

DPAS Quick Reference Guide

Ancillary Costs

Ancillary Costs

- To add Ancillary Costs, navigate to the Accounting > Ancillary Cost menu path.
- Select either the Personal Property or Improvement radio button.
- Select the UIC from the drop-down list.
- Enter, or browse and select, the Asset Id (or enter the Stock Nbr and Serial Nbr).
- 5. Select the Cost Type.
- Select the Add (or Search when updating or deleting).

NOTE: If you selected the **Improvement** radio button, an additional field, **Impv Nbr**, displays.

Ancillary Costs are specific recorded costs in addition to the acquisition cost of the asset.

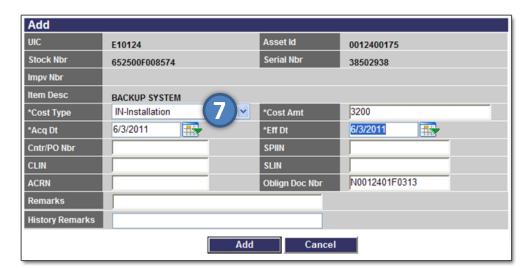
The costs:

- Bring the asset to its form and location suitable for its intended use
- Are identifiable and material to the value of the asset
- Are subordinate costs that are identifiable and included in the recorded cost

Some examples in Web DPAS are de-installation, installation, transportation, legal fees, etc.



- 7. Select the **Cost Type** from the drop-down list.
- 8. Enter Cost Amt.
- 9. Enter Acq Dt.
- 10. Enter **Eff Dt**. Default is the current date.
- 11. Select the Add button.









page displays.

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To Update or Delete an Ancillary Cost,

after entering the search criteria and selecting **Search**, the Search Results

Ancillary Costs Continued

Select either the **Update** or **Delete** hyperlink.

The **Update** or **Delete** page displays

- Update displays the data input page that was completed for Add. All fields are available for update.
 - a. Modify the information as needed.
 - b. Select **Update** to complete your process.
- 2. Delete displays the information for the ancillary cost.
 - a. The only field available is **History Remarks**. Document the deletion.
 - b. Select **Delete** to complete your process



