



Registry Account Reconciliation

Overview

The Small Arms / Light Weapons Registry module Registry Account Reconciliation process provides the ability to view the current Reconciliation State and upcoming Reconciliation Dates for all Accounts within the current Agency.

Navigation

Registry MGMT > Account Reconciliation > Account Reconciliation Search Criteria page

Procedure

Search for an Account Reconciliation





One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting



at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering the following fields:

| Search Criteria | | | |
|---------------------------|---|--|---|
| DoDAAC | <input type="text"/> | Stock Nbr | <input type="text"/> |
| Account Desc | <input type="text"/> | Serial Nbr | <input type="text"/> |
| Fr Last Reconciliation Dt | <input type="text" value="MM/DD/YYYY"/> | Fr Next Reconciliation Dt | <input type="text" value="MM/DD/YYYY"/> |
| To Last Reconciliation Dt | <input type="text" value="MM/DD/YYYY"/> | To Next Reconciliation Dt | <input type="text" value="MM/DD/YYYY"/> |
| | | <input type="button" value="Search"/> <input type="button" value="Reset"/> | |

- Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Account Description in the field provided. *This is a 250 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use  to select the FR LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the FR NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the TO LAST RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use  to select the TO NEXT RECONCILIATION DT, or enter the date (MM/DD/YYYY) in the field provided.



2. Select . The results appear in the **Registry Account Reconciliation Search Results** panel.

Search Results

0 In-Progress

1 Reconciled

0 Past-Due

All Reconciliations

Grid Options

| DoDAAC | Account Desc | Reconciliation State | Last Reconciliation Dt | Next Reconciliation Dt |
|--------|--------------|----------------------|------------------------|------------------------|
| SC0010 | BPG TEST 2 | Reconciled | 11/12/2020 | 11/12/2021 |

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10 items per page

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View the DoDAAC Details

Select the DoDAAC hyperlink. The **Registry Account Details** page appears.