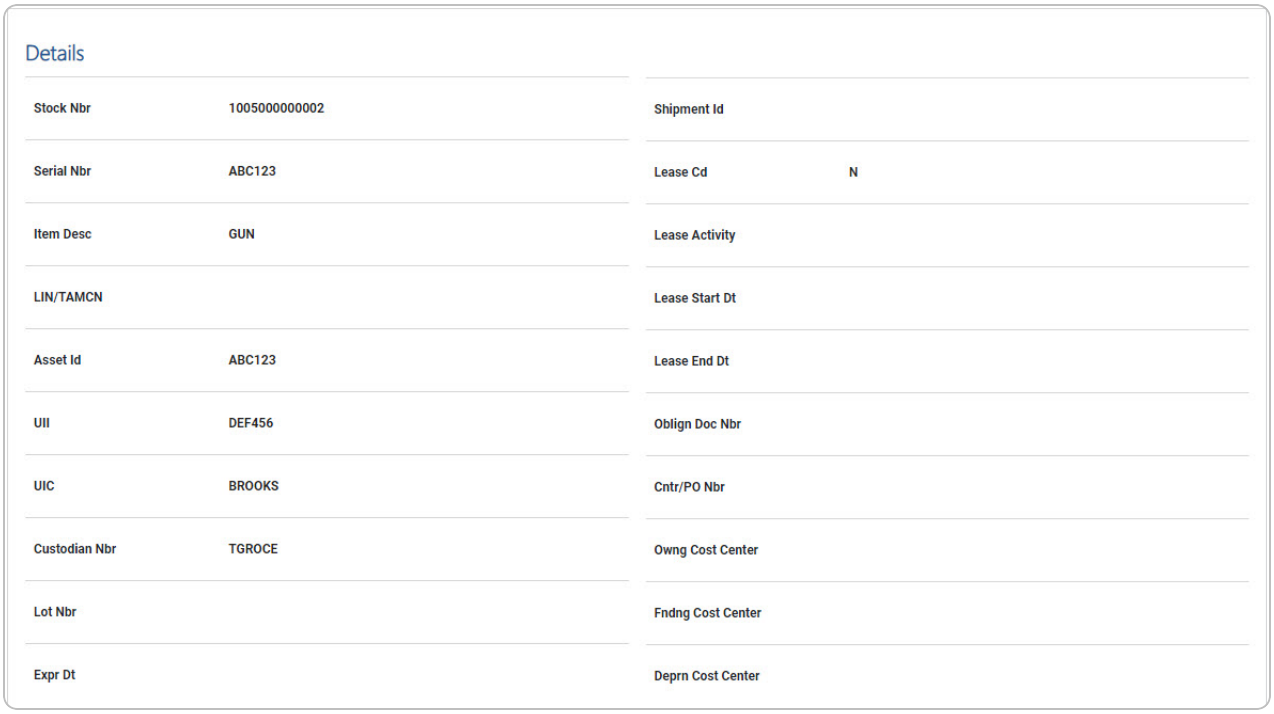
**ELMS Navigation Helpful Tips**

Click the following link to display PA Navigation Tips.

## Review the Asset Details

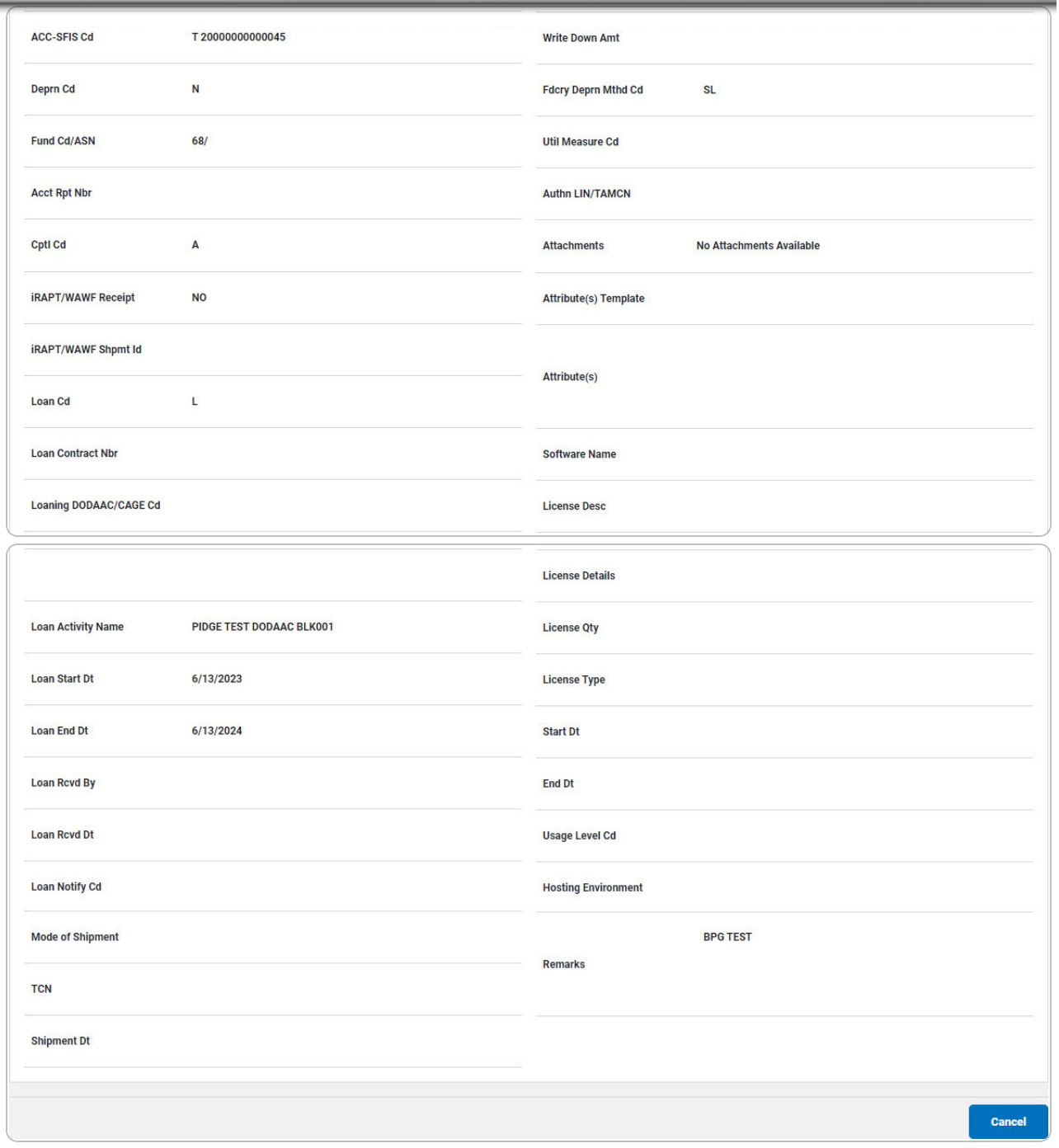
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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

ELMS Modules > *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**

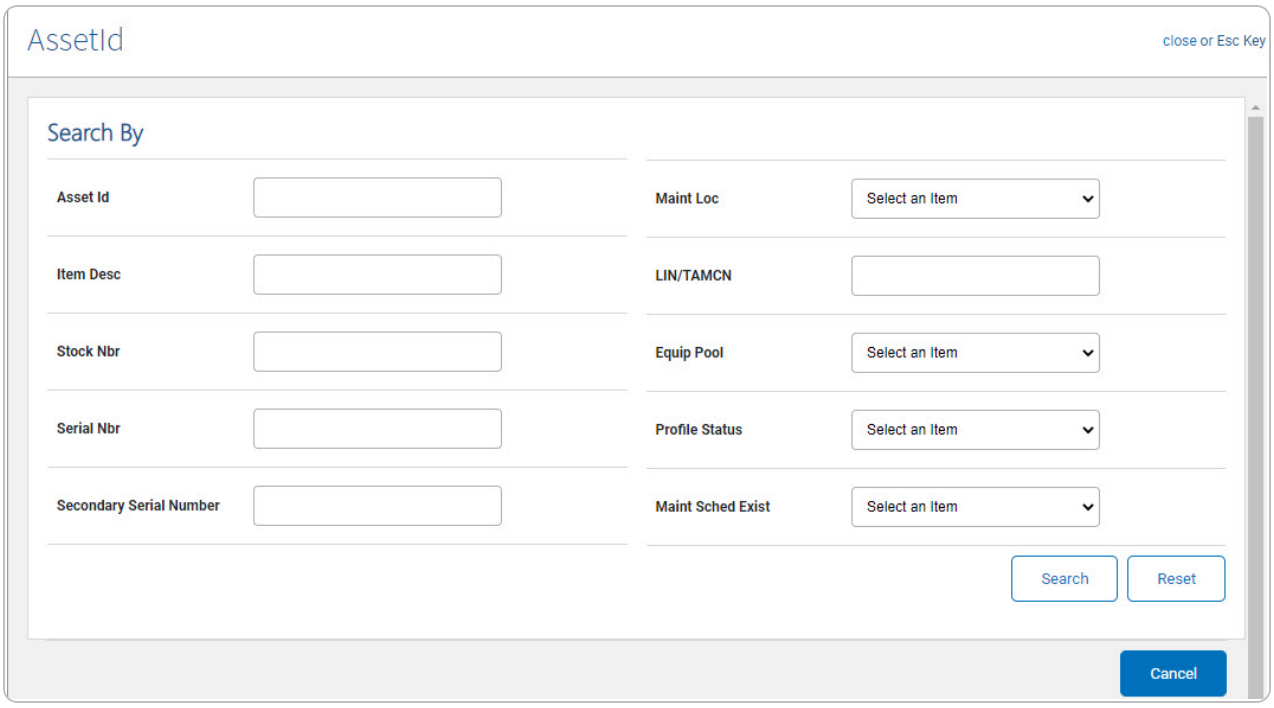
Click the following link to display ELMS Navigation Tips.

## 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.*

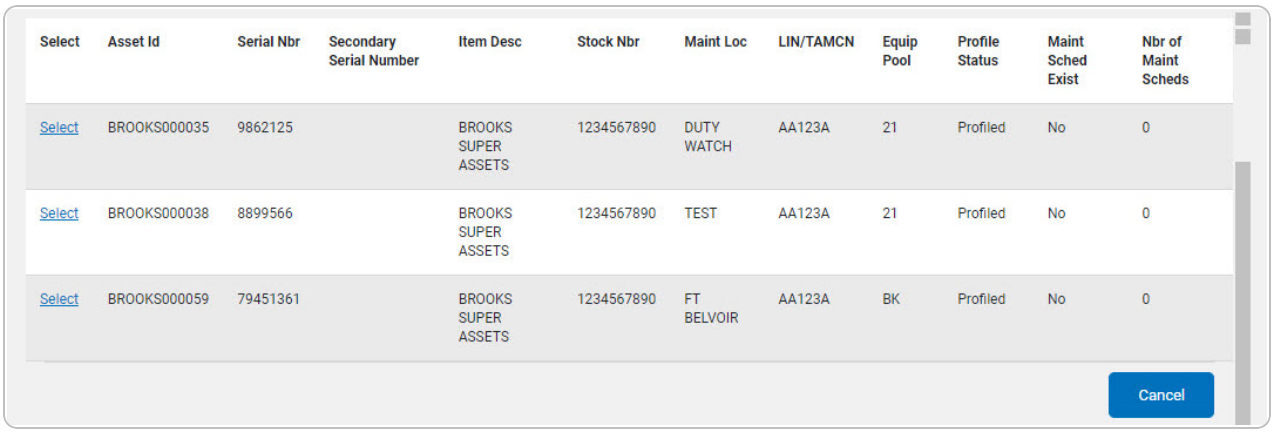
1. Select . *The **ASSET ID Browse** pop-up window appears*.




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

ELMS Modules > *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**

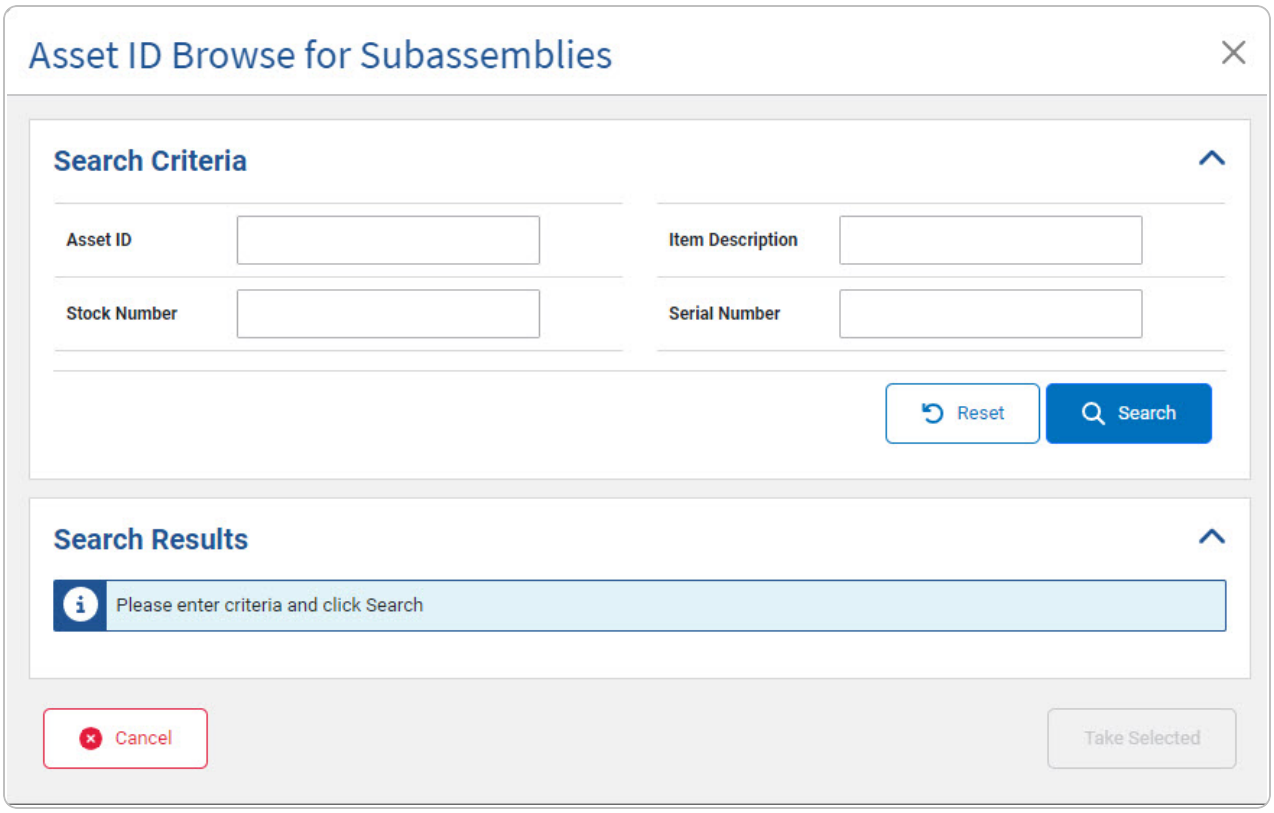
Click the following link to display ELMS Navigation Tips.

## Browse for an Asset Identifier Subassemblies

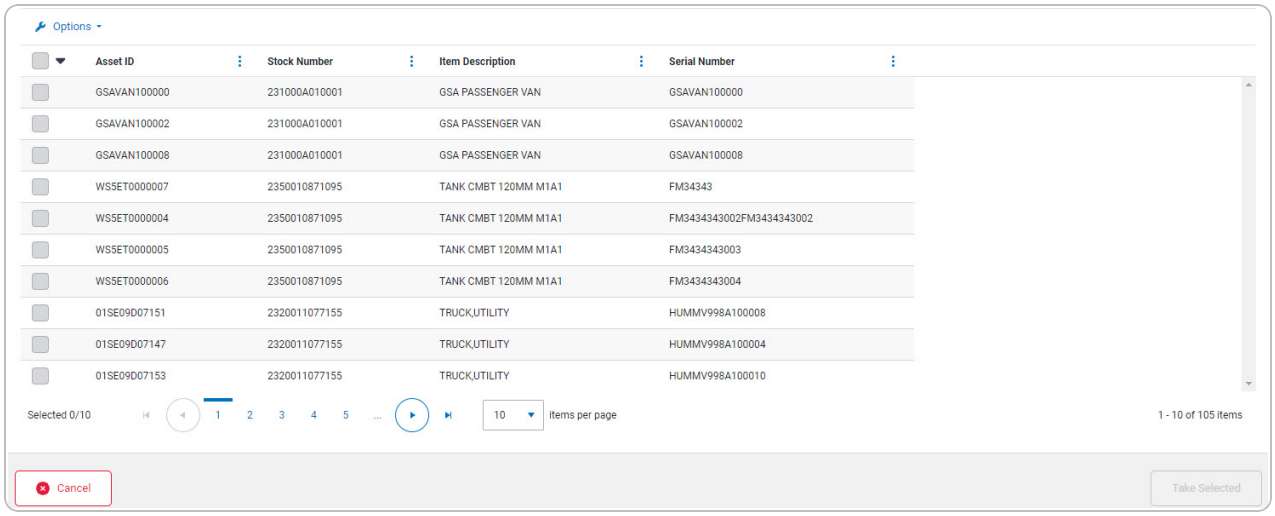
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 Grid

Cost Center
Cost Center Desc

### Cost Center Search Results Grid

Select
Cost Center
Cost Center Desc

# Procedures

**ELMS Navigation Helpful Tips**

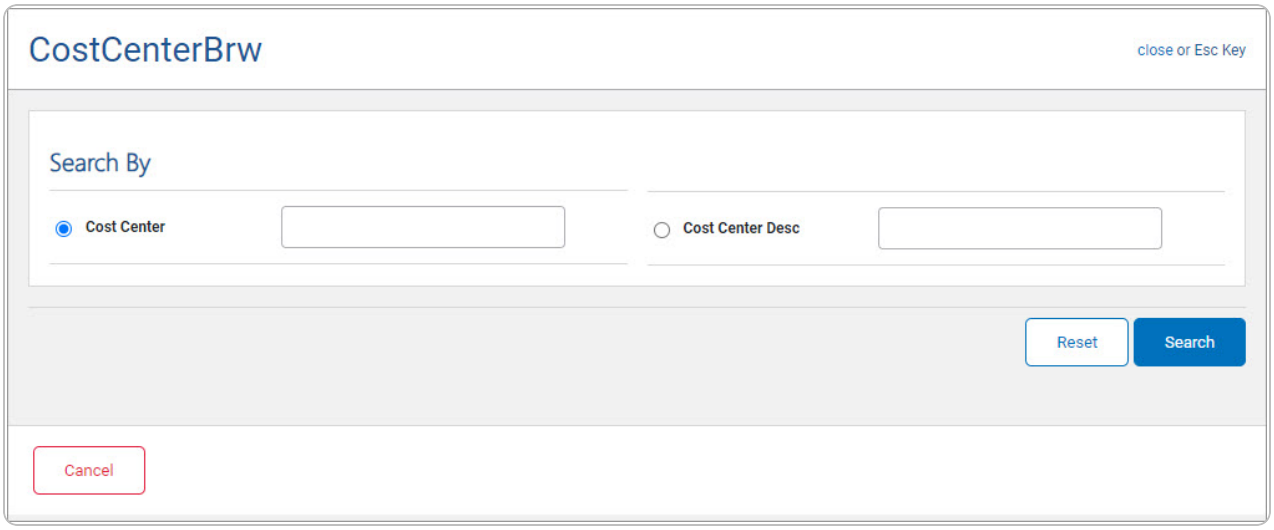
Click the following link to display PA Navigation Tips.

## Browse for a Cost Center

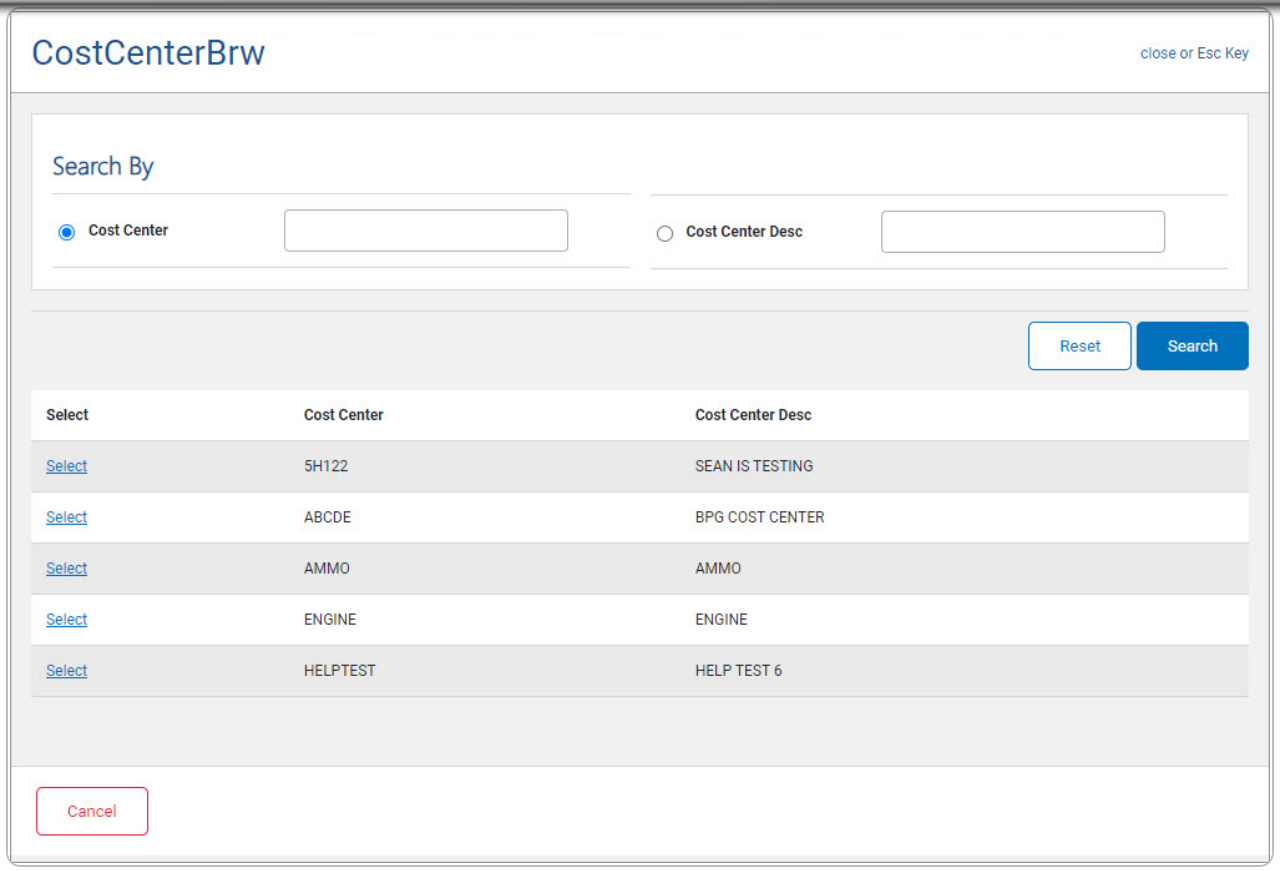
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 240 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 Grid

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**

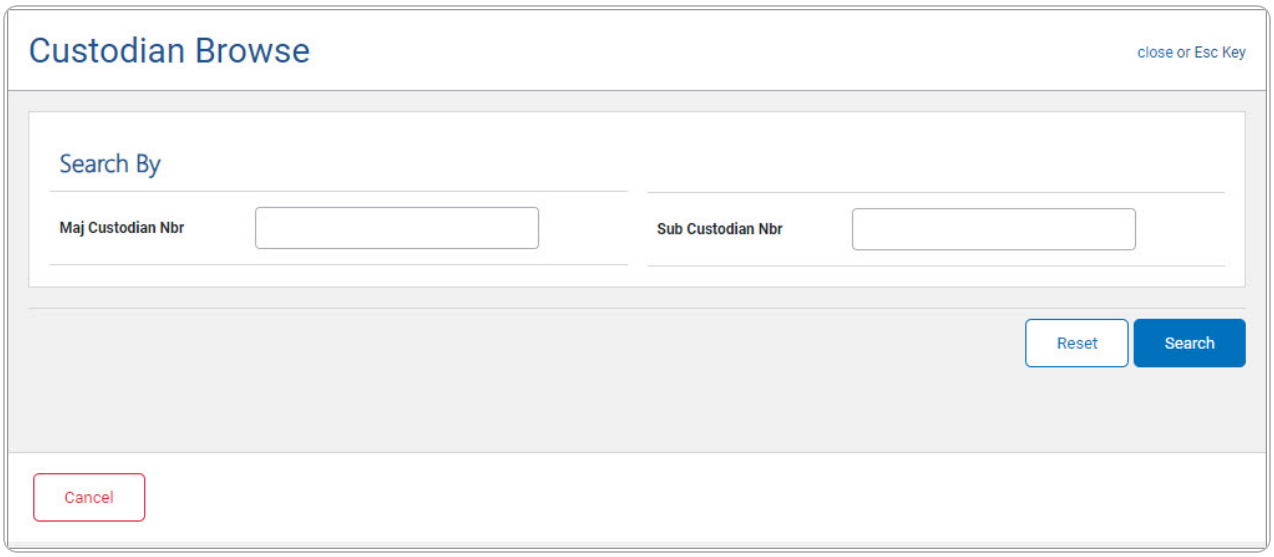
Click the following link to display PA Navigation Tips.

## 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.*

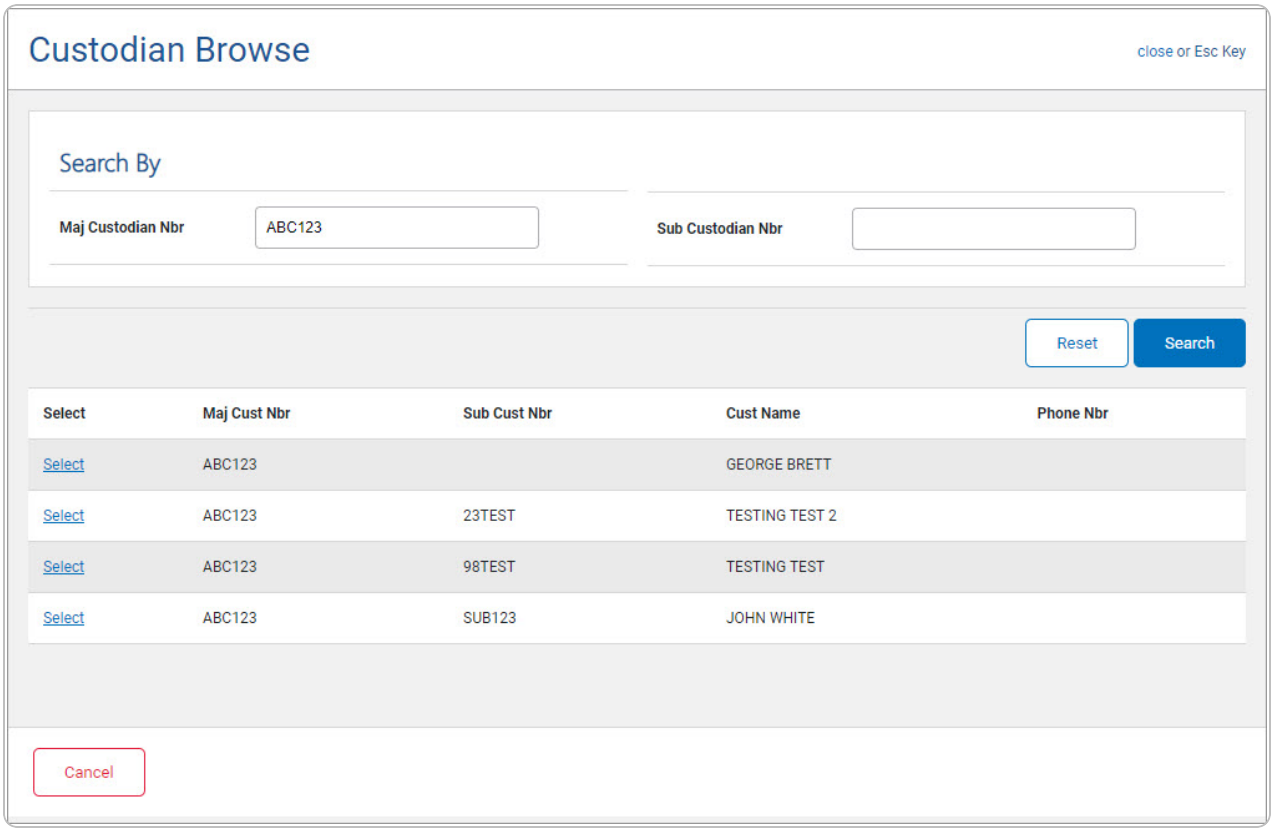
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 Grid

Total Cost
Salvage
Write Down
Prior Deprn SL
Activation Dt
Deprn Period

#### Details Grid

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

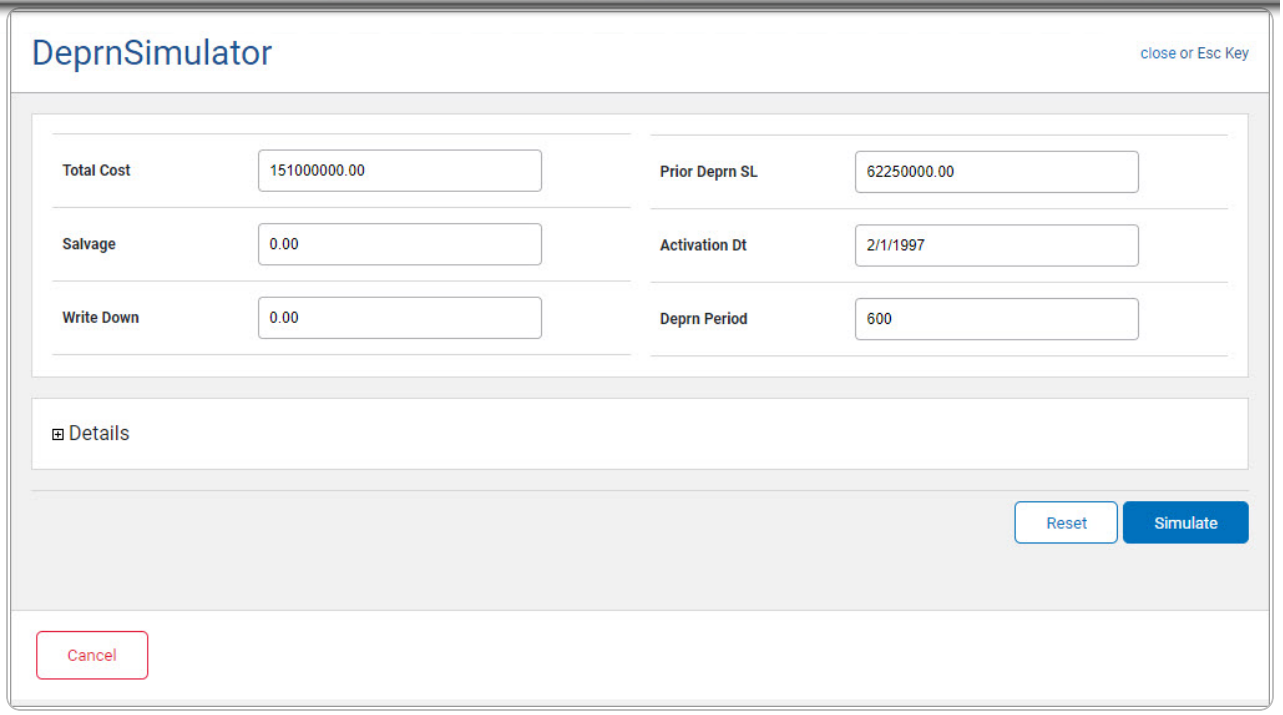
**ELMS Navigation Helpful Tips**

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.*

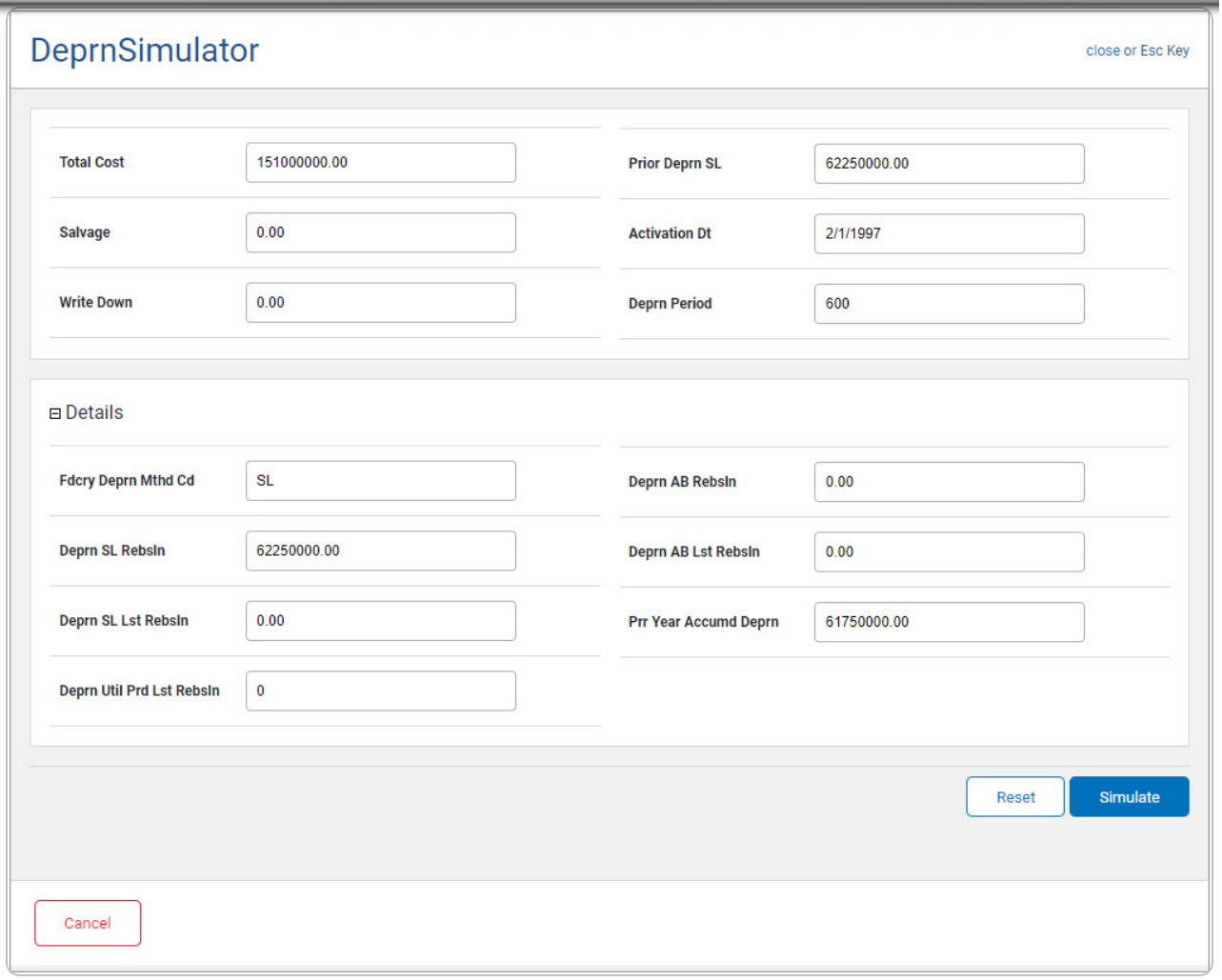
C. Enter the Write Down amount in the field provided. *This is a 9 numeric character field.*

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.*

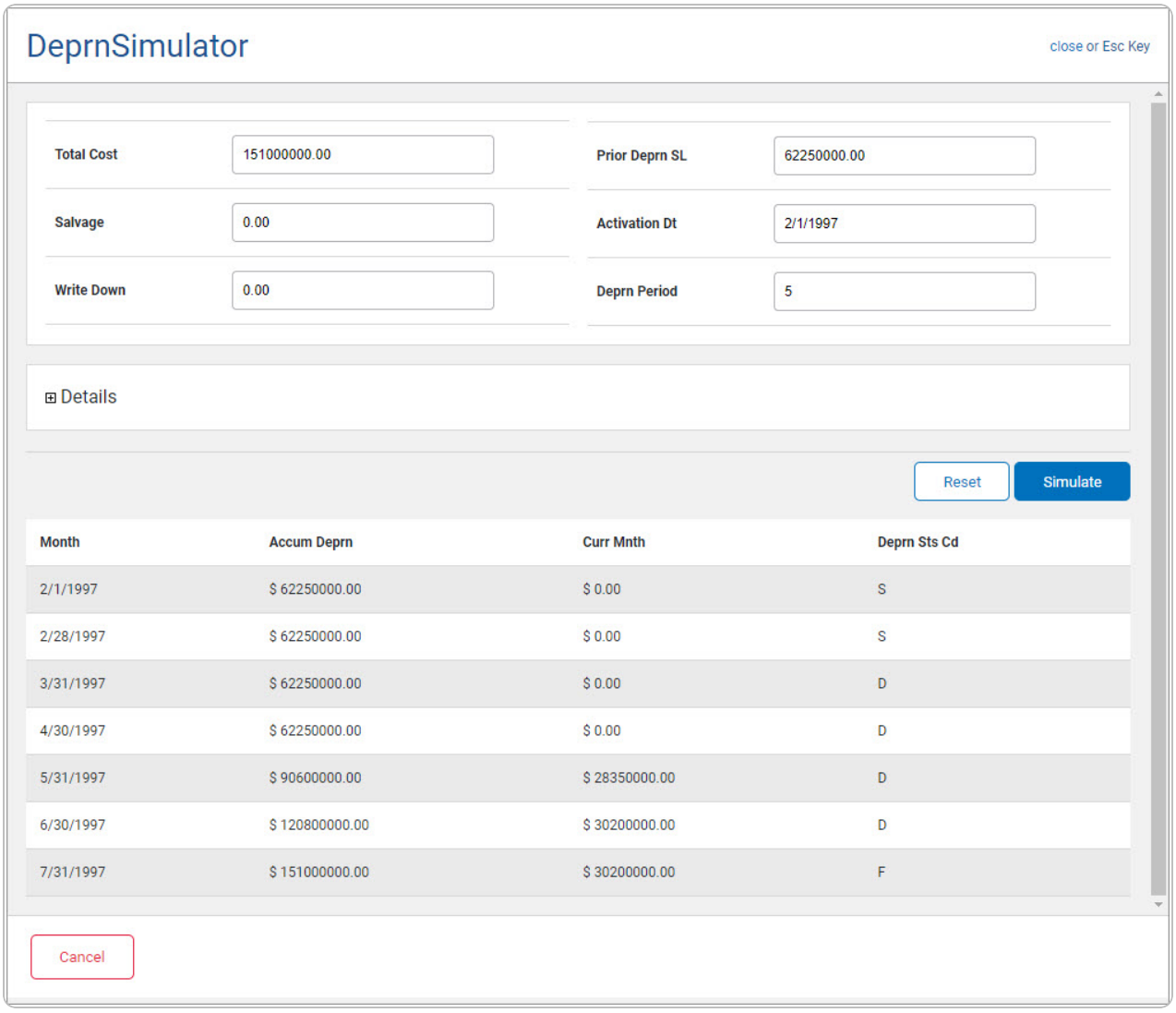
D. Enter the DEPRN UTIL PRD LST REBSLN amount in the field provided. *This is a 15 numeric character field.*

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 Grid

Dspsl Activity
State
Country Cd

### Search Results Grid

Select
Dspsl Acty
Dspsl Acty Name
Address
City
State
Country Cd

# Procedures

**ELMS Navigation Helpful Tips**

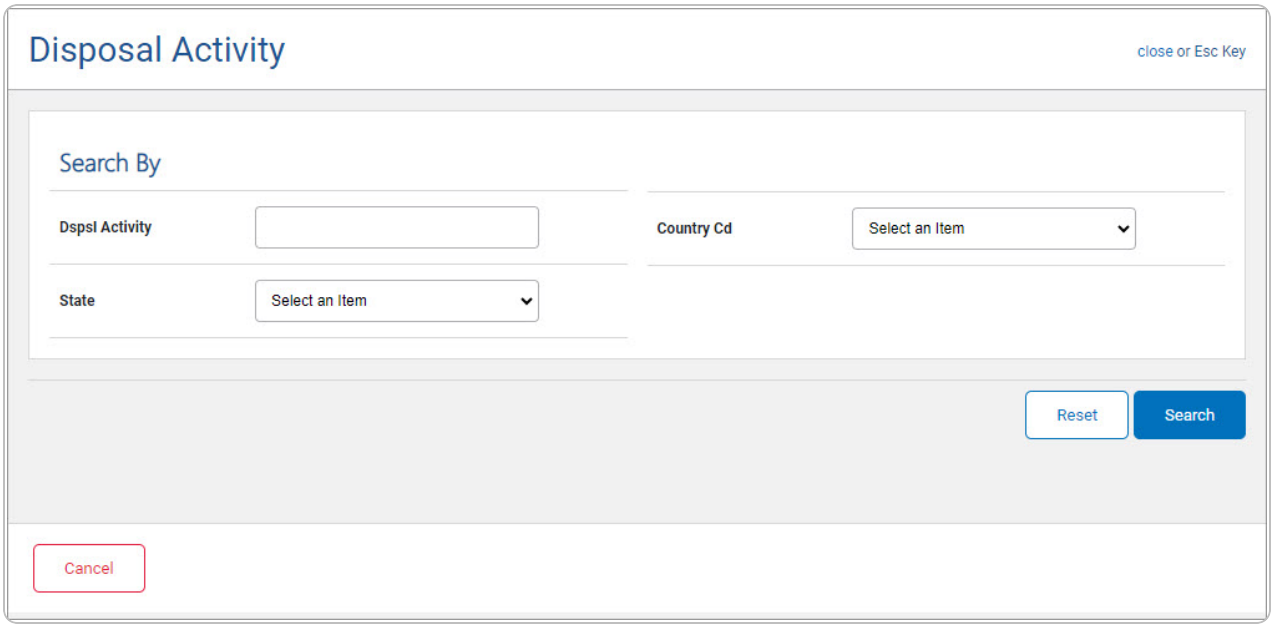
Click the following link to display PA Navigation Tips.

## 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.*

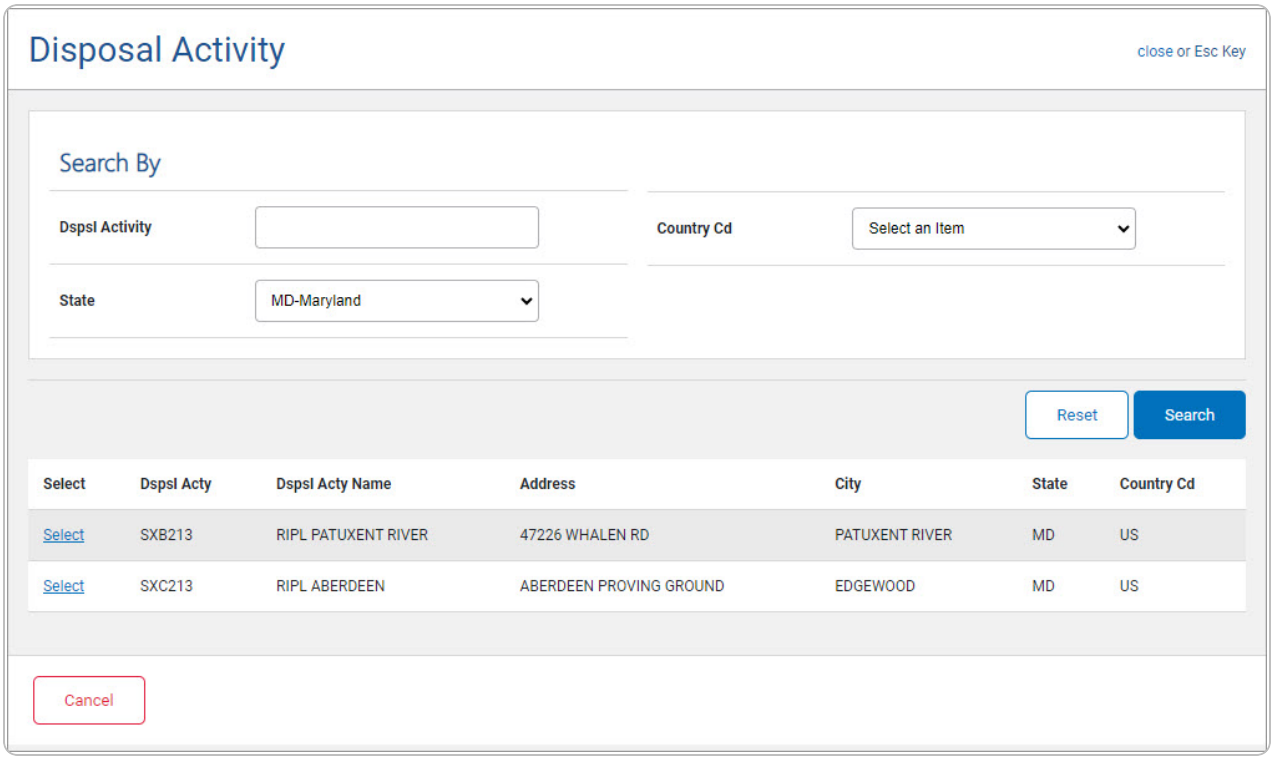
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 Grid

DoDAAC
Range Desc
User Id

## Search Results Grid

Select
Doc Nbr
Doc Nbr Typ
User Id

# Procedures

**ELMS Navigation Helpful Tips**

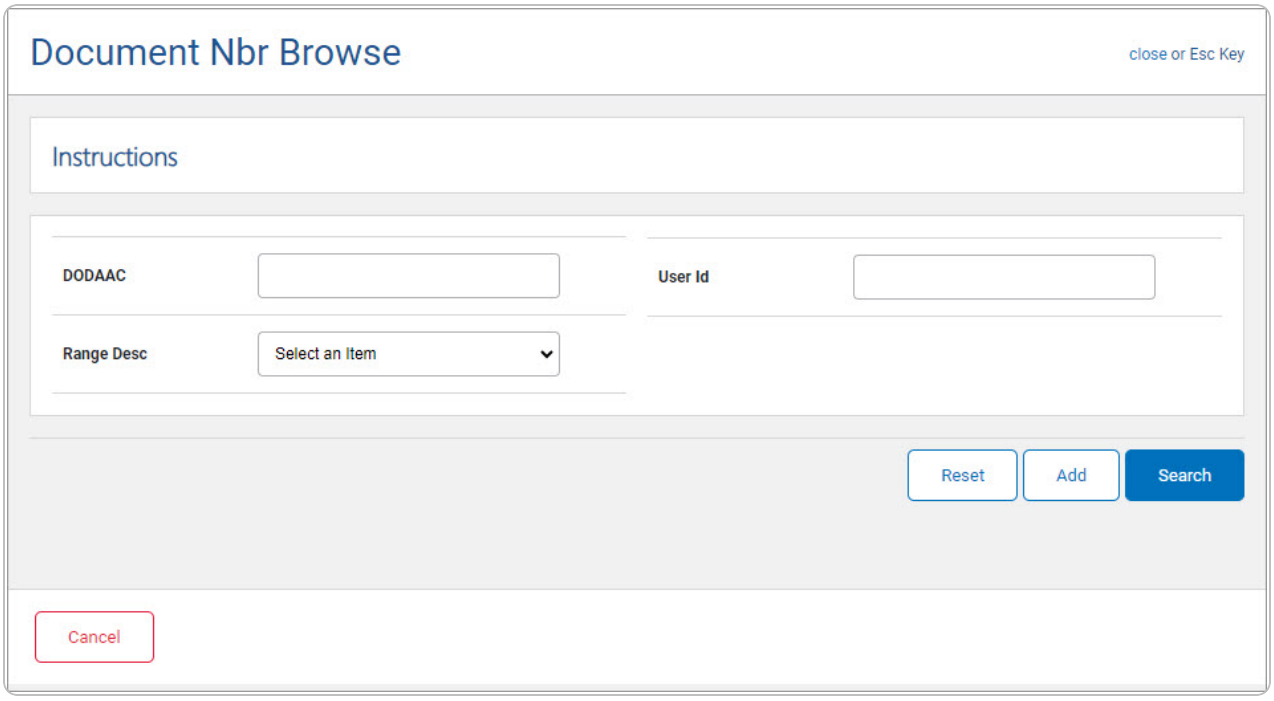
Click the following link to display PA Navigation Tips.

## 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.*

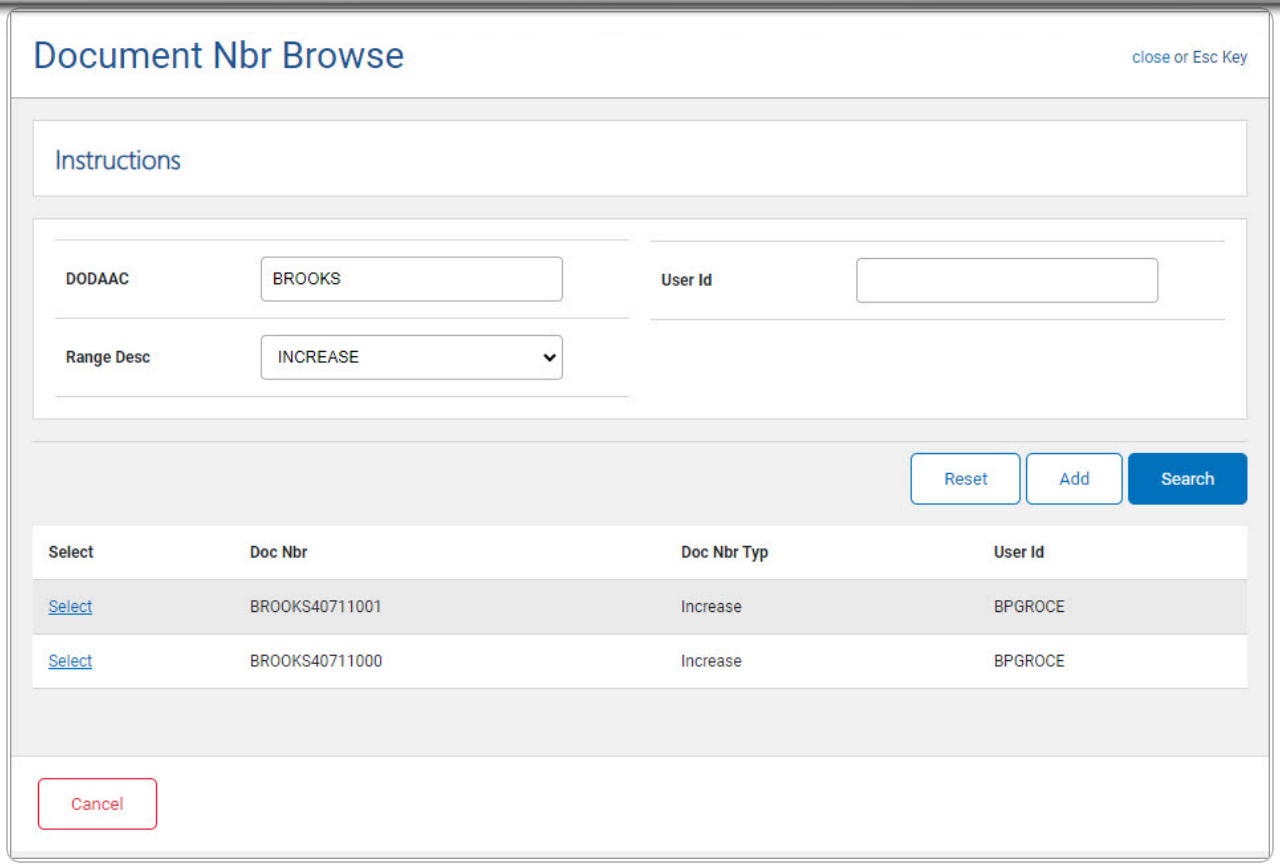
1. Select . *The **Document Number Browse** pop-up window appears.*




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 Grid

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**

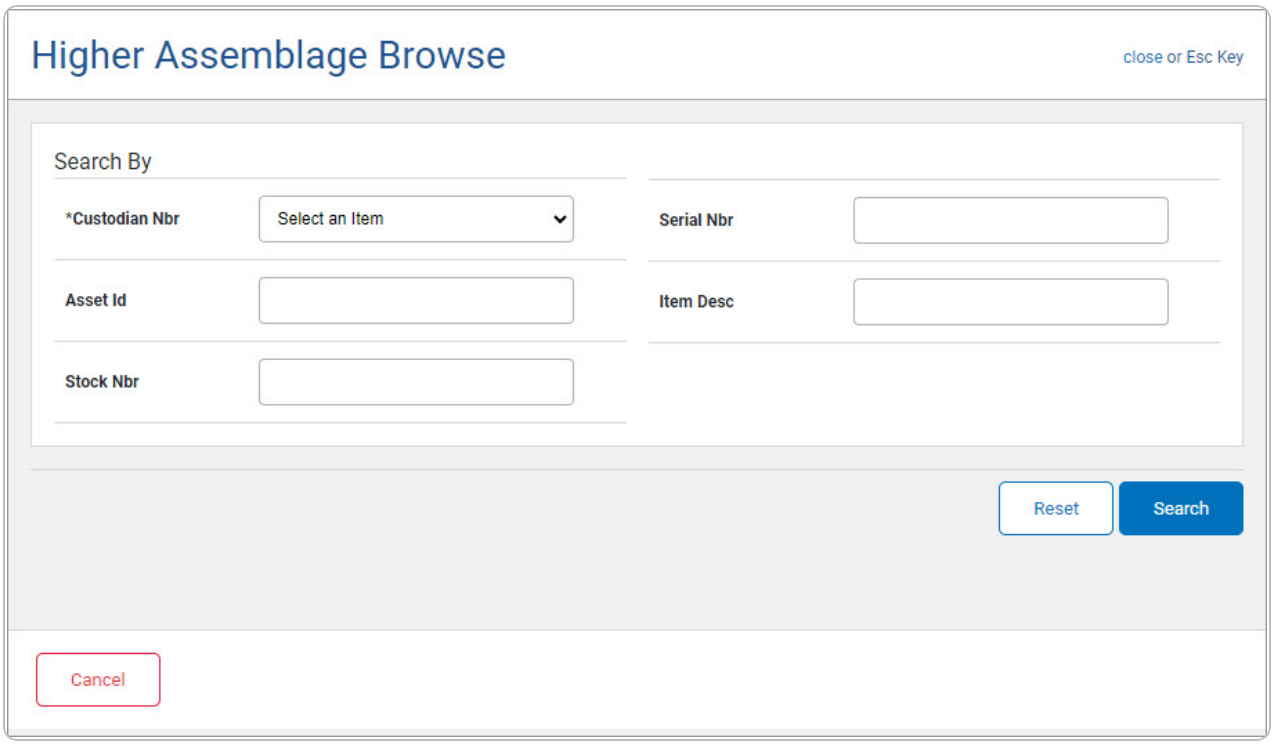
Click the following link to display PA Navigation Tips.

## 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.*

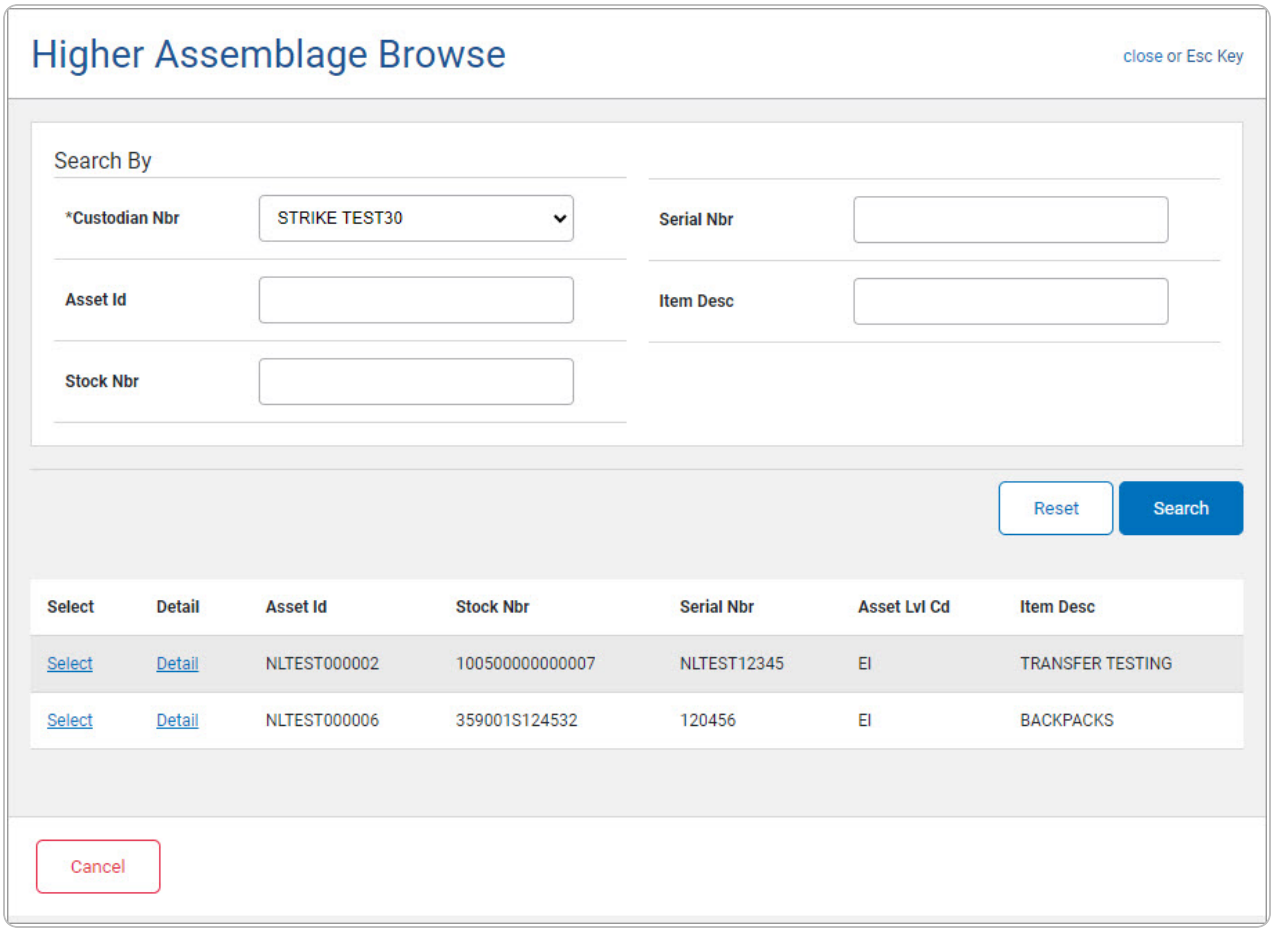
B. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

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 Grid

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**

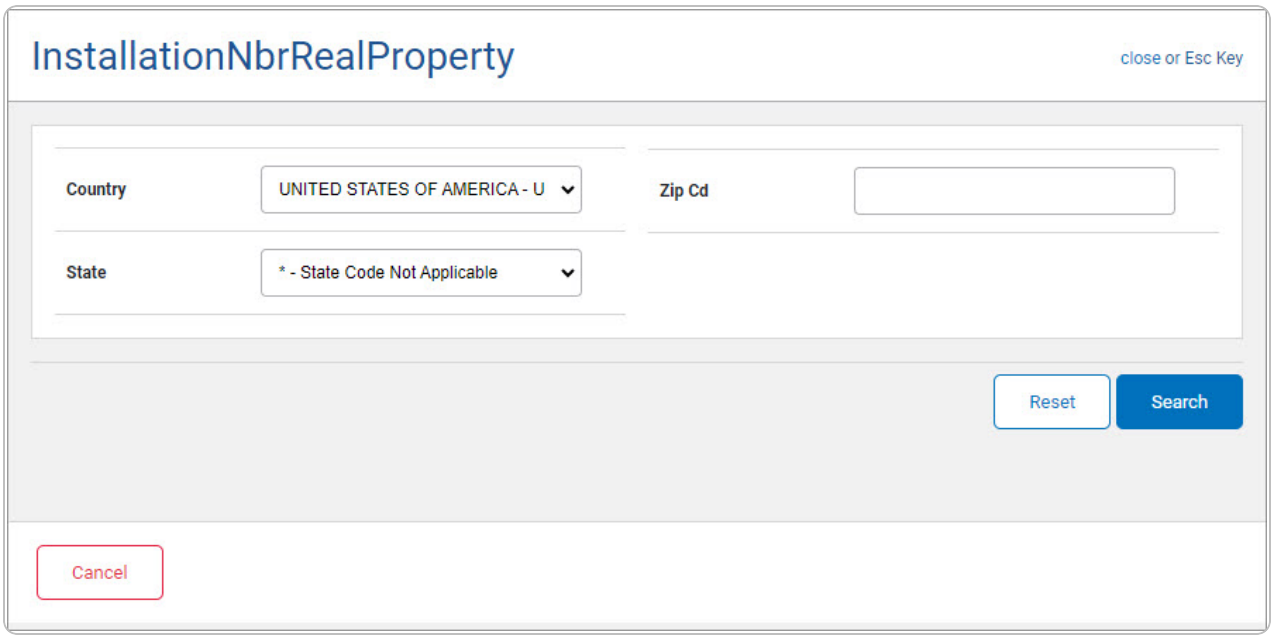
Click the following link to display PA Navigation Tips.

## 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.*

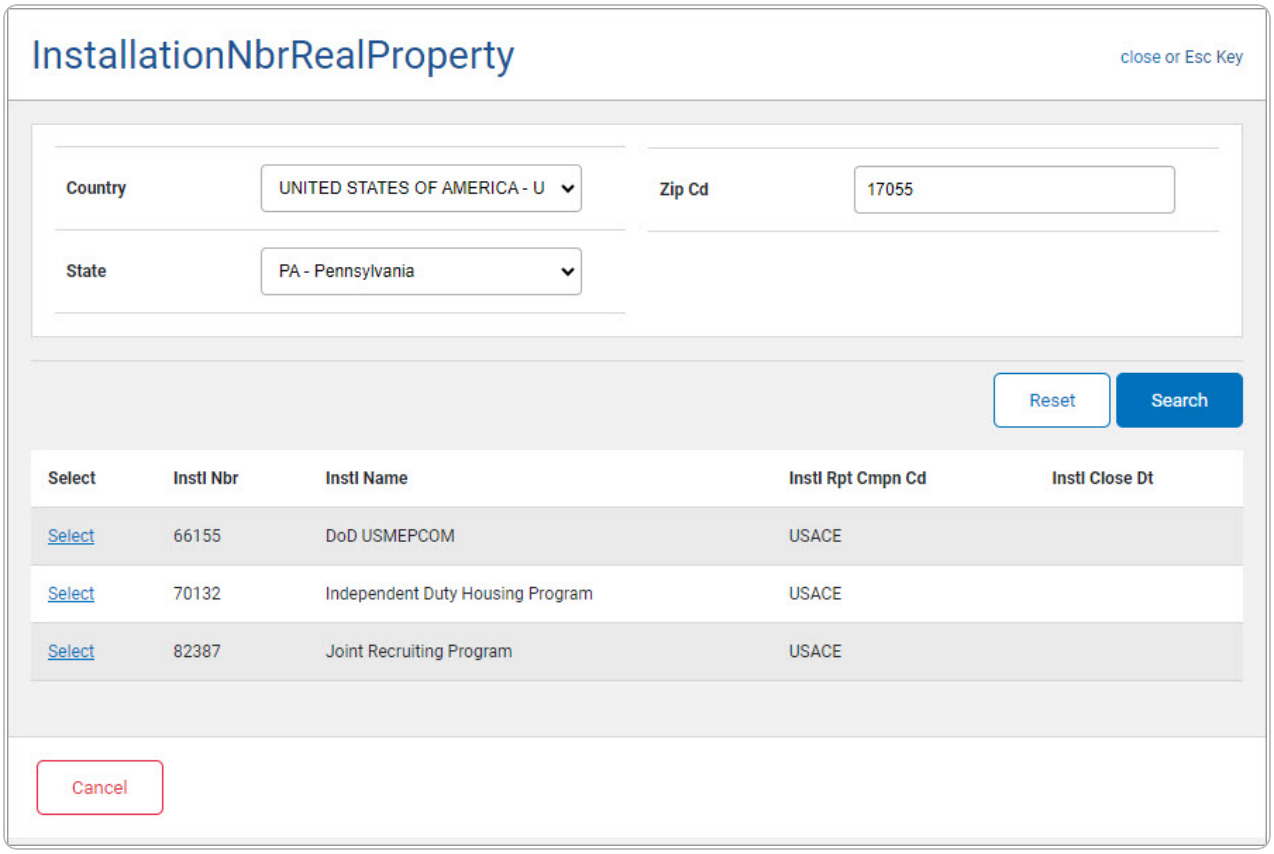
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 Grid

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**

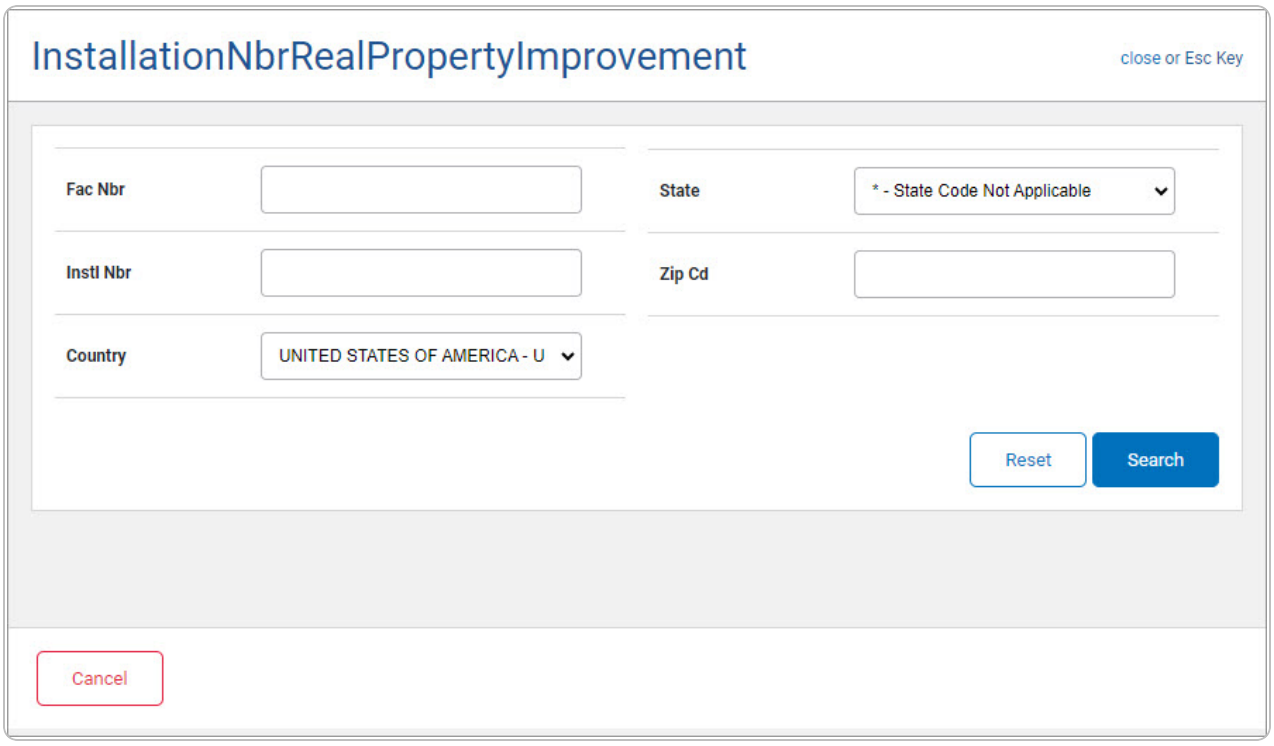
Click the following link to display PA Navigation Tips.

## 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.*

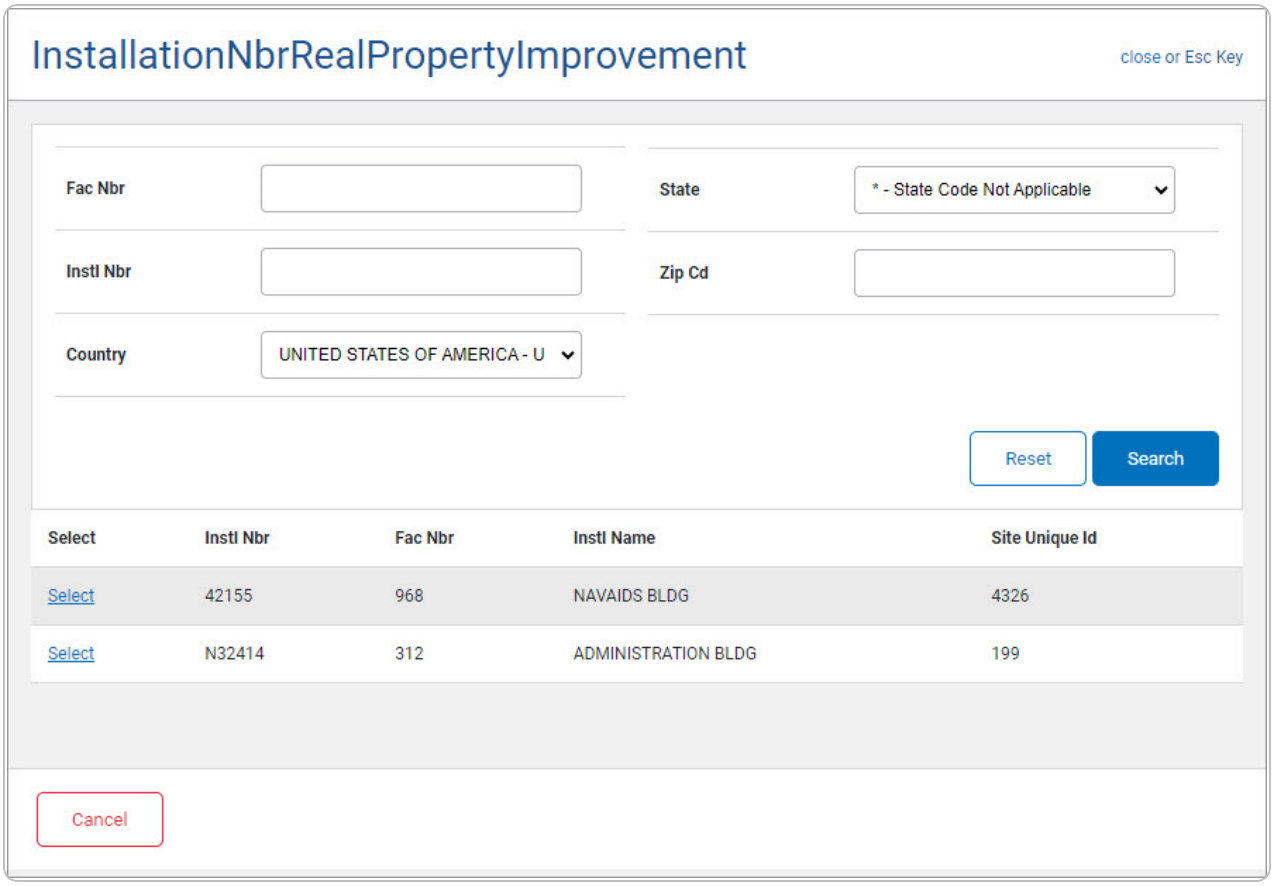
1. Select . *The **INSTL NBR Browse** pop-up window appears.*




- 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**

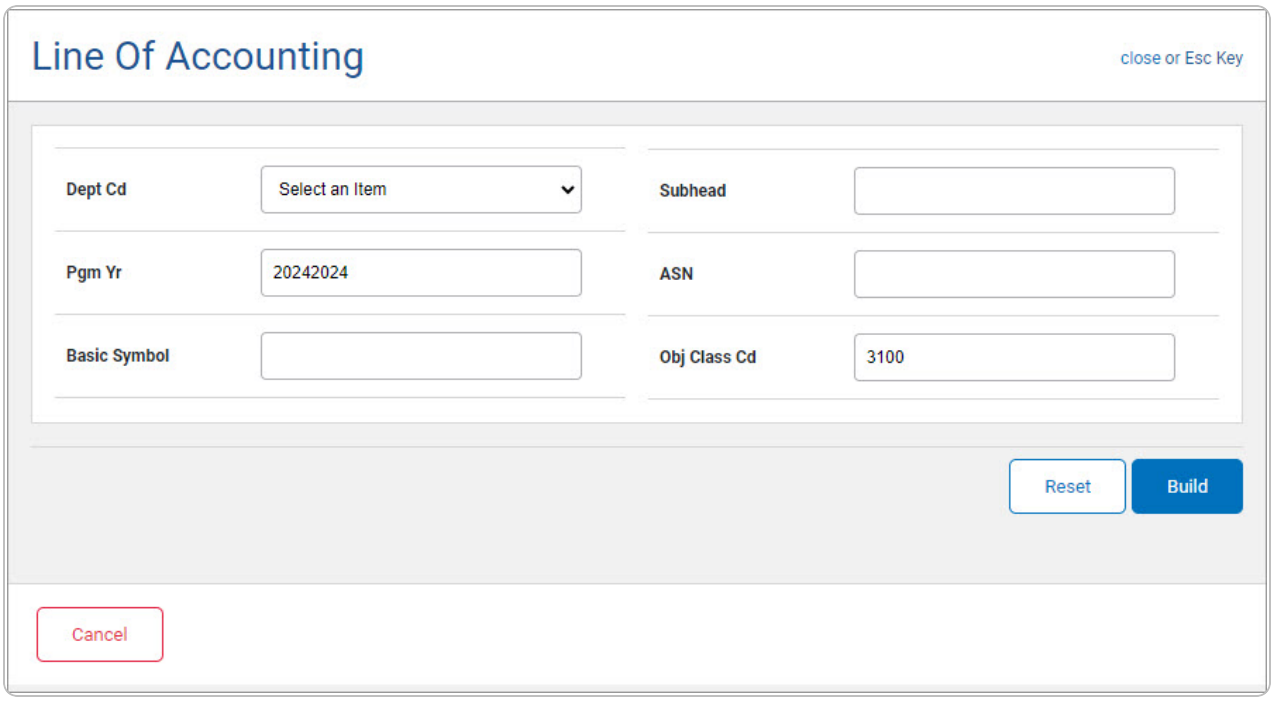
Click the following link to display PA Navigation Tips.

## 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.*

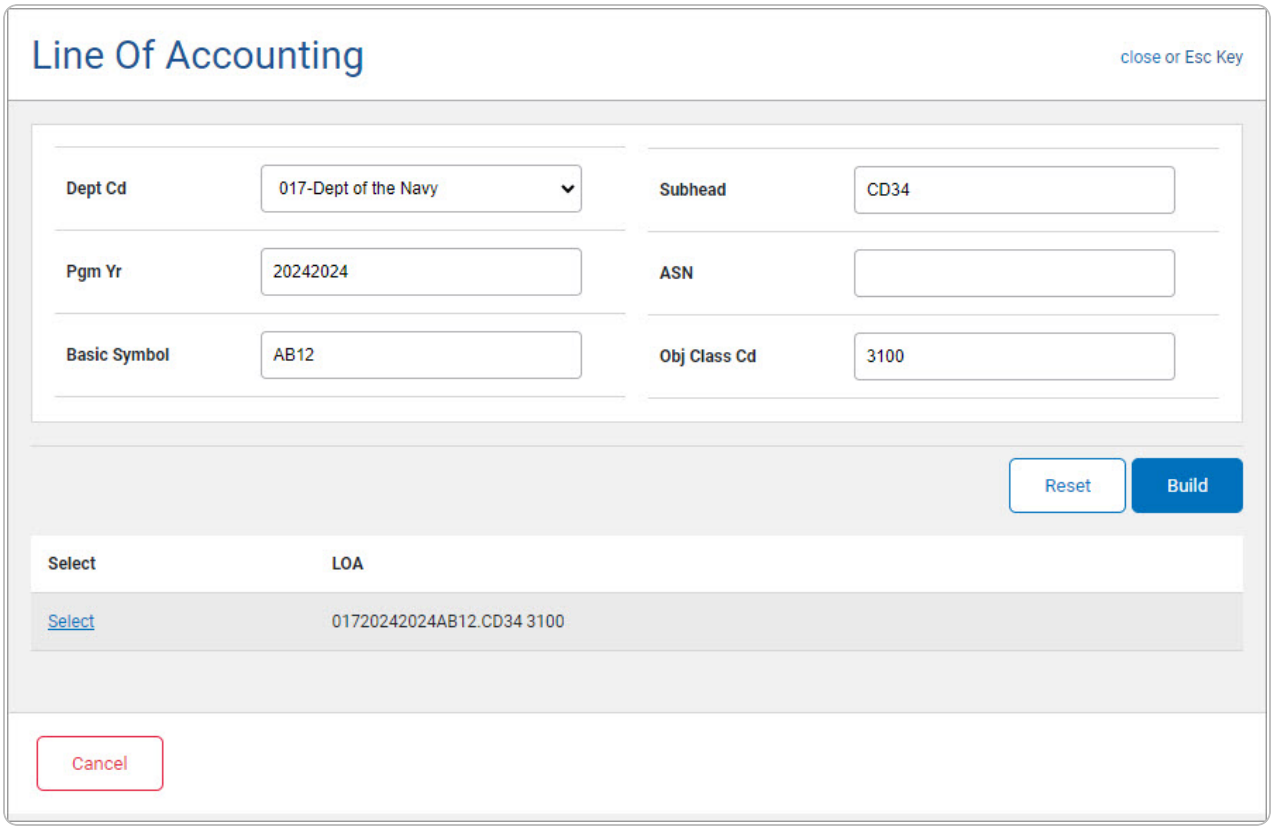
1. Select . *The* ***Line Of Accounting (LOA) Browse*** *pop-up window appears.*




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 Search By Browse Grid

Loc
Sub Loc

### Location Search Results Grid

Select
UIC
Loc
Sub Loc

# Procedures

**ELMS Navigation Helpful Tips**

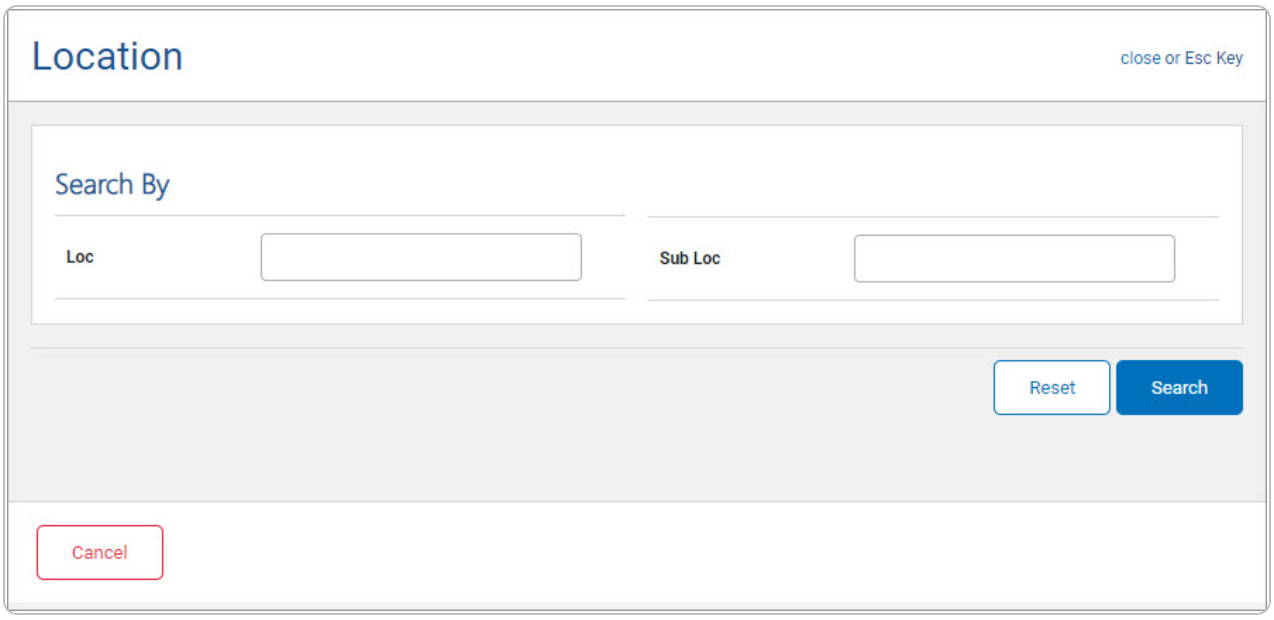
Click the following link to display PA Navigation Tips.

## 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.*

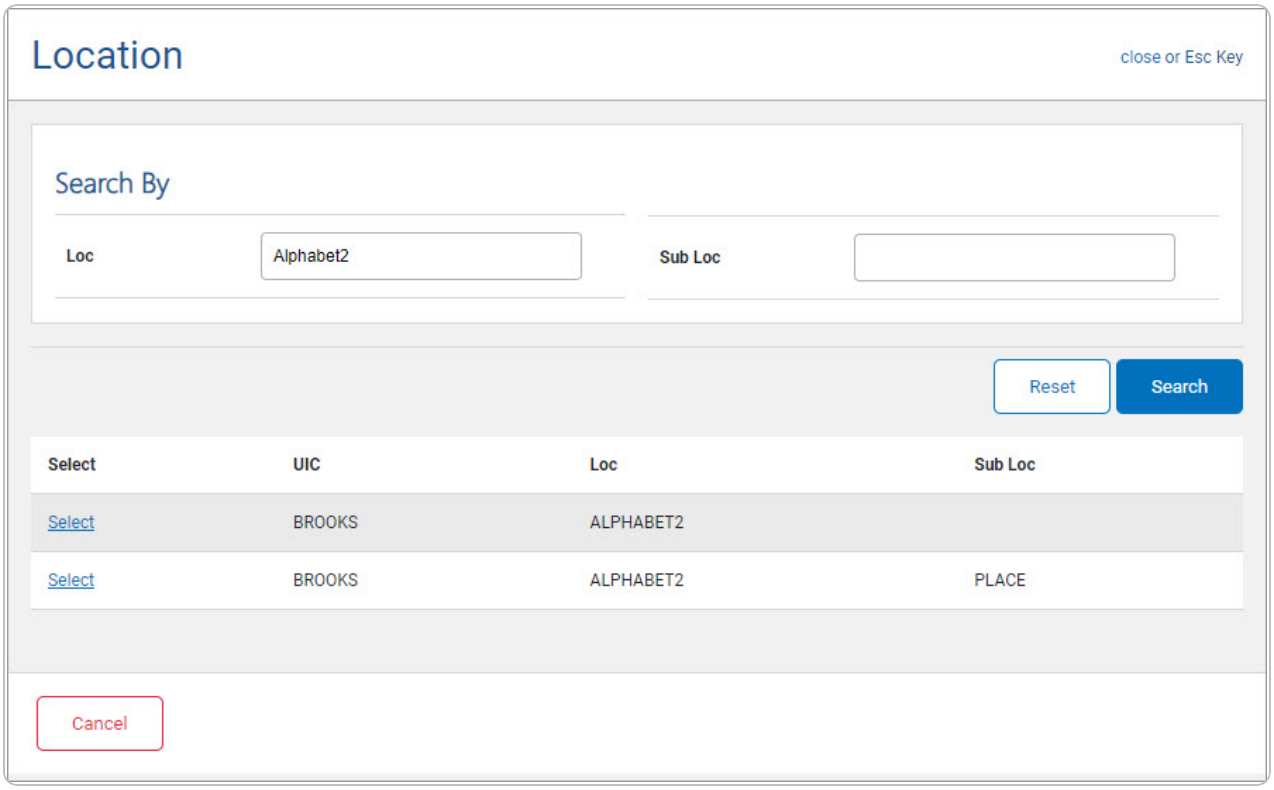
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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 Grid

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**

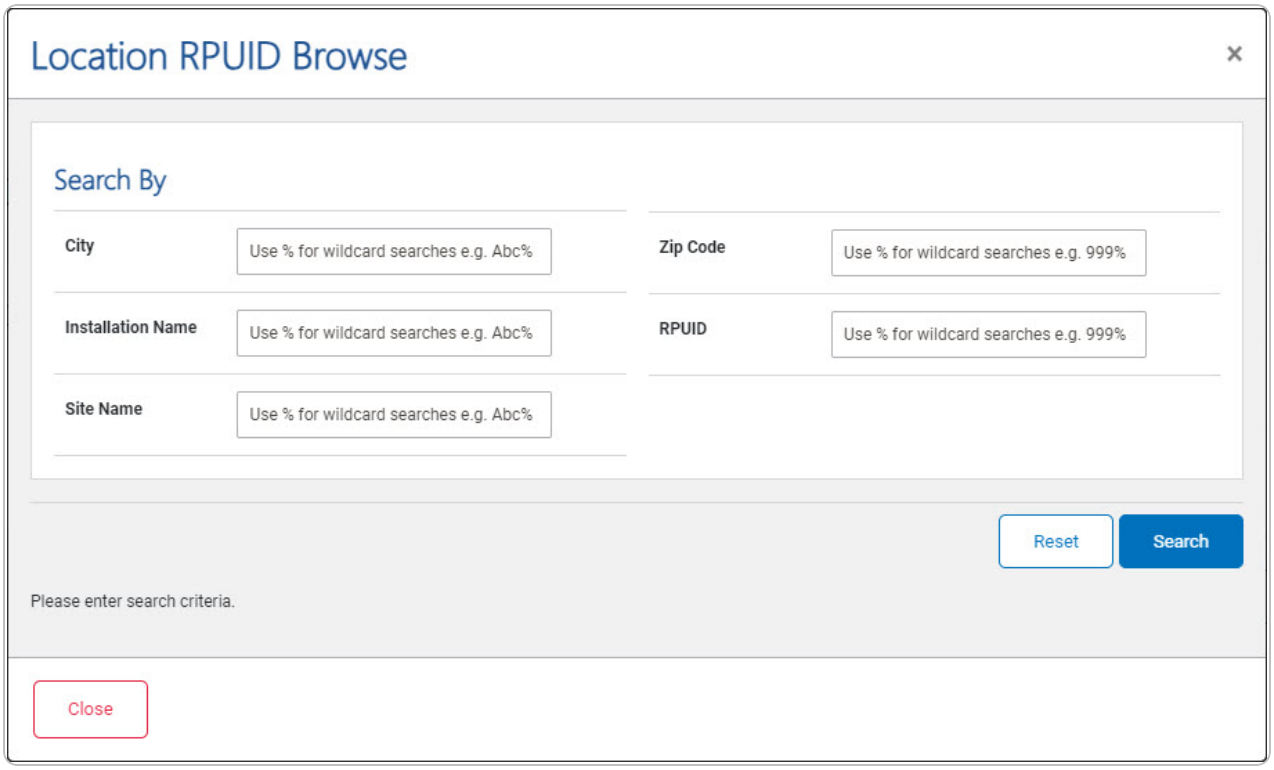
Click the following link to display PA Navigation Tips.

## 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.*

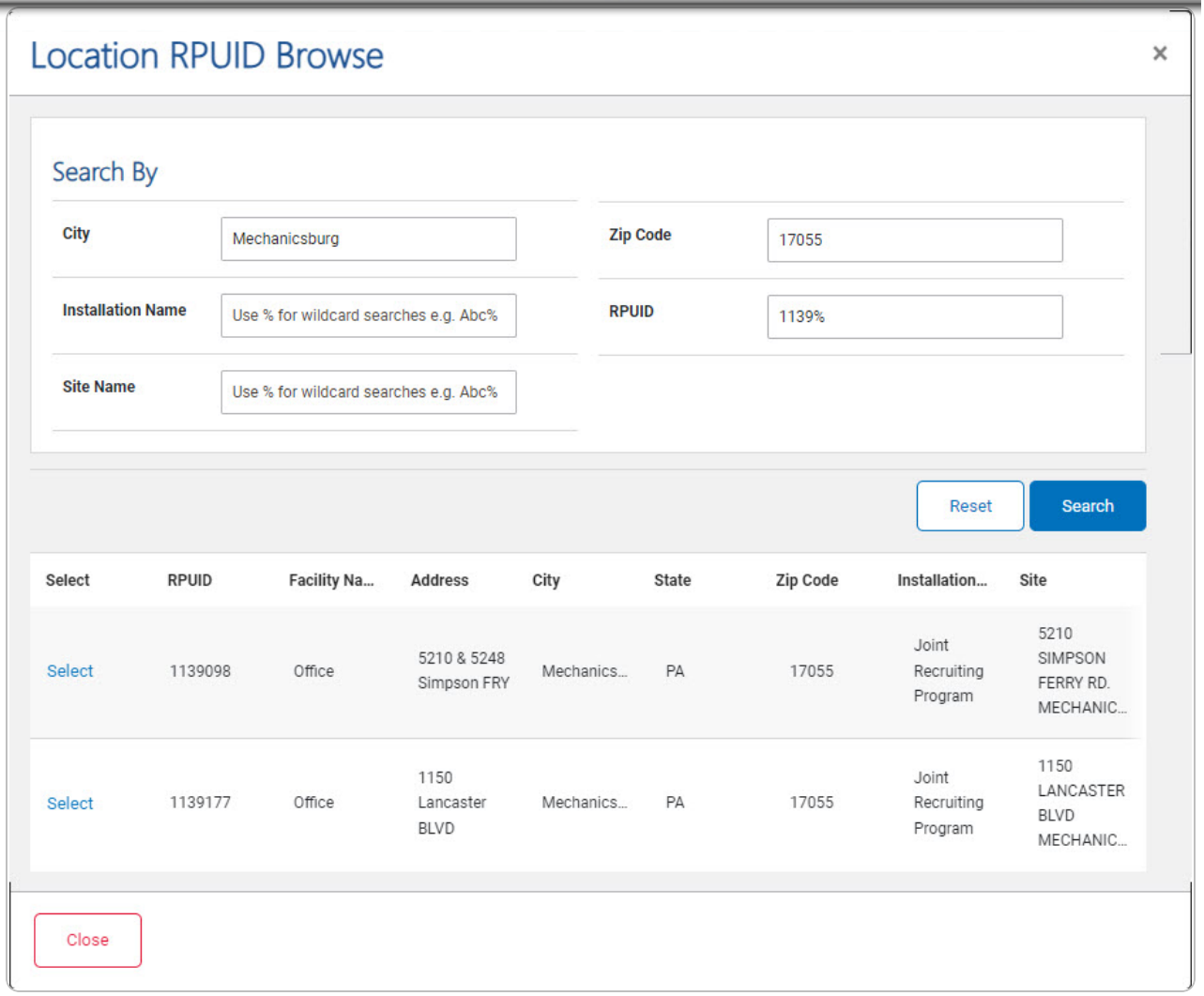
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold*** *numbered steps are required.*

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 Grid

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**

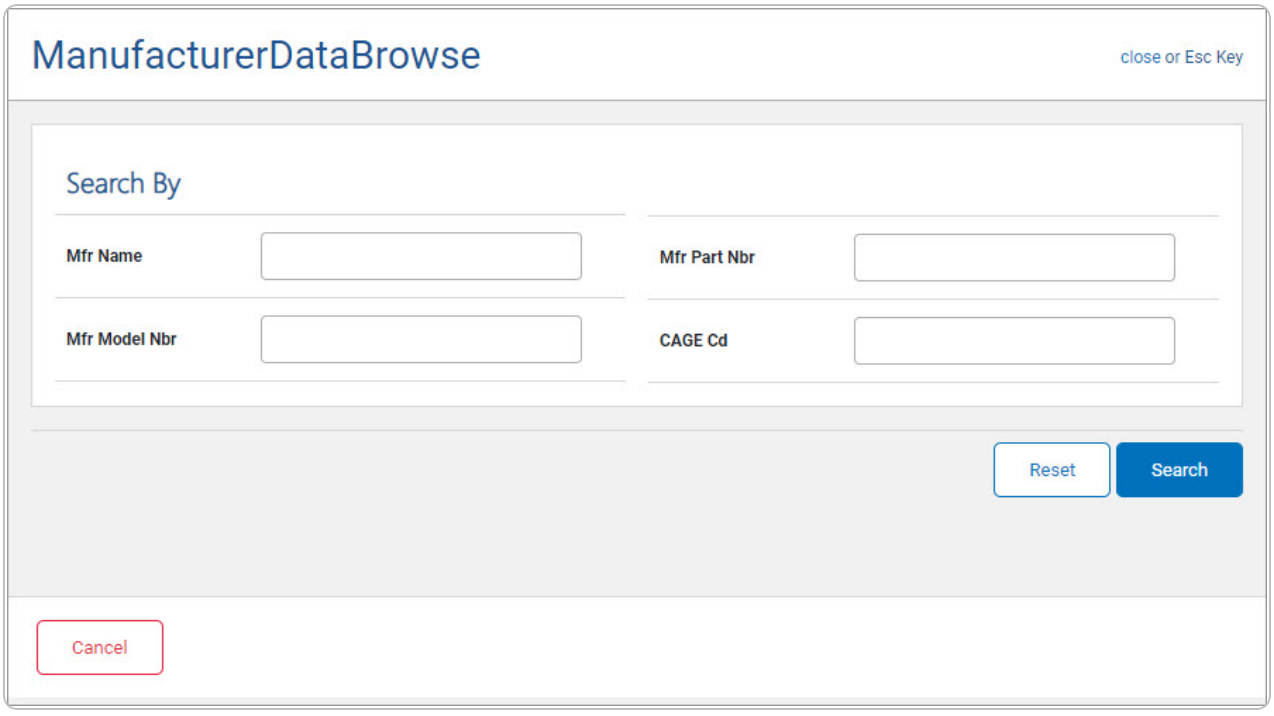
Click the following link to display PA Navigation Tips.

## 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.*

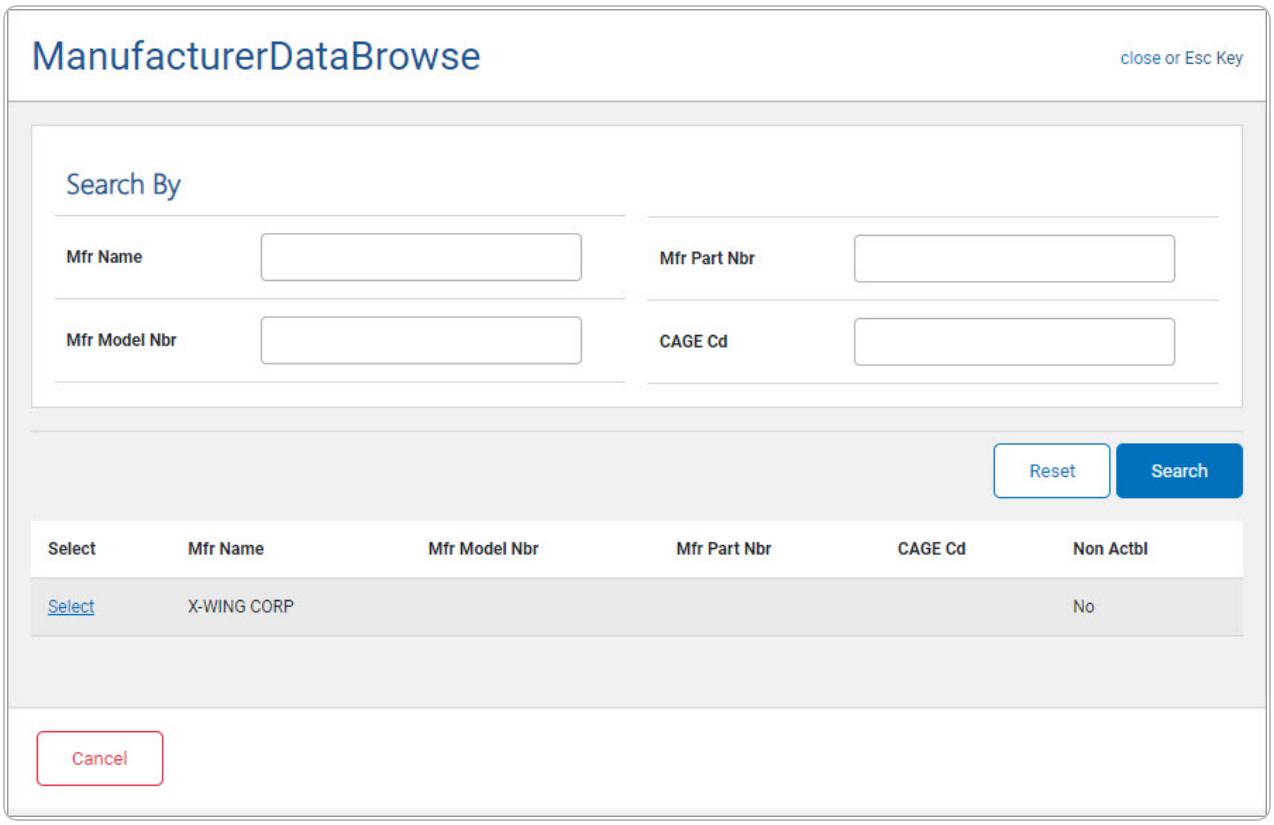
1. Select . *The* ***Manufacturer Data Browse*** *pop-up window appears.*




- 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 Grid

Msg Id
Msg Text

### Msg Id Search Results Grid

Select
Msg Id
Msg Text

# Procedures

**ELMS Navigation Helpful Tips**

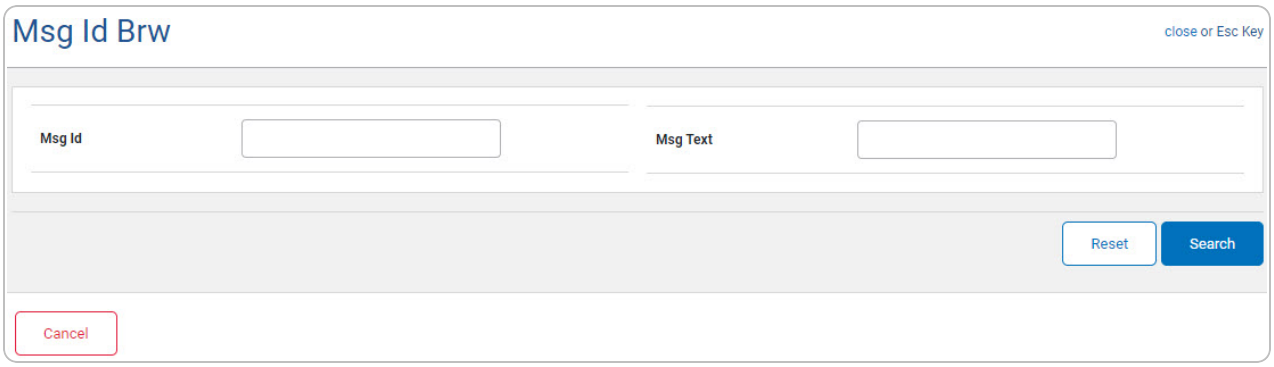
Click the following link to display PA Navigation Tips.

## Browse for a Msg Id

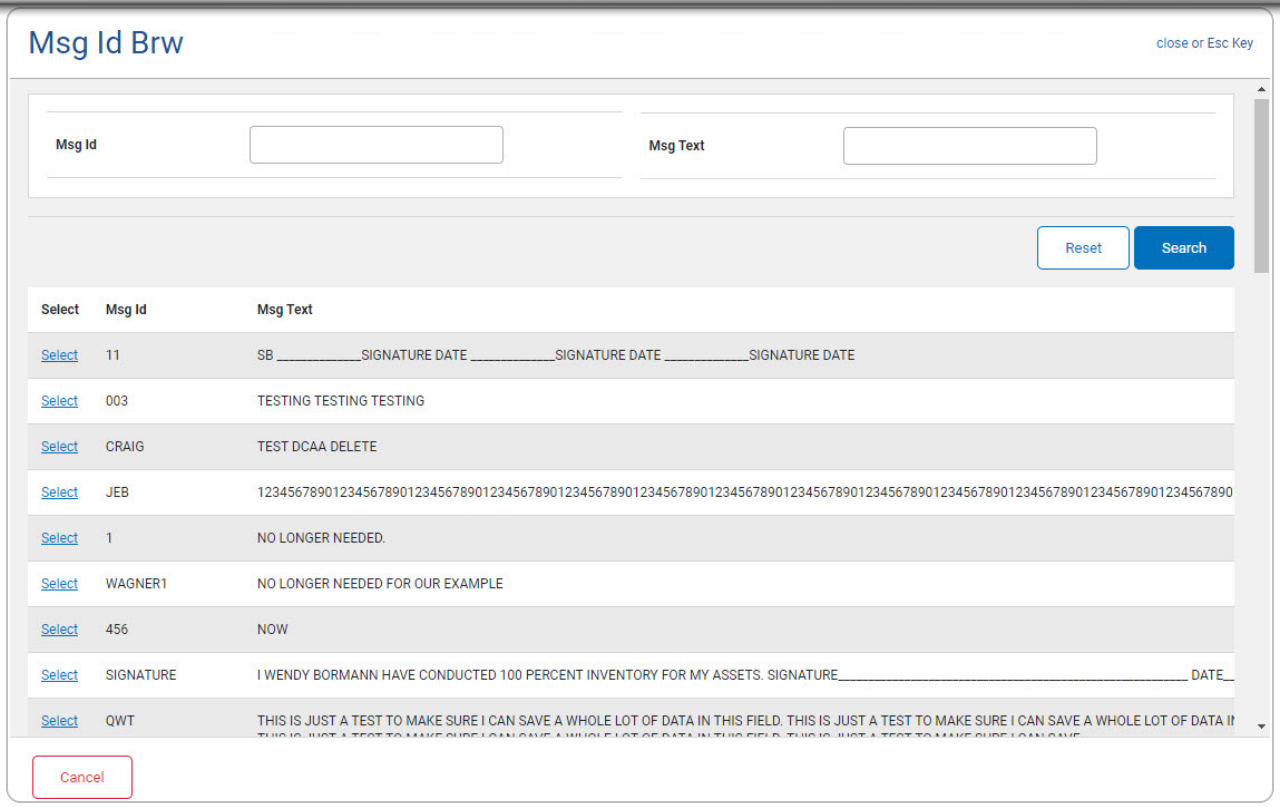
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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**

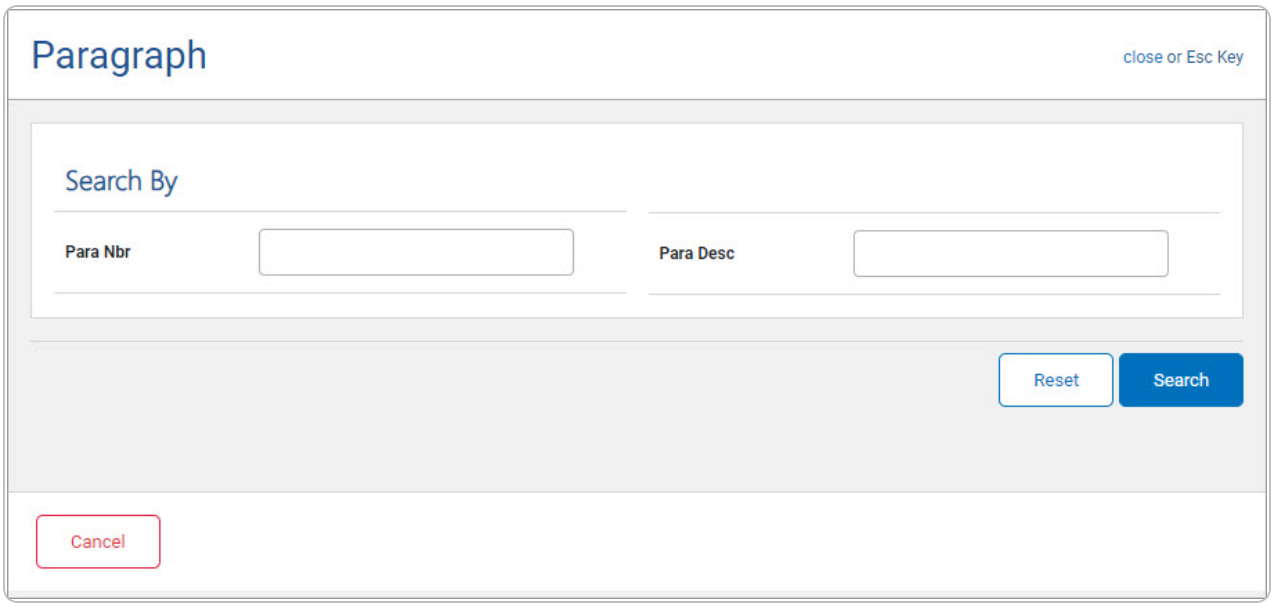
Click the following link to display ELMS Navigation Tips.

## Browse for a Paragraph Number

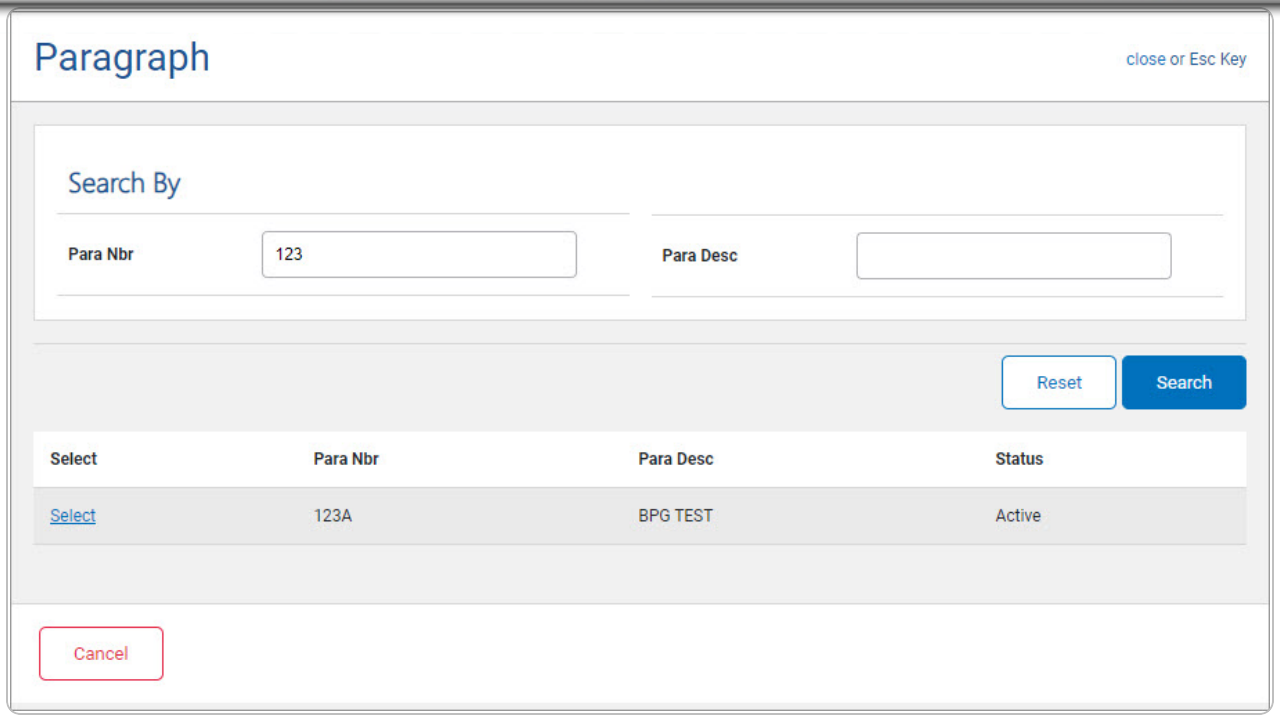
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 Grid

Activation Dt
Last Deprn Dt
Deprn Period
Salvage Value
Accumd Deprn
Total Cost
Current Prior Deprn
Prior Deprn Amt

# Procedures

**ELMS Navigation Helpful Tips**

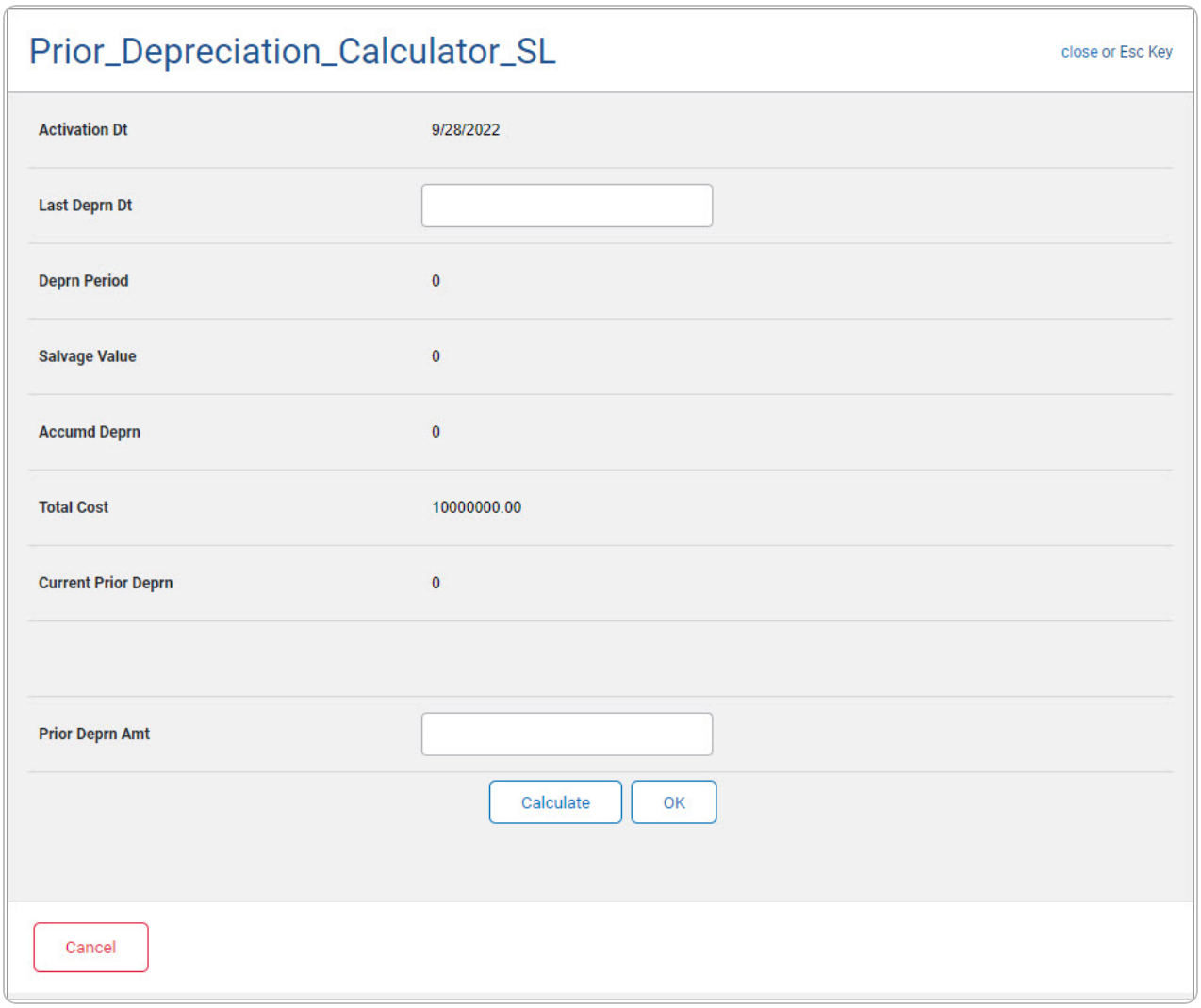


Click the following link to display PA Navigation Tips.

## 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 DEPRN automatically 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 AMT field.*
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 Grid

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**

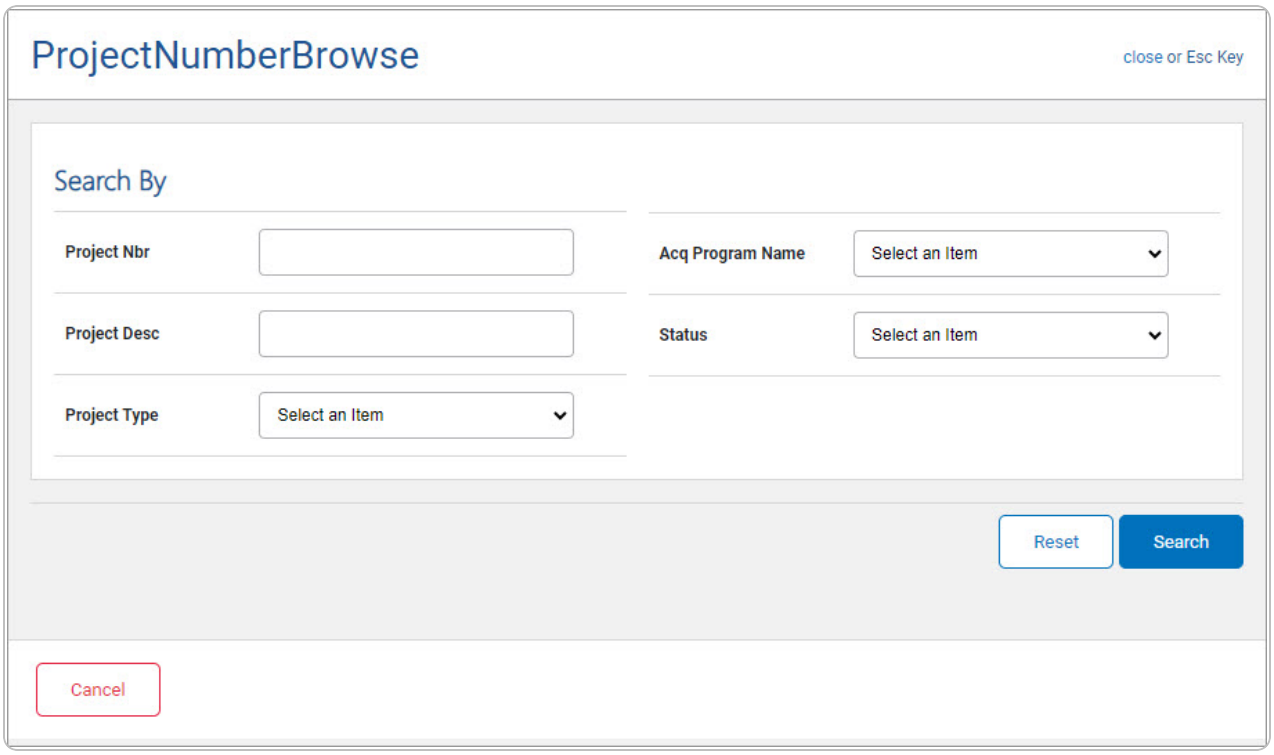
Click the following link to display PA Navigation Tips.

## Browse for a Project Number

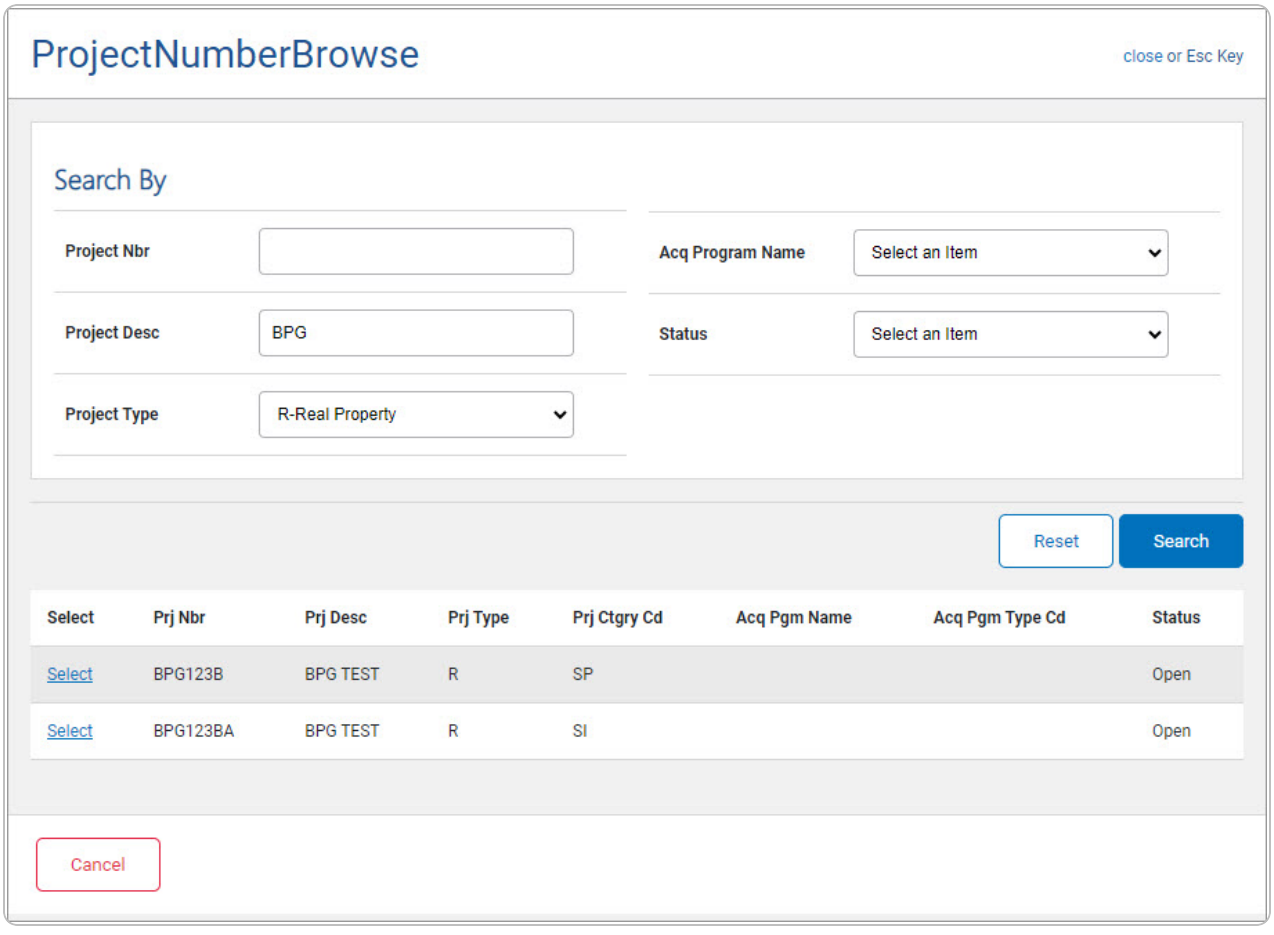
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 Grid

Instl Nbr

### RP Site Name Search Results Grid

Select
RPSUID
RP Site Nm
Country Cd

# Procedures

**ELMS Navigation Helpful Tips**

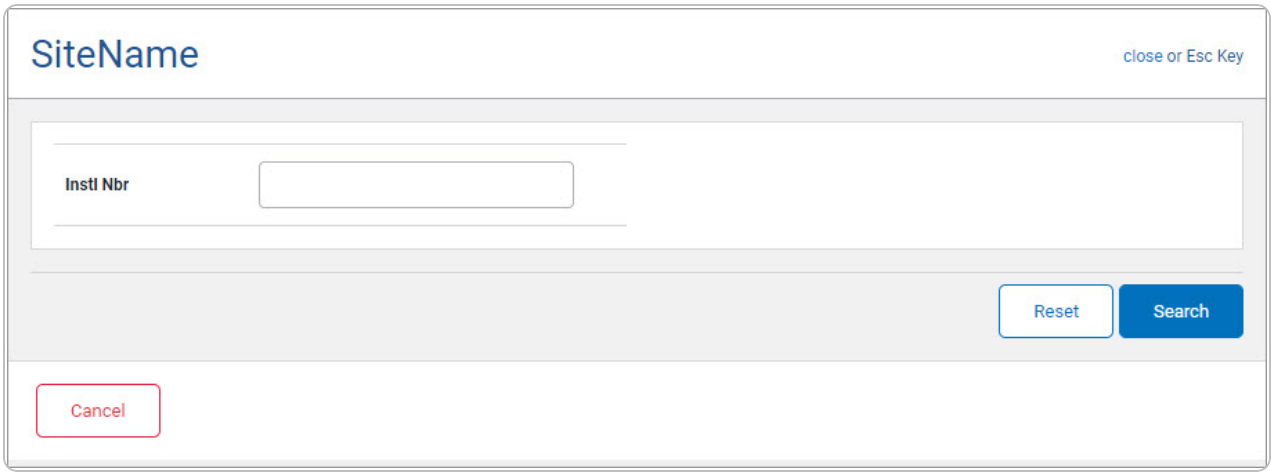
Click the following link to display PA Navigation Tips.

## Browse for a Real Property Site Name

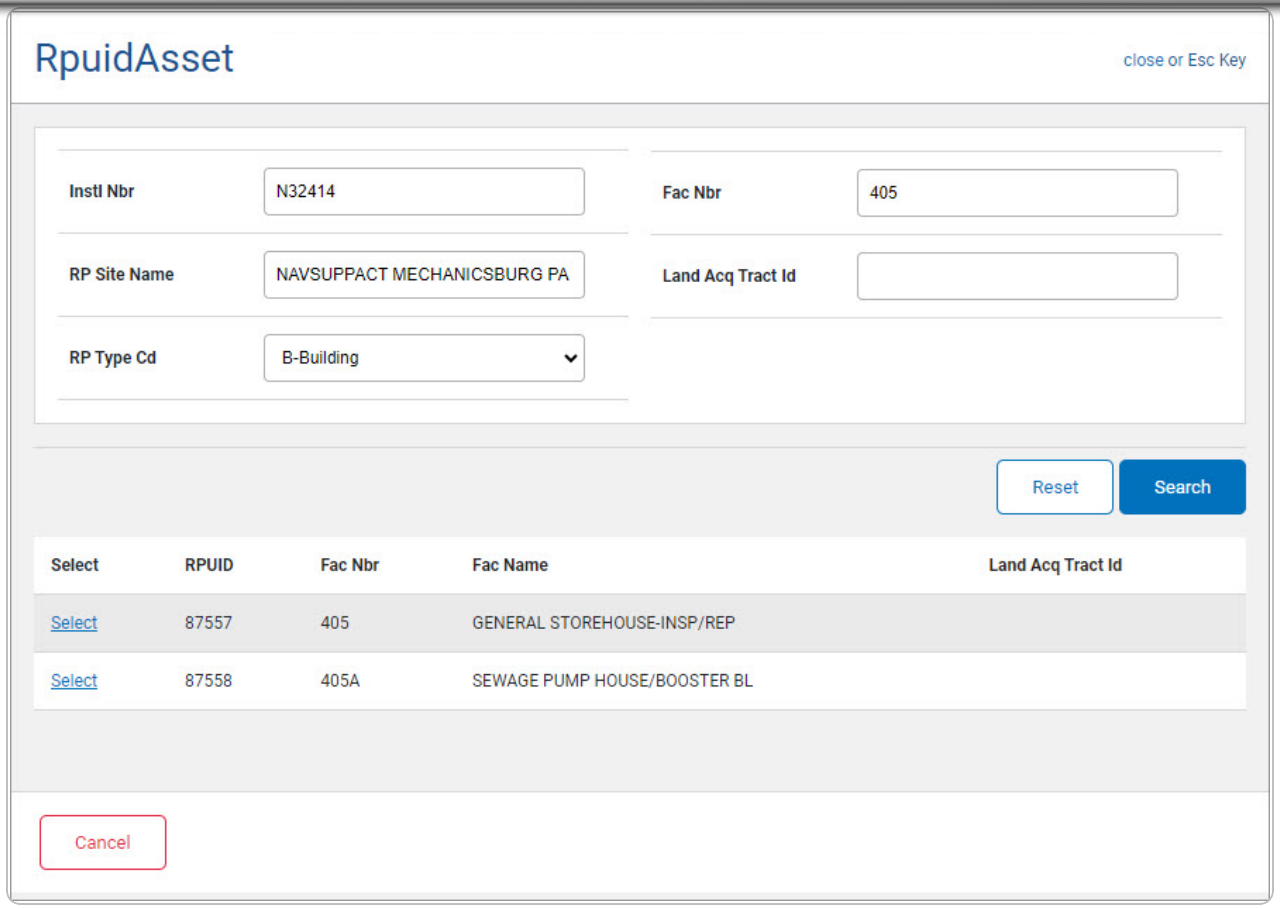
*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting* Reset *at any point of this procedure returns all fields to the default "All" setting.*

*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 Grid

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**

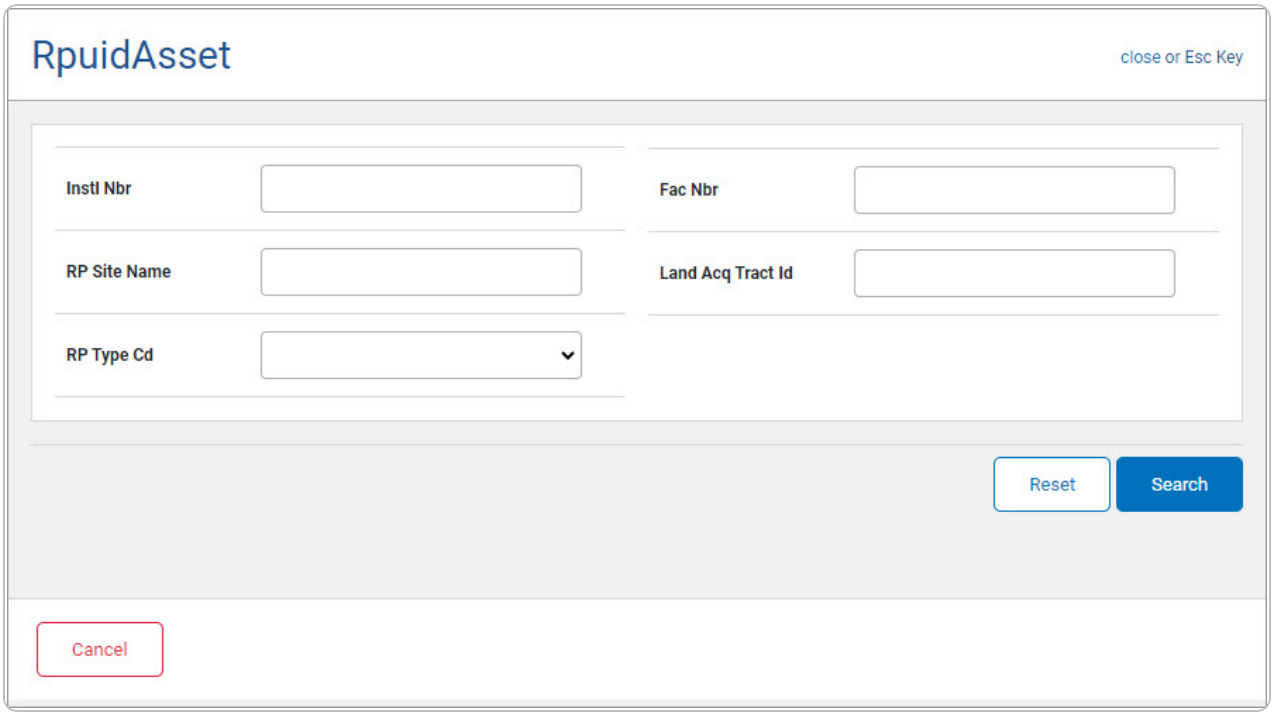
Click the following link to display PA Navigation Tips.

## 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.*

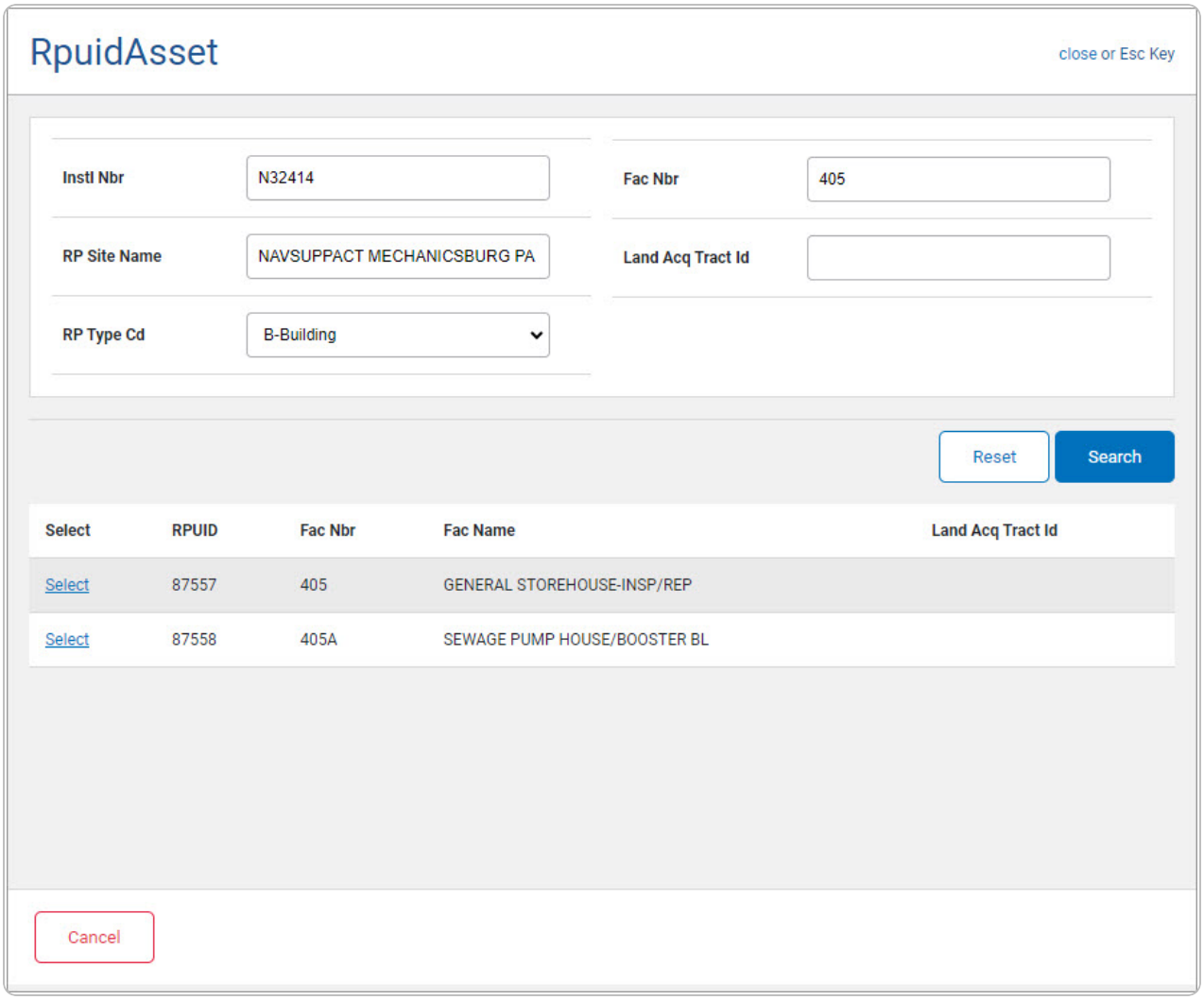
1. Select . *The **RPUID Asset Browse** pop-up window appears*.




- 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 Grid

UIC
RPUID

### RPUID Search Results Grid

Select
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name

# Procedures

**ELMS Navigation Helpful Tips**

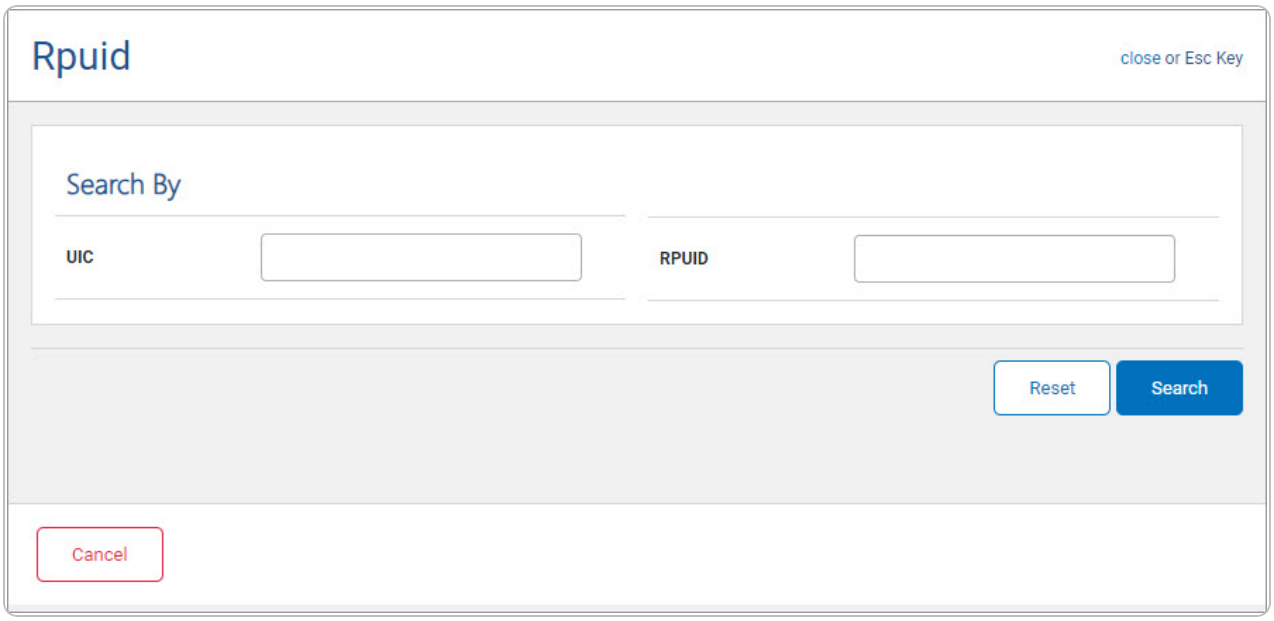
Click the following link to display PA Navigation Tips.

## 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.*

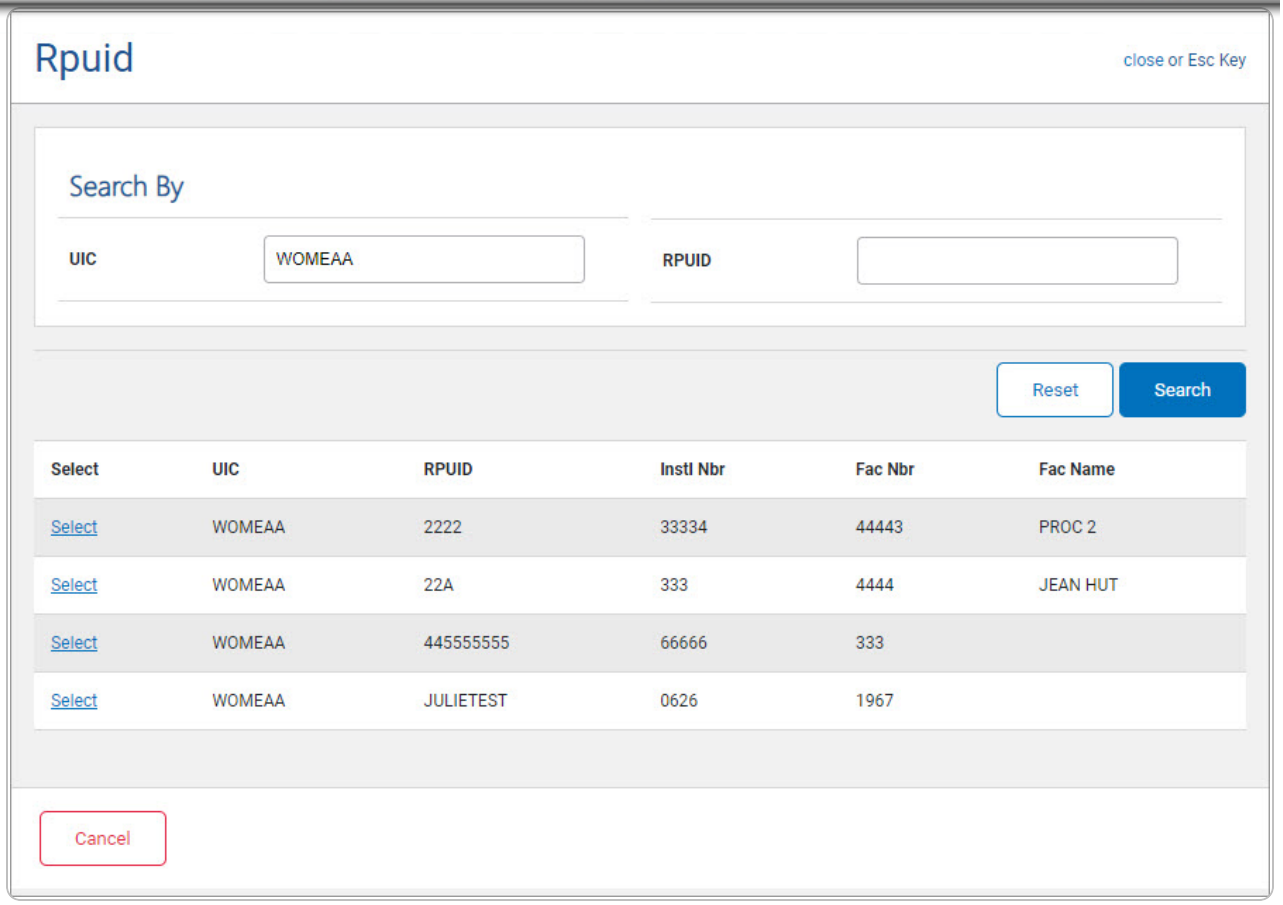
*Selecting* Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

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
Country
Holding POC

Holding Loc
Holding DoDAAC

# Procedures

**ELMS Navigation Helpful Tips**

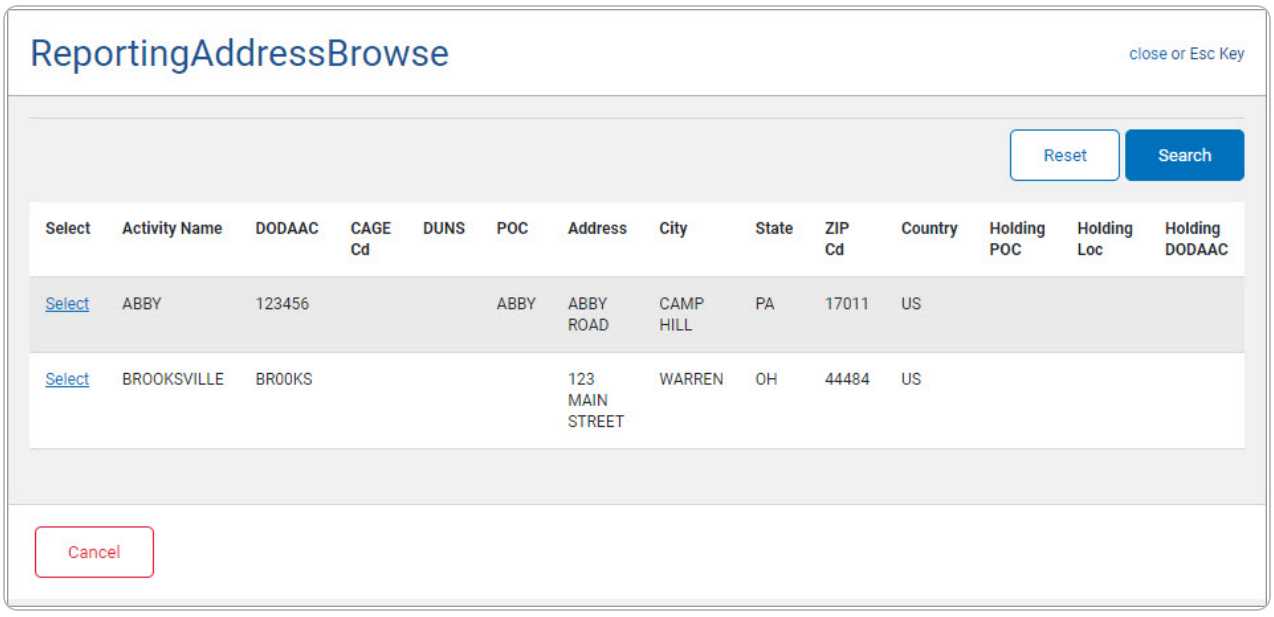
Click the following link to display PA Navigation Tips.

## 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 Grid

Total Cost
Percentage
New Salvage Value
Crnt Salvage Value

## Procedures

**ELMS Navigation Helpful Tips**

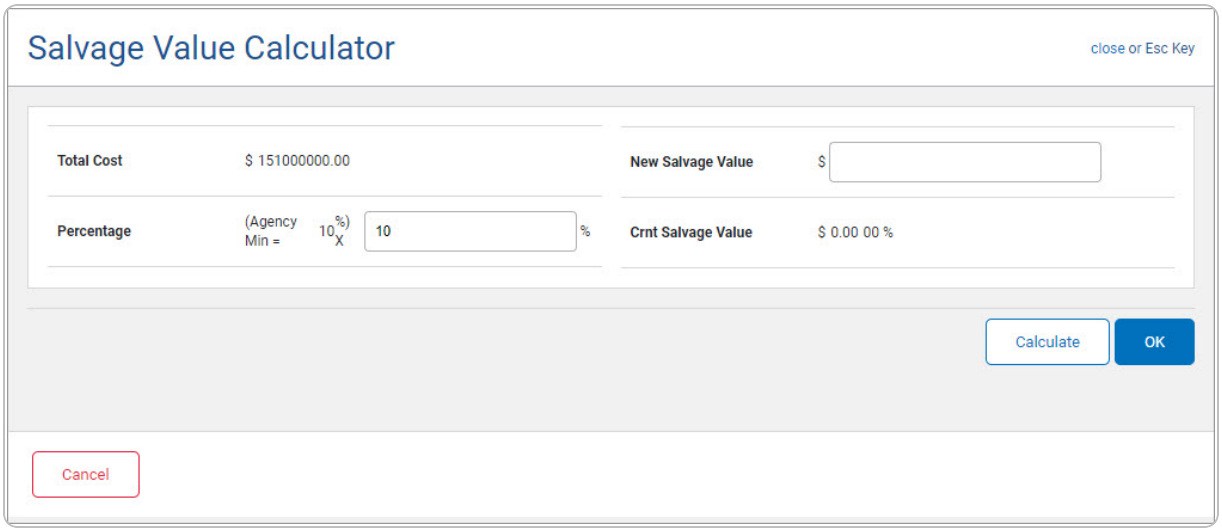


Click the following link to display PA Navigation Tips.

## 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 Grid

Stock Nbr
Item Desc
FSC
NIIN

**Additional Search Criteria Grid**

LIN/TAMCN
Type Dsg
Acq Program Name

# Procedures

**ELMS Navigation Helpful Tips**

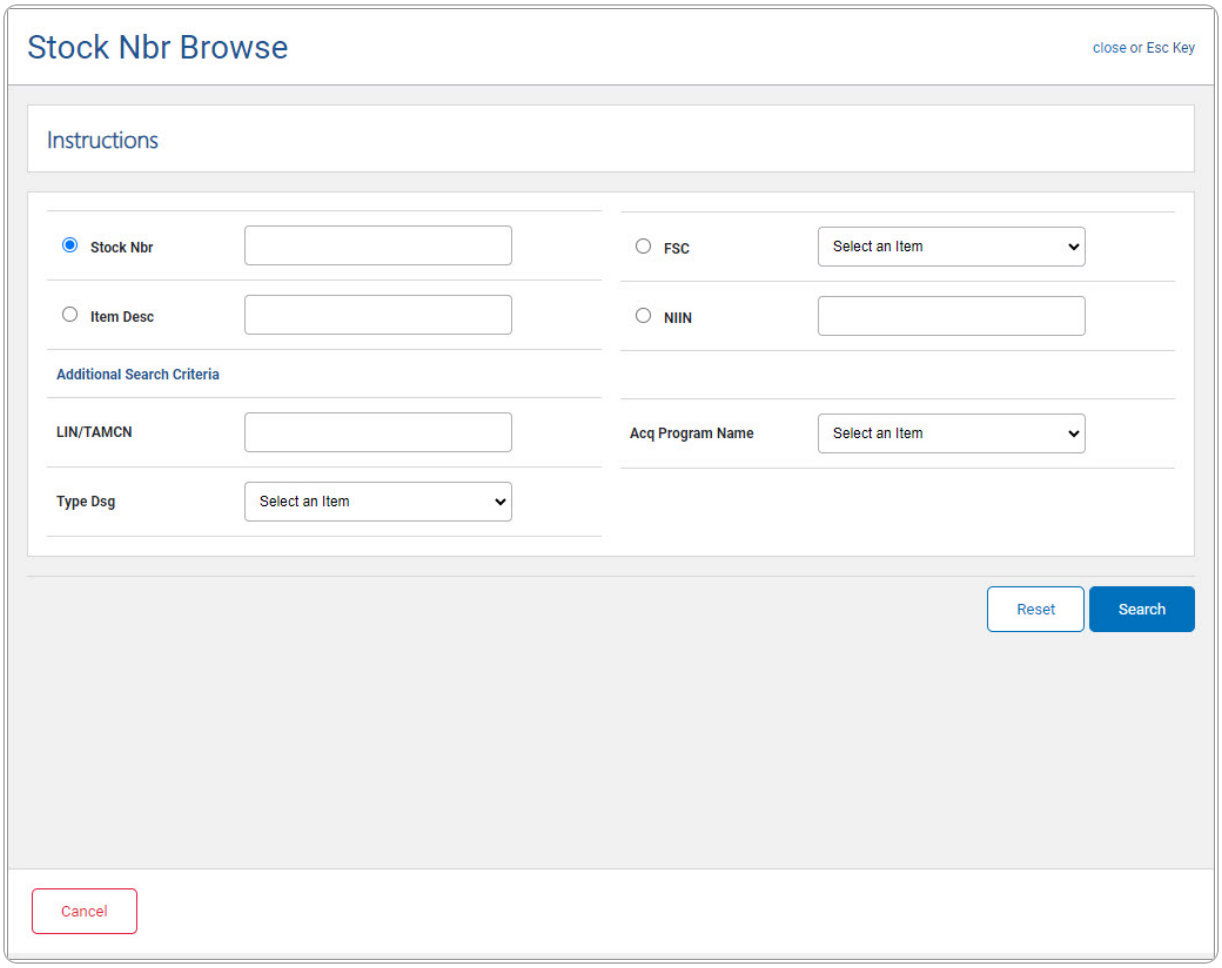
Click the following link to display ELMS Navigation Tips.

## 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:*

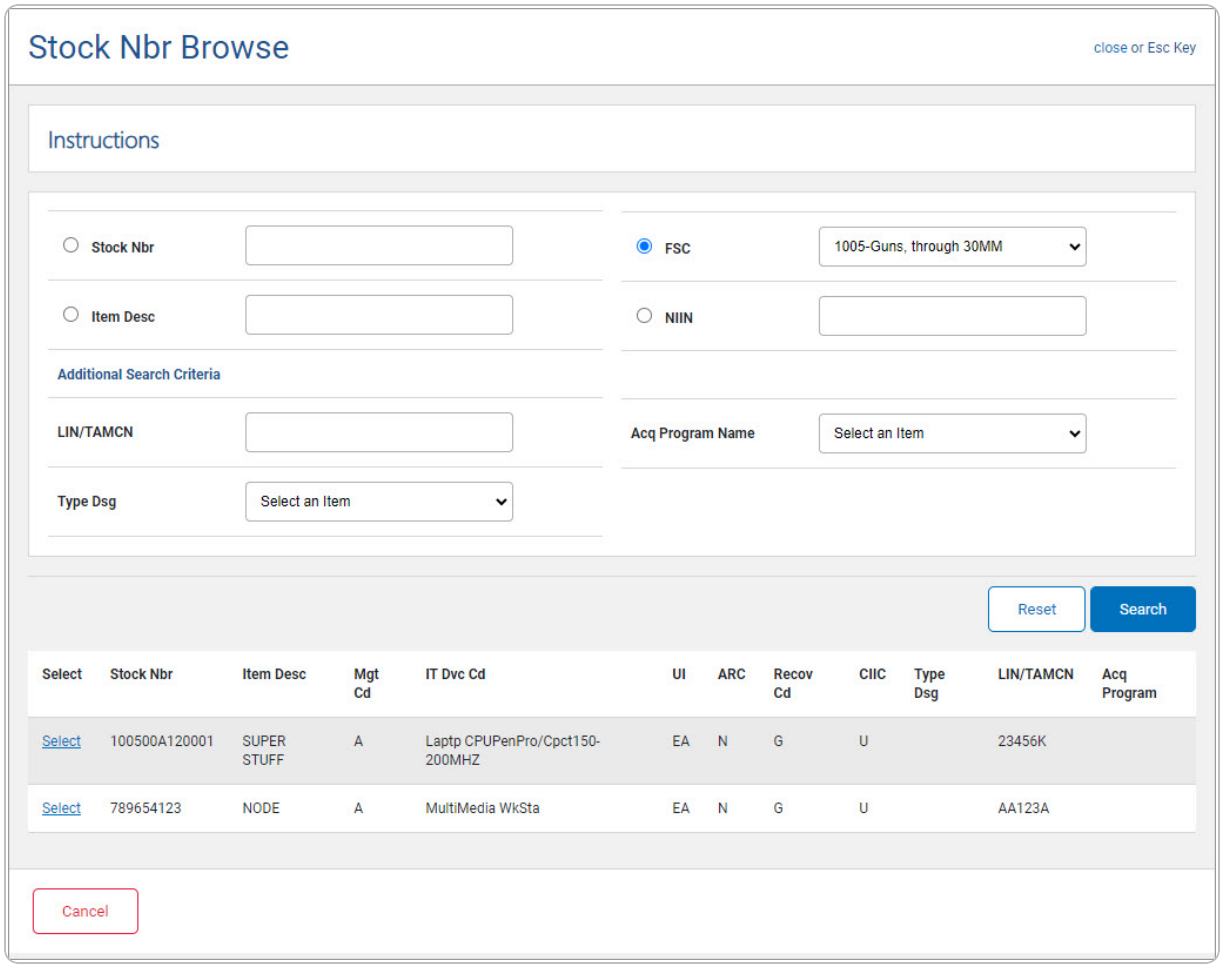
**Note**

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 256 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/TAMCN in 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.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
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.

# Contact Us

## Contact Name

ELMS Support Team

## POC

Leidos, Inc.

ELMS Support

## Address

4530 Lena Drive, 2nd Floor; Mechanicsburg, PA 17055 USA

## E-Mail Address

ELMSSupport@Leidos.com

## Toll-Free Phone Number:

**Primary:**

1-844-843-3727

**Alternate:**

1-888-759-4851