



# Improvements - Personal Property

1. To access the Improvement process, navigate to the **Accounting > Improvement** menu path.
2. Select **Direct Input Asset Impv** from the **Type Action** drop-down list.
3. Enter the **Asset Id** or the **Stock Nbr / Serial Nbr** for the asset being improved.
4. Select the **Add** (or **Search** when updating or deleting).

Search Criteria	
Type Action	Direct Input Asset Impv
UIC	UIC003
Asset Id	UIC001100002
Stock Nbr	
Serial Nbr	
Impv Nbr	

An **Improvement** is any change made to an asset that increases its value, performance or its useful life.

5. Select the **Type Action** from the drop-down list.
6. Browse for, or enter **Rcpt Doc Nbr**. The **Oblign Doc Nbr** defaults to the **Rcpt Doc Nbr**.
7. Enter the cost of the improvement in **Impv Cost Amt**.
8. Select the appropriate **Fund Cd** from the drop-down list. Other fields may be required based on the Fund Cd you selected.
9. Enter the acquisition date of the improvement in **Acq Dt**.
10. Enter the effective date in **Eff Dt**.
11. Select the **Add** button.

Add			
UIC	UIC001	Item Desc	TRUCK
Stock Nbr	555500013456778	Asset Id	UIC001100002
Serial Nbr	UIC001-100	Impv Nbr	
Type Action	New Procurement		
Rcpt Doc Nbr	CL100111029001	Oblign Doc Nbr	CL100111029001
Impv Cost Amt	7500	Fund Cd/ASN	99-
Cptl Cd	A-DoD Threshold	Task Cd	
Acq Dt	6/2/2011	Eff Dt	6/2/2011
Cost Center			
Job Order Nbr		LOA	
Cntr/PO Nbr		SPIIN	
CLIN		SLIN	
ACRN			
Remarks			
History Remarks			





# Improvements - Personal Property Update

1. When you select the **Update** hyperlink from the **Search Results**, the **Update** page displays with the **Type Action** selection.
2. Select the **Type Action** from the drop-down list. The selections are:
  - a. **Price Update** - Only the **Impv Cost Amt**, **Cptl Cd** and both **Remarks** fields are available.
  - b. **Price Revaluation** - Only **Impv Cost Amt**, **Cptl Cd** and both **Remarks** fields are available.
  - c. **Update** All fields except **Impv Cost Amt** and **Cptl Cd** are available.
3. Select **Continue**.

Update			
UIC	UIC001	Item Desc	TRUCK
Stock Nbr	555500013456778	Asset Id	UIC001100002
Serial Nbr	UIC001-100	Impv Nbr	00001
Type Action	New Procurement - Price Correction		
Continue		Cancel	

4. Make your corrections.
5. Select **Update**.

Update			
UIC	UIC001	Item Desc	SERVER
Stock Nbr	7021HPK400AB	Asset Id	HR1026000018
Serial Nbr	DESRVUX894	Impv Nbr	00001
Type Action	New Procurement - Price Correction		
Rcpt Doc Nbr	CL100102289001	Oblign Doc Nbr	CL100102289001
Trans Doc Nbr	...		
Impv Cost Amt	37000.00	Fund Cd/ASN	99.
Cptl Cd	A-DoD Threshold	Task Cd	
Acq Dt	08/16/2010	Eff Dt	08/16/2010
Cost Center			
Job Order Nbr		LOA	...
Cntri/PO Nbr		SPIIN	
CLIN		SLIN	
ACRN			
Transfer Type Cd	0-Transfer Type Cd not required		
Remarks			
History Remarks			
Update		Reset	
Cancel			





# Improvements - Personal Property Delete

1. When you select the **Delete** hyperlink from the **Search Results**, the **Delete** page displays.
2. Select the **Type Action** from the drop-down list.
3. Browse or enter the **Trans Doc Nbr**.
4. Enter your **History Remarks**.
5. Select the **Delete** button.

**To complete delete action, select Delete; otherwise, select Cancel**

Delete			
UIC	UIC001	Item Desc	SERVER
Stock Nbr	7021HPK400AB	Asset Id	HR1026000018
Serial Nbr	DESRVUX894	Impv Nbr	00001
Type Action	AAR		
Rcpt Doc Nbr	CL100102289001	Oblign Doc Nbr	CL100102289001
Trans Doc Nbr	...		
Impv Cost Amt	35000.00	Fund Cd/ASN	99-
Cptl Cd	A-DoD Threshold	Task Cd	
Acq Dt	08/16/2010	Eff Dt	08/16/2010
Cost Center		Retirement/Dspsl Dt	6/2/2011
Job Order Nbr		LOA	...
Cntr/PO Nbr		SPIIN	
CLIN		SLIN	
ACRN			
Transfer Type Cd	0-Transfer Type Cd not required	Trading Partner Nbr	DOD
Trading Dept Cd		Trading Dept Cd To	
Trading Basic Symbol		Trading Basic Symbol To	
Trading Subhead		Trading Subhead To	
Remarks			
History Remarks	SERVER DAMAGED FROM FLOOD		

