



Appropriation

1. Navigate to the **Master Data > Appropriation** menu path.
2. Select your **UIC**.
3. Enter the **Fund Cd**.
4. If required by your Agency's Accounting System interface, enter the **ASN**.
5. Select the **Add** button (or **Search**, if updating or deleting).

When deleting an Appropriation, only one **Fund Cd/ASN** can be deleted at a time.

Appropriation data identified by the Fund Code must be created prior to using other DPAS processes.

Before starting this process, consult with your Finance and Accounting Office to obtain the proper data. This information will be used to prepare financial statements.

| Search Criteria | |
|---|---|
| *UIC | E10124 <input type="button" value="v"/> |
| Fund Cd | 61 |
| ASN | |
| <input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/> | |

6. Select the type of funding (*Defense Working Capital* or *Other*) using the **Type Fund Id** drop-down.
7. Select the accounting interface from the **Intrf Sys Cd** drop-down.
8. Enter the **Svcg Activity Cd** that services your organization.
9. Indicate the **Status** (*Active* or *Inactive*) for the funding.
10. Complete the process.

| Add | | | |
|------------------------------------|---|---------------------------------------|---|
| Fund Cd | 61 | ASN | |
| Dept Cd | | *Type Fund Id | O-Other <input type="button" value="v"/> |
| Basic Symbol | | *Intrf Sys Cd | AY -NO AUTOMATED INTERFACE <input type="button" value="v"/> |
| Subhead | | *Svcg Activity Cd | AA |
| Remarks | | | |
| History Remarks | | | |
| *Status | Active <input type="button" value="v"/> | | |
| <input type="button" value="Add"/> | | <input type="button" value="Cancel"/> | |

When adding a new appropriation, some of the non-mandatory fields (**Dept Cd**, **Basic Symbol**, and **Subhead**) are used to generate the Line of Accounting (LOA). The **LOA** can be added during the **Receiving** process and changed by performing a basic update.

If assets are assigned to a **Fund Cd**:

- The **Fund Code** cannot be deleted
- Only the **Svcg Activity Cd**, **Status** and both **Remarks** fields can be updated