



# Improvements - Real Property

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

1. To access the Improvement process, navigate to the **Accounting > Improvement** menu path.
2. Select the **Type Action** from the drop-down list.
3. Select the **UIC** from the drop-down list.
4. Enter, or browse and select, the **RPUID** for the asset being improved. A real property asset must exist for the **RPUID/Instl Nbr/Fac Nbr** selected before an improvement can be added. If no RPUID is assigned, search for the Real Property (RP) asset using the **Instl Nbr** and **Fac Nbr**.
5. Select the **Add** (or **Search** when updating).

Search Criteria	
Type Action	Direct Input Real Property Impv
UIC	UIC003
RPUID	270236
Instl Nbr	
Fac Nbr	
Impv Nbr	

Add			
UIC	UIC003	Fac Name	ADP BUILDING (DMC HQ)
Instl Nbr	39225	RPUID	270236
Fac Nbr	00023	Impv Nbr	
Type Action	New Procurement	ACC	Real Property Major - 40 Yrs
Rcpt Doc Nbr	CL100311530001	Oblign Doc Nbr	CL100311530001
Impv Cost Amt	37500	Fund Cd/ASN	99-
Cptl Cd	A-DoD Threshold	Task Cd	
Acq Dt	6/2/2011	Eff Dt	6/2/2011
Cost Center		LOA	
Job Order Nbr			
Remarks	AIR CONDITIONER		
History Remarks			

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





# Improvements - Real Property Update

1. When you select the **Update** hyperlink from the **Search Results**, the **Update-Type Action** page displays.
2. Select the **Type Action** from the drop-down list.
3. Select **Continue**.

Update			
UIC	UIC003	Fac Name	ADP BUILDING (DMC HQ)
Instl Nbr	39225	RPUID	270236
Fac Nbr	00023	Impv Nbr	10002
Type Action	New Procurement - Update		
Continue		Cancel	

Update			
UIC	UIC003	Fac Name	ADP BUILDING (DMC HQ)
Instl Nbr	39225	RPUID	270236
Fac Nbr	00023	Impv Nbr	10002
Type Action	New Procurement - Update	ACC	Real Property Minor - 20 Yrs
Rcpt Doc Nbr	CL100311530001	Oblign Doc Nbr	CL100311530001
Trans Doc Nbr	CL100311110400	...	
Impv Cost Amt	37500.00	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	...
Transfer Type Cd	0-Transfer Type Cd not required		
Remarks	AIR CONDITIONER		
History Remarks			
Update		Reset	
		Cancel	

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





# Improvements - Real Property Delete

1. When you select the **Delete** hyperlink from the **Search Results**, the **Improvement Delete** page displays.
2. Select the **Type Action** from the drop-down list.
3. Enter the other fields as necessary.
4. Select **Delete**.

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

Delete			
UIC	E10132	Fac Name	OPEN STORAGE AREA RI
Instl Nbr	N69143	RPUID	11045
Fac Nbr	200931	Impv Nbr	10001
Type Action	AAR	ACC	Real Property Major - 40 Yrs
Rcpt Doc Nbr	23485900500001	Oblign Doc Nbr	E1013200270006
Trans Doc Nbr	<input type="text"/>		
Impv Cost Amt	120000.00	Fund Cd/ASN	AY-NONE
Cptl Cd	A-DoD Threshold	Task Cd	
Acq Dt	02/19/2010	Eff Dt	02/19/2010
Cost Center		Retirement/Dspsl Dt	4/13/2011
Job Order Nbr		LOA	<input type="text"/>
Transfer Type Cd	0-Transfer Type Cd not required	Trading Partner Nbr	DODTT1234
Trading Dept Cd		Trading Dept Cd To	<input type="text"/>
Trading Basic Symbol		Trading Basic Symbol To	<input type="text"/>
Trading Subhead		Trading Subhead To	<input type="text"/>
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		

