



Real Property - Receipt

1. Navigate to the **Accounting > Real Property** menu path.
2. Enter (or select the Browse for) **Inst Nbr.** Installation Number and Facility Number are required as the minimum identification when adding real property.

Search Criteria	
*Type Action	Receipt
Instl Nbr	ZHTV
RP Site Name	WRIGHT PATT COMM FACILITY ANNEX #1 SITE
RPSUID	3531
Fac Nbr/Land Acq Tract Id	101
RPUID	543026
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

3. Select the **RP Site Name** browse button. The search window will be populated with the **Inst Nbr** from the prior selection. This field is not mandatory.
4. Enter (or select the Browse for) **Fac Nbr/Land Acq Tract Id**. The browse will be populated with the Installation Number and RP Site Name. The **RPUID** will populate once this browse is completed.
5. Select **Add**. If you did not generate an **RPUID by using the browse buttons**, you will receive a warning message to verify your information before proceeding to the next step.

Search Criteria			
Type Action	RECEIPT	Instl Nbr	ZHTV
Site Name	1	RPSUID	3531
Fac Nbr	101	RPUID	543026
Fac Name		Land Acq Tract Id	
Fac Address	0 RT 4	Fac City	DAYTON
Fac State	OH	Fac ZIP Cd	453905312
Fac Country Cd	US		

Add	
*Type Action	ITRO - Transfer In - Outside DPAS
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

The RP identifying fields are displayed and a drop-down selector is displayed. Choose the method of receipt from the list.





Real Property - Receipt Continued

Basic Accounting Agency Address			
Instl Nbr	ZHTV	RP Site Name	WRIGHT PATT COMM FACILITY ANNEX #1 SITE #
Fac Nbr	101	Fac Name	
Land Acq Tract Id		RPUID	543026
*ACC	Q - Real Property Minor - 20 Yrs	*Asset Cd	B - Bldgs, Impv & Renovations
*Cptl Cd	A-DoD Threshold	*Heritage Asset Cd	N - Not Heritage
*Dollar Amt		Doc Nbr	CQ000111170001
*UI	EA - Each	*Qty	1
*Acq Dt	4/27/2011	*Eff Dt	
*Mfr Yr	2011	*Cond Cd	A-Serviceable - Excellent
*Yr Svc Life	40		
Attachment	Add Attachment	Attachment(s)	No Attachments Available
Remarks			
History Remarks			

There are four tabs for Receipt of Real Property:

Basic – Fields are descriptive of the asset.

- Verify the displayed values
- Enter the required information. This includes the **Dollar Amt**, **Acq Dt**, **Eff Dt**, and the **Doc Nbr** (for capital real property).
- Select the **Accounting** tab to continue.

Accounting – Page contains the financial interface information.

- Select the **Fund Cd** from the drop-down list.
- Other fields may be mandatory, depending upon the Accounting system used by your site. These fields include **Cost Center**, **Task Cd**, and **Job Order Nbr**.
- Select the **Agency** tab if your Agency has mandatory fields, if not select the **Address** tab.

Agency – There are up to five fields assigned and used according to each Agency’s needs.

- Enter your Agency’s mandatory information.
- Select the **Address** tab.

Address – The information is populated from the registry.

- Enter the UIC **POC** (optional)
- If the RP asset was manually added not using the browse buttons, the address must be recorded during receipt.
- Select **Add**. This page is the only page with the **Add** button.

