



Ancillary Costs

1. To add Ancillary Costs, navigate to the **Accounting > Ancillary Cost** menu path.
2. Select either the **Personal Property** or **Improvement** radio button.
3. Select the **UIC** from the drop-down list.
4. Enter, or browse and select, the **Asset Id** (or enter the **Stock Nbr** and **Serial Nbr**).
5. Select the **Cost Type**.
6. 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.

Search Criteria	
Personal Property	<input checked="" type="radio"/>
Improvement	<input type="radio"/>
*UIC	E10124
Asset Id	000380015046
Stock Nbr	
Serial Nbr	
Cost Type	IN-Installation
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

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.

Add			
UIC	E10124	Asset Id	0012400175
Stock Nbr	652500F008574	Serial Nbr	38502938
Impv Nbr			
Item Desc	BACKUP SYSTEM		
*Cost Type	IN-Installation	*Cost Amt	3200
*Acq Dt	6/3/2011	*Eff Dt	6/3/2011
Cntri/PO Nbr		SPIIN	
CLIN		SLIN	
ACRN		Oblign Doc Nbr	N0012401F0313
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			



Ancillary Costs Continued

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

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

1. **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

To **Update** or **Delete** an Ancillary Cost, after entering the search criteria and selecting **Search**, the Search Results page displays.

Search Criteria								
Action	Personal Property			UIC	E10124			
Asset Id	0012400175			Stock Nbr				
Serial Nbr				Cost Type				
Impv Nbr								

Search Results								
Update	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update	Delete	N0012401F0313	Installation	0012400175	652500F008574	38502938		BACKUP SYSTEM

[Cancel](#)

