



Real Property - Update

1. Navigate to the **Accounting > Real Property** menu path.
2. Select **Update** from the **Type Action**.
 - No additional fields are required to conduct a search. All fields are available for text entry.
3. Select **Search**

Search Criteria

*Type Action: Update

Instl Nbr:

RP Site Name:

RPSUID:

Fac Nbr/Land Acq Tract Id:

RPUID:

| Search Criteria | |
|-------------------|--------|
| Type Action | UPDATE |
| Instl Nbr | |
| Site Name | |
| RPSUID | |
| Fac Nbr | |
| Land Acq Tract Id | |
| RPUID | |

| Search Results | | | | | | |
|------------------------|--------|-----------|---------|-----------------------|-------------------|--------|
| Update | RPUID | Instl Nbr | Fac Nbr | Fac Name | Land Acq Tract Id | Impvys |
| Update | 150 | 456 | 2345 | | | No |
| Update | 510264 | SZCQ | 30157 | STORAGE SHED VEH MAIN | | No |

With no search criteria, multiple rows may be returned. Only one Real Property (RP) Asset can be updated at a time.

4. Select the **Update** link to work with the RP asset.

There are three options for **Update**:

- Price Correction
- Update
- Price Revaluation

Continued on next page





Real Property - Update Continued

| Search Results | | | |
|----------------|-----------------------|-------------------|----------------------------------|
| Instl Nbr | SZCQ | RPSite Name | PEASE ANGB NEWHAMPSHIRE SITE # 1 |
| RPSUID | 3144 | Fac Nbr | 30157 |
| Fac Name | STORAGE SHED VEH MAIN | Land Acq Tract Id | |
| RPUID | 510264 | | |

| Update | |
|--------------|---------------------------------|
| *Type Action | INPR - New Procurement - Update |

There are four tabs for **Update** of Real Property:

Basic – Fields are descriptive of the asset, such as usage, size and acquisition date. -- --The **Dollar Amount** is displayed but cannot be updated.

Accounting – Page contains the financial interface information such as funding and general ledger information

Agency – There are up to five fields available to be assigned and used according to the individual Agency's needs.

Address – The information is populated from the registry. The UIC Point of Contact is available for update on this page. This page is the only page with the **Update** button.

5. Enter the updates on the appropriate tab, then select the **Address** tab and select the **Update** button.

Price Correction and **Price Update** display only the **Basic** Tab. The only fields available are **Capital Code** and **Dollar Amount**.

6. Enter the updates.
7. Select the **Update** button at the bottom of the page.

