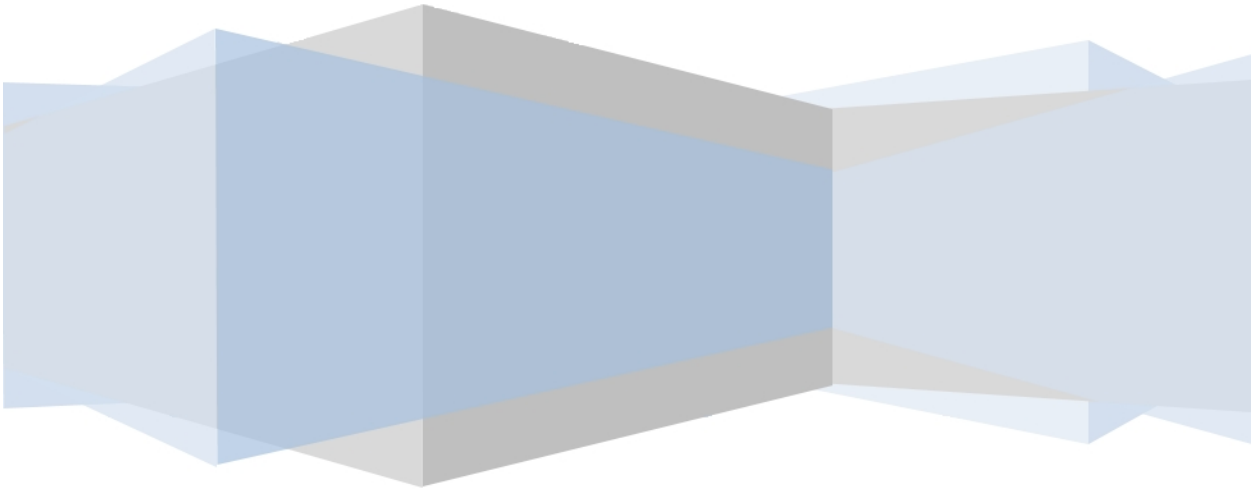
Property Accountability

Defense Property Accountability System



Printed Manual

Version 02 Sep 2021

Welcome

Overview — DPAS

Welcome to the Defense Property Accountability System (DPAS) Help System.

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD AT&L), a branch of the Office of the Secretary of Defense (OSD).

Overview — Property Accountability Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Property Accountability module.

The help topics provide assistance with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

DPAS PA Module > Any Process Page > Help

Related Topics

- Contact Us
- Property Accountability Overview
- Using DPAS Help Overview
- Using DPAS Help Menus
- Using DPAS Help Topics
- Using DPAS Help Toolbars

Defense Property Accountability System (DPAS) Property Accountability (PA) Module

Welcome to the Defense Property Accountability System (DPAS) PA Help System.

DPAS Summary

The Defense Property Accountability System (DPAS) is a Department of Defense (DoD) property management system.

It is the Accountable Property System of Record (APSR) for over 20 DoD Agencies and Military Services.

This online system is administered by the Office of the Under Secretary of Defense for Acquisition & Sustainment/Office of Assistant Secretary of Defense for Sustainment/Logistics (OUSD (A&S) / OASD Sustainment / Logistics), a branch of the Office of the Secretary of Defense (OSD).

Property Accountability Summary

The DPAS Property Accountability module is designed to manage large-ticket items, issues, and assets, in any DoD environment.

Property Accountability User

Property Accountability is role-based, similar to all other DPAS modules.

User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. PA users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- DPAS Property Accountability Navigation Tips
- Using DPAS Help Overview
- Using DPAS Help Toolbar
- Using DPAS Help Topics
- Using DPAS Help Menus

Defense Property Accountability System (DPAS) Property Accountability Module Navigation

Overview

This page describes the primary features found on the Property Accountability pages:

- Blue Menu Bar
- Red Menu Bar
- Blue Title Bar
- Menu Bar
- Instructions
- Help
- Search Criteria
- Results Grid
- Standard Buttons

Additional information about DPAS can be found at the DPAS Support Site.

Navigation

DPASPA Module > Any Process Page > Menu Bar > 

Blue Menu Bar

The Blue Menu bar is at the very top of the page.

The item on the left side is:

- **DPAS logo** 

—
Returns to the home page.

The item on the right side is:

- **Page Name** 

—
Shows which page is currently open.

Red Menu Bar

The Red Menu bar is directly below the Blue Menu bar.

The items on the left side are:



- **User ID —**
  Shows the current users identification name.
- **Site ID —**
  Shows the current users associated site.
- **Actbl UIC —**
  Shows the users financially accountable UIC.
- **UIC —**
  Shows the users UIC access level.

The items on the right side are:



- **Contact Us —**
  Opens the DPAS Support Team Information, including phone #s and email addresses.
- **Home —**
  Returns to the Home page.
- **Help —**
  Opens the Help System.
- **Log Out —**
  Ends the DPAS session.

Blue Title Bar

The Blue Title Bar is below the Red Menu Bar.

It contains a boldfaced title of the open module, and not boldfaced are any additional available modules (such as M&U and Warehouse).

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

1. Hover the mouse over a Menu item drop-down list. The drop-down list of the processes in that Menu item appears.

2. Select a process from the drop-down list. The Process page appears.

Instructions

At the top of each Process page is an ⊞ Instructions link.

- Select ⊞ Instructions . *The **Instructions** pop-up window appears.*

- A bulleted list on the window assists with various options on the Process page.

Help

On the right of the Red Menu Bar is the Help link Help.

- Select Help. *The **Help System** opens in a separate tab.*

- The Overview topic for the current Process page appears.

Related Topics

- Welcome
- Contact Us
- DPAS Property Accountability Overview
- Using DPAS Help Overview
- Using DPAS Help Menus
- Using DPAS Help Topics
- Using DPAS Help Toolbars

Update User Preferences

Overview

The User Preferences Update process allows editing of the user's current settings and defaults.

Navigation

My DPAS > User Preferences > User Preferences Update page

Page Fields

The following fields display on the **User Preferences Update** page. For more information on each field, select the appropriate hyperlink.

Basic

Custodian Nbr

Fund Cd/ASN

Fndng Cost Center

Request for Turn-In

RIC From

MCN Assignments

FSC

NCB Cd

Item Nbr

AIT

Asset Id Prefix

Printer Mfr

Excess

Dspsl Activity

Excess Holding Locations

DoDAAC

POC

Loc

Sub Loc

Asset Transfer Search Criteria

Capital / Non Capital

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the User Preferences

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the My DPAS menu, select User Preferences. *The* ***Update User Preferences*** *page appears.*
2. Review the fields in the Basic section.
   A. Update the Custodian Nbr, using to select the desired number.
   B. Update the Fund Cd/ASN, using to select the desired code.
   C. Update the Fndng Cost Center, entering the revised identification in the field provided.
3. Review the fields in the Request for Turn-In section.
   A. Update the RIC From, entering the revised code in the field provided.
4. Review the fields in the MCN Assignments section.
   A. Update the FSC, entering the revised code in the field provided.
   B. Update the NCB CD, entering the revised code in the field provided.
   C. Update the ITEM NBR, entering the revised number in the field provided.
5. Review the fields in the AIT section.
   A. Update the Asset Id Prefix, using to select the desired number.
   B. Update the Printer Mfr, using to select the desired manufacturer.
6. Review the fields in the Excess section.
   A. Update the Dspsl Activity, using to select the desired code.
7. Review the fields in the Excess Holding Locations section.
   A. Update the DODAAC, entering the revised code in the field provided.
   B. Update the POC, entering the revised contact in the field provided.

C. Update the LOC, entering the revised location in the field provided.

D. Update the SUB LOC, entering the revised location in the field provided.

8. Review the fields in the Asset Transfer Search Criteria section.

   A. Update the Capital / Non Capital, using  to select the desired decision.

9. Select  . *The **User Preferences Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
272 - You must log into a Site to access User Preferences.	Invalid Entry. The user does not currently have a Site_ID set. Contact the Site Admin to log into a Site_ID.
xxxx - RIC must be 3 characters in length.	Invalid Entry. The Reportable Item Code (RIC) was entered incorrectly. Enter exactly 3 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
xxxx - FSC must be 4 characters in length.	Invalid Entry. The Federal Supply Class (FSC) was entered incorrectly. Enter exactly 4 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
xxxx - ITEM NBR must be 3 characters in length.	Invalid Entry. The ITEM NBR was entered incorrectly. Enter exactly 3 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
419 - DODAAC entry must be 6 - POS alpha-numeric except for alpha "I" or "O".	Invalid Entry. The DODAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DODAAC.

Related Topics

- User Preferences Update Transaction Status
- User Preferences Update Report Export

View the User Preferences Transaction Status

Overview

The User Preferences Update Transaction Status page displays information concerning the transaction just completed.

Navigation

My DPAS > User Preferences > Update page > Transaction Status

Page Fields

The following fields display on the **User Preferences Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **User Preferences Update Report Export** page appears.*
- Select Search Criteria to return to the **User Preferences Update** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- User Preferences Update
- User Preferences Update Report Export

Export a User Preferences Update Report

Overview

The User Preferences Update Report Export page provides the ability to save the report in different formats.

Navigation

My DPAS > User Preferences > Update page > Transaction Status > Report Export

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the User Information Update Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **User Information Update** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- User Preferences Update
- User Preferences Update Transaction Status

Search for a Help Desk Request — Criteria

Overview

The Property Accountability module Help Desk Request process provides the ability to submit and view help requests and suggestions to DPAS Support staff for review. Once submitted, an automated notification is sent to DPAS Support Level 1 Technician. The submitted request(s) are traceable as they progress through the support process.

Navigation

My DPAS > Help Desk Request > Help Desk Request Search Criteria page

Page Fields

The following fields display on the **Help Desk Request Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

User Id

User Last Name

Ticket Nbr

Status

Procedure

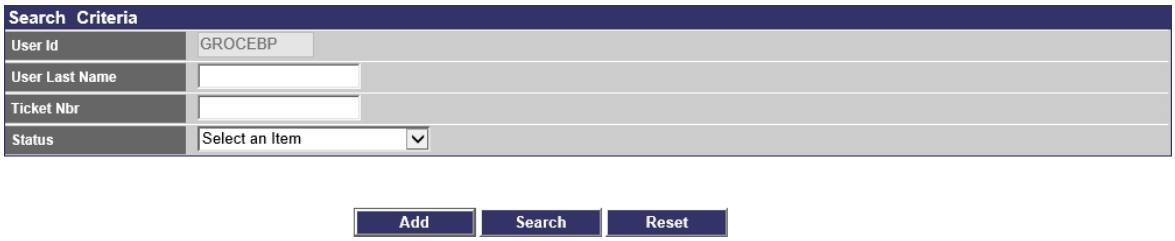
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Help Desk Request

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

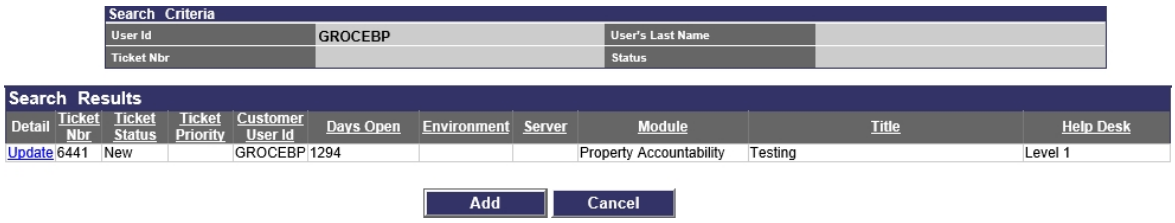
1. *The USER ID automatically populates and is not editable.*



2. Enter the User Last Name in the field provided. *This is a 20 alphanumeric character field.*

> **Helpful Tip**
>
> An Agency User can clear the USER ID and enter the Last Name of the user to search for another user's request.

3. Enter an existing Ticket NBR. *This is a 5 numeric character field, used to search for a previously submitted request.*
4. Use to select the Status.
5. Select Search. *The **Search for a Help Desk Request — Results** page appears. Results display in the Search Results grid.*



Add a Help Desk Request

Select Add. *The **Add a Help Desk Request** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Help Desk Request — Results
- Add a Help Desk Request

- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Search for a Help Desk Request — Results

Overview

The Help Desk Request Results page provides the ability to add, update, or view a DPAS Support request.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

My DPAS > Help Desk Request > Search Criteria > Search > Help Desk Request Search Results page

Page Fields

The following fields display on the **Help Desk Request Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

User Id

User Last Name

Ticket Nbr

Status

Search Results

Detail

Ticket Nbr

Ticket Status

Ticket Priority

Customer User Id

Days Open

Environment

Server

Module
Title
Help Desk

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Help Desk Request

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select Add. *The* ***Add a Help Desk Request*** *page appears.*

Update a Help Desk Request

Select the Update hyperlink. *The* ***Update a Help Desk Request*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Help Desk Request — Criteria
- Add a Help Desk Request
- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Add a Help Desk Request

Overview

The Help Desk Request Add process provides the ability to create new help requests and suggestions to DPAS Support staff for review.

Navigation

My DPAS > Help Desk Request > Search Criteria > 

> Add a Help Desk Request page

Page Fields

The following fields display on the **Help Desk Request Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add a Help Desk Request

Ticket Title *
Originally Found
Email Address *
Comm Phone Nbr *
Comm Phone Nbr Ext
DSN
Time Zone *
Application *
Location/page
Detailed description of ticket *
Are you aware of anyone else experiencing this issue?
Request Priority
Add Attachment

(*) Asterisk identifies mandatory fields.

Procedure

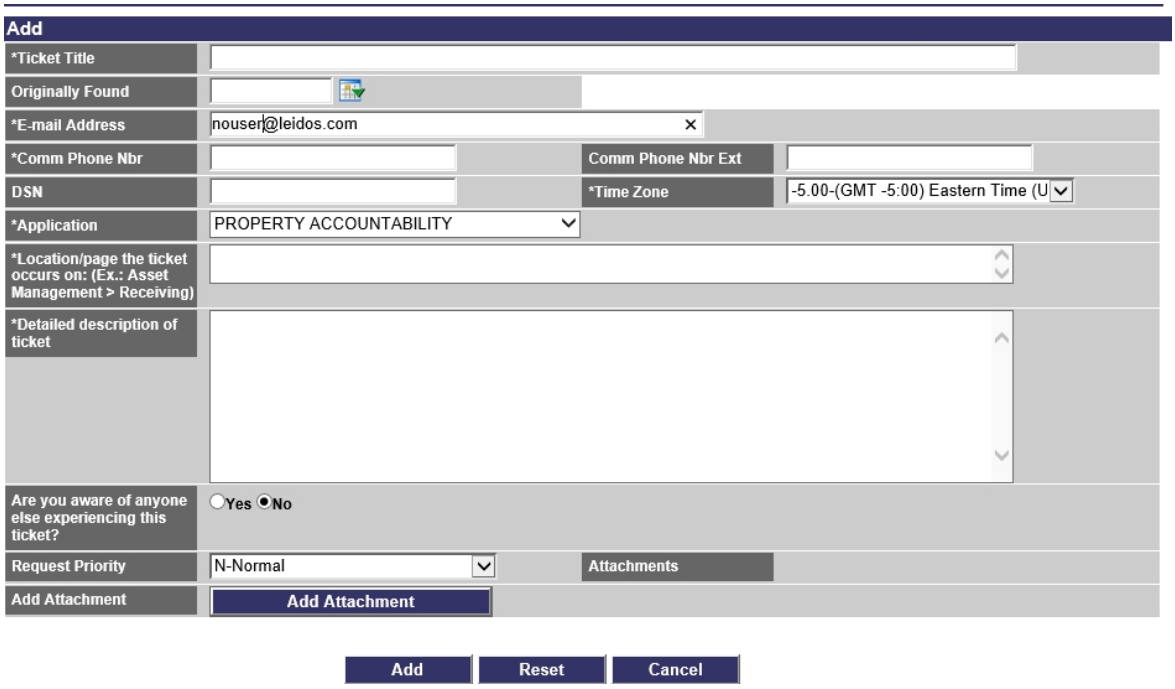
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Help Desk Request

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select **Add**. *The* ***Add a Help Desk Request*** *page appears.*



2. Enter the Ticket Title in the field provided. *This is a 100 alphanumeric character field.*
3. Use to select the Originally Found, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*
5. Enter the COMM PHONE NBR in the field provided. *This is a 25 numeric character field.*
6. Enter the COMM PHONE NBR EXT in the field provided. *This is a 25 numeric character field.*

7. Enter the DSN in the field provided. *This is a 20 numeric character field.*
8. Use ☑ to select the desired Time Zone.
9. Use ☑ to select the desired Application.
10. Enter the Location / Page the Ticket Occurs On in the field provided. *This is a 100 alphanumeric character field.*
11. Enter the Detailed Description Of Ticket in the field provided. *This is a 250 alpha-numeric character field.*
12. Select ○ Are you aware of anyone else experiencing this ticket? if there are other users experiencing the same problem. *Yes means other users are experiencing this issue, No means no other users have this issue.*
13. Use ☑ to select the desired Request Priority.
14. *View any attachments as thumbnails in the Attachments field.*
15. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*
16. Select Add. *The **Help Desk Request Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Ticket Title is Mandatory.	Missing Entry. Enter a short descriptive title for the ticket in the desired field.
xxxx — E-Mail Address is Mandatory.	Missing Entry. Enter a valid email address in the desired field.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — Comm Phone Nbr is Mandatory.	Missing Entry. Enter a valid phone number in the desired field.
xxxx — Ticket Location	Missing Entry. Enter the process and page

field is Mandatory.	where the issue being reported occurred in the desired field.
xxxx — Ticket Description is Mandatory.	Missing Entry. Enter a detailed description of the issue in the desired field.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Update a Help Desk Request

Overview

The Help Desk Request Update process allows editing of help requests and suggestions that were submitted to DPAS Support staff for review.

Navigation

My DPAS > Help Desk Request > Search Criteria > 

> Update hyperlink > Update a Help Desk Request page

Page Fields

The following fields display on the **Update a Help Desk Request** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update a Help Desk Request

Ticket Nbr
Help Desk Level
Status
Help Desk Notes
Ticket Title *
Originally Found
Closed Date
Opened Date
Email Address *
Comm Phone Nbr *
Comm Phone Nbr Ext
DSN
Time Zone *
Application *
Location/page *
Detailed description of ticket *
Are you aware of anyone else experiencing this issue?
Request Priority

Add Attachment

(*) Asterisk identifies mandatory fields.

Procedure

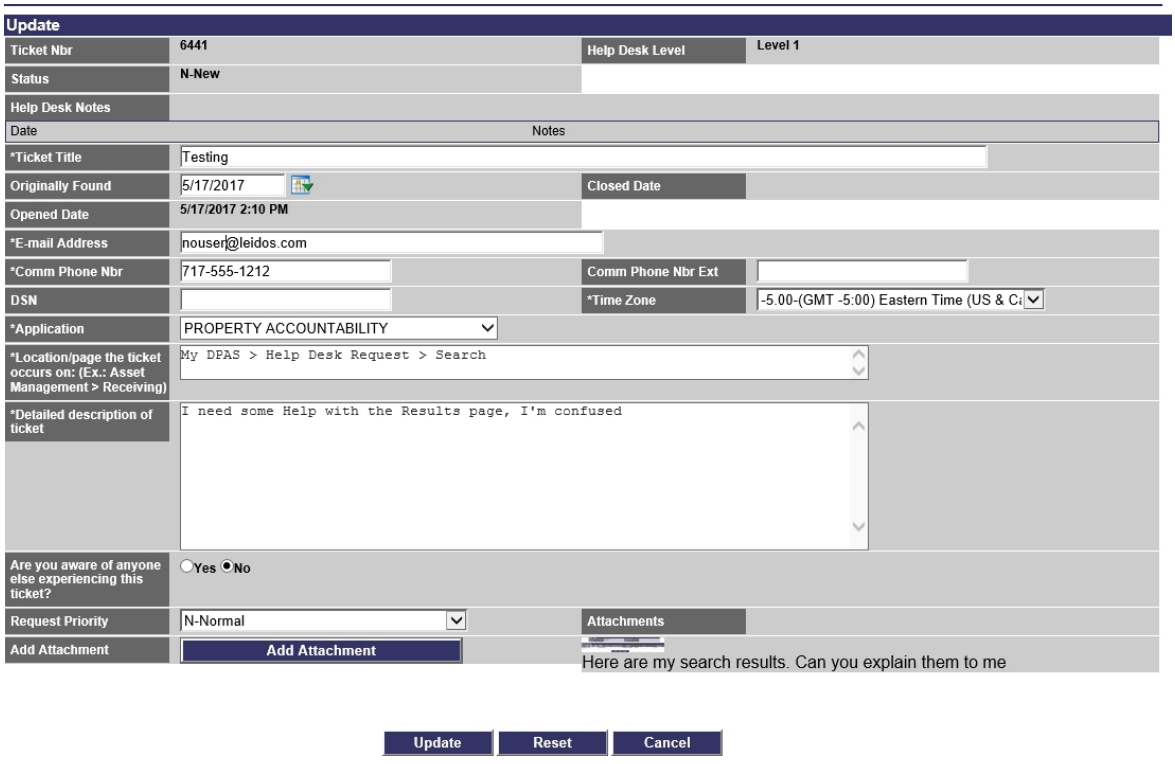
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Help Desk Request

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Add. *The* ***Update a Help Desk Request*** *page appears.*



2. *Verify the Ticket NBR.*
3. *Verify the Help Desk Level.*
4. *Verify the Status.*
5. *Verify the Help Desk Notes.*
6. Update the Ticket Title, entering the revised short description in the field provided. *This is a 100 alphanumeric character field.*

7. Update the Originally Found, using  or entering the date (MM/DD/YYYY) in the field provided.
8. *Verify the Closed Date.*
9. *Verify the Opened Date.*
10. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*
11. Update the COMM PHONE NBR, entering the revised phone number in the field provided. *This is a 25 numeric character field.*
12. Update the COMM PHONE NBR EXT, entering the revised extention in the field provided. *This is a 25 numeric character field.*
13. Update the DSN, entering the revised phone number in the field provided. *This is a 20 numeric character field.*
14. Update the Time Zone, using  to select the desired time.
15. Update the Application, using  to select the desired module.
16. Update the Location / Page the Ticket Occurs On, entering the revised path in the field provided. *This is a 100 alphanumeric character field.*
17. Update the Detailed Description Of Ticket, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
18. Verify the Are you aware of anyone else experiencing this ticket? contains the appropriate  or  . *Yes means other users are experiencing this issue, No means no other users have this issue.*
19. Update the Request Priority, using  to select the desired priority.
20. *View any attachments as thumbnails in the Attachments field.*
21. Select  to add any new attachments. *The **Attachment Add** page appears.*
22. Select  . *The **Help Desk Request Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Ticket Title is Man-	Missing Entry. Enter a short descriptive title

datory.	for the ticket in the desired field.
xxxx — E-MAIL Address is Mandatory.	Missing Entry. Enter a valid email address in the desired field.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — COMM PHONE NBR is Mandatory.	Missing Entry. Enter a valid phone number in the desired field.
xxxx — Ticket Location field is Mandatory.	Missing Entry. Enter the process and page where the issue being reported occurred in the desired field.
xxxx — Ticket Description is Mandatory.	Missing Entry. Enter a detailed description of the issue in the desired field.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Add a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Help Desk Request Transaction Status

Overview

The Help Desk Request Transaction Status page displays a verification of the add or update transaction performed.

Navigation

My DPAS > Help Desk Request > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Help Desk Request Transaction Status page

Page Fields

The following fields display on the **Help Desk Request Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		Ticket Updated	Success
		Ticket Number	6441

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a Help Desk Request Report** page appears.*
- Select Search Criteria to return to the **Search for a Help Desk Request — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Add a Help Desk Request
- Update a Help Desk Request
- Export a Help Desk Request Report

Export a Help Desk Request Report

Overview

The Help Desk Request Report Export page provides the ability to save the report in different formats.

Navigation

My DPAS > Help Desk Request > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Help Desk Request Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

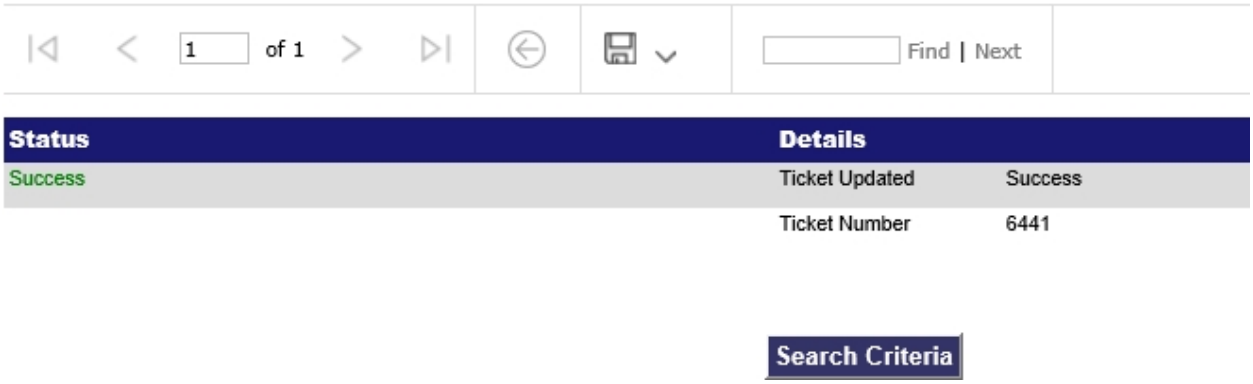
Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Help Desk Request Report to a Printable Application



1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
2. Follow the prompts provided by the computer.
3. Select  to return to the **Search for a Help Desk Request — Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Criteria page.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Add a Help Desk Request
- Update a Help Desk Request

- View the Help Desk Request Transaction Status

Search for a SITE ID /Accountable Unit Identification Code (UIC) Update — Criteria

Overview

The Property Accountability module SITE ID / Accountable UIC Update page specifies the managed UIC. The options available were determined from the DPAS Security Rules Request form.

Navigation

My DPAS > Site/ACTBL UIC UPDT > SITE ID / Accountable UIC Update page

Page Fields

The following fields display on the **SITE ID / Accountable UIC Update** page. For more information on each field, select the appropriate hyperlink.

Search for Tier...

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Change the SITE ID and/or Accountable UIC/UIC

Selecting Cancel *or* Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ▸ to open the desired Accountable UIC.
2. Use ▸ to open the desired UIC.
3. Click the desired **bolded** UIC.
4. Select Update. *The SITE ID, Accountable UIC combination changes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
105 - User has no sites available.	Invalid Entry. There are no SITE IDs available. Contact the DPAS Call Center for assistance.

107 - No ACTBL UIC's available. Change cannot be processed.	Invalid Entry. There are no ACTBL UICs available. Contact the DPAS Call Center for assistance.
108 - Data Integrity Error. Contact the DPAS help desk.	Contact the DPAS Call Center

Related Topics

- Contact Us

Security Point of Contact List By Agency/Site Search Results

Overview

The Security Point of Contact (POC) List Search Results displays the list of security officers associated with the Defense Property Accountability System (DPAS) and your Site Identification.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

My DPAS > Security POCs > Search Results

Page Fields

The following fields display on the **Security POC List By Agency/Site Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Site Id

Search Results

Actbl UIC

Site Id

Username

Phone Nbr

E-Mail Address

Security Level

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

E-MAIL a Security POC

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the E-MAIL hyperlink for the POC to contact. *Microsoft Outlook opens, with the E-MAIL address of the POC in the To: field.*

2. Compose and send the message in Microsoft Outlook. *Microsoft Outlook closes, and the Search Results page returns.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

No Related Topics have been identified for this page.

Management Message Viewer Search Criteria

Overview

This page allows you to search for all messages generated by DPAS relating to the UIC (s) indicated. The search can be further defined by the type of message to be displayed.

Navigation

My DPAS > Management Messages > Search Criteria

Page Fields

The following fields display on the **Management Message Viewer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

UIC

Msg Type

Date From

Date To

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

To Search for Management Messages:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. You can select Search to view all Search Results or choose a Search Criteria using the drop-down list. In addition, refine your search using the date fields.
2. Choose Reset to return all values back to the default settings.
3. Select Cancel to return to the **DPAS Home Page**.

Note



All Management Messages older than 30 (thirty) days are deleted during the overnight batch cycle process.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
There are no MGT MSGS for user.	Your search criteria did not yield any results.
Invalid Entry - Date From.	Date must be entered in a valid date format. The valid format is MM/DD/YYYY.
Invalid Entry - Date To.	Date must be entered in a valid date format. The valid format is MM/DD/YYYY.
Input date must be < or = system date.	The Date From must be earlier than or equal to the current system date.
Date (From) must be < or = Date (To).	The Date From must be earlier than or equal to the Date To. This often occurs when only a Date From is entered.

Related Topics

- Management Message Viewer Search Results
- Management Message Viewer Selected Rows
- Management Message Viewer Report
- Management Message Viewer Delete
- Management Message Viewer Transaction Status
- Management Message Viewer Report Export

Management Message Viewer Search Results

Overview

This page displays a list of all messages that met your Search Criteria. You have the option to delete messages with the required security access.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

My DPAS > Management Messages > Search Criteria > Search Results

Page Fields

The following fields display on the **Management Message Viewer Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Date From
Msg Type
Date To

Search Results

Select
Pgm Desc
Pgm Dt
Pgm Msg
User Id
Cust Nbr

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Messages to View

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select individual messages or choose Select All for all messages on all pages to view. Select Deselect All to remove selections on all pages.
2. Choose Continue to view messages.
3. Select Cancel to return to the **Management Message Viewer Search Criteria** page.

To Delete Messages:

1. Select the checkbox(es) for messages to delete. To remove all selections on all pages, select Deselect All.
2. Choose Delete to view the **Selected Rows** page or select Cancel to return to the **Management Message Viewer Search Criteria** page.

Note

UIC (Unit Identification Code) or higher level messages cannot be deleted by a user. However, a user can delete messages for his/her User Id.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Make a selection to "Continue" or "Delete".	You did not select any messages to view or delete.
System messages cannot be deleted by user.	You do not have sufficient permissions to delete messages.

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Selected Rows
- Management Message Viewer Report
- Management Message Viewer Delete
- Management Message Viewer Transaction Status
- Management Message Viewer Report Export

Management Message Viewer Selected Rows

Overview

This page is used to verify messages to generate a report or to delete.

Navigation

My DPAS > Management Messages > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Management Message Viewer Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Pgm Desc

Pgm Dt

Pgm Msg

User Id

Cust Nbr

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate the Report of Selected Messages

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the messages listed to generate a report.
2. Select Generate Rpt to generate the report(s) or choose Cancel to return to the **Management Message Viewer Search Results** page.

To Delete Selected Messages:

1. Verify the messages listed are correct for deletion.
2. Select Delete to remove the selected message(s) or choose Cancel to return to the **Management Message Viewer Search Results** page.

Note



UIC (Unit Identification Code) or higher level messages cannot be deleted by a user. However, a user can delete messages for his/her USER ID.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Search Results
- Management Message Viewer Report
- Management Message Viewer Delete
- Management Message Viewer Transaction Status
- Management Message Viewer Report Export

Management Message Viewer Delete

Overview

This page is used to delete messages for your USER ID. Unit Identification Code (UIC) or higher level messages cannot be deleted by a user.

Navigation

My DPAS > Management Messages > Search Criteria > Search Results > Delete

Page Fields

The following fields display on the **Management Message Viewer Delete** page. For more information on each field, select the appropriate hyperlink.

Select

Pgm Desc

Pgm Dt

Pgm Msg

User Id

UIC

Cust Nbr

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To Delete Selected Messages:

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify all messages listed on the page are to be deleted.
2. If not, select Cancel to return to the **Search Results** page.
3. You can delete all messages by choosing Delete.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors have been identified for this page.

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Search Results
- Management Message Viewer Selected Rows
- Management Message Viewer Report
- Management Message Viewer Transaction Status
- Management Message Viewer Report Export

Management Message Viewer Report

Overview

The Management Message Viewer Report page provides the ability to view the report in different formats.

Navigation

My DPAS > Management Messages > Search Criteria > 

> Search Results > *VARIOUS PROCEDURAL STEPS* > Viewer page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Management Message Viewer to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Management Message Viewer Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Search Results
- Management Message Viewer Selected Rows
- Management Message Viewer Delete
- Management Message Viewer Transaction Status
- Management Message Viewer Report Export

PageID Ref: WFUTR0304_99

Management Message Viewer Transaction Status

Overview

This page displays information concerning the transaction just completed.

Navigation

My DPAS > Management Messages > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Transaction Status

Page Fields

The following fields display on the **Management Message Viewer Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Management Message Viewer Report Export** page appears.*
- Select Search Criteria to return to the **Management Message Viewer Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assist-	Contact the DPAS Call Center

ance.

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Search Results
- Management Message Viewer Selected Rows
- Management Message Viewer Report
- Management Message Viewer Delete
- Management Message Viewer Report Export

Management Message Viewer Report Export

Overview

The Management Message Viewer Report Export page provides the ability to save the report in different formats.

Navigation

My DPAS > Management Messages > Search Criteria > Search > Search Results > *Various Procedural Steps* > Transaction Status page > Print > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Management Message Viewer to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Management Message Viewer Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Management Message Viewer Search Criteria
- Management Message Viewer Search Results
- Management Message Viewer Selected Rows
- Management Message Viewer Report
- Management Message Viewer Delete
- Management Message Viewer Transaction Status

Search for User Roles — Results

Overview

The Property Accountability module User Role Display process provides the ability to view your specific DPAS role assignments. If your role is Application Security Officer, all associated roles are displayed.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

My DPAS > User Roles Display > User Roles Display Search Results page

Page Fields

The following fields display on the **User Roles Display Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

User Id

Site Id

Search Results

Role Name

Training Cmpltd Dt

Role Desc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Assigned Roles

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

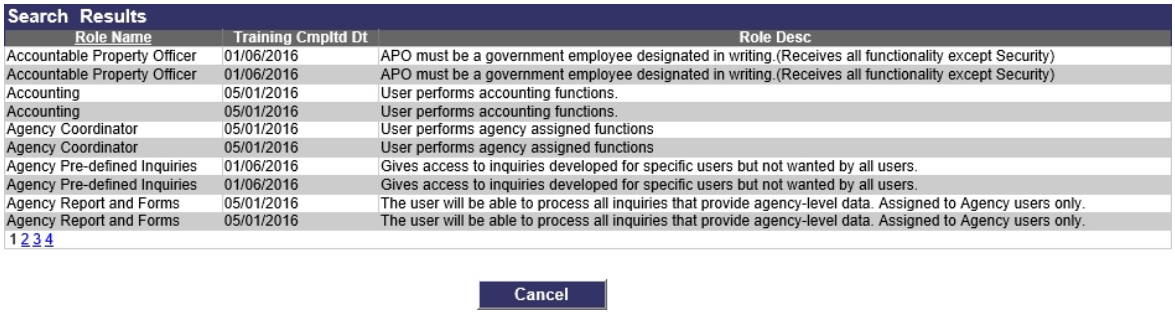
1. Review the Search Criteria:



Search Criteria			
User Id	GROCEBP	Site Id	NJ-ME

   - *Verify the User Id.*
   - *Verify the Site Id.*

2. Review the Search Results:



Search Results

Role Name	Training Cmpltd Dt	Role Desc
Accountable Property Officer	01/06/2016	APO must be a government employee designated in writing.(Receives all functionality except Security)
Accountable Property Officer	01/06/2016	APO must be a government employee designated in writing.(Receives all functionality except Security)
Accounting	05/01/2016	User performs accounting functions.
Accounting	05/01/2016	User performs accounting functions.
Agency Coordinator	05/01/2016	User performs agency assigned functions
Agency Coordinator	05/01/2016	User performs agency assigned functions
Agency Pre-defined Inquiries	01/06/2016	Gives access to inquiries developed for specific users but not wanted by all users.
Agency Pre-defined Inquiries	01/06/2016	Gives access to inquiries developed for specific users but not wanted by all users.
Agency Report and Forms	05/01/2016	The user will be able to process all inquiries that provide agency-level data. Assigned to Agency users only.
Agency Report and Forms	05/01/2016	The user will be able to process all inquiries that provide agency-level data. Assigned to Agency users only.

1 2 3 4

Cancel

   - *Verify the Role Name.*

> **Helpful Tip**
>
> If roles are missing, check with the Information Owner. Identify the individual's name by looking at line 21 on the DD Form 2875.

   - *Verify the Training CMPLTD DT.*
   - *Verify the ROLE DESC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Role(s) are missing.	Check with the Information Owner. The individual's name appears on line 21 on the DD Form 2875.

Related Topics

- DPAS PA Overview
- DPAS PA Navigation Tips

Pending Catalog Transactions Search Criteria

Overview

The **Pending Catalog Transaction** allows you to process catalog records which are coming to you from outside sources. These are assets which have a **Status Code** of *CP* **(Catalog Pending)** or *MP* **(Manufacturer Pending)** or have missing or incomplete information on the receiving Agency's Catalog.

Note

The Accountable Property Book Officer (APO) and Catalog Manager roles have the ability to create a new Stock Number and/or Manufacturer in this process.

The **Pending Catalog Transactions Search Criteria** page allows you to search for records which are awaiting Stock Number or Manufacturer Data to record(s) on the Due-In Table.

Your Search Criteria options are:

- **CP** – Catalog Pending (records from the Due-In Table that require Catalog actions)
- **MP** – Manufacturer Pending (records from the Due-In Table that require Manufacturer Data)
- **CC** - Catalog Complete

If you receive a transferred asset from an organization which uses a different Catalog than your site, the **STATUS CD** is automatically set to *CP* (Catalog Pending) or *MP* (Manufacturer Pending). You must use the **PNDG CATALOG TRANS** process to change the **Status Codes** of *CP* and/or *MP* to *CC* (Catalog Complete). Assets must have a **STATUS CD** of *CC* before a Transfer or Loan can be completed. Using the **Stock Number** or **Manufacturer** processes from the **Catalog** > **Stock Number** > **Manufacturer** menu path to add the Stock Number will NOT change the **STATUS CD** to *CC*.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria

Page Fields

The **Pending Catalog Transactions Search Criteria** page contains the following fields. For more information on each field, select the appropriate hyperlink.

Catalog Pending (checkbox)
Manufacturer Pending (checkbox)
Stock Nbr
Doc Nbr

Procedure

To Select Catalog or Manufacturer Pending Action to Process:

1. The radio buttons on the page are optional. You have the option of selecting one of the following to search for Pending Catalog records:

- **Catalog Pending (CP)**
- **Manufacturing Pending (MP)**

2. **STOCK NBR** and **DOC NBR** are optional Search Criteria fields. Entering the Stock Number or Document Number will help eliminate the number of rows returned from your search.
3. Select Search to display the **Search Results** page or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Pending Catalog Transactions Search Results
- Pending Catalog Transactions Selected Rows - CP
- Pending Catalog Transactions Selected Rows
- Pending Catalog Transactions Transaction Status
- Pending Catalog Transactions Report Export

PageID Ref: WFCTN0601_5

Pending Catalog Transactions Search Results

Overview

The **Pending Catalog Transactions Search Results** page displays records returned from your Search Criteria.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria > Search Results

Page Fields

The following fields display on the **Pending Catalog Transactions Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
Catalog Pending
Document Nbr

Select
Status
Doc Nbr
Stock Nbr
Item Desc
Non-Actbl
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd

Manufacturer Pending
Stock Nbr
|

Procedure

To Select Records to Process:

1. You can select individual record(s) or choose Select All to process all records on all pages.

Note

The **Status Code** of *CP* (Catalog Pending) or *MP* (Manufacturer Pending) is not interchangeable to complete a transaction. More than one row can be selected at a time; however, you can only select:

- **Like Stock Numbers and Status Codes**
- **Item Descriptions and Status Codes**
- **Non-Accountable and Status Codes**

2. Select Continue to display the **Selected Rows** page.
3. To clear selections on the page, select Deselect All or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Selected rows must have matching STOCK NBRS and STS CD.	The Status Code of CP (Catalog Pending) or MP (Manufacturer Pending) is not interchangeable.
Selected rows must have Like ITEM DESC and STS CDS.	The Status Code of CP (Catalog Pending) or MP (Manufacturer Pending) is not interchangeble.
Select a record to continue.	Select a specific checkbox or Select All to continue.

Related Topics

- Pending Catalog Transactions Search Criteria
- Pending Catalog Transactions Selected Rows - CP
- Pending Catalog Transactions Selected Rows
- Pending Catalog Transactions Transaction Status
- Pending Catalog Transactions Report Export

PageID Ref: WFCTN0602_6

Pending Catalog Transactions Selected Rows - CP

Overview

The **Selected Rows - CP** page displays the records with Catalog actions pending. This process requires you to use the **Stock Nbr** ... prior to selecting Continue.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria > Search Results > Selected Rows - CP

Page Fields

The **Pending Catalog Transactions Selected Rows CP** page is divided into two sections. The top part of the page displays the fields of those transactions chosen on the **Search Results** page. For more information on each field, select the appropriate hyperlink.

Selected Rows-CP

Doc Nbr
Stock Nbr
Item Desc
Non-Actbl
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd

Data Entry

Status - display only
Stock Nbr
Item Desc

Procedure

To Process Selected Rows – CP Page:

Helpful Tip



You may have several pages returned from your Search Criteria. To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results.

1. You are required to use the **STOCK NBR** ... to search for a Stock Number. If the Stock Number does not exist, you can create one from this page.
2. The Item Description is optional.
3. Select Continue to display the **Selected Rows** page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Stock Nbr must be added to the Catalog Table.	You can use the STOCK NBR ... to create a Stock Number if you have the required security access.

Related Topics

- Pending Catalog Transactions Search Criteria
- Pending Catalog Transactions Search Results
- Pending Catalog Transactions Selected Rows -MP
- Pending Catalog Transactions Transaction Status
- Pending Catalog Transactions Report Export

PageID Ref: WFCTN0603_99

Pending Catalog Transactions Selected Rows - MP

Overview

The **Selected Rows** page displays the records for **Manufacturer Pending** transactions selected from the Due-In Table which require manufacturer actions. You are required to use the **MFR NAME** ... to search or add manufacturer information. In addition, you can select to display Non-Accountable manufacturer information only.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Pending Catalog Transactions Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Selected Rows

Doc Nbr
Stock Nbr
Item Desc
Non-Actbl
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd

Data Entry

Status
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr

Procedure

To Add Manufacturer Information to a Record:

Note

The **MFR NAME** browse must be utilized prior to selecting Continue.

1. If the Manufacturer Name does not display, select the **MFR NAME** ... to search or add a new manufacturer record. For this process, the remaining data fields are

unavailable for data entry.

Note

 The **MFR NAME** ... allows you to search or add manufacturer information. In addition, you can select to display Non-Accountable manufacturer information only.

2. Select Continue to display the **Transaction Status** or choose Cancel to return to the previous page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Pending Catalog Transactions Search Criteria
- Pending Catalog Transactions Search Results
- Pending Catalog Transactions Selected Rows - CP
- Pending Catalog Transactions Transaction Status
- Pending Catalog Transactions Report Export

PageID Ref: WFCTN0604_99

Pending Catalog Transactions Transaction Status

For Report Export help, press here

Overview

The **Pending Catalog Transactions Transaction Status** page displays information concerning the transaction just completed. The **Status** field displays a message stating *Success*. If it does not, contact the DPAS Call Center.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria > Search Results > Selected Rows > Transaction Status

Page Fields

The following fields display on the **Pending Catalog Transactions Transaction Status** page:

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options:

1. Select Print to print a report of the transaction.
2. Select Search Criteria to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Transaction was not successful.	Contact the DPAS Call Center.

Related Topics

- Pending Catalog Transactions Search Criteria
- Pending Catalog Transactions Search Results
- Pending Catalog Transactions Selected Rows - CP
- Pending Catalog Transactions Selected Rows
- Pending Catalog Transactions Report Export

PageID Ref: WFCTN0604_11

Pending Catalog Transactions Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Catalog > PNDG Catalog Trans > Search Criteria > Search Results > Selected Rows > Transaction Status > Report Export

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Pending Catalog Transactions Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Pending Catalog Transactions Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Pending Catalog Transactions Search Criteria
- Pending Catalog Transactions Search Results
- Pending Catalog Transactions Selected Rows
- Pending Catalog Transactions Selected Rows - CP
- Pending Catalog Transactions Transaction Status

Stock Number Overview

Overview

The Property Accountability module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.
Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog.
There are four types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
  — from FEDLOG or TDMS or other DOD lists.
- **J - MCN** (Management Control Number)
  — created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
  — created by either the manufacturer or the local level.
- **I - Intangible** (Intangible)
  — created for Software and other stock that has no physical presence.

DPAS interfaces with the DOD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.
The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Navigation

CATALOG MGMT > Stock Number > STOCK NBR page

Page Fields

The following fields display on the **STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Search Criteria Grid

Stock Nbr

Item Desc

LIN/TAMCN

Stock Item Cd

Type Asset Cd

FSC

Reportable Commodity Type

Mgmt Cd

Stock Number Grid Fields

Primary Attachment

Stock Nbr

Stock Item Cd

Item Desc

Mgmt Cd

LIN/TAMCN

FSC

CIIC

Type Asset Cd

Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Established By
Established Dt/Tm
Last Updated By
Last Transaction Dt/Tm
Program Id
Remarks

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Use i or ... to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the ITEM DESC, using i to assist with the entry. *This is a 256 alphanumeric character field.*
   - Use i or ... to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Material Control Number Browse help

- Use ▾ to select the Stock Item Cd.
- Use ▾ to select the Type Asset Cd.
- Enter the FSC, using ℹ to assist with the entry. *This is a 4 alphanumeric character field.*
- Use ▾ to select the Reportable Commodity Type.
- Use ▾ to select the Mgmt Cd.

2. Select Search. *The results display in the Search Results grid.*

Add a Stock Number

Select + Add. *The **Add a Stock Number** page appears.*

Update a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Edit. *The **Update a Stock Number** page appears.*

Delete a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Delete. *The **Delete a Stock Number** page appears.*

Attach a Document to a Stock Number

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Attachments. *The **Add Attachments to a Stock Number** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add Attachments to a Stock Number
- Search for a Stock Number / Selected Mass Change — Criteria

Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

Helpful Tip

Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **DPAS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CATALOG MGMT > Stock Number > + Add > Add STOCK NBR pop-up window

Page Fields

The following fields display on the **Add STOCK NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC *
NCB Cd
Item Nbr
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
UII Rqd?
Gender
Color
Size
LIN/TAMCN
NIIN

NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Svc Life
Util Measure Cd
Managing Service Life in Months
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)
CMC
LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *
Precious Mtl Cd *
Haz Mat Cd *
ADPE ID Cd *

Source of Supply RIC
UIT Dsg
Length (In)
Width (In)
Height (In)
Unit Cube (Ft)
Unit Weight (Lbs)
Freight Description

Add Edit Remarks Panel

Remarks
History Remarks

Property Book Panel

Athrztn Cd *
Type Dsg
ECC
Maint Grp Id *
Min Percent Util
Obj Percent Util
Calibration Cd
Equivalence
Attribute(s) Template

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select + Add. *The* ***Add Stock Nbr*** *pop-up window appears, open to the DPAS tab.*

2. Complete the Catalog Source panel.

A. Use ▾ to select the Stock Item Type.

B. Use ▾ to select the Catalog Source.

C. Enter the STOCK NBR, or use ... to browse for the entry. *This is a 15 alpha-numeric character field.*

D. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

E. Enter the FSC, using ℹ to assist with the entry. *This is a 4 numeric character field.*

F. Use ▾ to select the NCB Cd.

G. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field.*

H. Enter the Sequence NBR in the field provided.

I. Select Next >. *The **General** and **Add / Edit Remarks** panels appear.*

a. *The PREV STOCK NBR automatically populates and is not editable.*

b. Use ▾ to select the Security Commodity Type.

c. Use ▾ to select the Reportable Commodity Type.

d. *The Catalog ITEM DESC automatically populates and is not editable.*

e. Click ☐ to select the UII RQD?. *This changes the UII field to required.*

f. Use ▾ to select the Gender.

g. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

h. Enter the Size the field provided. *This is a 15 alphanumeric character field.*

i. Enter the LIN/TAMCN, or use ... to browse for the entry. *This is a 10 alphanumeric character field.*

j. *The NIIN automatically populates and is not editable.*

k. *The NIIN STS CD automatically populates and is not editable.*

l. Use ▾ to select the Type Asset Cd.

m. Use ▾ to select the Asset Category Cd.

n. Use ▾ to select the AAC.

o. Use to select the Mgmt Cd.

p. Use to select the UI.

q. Use to choose the Unit Price.

r. Use to select the Qty per Unit Pack.

s. Use to select the Stocking UI.

t. Use to choose the UI Conversion Factor.

u. *The STOCKING UI Price automatically populates and is not editable.*

v. Use to choose the UTIL SERVICE LIFE.

w. Use to select the Util Measure Cd.

x. Use to select the Managing Shelf Life Cd.

y. Use to select the Fdcry Deprn Mthd Cd.

z. Use to choose the YR SVC LIFE.

aa. *The Shelf Life Type automatically populates and is not editable.*

ab. Use to choose the Expiration SLC (mos).

ac. Use to select the CMC.

ad. Use to select the LCC.

ae. *The Chapter automatically populates and is not editable.*

af. Use to select the Sply Cat Mat Cd.

ag. Enter the MAT CAT CD in the field provided. *This is a 5 alphanumeric character field.*

ah. Enter the DODIC in the field provided. *This is a 4 alphanumeric character field.*

ai. Use to select the ARC.

aj. Use to select the IT Device Cd.

ak. Use to select the Dmil Cd.

al. Use to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

am. Use to select the CIC.

an. Use to select the Class Cd.

ao. Use to select the Reportable Cd.

ap. Use to select the Recover Cd.

aq. Use to select the Precious Mtl Cd.

ar. Use to select the Haz Mat Cd.

as. Use to select the ADPE ID Cd.

at. Enter the Source of Supply RIC in the field provided. *This is a 3 alpha-numeric character field.*

au. Use to select the UIT Dsg.

av. Use to choose the Length (In).

aw. Use to choose the Width (In).

ax. Use to choose the Height (In).

ay. *The Unit Pack Cube (Ft) field automatically calculates once the previous four fields are populated.*

az. Use to choose the Unit Pack Weight (Lbs).

ba. Enter the Freight DESC in the field provided. *This is a 1024 alpha-numeric character field.*

bb. Complete the **Add/Edit Remarks** panel.

1. Enter the Remarks in the field provided. *This is a 1024 alpha-numeric character field.*
2. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

bc. Select Next >. *The **Property Book** panel appears.*

1. Use to select the Athrztn Cd.

2. Enter the TYPE DSG, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

3. Enter the ECC, or use ... to browse for the entry. *This is a 2 alphanumeric character field.*

4. Use to select the Maint Grp Id.

5. Enter the MIN PERCENT UTIL in the field provided. *This is a 3 numeric character field.*
6. Enter the OBJ PCT UTIL in the field provided. *This is a 3 numeric character field.*
7. Use ▾ to select the Calibration Cd.
8. Enter the Equivalence in the field provided. *This is a 20 numeric character field.*
9. Use ▾ to select the Attribute(s) Template.
10. Select Finish ✓. *The **Add STOCK NBR** pop-up window closes, and the new Stock Number appears at the top of the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *STOCK NBR*	
13 - Mandatory Entry: *ITEM DESC*	
13 - Mandatory Entry: *FSC*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *STOCK ITEM CD*	
13 - Mandatory Entry:	

TYPE ASSET CD	
13 - Mandatory Entry: ***MGMT CD***	
13 - Mandatory Entry: ***Security Commodity Type***	
13 - Mandatory Entry: ***Reportable Commodity Type***	
13 - Mandatory Entry: ***ACC***	
13 - Mandatory Entry: ***Unit Pack Price***	
13 - Mandatory Entry: ***Managing Shelf Life Cd***	
13 - Mandatory Entry: ***DMIL CD***	
13 - Mandatory Entry: ***CIIC***	
13 - Mandatory Entry: ***Storage Requirement Cd***	
13 - Mandatory Entry: ***UTIL SVC LIFE when UTIL MEASURE CD is provided.***	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 - Mandatory Entry: ***UTIL MEASURE CD when UTIL SVC LIFE is provided.***	
xxxx - Must be numeric: ***Unit Price*.**	
xxxx - Must be numeric: ***YR SVC LIFE*.**	Invalid Entry. Select  to insert a number in the desired field.
xxxx - Must be numeric: ***UTIL SVC LIFE*.**	
xxxx - Must be numeric:	

***Length*.**	
xxxx - Must be numeric: *Width*.	
xxxx - Must be numeric: *Height*.	
xxxx - Must be numeric: *Unit Weight*.	
xxxx - Must be numeric: *Unit Cube*.	
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 - LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 - TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx - STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using i to assist with the entry. If it is not found, enter the number again.
253 - MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

new ITEM NBR.	
295 - First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.
2215 — An error occurred when adding/editing the stock number. If the problem persists, please contact the help desk.	Contact the DPAS Call Center

Related Topics

- Search for a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Search for a Stock Number / Selected Mass Change — Criteria

Update a Stock Number

Overview

The Stock Number Update process allows editing a stock number in the catalog.

Attention

FEDLOG generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **DPAS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Edit > Modify STOCK NBR pop-up window

Page Fields

The following fields display on the **Modify STOCK NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results page.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).

Catalog Source Panel

Stock Item Type *
Catalog Source *
Stock Number *
Item Desc *
FSC *
NCB Cd
Item Nbr
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Reportable Commodity Type *
Catalog Item Desc
UII Rqd?
Gender
Color
Size
LIN/TAMCN
NIIN

NIIN Sts Cd
Type Asset Cd *
Asset Category Cd *
AAC
Mgmt Cd *
UI *
Unit Price *
Qty per Unit Pack
Stocking UI *
UI Conversion Factor *
Stocking UI Price
Util Service Life
Util Measure Cd
Managing Shelf Life Cd *
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Shelf Life Type
Expiration SLC (Mos)
CMC
LCC *
Chapter
Sply Cat Mat Cd
Mat Cat Cd
DODIC
ARC *
IT Device Cd
Dmil Cd *
CIIC *
CIC
Class Cd
Reportable Cd *
Recover Cd *
Precious Mtl Cd *
Haz Mat Cd *
ADPE ID Cd *
Source of Supply RIC

UIT Dsg
Length (In)
Width (In)
Height (In)
Unit Cube (Ft)
Unit Weight (Lbs)
Freight Desc

Add Edit Remarks Panel

Remarks
History Remarks

Property Book Panel

Athrztn Cd *
Type Dsg
ECC
Maint Grp Id *
Min Percent Util
Obj Percent Util
Calibration Cd
Equivalence
Attribute(s) Template

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The* STOCK NBR *is highlighted, and* Edit, Delete, *and* Attachments *become available.*

2. Select Edit. *The **Modify Stock Nbr** pop-up window appears, open to the General panel.*
   A. *Scroll up to view the Catalog Source panel.*
      a. *Verify the Stock Item Type.*
      b. *Verify the Catalog Source.*
      c. *Verify the Stock Nbr.*
      d. *Verify the Item Desc.*
      e. *Verify the FSC.*
      f. *Verify the NCB Cd.*
      g. *Verify the Item Nbr.*
      h. *Verify the Sequence Nbr.*
   B. *Verify the Prev Stock Nbr.*
   C. Update the Security Commodity Type, using to select the desired type.
   D. Update the Reportable Commodity Type, using to select the desired type.
   E. *Verify the Catalog Item Desc.*
   F. Verify the UII Rqd? contains the appropriate ☐ or ☑. *This determines if the UII field is required.*
   G. Update the Gender, using to select the desired value.
   H. Update the Color, entering the revised shade in the field provided. *This is a 15 alphanumeric character field.*
   I. Update the Size, entering the revised value in the field provided. *This is a 15 alphanumeric character field.*
   J. Update the LIN/TAMCN, using ... to browse for the revised identifier. *This is a 10 alphanumeric character field.*
   K. *Verify the NIIN.*
   L. *Verify the NIIN Sts Cd.*
   M. *Verify the Type Asset Cd.*
   N. *Verify the Asset Category Cd.*
   O. Update the AAC, using to select the desired code.
   P. Update the Mgmt Cd, using to select the desired code.
   Q. *Verify the UI.*

R. *Verify the Unit Price.*

S. *Verify the QTY per Unit Pack.*

T. Update the Stocking UI, using to select the desired unit.

U. *Verify the UI Conversion Factor.*

V. *Verify the STOCKING UI Price.*

W. Update the UTIL SERVICE LIFE, using to choose the revised amount.

X. Update the Util Measure Cd, using to select the desired code.

Y. *Verify the Managing Shelf Life CD.*

Z. Update the Fdcry Deprn Mthd Cd, using to select the desired code.

AA. Update the YR SVC LIFE, using to choose the revised amount.

AB. *Verify the Shelf Life Type.*

AC. Update the Expiration SLC (mos), using to choose the revised amount.

AD. Update the CMC, using to select the desired code.

AE. Update the LCC, using to select the desired code.

AF. *Verify the Chapter.*

AG. Update the Sply Cat Mat Cd, using to select the desired code.

AH. Update the MAT CAT CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

AI. Update the DODIC, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

AJ. *Verify the ARC.*

AK. *Verify the IT DEVICE CD.*

AL. *Verify the DMIL CD.*

AM. *Verify the CIIC.*

AN. *Verify the CIC.*

AO. Update the Class Cd, using to select the desired code.

AP. *Verify the REPORTABLE CD.*

AQ. *Verify the RECOVER CD.*

AR. *Verify the PRECIOUS MTL CD.*

AS. *Verify the HAZ MAT CD.*

AT. *Verify the ADPE ID CD.*

AU. *Verify the Source of Supply RIC.*

AV. Update the UIT Dsg, using to select the desired code.

AW. Update the Length (In), using to choose the revised amount.

AX. Update the Width (In), using to choose the revised amount.

AY. Update the Height (In), using to choose the revised amount.

AZ. *Verify the Unit Pack Cube (Ft).*

BA. *Verify the Unit Pack Weight (Lbs).*

BB. Update the Freight DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

BC. Complete the **Add/Edit Remarks** panel.

a. Update the Remarks, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

Select Finish to complete updating the stock number. *The **Modify STOCK NBR** pop-up window closes, and the revised stock number appears in the Search Results grid, highlighted in green.*

BD.

OR

Select Next. *The **Property Book** panel appears.*

1. Update the Athrztn Cd, using to select the desired code.

2. Update the TYPE DSG, using to browse for the revised entry. *This is a 20 alphanumeric character field.*

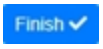
3. Update the ECC, or use to browse for the revised entry. *This is a 2 alphanumeric character field.*

4. Update the Maint Grp Id, using to select the desired identifier.

5. Update the MIN PERCENT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

6. Update the OBJ PCT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

7. Update the Calibration Cd, using to select the desired code.

8. Update the Equivalence, entering the revised value in the field provided. *This is a 20 numeric character field.*
9. Update the Attribute(s) Template, using  to select the desired template.
10. Select  . *The **Modify Stock Nbr** pop-up window closes, and the revised stock number appears in the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *Stock Nbr*	
13 - Mandatory Entry: *Item Desc*	
13 - Mandatory Entry: *FSC*	
13 - Mandatory Entry: *Stock Item Cd*	
13 - Mandatory Entry: *Type Asset Cd*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Mgmt Cd*	
13 - Mandatory Entry: *Security Commodity Type*	
13 - Mandatory Entry: *Reportable Commodity Type*	
13 - Mandatory Entry:	

ACC	
13 - Mandatory Entry: ***Unit Pack Price***	
13 - Mandatory Entry: ***Managing Shelf Life Cd***	
13 - Mandatory Entry: ***DMIL CD***	
13 - Mandatory Entry: ***CIIC***	
13 - Mandatory Entry: ***Storage Requirement Cd***	
13 - Mandatory Entry: ***UTIL SVC LIFE when UTIL MEASURE CD is provided.***	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 - Mandatory Entry: ***UTIL MEASURE CD when UTIL SVC LIFE is provided.***	
92 — Must be numeric: ***Unit Price*.**	
92 — Must be numeric: ***YR SVC LIFE*.**	
92 — Must be numeric: ***UTIL SVC LIFE*.**	
92 — Must be numeric: ***Length*.**	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
92 — Must be numeric: ***Width*.**	
92 — Must be numeric: ***Height*.**	
92 — Must be numeric: ***Unit Weight*.**	
92 — Must be numeric: ***Unit Cube*.**	

44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
487 - LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN ... displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 - Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 - TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx - STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using i to assist with the entry. If it is not found, enter the number again.
253 - MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Delete a Stock Number
- Add an Attachment to a Stock Number

Delete a Stock Number

Overview

The Stock Number Delete process allows removal of a stock number record from the catalog.

Attention

 A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Delete > Confirm Delete (Delete STOCK NBR) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete STOCK NBR)** pop-up window. For more information on each field, select the appropriate hyperlink.

Confirm Delete (Delete STOCK NBR)

History Remarks

Procedures

DPAS Navigation Helpful Tips

 Click the following link to display PA Navigation Tips.

Delete a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the desired entry. *The STOCK NBR is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Delete. *The* ***Confirm Delete (Delete STOCK NBR)*** *pop-up window appears.*
3. Enter comments in the History Remarks field. *This is a 1024 alphanumeric character field.*

4. Select Delete. *The **STOCK NBR Delete Results** pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*
5. Select OK. *The deleted record(s) are removed from the STOCK NBR grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
162 — STOCK NBR cannot be deleted. *Document record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Document Transaction record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *ICN record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Location CONDITION CD Default record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.	

162 — STOCK NBR cannot be deleted. *Pick Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Quality Control Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Header record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *SKO Planning record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Stock Item record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot

be deleted. *Unit Issue Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Out-standing Items record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Post Detail record(s)* exist for this STOCK NBR.

162 — STOCK NBR cannot be deleted. *Unit Return Detail record(s)* exist for this STOCK NBR.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Update a Stock Number
- Add an Attachment to a Stock Number

Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

CATALOG MGMT > Stock Number > Search > ☐ (desired record) > Attachments > STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

STOCK NBR Attachments

Description

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Attach a Document to a Stock Number Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***STOCK NBR Attachments*** *pop-up window appears.*
2. Select Select files... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
5. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Upload . *The file uploads and attaches to the Stock Number.*

7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select ○ beneath the main attachment.
9. Select Set Primary. *The attachment is marked as the main attachment to the stock number.*

   Remove an Attachment

   A. Select ○ beneath the main attachment.

   B. Select Delete. *The attachment is removed permanently from the stock number.*

10. Select Close. *The **Stock Nbr Attachments** pop-up window closes, and the file appears in the Attachments field Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of 1MB. The selected file size is {x}.	Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- Add a Stock Number
- Delete a Stock Number
- Update a Stock Number

Search For a Manufacturer Record — Criteria

Overview

The Property Accountability module Manufacturer process provides the ability to add, update, or delete a manufacturer of a Stock Number. Also, this page initiates the creation of a Stock Number.
Information for adding a Stock Number is mandatory before an asset can be added In the DPAS Catalog, the Manufacturer data provides a central reference to the Commercial and Government Entity (CAGE), Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This information is added to each Stock Number in the DPAS Catalog. For this process, the Stock Number must exist on the local DPAS Catalog.
Adding a Stock Number to the DPAS Catalog must use the Manufacturer Add process to assign manufacturer information to that specific Stock Number. Multiple manufacturers can be assigned to a Stock Number. Doing this allows the use of fewer Stock Numbers and provides the visibility of the Manufacturer, Make and Model of every asset.
For example, an Agency that uses *3/8″ drills*. would assign multiple manufacturers to the *3/8″ drill* Stock Number.

Navigation

Catalog > Manufacturer > Manufacturer Search Criteria

Page Fields

The following fields display on the **Manufacturer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr

Mfr Name

FAST Reportable

Mfr Model Nbr

Mfr Part Nbr

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a Manufacturer Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 one or more of the following optional fields:
   - Enter the STOCK NBR, or use ... to browse for the entry.
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Click ☐ to select FAST Reportable. *This filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.*
   - Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
2. Click Search. *The **Manufacturer Search Results** page appears.*

Add a Manufacturer Record to a Stock Number

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Enter the STOCK NBR, or use ... to browse for the entry.

2. In the Search Criteria box, expedite the Add process by entering one or more of the following optional fields:
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Click ☐ to select FAST Reportable. *This filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.*
   - Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
3. Select Add. *The **Manufacturer Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
676 - Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for the Manufacturer Record — Results
- Add a Manufacturer Record
- Update a Manufacturer Record
- Delete a Manufacturer Record
- View the Manufacturer Transaction Status
- Export a Manufacturer Transaction Status Report

Search for a Manufacturer Record — Results

Overview

The Manufacturer Search Results page to view, add, update, or delete a Stock Number Manufacturer record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Catalog > Manufacturer > Search Criteria > Search > Search Results

Page Fields

The following fields display on the **Manufacturer Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr

Mfr Name

Mfr Model Nbr

Mfr Part Nbr

Search Results

Update

Delete

Stock Nbr

Item Desc

CAGE Cd

Mfr Name

Mfr Model Nbr

Mfr Part Nbr

Non-Actbl

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Manufacturer Record to a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select Add to create a new a record. *The* ***Manufacturer Add*** *page appears.*

Note

Adding a Manufacturer Information Record from this page applies data used in the Search Criteria fields towards the new record. This procedure requires a Stock Number entered in the Search Criteria section.

Update a Manufacturer Record

Select Update next to the desired entry to modify the record. *The* ***Manufacturer Update*** *page appears.*

Delete a Manufacturer Record

Select Delete next to the desired entry to remove the record. *The* ***Manufacturer Delete*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
273 - STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.

Related Topics

- Search for the Manufacturer Record — Criteria
- Add a Manufacturer Record
- Update a Manufacturer Record

- Delete a Manufacturer Record
- View the Manufacturer Transaction Status
- Export a Manufacturer Transaction Status Report

Add a Manufacturer Record

Overview

The Manufacturer Record Add process provides the ability to create new manufacturer's information for a Stock Number within the DPAS Catalog. A single Stock Number may have more than one manufacturer's information associated with it. Before adding a manufacturer, it is a good practice to perform a search (see **Manufacturer Search Criteria**) for the Stock Number to verify manufacturer information has not already been entered.

Navigation

Catalog > Manufacturer > Search Criteria > *VARIOUS PROCEDURAL STEPS* > 

> Manufacturer Add page

Page Fields

The following fields display on the **Manufacturer Add** page. For more information on each field, select the appropriate hyperlink.

Add Criteria

Stock Nbr

Item Desc

CAGE Cd

Mfr Name *

Mfr Model Nbr

Mfr Part Nbr

Non-Actbl

Status

Software Fields

Software Mgmt Type

PSC

SNaP-IT

Contract / License Mgmt

Software Name

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Manufacturer Record to a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the STOCK NBR, or use ... to browse for the entry.

2. In the Search Criteria box, expedite the Add process by entering one or more of the following optional fields:
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Click ☐ to select FAST Reportable. *This filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.*
   - Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
3. Select Add. *The* ***Manufacturer Add*** *page appears.*
4. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

5. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

6. Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
7. Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
8. Select the NON-ACTBL ☑ to designate all assets with this Stock Number from this Manufacturer as non-accountable property.

Note

The NON-ACTBL checkbox is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

9. Use to select the Status for the Manufacturer.

   If this is a Software asset

   1. Use to select the Software Mgmt Type.
   2. Use to select the PSC.
   3. Use to select the SNaP-IT.
   4. Click to select Contract / License MGMT. *This specifies that the software is COTS and not GOTS.*

10. Select Add to process the transaction. *The **Manufacturer Add/Update/Delete Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *MFR NAME*.	Missing Entry. Enter a valid manufacturer's name in the MFR NAME field.
181 - MFR NAME already exists.	Invalid Entry. First Search for the MFR NAME. If it is not found, enter the MFR NAME again.
273 - STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.
204 - Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 char-

	acters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Search for the Manufacturer Record — Criteria
- Search for the Manufacturer Record — Results
- Update a Manufacturer Record
- Delete a Manufacturer Record
- View the Manufacturer Transaction Status
- Export a Manufacturer Transaction Status Report

Update a Manufacturer Record

Overview

The Manufacturer Record Update process allows editing of a Manufacturer Record for a Stock Number.

Navigation

Catalog > Manufacturer > Search Criteria > 

> Search Results > Update hyperlink > Manufacturer Update page

Page Fields

The following fields display on the **Manufacturer Update** page. For more information on each field, select the appropriate hyperlink.

Update Criteria

Stock Nbr (Read Only)

Item Desc (Read Only)

CAGE Cd

Mfr Name *

Mfr Model Nbr

Mfr Part Nbr

Non-Actbl

Status

Software Fields

Software Mgmt Type

PSC

SNaP-IT

Contract / License Mgmt

Software Name

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Update a Manufacturer Record for a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Update next to the desired entry to modify the record. *The* ***Manufacturer Update*** *page appears.*
2. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*
3. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*
4. Enter or modify the MFR MODEL NBR in the field provided. *This is a 20 alpha-numeric character field.*
5. Enter or modify the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
6. Select the NON-ACTBL ☑ to designate all assets with this Stock Number from this Manufacturer as non-accountable property.

   Note

   The NON-ACTBL checkbox is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

7. Use ☑ to change the Status for the Manufacturer.

   If this is a Software asset:

   1. Update the Software Mgmt Type, using ☑ to select the desired type.
   2. Update the PSC, using ☑ to select the desired code.
   3. Update the SNaP-IT, using ☑ to select the desired code.
   4. Verify the Contract / License MGMT contains the appropriate ☑ or ☐. *This verifies that the software is COTS and not GOTS.*

8. Select Update to process the transaction. *The* ***Manufacturer Add/Update/Delete Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *MFR NAME*.	Missing Entry. Enter a valid manufacturer's name in the MFR NAME field.
204 - Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

Related Topics

- Search for the Manufacturer Record — Criteria
- Search for the Manufacturer Record — Results
- Add a Manufacturer Record
- Delete a Manufacturer Record
- View the Manufacturer Transaction Status
- Export a Manufacturer Transaction Status Report

Delete a Manufacturer Record

Overview

The Manufacturer Record Delete process allows the removal of manufacturer's information for a Stock Number within the DPAS Catalog. Manufacturer Records that have assets on hand cannot be deleted.

Navigation

Catalog > Manufacturer > Search Criteria > Search > Search Results > Delete hyperlink > Manufacturer Delete page

Page Fields

The following fields display on the **Manufacturer Delete** page. For more information on each field, select the appropriate hyperlink.

Delete Grid

Stock Nbr

Item Desc

CAGE Cd

Mfr Name

Mfr Model Nbr

Mfr Part Nbr

Non-Actbl

Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Manufacturer Record from a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select Stock Number. *The* ***Manufacturer Search Criteria*** *page appears.*
2. Select Search. *The* ***Search for a Manufacturer — Results*** *page opens.*
3. Click the Delete hyperlink. *The* ***Manufacturer Delete*** *page appears.*

4. Review the fields, making sure this stock number is the correct one for deletion.
5. Select 

. *The **Manufacturer Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
39 - Data requested for deletion exists on other asset records.	Invalid Deletion. The Manufacturer record cannot be deleted if there are any assets still associated with it. Review the Manufacturer again, and remove any remaining associated information so the Manufacturer can be deleted.

Related Topics

- Search for the Manufacturer Record — Criteria
- Search for the Manufacturer Record — Results
- Add a Manufacturer Record
- Update a Manufacturer Record
- View the Manufacturer Transaction Status
- Export a Manufacturer Transaction Status Report

View the Manufacturer Transaction Status

Overview

The Manufacturer Transaction Status process displays information concerning the completed transaction.

Navigation

Catalog > Manufacturer > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Manufacturer Transaction Status page

Page Fields

The following fields display on the **Manufacturer Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status Grid (Read Only)

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- Select Search Criteria to return to the **Manufacturer Search Criteria** page.
- Select Print to print a report of the transaction. *The* ***Manufacturer Transaction Status Report Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assist-	Contact the DPAS Call Center.

ance.

Related Topics

- Search for the Manufacturer Record — Criteria
- Search for the Manufacturer Record — Results
- Add a Manufacturer Record
- Update a Manufacturer Record
- Delete a Manufacturer Record
- Export a Manufacturer Transaction Status Report

Export a Manufacturer Status Report

Overview

The Manufacturer Status Report Export process provides the ability to save the report in different formats.

Navigation

Catalog > Manufacturer > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Manufacturer Transaction Status Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer Report to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Manufacturer Search Criteria** page.

Search the Results

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the empty field 

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for the Manufacturer Record — Criteria
- Search for the Manufacturer Record — Results
- Add a Manufacturer Record

- Update a Manufacturer Record
- Delete a Manufacturer Record
- View the Manufacturer Transaction Status

Reference Publication Search Criteria/Add

Overview

In DPAS, the **Reference Publication** process to add, update or delete any technical manuals, user's guides, etc., for any stock number on your Catalog.

Navigation

Catalog > REF Publication > Search Criteria

Page Fields

The following field displays on the **Stock Number Search Criteria** page. For more information on the field, select the hyperlink.

Stock Nbr

Procedures

To Search for an Existing Reference Publication:

1. Enter the Stock Number or select the **STOCK NBR** ... to search your DPAS Catalog using one of the following search options:
   - Stock Nbr
   - Item Desc
   - FSC
   - NIIN
   - LIN/TAMCN
   - Type Dsg
   - Acq Program Name
2. Select Search to display the **Search Results** page or choose Reset to clear the page.

To Add a Reference Publication:

Note

You can add multiple Reference Publications with the same Publication Number and Publication Title. It is recommended you search for existing publications prior to adding a new record.

1. Enter a Stock Number or select the **STOCK NBR** ... to search your DPAS Catalog using one of the following search options:

- Stock Nbr
- Item Desc
- FSC
- NIIN
- LIN/TAMCN
- Type Dsg
- Acq Program Name

2. Select Add to display the **Reference Publication Add** page or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Stock Nbr is mandatory for an add.	Enter or use the Stock Number ... to select an existing Stock Number.
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Reference Publication Search Results
- Reference Publication Add
- Reference Publication Update
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details
- Reference Publication Report Export

PageID Ref: WPCTN0901_5

Reference Publication Search Results

Overview

Reference Publication records which display on the **Search Results** page are available for update or delete. In addition, you can select to add a new record for any displayed Stock Number .

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Catalog > REF Publication > Search Criteria > Search Results

Page Fields

The following fields display on the **Reference Publication Add/Update/Delete Search Results** page. Select the appropriate hyperlink for more information on each field.

Search Criteria
Stock Nbr

Search Results
Update Hyperlink
Delete Hyperlink
Stock Nbr
Item Desc

Publication Nbr
Publication Title
Publication Dt

Procedure

To Update, Delete, or View the Details of a Reference Publication:

1. Select the **Update** hyperlink to modify a **Reference Publication** record or choose the **Delete** hyperlink to remove a record.

2. To view the **Details** page for a **Reference Publication**, select the **STOCK NBR** hyperlink for a specific record. Select Cancel to return to the previous page.
3. To create a new record, select Add or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Reference Publication Search Criteria
- Reference Publication Add
- Reference Publication Update
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details
- Reference Publication Report Export

PageID Ref: WPCTN0902_6

Reference Publication Add

Overview

The **Reference Publication Add** process allows you to add Reference Publication(s) for a Stock Number which exists on your DPAS Catalog.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Add page

Page Fields

The following fields display on the **Reference Publication Add** page. Select the appropriate hyperlink for more information on each field.

Stock Nbr
Item Desc
Publication Nbr
*Publication Dt

* denotes a mandatory field

*Publication Title

Procedure

To Add a Reference Publication:

Note

Verify **STOCK NBR** and **ITEM DESC** display at the top of the page.

1. Enter the **PUBLICATION NBR** to identify a Supply Bulletin, Technical Manual or other Instructional Manual.
2. **Publication Title** is a mandatory field. Enter the name of the Supply Bulletin, Technical Manual or other instructional documentation.
3. Select the to enter a date of the Supply Bulletin, Technical Manual or other instructional documentation was published. Date format must be MM/DD/YYYY.
4. Choose Add to create a new record or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Publication number does not accept all of the numbers entered.	The publication number is limited to 24 characters.
Publication title does not accept all of the text entered.	The publication title is limited to 24 characters.
Entry must be > or = 19010101; or < or = system date.	The publication date must fall between 01/01/1901 and the system date and be in MM/DD/YYYY format.
Mandatory Entry Publication Title.	Enter a Publication Title up to 24 alpha/numeric characters.
Mandatory Entry: PUBLICATION DT.	Date format must be MM/DD/YYYY.

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results
- Reference Publication Update
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details
- Reference Publication Report Export

PageID Ref: WPCTN0903_1

Reference Publication Update

Overview

The **Reference Publication Update** process allows you to change Reference Publication information for a Stock Number record. Not all fields are available for change. You cannot change the Stock Number or the Item Description.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Reference Publication Update** page. Select the appropriate hyperlink for more information on each field.

Stock Nbr
Item Desc
Publication Nbr
*Publication Dt

* denotes a mandatory field

*Publication Title

Procedure

To Update a Reference Publication:

1. Enter your updates to modify the Reference Publication record for the Stock Number selected.
2. Select Update to process update(s) or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Publication number does not accept all of number entered.	The publication number is limited to 24 characters.
Publication title does not accept all of text entered.	The publication title is limited to 24 characters.

Entry must be > or = 19010101; or < or = system date.	The publication date must fall between 01/01/1901 and the system date and be in MM/DD/YYYY format.
Mandatory Entry Publication Title.	Enter a Publication Title up to 24 alpha/numeric characters.
Mandatory Entry: PUBLICATION DT.	Date format must be MM/DD/YYYY.

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results
- Reference Publication Add
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details
- Reference Publication Report Export

PageID Ref: WPCTN0903_9

Reference Publication Delete

Overview

The **Reference Publication Delete** process enables you to delete a Reference Publication from a Stock Number which exists on your DPAS Catalog.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Reference Publication Delete** page. For more information on each field, select the appropriate hyperlink.

Stock Nbr
Item Desc
Publication Nbr
*Publication Dt

* denotes a mandatory field

*Publication Title

Procedure

To Delete a Reference Publication:

1. Review the **STOCK NBR** and **ITEM DESC** prior to selecting the **Delete** action.
2. Select 

to remove the **Reference Publication** record or choose 

to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results

- Reference Publication Add
- Reference Publication Update
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details
- Reference Publication Report Export

PageID Ref: WPCTN0903_4

Reference Publication Details

Overview

The **Reference Publication Details** page provides a view-only option to review the Reference Publication record for a Stock Number.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Details page

Page Fields

The following fields display on the **Reference Publication Details** page. For more information on each field, select the appropriate hyperlink.

Stock Nbr
Item Desc
Publication Nbr
Publication Dt

Publication Title

Procedure

To View the Reference Publication Details:

1. Review available data.
2. Select Cancel to return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results
- Reference Publication Add
- Reference Publication Update
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status

- Reference Publication Report Export

Reference Publication Add/Update/Delete Transaction Status

Overview

The **Reference Publication Transaction Status** page displays information concerning the transaction just completed.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Add page > Transaction Status

‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Reference Publication Add/Update/Delete Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results
- Reference Publication Add

- Reference Publication Update
- Reference Publication Delete
- Reference Publication Report Export

PageID Ref: WPCTN0903_11

Reference Publication Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Catalog > REF Publication > Search Criteria > Search Results > Add page > Transaction Status > Report Export

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Reference Publication Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Reference Publication Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Reference Publication Search Criteria
- Reference Publication Search Results
- Reference Publication Add
- Reference Publication Update
- Reference Publication Delete
- Reference Publication Add/Update/Delete Transaction Status
- Reference Publication Details

Search for a Stock Number / Selected Mass Change— Criteria

Overview

The Property Accountability module Stock Number Selected Mass Change process provides the ability to change the current existing Stock Number to a new Stock Number for all assets within the catalog. This process also updates certain data elements which cannot be changed in Stock Number Update. Those changes are sent in batch transactions as an overnight request for global updates where the entered Stock Number exists.
The Stock Number Selected Mass Update process can change the following fields:

- Stock Item Cd
- Type Asset Cd
- ACC
- Attributes(s) Template
- IT Device Cd
- Dmil Cd
- CIIC
- Type Dsg
- Util Svc Life
- Util Measure Cd
- Fdcry Deprn Mthd Cd
- Maint Grp Id

All UICs for the Catalog will be updated and may trigger Accounting, Bulk, Unique Item Tracking (UIT), Maintenance or Inventory events.
If the transaction fails during the Batch process, errors are written to the Batch Error Detail Report. You can correct these errors in the Asset Update process and a new Stock Number Selected Mass Change transaction must be generated.

Note

One reason to mass update the Stock Number may be to change from using a Management Control Number (MCN) to a National Stock Number (NSN).

The following Business Rules apply for the process of Stock Number / Selected Mass Update:

- Both Stock Numbers must exist on the Catalog.
- The current Stock Number cannot have an asset in a Pending process or flagged as Excess.
- Both must have the same ARC, MGT CD, and UI.

The following Business Rules apply for the process of Stock Number / Selected Mass Update for the Defense Agencies Initiative (DAI):

For assets without improvements:

- If the asset is going from a DEPRN CD of N (not depreciating) or C (capital asset not depreciable) to T (capital asset depreciable).
- The CPTL CD and DEPRN CD will be set to N.
- Stock Number Mass Update did not convert asset to fiduciary reported displays in the History Remarks.
- You will need to review the Batch Error Report which shows what data needs corrected.

For assets with improvements:

- The Stock Number/Selected Mass Update which changes the DEPRN CD from C to T, an error returns indicating that the Cost Center and TASK CD are invalid.
- The CPTL CD and DEPRN CD sets to N and Stock Number Mass Update did not convert asset to fiduciary reported displays in the improvement History Remarks.

Navigation

Catalog > Mass Update > STOCK NBR > Stock Number / Selected Mass Change Search Criteria

Page Fields

The following fields display on the **Stock Number / Selected Mass Change Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Stock Nbr From *

Stock Nbr To

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select Mass Updates, and then select Stock Number. *The* ***Stock Number / Selected Mass Update Search Criteria*** *page appears.*

2. Enter the STOCK NBR FROM, or select ... to browse for the entry.
3. Enter the STOCK NBR TO, or select ... to browse for the entry.
4. Click Search. *The **Stock Nbr / Selected Mass Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR FROM*.	Missing Entry. Enter the appropriate information in the desired field.
502 - STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in teh catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
123 - Withdraw assets from Pending Transactions table before processing.	Invalid Entry. The entered Stock Number is currently part of a Due-In or Due-Out. Either remove the stock number from the Due-In or Due-Out, or wait until the process are completed before continuing.
186 - MGMT CD's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same MGMT CD. Double-check the stock numbers and re-enter one of them.
188 - ARC's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same ARC. Double-check the stock numbers and re-enter one of them.
189 - UI's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same UI. Double-check the stock numbers and re-enter one of them.
567 - Both STOCK NBRS	Invalid Entry. The entered stock numbers do

must be assigned to same ACQ PROGRAM.	not belong to the same ACQ PROGRAM. Double-check the stock numbers and re-enter one of them.
676 - Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Stock Number / Selected Mass Update
- Stock Number / Selected Mass Update Batch Submission

Update a Stock Number through Selected Mass Change

Overview

The Stock Number / Selected Mass Update process allows editing of certain fields that cannot be changed using the Stock Number Update process.

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > 

> Stock Number / Selected Mass Update page

Page Fields

The following fields display on the **Stock Number / Selected Mass Update** page. For more information on each field, select the appropriate hyperlink.

Update

Stock Nbr From
Stock Nbr To
Stock Item Cd (From)
Stock Item Cd (To)
Type Asset Cd (From)
Type Asset Cd (To)
ACC (From)
ACC (To)
Attribute(s) Template (From)
Attribute(s) Template (To)
IT Device Cd (From)
IT Device Cd (To)
Dmil Cd (From)
Dmil Cd (To)
CIIC (From)
CIIC (To)
Type Dsg (From)
Type Dsg (To)
Util Svc Life (From)
Util Svc Life (To)
Util Measure Cd (From)
Util Measure Cd (To)
Fdcry Deprn Mthd Cd (From)

Fdcry Deprn Mthd Cd (To)
Maint Grp Id (From)
Maint Grp Id (To)

Procedure

DPAS Navigation Helpful Tips
Click the following link to display PA Navigation Tips.

Update a Stock Number / Selected Mass Change

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select Mass Updates, and Stock Number. *The* ***Stock Number / Selected Mass Update Search Criteria*** *page appears.*
2. Enter the STOCK NBR FROM, or select ... to browse for the entry.
3. Enter the STOCK NBR TO, or select ... to browse for the entry.
4. Select Search. *The* ***Search for a Stock Number / Selected Mass Update*** *page opens.*

   Empty STOCK NBR TO field

   A. *Verify the STOCK NBR FROM.*
   B. *Verify the STOCK NBR TO.*
   C. *Verify the Stock Item Cd (From).*
   D. Update the Stock Item Cd (To), using ⌄ to select the desired code.
   E. *Verify the Type Asset Cd (From).*
   F. Update the Type Asset Cd (To), using ⌄ to select the desired code.
   G. *Verify the ACC (From).*
   H. Update the ACC (To), using ⌄ to select the desired code.
   I. *Verify the Attributes Template (From).*
   J. Update the Attributes Template (To), using ... to browse for the revised template.
   K. *Verify the IT DEVICE CD (From).*
   L. Update the IT DEVICE CD (To), using ... to browse for the revised code.

M. *Verify the Dmil Cd (From).*

N. Update the Dmil Cd (To), using to select the desired code.

O. *Verify the CIIC (From).*

P. Update the CIIC (To), using to select the desired code.

Q. *Verify the Type Dsg (From).*

R. Update the Type Dsg (To), using to browse for the revised code.

S. *Verify the UTIL SVC LIFE (From).*

T. Update the UTIL SVC LIFE (To), entering the revised number in the field provided. *This is a 15 numeric character field.*

U. *Verify the Util Measure Cd (From).*

V. Update the Util Measure Cd (To), using to select the desired code.

W. Verify the Fdcry Deprn Mthd Cd (From).

X. Update the Fdcry Deprn Mthd Cd (To), using to select the desired code.

Y. *Verify the Maint Grp Id (From).*

Z. Update the Maint Grp Id (To), using to select the desired code.

Entered STOCK NBR To field

A. *Verify the STOCK NBR FROM.*

B. *Verify the STOCK NBR TO.*

C. *Verify the STOCK ITEM CD (From).*

D. *Verify the STOCK ITEM CD (To).*

E. *Verify the TYPE ASSET CD (From).*

F. *Verify the TYPE ASSET CD(To).*

G. *Verify the ACC (From).*

H. *Verify the ACC (To).*

I. *Verify the Attributes Template (From).*

J. *Verify the Attributes Template (To).*

K. *Verify the IT DEVICE CD (From).*

L. *Verify the IT DEVICE CD (To).*

M. *Verify the DMIL CD (From).*

N. *Verify the DMIL CD (To).*

O. *Verify the CIIC (From).*

P. *Verify the CIIC (To).*
Q. *Verify the TYPE DSG (From).*
R. *Verify the TYPE DSG (To).*
S. *Verify the UTIL SVC LIFE (From).*
T. *Verify the UTIL SVC LIFE (To).*
U. *Verify the UTIL MEASURE CD (From).*
V. *Verify the UTIL MEASURE CD (To).*
W. *Verify the FDCRY DEPRN MTHD CD (From).*
X. *Verify the FDCRY DEPRN MTHD CD (To).*
Y. *Verify the MAINT GRP ID (From).*
Z. *Verify the MAINT GRP ID (To).*

5. Select Update. *The **Stock Number/Selected Mass Update Batch Submission** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *STOCK NBR FROM*.	Missing Entry. Enter the appropriate information in the desired field.
123 - Withdraw assets from Pending Transactions table before processing.	Invalid Entry. The entered Stock Number is currently part of a Due-In or Due-Out. Either remove the stock number from the Due-In or Due-Out, or wait until the process are completed before continuing.
502 - STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in teh catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
488 - TYPE DSG record(s)	Invalid Entry. The Intangible record cannot

must be established prior to generating Intangible record.	be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
186 - MGMT CD's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same MGMT CD. Double-check the stock numbers and re-enter one of them.
188 - ARC's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same ARC. Double-check the stock numbers and re-enter one of them.
189 - UI's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same UI. Double-check the stock numbers and re-enter one of them.
567 - Both STOCK NBRS must be assigned to same ACQ PROGRAM.	Invalid Entry. The entered stock numbers do not belong to the same ACQ PROGRAM. Double-check the stock numbers and re-enter one of them.
489 - Controlled/Pilferable assets cannot be identified as non - accountable.	Invalid Entry. The revisions caused the asset to change from Accountable to Non-Accountable. Revise the entries to keep the asset as Accountable.
560 - Capital Asset(s) or Improvement(s) exist for this Manufacturer, and/or dollar value exceeds non - accountable limit. Cannot assign a non - accountable manufacturer.	Invalid Entry. The revisions caused the asset to change from Accountable to Non-Accountable. Revise the entries to keep the asset as Accountable.

Related Topics

- Search for a Stock Number / Selected Mass Change — Criteria
- Stock Number / Selected Mass Update Batch Submission

Stock Number / Selected Mass Update Batch Submission

Overview

The Stock Number / Selected Mass Update Batch Submission page displays a verification of the update transaction.

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > Search > Stock Number / Selected Mass Update > Batch Submission page

Page Fields

The following fields display on the **Stock Number / Selected Mass Update Batch Submission** page. For more information on each field, select the appropriate hyperlink.

Batch Submission

Scheduled Process Number

Schedule Process Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Complete the Batch Submission

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select Update on the **Stock Nbr / Selected Mass Update** page. *The* ***Batch Submission*** *page appears.*

Refresh the View of the Batch Submission

Select Refresh. *The Schedule Process Status field updates.*

View the Batch Submission Later

1. Copy down the Process Number elsewhere. *The ability to continue working with other screens is now available.*
2. Paste the Process Number into the **Batch Activity Review** page. *The status of the submission appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Stock Number / Selected Mass Change — Criteria
- Stock Number / Selected Mass Update

Search for a Catalog Clean Up — Criteria

Overview

The Property Accountability module Catalog Clean Up process provides the ability to clean up unused Stock Number records in the accessed Catalog.
This process checks if the desired Stock Number exists in any applicable tables. If there are no matching records, then the Stock Number is considered unused and is deletable. When a Stock Number is deleted, all associated records are also deleted.

Navigation

Catalog > Mass Updates > Catalog Clean Up > Catalog Clean Up Search Criteria Page

Page Fields

The following fields display on the **Catalog Clean Up Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Search Criteria

Catalog Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Catalog to Clean Up the Stock Numbers

1. *The Catalog Name automatically populates and is not editable.*
2. Select Search. *The **Search for a Catalog Clean-Up — Results** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Catalog Clean Up - Results
- View the Catalog Clean Up Transaction Status
- Export a Catalog Clean Up Report

Search for a Catalog Clean Up — Results

Overview

The Catalog Clean Up Results page provides the ability to select applicable Stock Numbers for deletion.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Catalog > Mass Updates > Catalog Clean Up > Search Criteria > Search > Catalog Clean Up Search Results page

Page Fields

The following fields display on the **Catalog Clean Up Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
170	"Select All" button marks all rows, all pages for "Continue" action.
16	"Deselect All" button clears all rows, all pages.
36	Select "Delete" button to remove record(s) from applicable tables.
14	Select "Cancel" button to return to previous page.

Search Criteria

Catalog Name

Search Results

Select

Stock Nbr

Item Desc

Date Estbd

LIN/TAMCN

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Clean Up the Stock Number Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired stock number to select the record.

   Helpful Tip

   Select All checks all stock numbers on all pages.

   Deselect All removes the check marks from all stock numbers on all pages.

2. Select Delete. *The* ***Catalog Clean Up Transaction Status*** *page appears.*

   Note

   A Catalog Clean Up Report automatically generates when the Catalog Clean Up successfully deleted all unused Stock Number records for the accessed Agency/Catalog Name Code.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Catalog Clean Up - Criteria
- View the Catalog Clean Up Transaction Status

- Export a Catalog Clean Up Report

View the Catalog Clean Up Transaction Status

Overview

The Catalog Clean Up Transaction Status page displays a verification of the stock number deletions performed.

Navigation

Catalog > Mass Updates > Catalog Clean Up > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Catalog Clean Up Transaction Status page

Page Fields

The following fields display on the **Catalog Clean Up Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status Grid

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- Select Search Criteria to return to the **Catalog Clean Up Search Criteria** page.
- Select Print to print a report of the transaction. *The* ***Export the Catalog Clean Up Report*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Catalog Clean Up - Criteria
- Search for a Catalog Clean Up - Results
- Export a Catalog Clean Up Report

Export a Catalog Clean Up Report

Overview

The Catalog Clean Up Report Export process provides the ability to save the report in different formats.

Navigation

Catalog > Mass Updates > Catalog Clean Up > Search Criteria > 

> Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Manufacturer Transaction Status Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

View the current page number. Enter the desired page number and press Enter to advance to the desired page.

Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Catalog Clean Up Report to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Catalog Clean Up Search Criteria** page.

Search the Results

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Catalog Clean Up - Criteria
- Search for a Catalog Clean Up - Results

- View the Catalog Clean Up Transaction Status

Search for a LIN/TAMCN — Criteria

Overview

The Property Accountability module Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) process provides the ability to designate a family of stock numbers for authorizations.
Agencies are able to define whether the LIN/TAMCN is mandatory or optional and the format of the LIN/TAMCN by the catalog name.

ARMY	• Must be 6 characters in length • Positions 1-5 are numeric (cannot be all zeros) • Position 6 is alpha **OR** • Must be 6 characters in length • Positions 1-2 are alpha • Positions 3-6 are numeric (cannot be all zeros) **OR** • Must be 6 characters in length • Positions 1-2 are alpha • Positions 3-5 are numeric (cannot be all zeros) • Position 6 is alpha
MARINES	• Must be 6-10 characters • If there are 6 characters, the first character must be alpha, excluding I, L, or O, and the last value must be numeric. • If there are more than 6 characters, first character must be alpha, excluding I, L, or O, and positions 6-10 must be alpha.
OTHER	Must be 6 characters in length

Navigation

Catalog > LIN/TAMCN > LIN/TAMCN Search Criteria page

Page Fields

The following fields display on the **LIN/TAMCN Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a LIN/TAMCN

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the LIN/TAMCN, or use ... to browse for the number.
   - Enter a LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
   - Use ⌄ to select the LIN/TAMCN Status.
2. Select Search. *The **Search for a LIN/TAMCN - Results** page opens.*

Add a LIN/TAMCN

1. Enter the LIN/TAMCN, or use ... to browse for the number.
2. Select Add. *The **Add a LIN/TAMCN** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
463 - LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.

Related Topics

- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Update a LIN/TAMCN

- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status
- Export a LIN/TAMCN Report

Search for a LIN/TAMCN — Results

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Results page provides the ability to view, update, or delete a LIN/TAMCN record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > LIN/TAMCN Search Results page

Page Fields

The following fields display on the **LIN/TAMCN Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN Status

Search Results

Update

Delete

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a LIN/TAMCN

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select the Update hyperlink. *The **Update a LIN/TAMCN** page opens.*

Delete a LIN/TAMCN

Select the Delete hyperlink. *The **Delete a LIN/TAMCN** page opens.*

View a LIN/TAMCN's Details

Select the desired Stock Number's hyperlink. *The **View the LIN/TAMCN Details** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
457 - Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 - LIN/TAMCN is associated with AUTH RECORD(s); cannot delete.	Invalid Deletion. Locate any AUTH RECORD that is associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the LIN/TAMCN record.

Related Topics

- Search for a LIN/TAMCN - Criteria
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status
- Export a LIN/TAMCN Report

Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Add page provides the ability to create new LIN/TAMCNs.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Add > LIN/TAMCN Add page

Page Fields

The following fields display on the **LIN/TAMCN Add** page. For more information on each field, select the appropriate hyperlink.

Add

LIN/TAMCN *

LIN/TAMCN Desc *

LIN/TAMCN Status *

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a LIN/TAMCN

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select LIN/TAMCN. *The* ***LIN/TAMCN Search Criteria*** *page appears.*
2. Enter a LIN/TAMCN in the field provided. *This is a 6 alphanumeric character field.*
3. Enter a LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
4. *The LIN/TAMCN Status field automatically populates and is not editable.*
5. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

6. Select 

to create the new LIN/TAMCN. *The **LIN/TAMCN Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LIN/TAMCN DESC.*	
463 - LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
307 - DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2 - Invalid entry *LIN/TAMCN.*	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status

- Export a LIN/TAMCN Report

Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) page allows editing of the LIN/TAMCN record.

Note

The LIN/TAMCN field cannot be changed. If it is incorrect, it must be deleted and recreated.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > Search Results > Update hyperlink > LIN/TAMCN Update page

Page Fields

The following fields display on the **LIN/TAMCN Update** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN Status

Update

LIN/TAMCN *

LIN/TAMCN Desc *

LIN/TAMCN Status *

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a LIN/TAMCN

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select LIN/TAMCN. *The **LIN/TAMCN Search Criteria** page appears.*
2. Select Search. *The **Search for a LIN/TAMCN - Results** page opens.*
3. Click the Update hyperlink. *The **LIN/TAMCN Update** page appears.*

> **Attention**
>
> If the LIN/TAMCN is managed by the Agency, a red error appears:
> Cannot Update. LIN/TAMCN is managed by Agency (SB700-20).

4. *Verify the LIN/TAMCN.*
5. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 64 alphanumeric character field.*
6. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
7. Select Update to save the edits to the LIN/TAMCN. *The **LIN/TAMCN Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LIN/TAMCNDESC.*	
307 - DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters:

	$, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status
- Export a LIN/TAMCN Report

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Delete page allows removal of a LIN/TAMCN.

Attention

A LIN/TAMCN cannot be deleted if associated stock records and authorizations exist.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > Search Results > Delete hyperlink > LIN/TAMCN Delete page

Page Fields

The following fields display on the **LIN/TAMCN Delete** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

LIN/TAMCN

LIN/TAMCN Desc

LIN/TAMCN Status

Delete

LIN/TAMCN *

LIN/TAMCN Desc *

LIN/TAMCN Status *

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a LIN/TAMCN

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select LIN/TAMCN. *The **LIN/TAMCN Search Criteria** page appears.*
2. Select Search. *The **Search for a LIN/TAMCN - Results** page opens.*
3. Click the Delete hyperlink. *The **LIN/TAMCN Delete** page appears.*
4. Review the fields, making sure this LIN/TAMCN is the correct one for deletion.
5. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
6. Select Delete to remove the LIN/TAMCN. *The **LIN/TAMCN Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- View the LIN/TAMCN Transaction Status
- Export a LIN/TAMCN Report

View the LIN/TAMCN Details

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Details page is view only and displays all data fields for the selected record.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > Search Results > LIN/TAMCN hyperlink > LIN/TAMCN Details page

Page Fields

The following fields display on the **LIN/TAMCN Details** page. For more information on each field, select the appropriate hyperlink.

Details

LIN/TAMCN

LIN/TAMCN Desc

Catalog Name

Stock Items Associated

Stock Number

FSC

Item Desc

Stock Item Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View a LIN/TAMCN Details Page:

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Catalog menu, select LIN/TAMCN. *The* ***LIN/TAMCN Search Criteria*** *page appears.*
2. Select Search. *The* ***Search for a LIN/TAMCN - Results*** *page opens.*
3. Click the LIN/TAMCN's hyperlink. *The* ***LIN/TAMCN Details*** *page appears.*

4. Review the fields, as all the fields are not editable.
5. Select Cancel. *The page returns to the **Search for a LIN/TAMCN - Results** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status
- Export a LIN/TAMCN Report

View the LIN/TAMCN Transaction Status

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **LIN/TAMCN Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **LIN/TAMCN Report Export** page appears.*
- Select Search Criteria to return to the **LIN/TAMCN Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Export a LIN/TAMCN Report

Export a LIN/TAMCN Report

Overview

The Line Item Number (LIN)/Table of Authorized Material Control Number (TAMCN) Report Export page provides the ability to save the report in different formats.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **LIN/TAMCN Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for a LIN/TAMCN - Criteria
- Search for a LIN/TAMCN - Results
- View the LIN/TAMCN Details
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN Transaction Status

Asset Receiving

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to DPAS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - a bunch at a time).

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Receiving > Asset Receiving page

Page Fields

The following fields display on the **Asset Receiving** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Asset Receiving

End Item Serial

Mass Upload Assets

Download Template

Component

Cost Embedded

HA Asset Id *

Bulk

Type Action *

Stock Nbr *

Acq Cost *

Basic Tab

Stock Nbr

UI

Item Desc

Type Action

Qty *

Acq Dt *

Cond Cd *

Doc Nbr *

Asset Cd *

Sys Id

End Item Serial and Component

Cptl Cd

Asset Sts

Bulk

Lot Nbr

Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr

UI

Item Desc

Type Action

Catalog Pilferable

Asset Pilferable

Mfr Data *

Mfr Name
Mfr Yr *
Mfr Model Nbr

End Item Serial and Component

UII Sts Cd *

Mfr Part Nbr
CAGE Cd
Non-Actbl

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr

- UI
- Item Desc
- Type Action
- Cntr / PO Nbr
- SPIIN
- CLIN
- SLIN
- ACRN

Depreciation Tab

- Stock Nbr
- UI
- Item Desc
- Type Action
- Activate Depreciation
- Activation Dt *
- Deprn Period *
- Salvage Value
- Prior Deprn SL
- Prior Deprn AB
- Deprn Util Svc Life
- Prior Deprn Util Qty
- Deprn Cost Center
- Depn Cost Center Desc
- Deprn Job Ord Nbr

Agency Tab

- Stock Nbr
- UI
- Item Desc
- Type Action

Asset Entry Tab

- Stock Nbr
- UI
- Item Desc
- Type Action

End Item Serial and Component

- Inv by Serial Nbr
- Auto Assign
- Asset Id Prefix
- Custodian Nbr *
- Serial Nbr *
- DoD Serial Nbr
- Loc *
- Sub Loc

Bulk

- Custodian Nbr *
- Loc *
- Sub Loc

Loan Receiving

- Asset Id
- Type Action
- Serial Nbr
- UII
- Mfr Data *
- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- CAGE Cd
- Fund Cd/ASN *
- Custodian Nbr *
- Doc Nbr
- Loan Cd
- Cntr Nbr
- Loan Address
- Loan Start Dt
- Loan End Dt
- Sys Id
- Asset Sts
- Loc
- Sub Loc

Local Rcpt Dt
Rcvd By
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose which kind of asset to receive:

End Item Serial

A. Choose the End Item Serial radio button. *Additional fields appear.*

B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

E. Click ☐ to select Mass Upload Assets.

F. Select Download. *The file AssetReceivingUploadTemplate.xls opens.*

Component

A. Choose the Component radio button. *Additional fields appear.*

B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

E. Click ☐ to select Cost Embedded.

F. Enter the HA ASSET ID, or use ... to browse for the identifier.

Bulk

A. Choose the Bulk radio button.

B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

3. Select Continue. *The **Basic tab** displays.*

A. *The STOCK NBR is automatically populated, and not editable.*

B. *The UI is automatically populated, and not editable.*

C. *The ITEM DESC is automatically populated, and not editable.*

D. *The Type Action is automatically populated, and not editable.*

E. Use 📅 to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

F. Use ⌄ to select the Cond Cd.

G. Enter the DOC NBR, or use ... to browse for the number.

H. Use ⌄ to select the Asset Cd.

I. Enter the SYS ID, using ℹ to assist with the entry.

End Item Serial

a. *The QTY is automatically populated, and not editable.*

b. Use ⌄ to select the Cptl Cd.

c. Use ⌄ to select the Asset Sts.

Component

a. *The QTY is automatically populated, and not editable.*

b. Use ⌄ to select the Cptl Cd.

c. Use  to select the Asset Sts.

Bulk

a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use  to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Use  to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

L. Use  to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

M. *The iRAPT/WAWF SHPMT ID is automatically populated, and not editable.*

N. Select 

. *The **Attachment Add** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR is automatically populated, and not editable.*

B. *The UI is automatically populated, and not editable.*

C. *The ITEM DESC is automatically populated, and not editable.*

D. *The Type Action is automatically populated, and not editable.*

E. *The Catalog Pilferable is automatically populated, and not editable.*

F. Click  to select Asset Pilferable.

G. Use  or  to assist with the MFR DATA entry.

H. *The MFR NAME is automatically populated, and not editable.*

I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR is automatically populated, and not editable.*

End Item Serial

a. Use to select the UII Sts Cd.

Component

a. Use to select the UII Sts Cd.

Bulk

no additional fields

K. *The MFR PART NBR is automatically populated, and not editable.*

L. *The CAGE CD is automatically populated, and not editable.*

M. *The NON-ACTBL is automatically populated, and not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*

A. *The STOCK NBR is automatically populated, and not editable.*

B. *The UI is automatically populated, and not editable.*

C. *The ITEM DESC is automatically populated, and not editable.*

D. *The Type Action is automatically populated, and not editable.*

E. Use to select the Fund Cd/ASN.

F. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use ... to browse for the cost center.

H. *The OWNG COST CENTER DESC is automatically populated, and not editable.*

I. Enter the FNDNG COST CENTER, or use ... to browse for the cost center.

J. *The FNDNG COST CENTER DESC is automatically populated, and not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use ... to browse for the line number.

N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. Use to select the Loan Cd. *Once selected, the following **Loan Code** fields appear:*

   a. Use to browse for the Loan Address.

   b. Use to select the LOAN START DT, or enter the date (MM/DD/YYYY) in the field provided.

   c. Use to select the LOAN END DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the Lease Cd. *Once selected, the following **Lease Code** fields appear:*

   a. Use to browse for the Lease Address.

   b. Use to select the LEASE START DT, or enter the date (MM/DD/YYYY) in the field provided.

   c. Use to select the LEASE END DT, or enter the date (MM/DD/YYYY) in the field provided.

6. Select Contract. *The **Contract Tab** appears.*

   A. *The STOCK NBR is automatically populated, and not editable.*

   B. *The UI is automatically populated, and not editable.*

   C. *The ITEM DESC is automatically populated, and not editable.*

   D. *The Type Action is automatically populated, and not editable.*

   E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

   F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

   G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

   H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

   I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

A. *The STOCK NBR is automatically populated, and not editable.*

B. *The UI is automatically populated, and not editable.*

C. *The ITEM DESC is automatically populated, and not editable.*

D. *The Type Action is automatically populated, and not editable.*

E. Click ☐ to select Activate Depreciation.

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PRD in the field provided. *This is a 3 numeric character field.*

H. *The Salvage Value is automatically populated, and not editable.*

I. *The PRIOR DEPRN SL is automatically populated, and not editable.*

J. *The PRIOR DEPRN AB is automatically populated, and not editable.*

K. *The DEPRN UTIL SVC LIFE is automatically populated, and not editable.*

L. *The PRIOR DEPRN UTIL QTY is automatically populated, and not editable.*

M. Enter the DEPRN COST CENTER, or use ... to browse for the cost center.

N. *The DEPRN COST CENTER DESC is automatically populated, and not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*

A. *The STOCK NBR is automatically populated, and not editable.*

B. *The UI is automatically populated, and not editable.*

C. *The ITEM DESC is automatically populated, and not editable.*

D. *The Type Action is automatically populated, and not editable.*

Note

Any additional fields on this tab are agency specific and not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*
   A. *The STOCK NBR is automatically populated, and not editable.*
   B. *The UI is automatically populated, and not editable.*
   C. *The ITEM DESC is automatically populated, and not editable.*
   D. *The Type Action is automatically populated, and not editable.*

End Item Serial

a. Click ☐ to select INV BY SERIAL NBR.
b. Click ☐ to select Auto Assign.
c. Use ☑ to select the Asset Id Prefix.
d. Enter the CUSTODIAN NBR, or use ... to browse for the number.
e. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
f. Enter the DOD SERIAL NBR in the field provided. *This is a 20 alpha-numeric character field.*
g. Enter the LOC, or use ... to browse for the number. *This is a 20 alpha-numeric character field.*
h. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component

a. Click ☐ to select INV BY SERIAL NBR.
b. Click ☐ to select Auto Assign.
c. Use ☑ to select the Asset Id Prefix.
d. Enter the CUSTODIAN NBR, or use ... to browse for the number.
e. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
f. Enter the DOD SERIAL NBR in the field provided. *This is a 20 alpha-numeric character field.*
g. Enter the LOC, or use ... to browse for the number.
h. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk

a. Enter the CUSTODIAN NBR, or use ... to browse for the number.

b. Enter the LOC, or use ... to browse for the number.

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel. Choose how to proceed from here:*

Edit the Asset

Select the Edit hyperlink. *The **Asset Receiving Update** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 - STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in teh catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.

203 - STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 - Mandatory Entry: *Type Action*.	
13 - Mandatory Entry: *STOCK NBR*.	
13 - Mandatory Entry: *ACQ COST*.	
13 - Mandatory Entry: *HA ASSET ID*.	
13 - Mandatory Entry: *ACQ DT*.	
13 - Mandatory Entry: *DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *MFR DATA*.	
13 - Mandatory Entry: *MFR YR*.	
13 - Mandatory Entry: *OWNG COST CENTER*.	
13 - Mandatory Entry: *FNDNG COST CENTER*.	
13 - Mandatory Entry: *FUND CD/ASN*.	
13 - Mandatory Entry: *ACTIVATION DT*.	
194 - Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 - RECEIPT DT cannot be > 3 years from System DT.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.

44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 - Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 - Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 - Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 - Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.
665 - Deprn Task Cd invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the Deprn Task Cd be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid Task Cd.
310 - Deprn Prd must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 - Activation Dt must be > or = to Acq Dt.	Invalid Entry. The Acq Dt must be the same as or before the Activation Dt. Re-enter the Activation Dt.

Related Topics

- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Update an Asset Receiving Record

Overview

The Asset Management Receiving Update process provides the ability to edit the record before receiving the assets to DPAS.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Edit hyperlink > Asset Receiving page

Page Fields

The following fields display on the **Asset Receiving** page. For more information on each field, select the appropriate hyperlink.

Asset Receiving

Basic Tab

Stock Nbr

UI

Item Desc

Type Action

Qty *

Acq Dt *

Cond Cd *

Doc Nbr *

Asset Cd *

Sys Id

End Item Serial and Component

Cptl Cd

Asset Sts

Bulk

Lot Nbr

Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr

UI

Item Desc

Type Action

Catalog Pilferable

Asset Pilferable

Mfr Data * 

Mfr Name

Mfr Yr *

Mfr Model Nbr

End Item Serial and Component

UII Sts Cd *

Mfr Part Nbr
CAGE Cd
Non-Actbl

Accounting Tab

Stock Nbr

UI

Item Desc

Type Action

Fund Cd/ASN *

Oblign Doc Nbr

Owng Cost Center

Owng Cost Center Desc

Fndng Cost Center

Fndng Cost Center Desc

Task Cd
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB

Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Complete the procedure from the **Asset Receiving Entry** page.
2. Select the Edit hyperlink. *The fields above the Save list panel become editable.*
3. Select Basic. *The* ***Basic tab*** *displays.*
   A. *Verify the STOCK NBR.*
   B. *Verify the UI.*
   C. *Verify the ITEM DESC.*
   D. *Verify the Type Action.*
   E. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.
   F. Update the Cond Cd, using to select the desired code.
   G. Update the DOC NBR, using ... to browse for the revised number.
   H. Update the Asset Cd, using to select the desired code.
   I. Update the SYS ID, using to assist with the revised identifier.

   End Item Serial

   a. *Verify the QTY.*
   b. Update the Cptl Cd , using to select the desired code.
   c. Update the Asset Sts, using to select the desired status.

   Component

   a. *Verify the QTY.*
   b. Update the Cptl Cd , using to select the desired code.
   c. Update the Asset Sts, using to select the desired status.

Bulk

a. Update the QTY, entering the revised amount in the field provided. *This is a 6 numeric character field.*

b. Update the LOT NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

c. Update the EXPR DT, using  or entering the date (MM/DD/YYYY) in the field provided.

J. Update the Local RCPT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

K. Update the RCVD BY, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

L. Update the ORIGL IN SVC DT, using  or entering the date (MM/DD/YYYY) in the field provided.

M. *Verify the IRAPT/WAWFSHPMT ID.*

N. Select 

. *The **Attachment Add** page appears.*

O. Update the Remarks, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

E. *Verify the Catalog Pilferable.*

F. Verify the Asset Pilferable contains the appropriate  or  .

G. Update the MFR DATA, using  or  to assist with the revised information.

H. *Verify the MFR NAME.*

I. Update the MFR YR, entering the revised year in the field provided. *This is a 4 numeric character field.*

J. *Verify the MFR MODEL NBR.*

End Item Serial

a. Update the UII Sts Cd, using to select the desired code.

Component

a. Update the UII Sts Cd, using to select the desired code.

Bulk

no additional fields

K. *Verify the MFR PART NBR.*

L. *Verify the CAGE CD.*

M. *Verify the NON-ACTBL.*

5. Select Accounting. *The **Accounting Tab** displays.*

A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

E. Update the Fund Cd/ASN, using to select the desired code.

F. Update the OBLIGN DOC NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

G. Update the OWNG COST CENTER, using ... to browse for the revised cost center.

H. *Verify the OWNG COST CENTERDESC.*

I. Update the FNDNG COST CENTER, using ... to browse for the revised cost center.

J. *Verify the FNDNG COST CENTER DESC.*

K. Update the TASK CD, entering the revised code in the field provided. *This is a 25 alphanumeric character field.*

L. Update the JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

M. Update the LOA, using ... to browse for the revised line number.

N. Update the Exp Cd, using to select the desired code.

O. Update the DLVY ORD NBR, entering the revised number in the field provided. *This is a 11 alphanumeric character field.*

P. Update the Loan Cd, using to select the desired code. *Once selected, the following **Loan Code** fields appear:*

   a. Update the Loan Address, using to browse for the revised address.

   b. Update the LOAN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

   c. Update the LOAN END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the Lease Cd, using to select the desired code. *Once selected, the following **Lease Code** fields appear:*

   a. Update the Lease Address, using to browse for the revised address.

   b. Update the LEASE START DT, using or entering the date (MM/DD/YYYY) in the field provided.

   c. Update the LEASE END DT, using or entering the date (MM/DD/YYYY) in the field provided.

6. Select Contract. *The **Contract Tab** appears.*

   A. *Verify the STOCK NBR.*

   B. *Verify the UI.*

   C. *Verify the ITEM DESC.*

   D. *Verify the Type Action.*

   E. Update the CNTR/PO NBR, entering the revised number in the field provided. *This is a 13 alphanumeric character field.*

   F. Update the SPIIN, entering the revised number in the field provided. *This is a 6 alphanumeric character field.*

   G. Update the CLIN, entering the revised number in the field provided. *This is a 4 alphanumeric character field.*

   H. Update the SLIN, entering the revised number in the field provided. *This is a 2 alphanumeric character field.*

   I. Update the ACRN, entering the revised number in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.

A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

E. Verify the Activate Depreciation contains the appropriate ☑ or ☐.

F. Update the ACTIVATION DT, using or entering the date (MM/DD/YYYY) in the field provided.

G. Update the DEPRN PRD, entering the revised number in the field provided. *This is a 3 numeric character field.*

H. *Verify the Salvage Value.*

I. *Verify the PRIOR DEPRN SL.*

J. *Verify the PRIOR DEPRN AB.*

K. *Verify the DEPRN UTIL SVC LIFE.*

L. *Verify the PRIOR DEPRN UTIL QTY.*

M. Update the DEPRN COST CENTER, using ... to browse for the revised cost center.

N. *Verify the DEPRN COST CENTER DESC.*

O. Update the DEPRN TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*

P. Update the DEPRN JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*

A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

Note

Any additional field on this tab are agency specific and not DPAS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*
   A. *Verify the STOCK NBR.*
   B. *Verify the UI.*
   C. *Verify the ITEM DESC.*
   D. *Verify the Type Action.*

End Item Serial

a. Verify the INV BY SERIAL NBR contains the appropriate ☑ or ☐.
b. Verify the Auto Assign contains the appropriate ☑ or ☐.
c. Update the Asset Id Prefix, using ⌄ to select the desired prefix.
d. Update the CUSTODIAN NBR, using ... to browse for the revised number.
e. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
f. Update the DOD SERIAL NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
g. Update the LOC, using ... to browse for the revised location.
h. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

Component

a. Verify the INV BY SERIAL NBR contains the appropriate ☑ or ☐.
b. Verify the Auto Assign contains the appropriate ☑ or ☐.
c. Update the Asset Id Prefix, using ⌄ to select the desired prefix.
d. Update the CUSTODIAN NBR, using ... to browse for the revised number.
e. Update the SERIAL NBR, entering the revised number in the field provided. *This is a 30 alphanumeric character field.*
f. Update the DOD SERIAL NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*
g. Update the LOC, using ... to browse for the revised location.
h. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

Bulk

a. Update the CUSTODIAN NBR, using ... to browse for the revised number.

b. Update the LOC, using ... to browse for the revised location.

c. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The revised asset is added to the list panel. Choose how to proceed from here:*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 - STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 - STOCK NBR is bulk	Invalid Entry. The STOCK NBR entered is

managed.	already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 - Mandatory Entry: *Type Action*.	
13 - Mandatory Entry: *STOCK NBR*.	
13 - Mandatory Entry: *ACQ COST*.	
13 - Mandatory Entry: *HA ASSET ID*.	
13 - Mandatory Entry: *ACQ DT*.	
13 - Mandatory Entry: *DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *MFR DATA*.	
13 - Mandatory Entry: *MFR YR*.	
13 - Mandatory Entry: *OWNG COST CENTER*.	
13 - Mandatory Entry: *FNDNG COST CENTER*.	
13 - Mandatory Entry: *FUND CD/ASN*.	
13 - Mandatory Entry: *ACTIVATION DT*.	
194 - Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 - RECEIPT DT cannot be > 3 years from System DT.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 - Input date must be	Invalid Date Entry. The system date

<= system date.	(Today's Date) must be after or the same as the Input date. Re-enter the date.
325 - DOC NBR and STOCK NBR entered must agree with DOC NBR and STOCK NBR of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the STOCK NBR and DOC NBR are correct, and re-enter the information.
261 - JOB ORDER NBR/ DEPRN JOB ORDER NBR must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The JOB ORDER NBR/DEPRN JOB ORDER NBR cannot be empty. Enter the information in the correct format.
659 - FNDNG COST CENTER invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the FNDNG COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
663 - DEPRN COST CENTER invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the DEPRN COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 - DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 - DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 - ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.

Related Topics

- Asset Receiving Entry Overview
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Export an Asset Receiving Report

Overview

The Asset Receiving Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Receiving > Asset Receiving > *Various Procedural Steps* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Asset Receiving Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Asset Receiving Entry** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Asset Receiving Entry** page.

Related Topics

- Receive an Asset
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Add an Attachment

View the Asset Receiving Transaction Status

Overview

The Asset Receiving Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Asset Receiving Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Asset Receiving Entry** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Asset Receiving Report Export** page appears.*
- Select Cancel to return to the **Asset Receiving Entry** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Receive an Asset
- Update an Asset Receiving Record
- Export an Asset Receiving Report
- Add an Attachment

Search for an Asset Disposition — Criteria

Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed currently or in the future. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements. A capital asset must be activated for depreciation first, then can be disposed of with this process.

Note

The Asset Disposition process is not used to dispose of any Real Property assets; there is a separate process for Real Property within DPAS.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Disposition > Asset Disposition Search Criteria page

Page Fields

The following fields display on the **Asset Disposition Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Designate

Type Action *

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Sub Loc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset for Disposal

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Click ☐ to select Designate. *This reduces the Type Action availability from 9 to 4 choices.*
   - Use ⌄ to select the Type Action.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

     Stock Number Browse help
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Use i or ... to assist with the CUSTODIAN NBR. *This is a 12 alphanumeric character field.*

     Custodian Number Browse help
   - Use i or ... to assist with the LOC. *This is a 20 alphanumeric character field.*

     Location Browse help
   - Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
2. Select Search. *The* ***Search for an Asset Disposition — Results*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Disposition - Results
- Asset Disposition Selected Rows
- Asset Disposition - Disposition
- Asset Disposition Transaction Status
- Asset Disposition Report Export
- Asset Details

Search for an Asset Disposition — Results

Overview

The Asset Disposition Results page provides the ability to view and select an asset for disposal.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Disposition > Search Criteria > Search > Asset Disposition Search Results page

Page Fields

The following fields display on the **Asset Disposition Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Designate

Type Action

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Sub Loc

Search Results

Select

Qty

Asset Id

Stock Nbr

Serial Nbr

Item Desc

Cust Nbr

Asset Lvl Cd

Loc

Sub Loc
Lot Nbr
Suspt Loss Sts Cd
Excs Actn Cd
Non-Actbl
Cptl
Activation Dt
Cptl Impv Activated
Cptl Cmpn Activated
Loan Cd
UII Sts Cd
Owng Cost Center
LIN/TAMCN
Fund Cd/ASN
Asset Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Records for Disposition

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired asset to select the record.

Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The* ***Asset Disposition Selected Rows*** *page opens.*

View the Asset Details

Select the ASSET ID hyperlink. *The* ***Asset Details*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
424 - Selected Row(s) must have a matching LOAN CD.	Invalid Entry. The Loan Codes for the selected rows are different. Select rows with the same Loan Code. then select Continue.
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for an Asset Disposition - Criteria
- Asset Disposition Selected Rows
- Asset Disposition - Disposition
- Asset Disposition Transaction Status
- Asset Disposition Report Export
- Asset Details

Asset Disposition — Disposition

Overview

The Asset Disposition — Disposition page provides the ability to enter destination information about the asset being disposed.

Navigation

Asset Management > Disposition > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Asset Disposition — Disposition page

Page Fields

The following fields display on the various **Asset Disposition — Disposition** pages. For more information on each field, select the appropriate hyperlink.

Turn-In

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *

Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Transfer Out - outside DPAS

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *

Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Disposal

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Ship To Address *

Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Event
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Report of Survey / Lost, Damaged, Destroyed

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)

Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Event
History Remarks *
Attachment

Sales

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *

State *
ZIP Cd *
Country Cd *
Selling Price *
Event
Recipient Cd
Recipient Id *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Donated (Disposal)

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *

Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Event
Recipient Cd
Recipient Id *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Administrative Adjustment Report (AAR)

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *

Cond Cd *
Fund Cd *
Event

Event - Exchanged

Recipient Cd
Recipient Id *

History Remarks *
Attachment

Inventory ADJ (Disposal)

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Inv Nbr
Event
History Remarks *
Attachment

Loan Return

Search Criteria

Designate

Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Dispose of an Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the fields in the Search Criteria panel:
   A. *The Designate automatically populates and is not editable.*
   B. *The Type Action automatically populates and is not editable.*
   C. *The ASSET ID automatically populates and is not editable.*
   D. *The STOCK NBR automatically populates and is not editable.*
   E. *The SERIAL NBR automatically populates and is not editable.*
   F. *The CUSTODIAN NBR automatically populates and is not editable.*
   G. *The LOC automatically populates and is not editable.*
   H. *The SUB LOC automatically populates and is not editable.*
2. Depending upon the Type Asset selected, different fields appear in the Disposition panel:

   Turn-In

   A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*
   B. Use to select the RIC from (DoDAAC/RIC).
   C. Use to select the Cond Cd.
   D. Use to select the Fund Cd.
   E. Use ... to browse for the Ship To Address.
   F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*
   G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*
   H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

L. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

M. Use  to select the Ship To RIC.

N. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

O. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

P. Use  to select the State.

Q. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

R. Use  to select the Country Cd.

S. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

T. Select 

. *The* ***Attachment Add*** *page appears.*

Transfer Out - Outside DPAS

A. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 alphanumeric character field.*

B. Use  to select the RIC from (DoDAAC/RIC).

C. Use  to select the Cond Cd.

D. Use  to select the Fund Cd.

E. Use  to browse for the Ship To Address.

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

L. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

M. Use  to select the Ship To RIC.

N. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

O. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

P. Use  to select the State.

Q. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

R. Use  to select the Country Cd.

S. Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Click  to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

U. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

V. Use  to select the Mode of Shipment.

W. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

X. Select 

. *The* ***Attachment Add*** *page appears.*

Disposal

A. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 alphanumeric character field.*

B. Use  to select the RIC from (DoDAAC/RIC).

C. Use  to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use  to select the Cond Cd.

E. Use  to select the Fund Cd.

F. Use  to browse for the Ship To Address.

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use  to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use  to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use  to select the Country Cd.

T. Use  to select the Event.

U. Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Click ☐ to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

X. Use ⌄ to select the Mode of Shipment.

Y. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

Z. Select Add Attachment. *The **Attachment Add** page appears.*

Report of Survey / Lost, Damaged, Destroyed

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use ⌄ to select the RIC from (DoDAAC/RIC).

C. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use ⌄ to select the Cond Cd.

E. Use ⌄ to select the Fund Cd.

F. Use ⌄ to select the Event.

G. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

H. Select Add Attachment. *The **Attachment Add** page appears.*

Sales

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use ⌄ to select the RIC from (DoDAAC/RIC).

C. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use ⌄ to select the Cond Cd.

E. Use  to select the Fund Cd.

F. Use  to browse for the Ship To Address.

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use  to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use  to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use  to select the Country Cd.

T. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

U. Use  to select the Event.

V. Use  to select the Recipient Cd.

W. Enter the Recipient ID, or use  to browse for the entry. *This is a 6 alphanumeric character field.*

X. Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

Y. Click ☐ to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

Z. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

AA. Use ⌄ to select the Mode of Shipment.

AB. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

AC. Select Add Attachment. *The **Attachment Add** page appears.*

Donated (Disposal)

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use ⌄ to select the RIC from (DoDAAC/RIC).

C. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use ⌄ to select the Cond Cd.

E. Use ⌄ to select the Fund Cd.

F. Use ... to browse for the Ship To Address.

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use to select the Country Cd.

T. Use to select the Event.

U. Use to select the Recipient Cd.

V. Enter the Recipient ID, or use ... to browse for the entry. *This is a 6 alpha-numeric character field.*

W. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

X. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

Y. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

Z. Use to select the Mode of Shipment.

AA. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

AB. Select Add Attachment. *The **Attachment Add** page appears.*

AAR

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Use to select the Event.

G. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

H. Select Add Attachment. *The **Attachment Add** page appears.*

Inventory ADJ (Disposal)

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*

G. Use to select the Event.

H. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

I. Select Add Attachment. *The **Attachment Add** page appears.*

Loan Return

A. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

F. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

G. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

K. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

L. Use  to select the Ship To RIC.

M. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

N. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

O. Use  to select the State.

P. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

Q. Use  to select the Country Cd.

R. Use  to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Click  to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

T. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

U. Use  to select the Mode of Shipment.

V. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

W. Select 

. *The **Attachment Add** page appears.*

3. Select Submit. *The **Asset Disposition Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
434 - Selected rows for Loan Return must have been received from same loaner.	Invalid Entry. The assets being received for the selected rows are from different loaners. Select rows with the same loaners, then select Continue.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *Doc Nbr*.	
13 - Mandatory Entry: *Retirement / Dspsl Dt*.	
13 - Mandatory Entry: *Cond Cd*.	
13 - Mandatory Entry: *Fund Cd*.	
13 - Mandatory Entry: *Ship To Address*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Ship To POC*.	
13 - Mandatory Entry: *Phone Nbr*.	
13 - Mandatory Entry: *E-Mail Address*.	
13 - Mandatory Entry: *Ship To*.	
13 - Mandatory Entry:	

***Address*.**	
13 - Mandatory Entry: *City*.	
13 - Mandatory Entry: *State*.	
13 - Mandatory Entry: *ZIP CD*.	
13 - Mandatory Entry: *COUNTRY CD*.	
13 - Mandatory Entry: *Selling Price*.	
13 - Mandatory Entry: *INV NBR*.	
13 - Mandatory Entry: *Life Cycle Event*.	
13 - Mandatory Entry: *Recipient CD*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
562 - Retirement/DSPSL DT must be = or < System Date.	Invalid Entry. Retirement/DSPSL DT field is mandatory when the Type Action = AAR (Administrative Adjustment) or Disposal,

	and must be the same as or before the system date. Re-enter the Retirement/DSPSL DT field.
182 - Entry must be A - Z and/or 0 - 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for an Asset Disposition - Criteria
- Search for an Asset Disposition - Results
- Asset Disposition Selected Rows
- Asset Disposition Transaction Status
- Asset Disposition Report Export
- Asset Details
- Add an Attachment

Selected Rows for Asset Disposition

Overview

The Asset Disposition Selected Rows page displays records selected for disposition actions.

Note

For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

Navigation

Asset Management > Disposition > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Asset Disposition Selected Rows page

Page Fields

The following fields display on the **Asset Disposition Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Selected Row(s)

- Qty
- Disp Qty
- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Cust Nbr
- Asset Lvl Cd
- Loc
- Lot Nbr
- Suspt Loss Sts Cd
- Excs Actn Cd
- Non-Actbl
- Cptl
- Activation Dt
- Cptl Impv Activated
- Cptl Cmpn Activated

Loan Cd
UII Sts Cd
Owng Cost Center
LIN/TAMCN
Fund Cd/ASN
Intrf Sys Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review and Confirm Assets for Disposal

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct asset for disposal.
   A. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page opens.*
   B. Review the ASSET ID details.
   C. Select Cancel. *The* ***Asset Disposition Selected Rows*** *page appears.*

Helpful Tip

For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select Continue. *The* ***Asset Disposition - Disposition*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
209 - Negative balance will exist.	Invalid Entry. The entered quantity is greater than the current quantity. Enter a quantity that is less than or the same amount as the current quantity.

1176 - At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

Related Topics

- Search for an Asset Disposition - Criteria
- Search for an Asset Disposition - Results
- Asset Disposition - Disposition
- Asset Disposition Transaction Status
- Asset Disposition Report Export
- Asset Details

View the Asset Disposition Transaction Status

Overview

The Asset Disposition Transaction Status page displays a verification of the disposition transaction performed.

Navigation

Asset Management > Disposition > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Asset Disposition Transaction Status page

Page Fields

The following fields display on the **Asset Disposition Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Asset Disposition Search Criteria** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Asset Disposition Report Export** page appears.*
- Select Cancel to return to the **Asset Disposition Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Asset Disposition - Criteria
- Search for an Asset Disposition - Results
- Asset Disposition Selected Rows
- Asset Disposition - Disposition
- Asset Disposition Report Export

Export an Asset Disposition Report

Overview

The Asset Disposition Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Disposition > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Asset Disposition Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Disposition Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Asset Disposition - Disposition** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Cancel to return to the **Asset Disposition - Disposition** page.

Related Topics

- Search for an Asset Disposition - Criteria
- Search for an Asset Disposition - Results
- Asset Disposition Selected Rows
- Asset Disposition - Disposition
- Asset Disposition Transaction Status

Asset Transfer Search Criteria

Overview

This process allows a transfer of an end item or component record (Serial or Bulk) to another Property Custodian within the same UIC, UIC-to-UIC, or SITE ID-to-SITE ID. If serial record has components, the **Transfer** process will look for the Stock Number on the gaining Catalog. If one does not exist, the **Transfer** process inserts the Stock Number of the component on the losing Catalog. If the manufacturer information does not exist on the gaining Catalog, the **Transfer** process will insert the manufacturer information of the component from the losing Catalog.
During the **Transfer** process, you will have the capability to designate assets for a **Pending Transfer** or if you do not have Security access to the gaining portion of the transaction, the assets will automatically be designated as Pending.
The **Transfer** process only allows transfer to assets into one authorization at a time. You cannot split quantities between authorizations.

Attention



Use the Both (Non-Capital and Capital) radio button only if all assets being transferred do not use the **Defense Agencies Initiative (DAI)** Accounting System Interface. For DAI, Non-Capital and Capital assets should be transferred in separate transactions.

Navigation

Asset Management > Transfer > Search Criteria

Page Fields

The following fields display on the **Asset Transfer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Radio Buttons:

Non-Capital
Accountable
Capital
Non-Accountable
Both
End Item
Component

Page Fields:

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc
Lot Nbr

Procedure

To Search for an Asset(s) to Transfer:

1. You can accept the default radio button End Item or choose Component for the transfer.
2. To help limit the number of rows returned, it is recommended you enter **Search Criteria**. Use of the wild card character (%) is supported in most fields. The use of browse buttons as described in the Navigating DPAS help topic are an option to search for records.
3. Select 

to view the **Search Results** page or choose 

to return all fields to their default values.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
ASSET ID must be alphanumeric.	Enter only letters and numbers into the ASSET ID field.
First position of STOCK NBR must be alphanumeric with valid special character(s) $, -, /, #, &, comma, and period.	Use only characters specified.
LOC must be alphanumeric.	Enter only letters and numbers into the LOC field.
SUB LOC must be alphanumeric.	Enter only letters and numbers into the SUB LOC field.
Lot Number must be alphanumeric.	Enter only letters and numbers into the LOT NBR field.
Enter data in either Serial Number or Lot Number fields.	Search Criteria cannot be entered into both Serial Number and Lot Number fields.
The Accountable and Both radio buttons are unavailable.	You have only been assigned a Non-Accountable role.
The list below does not contain assets previously selected for Transfer. Refer to the Pending Transactions Table.	All records found are on the Due-Out Pending Actions Table. Verify listing.
No record(s) match search criteria or you do not have the appropriate security access.	Deleted Stock Number entered. Select Stock Number ... to search for a

valid number.

Related Topics

- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab
- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

Asset Transfer Search Results

Overview

This page displays all assets available for transfer. You can select the **Asset Id** hyperlink to view the **Details** page prior to processing the transfer.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

From the displayed assets on the **Search Results** page, some will error at the end of the Transfer process. You cannot transfer assets if they:

- Are Marked as Excess
- Are Out on Loan
- Are in a Suspected Loss state
- Are in a Pending status
- Have associated components
- Have improvements

Navigation

Asset Management > Transfer > Search Criteria > Search Results

Page Fields

The following fields display on the **Asset Transfer Search Results** page. For more information on each field, select the appropriate hyperlink.

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Sub Loc
Lot Nbr
Suspt Loss Sts Cd
Non- Actbl
Loan Cd
UII
Fund Cd/ASN

Procedures

To Transfer an Asset(s):

Note

Select the **Asset Id** hyperlink to view asset details for a specific record.

1. Select the checkbox of the asset(s) you would like to transfer. Using Select All places a checkmark for all assets on all pages if more than one page of Search Results was generated. Using Deselect All unchecks all previously marked assets.
2. Choose Continue to proceed to the next page or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Revise your search criteria. Your current search criteria resulted in no results, the asset searched has been deleted or you do not have appropriate security access to view assets. If you have inadequate security access to view an asset, you may contact the information owner who may process the necessary paperwork to grant you access or you may ask someone with adequate security access to process the transfer. You can identify the information owner by looking at line 21 on your DD Form 2875.
Select a record(s) to continue.	You must select the checkbox for at least one asset before choosing Continue.

Related Topics

- Asset Transfer Search Criteria
- Asset Detail
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab

- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

PageID Ref: WFHRN5202_6

Asset Transfer Selected Rows

Overview

This page displays assets you selected on the **Search Results** page for transfer.

Helpful Tip



The **Trfr Qty** (Transfer Quantity) field is enabled when you are transferring bulk assets. If you are only transferring a portion of the bulk asset (e.g., 750 of 2500 cables), enter this amount into the **Trfr Qty** field. Otherwise, leave the field blank to transfer the full amount.

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page

Page Fields

The following fields display on the **Asset Transfer Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Qty
Trfr Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Suspt Loss Sts Cd
Non- Actbl
Loan Cd
UII
Fund Cd/ASN

Procedure

To Review Selected Rows:

1. For bulk assets, enter the quantity of assets to transfer in the **TRFR QTY** field. If bulk assets are not specified, all bulk assets are transferred.

2. Select Continue to proceed to the next page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Suspected Loss Assets cannot be transferred.	You are attempting to transfer an asset that is marked as a suspected loss and cannot be transferred.
Qty entered exceeds Qty on Hand.	Enter correct quantity.

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Details
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab
- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

Asset Transfer Accounting Tab

Overview

This page allows you to enter accounting information for the asset(s) being transferred to another UIC or Site Id.

Fields may be mandatory based on the Accounting system selected.

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page > Destination page > Basic tab > Accounting tab
‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Asset Transfer Accounting** page. For more information on each field, select the appropriate hyperlink.

Transfer Type Cd
Fund Cd/ASN
Job Order Nbr
Deprn Cost Center
Deprn Task Cd
Trading Partner Nbr
Cost Center
Task Cd
Deprn Job Order Nbr

Procedure

To Enter Accounting Information for Transferred Asset(s):

1. Verify the correct **Transfer Type Cd** is selected.
2. Select a **Fund Cd/ASN** from the drop down list. This field is mandatory for Site-to-Site transfers except when transferring bulk assets.
3. Enter a **Trading Partner Number**. This field is mandatory for Site-to-Site transfers.
4. If applicable, complete the remaining fields on the page as required for the transfer.
5. Choose 

to process the transfer. If **Make Avail Gain Acty** was selected, the asset appears on the receiving UIC/Site's Pending Transfer. If **Make Avail Gain Acty** was not selected, it appears in yourPending

Transactions Table. You may select 

to cancel the transfer and return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Mandatory Entry: FUND CD.	Enter a valid fund code in the FUND CD field.
Mandatory Entry: TRADING PARTNER NBR.	Enter a valid training partner number in the TRADING PARTNER NBR field.
Record has been changed since retrieving record from the database, record cannot be updated. User must click Cancel button to return to Selection Criteria.	One or more of the asset's records has been changed since retrieving the record.

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab
- Asset Transfer Agency Tab

PageID Ref: WFHRN5208_8

Asset Transfer Agency Tab

Overview

This page allows you to enter agency defined information for the asset(s) being transferred.

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page > Destination page > Basic tab > Agency tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed on the **Asset Transfer Agency** page vary. The fields displayed are determined by your agency.

Procedure

To Complete the Agency Tab for an Asset Transfer:

1. Modify available field(s) on the page required to complete the transfer.
2. Choose Update once all tabs have been completed to process the transfer. Select Cancel to cancel the transfer and return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Agency has no user defined fields.	There are no user defined fields established by your agency.
Record has been changed since retrieving record from the database, record cannot be updated. User must click Cancel button to return to Selection Criteria.	One or more of the asset's records has been changed since retrieving the record.

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab

- Asset Transfer Accounting Tab

PageID Ref: WFHRN5207_99

Asset Transfer Basic Tab

Overview

This page allows you to enter basic information for the asset(s) being transferred.

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page > Destination page > Basic tab

‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Asset Transfer Basic** page. For more information on each field, select the appropriate hyperlink.

Transfer Type

Doc Nbr
Loc
Sub Loc
* Eff Dt
i Sys Id

History Remarks

* denotes a mandatory field

Higher Assemblage
HA Asset Id
HA Stock Nbr
HA Serial Nbr

Procedure

To Enter Basic Information for Transferred Assets:

1. Enter a Document Number or use  to locate or create a new one. This field is not mandatory if conducting a Custodian Transfer unless the Custodian is part of the gaining activity.
2. The **Loc** field is mandatory for Site-to-Site transfers. For the gaining UIC, use  to locate available Locations at the receiving UIC.
3. You can use the  to select an Effective Date of the transfer.

4. If the asset is a component, select the Higher Assemblage ... to locate an asset to attach the transferred asset(s).

5. Choose the next available tab to continue or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
DOC NBR is mandatory.	Enter a valid document number in the DOC NBR field.
DOC NBR must consist of DODAAC, Julian Date, and SERIAL NBR.	Enter a valid document number in the DOC NBR field.
Location Not Found or Inactive.	The location must exist on the gaining UIC. You may choose to use the browse button to identify available locations.
Mandatory Entry: LOC.	The location field is mandatory for Site-to-Site transfers.
Input date must be < or = system date.	You must enter a date less than or equal to the current system date.
SYS ID does not exist for the UIC TO.	The SYS ID on the losing UIC does not exist on the gaining UIC.
CUSTODIAN NBR must be the same as assigned to the Higher Assemblage.	The custodian number of the component must be the same as the custodian number of the new higher assemblage.
Location must be the same as assigned to the Higher Assemblage.	The location of the component must be the same as the location of the new higher assemblage.
SYS ID must be the same as assigned to the Higher Assemblage.	The system identifier To must be equal to the system identifier of the higher assembly asset identifier.
Record has been changed since retrieving record from the database, record cannot be updated. User must click Cancel button to return to Selection Criteria.	One or more of the asset's records has been changed since retrieving the record.

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Catalog Tab
- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

PageID Ref: WFHRN5205_99

Asset Transfer Catalog Tab

Overview

This page allows you to update catalog information for the asset(s) being transferred to another SITE ID.

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page > Destination page > Basic tab > Catalog tab
‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Asset Transfer Catalog** page. For more information on each field, select the appropriate hyperlink.

Stock Nbr
Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non-Actbl

Procedure

To Update Catalog Information for Transferred Assets:

1. Select ... for the **STOCK NBR** field if the asset requires a different Stock Number on the gaining side.
2. Choose ... for the **MFR DATA** field if the asset requires a different manufacturer on the gaining side.
3. Select the next available tab to continue or choose Cancel to return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Destination
- Asset Transfer Basic Tab
- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

PageID Ref: WFHRN5206_9

Asset Transfer Destination

Overview

On this page you can determine the destination and individual for transfer of assets. Your ability to complete the **Asset Transfer** is dependent upon your role and security level.

Helpful Tip

- If asset has components, all components will transfer with the higher assemblage asset.
- A component cannot be on a different Custodian Nbr than the End Item.
- A Document Number is required for generation of DD Form 1150 or DD Form 1149.

When you are performing an Asset Transfer, keep the following in mind:

- Determine which type of transfer this will be (UIC)
- Will you require a Document Number
- The Gaining side information MUST be entered before the Document Number is selected; otherwise, the wrong **Doc Nbr Type** (which describes the type of Document Number) may be created when generating a new Document Number
- Decide if you are designating assets for a pending or approval process

Navigation

Asset Management > Transfer > Search Criteria > Search Results > Selected Rows page > Destination page

Page Fields

The following fields display on the **Asset Transfer Destination** page. For more information on each field, select the appropriate hyperlink.

Site Id
UIC
Custodian Nbr

Doc Nbr
LIN/TAMCN Auth
Designate Only
Make Avail Gain Acty

Remarks
Site Id To

UIC To
Custodian Nbr To

LIN/TAMCN Auth To

Procedure

To Process a Custodian to Custodian Transfer:

1. Select the gaining custodian from the **CUSTODIAN NBR TO** drop-down list.
2. Choose Continue to view the **Asset Transfer Basic** page or select Cancel to return to the **Search Results** page.

To Process a UIC to UIC Transfer:

Helpful Tip

When an asset is transferred between UICs, it goes from one custodian to another custodian in a different UIC. The originator of the transfer is referred to as the Losing side and the receiving Site, UIC or Custodian is referred to as the Gaining side.

For example, if an asset is transferred from UIC HQ0001 to UIC HQ0002, then UIC HQ0001 is the Losing side and UIC HQ0002 is the Gaining side.

1. Select the gaining UIC from the **UIC TO** drop-down list.
2. Choose the gaining custodian from the **CUSTODIAN NBR TO** drop-down list. If no receiving custodian is selected, the **Designate Only** checkbox is selected.

Attention

If you select a **Custodian Nbr To**, the gaining side will not be able to change it when they complete the Transfer.

3. Enter a Document Nbr or use the **DOC NBR** ... to locate or create a new one. This field is mandatory for UIC to UIC transfers.
4. Select the **Designate Only** checkbox for transfer approval. This option assigns the final transfer authority to someone on the Gaining side - It is used when you do not have access to the Gaining side to complete the transfer - You use the **Pending Transfer** process to complete the asset transfer when this box is checked
5. Choose the **MAKE AVAIL GAIN ACTY** to allow the asset to be visible to the Gaining side once the transfer is initiated but before it is approved by the Losing side -

It is only used in Custodian to Custodian and UIC to UIC transfers when **Designate Only** is selected.

6. Use Continue to proceed to the **Transaction Status** page if you selected the **Designate Only** checkbox, or to the **Asset Transfer Basic** page if the **Designate Only** checkbox was not selected. You may select Cancel to return to the **Search Results** page.

To Process a Site to Site transfer:

1. Select the gaining SITE ID from the **SITE ID TO** drop-down list.
2. Choose the gaining UIC from the **UIC TO** drop-down list, if known.
3. Leave the **CUSTODIAN NBR TO** blank.

Attention

It is recommended you do not select the **Custodian Nbr To**. If you select a **Custodian Nbr To**, the gaining side will not be able to change it when they complete the Transfer.

4. Enter a Document Number manually or use the **Doc Nbr** ... to locate or create a new one. This field is mandatory for Site-to-Site transfers.
5. The **Designate Only** checkbox is required for Site-to-Site transfers.
6. Select Continue to proceed to the **Transaction Status** page or choose Cancel to return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
CUSTODIAN NBR is mandatory.	The CUSTODIAN NBR is mandatory if the SITE ID TO and UIC TO are blank.
Not authorized to transfer to gaining entity; the Designate Only check box is mandatory.	You do not have the necessary Security access. You must select the "Designate Only" checkbox.
Custodians must request approval for transfer of Capital Assets. Select Designate Only to process.	You do not have the necessary Security access. You must select the "Designate Only" checkbox.

Proposed update matches the current record.	You must change at least one of the SITE ID TO, UIC TO or CUSTODIAN NBR TO fields.
A component cannot be on a different CUSTODIAN NBR than the End Item.	A component cannot be assigned to a different Custodian Number than the higher assemblage.
DOC NBR required for generation of DD Form 1150.	Enter a valid Document Number in the DOC NBR field.
UIC assigned to a Contractor. Use Asset Update to loan to a Contractor or Asset Disposition to return from Contractor.	The current UIC has a CAGE CD assigned. This makes the UIC a Contractor's UIC and must follow Contractor rules for loans and returns.
Mandatory Entry: LIN/TAMCN Auth To	

Related Topics

- Asset Transfer Search Criteria
- Asset Transfer Search Results
- Asset Transfer Selected Rows
- Asset Transfer Basic Tab
- Asset Transfer Catalog Tab
- Asset Transfer Agency Tab
- Asset Transfer Accounting Tab

PageID Ref: WFHRN5204_99

Search for an Asset Update — Criteria

Overview

The Property Accountability module Asset Update process provides the ability to modify data fields related to assets currently on the property book. This process updates:

- End Item / Component / Bulk Asset Updates

> **Note**
> If End Item Serial, Component and/or Bulk assets are being mass updated, this process must be repeated for each type.

- Location / Sub Location
- Manufacturer Information
- Price Update
- Loan
- Attributes

> **Note**
> Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.
>
> This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Update > Asset Update Search Criteria

Page Fields

The following fields display on the **Asset Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

End Item Serial

Accountable

Component

Non-Accountable

Bulk

Both

Asset Id

Stock Number

Serial Nbr

Custodian Nbr
Loc
Sub Loc
Lot Nbr
Agency Field Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset for Updating

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Select ○ End Item Serial if the asset is serially managed. *(LOT NBR does not appear if this is checked.)*
   - Select ○ Accountable if the asset must legally have accurate records.
   - Select ○ Component if the asset is part of another item.
   - Select ○ Non-Accountable if the asset's worth is under $5,000.
   - Select ○ Bulk if the asset is bulk managed. *(SERIAL NBR does not appear if this is checked.)*
   - Select ○ Both if the asset could be wither Accountable or Non-Accountable.
   - Enter the ASSET ID, or use ... to browse for the number. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Use i or ... to assist with the CUSTODIAN NBR. *This is a 12 alphanumeric character field.*

- Enter the LOC, or use  to browse for the number. *This is a 20 alpha-numeric character field.*
- Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
- Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use  to select the Agency Field Name.

2. Select  . *The **Search for an Asset Update — Results** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Search for an Asset Update — Results

Overview

The Asset Update Results page provides the ability to view and select an asset for updating.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Update > Search Criteria > Search > Asset Update Search Results

Page Fields

The following fields display on the **Asset Update Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc
Lot Nbr
Mgt Cd
Non-Actbl/Actbl
Agency Field Name
Agency Field Value

Search Results

Select
Asset Id
Qty
Stock Nbr
Serial Nbr
Maj Cust Nbr

Sub Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Item Desc
Pillferable
Non-Actbl
UII
Cptl
Pndg
Loan Cd
UII Sts Cd
UII Verf
Fund Cd/ASN
Intrf Sys Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Records for Updating

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired asset to select the record.

   Helpful Tip

   Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The* ***Asset Update Selected Rows*** *page opens.*

View the Asset Details

Select the ASSET ID hyperlink. *The* ***Asset Details*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
65 - No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for an Asset Update - Criteria
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Select Rows for Asset Update

Overview

The Asset Update Selected Rows page displays the record(s) selected for updating. The following radio button options are available to assist with the update:

- **Basic Update**
  - Basic,
  - Accounting,
  - Contract,
  - and Agency tabs
- **Price Update**
  - only Cost related fields

> **Note**
> **Price Update** is not available for assets which are part of an Active CIP Project.

- **Loan Update**
  - only Loan related fields
- **Stock Nbr Update**
  - Document Number,
  - Stock Number,
  - and Manufacturer Data related fields
- **Mass Update**
  - Mass Update,
  - and Agency tabs

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Asset Update Selected Rows page

Page Fields

The following fields display on the **Asset Update Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Selected Row(s)

Asset Id

Qty

Chg Qty

Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Asst Lvl Cd
Loc
Lot Nbr
Item Desc
Pilferable
Non-Actbl
UII
Cptl
Pndg
Loan Cd
UII Sts Cd
UII Verf
Fund Cd/ASN
Intrf Sys Cd

Action

Basic Update
Price Update
Loan Update
Stock Nbr Update
Mass Update

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review and Update Assets

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Review the Assets

1. Review that this is the correct asset to be updated.

A. Select the ASSET ID hyperlink. *The **Asset Details** page opens.*

B. Review the ASSET ID details.

C. Select Cancel. *The **Asset Update Selected Rows** page appears.*

Single Row Update

1. Determine how to process the update.
   - **Basic Update**
   - **Price Update**
   - **Loan Update**
   - **Stock Nbr / Auth Update**
2. Select Continue. *The **Asset Update** page appears.*

Multiple Rows Update

1. Determine how to process the update.
   - **Mass Update**
   - **Loan Update**
2. Select Continue. *The **Asset Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
115 - ASSET ID already exists.	Invalid Entry. The ASSET ID matches an existing ASSET ID for the same STOCK NBR associated to the ICN. Re-enter the ASSET ID.
116 - STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.

117 - STOCK NBRSERIAL NBR combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
85 - Record has been changed since retrieving record from the database, record cannot be updated.	Invalid Entry. The update cannot happen, two users are updating the record at the same time. Select Cancel and retrieve the record again.
317 - BULK QTY CHG requires a CHG to one of the following: STK NBR, MFR, LOT NBR, LOC, SUB LOC, SYS ID, Loan or LEASE CD.	Invalid Entry. A partial bulk quantity was entered without changing any other fields. Change one of the listed fields (STK NBR, MFR, LOT NBR, LOC, SUB LOC, SYS ID, Loan or LEASE CD) and try again.
4 - Proposed update matches the current record.	Invalid Entry. There were no changes made to the record. Enter actual changes, and try again.
15 - Invalid DOC NBR Type for this transaction.	Invalid Entry. The document number entered cannot be used for an update. Enter a new document number, making sure that the type = CHG.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Asset Update Stock Number Update

Overview

The Asset Update Stock Number Update process allows editing of the document number, stock number, manufacturer data, and authorizations (where applicable) assigned to assets.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > (desired record(s)) > Continue > Selected Rows > STOCK NBR Update > Continue > Asset Update Stock Number Update page

Page Fields

The following fields display on the **Asset Update Stock Number Update** page. For more information on each field, select the appropriate hyperlink.

Selected Assets

Asset Id

Serial Nbr

Stock Nbr

Custodian Nbr

Original Values

Asset Id

Stock Nbr

LIN/TAMCN

Quantity

Document Number

Doc Nbr

Stock Number

Stock Nbr

Type Asset Cd

Asset Cd

Manufacturer Data

Mfr Data

Non-Actbl

Mfr Name

Mfr Part Nbr

Mfr Model Nbr

CAGE Cd

Mfr Yr

Catalog Pilferable

Asset Pilferable

Authorization

Authn LIN/TAMCN

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Stock Number Data

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the Selected Rows page, select Continue. *The* ***Asset Update Stock Number Update*** *page appears.*
2. Review the fields in the Selected Assets panel:
   A. *Verify the ASSET ID.*
   B. *Verify the SERIAL NBR.*
   C. *Verify the STOCK NBR.*
   D. *Verify the CUSTODIAN NBR.*
3. Review the fields in the Original Values panel:

A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the LIN/TAMCN.*

D. *Verify the Quantity.*

4. Review the field in the Document Number panel:

   A. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

5. Review the fields in the Stock Number panel:

   A. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

   B. *Verify the TYPE ASSET CD.*

   C. Update the Asset Cd, using ☑ to select the desired code.

6. Review the fields in the Manufacturer Data panel:

   A. Update the MFR DATA, using ℹ or ... to assist with the revised identifier. *This is a 36 alphanumeric character field.*

   B. Verify the NON-ACTBL contains the appropriate ☑ or ☐. *This specifies the asset is not worth enough or lasts long enough to be accountable.*

   C. *Verify the MFR NAME.*

   D. *Verify the MFR PART NBR.*

   E. *Verify the MFR MODEL NBR.*

   F. *Verify the CAGE CD.*

   G. Update the MFR YR, entering the revised year in the field provided. *This is a 4 numeric character field.*

   H. *Verify the Catalog Pilferable.*

   I. Verify the Asset Pilferable contains the appropriate ☑ or ☐. *This specifies the asset is small enough that it can be pilfered.*

7. Review the field in the Authorization panel:

   A. Update the AUTH LIN/TAMCN, using ... to browse for the revised number. *This is a 10 alphanumeric character field.*

8. Select Update. *The **Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
362 - MFR DATA does not match data assigned to selected STOCK NBR. Update "MFR DATA".	Invalid Entry. The Stock Number does not match the Manufacturer Data entered. Enter the MFR DATA again.
342 - Enter year > 1699	Invalid Date Entry. The year is earlier than the first year of the system. Enter a year that the system recognizes.
343 - Entry exceeds maximum year allowed, current year + 2.	Invalid Date Entry. The year entered is too far into the future. Enter a year that is no more than 2 years after the current year.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export

Asset Update Basic Update

Overview

The Asset Update Basic Update process allows editing of the asset's overall record. The record is edited in these tabs:

- Basic
- Accounting
- Contract
- Agency

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > (desired record(s)) > Continue > Selected Rows > Basic Update > Continue > Asset Update Basic Update page

Page Fields

The following fields display on the **Asset Update Basic Update** page. For more information on each field, select the appropriate hyperlink.

Basic Tab

Asset Id
Stock Nbr
Asset Id Prefix
Auto Assign
Asset Id
Serial Nbr
Inv by Serial Nbr
Chg Qty
Loc
Sub Loc
Cond Cd *

Sys Id
Doc Nbr
Lot Nbr
Expr Dt
Local Rcpt Dt *
Rcvd By
Origl In Svc Dt *
DOD Serial Nbr
Attachments
Remarks
History Remarks

Accounting Tab

Asset Id
Stock Nbr
Cptl Cd *
Acq Dt
Rctpt Doc Nbr
Asset Cd *
Asset Sts Cd *
Oblign Doc Nbr
Fund Cd/ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Transfer Type Cd *
Trading Partner Nbr

Loan

Loan Cd

non-G Loan Cd

Loan Address

Loan Start Dt

Loan End Dt

Lease

Lease Cd *

non-govt-owned LEASE CD

Lease Address

Lease Activity

Lease Start Dt

Lease End Dt

Contract Tab

Stock Nbr

UI

Item Desc

Type Action

Cntr / PO Nbr

SPIIN

CLIN

SLIN

ACRN

Agency Tab

Asset Id

Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Basic Asset information

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the Selected Rows page, select Continue. *The **Asset Update Basic Update** page appears.*
2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. Update the fields in the Basic panel.
   A. *Verify the ASSET ID Prefix.*
   B. Verify the Auto Assign contains the appropriate ☐ or ◉. *When checked, the ASSET ID Prefix becomes a drop-down option, and the ASSET ID becomes not editable.*
   C. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
   D. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*
   E. Verify the INV BY SERIAL NBR contains the appropriate ☐ or ◉. *When checked, the inventory is not preformed by ASSET ID, but by SERIAL NBR.*
   F. *Verify the CHG QTY.*
   G. Update the LOC, using ... to browse for the revised location. *This is a 20 alphanumeric character field.*
   H. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
   I. Update the Cond Cd, using ✓ to select the desired code.
   J. Update the SYS ID, using ℹ to assist with the revised identifier. *This is a 10 alphanumeric character field.*
   K. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*
   L. Update the LOT NBR, using ... to browse for the revised number. *This is a 20 alphanumeric character field.*
   M. Update the EXPR DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   N. Update the Local RCPT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.
   O. Update the RCVD BY, entering the revised name in the field provided. *This is a 20 alphanumeric character field.*

P. Update the ORIGL IN SVC DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the DOD SERIAL NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

R. Select 

. *The **Attachment Add** page appears.*

S. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

T. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select 

. *The **Asset Update Transaction Status** page appears.*

5.

OR

Select the Accounting tab to continue updating the asset.

A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. Update the Cptl Cd, using  to select the desired code.

D. Update the ACQ DT, using  or entering the date (MM/DD/YYYY) in the field provided.

E. Update the RCPT DOC NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*

F. Update the Asset Cd, using  to select the desired code.

G. Update the Asset Sts Cd, using  to select the desired code.

H. Update the OBLIGN DOC NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

I. Update the Fund Cd /ASN, using  to select the desired code.

J. Update the OWNG COST CENTER, using  to browse for the revised identifier. *This is a 11 alphanumeric character field.*

K. *Verify the OWNG COST CENTER DESC.*

L. Update the FNDNG COST CENTER, using  to browse for the revised identifier. *This is a 11 alphanumeric character field.*

M. *Verify the FNDNG COST CENTER DESC.*

N. Update the TASK CD, entering the revised code in the field provided. *This is a 25 alphanumeric character field.*

O. Update the JOB ORDER NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

P. Update the LOA, using ... to browse for the revised identifier. *This is a 31 alphanumeric character field.*

Q. Update the Transfer Type Cd, using to select the desired code.

R. Update the TRADING PARTNER NBR, entering the revised identifier in the field provided. *This is a 9 alphanumeric character field.*

S. *Verify the LOAN CD.*

If the LOAN CD **is** G-Government Owned, no additional fields appear.

If the LOAN CD **is not** G-Government Owned, these fields appear:

a. *Verify the Loan Address.*

b. *Verify the LOAN START DT.*

c. *Verify the LOAN END DT.*

T. Update the Lease Cd, using to select the desired code.

If the LEASE CD **is** N-Government Owned, no additional fields appear.

If the LEASE CD **is not** N-Government Owned, these fields appear:

a. Update the Lease Address, using ... to browse for the revised address. *This is a 35 alphanumeric character field.*

b. *Verify the Lease Activity.*

c. Update the LEASE START DT, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the LEASE END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Select Update. *The **Asset Update Transaction Status** page appears.*

6.

OR

Select the Contract tab to continue updating the asset.

A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

E. Update the CNTR/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

F. Update the SPIIN, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*

G. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

H. Update the SLIN, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

I. Update the ACRN, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

Select Update. *The **Asset Update Transaction Status** page appears.*

7. **OR**

   Select the Agency tab to continue updating the asset.

   A. *Verify the ASSET ID.*

   B. *Verify the STOCK NBR.*

   Note

   Any additional fields on this tab are agency specific and not DPAS controlled.

8. Select Update. *The **Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
408 - ASSET ID cannot contain special character (s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are pro-

	hibited.
294 - ASSET ID for serial assets cannot begin with Bulk.	Invalid Entry. The End Item Serial or Component radio button was checked, not the Bulk radio button. Either choose a different ASSET ID or choose the Bulk radio button.
13 - Mandatory Entry: *ASSET ID*.	
13 - Mandatory Entry: *SERIAL NBR*.	
13 - Mandatory Entry: *COND CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Local RCPT DT*.	
13 - Mandatory Entry: *ORIGL IN SVC DT*.	
13 - Mandatory Entry: *ACQ DT*.	
293 - CNTR/PO NBR is required for ASSET CD "G" = Assets Under Capital Lease.	Missing Entry. The ASSET CD is set such that it requires the CNTR/PO NBR. Enter the CNTR/PO NBR in the field.
195 - SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
270 - Unit Cost must be <$100,000 for bulk managed assets.	Invalid Entry. The total amount of cost for bulk items must be $99,999.99 or less. Re-enter the unit price.
302 - ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
750 - Cost Center does not exist.	Invalid Entry. The entered Cost Center is not currently in the system. Enter a valid Cost Center.
749 - Cost Center invalid	Invalid Entry. The type of cost center

for cost center type.	entered does not match the type of cost center expected (OWNG, FNDNG, DEPRN, etc.). Enter a valid cost center.
751 - Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Asset Update Loan Update

Overview

The Asset Update Loan Update process allows editing of the Loan information for an asset or multiple assets.

Note

The Loan Update process is available only for End Items. It is **not** available for Components or Bulk Items.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > ○ Loan Update > Continue > Asset Update Loan Update page

Page Fields

The following fields display on the **Asset Update Loan Update** page. For more information on each field, select the appropriate hyperlink.

Loan Update

Asset Id

Stock Nbr

Loan Cd

Orig. Asset Status Code

Orig. Asset Receipt Action Code

Loan Notification Code

Loan Change

Loan Code C

Loan Cd *

DoDAAC/CAGE Cd *

Doc Nbr

Asset Sts Cd *

Cntr Nbr *

Cntr Start Dt

Cntr End Dt

Loan Address

Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code G

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code L

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *

Estimated Shipment Dt
Mode of Shipment

Loan Code M

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code N

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Loan Information for an Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Note

The **LOAN CD** selected from the drop-down list determines the data fields displayed on the page.

1. From the Selected Rows page, select Continue. *The* ***Asset Update Loan Update*** *page appears.*
2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. *Verify the LOAN CD.*
5. *Verify the ORIG Asset Status Code.*
6. *Verify the ORIG Asset Receipt Action Code.*
7. *Verify the Loan Notification Code.*
8. *Depending upon the LOAN CD above, the fields are different:*

   Loan Code C-Out on Loan to Non-GOVT ACTY

   A. Update the Loan Cd, using ⌄ to select the desired code.

   B. Update the DoDAAC/CAGE Cd, using ⌄ to select the desired code.

   C. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

   D. Update the Asset Sts Cd, using ⌄ to select the desired code.

   E. Update the Cntr Nbr, using ⌄ to select the desired identifier.

   F. *Verify the CNTR START DT.*

   G. *Verify the CNTR END DT.*

H. Update the Loan Address, using ... to browse for the revised address. *This is a 35 alphanumeric character field.*

I. Update the Loan Activity in the Activity Name field provided. *This is a 50 alphanumeric character field.*

J. Update the LOAN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

K. Update the LOAN END DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the LOC, using ... to browse for the revised location. *This is a 20 alphanumeric character field.*

M. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

N. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*

O. Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Verify the ESTSHIPMENT DT contains the appropriate ☑ or ☐. *This specifies the SHIPMENT DT is not an exact date.*

Q. Update the Mode of Shipment, using to select the desired method.

Loan Code G-Government Owned

A. Update the Loan Cd, using to select the desired code.

B. Update the DoDAAC/CAGE Cd, using to select the desired code.

C. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

D. *Verify the ASSET STS CD.*

E. Update the LOC, using ... to browse for the revised location. *This is a 20 alphanumeric character field.*

F. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

G. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*

H. Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Verify the EST SHIPMENT DT contains the appropriate ☑ or ☐. *This specifies the SHIPMENT DT is not an exact date.*

J. Update the Mode of Shipment, using ▼ to select the desired method.

Loan Code L-In on Loan from GOVT ACTY

A. *Verify the LOAN CD.*

B. *Verify the DODAAC / CAGE CD.*

C. *Verify the DOC NBR.*

D. *Verify the ASSET STS CD.*

E. *Verify the Loan Address.*

F. *Verify the Loan Activity in the Activity Name field.*

G. *Verify the LOAN START DT.*

H. *Verify the LOAN END DT.*

I. *Verify the LOC.*

J. *Verify the SUB LOC.*

K. *Verify the TCN.*

L. *Verify the SHIPMENT DT.*

M. *Verify the ESTSHIPMENT DT.*

N. *Verify the Mode of Shipment.*

Loan Code M-Out on Loan to GOVT ACTY

A. Update the Loan Cd, using ▼ to select the desired code.

B. Update the DoDAAC/CAGE Cd, using ▼ to select the desired code.

C. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

D. Update the Asset Sts Cd, using ▼ to select the desired code.

E. Update the Loan Address, using ... to browse for the revised address. *This is a 35 alphanumeric character field.*

F. Update the Loan Activity in the Activity Name field provided. *This is a 50 alphanumeric character field.*

G. Update the LOAN START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

H. Update the LOAN END DT, using  or entering the date (MM/DD/YYYY) in the field provided.

I. Update the LOC, using  to browse for the revised location. *This is a 20 alphanumeric character field.*

J. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

K. Update the TCN, entering the revised location in the field provided. *This is a 40 alphanumeric character field.*

L. Update the SHIPMENT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

M. Verify the ESTSHIPMENT DT contains the appropriate  or  . *This specifies the SHIPMENT DT is not an exact date.*

N. Update the Mode of Shipment, using  to select the desired method.

Loan Code N-In on Loan from Non-GOVT ACTY

A. *Verify the LOAN CD.*

B. *Verify the DODAAC / CAGE CD.*

C. *Verify the DOC NBR.*

D. *Verify the ASSET STS CD.*

E. *Verify the Loan Address.*

F. *Verify the Loan Activity in the Activity Name field.*

G. *Verify the LOAN START DT.*

H. *Verify the LOAN END DT.*

I. *Verify the LOC.*

J. *Verify the SUB LOC.*

K. *Verify the TCN.*

L. *Verify the SHIPMENT DT.*

M. *Verify the ESTSHIPMENT DT.*

N. *Verify the Mode of Shipment.*

9. Select Update. *The **Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
423 - One or more selected row(s) does not have an assigned, recorded, and tagged UII.	Invalid Entry. A UII must be associated with the asset(s) for the Loan Change to occur. Double-check the identifiers of the assets, and try again.
13 - Mandatory Entry: *DoDAAC / CAGE Cd*. **13 - Mandatory Entry: *Doc Nbr*.** **13 - Mandatory Entry: *Loan Address*.** **13 - Mandatory Entry: *Loan Start Dt*.** **13 - Mandatory Entry: *Loan End Dt*.** **13 - Mandatory Entry: *Mode of Shipment*.**	Missing Entry. Enter the appropriate information in the desired field.
121 - Loan/Lease End Date must be > Start Date.	Invalid Entry. The Loan Start Dt / Lease Start Dt must be earlier than the Loan End Dt / Lease End Dt. Re-enter the dates again.
xxx - Screen is locked - asset cannot be loaned out by any loan custodian.	Invalid Entry. This asset is already in on loan, and must remain here. Choose another asset to loan out.
432 - Asset is already out On Loan through DPAS.	Invalid Entry. This asset cannot be loaned out, as it is already out on loan. Choose another asset to loan out.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows

- Asset Basic Update
- Asset Price Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Asset Update Mass Update

Overview

The Asset Update Mass Update process allows editing of the multiple records to modify.

Note

To perform a Mass Accounting Update action, all selected rows must have matching Stock Number and Fund Code/Allotment Serial Number.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > (desired record(s)) > Continue > Selected Rows > Mass Update > Continue > Asset Update Mass Update page

Page Fields

The following fields display on the **Asset Update Mass Update** page. For more information on each field, select the appropriate hyperlink.

Mass Update Tab

Stock Nbr

Doc Nbr

Oblign Doc Nbr

Loc

Sub Loc

Cond Cd

Sys Id

Cntr/PO Nbr

Owng Cost Center

Owng Cost Center Desc

Fndng Cost Center

Fndng Cost Center Desc
Task Cd
Job Order Nbr
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
LOA
Attachments
Remarks
History Remarks

Agency Tab

Asset Id
Stock Nbr

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Multiple Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the Selected Rows page, select Continue. *The* ***Asset Update Mass Update*** *page appears.*
2. Update the fields in the Mass Update Tab.
   A. *Verify the STOCK NBR.*

Attention

To delete the value(s) in the system, the word **DELETE** must be typed into the field. It cannot be left blank; a blank field will not delete the value.

   B. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

C. Update the OBLIGN DOC NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

D. Update the LOC, using ... to browse for the revised location. *This is a 20 alphanumeric character field.*

E. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

F. Update the Cond Cd, using to select the desired code.

G. Update the SYS ID, using to assist with the revised identifier. *This is a 10 alphanumeric character field.*

H. Update the CNTR/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

I. Update the OWNG COST CENTER, using ... to browse for the revised identifier. *This is a 11 alphanumeric character field.*

J. *Verify the OWNG COST CENTER DESC.*

K. Update the FNDNG COST CENTER, using ... to browse for the revised identifier. *This is a 11 alphanumeric character field.*

L. *Verify the FNDNG COST CENTER DESC.*

M. Update the TASK CD, entering the revised code in the field provided. *This is a 25 alphanumeric character field.*

N. Update the JOB ORDER NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

O. Update the TRADING PARTNER NBR, entering the revised identifier in the field provided. *This is a 9 alphanumeric character field.*

P. Update the TRADING DEPT CD, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

Q. Update the Trading Basic Symbol, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

R. Update the Trading SUBHEAD, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

S. Update the LOA, using ... to browse for the revised identifier. *This is a 31 alphanumeric character field.*

T. Select Add Attachment. *The **Attachment Add** page appears.*

U. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

V. Enter the History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

3. Update the fields in the Agency tab.
   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*

> **Note**
> Any additional fields on this tab are agency specific and not DPAS controlled.

4. Select Update. *The **Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
317 - BULK QTY CHG requires a CHG to one of the following: STK NBR, MFR, LOT NBR, LOC, SUB LOC, SYS ID, Loan or LEASE CD.	Invalid Entry. A partial bulk quantity was entered without changing any other fields. Change one of the listed fields (STK NBR, MFR, LOT NBR, LOC, SUB LOC, SYS ID, Loan or LEASE CD) and try again.
143 - Selection of Action button is required.	Invalid Entry. The button must be selected to process the changes. Select the button.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

Asset Update Price Update

Overview

The Asset Update Price Update process allows editing of the Acquisition Cost of an asset due to an error or a revaluation.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > ○ Price Update > Continue > Asset Update Price Update page

Page Fields

The following fields display on the **Asset Update Price Update** page. For more information on each field, select the appropriate hyperlink.

Price Update

Asset Id
Stock Nbr
Cost Correction
Asset Revaluation
Acq Cost
Cptl Cd *
Total Cost
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Asset Price

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the Selected Rows page, select Continue. *The **Asset Update Price Update** page appears.*
2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. Select ○ Cost Correction if the asset price was originally entered incorrectly.

   OR

   Select ○ Asset Revaluation if the asset price has changed since it was entered.
5. Update the ACQ COST, entering the revised amount in the field provided. *This is a 15 numeric character field.*
6. Update the Cptl Cd, using ▼ to select the desired code.
7. *Verify the Total Cost.*
8. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
9. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
10. Select Update. *The **Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
283 - The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double-check the amounts.
13 - Mandatory Entry: *CPTL CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *History Remarks*.	
284 - The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double-check the entered amounts.

285 - The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double-check the entered amounts.
287 - If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.	Invalid Entry. Double-check the entered amounts. If the entered amounts are correct, select Continue. If they are incorrect, enter the correct amount.
286 - The current Cost Variance Maximum threshold is: xx%.	Invalid Entry. The maximum percentage difference between the two amounts is the specified amount, which is smaller than the current variance amount. Double-check the entered amounts.
271 - ASSET CD is not valid for STOCK NBR.	Invalid Entry. The entered STOCK NBR does not match the entered ASSET CD. Enter the ASSET CD again.
341 - CMPN ACQ COST is > End Item ACQ COST.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the ACQ COST again.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Update Report Export
- Asset Details
- Add an Attachment

View the Asset Update Transaction Status

Overview

The Asset Update Transaction Status Transaction Status page displays a verification of the update transaction completed.

Navigation

Asset Management > Update > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Asset Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Asset Update Search Criteria** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Asset Update Report Export** page appears.*
- Select Cancel to return to the **Asset Update Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Report Export
- Asset Details
- Add an Attachment

Export an Asset Update Report

Overview

The Asset Update Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Update > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Asset Update Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Asset Update Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Asset Update Search Criteria** page.

Related Topics

- Search for an Asset Update - Criteria
- Search for an Asset Update - Results
- Asset Update Selected Rows
- Asset Basic Update
- Asset Price Update
- Asset Loan Update
- Asset Stock Nbr Update
- Asset Mass Update
- Asset Update Transaction Status
- Asset Details
- Add an Attachment

Search For a Custodian — Criteria

Overview

The Property Accountability module Custodian process provides the ability to manage individuals assigned as being responsible for property assets for a specific area. The Custodian Search Criteria page begins the process and provides means to search for existing Custodian Number records and create new records.

When creating a new Custodian Number record, be sure to adhere to the following rules:

- Use up to 6 alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to 6 alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority ☑ to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria

Page Fields

The following fields display on the **Custodian Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Maj Custodian Nbr

Sub Custodian Nbr

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Existing Custodian

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *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 one or more of the following optional fields:

- Enter the MAJ CUSTODIAN NBR in the field provided.
- Enter the SUB CUSTODIAN NBR in the field provided.

2. Click Search to display search results. *The **Custodian Search Results** page appears.*

Add a New Major Custodian

*Selecting Reset at any point of this procedure clears the fields. **Bold** numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR.

2. Select Add to create the new record. *The **Custodian Add** page appears.*

Add a New Subordinate Custodian

*Selecting Reset at any point of this procedure clears the fields. **Bold** numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR.

2. Enter the desired SUB CUSTODIAN NBR.

3. Select Add to create the new record. *The **Custodian Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
62 - CUSTODIAN NBR (Maj/Sub) contains special characters or embedded spaces.	Invalid Entry. MAJ CUSTODIAN NBR and SUB CUSTODIAN NBR records cannot use a space or special characters. Remove all spaces and/or special characters.
13 - Mandatory Entry:	Missing Entry. When attempting to add a Sub

MAJ CUSTODIAN NBR.	Custodian Number, a Major Custodian Number must be established. When attempting to add a Major Custodian Number with no entry, a Major Custodian Number must be established.
154 - CUSTODIAN NBR already exists.	Invalid Entry. The CUSTODIAN NBR Add request already exist within the Logistics Program. Reset page and enter a new Custodian Number.

Related Topics

- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

Search For a Custodian - Results

Overview

The Custodian Search Results page displays records from a Custodian search. Custodian records can be updated or deleted from this page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Custodian > Search Criteria > Search > Custodian Search Results

Page Fields

The following fields display on the **Custodian Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Maj Custodian Nbr

Sub Custodian Nbr

Search Results

Cust Nbr

Cust Name

Office

Loc

Sub Loc

Procedures

Selecting Cancel *returns to the* ***Custodian Search Criteria*** *page.*

Update a Custodian Number Record

Select the Update hyperlink next to the desired record. *The* ***Custodian Update*** *page appears.*

Delete a Custodian Number Record

Select the Delete hyperlink next to the desired record. *The* ***Custodian Delete*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Delete Action invalid. Custodian record still has assets assigned.	Assets exist on the Custodian record. Assets must be reassigned to a different Custodian record in order to delete this record.

Related Topics

- Search for a Custodian - Criteria
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

Add a Custodian

Overview

The Custodian Add page provides the ability to create a MAJ CUSTODIAN NBR or a SUB CUSTODIAN NBR record. A MAJ CUSTODIAN is the person responsible for the equipment and is assigned by the Accountable Property Officer (APO) or Property Administrator (PA). The SUB CUSTODIAN is the person associated with the equipment assigned to the MAJ CUSTODIAN.
If authorizations are tracked down to the Custodian level, there must be a unique Paragraph Number assigned, regardless of the type of authorization.
Follow these rules to create a new Custodian Number record:

- Use up to six alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to six alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority ☑ to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria > Add > Custodian Add page

Page Fields

The following fields display on the **Custodian Add** page. For more information on each field, select the appropriate hyperlink.

Basic Tab

Maj Custodian Nbr (Read Only)
Sub Custodian Nbr (Read Only)
Custodian Name *
Address 1
Address 2
City
State *
Zip Cd *
Country Cd *
Phone Nbr
DSN

FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Add a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

The following procedure applies to creating a MAJ CUSTODIAN NBR record or a SUB CUSTODIAN NBR record. Selecting Cancel *returns to the* ***Custodian Search Criteria*** *page.* ***Bold*** *numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR.
2. If creating a SUB CUSTODIAN NBR record, enter the desired SUB CUSTODIAN NBR.
3. Select Add to create the new record. *The* ***Custodian Add*** *page appears.*
4. Enter the responsible personnel in the Custodian Name field provided.
5. Enter the primary address in the Address 1 field provided.
6. Enter any supplementary address information in the Address 2 field provided.
7. Use to select the State.
8. Enter the ZIP CD in the field provided.
9. Use to select the COUNTRY CD. *The default is set at "US-UNITED STATES OF AMERICA". This field is mandatory.*
10. Enter the Custodian's PHONE NBR in the field provided.
11. Enter the DSN in the field provided.

12. Enter the FAX NBR in the field provided.
13. Enter the E-Mail Address in the field provided.
14. Enter the Office ID in the field provided.
15. Enter the Office Name in the field provided.
16. Use  to select the ORDER DT. *Date must be less than or equal to the present date.*
17. Use  to browse and select the desired LOC.
18. Enter the SUB LOC in the field provided.
19. Select  to grant Transfer Authority to the Custodian.
20. Enter the ALT CUSTODIAN NAME in the field provided.
21. Enter the ALT PHONE NBR in the field provided.
22. Use  to select the ALT ORDER DT. *Date must be less than or equal to the present date.*
23. Enter comments and pertinent information in the Remarks field provided.
24. Enter historical comments in the History Remarks field provided.
25. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
26. Select 

to complete the transaction. *The application advances to the **Custodian Transaction Status** page.*
27. Choose one of the following options:
    - Select 

to return to the **Custodian Search Criteria** page.
    - Select 

to advance to the Print page.
        1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
        2. Follow prompts provided by computer.
        3. Select 

to return to the **Custodian Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Name*.	Missing Entry. Enter the appropriate information in the desired field.
44 — Input date must be < = system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
56 — Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

Update a Custodian

Overview

The Custodian Update page allows editing of an individual custodian records. It is important to keep Custodian records current for the purpose of maintaining reliable property book information.

Navigation

Asset Management > Custodian > Search Criteria > 

> Search Results page > Update > Custodian Update page

Page Fields

The following fields display on the **Custodian Update** page. For more information on each field, select the appropriate hyperlink.

Basic Tab

Maj Custodian Nbr (Read Only)
Sub Custodian Nbr (Read Only)
Custodian Name *
Address 1
Address 2
City
State *
Zip Cd *
Country Cd *
Phone Nbr
DSN
FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

Update a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

The following procedure applies to updating a MAJ CUSTODIAN NBR record or a SUB CUSTODIAN NBR record. Selecting Cancel *returns to the* ***Custodian Search Results*** *page.* ***Bold*** *numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR.
2. If creating a SUB CUSTODIAN NBR record, enter the desired SUB CUSTODIAN NBR.
3. Select Search to view the results. *The* ***Custodian Search Results*** *page appears.*
4. Select Update next to the desired record. *The* ***Custodian Update*** *page appears.*
5. Modify the responsible personnel in the Custodian Name.
6. Enter the primary address in the Address 1 field provided.
7. Enter any supplementary address information in the Address 2 field provided.
8. Use to change the State.
9. Modify the ZIP CD in the field provided.
10. Use to select the COUNTRY CD.
11. Enter the Custodian's PHONE NBR in the field provided.
12. Enter the DSN in the field provided.
13. Enter the FAX NBR in the field provided.
14. Enter the E-Mail Address in the field provided.
15. Enter the Office ID in the field provided.
16. Enter the Office Name in the field provided.
17. Use to select the ORDER DT. *Date must be less than or equal to the present date.*
18. Use ... to browse and select the desired LOC.
19. Enter the SUB LOC in the field provided.
20. Select to grant Transfer Authority to the Custodian.

21. Enter the ALT CUSTODIAN NAME in the field provided.
22. Enter the ALT PHONE NBR in the field provided.
23. Use  to select the ALT ORDER DT. *Date must be less than or equal to the present date.*
24. Enter comments and pertinent information in the Remarks field provided.
25. Enter historical comments in the History Remarks field provided.
26. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
27. Select 

to complete the transaction. *The pageadvances to the **Transaction Status** page.*
28. Choose one of the following options:
    - Select 

to return to the **Custodian Search Criteria** page.
    - Select 

to advance to the Print page.
        1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
        2. Follow prompts provided by computer.
        3. Select 

to return to the **Custodian Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Name is Mandatory.	Name field is a mandatory entry. Enter a name for the CUSTODIAN NBR record.
Input date must be < or = system date.	Both the Order Date and Alternate Order Date cannot be greater than the present date.
Email address structure is incorrect.	Email Address must be in recognizable email format. Example: john.smith@dfas.mil.

PHONE NBR, DSN, or FAX NBR must numeric with supported special character(s) -, +, (,), x, period and spaces.	Phone Number and Alternate Phone Number must be in recognizable format.
LOC and/or SUB LOC contains special characters.	Location or Sub Location cannot contain special characters. Re-enter Location or Substitute Location without special character(s) -, +, (,), x, period and spaces.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

PageID Ref: WPHRN4204_99

Delete a Custodian

Overview

The Custodian Delete process allows the removal of a Custodian record. When Custodians change positions or leave the organization, it is imperative the custodian account is removed or reassigned. Prior to deleting a record, the system verifies that no assets exist for this Custodian/Sub Custodian. Assets cannot be assigned to a deleting Custodian record. Assets must be assigned to a different Custodian record.

Navigation

Asset Management > Custodian > Search Criteria > 

> Search Results > Delete > Custodian Delete page

Page Fields

The following fields display on the **Custodian Delete** page. Only the History Remarks field is editable. For more information on each field, select the appropriate hyperlink.

Basic Tab

Custodian Nbr
Custodian Name
Address 1
Address 2
City
State
Zip Cd
Country Cd
Phone Nbr
DSN
FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr

Alt Order Dt

Remarks

History Remarks

Procedure

The following procedure applies to deleting a MAJ CUSTODIAN NBR record or a SUB CUSTODIAN NBR record. Selecting Cancel *returns to the* ***Custodian Search Results*** *page.*

Delete a Custodian Record

1. Enter comments in the History Remarks. *This is a 1024 alphanumeric character field.*
2. Select Delete to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Delete Action invalid. Custodian record still has assets assigned.	Verify this is the record for deletion and/or reassign asset(s) to a different record.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

Add a Custodian Paragraph Number

Overview

The Custodian Paragraph Number Add page provides the ability to add one or more Paragraph Numbers to a Custodian record. If using LIN/TAMCN authorizations, the Custodian Paragraph Number tab displays and allows associations of Paragraph Numbers to a Custodian.

Helpful Tip

The Paragraph Number must be unique for each Custodian. However, the use of the Paragraph Number is NOT mandatory.

Navigation

Asset Management > Custodian > Search Criteria > Add > Add Custodian page > PARA NBR tab

Page Fields

The following fields display on the **PARA NBR** tab. For more information on each field, select the appropriate hyperlink.

PARA NBR

Maj Custodian Nbr (Read Only)

Sub Custodian Nbr (Read Only)

Para Nbr

PARA NBR Grid

Para Nbr

Para Nbr Desc

Procedure

Add Paragraph Number(s) to a Custodian

Continuing from Add a Maj Custodian Nbr or Sub Custodian Nbr procedure, this procedure completes the creation of a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR record. Selecting Cancel *returns to the* ***Custodian Search Criteria*** *page.*

1. Use ... to browse and select the desired PARA NBR.
2. Select Save to save the PARA NBR to the record. *The saved PARA NBR appears below.*

3. Repeat Steps 1 and 2 to add more PARA NBR entries to the CUSTODIAN NBR record.

Helpful Tip

 Select the Remove next to the desired PARA NBR entry to unassign the entry from the record.

4. Select Add to complete the transaction. *The application advances to the **Transaction Status** page.*
5. Choose one of the following options:
   - Select Search Criteria to return to the **Custodian Search Criteria** page.
   - Select Print to advance to the Print page.
     1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
     2. Follow prompts provided by computer.
     3. Select Search Criteria to return to the **Custodian Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Name is Mandatory.	Name field is a mandatory entry. Enter a name for the CUSTODIAN NBR record.
Input date must be < or = system date.	Both the Order Date and Alternate Order Date cannot be greater than the present date.
Email address structure is incorrect.	Email Address must be in recognizable email format. Example: john.smith@dfas.mil.
PHONE NBR, DSN, or FAX NBR must numeric with supported special char-	Phone Number and Alternate Phone Number must be in recognizable format.

acter(s) -, +, (,), x, period and spaces.	
Loc and/or Sub Loc contains special characters.	Location or Sub Location cannot contain special characters. Re-enter Location or Substitute Location without special character(s) -, +, (,), x, period and spaces.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

PageID Ref: WPHRN4206_1

Update a Custodian Paragraph Number

Overview

The Custodian Paragraph Number Update page provides the ability to edit one or more Paragraph Numbers on a Custodian record. If using LIN/TAMCN authorizations, the Custodian Paragraph Number tab displays and allows associations of Paragraph Numbers to a Custodian.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results page > Update > Custodian Update page > PARA NBR tab

Page Fields

The following fields display on the **PARA NBR** tab. For more information on each field, select the appropriate hyperlink.

PARA NBR

Maj Custodian Nbr (Read Only)

Sub Custodian Nbr (Read Only)

Para Nbr

PARA NBR Grid

Para Nbr

Para Nbr Desc

Procedure

Add Paragraph Number(s) to a Custodian

Continuing from Update a Maj Custodian Nbr or Sub Custodian Nbr procedure, this procedure completes the creation of a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR record. Selecting Cancel *returns to the* ***Custodian Search Results*** *page.*

1. Use ... to browse and select the desired PARA NBR.
2. Select Save to save the PARA NBR to the record. *The saved PARA NBR appears below.*
3. Repeat Steps 1 and 2 to add more PARA NBR entries to the CUSTODIAN NBR record.

Helpful Tip

Select Remove next to the desired PARA NBR entry to unassign the entry from the record.

4. Select Update to complete the transaction. *The application advances to the **Transaction Status** page.*
5. Choose one of the following options:
   - Select Search Criteria to return to the **Custodian Search Criteria** page.
   - Select Print to advance to the Print page.
     1. Select to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
     2. Follow prompts provided by computer.
     3. Select Search Criteria to return to the **Custodian Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Name is Mandatory.	Name field is a mandatory entry. Enter a name for the CUSTODIAN NBR record.
Input date must be < or = system date.	Both the Order Date and Alternate Order Date cannot be greater than the present date.
Email address structure is incorrect.	Email Address must be in recognizable email format. Example: john.smith@dfas.mil.
PHONE NBR, DSN, or FAX NBR must numeric with supported special character(s) -, +, (,), x, period and spaces.	Phone Number and Alternate Phone Number must be in recognizable format.

Loc and/or Sub Loc contains special characters.	Location or Sub Location cannot contain special characters. Re-enter Location or Substitute Location without special character(s) -, +, (,), x, period and spaces.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

PageID Ref: WPHRN4206_9

Delete a Custodian Paragraph Number

Overview

To remove a Paragraph Number from a Custodian record, select the **Update** hyperlink on the **Search Results** page.

Attention

Selecting the **Delete** hyperlink removes a complete record - the **MAJ CUST NBR** and all the **SUB CUSTODIAN NBR(S)**. To remove only the Paragraph Numbers from a Custodian record, select the **Update** hyperlink on the **Search Results** page.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results page > Update > Custodian Update page

Page Fields

The following fields display on the **PARA NBR** tab. For more information on each field, select the appropriate hyperlink.

PARA NBR

Maj Custodian Nbr (Read Only)

Sub Custodian Nbr (Read Only)

Para Nbr

PARA NBR Grid

Para Nbr

Para Nbr Desc

Procedure

Remove a Custodian Paragraph Number

Selecting Cancel *returns to the* ***Custodian Search Results*** *page.*

1. Select Search. *The* ***Search Results*** *page displays.*
2. Select the **Update** hyperlink onthe desired record.
3. Select the **Para Nbr** tab.
4. Select the **Remove** hyperlink.
5. Select Update to process the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status
- Export a Custodian Report

PageID Ref: WPHRN4206_4

Transaction Status for a Custodian

Overview

The Custodian Transaction Status page displays a verification of the add, update, or delete transaction just processed.

Navigation

Asset Management > Custodian > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Custodian Add/Update/Delete Transaction Status** page. For more information on each field, select the appropriate hyperlink.

PARA NBR

Status

Action Required

Details

Procedure

The Transaction Status offers the following options:

- Select 

to return to the **Custodian Search Criteria** page.
- Select 

to print a report of the transaction. *The application advances to the **Custodian Report Export** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian

- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Export a Custodian Report

Export a Custodian Report

Overview

The Custodian Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Custodian > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Custodian Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

Export File to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
2. Follow the prompts provided by the computer.
3. Select  to return to the **Custodian Search Criteria** page.

Search the Results

1. Select the empty field  ..
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select the Find hyperlink to search for the entry. *The entry appears highlighted in the file.*
4. Select the Next hyperlink to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Custodian Add/Update/Delete Transaction Status

Search for Pending Transactions — Criteria

Overview

The Property Accountability module Pending Transactions process provides the ability to review the incoming and outgoing assets.
The types of pending transaction processes available for reviewing are:

- Receipt
- Disposition
- Transfer
- Pending
- Loan Within DPAS
- Loan Return

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Pending TRAN > Pending Transactions Search Criteria page

Page Fields

The following fields display on the **Pending Transaction Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Process

Process Action

Doc Nbr

Asset Id

Serial Nbr

Stock Nbr

Custodian Nbr

UII

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Pending Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Use to select the Process.
   - Use to select the Process Action.
   - Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Use or to assist with the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*

     Custodian Number Browse help
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
2. Select Search. *The **Search for Pending Transactions - Results** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

you do not have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
268 - Process Action is mandatory.	Missing Entry. The Process drop-down must be populated before searching. Choose an option in the Process drop-down and try again.

Related Topics

- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Pending Transactions Transfer
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Search for Pending Transactions — Results

Overview

The Pending Transaction Results page provides the ability to view and select an asset that has a transaction pending against it.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Note

Only the highest level component is displayed. The lower level components do not display but process with the higher assemblage automatically.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Pending Transactions Search Results page

Page Fields

The following fields display on the **Pending Transaction Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Process
Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr

Receipt

UII

Search Results

Select
Doc Nbr
Asset Id

Stock Nbr
Serial Nbr
Qty
Item Desc
UIC Fr
UIC To
Cust Nbr Fr
Cust Nbr To
Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Status

Receipt

Acq Cost
UII

Disposition

Pending iRAPT Approval

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Records for Processing

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired asset to select the record.

Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The **Pending Transactions Selected Rows** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
339 - Selected Rows must contain the same Doc Nbr and Stock Nbr.	Invalid Entry. Multiple rows were selected and the Stock Nbrs and Doc Nbrs did not match. Select different rows and try again.
490 - Selected rows must contain the same Doc Nbr, Stock Nbr and Acq Cost.	Invalid Entry. Multiple rows were selected and the Stock Nbrs, Acq Costs, and Doc Nbrs did not match. Select different rows and try again.
240 - Selected rows must contain the same Doc Nbr.	Invalid Entry. Multiple rows were selected and the Doc Nbrs did not match. Select different rows and try again.
429 - Multiple Row Select is not allowed for process action "Loan Return" or "Loan within DPAS".	Invalid Entry. More than one record was selected. Choose one record and try again.

Related Topics

- Search for Pending Transactions - Criteria
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Pending Transactions Transfer
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Selected Rows for Pending Transactions

Overview

The Pending Transaction Selected Rows page displays the records selected that have a transaction pending.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ desired record(s) > Continue > Pending Transactions Selected Rows page

Page Fields

The following fields display on the **Pending Transaction Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Process
Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr

Receipt

UII

Selected Rows

Qty
Trans Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr Fr
Cust Nbr To
UIC Fr
UIC To

Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Status

Receipt

UII

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Verify a Pending Transaction

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the Search Criteria panel:
   A. *Verify the Process.*
   B. *Verify the Process Action.*
   C. *Verify the Doc Nbr.*
   D. *Verify the Asset Id.*
   E. *Verify the Serial Nbr.*
   F. *Verify the Stock Nbr.*
   G. *Verify the Custodian Nbr.*
   H. *Verify the UII.*
2. Verify the Selected Rows panel:
   A. *Verify the Qty.*
   B. *Verify the Trans Qty.*
   C. *Verify the Doc Nbr.*
   D. *Verify the Asset Id.*
   E. *Verify the Stock Nbr.*
   F. *Verify the Serial Nbr.*
   G. *Verify the Item Desc.*

H. *Verify the CUST NBR FR.*
I. *Verify the CUST NBR TO.*
J. *Verify the UIC FR.*
K. *Verify the UIC TO.*
L. *Verify the SITE ID FR.*
M. *Verify the SITE ID TO.*
N. *Verify the CAGE CD.*
O. *Verify the DODAAC.*
P. *Verify the LOC.*
Q. *Verify the Status.*
R. *Verify the UII.*

3. Depending upon the process, select a button:

Receipt

- Select Continue. *The **Asset Receiving** page appears.*
- Select Update. *The **Pending Transactions Receiving Update** page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Disposition

- Select Continue. *The **Asset Disposition** page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Transfer

- Select Continue. *The **Asset Transfer** page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Pending

- Select Reject. *The **Pending Transactions Reject** page appears.*
- Select Approve. *The **Pending Transactions Approve** page appears.*

Loan Within DPAS

- Select Continue. *The **Asset Receiving** page appears.*
- Select Update. *The **Pending Transactions Receiving Update** page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Loan Return

- Select Continue. *The **Pending Transactions Transaction Status** page appears.*
- Select Update. *The **Pending Transactions Receiving Update** page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
911 - Quantity exceeds "On Hand QTY" for this item.	Invalid Entry. The QTY ON HAND cannot be less than the quantity entered. Re-enter the quantity.
83 - Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Pending Transactions Transfer
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Approve Pending Transactions

Overview

The Pending Transactions Approve page provides a secondary check of transactions that are good and ready to go.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Approve > Pending Transactions Approve page

Page Fields

The following fields display on the **Pending Transaction Approve** page. For more information on each field, select the appropriate hyperlink.

Approve

- Qty
- Doc Nbr
- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Cust Nbr Fr
- Cust Nbr To
- UIC Fr
- UIC To
- Site Id Fr
- Site Id To
- CAGE Cd
- DoDAAC
- Loc
- Source

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Approve the Pending Transaction Request

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the items for approval.
   A. *Verify the QTY.*
   B. *Verify the DOC NBR.*
   C. *Verify the ASSET ID.*
   D. *Verify the STOCK NBR.*
   E. *Verify the SERIAL NBR.*
   F. *Verify the ITEM DESC.*
   G. *Verify the CUST NBR FR.*
   H. *Verify the CUST NBR TO.*
   I. *Verify the UIC FR.*
   J. *Verify the UIC TO.*
   K. *Verify the SITE ID FR.*
   L. *Verify the SITE ID TO.*
   M. *Verify the CAGE CD.*
   N. *Verify the DODAAC.*
   O. *Verify the LOC.*
   P. *Verify the Source.*
2. Select Approve. *The* ***Pending Transactions Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 - Unexpected error encountered, contact DPAS Help Desk for assist-ance.	Contact the DPAS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Pending Transactions Transfer
- Reject Pending Transactions
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Reject Pending Transactions

Overview

The Pending Transactions Reject page provides a secondary check of transactions that are wrong and need to be fixed.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reject > Pending Transactions Reject page

Page Fields

The following fields display on the **Pending Transaction Reject** page. For more information on each field, select the appropriate hyperlink.

Reject

Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr Fr
Cust Nbr To
UIC Fr
UIC To
Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Source

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reject the Pending Transaction Request

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the items for approval.
   A. *Verify the QTY.*
   B. *Verify the DOC NBR.*
   C. *Verify the ASSET ID.*
   D. *Verify the STOCK NBR.*
   E. *Verify the SERIAL NBR.*
   F. *Verify the ITEM DESC.*
   G. *Verify the CUST NBR FR.*
   H. *Verify the CUST NBR TO.*
   I. *Verify the UIC FR.*
   J. *Verify the UIC TO.*
   K. *Verify the SITE ID FR.*
   L. *Verify the SITE ID TO.*
   M. *Verify the CAGE CD.*
   N. *Verify the DODAAC.*
   O. *Verify the LOC.*
   P. *Verify the Source.*
2. Select Reject. *The* ***Pending Transactions Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 - Unexpected error encountered, contact DPAS Help Desk for assist-ance.	Contact the DPAS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Update the Pending Transactions Transfer
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Update a Pending Transaction

Overview

The Pending Transactions Update page allows editing of selected Pending Transactions.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Pending Transactions Update page

Page Fields

The following fields display on the **Pending Transactions Update** page. For more information on each field, select the appropriate hyperlink.

Update

Doc Nbr

UIC To

Custodian Nbr To

Asset Id

Stock Nbr

Serial Nbr

Qty

Mfr Data

Mfr Model Nbr

Mfr Name

Mfr Part Nbr

CAGE Cd

Non-Actbl

Estimated Dlvy Dt

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Pending Transaction

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*
2. Update the UIC TO, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*
3. Update the CUSTODIAN NBR To, using i or ... to assist with the revised identifier. *This is a 9 alphanumeric character field.*
4. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alphanumeric character field.*
5. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*
6. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*
7. Update the QTY, entering the revised amount in the field provided. *This is a 6 numeric character field.*
8. Update the MFR DATA, using i or ... to assist with the revised identifier. *This is a 36 alphanumeric character field.*
9. *Verify the MFR MODEL NBR.*
10. *Verify the MFR NAME.*
11. *Verify the MFR PART NBR.*
12. *Verify the CAGE CD.*
13. *Verify the NON-ACTBL.*
14. Update the ESTIMATED DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.
15. Select Update. *The* ***Pending Transactions Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 - Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

View the Pending Transactions Transaction Status

Overview

The Pending Transactions Transaction Status page displays information concerning the transaction just completed.

Navigation

Asset Management > Pending TRAN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Pending Transactions Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Pending Transactions Search Criteria** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Pending Transactions Report Export** page appears.*
- Select Cancel to return to the **Pending Transactions Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Pending Transactions Transfer
- Approve Pending Transactions
- Reject Pending Transactions
- Export the Pending Transactions Report

Export a Pending Transactions Report

Overview

The Pending Transaction Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Pending Transactions > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Pending Transactions Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel to return to the **Pending Transactions Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Cancel to return to the **Pending Transactions Search Criteria** page.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Pending Transactions Transfer
- Approve Pending Transactions
- Reject Pending Transactions
- Pending Transactions Transaction Status

Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to maintain authorizations created in DPAS. Authorizations are maintained at the Unit Identification Code (UIC) / Stock Number level.

Navigation

Asset Management > Authorization > Authorization Search Criteria page

Page Fields

The following fields display on the **Authorization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
27	A wild card is permitted using percentage (%).

Search Criteria

UIC *

Stock Nbr

Authn Ref Nbr

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Authorization

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields:



   A. Use ⌄ to select the UIC.

   B. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

      Stock Number Browse help

   C. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Search for an Authorization — Results** page appears.*

Add an Authorization

Select Add. *The **Add an Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
530 — Agency does not manage by Author-	Invalid Entry. The Authorization is not managed on this level. Contact the Agency

izations.	Coordinator.
531 — Data integrity error — Function Codes are not set properly. Contact Help Desk.	Contact the DPAS Call Center

Related Topics

- Search for an Authorization - Results
- Add or Update an Authorization
- View the Authorization Details
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Search for an Authorization — Results

Overview

The Authorizations Search Results page provides the ability to select individual or multiple records to be updated or deleted.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Authorization > Search Criteria > Search > Authorization Search Results page

Page Fields

The following fields display on the **Authorization Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
27	A wild card is permitted using percentage (%).

Search Criteria

UIC *

Stock Nbr

Authn Ref Nbr

(*) Asterisk identifies mandatory fields.

Procedure

To Perform an Update or Delete and View Detail Information for an Authorization:

Helpful Tip



To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

1. Make your selection(s) using the checkbox next to the record you want to **Update** or **Delete**. When making your selections you are only allowed one action at a time, **Update** or **Delete**.

Note



Records with an On-Hand QTY greater than zero cannot be deleted.

Helpful Tip



Selecting multiple records or choosing Select All produces a mass transaction for records found on all pages retrieved from your Search Criteria. You may have more than one page of **Search Results**.

2. To display the **Selected Rows** page select Continue.
3. If you want to see the detailed record for an authorization, select the **STOCK NBR** hyperlink. To return to the **Search Results** page, select Cancel.
4. To display the confirmation page for your delete action, select Delete.
5. You have the option to choose Deselect All to deselect any selections made previously in the **Search Results** or select Cancel to return you to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.

Related Topics

- Search for an Authorization - Criteria
- Add or Update an Authorization
- View the Authorization Details
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Add an Authorization

Overview

The Authorization Add process provides the ability to create a new authorization or update an existing authorization. To create an authorization, first establish a UIC and a Stock Number for the authorization.

Navigation

Asset Management > Authorization > Search Criteria > 

> Add an Authorization page

Page Fields

The following fields display on the **Authorization Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.
332	Attachments can only be added in the Update process.

Add

UIC *
Stock Nbr *
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

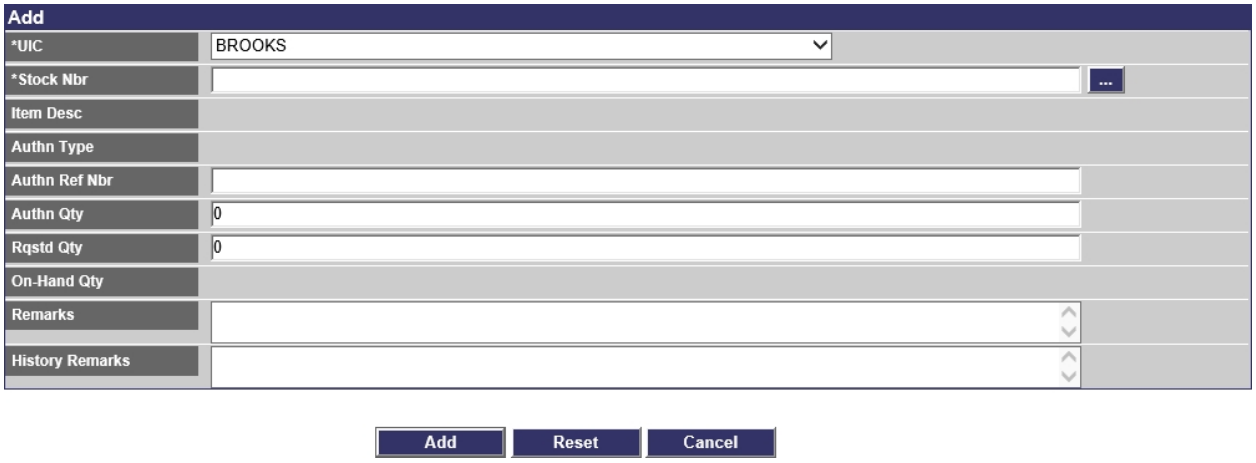
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Authorization

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Use to select the UIC.
2. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help
3. *The ITEM DESC automatically populates and is not editable.*
4. *The AUTHN TYPE automatically populates and is not editable.*
5. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*
6. Enter the AUTHN QTY in the field provided. *This is a 10 numeric character field.*
7. Enter the RQSTD QTY in the field provided. *This is a 10 numeric character field.*
8. *The ON-HAND QTY automatically populates and is not editable.*
9. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*
10. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

11. Select Add. *The **Authorization Transaction Status** page appears.*

To Update an Authorization:

1. The UIC which appears on the page for **Update** is display only. Select Cancel if UIC is not correct.
2. You can modify data in the following fields:

- **AUTHN REF NBR**
- **AUTHN QTY**
- **RQSTD QTY**
- **Remarks**
- **History Remarks**
- **Add Attachment button**

Helpful Tip



To remove the **AUTHN REF NBR**, type the word "*Delete*" in the **AUTHN REF NBR** field.

3. Select Update to process the transaction.
4. Choose Reset to clear the page or you can select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*. **13 — Mandatory Entry: *STOCK NBR*.**	Missing Entry. Enter the appropriate information in the desired field.
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Check to make sure the STOCK NBR is correct, and re-enter the number.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0”

	through “9”) characters.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- View the Authorization Details
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Authorizations Selected Rows

Overview

The **Authorizations Selected Rows** page displays the records based on your selections on the **Search Results** page. Viewing the records displayed on the page provides you an opportunity to confirm your selection(s) for Authorization actions.

Navigation

Asset Management > Authorization > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Authorizations Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Authn Ref Nbr

Selected Rows
Stock Nbr
Item Desc
Authn Type
Authn Qty
Rqstd Qty
On-Hand Qty
Authn Ref Nbr

Stock Nbr

Procedure

To Verify Authorization Record(s) Selected for Update or Delete:

Helpful Tip
The **STOCK NBR** header field provides a sort feature of ascending and descending order.

1. You can select the **STOCK NBR** hyperlink for a specific authorization to display the **Detail** page. To return to the **Selected Rows** page, select Cancel.

2. Select Continue to display the **Update** or **Delete** page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorization Search Criteria
- Authorization Search Results
- Authorization Add/Update
- Authorization Details
- Authorization Delete
- Authorization Transaction Status
- Authorization Report Export

PageID Ref: WFAUN0103_99

Authorization Delete

Overview

The Authorization Delete page allows you to remove authorizations from DPAS.

Navigation

Asset Management > Authorization > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Authorization Delete** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Authn Ref Nbr

Delete
UIC
Stock Nbr
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Record Type
Remarks
History Remarks

Stock Nbr

Procedure

To Delete an Authorization:

1. Review and verify the record selected for deletion is correct.
2. The **History Remarks** is a mandatory field.
3. Select 

to process the transaction or choose 

to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Cannot delete the authorization when On-Hand Qty is greater than 0.	Verify record for deletion is correct and On-Hand QTY is not greater than 0.

Related Topics

- Authorization Search Criteria
- Authorization Search Results
- Authorization Add/Update
- Authorization Details
- Authorization Transaction Status
- Authorization Report Export

PageID Ref: WFAUN0106_4

Authorization Details

Overview

The **Authorizations Details** page is view-only and displays data for a specific record. In addition, any Attachments added to the record are available for display. Attachments are jpg, jpeg, gif, and pdf files with a maximum file size of 2MB.

Navigation

Asset Management > Authorization > Search Criteria > Search Results > Details page
‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Authorization Details** page. For more information on each field, select the appropriate hyperlink.

UIC
Stock Nbr
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Attachment
Record Type
Remarks

Procedure

To View Detail Data and Attachments:

1. For records with attachments you can select the **View** hyperlink to display only jpg, jpeg, gif, and pdf files with a maximum file size of 2MB.
2. To return to previous page select Cancel.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorization Search Criteria
- Authorization Search Results
- Authorization Add/Update
- Authorization Delete
- Authorization Transaction Status
- Authorization Report Export

View the Authorization Transaction Status

Overview

The Authorization Transaction Status page displays a verification of the authorization transaction performed.

Navigation

Asset Management > Authorization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Authorization Transaction Status page

Page Fields

The following fields display on the **Authorization Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		UIC	BROOKS
		Stock Nbr	10378000
		Authn Qty	10
		Authn Ref Nbr	
		Tran Nbr	774
		Action	Add



- Select Print to print a report of the transaction. *The **Export an Authorization Report** page appears.*
- Select Search Criteria to return to the **Search for an Authorization — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add or Update an Authorization
- View the Authorization Details
- Delete an Authorization
- Export an Authorization Report

Export an Authorization Report

Overview

The Authorization Report Export page provides the ability to save the report in different formats.

Navigation

Asset Management > Authorization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export an Authorization Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

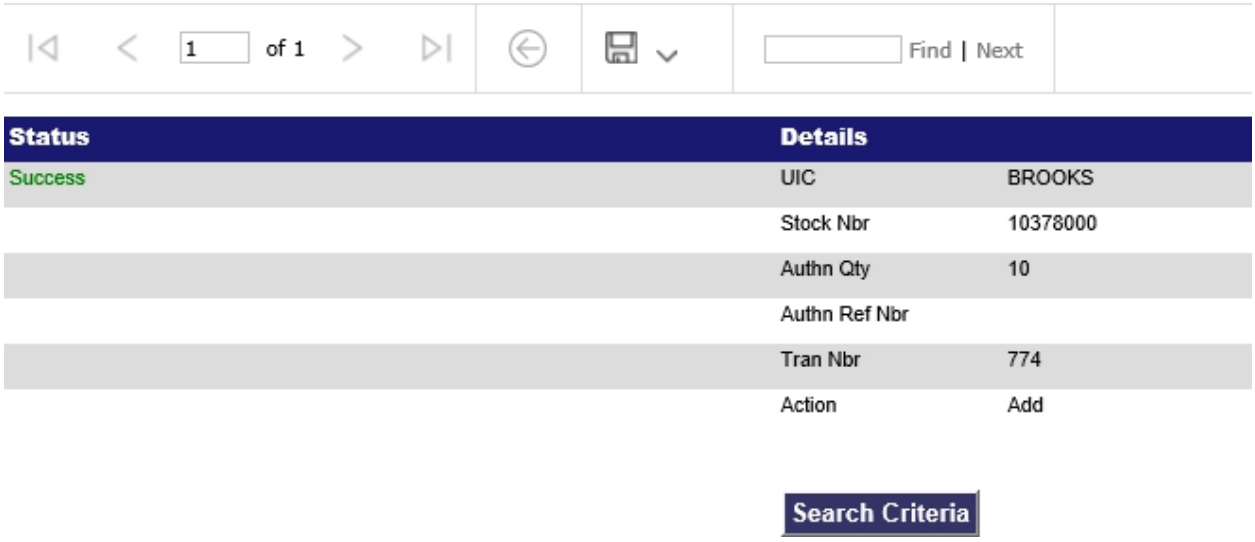
Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization Report to a Printable Application



1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Search for an Authorization — Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add or Update an Authorization
- View the Authorization Details
- Delete an Authorization
- View the Authorization Transaction Status

Authorizations Pending Search Criteria

Overview

In DPAS your Command Authority has the option to approve, disapprove or delete an authorization request. As a Local user or Requesting Official the Authorization Request is submitted to the Approving Official. These requests may be for the establishment of a new authorization or the modification of an existing Authorization.

When searching for an **Authorization Request Status** you have the following options:

- **Requested** provides you the option to Update an authorization record.
- **Disapproved** provides you the option to Delete an authorization record.

You will be notified by email when the Approving Official processes a request.

Navigation

Asset Management > Authorizations PNDG > Search Criteria

Page Fields

The following fields display on the **Authorizations Pending Search Criteria** page. For more information on each field, select the appropriate hyperlink.
*UIC
Stock NBR
*AUTHN RQST STS

* denotes a mandatory field

Procedure

To search for a requested or disapproved authorization:

Helpful Tip

UIC and **AUTHN RQST STS** are required. If the **UIC** and **AUTHN RQST STS** displayed on the page are correct, you can select Search to display your **Search Results**.

1. You can accept the default **UIC** or use the drop-down list to make a selection.
2. The **STOCK NBR** field is optional. Use the **STOCK NBR** ... to perform a search for a specific Stock Number.
3. From the **AUTHN RQST STS** drop-down list select one of the following:

- **Requested** - To review any requested authorizations or Update
- **Disapproved** - To approve/disapprove authorizations or Delete

4. Select Search to display the **Search Results** page or choose Reset to clear all data entered and remain on the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
UIC and AUTHN REF NBR are required.	Use the drop-down lists to select an available UIC and AUTHN REF NBR.
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Approver's do not add authorization requests.	You cannot approve and add an authorization requests. Web DPAS provides role separation of duty in this process.

Related Topics

- Authorizations Pending Search Results
- Authorizations Pending Selected Rows
- Authorizations Pending Detail
- Authorizations Pending Update
- Authorizations Pending Update/Delete Transaction Status
- Authorizations Pending Report Export

PageID Ref: WFAUN0301_5

Authorizations Pending Search Results

Overview

The **Search Results** page displayed is based on the **Authorization Request Status** selected for Search Criteria from one of the following:

- **Requested** provides you the option to select Update hyperlink for an authorization record.
- **Disapproved** provides you the option to select checkboxes to Delete an authorization record

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results

Page Fields

The following fields display on the **Authorizations Pending Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Authn Rqst Sts

Search Results

Update / Select
Stock Nbr
Item Desc
Rqstd Qty
Authn Rqst St
Authn Ref Nbr
Estbl By
Estbl Dt/Time

Stock Nbr

Procedures

To select Requested Authorizations for Update:

Helpful Tip



To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

1. Choose the **Update** hyperlink for the record to modify. The **Update** page displays.
2. To view a specific **Details** page, select the hyperlink for the Stock Number record you want to display. Select Cancel to return to the previous page.
3. Select Cancel to return to **Search Criteria** page.

To select Disapproved Authorizations for Delete:

Helpful Tip



To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

1. Select individual checkbox(es) or choose Select All for the record(s) to delete. Deselect All removes all checkbox(es) on all rows on every page.
2. To view a specific **Details** page, select the hyperlink for the Stock Number record you want to display. Select Cancel to return to the previous page.
3. Select Delete to display **Selected Rows** page or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Select a record(s) to continue.	A record must be selected to display the selected rows page.

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Selected Rows
- Authorizations Pending Detail
- Authorization Pending Update
- Authorizations Pending Update/Delete Transaction Status
- Authorizations Pending Report Export

PageID Ref: WFAUN0302_6

Authorizations Pending Selected Rows

Overview

The selected rows page allows you to review disapproved authorizations prior to a delete action.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Authorizations Pending Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Authn Rqst Sts

Selected Rows
Stock Nbr
Item Desc
Rqstd Qty
Authn Ref Nbr
Estbl By
Estbl Dt/Tm

Stock Nbr

Procedure

To Select Disapproved Authorization(s) for Deletion:

Note
It is recommended you review and confirm records for deletion.

1. Prior to deletion you can select the **STOCK NBR** hyperlink to display the **Details** page for a specific record. To return to the previous page, select Cancel.

2. Select Delete to remove the record or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Search Results
- Authorizations Pending Detail
- Authorizations Pending Update
- Authorizations Pending Update/Delete Transaction Status
- Authorizations Pending Report Export
-

PageID Ref: WFAUN0303_99

Authorizations Pending Update

Overview

The **Authorizations Pending Update** page allows you to modify the Authorization Request Status:

- **Requested**
- **Approved**
- **Disapproved**

When the Approving Official processes a request, the Requestor is notified by email.

Example of email sent:

Your authorization request for 1430010469594 is DISAPPROVED
UIC:M20325
STK NBR:1430010469594
REQUESTED QTY:888 - APPROVED QTY:0
Approver Remarks:
Request Remarks:888
AUTHN REF NBR:

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the A**uthorizations Pending Update** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Item Desc
Authn Qty

Update
Rqstd Qty
Rqst Remarks
Authn Rqst Sts
Authn Ref Nbr
Approval Remarks
Attachment

Stock Nbr

O/H Qty

Approved Qty

Procedure

To Update Authorization Status:

1. Select one of the following from the **AUTHN RQST STS**drop-down list:

- **Requested**
- **Approved**
- **Disapproved**

Note

When the Approving Official processes a request, the Requestor is notified by email.

2. The **AUTHN REF NBR** is an optional field which can be used as an identification number assigned to a request for authorization.
3. You can modify the **APPROVED QTY** at this time or accept the quantity displayed.
4. It is recommended you enter **Approval Remarks** to add additional comments for your action.
5. In the **Update** process, you can add an Attachment to the authorization record. By selecting the Add Attachment, you can access your local workstation or shared drive to attach one of the following:

- jpg
- jpeg
- gif
- pdf

6. Select Update to process the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
AUTHN QTY failed internal validation.	The APPROVED QTY field must be a numeric character greater than or equal to zero.
AUTHN REMARKS failed internal validation.	The Approval Remarks field cannot contain more than 1024 characters including spaces.
Entry must be alpha-numeric.	Authorization Reference Number must be alphanumeric.

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Search Results
- Authorizations Pending Selected Rows
- Authorizations Pending Detail
- Authorizations Pending Update/Delete Transaction Status
- Authorizations Pending Report Export

PageID Ref: WFAUN0304_9

Authorizations Pending Detail

Overview

The **Authorization Request Detail** page displays detailed information for a request to include attachments if available.

Navigation

Asset Management > Authorization PNDG > Search Criteria > Search Results > Detail page

Page Fields

The following fields display on the **Authorization Pending Detail** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Item Desc
Authn Qty

Details
Rqstd Qty
Rqst Remarks
Authn Ref Nbr
Authn Rqst Status
Approval Remarks

Stock Nbr
On-Hand Qty

Procedure

To view the Authorizations Pending Details page:

1. The **Request Process Details** page is view only.
2. To return to the previous page, select Cancel.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Search Results
- Authorizations Pending Selected Rows
- Authorizations Pending Update
- Authorizations Pending Update/Delete Transaction Status
- Authorizations Pending Report Export

Authorizations Pending Update/Delete Transaction Status

Overview

The **Authorizations Pending Transaction Status** page displays information concerning the transaction just completed.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page > Transaction Status page

Page Fields

The following fields display on the Authorizations Pending Update/Delete Transaction Status page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Search Results
- Authorizations Pending Selected Rows
- Authorizations Pending Detail
- Authorizations Pending Update

- Authorizations Pending Report Export

Authorizations Pending Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Authorizations Pending Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Authorizations Pending Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Authorizations Pending Search Criteria
- Authorizations Pending Search Results
- Authorizations Pending Selected Rows
- Authorizations Pending Detail
- Authorizations Pending Update
- Authorizations Pending Update/Delete Transaction Status

Authorization Request Search Criteria

Overview

The **Authorization Request** process is designed to automate your manual system. There are two types of Authorizations:

- **Command Authorization**
- **Local Authorization**

This process is designed to allow a Local Authority to request a Command Authorization and in so doing, attach the authority documentation to the request. This documentation is in the form of a DD250, DD1342, or Modification of Allowance, (MOA), letter.

These requests may be for the establishment of a new authorization, the removal of an existing authorization, or the modification of an allowance for an existing Authorization.

To create the request, you must first have established a UIC and a STOCK NBR for requested authorization. When searching for a request your options are:

- **Requested**
- **Disapproved**
- **All**

Notification of authorization request or change in request status is accomplished by email. When you submit a request, the Approving official is notified by email. The email contains the following:

- **Subject Line**: Request for Authorization
- **Body**: A request for authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR).

Navigation

Asset Management > Authorization RQST > Search Criteria

Page Fields

The following fields display on the **Authorization Request Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*UIC
Stock Nbr
*Authn Rqst Sts

* denotes a mandatory field

Procedures

To Search for an Authorization Request:

1. You can accept the **UIC** as it appears on the page or use the drop-down list to make a selection.

Helpful Tip

Enter a **STOCK NBR** or use the browse button to search for a valid Stock Number to help eliminate the number of records returned.

2. Choose one of the following **AUTHN RQST STS**:

- **Requested**
- **Disapproved**
- **All**

3. Select Search to display the **Search Results** page or choose Reset to clear all data entered and remain on the **Search Criteria** page.

To Add an Authorization Request:

1. You can accept the **UIC** as it appears on the page or use the drop-down list to make a selection.

Helpful Tip

Enter a **STOCK NBR** or use the browse button to search for a valid Stock Number to help eliminate the number of records returned.

1. Select Add to display the **Request Authorization** page or choose Reset to clear all data entered and remain on the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria	Either the search criteria you entered does not exist,

or you do not have the appropriate security access.	you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
STOCK NBR is mandatory for an add.	Enter a STOCK NBR or use ... to search for a valid Stock Nbr.

Related Topics

- Authorization Request Search Results
- Authorization Request Detail
- Authorization Request Add
- Authorization Request Add Transaction Status
- Authorization Request Report Export

PageID Ref: WFAUN0201_5

Authorization Request Search Results

Overview

Authorization Requests display on the **Search Results** page based on your **Search Criteria** options selected. You have the option to select the STOCK NBR header hyperlink to view a request.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Authorization RQST > Search Criteria > Search Results

Page Fields

The following fields display on the **Authorization Request Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
Authn Rqst Sts

Search Results

Update
Stock Nbr
Item Desc
Rqstd Qty
Authn Rqst Sts
Estbl By
Estbl Dt/Time
Stock Nbr

Procedure

To View Search Results:

Note

You cannot delete or modify a request on this page. Requests requiring correction will be disapproved and therefore must be resubmitted. You may submit a new request prior to the disapproval of an old request.

1. The **STOCK NBR** header hyperlink for a particular Stock Number can be selected to view only the current request detailed information. If the detail record has any attachments they are in view only mode.

Helpful Tip

To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

2. Select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorization Request Search Criteria
- Authorization Request Detail
- Authorization Request Add
- Authorization Request Add Transaction Status
- Authorization Request Report Export

PageID Ref: WFAUN0202_6

Authorization Request Add

Overview

The **Authorization Request** process is designed to automate your manual system. There are two types of Authorizations:

- **Command Authorization**
- **Local Authorization**

This process is designed to allow a Local Authority to request a Command Authorization and in so doing, attach the authority documentation to the request. This documentation is in the form of a **DD250, DD1342,** or Modification of Allowance, (MOA), letter.

These requests may be for the establishment of a new authorization, the removal of an existing authorization, or the modification of an allowance for an existing Authorization.

To create the request, you must first have established a UIC and a STOCK NBR for requested authorization.

Notification of authorization request or change in request status is accomplished by email. When you submit a request, the Approving official is notified by email. The email contains the following:

- **Subject Line**: Request for Authorization
- **Body**: A request for authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR).

Navigation

Asset Management > Authorization RQST > Search Criteria > Add page

Page Fields

The following fields display on the **Authorization Request Add** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Item Desc
Auth Qty

Add
Rqstd Qty
Rqst Remarks

Authn Ref Nbr
Attachment
Stock Nbr
On-Hand Qty

Procedure

To Request an Authorization:

1. The **AUTH QTY** and On-Hand QTY (**O/H QTY**) is displayed for informational purposes in the **Search Criteria** area. Verify the **AUTH QTY** prior to entering the **RQSTD QTY** which has a default of zero.

Note

The Requested Quantity is the total number of items you need for this UIC and Stock Number.

2. **Request Remarks** is optional. Entering remarks provides additional information for the record.
3. Enter an **AUTHN REF NBR** if required by your Agency.
4. You can add an Attachment; which is an option that allows for the attachment of receipt documents or modification of allowances.

Helpful Tip

The attached documents should include the **DD250, DD1342**, or other forms related to the requested transaction in the form of a Portable Document Format (.PDF).

5. Select Add to process the request or choose Cancel to return to the previous page.

Note

Once the request is submitted, you are not able to delete or modify the request.

Reminder: Notification of authorization request or change in request status is accomplished by email. When you submit a request, the Approving official is notified by email. The email contains the following:

- **Subject Line**: Request for Authorization
- **Body**: A request for authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR).

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry Must Be Numeric RQSTD QTY.	The Requested Quantity field must be a numeric character greater than or equal to zero.
Transaction was not successful.	Contact the DPAS Call Center

Related Topics

- Authorization Request Search Criteria
- Authorization Request Search Results
- Authorization Request Detail
- Authorization Request Add Transaction Status
- Authorization Request Report Export

PageID Ref: WFAUN0203_1

Authorization Request Detail

Overview

The **Authorization Request Detail** page displays information for a request to include attachments if available.

Navigation

Asset Management > Authorization RQST > Search Criteria > Search Results > Detail page

Page Fields

The following fields display on the **Authorization Request Detail** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
UIC
Item Desc
Authn Qty

Details
Rqstd Qty
Rqst Remarks
Authn Ref Nbr
Authn Rqst Status
Approval Remarks

Stock Nbr
On-Hand Qty

Procedure

To View the Request Process Page:

1. The **Request Process Details** page is view only. Review and verify information/attachments on the page.
2. Select 

to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Authorization Request Search Criteria
- Authorization Request Search Results
- Authorizations Pending Search Results
- Authorization Request Add
- Authorization Request Add Transaction Status
- Authorization Request Report Export

PageID Ref: WFAUN0203_8

Authorization Request Add Transaction Status

Overview

The **Authorization Request Transaction Status** page displays information concerning the transaction just completed.

Navigation

Asset Management > Authorization RQST > Search Criteria > Add page > Transaction Status page

Page Fields

The following fields display on the **Authorizations Pending Update/Delete Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Authorization Request Search Criteria
- Authorization Request Search Results
- Authorization Request Detail
- Authorization Request Add
- Authorization Request Report Export

Authorization Request Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Asset Management > Authorization RQST > Search Criteria > Add page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Authorization Request Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Authorization Request Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Authorization Request Search Criteria
- Authorization Request Search Results
- Authorization Request Detail
- Authorization Request Add
- Authorization Request Add Transaction Status

Excess Asset Search Criteria

Overview

The **Excess Asset Search Criteria** page provides a means for you to select an Excess Action for assets which are no longer needed (current or future needs) to be identified as available to other DPAS sites or to be reported to an excess system. Currently the DPAS interface for excess is the Defense Reutilization and Marketing Service (DRMS) Asset Redistribution Table known as Defense Reutilization and Marketing Service Automated Information System (DAISY).

The **Type Action** selected is used to identify assets which will be:

- **Pre-notifications** - available in the future
- **Excess** - available now
- **Withdraw** - previously marked as being or becoming available

The **Excess** process works in conjunction with the DPAS **Disposition** process to remove an asset from DPAS. Assets which are unavailable to Excess are as follows:

- **Assets under Suspected Loss**
- **Assets on the Due-Out Table**
- **Bulk assets on pre-notification**
- **Assets On-Loan**
- **Leased Assets**

Navigation

Asset Management > Excess > Search Criteria

Page Fields

The following fields display on the **Excess Asset Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr

* denotes a mandatory field

Procedure

To Locate an Asset to Excess:

Note

Your user role(s) determine what **Type Action** options display.

1. Choose the appropriate **Type Action** from the drop-down list:

- **Pre-notifications** - available in the future
- **Excess** - available now
- **Withdraw** - previously marked as being or becoming available

The remaining data fields are optional; however, you have several options to search for an existing record:

- Enter the **ASSET ID** or **SERIAL NBR**.
- Or you have the option to use the **STOCK NBR** or **CUSTODIAN NBR** browse buttons.

2. Select Search to display assets available for excess.
3. To clear all data entered and remain on the **Search Criteria** page, select Reset.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Selection of "Type Action" is required.	Select the appropriate Type Action.
Select "Search" button to view Search Results page.	Select Search to view Search Results screen.
Select "Reset" button to clear data.	Select Reset to clear data.
Record must exist.	Verify record exist.
Mandatory Entry.	Fields with an asterisk (*) are mandatory.
Select a record(s) to continue.	A selection is required to continue.
Selected rows must have matching STOCK NBRS.	STOCK NBRS MUST match.
Pre-notification action invalid, STK NBR is bulk managed.	Must be serial record for Pre-notification.

Stock Number must be alpha-numeric.	Re-enter the stock number correctly.
No record(s) match search criteria or you do not have the appro-priate security access.	Either the search criteria you entered does not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Excess Asset Search Results
- Excess Asset Selected Rows
- Excess Asset Update
- Excess Asset Transaction Status
- Excess Asset Report Export

PageID Ref: WFHRN3901_5

Excess Asset Search Results

Overview

The **Excess Asset Search Results** page displays records returned from your search. There may be multiple pages of data returned. The **Type Action** and **Search Criteria** display at the top of the page. You will find both Serial and Bulk managed assets in the display.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Excess > Search Criteria > Search Results

Page Fields

The following fields display on the **Excess Asset Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Type Action
Stock Nbr
Custodian Nbr

Search Results

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Non-Actbl - The field displays Yes or No to indicate if the asset is non-accountable property
Cptl - The field displays Yes or No to indicate if the asset is a capital asset
UII - This field displays Yes or No to indicate if the asset has a unique item indicator.

Asset Id

Serial Nbr

Procedure

To Perform an Excess Action:

Both Serial and Bulk managed assets display.

1. Make your selections using the **Select** checkbox. Selections must have matching Stock Numbers.

Note

To view Components of an End Item, the **ASSET LVL CD** displays *EC*. Select the hyperlink to display the Component viewer.

2. To display detail data for a record, select the hyperlink on the **ASSET ID** to view the **Details** page.
3. If you are processing an *Excess* action, your options are:

Select All marks all rows, all pages for **Mass Update/Delete** actions.

Deselect All clears all rows, all pages.

Continue to display the **Selected Rows** page.

Cancel to return to previous page.

To Perform a Prenotification/Withdraw:

1. Make your selections using the **Select** checkbox. Selections must have matching Stock Numbers.

Note

To view Components of an End Item, the **ASSET LVL CD** displays *EC*. Select the hyperlink to display the Component viewer.

2. If you are processing a *Prenotification* or *Withdraw* action your options are:

Select All marks all rows, all pages for **Mass Update/Delete** actions.

Deselect All clears all rows, all pages.

Continue to display the **Selected Rows** page.

Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No rows have been selected	Make selection in the checkbox column.
Selected rows must have matching STOCK NBRS	Select matching STOCK NBRS only.
Unable to get off screen.	Select Cancel to return to the Search Results Screen.

Related Topics

- Excess Asset Search Criteria
- Excess Asset Selected Rows
- Excess Asset Update
- Excess Asset Transaction Status
- Excess Asset Report Export

PageID Ref: WFHRN3902_6

Excess Asset Selected Rows

Overview

The **Excess Asset Selected Rows** page provides you with an opportunity to verify assets for excess.

For bulk records, you are required to enter the Change Quantity for the record(s) for which the update applies. If no Quantity is entered, all records will be updated. The quantity displays for bulk managed assets only.

Navigation

Asset Management > Excess > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Excess Asset Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Qty
Excs Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Non-Actbl - The field display is *Yes* or *No* to indicate if the asset is a non-accountable property asset.
Cptl - The field display is *Yes* or *No* to indicate if the asset is a capital asset.
UII - This field displays *Yes* or *No* to indicate if the asset has an unique item indicator.

Procedure

To Confirm Selections for Excess:

1. Verify the records displayed on the **Excess Asset Selected Rows** page are correct prior to selecting Continue.

Note

For **Bulk** assets verify the Bulk Quantity.

2. Select Continue to display the **Excess Asset Update** page.
3. Choose Cancel to return to the **Excess Asset Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
QTY entered exceeds QTY on Hand.	This is a bulk record and QTY must Match QTY on Hand.

Related Topics

- Excess Asset Search Criteria
- Excess Asset Search Results
- Excess Asset Update
- Excess Asset Transaction Status
- Excess Asset Report Export

PageID Ref: WFHRN3903_99

Excess Asset Update

Overview

The **Excess Asset Update** page is the last step in the process and identifies the Disposal Activity, Condition Code and Available Date among other key data fields for Prenotification, Excess or Withdraw of an asset.

Navigation

Asset Management > Excess > Search Criteria > Search Results > Selected Rows > Update page

Page Fields

The following fields display on the **Excess Asset Update** page. For more information on each field, select the appropriate hyperlink.

*Dspsl Activity
*Cond Cd

*Rpt Address
*POC
*Phone Nbr
*E-Mail Address
*DoDAAC
*Address
Address 2
City
ZIP Cd

Remarks

History Remarks

* denotes a mandatory field
*Avail Dt
*RIC From

DSN
FAX Nbr

Activity Name

State
*Country Cd

Procedure

To Perform an Excess Asset Update:

Attention

On the **Excess Asset Update** page you will find several mandatory fields. Carefully review your input prior to selecting Update.

1. Complete the **Excess Asset Update** page by entering data in all required fields.
2. The **RPT ADDRESS** is a mandatory field. By selecting the **RPT ADDRESS** browse button you can populate the Point of Contact (**POC**) information and related information such as address and phone number. The **Address** is a menu option under **Master Data**.
3. Select Update to process the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry.	Fields with asterisk (*) are Mandatory fields.
Date format should be MM/DD/YYYY with valid month/day combination.	Example: 07/04/1976
Date entered must be > or = System Date.	Date must be greater than today's date.
PHONE NBR, DSN, or FAX NBR must be numeric with supported special characters(s) -, +, ( ), x, period and space.	Example: 614-692-8888
Record must exist.	Re-enter data, verify record exists.

Related Topics

- Excess Asset Search Criteria
- Excess Asset Search Results
- Excess Asset Selected Rows

- Excess Asset Transaction Status
- Excess Asset Report Export

PageID Ref: WFHRN3904_9

Excess Asset Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Asset Management > Excess > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Excess Asset Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Excess Asset Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Excess Asset Search Criteria
- Excess Asset Search Results
- Excess Asset Selected Rows
- Excess Asset Update
- Excess Asset Transaction Status

Excess Asset Transaction Status

Overview

The **Excess Transaction Process** page is a batch process transaction. The process runs in the background and may take a few seconds to finish. Once the batch is complete, a **Review Results** button is provided to display the outcome of your transaction.

Navigation

Asset Management > Excess > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page

Page Fields

The following fields display on the **Excess Asset Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Excess Asset Search Criteria
- Excess Asset Search Results
- Excess Asset Selected Rows
- Excess Asset Update

- Excess Asset Report Export

PageID Ref: WFHRN3904_11

Excess In Place Delete Search Criteria

Overview

The **Excess in Place Delete Search Criteria** page allows for the deletion of excess in place asset(s) which have been turned in to the Defense Reutilization and Marketing Office (DRMO) and have been reissued/sold by DRMO.

Assets for delete are entered on the **Excess Asset** or **Excess Non-Property** program and identified as Excess In Place.

You begin the process of deleting a record by entering or searching for a valid **Dspsl Doc Nbr**.

There are two options on the **Excess In Place Delete Search Criteria** page:

- The **Search** button to view search results page
-
- The **Reset** button to clear data

Note



Turn-In Doc Nbr(s) with an **Excess Action Cd** of *E* will not display.

Navigation

Asset Management > Excess In Place Del > Search Criteria

Page Fields

The following fields display on the **Excess In Place Delete Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Dspsl Doc Nbr

Procedure

To Perform an Excess in Place Delete Search:

1. Enter the **DSPSL DOC NBR** or select ... to browse for the desired Disposal Document Number.

   To help out with your search for a **DSPSL DOC NBR** a wild card is permitted using percentage (%). **For example,** you would enter: *%N%* to find all matches with the letter *N* as part of the **DSPSL DOC NBR**.

2. Select Search to view **Search Results** page or choose Reset to clear data

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No records match the search criteria or you do not have the appropriate security access.	Refine search.

Related Topics

- Excess In Place Delete Search Results
- Excess In Place Delete - Delete
- Excess In Place Delete Transaction Status
- Excess In Place Delete Report Export

PageID Ref: WFHRN4001_5

Excess In Place Delete Search Results

Overview

You are on the **Excess In Place Delete Search Results** page displaying records for deletion. Review Search Results and designate records for deletion by using the check-boxes provided.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results

Page Fields

The following fields display on the **Excess In Place Delete Search Results** page. For more information on each field, select the appropriate hyperlink.

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Lot Nbr
Loc
Dspsl Doc Nbr
Item Desc

Procedure

To Select Excess In Place Records to Delete:

You have the option to choose one or more records for deletion on the **Excess In Place Delete Search Results** page.

1. Select the record(s) you want to delete using the checkboxes.

- Select All marks all rows, all pages for **Mass Update/Delete** actions.
- Deselect All clears all rows, all pages.

2. Select Continue to continue or choose Cancel to return to previous page

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Please select a record to continue	Use checkbox to select one or more records.
No records selected for Delete	Use checkbox to select one or more records.

Related Topics

- Excess In Place Delete Search Criteria
- Excess In Place Delete - Delete
- Excess In Place Delete Transaction Status
- Excess In Place Delete Report Export

PageID Ref: WFHRN4002_6

Excess In Place Delete - Delete

Overview

On the **Excess In Place Delete** page, records selected for deletion display at the top of the page. The **History Remarks** is a mandatory field. If no remarks are entered, an error message displays.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Excess In Place Delete** page. For more information on each field, select the appropriate hyperlink.

History Remarks

Procedure

To Perform the Excess In Place Delete Action:

1. Verify the record to be deleted.
2. Select Delete; otherwise, choose Cancel to return to previous menu.

   Upon completion of this process, the assets are dropped and a history record is written to the **Asset Redistribution History Table** for each asset affected by the delete action.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry – History Remarks	Enter data into History Remarks field.

Related Topics

- Excess In Place Delete Search Criteria
- Excess In Place Delete Search Results
- Excess In Place Delete Transaction Status
- Excess In Place Delete Report Export

PageID Ref: WFHRN4004_4

Excess In Place Delete Transaction Status

Overview

The **Excess In Place Delete Transaction Status** page is a batch process transaction. The process runs in the background and may take a few seconds to finish. Once the batch is complete, a **Review Results** button is provided to display the outcome of your transaction.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete page > Transaction Status page

Page Fields

The following fields display on the **Excess Asset Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Excess In Place Delete Search Criteria
- Excess In Place Delete Search Results
- Excess In Place Delete - Delete
- Excess In Place Delete Report Export

PageID Ref: WFHRN4004_11

Excess In Place Delete Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess In Place Delete Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Excess In Place Delete Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Excess In Place Delete Search Criteria
- Excess In Place Delete Search Results
- Excess In Place Delete - Delete
- Excess In Place Delete Transaction Status

UIT Reconcillation Request

Overview

The **UIT Reconciliation Request** process is used to run an out-of-cycle reconciliation for either all UIC's under one Accountable UIC or a single UIC. Prior approval is required from **LOGSA** (Logistics Support Activity) to run an out-of-cycle reconciliation.

When a selection is made on the page, a record is written to the Batch Queue. A separate record is written to the Batch Queue Table for each UIC which has been selected in the **UIT Reconciliation Request** program. The **UIT Reconciliation Process** will then process the batch record.

Navigation

Asset Management > UIT Recon Request > UIT Reconcillation Request page

Page Fields

The following fields display on the **UIT Reconciliation Request** page. For more information on each field, select the appropriate hyperlink.

UIC

Procedure

To Submit a Reconciliation Request:

1. Select 

to process the transaction to the batch queue.
2. To clear data on the page, select 

.

Common Errors

No common errors have been identified for this page.

Related Topics

No Common Links

PageID WPHRR41_01

IT Management Dashboard

Overview

Defense Property Accountability System (DPAS) allows you to use the Dashboard as a reporting and analytical tool to manage your software and assets. The Dashboard provides you the ability to view and track the usage, compliance, and expenditures of software licenses which are summed and rolled from the Accountable Unit Identification Code (UIC) level to an Agency level. It also allows you to see summary data for assets, licenses, and software. The Dashboard also allows you to view the details in a grid and export the information into a Microsoft Excel spreadsheet (*.xlsx).

Note



Your DPAS account must have Accountable, Site, or Agency level inquiry access to view the IT Management Dashboard.

Navigation

Asset Management > IT Management > Dashboard

Page Fields

The following fields display on the **Information Technology (IT) Management Dashboard** page. For more information on each field, select the appropriate hyperlink.

View Level
Export

Software Details
Software Name
Mfr Name
Software Version
Available License(s)
Install Count
Avg Cost
Expr License Qty (30 day)

Asset Details
IT Device Cd
Asset ID
Item Desc
Serial Nbr
Loc
Installed Software

License Details
License Name
CAGE
Contract Nbr
CLIN/SLIN
License Type
License Qty
Start Dt
Expiration Dt
Software Count
Cost per License

Search
Clause Desc
License Type
Contract Nbr
CAGE

* denotes a mandatory field

Note
The data displayed is summed and rolled up based on the **View Level** selected.

Procedures

View the Initial Screen:

1. From the **View Level** drop-down list, select the agency or accountable view to display the records.
2. Based on your selection data will be summed and displayed in the **Compliance**, **Summary**, and **Expired** sections.
3. You may also search for Software, IT Device Asset, or Software License(s).

Graph:

1. Each section displays interactive graphs.
2. Bar graphs allow you to select the bar or legend to view the records in a detail grid.
3. Donut graphs allow you to select the section of the donut or legend to view the records in a detail grid.

4. Bubble graphs allow you to select a bubble to view that month's records in a detail grid.
5. The summary allows you to select the Software Type, IT Device Class, or License Type count(s) to view the records in a detail grid.
6. Line graphs allow you to select the line where it intersects the month to view the records in a detail grid.

Detail:

1. Records display are summed by the **View Level**. You can select the agency or accountable view from the drop-down list.
2. Records displayed in the grid can be sorted by selecting any column header which is underlined.

Helpful Tip



You may have several pages returned from your search criteria. To sort the rows, select any underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

3. Select 

to return to the **IT Management Dashboard** page.

Search for Software, Assets, or Software License(s):

1. Select the **Software**, **Asset**, or **License** data tab.
2. You may search for software by the **Software Name**, **Software Version**, **Manufacturer Name**, or **Software Type**.
3. Assets can be filtered by entering Search Criteria for **ASSET ID**, **Item Description**, **IT Device Class**, or **ITDevice Code**.
4. You may view License records by searching for the **Clause Description**, **License Type**, **Contract Number**, or **CAGE CD**.
5. Select 

to display the records.

Common Errors

No common errors have been identified for this page.

Related Topics

No related topics have been identified.

IT Device Software Search Criteria

Overview

The Defense Property Accountability System (DPAS) allows you to add and have visibility of software currently loaded on your Information Technology (IT) Devices. You are able to view loaded software, add software from the catalog, or remove software that is loaded on a selected IT device and no longer needed.

DPAS allows accountability throughout your organization by using the IT Devices and associating them with assigned software.

DPAS allows your organization to maintain software management and keep excess expenditures to a minimum.

Once you have software associated with a license DPAS allows you to associate the software to an IT Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria

Page Fields

The following fields display on the **Information Technology (IT) Device Software Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Asset ID
Stock Nbr
IT Device Class
IT Device Cd
Sftwr Nm

* denotes a mandatory field

Procedures

To Search for IT Devices:

1. The **Search Criteria** can be entered to reduce the number of Search Results displayed. Leaving the **Search Criteria** blank returns all results.
2. Select Search to display your **Search Results** or choose Reset to clear data entered on the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Assets must contain an ACC equal to K.	The Stock Number must have an ACC of "K"

Related Topics

- IT Device Software Search Results
- IT Device Software Add
- IT Device Software Update
- IT Device Software Delete
- IT Device Software Installed

PageID Ref: WPITN0201_5

IT Device Software Search Results

Overview

The Defense Property Accountability System (DPAS) allows you to select the Information Technology (IT) Device(s) you will associate software or remove the software association.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > IT Management > Dashboard

Page Fields

The following fields display on the **Information Technology (IT) Device Software Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset ID
Stock Nbr
IT Device Class
IT Device Cd
Sftwr Nm

Search Results

Select
Asset ID
Stock Nbr
Item Desc
Serial Nbr
IT Device Cd
IT Device Class Cd
Software QTY

* denotes a mandatory field

Procedures

To View Installed Software:

1. To view software installed on an IT device, select the **Software QTY** hyperlink.
2. Select Cancel to return to the **Search Results** page.

To Select an IT Device Software Association to Add, Update, or Delete:

1. Use the **Select** checkbox(es) to choose record(s) to associate software to an IT Device or select Select All to select all records. Choose Deselect All clears all of your selections without returning you to the previous page. At least one checkbox must be selected. Selecting multiple records generates a mass transaction for all pages returned.
2. To view detailed information for a specific record, select the **Asset Id** hyperlink. Choose Cancel to return you to the **Search Results** page.
3. Select Continue to display the **Selected Rows** page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Asset(s) must have a stock number with an ACC of "K". Revise your search criteria. Your current search criteria resulted in no results, the asset searched has been deleted or you do not have appropriate security access to view assets. If you have inadequate security access to view an asset, you may contact the information owner who may process the necessary paperwork to grant you access or you may ask someone with adequate security access to process the transfer. You can identify the information owner by looking at line 21 on your DD Form 2875.
Select a record(s) to continue.	One or more rows must be selected. Select a record (s) to continue.

Related Topics

- IT Device Software Search Criteria
- IT Device Software Add
- IT Device Software Update
- IT Device Software Delete
- IT Device Software Installed

PageID Ref: WPITN0202_6

IT Device Software Add

Overview

Allows you to add a software association to an IT Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search Results > Add page

Page Fields

The following fields display on the **Information Technology (IT) Device Software Add** page. For more information on each field, select the appropriate hyperlink.

Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

To Add Software to an IT Device:

Helpful Tip

You can associate multiple software records using this process.

1. A Search Criteria can be entered to reduce the number of search results displayed. Leaving the search field blank returns all results.
2. Select Search to display the software available to associate the license with.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Selecting ✖ in the upper right-corner returns you to the **Search Results**.
4. Use the checkbox to select the software you wish to associate with the hardware and select Add to view **Selected Software** table.
5. In the **Selected Software** table, next to each **SFTWR NM**, select the checkbox or use the ☐ to select all records.

6. Select Update to process the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- IT Device Software Search Criteria
- IT Device Software Search Results
- IT Device Software Update
- IT Device Software Delete
- IT Device Software Installed

PageID Ref: WPITN0204_1

IT Device Software Update

Overview

The Defense Property Accountability System (DPAS) allows you to add, update, or remove the software associated with an IT Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Information Technology (IT) Device Software Updat**e page. For more information on each field, select the appropriate hyperlink.

Search Criteria
Asset ID
Stock Nbr
IT Device Class
IT Device Cd
Sftwr Nm

Search
Search

Software Search Results
Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

To Add Software to an IT Device:

Helpful Tip



You can associate multiple software records using this process.

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the search fields blank returns all results.

2. Select Search to display the software available to associate the license with.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Choose Cancel to return you to the **IT Device Software Search Results**.
4. Use the checkbox to select the software you wish to associate with the hardware and select Add to view **Selected Software** table.
5. In the **Selected Software** table next to each **SFTWR NM**, select the checkbox or use the ▪ to select all records.
6. Select Update to process the transaction or Cancel to return to the previous page.

To Delete IT Device Software Association:

1. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Selected Software** table.
2. In the **Selected Software** table use the checkbox to select the installed software you wish to delete the IT Device association with.
3. Select Remove to delete the installed software and then choose Update to process the transaction or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- IT Device Software Search Criteria
- IT Device Software Search Results
- IT Device Software Add
- IT Device Software Delete
- IT Device Software Installed

PageID Ref: WPITN0204_9

IT Device Software Delete

Overview

Navigation

Asset Management > IT Management > Dashboard

Page Fields

The following fields display on the **Information Technology (IT) Device Software Delete** page. For more information on each field, select the appropriate hyperlink.

Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

To Delete IT Device Software Association:

1. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Selecting ✖ in the upper right-corner returns you to the **Selected Software** table.
2. In the **Selected Software** table, use the checkbox to select the installed software you wish to delete the IT Device association with.
3. Select Remove to delete the installed software and then choose Update to process the transaction or select Cancel to return to the previous page.

Common Errors

No common errors have been defined for this page.

Related Topics

- IT Device Software Search Criteria
- IT Device Software Search Results
- IT Device Software Add
- IT Device Software Update
- IT Device Software Installed

PageID Ref: WPITN0204_4

IT Device Software Installed

Overview

The Defense Property Accountability System (DPAS) allows you to view the software installed on an Information Technology (IT) Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search Results > IT Device Software Installed

Page Fields

The following fields display on the **Information Technology (IT) Device Software Installed** page. For more information on each field, select the appropriate hyperlink.

Sftwr Nm
Sftwr Ver

* denotes a mandatory field

Procedures

To Search for Authorizations:

1. To view software installed on an IT device, select the **Software QTY** hyperlink.
2. Select Cancel to return to the **Search Results** page.

Common Errors

No common errors have been defined for this page.

Related Topics

- IT Device Software Search Criteria
- IT Device Software Search Results
- IT Device Software Add
- IT Device Software Update
- IT Device Software Delete

PageID Ref: WPITN0205_99

Software Request

Overview

The Defense Property Accountability System (DPAS) allows you to request software not currently listed in your catalog.

Navigation

Asset Management > IT Management > Software Request.

Page Fields

The following fields display on the **Software Request** page. For more information on each field, select the appropriate hyperlink.

Pending tab

Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

Completed tab

Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

Software Request pop-up

*Sftwr Name
*Sftwr Ver
Admin Remarks
Rqestd Dt
Status

* denotes a mandatory field

Procedures

To Create a Software Request:

1. Select Create Request to view the **Software Request** page.
2. Specify the **SFTWR NM** you are requesting.
3. List the **SFTWR VER** you require.
4. Identify the **MFR NAME**.
5. From the drop-down list, select the **SFTWR TYPE**.
6. Choose the **FUNC AREA** from the drop-down list.
7. Enter your **Name**, **Phone**, and **Email**.
8. Enter as much information into the remaining fields as you can.
9. Select Submit to make the request or choose View Requests to view your Pending software requests.

Note

DPAS searches the software catalog for similar software names and displays the software for review. This reduces or eliminates duplicate software in the Catalog. If the software in the Catalog is a duplicate of your request, select the **Back** button and cancel the request. If the software listed is not a duplicate, select the **Make Request** button to complete the process.

10. Select Make Request to process the record, view your request history, or choose Back to return to the previous page.

To View an Existing Software Request:

1. The **Pending** tab displays showing your software request history.
2. From the list of **Pending Requests**, select the**SFTWR NM** hyperlink for more detail.
3. Select the ✖ in the upper right-corner to return to the **Software Request** page.

To View Why a Software Request was Denied:

1. The **Complete** tab displays showing your software request history.
2. From the list of requests with a **Status** of *Denied* ,select the**SFTWR NM** hyperlink for more detail.
3. Review the **Admin Remarks** stating why the request was denied and then select the ✖ in the upper right-corner to return to the **Software Request** page.

To Add Software to an Information Technology (IT) Device or Associate with a Software License:

1. The **Complete** tab displays showing your software request history.
2. From the list of requests with a **Status** of *Approved* ,select the checkbox next to the record you want to process.
3. Select 

to add the software to an **IT Device** or choose 

to associate with a software License.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software Request Management
- Software Request Details

PageID Ref: WFIT0301_99

Software Request Details

Overview

The Defense Property Accountability System (DPAS) allows you to request software not currently listed in your catalog.

Navigation

Asset Management > IT Management > Software Request > Software Request Details.

Page Fields

The following fields display on the Software Request Details page. For more information on each field, select the appropriate hyperlink.

*Sftwr Name
*Sftwr Ver
Mfr Name
DADMS Id
Sftwr Type
Func Area
Website
Rqestd Date
Rqestng UIC
Rqestng Name
Rqestng Email
Rqestng Phone
Status

* denotes a mandatory field

Procedures

To View a Software Request:

1. Select the SFTWR NM hyperlink to view the Software Request detail page.
2. Review the information on the page to confirm this is the correct the software request record.
3. Select the close ✖ in the upper right corner to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

No common errors have been identified for this page.

Related Topics

- Software Request
- Software Request Management

Software Request Management

Overview

The Defense Property Accountability System (DPAS) allows you to approve or deny a software request.

Navigation

Asset Management > IT Management > Software Request > Software Request Management

Page Fields

The following fields display on the **Software Request Management** page. For more information on each field, select the appropriate hyperlink.

Software Information

Name

Ver

Mfr

Rqestd Dt

Status

Completed tab

Request Dt

UIC

Name

Phone

eMail

Remarks

*Processing Remarks

* denotes a mandatory field

Procedures

To Manage a Software Request:

1. Select the **SFTWR NM** hyperlink to manage the request and the **Request New Catalog Entry** window displays.

2. The **Software Information** is open for editing and the **Requestor Information** is read only.
3. Select 

to identify if the record may possibly already exist.
4. Enter **Processing Remarks** to detail the reason for approving or denying the software request.
5. Select 

to approve the request or choose 

to reject the request.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software Request
- Software Request Details

PageID Ref: WFIT0701_99

IT Asset Characteristics Search Criteria

Overview

IT Asset Char allows IT Software Officers to add additional information to property book assets identified as IT assets such as IP address and Device Name. This enables assets on the property book within Defense Property Accountability System (DPAS) to be correctly associated with assets coming in from a automated data collection tool or file upload.

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Asset Id
IT Device Class
IT Device Cd
IT Device Name

* denotes a mandatory field

Procedures

To Search for an IT Device:

1. A Search Criteria can be entered to reduce the number of search results displayed. Leaving the search fields blank will return all results.
2. Select 

to display the IT Devices available to update characteristics or choose 

to clear all entries.

Common Errors

No common errors have been defined for this page.

Related Topics

- IT Asset Characteristics Search Results
- IT Asset Characteristics Update

PageID Ref: WPITN0801_5

ITAsset Characteristics Search Results

Overview

IT Asset Char allows IT Software Officers to add additional information to property book assets identified as IT assets such as IP address and Device Name. This enables assets on the property book within Defense Property Accountability System (DPAS) to be correctly associated with assets coming in from a automated data collection tool or file upload.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria > Search Results page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id
IT Device Class
IT Device Cd
IT Device Name

Search Results

Update
Asset Id
Item Desc
IT Device Class
IT Device Cd
IT Device Name
Serial Nbr

* denotes a mandatory field

Procedures

To Update Characteristics for an IT Device:

1. Select the **Update** hyperlink for the record to add or update characteristics.
2. Select 

to return to the previous page.

Common Errors

No common errors have been defined for this page.

Related Topics

- IT Asset Characteristics Search Criteria
- IT Asset Characteristics Update

PageID Ref: WPITN0802_6

IT Asset Characteristics Update

Overview

IT Asset Char allows IT Software Officers to add additional information to property book assets identified as IT assets such as IT address and Device Name. This enables assets on the property book within Defense Property Accountability System (DPAS) to be correctly associated with assets coming in from a automated data collection tool or file upload.

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Update** page. For more information on each field, select the appropriate hyperlink.

*Asset Id
*IT Device Name
Service Tag/Serial Nbr
IP Address
Domain Name
Login User
History Remarks

* denotes a mandatory field

Procedures

To Update Characteristics for an IT Device:

1. **Asset Id** is a mandatory field and allows text entry or **Asset Id** ... browse and is defaulted to the current Asset Id of the IT Device.
2. **IT Device Name** is a mandatory field which allows 50 characters which must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
3. **Service Tag/Serial Nbr** is an optional field and is defaulted to the current Service Tag/Serial Nbr of the IT Device.
4. **IP Address** is an optional field to input the network address of the IT Device.

5. **Domain Name** is an optional field up to 125 alphanumeric characters to input the network domain name of the IT Device.
6. **Login User** is an option field up to 125 alphanumeric characters.
7. **History Remarks** is an optional field limited to 512 up to 1,024 characters.
8. Select Update to process the transaction. Choose Reset to clear all entries, or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry	All fields with an (*) asterisk MUST be completed.

Related Topics

- IT Asset Characteristics Search Criteria
- IT Asset Characteristics Search Results

PageID Ref: WPITN0803_9

Software License Association Search Criteria

Overview

The Defense Property Accountability System (DPAS) allows you to associate software to the license.

Navigation

Asset Management > IT Management > Software License > Search Criteria

Page Fields

The following fields display on the **Software License Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

CAGE Cd
Contract Nbr
Clause Desc
License Type
End Dt From
End Dt To
Software Nm

* denotes a mandatory field

Procedures

To Search for Software to Associate a Software License:

1. Search Criteria can be entered to reduce the number of Search Results returned. Leave the Search Criteria blank returns all results.
2. Select Search to display your **Search Results** or choose Reset to clear data entered on the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date format should be MM/DD/YYYY; with valid month/day combination	Insure any entries in End Date From and/or End Date To are in the correct MM/DD/YYYY format.

Date (To) must be > Date (From)	You entered a Date To which occurs before the Date From. Correct so the Date From occurs before the Date To.

Related Topics

- Software License Association Search Results
- Software License Association Add
- Software License Association Update
- Software License Association Delete

PageID Ref: WFITN0101_5

Software License Association Search Results

Overview

The Defense Property Accountability System (DPAS) allows you to select software to associate with a software license.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results

Page Fields

The following fields display on the **Software License Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

CAGE Cd
Contract Nbr
Clause Desc
License Type
End Dt From
End Dt To
Software Nm

Search Results

Update
CAGE Cd
Contract Nbr
Dlvy Order Nbr
CLIN
SLIN
Clause Desc
License Type
Seq Nbr
End Dt

* denotes a mandatory field

Procedures

To Select a Software License Association to Add, Update, or Delete:

1. From the list of available software licenses, select the**Update** hyperlink for the software license association you want to modify.
2. Select the **Update** hyperlink to display the **Update** page or choose Reset to clear data entered on the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Revise your search criteria. Your current search criteria resulted in no results, the asset searched has been deleted or you do not have appropriate security access to view assets. If you have inadequate security access to view an asset, you may contact the information owner who may process the necessary paperwork to grant you access or you may ask someone with adequate security access to process the transfer. You can identify the information owner by looking at line 21 on your DD Form 2875.

Related Topics

- Software License Association Search Criteria
- Software License Association Add
- Software License Association Update
- Software License Association Delete

PageID Ref: WFITN0102_6

Software License Association Add

Overview

The Defense Property Accountability System (DPAS) allows you to associate a License to a Software.

Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Add page

Page Fields

The following fields display on the **Software License Association Add** page. For more information on each field, select the appropriate hyperlink.

Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

To Add a Software License Association:

Helpful Tip

You can associate multiple software records using this process.

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the search fields blank returns all results.
2. Select Search to display the software available to associate the license with.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right corner returns you to the **Software License Association Update** page.
4. Use the checkbox to select the software you wish to associate the license with and choose Add to view **Associate Software** table.
5. Next to each **SFTWR NM**, select the checkbox or use the ☐ to select all records.

6. Select Update to process the transactions or choose Cancel to return to the previous page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Update
- Software License Association Delete

PageID Ref: WFITN0103_1

Software License Association Update

Overview

The Defense Property Accountability System (DPAS) allows you to search for software to associate with a software license.

Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Software License Association Update** page. For more information on each field, select the appropriate hyperlink.

Update
CAGE Cd
Contract Nbr
Dlvy Order Nbr
License Type
CLIN
SLIN
Seq Nbr
Clause Desc
End Dt
History Remarks

Search Field
Search

Software Search Results
Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

Helpful Tip



You can associate multiple software records using this process.

To Add a Software License Association:

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the search fields blank returns all results.
2. Select Search to display the software available to associate the license with.
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Software License Association Update** page.
4. Use the checkbox to select the software you wish to associate the license with and choose Add to view **Associate Software** table.
5. Next to each **SFTWR NM**, select the checkbox or use the ☐ to select all records.
6. Select Update to process the transactions or choose Cancel to return to the previous page.

To Delete a Software License Association:

1. In the **Associate Software** table, use the checkbox to select the software you wish to delete the license association with.

1. Select Remove to delete the license association and then choose Update to process the transactions. Choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
You have exceeded the browse limit of a 500 row display. Refine Search Criteria	Enter Search Criteria to reduce the number of rows returned.
Special character(s) is not accept-	Remove the characters which are not letters or num-

able bers from the Search Criteria

Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Add
- Software License Association Delete

PageID Ref: WFITN0103_9

Software License Association Delete

Overview

The Defense Property Accountability System (DPAS) allows you to delete Software License Association(s).

Navigation

Asset Management > IT Management > Software License > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Software License Association Delete** page. For more information on each field, select the appropriate hyperlink.

Update
CAGE Cd
Contract Nbr
Dlvy Order Nbr
License Type
CLIN
SLIN
Seq Nbr
Clause Desc
End Dt
History Remarks

Search Field
Search

Software Search Results
Sftwr Name
Sftwr Ver
Mfr Name

* denotes a mandatory field

Procedures

To Delete a Software License Association:

1. To view the **Software Request** information for a specific record select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the

Associate Software table.

2. In the **Associate Software** table, use the checkbox to select the software you wish to delete the license association with.
3. Select Remove to delete the license association and then choose Update to process the transaction. Select Cancel to return to the previous page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software License Association Search Criteria
- Software License Association Search Results
- Software License Association Add
- Software License Association Update

PageID Ref: WFITN0103_4

Software Search

Overview

The Defense Property Accountability System (DPAS) allows you to search the catalog to view a list of software available. This allows you to have visibility of what software is available to add to an IT device or software license.

Navigation

Asset Management > IT Management > Software Search > Search Criteria

Page Fields

The following fields display on the **Software Search Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search

* denotes a mandatory field

Procedures

To Search for Software:

1. **Search Criteria** can be entered to reduce the number of Search Results displayed. Leaving the Search Criteria blank returns all results. You can enter a partial software name to limit the list, or if the name is not known, select 

to display the entire Catalog.
2. Select 

to display the **Search Results** page or choose 

to launch the **Software Request** process.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Special character(s) is not acceptable	Remove the characters which are not letters or numbers from the Search Criteria
You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Enter Search Criteria to reduce the number of rows returned.

Related Topics

- Software Search Add

PageID Ref: WfITN0601_5

Software Search Add

Overview

The Defense Property Accountability System (DPAS) allows you to add software with an Information Technology (IT) Device or Associate with a Software License.

Navigation

Asset Management > IT Management > Software Search > Search Criteria > Add

Page Fields

The following fields display on the **Software Search Add** page. For more information on each field, select the appropriate hyperlink.

Software Search Results

Sftwr Nm

Sftwr Ver

Mfr Nm

Select Software

Sftwr Nm

Sftwr Ver

Mfr Nm

* denotes a mandatory field

Procedures

To Add a Selected Software:

Helpful Tip

You can associate multiple software records using this process.

1. Search Criteria can be entered to reduce the number of Search Results returned. Leaving the Search Criteria blank returns all results.
2. Select Search to display the software available to add to an IT Device or associate with a Software License.

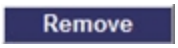
3. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Software Search Add** page.
4. Use the checkbox to select the software you wish to associate and select 

to view **Selected Software** table
5. Next to each **SFTWR NM** select the checkbox or use the ☐ to select all records.
6. Select 

to add to an **IT Device** or choose 

to associate with a software license.

To Delete Selected Software:

1. To view the **Software Request** information for a specific record, select the **SFTWR NM** hyperlink. Select ✖ in the upper right-corner returns you to the **Selected Software** table.
2. In the **Selected Software** table, use the checkbox to select the software you wish to delete the license association with.
3. Select 

to delete the selected software.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software Search

PageID Ref: WfITN0602_5

Software Request Details

Overview

The Defense Property Accountability System (DPAS) allows you to view the details of the software which does not currently exist on your catalog which are approved or denied by the administrator.

Navigation

Asset Management > IT Management > Request Management > Software Request Details

Page Fields

The following fields display on the **Software Request Details** page. For more information on each field, select the appropriate hyperlink.

Software Request pop-up

*Sftwr Name
*Sftwr Ver
*Mfr Name
DADM Id
*Sftwr Type
*Func Area
Website
Sftwr Desc
Rqestd Dt
Rqested UIC
Rqestd Name
Rqested Contact
Remarks
Processing Remarks

* denotes a mandatory field

Procedures

To Approve or Deny a Software Request:

1. Review the Software Information and Requestor Information to ensure this is the record you want to modify.

2. Select Approved to approve the software request, enter **Processing Remarks** or choose Denied to deny the request. Select ✖ in the upper right-corner to return to the **Software Management Request** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Processing Remarks	Enter remarks to identify why the software request is denied.

Related Topics

- Software Request Management

PageID Ref: WFIT0702_6

Software Request Management

Overview

The Defense Property Accountability System (DPAS) allows you to request software not currently listed in your catalog. Your requests can be approved by the administrator or denied for the reason listed in the **Processing Remarks** on the **Completed** tab.

Navigation

Asset Management > IT Management > Request Management.

Page Fields

The following fields display on the **Software Request Management** page. For more information on each field, select the appropriate hyperlink.

Pending tab

Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

Completed tab

Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

* denotes a mandatory field

Procedures

To Approve or Deny a Software Request:

1. The **Pending** tab displays showing software requests which have been submitted.
2. From the list of **Open Requests**, select the **Sftwr Nm** hyperlink for the request you want to process to view the **Software Request** pop-up.

Common Errors

No common errors have been identified for this page.

Related Topics

- Software Request Details

Search for a UII Update / Assignment — Criteria

Overview

The Property Accountability module UII Update / Assignment process provides the ability to create or update an assigned Unique Item Identifier (UII) for a serialized asset. A requirement in DPAS is a UII must be assigned either by the manufacturer or by a DPAS Virtual UII.

Navigation

Asset Management > UII Update/Assign > UII Update / Assignment Search Criteria page

Page Fields

The following fields display on the **UII Update / Assignment Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

UII Sts Cd

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Procedures

DPAS Navigation Helpful Tips

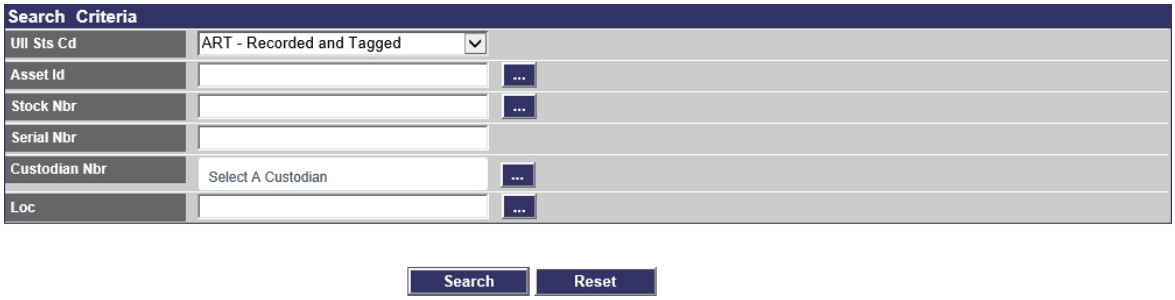
Click the following link to display PA Navigation Tips.

Search for a UII Update / Assignment

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this*

procedure returns all fields to the default "All" setting.

1. Use ▼ to select the UII Sts Cd.



2. Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Identifier Browse help

3. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

   Stock Number Browse help

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

5. Enter the CUSTODIAN NBR, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*

   Custodian Number Browse help

6. Enter the LOC, or use ... to browse for the entry. *This is a 20 alphanumeric character field.*

   Location Browse help

7. Select Search. *The **Search for a UII Update / Assignment — Results** page appears. Results display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *UII Status Cd*.	Missing Entry. Enter the appropriate information in the desired field.
501 — Refine Search Criteria to retrieve the allowable maximum of {x}.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.

Related Topics

- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Search for a UII Update / Assignment — Results

Overview

The UII Update/Assignment Search Results page provides checkboxes to select a specific record or select all records for update or assignment.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > UII Update / Assignment Search Results page

Page Fields

The following fields display on the **UII Update / Assignment Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
16	"Deselect All" button clears all rows, all pages.
170	"Select All" button marks all rows, all pages for "Continue" action.

Search Criteria

UII Sts Cd

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Search Results

All

Asset Id

Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loc
Suspt Loss Sts Cd
Loan Cd
Non-Actbl
Dollar Amt
UII
UID Verifd

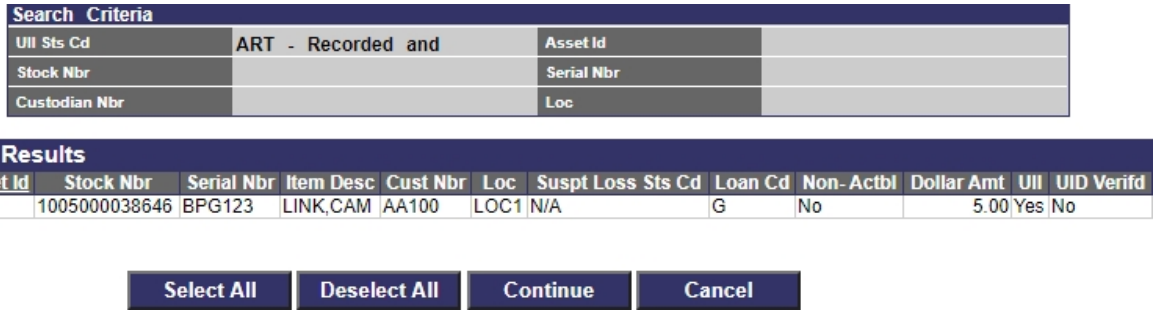
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a Single Asset to have the UII Updated / Assigned

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



Search Criteria			
UII Sts Cd	ART - Recorded and	Asset Id	
Stock Nbr		Serial Nbr	
Custodian Nbr		Loc	

Search Results

	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loc	Suspt Loss Sts Cd	Loan Cd	Non-Actbl	Dollar Amt	UII	UID Verifd
☐	BPG	1005000038646	BPG123	LINK,CAM	AA100	LOC1	N/A	G	No	5.00	Yes	No

Select All | Deselect All | Continue | Cancel

1. Click ☐ to select the desired asset records. *The checkbox changes to* ☑ *and the record is highlighted.*
2. Select Continue. *The* ***Selected Rows*** *page appears.*

Select Multiple Assets to have the UII Updated / Assigned

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Select Select All. *All the checkboxes change to* ☑ *and all the records are highlighted.*
2. Select Continue. *The* ***Selected Rows*** *page appears.*

View the Asset Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



Select the ASSET ID hyperlink. *The* ***UII Update / Assignment Asset Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked

without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Select UII Update / Assignment Rows

Overview

The UII Update / Assignment Selected Rows page displays the assets available for update or assignment.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > Search Results > Continue > UII Update / Assignment Select Rows page

Page Fields

The following fields display on the **UII Update / Assignment Select Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
142	Select "Continue" to continue processing.

Search Criteria

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Selected Row(s)

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loc
Suspt Loss Sts Cd

Loan Cd
Non-Actbl
Dollar Amt
UII
UID Verifd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



Search Criteria			
UII Sts Cd	ART - Recorded and	Asset Id	
Stock Nbr		Serial Nbr	
Custodian Nbr		Loc	

Selected Row(s)

Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loc	Suspt Loss Sts Cd	Loan Cd	Non-Actbl	Dollar Amt	UII	UID Verifd
BPG	1005000038646	BPG123	LINK,CAM	AA100	LOC1	N/A	G	No	5.00	Yes	No

Continue Cancel

Select the ASSET ID hyperlink. *The* ***UII Update / Assignment Asset Details*** *page appears.*

Update the UII Status Code



Search Criteria			
UII Sts Cd	ART - Recorded and	Asset Id	
Stock Nbr		Serial Nbr	
Custodian Nbr		Loc	

Selected Row(s)

Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Loc	Suspt Loss Sts Cd	Loan Cd	Non-Actbl	Dollar Amt	UII	UID Verifd
BPG	1005000038646	BPG123	LINK,CAM	AA100	LOC1	N/A	G	No	5.00	Yes	No

Continue Cancel

Select Continue. *The* ***Update a UII Update / Assignment*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

View the UII Update / Assignment Details

Overview

The UII Update / Assignment Details page is View Only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

Asset Management > UII Update/Assign > Search Criteria > 

> Search Results > Asset Id hyperlink > UII Update / Assignment Detail page

Page Fields

The following fields display on the **UII Update / Assignment Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII
UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc

Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id
Lease Cd

Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Activation Dt
Deprn Period
Deprn Util Prd
Accumd Deprn
Deprn SL Rebsin
Deprn SL Lst Rebsin
Deprn AB Rebsin
Deprn AB Lst Rebsin
Prior Deprn
Current Mth Deprn Amt
Prr Deprn SL Rebsin
Prr Deprn AB Rebsin
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name

License Desc
License Details
License Qty
License Type
Start Dt
End Dt
Usage Level Cd
Hosting Environment
Remarks

Procedures

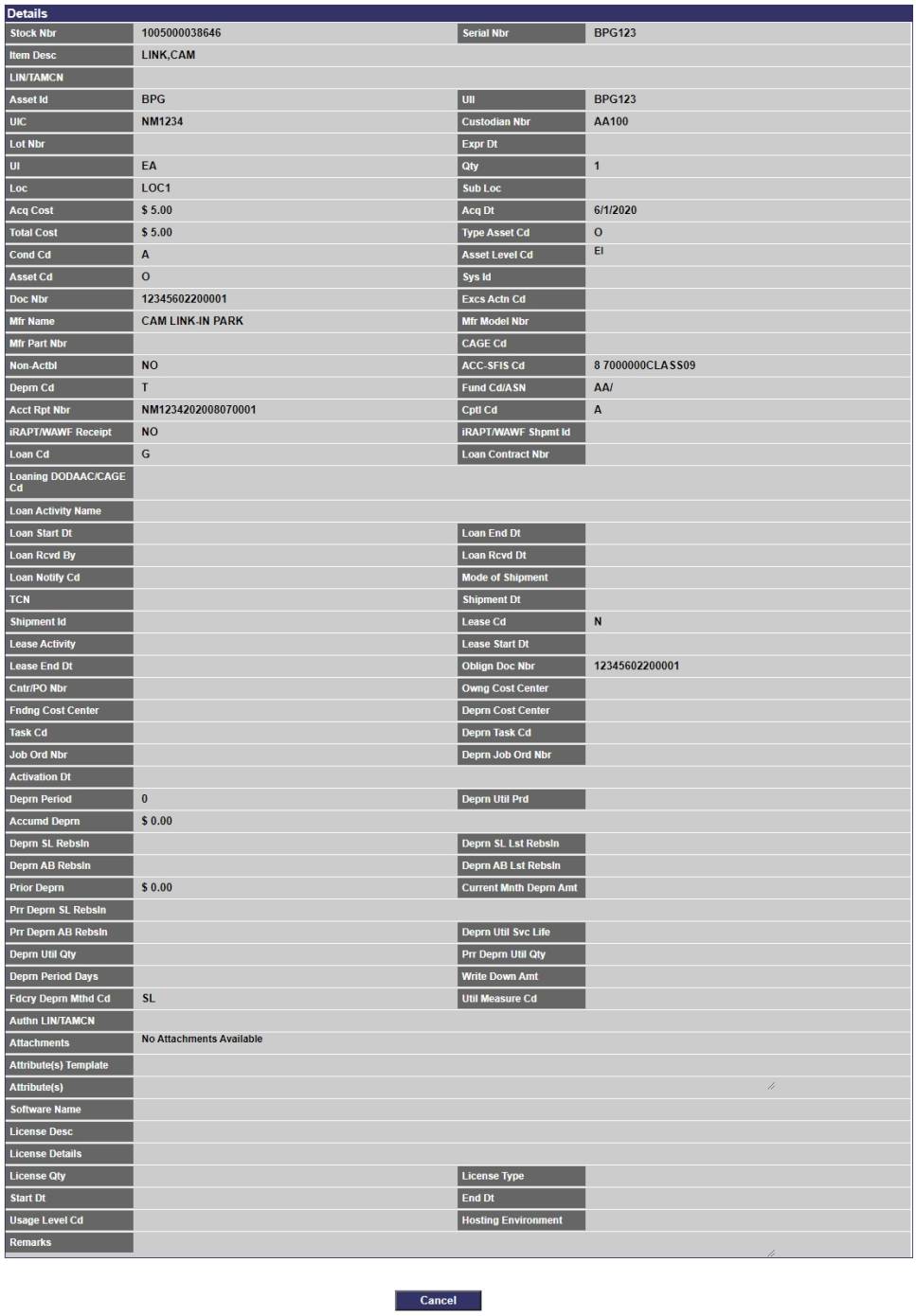
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the UII Update / Assignment Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the ASSET ID hyperlink. *The UII Update / Assignment Asset Details page appears.*



Details			
Stock Nbr	1005000038646	Serial Nbr	BPG123
Item Desc	LINK,CAM		
LIN/TAMCN			
Asset Id	BPG	UII	BPG123
UIC	NM1234	Custodian Nbr	AA100
Lot Nbr		Expr Dt	
UI	EA	Qty	1
Loc	LOC1	Sub Loc	
Acq Cost	$ 5.00	Acq Dt	6/1/2020
Total Cost	$ 5.00	Type Asset Cd	O
Cond Cd	A	Asset Level Cd	EI
Asset Cd	O	Sys Id	
Doc Nbr	12345602200001	Excs Actn Cd	
Mfr Name	CAM LINK-IN PARK	Mfr Model Nbr	
Mfr Part Nbr		CAGE Cd	
Non-Actbl	NO	ACC-SFIS Cd	8 7000000CLASS09
Deprn Cd	T	Fund Cd/ASN	AA/
Acct Rpt Nbr	NM1234202008070001	Cptl Cd	A
iRAPT/WAWF Receipt	NO	iRAPT/WAWF Shpmt Id	
Loan Cd	G	Loan Contract Nbr	
Loaning DODAAC/CAGE Cd			
Loan Activity Name			
Loan Start Dt		Loan End Dt	
Loan Rcvd By		Loan Rcvd Dt	
Loan Notify Cd		Mode of Shipment	
TCN		Shipment Dt	
Shipment Id		Lease Cd	N
Lease Activity		Lease Start Dt	
Lease End Dt		Oblign Doc Nbr	12345602200001
Cntr/PO Nbr		Owng Cost Center	
Fndng Cost Center		Deprn Cost Center	
Task Cd		Deprn Task Cd	
Job Ord Nbr		Deprn Job Ord Nbr	
Activation Dt			
Deprn Period	0	Deprn Util Prd	
Accumd Deprn	$ 0.00		
Deprn SL Rebsln		Deprn SL Lst Rebsln	
Deprn AB Rebsln		Deprn AB Lst Rebsln	
Prior Deprn	$ 0.00	Current Mnth Deprn Amt	
Prr Deprn SL Rebsln			
Prr Deprn AB Rebsln		Deprn Util Svc Life	
Deprn Util Qty		Prr Deprn Util Qty	
Deprn Period Days		Write Down Amt	
Fdcry Deprn Mthd Cd	SL	Util Measure Cd	
Authn LIN/TAMCN			
Attachments	No Attachments Available		
Attribute(s) Template			
Attribute(s)			
Software Name			
License Desc			
License Details			
License Qty		License Type	
Start Dt		End Dt	
Usage Level Cd		Hosting Environment	
Remarks			

Cancel

2. Review the available fields:
    A. *Verify the STOCK NBR.*
    B. *Verify the SERIAL NBR.*
    C. *Verify the ITEM DESC.*
    D. *Verify the LIN/TAMCN.*
    E. *Verify the ASSET ID.*

F. *Verify the UII.*
G. *Verify the UIC.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the EXPR DT.*
K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*
O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the COND CD.*
T. *Verify the ASSET LEVEL CD.*
U. *Verify the ASSET CD.*
V. *Verify the SYS ID.*
W. *Verify the DOC NBR.*
X. *Verify the EXCS ACTN CD.*
Y. *Verify the MFR NAME.*
Z. *Verify the MFR MODEL NBR.*
AA. *Verify the MFR PART NBR.*
AB. *Verify the CAGE CD.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC-SFIS CD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD / ASN.*
AG. *Verify the ACCT RPT NBR.*
AH. *Verify the CPTL CD.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWF SHPMT ID.*
AK. *Verify the LOAN CD.*
AL. *Verify the Loan Contract NBR.*

AM. *Verify the Loaning DoDAAC/CAGE Cd.*

AN. *Verify the Loan Activity Name.*

AO. *Verify the Loan Start Dt.*

AP. *Verify the Loan End Dt.*

AQ. *Verify the Loan Rcvd By.*

AR. *Verify the Loan Rcvd Dt.*

AS. *Verify the Loan Notify Cd.*

AT. *Verify the Mode Of Shipment.*

AU. *Verify the TCN.*

AV. *Verify the Shipment Dt.*

AW. *Verify the Shipment Id.*

AX. *Verify the Lease Cd.*

AY. *Verify the Lease Activity.*

AZ. *Verify the Lease Start Dt.*

BA. *Verify the Lease End Dt.*

BB. *Verify the Oblign Doc Nbr.*

BC. *Verify the Cntr/PO Nbr.*

BD. *Verify the Owng Cost Center.*

BE. *Verify the Fndng Cost Center.*

BF. *Verify the Deprn Cost Center.*

BG. *Verify the Task Cd.*

BH. *Verify the Deprn Task Cd.*

BI. *Verify the Job Order Nbr.*

BJ. *Verify the Deprn Job Order Nbr.*

BK. *Verify the Activation Dt.*

BL. *Verify the Deprn Period.*

BM. *Verify the Deprn Util Prd.*

BN. *Verify the Accumd Deprn.*

BO. *Verify the Deprn SL Rebsln.*

BP. *Verify the Deprn SL Lst Rebsln.*

BQ. *Verify the Deprn AB Rebsln.*

BR. *Verify the Deprn AB Lst Rebsln.*

BS. *Verify the Prior Deprn.*

BT. *Verify the CURRENT MNTH DEPRN AMT.*
BU. *Verify the PRR DEPRN SL REBSLN.*
BV. *Verify the PRR DEPRN AB REBSLN.*
BW. *Verify the DEPRN UTIL SVC LIFE.*
BX. *Verify the DEPRN UTIL QTY.*
BY. *Verify the PRR DEPRN UTIL QTY.*
BZ. *Verify the DEPRN Period Days.*
CA. *Verify the WRITE DOWN AMT.*
CB. *Verify the FDCRY DEPRN MTHD CD.*
CC. *Verify the UTIL MEASURE CD.*
CD. *Verify the AUTHN LIN/TAMCN.*
CE. *Verify the Attachments.*
CF. *Verify the Attribute(s) Template.*
CG. *Verify the Attribute(s).*
CH. *Verify the Software Name.*
CI. *Verify the License DESC.*
CJ. *Verify the License Details.*
CK. *Verify the License QTY.*
CL. *Verify the License Type.*
CM. *Verify the START DT.*
CN. *Verify the END DT.*
CO. *Verify the Usage Level CD.*
CP. *Verify the Hosting Environment.*
CQ. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results

- Select the UII Update / Assignment Rows
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Update a UII

Overview

The UII Update / Assignment Update process allows editing of the UII Status Code.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > Search Results > Continue > Select Rows > Continue > Update a UII page

Page Fields

The following fields display on the **UII Update / Assignment Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.
330	When UII Sts Cd is updated from "DMC" or "NDT", generated UIIs only will appear on the Print Label.

Search Criteria

UII Sts Cd

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Loc

Update

UII Sts Cd

Print Label

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a UII

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Use ☑ to select the UII Sts Cd.
2. Click ☐ to select the Print Label. *This indicates that the UII STATUS CD prints on a prepared label.*
3. Select Update. *The* ***UII Update / Assignment Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
681 — Asset does not meet the criteria for UII assignment.	Invalid Entry. Confirm the UII STS CD is correct for the action required. Re—enter the UII STS CD.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

View the UII Update / Assignment Transaction Status

Overview

The UII Update / Assignment Transaction Status page displays a verification of the change of the UII status.

Navigation

Asset Management > UII Update / Assign > Search Criteria > Search > *Various Procedural Steps* > UII Update / Assignment Transaction Status page

Page Fields

The following fields display on the **UIIUpdate / Assignment Transaction Status page** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		UII Status Cd	ARN
		Asset Id	BPG
		Stock Nbr	1005000038646
		Serial Nbr	BPG123
		Custodian/Sub Nbr	AA100
		Location	LOC1

Search Criteria Print

- Select Print to print a report of the transaction. *The Export a UII Update / Assignment Report page appears.*
- Select Search Criteria to return to the UII Update / Assignment Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- Export a UII Update/Assignment Report

Export a UII Update / Assignment Report

Overview

The UII Update / Assignment Report Export provides the ability to save the report in different formats.

Navigation

Asset Management > UII Update / Assign > Search Criteria > 

> *Various Procedural Steps* > Transaction Status > UII Update / Assignment Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

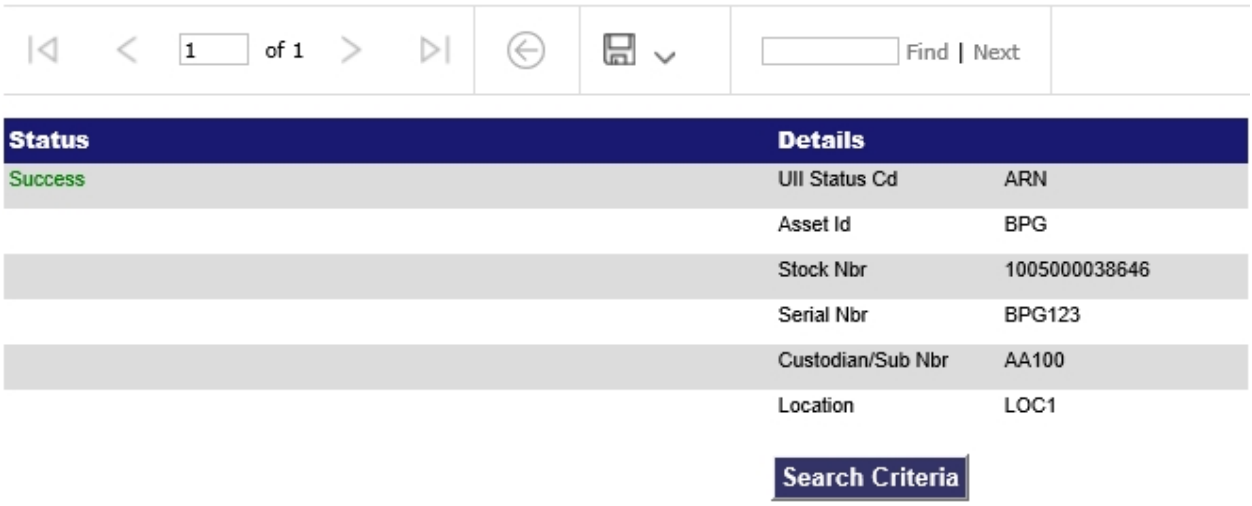
Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UII Update / Assignment Report to a Printable Application



1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **UII Update / Assignment Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status

Unique Item Identifier (UII) Registry Query Search Criteria

Overview

The **UII Registry Search Criteria** page enables you to search for a valid ASSET ID and use the resulting information to query the IUID Registry for a valid UII.

When the UII is found, it provides the capability for the user to associate the UII with the asset. You will query by the UII of the asset retrieved.

Upon query, the process validates the format of the UII and checks that it does not exist on any other exiting asset in DPAS prior to querying the Registry. When the UII exists on the Registry, all available information for that UII displays. You will select a **UII Status** of either *Tagged* or *Not Tagged* to associate the UII with the asset.

If the UII exists on the Registry, all available information for that UII displaya for you. You can select a **UII Status** of either *Tagged* or *Not Tagged* to associate the UII with the asset.

Navigation

Asset Management > UII Registry Query > Search Criteria

Page Fields

The following fields display on the **UII Registry Query Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Asset Id

Stock Nbr
UII Status
Serial Nbr
Mfr Part Nbr

Tagged
Not Tagged
UII
Part Nbr
Serial Nbr

* denotes a mandatory field

Item Desc
*UII

Procedures

To Perform a UII Registry ASSET ID Query:

1. Enter the **ASSET ID** or use the browse button to search for an ASSET ID.
2. Select the Search to display ASSET ID information.

Note
If no UII displays, you are required to locate a record which is recorded with a UII. The UII is a mandatory field.

3. Select Query Registry to query the **IUID Registry** for a matching UII. You will be unable to proceed to the next screen without a valid UII.
4. To clear the page select the Reset.

To Perform a UII Registry Tagged or Not Tagged:

1. To set the **UII STATUS CD** on the UII to *ARN - Recorded Not Tagged*, select the **Not Tagged** hyperlink.
2. Select the **Tagged** hyperlink to set the **UII STATUS CD** for the UII to **ART - Recorded and Tagged**.

Note
Once you select either hyperlink, you receive a message which reads, *UII was updated successfully*. This message displays at the top left-side of the page.

3. Reset button to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record exists for ASSET ID.	Re-enter correct ASSET ID or use the browse button to search for an existing ASSET ID.
Mandatory Entry – UII.	You are required to enter a valid UII.
Invalid UII format. Pos 1-50 must be alphanumeric with pos 1-6 mandatory.	Verify and re-enter the UII using the provided instruction text.
UII does not exist on Registry.	Re-enter correct UII.

Related Topics

- Unique Item Identifier (UII) Update/Assignment Search Criteria
- Unique Item Identifier (UII) Inquiry Search Criteria

PageID Ref: WFHRN2801_5

Asset Reversal Search Criteria

Overview

The Defense Property Accountability System (DPAS) provides a means for assets which were inadvertently disposed from the DPAS system to be returned to DPAS. This process is referred to as a Reversal as it reverses a previously executed action. The intent of any reversal action is to return the property book to the same condition it was in prior to the executed action. All appropriate business partner events (accounting events, UIT, IUID, etc.) are processed as well.

When reversing an asset which was disposed from DPAS, the reversal will update the property book. This involves the physical insertion of the asset from all the necessary tables.

Currently, the **Reversal** process only handles Personal Property end items without component(s) assets which were inadvertently disposed and need to be returned to the DPAS system. The process will not handle the reversing of any receipts intoDPAS, the reversing of any end items with components, and will not handle any reverses of Real Property (either receipts or dispositions). These processes may be handled in a future release.

Note

On a reversal of an asset which has been deleted and the Cost Center has been marked as Deleted, the Cost Center will be reinstated.

Navigation

Asset Management > Reversal > Search Criteria

Page Fields

The following fields display on the **Asset Reversal Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Reversal Type
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr

Procedure

To search for an asset(s) for Reversal:

Note

The default for the **Reversal Type** is *Disposition*.

1. If you know the **ASSET ID** or **SERIAL NBR**, enter the information into the text box provided.

Helpful Tip

The remaining data fields are optional; however, using the **ASSET ID**, **STOCK NBR**, **SERIAL NBR** or **CUSTODIAN NBR** provides additional search criteria to assist you in finding the correct data.

2. If you are not sure of the **STOCK NBR** or **CUSTODIAN NBR**, use ... to locate the correct information for your search.
3. Select Search to display the **Search Results** page or choose Reset to clear all data entered and remain on the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
ASSET ID must be alphanumeric.	Enter only letters and numbers into the ASSET ID field.
First position of STOCK NBR must be alphanumeric with valid special character (s) $, -, /, #, &, comma, and period.	Use only characters specified.
No record(s) match search criteria or you do not have the appropriate security access.	The search criteria you entered does not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Asset Reversal Search Results
- Asset Reversal Selected Rows
- Asset Reversal Transaction Status
- Asset Reversal Report Export

PageID Ref: WFHRN7001_5

Asset Reversal Search Results

Overview

The **Asset Reversal Search Results** page displays the records based on your search criteria. You have the option to use the checkbox(es) to select individual records or choose Select All to select all assets for all pages.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Reversal > Search Criteria > Search Results

Page Fields

The following fields display on the **Asset Reversal Search Results** page. For more information on each field, select the appropriate hyperlink.

Reversal Type
Asset Id
Serial Nbr
Restore
Asset Id
HA Asset Id
Stock Nbr
Item Desc
Serial Nbr
Acq Cost
Asset Lvl Cd
Embedded Cost
Fund Cd/ASN
Maj Cust Nbr
Sub Cust Nbr
Mfr Part Nbr
Loc
Cptl
Sys Id

Stock Nbr

Custodian Nbr

Procedure

To select an Asset for Reversal:

Note

You will find the Search Criteria entered displays at the top of the page. Verify the information is correct.

The red exclamation marks (**!**) in the **Search Results** identify data which needs restored to its original value before the asset may be reversed. Once the data is restored, the checkbox will be available to select the record. Examples include:

- A deleted Custodian Number will need to be added back into the UIC before the reversal may be completed.
- A deleted Stock Number must be added back to the catalog before the asset may be reversed.

1. To restore record(s), select the checkbox(es) or choose Select All to generate a mass transactions.
2. Select Continue to display **Selected Rows** page or select one of the following options:

- Deselect All to uncheck your selections
- Cancel to return to **Search Criteria** page

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Unable to get off page.	Select Cancel to return to the previous page.

Related Topics

- Asset Reversal Search Criteria
- Asset Reversal Selected Rows
- Asset Reversal Transaction Status
- Asset Reversal Report Export

PageID Ref: WFHRN7002_6

Asset Reversal Selected Rows

Overview

On this page, you will select Restore to reverse the action.

Navigation

Asset Management > Reversal > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Asset Reversal Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Reversal Type
Asset Id
Serial Nbr
Restore
Asset Id
Stock Nbr
Item Desc
Serial Nbr
Acq Cost
Asset Lvl Cd
Embedded Cost
Fund Cd/ASN
Maj Cust Nbr
Sub Cust Nbr
Mfr Part Nbr
Loc
Cptl
Sys Id

Stock Nbr
Custodian Nbr

Procedure

To perform an Asset Reversal:

1. Verify the records displayed on the **Asset Reversal Selected Rows** page is correct prior to selecting Restore.

2. To complete the process, select the Restore to process the transaction or choose Cancel to return to the **Asset Reversal Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Unable to get off page.	Select Cancel to return to the previous page.

Related Topics

- Asset Reversal Search Criteria
- Asset Reversal Search Results
- Asset Reversal Transaction Status
- Asset Reversal Report Export

PageID Ref: WFHRN7003_99

Asset Reversal Transaction Status

Overview

The **Asset Reversal Transaction Status** page displays information concerning the transaction just completed.

Navigation

Asset Management > Reversal > Search Criteria > Search Results > Selected Rows > Transaction Status page

Page Fields

The following fields display on the **Asset Reversal Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Asset Reversal Search Criteria
- Asset Reversal Search Results
- Asset Reversal Selected Rows
- Asset Reversal Report Export

PageID Ref: WFHRN7003_11

Asset Reversal Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Asset Management > Reversal > Search Criteria > Search Results > Selected Rows > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Asset Reversal Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Asset Reversal Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Asset Reversal Search Criteria
- Asset Reversal Search Results
- Asset Reversal Selected Rows
- Asset Reversal Transaction Status

File Upload

Overview

The Property Accountability module File Upload process provides the ability to insert new records into the Online Data Table Upload program using a browser upload.

Navigation

Asset Management > File Upload > File Upload page

Page Fields

The following fields display on the **File Upload** page. For more information on each field, select the appropriate hyperlink.

Download the Template

Download Template

File Upload

Upload File Path

Select the template that matches the file contents

Template

Match file contents to available columns

Asset Id

Device Name

Software Name

Software Version

Manufacturer Name

Service Tag Serial Number

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Step 0 — Download the Template

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Select . *The Download Template grid appears.*
2. Use to select Download Template. *The template downloads to the user's computer.*

Step 1 — Select a File to Upload

1. Select the Upload File Path Browse... . *The Windows **Choose File To Upload** pop-up window appears.*
2. Browse for the desired file to upload.
3. Select the file. *The file is highlighted.*
4. Select Open or double-click to select. *The file is downloaded and automatically proceeds to the next step.*

Step 2 — Pick the File Upload Template

1. Use to select Template. *The template is applied to the uploaded file.*

Step 3 — Map the File Columns to the Template

1. DPAS automatically detects columns from the first row of the uploaded file. Select the check box for File Does not have a header if no column headers were specified in the first row of the uploaded file.
2. From left to right order match the column name and the template columns by selecting the appropriate drop-down values for each column.
3. Select Continue to validate the file upload or Cancel to return to the previous page.

Validate the Columns

1. Choose one of the following tabs:
   - **Software**
   - **Asset**
   - **License**
2. Select Update to check for upload errors or Cancel to return to the previous page.

Finalize - Process the File

1. Once the file has been validated free of errors select the Upload File button to process the file.
2. Select Print to print the Transaction Status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Note

Each error has a button that directs to the appropriate screen to resolve the error.

If it is an asset error, the user is directed to the IT Asset Characteristics. Once the ASSET ID is identified and the record is updated, the user is returned to the IT Error Resolution screen.

If there is an error for the software, the user is directed to IT Device Software process. The correct asset is pre-populated and the search grid is enabled to allow adding the correct software. When the update is complete, the user is brought back to the IT Error Resolution screen.

If there is an error for both the asset and the software, the asset is fixed first.

The errors are removed from the screen once corrected. If the errors are corrected via the process versus this screen the Ignore check box allows the errors to be cleared from the screen.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- IT Management Errors

IT MGT ERRORS Overview

Overview

The Property Accountability module IT Management Error Resolution process provides the ability to resolve any errors that occur during processing of uploaded files.
An error is displayed under two circumstances:

- The asset does not exist in the catalog.
- The software in the file does not match to the software in the software catalog.

For example, an error displays when the process is unable to match the asset in the file to the IT asset on the property book.

Navigation

Asset Management > File Upload > IT MGT ERRORS > IT Asset Software Upload Errors page

Page Fields

The following fields display on the **IT Asset Software Upload Errors** page. For more information on each field, select the appropriate hyperlink.

IT Asset Software Upload Errors

Ignore Grouping
Asset Id
Ignore Row
IT Device Name
Serial Nbr
Sftwr Name
Sftwr Ver
Mfr Name
File Path
Failure Reason
Action

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Resolve an Error

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Fix to display the appropriate page to resolve the error.

   Helpful Tip

   The error is removed from the screen when corrected.

2. Select the Ignore Grouping check box to clear the error from the page when errors have been corrected via the correct process instead of the IT Management Errors page.
3. Choose Tran Results to view the Transaction Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- File Upload

Location Update Exception Search Criteria

Overview

Defense Property Accountability System (DPAS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). When an asset with PRFTAG is moved within the monitored RTLS perimeter fence, a change location alert is sent to DPAS to ensure that the location in the DPAS database is reflected. Consequently, if an asset is moving or moved several times during the day, the RTLS detects these changes as location changes and each change is transmitted to DPAS.

DPAS creates filter criteria to avoid or minimize the constant updating of the location in the DPAS database. For example, if an asset such as projector is carried to different conference rooms for presentation use, the user may not want to update the location of the asset as it moves to different locations. It may, however, just update the last location at the end of the day.

DPAS defines an exception base filtering that can be used as a temporary measure to prevent the constant updating of a moving asset. The exception filtering is at the individual asset; therefore, you must identify the asset from the DPAS **ASSET ID** to be filtered.

Navigation

Asset Management > Location Update Exception> Search Criteria

Page Fields

The following fields display on the **Location Exception Search Criteria** page. All data fields are optional on the **Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Location Update Exception
Active Exception
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Location

Procedure

To Search for Assets to Manage the Location Update Exception:

1. The **Location Update Exception** drop-down list defaults to *All*. Search Criteria can be selected and/or entered to reduce the number of Search Results returned. Leaving the Search Criteria blank returns all results
2. Select 

to display the **Search Results** page or choose 

to clear all data entered and remain on the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Results
- Location Update Exception Selected Results
- Location Update Exception Delete

Page ID Ref: WFUTN4201_5

Location Update Exception Search Results

Overview

Defense Property Accountability System (DPAS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You are able to select individual or multiple assets to process exception assignments.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results

Page Fields

The following fields display on the **Location Exception Search Results** page. All data fields are optional on the **Search Criteria** screen. For more information on each field, select the appropriate hyperlink.

Selected Records

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr
Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment

Location Update Exception
*Effective Date
Range Start Date

Range End Date
Active
Inactive
History Remarks

Procedure

To Select Assets to Manage Their Location Update Exception:

1. Use the **Select** checkbox to select individual records or choose Select All to select all records on all pages.
2. To display a **Details** page, select the **ASSET ID** hyperlink for the record to view.

   To return to the **Search Results** page, select Cancel.
3. Select Continue to display the **Selected Results** page or choose Cancel to return to **Search Criteria** page.

Helpful Tip

You may have several pages returned from your search criteria. To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

Note

To clear your selections, Deselect All.

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Selected Results

- Location Update Exception Delete

Page ID Ref: WFUTN4202_6

Location Update Exception Selected Results

Overview

Defense Property Accountability System (DPAS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You can select to never report location exceptions for an asset or to report once a day at the end of the day.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results > Selected Results

Page Fields

The following fields display on the **Location Exception Selected Results** page. All data fields are optional on the **Search Criteria** screen. For more information on each field, select the appropriate hyperlink.

Selected Records

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr
Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment

Location Update Exception
*Effective Date
Range Start Date
Range End Date
Active
Inactive
History Remarks

Procedure

To Delete the Exception Assignment:

1. Review the selected record(s) you are going to process.
2. Select the **Location Update Exception** from the drop-down list. You can choose:

    - Not Applicable
    - Never update locations
    - Updated once a day (at the end of the day)

1. If the **Location Update Exception** is set to *N - Never update locations* or *D - Updated once a day (at the end of the day)*, the **Effective Date** becomes a mandatory field. Input when this exception assignment becomes effective.
2. Enter a **Range Start Date** and **Range End Date** to specify a range. Leaving these fields blank will continue to exception assignment indefinitely.
3. By default the exception assignment is set to *Active*. Select the *Inactive* radio button to turn the exception assignment off.
4. The **History Remarks** is an optional field. It is recommended you enter comments to further document the update action.
5. Select 

to process the transaction or choose 

to return to the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Search Results
- Location Update Exception Delete

Page ID Ref: WFUTN4203_6

Location Update Exception Delete

Overview

The Defense Property Accountability System (DPAS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You can select to never report location exceptions for an asset or to report once a day at the end of the day.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results > Selected Results > Delete

Page Fields

The following fields display on the **Location Exception Delete** page. For more information on each field, select the appropriate hyperlink.

Selected Records

Asset ID
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr
Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment

Location Update Exception
Effective Date
Range Start Date
Range End Date
Active
Inactive
History Remarks

Procedure

To Manage the Exception Assignment:

1. Review the selected record(s) you are going to process.
2. Select the **Location Update Exception** from the drop-down list. You can choose Not Application, Never report location exceptions, or report once daily, at the end of the day.
3. If the **Location Update Exception** is set to *N - Never update location* or *D- Updated once a day (end of day)*, the **Effective Date** becomes a mandatory field. Input when this exception assignment becomes effective.
4. Enter a **Range Start Date** and **Range End Date** to specify a date range. Leaving these fields blank will continue to exception assignment indefinitely.
5. By default the exception assignment is set to *Active*. Select the *Inactive* radio button to turn the exception assignment off.
6. The **History Remarks** is an optional field. It is recommended you enter comments to further document the update action.

7. Select Delete to process the transaction or choose Cancel to return to the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Search Results
- Location Update Exception Selected Results

Page ID Ref: WFUTN42_04

Generate Inventories Custodian Search Criteria

Overview

Generating an inventory is like taking a picture of your property book at that moment. This "picture" is used to compare what is on DPAS to the actual possession of the assets. This process is used for both manual and automated inventories.

DPAS will not update the master table until the inventory is completely reconciled or manually closed.

In this process you are requesting a Custodian Inventory which allows the inventorying one or more Major Custodians. When an inventory is initialized, an Inventory Number is created to track the inventory from "cradle to grave" to help you manage the inventory.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria

Page Fields

The following fields display on the **Generate Inventories Custodian Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Maj Custodian Nbr
Include Sub Cust
Next Initlzn Dt From
Next Initlzn Dt To

* denotes a mandatory field

Procedure

To Initialize Inventory and Generate Report or Initialize Inventory Only:

1. Select the browse button or manually enter a **Maj Cust Nbr** (Optional). Leaving this field blank displays all available Custodians for selection.
2. **Include Sub Cust** is checked by default. This displays Sub Custodians as their own inventories. Checking this box rolls all the Sub Custodian assets into the Major Custodian inventory.
3. Enter the **Next Initlzn Dt From** and **Next Initlzn Dt To** providing you with date information for future inventories.

Helpful Tip

Next Initialization Date — the date of the next inventory initialization. When you initialize an inventory, a date that the inventory should next be conducted can be entered. When inputting this date, the Custodian and Location Next Initialization Date must be greater than the system date but less than 1095 days (3 years) in the future. For the Sensitive Inventories, the date must be greater than the system date but less than 365 days in the future since sensitive inventories must be performed annually.

5. Select Search to view **Search Results** or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record(s) does not exist or user does not have Access to record(s).	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Type Action is Required.	Must select one of the Type Actions to initialize an inventory.
No INV Plan for UIC. Cannot generate INV.	Contact your Agency Coordinator.

Related Topics

- Generate Inventories Custodian Search Results
- Generate Inventories Custodian Selected Rows
- Generate Inventories Custodian Update
- Generate Inventories Custodian Transaction Status
- Generate Inventories Custodian Report Export

PageID Ref: WFHRN6501_5

Generate Inventories Custodian Search Results

Overview

The **Generate Inventories Custodian Search Results** page displays inventories available for initialization. Custodians with open inventories will not appear on the page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria > Search Results

Page Fields

The following fields display on the **Generate Inventories Custodian Search Results** page. For more information on each field, select the appropriate hyperlink.

Select
Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedure

To Select Custodian(s) for Inventory:

1. Make your individual selections using the checkbox(s) or use Select All to choose all inventories. Using this option selects all rows on all pages of the **Search Results**.

Note

LAST INV DT and **NEXT INIT DT** will not display if there is no Custodian Inventory Plan for the **UIC**. You will need to contact your Agency Coordinator if no plan exist.

2. Select Continue to display the **Selected Rows** page or choose Deselect All to clear all rows on all pages.

3. To return to the previous page select Cancel .

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Select a record(s) to continue.	Use the checkboxes to make your selections or choose Select All.

Related Topics

- Generate Inventories Custodian Search Criteria
- Generate Inventories Custodian Selected Rows
- Generate Inventories Custodian Update
- Generate Inventories Custodian Transaction Status
- Generate Inventories Custodian Report Export

PageID Ref: WFHRN6502_6

Generate Inventories Custodian Selected Rows

Overview

The **Generate Inventories Custodian Selected Rows** page provides an opportunity to review inventories prior to initializing and generating the inventory report.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Generate Inventories Custodian Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedure

To Confirm Custodian(s) Inventory Selected:

1. Verify Custodian Inventories you have selected for initialization are correct.
2. Select Continue to display the **Update** page or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Generate Inventories Custodian Search Criteria
- Generate Inventories Custodian Search Results
- Generate Inventories Custodian Update
- Generate Inventories Custodian Transaction Status
- Generate Inventories Custodian Report Export

PageID Ref: WFHRN6503_99

Generate Inventories Custodian Update

Overview

The **Generate Inventories Custodian Update** page allows you to select a **SORT SEQ** and **SCHED CMPLTN DT** prior to submitting your inventory.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria > Search Results > Selected Rows > Update page

Page Fields

The following fields display on the **Generate Inventories Custodian Update** page. For more information on each field, select the appropriate hyperlink.

*Type Action
*Sort Seq
Sched Cmpltn Dt
Signature Block

* The **SORT SEQ** field only appears when *Init Inventory and Gen Report* was selected on the **Search Criteria** page.

Procedures

To Update Initialize Inventory and Generate Report:

Helpful Tip

All fields on the page are required.

1. Select a **SORT SEQ** from the drop-down list. You can accept the default of *Asset Id* or make a selection from the following:
   - Location
   - Item Description
   - Stock Number
2. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
3. Enter **SCHED CMPLTN DT** by using or manually entering the date in the format of MM/DD/YYYY.

4. Select Submit to process the transaction or Cancel to return to previous page.

Note

Inventory is now in *Open Initialized (OIN)* status.

To Update Initialize Inventory Only:

1. Enter SCHED CMPLTN DT by using or manually inputting date in the format of MM/DD/YYYY.
2. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *Open Initialized (OIN)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date entered must be >or = System Date: SCHED CMPLTN DT.	Enter SCHED CMPLTN DT greater than or equal to System Date.
NEXT INITLZN DT must be >system date but not > system date plus 3 years.	Enter your NEXT INITLZN DT and make sure its not greater than the current initialized date plus 3 years.
No dates found for UIC and Custodian.	Scheduled Completion date is required.

Related Topics

- Generate Inventories Custodian Search Criteria
- Generate Inventories Custodian Search Results
- Generate Inventories Custodian Selected Rows
- Generate Inventories Custodian Transaction Status
- Generate Inventories Custodian Report Export

PageID Ref: WFHRN6504_9

Generate Inventories Custodian Transaction Status

Overview

On the **Generate Inventories Custodian Transaction Status** page you can see the status of the Inventory just initialized. You can print or save this page or return to the **Generate Inventories Custodian Search Criteria** page.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria > Search Results > Selected Rows > Request Custodian Inventory Update page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Generate Inventories Custodian Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Choose Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Generate Inventories Custodian Search Criteria
- Generate Inventories Custodian Search Results

- Generate Inventories Custodian Selected Rows
- Generate Inventories Custodian Update
- Generate Inventories Custodian Report Export

PageID Ref: WFHRN6504_11

Generate Inventories Custodian Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Generate Inventories > Custodian > Search Criteria > Search Results > Selected Rows > Request Custodian Inventory Update page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Generate Inventories Custodian Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Generate Inventories Custodian Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Generate Inventories Custodian Search Criteria
- Generate Inventories Custodian Search Results
- Generate Inventories Custodian Selected Rows
- Generate Inventories Custodian Update
- Generate Inventories Custodian Transaction Status

Generate Inventories Cyclic Search Criteria

Overview

Generating an inventory is like taking a picture of your property book at that moment. This "picture" is used to compare what is on DPAS to the actual possession of the asset. This process is used for both manual and automated inventories. This process is used for both manual and automated inventories.

From the **Type Action** drop-down list you can choose to initialize the inventory with or without a report. Your options are:

- INIT INVENTORY and GEN REPORT
- INIT INVENTORY

In this process you are requesting a *Cyclic Inventory by Custodian* or *Location*:

- **Cyclic by Custodian** – A percentage of an inventory grouped by assets for one or more Major Custodians or Sub Custodians. This percentage is based on selections made in the **Inventory Management Plan**.
- **Cyclic by Location** – A percentage of an inventory grouped by assets for one or more physical locations. This percentage is based on selections made in the **Inventory Management Plan**.

It is recommended you review the **Cyclic Inventory Management Plan** for *General* or *Sensitive* assets. Your Agency Coordinator is responsible for creating a **Cyclic Inventory Management Plan** containing the parameters for the Cyclic Inventory. Cyclic Inventories are managed at the UIC level. A decision must be made to inventory a portion of the assets in each location within the UIC or a portion of the assets within each Custodian of the UIC.

A start date for the Cyclic Inventory must be entered as well as how many months the inventory cycle will last and how many inventories will be conducted during that period. When the first inventory is initialized, the completed inventory number will automatically be increased by one. This is done now since inventories will most likely be completed on differing dates. The assets contained on each inventory will be selected based on the parameters contained on the **Inv Management Plan** table. All assets for a single Location or Custodian will be selected and sorted by the **RCL LAST INV DT**. From this list, assets inventoried after the **Inv Period Start Date** will be removed, these assets have already been counted within the period.

When an initialize inventory is requested an **Inventory Number** is created to track the inventory from "cradle to grave" to help you manage the inventory.

Navigation

Inventory > Generate Inventories > Cyclic > Search Criteria

Page Fields

The following fields display on the **Generate Inventories Cyclic Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Type Action

* denotes a mandatory field

Procedure

To Initialize Inventory and Generate Report or Initialize Inventory Only:

1. From the **Type Action** drop-down list, select *Init Inventory and Gen Report* or *Init Inventory*.
2. Select Search to display **Search Results** or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record(s) does not exist or user does not have Access to record (s).	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Type Action is Required.	Must select one of the Type Actions to initialize an inventory.
To generate a Cyclic Inventory, UIC must have an established Cyclic Inventory Plan.	Contact your Agency Coordinator.

Related Topics

- Generate Inventories Cyclic Update
- Generate Inventories Cyclic Transaction Status
- Generate Inventories Cyclic Report Export

PageID Ref: WFHRN6801_5

Generate Inventories Cyclic Update

Overview

The **Generate Cyclic Inventory Update** page allows you to sort your inventory data by choosing one of the following sort sequence options:

- **Asset Id**
- **Cyclic**
- **Item Description**
- **Stock Number**

In addition, you can enter a **Scheduled Completion Date** for the inventory being conducted to help manage the inventory.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Update page

Page Fields

The following fields display on the **Generate Inventories Cyclic Update** page. For more information on each field, select the appropriate hyperlink.

Search Criteria
Inv Type
Inv Period Start Dt
Invs In Period
Last Cmpltd Cyc Inv

Update
*Sort Seq
Signature Block
*Sched Cmpltn Dt

* denotes a mandatory field

Procedure

To Update Init Inventory and Gen Report:

1. Select a **Sort Seq** from the drop-down list. You can accept the default of *Asset Id* or make a selection from the following:

- **Location**
- **Item Description**
- **Stock Number**

2. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
3. Using the drop-down list, make a selection of *Major Custodian* or *Sub Custodian* to **Group By**.
4. Enter a **SCHED CMPLTN DT** by using  or manually inputting date in the format of MM/DD/YYYY.
5. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status.

To Update INIT INVENTORY Only:

1. Enter **SCHED CMPLTN DT** by using  or manually inputting date in the format of MM/DD/YYYY.
2. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
3. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date entered must be > or = System Date: SCHED CMPLTN DT.	Enter SCHED CMPLTN DT greater than or equal to System Date.
No dates found for UIC and Custodian.	Scheduled Completion date is required.

Related Topics

- Generate Inventories Cyclic Search Criteria
- Generate Inventories Cyclic Transaction Status
- Generate Inventories Cyclic Report Export

PageID Ref: WFHRN6802_9

Generate Inventories Cyclic Transaction Status

Overview

On the **Generate Inventories Cyclic Transaction Status** page you can see the status of your Inventory you just initialized. You can print the Status page or return to the **Generate Inventories Cyclic Search Criteria** page.

Navigation

Inventory > Generate Inventories > Cyclic > Search Criteria > Update Page > Transaction Status page

Page Fields

The following fields display on the **Generate Inventories Cyclic Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Generate Inventories Cyclic Search Criteria
- Generate Inventories Cyclic Update
- Generate Inventories Cyclic Report Export

PageID Ref: WFHRN6802_11

Generate Inventories Cyclic Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Generate Inventories > Cyclic> Search Criteria > Update Page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Generate Inventories Cyclic Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Generate Inventories Cyclic Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Generate Inventories Cyclic Search Criteria
- Generate Inventories Cyclic Update
- Generate Inventories Cyclic Transaction Status

Generate Inventories Location Search Criteria

Overview

Generating an inventory is like taking a picture of your property book at that moment. This "picture" is used to compare what is on DPAS to the actual possession of the asset. This process is used for both manual and automated inventories.

From the Type Action drop-down list you can choose to initialize the inventory with or without a report. Your options are:

- **INIT INVENTORY** and **GEN REPORT**
- **INIT INVENTORY**

In this process you are requesting a Location Inventory which is grouped by the physical location of assets. When an inventory is initialized, an Inventory Number is created to track the inventory from "cradle to grave" to help you manage the inventory.

Navigation

Inventory > Generate Inventories > Location > Search Criteria

Page Fields

The following fields display on the **Generate Inventories Location Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Type Action
Loc
Next Initlzn Dt From
Next Initlzn Dt To

* denotes a mandatory field

Procedure

To Initiate Inventory and Generate Report or Initiate Inventory Only:

1. From the **Type Action** drop-down list, select *Init Inventory and Gen Report* or *Init Inventory*.
2. You can enter a specific **Loc** (Location) or leave blank.

Helpful Tip

Next Initialization Date — the date of the next inventory initialization. When you initialize an inventory, a date that the inventory should next be conducted can be entered.

When inputting this date, the **Custodian** and **Location Next Initialization Date** must be greater than the system date but less than 1095 days (3 years) in the future. For the Sensitive Inventories, the date must be greater than the system date but less than 365 days in the future since sensitive inventories must be performed annually.

3. Enter the **NEXT INITLZN DT FROM** and **NEXT INITLZN DT TO** provides you with the ability to enter date information for future inventories.
4. Select Search to view **Search Results** or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Type Action is required.	Must select one of the Type Actions to initialize an inventory.
Mandatory Entry: NEXT INITLZN DT TO	You must enter both To and From Initialization Dates, if you choose to use the INITLZN DT field.
No Inv Plan for UIC. Cannot generate Inv.	Contact your Agency Coordinator.
Record(s) does not exist or user does not have Access to record(s).	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Generate Inventories Location Search Results
- Generate Inventories Location Selected Rows
- Generate Inventories Location Update
- Generate Inventories Location Transaction Status
- Generate Inventories Location Report Export

PageID Ref: WFHRN6601_5

Generate Inventories Location Search Results

Overview

Locations available for inventory display on the **Generate Inventories Location Search Results** page. Locations which have an open inventory will not display. You make your selections for inventory by choosing the appropriate checkbox on the page or using Select All for all rows, all pages.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Search Results

Page Fields

The following fields display on the **Generate Inventories Location Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Type Action
Next Initlzn Dt From

Search Results

Select
Loc
Last Inv Dt
Next Initlzn Dt

Loc
Next Initlzn Dt To

Procedure

To Select Location(s) for Inventory:

1. Make your individual selections using the checkbox(es) or Select All to choose all inventories available for initialization for all rows, all pages.

Helpful Tip

LAST INV DT and **NEXT INIT DT** will not display if there is no Location Inventory Plan for the UIC. You will need to contact your Agency Coordinator if no plan exists for the UIC.

2. Select Continue display **Selected Rows** or choose Deselect All to clear all rows on all pages.
3. Choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Select a record(s) to continue.	Use the checkboxes to make your selections or choose Select All.

Related Topics

- Generate Inventories Location Search Criteria
- Generate Inventories Location Selected Rows
- Generate Inventories Location Update
- Generate Inventories Location Transaction Status
- Generate Inventories Location Report Export

PageID Ref: WFHRN6602_6

Generate Inventories Location Selected Rows

Overview

The **Generate Inventories Location Selected Rows** page displays the inventories you selected for initialization.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Generate Inventories Location Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Loc
Last Inv Dt
Next Initlzn Dt

Procedure

To Confirm Location Inventory selected:

1. Verify Location inventories you have selected for initialization are correct.
2. Select Continue to display the **Update** Page or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Generate Inventories Location Search Criteria
- Generate Inventories Location Search Results
- Generate Inventories Location Update
- Generate Inventories Location Transaction Status
- Generate Inventories Location Report Export

PageID Ref: WFHRN6603_99

Generate Inventories Location Update

Overview

The **Generate Inventories Location Update** page allows you to sort your inventory data by choosing one of the following options:

- **Asset Id**
- **Location**
- **Item Description**
- **Stock Number**

In addition, you can supply a **Scheduled Completion Date** for the inventory being conducted.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Search Results > Selected Rows > Update Page

Page Fields

The following fields display on the **Generate Inventories Location Update** page. For more information on each field, select the appropriate hyperlink.

*Sort Seq
Signature Block

* denotes a mandatory field
*Group By
*Sched Cmpltn Dt

Procedure

To Update Init Inventory and Gen Gen Report Location Inventories:

Helpful Tip

All fields on the page are required.

1. Select a **Sort Seq** from the drop-down list. You can accept the default of *Asset Id* or make a selection from the following:

- Location
- Item Description
- Stock Number

2. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
3. Using the **Group By** drop-down list, make a selection of Major Custodian or Sub Custodian.
4. Enter **SCHED CMPLTN DT** by using or manually inputting date in the format of MM/DD/YYYY.
5. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status.

To Update INIT INVENTORY Only Location Inventories:

1. Enter **SCHED CMPLTN DT** by using or manually inputting date in the format of MM/DD/YYYY.
2. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date entered must be > or = System Date: SCHED CMPLTN DT.	Enter a valid date equal to or later than the system date.
No dates found for UIC and Custodian.	Scheduled Completion Date is required.

Related Topics

- Generate Inventories Location Search Criteria
- Generate Inventories Location Search Results
- Generate Inventories Location Selected Rows
- Generate Inventories Location Transaction Status

- Generate Inventories Location Report Export

Generate Inventories Location Transaction Status

Overview

On the **Generate Inventories Location Transaction Status** page you can see the status of your Inventory you just initialized. You can print the **Status** page or return to the **Generate Inventories Location Search Criteria** page.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Search Results > Selected Rows > Update Page > Transaction Status page

Page Fields

The following fields display on the **Generate Inventories Location Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Generate Inventories Location Search Criteria
- Generate Inventories Location Search Results
- Generate Inventories Location Selected Rows
- Generate Inventories Location Update

- Generate Inventories Location Report Export

PageID Ref: WFHRN6604_11

Generate Inventories Location Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Generate Inventories > Location > Search Criteria > Search Results > Selected Rows > Update Page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Generate Inventories Location Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Generate Inventories Location Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Generate Inventories Location Search Criteria
- Generate Inventories Location Search Results
- Generate Inventories Location Selected Rows
- Generate Inventories Location Update
- Generate Inventories Location Transaction Status

Generate Inventories Sensitive Search Criteria

Overview

Generating an inventory is like taking a picture of your property book at that moment. This "picture" is used to compare what is on DPAS to the actual possession of the asset. A Sensitive Item Inventory is the physical count of items identified by a specific service as sensitive (e.g., firearms, ammunition, night vision devices and navigation systems (GPS)). This also may include items that are identified as pilferable. This inventory process is completed by either manual or automated inventories.

From the **Type Action** drop-down list you can choose to initialize the inventory with or without a report. Your options are:

- **INIT INVENTORY** and **GEN REPORT**
- **INIT INVENTORY**

In this process you are requesting a Sensitive Inventory grouped by assets with sensitive **Controlled Inventory Item Code (CIIC)**. The **CIIC** indicates the security classification of assets. When an inventory is initialized, an Inventory Number is created to track the process from "cradle to grave" to help you manage the inventory.

Note

Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $. The **UIC Inventory Management Plan** designates Pilferable assets to be included in the Inventory. Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact your Agency Coordinator for additional information regarding the Inventory Management Plan created for sensitive assets.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria

Page Fields

The following fields display on the **Generate Inventories Sensitive Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Type Action
Custodian Nbr
Include Sub Cust
Next Initlzn Dt From
Next Initlzn Dt To

* denotes a mandatory field

Procedure

To Initialize a Sensitive Inventory and Generate Report or Initialize Inventory Only:

1. From the **Type Action** drop-down list, select *Init Inventory and Gen Report* or *Init Inventory*.
2. You can select the browse button or manually enter a **MAJ Custodian Nbr** (Optional).
3. Verify the **Include SUB CUST** is checked by default. This can be unchecked to list sub custodians as individual inventories.

Helpful Tip



Next Initialization Date — the date of the next inventory initialization. When you initialize an inventory, a date that the inventory should next be conducted can be entered. When inputting this date, the Custodian and Location Next Initialization Date must be greater than the system date but less than 1095 days (3 years) in the future. For the Sensitive Inventories, the date must be greater than the system date but less than 365 days in the future since sensitive inventories must be performed annually.

4. Enter the **NEXT INITLZN DT FROM** and **NEXT INITLZN DT TO** to record date information for future inventories.
5. Select Search to display **Search Results** or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record(s) does not exist or user does not have Access to record(s).	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Type Action is Required.	Must select one of the Type Actions to initialize an inventory.
Mandatory Entry: NEXT INITLZN DT TO.	If you enter a Date From you must enter a Date To. And vise-versa, if you enter a Date To you must enter a Date From.
No INV Plan for UIC. Cannot generate INV.	Contact your Agency Coordinator.

Related Topics

- Generate Inventories Sensitive Search Results
- Generate Inventories Sensitive Selected Rows
- Generate Inventories Sensitive Update
- Generate Inventories Sensitive Transaction Status
- Generate Inventories Sensitive Report Export

PageID Ref: WFHRN6701_5

Generate Inventories Sensitive Search Results

Overview

Custodian Number(s) available for inventory display on the **Generate Inventories Sensitive Search Results** page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

If a sensitive inventory is open, the **Custodian Nbr** will not display on the **Search Results** page. You make your selection(s) for inventory by choosing the appropriate check-box(es) on the page.

Helpful Tip

To ensure an inventory is closed or canceled select **Inquiry** > **Inventory** > **Inventory Header** and select search criteria to locate the **Inventory Process Code**. Custodians with open inventories will not appear.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria > Search Results

Page Fields

The following fields display on the **Generate Inventories Sensitive Search Results** page. For more information on each field, select the appropriate hyperlink.

Select
Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedure

To Select Custodian Number(s) for Sensitive Inventory:

Helpful Tip

You may have several pages returned from your search criteria. To sort the rows, you select the **Cust Nbr** underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

1. Make your individual selections using the checkbox(es) or Select All to choose all inventories available for initialization for all rows, all pages.

Note

LAST INV DT and **NEXT INIT DT** will not display if there is no **Sensitive Inventory Plan** for the UIC. You will need to contact your Agency Coordinator if no plan exists for the UIC.

2. Select Continue to display the **Selected Rows** or choose Deselect All to clear all rows, all pages.
3. You can choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Select a record(s) to continue.	Use the checkboxes to make your selections or choose Select All.

Related Topics

- Generate Inventories Sensitive Search Criteria
- Generate Inventories Sensitive Selected Rows
- Generate Inventories Sensitive Update
- Generate Inventories Sensitive Transaction Status
- Generate Inventories Sensitive Report Export

PageID Ref: WFHRN6702_6

Generate Inventories Sensitive Selected Rows

Overview

The **Generate Inventories Sensitive Selected Rows** page displays the inventories you selected for initialization. On this page, verify the inventory initiated is correct prior to selecting the **Continue** button.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Request Sensitive Inventory Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedure

To Confirm Sensitive(s) Inventory selected:

1. Verify the Sensitive inventory you have selected for initialization for accuracy.
2. Select Continue to display **Update** page or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Generate Inventories Sensitive Search Criteria
- Generate Inventories Sensitive Search Results
- Generate Inventories Sensitive Update
- Generate Inventories Sensitive Transaction Status
- Generate Inventories Sensitive Report Export

PageID Ref: WFHRN6703_99

Generate Inventories Sensitive Update

Overview

The **Generate Inventories Sensitive Update** page allows you to sort your inventory data by choosing one of the following options:

- ASSET ID
- Sensitive
- Item Description
- Stock Number

In addition, you MUST supply a **Scheduled Completion Date** for the inventory being conducted.

Helpful Tip



Sensitive assets are determined by **CIIC** = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $. **The UIC Inventory Management Plan** designates Pilferable assets to be included in Inventory. Pilferable assets are determined by a **CIIC** = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact your Agency Coordinator for additional information regarding the **Inventory Management Plan** created for sensitive assets.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria > Search Results > Selected Rows > Update page

Page Fields

The following fields display on the **Generate Inventories Sensitive Update** page. For more information on each field, select the appropriate hyperlink.

Sort Seq

Sched Cmpltn Dt

Signature Block

Procedures

To Update a Sensitive Inventory(s) with INIT INVENTORY and GEN REPORT:

1. Select a **SORT SEQ** from the drop-down list. The default **SORT SEQ** is *Asset Id*. Your options are:

- ASSET ID
- Location
- Item Description

- Stock Number

2. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
3. Enter a **SCHED CMPLTN DT** by using or manually inputting date in the format of MM/DD/YYYY.
4. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status. You are now able to conduct your inventory

To Update a Sensitive Inventory(s) with INIT INVENTORY Only:

1. Enter **SCHED CMPLTN DT** by using or manually inputting date in the format of MM/DD/YYYY.
2. Select Submit to process the transaction or choose Cancel to return to previous page.

Note

Inventory is now in *OIN (Open Initialized)* status. You are now able to conduct your inventory

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date entered must be >or = System Date: SCHED CMPLTN DT.	Enter SCHED CMPLTN DT greater than or equal to System Date.
No dates found for UIC and Custodian.	Scheduled Completion date is required.

Related Topics

- Generate Inventories Sensitive Search Criteria
- Generate Inventories Sensitive Search Results
- Generate Inventories Sensitive Selected Rows
- Generate Inventories Sensitive Transaction Status
- Generate Inventories Sensitive Report Export

Generate Inventories Sensitive Transaction Status

Overview

On the **Generate Inventories Sensitive Transaction Status** page you can see the status of the inventory you just initialized. You can print the **Status** page or return to the **Generate Inventories Sensitive Search Criteria** page.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page

Page Fields

The following fields display on the **Generate Inventories Sensitive Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Generate Inventories Sensitive Search Criteria
- Generate Inventories Sensitive Search Results
- Generate Inventories Sensitive Selected Rows
- Generate Inventories Sensitive Update

- Generate Inventories Sensitive Report Export

PageID Ref: WFHRN6704_11

Generate Inventories Sensitive Report Export

Overview

The Generate Inventories Sensitive Report Export page provides the ability to save the report in different formats.

Navigation

Inventory > Generate Inventories > Sensitive > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Generate Inventories Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Generate Inventories Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Generate Inventories Sensitive Search Criteria
- Generate Inventories Sensitive Search Results
- Generate Inventories Sensitive Selected Rows
- Generate Inventories Sensitive Update
- Generate Inventories Sensitive Transaction Status

Search for a Custom Inventory — Criteria

Overview

The Property Accountability module Custom Inventory process provides the ability to create an inventory or inquiry based on specified Search Criteria requirements.
As the Custom inventory is created, a real-time record count displays at the top of the page.

Navigation

Inventory > Generate Inventory > Custom > Request Custom Inventory Search Criteria

Page Fields

The following fields display on the **Request Custom Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
312	Select "Alternate Search Criteria" button for additional Search Criteria.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Available Fields

Available Values

Selected Values

Record Count

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate a Custom Inventory or Inquiry

1. Select a value from the **Available Field(s)** drop-down list. There are a number of options available.

2. Choose a value from the **Available Value(s)** drop-down list. The options available are based upon the **Available Field** selected. This field will refresh when an **Available Field** is selected or updated.

Attention



As you make your selections, a running count of Search Results display in the **Record Count**. This represents the total number of assets you can access for inventory or inquiry. As specific values are selected, the **Record Count** shows how many assets meet the criteria.

3. The **Selected Value(s)** are displayed. Once an **Available Value** is selected, it displays in the **Selected Value(s)** field. You can manually enter value(s) into the **Selected Value(s)** field. Multiple values must be separated with a semi-colon (;) with no spaces before or after.

Helpful Tip



You can use "wildcard characters" (percent sign [%], greater than [>] or less than [<] symbols) to refine your search. For example, if *Item Description* is selected in the **Available Field(s)** and *%LAPTOP%* is entered in the **Selected Value(s)** field, you will retrieve all records with the word *LAPTOP* in any part of the **Item Description**.

4. Select Search to display the Search Results page or Reset to clear all of your selections.

To Generate Alternate Search Criteria:

1. Select a value from the **Available Field(s)** drop-down list. There are a number of fields available.
2. Choose a value from the **Available Value(s)** drop-down list. The options available are based upon the **Available Field** selected. This field refreshes when an **Available Field** is selected or updated.

Attention



As you make your selections, a running count of Search Results display in the **Record Count**. This represents the total number of assets you can access for inventory or inquiry. When specific values are selected, the **Record Count** shows how many assets meet the criteria.

3. The **Selected Value(s)** display. Once an **Available Value** is selected, it displays in the **Selected Value(s)** field. You can manually enter value(s) into the **Selected Value(s)** field. Multiple values must be separated with a semi-colon (;) with no spaces before or after.

Helpful Tip



You can use the "wildcard characters" (percent sign [%], greater than [>] or less than [<] symbols) to refine your search. For example, if *Item Description* is selected in the **Available Field(s)** and *%LAPTOP%* is entered in the **Selected Value(s)** field, you will retrieve all records with the word *LAPTOP* in any part of the **Item Description**.

4. Select 

to display the **Search Results** page or choose 

to clear all of your selections.

Helpful Tip



To remove **Search Criteria** or **Alternate Search Criteria** from the **Available Field(s)** drop-down list, select *Remove Filter Category* which resets the assets which were included or excluded by these criteria. To remove a **Search Criteria** set, select 

.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Custom Inventory Search Results
- Custom Inventory Update
- Custom Inventory Transaction Status
- Custom Inventory Report Export

Search for a Custom Inventory — Results

Overview

The Custom Inventory Results page provides the ability to select assets to be included in the Custom Inventory or Inquiry.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Generate Inventories > Custom > Search Criteria > Search > Request Custom Inventory Search Results

Page Fields

The following fields display on the **Request Custom Inventory Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.
16	"Deselect All" button clears all rows, all pages.
142	Select "Continue" to continue processing.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Select

Asset Id

Stock Nbr

Serial Nbr

Custodian Nbr

Asset Level Cd

Loc

Item Desc

Pilferable
Deprn Cd
Lot Nbr
Last Inv Dt
Rcl Last Inv Dt
Loan Cd
Lease Cd
Mfr Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Asset(s) for Custom Inventory or Inquiry

1. You can select individual assets by using the **Select** checkbox(es), or choose the Select All for every asset on all pages creating a mass transaction.

   Choose Deselect All if you want to clear your selection(s).

Note

You can use the **Number to Display** drop-down list to display more or less rows per page. The options are from as little as *5* rows to *All* rows.

2. Select Continue to display the **Update Inventory Selected Rows** page or choose Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Custom Inventory Search Criteria
- Custom Inventory Update
- Custom Inventory Transaction Status
- Custom Inventory Report Export

Update a Custom Inventory

Overview

The Custom Inventory Update page allows you to initialize a custom inventory, initialize and generate a report for a custom inventory, or generate a custom inquiry. You have three choices:

- You can initialize a custom inventory which will group the assets in an inventory to be performed manually or by a scanner.
- You can initialize a custom inventory and generate a custom inventory report which is the same as the first option but this also gives you a report you can print out for reference.
- You can choose to make a custom inquiry containing data for the assets you have selected.

Navigation

Inventory > Generate Inventories > Custom > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Custom Inventory Update page. For more information on each field, select the appropriate hyperlink.

Init Inventory and Gen Report:
*Type Action
*Report Sort Seq
Signature Block
Generate Inv
Sched Cmpltn Dt
*Inv Name

Init Inventory:
*Type Action
Generate Inv
Sched Cmpltn Dt
*Inv Name

Inquiry Process:
*Type Action

* denotes a mandatory field

Procedures

To Initialize a Custom Inventory and Generate an Inventory Report:

1. Choose *Init Inventory and Gen Report* from the **Type Action** drop-down list.
2. Review and select a sort option from the **Report SORT SEQ** drop-down list:

- **Asset ID**
- **Location**
- **Item Description**
- **Stock Number**

3. Select a **Signature Block** from the drop-down list. Use the ... to preview the selected signature block.
4. Select how you want your inventory data to be grouped and generated from the **GENERATE INV** drop-down list:

- **Complete List**
- **Each Location**
- **Each Major Custodian**
- **Each Sub Custodian**

5. Enter the **SCHED CMPLTN DT**.
6. In the **INV NAME** field, enter a meaningful or descriptive name for the inventory.
7. Select Submit to initialize the inventory and generate the inventory report or choose Cancel to display the **Custom Inventory Search Results** page.

To Initialize a Custom Inventory:

1. Choose *Init Inventory* from the **Type Action** drop-down list.
2. Select how you want your inventory data to be grouped and generated from the **GENERATE INV** drop-down list:

- **Complete List**
- **Each Location**
- **Each Major Custodian**
- **Each Sub Custodian**

3. Enter the **SCHED CMPLTN DT**.
4. In the **INV NAME** field, enter a meaningful or descriptive name for the inventory or inquiry for later reference on the **Inventory Report** or *Inquiry Extract*.

5. Select Submit to initialize the inventory or choose Cancel to display the **Custom Inventory Search Results** page.

To Turn Your Custom Inventory into an Inquiry:

1. Choose *Inquiry Process* from the **Type Action** drop-down list.
2. Select Continue to display the **Asset Inquiry Field Selection** page or choose Cancel to display the **Custom Inventory Search Results**.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date entered must be > or = System Date: SCHED CMPLTN DT.	The date must be greater than or equal to the current system date and be in MM/DD/YYYY format.

Related Topics

- Custom Inventory Search Criteria
- Custom Inventory Search Results
- Custom Inventory Transaction Status
- Custom Inventory Report Export

View the Custom Inventory Transaction Status

Overview

On the **Custom Inventory Transaction Status** page you can see the status of the Inventory you just initialized.

Navigation

Inventory > Generate Inventories > Custom > Search Criteria > Search > Search Results > Update page > Transaction Status page

Page Fields

The following fields display on the **Custom Inventory Transaction Status** page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Custom Inventory Search Criteria
- Custom Inventory Search Results
- Custom Inventory Update
- Custom Inventory Report Export

PageID Ref: WFHRN3203_11

Export a Custom Inventory Report

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Generate Inventories > Custom > Search Criteria > 

> Search Results > Update page > Transaction Status page > Print button > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Custom Inventory Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Custom Inventory Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Custom Inventory Search Criteria
- Custom Inventory Search Results
- Custom Inventory Update
- Custom Inventory Transaction Status

Search for Reconcile Inventory Data — Criteria

Overview

The Property Accountability module Manage Inventories - Reconcile Inventory Data process provides the ability to reconcile both manual (paper report) and automated (scanned) inventories in DPAS.

- For Automated inventories, this process works off discrepancies (overages/shortages generated during the automated inventory) using a Portable Data Collection Device (PDCD).
- For Manual inventories, once the exceptions are updated, all remaining records are updated en masse using the Reconciliation process.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Manage Inventories - Reconcile Inventory Data Search Criteria page

Page Fields

The following fields display on the **Reconcile Inventory Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Inv Nbr

Inv Process

Search Criteria

Serial Asset

Bulk Asset

Asset Id

Inv Asset Sts Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile Serial Assets

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Review that this is the correct inventory to reconcile.
    - *Verify the INV NBR.*
    - *Verify the INV PROCESS CD.*
2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
    - Choose the Serial Asset radio button.
    - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
    - Use  to select the Inv Asset Sts Cd.

    Note
    
    When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.
3. Select Search. *The **Search for Reconcile Serial Inventory Data - Results** page opens.*

Reconcile Bulk Assets

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Review that this is the correct inventory to reconcile.
    - *Verify the INV NBR.*
    - *Verify the INV PROCESS CD.*
2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
    - Choose the Bulk Asset radio button.
    - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
    - Use  to select the Inv Asset Sts Cd.

Note

When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.

3. Select Search. *The **Search for Reconcile Bulk Inventory Data - Results** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
408 - ASSET ID cannot contain special character (s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Search for Reconcile Bulk Asset Inventory Data — Results

Overview

The Manage Inventories - Reconcile Bulk Assets Inventory Data Search Results page provides the ability to view and select the bulk inventories for reconciliation.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Manage Inventories - Reconcile Bulk Asset Inventory Data Search Results

Page Fields

The following fields display on the **Reconcile Bulk Asset Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Inv Nbr

Inv Process

Mgt Cd

Asset Id

Search Results

Select

Asset Id

Stock Nbr

Lot Nbr

Item Desc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile Bulk Assets

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired inventory to select the record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

2. Select Continue. *The* ***Reconcile Bulk Inventory Data*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data

- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Bulk Inventory Data — Overage

Overview

The Reconcile Inventory Data Bulk Overage Update process allows editing of bulk assets for reconciliation that **were not** part of the inventory, but found at that time.

Attention

This page is specific to AIT. It **cannot** be accessed without a PDCD.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory > Update hyperlink > Reconcile Bulk Overage Inventory Data page

Page Fields

The following fields display on the **Reconcile Inventory Data — Bulk Overage Update** page. For more information on each field, appropriate hyperlink.

Inventory Details

Asset Id

Inv Nbr

Stock Nbr

Serial Nbr

Item Desc

Suspt Loss Sts Cd

Inv Asset Sts

Bulk Overage Update

Initlzd Qty

Inv Qty

Initlzd Loc

Inv Loc

Initlzd Sub Loc

Inv Sub Loc

Inv Dt

Inv User Id

Suspt Loss Sts Cd

Rsltn Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile a Bulk Overage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Inventory Details.
    - *Verify the Asset Id.*
    - *Verify the Inv Nbr.*
    - *Verify the Stock Nbr.*
    - *Verify the Serial Nbr.*
    - *Verify the Suspt Loss Sts Cd.*
    - *Verify the Inv Asset Sts.*
2. *Verify the Initlzd Qty.*
3. *Verify the Inv Qty.*
4. *Verify the Initlzd Loc.*
5. *Verify the Inv Loc.*
6. *Verify the Initlzd Sub Loc.*
7. *Verify the Inv Sub Loc.*
8. *Verify the Inv Dt.*
9. *Verify the Inv User ID.*
10. *Verify the Suspt Loss Sts Cd.*
11. Update the Rsltn Cd, using ⌄ to select the desired code.
12. Select Update. *The* ***Reconcile Inventory Data - Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 - Invalid User Id.	Invalid Entry. The User Id is not in the system. Enter a valid User Id.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
2107 - Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', `, and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Reconcile Bulk Inventory Data

Overview

The Reconcile Bulk Inventory Data page displays the bulk assets selected for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory Data page

Page Fields

The following fields display on the **Reconcile Bulk Inventory Data** page. For more information on each field, select the appropriate hyperlink.

Inventory Details

Inv Nbr
Inv Process
Mgt Cd
Asset Id
Inv Asset Sts Cd
Item Desc

Bulk Reconciliation

Initialized

Update
Qty
Prc Qty
Suspt Loss Sts Cd
Loc
Sub Loc
Loan Cd
Lease Cd
Excs Actn Cd

Sys Id
Custdn
Sub Custdn

Inventoried

Update
Qty
Prc Qty
Loc
Sub Loc

Reconciled

Loc
Sub Loc
Sys Id
Excs Actn Cd
Loan Cd
Lease Cd
Suspt Loss Sts Cd
Rcl Qy

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile the Bulk Assets

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Bulk Asset Details.
    - *Verify the INV NBR.*
    - *Verify the INV PROCESS.*
    - *Verify the MGT CD.*
    - *Verify the ASSET ID.*
    - *Verify the INV ASSET STS CD.*
    - *Verify the ITEM DESC.*

2. Review the Initialized panel.
    A. Select the Update hyperlink. *The **Bulk Shortage Update** page appears.*
    B. *The QTY automatically populates and is not editable.*
    C. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*
    D. *The SUSPT LOSS STS CD automatically populates and is not editable.*
    E. *The LOC automatically populates and is not editable.*
    F. *The SUB LOC automatically populates and is not editable.*
    G. *The LOAN CD automatically populates and is not editable.*
    H. *The LEASE CD automatically populates and is not editable.*
    I. *The EXCS ACTN CD automatically populates and is not editable.*
    J. *The SYS ID automatically populates and is not editable.*
    K. *The CUSTDN automatically populates and is not editable.*
    L. *The SUB CUSTDN automatically populates and is not editable.*
3. Review the Inventoried panel.
    A. *The QTY automatically populates and is not editable.*
    B. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*
    C. *The LOC automatically populates and is not editable.*
    D. *The SUB LOC automatically populates and is not editable.*
4. Review the Reconciled panel.
    A. *The LOC automatically populates and is not editable.*
    B. *The SUB LOC automatically populates and is not editable.*
    C. *The SYS ID automatically populates and is not editable.*
    D. *The EXCS ACTN CD automatically populates and is not editable.*
    E. *The LOAN CD automatically populates and is not editable.*
    F. *The LEASE CD automatically populates and is not editable.*
    G. *The SUSPT LOSS STS CD automatically populates and is not editable.*
    H. *The RCL QY automatically populates and is not editable.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
404 - The INIT TRAN QTY	Invalid Entry. The Initialized QTY and the

must =INV TRAN QTY.	Inventoried QTY must be the same. Enter the Initialized QTY in the Initialized PRC QTY and in the Inventoried PRC QTY fields.
405 - You may reconcile multiple Initialized rows to one Inventoried row, or multiple Inventoried rows to one Initialized row.	Invalid Entry. The reconciliation was not done properly. Enter the amount in the PRC QTY fields.
402 - PRC QTY must be <=QTY.	Invalid Entry. The Quantity must be more or the same as the PRC QTY. Type in the same amount or less, in the INIT PRC QTY and INIT TRAN QTY fields.
7 - LOC must exist on Location Table.	Invalid Entry. The Location entered does not exist. Enter an existing Location to continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Bulk Inventory Data — Shortage

Overview

The Reconcile Inventory Data Bulk Shortage Update process editing of bulk assets for reconciliation that **were** part of the inventory but **not** found.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory > Update hyperlink > Reconcile Bulk Shortage Inventory Data page

Page Fields

The following fields display on the **Reconcile Inventory Data — Bulk Shortage Update** page. For more information on each field, select the appropriate hyperlink.

Inventory Details

Asset Id
Inv Nbr
Stock Nbr
Serial Nbr
Item Desc
Suspt Loss Sts Cd

Bulk Shortage Update

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc *
Initlzd Sub Loc
Inv Sub Loc
Inv Dt
Inv User Id
Suspt Loss Sts Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile a Bulk Shortage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Inventory Details.
    - *Verify the ASSET ID.*
    - *Verify the INV NBR.*
    - *Verify the STOCK NBR.*
    - *Verify the SERIAL NBR.*
    - *Verify the ITEM DESC.*
    - *Verify the SUSPT LOSS STS CD.*
2. *Verify the INITLZD QTY.*
3. Update the INV QTY, entering the revised amount in the field provided. *This is a 5 numeric character field.*
4. *Verify the INITLZD LOC.*
5. Update the INV LOC, entering the revised amount in the field provided. *This is a 20 alphanumeric character field.*
6. *Verify the INITLZD SUB LOC.*
7. Update the INV SUB LOC, entering the revised amount in the field provided. *This is a 20 alphanumeric character field.*
8. Update the INV DT, using to enter the date (MM/DD/YYYY) in the field provided.
9. Update the INV USER ID, entering the revised amount in the field provided. *This is an 8 alphanumeric character field.*
10. Update the Suspt Loss Sts Cd, using to select the desired code.
11. Select Update. *The* ***Reconcile Inventory Data - Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 - Invalid User Id.	Invalid Entry. The User Id is not in the system. Enter a valid User Id.
328 - Inv Dt must be <= to System Dt and > Initlzn Dt.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Inventory date, and the Initialization Date must be before the Inventory date. Re-enter the date.
2107 - Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Serial Asset Details for Reconcile Inventory Data

Overview

The Reconcile Serial Inventory Data Serial Asset Details process provides the ability to view the details of an serial asset record.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > Asset Id hyperlink > Reconcile Inventory Data — Serial Asset Details page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Asset Details** page. For more information on each field, select the appropriate hyperlink.

Inventory Details

Inv Nbr

Inv Line Itm

Asset Id

Desc

Serial Asset Details

Labels

UIC

Cust Nbr

Sub Cust Nbr

Loc

Sub Loc

Qy

Usr Id

Inv Dt

Input Type

Cause Lst Rcl Dt Chg

Cond Cd

Current

Previous Rcl

Previous Inv

Initlzd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Serial Asset Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Asset Id hyperlink. *The* ***Serial Asset Details*** *page appears.*

   Note

   The fields are read-only and cannot be edited.

2. *Verify the INV NBR.*
3. *Verify the INV LINE ITM.*
4. *Verify the ASSET ID.*
5. *Verify the DESC.*
6. Review the information in the Serial Asset Details grid.
   A. *The Labels column contains the kind of information in the other four columns.*
   B. *The Current column contains the latest information about the asset.*
      a. *Verify the Current UIC.*
      b. *Verify the Current CUST NBR.*
      c. *Verify the Current SUB CUST NBR.*
      d. *Verify the Current LOC.*
      e. *Verify the Current SUB LOC.*
      f. *Verify the Current QY.*
      g. *Verify the Current USR ID.*
      h. *Verify the Current INV DT.*

i. *Verify the Current Input Type.*

j. *Verify the Current CAUSE LST RCL DT CHG.*

k. *Verify the Current COND CD.*

C. *The Previous RCL column contains the prior reconciliation information about the asset.*

a. *Verify the Previous RCL UIC.*

b. *Verify the Previous RCL CUST NBR.*

c. *Verify the Previous RCL SUB CUST NBR.*

d. *Verify the Previous RCL LOC.*

e. *Verify the Previous RCL SUB LOC.*

f. *Verify the Previous RCL QY.*

g. *Verify the Previous RCL USR ID.*

h. *Verify the Previous RCL INV DT.*

i. *Verify the Previous RCL Input Type.*

j. *Verify the Previous RCL CAUSE LST RCL DT CHG.*

k. *Verify the Previous RCL COND CD.*

D. *The Previous INV column contains the prior inventory information about the asset.*

a. *Verify the Previous INV UIC.*

b. *Verify the Previous INV CUST NBR.*

c. *Verify the Previous INV SUB CUST NBR.*

d. *Verify the Previous INV LOC.*

e. *Verify the Previous INV SUB LOC.*

f. *Verify the Previous INV QY.*

g. *Verify the Previous INV USR ID.*

h. *Verify the Previous INV INV DT.*

i. *Verify the Previous INV Input Type.*

j. *Verify the Previous INV CAUSE LST RCL DT CHG.*

k. *Verify the Previous INV COND CD.*

E. *The INITLZD column contains the Initialized information about the asset.*

a. *Verify the INITLZD UIC.*

b. *Verify the INITLZD CUST NBR.*

c. *Verify the INITLZD SUB CUST NBR.*

d. *Verify the INITLZD LOC.*
e. *Verify the INITLZD SUB LOC.*
f. *Verify the INITLZD QY.*
g. *Verify the INITLZD USR ID.*
h. *Verify the INITLZD INV DT.*
i. *Verify the INITLZD Input Type.*
j. *Verify the INITLZD CAUSE LST RCL DT CHG.*
k. *Verify the INITLZD COND CD.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Serial Inventory Data — Overage

Overview

The Reconcile Inventory Data Serial Overage Update process allows editing of assets for reconciliation that **were not** part of the inventory, but found at that time.

Attention

This page is specific to AIT. It **cannot** be accessed without a PDCD.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Reconcile Inventory Data — Serial Overage Update page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Overage Update** page. For more information on each field, select the appropriate hyperlink.

Inventory Details

Asset Id
Inv Nbr
Stock Nbr
Serial Nbr
Suspt Loss Sts Cd
Inv Asset Sts Cd

Serial Overage Update

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc
Initlzd Sub Loc
Inv Sub Loc
Inv Dt

Inv User Id
Cond Cd
Incl Cmpn
Suspt Loss Sts Cd
Resolution Cd
Item Desc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile the Serial Overage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Inventory Details.

   Note

   If there were multiple records selected, the page displays with most fields showing the double asterisk (**) instead of an entry.

   - *Verify the ASSET ID.*
   - *Verify the INV NBR.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the SUSPT LOSS STS CD.*
   - *Verify the INV ASSET STS.*
2. *Verify the INITLZD QTY.*
3. *Verify the INV QTY.*
4. *Verify the INITLZD LOC.*
5. *Verify the INV LOC.*
6. *Verify the INITLZD SUB LOC.*
7. *Verify the INV SUB LOC.*
8. *Verify the INV DT.*
9. *Verify the INV USER ID.*

10. *Verify the COND CD.*
11. *Verify the INCL CMPN.*
12. *Verify the SUSPT LOSS STS CD.*
13. Update the Resolution Cd, using to select the desired code.
14. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
15. Select Update. *The **Reconcile Inventory Data - Transaction Status** page appears.*

Note

Once all assets are reconciled, the INV ASSET STS CD automatically changes to CRC and a new Reconciliation Report is generated. This report remains in the print queue for 30 days.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 - Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
2107 - Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results

- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Search for Reconcile Serial Asset Inventory Data — Results

Overview

The Manage Inventories - Reconcile Serial Assets Inventory Data Search Results page provides the ability to view and select the serial inventories for reconciliation.

Helpful Tip

 There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Manage Inventories - Reconcile Serial Asset Inventory Data Search Results

Page Fields

The following fields display on the **Reconcile Serial Asset Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Inv Nbr

Inv Process

Mgt Cd

Asset Id

Inv Asset Sts Cd

Search Results

Select

Asset Id

Stock Nbr

Serial Nbr

Inv Asset Sts

Suspt Loss Sts Cd

Asset Lvl Cd

Loan Cd

Lease Cd

Excs Actn Cd
Inv Loc
Inv Sub Loc
UII

Procedure

DPAS Navigation Helpful Tips
Click the following link to display PA Navigation Tips.

Reconcile Serial Assets

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired inventory to select the record.

   Helpful Tip
   There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

2. Select Continue. *The* ***Reconcile Serial Inventory Data - Selected Rows*** *page appears.*

View the Asset Details

Select the ASSET ID hyperlink. *The* ***Serial Asset Details*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked

without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Selected Rows for Reconcile Serial Inventory Data

Overview

The Reconcile Serial Inventory Data Selected Rows page displays the serial assets ready for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Serial Inventory Data — Selected Rows page

Page Fields

The following fields display on the **Reconcile Serial Inventory Data — Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Serial Assets Selected Rows

Asset Id
Stock Nbr
Serial Nbr
Inv Asset Sts
Suspt Loss Sts Cd
Asset Lvl Cd
Loan Cd
Lease Cd
Excs Actn Cd
UII

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Verify the Inventories to Reconcile

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to reconcile.
    - *Verify the ASSET ID.*
    - *Verify the STOCK NBR.*
    - *Verify the SERIAL NBR.*
    - *Verify the INV ASSET STS.*
    - *Verify the SUSPT LOSS STS CD.*
    - *Verify the ASSET LVL CD.*
    - *Verify the LOAN CD.*
    - *Verify the LEASE CD.*
    - *Verify the EXCS ACTN CD.*
    - *Verify the UII.*
2. Select Update. *The* ***Reconcile Inventory Data - Serial Shortage Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage

- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Serial Inventory Data — Shortage

Overview

The Reconcile Inventory Data Serial Shortage Update process allows editing of serial assets for reconciliation that **were** part of the inventory but **not** found.

Note

If there are multiple records selected in the Search Results page, the page displays with most fields having the double asterisk (**) instead of an entry.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Reconcile Inventory Data — Serial Shortage Update page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Shortage Update** page. For more information on each field, select the appropriate hyperlink.

Inventory Details

Asset Id
Inv Nbr
Stock Nbr
Serial Nbr
Item Desc
Suspt Loss Sts Cd
Inv Asset Sts Cd

Serial Shortage Update

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc *
Initlzd Sub Loc

Inv Sub Loc
Inv Dt *
Inv User Id *
Cond Cd
Incl Cmpn
Suspt Loss Sts Cd
Resolution Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile the Serial Shortage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to reconcile.
    - *Verify the ASSET ID.*
    - *Verify the INV NBR.*
    - *Verify the STOCK NBR.*
    - *Verify the SERIAL NBR.*
    - *Verify the ITEM DESC.*
    - *Verify the SUSPT LOSS STS CD.*
    - *Verify the INV ASSET STS.*
2. *Verify the INITLZD QTY.*
3. *Verify the INV QTY.*
4. *Verify the INITLZD LOC.*
5. Update the INV LOC, using ... to browse for the revised location. *This is a 20 alphanumeric character field.*
6. *Verify the INITLZD SUB LOC.*
7. Update the INV SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

8. Update the INV DT, using or entering the date (MM/DD/YYYY) in the field provided.
9. Update the INV USER ID, entering the revised identifier in the field provided. *This is a 8 alphanumeric character field.*
10. Update the Cond Cd, using to select the desired code.
11. Verify the INCL CMPN contains the appropriate or . *The inventory changes as to whether or not it includes the asset's components.*
12. Update the Suspt Loss Sts Cd, using to select the desired code.
13. *Verify the RESOLUTION CD.*
14. Select Update. *The **Reconcile Inventory Data - Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 - Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
2107 - Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', `, and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results

- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

View the Reconcile Inventory Data Transaction Status

Overview

The Reconcile Inventory Data Transaction Status page displays information concerning the transaction just completed.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Reconcile Inventory Data Transaction Status page

Page Fields

The following fields display on the **Reconcile Inventory Data Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Reconcile Inventory Data Search Criteria** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Reconcile Inventory Data Report Export** page appears.*
- Select Cancel to return to the **Reconcile Inventory Data Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results
- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- Export the Reconcile Inventory Data Report

Export a Reconcile Inventory Data Report

Overview

The Reconcile Inventory Data Report Export page provides the ability to save the report in different formats.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Reconcile Inventory Data Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

 Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Reconcile Inventory Data Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Reconcile Inventory Data Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Reconcile Inventory Data Search Criteria** page.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Search for Reconcile Inventory Data - Criteria
- Search for Reconcile Serial Inventory Data - Results

- Search for Reconcile Bulk Inventory Data - Results
- View the Serial Asset Details
- Reconcile Bulk Inventory Data
- Reconcile Serial Inventory Data - Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status

Search for Managed Inventories — Criteria

Overview

The Property Accountability module Manage Inventories process provides the ability to work with previously initialized inventories. From this central location it is possible to:

- ***Reconcile Inventory Data*** —
  Used to address all overages and shortages found during the inventory.
  The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status for reconciliation.
- ***Update Inventory Header Dates*** —
  Used to change the SCHED CMPLTN DT and NEXT INITZN DT of a selected inventory.
  The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to update the header dates.
- ***Generate / Reprint Inventory Reports*** —
  Used to request a new inventory report that shows all assets that are included on the inventory.
  The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL)status to generate the inventory report.
- ***Generate / Reprint Reconciliation Reports*** —
  Used to request a new reconciliation report that shows all overages and shortages on the inventory.
  The inventory must be in Open Unreconciled Automated (OUA) status to generate the reconciliation report.
- ***Close an Inventory*** —
  Used to complete an inventory before all assets are reconciled, and complete any changes made under the Reconcile Inventory Data option, disregarding all other changes.
  The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status to close the inventory.
- ***Cancel an Inventory*** —
  Used to quit an inventory, disregarding any changes under Reconcile Inventory Data.
  The inventory must be in open status, such as Open Initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), and Open Unreconciled Manual (OUM). It is then assigned a status code of Closed Canceled (CAN).
- ***Delete an Inventory*** —
  Used to remove closed inventories from the list.
  The inventory must be in closed status, such as Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU), or Closed Canceled (CAN).

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Inventory > Manage Inventories > Manage Inventories Search Criteria page

Page Fields

The following fields display on the **Manage Inventories Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Inv Type

Inv Process

Custodian Nbr

Loc

Inv Nbr

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Use to select the Inv Type.
   - Use to select the Inv Process.
   - Use or to assist with the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

- Enter the LOC, or use ... to browse for the number. *This is a 20 alpha-numeric character field.*
- Enter the INV NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Search for Managed Inventories - Results** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Search for Managed Inventories — Results

Overview

The Manage Inventories Search Results page provides the ability to view and select the inventories to manage.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Manage Inventories Search Results page

Page Fields

The following fields display on the **Manage Inventories Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Inv Type

Inv Process

Custodian Nbr

Loc

Inv Nbr

Search Results

Select

Inv Prc Cd

Inv Nbr

Inv Desc

Cust Nbr

Inc Sub Cust

Loc

Inv Type Cd

Sched Cmpltn Dt

Next Initlzn Dt

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select an Inventory to Manage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired inventory to select the record.

Helpful Tip

Select All checks all inventories on all pages. Deselect All removes the check marks from all inventories on all pages.

2. Select Continue. *The* ***Manage Inventories Selected Rows*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories - Criteria
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria

- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Cancel an Inventory

Overview

The Manage Inventory Cancel process allows cancellation of any open inventory. some reasons for cancellation include having been accidentally initialized or management having changed priorities for the inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Cancel Inventory option > Continue > Manage Inventories Cancel Inventory page

Page Fields

The following fields display on the **Manage Inventory Cancel Inventory** page. For more information on each field, select the appropriate hyperlink.

Cancel Inv

Inv Nbr
Inv Sort Seq
Inv Type Cd
Rcl Rpt Seq
Inv Process Cd
Optional Sections
Custodian Nbr
Sched Cmpltn Dt
Loc
Next Initlzn Dt

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Cancel an Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to cancel.
    - *Verify the INV NBR.*
    - *Verify the INV SORT SEQ.*
    - *Verify the INV TYPE CD.*
    - *Verify the RCL RPT SEQ.*
    - *Verify the INV PROCESS CD.*
    - *Verify the Optional Sections.*
    - *Verify the CUSTODIAN NBR.*
    - *Verify the SCHED CMPLTN DT.*
    - *Verify the LOC.*
    - *Verify the NEXT INITZN DT.*
2. Select Cancel Inv. *The **Manage Inventories Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
153 - Inventory selected is already canceled / closed.	Invalid Entry. A canceled inventory cannot be canceled again. View the state of the inventory and try again.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Close an Inventory

Overview

The Manage Inventory Close process allows editing an inventory date for all reconciled assets, thereby closing the inventory. Any asset that was marked as a suspected loss will not have an inventory date posted.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Close Inventory option > Continue > Manage Inventories Close Inventory page

Page Fields

The following fields display on the **Manage Inventories Close Inventory** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Inv Nbr

Inv Type

Inv Prc Cd

Cust Nbr

Loc

Sched Cmpltn Dt

Inventory Criteria

Inv User Id *

Last Inv Dt *

Next Initlzn Dt *

Report Criteria

Sort Seq

Optional Sections

Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Close an Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to close.
    - *Verify the INV NBR.*
    - *Verify the INV TYPE.*
    - *Verify the INV PRC CD.*
    - *Verify the CUST NBR.*
    - *Verify the LOC.*
    - *Verify the SCHED CMPLTN DT.*
2. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*
3. Use to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Use to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.
5. Use to select the Sort Seq.
6. Use to select the Optional Sections.
7. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
8. Select Update. *The* ***Manage Inventories Transaction Status*** *page appears.*

Helpful Tip

The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *INV USER ID*.	
13 - Mandatory Entry: *LAST INV DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *NEXT INITZN DT*.	
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
249 - Selected inventories do not have NEXT INITZN DTs that are compatible.	Invalid Entry. The inventories selected must all have the NEXT INITZN DT field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.
246 - A selected inventory does not have an INV PROCESS CD equals "OIN", OUA, or "OUM". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN), Open Unreconciled Automated (OUA) or Open Unreconciled Manual (OUM) can be reconciled or closed. Choose an inventory with one of those INV PROCESS CDS to continue.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Cancel Inventory

- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Delete an Inventory

Overview

The Manage Inventory Delete process allows removal of a closed inventory.

Note

Deleting an inventory does not remove it from the Inventory History.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Delete Inventory option > Continue > Manage Inventories Delete Inventory page

Page Fields

The following fields display on the **Manage Inventories Delete Inventory** page. For more information on each field, select the appropriate hyperlink.

Delete

Inv Nbr
Inv Sort Seq
Inv Type Cd
Rcl Rpt Seq
Inv Process Cd
Optional Sections
Custodian Nbr
Sched Cmpltn Dt
Loc
Next Initlzn Dt

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to delete.
    - *Verify the INV NBR.*
    - *Verify the INV SORT SEQ.*
    - *Verify the INV TYPE CD.*
    - *Verify the RCL RPT SEQ.*
    - *Verify the INV PROCESS CD.*
    - *Verify the Optional Sections.*
    - *Verify the CUSTODIAN NBR.*
    - *Verify the SCHED CMPLTN DT.*
    - *Verify the LOC.*
    - *Verify the NEXT INITZN DT.*
2. Select Delete. *The* ***Manage Inventories Transaction Status*** *page appears.*

Note

The deleted inventory is archived even though it no longer displays in the Search Results.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
152 - Inventory selected is not closed. Cannot delete open inventories.	Invalid Entry. Only inventories with the INV PROCESS CD of Closed Canceled (CAN), Closed Mass Update (CMU), Closed No Assets (CNA), Closed Reconciled (CRC),or Closed Scanner (CSC) can be deleted. Choose an inventory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Generate or Reprint an Inventory Report

Overview

The Generate / Reprint Inventory Report process provides the ability to create a report of an in-process inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Generate INV Report option > Continue > Manage Inventories Generate / Reprint Inventory Report page

Page Fields

The following fields display on the **Generate/Reprint Inventory Report** page. For more information on each field, select the appropriate hyperlink.

Inventory Data

Inv Nbr

Inv Type Cd

Process Cd

Custodian Nbr

Loc

Sched Cmpltn Dt

Report Options

Type Action *

Sort Seq *

Signature Block

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate an Inventory Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory for the report.
    - *Verify the INV NBR.*
    - *Verify the INV TYPE CD.*
    - *Verify the PROCESS CD.*
    - *Verify the CUSTODIAN NBR.*
    - *Verify the LOC.*
    - *Verify the SCHED CMPLTN DT.*
2. Use ☑ to select the Type Action.
3. Use ☑ to select the Sort Seq.
4. Use ☑ or ... to assist with the Signature Block entry.
5. Select Submit. *The* ***Manage Inventories Transaction Status*** *page appears.*

Helpful Tip

The Inventory Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *Type Action*. **13 - Mandatory Entry: *LAST INV DT*.**	Missing Entry. Enter the appropriate information in the desired field.
248 - A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an invent-

	ory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Generate or Reprint a Reconciliation Report

Overview

The Generate / Reprint Reconciliation Report process provides the ability to create a report of an in-process unreconciled inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Generate RCL REPORT option > Continue > Manage Inventories Generate / Reprint Reconciliation Report page

Page Fields

The following fields display on the **Generate/Reprint Reconciliation Report** page. For more information on each field, select the appropriate hyperlink.

Inventory Data

Inv Nbr

Inv Type Cd

Process Cd

Custodian Nbr

Loc

Sched Cmpltn Dt

Report Options

Sort Seq *

Optional Sections *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate a Reconciliation Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct reconciliation for the report.
    - *Verify the INV NBR.*
    - *Verify the INV TYPE CD.*
    - *Verify the PROCESS CD.*
    - *Verify the CUSTODIAN NBR.*
    - *Verify the LOC.*
    - *Verify the SCHED CMPLTN DT.*
2. Use ☑ to select the Sort Seq.
3. Use ☑ to select the Optional Sections.
4. Select Submit. *The **Manage Inventories Transaction Status** page appears.*

Helpful Tip

The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *Type Action*. **13 - Mandatory Entry: *LAST INV DT*.**	Missing Entry. Enter the appropriate information in the desired field.
250 - A selected inventory does not have an INV PROCESS CD equals "OUA". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Unreconciled Automated (OUA) can Generate a Reconciliation Report. Choose an inventory with this INV PROCESS CD to continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates

- Generate/Reprint Inventory Report Options
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Selected Rows for Manage Inventories

Overview

The Manage Inventories Selected Rows page displays the inventories selected. The following options are provided as an Action:

- Reconcile Inventory Data
- Update Inventory Header Dates
- Generate / Reprint Inventory Reports
- Generate / Reprint Reconciliation Reports
- Close an Inventory
- Cancel an Inventory
- Delete an Inventory

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Manage Inventories Selected Rows page

Page Fields

The following fields display on the **Manage Inventories Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Selected Rows

Inv Prc Cd

Inv Nbr

Inv Desc

Cust Nbr

Inc Sub Cust

Loc

Inv Type Cd

Sched Cmpltn Dt

Next Initlzn Dt

Action

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Verify the Inventories to Manage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to manage.
    - *Verify the INV PRC CD.*
    - *Verify the INV NBR.*
    - *Verify the INV DESC.*
    - *Verify the CUST NBR.*
    - *Verify the INC SUB CUST.*
    - *Verify the LOC.*
    - *Verify the INV TYPE CD.*
    - *Verify the SCHED CMPLTN DT.*
    - *Verify the NEXT INITZN DT.*
2. Use ⌄ to select the Action. *Depending upon the chosen Action, different pages appear.*
    - **Reconcile INV Data**

      Select Continue. *The* ***Reconcile Inventory Data Search Criteria*** *page appears.*
    - **Update INV HDR Dates**

      Select Continue. *The* ***Update Inventory Header Dates Update*** *page appears.*
    - **Generate INV HDR Report**

      Select Continue. *The* ***Generate / Reprint Inventory Report*** *page appears.*
    - **Generate RCL REPORT**

      Select Continue. *The* ***Generate / Reprint Reconciliation Report*** *page appears.*
    - **Close Inventory**

      Select Continue. *The* ***Close Inventory*** *page appears.*

- **Cancel Inventory**

  Select Continue. *The **Cancel Inventory** page appears.*

- **Delete Inventory**

  Select Continue. *The **Delete Inventory** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
247 - Multiple inventories cannot be selected to reconcile inventory.	Invalid Entry. Only one inventory can be selected when Reconciling Inventory Data. Choose one inventory to reconcile, and deselect the rest.
246 - A selected inventory does not have an INV PROCESS CD equals "OIN", OUA, or "OUM". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN), Open Unreconciled Automated (OUA) or Open Unreconciled Manual (OUM) can be reconciled or closed. Choose an inventory with one of those INV PROCESS CDS to continue.
249 - Selected inventories do not have NEXT INITZN DTS that are compatible.	Invalid Entry. The inventories selected must all have the NEXT INITZN DT field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.
248 - A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an inventory with one of those INV PROCESS CDS to continue.
250 - A selected inventory does not have an INV PROCESS CD equals "OUA". Cannot perform	Invalid Entry. Only inventories with Inventory Process Code of Open Unreconciled Automated (OUA) can Generate a Reconciliation Report. Choose an inventory with this INV

selected action.	PROCESS CD to continue.
151 - Selected Inventories do not have compatible INV PROCESS CD's.	Invalid Entry. If multiple inventories are selected, the Inventory Process Codes for all selected inventories must be the same. Make certain the field is all the same for the inventories and try again.
153 - Inventory selected is already canceled / closed.	Invalid Entry. A canceled inventory cannot be canceled again. View the state of the inventory and try again.
152 - Inventory selected is not closed. Cannot delete open inventories.	Invalid Entry. Only inventories with the INV PROCESS CD of Closed Canceled (CAN), Closed Mass Update (CMU), Closed No Assets (CNA), Closed Reconciled (CRC),or Closed Scanner (CSC) can be deleted. Choose an inventory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate / Reprint Inventory Report Options
- Generate / Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

View the Manage Inventories Transaction Status

Overview

The Manage Inventories Transaction Status page displays information concerning the transaction just completed.

Navigation

Inventory > Manage Inventories > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Manage Inventories Transaction Status page

Page Fields

The following fields display on the **Manage Inventories Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction Was Submitted

Transaction Number

Transaction Status

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Background Transaction Status page offers the following options:

- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Transaction Status** page appears.*
- Select Cancel to return to the **Manage Inventories Search Criteria** page.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Manage Inventories Report Export** page appears.*
- Select Cancel to return to the **Manage Inventories Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate / Reprint Inventory Report Options
- Generate / Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- Export the Manage Inventories Report

Update the Inventory Header Dates

Overview

The Manage Inventory Update Inventory Header Dates process allows editing of the Scheduled Completion Date and the Next Initialization Date for the selected inventory (ies).

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update INV HDR Dates option > Continue > Manage Inventories Update Inventory Header Dates page

Page Fields

The following fields display on the **Update Inventory Header Dates** page. For more information on each field, select the appropriate hyperlink.

Update

Inv Nbr
Custodian Nbr
Inv Process Cd
Loc
Inv Type Cd
Sched Cmpltn Dt
Next Initlzn Dt

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Header Dates

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review that this is the correct inventory to update.
   - *Verify the INV NBR.*
   - *Verify the CUSTODIAN NBR.*

- *Verify the INV PROCESS CD.*
- *Verify the LOC.*
- *Verify the INV TYPE CD.*

2. Use  to select the SCHED CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Use  to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Select 

. *The **Manage Inventories Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
248 — A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an inventory with one of those INV PROCESS CDs to continue.
249 — Selected inventories do not have NEXT INITZN DTs that are compatible.	Invalid Entry. The inventories selected must all have the NEXT INITZN DT field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Manage Inventories Selected Rows
- Reconcile Inventory Data Search Criteria
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status

- Export the Manage Inventories Report

Export a Managed Inventories Report

Overview

The Manage Inventories Report Export page provides the ability to save the report in different formats.

Navigation

Inventory > Manage Inventories > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Manage Inventories Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

Export the Managed Inventories Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Manage Inventories Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Manage Inventories Search Criteria** page.

Related Topics

- Search for Manage Inventories - Criteria
- Search for Manage Inventories - Results
- Reconcile Inventory Data Search Criteria
- Update Inventory Header Dates
- Generate / Reprint Inventory Report Options
- Generate / Reprint Reconciliation Report
- Close Inventory - Inventory/Report Criteria
- Cancel Inventory
- Delete Inventory
- View the Manage Inventories Transaction Status

Update Inventory Data Search Criteria

Overview

The **Update Inventory Search Criteria** page allows you to search for assets to update for a specific inventory.

Navigation

Inventory > Update Inventory > Search Criteria

Page Fields

The following fields display on the **Update Inventory Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

End Item Serial
Component
Bulk
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Lot Nbr
Accountable
Non-Accountable
Both

Procedure

To Search for an Asset to Update:

1. You can accept the default radio buttons of *End Item Serial* and *Both* or change the radio buttons to equal the requested criteria. To display a specific record, enter the **ASSET ID** in the field. All fields on the page are optional; you can leave all fields blank to return all results.

Helpful Tip

It is recommended to enter some search criteria. This reduces the number of rows returned.

2. Select Search to display the **Search Results** page or choose Reset to clear all fields.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
ASSET ID: Please enter only letters and numbers.	An invalid character was entered into the ASSET ID field
Stock Number: Please enter only letters and numbers.	An invalid character was entered into the STOCK NBR field
Serial Number: Please enter only letters, numbers, spaces, \, /, -, :, $, #.	An invalid character was entered into the SERIAL NBR field.
Lot Number: Please enter only letters and numbers.	An invalid character was entered into the LOT NBR field.

Related Topics

- Update Inventory Data Search Results
- Update Inventory Data Selected Rows
- Update Inventory Data Update
- Update Inventory Data Transaction Status
- Update Inventory Data Report Export

PageID Ref: WPHRN0501_5

Update Inventory Data Search Results

Overview

The **Update Inventory Search Results** page allows the selection of one, some, or all records for update. Selecting all records for update will modify every asset selected.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Update Inventory > Search Criteria > Search Results

Page Fields

The following fields display on the **Update Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Asset Id
Serial Nbr
Loc
Mgt Cd

Search Results

Select
Asset Id
Serial Nbr
Lot Nbr
Loan Cd
Lease Cd
Suspt Loss Sts Cd
Excs Actn Cd
Cond Cd
Stock Nbr
Item Desc
Cust Nbr
Non-Actbl
Mfr Part Nbr
Mfr Model Nbr

Mfr Name
Loc
Sub Loc
Qty

Stock Nbr
Custodian Nbr
Lot Nbr
Non-Actbl /Actbl

Procedures

To Select Asset(s) to Update:

1. You can select individual records using the checkbox(es) or choose Select All for every asset on all pages. To clear your selection(s), choose Deselect All.
2. Select Continue to display the **Update Inventory Selected Rows** page or choose Cancel to return to the **Search Criteria** page.

To View the Details for an Asset:

Note

Bulk assets will not have an **Asset Detail** hyperlink.

1. Select the **ASSET ID** hyperlink to view the **Asset Details** page.
2. Choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Please select at least one asset before continuing.	One or more records must be selected to continue processing.
No record(s) match search criteria or you do not have the appro-	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you

priate security access. do not have security access.

Related Topics

- Update Inventory Data Search Criteria
- Update Inventory Data Selected Rows
- Update Inventory Data Update
- Update Inventory Data Transaction Status
- Update Inventory Data Report Export

PageID Ref: WPHRN0502_6

Update Inventory Data Selected Rows

Overview

The **Update Inventory Selected Rows** page allows you to review the asset(s) selected for processing.

Navigation

Inventory > Update Inventory > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the **Update Inventory Data Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Asset Id
Serial Nbr
Lot Nbr
Loan Cd
Lease Cd
Suspt Loss Sts Cd
Excess Action Code
Cond Cd
Stock Nbr
Item Desc
Cust Nbr
Non-Actbl
Mfr Part Nbr
Mfr Model Nbr
Mfr Name
Loc
Sub Loc
Qty

Procedures

To Review the Data for Assets to be Updated:

1. Review and confirm the assets displayed on the page.
2. Select Continue to display the **Update Inventory Data** page or choose Cancel to return to the **Update Inventory Search Results** page.

To View the Details for an Asset:

Note

Bulk assets will not have an **Asset Detail** hyperlink.

1. Select the **ASSET ID** hyperlink to view the **Asset Details**.
2. Choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Update Inventory Data Search Criteria
- Update Inventory Data Search Results
- Update Inventory Data Update
- Update Inventory Data Transaction Status
- Update Inventory Data Report Export

PageID Ref: WPHRN0503_99

Update Inventory Data Update

Overview

The **Update Inventory Update** page allows you to modify the record(s).

Navigation

Inventory > Update Inventory > Search Criteria > Search Results > Selected Rows > Update page

Page Fields

The following fields display on the **Update Inventory Data Update** page. For more information on each field, select the appropriate hyperlink.

Asset Id
Serial Nbr
Loc
Mgt Cd
Current Qty
Current Sub Loc
Rcl Last Inv Dt

Update
Inv Dt
Inv User Id
Cond Cd
Incl Cmpn
Suspt Loss Sts Cd

Stock Nbr
Cust Nbr
Lot Nbr
Non-Actbl / Actbl
Rcl Last Qty
Rcl Last Loc/Sub Loc
Rcl User Id

Inv Qty
Inv Loc
Inv Sub Loc

Suspt Loss Dt

Procedure

To Update Inventory Data:

1. Enter an Inventory date into the **Inv Dt** field.
2. Enter the person who is updating the inventory into the **INV USER ID** field. The recommended format is the first initial of the first name and the first seven characters of the last name.
3. Change the Condition Code, if applicable, from the **COND CD** drop-down list.
4. Select the **INCL CMPN** checkbox if the components if the asset should be updated with the new inventory date.
5. Select a value from the **SUSPT LOSS STS CD** drop-down list if the asset(s) are to be marked as lost.
6. Enter a date into the **SUSPT LOSS STS CD** field if the asset(s) are marked as lost.
7. Enter an Inventory Location into the **INV LOC** field if it is different than what DPAScurrently lists.
8. Enter an Inventory Sub Location into the**INV SUB LOC** field if it is different than what **DPAS**currently lists.

Helpful Tip



If trying to delete the Inventory Sub Location, enter the word *DELETE* in all capital letters into the data field for **INV SUB LOCATION**.

9. Select Update to modify the record or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Select "Update" button to revise selected fields in record(s).	Once you have entered data into the fields you wish to update, select Update to process the changes.
Date format should be	The date entered as not in the MM/DD/YYYY format

MM/DD/YYYY; with valid month/day combination.	or contained an unapproved character.
INV USER ID: Please enter only letters and numbers.	The INV USER ID entered contained an unapproved character.
Inventory Sub-Location: Please enter only letters, numbers, and spaces.	The Inventory Sub-Location contained an unapproved character.

Related Topics

- Update Inventory Data Search Criteria
- Update Inventory Data Search Results
- Update Inventory Data Selected Rows
- Update Inventory Data Transaction Status
- Update Inventory Data Report Export

PageID Ref: WPHRN0504_9

Update Inventory Data Transaction Status

Overview

On the **Update Inventory Data Transaction Status** page you can see the status of the inventory which was updated. You can print the **Status** page or return to the **Update Inventory Data Search Criteria** page.

Navigation

Inventory > Update Inventory > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page

Page Fields

The following fields display on the **Update Inventory Data Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Update Inventory Data Search Criteria
- Update Inventory Data Search Results
- Update Inventory Data Selected Rows
- Update Inventory Data Update

- Update Inventory Data Report Export

PageID Ref: WPHRN0504_11

Update Inventory Data Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Update Inventory > Search Criteria > Search Results > Selected Rows > Update page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Update Inventory Data Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Update Inventory Data Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Update Inventory Data Search Criteria
- Update Inventory Data Search Results
- Update Inventory Data Selected Rows
- Update Inventory Data Update
- Update Inventory Data Transaction Status

PageID Ref:WFHRN6704_11

Next Inventory Initialization Date Search Criteria

Overview

When an inventory, as part of an activities inventory management plan, is initialized, a **Next Initialization Due Date** is established. This date is used to facilitate and control the activities Inventory Management Plan. You can decide when to start an inventory. This process allows you to add or modify an inventory's **Next Initialization Due Date**.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria

Page Fields

The following fields display on the Next Inventory Initialization Date Search Criteria page. For more information on each field, select the appropriate hyperlink.

Inv Type
Loc
Custodian Nbr

Procedure

To Search for Available Inventories:

1. Select the type of inventory to search for from the **INV TYPE** drop-down list.
2. You can further refine your search using the **LOC** and **CUSTODIAN NBR** fields.
3. Choose 

to view the **Search Results** or choose 

to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Transaction Status

- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2701_5

Next Inventory Initialization Date Search Results

Overview

The **Next Inventory Initialization Date Search Results** displays the inventories that you selected on the **Search Criteria** page. One or more inventories can be selected for update.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results

Page Fields

The following fields display on the **Next Inventory Initialization Date Search Results** page. For more information on each field, select the appropriate hyperlink.

Custodian/Sensitive/Custom Inventories

Search Criteria

Inv Type
Custodian Nbr

Search Results

Select
Cust Nbr
Name
Inc Sub Cust
Last Inv Dt
Next Initlzn Dt

Loc

Location Inventories

Search Criteria

Inv Type
Custodian Nbr

Search Results

Select

Loc
Last Inv Dt
Next Initlzn Dt

Loc

Procedure

To Select Inventories to Update:

1. Choose the inventory(s) to update using the **Select** checkbox(es).

Note

If multiple pages are available, they can be accessed using the numbered hyperlinks below the table.

Helpful Tip

You may use Select All to select all inventories on all pages.

Deselect All removes the check marks from all inventories on all pages.

2. Select Update to view the **Update** page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria.	No inventories meet the search criteria entered.
Select a record(s) to continue.	Select at least one inventory before choosing Update.

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Transaction Status
- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2702_6

Next Inventory Initialization Date Update

Overview

This page allows you to modify an inventory's **Next Initialization Due Date**.

When inputting the **Custodian** and **Location Next Initialization Date**, it must be greater than the system date but less than 1095 days in the future. For Sensitive Inventories, the date must be greater than the system date but less than 365 days in the future since sensitive inventories must be performed annually.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Next Inventory Initialization Date Update** page. For more information on each field, select the appropriate hyperlink.

Custodian/Sensitive/Custom Inventories

Custodian Nbr
Last Inv Dt
Next Initlzn Dt

Location Inventories

Loc
Last Inv Dt
Next Initlzn Dt

Procedure

To Update the Next Initialization Date:

1. Verify the correct inventory displays.

Note

If multiple inventories were selected, the CUSTODIAN NBR and LAST INV DT/LOC will appear as asterisks (*) if the data is not the same.

2. Update the **NEXT INITZN DT** using or enter a valid date in MM/DD/YYYY format. The date must be greater than or equal to the current system date but not by more than 1095 days (three years) for Custodian and Location inventories and 365 days (one year) for Sensitive inventories.

3. Select Update to complete the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date format should be MM/DD/YYYY; with valid month/day combination.	Use to select a date or enter a valid date in MM/DD/YYYY format.
Next CUST or LOCINITLZN DT must be > SYSTEM DT but < 1095 days.	NEXT INITZN DT must be greater than the current system date but not by more than 1095 days (three years).

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Transaction Status
- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2703_9

Next Inventory Initialization Date Transaction Status

Overview

The **Next Inventory Initialization Date Update Transaction Status** page shows you the status of the transaction you just processed.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page > Transaction Status

Page Fields

The following fields display on the **Next Inventory Initialization Date Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Choose Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2703_11

Next Inventory Initialization Date Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page > Transaction Status > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Next Inventory Initialization Date Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Next Inventory Initialization Date Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Transaction Status

Inventory Management Plan Search Criteria

Overview

Each Agency on DPAS must have an Inventory Management Plan on which to base its inventory metrics. This process allows you to create the plan, change the type, start, duration, frequency and metrics of your inventories.

The Inventory Management Plan is created by your Agency Coordinator. DPAS stores inventory management plans at three levels:

- **Agency – Highest level.** Controls the ability to set parameters at all levels: Agency, ACTBL UIC and UIC.
- **ACTBL UIC – Level below Agency**. Controls the ability to set parameters at the ACTBL UIC and UIC levels. This is an administrative level only. Assets do not exist at this level.
- **UIC – Lowest level, below ACTBL UIC**. Physical assets and their associated information reside at this level.

There are two types of **Inventory Management Plans**:

- **General** – Non-sensitive Plant, Property and Equipment (PP&E) assets.
- **Sensitive** – Assets that require special control and accountability.

The **Inventory Management Plan** can be modified before its **End Date**. Modifying an existing plan may result in changes to the inventory dates. The Agency may forgo the existing Plan and begin a new plan by changing the **Start Date**.

Note

Should you attempt to initialize an inventory prior to the establishment of the plan an error message *No Inv Plan for UIC Cannot generate Inv* displays. You will need to contact your Agency Coordinator to setup an Inventory Management Plan.

Navigation

Inventory > Inventory Management Plan > Search Criteria

Page Fields

The following fields display on the **Inventory Management Plan Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Level
Type

Procedure

To search for an Inventory Management Plan:

1. Select the **Level** from the drop-down list.
   - **Agency – Highest level**. This is available only to the Agency Coordinator. The settings at this level determine how all activities in the Agency will conduct scheduled inventories. This can include one policy for the entire Agency or allowing lower levels to create their own inventory plans.
   - **ACTBL UIC – Level below Agency.** The settings at this level determine how all UICs within the Accountable UIC will conduct scheduled inventories.
   - **UIC – Lowest level.** The inventory settings are available for viewing if they are set at a higher level, or are updated if delegated to the UIC level.
2. Choose a **Type** from the drop-down list.
3. Select Search to display the **Search Results** or choose Reset to clear the page.

Helpful Tip

DOD directives state that a sensitive inventory must be completed annually. Sensitive items on such an inventory are designated by certain **CIIC** (Controlled Item Inventory Code) and **Pilferable Codes**.

Please refer to glossary terms for further guidance. Sensitive items require storage, shipment, and safeguarding sensitive inventory items, controlled substances and pilferable items of supply.

Refer to DOD Instruction 5000.64, *Accountability and Management of DoD-Owned Equipment and Other Accountable Property*, November 2, 2006.
http://www.dtic.mil/whs/directives/corres/html/500064.htm.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Inventory Management Plan Search Results
- Inventory Management Plan Data Update
- Inventory Management Plan Transaction Status
- Inventory Management Plan Report Export

PageID Ref: WPHRN0104_5

Inventory Management Plan Search Results

Overview

The search results are based according to your Update access level.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

The **Inventory Management Plan Search Results** page displays as follows:

- If you choose to update the Inventory Management Plan at the **Agency** level one result displays. There is only one Agency level plan per **Plan Type**, *General* and *Sensitive*.

- If you choose a lower level, **ACTBL UIC** or **UIC** , multiple Update entries are retrieved. There will be a plan for each activity at the selected level within the Agency. Your results are based on your access to the activity. In other words, you will not see inventory plans for Accountable UIC / UICs to which you have no access.

Navigation

Inventory > Inventory Management Plan > Search Criteria > Search Results

Page Fields

The following fields display on the **Inventory Management Plan Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Level

Search Results

Update
Agency Name
Actbl UIC
UIC
Updtd By
Updtd Dt

Type

Procedure

To Select an Inventory Management Plan for Update:

1. Select the **Update** hyperlink for the **Inventory Management Plan** you want to revise.
2. To return to **Search Criteria** page select Cancel.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Inventory Management Plan Search Criteria
- Inventory Management Plan Data Update
- Inventory Management Plan Transaction Status
- Inventory Management Plan Report Export

PageID Ref: WPHRN0105_6

Inventory Management Plan Data Update

Overview

The **Level** and **Type** fields display at the top of the page on the **Plan Data Update** tab for verification.

The Inventory Type (**INV TYPE**) can be set to one of the following:

- **Custodian**
- **Location**
- **Cyclic by Custodian**
- **Cyclic by Location**
- **Defer to a Lower Level**

What does deferred to a lower level mean? If the Agency does not set the specific parameters of the Inventory Management Plan, the Agency Coordinator will allow these decisions to be made at a lower level. In the **INV TYPE** field, *Defer to a Lower Level* is selected. Selecting this option allows the different Accountable UICs within the agency to determine how inventories will be completed for their activities. The Accountable Property Office (APO) or Property Administrator (PA) have the choice to have all UICs use the same plan, or as with the Agency Coordinator, defer this decision to the UIC level. The UIC is the lowest level to which the plan can be deferred.

Navigation

Inventory > Inventory Management Plan > Search Criteria > Search Results > Plan Data Update page

Page Fields

The following fields display on the **Inventory Management Plan Data Update** page. For more information on each field, select the appropriate hyperlink.

Level
Type
*Inv Type
*Start Dt
*Months In Plan
Invs In Period

* denotes a mandatory field
Include Pilferable
Include Non-Actbl
Include Sub Cust
Auto-Generate Inv
Days to Next Initzn

Procedure

To Update Plan Data:

Note

The update actions you can make on the **Plan Data** tab depends on your access level and the **Inventory Type**.

1. The **Include Pilferable** field is only available for *Sensitive Type* inventories. This checkbox is available only at the Agency level. If applicable select the checkbox to include assets marked as pilferable.
2. The **Include NON-ACTBL** checkbox to include assets marked as non-accountable in the inventory plan. This option is available only at the Agency level and does not apply to sensitive assets.
3. Choose an option for **INV TYPE** (Inventory Type) from the drop-down list. Selecting any of the following with the exception of Defer to a Lower Level sets the plan to this type for all UICs included at this level. From the **INV TYPE** drop-down select from the following:

- **Custodian** - Selects ALL inventory assigned to each Custodian
- **Location** - Selects ALL inventory assigned to each Location.
- **Cyclic By Custodian** - Selects a PORTION of inventory assigned to each custodian to be counted within a period.
- **Cyclic By Location** - Selects a PORTION of inventory assigned to each location to be counted within a period.
- **Defer to Lower Level** – The Agency Coordinator permits a user with ACTBL UIC or UIC level access to decide which of the four above types is most appropriate and configure their own Inventory Management Plans. This option is not available at the UIC level.

4. Select from the **Include SUB CUST**drop-down list:

- **Include Sub Custodian Number** – Includes all sub custodian numbers for all UICs assigned below this level
- **Do Not Include Sub Custodian Number** – Rolls all sub custodian numbers up to the major custodian number for all UICs assigned below this level.
- **Defer Selection of Sub Custodian Number to a lower level** – Similar to the Inventory Type, assigns this decision to the next lower level activity in the agency.

5. To update **Start DT** – Effective date of the plan, select or enter the date in the format of MM/DD/YYYY. You may forgo the existing Plan and begin a new plan by changing the Start Date.
6. Select an **INV BY MAINT** (Inventory by Maintenance) option from the drop-down list – An asset is updated as inventoried if a Dispatch or maintenance was performed on it in the **Maintenance and Utilization** module.

7. Enter **Months in Plan** if applicable. Number of months to inventory assets covered in plan. Sensitive plans must be 12 months or less, General must be 36 months or less.
8. If this is a *Cyclic* inventory, enter **INVS IN PERIOD**. Number of inventories to be conducted throughout the months in the "Plan". A "0" (zero) entry will defer to a lower level.
9. Select Update to process the transaction or choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Agency INV MGT PLAN must exist.	Contact your Agency Coordinator. Inventory Management Plan must exist.
ACTBL UIC Inv Mgt Plan must exist.	Contact your Agency Coordinator. Inventory Management Plan must exist.
Input date must be < or = system date.	Start Date must be less than or equal to the system date.
Months in Sensitive Plan must be 1-12.	For Sensitive Plan months cannot be greater than 12.
Months in General Plan must be 1 – 36.	For General Plan months cannot be greater than 36.

Related Topics

- Inventory Management Plan Search Criteria
- Inventory Management Plan Search Results
- Inventory Management Plan Metric Data Update
- Inventory Management Plan Transaction Status
- Inventory Management Plan Report Export

PageID Ref: WPHRN0101_9

Inventory Management Plan Transaction Status

Overview

On the **Inventory Management Plan Transaction Status** page you can see the status of the Management Plan you updated. You can print the **Status** page or return to the **Inventory Management Plan Search Criteria** page.

Navigation

Inventory > Inventory Management Plan > Search Criteria > Search Results > Plan Data Update page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Inventory Management Plan Transaction Status** page.

Status
Action Required
Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to return to the **Search Criteria** page.
2. Select 

to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assist-ance.	Contact the DPAS Call Center

Related Topics

- Inventory Management Plan Search Criteria
- Inventory Management Plan Search Results

- Inventory Management Plan Data Update
- Inventory Management Plan Report Export

Inventory Management Plan Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Inventory > Inventory Management Plan > Search Criteria > Search Results > Plan Data Update page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Management Plan Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Inventory Management Plan Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Inventory Management Plan Search Criteria
- Inventory Management Plan Search Results
- Inventory Management Plan Data Update
- Inventory Management Plan Transaction Status

PageID Ref:WPHRN0101_11

AIT Overview

Overview

The Property Accountability module Automatic Identification Technology (AIT) process provides the ability to perform an inventory using a scanner, instead of by hand.

Navigation

AIT >

Overall Flow

The AIT process has a very specific start and a very specific end. This overview contains all the AIT processes, but not all inventories include every process.

1. **Setup**

   PDCD Sftwr Install

   Download the appropriate software so DPAS can interact with the PDCD.

   Label Format

   Design and create the labels for the inventory process.

   Attention

   Please contact the DPAS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select 

until after this phone call.

   Print Labels

   Print the labels to use during the inventory process.

2. **Inventory**

   Generate Inventory

   Prepare the inventory on the computer in DPAS.

   Download to PDCD

   Send the inventory from the computer to the scanner.

   Perform the Inventory

   Scan the assets to be included in the inventory.

   Upload from PDCD

   Send the inventory from the scanner to the computer.

3. **Reconciliation**

Print the Reconciliation Report

View the inventory in relation to all the different reconciliation statuses.

Related Topics

- **PDCD Software Install**
  - PDCD Software Install Download
  - PDCD Software Install Download Results
  - Install DPASAIT for Windows Mobile 5.0-6.0
  - Install DPASAIT for Motorola WM 6

- **Label Format**
  - Search for the AIT Label Format - Criteria
  - Search for the AIT Label Format - Results
  - View the AIT Label Format Detail
  - Add an AIT Label Format
  - Update the AIT Label Format
  - Delete the AIT Label Format
  - View the AIT Label Format Transaction Status
  - Export the AIT Label Format Report

- **Print Labels**
  - Search for Print AIT Labels — Criteria
  - Print AIT Labels — Asset Id
  - Print AIT Labels — Loc
  - Search for Requested Labels — Criteria
  - Search for Requested Labels — Results
  - Determine the Print Quantity of the Requested AIT Labels
  - Print the Requested Labels
  - Delete the Requested Labels

- **Download to PDCD**
  - Search for the Inventory to Download - Criteria
  - Search for the Inventory to Download - Results
  - View the Download to PDCD Transaction Status
  - Export a Download to PDCD Report

- **Generate Inventory**
  - Custodian
  - Cyclic

- Location
- Sensitive
- Custom

- **Upload from PDCD**

  - Search for the Inventory to Upload - Criteria
  - Search for the Inventory to Upload - Results
  - View the Upload from PDCD Transaction Status
  - Export a Upload from PDCD Report

Search for the Print AIT Labels — Criteria

Overview

The Property Accountability module Print AIT Labels process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify a specified part of an inventory.

Note

Some search fields provide **Intellisense** *i*, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic *i* preceding the field name.

Labels can be printed for:

- A single asset, or a range of assets
- A specific custodian, or a range of custodians
- A STOCK NBR, which means every SERIAL NBR for that STOCK NBR
- A single location, or a range of locations
- A single sub-location, or a range or sub-locations
- Any combination of the above
- Any previously printed labels

There are three ways to specify the labels for printing:

- **ASSET ID** — for ASSET ID, CUSTODIAN NBR, or STOCK NBR labels
- **LOC** — for LOC, SUB LOC, or CUSTODIAN NBR labels
- **Requested** — for any combination of the above, or for previously printed labels.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the DPAS Call Center first.

To view the customized DPASAIT Scanner and Printers instructions, please visit https://d-passupport.golearnportal.org.

Navigation

AIT > Print Labels

Page Fields

The following fields display on the **Print AIT Labels** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Asset ID Tab

Number	Value
199	Select a range of either Asset Id, Custodian Nbr, Stock Nbr or Label Text.

Loc Tab

Number	Value
200	Select a range of either Location/Sub Loc, or Custodian Nbr.

Asset Id

Asset Id *
Asset Id To
Custodian Nbr *
Custodian Nbr To
Stock Nbr *
Label Text *
Include Sub Cust
Group By
Number of Copies
Label Purpose *
Printer

Loc

Loc *
Loc To
Sub Loc *
Sub Loc To
Custodian Nbr *
Custodian Nbr To
Include Sub Loc
Number of Copies
Include Sub Cust

Label Purpose
New Sub Loc
Printer

Requested

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Print AIT Labels for Asset Id

Select the Asset Id tab. *The **Print AIT Labels — Asset Id** page appears.*

Print AIT Labels for Loc

Select the Loc tab. *The **Print AIT Labels — Loc** page appears.*

Print Other AIT Labels

Select the Requested tab. *The **Search for Requested Labels — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry:
***Custodian Nbr*.**

13 — Mandatory Entry:
***Stock Nbr*.**

13 — Mandatory Entry:
***Label Text*.**

13 — Mandatory Entry:
***Label Purpose*.**

13 — Mandatory Entry:
***Loc*.**

13 — Mandatory Entry:
***Sub Loc*.**

Related Topics

- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for Requested AIT Labels — Criteria

Overview

The Requested AIT Labels Search Criteria process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Navigation

AIT > Print Labels > Requested tab > Print AIT Labels — Requested Search Criteria page

Page Fields

The following fields display on the **Print AIT Labels — Requested Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type

Custodian Nbr

Loc / Sub Loc

User Id

Previously Printed

Procedure

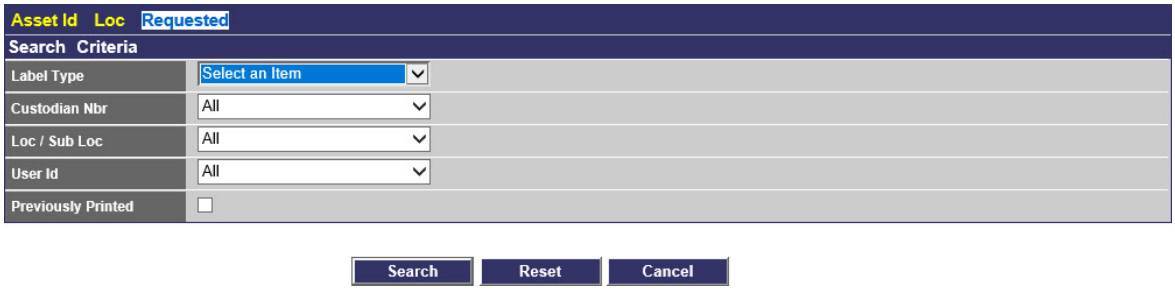
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

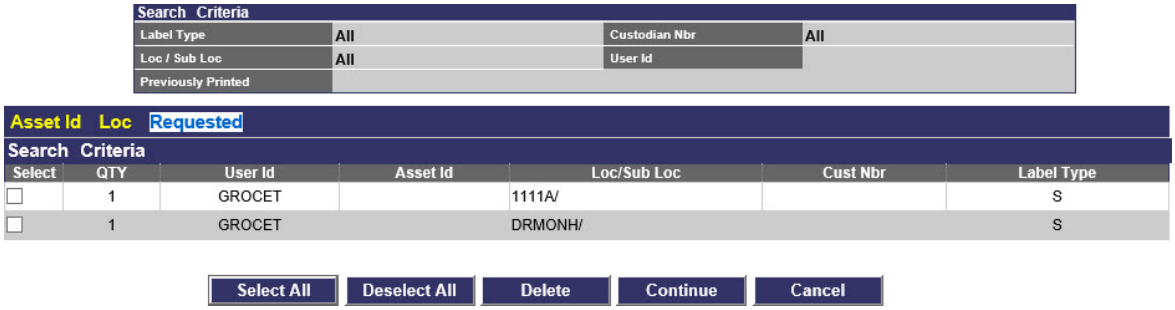
Search for a Requested AIT Label

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select the Requested tab. *The **Print AIT Labels — Requested Search Criteria** page appears.*



2. Use ☑ to select the Label Type.
3. Use ☑ to select the Custodian Nbr.
4. Use ☑ to select the Loc / Sub Loc.
5. Use ☑ to select the User Id.
6. Click ☐ to select Previously Printed. *This includes the labels from prior jobs, as well as scheduled print jobs.*
7. Select Search. *The* ***Search for Requested AIT Labels — Results*** *page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
374 — The selected label format requires	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab

CUSTODIAN NBR. Print label from Asset tab.	and re-enter the information.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for Requested AIT Labels — Results

Overview

The Requested AIT Labels Search Results page provides the ability to delete or view details regarding the labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Print AIT Labels — Requested Search Results page

Page Fields

The following fields display on the **Print AIT Labels — Requested Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Search Results

Select
QTY
User Id
Asset Id
Loc/Sub Loc
Cust Nbr

Label Type

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Requested Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired label to select the record.

   Helpful Tip

   Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The* ***Print AIT Labels — Requested Print Quantity*** *page opens.*

Delete Requested Labels

1. Click ☐ next to each desired label to select the record.

   Helpful Tip

   Select All checks all labels on all pages. Deselect All removes the check marks from all labels on all pages.

2. Select Delete. *The* ***Delete a Requested AIT Label*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to

select a record, then select Continue.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Print AIT Labels — Asset Id

Overview

The Print AIT Labels — Asset Id process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify an asset.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

AIT > Print Labels > Asset Id tab > Print AIT Labels — Asset Id page

Page Fields

The following fields display on the **Print AIT Labels — Asset Id** tab. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
199	Select a range of either Asset Id, Custodian Nbr, Stock Nbr or Label Text.

Asset Id

Asset Id *

Asset Id To

Custodian Nbr *

Custodian Nbr To

Stock Nbr *

Label Text *

Include Sub Cust

Group By

Number of Copies

Label Purpose *

Printer

(*) Asterisk identifies mandatory fields.

Procedure

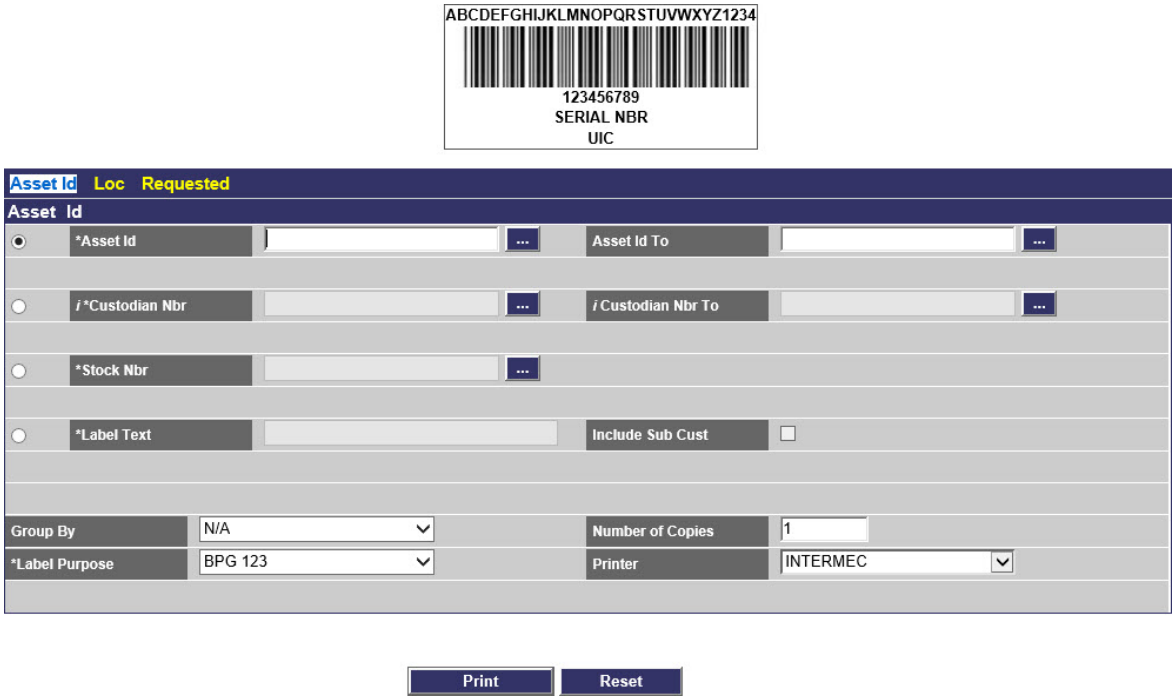
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print ASSET ID Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the ASSET ID tab. *The* ***Print AIT Labels — ASSET ID*** *page appears.*



2. Choose the radio button for the reason for the labels:

   A. Select ASSET ID if the labels are for one asset or a range of assets.

      a. Enter the ASSET ID, or use ... to browse for the single asset, or the first in the range of assets. *This is a 15 alphanumeric character field.*

      Asset Identifier Browse help

      b. Enter the ASSET ID To, or use ... to browse for the last in the range of assets. *This is a 15 alphanumeric character field.*

      Asset Identifier Browse help

B. Select ○ CUSTODIAN NBR if the labels are for all the assets owned by the custodian.

a. Use i or ... to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

b. Use i or ... to assist with the last in the range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

C. Select ○ STOCK NBR if the labels are for all the SERIAL NBRS for one STOCK NBR.

a. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

D. Select ○ Label Text if there should be a single label with certain text.

a. Enter the Label Text in the field provided. *This is a 30 alphanumeric character field.*

b. Click ☐ to select Include SUB CUST. *This prints out the labels for all the SUB CUSTS underneath the main custodian.*

3. Use ⌄ to select the Group By.
4. Enter the Number of Copies in the field provided. *This is a 4 numeric character field.*
5. Use ⌄ to select the Label Purpose.
6. Use ⌄ to select the Printer.
7. Select Print. *The Windows Print Dialog box opens.*
8. Select the appropriate printer.
9. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Helpful Tip

 If there is one specific printer, select this as the printer default. Go to MyDPAS > User Preferences, and choose the applicable printer. Now it automatically displays in the Printer drop-down list.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Asset Id*.	
13 — Mandatory Entry: *Custodian Nbr*.	
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Label Text*.	
13 — Mandatory Entry: *Label Purpose*.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Print AIT Labels — Loc

Overview

The Print AIT Labels — LOC process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets within a location.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

AIT > Print Labels > LOC tab > Print AIT Labels — LOC page

Page Fields

The following fields display on the **Print AIT Labels — Loc** tab. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
200	Select a range of either Location/SUB LOC, or CUSTODIAN NBR.

Loc

Loc *
Loc To
Sub Loc *
Sub Loc To
Custodian Nbr *
Custodian Nbr To
Include Sub Loc
Number of Copies
Include Sub Cust
Label Purpose
New Sub Loc
Printer

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

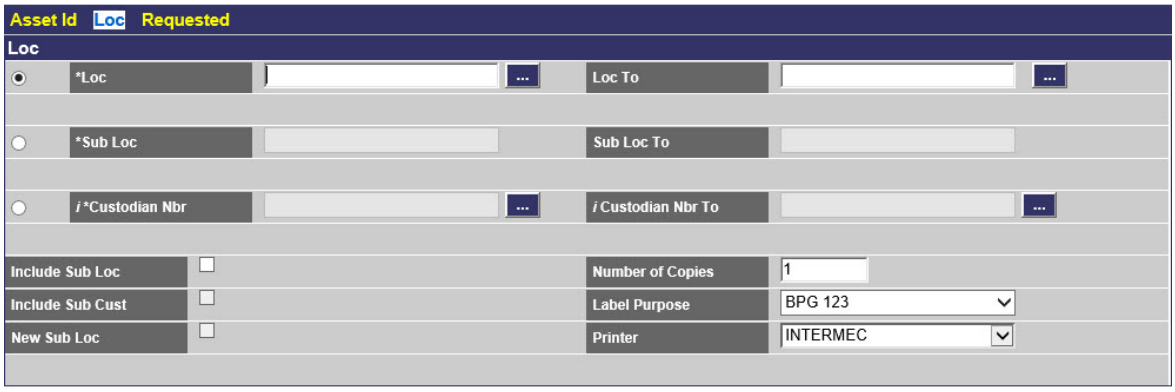
Click the following link to display PA Navigation Tips.

Print Loc Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the LOC tab. *The **Print AIT Labels — Loc** page appears.*





2. Choose the radio button for the reason for the labels:

A. Select ○ LOC if the labels are for one location or a range of locations.

a. Enter the LOC, or use ... to browse for the single location, or the first in the range of locations. *This is a 20 alphanumeric character field.*

Location Browse help

b. Enter the LOC To, or use ... to browse for the last in the range of locations. *This is a 20 alphanumeric character field.*

Location Browse help

B. Select ○ SUB LOC if the labels are for one subordinate location or a range of subordinate locations.

a. Enter the single SUB LOC in the field provided, or the first in the range of subordinate locations. *This is a 20 alphanumeric character field.*

b. Enter the last subordinate location in the SUB LOC To field. *This is a 20 alphanumeric character field.*

C. Select ○ CUSTODIAN NBR if the labels are for all the assets owned by the custodian.

a. Use i or ... to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

b. Use i or ... to assist with the last in the range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

3. Click ☐ to select Include SUB LOC. *This prints out the labels for all the SUB LOCs underneath the main location.*
4. Enter the Number of Copies in the field provided. *This is a 4 numeric character field.*
5. Click ☐ to select Include SUB CUST. *This is only available when ○ CUSTODIAN NBR is checked, and prints out the labels for all the SUB CUSTs underneath the main custodian.*
6. Use ☑ to select the Label Purpose.
7. Click ☐ to select New SUB CUST. *This is only available when ○ SUB LOC is checked, and creates a label for the new SUB LOC.*
8. Use ☑ to select the Printer.
9. Select Print. *The Windows Print Dialog box opens.*
10. Select the appropriate printer.
11. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Helpful Tip

If there is one specific printer, select this as the printer default. Go to MyDPAS > User Preferences, and choose the applicable printer. Now it automatically displays in the Printer drop-down list.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
374 — The selected label format requires CUSTODIAN NBR. Print	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab and re-enter the information.

label from Asset tab.	
13 — Mandatory Entry: *Loc*.	
13 — Mandatory Entry: *Sub Loc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Custodian Nbr*.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Delete a Requested AIT Label

Overview

The Requested AIT Labels Delete process allows removal of saved labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > Delete > Print AIT Labels — Requested Delete page

Page Fields

The following fields display on the **Print AIT Labels — Requested Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Delete

QTY
User Id
Asset Id
Loc/Sub Loc
Cust Nbr
Label Type

Procedure

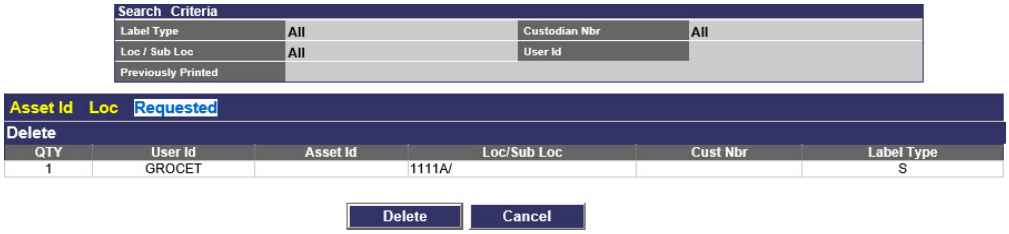
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Requested AIT Label

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired label to select the record.
2. Select Delete. *The* ***Delete a Requested AIT Label*** *page opens.*



3. Review the fields, making sure this label is the correct one for deletion.
   A. *Verify the QTY.*
   B. *Verify the USER ID.*
   C. *Verify the ASSET ID.*
   D. *Verify the LOC / SUB LOC.*
   E. *Verify the CUST NBR.*
   F. *Verify the Label Type.*
4. Select Delete. *The page returns to the* ***Search for Requested Labels — Criteria*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id

- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- AIT Overview

Print the Requested AIT Labels

Overview

The Requested AIT Labels Print page provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify any pre-specified labels, or for previously printed labels.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > ☐ desired record(s) > Continue > Print Quantity > Continue > Print AIT Labels — Requested Print page

Page Fields

The following fields display on the **Print AIT Labels — Requested Print** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Requested

Group By

Label Purpose

Printer

Procedure

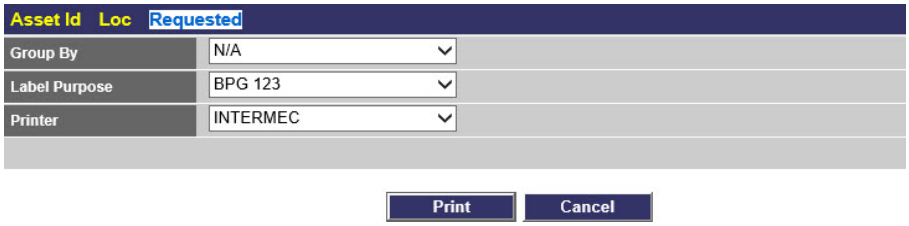
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print the Requested AIT Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ▼ to select the Group By.



2. Use ▼ to select the Label Purpose.
3. Use ▼ to select the Printer.

Helpful Tip

If there is one specific printer, go to MyDPAS > User Preferences, and choose the applicable printer.

4. Select Print. *The Windows Print Dialog box opens.*
5. Select the appropriate printer.
6. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Attention

The Print Label requests can only be reprinted for seven days.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
374 — The selected label format requires CUSTODIAN NBR. Print label from Asset tab.	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab and re-enter the information.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria

- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Delete the Requested Labels
- AIT Overview

Determine the Print Quantity for the Requested AIT Labels

Overview

The Requested AIT Labels Print Quantity page allows specification of the amount of each label for printing.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > ☐ desired record(s) > Continue > Requested AIT Labels Print Quantity page

Page Fields

The following fields display on the **Requested AIT Labels Print Quantity** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Print

Print Qty
QTY
User Id
Asset Id
Loc/Sub Loc
Cust Nbr
Label Type

Procedure

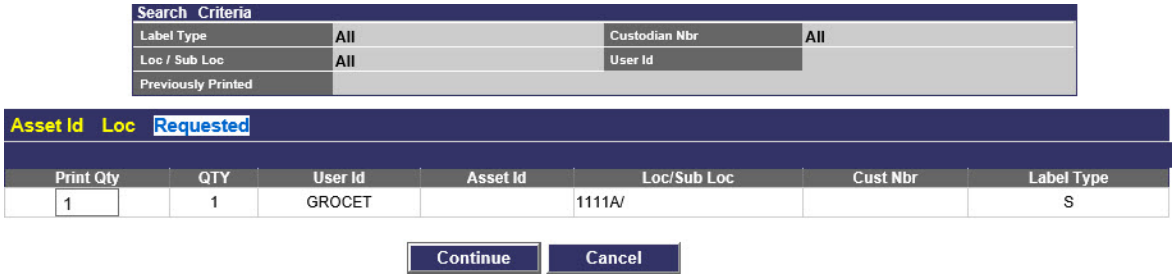
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Determine the Quantity of Requested AIT Labels

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the PRINT QTY in the field provided. *This is a 10 numeric character field.*



2. *Verify the QTY.*
3. *Verify the USER ID.*
4. *Verify the ASSET ID.*
5. *Verify the LOC / SUB LOC.*
6. *Verify the CUST NBR.*
7. *Verify the Label Type.*
8. Select Continue. *The* ***Print AIT Labels — Requested Print*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria

- Search for Requested Labels — Results
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for an Inventory to Download to the PDCD — Criteria

Overview

The Property Accountability module Download to the Portable Data Collection Device (PDCD) process provides the ability to download a file with inventory data to a PDCD. This way the inventory is completed by scanning asset bar-codes instead of manually entering the numbers.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the DPAS Call Center first.

To view the customized DPAS AIT Scanner and Printers instructions, please visit https://d-passupport.golearnportal.org.

Navigation

AIT > Download to PDCD > Download to PDCD Search Criteria page

Page Fields

The following fields display on the **Download to PDCD Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
194	If you are unfamiliar with the AITINV Process, refer to User Help.

Search Criteria

Inv Process Cd

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory to Download to the PDCD

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select the Show All Content button at the bottom of the screen.



2. Use  to select the Inv Process Cd.
3. Select  . *The **Download to the PDCD Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify that Activsync is running, the PDCD device is in the cradle, and the DPASAIT application is running.	Contact the DPAS Call Center
xxxx — An Error Occurred on the PDCD page.	Contact the DPAS Call Center

Related Topics

- Search for the Download to PDCD — Results
- View the Download to PDCD Transaction Status
- Export a Download to PDCD Report
- AIT Overview

Search for an Inventory to Download to the PDCD — Results

Overview

The Download to the PDCD Results page provides the ability to download more than one inventory at a time to a PDCD.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Download to PDCD > Search Criteria > Search > Download to PDCD Search Results page

Page Fields

The following fields display on the **Download to PDCD Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results

Select
Inv Nbr
Inv Type Cd
Cust Nbr
Inc Sub Cust
Loc
Incl Non-Actbl
Inc Pilfrbl
Inv Desc

Decisions

Inv Hdr w/asset info
Inv Hdr Only
Overwrite All PDCD data

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Download an Inventory to a PDCD

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Show All Content button at the bottom of the screen.
2. Click ☐ next to each desired inventory to select the record.

Helpful Tip

Select All checks all inventories on all pages. Deselect All removes the check marks from all inventories on all pages.

3. Select ○ INV HDR W/ASSET INFO to include all the information regarding the inventory.
4. Select ○ INV HDR ONLY to include just the basic information regarding the inventory.
5. Click ☐ to select Overwrite All PDCD Data. *This clears the scanner of any old inventories.*
6. Select Download. *The selected inventories are transferred to the PDCD, and the* ***View the Download to PDCD Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

282 — Download of selected records will exceed storage capacity of PDCD. Clear data on PDCD, or select fewer records.	Invalid download. The amount of records selected exceeds the amount allowed on the PDCD. Select less records to download, or delete some of the records on the PDCD.
448 — Download to PDCD failed. Try download again.	Invalid download. Verify that Activsync is running, the PDCD device is in the cradle, and the DPASAIT application is running.
279 — Outdated software on PDCD. Upload the data on the PDCD or select the "Overwrite PDCD data" check box to continue.	Invalid software. The PDCD software is no longer compatible with DPAS. Select the "Overwrite All PDCD Data" ☐ to upgrade the software.

Related Topics

- Search for the Download to PDCD - Criteria
- View the Download to PDCD Transaction Status
- Export a Download to PDCD Report
- AIT Overview

View the Download to PDCD Transaction Status

Overview

The Download to PDCD Transaction Status page displays a verification of the download transaction performed.

Navigation

AIT > Download to PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Download to PDCD Transaction Status page

Page Fields

The following fields display on the **Download to PDCD Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Download to PDCD Report** page appears.*
- Select Search Criteria to return to the **Download to PDCD Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for the Download to PDCD — Criteria
- Search for the Download to PDCD — Results
- Export a Download to PDCD Report
- AIT Overview

Export the Download to PDCD Report

Overview

The Download to the PDCD Report Export page provides the ability to save the report in different formats.

Navigation

AIT > Download to PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Download to PDCD Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Download to PDCD Report to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Download to PDCD Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for the Download to PDCD — Criteria
- Search for the Download to PDCD — Results
- View the Download to PDCD Transaction Status
- AIT Overview

Search for an Inventory to Upload From a PDCD — Criteria

Overview

The Property Accountability module Upload From The Portable Data Collection Device (PDCD) process provides the ability to upload the inventory information back into DPAS. This way the inventory is completed by scanning asset bar-codes instead of manually entering the numbers.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the DPAS Call Center first.

To view the customized DPASAIT Scanner and Printers instructions, please visit https://d-passupport.golearnportal.org.

Navigation

AIT > Upload from PDCD > Upload from PDCD Search Criteria page

Page Fields

No page fields have been identified for this process.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Connect the PDCD

1. Place the PDCD in the cradle, making sure it is connected properly.
2. *Verify Windows Mobile Device Center (WMDC) displays Connected.*
3. *Verify the DPASAIT software is running on the PDCD.*
4. Select Continue. *The **Upload from the PDCD Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify	Contact the DPAS Call Center

that Activsync is running, the PDCD device is in the cradle, and the DPASAIT application is running.	
xxxx — An Error Occurred on the PDCD page.	Contact the DPAS Call Center

Related Topics

- Search for an Inventory to Upload From a PDCD — Results
- View the Upload From a PDCD Transaction Status
- Export the Upload From a PDCD Report
- AIT Overview

Search for an Inventory to Upload From a PDCD — Results

Overview

The Upload from the PDCD Results page provides the ability to select the inventories to upload back into DPAS.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Upload from PDCD > Search Criteria > Continue > Upload from PDCD Search Results page

Page Fields

The following fields display on the **Upload from PDCD Search Results** page. For more information on each field, select the appropriate hyperlink.

Select Items for Upload

Upload Action Items
Upload Asset Relocations
Upload Label Requests
Upload UII Associations
Upload Inventories

Select Inventories to Upload

Select
Inv Nbr
Inv Type Cd
Cust Nbr
Inc Sub Cust
Loc
Inc Non-Actbl
Inc Pilfrbl
Inv Desc

Recon Report Options

Sort Seq
Optional Selections

Invs Not Ready for Upload

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Upload Inventories from a PDCD

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. **Select Items for Upload**
   A. Click ☐ to select Upload Action Items.
   B. Click ☐ to select Upload Asset Relocations.
   C. Click ☐ to select Upload Label Requests.
   D. Click ☐ to select Upload UII Associations.
   E. Click ☐ to select Upload Inventories.
2. **Select Inventories to Upload**

Helpful Tip

If the inventory on the PDCD was **not** marked for *Full Inventory – Run Reconciliation* or *Partial Inventory – Do not Run Reconciliation*, it does not appear in this list, and instead is displayed in the INVS NOT READY FOR UPLOAD field.

   A. Click ☐ to select the desired inventories to upload to DPAS.
   B. *Verify the INV NBR.*
   C. *Verify the INV TYPE CD.*
   D. *Verify the CUST NBR.*
   E. *Verify the INC SUB CUST.*
   F. *Verify the LOC.*
   G. *Verify the INC NON-ACTBL.*
   H. *Verify the INC PILFRBL.*
   I. *Verify the INV DESC.*
3. **Recon Report Options**

A. Use to select the Sort Seq.

B. Use to select the Optional Selections.

C. *Verify the INVS NOT READY FOR UPLOAD.*

Helpful Tip

Select All checks all inventories / options on all pages.

Deselect All removes the check marks from all inventories / options on all pages.

4. Select Upload. *The selected inventories are transferred to the DPAS application, and the **View the Upload from PDCD Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify that Activsync is running, the PDCD device is in the cradle, and the DPASAIT application is running.	Contact the DPAS Call Center
280 — Transactions with this INV NBR were not processed. Inventory does not exist on Inv Header Table.	Invalid Entry. The inventory number has already been closed, canceled, or deleted and cannot be uploaded from the scanner. Contact the DPAS Call Center.
281 — Transactions with this INV NBR were not processed. Invalid INV PROCESS CD.	Invalid Entry. The inventory number has already been closed, canceled, or deleted and cannot be uploaded from the scanner. Contact the DPAS Call Center.

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- View the Upload From a PDCD Transaction Status
- Export the Upload From a PDCD Report
- AIT Overview

View the Upload From a PDCD Transaction Status

Overview

The Upload from PDCD Transaction Status page displays a verification of the upload transaction performed.

Navigation

AIT > Upload From PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Upload From PDCD Transaction Status page

Page Fields

The following fields display on the **Upload From PDCD Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export an Upload from a PDCD Report** page appears.*
- Select Search Criteria to return to the **Upload from PDCD Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- Search for an Inventory to Upload From a PDCD — Results
- Export the Upload From a PDCD Report
- AIT Overview

Export the Upload From a PDCD Report

Overview

The Upload from a PDCD Report Export page provides the ability to save the report in different formats.

Navigation

AIT > Upload From PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Upload From PDCD Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Upload from PDCD Report to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Upload from PDCD Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- Search for an Inventory to Upload From a PDCD — Results
- View the Upload From a PDCD Transaction Status
- AIT Overview

Search for the PDCD Software

Overview

The Property Accountability module Portable Data Collection Device (PDCD) Software Download process provides the ability to select the operating system installed on the scanner (PDCD) so it can be used to perform automated inventories.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the DPAS Call Center first.

To view the customized DPAS AIT Scanner and Printers instructions, please visit https://d-passupport.golearnportal.org.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download page

Page Fields

The following fields display on the **PDCD Software Download** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
189	If your PDCD is not displayed in the listbox, contact DPAS Help Desk.

PDCD Software

Sftwr Dwnld Optn

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select the PDCD Software

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ☑ to select the Sftwr Dwnld Optn.



Note

If the operating system for the PDCD is **not** displayed in the drop-down, Contact the DPAS Call Center.

2. Select Continue. *The **PDCD Software Download Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- PDCD Software Install Download Results
- Install DPASAIT for Windows Mobile 5.0-6.0
- Install DPASAIT for Motorola WM 6
- AIT Overview

Search for the PDCD Software — Results

Overview

The Portable Data Collection Device (PDCD) Software Install Download Results page provides the ability to download the selected version of the AIT software.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > Continue > PDCD Software Download Results page

Page Fields

The following fields display on the **PDCD Software Install Download Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
190	If you have not processed the software install before, refer to User Help.

Software Download

Sftwr Dwnld Optn

Disable "Take a Pctr"

Procedure

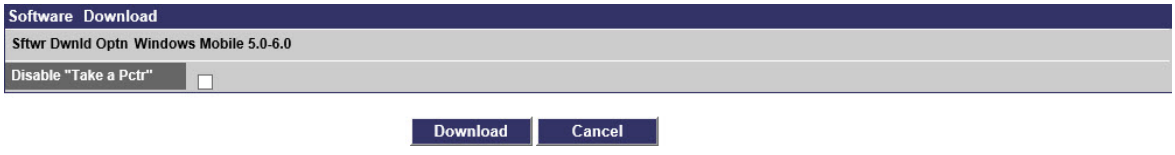
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

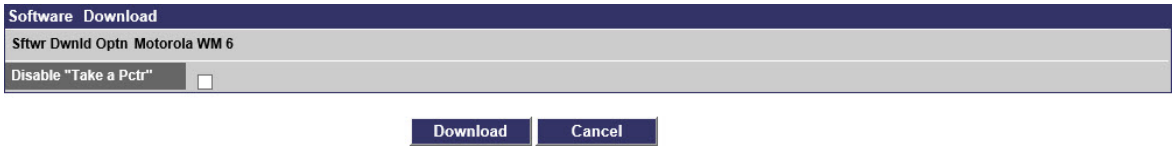
Download the PDCD Software Install File

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *The SFTWR DWNLD OPTN automatically populates and is not editable.*



OR



2. Click ☐ to select the **Disable "Take a PCTR"** . *This turns off the ability for the PDCD to take a picture.*

> **Attention**
>
> It is recommended to select the **Disable "Take a PCTR"** checkbox, as most PDCDs do not offer this capability due to DoD regulations for use of cameras on Federal Installations.

3. Select Download. *The correct .CAB file saves to the desktop.*
   - *For Windows Mobile 5.0-6.0, go to the **Install DPASAIT for Windows Mobile 5.0-6.0** help topic.*
   - *For Motorola WM 6, go to the **Install DPASAIT for Motorola WM 6** help topic.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- PDCD Software Install Download
- Install DPASAIT for Windows Mobile 5.0-6.0
- Install DPASAIT for Motorola WM 6
- AIT Overview

Install DPASAIT for Motorola WM 6

Overview

The Portable Data Collection Device (PDCD) Software provides the ability to conduct an inventory with a Motorola scanner using the Windows Mobile operating system.

Note

For Windows 7 to communicate with the scanner, it is necessary to install Windows Mobile Device Center (WMDC). This software is a free download from Microsoft.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > PDCD Software Download Results > MTO.CAB file

Page Fields

No page fields have been identified for this process.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy the DPASAIT Software to the PDCD with Windows 7

1. Minimize all programs and windows to view the PC's desktop.
2. Open Windows Mobile Device Center (WMDC).
3. Dock the PDCD.
4. Verify that WMDC shows the PDCD as Connected.
5. Select *Connect without setting up your device*.
6. Select File Management > Browse the contents of your device. *A pop-up window appears.*
7. Select the Root (\) icon.
8. Select the Program Files folder.
9. Copy and Paste the MTO.CAB file into the Program Files folder.

Install the DPASAIT software

1. Select Start > Programs > File Explorer on the PDCD.
2. Select the My Device folder.

Helpful Tip

If the My Device folder is not available, find the My Documents folder and rename it to My Device.

3. Select Program Files.
4. Double-tap the MTO.CAB file. *The Choose a location to install "SAIC DpasAitInst" window opens.*

Helpful Tip

There are three installation directories to choose from. Ensure the location is the device directory (normally the default).

5. Tap Install on the bottom left corner. *The software installs.*

Helpful Tip

The PDCD will restart several times during this installation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Software Install Download
- PDCD Software Install Download Results
- Install DPASAIT for Windows Mobile 5.0-6.0
- AIT Overview

Install DPASAIT for Windows Mobile 5.0-6.0

Overview

The Portable Data Collection Device (PDCD) Software provides the ability to conduct an inventory with an Intermec scanner using the Windows Mobile operating system.

Note

For Windows 7 to communicate with the scanner, it is necessary to install Windows Mobile Device Center (WMDC). This software is a free download from Microsoft.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > PDCD Software Download Results > WM5.CAB file

Page Fields

No page fields have been identified for this process.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy the DPASAIT Software to the PDCD with Windows 7

1. Minimize all programs and windows to view the PC's desktop.
2. Open Windows Mobile Device Center (WMDC).
3. Dock the PDCD.
4. Verify that WMDC shows the PDCD as Connected.
5. Select *Connect without setting up your device*.
6. Select File Management > Browse the contents of your device. *A pop-up window appears.*
7. Select the Root (\) icon.
8. Select the Program Files folder.
9. Copy and Paste the WM5.CAB file into the Program Files folder.

Install the DPASAIT software

1. Select Start > Programs > File Explorer on the PDCD.
2. Select the My Device folder.

Helpful Tip

If the My Device folder is not available, find the My Documents folder and rename it to My Device.

3. Select Program Files.
4. Double-tap the WM5.CAB file. *The Choose a location to install "SAIC DpasAitInst" window opens.*

Helpful Tip

There are three installation directories to choose from. Ensure the location is the device directory (normally the default).

5. Tap Install on the bottom left corner. *The software installs.*

Helpful Tip

The PDCD will restart several times during this installation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Software Install Download
- PDCD Software Install Download Results
- Install DPASAIT for Motorola WM 6
- AIT Overview

Search for the AIT Label Format — Criteria

Overview

The Property Accountability module Automatic Identification Technology (AIT) Label Format process provides the ability to design a label that is used by Portable Data Collection Devices (PDCDs) to scan and identify an asset.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the DPAS Call Center first.

To view the customized DPAS AIT Scanner and Printers instructions, please visit https://dpassupport.golearnportal.org.

Navigation

AIT > Label Format > AIT Label Format Search Criteria page

Page Fields

The following fields display on the **AIT Label Format Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
27	A wild card is permitted using percentage (%).
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

UIC *

Label Purpose

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for the AIT Label Format

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ⌄ to select the UIC.

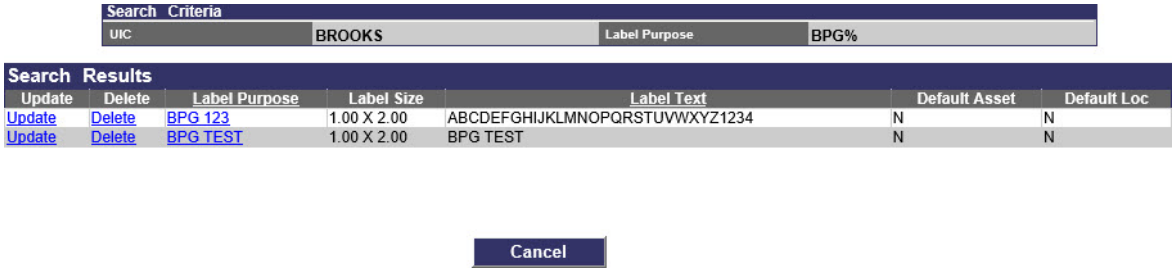


2. Enter the Label Purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Select Search. *The* ***Search for the AIT Label Format - Results*** *page appears.*



Add an AIT Label Format

1. Use ⌄ to select the UIC.



2. Enter the Label Purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention



The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Select Add. *The **Add the AIT Label Format** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Search for the AIT Label Format — Results

Overview

The Automatic Identification Technology (AIT) Label Format Results page provides the ability to update, delete or view details about each label format.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Label Format > Search Criteria > Search > AIT Label Format Search Results page

Page Fields

The following fields display on the **AIT Label Format Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

UIC

Label Purpose

Search Results

Update

Delete

Label Purpose

Label Size

Label Text

Default Asset

Default Loc

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Update an AIT Label Format

Select the Update hyperlink. *The* ***Update an AIT Label Format*** *page opens.*

Delete an AIT Label Format

Select the Delete hyperlink. *The* ***Delete an AIT Label Format*** *page opens.*

View the Detail Page for an AIT Label Format

Select the Label Purpose hyperlink. *The* ***View the AIT Label Format Details*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Add an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Add process provides the ability to create new labels, defining the size and type of information for the label.

Navigation

AIT > Label Format > Search Criteria > 

> AIT Label Format Add page

Page Fields

The following fields display on the **AIT Label Format Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add

UIC *

Label Purpose *

Label Size *

Text

Label Text

Stock Nbr

Serial Nbr

UIC

Custodian Nbr

Item Desc

Optional

Label Text

Graphics

UII

Logo

Optional

Printer

Defaults

Default Asset

Default Loc

(*) Asterisk identifies mandatory fields.

Procedure

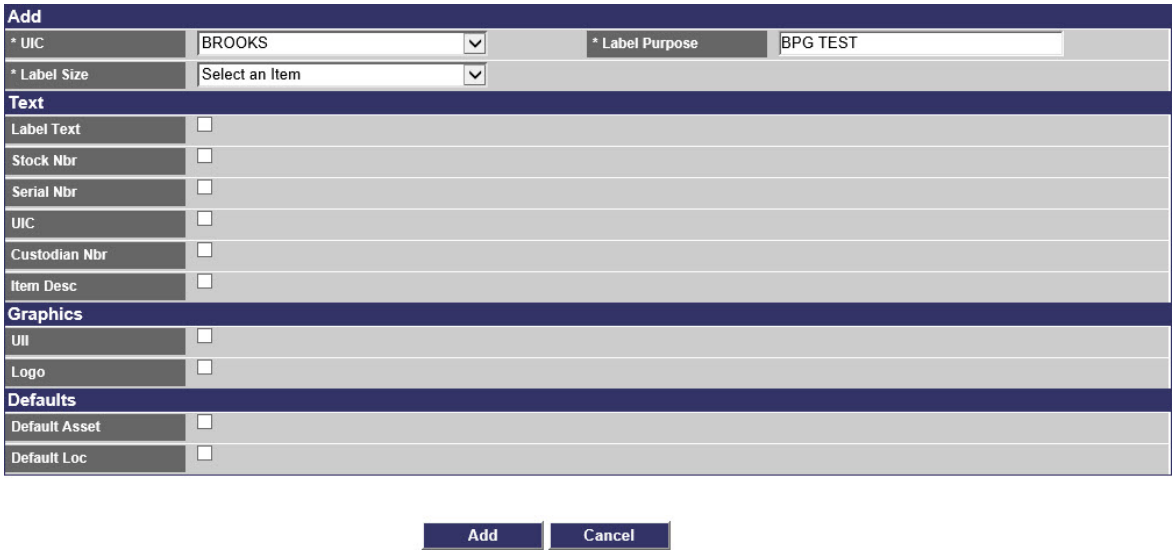
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create an AIT Label Format

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Update the UIC, using ▼ to select the desired code.



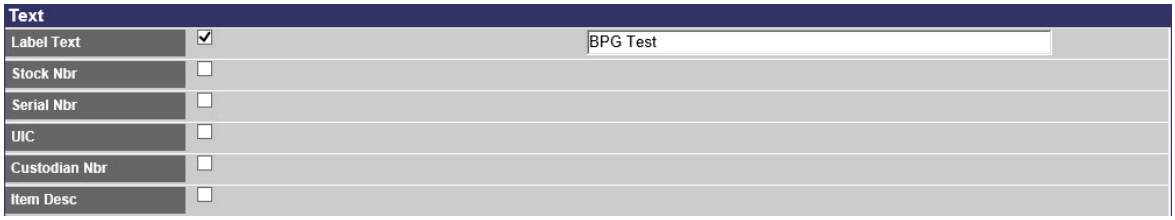
2. Update the Label Purpose, entering the revised purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Use ☑ to select the Label Size.

4. Click ☐ to select the Label Text. *The empty Label Text field appears.*



5. Enter the Label Text in the field provided. *This is a 30 alphanumeric character field.*

Note

No matter how the text is entered, it is reformatted to UPPERCASE on the printed label.

6. Click ☐ to select the STOCK NBR. *The STOCK NBR appears on the label.*
7. Click ☐ to select the SERIAL NBR. *The SERIAL NBR appears on the label.*
8. Click ☐ to select the UIC. *The UIC appears on the label.*
9. Click ☐ to select the CUSTODIAN NBR. *The CUSTODIAN NBR appears on the label.*
10. Click ☐ to select the ITEM DESC. *The ITEM DESC appears on the label.*
11. Click ☐ to select the UII. *The UII 2-D matrix appears on the label.*
12. Click ☐ to select the Logo. *The Printer drop-down field appears.*



13. Use ☑ to select the Printer.

Attention

 Please contact the DPAS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select Dwnld DPAS Logo until after this phone call.

14. Click ☐ to select the Default Asset. *This label becomes the default label for this asset.*
15. Click ☐ to select the Default Loc. *This label becomes the default label for this location.*
16. Select Add. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	
13 — Mandatory Entry: *Label Purpose*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Label Size*.	
269 — Label Text is mandatory if checkbox is selected.	Missing Entry. When the Label Text checkbox is checked, the Label Text field cannot be empty. Enter the information in the Label Text field.
140 — Too many text selections for label size.	Invalid Entry. The label size is too small for the amount of text requested. Remove some of the text selections and select the Add button again.
401 — Too many graphics selected for label size.	Invalid Entry. The label size is too small for the amount of graphics requested. Remove some of the graphic selections and select the Add button again.

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Update an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Update process allows editing of an existing label format.

Navigation

AIT > Label Format > Search Criteria > 

> Search Results > Update hyperlink > AIT Label Format Update page

Page Fields

The following fields display on the **AIT Label Format Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).

Update

UIC *

Label Purpose *

Label Size *

Text

Label Text

Stock Nbr

Serial Nbr

UIC

Custodian Nbr

Item Desc

Optional

Label Text

Graphics

UII

Logo

Optional

Printer

Defaults

Default Asset

Default Loc

(*) Asterisk identifies mandatory fields.

Procedure

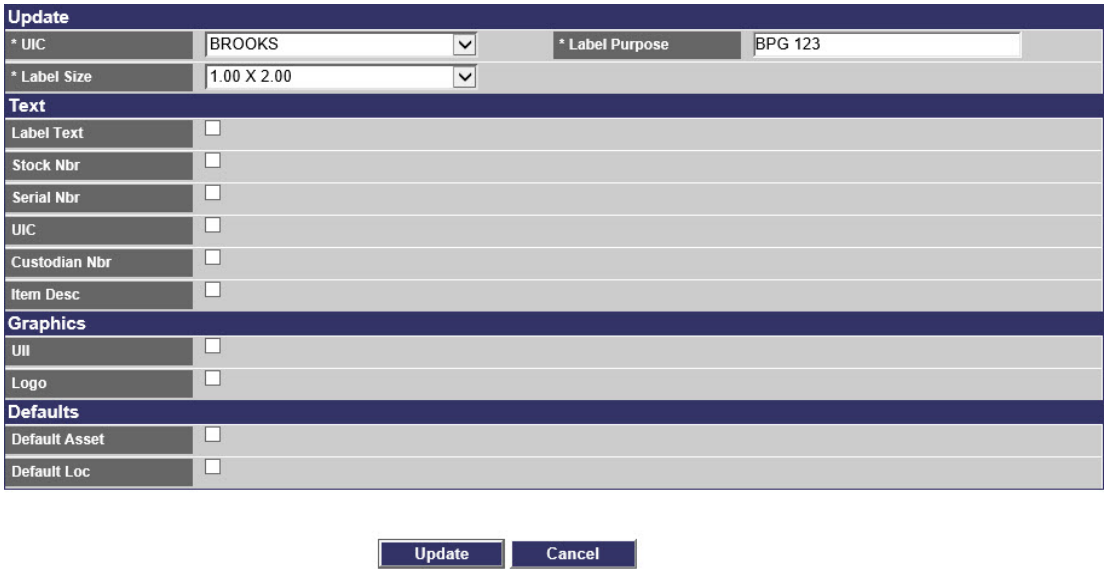
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an AIT Label Format

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Update the UIC, using ▼ to select the desired code.



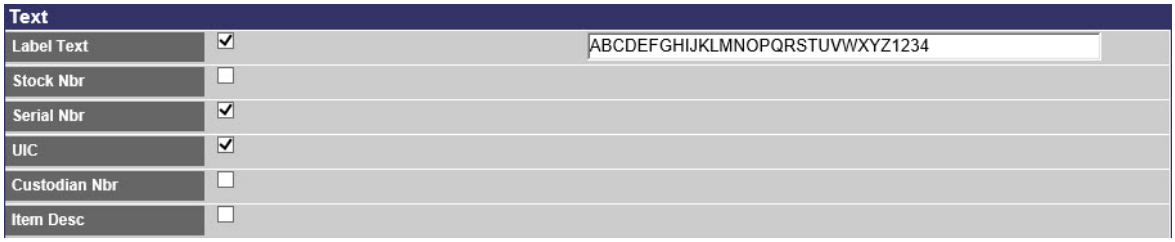
2. Update the Label Purpose, entering the revised purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Update the Label Size, using ☑ to select the desired size.

4. Verify the Label Text contains the appropriate ☐ or ☑. *The empty Label Text field appears.*



5. Update the Label Text, entering the revised text in the field provided. *This is a 30 alphanumeric character field.*

Note

No matter how the text is entered, it is reformatted to UPPERCASE on the printed label.

6. Verify the STOCK NBR contains the appropriate ☐ or ☑. *The STOCK NBR appears on the label.*
7. Verify the SERIAL NBR contains the appropriate ☐ or ☑. *The SERIAL NBR appears on the label.*
8. Verify the UIC contains the appropriate ☐ or ☑. *The UIC appears on the label.*
9. Verify the CUSTODIAN NBR contains the appropriate ☐ or ☑. *The CUSTODIAN NBR appears on the label.*
10. Verify the ITEM DESC contains the appropriate ☐ or ☑. *The ITEM DESC appears on the label.*
11. Verify the UII contains the appropriate ☐ or ☑. *The UII 2-D matrix appears on the label.*
12. Verify the Logo contains the appropriate ☐ or ☑. *The Printer drop-down field appears.*



13. Update the Printer, using ☑ to select the desired printer.

Attention

Please contact the DPAS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select Dwnld DPAS Logo until after this phone call.

14. Verify the Default Asset contains the appropriate ☐ or ☑. *This label becomes the default label for this asset.*
15. Verify the Default LOC contains the appropriate ☐ or ☑. *This label becomes the default label for this location.*
16. Select Update. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	
13 — Mandatory Entry: *Label Purpose*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Label Size*.	
269 — Label Text is mandatory if checkbox is selected.	Missing Entry. When the Label Text checkbox is checked, the Label Text field cannot be empty. Enter the information in the Label Text field.
140 — Too many text selections for label size.	Invalid Entry. The label size is too small for the amount of text requested. Remove some of the text selections and select the Add button again.

401 — Too many graphics selected for label size.	Invalid Entry. The label size is too small for the amount of graphics requested. Remove some of the graphic selections and select the Add button again.

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Delete an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Delete process allows removal of of an existing label format.

Navigation

AIT > Label Format > Search Criteria > Search > Search Results > Delete hyperlink > AIT Label Format Delete page

Page Fields

The following fields display on the **AIT Label Format Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update

UIC *

Label Purpose *

Label Size *

Text

Label Text

Stock Nbr

Serial Nbr

UIC

Custodian Nbr

Item Desc

Optional

Label Text

Graphics

UII

Logo

Optional

Printer

Defaults

Default Asset

Default Loc

(*) Asterisk identifies mandatory fields.

Procedure

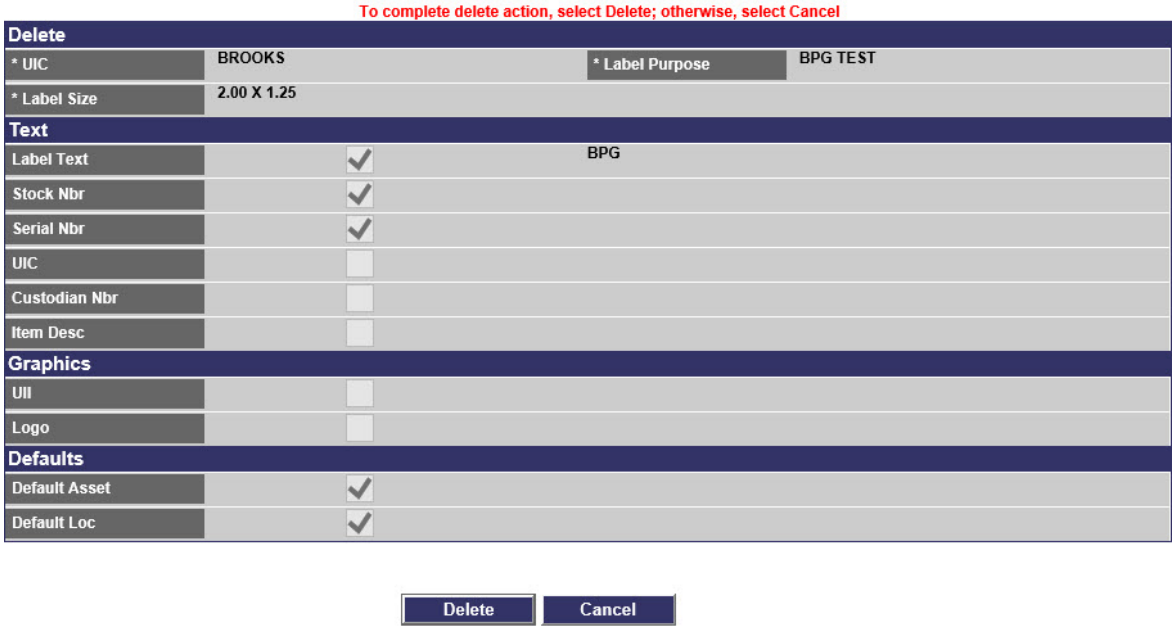
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an AIT Label Format

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the desired Delete hyperlink. *The AIT Label Format Delete page appears.*



2. Review the available fields:
   - **A.** *Verify the UIC.*
   - **B.** *Verify the Label Purpose.*
   - **C.** *Verify the Label Size.*
   - D. *Verify the Label Text checkbox and content.*
   - E. *Verify the STOCK NBR checkbox.*
   - F. *Verify the SERIAL NBR checkbox.*

G. *Verify the UIC checkbox.*
H. *Verify the CUSTODIAN NBR checkbox.*
I. *Verify the ITEM DESC checkbox.*
J. *Verify the UII checkbox.*
K. *Verify the Logo checkbox and content.*
L. *Verify the Default Asset checkbox.*
M. *Verify the Default LOC checkbox.*

3. Select 

. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

View the Details of an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Details page provides the ability to view details about each label format.

Navigation

AIT > Label Format > Search Criteria > Search > Search Results > Label Purpose hyperlink > AIT Label Format Details page

Page Fields

The following fields display on the **AIT Label Format Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

UIC *

Label Purpose *

Label Size *

Text

Label Text

Stock Nbr

Serial Nbr

UIC

Custodian Nbr

Item Desc

Optional

Label Text

Graphics

UII

Logo

Optional

Printer

Defaults

Default Asset

Default Loc

(*) Asterisk identifies mandatory fields.

Procedure

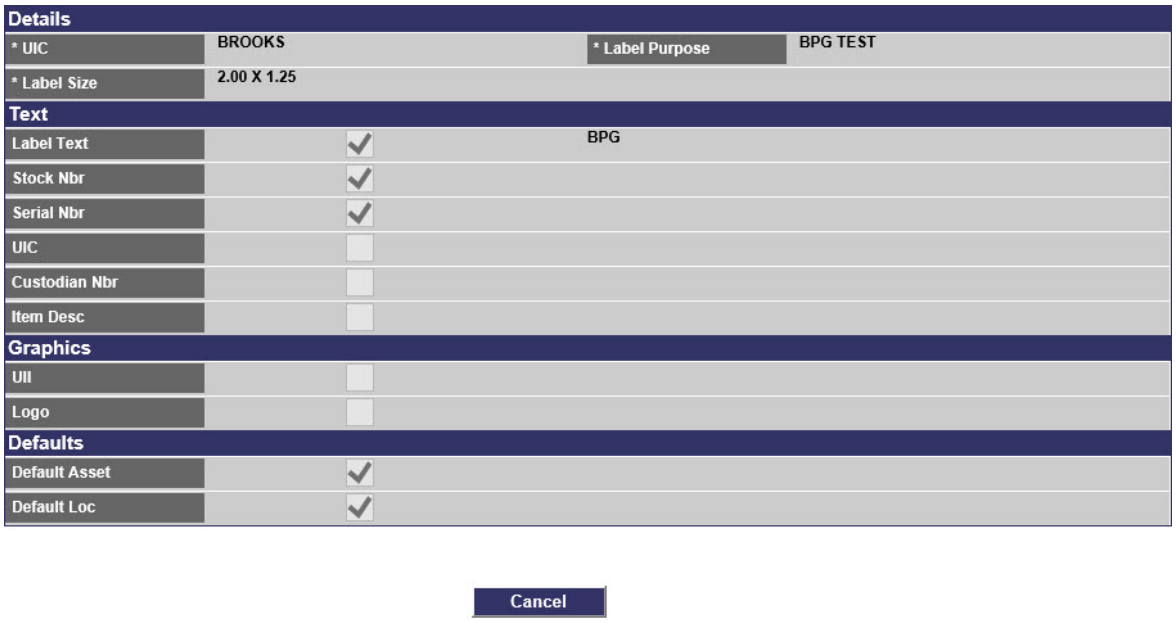
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review an AIT Label Format Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the desired Label Purpose hyperlink. *The AIT Label Format Details page appears.*



2. Review the available fields:
   - **A.** *Verify the UIC.*
   - **B.** *Verify the Label Purpose.*
   - **C.** *Verify the Label Size.*

D. *Verify the Label Text checkbox and content.*
E. *Verify the STOCK NBR checkbox.*
F. *Verify the SERIAL NBR checkbox.*
G. *Verify the UIC checkbox.*
H. *Verify the CUSTODIAN NBR checkbox.*
I. *Verify the ITEM DESC checkbox.*
J. *Verify the UII checkbox.*
K. *Verify the Logo checkbox and content.*
L. *Verify the Default Asset checkbox.*
M. *Verify the Default LOC checkbox.*

3. Select Cancel. *The page returns to the **AIT Label Format Search Results** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

View the AIT Label Format Transaction Status

Overview

The Automatic Identification Technology (AIT) Label Format Transaction Status page displays a verification of the transaction just completed.

Navigation

AIT > Label Format > Search Criteria > *VARIOUS PROCEDURAL STEPS* > AIT Label Format Transaction Status page

Page Fields

The following fields display on the **AIT Label Format Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		Action Type	Add
		UIC	BROOKS
		Label Purpose	BPG TEST

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export the AIT Label Format Report** page appears.*
- Select Search Criteria to return to the **Search for the AIT Label Format — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- Export the AIT Label Format Report
- AIT Overview

Export an AIT Label Format Report

Overview

The Automatic Identification Technology (AIT) Label Format Report Export page provides the ability to save the report in different formats.

Navigation

AIT > Label Format > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> AIT Label Format Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

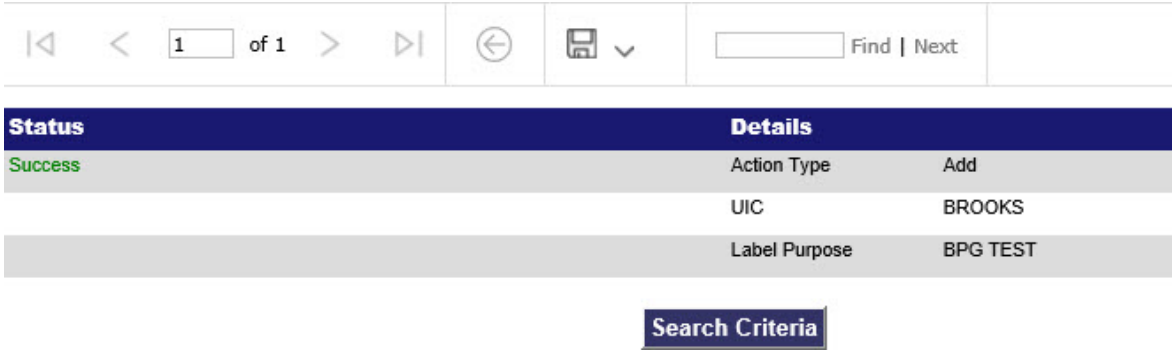
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the AIT Label Format Report to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **AIT Label Format Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- AIT Overview

Search for a Physical Inventory Resolution

Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory Resolution process provides the ability to upload and store physical inventory data and import to the DPAS server, including the capability to view and resolve uploaded counts before processing to physical inventory transactions.

Navigation

AIT > Physical Inventory Resolution > Physical Inventory Resolution Search Criteria page

Page Fields

The following fields display on the **Physical Inventory Resolution** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable tables.

Search Criteria

Inv Type
Start Dt
Physical Inv Nbr
End Dt
Location
Mobile User

Search Results Grid

Physical Inv Nbr
Inv Type
Expected Completion Dt

Uploaded Dt
Discrepancy Qty
Counted Qty
Location
Mobile User

Procedures

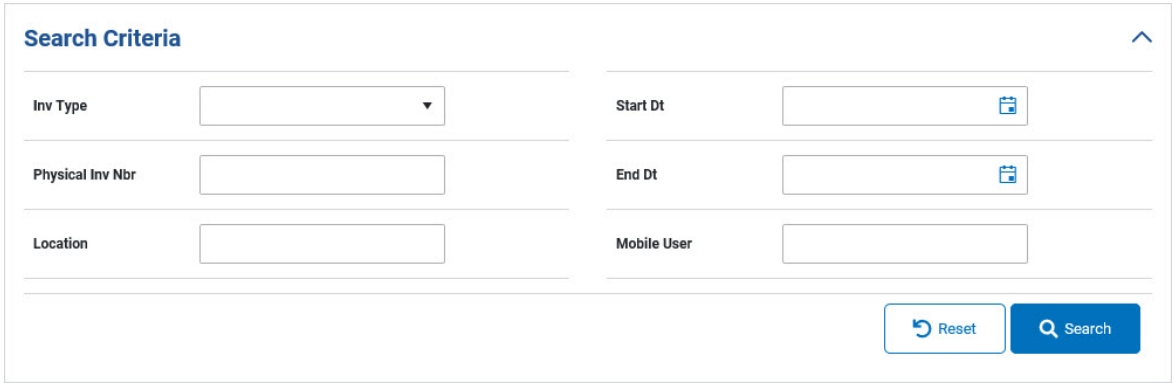
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a Physical Inventory Resolution

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

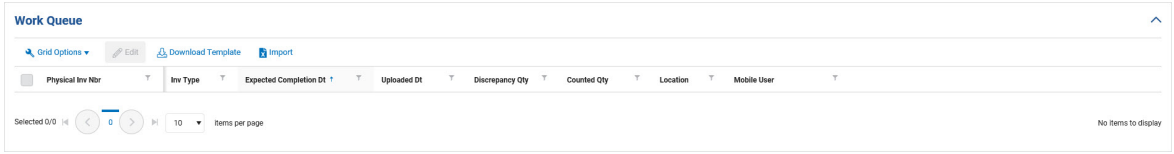
1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:



- Use to select the Inv Type.
- Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Physical INV NBR in the field provided. *This is a 32 alphanumeric character field.*
- Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Location in the field provided. *This is a 20 alphanumeric character field.*

- Enter the Mobile User in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The results appear in the **Work Queue** panel.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- AIT Overview

Start a Physical Inventory

Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory process provides the ability to ???.

Navigation

AIT > Physical Inventory > Physical Inventory page

Page Fields

The following fields display on the **Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	1-844-843-3727 Toll Free Number
xxxx	DPAS Support Website
xxxx	DPASSupport@leidos.com Helpdesk Email

Profile Information

First Name

User Id *

Last Name

Inventories

Inventory Name

Created Date

Status

(*) Asterisk identifies mandatory fields.

Procedures

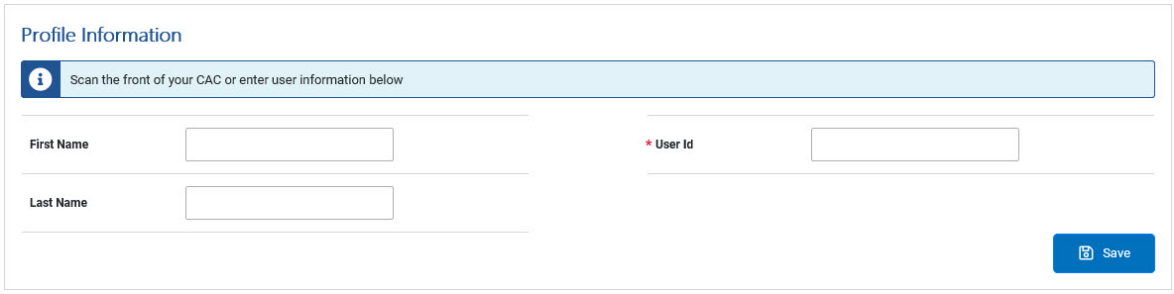
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create a Physical Inventory

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. In the Profile Information panel, enter the following fields:

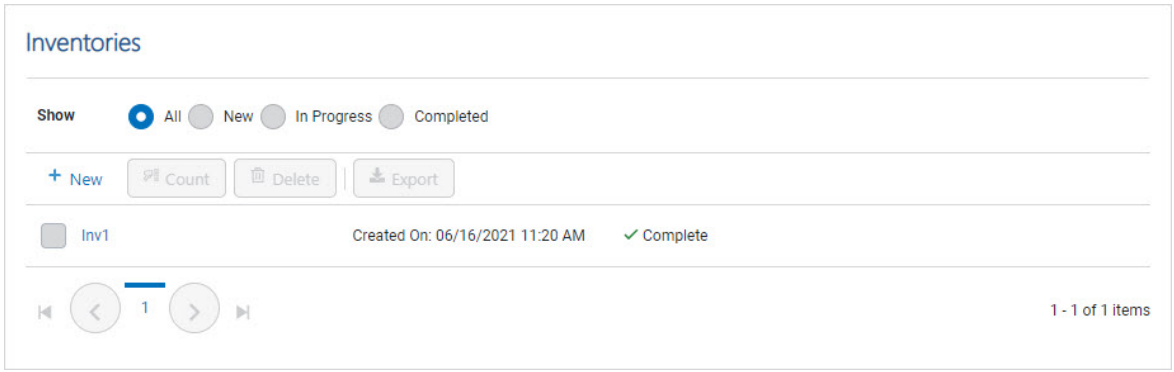


   A. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

   B. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

   C. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Save. *The* ***Inventories*** *panel appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and

appropriate security access.	try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- AIT Overview

Search for a Contractor — Criteria

Overview

The Property Accountability module Contractor process provides the ability to add, update or delete contractor information for those contractors receiving GFP.

Navigation

Master Data > Contractor > Contractor Search Criteria page

Page Fields

The following fields display on the **Contractor Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE Cd and remain in the DPAS session, open another instance of Internet Explorer using URL https://cage.dla.mil.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Search Criteria

Actbl UIC

CAGE Cd

DODAAC

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Contractor

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use to select the Actbl UIC.



2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Select Search. *The **Contractor Search Results** page appears.*

Add a Contractor

1. Use to select the Actbl UIC.



2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Select Add. *The **Add a Contractor** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 — POS alpha-numeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Search for a Contractor — Results

Overview

The Contractor Search Results page provides the ability to select a contractor to update or delete, or add a new contract number.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Contractor > Search Criteria > Search > Contractor Search Results page

Page Fields

The following fields display on the **Contractor Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Actbl UIC
CAGE Cd
DODAAC

Search Results

Update
Delete
Actbl UIC
CAGE Cd
DODAAC
Contractor
Division Name
State
Country

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contractor

Select the Update hyperlink to display the **Update a Contractor** page.



Search Criteria			
Actbl UIC	FL1234	CAGE Cd	3%
DODAAC			

Search Results

Update	Delete	Actbl UIC	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	FL1234	3AA73		COREL	GOVT CONTRACTS	California	United States of America
Update	Delete	FL1234	3D135		3D135 - L3 COMM GOVT	GOVT	Virginia	United States of America
Update	Delete	FL1234	3D578		ADOBE	GOVT CONTRACTS	California	United States of America

Add Cancel

Delete a Contract

Select the Delete hyperlink to display the **Delete a Contractor** page.



Search Criteria			
Actbl UIC	FL1234	CAGE Cd	3%
DODAAC			

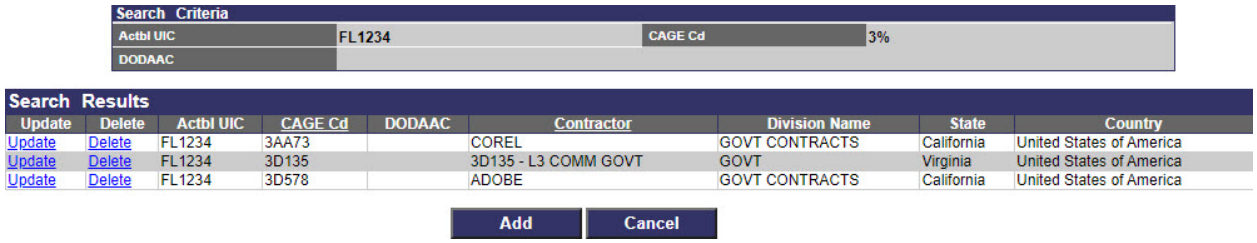
Search Results

Update	Delete	Actbl UIC	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	FL1234	3AA73		COREL	GOVT CONTRACTS	California	United States of America
Update	Delete	FL1234	3D135		3D135 - L3 COMM GOVT	GOVT	Virginia	United States of America
Update	Delete	FL1234	3D578		ADOBE	GOVT CONTRACTS	California	United States of America

Add Cancel

Add a Contract

Select Add. *The **Add a Contractor** page appears.*



Search Criteria			
Actbl UIC	FL1234	CAGE Cd	3%
DODAAC			

Search Results

Update	Delete	Actbl UIC	CAGE Cd	DODAAC	Contractor	Division Name	State	Country
Update	Delete	FL1234	3AA73		COREL	GOVT CONTRACTS	California	United States of America
Update	Delete	FL1234	3D135		3D135 - L3 COMM GOVT	GOVT	Virginia	United States of America
Update	Delete	FL1234	3D578		ADOBE	GOVT CONTRACTS	California	United States of America

Add Cancel

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contractor — Criteria
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Add a Contractor

Overview

The Contractor Add process provides the ability to create new contractor information for those contractors receiving Government Furnished Property (GFP).

Navigation

Master Data > Contractor > Search Criteria > 

> Add a Contractor page

Page Fields

The following fields display on the **Add a Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE Cd and remain in the DPAS session, open another instance of Internet Explorer using URL https://cage.dla.mil.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Add

Actbl UIC

CAGE Cd *

DODAAC

Contractor *

Division Name

Address 1 *
FAX Nbr
Address 2
E-Mail Address
City *
Contractor Phone Nbr
State *
ZIP Cd *
Country Cd *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

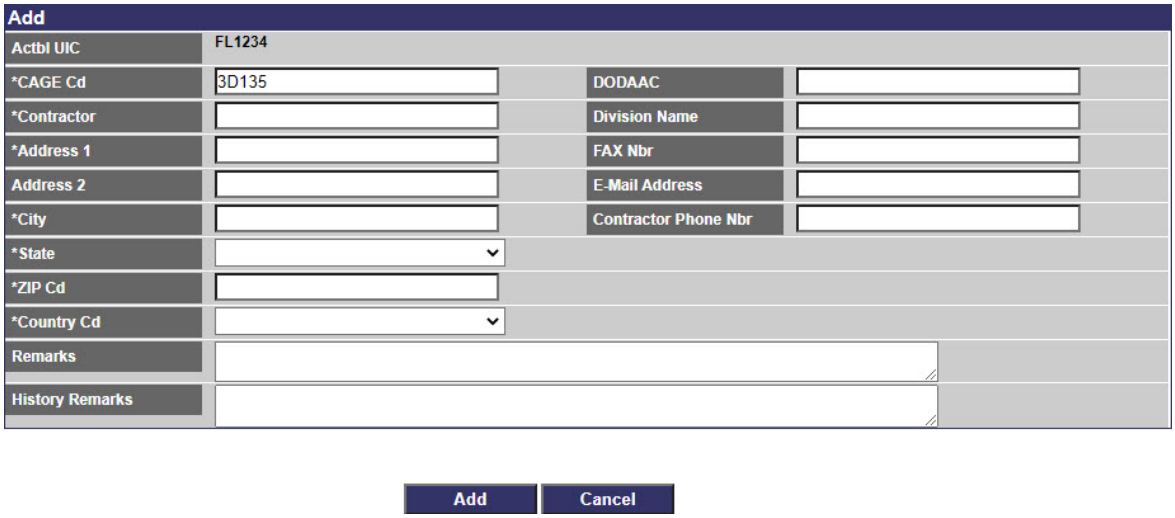
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Add. *The* ***Add a Contractor*** *page appears.*



2. *The ACTBL UIC automatically populates and is not editable.*

3. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
4. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
5. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*
6. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
8. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
9. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
10. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
11. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
12. Enter the Contractor PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
13. Use  to select the State.
14. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
15. Use  to select the Country Cd.
16. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
17. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
18. Select 

. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *COUNTRY CD*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Update a Contractor

Overview

The Contractor Update process allows editing of contractor information for those contractors receiving Government Furnished Property (GFP).

Navigation

Master Data > Contractor > Search Criteria > 

> Update hyperlink > Update a Contractor page

Page Fields

The following fields display on the **Update a Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE Cd and remain in the DPAS session, open another instance of Internet Explorer using URL https://cage.dla.mil.
161	NCAGE Cd must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Update

Actbl UIC

CAGE Cd *

DODAAC

Contractor *

Division Name

Address 1 *
FAX Nbr
Address 2
E-Mail Address
City *
Contractor Phone Nbr
State *
ZIP Cd *
Country Cd *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

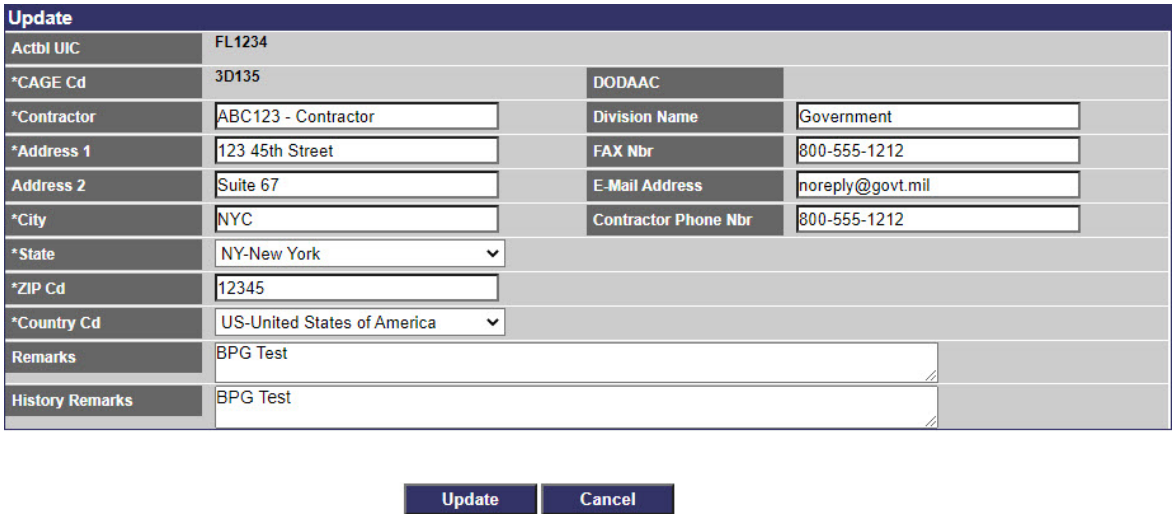
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Update hyperlink. *The* ***Update a Contractor*** *page appears.*



2. *Verify the ACTBL UIC.*
3. *Verify the CAGE CD.*

4. *Verify the DoDAAC.*
5. Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*
6. Update the Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
7. Update the Address 1, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*
8. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
9. Update the Address 2, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*
10. Update the E-MAIL Address, entering the revised contact information in the field provided. *This is a 65 alphanumeric character field.*
11. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*
12. Update the Contractor PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*
13. Update the State, using ⌄ to select the desired place.
14. Update the ZIP Code, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*
15. Update the Country Cd, using ⌄ to select the desired code.
16. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
17. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
18. Select Update. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
13 — Mandatory Entry: *COUNTRY CD*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Delete a Contractor

Overview

The Contractor Delete process allows removal of contractor information for those contractors no longer receiving Government Furnished Property (GFP).

Note

Contractors cannot be deleted if open Contracts exist for the Contractor.

Navigation

Master Data > Contractor > Search Criteria > Search > Delete hyperlink > Delete a Contractor page

Page Fields

The following fields display on the **Delete a Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

Actbl UIC
CAGE Cd *
DODAAC
Contractor *
Division Name
Address 1 *
FAX Nbr
Address 2
E-Mail Address
City *
Contractor Phone Nbr
State *
ZIP Cd *
Country Cd *
Remarks

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

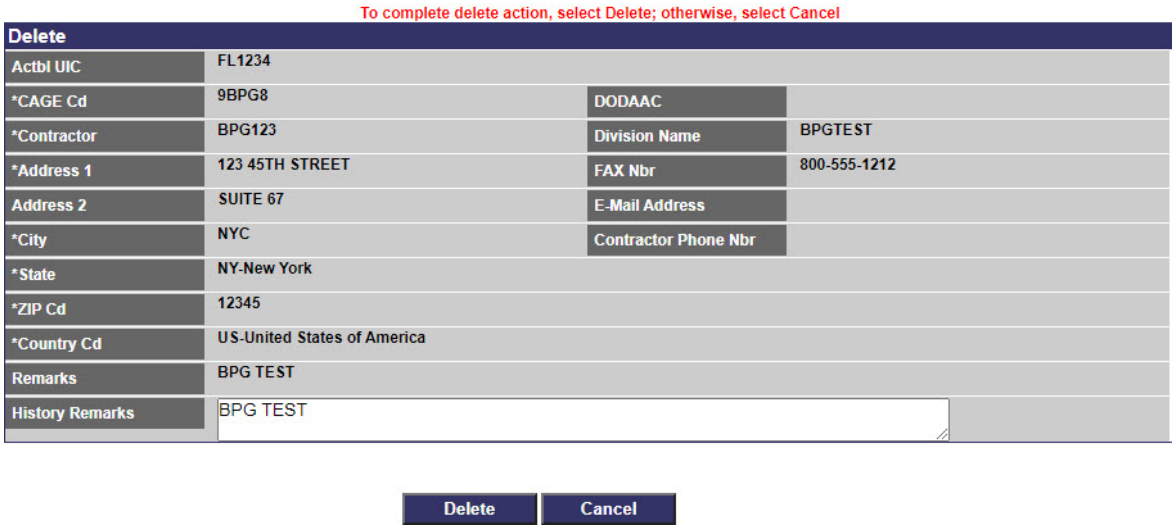
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Contractor

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Delete hyperlink. *The* ***Delete a Contractor*** *page appears.*



2. *Verify the ACTBL UIC.*
3. ***Verify the CAGE CD.***
4. *Verify the DODAAC.*
5. ***Verify the Contractor.***
6. *Verify the Division Name.*
7. ***Verify the Address 1.***
8. *Verify the FAX NBR.*
9. ***Verify the Address 2.***
10. *Verify the E-MAIL Address.*
11. ***Verify the City.***
12. *Verify the Contractor PHONE NBR.*

13. *Verify the State.*
14. *Verify the ZIP Code.*
15. *Verify the Country Cd.*
16. *Verify the Remarks.*
17. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
18. Select 

. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is any open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

View the Contractor Transaction Status

Overview

The Contractor Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Contractor > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Contractor Transaction Status Page

Page Fields

The following fields display on the **Contractor Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		Actbl UIC	FL1234
		CageCd	9BPG8
		DODAAC	

Search Criteria Print

- Select Search Criteria to return to the **Search for a Contractor — Criteria** page.
- Select Print to print a report of the transaction. *The **Export a Contractor Report** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- Export a Contractor Report

Export a Contractor Report

Overview

The Contractor Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Contractor > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Contractor Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

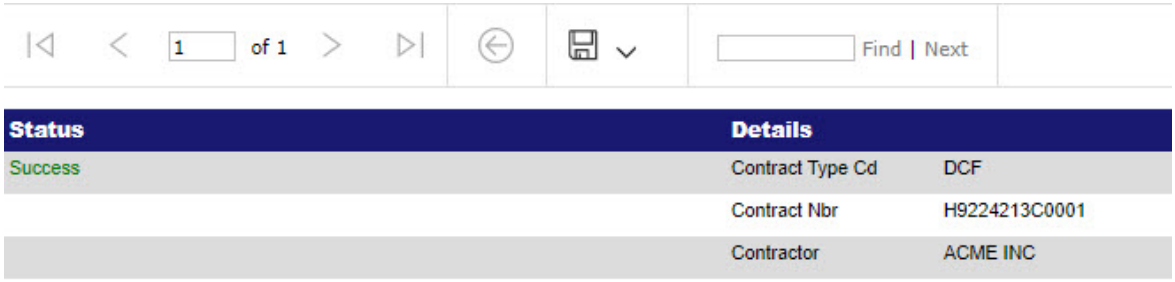
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Search for a Contractor — Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the

Search Results page.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status

Cost Center Search Criteria

Overview

The Cost Center process is used to add, update and delete Cost Centers. Cost Centers will be established by the Unit Identification Code (UIC), thus is considered a sub organization to a UIC. DPAS provides you the ability to have three different types of Cost Centers:

- **Owng Cost Center** – the cost center where the asset currently resides.
- **Fndng Cost Center** – the cost center that purchased and/or the cost center that the asset's acquisition cost is to be fiduciary reported.
- **Deprn Cost Center** – the cost center that the depreciation expense is to be charged.

Cost Centers are used to identify the current holder/owner of the asset, to identify the Cost Center that funded the purchase of the asset and when applicable, the Cost Center that is being charged the Depreciation expense. For Cost Centers that are being maintained by an external feed another system, DPAS will provide limited update of the record similar to how the Stock Nbr AUD operates with a Fed Log Stock Nbr (NSN).Users will not be able to:

- Mark a Cost Center as frozen.
- Change the effective dates.
- Attempt to update the type of cost center if the Cost Center is assigned to an asset and the change(s) would result in the Cost Center being invalid. The process will error for the specific Cost Center and provide the reason why the update could not be made.

The format and use of the Cost Center is controlled by the Accounting System the asset has been reported to. DPAS will obtain the Cost Center validation requirements via the appropriation assigned to the asset (using the appropriation to derive the accounting system).

Navigation

Master Data > Cost Center > Search Criteria Page

Page Fields

The following fields display on the Cost Center Search Criteria page. For more information on each field, select the appropriate hyperlink.

*UIC
Cost Center
Owng Cost Center
Fndng Cost Center

Deprn Cost Center
*Freeze Cd

* denotes a mandatory field

Procedure

To Search for an Cost Center:

1. Confirm the UIC displayed is correct for this action. To select another UIC, select the drop-down list to make a selection.
2. Select Search to display the Search Results page or Reset to clear the page.

To Add an Cost Center:

1. Enter the Cost Center up to 30 alphanumeric characters with no special characters or embedded spaces. The Cost Center is a mandatory field when adding a new record.
2. Select Add to display the Add page or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Cost Center Id.	The Cost Center is mandatory when adding a new record.
Entry must be A-Z and/or 0-9 with no embedded spaces or special characters:Cost Center.	The Cost Center field is alpha-numeric from 1 to 30 characters with no special characters or

	embedded spaces.
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UICUIC, or you do not have security access.

Related Topics

- Cost Center Search Results
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Update
- Cost Center Delete
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: WFAUN17_01

Cost Center Search Results

Overview

The Cost Center Search Results page displays the records you have the ability to update or delete. Fields are displayed in alphanumeric ascending order according to the Cost Center. All other fields will be locked out.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Cost Center > Search Criteria > Search Results Page

Page Fields

The following fields display on the Cost Center Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

*UIC
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
*Freeze Cd

Page Fields

Select Checkbox
Cost Center
Cost Center Desc
*Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
UIC

Intrf Sys Cd

Procedure

To Update or Delete a Cost Center:

1. Select individual checkboxes to Update or Delete record (s). To select all records on all pages choose Select All. The Deselect All clears all rows, all pages.

Helpful Tip

You may have several pages returned from your search criteria, all rows on the page can be sorted. The information is sorted in ascending order, items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

2. Choose Update to display the update page or Delete to process a delete action.
3. Select Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	SolutioSelected rows must have matching Intrf Sys Cd.n

Selected rows must have matching Intrf Sys Cd.	All selected rows must have the same Interface System Code.
Select a record (s) to continue.	A record must be chosen to continue.
Cost Center(s) exist on Acquisition, Deprn, Due In, or CIP Project table; cannot delete.	Verify that the Cost Center(s) does not exist on the Acquisition, Depreciation, Due In, or Construction In Progress (CIP)Project tables.

Related Topics

- Cost Center Search Criteria
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Update
- Cost Center Delete
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: WFAUN17_02

Cost Center Selected Rows

Overview

The Cost Center Selected Rows page displays records selected to update or delete.

Note

There are two different Selected Rows pages that are displayed. Single Cost Center Selected Rows and Multiple Selected Rows page.

Navigation

Master Data > Cost Center > Search Criteria > Search Results > Selected Rows Page

Page Fields

The following fields display on the Cost Center Selected Rows page. For more information on each field, select the appropriate hyperlink.

Search Criteria

*UIC
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
*Freeze Cd

Page Fields

Cost Center
Cost Center Desc
*Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
*UIC
Intrf Sys Cd
Start Dt
End Dt

* denotes a mandatory field

Procedure

To select Cost Center(s):

1. Review and confirm the Cost Center records displayed on the page.
2. Select Continue to display the Update or Delete page or Cancel to return to previous page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Cost Center Search Criteria
- Cost Center Search Results
- Cost Center Add
- Cost Center Update
- Cost Center Delete
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: WFAUN17_03

Cost Center Add

Overview

On the Cost Center Add page you can Add a Cost Center and establish an Effective Start Date and/or End Date. This is useful for Fiscal Year end changes and Reorganizations where it may be necessary to pre-input data due to the volume of cost centers needing to be established.

The cost center record contains an option to set the Freeze Code to Yes or No. When the Cost Center has been set to 'inactive' the browse and validation logic will act the same as the Cost Center not being within an Effective Date. It is the responsibility of the user to update the Cost Center of assets that may contain an expired or inactive Cost Center (was valid at one time, but is no longer within the effective dates).

Navigation

Master Data > Cost Center > Search Criteria > Add Page

Page Fields

The following fields display on the Cost Center Add page. For more information on each field, select the appropriate hyperlink.

UIC
*Cost Center
*Cost Center Desc
Start Dt
End Dt
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
History Remarks

*denotes a mandatory field

Procedure

To Add a Cost Center:

1. Confirm the UIC displayed is correct for this action. To choose another UIC, select the drop-down list to make a selection.
2. Enter the Cost Center up to 30 alphanumeric characters with no special characters or embedded spaces. Cost Center is a mandatory field when adding a new record.

3. The Cost Center Description is mandatory. You can enter up to 240 alphanumeric characters.

> **Helpful Tip**
>
> Start Date – this is the beginning effective date that the Cost Center can use. End Date – this is the last date that the Cost Center can use. If both dates are used then the Start Date cannot be greater than the End Date.

4. Select the Freeze Cd checkbox to identify if the Cost Center is frozen or not. The default value is No.

> **Note**
>
> The remaining fields are optional. Select the checkbox(s) that apply. You have the capability to select three distinct Cost Centers associated with an asset.

5. If applicable, select the Owng Cost Center that identifies who currently owns the asset.
6. If applicable, select the Fndng Cost Center that identifies who funded the asset.
7. If applicable, select the Deprn Cost Center that identifies if the asset is currently depreciable.
8. You can add additional comments by entering History Remarks up to 1024 alpha-numeric characters.
9. Select Add to display the Add page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Cost Center	Cost Center is a mandatory field.
Mandatory Entry: Cost Center Desc	Cost Center Desc is a mandatory field.
Must be alphanumeric with supported special characters $,-,/,#,&,comma, period, and space.:Cost Center Desc	Cost Center Desc field must be alphanumeric with supported special characters $,-,/,#,&-&,comma, period, and space.
No record(s) match search criteria or you do not have the appropriate security access.	

Related Topics

- Cost Center Search Criteria
- Cost Center Search Results
- Cost Center Selected Rows
- Cost Center Update
- Cost Center Delete
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: ??????_??

Cost Center Update

Overview

The Cost Center Update page allows you to modify an existing record.

Navigation

Master Data > Cost Center > Search Criteria > Search Results > Update Page

Page Fields

The following fields display on the Cost Center Update page. For more information on each field, select the appropriate hyperlink.

UIC
Cost Center
*Cost Center Desc
Start Dt
End Dt
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
History Remarks

*denotes a mandatory field

Procedure

To Update a Cost Center:

Note



Confirm the UIC and Cost Center displayed is correct.

1. The Cost Center Description is mandatory. You can enter up to 240 alphanumeric characters.

Helpful Tip

Start Date – this is the beginning effective date that the Cost Center can use. End Date – this is the last date that the Cost Center can use. If both dates are used then the Start Date cannot be greater than the End Date.

2. Select the Freeze Cd checkbox to identify if the Cost Center is frozen or not. The default value is No.

Note

The remaining fields are optional. Select the checkbox(s) that apply. You have the capability to select three distinct Cost Centers associated with an asset.

3. If applicable, select the Owng Cost Center that identifies who currently owns the asset.
4. If applicable, select the Fndng Cost Center that identifies who funded the asset.
5. If applicable, select the Deprn Cost Center that identifies if the asset is currently depreciable.
6. You can add additional comments by entering History Remarks up to 1024 alpha-numeric characters.
7. You can attach a file by using Add Attachment. The attachment supports only these file types: Tagged Image File **(tif)**, Tagged Image File Format **(tiff)**, Graphical Interchange Format **(gif)**, Joint Photographic Experts Group **(jpeg)**, Joint Photographic group **(jpg)**, Portable Network Graphics **(png)**, Bitmap **(bmp)**, Document Extensible Markup Language **(docx)**, Document (doc), PowerPoint **(ppt)**, PowerPoint Extensible Markup Language **(pptx)**, Zip(A compressed file) Portable Document format **(zip pdf)**, Excel Spreadsheet **(xls)**, Excel Spreadsheet Extensible Markup Language **(xlsx)** and Comma Separated Values **(csv)**.
8. Select Update to process or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Cost Center(s) exist on Acquisition, Deprn, Due In, or CIP Project table;	Start Dt selec-

cannot delete.	ted is greater than todays date or End Dt is less than today.
Cost Center cannot be updated; associated asset(s) exists.	Verify no associated assets exist for Owning, Funding and/or Depreciation records.

Related Topics

- Cost Center Search Criteria
- Cost Center Search Results
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Delete
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: WFAUN17_04

Cost Center Delete

Overview

On this page you can remove a Cost Center record.

Note

On a reversal of an asset that has been deleted and the Cost Center has been marked as Deleted, the Cost Center will be reinstated.

Navigation

Master Data > Cost Center > Search Criteria > Search Results > Delete Page

Page Fields

The following fields display on the Cost Center Delete page. For more information on each field, select the appropriate hyperlink.

Delete Page Single Cost Center

UIC

*Cost Center

History Remarks

Delete Page Multiple Cost Centers

UIC

History Remarks

* denotes a mandatory field

Procedure

To Delete an Cost Center:

1. Review and confirm the Cost Center record displayed for deletion.
2. History Remarks are optional. It is recommended you enter comments for the delete action.
3. Select Delete to remove the Cost Center record or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Cost Center(s) exist on Acquisition, Deprn, Due In, or CIP Project table; cannot delete.	Verify no associated assets exist for Owning, Funding and/or Depreciation records.

Related Topics

- Cost Center Search Criteria
- Cost Center Search Results
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Update
- Cost Center Trans Status
- Cost Center Rpt Export

PageID Ref: WFAUN17_05

Cost Center Transaction Status

Overview

The Cost Center Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Cost Center > Search Criteria > Add page > Transaction Status page
‡ Additional navigation methods possible.

Page Fields

The following fields display on the Cost Center Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Cost Center Search Criteria
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Update

- Cost Center Delete
- Cost Center Rpt Export

Cost Center Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Cost Center > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Cost Center Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Cost Center Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Cost Center Search Criteria
- Cost Center Search Results
- Cost Center Selected Rows
- Cost Center Add
- Cost Center Update
- Cost Center Delete
- Cost Center Trans Status

PageID Ref: WFHRN4903_11

Report/Form Message Search Criteria

Overview

The Report/Form Message allows you to create a message to display on reports and/or forms generated in Web DPAS. Each message you build can be updated or deleted. For example, you have the ability to create a message on a **DD-1348-1a** or an Inventory report to display at the bottom of the report or form.

You have the option to add the information for an Add action on the Search Criteria page but you cannot process the Add on this page.

Navigation

Master Data > Report/Form Message > Search Criteria

Page Fields

The following fields display on the Report/Form Message Search Criteria page. For more information on each field, select the appropriate hyperlink.

Msg Id
Msg Use
Msg Text

Procedure

To Search for a Report/Form Message:

1. To limit the number of rows retrieved from the database select a MSG USE (Form or Report) from the drop-down list.

Note

Leave all fields blank to see all existing MESSAGE ID's, both Form and Report.

2. Select Search to display the search results page.

To Add a Report/Form Message:

1. Enter a MSG ID for the message you are creating. **For example:** 001, 002, Msg1, Msg 2, etc.
2. Select a MSG USE of Report or Form from the drop-down list.

Helpful Tip



MSG TEXT cannot begin with a space or special characters Size Limit for REPORT MSG is 1024 and 120 characters for Forms.

3. Insert the MSG TEXT with the 1st POS as alphanumeric and other positions can be alphanumeric with special characters $, -, /, #, &, comma, period, and spaces.
4. Select Add to create a new MSG ID or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appro-priate security access.	Either the search criteria you entered does not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
MSG ID already exists.	Verify MSG ID does not exist and enter new MSG ID.

Related Topics

- Report/Form Message Search Results
- Report/Form Message Details
- Report/Form Message Add
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2101_5

Report/Form Message Search Results

Overview

The Report/Form Message Search Results page displays records available for Update or Delete. The Message Text is displayed on the page providing additional information prior to selecting the hyperlink associated with the action to be taken.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Report/Form Message > Search Criteria > Search Results

Page Fields

The following fields display on the Report/Form Message Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Msg Id
Msg Text

Search Results

Update
Delete
Msg Id
Msg Use
Msg Text

Msg Use

Procedure

To Update a Report/Form Message:

Note

You may have pages of data returned from the database. To sort the records in descending or ascending order, select the MESSAGE ID header column hyperlink.

1. Select the **Update** hyperlink to modify a record.
2. Choose Cancel to return to previous page.

To Delete a Report/Form Message:

Note

You may have pages of data returned from the database. To sort the records in descending or ascending order, select the MESSAGE ID header column hyperlink.

1. Select the **Delete** hyperlink to remove a record.
2. Choose Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Details
- Report/Form Message Add
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2102_6

Report/Form Message Add

Overview

Master Data Reports/Forms Message Add Page allows you to locally create a Message Id to display Message Text on Web DPAS reports or forms. The Message Text you create displays at the bottom of the report or form.

Helpful Tip

MSG TEXT cannot begin with a space or special characters Size Limit for REPORT MSG is 1024 and 120 characters for Forms.

Navigation

Master Data > Report/Form Message > Search Criteria > Add page

Page Fields

The following fields display on the Reports/Forms Message Add page. For more information on each field, select the appropriate hyperlink.

*Msg Id
*Msg Text

* denotes a mandatory field

*Msg Use

Procedure

To Add a Report/or Form Message:

Note

The MSG ID's are created locally. When you are developing a format to create your MSG IDs, the following is one example: 001, 002, Msg1, Msg 2, etc.

1. Enter a locally assigned MSG ID.
2. Select a MSG USE of Report or Form from the drop-down list.

Helpful Tip

MSG TEXT cannot begin with a space or special characters. The size limit for your message is 1024 characters for reports and 120 characters for forms.

3. Insert the MSG TEXT with the 1st POS as alphanumeric and other positions can be alphanumeric with special characters $, -, /, #, &, comma, period, and spaces.

4. Select Add to create a new MSG ID or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
MSG ID already exists.	Verify MSG ID does not exist.
MSG ID first position must = A-Z and/or 0-9.	Create a MSG ID with first position = A-Z and/or 0-9.
Must make a selection from MSG USE drop-down selection box.	Select Form or Report from MSG USE drop-down list.
1st pos must be alphanumeric, other pos can be alphanumeric with special chars $, -, /, #, &, comma, period, and space.	MSG TEXT begins with a space or special character, or the remaining positions do not contain the approved special characters.
Record has been changed since retrieving record from the database, record cannot be updated.	User must select Cancel button to return to Selection Criteria.
Mandatory entry for appropriate field.	Enter a MSG ID or MSG TEXT.

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Details
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2103_1

Report/Form Message Update

Overview

Master Data Reports/Forms Message Update page allows you to revise existing messages.

Navigation

Master Data > Report/Form Message > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Report/Form Message Update page. For more information on each field, select the appropriate hyperlink.

*Msg Id
*Msg Text

* denotes a mandatory field

*Msg Use

Procedure

To Update a Report or Form Message:

Helpful Tip

All fields on the page are available for update.

1. Change data in the fields you wish to modify.
2. Select Update to revise selected fields or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record has been changed since retrieving record from the database, record cannot be updated.	Select the Cancel button to return to Search Criteria page.

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Details
- Report/Form Message Add
- Report/Form Message Delete
- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2103_9

Report/Form Message Delete

Overview

Master Data Reports/Forms Message Delete page allows you to remove MSG ID's created.

Navigation

Master Data > Report/Form Message > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Report/Form Message Delete page. For more information on each field, select the appropriate hyperlink.

*Msg Id
*Msg Text

* denotes a mandatory field

*Msg Use

Procedure

To Delete a Reports/Forms Message:

1. Review and verify the MSG ID displayed for deletion.
2. To complete delete action, select Delete; otherwise, select Cancel.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Details
- Report/Form Message Add
- Report/Form Message Update

- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2103_4

Report/Form Message Details

Overview

The Master Data Reports/Forms Message Details page is View Only displaying MSG ID information.

Navigation

Master Data > Report/Form Message > Search Criteria > Search Results > Details page

Page Fields

The following fields display on the Report/Form Message Details page. For more information on each field, select the appropriate hyperlink.

*Msg Id
*Msg Text

* denotes a mandatory field

*Msg Use

Procedure

To View the Reports/Forms Message Detail Page:

The Reports Forms Message Details Page is View Only. Select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Add
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Transaction Status
- Report/Form Message Report Export

PageID Ref: WFUTN2103_8

Report/Form Message Transaction Status

Overview

The Report/Form Message Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Report/Form Message > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Report/Form Message Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select 

to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assist-ance.	Contact the DPAS Call Center

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Details

- Report/Form Message Add
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Report Export

PageID Ref: WFUTN2103_11

Report/Form Message Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Report/Form Message > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Report/Form Message Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Report/Form Message Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Report/Form Message Search Criteria
- Report/Form Message Search Results
- Report/Form Message Details
- Report/Form Message Add
- Report/Form Message Update
- Report/Form Message Delete
- Report/Form Message Transaction Status

PageID Ref: WFUTN2103_11

Search for a Contract — Criteria

Overview

The Property Accountability module Contract process provides the ability to add, update or delete contract information. A contract is an agreement between the government and a manufacturer to supply equipment, parts and/or services. Contracts must be associated with a contractor. Contractor information must be entered before any contracts can be entered in DPAS.

Navigation

Master Data > Contract > Contract Search Criteria page

Page Fields

The following fields display on the **Contract Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Contract Use Cd

Contract Type Cd

Contract Nbr

Contractor

Procedure

DPAS Navigation Helpful Tips

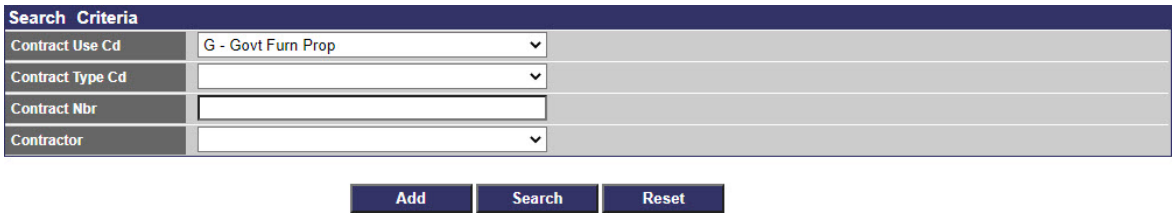
Click the following link to display PA Navigation Tips.

Search for a Contract

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

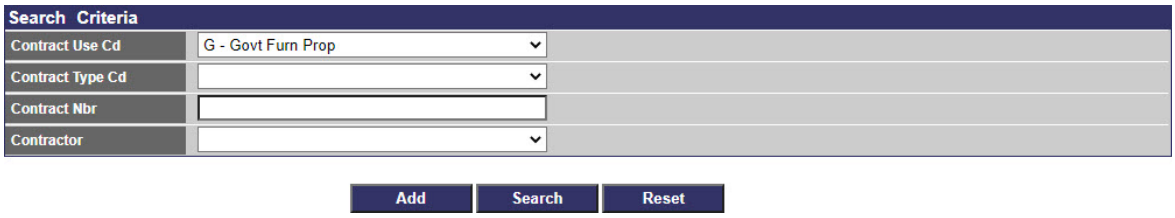
1. Use ▼ to select the Contract Use Cd.



2. Use ▼ to select the Contract Type Cd.
3. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
4. Use ▼ to select the Contractor.
5. Select Search to begin the query. *The* ***Contract Search Results*** *page appears. Results display in the Search Results grid.*

Add a Contract

1. Use ▼ to select the Contract Use Cd.



2. Use ▼ to select the Contract Type Cd.
3. Enter the CONTRACT NBR in the field provided. *This is a 13 alphanumeric character field.*
4. Use ▼ to select the Contractor.

5. Select 

. *The **Add a Contract** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Contract Use Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contract Type Cd*.	
13 — Mandatory Entry: *Contract Nbr*.	
13 — Mandatory Entry: *Contractor*.	
553 — Contract Nbr consists of 13 pos: pos 1—6 =DoDAAC, pos 7—8 and 10—13 numeric, pos 9 alpha and DoDAAC alpha-numeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.

Related Topics

- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Search for a Contract — Results

Overview

The Contract Search Results page provides the ability to select a contract number to update or delete, or add a new contract number.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Contract > Search Criteria > Search > Contract Search Results page

Page Fields

The following fields display on the **Contract Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria

Contract Use Cd

Contract Type Cd

Contract Nbr

Contractor

Search Results

Update

Delete

Contract Nbr

Contractor

CAGE Cd

DoDAAC
Contract Start Dt
Contract End Dt

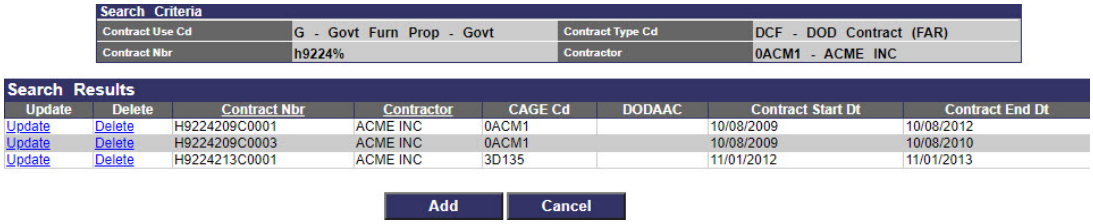
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contract

Select the Update hyperlink to display the **Update a Contract** page.



Search Criteria			
Contract Use Cd	G - Govt Furn Prop - Govt	Contract Type Cd	DCF - DOD Contract (FAR)
Contract Nbr	h9224%	Contractor	0ACM1 - ACME INC

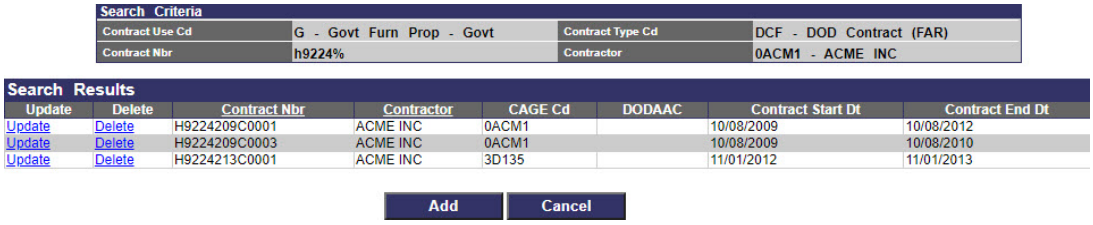
Search Results

Update	Delete	Contract Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	H9224209C0001	ACME INC	0ACM1		10/08/2009	10/08/2012
Update	Delete	H9224209C0003	ACME INC	0ACM1		10/08/2009	10/08/2010
Update	Delete	H9224213C0001	ACME INC	3D135		11/01/2012	11/01/2013

Add Cancel

Delete a Contract

Select the Delete hyperlink to display the **Delete a Contract** page.



Search Criteria			
Contract Use Cd	G - Govt Furn Prop - Govt	Contract Type Cd	DCF - DOD Contract (FAR)
Contract Nbr	h9224%	Contractor	0ACM1 - ACME INC

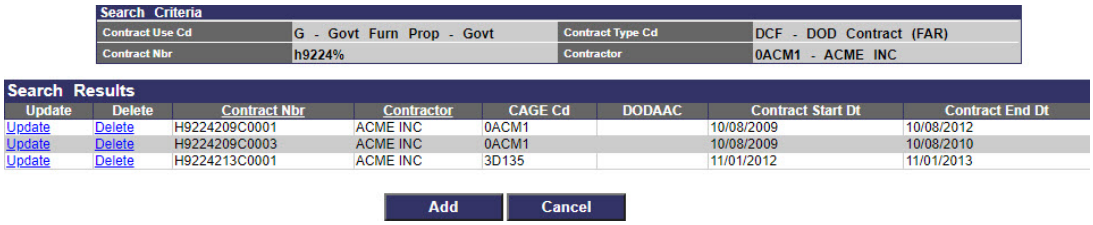
Search Results

Update	Delete	Contract Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	H9224209C0001	ACME INC	0ACM1		10/08/2009	10/08/2012
Update	Delete	H9224209C0003	ACME INC	0ACM1		10/08/2009	10/08/2010
Update	Delete	H9224213C0001	ACME INC	3D135		11/01/2012	11/01/2013

Add Cancel

Add a Contract

Select Add. *The **Add a Contract** page appears.*



Search Criteria			
Contract Use Cd	G - Govt Furn Prop - Govt	Contract Type Cd	DCF - DOD Contract (FAR)
Contract Nbr	h9224%	Contractor	0ACM1 - ACME INC

Search Results

Update	Delete	Contract Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	H9224209C0001	ACME INC	0ACM1		10/08/2009	10/08/2012
Update	Delete	H9224209C0003	ACME INC	0ACM1		10/08/2009	10/08/2010
Update	Delete	H9224213C0001	ACME INC	3D135		11/01/2012	11/01/2013

Add Cancel

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contract — Criteria
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Add a Contract

Overview

The Contract Add page process provides the ability to create a new contract number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > 

> Add a Contract page

Page Fields

The following fields display on the **Add a Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Add

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr

Prop Admin E-Mail Addr
Attachment
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

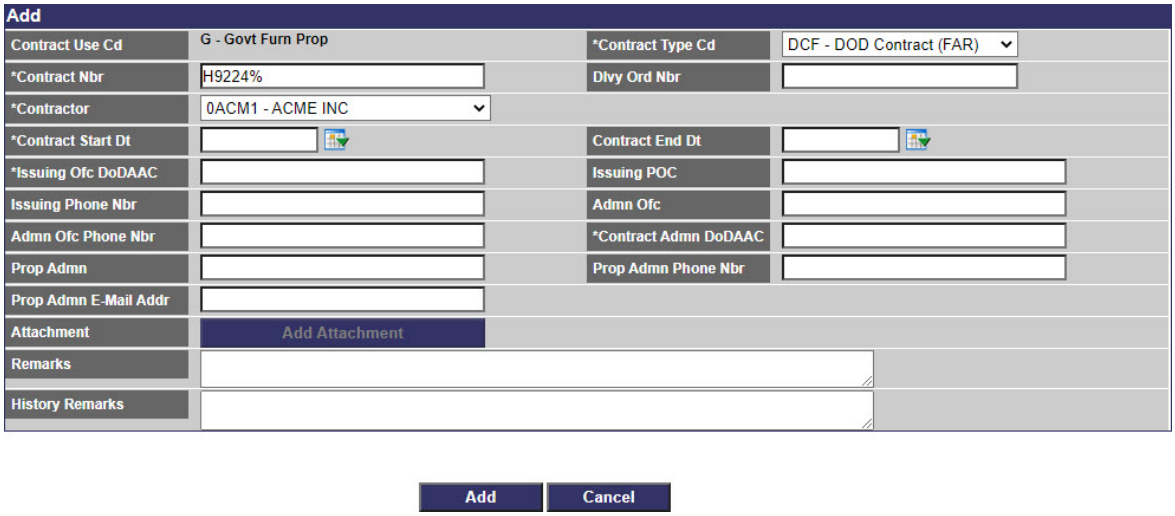
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Add. *The* ***Add a Contract*** *page appears.*



2. *The* CONTRACT USE CD *automatically populates and is not editable.*
3. *The* CONTRACT TYPE CD *automatically populates and is not editable.*
4. Enter the CONTRACT NBR in the field provided. *This is a 19 alphanumeric character field.*
5. Enter the DLVY ORD NBR in the field provided. *This is an 11 alphanumeric character field.*
6. Use to select the Contractor.

7. Use  to select the CONTRACT START DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use  to select the CONTRACT END DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Enter the ISSUING OFC DODAAC in the field provided. *This is a 6 alphanumeric character field.*
10. Enter the Issuing POC in the field provided. *This is a 25 alphanumeric character field.*
11. Enter the Issuing PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
12. Enter the ADMN OFC in the field provided. *This is a 25 alphanumeric character field.*
13. Enter the ADMN OFC PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
14. Enter the Contract ADMN DODAAC in the field provided. *This is a 6 alphanumeric character field.*
15. Enter the PROP ADMN in the field provided. *This is a 25 alphanumeric character field.*
16. Enter the PROP ADMN PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*
17. Enter the PROP ADMN E-MAIL ADDR in the field provided. *This is an 80 alphanumeric character field.*
18. *The* 

is not accessible.
19. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
20. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
21. Select 

. *The* ***Contract Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
323 — E-Mail Address	Invalid E-Mail Format Entered. Enter a min-

structure is incorrect.	imum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
553 — CONTRACT NBR consists of 13 POS: POS 1—6 =DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
xxxx — Contract End DT must be > Contract Start DT.	Invalid Entry. The Contract Start Date must be before the Contract End Date. Re-enter the field.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Update a Contract
- Delete a Contract

- View the Contract Transaction Status
- Export a Contract Report

Update a Contract

Overview

The Contract Update process allows editing of information for a contract number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > 

> Update hyperlink > Update a Contract page

Page Fields

The following fields display on the **Update a Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Update

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr

Prop Admin E-Mail Addr
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

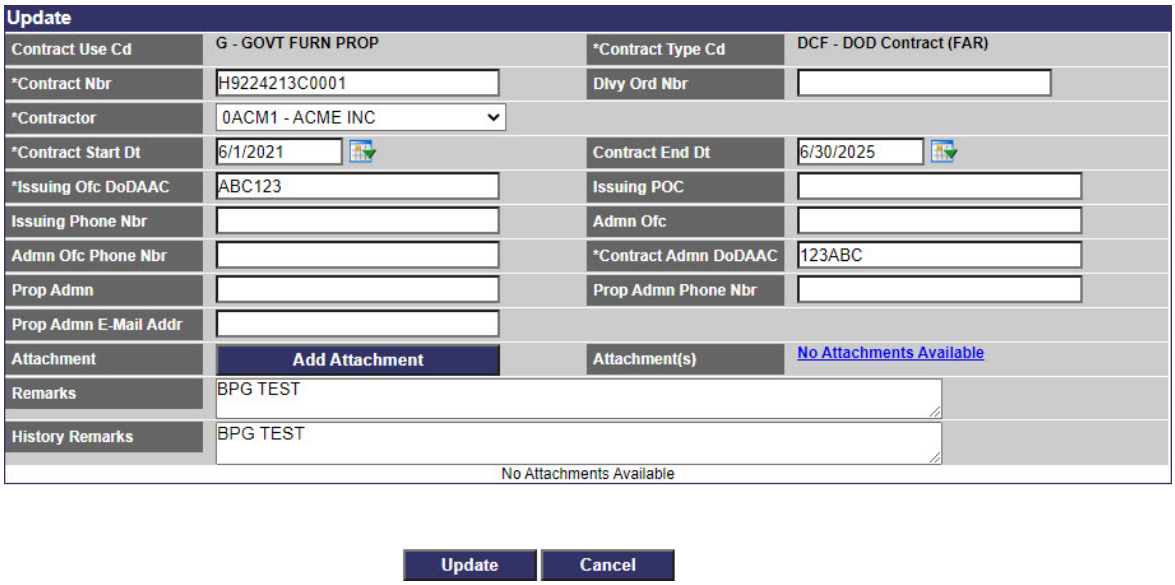
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contract

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Update hyperlink. *The* ***Update a Contract*** *page appears.*



2. *Verify the* CONTRACT USE CD.
3. *Verify the* CONTRACT TYPE CD.
4. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 19 alphanumeric character field.*
5. Update the DLVY ORD NBR, entering the revised identifier in the field provided. *This is an 11 alphanumeric character field.*

6. Update the Contractor, using to select the desired name.
7. Update the CONTRACT START DT, using or entering the date (MM/DD/YYYY) in the field provided.
8. Update the CONTRACT END DT, using or entering the date (MM/DD/YYYY) in the field provided.
9. Update the ISSUING OFC DODAAC, entering the revised DODAAC in the field provided. *This is a 6 alphanumeric character field.*
10. Update the Issuing POC, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
11. Update the Issuing PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*
12. Update the ADMN OFC, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
13. Update the ADMN OFC PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*
14. Update the Contract ADMN DODAAC, entering the revised DODAAC in the field provided. *This is a 6 alphanumeric character field.*
15. Update the PROP ADMN, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*
16. Update the PROP ADMN PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*
17. Update the PROP ADMN E-MAIL ADDR, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*
18. Select Add Attachment. *The **Attachment Add** page appears.*
19. *View any attachments as thumbnails in the Attachments field.*
20. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*
21. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
22. Select Update. *The **Contract Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
553 — CONTRACT NBR consists of 13 POS: POS 1—6 =DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
xxxx — Contract End DT must be > Contract Start DT.	Invalid Entry. The Contract Start Date must be before the Contract End Date. Re-enter the field.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results

- Add a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Delete a Contract

Overview

The Contract Delete process allows removal of a contract number for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > Contract > Search Criteria > Search > Delete hyperlink > Delete a Contract page

Page Fields

The following fields display on the **Delete a Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt
Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr
Prop Admin E-Mail Addr
Attachment
Attachment(s)

History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

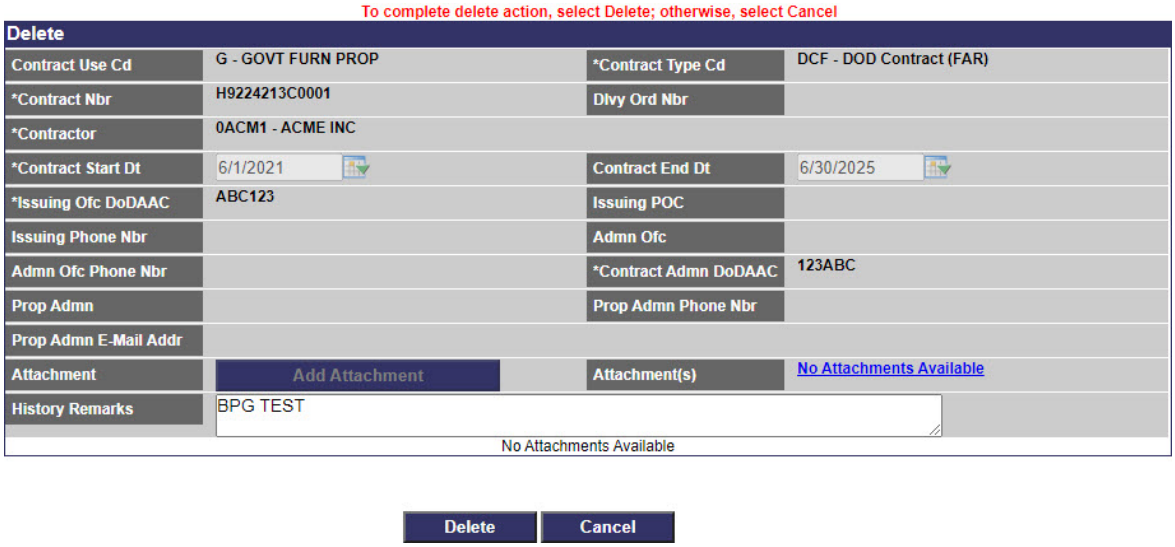
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Delete hyperlink. *The* ***Delete a Contract*** *page appears.*



2. *Verify the* CONTRACT USE CD.
3. *Verify the* CONTRACT TYPE CD.
4. *Verify the* CONTRACT NBR.
5. *Verify the* DLVY ORD NBR.
6. *Verify the Contractor.*
7. *Verify the* CONTRACT START DT.
8. *Verify the* CONTRACT END DT.
9. *Verify the* ISSUING OFC DODAAC.
10. *Verify the Issuing POC.*
11. *Verify the Issuing* PHONE NBR.

12. *Verify the ADMN OFC.*
13. *Verify the ADMN OFC PHONE NBR.*
14. *Verify the Contract ADMN DODAAC.*
15. *Verify the PROP ADMN.*
16. *Verify the PROP ADMN PHONE NBR.*
17. *Verify the PROP ADMN E-MAIL ADDR.*
18. *The* Add Attachment *is not accessible.*
19. *View any attachments as thumbnails in the Attachments field.*
20. Enter any additional History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*
21. Select Delete. *The* ***Contract Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- View the Contract Transaction Status
- Export a Contract Report

View the Contract Transaction Status

Overview

The Contract Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Contract > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Contract Transaction Status Page

Page Fields

The following fields display on the **Contract Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	**Action Required**	**Details**	
Success		Contract Type Cd	DCF
		Contract Nbr	H9224213C0001
		Contractor	ACME INC

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a Contract Report** page appears.*
- Select Search Criteria to return to the **Search for a Contract — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- Export a Contract Report

Export the Contract Report

Overview

The Contract Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > Contract > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Contract Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

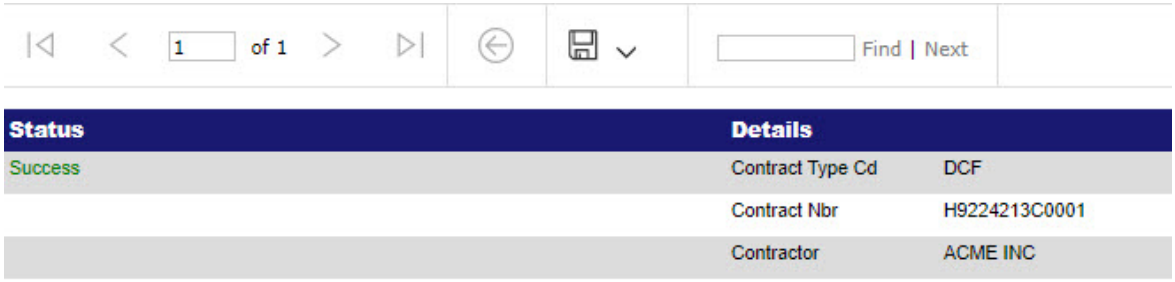
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*





2. Follow the prompts provided by the computer.
3. Select  to return to the **Search for a Contract — Criteria** page.

Search the Results

1. Select the empty field  .

2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*

4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the

Search Results page.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status

Document Number Range Search Criteria

Overview

Document numbers are unique numbers either automatically assigned by Web DPAS or manually assigned by the user to track a requisition. They are used for transaction tracking purposes. Additionally, they can be used to group assets together when printing Web DPAS forms.

This page allows you to locate those Document Number Ranges that have previously been created or begin creating new Document Number Ranges.

Navigation

Master Data > Doc Nbr Range > Search Criteria

Page Fields

The following fields display on the Document Number Range Search Criteria page. For more information on each field, select the appropriate hyperlink.

UIC

Procedure

To search for existing Document Number Ranges:

1. Use the drop-down list to select the UIC you want to search for existing Document Number Ranges.
2. Select 

to go to the Search Results page or 

to clear the page.

To begin the addition of a new Document Number Range:

1. Use the drop-down list to select the UIC you want to search for existing Document Number Ranges.
2. Select 

to go to the Document Number Range Add page or 

to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
All SERIAL NBRS for UIC have been utilized.	All serial numbers have been used in Serial Number Ranges for the selected UIC.

Related Topics

- Document Number Range Search Results
- Document Number Range Add
- Document Number Range Update
- Document Number Range Delete
- Document Number Range Transaction Status
- Document Number Range Report Export

PageID Ref: WFUTN0501_5

Document Number Range Search Results

Overview

The search results page displays all of the Document Number Ranges for the selected Unit Identification Code (UIC). It will display the description as well as the beginning and ending serial numbers.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Doc Nbr Range > Search Criteria > Search Results

Page Fields

The following fields display on the Document Number Range Search Results page. For more information on each field, select the appropriate hyperlink.

Update
Delete
UIC
Desc
Begin Serial Nbr
End Serial Nbr

Procedure

To update a Document Number Range:

1. Locate the row with the document number range you wish to update.
2. Select the **Update** hyperlink or Cancel to return to the Search Criteria page.

To delete a Document Number Range:

1. Locate the row with the document number range you wish to delete.
2. Select the **Delete** hyperlink or Cancel to return to the Search Criteria page.

To begin the addition of a new Document Number Range:

1. Verify the desired UIC is listed.
2. Select Add to go to the Document Number Range Add page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	No Document Number Ranges have been created for the selected UIC.

Related Topics

- Document Number Range Search Criteria
- Document Number Range Add
- Document Number Range Update
- Document Number Range Delete
- Document Number Range Transaction Status
- Document Number Range Report Export

PageID Ref: WFUTN0502_6

Document Number Range Add

Overview

This page allows you to create a new Document Number Range. Creating the Document Number Range allows you the ability to create automated document numbers. Document Number Ranges can be from 1 to 9999 and must not overlap. Document Number Ranges start over every day. The Document Number Range should be the anticipated maximum number of transactions in a day.

Common descriptions for Document Number Ranges are:

- Increases
- Dispositions
- Updates
- Transfers
- DRMO Turn In
- Turn In
- CIP

Navigation

Master Data > Doc Nbr Range > Search Criteria > Add page

Page Fields

The following fields display on the Document Number Range Add page. For more information on each field, select the appropriate hyperlink.

UIC
*Desc
*Begin Serial Nbr
*End Serial Nbr

* denotes a mandatory field

Procedure

To create a Document Number Range:

1. Verify the UIC displayed is correct for the Document Number Range you are creating.
2. You have a maximum length of 125 characters for the description field. Enter a description in the DESC field.
3. To create a beginning serial number enter numbers between 0001 and 9998.
4. Enter an ending serial number greater than the beginning serial number but not to exceed 9999 to create the End SERIAL NBR.

5. Select Add to create the Document Number Range or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry Value DESC.	A value must be entered into the DESC field.
Mandatory Entry Value Begin SERIAL NBR.	A numeric value must be entered into the Begin SERIAL NBR field.
Mandatory Entry Value End SERIAL NBR.	A numeric value must be entered into the End SERIAL NBR field.
"DESC" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	The only special characters allowed are: $, -, /, #, &, comma, period, and space.
Entry must be > zero.	Neither the Begin nor End Serial Numbers can be equal to zero.
Entry must be numeric.	Only numbers are valid in the Begin and End SERIAL NBR fields.
End SER NBR must be > Begin SER NBR.	The End SERIAL NBR bust be greater than the Begin SERIAL NBR.
SER NBR already exists within a range on the DOC NBR Range Table for UIC.	The serial number entered is already used in another Document Number Range.

Related Topics

- Document Number Range Search Criteria
- Document Number Range Search Results
- Document Number Range Update
- Document Number Range Delete
- Document Number Range Transaction Status
- Document Number Range Report Export

PageID Ref: WFUTN0503_1

Document Number Range Update

Overview

This page allows you to update the description, Begin and End Serial Numbers for a Document Number Range.

Navigation

Master Data > Doc Nbr Range > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Document Number Range Update page. For more information on each field, select the appropriate hyperlink.

UIC
*Desc
*Begin Serial Nbr
*End Serial Nbr

* denotes a mandatory field

Procedure

To update a Document Number Range:

1. Verify the correct UIC is displayed for update.
2. If updating the description, the maximum length is 125 characters.
3. To update beginning serial number it must be between 0001 and 9998.

Note

Ending serial number must be greater than the beginning serial number but not to exceed 9999.

4. Select Update to process the modifications or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution

Mandatory Entry Value DESC.	A value must be entered into the DESC field.
Mandatory Entry Value Begin SERIAL NBR.	A numeric value must be entered into the Begin SERIAL NBR field.
Mandatory Entry Value End SERIAL NBR.	A numeric value must be entered into the End SERIAL NBR field.
"DESC" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	The only special characters allowed are: $, -, /, #, &, comma, period, and space.
Entry must be > zero.	Neither the Begin nor End Serial Numbers can be equal to zero.
Entry must be numeric.	Only numbers are valid in the Begin and End SERIAL NBR fields.
End SER NBR must be > Begin SER NBR.	The End SERIAL NBR bust be greater than the Begin SERIAL NBR.
SER NBR already exists within a range on the DOC NBR Range Table for UIC.	The serial number entered is already used in another Document Number Range.

Related Topics

- Document Number Range Search Criteria
- Document Number Range Search Results
- Document Number Range Add
- Document Number Range Delete
- Document Number Range Transaction Status
- Document Number Range Report Export

PageID Ref: WFUTN0503_9

Document Number Range Delete

Overview

This page allows you to remove a Document Number Range from a Unit Identification Code (UIC).

Navigation

Master Data > Doc Nbr Range > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Document Number Range Delete page. For more information on each field, select the appropriate hyperlink.

UIC
*Desc
*Begin Serial Nbr
*End Serial Nbr

* denotes a mandatory field

Procedure

To delete a Document Number Range:

1. Verify the UIC and correct Document Number Range you want to delete is displayed.
2. Select Delete to remove the Document Number Range or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Document Number Range Search Criteria
- Document Number Range Search Results
- Document Number Range Add
- Document Number Range Update

- Document Number Range Transaction Status
- Document Number Range Report Export

PageID Ref: WFUTN0503_4

Document Number Range Transaction Status

Overview

The Document Number Range Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Doc Nbr Range > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Document Number Range Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Document Number Range Search Criteria
- Document Number Range Search Results
- Document Number Range Add
- Document Number Range Update
- Document Number Range Delete
- Document Number Range Report Export

Document Number Range Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Doc Nbr Range > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Document Number Range Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Document Number Range Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Document Number Range Search Criteria
- Document Number Range Search Results
- Document Number Range Add
- Document Number Range Update
- Document Number Range Delete
- Document Number Range Transaction Status

PageID Ref: WFUTN0503_11

Batch Activity Review

Overview

The Batch Activity program allows you to monitor and manage jobs that have been submitted for scheduled execution. A few Web DPAS transactions you submit for processing are what is known as a batch or a scheduled program. You can review the status of your batch transactions on the Batch Activity page by selecting one of the following:

- All
- Completed
- Pending

Example of a batch process is a STK NBR Mass Change/Update. In this process you have a STK NBR To and a STK NBR From type process which creates a batch transaction.

Note

When you are searching for batch or scheduled processes a Date range is mandatory.

The Batch Activity program page displays the following:

- Cancel Process Status
- Job Number
- Submit Time
- Date/Time scheduled for execution
- Start Date/time the job started processing (available only when job executes)
- End Date/time the job completed processing (available only when job completes/errors)

A transaction that has been processed cannot be canceled; however, a transaction that has not been processed can be deleted from the batch queue. If you select to cancel job (s), a message will be displayed asking if you want to delete the record.

Access to the Batch activity Review process is restricted by your role.

When you select the Process Status of Pending you have the option to remove a completed process from the batch queue.

Navigation

Master Data > Batch ACTY Review > Batch Activity Review

Page Fields

The following fields display on the Batch Activity Review page. For more information on each field, select the appropriate hyperlink.

Process Status

*Submit Start Dt

Delete
Process
Status
Prc Nbr
Submit Dt/Time
Sched Dt/Time
Start Dt/Time
End Dt/Time

* denotes a mandatory field

*Submit End Dt

Procedure

To search for batch transaction(s):

1. When you want to display batch processes submitted you can accept the Process Status default "All" or select "Completed" or "Pending" from the drop-down list.

Note

The Submit Start DT and Submit End DT are mandatory fields.

2. To display batch processes for a specific Start DT you can enter a date in the Submit Start DT field when the transaction has been executed.
3. Entering a End DT allows you to create a range using the Start Dt and End DT to display batch processes. Enter a Submit End Dt only if the batch process has been completed.
4. Select Search to view the available processes.

To view All and Completed batch transaction(s):

Helpful Tip

When you are on the Batch Activity Review page you can toggle between the following Process Status codes using the drop-down list:

- All
- Completed
- Pending

1. If you did not select a Process Status on the previous page the default of All is displayed and you can toggle to Completed by using the Process Status drop-down list.

Note

The Submit Start DT and Submit End DT are mandatory fields.

2. To display batch processes for a specific Start DT you can enter a date in the Submit Start DT field when the transaction has been executed.
3. Entering a End DT allows you to create a range using the Start DT and End DT to display batch processes. Enter a Submit End DT only if the batch process has been completed.
4. Prior to selecting the search button you can view details for the process by selecting the Status field Process Completed hyperlink to display the Transaction Status page.
5. Select Search to view the available processes or Cancel to return to the previous page.

To view pending batch transaction(s):

Helpful Tip

When you are on the Batch Activity Review page you can toggle between the following Process Status codes using the drop-down list:

- All
- Completed
- Pending

1. You will notice when the Process Status Pending is selected, you have an option to Delete a batch transaction. Select Pending from the Process Status drop-down list.

Note

The Submit Start DT and Submit End DT are mandatory fields.

2. To display batch processes for a specific Start DT you can enter a date in the Submit Start DT field when the transaction has been executed.
3. Entering a End DT allows you to create a range using the Start DT and End DT to display batch processes. Enter a Submit End DT only if the batch process has been completed.

4. Prior to selecting the search button you can view details for the process by selecting the Status field Process Completed hyperlink to display the Transaction Status page.
5. Select Search to view the available processes or Cancel to return to previous page.

To Delete batch transactions:

1. Choose the Delete hyperlink for the transaction whose details you would like to remove from the batch queue.

Attention

Once the Delete hyperlink is selected, the batch process is removed from the process queue. No delete confirmation page is provided.

2. If no delete action is required, select Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry - Submit Start DT.	Enter a starting date, in MM/DD/YYYY format, into the Submit Start DT field.
Mandatory Entry - Submit End DT.	Enter a ending date, in MM/DD/YYYY format, into the Submit End DT field.
No record(s) match search criteria or you do not have the appropriate security access.	Revise your search criteria to ensure the desired batch process is within the start and end dates. Consider using "All" for the Process Status to ensure both completed and pending batch processes are displayed.
Job #### has been canceled.	Job #### has been canceled means batch process was previously canceled.

Related Topics

No Related Topics have been identified for this page.

Appropriation Data Search Criteria

Overview

The purpose of this process is to provide for the establishment or deletion of a Fund Cd/Allotment Serial Number (ASN) record for each Unit Identification Code (UIC) established on the UIC table. In this process, you can change the type of funds, servicing activity, interface system cd, department cd, basic symbol and subhead under the logged in UIC. Also, the Fund Cd/ASN can be changed in mass for all assets.

The UIC, Fund Code and Allotment Serial Nbr combination in DPAS forms the basis for an Asset Trial Balance. You may have a requirement to generate an Asset Trial Balance at the program year and possibly at Budget Line Item level. This capability will now be available with the adding of the Program Year and Program/Project fields to DPAS (optional input).

Defense Accounting Interface (DAI) users are required to add their appropriations via a  that provides valid appropriations supplied to DPAS via an automated interface with DAI. DAI users will not able to edit their appropriation information from within DPAS. Should you determine you are missing an appropriation, please contact your DAI representative and request the appropriation to be added.

If using the **DAI** interface the following fields cannot be edited:

- **Department Cd**
- **Basic Symbol**
- **Program Year**
- **Subhead**
- **Program/Project**

Note

 Only records created by you display all fields for Update and are available for Delete.

Navigation

Master Data > Appropriation > Search Criteria

Page Fields

The following fields display on the Appropriation Data Search Criteria page. For more information on each field, select the appropriate hyperlink.

*UIC
Fund Cd
ASN

* denotes a mandatory field

Procedures

To Search for a Fund Cd and Allotment Serial Number (ASN):

1. The UIC is a Mandatory field. To modify the UIC for your search, select the drop-down list to make a selection.

Helpful Tip

 To help eliminate the number of rows returned from your search, enter a specific Fund Cd or ASN.

2. To search for all records, select Search to display the Search Results page or Reset to refresh the page.

To Add a Fund Cd and Allotment Serial Number (ASN):

1. The UIC is a Mandatory field. To modify the UIC displayed, select the drop-down list to make a selection.
2. To add a new Fund Cd or ASN, enter the new Fund Cd or ASN into the text box.
3. Select Add to create a new record or Reset to refresh the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria. Re-enter search criteria.	Entry must be alphanumeric. Entry must be A-Z or 0-9.
Fund Cd/ASN combination already exists on Appropriation Table.	Re-enter a different combination of the Fund Cd/Allotment Serial Number(ASN). The information you entered exists on the Appropriation Table.
Mandatory Entry: (Fund Cd).	Fund Code is a mandatory entry for an Add.

Entry must = A-Z and/or 0-9 (xxx).	Entry must = A-Z and/or 0-9 for Fund Cd and Allotment Serial Number (ASN) fields.

Related Topics

- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0401_5

Appropriation Data Search Results

Overview

The FUND CD and/or Allotment Serial Number (ASN) search results are displayed on the page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

You have the option to select one or more records for Update or Delete. When multiple records are selected a mass transaction is generated.

Note

Only records created by you display all fields for Update and are available for Delete.

Navigation

Master Data > Appropriation > Search Criteria > Search Results

Page Fields

The following fields display on the Appropriation Data Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
ASN

Search Results

Select
Fund Cd
ASN
Intrf Sys Cd
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Type Fund Id
Status

Fund Cd

Procedure

To select Fund Cd and Allotment Serial Number (ASN) records for Update or Delete:

1. Select the check box next to the record you want to Update or Delete. To choose multiple records the Select All processes a mass transaction.
2. To display the Update or Delete page select Continue.
3. The Deselect All clears all rows or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No records selected for update. Select A record to continue.	You must make a selection to display the selected rows page using the checkbox provided. Cancel returns to previous page.
No record selected for Delete.	For a Delete action, a record must be selected.
Select only one record to Delete.	For a Delete action, only one record at a time can be selected.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0402_6

Appropriation Data Add

Overview

The Appropriation Data Add page allows you to create a record for funding and appropriation information. The Interface System Code (Intrf Sys Cd) determines the fields available for data entry on the page.

Navigation

Master Data > Appropriation > Search Criteria > Add page

Page Fields

The following fields display on the Appropriation Data Add page. For more information on each field, select the appropriate hyperlink.

Fund Cd
Dept Cd
Basic Symbol
Subhead
Program/Project
Remarks
History Remarks
*Status

* denotes a mandatory field

ASN
Program Yr
*Type Fund Id
*Intrf Sys Cd
*Svcg Activity Cd

Procedure

To Add a FUND CD and Allotment Serial Number (ASN) data:

1. Make a selection from the drop-down list for TYPE FUND ID and INTRF SYS CD.

Note

If INTRF SYS CD is e-Biz, the ASN is mandatory. If your interface is Defense Agency Initiative (DAI) you are required to add appropriations via a APPN ... that provides valid appropriations supplied to Web DPAS via an automated interface with DAI. Please contact your DAI representative and request the appropriation to be added if missing.

2. Enter the SVCG ACTIVITY CD. Must be 3-5 positions and contain no special characters.
3. The Status is a mandatory field. Select Active or Inactive.
4. All other fields are optional or may be required by your agency.
5. Select Add to create the authorization record or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
FUND CD/ASN combination already exist on appropriation table.	Verify new entry is valid.
Entry must be 3-5 positions and contain no special characters.	Correct format for INTRF SYS CD.
DEPT CD must be 2 positions 0-9.	Enter the correct DEPT CD. Entry must be 2 positions 0-9.
Basic Symbol must be 4 positions, format.A-Z and/or 0-9 Basic Symbol.	Enter the correct format for Basic Symbol. Entry must be 4 positions, format A-Z and/or 0-9.
Subhead must be 4 positions, A-Z and/or 0-9, Sub Head.	Enter the correct format for Subhead. Entry must be 4 positions, A-Z and/or 0-9.
Entry must be "0-9" or "X's" (Program Year).	Program Year must be 0-9 or X's.
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Enter remarks in the format of alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. You can enter up to 1,024 characters.
Svcg Activity Cd must be a least 2 positions, A-Z and/or 0-9.	Enter the correct format for Servicing Activity Code. Entry must be a least 2 positions, A-Z and/or 0-9.
Entry must be 6 positions, A-Z and/or 0-9.	Interface System Code (Intrf Sys Cd) is 'AJ' (STARS). The Svcg Activity Cd must be 6 positions, A-Z and/or 0-9.
Entry must be alphanumeric (Program/Project).	(Program/Project) entry must be alphanumeric.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results

- Appropriation Data Selected Rows
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0403_1

Appropriation Data Selected Rows

Overview

The Selected Rows page displays the Appropriation records you have chosen for Update or Delete.

Note

Only records created by you display all fields for Update and are available for Delete.

Navigation

Master Data > Appropriation > Search Criteria > Search Results > Selected Rows

Page Fields

The following fields display on the Appropriation Data Selected Rows page. For more information on each field, select the appropriate hyperlink.

Select
Fund Cd
ASN
Intrf Sys Cd
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Type Fund Id
Status

Procedure

To select Fund Cd and Allotment Serial Number (ASN) records for Update or Delete:

1. The records selected for Update or Delete have a check mark next to the record. You have the option to un-check a check box at this time.
2. Select Update or Delete at the bottom of the page to continue or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Data requested for deletion exists on other asset records.	FUND CD or ASN cannot be deleted if there are assets associated with FUND CD/ASN.
FUND CD/ASN combination does not exist on appropriation table.	FUND CD/ASN must be established.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0404_99

Appropriation Data Update

Overview

Using the Mass Appropriation Update process changes the appropriation assigned to an asset(s). All personal property assets, ancillary costs, improvements, real property assets and/or Construction In Progress (CIP) Project records will be affected by the appropriation change.

When changing to a new appropriation, the new one must first be established. However, the following information can be different from the current appropriation:

Note



Only records created by you display all fields for Update and are available for Delete. If at least one active asset is associated with the record(s) to be updated, only the following fields are available for edit:

- Svcg Activity Cd
- Remarks
- History Remarks
- Status

Navigation

Master Data > Appropriation > Search Criteria > Search Results > Selected Rows > Update page

Page Fields

The following fields display on the Appropriation Data Update page. For more information on each field, select the appropriate hyperlink.

Fund Cd
Dept Cd
Basic Symbol
Program/Project
Subhead
Remarks
History Remarks
*Status

* denotes a mandatory field

ASN
Appn
Program Yr
*Type Fund Id
*Intrf Sys Cd

*Svcg Activity Cd

Procedure

To Update the FUND CD and Allotment Serial Number (ASN):

1. Enter modifications into the fields for Update. All data fields are available for Update and the TYPE FUND ID, INTRF SYS CD and Status are mandatory fields.

Note

If INTRF SYS CD is e-Biz, the ASN is mandatory. If your interface is Defense Agency Initiative (DAI) you are required to add appropriations via a APPN ... that provides valid appropriations supplied to Web DPAS via an automated interface with DAI. Please contact your DAI representative and request the appropriation to be added if missing.

2. Select Update to modify the record or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
FUND CD/ASN combination already exist on appropriation table.	Verify new entry is valid.
Entry must be 3-5 positions and contain no special characters.	Correct format for INTRF SYS CD.
DEPT CD must be 2 positions 0-9.	Enter the correct DEPT CD. Entry must be 2 positions 0-9.
Basic Symbol must be 4 positions, format.A-Z and/or 0-9 Basic Symbol.	Enter the correct format for Basic Symbol. Entry must be 4 positions, format A-Z and/or 0-9.
Subhead must be 4 positions, A-Z and/or 0-9, Sub Head.	Enter the correct format for Subhead. Entry must be 4 positions, A-Z and/or 0-9.
Entry must be "0-9" or "X's" (Program Year).	Program Year must be 0-9 or X's.
Remarks must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.	Enter remarks in the format of alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space. You can enter up to 1,024 characters.
Svcg Activity Cd must be a least 2 positions, A-Z and/or 0-9.	Enter the correct format for Servicing Activity Code. Entry must be a least 2 positions, A-Z and/or 0-9.

Entry must be 6 positions, A-Z and/or 0-9.	Interface System Code (Intrf Sys Cd) is 'AJ' (STARS). The Svcg Activity Cd must be 6 positions, A-Z and/or 0-9.
Entry must be alphanumeric (Program/Project).	(Program/Project) entry must be alphanumeric.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0403_9

Appropriation Data Delete

Overview

The FUND CD and Allotment Serial Number (ASN) record is deleted with this process. History Remarks are mandatory for a delete action.

Note

Only records created by you are available for Delete. One record per delete action.

Navigation

Master Data > Appropriation > Search Criteria > Search Results > Selected Rows > Delete page

Page Fields

The following fields display on the Appropriation Data Delete page. For more information on each field, select the appropriate hyperlink.

Fund Cd
Dept Cd
Basic Symbol
Subhead
Remarks
History Remarks
*Status

* denotes a mandatory field

ASN
*Type Fund Id
*Intrf Sys Cd
*Svcg Activity Cd
Program Yr
Program/Project

Procedure

To Delete the FUND CD and Allotment Serial Number (ASN):

Note

The FUND CD and Allotment Serial Number (ASN) cannot be deleted if there are assets associated with FUND CD/ASN.

1. The History Remarks is a mandatory field. You can enter up to 256 alpha/numeric characters to describe the delete action.
2. Select Delete to remove the record or Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: History Remarks.	Enter History Remarks in the text box.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Transaction Status
- Appropriation Data Report Export

PageID Ref: WPUTN0403_4

Appropriation Data Transaction Status

Overview

The Appropriation Data Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Appropriation > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Appropriation Data Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete

- Appropriation Data Report Export

Appropriation Data Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Appropriation > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Appropriation Data Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Appropriation Data Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status

PageID Ref: WPUTN0403_11

Agency Acquisition Program Search Criteria

Overview

DPAS provides you the ability to add, update, and delete Acquisition Programs used by your agency. This feature is in support of Military Equipment Accounting. The Agency Acquisition Program Search Criteria page allows you to search for an Acquisition Program or add a new one.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria

Page Fields

The following fields display on the Agency Acquisition Program Search Criteria page. For more information on each field, select the appropriate hyperlink.

Agency
Acq Program Name

Procedures

To search for an Agency Acquisition Program:

1. The Agency will have a default selection of your Agency
2. You can allow the default AGENCY ACQ PGM selection of Select an item to return all agency acquisition programs on Search Results or you can select an AGENCY ACQ PGM from the drop-down list to narrow Search Results
3. Select Search to view the Search Results page or Reset clear the criteria you have entered.

To add an Agency Acquisition Program:

1. The Agency will have a default selection of your Agency
2. Select Add to add the ancillary cost or Reset to clear the criteria you have entered.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution

No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Agency Acquisition Program Search Results
- Agency Acquisition Program Add
- Agency Acquisition Program Update
- Agency Acquisition Program Delete
- Agency Acquisition Program Transaction Status
- Agency Acquisition Program Report Export

PageID Ref: WFUTN1801_5

Agency Acquisition Program Search Results

Overview

Web DPAS provides you the ability to add, update, and delete Acquisition Programs used by your agency. This feature is in support of Military Equipment Accounting. The Agency Acquisition Program Search Results page allows you to update or delete an Acquisition Program or add a new one.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search Results

Page Fields

The following fields display on the Agency Acquisition Program Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Agency

Search Results

Update
Delete
Agency
Acq Program Name
Acq Program Type Cd
Prj Type Cd
Status
Acq Program Desc

Acq Program Name

Procedures

To update an Agency Acquisition Program:

1. The Agency Acquisition Program rows displayed are based on the criteria you entered. Review the information in each row displayed.

2. Once you find the Agency Acquisition Program you wish to update, select the Update hyperlink.
3. If you do not find the Agency Acquisition Program you wish to update or want to process an update at a later time, select Cancel to return to the Agency Acquisition Program Search Criteria page.

To delete an Agency Acquisition Program:

1. The Agency Acquisition Program rows displayed are based on the criteria you entered. Review the information in each row displayed.
2. Once you find the Agency Acquisition Program you wish to delete, select the Delete hyperlink.
3. If you do not find the Agency Acquisition Program you wish to update or want to process an update at a later time, select Cancel to return to the Agency Acquisition Program Search Criteria page.

To add an Agency Acquisition Program:

1. The Agency Acquisition Program rows displayed are based on the criteria you entered. Review the information in each row displayed.
2. If you find the Agency Acquisition Program has not been added, select Add to view the Add page.
3. If you are not certain why the Agency Acquisition Program you are searching for is not displayed or you want to process an add at a later time, select Cancel to return to the Agency Acquisition Program Search Criteria page.

Helpful Tip



You may have several pages returned from your search criteria, to page through the results select the page number at the bottom of the page. To sort the rows, select an underlined column header. This information is sorted in ascending order, items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Add
- Agency Acquisition Program Update
- Agency Acquisition Program Delete
- Agency Acquisition Program Transaction Status
- Agency Acquisition Program Report Export

PageID Ref: WFUTN1802_6

Agency Acquisition Program Add

Overview

DPAS provides you the ability to add, update, and delete Acquisition Programs used by your agency. This feature is in support of Military Equipment Accounting. The Agency Acquisition Program Add page allows you add a new Acquisition Program to your agency.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Add page

Page Fields

The following fields display on the Agency Acquisition Program Add page. For more information on each field, select the appropriate hyperlink.

*Agency
*Acq Program Name
*Status

* denotes a mandatory field

Procedure

To add an Agency Acquisition Program:

1. Select your Agency from the drop-down list
2. You will select the ACQ PROGRAM NAME from the drop-down list.
3. The Status is set to Active by default. If you wish to add the Agency Acquisition Program but not allow it to be available for selection, select Inactive from the drop-down list.
4. Select Add to add the Agency Acquisition Program or Cancel to return to the Agency Acquisition Program Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution

Transaction was not successful.	Contact the DPAS Call Center.
Mandatory Entry.	(*) Asterisk identifies mandatory fields.

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Search Results
- Agency Acquisition Program Update
- Agency Acquisition Program Delete
- Agency Acquisition Program Transaction Status
- Agency Acquisition Program Report Export

PageID Ref: WFUTN1803_1

Agency Acquisition Program Update

Overview

DPAS provides you the ability to add, update, and delete Acquisition Programs used by your agency. This feature is in support of Military Equipment Accounting. The Agency Acquisition Program Update page allows you to update an Acquisition Program for your agency.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Agency Acquisition Program Update page. For more information on each field, select the appropriate hyperlink.

*Agency
*Acq Program Name
*Status

* denotes a mandatory field

Procedure

To update an Agency Acquisition Program:

1. Review the information presented in the Update section to confirm this is the Agency Acquisition Program you wish to update.
2. Select any information you wish to update.
3. Select Update to update the Agency Acquisition Program or Cancel to return to the Agency Acquisition Program Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Transaction was not successful.	Contact the DPAS Call Center.
Mandatory Entry.	(*) Asterisk identifies mandatory fields.

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Search Results
- Agency Acquisition Program Add
- Agency Acquisition Program Delete
- Agency Acquisition Program Transaction Status
- Agency Acquisition Program Report Export

Agency Acquisition Program Delete

Overview

DPAS provides you the ability to add, update, and delete Acquisition Programs used by your agency. This feature is in support of Military Equipment Accounting. The Agency Acquisition Program Delete page allows you to delete an Acquisition Program from your agency.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Agency Acquisition Program Delete page. For more information on each field, select the appropriate hyperlink.

*Agency

*Acq Program Name
*Status

* denotes a mandatory field

Procedure

To delete an Agency Acquisition Program:

1. Review the information presented in the Delete section to confirm this is the Agency Acquisition Program you wish to delete.
2. Select 

to update the Agency Acquisition Program or 

to return to the Agency Acquisition Program Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Search Results

- Agency Acquisition Program Add
- Agency Acquisition Program Update
- Agency Acquisition Program Transaction Status
- Agency Acquisition Program Report Export

PageID Ref: WFUTN1803_4

Agency Acquisition Program Transaction Status

Overview

The Agency Acquisition Program Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Agency Acquisition Program Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Search Results
- Agency Acquisition Program Add
- Agency Acquisition Program Update

- Agency Acquisition Program Delete
- Agency Acquisition Program Report Export

Agency Acquisition Program Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Agency Acquisition Program Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Agency Acquisition Program Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Agency Acquisition Program Search Criteria
- Agency Acquisition Program Search Results
- Agency Acquisition Program Add
- Agency Acquisition Program Update
- Agency Acquisition Program Delete
- Agency Acquisition Program Transaction Status

PageID Ref: WFUTN1803_11

MAINTENANCE GROUP ID Search Criteria

Overview

Maintenance groups are used to identify assets for maintenance or utilization. When a new stock number is cataloged, the cataloger must associate a Maintenance Group with the Stock Number. Since the Maintenance Group is associated a Stock Number, the Maintenance Groups must be maintained at the Catalog Name level (a set of Maintenance Groups/Catalog).

Maintenance Groups are subsequently associated with a UIC and Maintenance Activity or to a UIC and External Maintenance Interface. This allows for identifying what activity is providing maintenance or utilization management for the assets that are associated with the Stock Number with a particular Maintenance Group.

Navigation

Master Data > MAINT GRP ID> Search Criteria

Page Fields

The following fields display on the MAINTENANCE GROUP ID Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Catalog
Maint Grp Id
Maint Grp Desc

* denotes a mandatory field

Procedures

To search for a MAINTENANCE GROUP ID:

1. Select the Catalog using the drop-down list.
2. You can further refine your search by entering information into the MAINT GRP ID and MAINT GRP DESC fields.

Helpful Tip

A wild card is permitted using the percentage (%) sign when performing a search. Example: MAINT GRP ID of Maint% will find all MAINTENANCE GROUP IDS beginning with the word Maint.

3. Select Search to view the Search Results page or Reset to clear the page.

To add a MAINTENANCE GROUP ID:

1. Select the Catalog using the drop-down list.
2. You can enter the MAINT GRP ID and MAINT GRP DESC information now or wait to enter it in the Add page.
3. Select Add to view the Add page or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
MAINT GRP ID already exists, cannot process an "Add".	You cannot have two MAINTENANCE GROUP IDs with the same ID within the same Catalog.

Related Topics

- Maintenance Group Id Search Results
- Maintenance Group Id Add
- Maintenance Group Id Update
- Maintenance Group Id Delete
- Maintenance Group Id Transaction Status
- Maintenance Group Id Report Export

PageID Ref: WFUTN3301_5

MAINTENANCE GROUP ID Search Results

Overview

The Maintenance Group Id Search Results page allows you to see those Maintenance Groups that have been created for the selected Catalog. This page gives you access to update and delete Maintenance Groups that already exist and need to be revised or removed using a hyperlink.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Search Results

Page Fields

The following fields display on the MAINTENANCE GROUP ID Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Catalog
Maint Grp Desc

Search Results

Update
Delete
Catalog
Maint Grp Id
Maint Grp Desc

Main Grp Id

Procedures

To update a MAINTENANCE GROUP ID:

1. Locate the MAINTENANCE GROUP ID/Catalog combination that you would like to update.
2. Select the Update hyperlink to view the Update page or Cancel to return to the Search Criteria page.

To delete a MAINTENANCE GROUP ID:

1. Locate the MAINTENANCE GROUP ID/Catalog combination that you would like to delete.
2. Select the Delete hyperlink to view the Delete page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Delete invalid. MAINT GRP ID has associated assets or STOCK NBR records.	A MAINTENANCE GROUP ID cannot be deleted if it is still associated with a Stock Number.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Add
- Maintenance Group Id Update
- Maintenance Group Id Delete
- Maintenance Group Id Transaction Status
- Maintenance Group Id Report Export

PageID Ref: WFUTN3302_6

MAINTENANCE GROUP ID Add

Overview

This page allows you to create new Maintenance Groups for the Catalog chosen on the Search Criteria page.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Add page

Page Fields

The following fields display on the MAINTENANCE GROUP ID Add page. For more information on each field, select the appropriate hyperlink.

*Maint Grp Id
*Maint Grp Desc
History Remarks

* denotes a mandatory field

*Catalog
Maint Grp Desc Long

Procedure

To add a MAINTENANCE GROUP ID:

1. Verify the correct Catalog is displayed.
2. Enter a MAINT GRP ID using two alphanumeric characters.
3. Complete the MAINT GRP DESC with a maximum of 25 alphanumeric characters.
4. While optional, the MAINT GRP DESC LONG offers you up to 125 characters including special characters to describe the maintenance group. Allowable special characters are: $, -, /, #, &, comma, period, and space.
5. It is recommended that you enter History Remarks to describe the reason for creating the MAINTENANCE GROUP ID.
6. Select Add to complete the transaction or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: MAINT GRP ID.	The MAINTENANCE GROUP ID is mandatory for an Add action.
Mandatory Entry: MAINT GRP DESC.	The Maintenance Group Description is mandatory for an Add action.
Entry must be alphanumeric: MAINT GRP ID.	The MAINTENANCE GROUP ID may only be alphanumeric characters without spaces or special characters.
Entry must be alphanumeric: MAINT GRP DESC.	The Maintenance Group Description may only be alphanumeric characters without spaces or special characters.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.: MAINT GRP DESC LONG.	The Maintenance Group Description Long must be alphanumeric with the supported characters specified.
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	History remarks must be alphanumeric with the supported characters specified.
Record already exists for data entered.	A MAINTENANCE GROUP ID already exists for the data specified.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Search Results
- Maintenance Group Id Update
- Maintenance Group Id Delete
- Maintenance Group Id Transaction Status
- Maintenance Group Id Report Export

PageID Ref: WFUTN3303_1

MAINTENANCE GROUP ID Update

Overview

This page allows you to update an existing MAINTENANCE GROUP ID with the exception of the Catalog which was chosen on the Search Criteria page.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Search Results > Update page

Page Fields

The following fields display on the MAINTENANCE GROUP ID Update page. For more information on each field, select the appropriate hyperlink.

*Maint Grp Id
*Maint Grp Desc
History Remarks

* denotes a mandatory field

*Catalog
Maint Grp Desc Long

Procedure

To update a MAINTENANCE GROUP ID:

1. Verify the correct Catalog is displayed.
2. Update any of the following fields:
   - MAINT GRP ID
   - MAINT GRP DESC
   - MAINT GRP DESC LONG
3. It is recommended that you enter History Remarks documenting the reason for the update.
4. Select Update to process the transaction or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: MAINT GRP ID.	The MAINTENANCE GROUP ID is mandatory for an Add

	action.
Mandatory Entry: MAINT GRP DESC.	The Maintenance Group Description is mandatory for an Add action.
Entry must be alphanumeric: MAINT GRP ID.	The MAINTENANCE GROUP ID may only be alphanumeric characters without spaces or special characters.
Entry must be alphanumeric: MAINT GRP DESC.	The Maintenance Group Description may only be alphanumeric characters without spaces or special characters.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.: MAINT GRP DESC LONG.	The Maintenance Group Description Long must be alphanumeric with the supported characters specified.
"Remarks" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.: History Remarks.	History remarks must be alphanumeric with the supported characters specified.
MAINT GRP ID already exists, cannot process Update.	A MAINTENANCE GROUP ID already exists for the data specified.
MAINT GRP ID already exists but has been deleted, cannot process Update.	A MAINTENANCE GROUP ID existed at one time for the data specified but was deleted. The update process cannot be completed; the Add process must be used to recreate the MAINTENANCE GROUP ID.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Search Results
- Maintenance Group Id Add
- Maintenance Group Id Delete
- Maintenance Group Id Transaction Status
- Maintenance Group Id Report Export

PageID Ref: WFUTN3303_9

MAINTENANCE GROUP ID Delete

Overview

This page allows you to delete an existing MAINTENANCE GROUP ID.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the MAINTENANCE GROUP ID Delete page. For more information on each field, select the appropriate hyperlink.

*Maint Grp Id
*Maint Grp Desc
History Remarks

* denotes a mandatory field

*Catalog
Maint Grp Desc Long

Procedure

To delete a MAINTENANCE GROUP ID:

1. Verify the correct MAINT GRP ID/Catalog is displayed.
2. It is recommended that you complete the optional History Remarks field with the reason for the deletion.
3. Select Delete to process the transaction or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	History remarks must be alphanumeric with the supported characters specified and can beup to 125 characters.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Search Results

- Maintenance Group Id Add
- Maintenance Group Id Update
- Maintenance Group Id Transaction Status
- Maintenance Group Id Report Export

PageID Ref: WFUTN3303_4

MAINTENANCE GROUP ID Transaction Status

Overview

The MAINTENANCE GROUP ID Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Add page > Transaction Status page
‡ Additional navigation methods possible.

Page Fields

The following fields display on the MAINTENANCE GROUP ID Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select 

to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Location exists on Custodian Table, cannot delete.	The Location resides on a Custodian record.
Location exists on Asset Table, cannot delete.	The Location resides on an asset.
Transaction was not successful.	Contact the DPAS Call Center.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Search Results
- Maintenance Group Id Add
- Maintenance Group Id Update
- Maintenance Group Id Delete
- Maintenance Group Id Report Export

MAINTENANCE GROUP ID Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the MAINTENANCE GROUP ID Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Maintenance Group Id Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Maintenance Group Id Search Criteria
- Maintenance Group Id Search Results
- Maintenance Group Id Add
- Maintenance Group Id Update
- Maintenance Group Id Delete
- Maintenance Group Id Transaction Status

PageID Ref: WFUTN3303_11

Search for Location — Criteria

Overview

The Property Accountability module Location process provides the ability to view, create, update, or delete where assets physically reside.

Navigation

Master Data > Location > Location Search Criteria page

Page Fields

The following fields display on the **Location Search Criteria** page. For more information on each field, select the appropriate hyperlink.

UIC *

Loc

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Location

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following fields:
   - Use to select the UIC.
   - Enter the Loc in the field provided. *This is a 20 alphanumeric character field.*
2. Select Search. *The **Search for Location - Results** page appears.*

Add a New Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Attention

Do Not create multiple location names for a single location.

Search for existing locations first, before adding a new location. This ensures the location does not already exist.

For example, "BLDG 10 SECT 15" and "BLDG 10 SEC 15" appear as two different locations, but reference the same physical space.

1. Use to select the UIC.
2. Enter the new Loc in the field provided. *This is a 20 alphanumeric character field.*
3. Select Add. *The **Add a Location** page appears.*

Note

If the Loc field is left empty, the warning "Loc is mandatory in add mode" appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
2094 - Must be alpha-numeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
3 - UIC record must be	Invalid Assigned UIC. The entry does not

established on the UIC Table.	exist in the system. Enter an existing UIC.
7 - Loc must exist on Location Table.	Invalid Entry. The Location entered does not exist. Enter an existing Location to continue.

Related Topics

- Location Search Results
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Search for Location — Results

Overview

The Location Search Results page provides the ability to view, update, and delete the locations within the Unit Identification Code (UIC).

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Location > Search Criteria > Search > Location Search Results page

Page Fields

The following fields display on the **Location Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

Loc

Search Results

Select

Loc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired location to select the record.

Helpful Tip

 Select All checks all locations on all pages. Deselect All removes the check marks from all locations on all pages.

2. Select Update. *The **Location Update** page appears.*

OR

Select Delete. *The **Location Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Location Search Criteria
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Add a Location

Overview

The Location Add process provides the ability to create new location(s) within a Unit Identification Code (UIC).

Attention

Once a location is created, the location name cannot be updated. If a change is required, a new location must be created.

Navigation

Master Data > Location > Search Criteria > Add > Location Add page

Page Fields

The following fields display on the **Location Add** page. For more information on each field, select the appropriate hyperlink.

Add

UIC

Loc

Status

Print Label

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *The UIC automatically populates and is not editable.*
2. *The Loc automatically populates and is not editable.*
3. Use ☑ to select the Status.
4. Click ☐ to select Print Label. *When checked, an entry for the location is placed in*

the AIT > Print Labels > Requested process.

5. Select 

. *The **Location Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
56 - Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
35 - Loc already exists on Location Table.	Invalid Entry. The Location entered already exists. Enter a new Location to continue.

Related Topics

- Location Search Criteria
- Location Search Results
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Update a Location

Overview

The Location Update process allows editing of location(s) within a Unit Identification Code (UIC).

Attention

 Once a location is created, the location name cannot be updated. If a change is required, a new location must be created.

Navigation

Master Data > Location > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Update > Location Update page

Page Fields

The following fields display on the **Location Update** page. For more information on each field, select the appropriate hyperlink.

Update

UIC

Loc

Status

Print Label

Procedure

DPAS Navigation Helpful Tips

 Click the following link to display PA Navigation Tips.

Update a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the UIC.*
2. *Verify the Loc.*
3. Update the Status, using ☑ to select the desired status.

4. Verify the Print Label contains the appropriate ☑ or ☐. *When checked, an entry for the location is placed in the AIT > Print Labels > Requested process.*
5. Select Update. *The **Location Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
56 - Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
34 - Loc does not exist on Location Table.	Invalid Entry. The Location entered must already be in the system. Enter an existing Location to continue.

Related Topics

- Location Search Criteria
- Location Search Results
- Add a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Delete a Location

Overview

The Location Delete process allows removal of locations that are no longer in use.

Navigation

Master Data > Location > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Delete > Location Update page

Page Fields

The following fields display on the **Location Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

UIC

Loc

Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the UIC.*
2. *Verify the Loc.*
3. *Verify the Status.*
4. Select Delete. *The* ***Location Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
216 - Location exists on the Custodian table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any custodian information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
34 - Loc does not exist on Location Table.	Invalid Entry. The Location entered must already be in the system. Enter an existing Location to continue.

Related Topics

- Location Search Criteria
- Location Search Results
- Add a Location
- Update a Location
- View the Location Transaction Status
- Export a Location Report

View the Location Transaction Status

Overview

The Location Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Location > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Location Transaction Status page

Page Fields

The following fields display on the **Location Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Location Report** page appears.*
- Select Search Criteria to return to the **Location Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Location Search Criteria
- Location Search Results
- Add a Location
- Update a Location

- Delete a Location
- Export a Location Report

Export a Location Report

Overview

The Location Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > Location > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > 

> Location Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Location Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Location Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Location Search Criteria** page.

Related Topics

- Location Search Criteria
- Location Search Results
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status

Search for an Accountable UIC/UIC — Criteria

Overview

The Property Accountability module Accountable Unit Identification Code (UIC) / Unit Identification Code (UIC) process provides the ability to create, view, update, and delete a UIC specific to the agency currently being accessed.

Note

Any role with Master Data access can create a new Accountable UIC. However, when creating a new Accountable UIC, a new matching UIC (with the same 6 characters) must be created at the same time.

Navigation

Master Data > ACTBL UIC/UIC > Accountable UIC/UIC Search Criteria page

Page Fields

The following fields display on the **Accountable UIC/UIC Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
34	To add "UIC", enter new "UIC" and select "Add" button.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

Search Criteria

UIC

Procedure

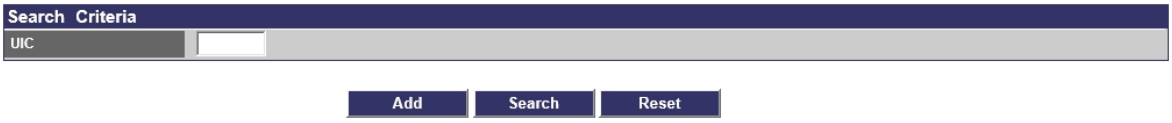
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an ACTBL UIC/UIC

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*



2. Select Search to begin the query. *The **Actbl UIC/UIC Search Results** page appears. Results display in the Search Results grid.*

Add a UIC

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*



2. Select Add to display the **Add a UIC** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 - Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
6 - Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 - Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-

enter the UIC.

Related Topics

- Search for an Accountable UIC/UIC — Results
- View the Accountable UIC/UIC Details
- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status
- Export an Accountable UIC/UIC Report

Search for an Accountable UIC/UIC — Results

Overview

The Accountable Unit Identification Code (UIC) / Unit Identification Code (UIC) Results page provides the ability to view, update, or delete a UIC.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Search > Accountable UIC/UIC Search Results page

Page Fields

The following fields display on the **Accountable UIC/UIC Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Criteria

UIC

Search Results

Update
UIC
UIC Name
Actbl UIC
Primary DoDAAC
Agcy Cd
Status
APO Name

Procedure

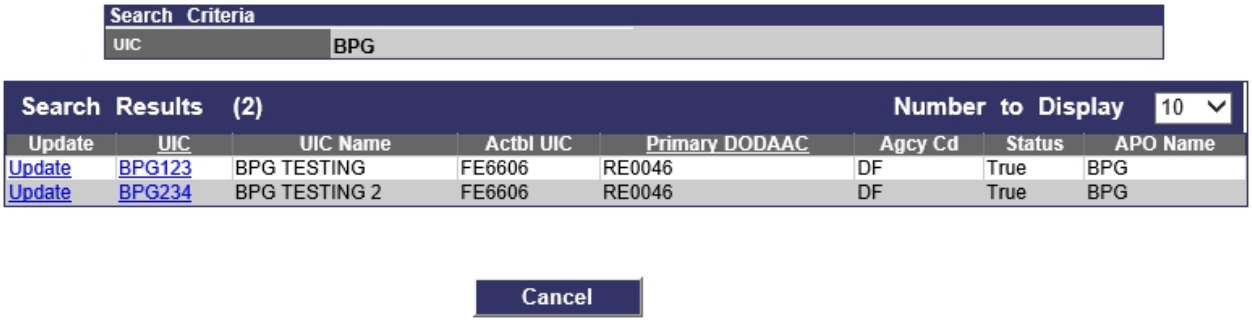
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

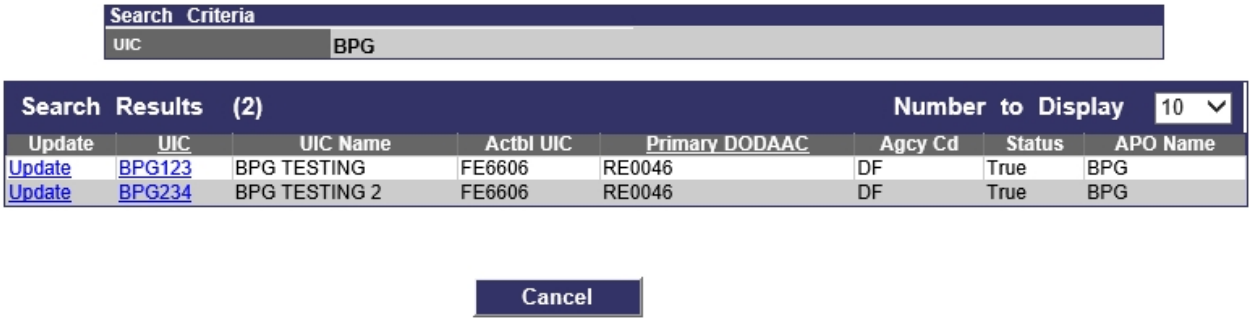
Update a UIC

Select the Update hyperlink to display the **Update a UIC** page.



View a UIC's Details

Select the UIC hyperlink to display the **UIC Details** page.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
67 - Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
6 - Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 - Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- View the Accountable UIC/UIC Details
- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status
- Export an Accountable UIC/UIC Report

Add an Accountable UIC/UIC

Overview

The Accountable UIC/UIC Add process provides the ability to create a new Unit Identification Code (UIC) specific to the agency currently being accessed. A new matching Accountable UIC is also created using this process, but only at the currently accessed UIC tier level.
There are three tabs on the Add page - Basic, APO, and FM.

Note

To create a new Accountable UIC, the Accountable UIC designation entered must match the value shown to the right in the 'UIC' labeled field previously entered to initiate the Add process.

A new Accountable UIC designation cannot be created if it differs from the new UIC designation that is currently being created.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Add > Add Accountable UIC/UIC page

Page Fields

The following fields display on the **Add Accountable UIC/UIC** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Basic Tab

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

APO Tab

Number	Value
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.
24	(*) Asterisk identifies mandatory fields.

FM Tab

Number	Value

Basic Tab

Actbl UIC *
UIC
UIC Name *
Force Managed
Force Element *
Status *
Asset Id Assignment *
APSR ID
Primary DoDAAC *
Agency Cd *
Major Cmd Cd *
Activity Cd *
Installation Cd
Real Property Org Cd *
Excess Interface *
UIT Interface *
Authn Mgt *
Military Asset Reporting *
Transfer via iRAPT
Transfer via DAAS
FAD
Project Code
RP Inst Cd

TMO RIC
Remarks
History Remarks

APO Tab

Actbl UIC
UIC
APO Office Id *
APO Office Name *
APO Name *
Phone Nbr
E-Mail Address
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *

FM Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedure

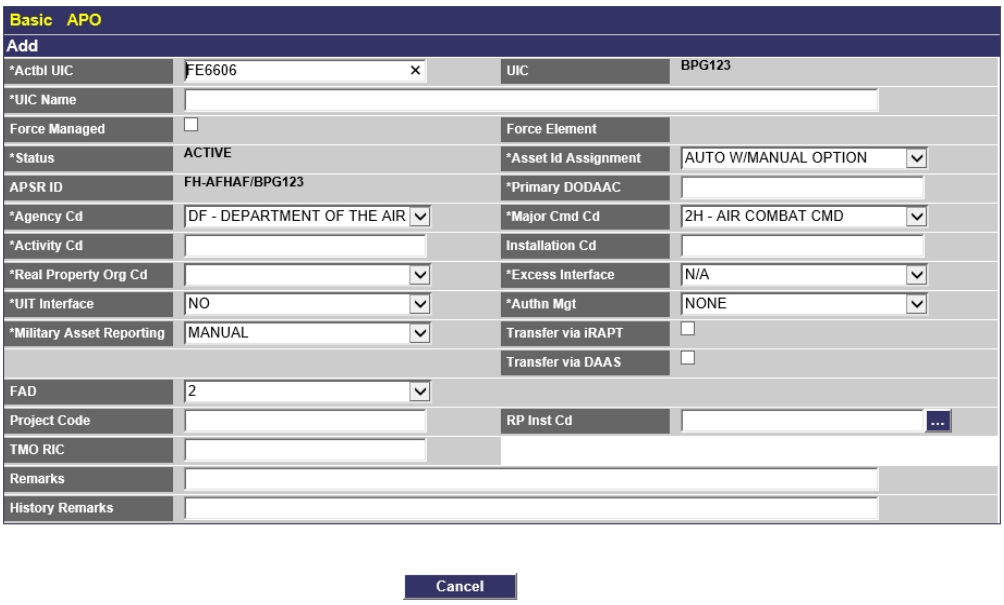
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a New UIC

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Add. *The **ACTBL UIC/UIC Add page - Basic Tab** appears.*
2. Enter the fields on the Basic tab.



A. Update the ACTBL UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

> **Note**
> To create a new Accountable UIC, enter a brand new 6-character code.

B. *The UIC automatically populates and is not editable.*

C. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*

D. Click ☐ to select Force Managed. *This links the ACTBL UIC/UIC to the FSM.*

E. Use ⌄ to select the Force Element.

F. *The Status automatically populates and is not editable.*

G. Use ⌄ to select the Asset Id Assignment.

H. *The APSR ID automatically populates and is not editable.*

I. Enter the Primary DODAAC in the field provided. *This is a 6 alphanumeric character field.*

J. Use ⌄ to select the Agency Cd.

K. Use ☑ to select the Major Cmd Cd.

L. Enter the ACTIVITY CD in the field provided. *This is a 4 alphanumeric character field.*

M. Enter the Installation CD in the field provided. *This is a 4 alphanumeric character field.*

N. Use ☑ to select the Real Property Org Cd.

O. Use ☑ to select the Excess Interface.

P. Use ☑ to select the UIT Interface.

Q. Use ☑ to select the Authn Mgt.

R. Use ☑ to select the Military Asset Reporting.

S. Click ☐ to select Transfer via IRAPT. *This allows transfer transactions to be processed between DPAS and IRAPT.*

T. Click ☐ to select Transfer via DAAS. *This allows transfer transactions to be processed between DPAS and DAAS.*

U. Use ☑ to select the FAD.

V. Enter the Project CD in the field provided. *This is a 3 alphanumeric character field.*

W. Enter the RP INST CD, or use ... to browse for the entry. *This is a 6 alphanumeric character field.*

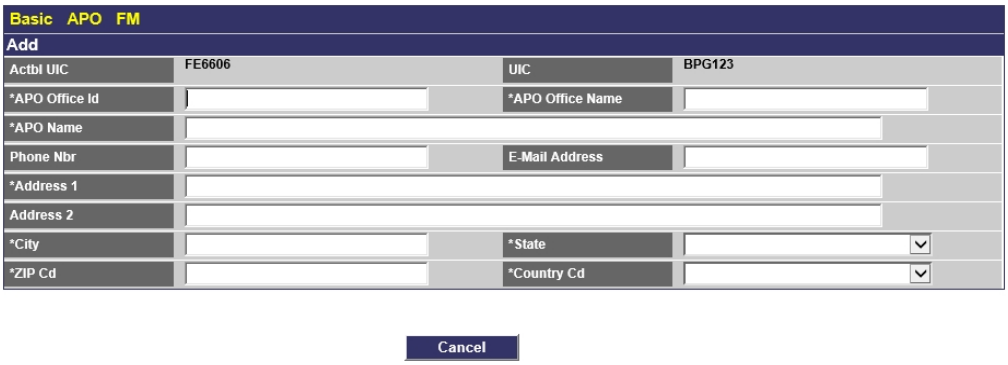
X. Enter the TMO RIC in the field provided. *This is a 3 alphanumeric character field.*

Y. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

AA. Select the APO tab. *The **ACTBL UIC/UIC Add page - APO Tab** appears.*

AB. Enter the fields on the APO tab.



a. *The ACTBL UIC automatically populates and is not editable.*

b. *The UIC automatically populates and is not editable.*

c. Enter the APO Office ID in the field provided. *This is an 11 alphanumeric character field.*

d. Enter the APO Office Name in the field provided. *This is a 25 alpha-numeric character field.*

e. Enter the APO Name in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

h. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

k. Use ⌄ to select the State.

l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

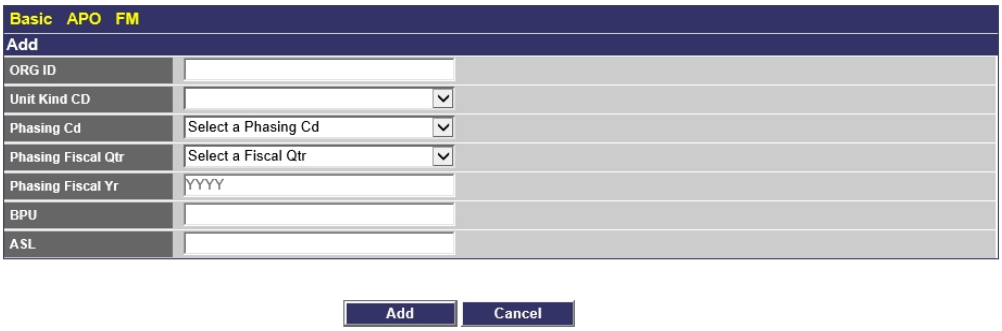
m. Use ⌄ to select the Country Cd.

Select Add. *The **Accountable UIC/UIC Transaction Status** page appears.*

n.

OR

Select the FM tab. Enter the fields on the FM tab:



1. Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
2. Use to select the Unit Kind CD.
3. Use to select the Phasing Cd.
4. Use to select the Phasing Fiscal Qtr.
5. Enter the Phasing Fiscal YR in the field provided. *This is a 4 numeric character field.*
6. Enter the BPU in the field provided. *This is a 3 alphanumeric character field.*
7. Enter the ASL in the field provided. *This is a 3 alphanumeric character field.*
8. Select Add. *The **Accountable UIC/UIC Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 - Mandatory Entry: *UIC*. **13 - Mandatory Entry: *Agency CD*.**	Missing Entry. Enter the appropriate information in the desired field.
49 - Record(s) does not exist or user does not have access to record(s).	Incorrect security access. The user does not have access to the ACTBL UIC. Check the information again, and re-enter the record.
6 - Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 - Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.
419 - DODAAC entry must be 6 - POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DODAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DODAAC.
168 — DODAAC already assigned to UIC.	Invalid Entry. A DODAAC can only be assigned to one UIC within the same site. Re-enter the DODAAC.
37 - Entry must = A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
275 - Invalid entry. First two positions must be alphanumeric.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-enter the field.
817 - Invalid ACTBL UIC.	Invalid Entry. The ACTBL UIC does not exist in the ACTBL UIC table. Remove the invalid entry and re-enter the correct ACTBL UIC.

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- Search for an Accountable UIC/UIC — Results
- View the Accountable UIC/UIC Details
- Update an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status

- Export an Accountable UIC/UIC Report

Update an Accountable UIC/UIC

Overview

The Accountable UIC/UIC Update process allows editing of Unit Identification Code (UIC) specific to the agency currently being accessed.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > 

> Search Results > Update hyperlink > Update Accountable UIC/UIC page

Page Fields

The following fields display on the **Accountable UIC/UIC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Basic Tab

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.
102	Select internal tab "APO" to add mandatory APO information.

APO Tab

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.

FM Tab

Number	Value

Basic Tab

- Actbl UIC *
- UIC
- UIC Name *
- Force Managed
- Force Element *
- Status *
- Asset Id Assignment *
- APSR ID
- Primary DoDAAC *
- Agency Cd *
- Major Cmd Cd *
- Activity Cd *
- Installation Cd
- Real Property Org Cd *
- Excess Interface *
- UIT Interface *
- Authn Mgt *
- Military Asset Reporting *
- Transfer via iRAPT
- Transfer via DAAS
- FAD
- Project Code
- RP Inst Cd
- TMO RIC
- Remarks
- History Remarks

APO Tab

- Actbl UIC
- UIC
- APO Office Id *
- APO Office Name *
- APO Name *
- Phone Nbr
- E-Mail Address

Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *

FM Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedure

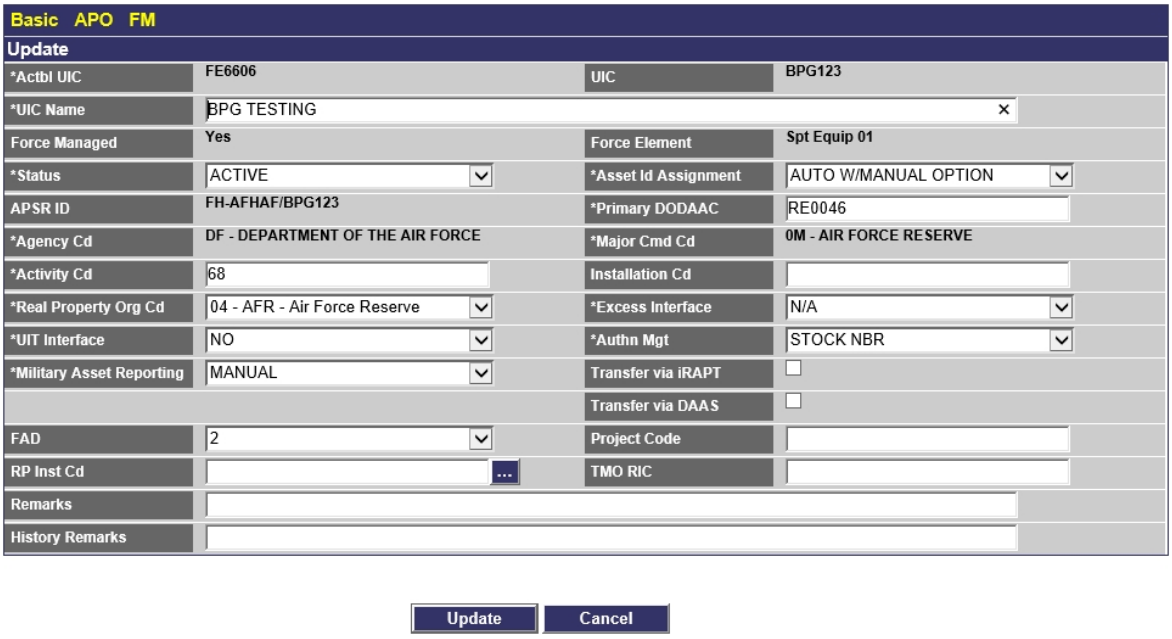
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a UIC

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Update hyperlink on the desired row. *The* ***Accountable UIC/UIC Update*** *page appears.*
2. Update the fields on the Basic tab.



A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. *Verify the Force Managed.*

E. *Verify the Force Element.*

F. Update the Status, using to select the desired status.

G. Update the Asset Id Assignment, using to select the desired identification.

H. *Verify the APSRID.*

I. Update the Primary DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

J. *Verify the AGENCY CD.*

K. *Verify the MAJOR CMD CD.*

L. Update the ACTIVITY CD, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

M. Update the Installation CD, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

N. Update the Real Property Org Cd, using to select the desired code.

O. Update the Excess Interface, using to select the desired choice.

P. Update the UIT Interface., using ☑ to select the desired choice.

Q. Update the Authn Mgt, using ☑ to select the desired stock type.

R. Update the Military Asset Reporting., using ☑ to select the desired type.

S. Verify the Transfer via IRAPT contains the appropriate ☑ or ☐. *This allows transfer transactions to be processed between DPAS and IRAPT.*

T. Verify the Transfer via DAAS contains the appropriate ☑ or ☐. *This allows transfer transactions to be processed between DPAS and DAAS.*

U. Update the FAD, using ☑ to select the desired designator.

V. Update the Project CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

W. Update the RP INST CD, using ... to browse for the revised code. *This is a 6 alphanumeric character field.*

X. Update the TMO RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

Y. Update the Remarks field, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*

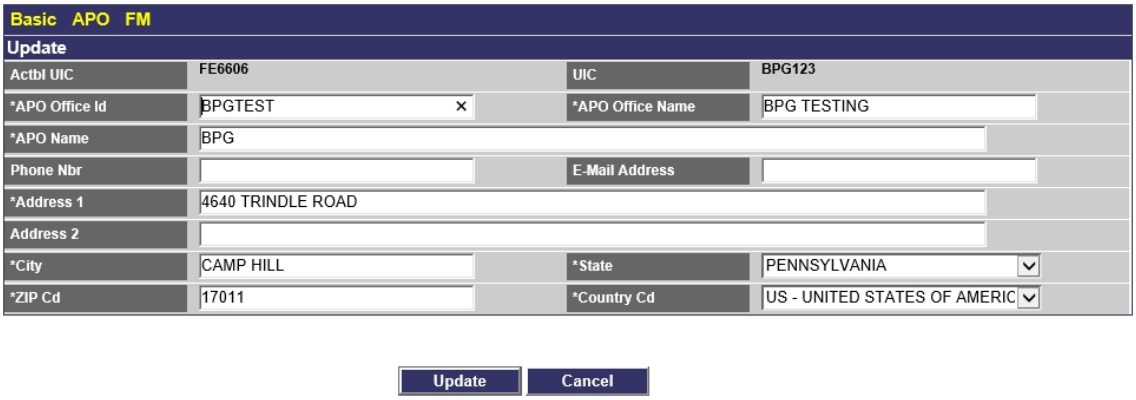
Z. Enter any History Remarks in the field provided. *This is a 1024 alpha-numeric character field.*

Select **Update**. *The **Accountable UIC/UIC Transaction Status** page appears.*

AA.

OR

Select the APO tab. Update the fields on the APO tab:



A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. Update the APO Office ID, entering the revised identifier in the field provided. *This is an 11 alphanumeric character field.*

D. Update the APO Office Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

E. Update the APO Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

F. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

G. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

H. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Address 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

J. Update the City, entering the revised place in the field provided. *This is a 22 alphanumeric character field.*

K. Update the State, using ⌄ to select the desired state.

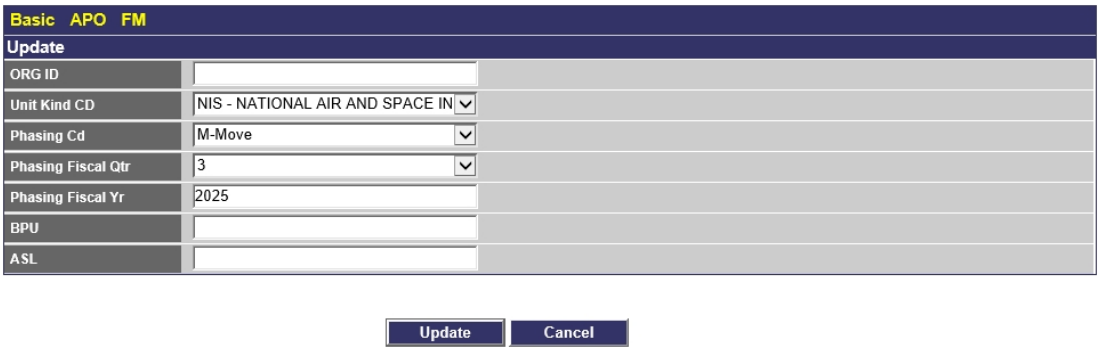
L. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

M. Update the Country Cd, using ⌄ to select the desired code.

N. Select Update. *The **Accountable UIC/UIC Transaction Status** page appears.*

OR

Select the FM tab. Update the fields on the FM tab:



a. Update the ORG ID, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

b. Update the Unit Kind CD, using ⌄ to select the desired code.

c. Update the Phasing Cd, using ⌄ to select the desired code.

d. Update the Phasing Fiscal Qtr, using ⌄ to select the desired quarter.

e. Update the Phasing Fiscal YR, entering the revised year in the field provided. *This is a 4 numeric character field.*

f. Update the BPU, entering the revised base in the field provided. *This is a 3 alphanumeric character field.*

g. Update the ASL, entering the revised location in the field provided. *This is a 3 alphanumeric character field.*

h. Select Update. *The **Accountable UIC/UIC Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Agency CD*.	
6 - Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.

74 - Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.
419 - DoDAAC entry must be 6 - pos alpha-numeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DoDAAC.
37 - Entry must = A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
275 - Invalid entry. First two positions must be alphanumeric.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-enter the field.
817 - Invalid Actbl UIC.	Invalid Entry. The Actbl UIC does not exist in the Actbl UIC table. Remove the invalid entry and re-enter the correct Actbl UIC.
8 - On hand balance or requisition action pending.	Invalid Deletion. The Accountable UIC cannot be deleted if there are any open Due Ins or Due Outs still associated to that UIC. Review the Accountable UIC record again, and remove any remaining associated information so the Accountable UIC can be deleted.
72 - CIP record(s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a CIP record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
73 - Real Property record (s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Real Property record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UIC can be deleted.
167 - Excess record(s) exist for UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Redistribution record still associated with the UIC. Review the UIC again,

	and remove any remaining associated information so the UIC can be deleted.

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- Search for an Accountable UIC/UIC — Results
- View the Accountable UIC/UIC Details
- Add an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status
- Export an Accountable UIC/UIC Report

View the Accountable UIC/UIC Details

Overview

The Accountable UIC/UIC Details page allows viewing the information regarding the ACTBL UIC/UIC.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Search > Search Results > UIC hyperlink > View Accountable UIC/UIC Details page

Page Fields

The following fields display on the **Accountable UIC/UIC Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Basic Tab

Actbl UIC *
UIC
UIC Name *
Force Managed
Force Element
Status *
Asset Id Assignment *
APSR ID
Primary DoDAAC *
Agency Cd *
Major Cmd Cd *
Activity Cd *
Installation Cd
Real Property Org Cd *
Excess Interface *
UIT Interface *
Authn Mgt *

Military Asset Reporting *
Transfer via iRAPT
Transfer via DAAS
FAD
Project Code
RP Inst Cd
TMO RIC
Remarks
History Remarks

APO Tab

Actbl UIC
UIC
APO Office Id *
APO Office Name *
APO Name *
Phone Nbr
E-Mail Address
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *

FM Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View an ACTBL UIC/UIC's Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
2. Select Search to begin the query. *The* ***Actbl UIC/UIC Search Results*** *page appears. Results display in the Search Results grid.*
3. Select the UIC hyperlink on the desired row. *The* ***Accountable UIC/UIC Details*** *page appears.*
4. Review the fields on the Basic tab:

Basic APO FM

Details

*Actbl UIC	FE6606	UIC	BPG123
*UIC Name	BPG TESTING		
Force Managed	Yes	Force Element	Spt Equip 01
*Status	ACTIVE	*Asset Id Assignment	AUTO W/MANUAL OPTION
APSR ID	FH-AFHAF/BPG123	*Primary DODAAC	RE0046
*Agency Cd	DF - DEPARTMENT OF THE AIR FORCE	*Major Cmd Cd	0M - AIR FORCE RESERVE
*Activity Cd	68	Installation Cd	
*Real Property Org Cd	04 - AFR - Air Force Reserve	*Excess Interface	N/A
*UIT Interface	NO	*Authn Mgt	STOCK NBR
*Military Asset Reporting	MANUAL	Transfer via iRAPT	☐
		Transfer via DAAS	☐
FAD	2	Project Code	
RP Inst Cd		TMO RIC	
Remarks			
History Remarks			

Cancel

A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. *Verify the UIC Name.*

D. *Verify the Force Managed.*

E. *Verify the Force Element.*

F. *Verify the Status.*

G. *Verify the ASSET ID Assignment.*

H. *Verify the APSR ID.*

I. *Verify the Primary DODAAC.*

J. *Verify the AGENCY CD.*

K. *Verify the MAJOR CMD CD.*

L. *Verify the Activity CD.*

M. *Verify the INSTALLATION CD.*

N. *Verify the Real Property ORG CD.*

O. *Verify the Excess Interface.*

P. *Verify the UIT Interface.*

Q. *Verify the AUTHN MGT.*

R. *Verify the Military Asset Reporting.*

S. *Verify the Transfer via IRAPT.*

T. *Verify the Transfer via DAAS.*

U. *Verify the FAD.*

V. *Verify the Project Code.*

W. *Verify the RP INST CD.*

X. *Verify the TMO RIC.*

Y. *Verify the Remarks.*

Z. *Verify the History Remarks.*

5. Review the fields on the APO tab:

Basic APO FM

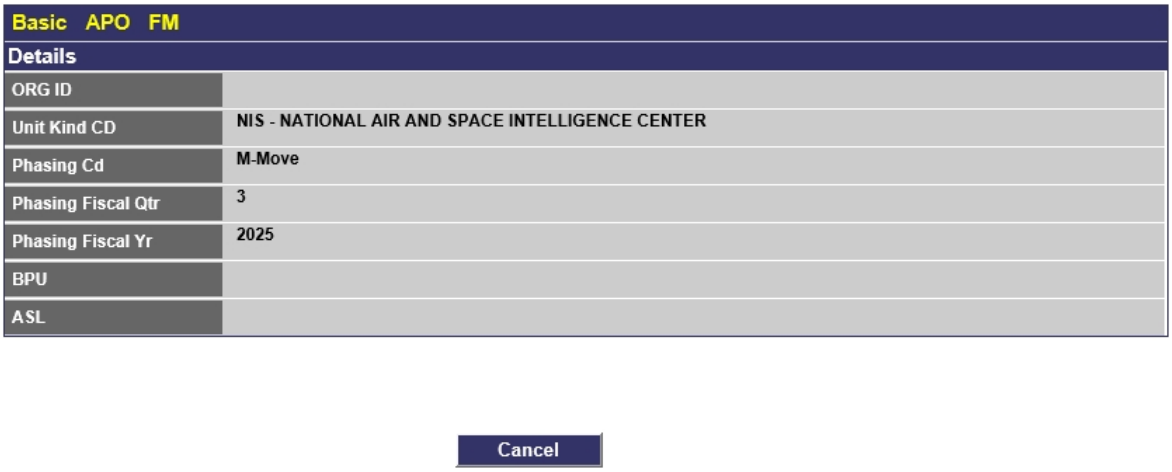
Details

Actbl UIC	FE6606	UIC	BPG123
*APO Office Id	BPGTEST	*APO Office Name	BPG TESTING
*APO Name	BPG		
Phone Nbr		E-Mail Address	
*Address 1	4640 TRINDLE ROAD		
Address 2			
*City	CAMP HILL	*State	PENNSYLVANIA
*ZIP Cd	17011	*Country Cd	US - UNITED STATES OF AMERICA

Cancel

A. *Verify the ACTBL UIC.*
B. *Verify the UIC.*
C. *Verify the APO Office ID.*
D. *Verify the APO Office Name.*
E. *Verify the APO Name.*
F. *Verify the PHONE NBR.*
G. *Verify the E-MAIL Address.*
H. *Verify the Address 1.*
I. *Verify the Address 2.*
J. *Verify the City.*
K. *Verify the State.*
L. *Verify the ZIP CD.*
M. *Verify the COUNTRY CD.*

6. Review the fields on the FM tab:



A. *Verify the ORG ID.*
B. *Verify the Unit Kind CD.*
C. *Verify the Phasing CD.*
D. *Verify the Phasing Fiscal QTR.*
E. *Verify the Phasing Fiscal YR.*
F. *Verify the BPU.*
G. *Verify the ASL.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- Search for an Accountable UIC/UIC — Results
- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status
- Export an Accountable UIC/UIC Report

View the Accountable UIC/UIC Transaction Status

Overview

The Accountable UIC/UIC Transaction Status page displays a verification of the transaction just completed.

Attention

When the transaction is confirmed as successful, Contact the DPAS Call Center to activate the new ACTBL UIC/UIC.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Accountable UIC/UIC Transaction Status page

Page Fields

The following fields display on the **Accountable UIC/UIC Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		Actbl UIC	N00024
		UIC	ABC123

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export an Accountable UIC/UIC Report** page appears.*
- Select Search Criteria to return to the **Accountable UIC/UIC Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- Search for an Accountable UIC/UIC — Results
- View the Accountable UIC/UIC Details
- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC
- Export an Accountable UIC/UIC Report

Export an Accountable UIC/UIC Report

Overview

The Accountable UIC/UIC Report Export page provides the ability to save the report in different formats.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Accountable UIC/UIC Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

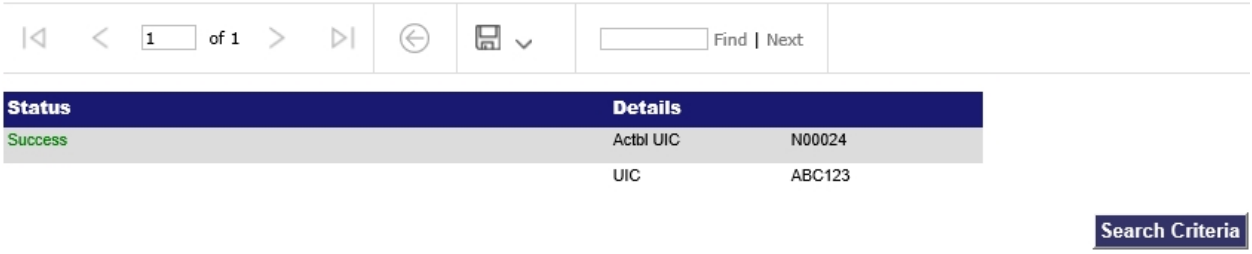
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Accountable UIC/UIC Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Accountable UIC/UIC Search Criteria** page.



Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for an Accountable UIC/UIC — Criteria
- Search for an Accountable UIC/UIC — Results
- View the Accountable UIC/UIC Details
- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC
- View the Accountable UIC/UIC Transaction Status

Search for a UIC DODAAC/CAGE — Criteria

Overview

The Property Web DPAS provides you a means to add/delete a Non-Primary DODAAC or CAGE Cd for a specific Unit Identification Code (UIC).
The UICDODAAC/CAGE Cd Search Criteria page allows you to search for or add a UIC DODAAC/CAGE Cd.

Navigation

Master Data > UICDODAAC/CAGE > Search Criteria

Page Fields

The following fields display on the UICDODAAC/CAGE Search Criteria page. For more information on each field, select the appropriate hyperlink.

UIC

Procedure

To search for a UIC DODAAC/CAGE:

1. Enter the UIC to find a single UIC DODAAC/CAGE Cd, or leave blank to find all.
2. Select Search to display the Search Results page or Reset to clear data.

Note
To search for a CAGE Cd and remain in the Web DPAS session, open another instance of Internet Explorer using https://www.dpn.gob/bincs/begin_search.asp

To add a UIC DODAAC/CAGE:

1. Enter the UIC.
2. Select Add to display the UIC DODAAC/CAGE Add page or Reset to clear data.

Note
To search for a CAGE Cd and remain in the Web DPAS session, open another instance of Internet Explorer using https://www.dpn.gob/bincs/begin_search.asp

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be 6 positions, A-Z and/or 0-9.	An unauthorized character was entered into the UIC field.
Access to UIC is unauthorized.	UIC does not exist or you do not have Security access to it.

Related Topics

- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Delete
- UIC DODAAC/CAGE Transaction Status
- UIC DODAAC/CAGE Report Export

PageID Ref: WFUTN2201_5

UICDODAAC/CAGE Search Results

Overview

The UIC DODAAC/CAGE CD Search Results page allows you to select a Unit Identification Code (UIC) to view details or you can delete a UIC DODAAC/CAGE CD. You can sort the Search Results by UIC or DODAAC/CAGE CD.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > UICDODAAC/CAGE > Search Criteria > Search Results

Page Fields

The following fields display on the UICDODAAC/CAGE Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

Search Results

Delete
UIC
DODAAC/CAGE Cd
Status
Address Type
Type Cd
Activity Name

Procedure

To view Details for a UIC DODAAC/CAGE:

1. In the search results select the UIC hyperlink to view the details of the corresponding UIC DODAAC/CAGE CD.
2. Select Cancel to return to previous page.

To select UIC DODAAC/CAGE for deletion:

1. In the search results select the Delete hyperlink to delete the corresponding UIC DODAAC/CAGE CD.
2. Select Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Either the search criteria you entered does not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Delete
- UIC DODAAC/CAGE Transaction Status
- UIC DODAAC/CAGE Report Export

PageID Ref: WFUTN2202_6

UICDODAAC/CAGE Add

Overview

The UIC DODAAC/CAGE Add page allows you to add a Non-Primary DODAAC or CAGE CD for a specific Unit Identification Code (UIC).

Navigation

Master Data > UICDODAAC/CAGE > Search Criteria > Add page

Page Fields

The following fields display on the UICDODAAC/CAGE Add page. For more information on each field, select the appropriate hyperlink.

Actbl UIC
UIC
*DODAAC/CAGE Cd
*Transfer Via WAWF

* denotes a mandatory field

*Type

Procedure

To add a UIC DODAAC/CAGE:

1. Enter the Non-Primary DODAAC or CAGE CD.
2. Select the corresponding type from the Type drop-down list.
3. Select Add to add the UIC DODAAC/CAGE or Cancel to return to the previous page.

Note

Check with your Agency Coordinator before turning "Transfer via WAWF" on.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory entry -	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS

DODAAC/CAGE.	must = alphanumeric except I and O. NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When pos 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
DODAAC entry must be 6-POS alphanumeric except for alpha "I" or "O": DODAAC/CAGE.	Enter the six position alphanumeric DODAAC or CAGE Code with exceptions of alpha “I” or “O”.

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Delete
- UIC DODAAC/CAGE Transaction Status
- UIC DODAAC/CAGE Report Export

PageID Ref: WFUTN2203_1

UICDODAAC/CAGE Details

Overview

The UIC DODAAC/CAGE Details page allows you to view details of a Non-Primary DODAAC or CAGE Cd for a specific Unit Identification Code (UIC).

Navigation

Master Data > UICDODAAC/CAGE > Search Criteria > Search Results > Details page

Page Fields

The following fields display on the UICDODAAC/CAGE Details page. For more information on each field, select the appropriate hyperlink.

DODAAC/CAGE
Actbl UIC
UIC
Type
Transfer Via WAWF
Address 1
Address 2
City
State
ZIP Cd
Eff Dt

Procedure

To view Details for a UIC DODAAC/CAGE Cd:

1. Details are view only. Review the details of the UIC DODAAC/CAGE Cd.
2. Select Cancel to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Delete
- UIC DODAAC/CAGE Transaction Status
- UIC DODAAC/CAGE Report Export

PageID Ref: WFUTN2204_8

UIC DODAAC/CAGE Delete

Overview

The UIC DODAAC/CAGE Delete page allows you to delete a Non-Primary DODAAC or CAGE Cd for a specific Unit Identification Code (UIC).

Navigation

Master Data > UIC DODAAC/CAGE > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the UIC DODAAC/CAGE Delete page. For more information on each field, select the appropriate hyperlink.

Actbl UIC
UIC
*DODAAC/CAGE Cd
*Transfer Via WAWF

* denotes a mandatory field

*Type

Procedure

To delete a UIC DODAAC/CAGE:

1. Review the UIC DODAAC/CAGE Cd information to confirm this is the UIC DODAAC/CAGE Cd you wish to delete.
2. Select Delete to delete the UIC DODAAC/CAGE or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Transaction Status
- UIC DODAAC/CAGE Report Export

PageID Ref: WFUTN2203_4

UIC DODAAC/CAGE Transaction Status

Overview

The UICDODAAC/CAGE Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > UIC DODAAC/CAGE > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the UIC DODAAC/CAGE Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select 

to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Delete

- UIC DODAAC/CAGE Report Export

UIC DODAAC/CAGE Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > UIC DODAAC/CAGE > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UIC DODAAC/CAGE Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **UIC DODAAC/CAGE Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- UIC DODAAC/CAGE Search Criteria
- UIC DODAAC/CAGE Search Results
- UIC DODAAC/CAGE Details
- UIC DODAAC/CAGE Add
- UIC DODAAC/CAGE Delete
- UIC DODAAC/CAGE Transaction Status

PageID Ref: WFUTN0203_11

Address Search Criteria

Overview

Addresses are used to define location addresses and Points of Contact (POC) for later use in DPAS. The following list represents your options to provide an Address Type to help identify the address:

- **AO – Accountable Property Officer**
- **DE – Destination**
- **FO – Financial Officer**
- **RE – Reporting**
- **01 – DODAACTAC (1) used for MAIL**
- **02 – DODAAC TAC (2) used for FREIGHT**
- **03 – DODAAC TAC (3) used for BILLING**
- **CW – CIP Project POC**
- **LC – Loan – CAGE**
- **LD – Loan – DODAAC**
- **LE – Lease**
- **TD – Disposition – Transfer**
- **DN – Destination Other**
- **All**

The search criteria page allows you to locate the addresses already created or to add a new address.

Navigation

Master Data > Address > Search Criteria

Page Fields

The following fields display on the Address Search Criteria page. For more information on each field, select the appropriate hyperlink.

UIC
Address Type

Procedure

To search for existing addresses:

1. The UIC is displayed or you can use the drop-down list to make a selection.
2. If you know the address type, make a selection from the drop-down list or use the "All" option to return all addresses.
3. Select Search to go to the Search Results page or Reset to clear the page.

To begin to add a new address:

1. You can accept the UIC displayed or use the drop-down list to make a selection.
2. Select the type of address you would like to create from the drop-down list. The Address Type helps you define and group addresses you add to Web DPAS.
3. Choose Add to create a new address or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Address Type on 'Add'.	You must choose an Address Type prior to selecting Add.

Related Topics

- Address Search Results
- Address Add
- Address Update
- Address Delete
- Address Transaction Status
- Address Report Export

PageID Ref: WPUTN1301_5

Address Search Results

Overview

The search results page provides you with the option to select an address for Update or Delete.

Helpful Tip

 There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Address > Search Criteria > Search Results

Page Fields

The following fields display on the Address Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

Search Results

Update
Delete
UIC
Address Type
POC
Activity Name
CAGE Cd
DUNS
DoDAAC
Holding POC
Holding DODAAC

Address Type

Procedure

To update an existing address:

Helpful Tip


You may have several pages returned from your search criteria, there may be additional page numbers displayed at the bottom of the page.

1. Locate the row which contains the address you wish to update.
2. Select the Update hyperlink or Cancel to return to the Search Criteria page.

To delete an existing address:

Helpful Tip


You may have several pages returned from your search criteria, there may be additional page numbers displayed at the bottom of the page.

1. Locate the row which contains the address you wish to delete.
2. Select the Delete hyperlink or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Address Search Criteria
- Address Add
- Address Update
- Address Delete
- Address Transaction Status
- Address Report Export

PageID Ref: WPUTN1302_6

Address Add

Overview

This page allows you to create an address directory that you may use on a frequent basis. Completing the information on the page eliminates the need to type repetitive data for a person or action such as disposition/transfer to a **Defense Reutilization and Marketing Office** (DRMO).

Navigation

Master Data > Address > Search Criteria > Add page

Page Fields

The following fields display on the Address Add page. For more information on each field, select the appropriate hyperlink.

*UIC
CAGE Cd
DUNS
DoDAAC
*Activity Name
*Address 1
Address 2
*City
*State Cd
*ZIP Cd
*Country Cd

* denotes a mandatory field

*Address Type
POC
DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC
Transfer via WAWF

Procedure

To add a new address:

Note

Verify the UIC and Address Type displayed is correct.

1. Enter all mandatory fields and fields required by your agency. The information you enter on this page provides basic contact data. DPAS displays error messages to help you with the proper format if incorrect information is entered.
2. Select Add to go to the Add page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry Activity Name.	You must enter an Activity Name prior to selecting Add.
Mandatory Entry Address 1.	You must enter an Address 1 prior to selecting Add.
Mandatory Entry City.	You must enter a City prior to selecting Add.
Mandatory Entry State Cd.	You must Select a State Code prior to selecting Add.
Mandatory Entry Zip.	You must enter a Zip Code prior to selecting Add.
Mandatory Entry Country Cd.	You must select a Country Code prior to selecting Add.
Invalid entry - *Activity Name.	Activity Name must be alphanumeric.
Invalid entry - *Address 1.	Address 1 must be alphanumeric.
Invalid entry - Address 2.	Address 2 must be alphanumeric.
Invalid entry - *City.	City must be alphanumeric.
Invalid entry - *ZIP Cd.	ZIP Code must be alphanumeric.

E-Mail Address structure is incorrect.	E-mail Address must contain alphanumeric characters, an @ symbol and a period.
DODAAC or CAGE Cd is mandatory.	You must enter either a DODAAC or CAGE Code when adding one of the following address types: • AO-Accountability Officer • DE-Destination • FO-Financial Officer • 01-DODAAC TAC(1) used for MAIL • 02-DODAAC TAC(2) used for FREIGHT • 03-DODAAC TAC(3) used for BILLING • CW – CIP POC • LE-Lease • TD-Disposition – Transfer • DN-Destination Other
Mandatory Entry: CAGE Cd.	The CAGE Code field is mandatory if an Address Type of LC – Loan CAGE was selected.
Invalid CAGE/NCAGE Cd. Refer to Instruction Text.	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O. NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When pos 1 = alpha, but not alpha O, pos 5 must = 0-9.
Mandatory Entry: DODAAC.	The DODAAC field is mandatory if an Address Type of LD – Loan DODAAC was selected.
DODAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	The DODAAC field must be 6 alphanumeric characters except I and O.
If DUNS is entered, then CAGE Cd is mandatory.	If a DUNS number is entered, a CAGE Code is mandatory.
Mandatory Entry: Either CAGE Cd, DUNS, or DODAAC must be entered for Address Type RE.	When an Address Type of RE – Reporting is selected, a CAGE Code, DUNS Number or DODAAC is mandatory.

Related Topics

- Address Search Criteria
- Address Search Results
- Address Update
- Address Delete
- Address Transaction Status
- Address Report Export

Address Update

Overview

This page allows you to update the address and contact information.

Navigation

Master Data > Address > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Address Update page. For more information on each field, select the appropriate hyperlink.

*UIC
CAGE Cd
DUNS
DoDAAC
*Activity Name
*Address 1
Address 2
*City
*State Cd
*ZIP Cd
*Country Cd

* denotes a mandatory field

*Address Type
POC
DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC
Transfer via WAWF

Procedure

To update an address:

Note

Verify the UIC and Address Type displayed is correct.

1. Update the information as needed.
2. Select Update to go to the Update page or select Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry Activity Name.	You must enter an Activity Name prior to selecting Update.
Mandatory Entry Address 1.	You must enter an Address 1 prior to selecting Update.
Mandatory Entry City.	You must enter a City prior to selecting Update.
Mandatory Entry State Cd.	You must Select a State Code prior to selecting Update.
Mandatory Entry Zip.	You must enter a Zip Code prior to selecting Update.
Mandatory Entry Country Cd.	You must select a Country Code prior to selecting Update.
Invalid entry - *Activity Name.	Activity Name must be alphanumeric.
Invalid entry - *Address 1.	Address 1 must be alphanumeric.
Invalid entry - Address 2.	Address 2 must be alphanumeric.
Invalid entry - *City.	City must be alphanumeric.
Invalid entry - *ZIP Cd.	ZIP Code must be alphanumeric.
E-Mail Address structure is incorrect.	E-mail Address must contain alphanumeric characters, an @ symbol and a period.

DODAAC or CAGE CD is mandatory.	You must enter either a DODAAC or CAGE Code when adding one of the following address types: • AO-Accountability Officer • DE-Destination • FO-Financial Officer • 01-DODAAC TAC(1) used for MAIL • 02-DODAAC TAC(2) used for FREIGHT • 03-DODAAC TAC(3) used for BILLING • CW – CIP POC • LE-Lease • TD-Disposition – Transfer • DN-Destination Other
Mandatory Entry: CAGE CD.	The CAGE Code field is mandatory if an Address Type of LC – Loan CAGE was selected.
Invalid CAGE/NCAGE CD. Refer to Instruction Text.	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O. NCAGE CD must = 5 POS. When pos 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alphanumeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
Mandatory Entry: DODAAC.	The DODAAC field is mandatory if an Address Type of LD – Loan DODAAC was selected.
DODAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".	The DODAAC field must be 6 alphanumeric characters except I and O.
If DUNS is entered, then CAGE CD is mandatory.	If a DUNS number is entered, a CAGE Code is mandatory.
Mandatory Entry: Either CAGE CD, DUNS, or DODAAC must be entered for Address Type RE.	When an Address Type of RE – Reporting is selected, a CAGE Code, DUNS Number or DODAAC is mandatory.

Related Topics

- Address Search Criteria
- Address Search Results
- Address Add
- Address Delete
- Address Transaction Status
- Address Report Export

PageID Ref: WPUTN1303_9

Address Delete

Overview

This page allows you to delete address no longer being used.

Navigation

Master Data > Address > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Address Delete page. For more information on each field, select the appropriate hyperlink.

*UIC
CAGE Cd
DUNS
DoDAAC
*Activity Name
*Address 1
Address 2
*City
*State Cd
*ZIP Cd
*Country Cd

* denotes a mandatory field

*Address Type
POC
DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC
Transfer via WAWF

Procedure

To Delete an address:

Note

Verify the UIC and Address Type displayed is correct.

1. Select Delete to remove the record from Web DPAS.
2. Choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Address Search Criteria
- Address Search Results
- Address Add
- Address Update
- Address Transaction Status
- Address Report Export

PageID Ref: WPUTN1303_9

Address Transaction Status

Overview

The Address Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Address > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Address Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Address Search Criteria
- Address Search Results
- Address Add
- Address Update
- Address Delete
- Address Report Export

PageID Ref: WPUTN1303_11

Address Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Address > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Address Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Address Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Address Search Criteria
- Address Search Results
- Address Add
- Address Update
- Address Delete
- Address Transaction Status

PageID Ref: WFUTN0203_11

Appropriation Mass Update Request

Overview

The Mass Appropriation Update process changes the appropriation assigned to an asset (s). All personal property assets, ancillary costs, improvements, real property assets and/or Construction In Progress (CIP) Project records will be affected by the appropriation change.

When you change to a new appropriation, the new one must first be established. However, the following information can be different from the current appropriation:

- **Department Code**
- **Program Year**
- **Basic Symbol**
- **Subhead**
- **Program Project**
- **Type Fund Code**

When this change occurs, the Mass Update process will generate the accounting events to effect the change in all DPAS assets under the previous appropriation. Capital assets will remain Capital and Non-Capital assets will remain Non-Capital even when the "To" appropriation has a different Type Fund Code with different capital threshold levels.

Navigation

Master Data > Mass Updates > Update Page

Page Fields

The following fields display on the Appropriation Mass Updates page. For more information on each field, select the appropriate hyperlink.

* Fund Cd/ASN From
* Fund Cd/ASN To
* Update Type

* denotes a mandatory field

Procedure

To Process an Appropriation Mass Update:

Attention

 Selecting **Correction** from the **Update Type** drop-down list will produce plus and minus accounting transactions based on the Receipt Action type. Use this selection when correcting an error that was made previously.

1. Select the Fund Code From using the drop-down list that is currently assigned to the assets.
2. Choose the Fund Code To that the assets are to be assigned.
3. Select the Update Type from the options in the drop-down list.
4. To process the Mass Update, select Submit and the the transaction is scheduled and will be available after the daily batch process.
5. Select Reset to clear the page.

Helpful Tip

 If the submission was made in error, you will need to cancel the request prior to the Batch cycle processing. This is performed using the Batch Transaction Review process under the Master Data menu.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry	All fields on the page are mandatory.

Related Topics

- Appropriation Data Search Criteria
- Appropriation Data Search Results
- Appropriation Data Selected Rows
- Appropriation Data Add
- Appropriation Data Update
- Appropriation Data Delete
- Appropriation Data Transaction Status
- Appropriation Data Report Export

Agency Setting Update Search Criteria

Overview

The Agency Settings functionality is only available to those holding an Agency Coordinator role.

This process allows you to manage various system settings and data fields that will apply to users throughout your organization. You will be able to set limits on the amount of variance that is allowed in the cost field when performing catalog actions and determine the Document Number usage requirements for the entire agency. This process also allows you to set the text used in the "signature blocks" located at the end of your reconciliation reports.

On the page, you will select the settings or data fields to work with.

Navigation

Master Data > Agency Settings > Search Criteria

Page Fields

The following fields display on the Agency Setting Update Search Criteria page. For more information on each field, select the appropriate hyperlink.

Agency Name
Type Action

Procedure

To select one of the Type Action options:

1. Select a Type Action from the drop-down list. Your options are:
   - Agency Setting
   - General Signature Block
   - Sensitive Signature Block
   - Non-Planned Signature Block
   - Add - Signature Block

1. Select 

to begin the chosen action or 

to return to original settings..

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Agency Settings Update Search Results
- Agency Setting Update Add
- Agency Setting Update
- Agency Setting Update Signature Blocks
- Agency Setting Update Signature Blocks Preview

Agency Setting Update Search Results

Overview

DPAS allows you to update, delete, and preview existing Signature Blocks which are used when reports are generated.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Agency Settings > Search Criteria > Search Results

Page Fields

The following fields display on the Agency Setting Update Search Results page. For more information on each field, select the appropriate hyperlink.

Update

Delete

Signature Block Name

Default

Procedure

To modify an existing line of text:

1. Select the Edit hyperlink for the Signature Block to change.
2. To remove a Signature Block select the Delete hyperlink.
3. Select the Signature Block Name hyperlink for a preview of the Signature Block.
4. Select Cancel to return to the previous page..

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

No common errors have been identified for this topic.

Related Topics

- Agency Setting Update Search Criteria
- Agency Setting Update Add

- Agency Setting Update
- Agency Setting Update Signature Blocks Preview

Agency Setting Update Add Signature Blocks

Overview

The Agency Settings Signature Block Add is only available to those holding an Agency Coordinator role.

The signature block creation process is the same for all three options:

- General Signature Block
- Sensitive Signature Block
- Non-Planned Signature Block

You are provided forty eight (48) lines of free form text used to compose the message that will appear on the various reconciliation reports.

Navigation

Master Data > Agency Settings > Search Criteria > Add Signature Blocks

Page Fields

The following fields display on the Agency Setting Update Add Signature Blocks page. For more information on each field, select the appropriate hyperlink.

Inventory Plan Type

Signature Block Name

Procedure

To add a new Signature Block:

1. From the Inventory Plan Type drop-down list select they inventory type:
   - General
   - Sensitive
   - Non-Planned
2. Enter a meaningful name into the Signature Block Name for quick identification.
3. Select Add to create the Signature Block or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution

Text field cannot contain %.	Remove any percent signs (%) from text lines.

Related Topics

- Agency Setting Update Search Criteria
- Agency Settings Update Search Results
- Agency Setting Update
- Agency Setting Update Signature Blocks Preview

PageID Ref: WFUTN09_05

Agency Setting Update

Overview

The Agency Settings functionality is only available to those holding an Agency Coordinator role.

This process allows you to modify the system settings concerning Document Number usage requirements. In addition, this page allows you to modify data fields controlling the upper and lower limits on the amount of variance that is allowed in the acquisition cost field when receiving assets.

Navigation

Master Data > Agency Settings > Search Criteria > Update page

Page Fields

The following fields display on the Agency Setting Update Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Doc Nbr Reqd
*Cost Variance Min %
*Cost Variance Max %

* denotes a mandatory field

Procedure

To modify the Document Number Required agency setting:

1. Toggle the drop-down list to your required setting; Yes or No.
2. Select Update to apply changes.

To modify the Cost Variance Minimum percentage setting:

1. Enter a numeric value between zero (0) and one thousand (1000).
2. Select Update to apply changes.

To modify the Cost Variance Maximum percentage setting:

1. Enter a numeric value between zero (0) and one thousand (1000).
2. Select Update to apply changes.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Cost Variance Minimum is outside valid range of 0-1000.	Modify the Cost Variance Minimum to fall between 0-1000.
Cost Variance Maximum is outside valid range of 0-1000.	Modify the Cost Variance Maximum to fall between 0-1000.

Related Topics

- Agency Setting Update Search Criteria
- Agency Settings Update Search Results
- Agency Setting Update Add
- Agency Setting Update Signature Blocks
- Agency Setting Update Signature Blocks Preview

PageID Ref: WFUTN0902_9

Agency Setting Update Signature Blocks

Overview

The Agency Settings Signature Block update is only available to those holding an Agency Coordinator role.

The signature block modification process is the same for all three options:

- General Signature Block
- Sensitive Signature Block
- Non-Planned Signature Block

You are provided forty eight (48) lines of free form text used to compose the message that will appear on the various reconciliation reports.

Once the signature block has been open to edit the Agency Coordinator may also change the signature block name.

Navigation

Master Data > Agency Settings > Search Criteria > Signature Blocks

Page Fields

The following fields display on the Agency Setting Update Signature Blocks page. For more information on each field, select the appropriate hyperlink.

Signature Block Name

Order

Text

Procedure

To add a new line of text:

1. 1. Select the Edit hyperlink on the blank line where you wish to enter new text.

Note



If you select a line that already contains data, you will be placed in edit mode to perform modification of the existing line of text.

2. Signature Block Name is a optional free form entry field allow up to 64 alpha-numeric characters with supported special characters $, -, /, #, &, comma, period, and space.

3. The page focus will move to the control area at the top of the page. The Order drop-down list will be positioned to the line number you selected. The Text field will be blank.
4. Enter your message data in the Text field.
5. Select the Save to save your line of text.
6. Use the Preview to see how your line of text will appear with the existing lines when printed.
7. Once you are satisfied with the appearance of the text select Update.

To modify an existing line of text:

1. Select the Edit hyperlink on the line of text you need to change.
2. The page focus will move to the control area at the top of the page. The Order drop-down list will be positioned to the line number you selected. The Text field will be filled with the current text.
3. Make your modifications to the text.
4. Select the Save to save your changes.
5. Use the Preview to see how your line of text will appear with the existing lines when printed.
6. Once you are satisfied with the appearance of the text select Update.

To blank out a line of text:

1. Select the Edit hyperlink on the line of text you need to change.
2. The page focus will move to the control area at the top of the page. The Order drop-down list will be positioned to the line number you selected. The Text field will be filled with the current text.
3. Remove all characters in the Text field.
4. Select the Save to save your changes.
5. Use the Preview to see how your line of text will appear with the existing lines when printed.
6. Once you are satisfied with the appearance of the text select Update.

To move a line of text:

1. Select the Edit hyperlink on the line of text you want to move.

2. The page focus will move to the control area at the top of the page. The Order drop-down list will be positioned to the line number you selected. The Text field will be filled with the current text.
3. Using the Order drop-down list, select the destination line number.

Note

If you are inserting the line of text between two existing lines, select the destination line number where you wish the line to be inserted. All lines below the insertion point will be moved down in sequence.

4. Select the Save to save your changes.
5. Use the Preview to see how your line of text will appear with the existing lines when printed.
6. Once you are satisfied with the appearance of the text select Update.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Text field cannot contain %.	Remove any percent signs (%) from text lines.

Related Topics

- Agency Setting Update Search Criteria
- Agency Settings Update Search Results
- Agency Setting Update Add
- Agency Setting Update
- Agency Setting Update Signature Blocks Preview

PageID Ref: WFUTN0903_99

Agency Setting Update Signature Blocks Preview

Overview

The Agency Settings Signature Block update is only available to those holding an Agency Coordinator role.

The signature block preview is the same for all three options:

- General Signature Block
- Sensitive Signature Block
- Non-Planned Signature Block

Navigation

Master Data > Agency Settings > Search Criteria > Signature Blocks > Preview page

Page Fields

No fields are displayed on the Agency Setting signature block preview page.

Procedure

To return to the Signature Block Update page:

1. Preview the text to validate the correct information appears.
2. Select Cancel to return to the signature block update process.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Agency Setting Update Search Criteria
- Agency Settings Update Search Results
- Agency Setting Update Add
- Agency Setting Update
- Agency Setting Update Signature Blocks

PageID Ref: WFUTN0904_99

Asset Identifier Prefix Assignment Search Criteria

Overview

ASSET IDS, formally known as bar codes, are used as a unique asset identifier in Web DPAS. It is a mandatory field and can be used for conducting inventories. ASSET ID Prefixes can be used to assist in automatically assigning ASSET IDS.

ASSET ID Prefixes start with an alphanumeric sequence + a sequential number. They must be created if automated ASSET IDS are to be assigned.

Note

ASSET IDS are assigned at the UIC level and must be unique across all other Site Ids in Web DPAS.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Search Criteria page. For more information on each field, select the appropriate hyperlink.

*UIC
Asset Id Prefix

* denotes a mandatory field

Procedure

To search for existing ASSET ID Prefixes:

1. Select the UIC you want to search for existing ASSET ID's from the drop-down list.

Helpful Tip

Using the ASSET ID field you can use a wild card the percentage (%). For example, when searching for a ASSET ID $1234, 1234% or %1234% to narrow your search.

2. To begin select Search to go to the Search Results page or Reset to clear the page.

To begin to add a new ASSET ID Prefix:

1. Select the UIC you want to populate the ASSET ID field from the drop-down list.
2. Select Add to continue the process or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Field - UIC.	A UIC must be selected prior to choosing Search.
Invalid Character used for ASSET ID.	Only alphanumeric characters are allowed in the ASSET ID Prefix field.
No record(s) match search criteria or you do not have the appropriate security access.	No ASSET ID Prefixes match the search criteria entered.

Related Topics

- Asset Identifier Prefix Assignment Search Results
- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Update
- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Transaction Status
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1001Search_5

Asset Identifier Prefix Assignment Search Results

Overview

This page allows you to view the ASSET ID Prefix, Length, Description and Last Sequence Number. Additionally, you can begin the process of adding, updating or deleting an ASSET ID Prefix.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Search Results

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

Search Results

Update
Delete
Asset Id Prefix
Length
Prefix Desc
Last Seq Nbr

Asset Id Prefix

Procedure

To begin to add a new ASSET ID Prefix:

1. Verify the UIC.
2. Select Add to go to the Asset Id Prefix Add page or Cancel to return to the Search Criteria page.

To update an existing ASSET ID Prefixes:

1. Verify the row with the ASSET ID Prefix to be updated.
2. Select the Update hyperlink or Cancel to return to the Search Criteria page.

To delete an existing ASSET ID Prefixes:

1. Verify the row with the ASSET ID Prefix to be deleted.
2. Select the Delete hyperlink or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Update
- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Transaction Status
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1002SrchRslt_6

Asset Identifier Prefix Assignment Add

Overview

This page allows you to create new ASSET ID Prefixes. ASSET ID Prefixes start with an alphanumeric sequence (ASSET ID prefix) + a sequential number. ASSET ID Prefixes must be unique across all of Web DPAS. The maximum length is 12 characters.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Add page

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Add page. For more information on each field, select the appropriate hyperlink.

*UIC
*Length
*Last Seq NBR

* denotes a mandatory field

*Asset Id Prefix
*Prefix Desc

Procedure

To add a new Asset id Prefix:

Helpful Tip

- All the fields on the page are Mandatory.
- ASSET ID Prefix cannot begin with the letters BULK.
- ASSET ID Length cannot be greater than 12.

1. Select the UIC for the ASSET ID Prefix from the drop-down list.
2. Enter an ASSET ID Prefix.
3. Up to 12 characters enter the Length of the prefix plus the sequential number.
4. Describe your Prefix Description by entering the information in the text box.
5. Enter a Last Sequence Number.
6. Select Add to continue the process or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Field - UIC.	You must select a UIC from the drop-down list prior to selecting Add.
Mandatory Field - ASSET ID Prefix.	You enter an ASSET ID Prefix prior to selecting Add.
Mandatory Field - Length.	You must enter a Length prior to selecting Add.
Mandatory Field - Prefix DESC.	You must enter a Prefix Description prior to selecting Add.
Mandatory Field - LAST SEQ NBR.	You must enter a Last Sequence Number prior to selecting Add.
Invalid Character used for ASSET ID Prefix Description.	The ASSET ID Prefix may only contain alphanumeric characters.
ASSET ID Length must be < or = 12.	The ASSET ID Length must be less than or equal to 12.
ASSET ID Prefix cannot start with Bulk.	The first four characters of the ASSET ID Prefix cannot be BULK.
LAST SEQ NBR. Number must be less than 1,000,000,000.	The Last Sequence Number cannot be greater than 1,000,000,000.
Invalid Character used for LAST SEQ NBR.	The Last Sequence Number may not contain an alpha character. Only numbers are allowed.
Length must be a number.	The Length field can only contain numbers.
Length must be > or = total of characters in Prefix and LAST SEQ NBR.	The Length field must be greater than or equal to sum of the number of characters in the ASSET ID Prefix + the number of characters in the Last Sequence Number.

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Search Results
- Asset Identifier Prefix Assignment Update

- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Transaction Status
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1003Work_1

Asset Identifier Prefix Assignment Update

Overview

This page allows you to update an existing ASSET ID Prefixes. ASSET ID Prefixes must be unique across all of Web DPAS.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Update page. For more information on each field, select the appropriate hyperlink.

*UIC
*Length
*Last Seq Nbr

* denotes a mandatory field

*Asset Id Prefix
*Prefix Desc

Procedure

To update an ASSET ID Prefix:

1. Select the UIC for update from the drop-down list if desired. All fields on the page are available for Update. Enter the information you want to modify.
2. Select Update to go to the Asset Id Prefix Update page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Field - UIC.	You must select a UIC from the drop-down list prior to selecting Update.
Mandatory Field - Length.	You must enter a Length prior to selecting

	Update.
Mandatory Field - Prefix DESC.	You must enter a Prefix Description prior to selecting Update.
Mandatory Field - LAST SEQ NBR.	You must enter a Last Sequence Number prior to selecting Update.
Invalid Character used for ASSET ID Prefix Description.	The ASSET ID Prefix may only contain alphanumeric characters.
ASSET ID Length must be < or = 12.	The ASSET ID Length must be less than or equal to 12.
ASSET ID Prefix cannot start with Bulk.	The first four characters of the ASSET ID Prefix cannot be BULK.
LAST SEQ NBR. Number must be less than 1,000,000,000.	The Last Sequence Number cannot be greater than 1,000,000,000.
Invalid Character used for LAST SEQ NBR.	The Last Sequence Number may not contain an alpha character. Only numbers are allowed.
Length must be a number.	The Length field can only contain numbers.
Length must be > or = total of characters in Prefix and LAST SEQ NBR.	The Length field must be greater than or equal to sum of the number of characters in the ASSET ID Prefix + the number of characters in the Last Sequence Number.

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Search Results
- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Transaction Status
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1003Work_9

Asset Identifier Prefix Assignment Delete

Overview

This page allows you to delete an existing ASSET ID Prefix.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Update page. For more information on each field, select the appropriate hyperlink.

*UIC
*Length
*Last Seq Nbr

* denotes a mandatory field

*Asset Id Prefix
*Prefix Desc

Procedure

To delete an ASSET ID Prefix:

1. Verify the ASSET ID Prefix displayed is to be deleted.
2. Select 

to go to the Asset Id Prefix Delete page or 

to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Search Results
- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Update

- Asset Identifier Prefix Assignment Transaction Status
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1003Work_4

Asset Identifier Prefix Assignment Transaction Status

Overview

The Asset Identifier Prefix Assignment Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Asset Identifier Prefix Assignment Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Search Results

- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Update
- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Report Export

PageID Ref: WFUTN1003Work_11

Asset Identifier Prefix Assignment Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Identifier Prefix Assignment Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Asset Identifier Prefix Assignment Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Asset Identifier Prefix Assignment Search Criteria
- Asset Identifier Prefix Assignment Search Results
- Asset Identifier Prefix Assignment Add
- Asset Identifier Prefix Assignment Update
- Asset Identifier Prefix Assignment Delete
- Asset Identifier Prefix Assignment Transaction Status

PageID Ref: WFUTN1003Work_11

System ID Search Criteria

Overview

Web DPAS provides a means for you to add, update or delete System Identification. The System Identification is used to tie together end items and/or components as a single system.

The System Identification Search Criteria page allows you to search for a System Identification number.

Navigation

Master Data > System ID > Search Criteria

Page Fields

The following fields display on the System ID Search Criteria page. For more information on each field, select the appropriate hyperlink.

*UIC
Sys Id

* denotes a mandatory field

Procedure

To search for a System Identification:

1. Choose an UIC from the drop-down list.
2. Enter the SYS ID to find a single system identification, or leave blank to find all system identifications.
3. Select the Search to view the Search Results page or the Reset to clear data.

To add a System Identification:

1. Choose an UIC from the drop-down list.
2. Enter the SYS ID.
3. Select the Add to view the System Identification Add page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left

of the page for additional assistance.

Error	Solution
Mandatory Entry.	Select a UIC.

Related Topics

- System Id Search Results
- System Id Add
- System Id Update
- System Id Delete
- System Id Transaction Status
- System Id Report Export

PageID Ref: WFUTN1201_5

System ID Search Results

Overview

The System Identification Search Results page allows you to select a System Identification to update or delete.

Helpful Tip

 There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > System ID > Search Criteria > Search Results

Page Fields

The following fields display on the System ID Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC

Search Results

Update
Delete
Sys Id
Desc
Status

Sys Id

Procedure

To add a System Identification:

1. Choose an UIC from the drop-down list.
2. Enter the SYS ID.
3. Select 

to view the System Identification Add page.
4. Select 

return to previous page.

To select a System Identification for update:

1. In the search results select the **Update** hyperlink to update the corresponding System Identification.
2. Select Cancel return to previous page.

To select a System Identification for deletion:

1. In the search results select the **Delete** hyperlink to delete the corresponding System Identification.
2. Select Cancel return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Either the search criteria you entered does not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- System Id Search Criteria
- System Id Add
- System Id Update
- System Id Delete
- System Id Transaction Status
- System Id Report Export

PageID Ref: WFUTN1202_6

System ID Add

Overview

The System Identification Add page allows you to add a System Identification to tie end items and/or components together as a system.

Navigation

Master Data > System ID > Search Criteria > Add page

Page Fields

The following fields display on the System IDAdd page. For more information on each field, select the appropriate hyperlink.

*UIC
*Status
*Desc
History Remarks

* denotes a mandatory field

*Sys Id

Procedure

To add a System Identification:

1. Enter the System Identification information. The mandatory fields must be entered. The optional fields will need to be entered if required by your agency.
2. Select Add to add the System Identification or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
SYS ID is Mandatory.	Valid special characters for SYS ID are -, /, #, &, comma, and space.
DESC is Mandatory.	"DESC" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.

Related Topics

- System Id Search Criteria
- System Id Search Results
- System Id Update
- System Id Delete
- System Id Transaction Status
- System Id Report Export

PageID Ref: WFUTN1203_1

System ID Update

Overview

The System Identification Update page allows you to update a System Identification that is tying end items and/or components together as a system.

Navigation

Master Data > System ID > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the System IDUpdate page. For more information on each field, select the appropriate hyperlink.

*UIC
*Status
*Desc
History Remarks

* denotes a mandatory field

*Sys Id

Procedure

To update System Identification:

1. 1. Enter the System Identification information. The mandatory fields must be entered. The optional fields will need to be entered if required by your agency.
2. 2. Select Update to update the System Identification or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
SYS ID is Mandatory.	Valid special characters for SYS ID are -, /, #, &, comma, and space.
DESC is Mandatory.	"DESC" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.

Related Topics

- System Id Search Criteria
- System Id Search Results
- System Id Add
- System Id Delete
- System Id Transaction Status
- System Id Report Export

PageID Ref: WFUTN1203_9

System ID Delete

Overview

The System Identification Delete page allows you to delete a System Identification that is no longer being used to tie end items and/or components together as a system.

Navigation

Master Data > System ID > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the System ID Delete page. For more information on each field, select the appropriate hyperlink.

*UIC
*Status
*Desc
History Remarks

* denotes a mandatory field

*Sys Id

Procedure

To delete System Identification:

1. Review the System Identification information to confirm this is the contract you wish to delete.
2. Select Delete to delete the System Identification or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
If SYS ID is on a Asset record, SYS ID cannot be deleted.	No further instruction.

Related Topics

- System Id Search Criteria
- System Id Search Results
- System Id Add

- System Id Update
- System Id Transaction Status
- System Id Report Export

PageID Ref: WFUTN1203_4

System Id Transaction Status

Overview

The System Id Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > System Id > Search Criteria > Add page > Transaction Status page
‡ Additional navigation methods possible.

Page Fields

The following fields display on the System Id Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- System Id Search Criteria
- System Id Search Results
- System Id Add
- System Id Update

- System Id Delete
- System Id Report Export

PageID Ref: WFUTN1203_11

System ID Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > System ID > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the System ID Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **System Id Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- System Id Search Criteria
- System Id Search Results
- System Id Add
- System Id Update
- System Id Delete
- System Id Transaction Status

PageID Ref: WFUTN1203_11

Maintenance Management Assignment Search Criteria

Overview

The purpose of this process is to provide you with the capability to add, update or delete an association between a UIC/MAINTENANCE GROUP ID and an Interface System Code/INTERFACE SITE ID or a Maintenance Activity.

This association controls what assets are associated with which maintenance activity/external maintenance application via the Interface System Code/INTERFACE SITE ID.

If you have access to more than one SITE ID, you must be logged on to the Site you want to perform the maintenance assignments.

To use the Maintenance Management Assignment, once created, you must ensure the Stock Numbers have been assigned the correct MAINTENANCE GROUP ID.

Note

An individual with the Cataloger role must set the MAINTENANCE GROUP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria

Page Fields

The following fields display on the Maintenance Management Assignment Search Criteria page. For more information on each field, select the appropriate hyperlink.

UIC
*Maint Grp Id
External Maint Sys

Procedures

To search for a maintenance management assignment:

1. Use the available drop-down lists to select data to narrow your search. The options in these drop-down lists will vary.
2. Select Search to view the Search Results page or Reset to clear the page.

To add a maintenance management assignment:

1. Use the available drop-down lists to select data for you new maintenance management assignment. The options in these drop-down lists will vary.
2. Select Add to view the Add page or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.
Either Maintenance Activity OR EXTERNAL MAINT SYSTEM can be selected, not both.	You can only select either Maintenance Activity or EXTERNAL MAINTENANCE SYSTEM ID, not both at the same time.

Related Topics

- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Add
- Maintenance Management Assignment Update
- Maintenance Management Assignment Delete
- Maintenance Management Assignment Transaction Status
- Maintenance Management Assignment Report Export

PageID Ref: WPUTN3201_5

Maintenance Management Assignment Search Results

Overview

The Maintenance Management Assignment Search Results page displays those records that satisfy the search criteria entered. This page allows you to update and delete existing Maintenance Management Assignments.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search Results

Page Fields

The following fields display on the Maintenance Management Assignment Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

UIC
External Maint Sys Id

Search Results

Update
Delete
UIC
Maint Grp Id
External Maint Sys Id

Maint Grp Id

Procedures

To update a maintenance management assignment:

1. Locate the row that contains the maintenance management assignment you wish to update.

Helpful Tip



You may have several pages returned from your search criteria, to sort the rows select the UIC underlined column header. The information is sorted in ascending order, items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

2. Select the Update hyperlink to view the Update page or Cancel to return to the Search Criteria page.

To delete a maintenance management assignment:

1. Locate the row that contains the maintenance management assignment you wish to delete.

Helpful Tip



You may have several pages returned from your search criteria, to sort the rows select the UIC underlined column header. The information is sorted in ascending order, items starting with numbers first are moved to the top of the list, followed by items starting with letters. Select the column header again to sort your table in descending order. An underlined column header sort will affect ALL rows on every page of your results, not just those seen on the currently active page.

2. Select the Delete hyperlink to view the Delete page or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Delete Invalid. Work Orders exist for this UIC/MAINT ACTIVITY/ MAINT GRP ID.	You cannot delete a Maintenance Management Assignment when Work Orders exist Maintenance Activity/Group Identifier.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Add
- Maintenance Management Assignment Update
- Maintenance Management Assignment Delete

- Maintenance Management Assignment Transaction Status
- Maintenance Management Assignment Report Export

PageID Ref: WPUTN3202_6

Maintenance Management Assignment Add

Overview

The Maintenance Management Assignment Add page allows you to create new assignments for the selected UIC/Maintenance Group Id.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Add page

Page Fields

The following fields display on the Maintenance Management Assignment Add page. For more information on each field, select the appropriate hyperlink.

*UIC
*Maint Grp Id
External Maint Sys
External Maint Sys Id
History Remarks

* denotes a mandatory field

Procedure

To add a maintenance management assignment:

1. Select a UIC from the drop-down list that the assignment should be associated with.
2. Choose the MAINT GRP ID from the drop-down list.
3. The EXTERNAL MAINT SYS is checked by default, you must select an EXTERNAL MAINT SYS ID from the drop-down list.
4. Select Add to complete the process or Cancel to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry.	The UIC, MAINTENANCE GROUP ID and EXTERNAL MAINTENANCE SYSTEM ID fields are all man-

	datory.
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	History Remarks must be alphanumeric with the supported characters indicated and can be up to 1024 characters in length.
Record already exists for data entered.	You cannot create a duplicate record. The information you are attempting to add already exists.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Update
- Maintenance Management Assignment Delete
- Maintenance Management Assignment Transaction Status
- Maintenance Management Assignment Report Export

PageID Ref: WPUTN3203_1

Maintenance Management Assignment Delete

Overview

The Maintenance Management Assignment Delete page allows you to remove assignments from the selected UIC/MAINTENANCE GROUP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Maintenance Management Assignment Delete page. For more information on each field, select the appropriate hyperlink.

*UIC
*Maint Grp Id
External Maint Sys
External Maint Sys Id
History Remarks

* denotes a mandatory field

Procedure

To delete a maintenance management assignment:

1. Verify the UIC and MAINT GRP ID are correct.
2. It is recommended that you enter the reason for the deletion in the History Remarks field.
3. Select Delete to complete the process or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	History Remarks must be alphanumeric with the supported characters indicated and can be up to 1024 characters in length.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Add
- Maintenance Management Assignment Update
- Maintenance Management Assignment Transaction Status
- Maintenance Management Assignment Report Export

PageID Ref: WPUTN3203_4

Maintenance Management Assignment Update

Overview

The Maintenance Management Assignment Update page allows you to revise existing assignments for the selected UIC/Maintenance Group Id.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Maintenance Management Assignment Update page. For more information on each field, select the appropriate hyperlink.

*UIC
*Maint Grp Id
External Maint Sys
External Maint Sys Id
History Remarks

* denotes a mandatory field

Procedure

To update a maintenance management assignment:

1. Verify the UIC and MAINT GRP ID are correct.
2. Select a new EXTERNAL MAINT SYS ID from the drop-down list.
3. It is recommended that you enter the reason for the update in the History Remarks field.
4. Select Update to complete the process or Cancel to return to the Search Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry.	The EXTERNAL MAINTENANCE SYSTEM ID field is mandatory.

Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	History Remarks must be alphanumeric with the supported characters indicated and can be up to 1024 characters in length.
Open Work Orders exist, cannot change Maintenance Activity when Open Work Orders exist.	You cannot update the Maintenance Management Assignment when open Work Orders exist.
Record already exists for data entered.	You cannot create a duplicate record. The information you are attempting to add already exists.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Add
- Maintenance Management Assignment Delete
- Maintenance Management Assignment Transaction Status
- Maintenance Management Assignment Report Export

PageID Ref: WPUTN3203_9

Maintenance Management Assignment Transaction Status

Overview

The Maintenance Management Assignment Transaction Status page displays information concerning the transaction just completed.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Maintenance Management Assignment Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Location exists on Custodian Table, cannot delete.	The Location resides on a Custodian record.
Location exists on Asset Table, cannot delete.	The Location resides on an asset.
Transaction was not successful.	Contact the DPAS Call Center.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Add
- Maintenance Management Assignment Update

- Maintenance Management Assignment Delete
- Maintenance Management Assignment Report Export

Maintenance Management Assignment Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Add page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Maintenance Management Assignment Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Maintenance Management Assignment Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Maintenance Management Assignment Search Criteria
- Maintenance Management Assignment Search Results
- Maintenance Management Assignment Add
- Maintenance Management Assignment Update
- Maintenance Management Assignment Delete
- Maintenance Management Assignment Transaction Status

PageID Ref: WPUTN3203_11

Search for Asset Utilization — Criteria

Overview

The Property Accountability module Asset Utilization process provides the ability to track and document asset use. Tracking and documenting the use of assets is an important aspect of asset maintenance. It is a measure which triggers routine maintenance events within an associated Maintenance and Utilization Maintenance Activity. Asset use may also affect the value of the asset and create financial transactions.

Navigation

MAINT/UTIL > Asset Utilization > Asset Utilization Search Criteria page

Page Fields

The following fields display on the **Asset Utilization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
92	Date format must be MM/DD/YYYY.
356	When available, select Record UTIL button to create a new record.
376	When available, select Search button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Record Util - Single
Record Util - Multiple
Update/Delete Util

Record UTIL - Single or Update/Delete UTIL

Rptd Dt *

Asset Id

Record UTIL - Multiple

Rptd From Dt *

Rptd To Dt *

Stock Nbr
LIN/TAMCN
Type Dsg Name
Dispatch Cd
Util Rptd

* Asterisk identifies mandatory fields.

Procedures

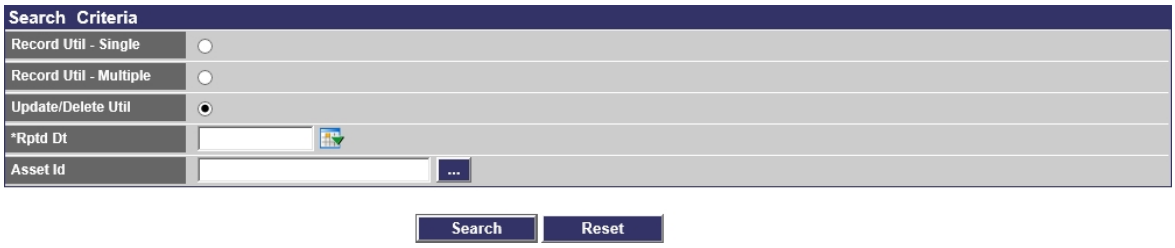
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset Utilization Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

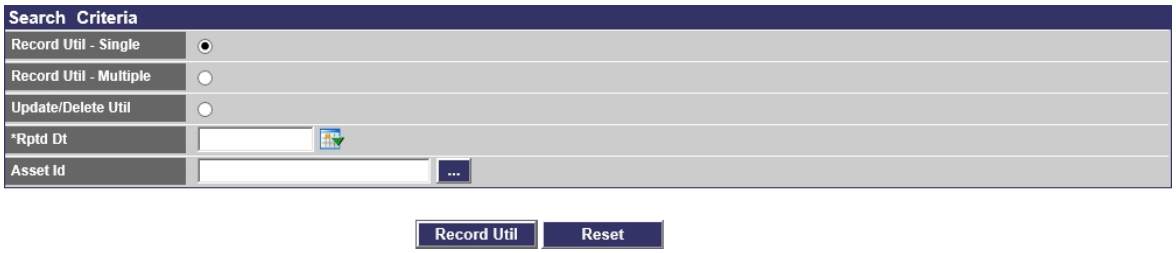
1. In the Search Criteria box, select the Update/Delete UTIL .



2. Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*
4. Select Search. *The **Search for an Asset Utilization — Results** page appears. Results display in the Search Results grid.*

Add a Single Utilization Record

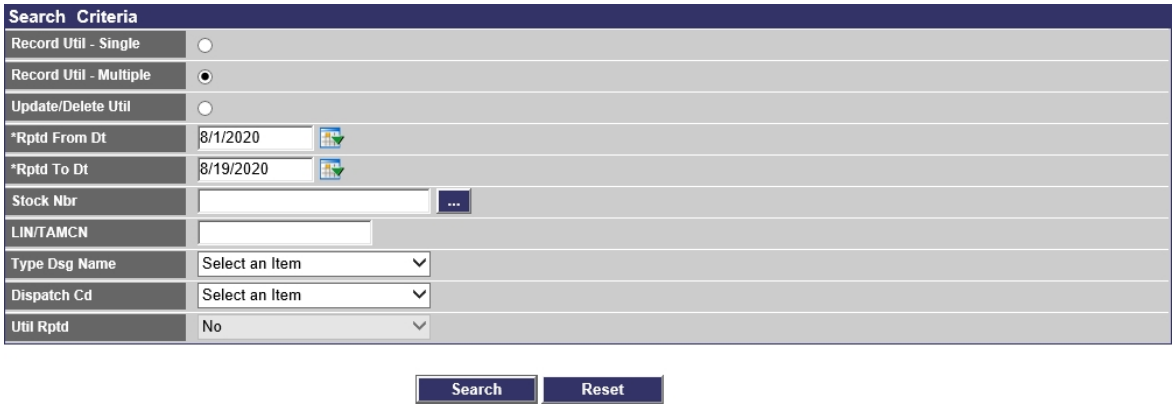
1. In the Search Criteria box, select the Record UTIL - Single .



2. Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*
4. Select Record Util. *The **Asset Utilization Record** page appears. Results display in the Search Results grid.*

Add Multiple Utilization Records

1. In the Search Criteria box, select the Record UTIL - Multiple .



2. Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided. *RPTD FROM DT defaults to the first day of the month.*
3. Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided. *RPTD TO DT defaults to the current date.*
4. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*
5. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
6. Use to select the Type Dsg Name.

7. Use ▾ to select the Dispatch Cd.
8. *The UTIL RPTD automatically populates and is not editable.*
9. Select Search. *The **Search for an Asset Utilization — Results** page appears. Results display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*. . **13 — Mandatory Entry: *ASSET ID or UII*.** **13 — Mandatory Entry: *RPTD FROM DT*.** **13 — Mandatory Entry: *RPTD TO DT*.**	Missing Entry. Enter the appropriate information in the desired field.
2094 — Must be alpha-numeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be	Invalid Date Entry. The system date

<= system date.	(Today's Date) must be after or the same as the Input date. Re—enter the date.
210 — ASSET ID Prefix cannot start with Bulk.	Invalid Entry. ASSET ID must be serially managed. Re-enter the ASSET ID prefix.
557 — STOCK NBR assigned to asset does not have a UTIL MEASURE CD established. Cannot establish Asset Utilization Record.	Invalid Entry. The Asset Stock Number selected does not have a Utilization Measure Code established for the Catalog record. Re-enter the Stock Number.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.

Related Topics

- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Search for Asset Utilization — Results

Overview

The Asset Utilization Results page provides the ability to view, add, update, or delete a utilization record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

MAINT/UTIL > Asset Utilization > Search > Asset Utilization Search Results page

Page Fields

The following fields display on the **Asset Utilization Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
377	When available, select Update or Delete hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
121	When available, select Change button to apply mass changes to all records in grid.
356	When available, select Record UTIL button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria

Rptd From Dt

Rptd To Dt

Stock Nbr

LIN/TAMCN

Type Dsg Name

Dispatch Cd

Util Rptd

Search Results

Select/Deselect

Asset Id

Metered

Mtr Rdng

Total Util Qty

Util Measure Cd

Stock Nbr

Serial Nbr

DOD Serial Nbr

UII

Type Dsg Name

Dispatch Cd

Item Desc

LIN/TAMCN

Loc

Fdcry Deprn Mthd Cd

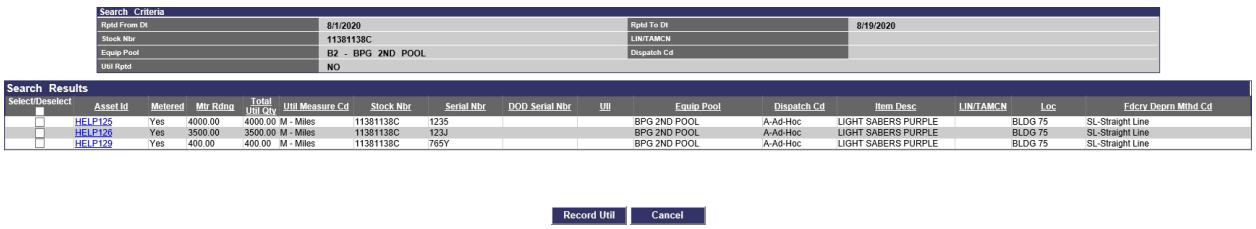
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

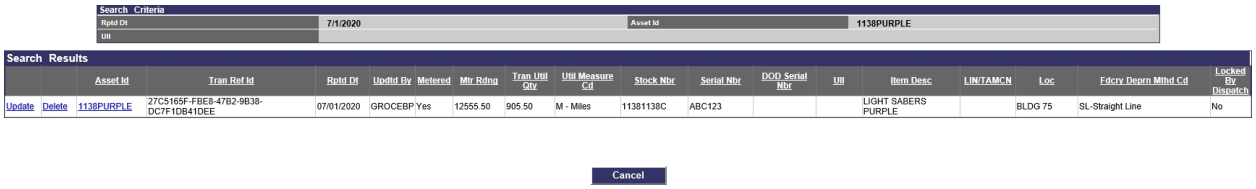
Record Multiple Asset Utilization(s)



1. Click ☐ to select the desired asset records. *The checkbox changes to* ☑ *and the record is highlighted.*

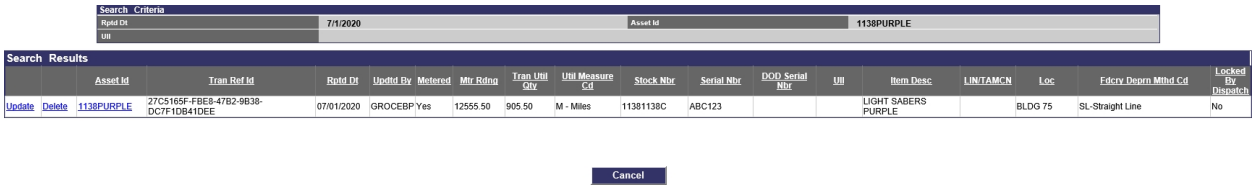
2. Select Record Util. *The **Record Asset Utilization(s)** page appears.*

Update a Utilization



Select the Update hyperlink. *The **Update an Asset Utilization** page appears.*

Delete a Utilization



Select the Delete hyperlink. *The **Delete an Asset Utilization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Utilization — Criteria
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Enter an Asset Utilization

Overview

The Asset Utilization Record process provides the ability to enter a record for either one asset (Record UTIL - Single) or enter one record per each asset selected (Record UTIL - Multiple).

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > Record Util > Asset Utilization Record page

Page Fields

The following fields display on the **Asset Utilization Record** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
121	When available, select Change button to apply mass changes to all records in grid.
358	When available, select New Row button to insert a blank utilization record into the grid.
356	When available, select Record UTIL button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Record Single UTIL

Mass Change Section

Mass Rptd Dt

Mass Fuel Type Cd

Mass Fuel Unit Cost

History Remarks

Report UTIL

Rptd Dt *

Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id
History Remarks

Record Multiple UTIL

Mass Change Section

Mass Rptd Dt
Mass Fuel Unit Cost
History Remarks

Report UTIL

Asset Id
Item Desc
Rptd Dt *
Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id

History Remarks

* Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Enter a Single Utilization Record

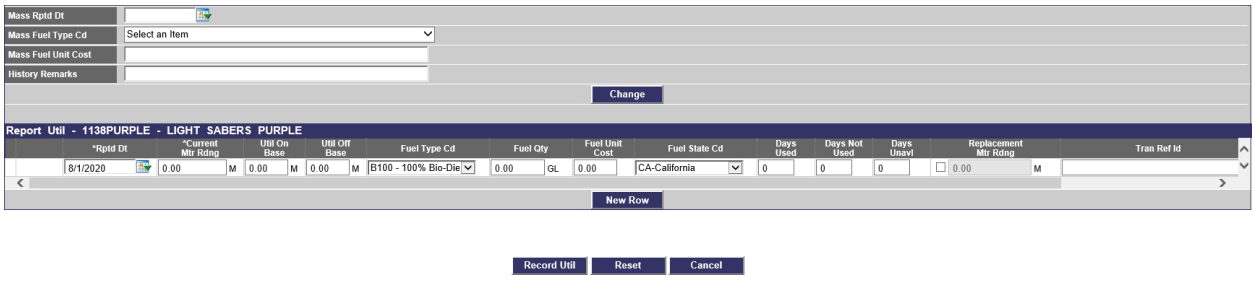
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Helpful Tip

For Single Entries within a Single Record, disregard the above fields.

For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

Revise the desired fields in the Mass Update Section and select Change. *All entries display the changes.*



1. *Disregard the* MASS RPTD DT.
2. *Disregard the Mass* FUEL TYPE CD.
3. *Disregard the Mass Fuel Unit Cost.*
4. *Disregard the History Remarks.*
5. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*
6. Update the RPTD DT, using or entering it (MM/DD/YYYY) in the field provided.
7. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*
8. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*

9. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

> **Helpful Tip**
>
> The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
> Therefore, CURRENT MTR RDNG—PREV MTR RDNG=UTIL ON BASE+UTIL OFF BASE

10. Update the Fuel Type Cd, using ▾ to select the desired code.

> **Note**
>
> If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

11. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*
12. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
13. Update the Fuel State Cd, using ▾ to select the desired code.
14. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
15. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*
16. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*
17. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*
18. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*
19. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
20. Select New Row to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps 6-19.*

> **Helpful Tip**
>
> Select the Remove hyperlink if an entry is made in error. *The entry is removed.*

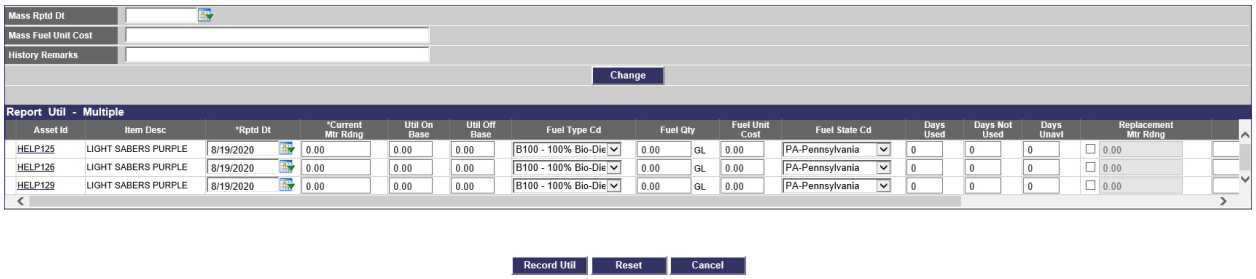
21. Select Record Util to complete the utilization. *The **Asset Utilization Transaction Status** page appears.*

Enter Multiple Utilization Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Note

To record utilization for multiple assets, all selected assets must have the same meter code.



1. Use  to select the MASS RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
2. Enter the Mass Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
3. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Change. *All below Utilization entries display the above changes.*
5. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*
6. *The ITEM DESC automatically populates and is not editable.*
7. Update the RPTD DT, using  or entering it (MM/DD/YYYY) in the field provided.
8. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*
9. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*
10. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
Therefore, CURRENT MTR RDNG—PREV MTR RDNG=UTIL ON BASE+UTIL OFF BASE

11. Update the Fuel Type Cd, using ▾ to select the desired code.

> **Note**
> If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

12. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*
13. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*
14. Update the Fuel State Cd, using ▾ to select the desired code.
15. Enter the Days Used in the field provided. *This is a 3 numeric character field.*
16. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*
17. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*
18. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*
19. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*
20. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
21. Select Record Util to complete the utilization. *The **Asset Utilization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate inform-

***RPTD DT*.**	
13 — Mandatory Entry: *CURRENT MTR RDNG*.	ation in the desired field.
13 — Mandatory Entry: *Fuel Unit Cost and FUEL QTY*.	Missing Entry. If the Fuel Type drop-down has a value, the Fuel Unit Cost and Fuel Quantity must have a value. Enter the appropriate information in the desired field.
645 - UTIL ON BASE+ UTIL OFF BASE must = TOTAL TRAN QTY.	Invalid Entry. The TOTAL TRAN QTY must equal the UTIL ON BASE amount and the UTIL OFF BASE amount together. Verify the selected ASSET ID, and re-enter the information.
xxxx - Nothing entered to mass update.	No Mass changes were entered.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
647 - TRAN REF ID already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 - UTIL value exists for RPTD DT; cannot record a REPLACEMENT MTR.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 - Current Meter Reading must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re-enter the meter reading.
642 - CURRENT MTR RDNG must be >= Previous Meter Reading.	Invalid Entry. The Previous Meter Reading must be smaller than or equal to the Current Meter Reading. Re-enter the meter reading.

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Delete an Asset Utilization

Overview

The Asset Utilization Delete process allows removal of utilization records no longer required.

Navigation

MAINT/UTIL > Asset Utilization > 

> Search Results > Delete hyperlink > Asset Utilization Delete page

Page Fields

The following fields display on the **Asset Utilization Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

- Asset Id
- Stock Nbr
- Serial Nbr
- DOD Serial Nbr
- Custodian Nbr
- Loc
- Fdcry Deprn Mthd Cd
- Item Desc
- Util Measure Cd
- Util Svc Life
- Possible Days Used
- UII
- Obj Percent
- Min Obj Percent
- Prev Rptd Dt
- Tran Ref Id
- Rptd Dt
- Fuel Type Cd
- Fuel Unit Cost
- Fuel Qty
- Fuel State Cd
- Days Used
- Days Not Used

Days Unavl

History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Asset Utilization Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Note

Prior to the **Delete** action, verify the correct utilization record is selected to be removed.

1. Select the Delete hyperlink next to the desired record. *The* ***Asset Utilization Delete*** *page appears.*

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

Delete			
Asset Id	1138PURPLE	Stock Nbr	11381138C
Serial Nbr	ABC123	DOD Serial Nbr	
Custodian Nbr	123456	Loc	BLDG 75
Fdcry Deprn Mthd Cd	SL Straight Line	Item Desc	LIGHT SABERS PURPLE
Util Measure Cd	M - Miles	Util Svc Life	10000.00
Possible Days Used	0	Ull	
Obj Percent	85	Min Obj Percent	15
Prev Mtr Rdng	11650.00	Next Mtr Rdng	0
Total Util Qty	12555.50	Prev Rptd Dt	11/18/2018
Tran Ref Id	27C5165F-FBE8-47B2-9B38-DC7F1DB41DEE	Rptd Dt	07/01/2020
Current Mtr Rdng	12555.50	Replacement Mtr Rdng	0.00
Fuel Type Cd	B10 - 10% Bio-Diesel	Fuel Unit Cost	2.50
Fuel Qty	50.00	Fuel State Cd	PA-Pennsylvania
Days Used	75	Days Not Used	20
Days Unavl	5	Util On Base	905.50
Util Off Base	0.00	History Remarks	BPG Test

Delete Cancel

2. *Verify the* ASSET ID.
3. *Verify the* STOCK NBR.
4. *Verify the* SERIAL NBR.

5. *Verify the DOD SERIAL NBR.*
6. *Verify the CUSTODIAN NBR.*
7. *Verify the LOC.*
8. *Verify the FDCRY DEPRN MTHD CD.*
9. *Verify the ITEM DESC.*
10. *Verify the UTIL MEASURE CD.*
11. *Verify the UTIL SCV LIFE.*
12. *Verify the Possible Days Used.*
13. *Verify the UII.*
14. *Verify the OBJ PERCENT.*
15. *Verify the MIN OBJ PERCENT.*
16. *Verify the PREV RPTD DT.*
17. *Verify the TRAN REF ID.*
18. *Verify the RPTD DT.*
19. *Verify the FUEL TYPE CD.*
20. *Verify the Fuel Unit Cost.*
21. *Verify the FUEL QTY.*
22. *Verify the FUEL STATE CD.*
23. *Verify the Days Used.*
24. *Verify the Days Not Used.*
25. *Verify the DAYS UNAVL.*
26. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
27. Select Delete. *The **Asset Utilization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and

appropriate security access.	try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Update an Asset Utilization

Overview

The Asset Utilization Update process allows editing of a single Asset Utilization record. Only certain fields are available for updating.

Navigation

MAINT/UTIL > Asset Utilization > Search > Search Results > Update hyperlink > Asset Utilization Update page

Page Fields

The following fields display on the **Asset Utilization Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update

Asset Id
Stock Nbr
Serial Nbr
DOD Serial Nbr
Custodian Nbr
Loc
Fdcry Deprn Mthd Cd
Item Desc
Util Measure Cd
Util Svc Life
Possible Days Used
UII
Obj Percent

Min Obj Percent
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
History Remarks

Procedure

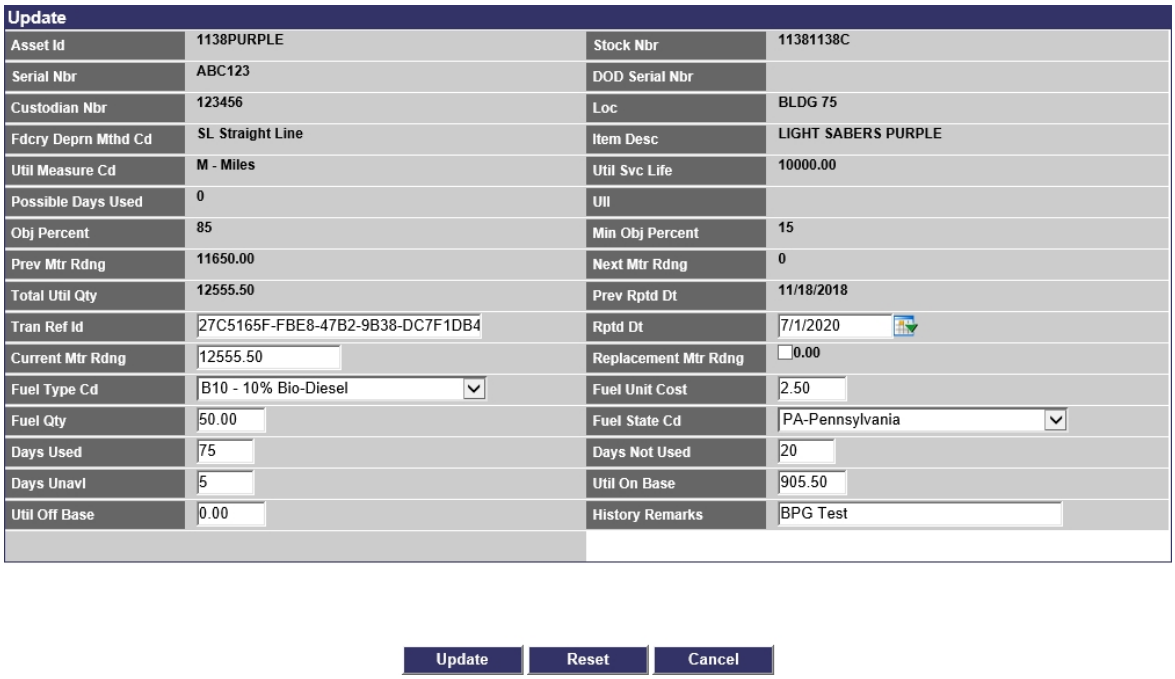
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Asset Utilization Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Update hyperlink. *The **Update an Asset Utilization** page appears.*



Update			
Asset Id	1138PURPLE	Stock Nbr	11381138C
Serial Nbr	ABC123	DOD Serial Nbr	
Custodian Nbr	123456	Loc	BLDG 75
Fdcry Deprn Mthd Cd	SL Straight Line	Item Desc	LIGHT SABERS PURPLE
Util Measure Cd	M - Miles	Util Svc Life	10000.00
Possible Days Used	0	UII	
Obj Percent	85	Min Obj Percent	15
Prev Mtr Rdng	11650.00	Next Mtr Rdng	0
Total Util Qty	12555.50	Prev Rptd Dt	11/18/2018
Tran Ref Id	27C5165F-FBE8-47B2-9B38-DC7F1DB4	Rptd Dt	7/1/2020
Current Mtr Rdng	12555.50	Replacement Mtr Rdng	0.00
Fuel Type Cd	B10 - 10% Bio-Diesel	Fuel Unit Cost	2.50
Fuel Qty	50.00	Fuel State Cd	PA-Pennsylvania
Days Used	75	Days Not Used	20
Days Unavl	5	Util On Base	905.50
Util Off Base	0.00	History Remarks	BPG Test

Update Reset Cancel

2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. *Verify the SERIAL NBR.*
5. *Verify the DOD SERIAL NBR.*
6. *Verify the CUSTODIAN NBR.*
7. *Verify the LOC.*
8. *Verify the FDCRY DEPRN MTHD CD.*
9. *Verify the ITEM DESC.*
10. *Verify the UTIL MEASURE CD.*
11. *Verify the UTIL SVC LIFE.*
12. *Verify the Possible Days Used.*
13. *Verify the UII.*
14. *Verify the OBJ PERCENT.*
15. *Verify the MIN OBJ PERCENT.*
16. *Verify the PREV RPTD DT.*
17. Update the TRAN REF ID, entering the revised identifier in the field provided. *This is a 36 alphanumeric character field.*
18. Update the RPTD DT, using  or entering the date (MM/DD/YYYY) in the field provided.

19. Update the Fuel Type Cd, using to select the desired code.
20. Update the Fuel Unit Cost, entering the revised price in the field provided. *This is a 3 numeric character field.*
21. Update the FUEL QTY, entering the revised amount in the field provided. *This is a 5 numeric character field.*
22. Update the Fuel State Cd, using to select the desired code.
23. Update the Days Used, entering the revised days in the field provided. *This is a 3 numeric character field.*
24. Update the Days Not Used, entering the revised days in the field provided. *This is a 3 numeric character field.*
25. Update the Days Unavailable, entering the revised days in the field provided. *This is a 3 numeric character field.*
26. Enter any additional information in the History Remarks field. *This is a 1,024 alphanumeric character field.*
27. Select Update. *The **Asset Utilization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

View the Asset Utilization Details

Overview

The Asset Utilization Details page is View Only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

MAINT/UTIL > Search Criteria > Search > Search Results > Asset Id hyperlink > Asset Utilization Detail page

Page Fields

The following fields display on the **Asset Utilization Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Basic Detail

Site Id
Actbl UIC
UIC
Process Action
Stock Nbr
Serial Nbr
Item Desc
Asset Status
Asset Id
Custodian Nbr
Lot Nbr
Expr Dt
Qty
Total Cost
Loc

- Sub Loc
- Acq Cost
- Avg Unit Cost
- Acq Dt
- Rcpt Dt
- Origl In Svc Dt
- Retirement/Dspsl Dt
- Cond Cd
- Asset Level Cd
- Asset Cd
- Asset Sts Cd
- Embedded Cost
- HA Asset Id
- Sys Id
- Action Cd
- Catalog Pilferable
- Asset Pilferable
- Non-Actbl
- Owng Cost Center
- Owng Cost Center Desc
- Rcpt Doc Nbr
- Rcvd By
- Estbd Dt
- Estbd By
- Last Activity Dt
- Last Updtd By
- Cause of Suspt Loss
- Suspt Loss Sts Cd
- UII
- Remarks

Catalog Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc

Catalog

- FSC
- Reportable Cd
- Type Asset Cd
- IT Device Cd
- ACC
- ARC
- Dmil Cd
- CIIC
- Calibration Cd
- Acq Program
- LIN/TAMCN
- Type Dsg Cd
- Util Measur Cd
- Fdcry Deprn Mthd Cd
- Util Svc Life

MFR

- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- CAGE Cd
- Non-Actbl
- Mfr Yr
- DOD Serial Nbr

Accounting Detail

Accounting

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Acq Cost
- Acq Dt
- Asset Cd
- Deprn Cd

- Acct Rpt Nbr
- Cptl Cd
- Deprn Exp Cd
- Task Cd
- Transfer Type Cd
- Job Order Nbr
- Trading Partner Nbr
- Fund Cd/ASN
- Type Fund Id
- Dept Cd
- Pgm Yr
- Basic Symbol
- Subhead
- Obj Class Cd
- LOA
- Fndg Cost Center
- Fndg Cost Center Desc

Loan

- Loan Cd
- Loan Notify Cd
- Loaning DoDAAC/CAGE Cd
- Contract Nbr
- Activity
- Acty Address 1
- Acty Address 2
- City
- State
- ZIP Cd
- Country Cd
- Loan Start Dt
- Loan End Dt
- Mode of Shipment
- Shipment Dt
- TCN
- Loan Rcvd By

Loan Rcvd Dt

Lease

Lease Cd
Activity
Acty Address 1
Acty Address 2
City
State
ZIP Cd
Country Cd
Lease Start Dt
Lease End Dt

Contract

Oblign Doc Nbr
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Detail

Asset Id
Serial Nbr
Stock Nbr
Item Desc
Deprn Sts Cd
Deprn Exp Cd
Activation Dt
Fdcry Deprn Mthd Cd
Deprn Period
Deprn Util Svc Life
Deprn Period Days
Deprn Util Qty
Deprn Util Period
Prr Deprn Util Qty

Deprn SL Rebsin
Deprn AB Rebsin
Deprn SL Lst Rebsin
Deprn AB Lst Rebsin
Prr Deprn SL Rebsin
Prr Deprn AB Rebsin
Total Cost
Net Book Value
Accumd Deprn
Prior Deprn
Current Mth Deprn
FY Cost
Slvg Value
Write Down Amt
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Util Measr Cd

Warranty Detail

Expired
Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Attachment View

Tab contains icons of documents attached to Asset Utilization Record for viewing.

Improvement Detail

Impv Nbr
Impv Cost
ACC
Eff Dt

Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
History Remarks

Component View

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

Maintenance Detail

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Maint Mgt Cd
Maint Loc
Dispatch Cd
Equip Pool
Dispatch Ctgry
Sub Ctgry
Dispatch Unavl Cd
Obj Percent
Min Obj Percent
Possible Days Used
Initial Dt Profiled
Estbd Dt
Estbd By
Last Activity Dt

- Last Updtd By

Fuel Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Fuel Cd
- Fuel Type Cd

Cert/License Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Cert(s)/License(s) Cd
- Cert(s)/License(s) Name

Lifetime Cost Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Work Plan Type Cd
- Actual Labor Hours
- Actual Labor Cost
- Actual Non-Labor Cost
- Total Labor and Non-Labor Cost

Open Work Order Detail

- Asset Id
- Stock Nbr
- Serial Nbr
- Item Desc
- Work Order Id
- Priority Cd
- Receipt Dt
- Approval Dt

Est Svc End Dt
Customer Name
Customer E-Mail Address

Utilization Detail

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Tran Ref Id
Rpt Dt
Mtr Rdng
Total Util Qty
Util Measure Cd
Util Svc Life

Vehicle Characteristics Detail

Asset Id
Serial Nbr
Stock Nbr
DoD Serial Nbr
Item Desc
Vehicle Type
EISA Acq Cd
Exec Vehicle Cd
Vehicle Armor Cd
Vehicle Exempt Cd
GSA-Report Util
Emer Response Veh
Law Enfrcmt Veh
EO 13693 Designation
Fuel Configuration Cd
Custdn_Nbr
Country Cd
State
ZIP
Remarks

Vehicle Cost

Statement Dt
Statement Nbr
Acct Cd
Amnt
Vehicle Class
Vehicle Tag
Sales Cd

All Detail

This tab consolidates all fields from all tabs onto one tab.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Asset Utilization Details to a Printable Application

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the desired tab.
2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

Search the Asset Utilization Details

1. Select the desired tab.
2. Select the empty field  .
3. Enter the characters or words to search. *Entries are not case sensitive.*
4. Select  to search for the entry. *The entry appears highlighted in the file.*
5. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

View the Asset Utilization Transaction Status

Overview

The Asset Utilization Transaction Status page page displays a verification of the transaction performed.

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Asset Utilization Transaction Status page

Page Fields

The following fields display on the **Asset Utilization Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Trans Ref Id	27C5165F-FBE8-47B2-9B38-DC7F1DB41DEE
		Asset Id	1138PURPLE
		Current Mtr Rdg	12555.50
		Tran Util Qty	0
		Report Date	7/1/2020
		Status	Successful

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export an Asset Utilization Report** page appears.*
- Select Search Criteria to return to the **Search for an Asset Utilization — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- Export an Asset Utilization Report

Export an Asset Utilization Report

Overview

The Asset Utilization Report Export page provides the ability to save the report in different formats.

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Asset Utilization Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

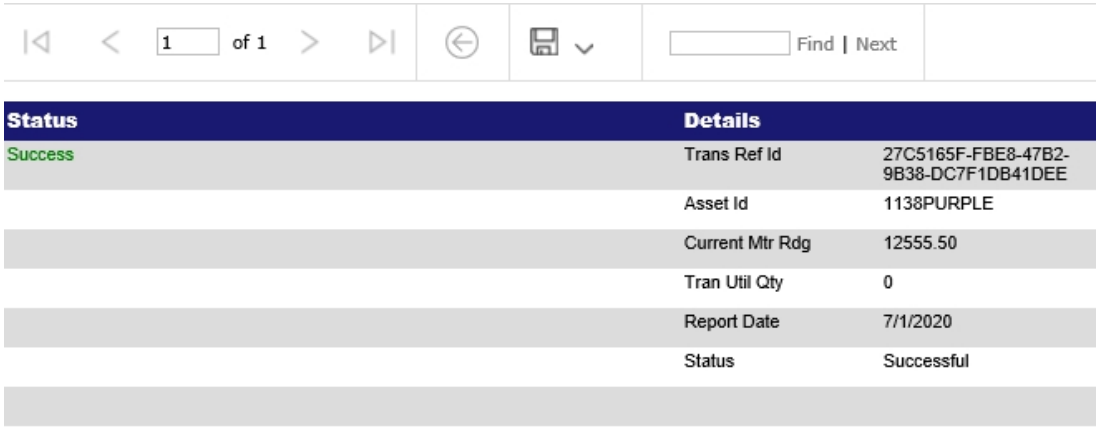
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Utilization Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Asset Utilization Search Criteria** page.



Search Criteria

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View an Asset Utilization Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status

Search for Utilization Exceptions Update — Criteria

Overview

The Property Accountability module Utilization Exceptions Update process provides the ability to review Utilization Exceptions data in DPAS. Exceptions are created when data is imported into DPAS but has no matching asset record or has more than one matching record. You will be able to use this process to mark assets that were received are indeed DPAS assets or not.

Note

No additions or deletions to the utilization exceptions can be made through this process. DPAS can receive service life and usage data sent from an interface such as Aircraft Inventory Readiness and Reporting System (AIRRS).

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Utilization Exceptions Update Search Criteria page

Page Fields

The following fields display on the **Utilization Exceptions Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
28	To perform Search, data must be entered in one or more fields.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Serial Nbr

Type Dsg Name

Report Dt

Util Excp Sts Cd

Asset Id

Stock Nbr

UII

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Available Exceptions

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Use to select the desired Type Dsg Name.
   - Use to select the Report DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the desired Util Excp Sts Cd.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*
2. Select Search. *The **Search for a Utilization Exceptions Update — Results** page appears. Results display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Transaction Status
- Export the Utilization Exceptions Report

Search for Utilization Exceptions Update — Results

Overview

The Utilization Exceptions Update Results page provides the ability to view those exceptions which matched the specified criteria.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > Search > Utilization Exceptions Update Search Results page

Page Fields

The following fields display on the **Utilization Exceptions Update Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Serial Nbr
Type Dsg Name
Report Dt
Util Excp Sts Cd
Asset Id
Stock Nbr
UII

Search Results

Update
Serial Nbr
Type Dsg Name

Report Dt
Asset Id
Stock Nbr
UII

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Exception

Select the Update hyperlink. *The **Update a Utilization Exceptions Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Transaction Status
- Export the Utilization Exceptions Report

Update the Utilization Exceptions Update

Overview

The Utilization Exceptions Update process allows editing of an item's Utilization Exception Status Code.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > 

> Search Results > Update hyperlink > Utilization Exceptions Update - Update page

Page Fields

The following fields display on the **Utilization Exceptions Update - Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
17	Select "Edit" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update

Report Dt
Serial Nbr
Cmd Cd
Util Qty
Type Dsg Name
Asset Id
Stock Nbr
UII
Process Remarks
Util Excp Sts Cd *
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Exception

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search for a Utilization Exceptions Update — Results*** *page appears.*
2. Select the Update hyperlink. *The* ***Update a Utilization Exceptions Update*** *page appears.*
3. *Verify the Report DT.*
4. *Verify the SERIAL NBR.*
5. *Verify the CMD CD.*
6. *Verify the UTIL QTY.*
7. *Verify the TYPE DSG NAME.*
8. *Verify the STOCK NBR.*
9. *Verify the UII.*
10. *Verify the Process Remarks.*
11. Update the Util Excp Sts Cd, using to select the desired code.
12. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*
13. Select Update. *The* ***Utilization Exceptions Update Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UTIL EXCP STS CD*.	Missing Entry. Enter the appropriate information in the desired field.

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- View the Utilization Exceptions Update Transaction Status
- Export the Utilization Exceptions Update Report

View the Utilization Exceptions Update Transaction Status

Overview

The Utilization Exceptions Update Transaction Status page displays a verification of the update transaction performed.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Utilization Exceptions Update Transaction Status page

Page Fields

The following fields display on the **Utilization Exceptions Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export the Utilization Exceptions Update Report** page appears.*
- Select Search Criteria to return to the **Search for a Utilization Exceptions Update — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- Export the Utilization Exceptions Update Report

Export the Utilization Exceptions Update Report

Overview

The Utilization Exceptions Update Report Export page provides the ability to save the report in different formats.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Utilization Exceptions Update Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Utilization Exceptions Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Utilization Exceptions Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Update Transaction Status

Terms/Conditions Search Criteria

Overview

Based on the Magnuson-Moss Warranty Act, a written warranty is defined as:

- Any written promise made in connection with the sale of a consumer product by a supplier to a consumer that relates to the material and/or workmanship
- Affirms that the product is defect-free
- Will meet a certain standard of performance over a specified time

Magnuson-Moss Warranty Act - http://www.impalaclub.com/naisso/magmoss.htm

The terms of a warranty are considered to be:

- Parts or repair problems covered
- Conditions or limitations
- What is covered with regard to consequential damages

Procedures should address what the company will do if the product fails or additional details on who to contact or how to enact the policy.

In order to add the terms and conditions, the following must exist:

- CAGE CD (Commercial and Government Entity Code)
- Contractor
- Address Type of DN-Destination Other
- Contractor Nbr (for new contracts, this can be created "on the fly")

DPAS provides a means for the addition, update, transfer and deletion of warranty, extended warranty, service, and subscription information. This process provides the capability for the user to establish multiple clauses per contract line. The asset's Original Placed In Service Date will be used as the start date for all warranties covered by a time period. When the clause is used to manage extended warranties, services, or subscriptions, a start date is provided as part of the clause record. You can browse for an individual ASSET ID or a range of ASSET IDS when building an Asset Association record.

The process also provides you the capability to define how/where the service is to be provided and whether the warranty, service, or subscription is transferable and at what level should the asset be transferred.

To Transfer an Asset:

Should an asset transfer occur and the transfer is to an activity that uses DPAS the Asset Transfer automatically maintains the warranty as part of the asset record. In addition, if the warranty is not transferable, it will remove the association.

Can I Attach Documents?

The process also provides you with the capability to attach documents to the record. The information will be linked to the contractor and contract information created through the **Contractor** and **Contract** processes.

Note

A basic contract record can be created when the Warranty/Service/Subscription clause information is entered if the contract does not already exist. After the clause information is established, users can associate an asset(s) utilizing the **Warranty/Service/Subscription - Asset Assoc Update** process.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria

Page Fields

The following fields display on the **Terms/Conditions Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr
DOD Serial Nbr
UII

* denotes a mandatory field

Procedures

To Search for a Warranty/Service/Subscription Terms/Conditions:

Note

CONTRACT USE CD is mandatory and the remaining fields are optional. It is recommended you make a selection from the **CAGE CD** drop-down list to help limit the number of rows retrieved from your search.

1. Choose one of the following **CONTRACT USE CD** from the drop-down list:

- P – Equipment Purchase
- M – Maintenance/Service

- W – Extended Warranty
- S – Subscriptions
- L – Software License

2. Your options for **CAGE CD** are based on the contractors created in the **Master Data > Contract** menu option. Select the drop-down list to choose a **CAGE CD**.
3. To further refine your search you can browse for a specific **CONTRACT NBR** or **ASSET ID**.
4. Select Search to display **Search Results** or choose Reset to clear the page.

To Add a Warranty/Service/Subscription Terms/Conditions:

1. Select a **CONTRACT USE CD** from the drop-down list based on the Warranty/Service/Subscription you are creating:

- P – Equipment Purchase
- M – Maintenance/Service
- W – Extended Warranty
- S – Subscriptions
- L – Software License

2. Your options for **CAGE CD** are based on the contractors created in the **Master Data > Contract** menu option. Select the drop-down list to choose a **CAGE CD**.
3. Select Add to create a new record or choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: CONTRACT USE CD.	Select a Contract Type Code from the drop-down list. This is a mandatory field.
Mandatory Entry: CAGE CD.	CAGE CODE is mandatory when Add is selected to create a new record.
Record must exist: CONTRACT NBR.	Select Contract Number ... to search for a valid number.

Related Topics

- Terms/Conditions Search Results
- Terms/Conditions Add
- Terms/Conditions Update
- Terms/Conditions Delete
- Terms/Conditions Transaction Status
- Terms/Conditions Report Export

Terms/Conditions Search Results

Overview

The results of your **Warranty/Service/Subscription – Terms/Conditions Search Criteria** display on this page. You can update or delete a record by selecting the hyperlink for a specific record.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results

Page Fields

The following fields display on the **Terms/Conditions Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Contract Use Cd
Contract Nbr
Serial Nbr
UII

Search Results

Update
Delete
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN

CAGE Cd
Asset Id
DOD Serial Nbr

Procedure

To Select a Terms/Conditions Record for Update or Delete:

1. Select the **Update** hyperlink to modify a record or choose the **Delete** hyperlink to remove a record.
2. To return to the **Search Criteria** page, select Cancel.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Add
- Terms/Conditions Update
- Terms/Conditions Delete
- Terms/Conditions Transaction Status
- Terms/Conditions Report Export

PageID Ref: WFMAN0102_6

Terms/Conditions Add

Overview

In DPAS, this process provides you with the capability to establish multiple clauses per Contract Line. The asset's original **Placed In Service Date** is used as the start date for all warranties covered by a time period. When the clause is used to manage extended warranties, services, or subscriptions, a start date is provided as part of the clause record.

When you are creating the clause(s), the process provides you the capability to define how/where the service is to be provided. You can also choose whether the warranty, service, or subscription is transferable and at what level should the asset be transferred.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Add page

Page Fields

The following fields display on the **Terms/Conditions Add** page. For more information on each field, select the appropriate hyperlink.

*Contract Use Cd
*Contract Type Cd
*CAGE Cd
CLIN
*Clause Desc
*Clause Terms
Clause Procedures
Start Dt
Util Measure Cd
Service Loc Cd
*Cost Amt
Provider
Provided By**
Address 1**
City**
ZIP Cd**
CAGE Cd
Phone Nbr
Transfer Level Cd

Attachment
Remarks
History Remarks

Clauses
Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Clause Desc
Util Measure Cd
Util Measure Qty

* denotes a mandatory field
Fields display only when **Provider checkbox is selected
New Contract
*Contract Nbr
Dlvy Ord Nbr
SLIN

End Dt
Util Measure Qty

POC**
Address 2**
State**
Country**
Org Nm
E-Mail Address

Attachment(s)

Procedure

To Add a Terms/Conditions:

Note

The instruction for adding **Terms/Conditions** is divided into sections to provide you with a clear direction of entering data:

- Contract Information
- Clause Information
- Utilization, Cost and Provider Information
- Transfer Level and Provider Web Address Information
- Attachments, Remarks, and Clauses Information
- Save and Add Warranty/Service/Subscription

Contract Information:

Helpful Tip

If you select the New Contract – checkbox you must enter the **CONTRACT TYPE CD**, **CONTRACT NBR**, and **CAGE CD**. When the **CONTRACT NBR** exists, the fields are unavailable.

1. You are required to select a **CONTRACT TYPE CD** from the drop-down list. Make a selection from the following:

- DCF – DOD Contract (FAR)
- MCP – Micropurchase
- NDF – Non-DOD Contract (FAR)
- CSA – Cash or Charge Sales Agreement

2. Enter the **CONTRACT NBR** or use ... to search for a valid number.
3. Select the **CAGE CD** from the drop-down list to choose a code. This is a mandatory field and the drop-down list displays only those active Contractors associated with the currently active Accountable UIC.
4. If the **New Contract** checkbox is selected, the **DLVY ORD NBR**displays. This field is optional.
5. Enter the optional CLIN.
6. If a **SLIN** is entered, you must enter a **CLIN**.

Note

You cannot have a Sub-Line Item Number (**SLIN**) without a Contract Line Item Number (**CLIN**).

Clause Information:

1. Enter a **CLAUSE DESC** in the form of a short description of the Purchase Agreement, Extended Warranty, Service Agreement or Subscription.

2. **Clause Terms** is a mandatory entry. Enter information which addresses what parts or repair problems are covered, any conditions or limitations, and what is covered in terms of consequential damages.
3. **Clause Procedures** is optional. You can enter text which addresses what the company will do if the product fails or additional details on who to contact or how to enact the policy.
4. Select  to enter a **START DT** and **END DT** for the contract.

Utilization, Cost and Provider Information:

1. Select the drop-down list to choose a **UTIL MEASURE CD** which measures terms or length of the Warranty/Service/Subscription. Choose from the following:

- D – Days
- H – Hours
- N – Months
- M – Miles
- R – Rounds Fired
- U – Units Produced

2. Enter a numeric **UTIL MEASURE QTY**. Selecting the  allows you to add up to two **Utilization Measure/QTY** entries. When  is selected, an additional **Utilization Measure** drop-down with corresponding **Utilization Quantity** text box are added. If you select more than two **UTIL MEASURE QTY**, the  is disabled.

Helpful Tip

 To remove a row for the **UTIL MEASURE QTY**, select *Remove Item* from the **UTIL MEASURE CD** drop-down list.

3. Select a **Service Location** from the drop-down list from the following:

- OS – On Site
- CF – Company Facility
- AD – Dealer
- CD – Contract Dealer

4. **Service Location Name** displays when **Service Location** is *CF –Company Facility* or *AD – Dealer* is selected.
5. Enter a numeric **COST AMT**.

Note

If Provider is unchecked, **CAGE CD**, **ORG NM**, **PHONE NBR** and **E-Mail Address** display.

6. Select the **Provider** checkbox to indicate whether Extended Warranty, Service Agreement or Subscription is the responsibility of party other than supplier of the asset. The following fields are available for data entry or you can select ... to search your **Address Directory** located in **Master Data**:

- POC
- Address – Addr1
- Address – Addr2
- City
- State
- Zip
- Country Cd
- Email

Transfer Level, and Provider Web Address Information:

Helpful Tip

Should an asset transfer occur and the transfer is to an Activity which uses DPAS, the **Asset Transfer** will automatically maintain the Warranty as part of the asset record. If the warranty is not transferable, the **Asset Transfer** removes the warranty association.

If action is transfer, select the **TRANSFER LEVEL CD** to define at what level the Warranty/Service/Subscription will transfer. Options include:

- FG-Federal Government
- DE-Department
- AG-Agency
- ST-Site
- AU-Accountable IOC
- UI-UIC
- CC-Cost Center
- NA-N/A

Attachments, Remarks, and Clauses Information:

1. You can enter **History Remarks** or **Remarks** to further document the transaction.

Note

Add Attachments is provided in the **Update** process ONLY in the form of a .jpg, .jpeg, .gif or .pdf from your local workstation or shared drive. The maximum file size is 2MB.

Save and Add Warranty/Service/Subscription:

Helpful Tip

You must select Save prior to selecting Add to create a new record. You can save up to fifty **Clauses** at a time.

1. Select Save to add each record completed to the **Clauses**.

Note

Once you have saved a record you have the option to **Update** or **Delete** in the **Clauses** section.

2. To process a single and/or multiple records, select Add or choose Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Enter a Service Location Name in the format of alphanumeric with supported special characters $, -, /, #, &, comma, period, and space. If invalid special characters.
Remarks - Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Enter Remarks in the format of alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
History Remarks - Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.	Enter History Remarks in the format of alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Entry must be numeric.	UTIL MEASURE QTY may only be numeric.

CONTRACT NBR consists of 13 POS: POS 1-6 = DODAAC, POS 7-8 and 10-13 numeric, POS 9 alpha and DODAAC alpha-numeric, except for "I" or "O".	Enter CONTRACT NBR which consists of 13 positions: Position 1-6 are the DODAAC, positions 7-8 and 10-13 numeric, position 9 is alpha .
Invalid CLIN.	First 2 positions must be alphanumeric not to exceed 4 alphanumeric positions".
Mandatory Entry: UTIL MEASURE CD.	Select the drop-down list to choose a measures terms or length of warranty/service/subscription.
Mandatory Entry: UTIL MEASURE QTY.	Utility Measure Quantity is a numeric entry only. The  allows up to two Utilization Measure/QTY entries. If additional entries (more than two) are attempted,  is disabled.
Mandatory Entry: CLAUSE DESC.	CLAUSE DESC: Short description of the purchase agreement, extended warranty, service agreement or subscription (such as tires or engine, etc.).
Mandatory Entry: Clause Terms.	Enter text that addresses what parts or repair problems are covered, any conditions or limitations, and what is covered in terms of consequential damages. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Cannot commit clauses until current clause is updated.	The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update.
Mandatory Entry: Service Location Name.	Enter the Service Location Name in the text box. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Mandatory Entry: COST AMT.	Enter numeric characters only for Cost Amount.
Mandatory CLIN.	CLIN — A four position field that identifies different contract line items within the same contract.

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Search Results
- Terms/Conditions Update
- Terms/Conditions Delete
- Terms/Conditions Transaction Status
- Terms/Conditions Report Export

PageID Ref: WFMAN0103_1

Terms/Conditions Update

Overview

The **Update** page displays in two portions:

- Top portion of the page allows you to save information for a new clause.
- Lower portion displays existing or newly added clauses for a specific Contract Number.

In addition, the **Update** process allows you to add Attachment(s) in the form of a .jpeg, .jpg, .gif or .pdf located on your local workstation or shared drive. The maximum file size is 2MB.

Helpful Tip



The **Contract Line Detail** on the **Transaction Status** page displays the Sequential Number of Clauses associated with the record you have updated.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the Terms/Conditions Update page. For more information on each field, select the appropriate hyperlink.

*Contract Use Cd
*Contract Type Cd
*CAGE Cd
CLIN
*Clause Desc
*Clause Terms
Clause Procedures
Util Measure Cd
Service Loc Cd
Provider
Provided By**
Address 1**
City**
ZIP Cd**
E-mail**

CAGE Cd
Phone Nbr
Transfer Level Cd
Attachment
Remarks
History Remarks

Clauses
Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Desc
Util Measure Cd
Util Measure Qty

* denotes a mandatory field
Fields only display when the **Provider checkbox is selected

*Contract Number
Dlvy Ord Nbr
SLIN

Util Measure Qty

POC**
Address 2**
State**
Country**

Org Nm
E-mail Address

Attachment(s)

Procedures

To Create a New Clause on the Update Page:

Note

Complete the information in the top portion of the page to create a new Clause.

1. Complete, at a minimum, the mandatory fields. It is recommended that you complete as much of the page as possible.
2. Select Save and the newly created Clause displays in the bottom portion of the page.
3. Repeat as necessary to create additional Clauses.

Helpful Tip

Prior to selecting Update at the bottom of the page, you can select the **Update** or **Delete** hyperlink to modify or remove a clause.

4. If no further action is required, select Update at the bottom of the page to process the transaction or choose Cancel to return to the Search Results page.

To Update or Delete a Clause:

Attention

There is **NO** delete confirmation when you select to delete a Clause - the record is removed instantly from the window.

1. From the bottom portion of the page, select the **Update** or **Delete** hyperlink for a specific Clause.

Helpful Tip

In the **Update** process you can add Attachments in the form of a .jpg, .jpeg, .gif or pdf from your local workstation or shared drive. The maximum file size is 2MB.

2. If no further action is required, select Update at the bottom of the page to process the transaction or choose Cancel to return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Warranty/service/subscription can only be added 50 at a time.	You can only add up to 50 clauses per Contract Number at a time.
Mandatory Entry: UTIL MEASURE CD.	Select the drop-down list to choose a measures terms or length of warranty/service/subscription.
Mandatory Entry: UTIL MEASURE QTY.	Utility Measure Quantity is a numeric entry only. The control, '+' button to allow up to three Utilization Measure/ QTY entries. If additional entries (more than three) are attempted, the '+' button is disabled.
Mandatory Entry: CLAUSE DESC.	CLAUSE DESC: Short description of the purchase agreement, extended warranty, service agreement or subscription (such as tires or engine, etc).
Mandatory Entry: Clause Terms.	Enter text that addresses what parts or repair problems are covered, any conditions or limitations, and what is covered in terms of consequential damages. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Cannot commit clauses until current clause is updated.	The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update.
Mandatory Entry: Service Location Name.	Enter the Service Location Name in the text box. Must be alphanumeric with supported special characters $, -, /, #, &, comma, period, and space.
Mandatory Entry: COST AMT.	Enter a numeric only Cost Amount. to document the total dollar amount of all costs associated.
Mandatory CLIN.	Contract Line Item Number (CLIN) is a four position field that identifies different contract line items within the same contract.
Mandatory SLIN.	A Sub-line Item Number (SLIN) is required. Enter a two-position numeric or two position alphabetic characters which are used to break out a contract line item number.

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Search Results
- Terms/Conditions Add
- Terms/Conditions Delete
- Terms/Conditions Transaction Status

- Terms/Conditions Report Export

Terms/Conditions Delete

Overview

On the **Terms/Conditions Delete** page you can confirm the Contract Line and Warranty/Service/Subscription record displayed prior to deletion.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Terms/Conditions Delete** page. For more information on each field, select the appropriate hyperlink.

Delete
*Contract Use Cd
*Contract Type Cd
*CAGE Cd
CLIN
History Remarks

Clauses
Seq Nbr
Clause Desc
Util Measure Cd
Util Measure Qty

* denotes a mandatory field

*Contract Nbr
Dlvy Ord Nbr
SLIN

Procedure

To Delete a Clause(s) and Warranty/Service/Subscription Record:

1. You may enter **History Remarks** when deleting a record.
2. Select 

to remove the **Terms/Conditions and Warranty/Service/Subscription** record or choose 

to return to the **Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.: History Remarks.	History Remarks may only contain alphanumeric and supported characters. Field length is limited to 1024 characters.

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Search Results
- Terms/Conditions Add
- Terms/Conditions Update
- Terms/Conditions Transaction Status
- Terms/Conditions Report Export

PageID Ref: WFMAN0103_4

Terms/Conditions Transaction Status

Overview

The **Terms/Conditions Transaction Status** page displays information concerning the transaction just completed.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Update page > Transaction Status

Page Fields

The following fields display on the **Terms/Conditions Transaction Status** page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options:

1. Select Search Criteria to return to the **Search Criteria** page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Search Results
- Terms/Conditions Add
- Terms/Conditions Update
- Terms/Conditions Delete
- Terms/Conditions Report Export

Terms/Conditions Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search Results > Update page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Terms/Conditions Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Terms/Conditions Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Terms/Conditions Search Criteria
- Terms/Conditions Search Results
- Terms/Conditions Add
- Terms/Conditions Update
- Terms/Conditions Delete
- Terms/Conditions Transaction Status

PageID Ref: WFMAN0103_11

Asset Association Search Criteria

Overview

The DPAS (Defense Property Accountability System) provides you with the ability to manage standard warranty, extended warranty, service, subscription and maintenance management information provided with the purchase of an asset. You can enter the associated information within the Property Accountability and within the Maintenance and Utilization (M&U) applications.

Records are created within the Property Accountability application record the detailed information concerning the warranty, service or subscription being provided using the Warranty/ Service/Subscription Terms/Conditions Add/Update/Delete process. You will use this process to associate the asset(s) with the applicable warranty, service or subscription terms or conditions.

Users within the application M&U module can record the detailed information concerning the warranty, service or subscription being provided using the **Warranty/Service/ Subscription Terms/Conditions Add/Update/Delete** process as well.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria

Page Fields

The following fields display on the **Asset Association Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Contract Use Cd
CAGE Cd
Contract NBR
Asset Id
Serial NBR
DOD Serial NBR
UII

Procedure

To Search for a Warranty/Service/Subscription Record:

Note

When Search is selected, all fields are optional. It is recommended you select the drop-down list for **CONTRACT USE CD** or **CAGE CD** to help limit the number of rows retrieved.

1. Select **CONTRACT USE CD** and make a selection from the drop-down list to search for a specific code. Your options are:

- **M – Maintenance/Service**
- **P – Equipment Purchase**
- **S – Subscriptions**
- **W – Extended Warranty**

Helpful Tip

Your options for **CAGE CD** are based on the contractors created in the **Warranty/Service/Subscription** process. Choosing a **CAGE CD** further helps to eliminate the number of rows returned from the database when searching for a record.

2. To search for a specific **CONTRACT NBR** or **ASSET ID** select ....
3. Select Search to display **Search Results** page or choose Reset to clear data.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Asset Association Search Results
- Asset Association Update
- Asset Association Transaction Status
- Asset Association Report Export

PageID Ref: WFMAN0201_5

Asset Association Search Results

Overview

The results of your Warranty/Service/Subscription – Asset Association Search Criteria are displayed on this page. You can modify or remove an Asset Association record by selecting the Update hyperlink.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search Results

Page Fields

The following fields display on the Asset Association Search Results page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Contract Use Cd
Contract Nbr
Serial Nbr
UII

Search Results

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

CAGE Cd
Asset Id
DOD Serial Nbr

Procedure

To Update or Remove an Asset Association Record:

1. Select the **Update** hyperlink to update or remove an **Asset Association** record (s).
2. To return to **Asset Association Search Criteria** page, select Cancel .

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Asset Association Search Criteria
- Asset Association Update
- Asset Association Transaction Status
- Asset Association Report Export

PageID Ref: WFMAN0202_6

Asset Association Update

Overview

On the **Warranty/Service/Subscription – Asset Association Update** page you can add new Asset Associations or remove existing ones.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search Results > Update

Page Fields

The following fields display on the **Asset Association Update** page. For more information on each field, select the appropriate hyperlink.

CAGE Cd
Dlvy Ord Nbr
SLIN
*Asset Id

Select/Deselect
Remove
Asset Id
Item Desc
Stock Nbr
Serial Nbr
DOD Serial Nbr
UII
Status

* denotes a mandatory field
Contract Nbr
CLIN

Procedures

To Update an to Asset Association record:

1. Select the ASSET ID ... to choose individual and/or multiple Asset Ids. Once you have selected the Asset Ids to associate, select Submit. The **Asset Association** page displays the selected **ASSET IDS** with each **ASSET ID**separated with a "|" (pipe symbol).

Helpful Tip

 To associate more assets to the same Contract Number, do not select Update until all assets display in the lower table. (a maximum of fifty assets can be added/removed at a time). To remove an associated asset, select the **Remove** checkbox before choosing Update.

2. For the **ASSET ID**(s) selected, you must choose Save. The selected **ASSET ID(s)** display at the bottom of the page. You must Save the **ASSET ID(s)** prior to selecting Update to add the **Asset Associations**.

Note

 To **Select/Deselect** records you have saved, use the **Remove** checkbox in the lower table.

3. To add the **ASSET IDS** to the Asset Association record, select Update or choose Reset to clear the page.
4. Select Cancel to return to previous page.

To Remove an Asset Association Record:

Note

 There is no **Delete** page in this process. When you select a record to remove, select Update and the **Asset Association** record is deleted.

1. Select single and/or multiple checkbox(es) to remove an **ASSET ID** from the **Asset Association** record.
2. To remove the **Asset Association**, select Update to display the **Transaction Status** page.

3. You can select Reset to clear the page or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: ASSET ID.	Enter or browse for a valid ASSET ID.
No change(s) made to record.	To Update you must add a record.

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Transaction Status
- Asset Association Report Export

PageID Ref: WFMAN0203_9

Asset Association Transaction Status

Overview

The A**sset Association Transaction Status** page displays information concerning the transaction just completed.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search Results > Update > Transaction Status

Page Fields

The following fields display on the **Asset Association Transaction Status** page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to print a report of the transaction.
2. Select Search Criteria to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Update
- Asset Association Report Export

PageID Ref: WFACN1108_11

Asset Association Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search Results > Update Page > Transaction Status Page > Report Export Page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Asset Association Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Asset Association Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Asset Association Search Criteria
- Asset Association Search Results
- Asset Association Update
- Asset Association Transaction Status

PageID Ref: WFACN1108_11

Search for Forms or Reports to View — Criteria

Overview

The Property Accountability module View Forms/Reports process provides the ability to view both current and previous versions of reports that have already been submitted. With the proper authorizations, it is also possible to view "shared" reports from this menu.

Navigation

Forms-Reports > View Forms/Reports > Viewable Reports Manager Search Criteria

Page Fields

The following fields display on the **Viewable Reports Manager Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Rpt Category

Rpt Status

Rpt Type

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Form or Report to View

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use to select the Rpt Category.
2. Use to select the Rpt Status.
3. Use to select the Rpt Type.
4. Select Search. *The **Search for Forms or Reports to View — Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 - Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.

Related Topics

- Search for Forms or Reports to View — Results
- View the Single Form / Report Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

Search for Forms or Reports to View — Results

Overview

The View Forms/Reports Results page provides the ability to view either the latest report itself or the list of current and previous versions of reports that have been submitted.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Viewable Reports Manager Search Results

Page Fields

The following fields display on the **Viewable Reports Manager Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Id

Rpt Name

Rpt Level

Rpt Ctgry

Rpt File Size

Rpt Dt/Time

Rpt Owner

Rpt Status

Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a Single Form or Report to View

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select the RPT ID hyperlink. *The **Report Results** page opens, with the PDF report in a new tab.*

Select Multiple Versions of a Form or Report to View

Select the RPT NAME hyperlink. *The **Report Result Details** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Forms or Reports to View — Criteria
- View the Single Form / Report Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

Delete a Form or Report

Overview

The View Forms/Reports Delete process allows removal of a form or report.

Attention

Only the RPT OWNER can delete a form or report.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search >

Search Results > RPT NAME hyperlink > Details > Delete > Viewable Reports Manager Delete page

Page Fields

The following fields display on the **Viewable Reports Manager Delete** page. For more information on each field, select the appropriate hyperlink.

Delete

Rpt Id

Rpt Name

Rpt Ctgry

Rpt Dt/Time

Rpt Owner

Rpt Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Form / Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the RPT ID.*
2. *Verify the RPT NAME.*
3. *Verify the RPT CTGRY.*

4. *Verify the RPT DT/TM.*
5. *Verify the RPT OWNER.*
6. *Verify the RPT STATUS.*
7. Select Delete. *The **View a Form/ Report Delete Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Single Form / Report Results
- View the Multiple Forms / Reports Details
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

View Multiple Forms or Reports Details

Overview

The View Forms/Reports View Multiple Forms or Reports Details page displays a list of reports that can either be viewed in Acrobat Portable Document Form (PDF) or deleted.

Helpful Tip

There may be several pages returned with the same RPT NAME. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Search Results > RPT NAME hyperlink > Viewable Reports Manager Details page

Page Fields

The following fields display on the **Viewable Reports Manager Details** page. For more information on each field, select the appropriate hyperlink.

Details

Select
Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Format
Rpt Owner
Rpt Status
Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View Multiple Forms / Reports

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ next to each desired report(s) to select the record(s).

> **Helpful Tip**
>
> Select All checks all inventories / options on all pages.
>
> Deselect All removes the check marks from all inventories / options on all pages.

2. Select Show Selected. *The* ***Report Results*** *page opens, with one PDF containing all the checked reports.*

View a Single Form / Report

Select the RPT ID hyperlink. *The* ***Report Results*** *page opens, with the PDF report in a new tab.*

Delete a Form / Report

> **Attention**
>
> Only the RPT OWNER can delete a form or report.

1. Click ☐ next to each desired report(s) to select the record(s).
2. Select Delete. *The* ***Delete a Form or Report*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
165 - Unable to delete	Invalid Entry. A user that does not own the

report. You are not the report owner.	report tried to delete the report. Have the appropriate user delete the report or Contact the DPAS Call Center.

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Single Form / Report Results
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

View a Single Form or Report

Overview

The View Forms/Reports View a Single Form or Report page displays the report in Acrobat Portable Document Form (PDF) view only format.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Search Results > RPT ID hyperlink > PDF Report

Page Fields

Fields displayed vary based on the report selected.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Acrobat PDF Report

Hover over the bottom of the PDF. *The Acrobat toolbar opens, which allows saving, printing, zooming, and scrolling.*

Close the Acrobat PDF Report

Helpful Tip

The Acrobat PDF Report opens in a separate tab from the DPAS application.

Close the Acrobat PDF's Windows tab. *The report closes, and the DPAS application returns to the front of the screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

View the Delete a Form or Report Transaction Status

Overview

The View Forms/Reports Delete Transaction Status page displays a verification of the removal of a form or report.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Viewable Reports Manager Delete Transaction Status page

Page Fields

The following fields display on the **Viewable Reports Manager Delete Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Reports Manager Delete Report** page appears.*
- Select Search Criteria to return to the **Search for Forms or Reports to View — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Single Form / Report Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- Export the Form / Report Delete Report

Export the Form / Report Delete Report

Overview

The View Forms/Reports Delete Report Export page provides the ability to save the report in different formats.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Viewable Reports Manager Delete Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Forms/Reports Delete Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Forms/Reports Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Single Form / Report Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status

Search for Schedule Accounting Reports — Results

Overview

The Schedule Accounting Reports process Results page provides the ability to list the pre-determined Accounting reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting

Page Fields

The following fields display on the **Scheduled Accounting Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Accounting Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule an Acquisition Program Asset Values by Quarter Report

Overview

The Schedule Accounting Reports — Acquisition Program Asset Values by Quarter Report provides the Total Cost, Write Down Amount, Accumulated Depreciation Amount, and Net Book Value for every active Acquisition Program.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR31R hyperlink > Acquisition Program Asset Values by Quarter Report - Submit/Schedule page

Page Fields

The following fields display on the **Acquisition Program Asset Values by Quarter Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Acquisition Program Asset Values by Quarter Report

Agency Cd *

Acq Program

Fiscal Year

Deprn Mthd Cd

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Acquisition Program Asset Values by Quarter Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Agency Cd.
6. Use to select the Acq Program.
7. Use to select the Fiscal Year.
8. Use to select the Deprn Mthd Cd.
9. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *AGENCY CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report

- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule an Acquisition Program CIP Project Status Report

Overview

The Schedule Accounting Reports — Acquisition Program CIP Project Status Report provides the Quantities (planned, funded, received, awaiting capitalization, on hand, and disposed), Totals (estimated program amount, funded amount, costs incurred amount, capitalized amount, and awaiting capitalization amount) and Asset amounts (on hand acquisition amount, on hand accumulated depreciation amount, on hand intangible amount, on hand write down amount, and on hand net book value amount) for each acquisition program.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR33R hyperlink > Acquisition Program CIP Project Status Report - Submit/Schedule page

Page Fields

The following fields display on the **Acquisition Program CIP Project Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Acquisition Program CIP Project Status Report

Agency Cd *

Acq Program Name

Project Status

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Acquisition Program CIP Project Status Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Agency Cd.
6. Use to select the Acq Program Name.
7. Use to select the Project Status.
8. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *AGENCY CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results

- Acquisition Program Asset Values By Quarter Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule an Agency CFO Accounting Statement Report

Overview

The Schedule Accounting Reports — Agency CFO Accounting Statement Report provides the Description and Dollar Amount for every asset code in a specified report period.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR19R hyperlink > Agency CFO Accounting Statement Report - Submit/Schedule page

Page Fields

The following fields display on the **Agency CFO Accounting Statement Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Agency CFO Accounting Statement Report

Type of Request

Major Cmd

Rpt Begin FY Dt

Rpt End Dt

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Agency CFO Accounting Statement Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Type of Request. *The MAJOR CMD field becomes editable when the Type of Request is "MAJOR CMD Only".*
6. Use to select the Major Cmd.
7. Use to select the RPT BEGIN FY DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Use to select the RPT END DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Capital Asset Report

- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Capital Asset Report

Overview

The Schedule Accounting Reports — Capital Asset Report provides the Document Number, Asset Identifier, Stock Number, Cost Center, Depreciation Cost Center, Asset Code, Activity Address Code, Depreciation Code, Capital Code, Action Code, Acquisition Date, Account Report Number, Improvement Number, Task Code, Depreciation Task Code, Activation Date, Serial Number, Depreciation Expiration Code, Job Order Number, and Depreciation Job Order Number for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR25R hyperlink > Capital Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Capital Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Capital Asset Report

Actbl UIC / UIC

Report Type

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Capital Asset Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Actbl UIC / UIC.
6. Use to select the Report Type.
7. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Capital Asset Trial Balance Report

Overview

The Schedule Accounting Reports — Capital Asset Trial Balance Report provides the Activity Code, Fund Code, Department Code, Program Year, Basic Symbol, Subhead, Program, General Ledger Account Code Title, General Ledger Account Code, Debit Balance, and Credit Balance for the specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR04R hyperlink > Capital Asset Trial Balance Report - Submit/Schedule page

Page Fields

The following fields display on the **Capital Asset Trial Balance Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Capital Asset Trial Balance Report

Site *

Actbl UIC *

UIC

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Capital Asset Trial Balance Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Site.
6. Use to select the Actbl UIC.
7. Use to select the UIC.
8. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SCHEDULE DT*.	
13 - Mandatory Entry: *Site*.	
13 - Mandatory Entry: *ACTBL UIC*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report

- Capital Asset Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a CFO Out of Balance Detail Report

Overview

The Schedule Accounting Reports — CFO Out of Balance Detail Report provides the Asset Identifier, Improvement Number, Asset Code, Serial Number, Total Cost, Beginning Accumulated Depreciation Amount, Transaction Total, Accumulated Depreciation Amount, and Out of Balance Amount for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR44R hyperlink > CFO Out of Balance Detail Report - Submit/Schedule page

Page Fields

The following fields display on the **CFO Out of Balance Detail Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

CFO Out of Balance Detail Report

Site *

Actbl UIC *

UIC *

Asset Cd *

Out of Balance Area *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Submit or Schedule a CFO Out of Balance Detail Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Site.
6. Use to select the Actbl UIC.
7. Use to select the UIC.
8. Use to select the Asset Cd.
9. Use to select the Out of Balance Area.
10. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SCHEDULE DT*.	
13 - Mandatory Entry: *Site*.	
13 - Mandatory Entry: *ACTBL UIC*.	
13 - Mandatory Entry: *UIC*.	
13 - Mandatory Entry: *ASSET CD*.	
13 - Mandatory Entry: *Out of Balance Area*.	

895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- Capital Asset Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Non-Activated Depreciable Capital Asset Report

Overview

The Schedule Accounting Reports — Non-Activated Depreciable Capital Asset Report provides the Subordinate Custodian Number, Asset Identifier, Improvement Number, Receipt Date, Days Since Receipt, Stock Number, Serial Number, Asset Status Code, Total Cost, and Item Description for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR17R hyperlink > Non-Activated Depreciable Capital Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Non-Activated Depreciable Capital Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Non-Activated Depreciable Capital Asset Report

Asset Type *

Custodian Nbr

Min Days Since Rcpt *

Include Sub Cust

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Non-Activated Depreciable Capital Asset Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Asset Type.
6. Enter the CUSTODIAN NBR, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*
7. Use to select the Min Days Since Rcpt.
8. Click to select the Include SUB CUST. *This includes the inventory for all the SUB CUSTS also.*
9. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.** **13 - Mandatory Entry: *Asset Type*.** **13 - Mandatory Entry: *MIN DAYS SINCE RCPT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report

- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- Capital Asset Report
- CFO Out of Balance Detail Report
- Real Property Report

Schedule a Real Property Report

Overview

The Schedule Accounting Reports — Real Property Report provides the Installation Number, Installation Name, Improvement Number, Asset Code, Unit of Issue, Cost Center, Task Code, Real Property Site Unique Identifier, Site Name, Document Number, Real Property Quantity, Job Order Number, Account Report Number, Real Property Unique Identifier, Facility Name, Facility Number, Land Acquisition Tract Identifier, Heritage, Custodial Unit Identification Code, Acquisition Date, Effective Date, Activation Date, Last Activity Date, Fund Code, Dollar Amount, Accumulated Depreciation, and Fiscal Year Cost for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR06R hyperlink > Real Property Report - Submit/Schedule page

Page Fields

The following fields display on the **Real Property Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Real Property Report

Actbl UIC / UIC

Instl Nbr

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Real Property Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use  to select the Rpt Format.
2. Use  to select the Privacy Type.
3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use  to select the Actbl UIC / UIC.
6. Enter the INSTL NBR, or use  to browse for the entry. *This is a 5 alphanumeric character field.*
7. Select  . *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report

Search for Schedule Administration Reports — Results

Overview

The Schedule Administration Reports process Results page provides the ability to list the pre-determined Administration reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Administration

Page Fields

The following fields display on the **Scheduled Administration Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Administration Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Custodian Report

Schedule a Custodian Report

Overview

The Schedule Administration Reports — Custodian Report provides the Custodian Number, Custodian Name, Custodian Phone Number, Custodian E-mail Address, Order Date, Transfer Automatically, Alternate Custodian Name, Alternate Custodian Phone Number, Alternate Custodian Order Date, Office, Office Name, Location, and Substitute Location for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Administration > WPHRR31R hyperlink > Custodian Report - Submit/Schedule page

Page Fields

The following fields display on the **Custodian Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Custodian Report

Agency

Site

Actbl UIC

UIC

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Custodian Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use  to select the Rpt Format.
2. Use  to select the Privacy Type.
3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. *The Agency automatically populates and is not editable.*
6. *The Site automatically populates and is not editable.*
7. *The ACTBL UIC automatically populates and is not editable.*
8. *The UIC automatically populates and is not editable.*
9. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Administration Reports — Results

Search for Schedule Agency Reports — Results

Overview

The Schedule Agency Reports process Results page provides the ability to list the pre-determined Agency reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Agency

Page Fields

The following fields display on the **Scheduled Agency Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Agency Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report

Search for Schedule Asset Reports — Results

Overview

The Schedule Asset Reports process Results page provides the ability to list the pre-determined Asset reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset

Page Fields

The following fields display on the **Scheduled Asset Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Asset Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule an Assets on Loan Report

Overview

The Schedule Asset Reports — Assets on Loan Report provides the Activity Name, Custodian Name, Asset Identifier, Stock Number, Serial Number, Lot Number, Last Inventory Date and Time, Quantity, and Dollar Value for each specified DoDAAC within a UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > Rpt Ctgry > Asset > WPHRR24R hyperlink > Assets on Loan Report - Submit/Schedule page

Page Fields

The following fields display on the **Assets on Loan Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Assets on Loan Report

Actbl UIC / UIC

Report Type

Loan Cd *

Activity Name

Contractor

Contract Nbr

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Assets on Loan Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Actbl UIC / UIC.
6. Use to select the Report Type.
7. Use to select the Loan Cd.
8. Use to select the Activity Name.
9. Use to select the Contractor.
10. Use to select the Contract Nbr.
11. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results

- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule a Custodian Asset Report

Overview

The Schedule Asset Reports — Custodian Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Location, Substitute Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Inventory Location, Inventory Subordinate Location, Substitute Custodian Number, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR0101R hyperlink > Custodian Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Custodian Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Custodian Asset Report

Available Custodian(s)

Selected Custodian(s)

Sort Seq

Rpt Message

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Custodian Asset Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ▼ to select the Rpt Format.

2. Use ▼ to select the Privacy Type.

3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

5. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

> **Helpful Tip**
>
>  To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.
>
> To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

6. Select Add -->. *The custodian(s) appear in the Selected Custodian(s) field.*

> **Helpful Tip**
>
>  If a custodian was added inadvertently, select the incorrect custodian, and select <-- Remove. The custodian returns to the Available Custodian(s) list.

7. Use ▼ to select the Sort Seq.

8. Enter the RPT MESSAGE, or use ... to browse for the entry. *This is a xxxx alpha-numeric character field.*

9. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule an Increase Decrease Actions Report

Overview

The Schedule Asset Reports — Increase Decrease Actions Report provides the Stock Number, Item Description, Asset Identifier, Serial Number, Document Number, Custodian Number, Action Code, Quantity, Acquisition Cost, Date, and Time for each Increased or Decreased Stock Number for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR06R hyperlink > Increase Decrease Actions Report - Submit/Schedule page

Page Fields

The following fields display on the **Increase Decrease Actions Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Increase Decrease Actions Report

Start Dt *

End Dt *

Actbl UIC / UIC Select

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Increase Decrease Actions Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
6. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
7. Use to select the Actbl UIC / UIC.
8. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SCHEDULE DT*.	
13 - Mandatory Entry: *START DT*.	
13 - Mandatory Entry: *END DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report

- Custodian Asset Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule an IUID Registry Submission Report

Overview

The Schedule Asset Reports — IUID Registry Submission Report provides the Asset Identifier, Stock Number, Serial Number, Item Description, Transaction Date, Unique Item Identifier, and Life Cycle Event for each specified Asset within a UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR25R hyperlink > IUID Registry Submission Report - Submit/Schedule page

Page Fields

The following fields display on the **IUID Registry Submission Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

IUID Registry Submission Report

UIC

Start Dt *

End Dt *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a IUID Registry Submission Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ▼ to select the Rpt Format.
2. Use ▼ to select the Privacy Type.

3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use  to select the UIC.
6. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
7. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
8. Select  . *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report

- UII Asset Status Report
- User Property Custodian Report

Schedule a Location Asset Report

Overview

The Schedule Asset Reports — Location Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Major Custodian Number, Subordinate Custodian Number, Subordinate Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Asset Condition Code, Inventory Location, Inventory Subordinate Location, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR0401R hyperlink > Location Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Location Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Location Asset Report

Available Location(s)

Selected Location(s)

Sort Seq

Rpt Message

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Location Asset Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Select the location(s) in the Available Location(s) field to use in the report. *The location(s) are highlighted.*

   Helpful Tip

   To select more than one adjacent location, press and hold the Shift key after selecting the first location. Click the location at the end of the list, then release the Shift key.

   To select more than one individual location, press and hold the Control key after selecting the first location. Click the specific location required, then release the Control key.

6. Select Add -->. *The location(s) appear in the Selected Location(s) field.*

   Helpful Tip

   If a location was added inadvertently, select the incorrect location, and select <-- Remove. The location returns to the Available Location(s) list.

7. Use to select the Sort Seq.
8. Enter the RPT MESSAGE, or use ... to browse for the entry. *This is a xxxx alpha-numeric character field.*
9. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule a Pending Transactions Report

Overview

The Schedule Asset Reports — Pending Transactions Report provides the Document Number, Asset Identifier, Stock Number, Serial Number, Custodian Number, Item Description, Quantity, Date, and Process Status Code for each Type of Transaction within a UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR08D hyperlink > Pending Transactions Report - Submit/Schedule page

Page Fields

The following fields display on the **Pending Transactions Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Pending Transactions Report

Site Id

Actbl UIC

UIC

Start Dt

End Dt

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Pending Transactions Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use  to select the Rpt Format.
2. Use  to select the Privacy Type.
3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. *The SITE ID automatically populates and is not editable.*
6. *The ACTBL UIC automatically populates and is not editable.*
7. Use  to select the UIC.
8. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
9. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Select  . *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report

- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule a PSN Import Status Report

Overview

The Schedule Asset Reports — PSN Import Status Report provides the DoDAAC, Shipment Identifier, File Name, Date, and Time for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > Rpt Ctgry > Asset > WPSAR01R hyperlink > PSN Import Status Report - Submit/Schedule page

Page Fields

The following fields display on the **PSN Import Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

PSN Import Status Report

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a PSN Import Status Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the Sched Dt, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-*

numeric character field.

5. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Sensitive Asset Report
- UII Asset Status Report
- User Property Custodian Report

Schedule a Sensitive Asset Report

Overview

The Schedule Asset Reports — Sensitive Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Location, Substitute Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Inventory Location, Inventory Subordinate Location, Substitute Custodian Number, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR0301R hyperlink > Sensitive Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Sensitive Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Sensitive Asset Report

Available Custodian(s)

Selected Custodian(s)

Include PILFRBL

Sort Seq

Rpt Message

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Sensitive Asset Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

> **Helpful Tip**
>
> To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.
>
> To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

6. Select Add -->. *The custodian(s) appear in the Selected Custodian(s) field.*

> **Helpful Tip**
>
> If a custodian was added inadvertently, select the incorrect custodian, and select <-- Remove. The custodian returns to the Available Custodian(s) list.

7. Click to select the Include PILFRBL. *The assets marked as pilferable are included in the report.*
8. Use to select the Sort Seq.
9. Enter the RPT MESSAGE, or use ... to browse for the entry. *This is a xxxx alpha-numeric character field.*
10. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*. **13 - Mandatory Entry: *SCHEDULE DT*.**	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- UII Asset Status Report
- User Property Custodian Report

Schedule a UII Asset Status Report

Overview

The Schedule Asset Reports — UII Asset Status Report provides the Location, Substitute Location, Asset Identifier, Stock Number, Serial Number, Item Description, Custodian Number, Substitute Custodian Number, Unique Item Identifier, Unique Item Identifier Verified Flag , and Unique Item Identifier Verified Date for each specified UII status within a UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR36R hyperlink > UII Asset Status Report - Submit/Schedule page

Page Fields

The following fields display on the **UII Asset Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

UII Asset Status Report

Custodian Nbr

Include Sub Cust

UII Sts *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a UII Asset Status Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Enter the CUSTODIAN NBR, or use ... to browse for the entry. *This is a 12 alpha-numeric character field.*
6. Click to select the Include SUB CUST. *The assets with each subordinate custodian is included in the report.*
7. Use to select the UII Sts.
8. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report

- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- User Property Custodian Report

Schedule a User Property Custodian Report

Overview

The Schedule Asset Reports — User Property Custodian Report provides the Asset Identifier, Item Description, Stock Number, Manufacturer Model Number, Location, Custodian Number, Serial Number, Manufacturer Part Number, Cost Center, and Total Cost for each specified UIC.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > WPHRR3501R hyperlink > User Property Custodian Report - Submit/Schedule page

Page Fields

The following fields display on the **User Property Custodian Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

User Property Custodian Report

Sys Id

Sys Id List *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a User Property Custodian Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Enter the SYS ID, using to assist with the entry. *This is a 10 alphanumeric character field.*
6. Select . *The SYS ID(s) appear in the SYS ID List field.*

> **Helpful Tip**
>
> If a SYS ID was added inadvertently, select the incorrect SYS ID, and select . The SYS ID is removed from the list.

7. Repeat Step 6 until all the chosen SYS ID(s) appear in the SYS ID List field.
8. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *SYS ID List*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Asset Reports — Results
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- PSN Import Status Report
- Sensitive Asset Report
- UII Asset Status Report

Search for Schedule Authorization Reports — Results

Overview

The Schedule Authorization Reports process Results page provides the ability to list the pre-determined Authorization reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Authorization

Page Fields

The following fields display on the **Scheduled Authorization Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Authorization Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Asset Authorization Report (LIN/TAMCN)
- Asset Summary Report
- Authorization Report

Schedule an Asset Authorization Report (LIN/TAMCN)

Overview

The Schedule Authorization Reports — Asset Authorization Report (LIN/TAMCN) provides the LIN/TAMCN Authorization, Authorized Quantity, Required Quantity, On Hand Quantity, Due In Quantity, Over or Under Quantity, Paragraph Number, Authorization Document Number, Authorization Property Type Code, Authorization Remarks Code, Effective Date, Expiration Date, Authorized Quantity, and Required Quantity for every specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Authorization > WPAUR05R hyperlink > Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page

Page Fields

The following fields display on the **Asset Authorization Report (LIN/TAMCN) - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Asset Authorization Report (LIN/TAMCN)

All LIN/TAMCN

Specific LIN/TAMCN

LIN/TAMCN Range

Multi LIN/TAMCN

UIC

Para Nbr

LIN/TAMCN

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Asset Authorization Report (LIN/TAMCN)

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Select All LIN/TAMCN if every available LIN/TAMCN is required in this report.
6. Select Specific LIN/TAMCN if only one specified LIN/TAMCN is required in this report.
7. Select LIN/TAMCN Range if more than one adjacent LIN/TAMCNs are required in this report.
8. Select Multi LIN/TAMCN if more than one non-adjacent LIN/TAMCNs are required in this report.
9. Use to select the UIC.
10. Enter the PARA NBR, or use ... to browse for the entry. *This is a 4 alphanumeric character field.*
11. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
12. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Authorization Reports — Results
- Asset Summary Report
- Authorization Report

Schedule an Asset Summary Report

Overview

The Schedule Authorization Reports — Asset Summary Report provides the LIN/TAMCN Authorization, LIN/TAMCN Description, Required Quantity, Authorized Quantity, Stock Number, Substitute LIN/TAMCN, Unit of Issue, Item Description, Acquisition Cost, On Hand Quantity, Due In Quantity, Logistics Control Code, Content Identifier Code, Controlled Inventory Item Code, and Routing Inventory Item Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Authorization > WPAUR06R hyperlink > Asset Summary Report - Submit/Schedule page

Page Fields

The following fields display on the **Asset Summary Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Asset Summary Report

Actbl UIC

Parent UIC

Specific UIC

UIC

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Asset Summary Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Select ACTBL UIC if only the ACTBL UIC is required in this report.
6. Select PARENT UIC if only the PARENT UIC is required in this report.
7. Select SPECIFIC UIC if only one SPECIFIC UIC is required in this report. *The UIC field appears.*
   A. Use to select the UIC.
8. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Authorization Reports — Results
- Asset Authorization Report (LIN/TAMCN)
- Authorization Report

Schedule an Authorization Report

Overview

The Schedule Authorization Reports — Authorization Report provides the Stock Number, Item Description, Unit Identification Code, Authorization Code, Authorization Reference Number, On Hand Quantity, Authorization Quantity, Requested Quantity, Overage Quantity, and Shortage Quantity for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Authorization > WPAUR03R hyperlink > Authorization Report - Submit/Schedule page

Page Fields

The following fields display on the **Authorization Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Authorization Report

UIC

Authn Cd

Sort Seq

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Authorization Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use ⌄ to select the Rpt Format.
2. Use ⌄ to select the Privacy Type.

3. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use  to select the UIC.
6. Use  to select the Authn Cd.
7. Use  to select the Sort Seq.
8. Select  . *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Authorization Reports — Results
- Asset Authorization Report (LIN/TAMCN)
- Asset Summary Report

Search for Schedule Maintenance and Utilization Reports — Results

Overview

The Schedule Maintenance and Utilization Reports process Results page provides the ability to list the pre-determined Maintenance and Utilization reports.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Maintenance and Utilization

Page Fields

The following fields display on the **Scheduled Maintenance and Utilization Reports** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule a Maintenance and Utilization Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Contract Report

Schedule a Contract Report

Overview

The Schedule Maintenance and Utilization Reports — Capital Asset Trial Balance Report provides the Contract Number, Delivery Order Number, Start Date, Expiration Date, Admn Office Name, Admn Office Phone, Property Admn, Admn Phone, Property Admn Email, and Remarks for each Contractor Name within each Accountable Unit Identification Code.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Maintenance and Utilization > WPHRR30R hyperlink > Contract Report - Submit/Schedule page

Page Fields

The following fields display on the **Contract Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Submit / Schedule

Rpt Format *

Privacy Type

Schedule Dt *

Remarks

Contract Report

Site *

Actbl UIC

Contractor Name

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Contract Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to select the Rpt Format.
2. Use to select the Privacy Type.
3. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*
5. Use to select the Site.
6. Use to select the Actbl UIC.
7. Use to select the Contractor Name.
8. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT FORMAT*.	
13 - Mandatory Entry: *SCHEDULE DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Site*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Maintenance and Utilization Reports — Results

Schedule Reports

Overview

The Property Accountability module Schedule Reports process provides the ability to run pre-determined reports.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager page

Page Fields

The following fields display on the **Scheduled Reports Manager** page. For more information on each field, select the appropriate hyperlink.

Search Results

Rpt Category

Results Grid

Rpt Id

Rpt Name

Rpt Type

Rpt Category

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Report to Run

1. Use ▼ to select the Rpt Category. *The page automatically refreshes, showing only the reports in the specified category:*
   - Accounting
   - Administration
   - Agency
   - Asset
   - Authorization
   - Catalog
   - Interface
   - Inventory
   - IT Software Management

- Maintenance and Utilization
- Metrics
- Security
- Utility

2. Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

View the Reports Manager Transaction Status

Overview

The Schedule Reports Transaction Status page displays a verification of the deletion performed.

Navigation

Forms-Reports > Schedule Reports > Search Results > *VARIOUS PROCEDURAL STEPS* > Reports Manager Transaction Status page

Page Fields

The following fields display on the **Reports Manager Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Schedule Reports Report** page appears.*
- Select Search Criteria to return to the **Schedule Reports Search Results** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Schedule Reports
- Export the Schedule Reports Report
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

Export the Schedule Reports Report

Overview

The Schedule Reports Report Export process provides the ability to save the reports in different formats.

Navigation

Forms-Reports > Schedule Reports > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Reports Manager Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Schedule Reports Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Schedule Reports Search Results** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the **Schedule Reports Search Results** page.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Delete the Form / Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

Forms-Reports Generate Forms Search Criteria

Management requires reports and forms for asset visibility, financial reporting and proper auditing. DPAS provides this capability as an automated online feature.

The **Generate Forms** process allows you to generate a DD Form 1348-1A (Issue/Release/Receipt Document), DD Form 1150 (Request for Issue or Turn- In) and a DD Form 1149 (Requisition and Invoice/Shipping Document).

Navigation

Forms-Reports > Generate Forms > Search Criteria

Page Fields

The following fields display on the **Forms-Reports Generate Forms Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Action
*Printed
Doc Nbr
Date Range From
Date Range To

* denotes a mandatory field

Procedure

To Generate Forms/Reports:

On the **Forms-Reports Generate Forms Search Criteria** page, you have the option to choose from various actions. These actions include issues, transfers and dispositions. There are three forms which can be generated for several processes. These forms are the DD Form 1348-1A (Issue Release/Receipt Document), DD Form 1150 (Request for Issue or Turn-In), and DD Form 1149 (Requisition and Invoice/Shipping Document).

1. Select an option from the following **Action**:

- **Disposition** - An asset is removed from the property book and disposed of in the manner appropriate to the asset. Will generate all three forms.
- **Issue To Custodian** - An asset is given into the care of an individual associated with the property book. Will generate a DD Form 1150 and a DD Form 1149.
- **Excess to Defense Reutilization and Marketing Office (**DRMO) - An asset is transferred to the agency responsible for reallocating assets to other areas of the Department of Defense or approved civilian organizations. Will generate a DD Form 1348.

- **Custodian Transfer** - An asset is moved from one property holder to another on the same Property book. Will generate a DD Form 1150 and a DD Form 1149.
- **UIC Transfer** - An asset is transferred from one UIC to another UIC on the same property Book. Will generate a DD Form 1150 and a DD Form 1149.

2. **Printed** - The default is *Non-Printed*, you may want to change the option to *Select All* to ensure you retrieve all possible print status.
3. **Doc Nbr** is optional. If you have a Document Number, enter the data into the text box.
4. **Date Range From** – Enter Start date of transactions to process.
5. **Date Range To** – Enter End date of transactions to process.
6. Select 

to display the **Search Results** page or choose 

to clear the page.

FEDLOG

Related Topics

- Forms-Reports Generate Forms Search Results
- Forms-Reports Generate Forms Submission
- Forms-Reports Generate Forms Transaction Status
- Forms-Reports Generate Forms Report Export

Forms-Reports Generate Forms Search Results

Overview

The **Generate Forms Search Results** page displays the records retrieved based on the action selected on the search criteria page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Forms-Reports > Generate Forms > Search Criteria > Search Results

Page Fields

Page fields vary in the **Generate Forms** process based on the type of Action selected.

Procedure

To Perform Generate Forms:

Note

- Each selected item from the list generates a separate *DD Form 1348-1A (Issue Release/Receipt Document)*, *DD Form 1150 (Request for Issue or Turn-In)* or *DD Form 1149 (Requisition and Invoice/Shipping Document)* based on the **Action** code.

1. Select the checkbox to identify those records for processing.

Helpful Tip

To select all rows on all pages, choose Select All. You can choose Deselect All to clear all rows on all pages.

2. Choose Continue to generate the form/report or select Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Forms-Reports Generate Forms Search Criteria
- Forms-Reports Generate Forms Submission
- Forms-Reports Generate Forms Transaction Status
- Forms-Reports Generate Forms Report Export

PageID Ref: WFHRR2902_6

Forms-Reports Generate Forms Submission

Overview

The **Generate Forms Submission** page displays the records retrieved based on the **Action** selected on the **Search Criteria** page.

Navigation

Forms-Reports > Generate Forms > Search Criteria > Search Results > Submission page

Page Fields

Page fields vary in the **Generate Forms** process based on the type of **Action** selected.

Procedure

To Submit your Form/Report:

1. Select the drop-down list and make a selection from the following:

- **DD Form 1149**
- **DD Form 1150 REQUEST FOR ISSUE OR TURN-IN**
- **DD Form 1348 DRMO TURN-IN**
- **DD Form 1348 RETURN TO SPLY ACTY**

2. Enter a **SCHED DT** or use the  to select a date to submit the forms/report.
3. The default **RPT FORMAT** is *PDF - Adobe Acrobat Document*.
4. The **Privacy Type** default is *Private* and can be viewed only by the report owner. Select the drop-down list to choose *Shared* which can be viewed by everyone with the appropriate access level.
5. You have the option to enter **Remarks** (comments or statements) which will display on your forms/report.
6. Select 

to process your request or choose 

to return to previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Forms-Reports Generate Forms Search Criteria
- Forms-Reports Generate Forms Search Results
- Forms-Reports Generate Forms Transaction Status
- Forms-Reports Generate Forms Report Export

PageID Ref: WFHRR2903_99

Forms-Reports Generate Forms Transaction Status

Overview

The **Forms-Reports Generate Forms Transaction Status** page displays information concerning the transaction just completed.

Navigation

Forms-Reports > Generate Forms > Search Criteria > Search Results > Submission page > Transaction Status page

Page Fields

The following fields display on the **Forms-Reports Generate Forms Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select 

to print a report of the transaction.
2. Select 

to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Forms-Reports Generate Forms Search Criteria
- Forms-Reports Generate Forms Search Results
- Forms-Reports Generate Forms Submission
- Forms-Reports Generate Forms Report Export

Forms-Reports Generate Forms Report Export

Overview

The **Forms-Reports Generate Forms Report Export** page provides a means for you to export your transaction results into Microsoft Excel, Microsoft Word or Acrobat PDF (Portable Document Form) format.

Navigation

Forms-Reports > Generate Forms > Search Criteria > Search Results > Submission page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Forms-Reports Generate Forms Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Forms-Reports Generate Forms Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Forms-Reports Generate Forms Search Criteria
- Forms-Reports Generate Forms Search Results
- Forms-Reports Generate Forms Submission
- Forms-Reports Generate Forms Transaction Status

Search for a Depreciation Update Personal Property — Criteria

Overview

The Property Accountability module Depreciation Update Personal Property process provides the ability to activate Personal Property and Improvements for depreciation and updates the depreciation data. When a Personal Property asset is re-baselined, the previous depreciation reported cannot be recovered for that asset.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Depreciation Update Personal Property Search Criteria page

Page Fields

The following fields display on the **Depreciation Update Personal Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
13	Select "Reset" button to clear data.

Personal Property

Personal Property
Personal Prop Impvs
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Acq Program Name
Type Dsg Name

Personal Property Improvement

Personal Property
Personal Prop Impvs

Deprn Sts
UIC
Asset Id
Acq Program Name
Type Dsg Name
Impv Nbr

Procedure

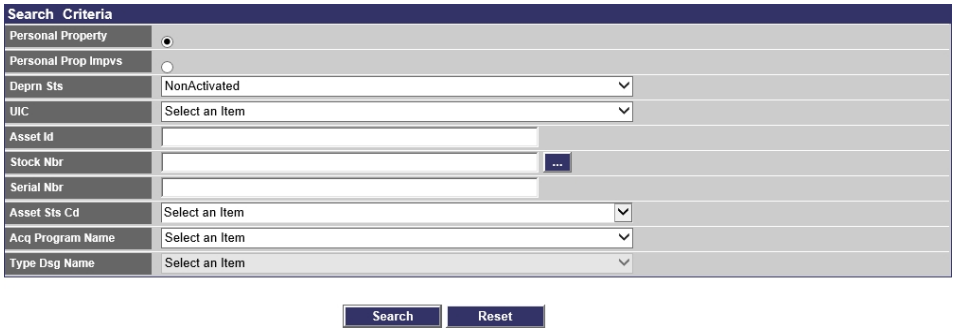
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Personal Property

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

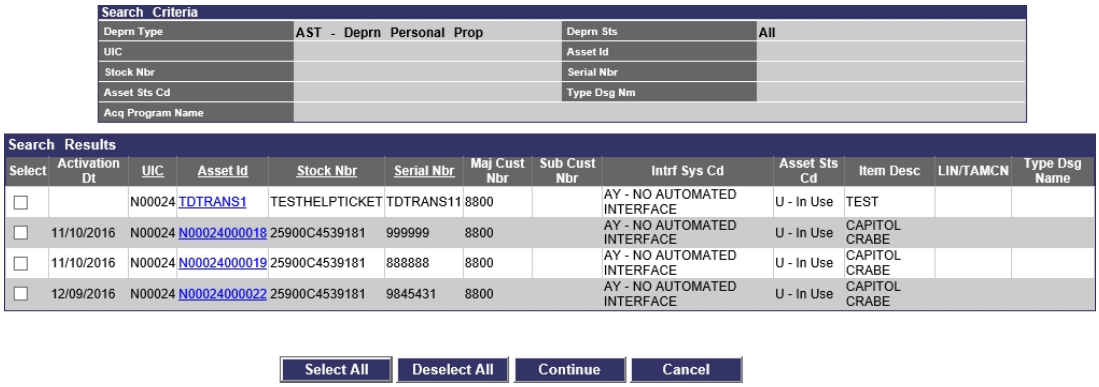
1. Select ○ Personal Property if the depreciated asset is a personal property. *The appropriate fields appear.*



2. Use ⌄ to select the desired Deprn Sts.
3. Use ⌄ to select the desired UIC.
4. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
5. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

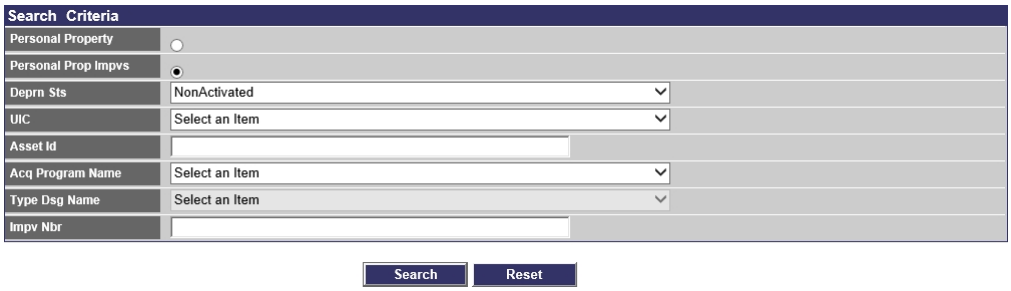
   Stock Number Browse help
6. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

7. Use ☑ to select the desired Asset Sts Cd.
8. Use ☑ to select the desired Acq Program Name.
9. Use ☑ to select the desired Type Dsg Name.
10. Select Search. *The **Search for a Personal Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



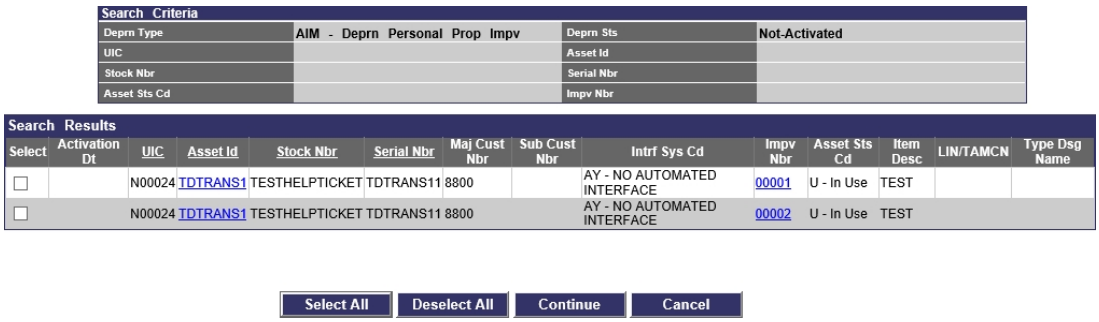
Search for Personal Property Improvements

1. Select ○ PERSONAL PROP IMPVS if the depreciated asset is an improvement on a personal property. *The appropriate fields appear.*



2. Use ☑ to select the desired Deprn Sts.
3. Use ☑ to select the desired UIC.
4. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
5. Use ☑ to select the desired Acq Program Name.
6. Use ☑ to select the desired Type Dsg Name.
7. Enter the IMPV NBR in the field provided. *This is a 5 numeric character field.*

8. Select Search. *The **Search for a Personal Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Search Criteria

Deprn Type	AIM - Deprn Personal Prop Impv	Deprn Sts	Not-Activated
UIC		Asset Id	
Stock Nbr		Serial Nbr	
Asset Sts Cd		Impv Nbr	

Search Results

Select	Activation Dt	UIC	Asset Id	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Intrf Sys Cd	Impv Nbr	Asset Sts Cd	Item Desc	LIN/TAMCN	Type Dsg Name
☐		N00024	TDTRANS1	TESTHELPTICKET	TDTRANS11	8800		AY - NO AUTOMATED INTERFACE	00001	U - In Use	TEST		
☐		N00024	TDTRANS1	TESTHELPTICKET	TDTRANS11	8800		AY - NO AUTOMATED INTERFACE	00002	U - In Use	TEST		

Select All | Deselect All | Continue | Cancel

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
762 — Special character (s) is not acceptable.	Invalid Entry. Only use alphanumeric characters in the ASSET ID field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the STOCK NBR field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the SERIAL NBR field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the IMPV NBR field. Re-enter the field.

Related Topics

- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail

- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Search for a Depreciation Update Personal Property — Results

Overview

The Depreciation Update Personal Property Results page provides the ability to select the personal property and improvement record(s) to update.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Personal Property Depreciation Update Search Results page

Page Fields

The following fields display on the **Depreciation Update Personal Property Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
5	Select "Hyperlink" to view details for specific record.
16	"Deselect All" button clears all rows, all pages.
61	Select "Cancel" to return to Search Criteria page.

Personal Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr

Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

Search Results

Select
Activation Dt
UIC
Asset Id
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Asset Sts Cd
LIN/TAMCN
Type Dsg Name

Personal Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Impv Nbr

Search Results

Select
Activation Dt
UIC
Asset Id
Stock Nbr
Serial Nbr

Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Impv Nbr
Asset Sts Cd
Item Desc
LIN/TAMCN
Type Dsg Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Personal Property

Update a Single Personal Property

1. Click ☐ to select the desired property.
2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

Mass Update a Personal Property

1. Select Select All to select all of the properties.

   OR

   Click ☐ to select the desired properties.

   Helpful Tip

   For mass updates, the selected records must have the same stock number and interface system code.

2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

View the Personal Property Asset Details

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

Personal Property Improvements

Update a Single Personal Property Improvement

1. Click ☐ to select the desired property.
2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

Mass Update a Personal Property Improvement

1. Select Select All to select all of the properties.

   OR

   Click ☐ to select the desired properties.

   Helpful Tip

   For mass updates, the selected records must have the same stock number and interface system code.

2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

View the Personal Property Asset Details

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

View the Personal Property Improvement Details

Select the IMPV NBR hyperlink. *The **Personal Property Improvement Depreciation Update Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

375 — Selected rows must have matching STOCK NBR and INTRF SYS CD.	Invalid Entry. For mass updates, the selected records must have the same stock number and interface system code. Re-try record selection.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Select Depreciation Update Personal Property Rows

Overview

The Depreciation Update Personal Property Selected Rows page displays the records selected for a depreciation update.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Depreciation Update Personal Property Selected Rows page

Page Fields

The following fields display on the **Depreciation Update Personal Property Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
5	Select "Hyperlink" to view details for specific record.
16	"Deselect All" button clears all rows, all pages.
61	Select "Cancel" to return to Search Criteria page.

Personal Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

Selected Rows

- Activation Dt
- UIC
- Asset Id
- Stock Nbr
- Serial Nbr
- Maj Cust Nbr
- Sub Cust Nbr
- Intrf Sys Cd
- Asset Sts Cd
- Item Desc
- LIN/TAMCN
- Type Dsg Name

Personal Property Improvements

Search Criteria

- Deprn Type
- Deprn Sts
- UIC
- Asset Id
- Stock Nbr
- Serial Nbr
- Asset Sts Cd
- Impv Nbr

Selected Rows

- Activation Dt
- UIC
- Asset Id
- Stock Nbr
- Serial Nbr
- Maj Cust Nbr
- Sub Cust Nbr
- Intrf Sys Cd
- Impv Nbr
- Asset Sts Cd

Item Desc
LIN/TAMCN
Type Dsg Name

Procedure

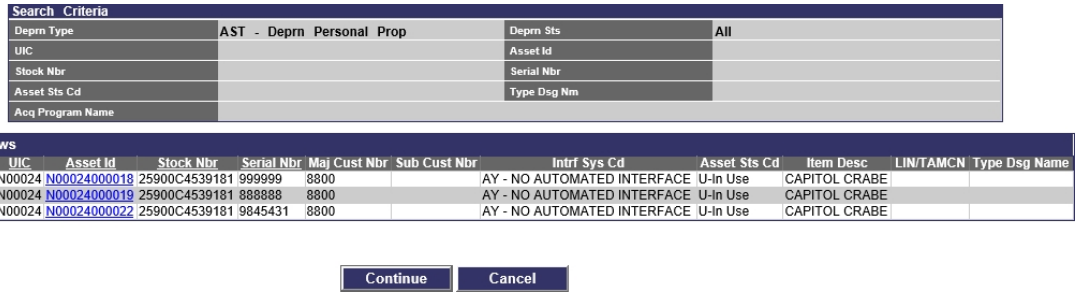
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Personal Property Selected Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the Search Criteria panel:



Search Criteria

Deprn Type	AST - Deprn Personal Prop	Deprn Sts	All
UIC		Asset Id	
Stock Nbr		Serial Nbr	
Asset Sts Cd		Type Dsg Nm	
Acq Program Name			

Selected Rows

Activation Dt	UIC	Asset Id	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Intrf Sys Cd	Asset Sts Cd	Item Desc	LIN/TAMCN	Type Dsg Name
11/10/2016	N00024	N00024000018	25900C4539181	999999	8800		AY - NO AUTOMATED INTERFACE	U-In Use	CAPITOL CRABE		
11/10/2016	N00024	N00024000019	25900C4539181	888888	8800		AY - NO AUTOMATED INTERFACE	U-In Use	CAPITOL CRABE		
12/09/2016	N00024	N00024000022	25900C4539181	9845431	8800		AY - NO AUTOMATED INTERFACE	U-In Use	CAPITOL CRABE		

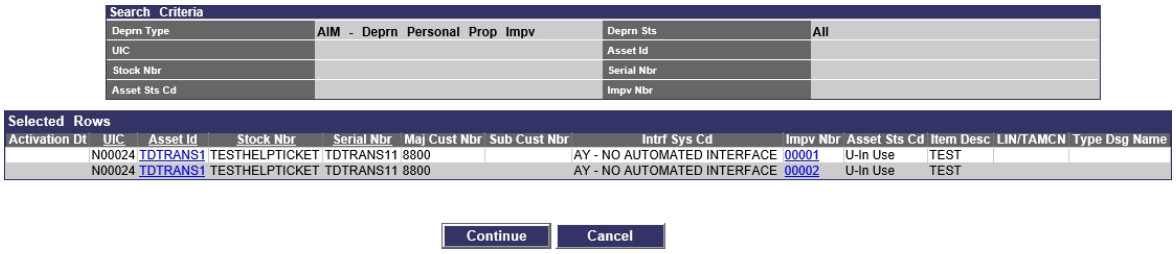
Continue Cancel

   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the ASSET STS CD.*
   - *Verify the TYPE DSG NAME.*
   - *Verify the ACQ PROGRAM NAME.*
2. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page appears.*
3. Select Continue. *The* ***Depreciation Update Personal Property Update*** *page appears.*

Review the Depreciation Update Personal Property Improvement Selected Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the Search Criteria panel:



Search Criteria			
Deprn Type	AIM - Deprn Personal Prop Impv	Deprn Sts	All
UIC		Asset Id	
Stock Nbr		Serial Nbr	
Asset Sts Cd		Impv Nbr	

Selected Rows

Activation Dt	UIC	Asset Id	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Intrf Sys Cd	Impv Nbr	Asset Sts Cd	Item Desc	LIN/TAMCN	Type Dsg Name
	N00024	TDTRANS1	TESTHELPTICKET	TDTRANS11	8800		AY - NO AUTOMATED INTERFACE	00001	U-In Use	TEST		
	N00024	TDTRANS1	TESTHELPTICKET	TDTRANS11	8800		AY - NO AUTOMATED INTERFACE	00002	U-In Use	TEST		

Continue Cancel

   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the ASSET STS CD.*
   - *Verify the IMPV NBR.*
2. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page appears.*
3. Select the IMPV NBR hyperlink. *The* ***Personal Property Improvement Depreciation Update Details*** *page appears.*
4. Select Continue. *The* ***Depreciation Update Personal Property Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Update the Personal Property Depreciation Update

- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Update the Depreciation Update Personal Property Record

Overview

The Depreciation Update Personal Property Update process allows editing and activating of assets, and beginning their depreciation. In this process, the depreciation period is set, prior depreciation is calculated, and accounting information is entered.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Depreciation Update Personal Property Update page

Page Fields

The following fields display on the **Depreciation Update Personal Property Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
168	DEPRN Period may be between 24 months and the maximum number of months allowed by regulation
18	Select "Update" button to process transaction(s).
61	Select "Cancel" to return to Search Criteria page.
328	DEPRN UTIL SVC LIFE must be > "0" for Activity Based DEPRN".

Personal Property AND Personal Property Improvement

Record Information

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd

LIN/TAMCN
Fdcry Deprn Mthd Cd
Type Dsg Name
Deprn Util Qty
Util Measure Cd
Write Down Amt
Item Desc
Accumd Deprn
Total Cost
Deprn Cost Center Desc

Simulate Depreciation

Depreciation Update

Activation Dt
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Exp Cd *
Deprn Sts *
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Util Svc Life
Prior Deprn Util Qty
Action Type

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

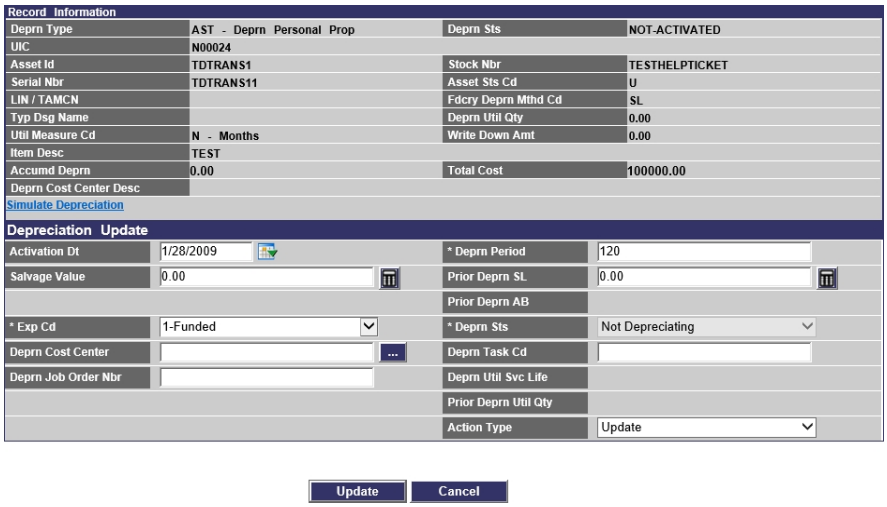


Click the following link to display PA Navigation Tips.

Update a Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Record Information.



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*
- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ASSET STS CD.*
- *Verify the LIN/TAMCN.*
- *Verify the FDCRY DEPRN MTHD CD.*
- *Verify the TYPE DSG NAME.*
- *Verify the DEPRN UTIL QTY.*
- *Verify the UTIL MEASURE CD.*
- *Verify the WRITE DOWN AMT.*
- *Verify the ITEM DESC.*
- *Verify the ACCUMD DEPRN.*
- *Verify the Total Cost.*
- *Verify the DEPRN COST CENTER DESC.*

2. Select the Simulate Depreciation hyperlink. *The **Depreciation Simulator** pop-up window appears.*

3. Update the ACTIVATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.

4. Update the DEPRN PERIOD, entering the revised identifier in the field provided. *This is a 3 numeric character field.*
5. Update the Salvage Value, using  or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Salvage Value Calculator help
6. Update the PRIOR DEPRN SL, using  or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Prior Depreciation Calculator help
7. Update the PRIOR DEPRN AB, entering the revised amount in the field provided. *This is a 17.2 numeric character field.*
8. Update the Exp Cd, using  to select the desired code.
9. Update the Deprn Sts, using  to select the desired status.
10. Update the DEPRN COST CENTER, using  to browse for the revised identifier.

    Cost Center Browse help
11. Update the DEPRN TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*
12. Update the DEPRN JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
13. Update the DEPRN UTIL SVC LIFE, entering the revised value in the field provided. *This is a 17.2 numeric character field.*
14. Update the PRIOR DEPRN UTIL QTY, entering the revised value in the field provided. *This is a 17.2 numeric character field.*
15. Update the Action Type, using  to select the desired kind.
16. Select  . *The **Personal Property Depreciation Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

access.	
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation 120.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
589 — DEPRN PRD must be > = to DEPRN UTIL PRD REBSLN value.	Invalid Entry. The period of rebaselining a depreciation utilization must be smaller than or the same as the depreciation period. Enter a valid amount.
751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Depreciation Update Personal Property Improvement Details

Overview

The Depreciation Update Personal Property Improvement Details page is view only and displays information for a specific record.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > 

> Search Results > IMPV NBR hyperlink > Depreciation Update Personal Property Improvement Detail page

Page Fields

The following fields display on the **Depreciation Update Personal Property Improvement Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal Property Improvement Details

Impv Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN Authn
Acq Dt
Eff Dt
ACC-SFIS Cd
Type Action
Estbd By
Estbd Dt
Last Updtd By
Last Activity Dt
Improvement Cost
Total Cost
Asset Cd

Acct Sys Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Transfer Typ Cd
Task Cd
Trading Partner Nbr
Job Ord Nbr
Type Fund Cd
Fund Cd/ASN
Pgm Yr
Dept Cd
Subhead
Basic Symbol
LOA
Obj Class Cd
Cntr/PO Nbr
Oblign Doc Nbr
CLIN
SPIIN
ACRN
SLIN
Activation Dt
Deprn Exp Cd
Deprn Period
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Sts Cd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
Deprn AB Rebsln
Deprn AB Lst Rebsln
FY Cost
Salvage Value

Prior Deprn
Current Mnth Deprn Amt
Prr Deprn SL Rebsln
Prr Deprn AB Rebsln
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Deprn Util Period
Remarks
History Remarks

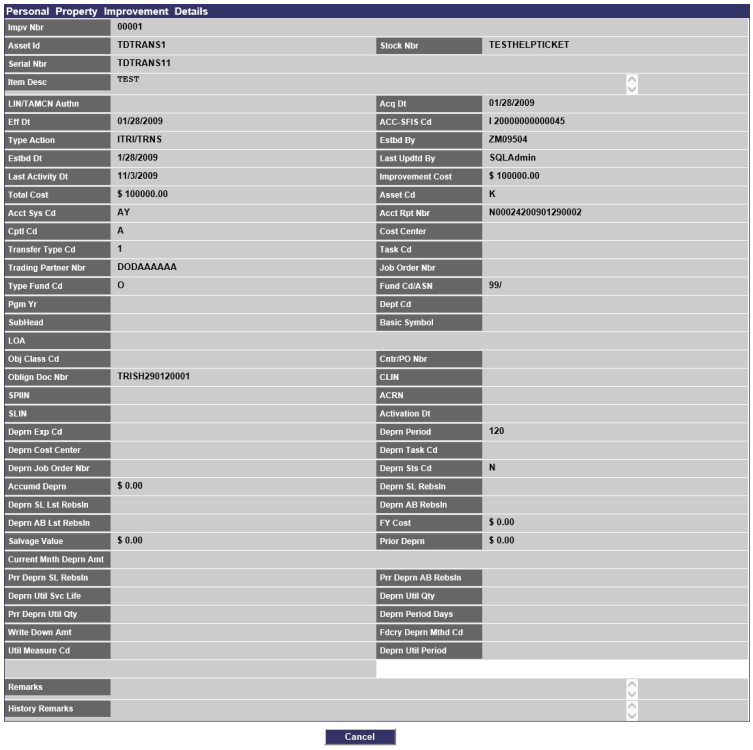
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Personal Property Improvement Details

1. Select the IMPV NBR hyperlink. *The **Depreciation Update Personal Property Improvement Details** page appears.*



Personal Property Improvement Details

Impv Nbr	00001		
Asset Id	TDTRANS1	Stock Nbr	TESTHELPTICKET
Serial Nbr	TDTRANS11		
Item Desc	TEST		
LIN/TAMCN Authn		Acq Dt	01/28/2009
Eff Dt	01/28/2009	ACC-SFIS Cd	I 20000000000045
Type Action	ITRI/TRNS	Estbd By	ZM09504
Estbd Dt	1/28/2009	Last Updtd By	SQLAdmin
Last Activity Dt	11/3/2009	Improvement Cost	$ 100000.00
Total Cost	$ 100000.00	Asset Cd	K
Acct Sys Cd	AY	Acct Rpt Nbr	N00024200901290002
Cptl Cd	A	Cost Center	
Transfer Type Cd	1	Task Cd	
Trading Partner Nbr	DODAAAAAA	Job Order Nbr	
Type Fund Cd	O	Fund Cd/ASN	99/
Pgm Yr		Dept Cd	
SubHead		Basic Symbol	
LOA			
Obj Class Cd		Cntr/PO Nbr	
Oblign Doc Nbr	TRISH290120001	CLIN	
SPIIN		ACRN	
SLIN		Activation Dt	
Deprn Exp Cd		Deprn Period	120
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Deprn Sts Cd	N
Accumd Deprn	$ 0.00	Deprn SL Rebsln	
Deprn SL Lst Rebsln		Deprn AB Rebsln	
Deprn AB Lst Rebsln		FY Cost	$ 0.00
Salvage Value	$ 0.00	Prior Deprn	$ 0.00
Current Mnth Deprn Amt			
Prr Deprn SL Rebsln		Prr Deprn AB Rebsln	
Deprn Util Svc Life		Deprn Util Qty	
Prr Deprn Util Qty		Deprn Period Days	
Write Down Amt		Fdcry Deprn Mthd Cd	
Util Measure Cd		Deprn Util Period	
Remarks			
History Remarks			

Cancel

2. Review the available fields:
    A. *Verify the IMPV NBR.*
    B. *Verify the ASSET ID.*
    C. *Verify the STOCK NBR.*
    D. *Verify the SERIAL NBR.*
    E. *Verify the ITEM DESC.*
    F. *Verify the LIN/TAMCN AUTHN.*
    G. *Verify the ACQ DT.*
    H. *Verify the EFF DT.*
    I. *Verify the ACC—SFIS CD.*
    J. *Verify the Type Action.*
    K. *Verify the ESTBD BY.*
    L. *Verify the ESTBD DT.*
    M. *Verify the LAST UPDTD BY.*
    N. *Verify the Last Activity DT.*
    O. *Verify the Improvement Cost.*
    P. *Verify the Total Cost.*
    Q. *Verify the ASSET CD.*

R. *Verify the ACCT SYS CD.*
S. *Verify the ACCT RPT NBR.*
T. *Verify the CPTL CD.*
U. *Verify the Cost Center.*
V. *Verify the Transfer Type CD.*
W. *Verify the TASK CD.*
X. *Verify the Trading Partner NBR.*
Y. *Verify the JOB ORDER NBR.*
Z. *Verify the TYPE FUND CD.*
AA. *Verify the FUND CD / ASN.*
AB. *Verify the PGM YR.*
AC. *Verify the DEPT CD.*
AD. *Verify the SUBHEAD.*
AE. *Verify the Basic Symbol.*
AF. *Verify the LOA.*
AG. *Verify the OBJ CLASS CD.*
AH. *Verify the CNTR/PO NBR.*
AI. *Verify the OBLIGN DOC NBR.*
AJ. *Verify the CLIN.*
AK. *Verify the SPIIN.*
AL. *Verify the ACRN.*
AM. *Verify the SLIN.*
AN. *Verify the ACTIVATION DT.*
AO. *Verify the DEPRN EXP CD.*
AP. *Verify the DEPRN PERIOD.*
AQ. *Verify the DEPRN COST CENTER.*
AR. *Verify the DEPRN TASK CD.*
AS. *Verify the DEPRN JOB ORDER NBR.*
AT. *Verify the DEPRN STS CD.*
AU. *Verify the ACCUMD DEPRN.*
AV. *Verify the DEPRN SL REBSLN.*
AW. *Verify the DEPRN SL LST REBSLN.*
AX. *Verify the DEPRN AB REBSLN.*

AY. *Verify the DEPRN AB LST REBSLN.*

AZ. *Verify the FY Cost.*

BA. *Verify the Salvage Value.*

BB. *Verify the PRIOR DEPRN.*

BC. *Verify the CURRENT MNTH DEPRN AMT.*

BD. *Verify the PRR DEPRN SL REBSLN.*

BE. *Verify the PRR DEPRN AB REBSLN.*

BF. *Verify the DEPRN UTIL SVC LIFE.*

BG. *Verify the DEPRN UTIL QTY.*

BH. *Verify the PRR DEPRN UTIL QTY.*

BI. *Verify the DEPRN PERIOD DAYS.*

BJ. *Verify the WRITE DOWN AMT.*

BK. *Verify the FDCRY DEPRN MTHD CD.*

BL. *Verify the UTIL MEASURE CD.*

BM. *Verify the DEPRN UTIL PERIOD.*

BN. *Verify the Remarks.*

BO. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

View the Depreciation Update Personal Property Transaction Status

Overview

The Depreciation Update Personal Property Transaction Status page displays a verification of the update or improve transaction performed.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Depreciation Update Personal Property Transaction Status page

Page Fields

The following fields display on the **Depreciation Update Personal Property Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Asset Id	N00024000018
		UIC	N00024
		Actbl UIC	N00024
Success		Asset Id	N00024000019
		UIC	N00024
		Actbl UIC	N00024
Success		Asset Id	N00024000022
		UIC	N00024
		Actbl UIC	N00024

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a Personal Property Depreciation Update Report** page appears.*
- Select Search Criteria to return to the **Search for a Personal Property Depreciation Report — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- Export a Personal Property Depreciation Update Report

Export a Depreciation Update Personal Property Report

Overview

The Depreciation Update Personal Property Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export a Personal Property Depreciation Update Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

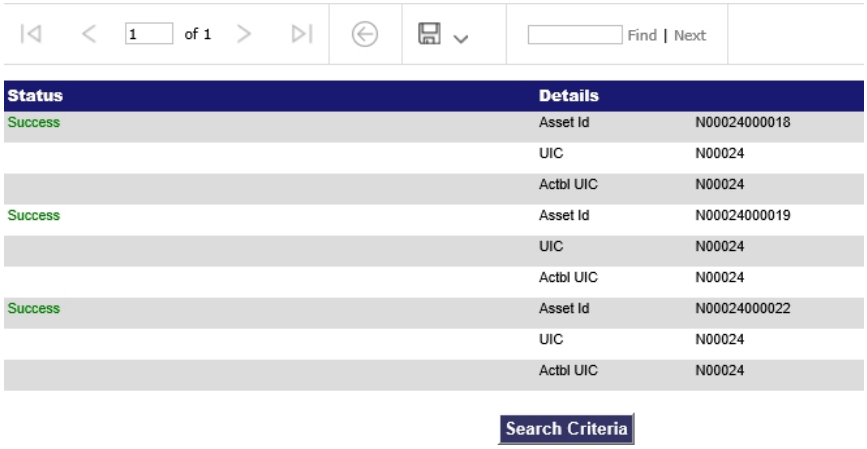
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Depreciation Update Personal Property Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal Property Depreciation Update Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status

Search for a Depreciation Update Real Property — Criteria

Overview

The Property Accountability module Depreciation Update Real Property process provides the ability to activate Real Property and Improvements for depreciation and updates the depreciation data.

Navigation

Accounting > DEPRN UPDATE > Real Property > Depreciation Update Real Property Search Criteria page

Page Fields

The following fields display on the **Depreciation Update Real Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
13	Select "Reset" button to clear data.

Real Property

Real Property
Real Prop Impvs
Deprn Sts
UIC
Instl Nbr
RP Site Name
Fac Nbr
Land Acq Tract Id
RPUID

Real Property Improvement

Real Property
Real Prop Impvs
Deprn Sts
UIC
Instl Nbr

RP Site Name
Fac Nbr
Land Acq Tract Id
RPUID
Impv Nbr

Procedure

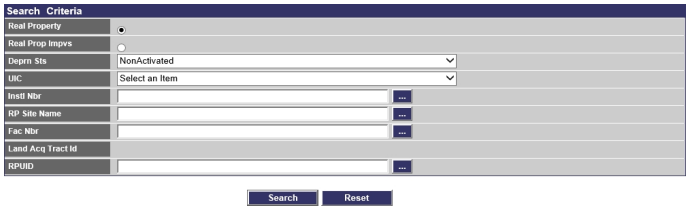
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Real Property

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select ○ Real Property if the depreciated asset is a real property. *The appropriate fields appear.*



2. Use ⌄ to select the desired Deprn Sts.
3. Use ⌄ to select the desired UIC.
4. Enter the INSTL NBR, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Number Browse help

5. Enter the RP SITE NAME, or use ... to browse for the entry. *This is a 100 alphanumeric character field.*

   Real Property Site Name help

6. Enter the FAC NBR, or use ... to browse for the RPUID Asset entry. *This is an 20 alphanumeric character field.*

   Real Property Unique Identifier Asset help

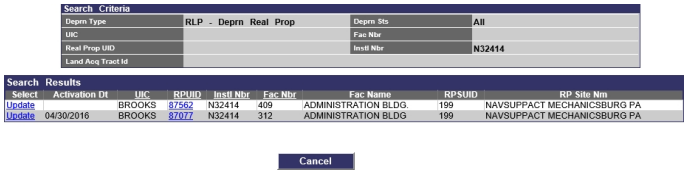
7. Enter the LAND ACQ TRACT ID, or use ... to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset help

8. Enter the RPUID, or use ... to browse for the RPUID Asset entry. *This is an 18 alphanumeric character field.*

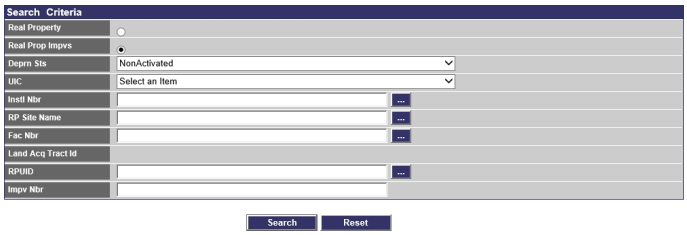
   Real Property Unique Identifier help

9. Select Search. *The **Search for a Real Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Search for Real Property Improvements

1. Select ○ REAL PROP IMPVS if the depreciated asset is an improvement on a real property. *The appropriate fields appear.*



2. Use ☑ to select the desired Deprn Sts.
3. Use ☑ to select the desired UIC.
4. Enter the INSTL NBR, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Number Browse help

5. Enter the RP SITE NAME, or use ... to browse for the entry. *This is a 100 alpha-numeric character field.*

   Real Property Site Name help

6. Enter the FAC NBR, or use ... to browse for the RPUID Asset entry. *This is an 20 alphanumeric character field.*

   Real Property Unique Identifier Asset help

7. Enter the LAND ACQ TRACT ID, or use ... to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

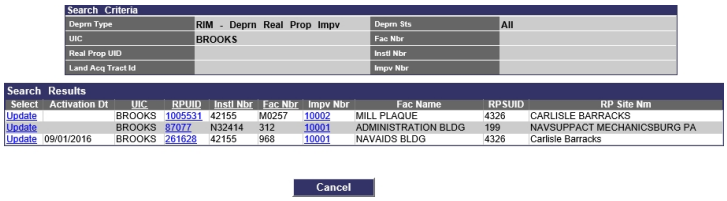
   Real Property Unique Identifier Asset help

8. Enter the RPUID, or use ... to browse for the RPUID Asset entry. *This is an 18 alphanumeric character field.*

   Real Property Unique Identifier help

9. Enter the IMPV NBR in the field provided. *This is a 5 numeric character field.*

10. Select Search. *The **Search for a Real Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again. Invalid Entry. Only use alphanumeric characters in the ASSET ID field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the STOCK NBR field. Re-enter the field.
762 — Special character (s) is not acceptable.	Invalid Entry. Only use alphanumeric characters in the SERIAL NBR field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the IMPV NBR field. Re-enter the field. Invalid Entry. Only use alphanumeric characters in the RPUID field. Re-enter the field.

	Invalid Entry. Only use alphanumeric characters in the FAC NBR field. Re-enter the field.

Related Topics

- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Search for a Depreciation Update Real Property — Results

Overview

The Depreciation Update Real Property Results page provides the ability to select the real property and improvement record(s) to update.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Real Property Depreciation Update Search Results page

Page Fields

The following fields display on the **Depreciation Update Real Property Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Real Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Property UID
Instl Nbr
Land Acq Tract Id

Search Results

Select

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name
RPSUID
RP Site Name

Real Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

Search Results

Select
Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr
Fac Name
RPSUID
RP Site Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Real Property

Update a Real Property

Select the Update hyperlink. *The **Real Property Depreciation Update Selected Rows** page appears.*

Real Property Details

Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*

Real Property Improvements

Update a Real Property

Select the Update hyperlink. *The **Real Property Depreciation Update Selected Rows** page appears.*

Real Property Details

Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*

Real Property Improvements Details

Select the IMPV NBR hyperlink. *The **Real Property Improvements Depreciation Update Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
375 — Selected rows must have matching STOCK NBR and INTRF SYS CD.	Invalid Entry. For mass updates, the selected records must have the same stock number and interface system code. Re-try record selection.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Select Real Property Depreciation Update Rows

- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Select Depreciation Update Real Property Rows

Overview

The Depreciation Update Real Property Selected Rows page displays the records selected for a depreciation update.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > 

> Search Results > Update hyperlink > Depreciation Update Real Property Selected Rows page

Page Fields

The following fields display on the **Depreciation Update Real Property Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Real Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id

Selected Rows

Activation Dt
UIC
RPUID
Instl Nbr

Fac Nbr
Fac Name
RPSUID
RP Site Name

Real Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

Selected Rows

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr
Fac Name
RPSUID
RP Site Name

Procedure

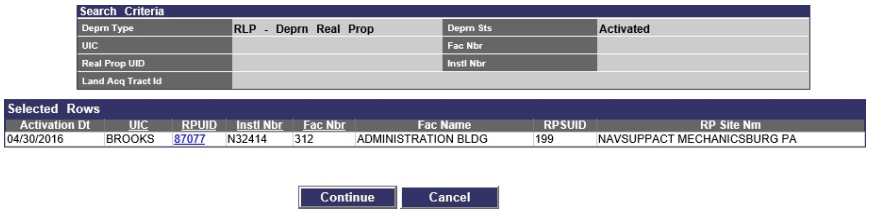
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Real Property Selected Records

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Verify the Search Criteria panel:



Search Criteria			
Deprn Type	RLP - Deprn Real Prop	Deprn Sts	Activated
UIC		Fac Nbr	
Real Prop UID		Instl Nbr	
Land Acq Tract Id			

Selected Rows							
Activation Dt	UIC	RPUID	Instl Nbr	Fac Nbr	Fac Name	RPSUID	RP Site Nm
04/30/2016	BROOKS	87077	N32414	312	ADMINISTRATION BLDG	199	NAVSUPPACT MECHANICSBURG PA

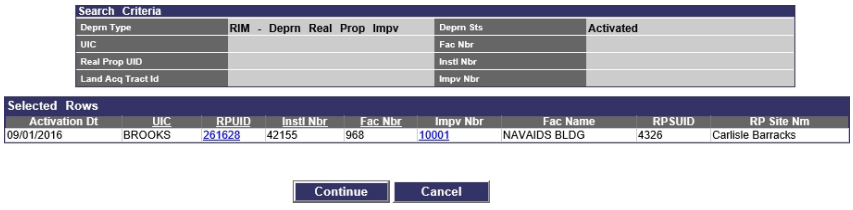
Continue Cancel

   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the FAC NBR.*
   - *Verify the REAL PROP UID.*
   - *Verify the INSTL NBR.*
   - *Verify the LAND ACQ TRACT ID.*
2. Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*
3. Select Continue. *The **Depreciation Update Real Property Update** page appears.*

Review the Depreciation Update Real Property Improvement Selected Records

*Selecting Cancel at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.*

1. Verify the Search Criteria panel:



Search Criteria			
Deprn Type	RIM - Deprn Real Prop Impv	Deprn Sts	Activated
UIC		Fac Nbr	
Real Prop UID		Instl Nbr	
Land Acq Tract Id		Impv Nbr	

Selected Rows								
Activation Dt	UIC	RPUID	Instl Nbr	Fac Nbr	Impv Nbr	Fac Name	RPSUID	RP Site Nm
09/01/2016	BROOKS	261628	42155	968	10001	NAVAIDS BLDG	4326	Carlisle Barracks

Continue Cancel

   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the FAC NBR.*
   - *Verify the REAL PROP UID.*
   - *Verify the INSTL NBR.*
   - *Verify the LAND ACQ TRACT ID.*

- *Verify the IMPV NBR.*

2. Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*
3. Select the IMPV NBR hyperlink. *The **Real Property Improvement Depreciation Update Details** page appears.*
4. Select 

. *The **Depreciation Update Real Property Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Update the Depreciation Update Real Property Record

Overview

The Depreciation Update Real Property Update process allows editing and activating of assets, and beginning their depreciation. In this process, the depreciation period is set, prior depreciation is calculated, and accounting information is entered.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Search Results > Update hyperlink > Selected Rows > Continue > Depreciation Update Real Property Update page

Page Fields

The following fields display on the **Depreciation Update Real Property Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
168	DEPRN Period may be between 24 months and the maximum number of months allowed by regulation
18	Select "Update" button to process transaction(s).
61	Select "Cancel" to return to Search Criteria page.
328	DEPRN UTIL SVC LIFE must be > "0" for Activity Based DEPRN".

Real Property

Record Information

Deprn Type
Deprn Sts
UIC
Instl Nbr
RPUID
Fac Nbr
RPSUID

RP Site Name
Accumd Deprn
Total Cost
Deprn Cost Center Desc

Simulate Depreciation

Depreciation Update

Activation Dt
Deprn Period *
Salvage Value
Prior Deprn SL
Exp Cd *
Deprn Sts *
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Action Type

(*) Asterisk identifies mandatory fields.

Procedure

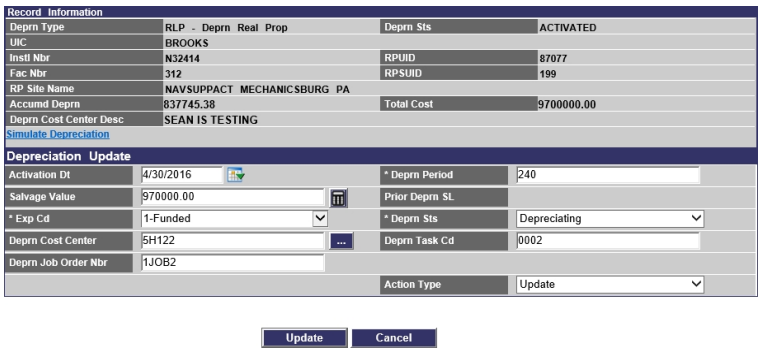
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Review the Record Information.



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*
- *Verify the INSTL NBR.*
- *Verify the RPUID.*
- *Verify the FAC NBR.*
- *Verify the RPSUID.*
- *Verify the RP SITE NAME.*
- *Verify the ACCUMD DEPRN.*
- *Verify the Total Cost.*
- *Verify the DEPRN COST CENTER DESC.*

2. Select the Simulate Depreciation hyperlink. *The **Depreciation Simulator** pop-up window appears.*
3. Update the ACTIVATION DT, using or entering the date (MM/DD/YYYY) in the field provided.
4. Update the DEPRN PERIOD, entering the revised identifier in the field provided. *This is a 3 numeric character field.*
5. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Salvage Value Calculator help
6. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Prior Depreciation Calculator help
7. Update the Exp Cd, using to select the desired code.
8. Update the Deprn Sts, using to select the desired status.
9. Update the DEPRN COST CENTER, using to browse for the revised identifier.

   Cost Center Browse help
10. Update the DEPRN TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*
11. Update the DEPRN JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
12. Update the Action Type, using to select the desired kind.

13. Select 

. *The **Personal Property Depreciation Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation 120.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
589 — DEPRN PRD must be >= to DEPRN UTIL PRD REBSLN value.	Invalid Entry. The period of rebaselining a depreciation utilization must be smaller than or the same as the depreciation period. Enter a valid amount.
751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Depreciation Update Real Property Details

Overview

The Depreciation Update Real Property Details page is view only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > 

> Search Results > RPUID hyperlink > Depreciation Update Real Property Detail page

Page Fields

The following fields display on the **Depreciation Update Real Property Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

RPUID
Instl Nbr
Fac Nbr
Fac Name
UI
Qty
Total Cost
Acq Dt
Asset Cd
Fund Cd /ASN
ACC-SFIS Cd
Cond Cd
Tran Doc Nbr
Tran Action Cd
Rctpt Doc Nbr
Rcpt Action Cd

Dsp Doc Nbr
Dsp Action Cd
Heratige Asset Cd
Mfr Yr
Eff Dt
Deprn Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Accumd Deprn
Prior Deprn
Activation Dt
Deprn Period
Cntr/PO Nbr
Trading Partner Nbr

Procedures

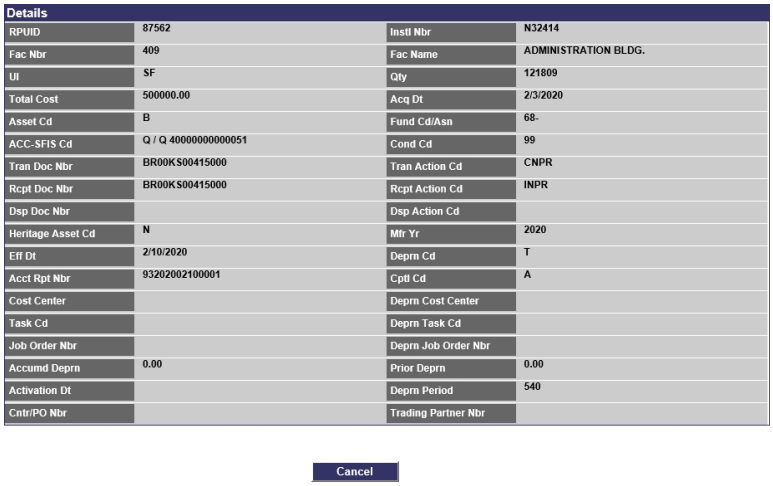
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Real Property Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the RPUID hyperlink. *The* ***Depreciation Update Real Property Details*** *page appears.*



Details			
RPUID	87562	Instl Nbr	N32414
Fac Nbr	409	Fac Name	ADMINISTRATION BLDG.
UI	SF	Qty	121809
Total Cost	500000.00	Acq Dt	2/3/2020
Asset Cd	B	Fund Cd/Asn	68-
ACC-SFIS Cd	Q / Q 40000000000051	Cond Cd	99
Tran Doc Nbr	BR00KS00415000	Tran Action Cd	CNPR
Rcpt Doc Nbr	BR00KS00415000	Rcpt Action Cd	INPR
Dsp Doc Nbr		Dsp Action Cd	
Heritage Asset Cd	N	Mfr Yr	2020
Eff Dt	2/10/2020	Deprn Cd	T
Acct Rpt Nbr	93202002100001	Cptl Cd	A
Cost Center		Deprn Cost Center	
Task Cd		Deprn Task Cd	
Job Order Nbr		Deprn Job Order Nbr	
Accumd Deprn	0.00	Prior Deprn	0.00
Activation Dt		Deprn Period	540
Cntr/PO Nbr		Trading Partner Nbr	

Cancel

2. Review the available fields:
    A. *Verify the RPUID.*
    B. *Verify the INSTL NBR.*
    C. *Verify the FAC NBR.*
    D. *Verify the FAC NAME.*
    E. *Verify the UI.*
    F. *Verify the QTY.*
    G. *Verify the Total Cost.*
    H. *Verify the ACQ DT.*
    I. *Verify the ASSET CD.*
    J. *Verify the FUND CD / ASN.*
    K. *Verify the ACC—SFIS CD.*
    L. *Verify the COND CD.*
    M. *Verify the TRAN DOC NBR.*
    N. *Verify the TRAN ACTION CD.*
    O. *Verify the RCPT DOC NBR.*
    P. *Verify the RCPT ACTION CD.*
    Q. *Verify the DSP DOC NBR.*
    R. *Verify the DSP ACTION CD.*
    S. *Verify the HERITAGE ASSET CD.*
    T. *Verify the MFR YR.*
    U. *Verify the EFF DT.*
    V. *Verify the DEPRN CD.*

W. *Verify the ACCT RPT NBR.*
X. *Verify the CPTL CD.*
Y. *Verify the Cost Center.*
Z. *Verify the DEPRN COST CENTER.*
AA. *Verify the TASK CD.*
AB. *Verify the DEPRN TASK CD.*
AC. *Verify the JOB ORDER NBR.*
AD. *Verify the DEPRN JOB ORDER NBR.*
AE. *Verify the ACCUMD DEPRN.*
AF. *Verify the PRIOR DEPRN.*
AG. *Verify the ACTIVATION DT.*
AH. *Verify the DEPRN PERIOD.*
AI. *Verify the CNTR/PO NBR.*
AJ. *Verify the TRADING PARTNER NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Depreciation Update Real Property Improvement Details

Overview

The Depreciation Update Real Property Improvement Details page is view only and displays information for a specific record.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > 

> Search Results > IMPV NBR hyperlink > Depreciation Update Real Property Improvement Details page

Page Fields

The following fields display on the **Depreciation Update Real Property Improvement Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Improvement Details

Impv Nbr
RPUID
Instl Nbr
Fac Nbr
Fac Nm
RP Sys Flg
Acq Dt
Eff Dt
ACC-SFIS Cd
Type Action
Estbd By
Estbd Dt
Last Updtd By
Last Activity Dt
Improvement Cost
Total Cost
Asset Cd

Acct Sys Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Transfer Type Cd
Task Cd
Trading Partner Nbr
Job Order Nbr
Type Fund Cd
Fund Cd /ASN
Pgm Yr
Dept Cd
Subhead
Basic Symbol
LOA
Obj Class Cd
Cntr/PO Nbr
Oblign Doc Nbr
CLIN
SPIIN
ACRN
SLIN
Activation Dt
Deprn Exp Cd
Deprn Period
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Sts Cd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
FY Cost
Salvage Value
Prior Deprn
Current Mnth Deprn Amt

Prr Deprn SL Rebsln
Remarks
History Remarks

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Real Property Improvement Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the IMPV NBR hyperlink. *The* ***Depreciation Update Real Property Improvement Details*** *page appears.*

Real Property Improvement Details			
Impv Nbr	10001		
RPUID	87077	Instl Nbr	N32414
Fac Nbr	312	Fac Nm	ADMINISTRATION BLDG
RP Sys Flg	False	Acq Dt	06/01/2017
Eff Dt	06/09/2017	ACC-SFIS Cd	Q 40000000000051
Type Action	INPR/RCPT	Estbd By	JHEIDBRE
Estbd Dt	6/9/2017	Last Updtd By	JHEIDBRE
Last Activity Dt	6/9/2017	Improvement Cost	$ 500000.00
Total Cost	$ 500000.00	Asset Cd	B
Acct Sys Cd	AY	Acct Rpt Nbr	BROOKS201706090002
Cptl Cd	A	Cost Center	
Transfer Type Cd	0	Task Cd	
Trading Partner Nbr		Job Order Nbr	
Type Fund Cd	O	Fund Cd/ASN	99/
Pgm Yr		Dept Cd	
SubHead		Basic Symbol	
LOA			
Obj Class Cd		Cntr/PO Nbr	
Oblign Doc Nbr	BR00KS71601000	CLIN	
SPIIN		ACRN	
SLIN		Activation Dt	
Deprn Exp Cd	2	Deprn Period	240
Deprn Cost Center		Deprn Task Cd	
Deprn Job Order Nbr		Deprn Sts Cd	N
Accumd Deprn	$ 0.00	Deprn SL Rebsln	
Deprn SL Lst Rebsln		FY Cost	$ 0.00
Salvage Value	$ 0.00	Prior Deprn	$ 0.00
Current Mnth Deprn Amt			
Prr Deprn SL Rebsln			
Remarks			
History Remarks			

Cancel

2. Review the available fields:
   A. *Verify the IMPV NBR.*
   B. *Verify the RPUID.*
   C. *Verify the INSTL NBR.*
   D. *Verify the FAC NBR.*

E. *Verify the FAC NM.*
F. *Verify the RP SYS FLG.*
G. *Verify the ACQ DT.*
H. *Verify the EFF DT.*
I. *Verify the ACC—SFIS CD.*
J. *Verify the Type Action.*
K. *Verify the ESTBD BY.*
L. *Verify the ESTBD DT.*
M. *Verify the LAST UPDTD BY.*
N. *Verify the Last Activity DT.*
O. *Verify the Improvement Cost.*
P. *Verify the Total Cost.*
Q. *Verify the ASSET CD.*
R. *Verify the ACCT SYS CD.*
S. *Verify the ACCT RPT NBR.*
T. *Verify the CPTL CD.*
U. *Verify the Cost Center.*
V. *Verify the Transfer Type CD.*
W. *Verify the TASK CD.*
X. *Verify the Trading Partner NBR.*
Y. *Verify the JOB ORDER NBR.*
Z. *Verify the TYPE FUND CD.*
AA. *Verify the FUND CD / ASN.*
AB. *Verify the PGM YR.*
AC. *Verify the DEPT CD.*
AD. *Verify the SUBHEAD.*
AE. *Verify the Basic Symbol.*
AF. *Verify the LOA.*
AG. *Verify the OBJ CLASS CD.*
AH. *Verify the CNTR/PO NBR.*
AI. *Verify the OBLIGN DOC NBR.*
AJ. *Verify the CLIN.*
AK. *Verify the SPIIN.*

AL. *Verify the ACRN.*
AM. *Verify the SLIN.*
AN. *Verify the ACTIVATION DT.*
AO. *Verify the DEPRN EXP CD.*
AP. *Verify the DEPRN PERIOD.*
AQ. *Verify the DEPRN COST CENTER.*
AR. *Verify the DEPRN TASK CD.*
AS. *Verify the DEPRN JOB ORDER NBR.*
AT. *Verify the DEPRN STS CD.*
AU. *Verify the ACCUMD DEPRN.*
AV. *Verify the DEPRN SL REBSLN.*
AW. *Verify the DEPRN SL LST REBSLN.*
AX. *Verify the FY Cost.*
AY. *Verify the Salvage Value.*
AZ. *Verify the PRIOR DEPRN.*
BA. *Verify the CURRENT MNTH DEPRN AMT.*
BB. *Verify the PRR DEPRN SL REBSLN.*
BC. *Verify the Remarks.*
BD. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

View the Real Property Depreciation Update Transaction Status

Overview

The Real Property Depreciation Update Transaction Status page displays a verification of the update or improve transaction performed.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Real Property Depreciation Update Transaction Status page

Page Fields

The following fields display on the **Real Property Depreciation Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status Status	Action Required	Details	
Success		RPUID	261628
		Fac Nbr	968
		Impr Nbr	10001
		UIC	BROOKS
		Actbl UIC	N00018

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a Real Property Depreciation Update Report** page appears.*
- Select Search Criteria to return to the **Search for a Real Property Depreciation Report — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- Export a Real Property Depreciation Update Report

Export a Real Property Depreciation Update Report

Overview

The Real Property Depreciation Update Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export a Real Property Depreciation Update Report page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

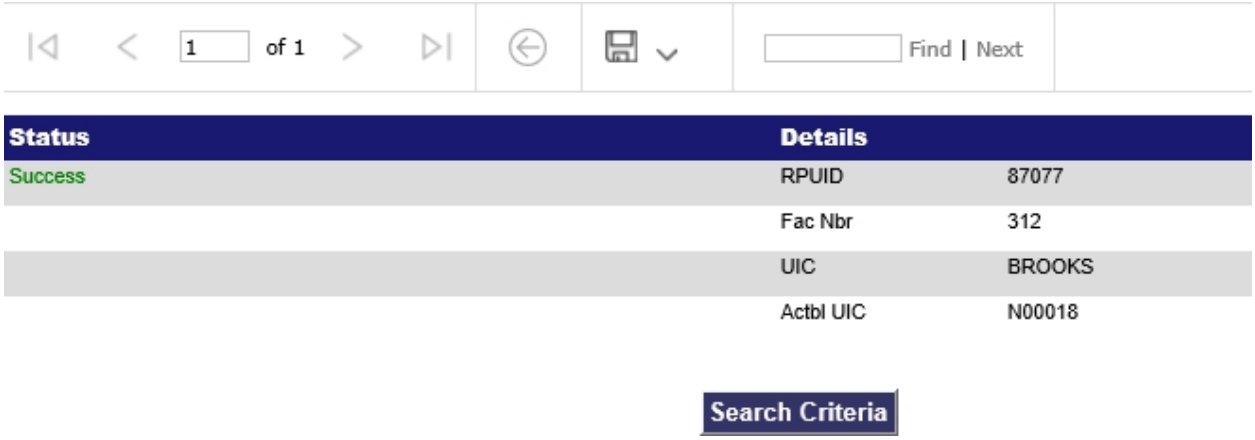
Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Depreciation Update Report to a Printable Application



1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Real Property Depreciation Update Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status

Improvement Search Results

Overview

This page allows you to view the improvements that meet the information specified on the Search Criteria page.

Helpful Tip

 There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > Improvement > Search Criteria > Search Results

Page Fields

The following fields display on the Improvement Search Results page. For more information on each field, select the appropriate hyperlink.

CIP Asset Impv

Search Criteria

Type Action
Asset Id
Serial Nbr

Search Results

Select
Asset Id
Stock Nbr
Serial Nbr
Item Desc

UIC
Stock Nbr

CIP Real Property Impv:

Search Criteria

Type Action
RPUID
Fac Nbr

Search Results

Select
Fac Nbr
Instl Nbr
RPUID
Fac Name

UIC
Instl Nbr

Direct Input Asset Impv:

Search Criteria
Type Action
Asset Id
Serial Nbr

Search Results
Update
Delete
Rcpt Doc Nbr
Impv Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc

UIC
Stock Nbr
Impv Nbr

Direct Input Real Property Impv:

Search Criteria
Type Action
RPUID
Fac Nbr

Search Results
Update
Delete
Rcpt Doc Nbr

Fac Nbr
Instl Nbr
Impv Nbr
RPUID
Fac Name

UIC
Instl Nbr
Impv Nbr

Procedures

To add a CIP improvement to the property book:

1. Review the information displayed in the Search Results section.

Note
You may have several pages returned from your search criteria, to page through the results select the page number at the bottom of the page.

2. Select the Add hyperlink for the improvement to add or Cancel to return to the previous page.

To update a direct input improvement:

1. Review the information displayed in the Search Results section.

Note
You may have several pages returned from your search criteria, to page through the results select the page number at the bottom of the page.

2. You can select the IMPV NBR hyperlink to view the Personal or Real Property Improvement details.

3. Select the Update hyperlink for the improvement to update or Cancel to return to the previous page.

To delete a direct input improvement:

1. Review the information presented in the Search Results section.

Note

You may have several pages returned from your search criteria, to page through the results select the page number at the bottom of the page.

2. You can select the IMPV NBR hyperlink to view the Personal or Real Property Improvement details.

3. Select the Delete hyperlink for the improvement to remove or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Improvement Search Criteria
- Improvement Add
- Improvement Update – Type Action
- Improvement Update
- Improvement Delete
- Improvement Transaction Status
- Improvement Report Export

PageID Ref: WFACN0202_6

Improvement Search Criteria

Overview

This process provides you the capability to add improvement records to Real Property and serially managed Direct Input Asset Improvements. You can also convert completed Construction In Progress (CIP) projects to Improvements. When deleting/removing an Improvement, there will not be an option for the Sale of an Improvement. Your Type Action options are:

- **Direct Input Asset Imprv**
- **Direct Input Real Property Impv**
- **CIP Asset Impv**
- **CIP Real Property Impv**

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

- Installing utilities on unimproved land
- Excavating, clearing and landscaping real property
- Adding a functional part or accessory to a vehicle

Leasehold Improvements are repairs or improvements, usually prior to occupancy, made to a leased facility by the lessee. The cost is then added to fixed assets and amortized over the life of the lease.

The process will display different entry fields in each page depending on the Type Action selected.

If using the **Defense Accounting Interface(DAI)**, when the **Stock Nbr** is changed on an asset that has improvements which changes the **Deprn Cd** from 'C' to 'T', an error returns indicating that the **Cost Center** and **Task Cd** are invalid. You will need to return to **Asset Update** to correct the mandatory DAI fields. These fields include:

- Cost Center
- Task Cd
- Job Order Nbr

The **Cptl Cd** and **Deprn Cd** sets to '**N**' and you will have to update the depreciation fields in the Depreciation process.

Navigation

Accounting > Improvement > Search Criteria

Page Fields

The following fields display on the Improvement Search Criteria page. For more information on each field, select the appropriate hyperlink.

CIP Asset Impv:

Type Action
UIC
Asset Id
Stock Nbr
Serial Nbr

CIP Real Property Impv:

Type Action
UIC
RPUID
Instl Nbr
Fac Nbr

Direct Input Asset Impv:

Type Action
UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr

Direct Input Real Property Impv:

Type Action
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr

Procedures

To search for an improvement:

1. Select the Type Action that correlates to the process you would like to complete. The available options are:
   - **CIP ASSET IMPV** – Allows for the conversion of "Construction In Progress" costs to improvements against serially managed assets.
   - **CIP REAL PROPERTY IMPV** - Allows for the conversion of "Construction In Progress" costs to improvements against real property assets.
   - **DIRECT INPUT ASSET IMPV** – Allows for the direct assignment of improvement information to serially managed assets.
   - **DIRECT INPUT REAL PROPERTY IMPV** – Allows for the direct assignment of improvement information to real property assets.
2. You can accept the default UIC or use the drop-down list to choose a different UIC.
3. To refine your search criteria and reduce the number of rows retreived, you can enter data in the additional optional fields.
4. Select Search to view the Search Results page or Reset to clear the page.

To add a Direct Input Improvement:

1. Select the Type Action that correlates to the process you would like to complete. The available options are:
   - **DIRECT INPUT ASSET IMPV** – Allows for the direct assignment of improvement information to serially managed assets.
   - **DIRECT INPUT REAL PROPERTY IMPV** – Allows for the direct assignment of improvement information to real property assets.
2. You can accept the default UIC or use the drop-down list to choose a different UIC.
3. The ASSET ID or STOCK NBR/SERIAL NBR are required when adding a Direct Input Asset Improvement. Adding a Direct Input Real Property Improvement or the RPUID or INSTL NBR/FAC NBR is required.
4. Choose Add to view the Add page or Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
676 - Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
82 - STOCK NBR must be alphanumeric with valid special character(s) $, - , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
86 - ASSET ID or STOCK NBR/SERIAL NBR must be entered.	Invalid Entry. An Ancillary Cost was entered without identifying the asset first. Enter the asset information.
380 - RPUID or INSTL NBR/FAC NBR must be entered.	Invalid Entry. The RPUID or INSTL NBR/FAC NBR must be entered when the type action is DIRECT INPUT REAL PROPERTY IMPV. Re-enter either the RPUID or INSTL NBR/FAC NBR field.
541 - Invalid entry, IMPV NBR must be blank when selecting the "Add" button.	Invalid Entry. When attempting an Add, do not enter an IMPV NBR. Remove the field and select Add again.

Related Topics

- Improvement Search Results
- Improvement Add
- Improvement Update – Type Action
- Improvement Update
- Improvement Delete

- Improvement Transaction Status
- Improvement Report Export

Improvement Add

Overview

This page allows you to add Construction In Progress (CIP) Improvement assets to the DPAS property book or to add Direct Input Improvements.

Navigation

Accounting > Improvement > Search Criteria > Add page

Page Fields

The following fields display on the Improvement Add page. For more information on each field, select the appropriate hyperlink.

Personal Property

UIC
Stock Nbr
Serial Nbr
Type Action
Rcpt Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Job Ord Nbr
Cntr/PO Nbr
CLIN
ACRN
Transfer Type Cd**
Trading Dept Nbr**
Trading Basic Symbol**
Trading Subhead**
Remarks
History Remarks

** Available only when Transfer Type: Transfer In – Outside DPAS is selected.

Item Desc
Asset Id
Impv Nbr
Oblign Doc Nbr
Fund Cd/ASN
Eff Dt
Owng Cost Center

Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc
Task Cd
LOA
SPIIN
SLIN
Trading Partner Nbr**

Real Property:

UIC
Instl Nbr
Fac Nbr

Type Action
Rcpt Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Job Ord Nbr
Transfer Type Cd**
Trading Dept Nbr**
Trading Basic Symbol**
Trading Subhead**
Remarks
History Remarks

** Available only when Transfer Type: Transfer In – Outside DPAS is selected.

Fac Name
RPUID
Impv Nbr

ACC
Oblign Doc Nbr
Fund Cd/ASN
Eff Dt
Owng Cost Center
Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc

Task Cd
LOA
Trading Partner Nbr**

Procedures

To add a personal property improvement:

1. Select a Type Action from the drop-down list. Your options are:
   - New Procurement
   - Transfer In – Outside DPAS
2. You can enter a Doc Nbr or  to search or add a new Receipt Document Number.
3. Enter an Obligation Document Number.
4. An Improvement Cost Amount must be specified for Direct Input Improvements. The Improvement Cost Amount will automatically populate for CIP Improvements.
5. You must select a FUND CD/ASN from the drop-down list.
6. Specify the Capitalization Code using the available drop-down list. Your options are:
   - A-DOD Threshold
   - S-Capital, Below threshold
   - N-Non-capital, Exceeds Threshold

Helpful Tip



Unless directed otherwise – Accept the default value "A-DOD Threshold".

7. Enter an Acquisition Date in MM/DD/YYYY format or use the  to select a date.

Note



This date must be greater than or equal to the system date.

8. Accept the current date as the Effective Date, enter a new date in MM/DD/YYYY format or use  to choose a new date.
9. For improvements that use a Type Action of Transfer In – Outside DPAS, a Transfer Type code must be chosen.
10. You may complete as many of the remaining fields as you wish. Completing as much of the page as possible will give you a more complete record.

11. Select Add to complete the process, Reset to clear the page or Cancel to return to the previous page.

To add a real property improvement:

1. Select a Type Action from the drop-down list. Your options are:
   - New Procurement
   - Transfer In – Outside DPAS
2. Choose an ACC from the available drop-down list.
3. You can enter a Doc Nbr or ... to search or add a new Receipt Document Number.
4. Enter an Obligation Document Number.
5. An Improvement Cost Amount must be specified for Direct Input Improvements. The Improvement Cost Amount will automatically populate for CIP Improvements.
6. You must select a FUND CD/ASN from the drop-down list.
7. Specify the Capitalization Code using the available drop-down list. Your options are:
   - A-DoD Threshold
   - S-Capital, Below threshold
   - N-Non-capital, Exceeds Threshold

Helpful Tip

Unless directed otherwise – Accept the default value "A-DoD Threshold".

8. Enter an Acquisition Date in MM/DD/YYYY format or use the to select a date.

Note

This date must be greater than or equal to the system date.

9. Accept the current date as the Effective Date, enter a new date in MM/DD/YYYY format or use to choose a new date.
10. For improvements that use a Type Action of Transfer In – Outside DPAS, a Transfer Type code must be chosen.
11. Completing the remaining fields on the page, will give you a more complete record.

12. Select 

to complete the process, 

to clear the page or 

to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
119 - Doc Nbr is mandatory: *Rcpt Doc Nbr*.	Missing Entry. The Doc Nbr is mandatory for the Add process. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Oblign Doc Nbr*.	
13 - Mandatory Entry: *Impv Cost Amt*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Fund Cd*.	
13 - Mandatory Entry: *Transfer Type Cd*.	
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.

676 - Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
561 - Improvement cannot be added to asset with Non-Accountable Manufacturer.	Missing Entry. Non-Accountable Manufacturer Information is required for the Add action. Enter the information in the field.
497 - IMPV is tied to an open CIP PRJ. If IMPV COST is incorrect, use CIP ASSET/IMPVA/U/D to correct cost.	Invalid Entry. The option containing "Price Correction" or "Price Revaluation" is selected for Improvement with an Open Construction In Progress (CIP) Project. Either uncheck the option, or use CIP ASSET to correct the cost.
635 - TASK CD selected is invalid. Must select another TASK CD.	Invalid Entry. The TASK CD chosen is not appropriate for this Improvement. Select the drop-down list to choose a different Task Code for the Improvement.

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Update – Type Action
- Improvement Update
- Improvement Delete
- Improvement Transaction Status
- Improvement Report Export

PageID Ref: WFACN0204_1

Improvement Update

Overview

This page is used to make corrections to existing Direct Input Improvements for serial managed and real property. The available fields will change depending on the Type Action selected on the Update – Type Action page.

Navigation

Accounting > Improvement > Search Criteria > Search Results > Update – Type Action page > Update page

Page Fields

The following fields display on the Improvement Update page. For more information on each field, select the appropriate hyperlink.

Direct Input Asset Improvement:

UIC
Stock Nbr
Serial Nbr

Type Action
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Cost Center
Job Ord Nbr
Cntr/PO Nbr
CLIN
ACRN
Transfer Type Cd
Remarks
History Remarks

Item Desc
Asset Id
Impv Nbr

Oblign Doc Nbr

Fund Cd/ASN
Task Cd
Eff Dt
Owng Cost Center
Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc
LOA
SPIIN
SLIN

Direct Input Real Property Improvement:

UIC
Instl Nbr
Fac Nbr

Type Action
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Cost Center
Job Ord Nbr
Transfer Type Cd
Remarks
History Remarks

Fac Name
RPUID
Impv Nbr

ACC
Oblign Doc Nbr

Fund Cd/ASN
Task Cd
Eff Dt

Owng Cost Center
Fndng Cost Center

Deprn Cost Center

Procedures

To make a price correction or price revaluation:

1. Review the information presented to verify the correct improvement is displayed.

Note

OBLIGN DOC NBR is not available to edit for Price Correction or Price Revaluation.

2. Update the IMPV COST AMT field with the correct information.
3. If applicable, update the Capitalization Code.
4. You should enter History Remarks documenting the reason for the update.
5. Select Update to complete the transaction, Reset to clear the data or Cancel to return to the previous page.

To make a non-price related improvement update:

1. Review the information presented to verify the correct improvement is displayed.
2. You can update the majority of the fields on the page. The IMPV COST AMT is only available for update when completing a Price Correction or Price Revaluation.
3. It is a good practice to enter History Remarks documenting the basis for the update.
4. Select Update to complete the transaction, Reset to clear the data or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks

alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
119 - Doc Nbr is mandatory: *Trans Doc Nbr*.	Missing Entry. The Doc Nbr is mandatory. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *Oblign Doc Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
676 - Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Add
- Improvement Update – Type Action
- Improvement Delete
- Improvement Transaction Status
- Improvement Report Export

PageID Ref: WFACN0204_9

Improvement Update – Type Action

Overview

This page allows you to update Direct Input Improvements.

Note

 If Fund Code/Allotment Serial Number (ASN) selected is associated with the Defense Agencies Initiative (DAI) Interface System Code, the TASK CD and Cost Center  displays, and TASK CD, Cost Center and JOB ORDER NBR are unavailable for data entry.

Navigation

Accounting > Improvement > Search Criteria > Search Results > Update – Type Action page

Page Fields

The following fields display on the Improvement Update – Type Action page. For more information on each field, select the appropriate hyperlink.

Direct Input Asset Improvement:

UIC
Stock Nbr
Serial Nbr

Type Action

Item Desc
Asset Id

Direct Input Real Property Improvement:

UIC
Instl Nbr
Fac Nbr

Type Action

Fac Name
RPUID
Impv Nbr

Procedure

To determine the type of update:

1. Choose the update method from the Type Action drop-down list. You may choose from:

- New Procurement – Price Correction (Used to make typographic corrections)
- New Procurement – Price Revaluation (Used to make adjustments in data. Requires documentation support.)
- New Procurement - Update (Used to make changes other than price)

2. Select [Continue] to view the Update page or [Cancel] to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Add
- Improvement Update
- Improvement Delete
- Improvement Transaction Status
- Improvement Report Export

PageID Ref: WFACN0203_9

Improvement Delete

Overview

This page is used to delete existing Direct Input Improvements for serial managed and real property.

Navigation

Accounting > Improvement > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the Improvement Delete page. For more information on each field, select the appropriate hyperlink.

Direct Input Asset Improvement:

UIC
Stock Nbr
Serial Nbr
Type Action
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Job Ord Nbr
Cntr/PO Nbr
CLIN
ACRN
Transfer Type Cd
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
Remarks
History Remarks

Item Desc
Asset Id
Impv Nbr
Oblign Doc Nbr
Fund Cd/ASN
Retirement/Dspsl Dt
Eff Dt
Task Cd

Owng Cost Center
Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc
LOA
SPIIN
SLIN
Trading Partner Nbr
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To

Direct Input Real Property Improvement:

UIC
Instl Nbr
Fac Nbr
Type Action
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Job Ord Nbr
Transfer Type Cd
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
Remarks
History Remarks

Fac Name
RPUID
Impv Nbr
ACC
Oblign Doc Nbr
Fund Cd/ASN
Retirement/Dspsl Dt
Eff Dt
Owng Cost Center
Fndng Cost Center

Owng Cost Center Desc
Fndng Cost Center Desc
Task Cd
LOA
Trading Partner Nbr
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To

Procedure

To delete a Direct Input Improvement:

1. Review the information presented to verify the correct improvement is displayed.
2. Select a Type Action from the drop-down list. Your options are:
   - AAR (Administrative Adjustment Report.)
   - Disposal
   - Report of Survey/Lost, Damaged, Destroyed
   - Transfer Out – Outside DPAS
   - Turn In
2. Enter or browse for a TRANS DOC NBR.
3. If you selected "Transfer Out – Outside DPAS", the Transfer Type code is required. Otherwise, it can be left at the default.
4. History Remarks is a mandatory field. Enter comments to further describe the delete action.
5. Select Delete to complete the transaction or Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *TRANS DOC NBR*. **13 - Mandatory Entry: *His-***	Missing Entry. Enter the appropriate information in the desired field.

***tory Remarks*.**	
13 - Mandatory Entry: *Trading Partner*.	
562 - Retirement/DSPSL DT must be = or < System Date.	Invalid Entry. Retirement/DSPSL DT field is mandatory when the Type Action = AAR (Administrative Adjustment) or Disposal, and must be the same as or before the system date. Re-enter the Retirement/DSPSL DT field.

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Add
- Improvement Update – Type Action
- Improvement Update
- Improvement Transaction Status
- Improvement Report Export

Improvement Transaction Status

Overview

The Improvement Transaction Status page displays information concerning the transaction just completed.

Navigation

Accounting > Improvement > Search Criteria > Add page > Transaction Status page

Page Fields

The following fields display on the Improvement Transaction Status page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options:

1. Select Search Criteria to return to the Search Criteria page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Add
- Improvement Update – Type Action
- Improvement Update
- Improvement Delete

- Improvement Report Export

PageID Ref: WFACN0204_11

Improvement Report Export

Overview

This page provides you with the report of your transaction. From this page, you can export the report.

Navigation

Accounting > Improvement > Search Criteria > Add page > Transaction Status page > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Improvement Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Improvement Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Improvement Search Criteria
- Improvement Search Results
- Improvement Add
- Improvement Update – Type Action
- Improvement Update
- Improvement Delete
- Improvement Transaction Status

PageID Ref: WFACN1201_11

Search for an Ancillary Cost — Criteria

Overview

The Property Accountability module Ancillary Cost process provides the ability to add additional costs and improvement costs to assets. Additional costs, known as ancillary costs, are shown as installation, de-installation, and transportation costs, legal fees, etc. Improvement costs are those costs incurred to 'improve' an existing asset and extend its useful life. You would use the Ancillary Cost Search Criteria page to search for existing or to add additional costs and improvement costs.

Note

Ancillary Costs are recorded costs or values that include the amount(s) paid to bring the asset to its form and location suitable for its intended use. They are identifiable and material to the value of the asset. In addition to the amount paid to the vendor, additional, usually subordinate costs that are identifiable, shall be included in the recorded cost.

Navigation

Accounting > Ancillary Cost > Ancillary Cost Search Criteria page

Page Fields

The following fields display on the **Ancillary Cost Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
337	ASSET ID or STOCK NBR/SERIAL NBR is mandatory when "Add" button is selected.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Personal Property

Improvement

UIC *

Asset Id

Stock Nbr

Serial Nbr

Cost Type

Impv Nbr

(*) Asterisk identifies mandatory fields.

Procedure

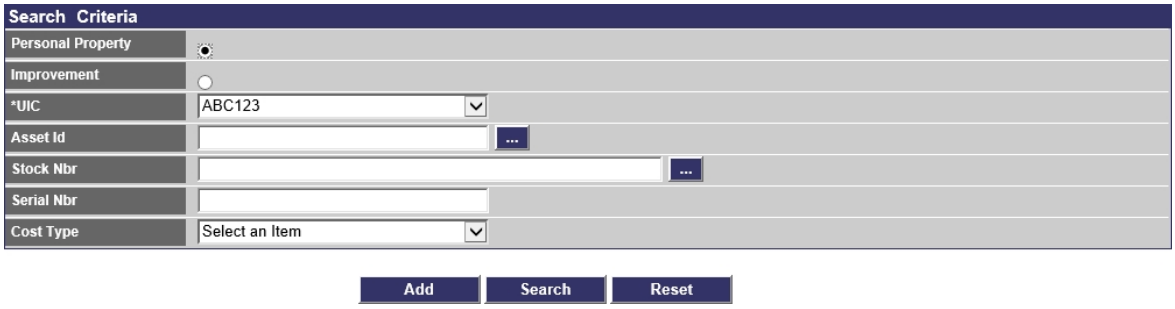
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Ancillary Cost

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



A. Select Personal Property if the search is for the additional cost for a personal property asset.

OR

Select Improvement if the search is for the additional cost for an improvement cost.

B. Use to select the UIC. *The default is to the currently logged UIC.*

C. Enter the ASSET ID, or use ... to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Identifier Browse help

D. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

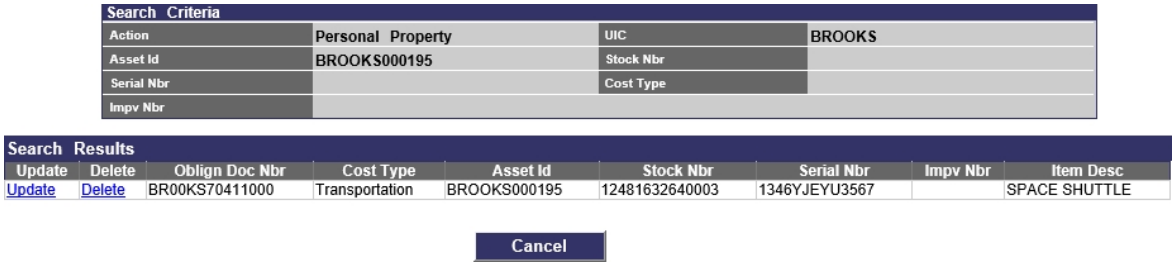
Stock Number Browse help

E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

F. Use ☑ to select the Cost Type.

G. Enter the IMPV NBR in the field provided. *This 5 numeric character field only displays when Improvement is selected.*

2. Select Search. *The **Search for an Ancillary Cost — Results** page appears.*



Add an Ancillary Cost

Select Add. *The **Add an Ancillary Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — ASSET ID failed internal validation.	A character that was not a letter or number was entered into the ASSET ID field. Please delete your entry and try again.
86 — ASSET ID or STOCK NBR/SERIAL NBR must be entered.	Invalid Entry. An Ancillary Cost was entered without identifying the asset first. Enter the asset information.
xxxx — ASSET ID must be alphanumeric.	A character that was not a letter or number was entered into the ASSET ID field. Please delete your entry and try again.
xxxx — IMPV NBR must be alphanumeric.	A character that was not a letter or number was entered into the IMPV NBR field. Please delete your entry and try again.

Related Topics

- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Search for an Ancillary Cost — Results

Overview

The Ancillary Cost Search Results page provides the ability to select which ancillary cost records to update or delete.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Ancillary Cost Search Results page

Page Fields

The following fields display on the **Ancillary Cost Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Action
UIC
Asset Id
Stock Nbr
Serial Nbr
Cost Type
Impv Nbr

Search Results

Update
Delete
Oblign Doc Nbr

Cost Type
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Update an Ancillary Cost

Select the Update hyperlink. *The **Update an Ancillary Cost** page appears.*

Delete an Ancillary Cost

Select the Delete hyperlink. *The **Delete an Ancillary Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Ancillary Cost — Criteria
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Add an Ancillary Cost

Overview

The Ancillary Cost Add process provides the ability to create new personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > 

> Add an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN

Oblign Doc Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

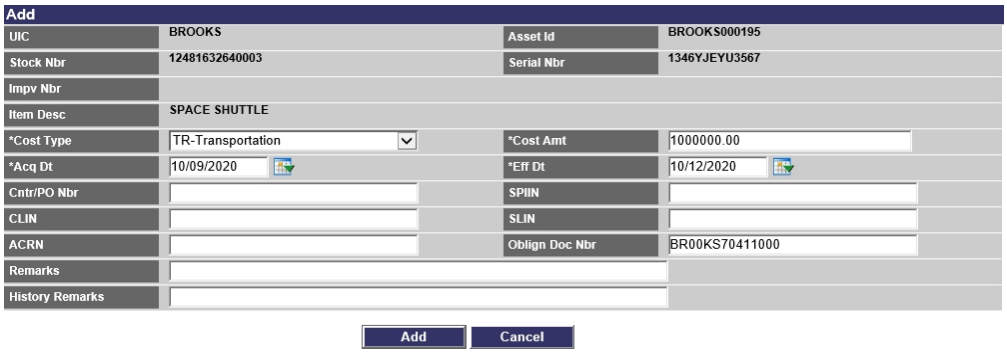
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Ancillary Cost

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. *The UIC automatically populates and is not editable.*
2. *The ASSET ID automatically populates and is not editable.*
3. *The STOCK NBR automatically populates and is not editable.*
4. *The SERIAL NBR automatically populates and is not editable.*
5. *The IMPV NBR automatically populates and is not editable. This field only displays when Improvement is selected.*
6. *The ITEM DESC automatically populates and is not editable.*
7. **Use** to select the Cost Type.
8. Enter the Cost AMT in the field provided. *This is a 12 numeric character field.*

Attention

If the Capital Asset is activated for depreciation, the entered ancillary cost affects the dollar amount of depreciation reported to the agency's accounting

system. If there is any question as to the correct dollar amount, select Cancel and consult with the agency's accountant or comptroller to confirm before processing.

9. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
10. Use  to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*
12. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*
13. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
14. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*
15. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*
16. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
17. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
18. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
19. Select Add. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
92 — Entry must be numeric Cost AMT.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — CNTR/PO NBR must be alphanumeric. **xxxx — SPIIN must be alphanumeric.**	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only.

xxxx — CLIN must be alphanumeric.

xxxx — SLIN must be alphanumeric.

xxxx — ACRN must be alphanumeric.

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Update the Ancillary Cost

Overview

The Ancillary Cost Update page allows editing of personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Update hyperlink > Type Action > Continue > Update an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Update Page

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
142	Select "Continue" to continue processing.

Update Page

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.

Search Results Update Page

UIC

Asset Id

Stock Nbr

Serial Nbr

Impv Nbr

Item Desc

Type Action

Update Page

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Oblign Doc Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

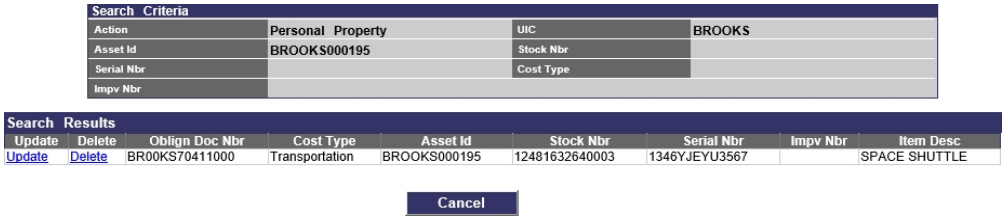
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Ancillary Cost

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search for an Ancillary Cost — Results*** *page appears.*



Search Criteria

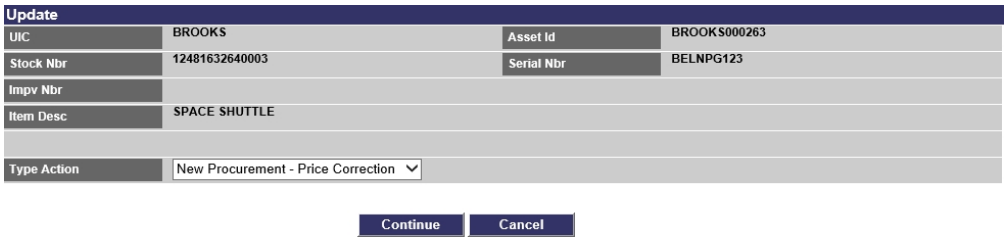
Action	Personal Property	UIC	BROOKS
Asset Id	BROOKS000195	Stock Nbr	
Serial Nbr		Cost Type	
Impv Nbr			

Search Results

Update	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update	Delete	BR00KS70411000	Transportation	BROOKS000195	12481632640003	1346YJEYU3567		SPACE SHUTTLE

Cancel

2. Review the Search Criteria panel.
    - *Verify the Action.*
    - *Verify the UIC.*
    - *Verify the ASSET ID.*
    - *Verify the STOCK NBR.*
    - *Verify the SERIAL NBR.*
    - *Verify the Cost Type.*
    - *Verify the IMPV NBR.*
3. Review the Search Results panel.
    - *Verify the OBLIGN DOC NBR.*
    - *Verify the Cost Type.*
    - *Verify the ASSET ID.*
    - *Verify the STOCK NBR.*
    - *Verify the SERIAL NBR.*
    - *Verify the IMPV NBR.*
    - *Verify the ITEM DESC.*
4. Select the desired Update hyperlink. *The* ***Search Results — Update an Ancillary Cost*** *page appears.*



Update

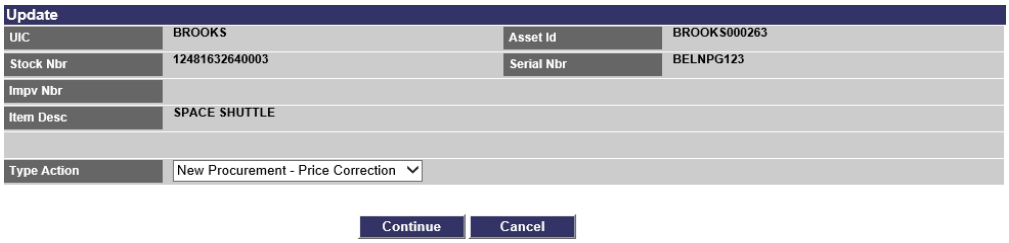
UIC	BROOKS	Asset Id	BROOKS000263
Stock Nbr	12481632640003	Serial Nbr	BELNPG123
Impv Nbr			
Item Desc	SPACE SHUTTLE		
Type Action	New Procurement - Price Correction		

Continue Cancel

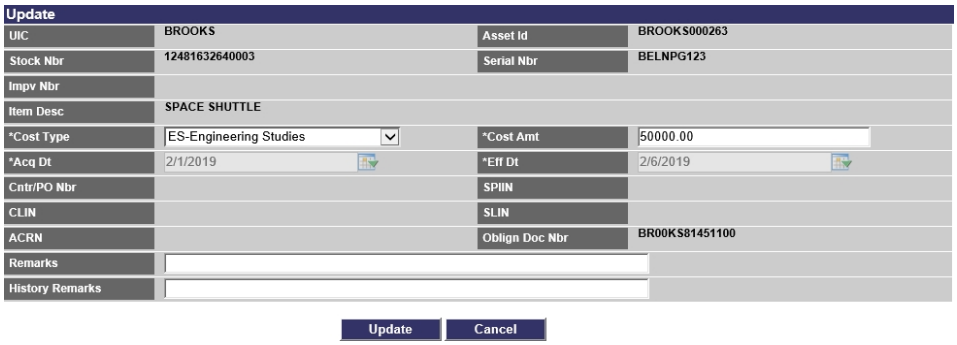
A. *Verify the UIC.*
B. *Verify the ASSET ID.*
C. *Verify the STOCK NBR.*
D. *Verify the SERIAL NBR.*
E. *Verify the IMPV NBR.*
F. *Verify the ITEM DESC.*

G. Use ☑ to select the Type Action.

New Procurement - Price Correction



a. Select Continue. *The **Update a Real Property** page appears.*



b. *Verify the UIC.*

c. *Verify the ASSET ID.*

d. *Verify the STOCK NBR.*

e. *Verify the SERIAL NBR.*

f. *Verify the IMPV NBR.*

g. *Verify the ITEM DESC.*

h. Update the Cost Type, using ☑ to select the desired type.

i. Update the Cost AMT, entering the revised cost in the field provided. *This is a 12 numeric character field.*

j. *Verify the ACQ DT.*

k. *Verify the EFF DT.*

l. *Verify the CNTR/PO NBR.*

m. *Verify the SPIIN.*

n. *Verify the CLIN.*

o. *Verify the SLIN.*

p. *Verify the ACRN.*

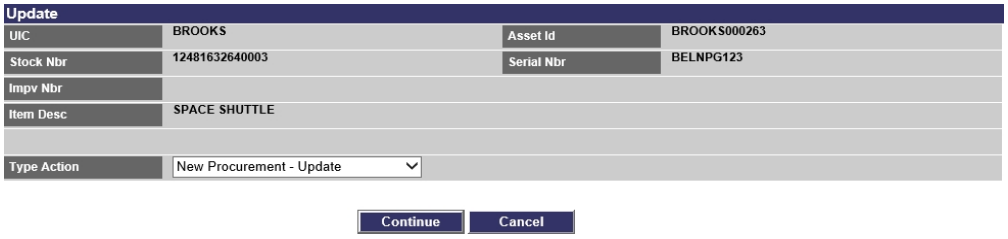
q. *Verify the OBLIGN DOC NBR.*

r. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

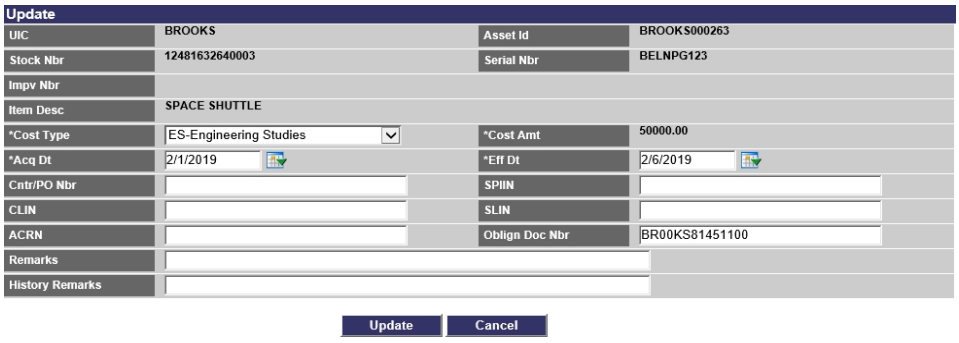
s. Enter any additional History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

t. Select Update. *The **Ancillary Cost Transaction Status** page appears.*

New Procurement - Update



a. Select Continue. *The **Update a Real Property** page appears.*



b. *Verify the UIC.*

c. *Verify the ASSET ID.*

d. *Verify the STOCK NBR.*

e. *Verify the SERIAL NBR.*

f. *Verify the IMPV NBR.*

g. *Verify the ITEM DESC.*

h. Update the Cost Type, using to select the desired type.

i. Update the Cost AMT, entering the revised cost in the field provided. *This is a 12 numeric character field.*

j. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the EFF DT, using  or entering the date (MM/DD/YYYY) in the field provided.

l. Update the CNTR/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

m. Update the SPIIN, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*

n. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alphanumeric character field.*

o. Update the SLIN, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

p. Update the ACRN, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

q. Update the OBLIGN DOC NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

r. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

s. Enter any additional History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

t. Select 

. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
92 — Entry must be numeric Cost AMT.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — CNTR/PO NBR must be alphanumeric. **xxxx — SPIIN must be alphanumeric.** **xxxx — CLIN must be alphanumeric.** **xxxx — SLIN must be**	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only.

alphanumeric.

xxxx — ACRN must be alphanumeric.

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Delete an Ancillary Cost

Overview

The Ancillary Cost Delete process allows removal of the personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Delete hyperlink > Delete an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Oblign Doc Nbr
Remarks
History Remarks *

Procedure

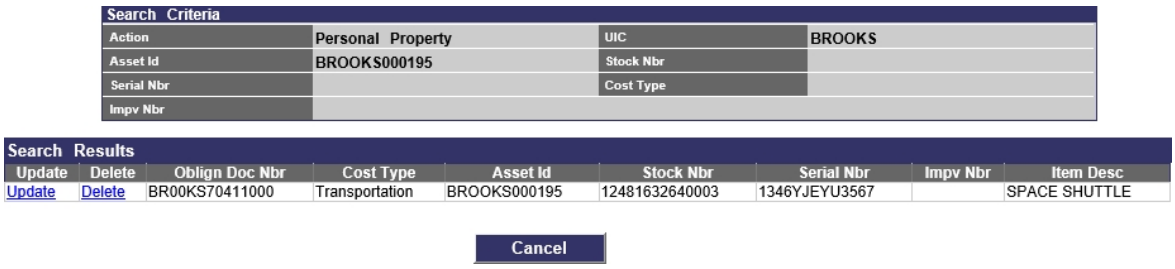
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Ancillary Cost

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search for an Ancillary Cost — Results*** *page appears.*



Search Criteria

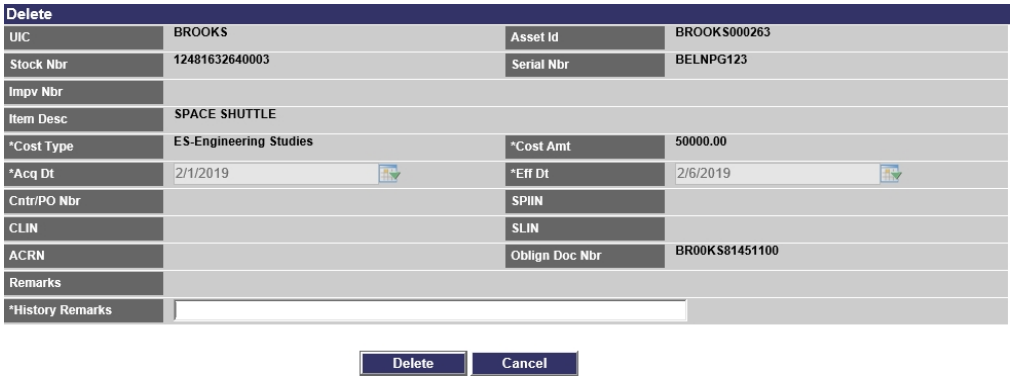
Action	Personal Property	UIC	BROOKS
Asset Id	BROOKS000195	Stock Nbr	
Serial Nbr		Cost Type	
Impv Nbr			

Search Results

Update	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update	Delete	BR00KS70411000	Transportation	BROOKS000195	12481632640003	1346YJEYU3567		SPACE SHUTTLE

Cancel

2. Review the Search Criteria panel.
   - *Verify the Action.*
   - *Verify the UIC.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the Cost Type.*
   - *Verify the IMPV NBR.*
3. Review the Search Results panel.
   - *Verify the OBLIGN DOC NBR.*
   - *Verify the Cost Type.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the IMPV NBR.*
   - *Verify the ITEM DESC.*
4. Select the Delete hyperlink. *The* ***Delete an Ancillary Cost*** *page appears.*



A. *Verify the UIC.*

B. *Verify the ASSET ID.*

C. *Verify the STOCK NBR.*

D. *Verify the SERIAL NBR.*

E. *Verify the IMPV NBR.*

F. *Verify the ITEM DESC.*

G. *Verify the Cost Type.*

H. *Verify the Cost AMT.*

I. *Verify the ACQ DT.*

J. *Verify the EFF DT.*

K. *Verify the CNTR/PO NBR.*

L. *Verify the SPIIN.*

M. *Verify the CLIN.*

N. *Verify the SLIN.*

O. *Verify the ACRN.*

P. *Verify the OBLIGN DOC NBR.*

Q. *Verify the Remarks.*

R. Enter any History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

S. Select 

. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

View the Ancillary Cost Transaction Status

Overview

The Ancillary Cost Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Ancillary Cost Transaction Status page

Page Fields

The following fields display on the **Ancillary Cost Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Action Type	Personal Property
		Oblign Doc Nbr	BR00KS70411000
		Cost Type Cd	TR
		Asset Id	BROOKS000195
		Stock Nbr	12481632640003
		Serial Nbr	1346YJEYU3567
		Impv Nbr	
		Item Desc	SPACE SHUTTLE
		Cost Amt	1000000.00

Search Criteria Print

- Select Print to print a report of the transaction. *The **Ancillary Cost Report Export** page appears.*
- Select Search Criteria to return to the **Ancillary Cost Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- Export an Ancillary Cost Report

Export an Ancillary Cost Report

Overview

The Ancillary Cost Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

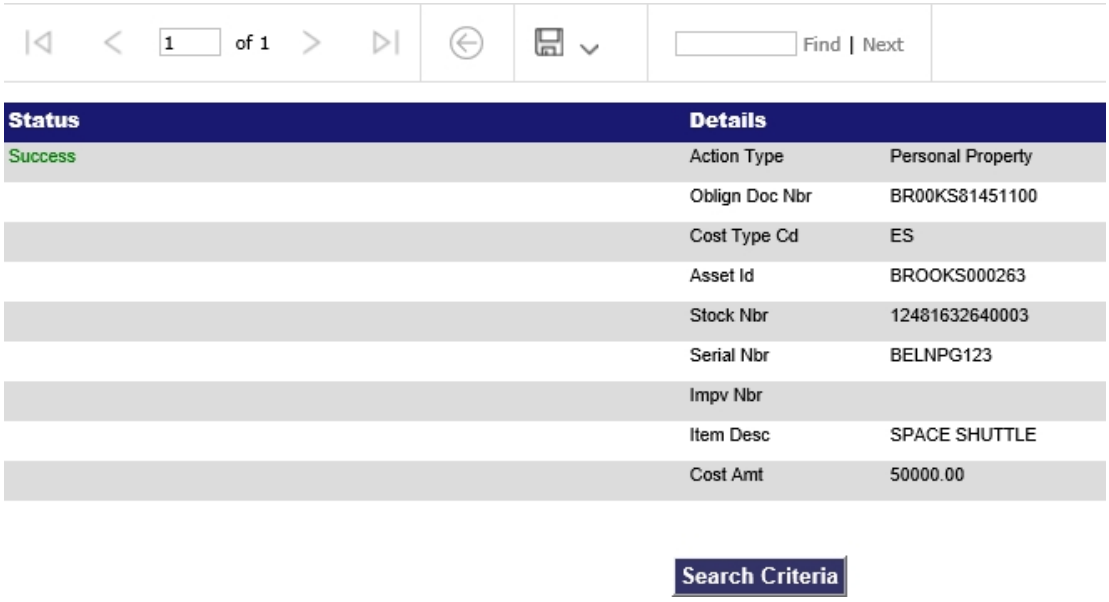
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Ancillary Cost Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Ancillary Cost Search Criteria** page.



Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status

CIP Overview

Overview

Construction in Progress (CIP) is the temporary classification of assets that are not yet completed. It provides the ability to enter cost and other related data for CIP projects, including building construction, vehicle construction, and software development. This data allows tracking of costs prior to an asset (personal property, real property, and military equipment) being placed into service.
Before starting any CIP PROJECT, set up the following items:

- **Stock Number Catalog**
  — all applicable assets, such as components and end item
- **Manufacturer**
  — information for all applicable assets
- **POC Addresses**
  — everyone involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  — mandatory while setting up the Stock Number Catalog
- **ACQ PROGRAM NAME**
  — for the project and assets

Normally, upon completion, a CIP item is reclassified. The costs accumulated in the CIP account are used to support the initial acquisition cost of the asset and are recorded in the appropriate General Ledger Account Code (GLAC). The reclassified asset is capitalized and depreciated as appropriate.

Navigation

Accounting > CIP

Overall Flow

The CIP process has a very specific start and a very specific end. This overview contains all the CIP processes, but not all projects include every process.

1. **Project Setup**

   CIP PROJECT

   - Select project type and category
   - Assign project number
   - Enter project data

2. **Monetary Setup**

CIP LOA

Extract cost data from the BEIS Data Warehouse

CIP Cost

Manually enter project expenditure and quantity

CIP Funding

Manage quantity and appropriation information for the project

3. **Pending Asset or Improvement**

CIP Asset

Finalize and designate assets for receipt

4. **Confirm Data Integrity**

CIP Attestation

Periodic review and certification of assets and project financial information

Related Topics

- **CIP Project**
  - Search for a CIP Project - Criteria
  - Search for a CIP Project - Results
  - Add a CIP Project
  - Update a CIP Project
  - Delete a CIP Project
  - View the CIP Project Transaction Status
  - Export a CIP Project Report
- **CIP LOA**
  - Search for a CIP LOA - Criteria
  - Search for a CIP LOA - Results
  - Add a CIP LOA
  - Update a CIP LOA
  - Delete a CIP LOA
  - View the CIP LOA Transaction Status
  - Export a CIP LOA Report
- **CIP Cost**
  - Search for a CIP Cost - Criteria
  - Search for a CIP Cost - Results
  - Add a CIP Cost
  - Update a CIP Cost

- Delete a CIP Cost
- View the CIP Cost Transaction Status
- Export a CIP Cost Report

- **CIP Funding**

  - Search for a CIP Funding - Criteria
  - Search for a CIP Funding - Results
  - Add a CIP Funding
  - Update a CIP Funding
  - Delete a CIP Funding
  - View the CIP Funding Transaction Status
  - Export a CIP Funding Report

- **CIP Asset**

  - Search for a CIP Asset - Criteria
  - Search for a CIP Asset - Results
  - Add a CIP Asset
  - Update a CIP Asset
  - Delete a CIP Asset
  - View the CIP Asset Transaction Status
  - Export a CIP Asset Report

- **CIP Attestation**

  - Search for a CIP Attestation - Criteria
  - Search for a CIP Attestation - Results
  - Add a CIP Attestation
  - Delete a CIP Attestation
  - View the CIP Attestation Transaction Status
  - Export a CIP Attestation Report

Search for a CIP PROJECT — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Project process provides the ability to track the development of assets for eventual placement on the property book, or the improvement of assets currently on the property book.
There are three types of CIP PROJECTS:

- **Personal Property**
  — Tangible property, not including building(s) or land. (i.e. Equipment and IT systems)
- **Real Property**
  — Buildings, land, ground improvements and permanently installed fixtures contained by the property. (i.e. Buildings and sidewalks)
- **Military Equipment**
  — As defined by the Property and Equipment Policy Office, assets that can be used directly by the Armed Forces to carry out battle field missions.

The management of an activity performing a construction project is responsible for ensuring that all significant costs (that is, both funded and unfunded costs) are recorded for the project and that all costs subject to capitalization are included in the real property asset accounts, property records, and reports.

Note



The PRJ CATEGORY CD selected to Add a CIP PROJECT determines the tabs available.

Navigation

Accounting > CIP > Project > CIP PROJECT Search Criteria page

Page Fields

The following fields display on the **CIP PROJECT Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
231	To add Project, enter all fields displayed on page and select "Add" button.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Prj Nbr *
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

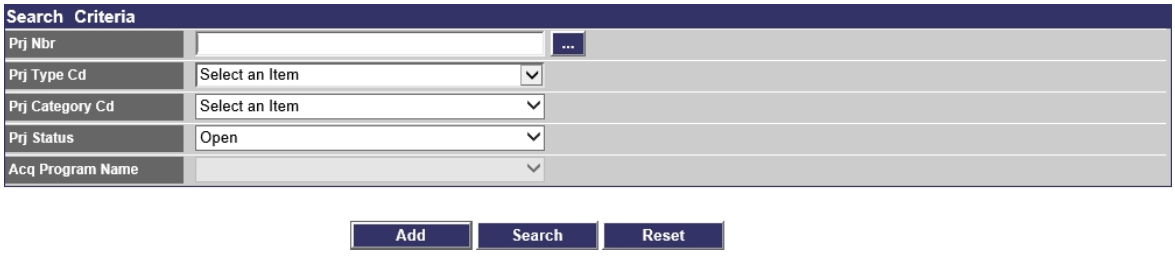
Click the following link to display PA Navigation Tips.

Search for a CIP PROJECT

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

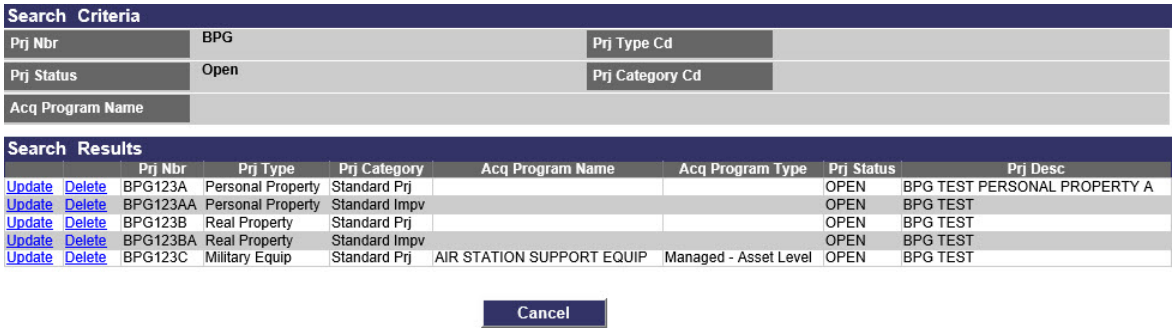
1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse



2. Use to select the desired Prj Type Cd.
3. Use to select the desired Prj Category Cd.
4. Use to select the desired Prj Status.
5. Use to select the desired Acq Program Name.

6. Select Search. *The **Search for a CIP Project - Results** page appears. Results display in the Search Results grid.*



Search Criteria

Prj Nbr	BPG	Prj Type Cd	
Prj Status	Open	Prj Category Cd	
Acq Program Name			

Search Results

		Prj Nbr	Prj Type	Prj Category	Acq Program Name	Acq Program Type	Prj Status	Prj Desc
Update	Delete	BPG123A	Personal Property	Standard Prj			OPEN	BPG TEST PERSONAL PROPERTY A
Update	Delete	BPG123AA	Personal Property	Standard Impv			OPEN	BPG TEST
Update	Delete	BPG123B	Real Property	Standard Prj			OPEN	BPG TEST
Update	Delete	BPG123BA	Real Property	Standard Impv			OPEN	BPG TEST
Update	Delete	BPG123C	Military Equip	Standard Prj	AIR STATION SUPPORT EQUIP	Managed - Asset Level	OPEN	BPG TEST

Cancel

Add a CIP Project

1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse

> **Note**
>
> Depending upon the PRJ TYPE CD, different fields are required.

2. Select Add. *The **Add a CIP Project** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PRJ NBR*.	
13 — Mandatory Entry: *PRJ TYPE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PRJ CATEGORY CD*.	

383 — Project exists with this PRJ NBR, select "Search" to Update / Delete.	Invalid Entry. The PROJECT NBR entered already exists for this UIC. Check the information again, and re-enter the field.
381 — PRJ NBR contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — PRJ CATEGORY is not valid for the PRJ TYPE selected.	Invalid Entry. The PRJ CATEGORIES Real Property and Personal Property can only have a PRJ TYPE of Standard Project or Standard Improvement. Choose an approved PRJ TYPE.
72 — CIP record(s) exist for this UIC.	Invalid Entry. The PRJ NBR entered already exists. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- View the CIP Project Transaction Status
- Export a CIP Project Report

Search for a CIP PROJECT — Results

Overview

The Construction in Progress (CIP) Project Search Results page provides the ability to view, update, or delete a CIP PROJECT.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Project > Search Criteria > Search > CIP PROJECT Search Results

Page Fields

The following fields display on the **CIP PROJECT Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria

Prj Nbr
Prj Type Cd
Prj Status
Prj Category Cd
Acq Program Name

Search Results

Update
Delete
Prj Nbr
Prj Type
Prj Category
Acq Program Name

Acq Program Type

Prj Status

Prj Desc

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Project

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Select the Update hyperlink to display the **Update a CIP Project** page.

Delete a CIP Project

Select the Delete hyperlink to display the **Delete a CIP Project** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
482 — Project is closed. Processing cannot continue.	Invalid Entry. Record is not available. Select a record that Project Status is "Open".
394 — Costs associated with Prj Nbr, unable to Delete.	Invalid Deletion. Locate any CIP Costs that are associated to this CIP Project. Review the CIP Project again, and remove any remaining CIP Costs so the CIP Project can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Criteria
- Add a CIP Project

- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Add a CIP PROJECT

Overview

The Construction in Progress (CIP) Project Add process provides the ability to create a new CIP PROJECT. The Project can either be brand new (for a building or vehicle that does not already exist), or a new improvement (for an existing building or vehicle). Before starting any CIP PROJECT, set up the following items:

- **Stock Number Catalog**
  — all applicable assets, such as components and end item
- **Manufacturer**
  — information for all applicable assets
- **POC Addresses**
  — personnel involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  — mandatory while setting up the Stock Number Catalog
- **ACQ PROGRAM NAME**
  — for the project and assets

Navigation

Accounting > CIP > Project > Search Criteria > 

> CIP PROJECT Add page

Page Fields

The following fields display on the **CIP PROJECT Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Add New

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Add Improvement

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add New — Personal Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

- UIC
- Agency
- Prj Nbr
- Prj Type
- Prj Category
- Prj Status
- Asset Cd *
- Doc Nbr *
- LOA
- Fund Cd / ASN *
- Owng Cost Center
- Owng Cost Center Desc
- Fndng Cost Center
- Fndng Cost Center Desc
- Task Cd
- Job Order Nbr
- Valuation Method *
- CIP Rptg Org Cd
- Deprn Cost Center
- Deprn Cost Center Desc
- Deprn Task Cd
- Deprn Job Order Nbr
- Deprn Exp Cd
- Remarks
- History Remarks

Funding Tab

- UIC
- Agency
- Prj Nbr
- Prj Type Cd
- Prj Category Cd
- Prj Status
- Fiscal Yr *
- Source *

Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add New — Real Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt

Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr

Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add New — Military Equipment

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name *

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status

Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Fiscal Yr *
Source *
Source Desc *

Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add Improvements — Personal Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt

- Estimated Prj Qty
- Prj POC
- Financial Officer
- Actbl Prop Officer

Accounting Tab

- UIC
- Agency
- Prj Nbr
- Prj Type
- Prj Category
- Prj Status
- Asset Cd *
- Doc Nbr *
- LOA
- Fund Cd / ASN *
- Owng Cost Center
- Owng Cost Center Desc
- Fndng Cost Center
- Fndng Cost Center Desc
- Task Cd
- Job Order Nbr
- CIP Rptg Org Cd
- Deprn Cost Center
- Deprn Cost Center Desc
- Deprn Task Cd
- Deprn Job Order Nbr
- Deprn Exp Cd
- Total Prj Amt
- Remarks
- History Remarks

Funding Tab

- UIC
- Agency
- Prj Nbr
- Prj Type Cd

Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add Improvements — Real Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Prj Sub-Type Cd *

Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc

Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Total Prj Amt
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks

History Remarks

Add Improvements — Military Equipment

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name *

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category

Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Fiscal Yr *
Source *
Source Desc *

Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a New CIP PROJECT

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP PROJECT Search Criteria*** *page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.

Attention

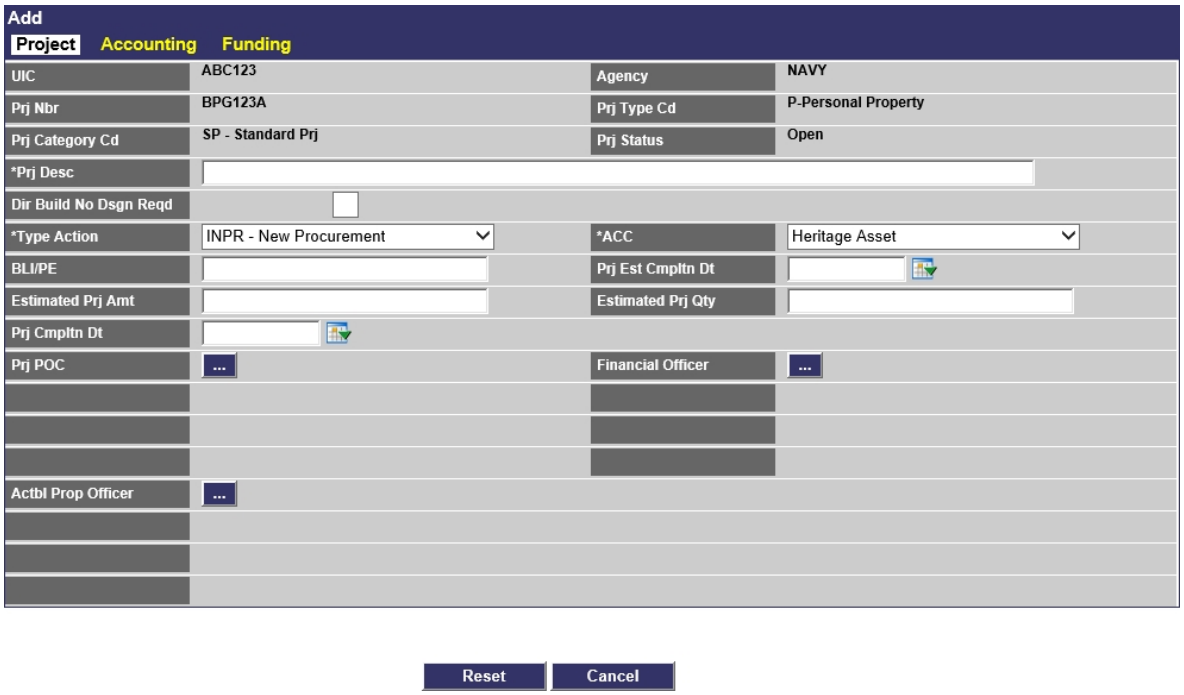
When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.

5. Use ☑ to select the desired Prj Status.

6. *The ACQ PROGRAM NAME is not editable.*

7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

I. Use to select the desired Type Action.

J. Use to select the desired ACC.

K. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

L. Use to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

N. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

O. Use to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Update the PRJ POC, using ... to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.
   b. Choose the Select hyperlink next to the desired PRJ POC.
   c. The address appears in the PRJ POC blank fields.

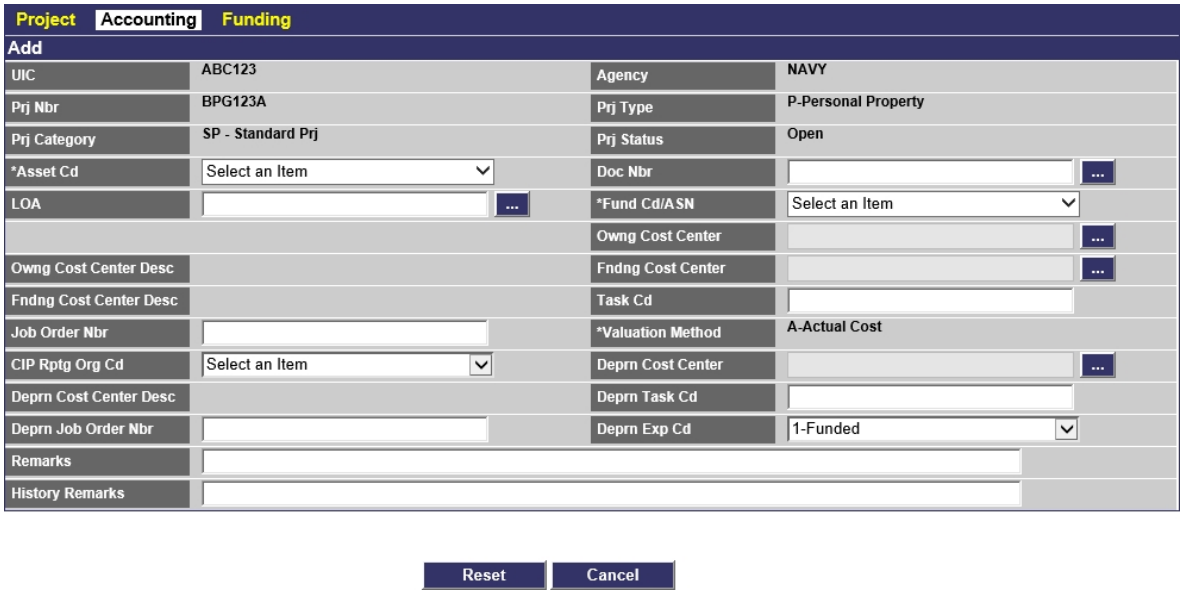
Q. Update the Financial Officer, using ... to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.
   b. Choose the Select hyperlink next to the desired Financial Officer.
   c. The address appears in the Financial Officer blank fields.

R. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

   a. Select Search to view the ACTBL PROP OFFICER's available.
   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
   c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use ▼ to select the desired Asset Cd.

H. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

I. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

J. Use ▼ to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. *The Valuation Method automatically populates, and is not editable.*

R. Use  to select the desired CIP Rptg Org Cd.

S. Enter the DEPRN COST CENTER, or use  to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

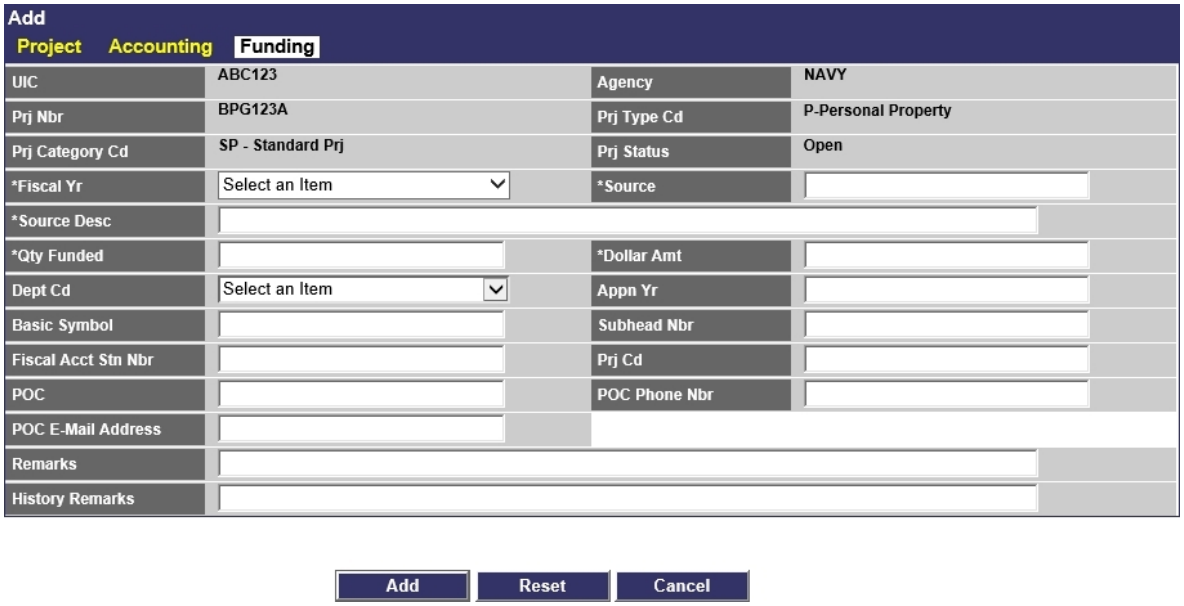
V. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alpha-numeric character field.*

W. Use  to select the desired Deprn Exp Cd.

X. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use ☑ to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use ☑ to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STATION NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

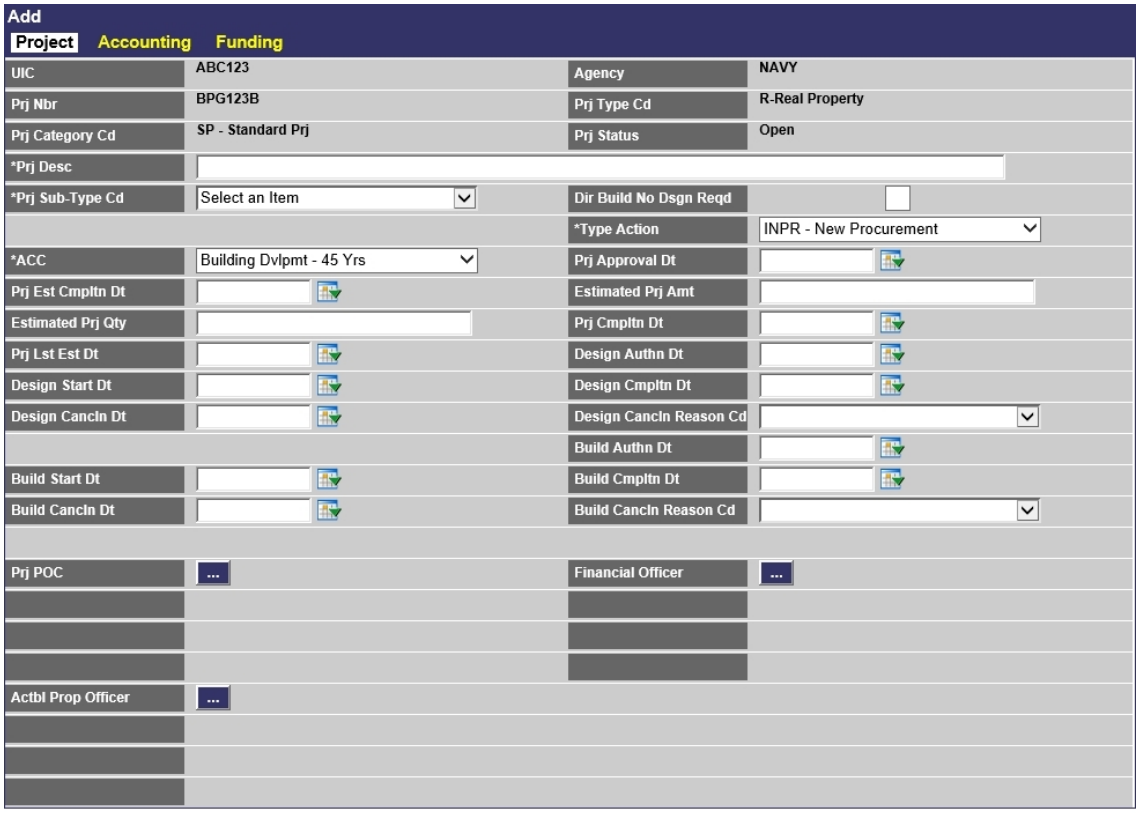
- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.

   Attention

   When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.
5. Use to select the desired Prj Status.
6. *The ACQ PROGRAM NAME is not editable.*
7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*
8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Use ☑ to select the desired Prj Sub-Type Cd.

I. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

J. Use ☑ to select the desired Type Action.

K. Use ☑ to select the desired ACC.

L. Use  to select the PRJ APPROVAL DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Use  to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

N. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

O. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

P. Use  to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use  to select the PRJ LST EST DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Use  to select the DESIGN AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Use  to select the DESIGN START DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Use  to select the DESIGN CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

U. Use  to select the DESIGN CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Use  to select the desired Design Cancln Reason Cd.

W. Use  to select the BUILD AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

X. Use  to select the BUILD START DT, or enter the date (MM/DD/YYYY) in the field provided.

Y. Use  to select the BUILD CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Z. Use  to select the BUILD CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

AA. Use  to select the desired Build Cancln Reason Cd.

AB. Update the PRJ POC, using  to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

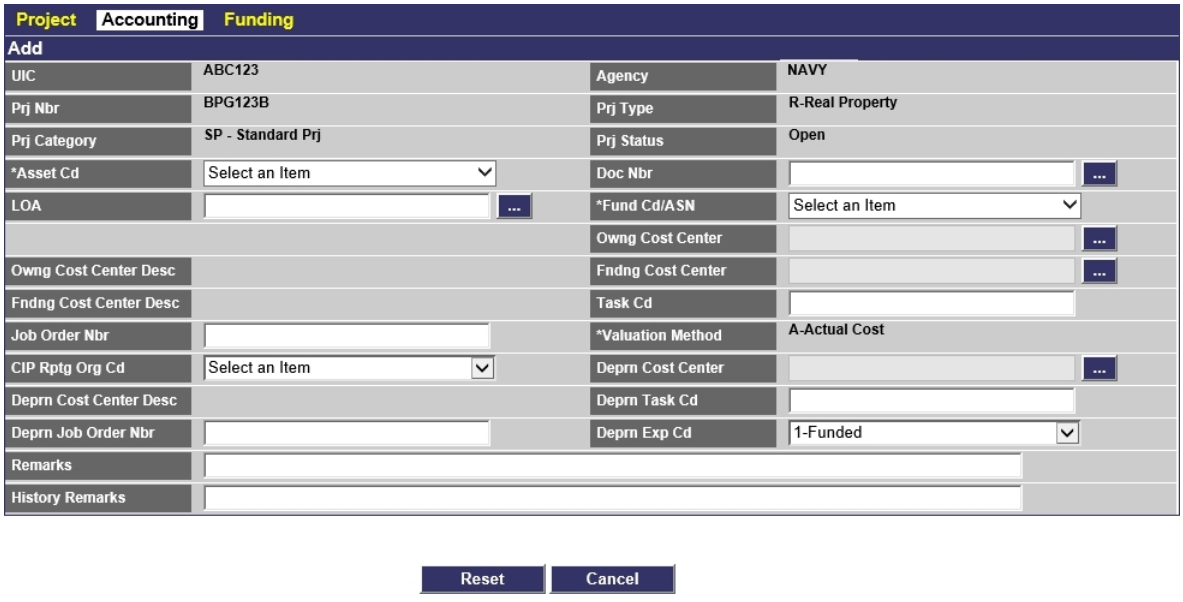
AC. Update the Financial Officer, using ... to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

AD. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*
B. *The Agency automatically populates, and is not editable.*
C. *The PRJ NBR automatically populates, and is not editable.*
D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. *The Valuation Method automatically populates, and is not editable.*

R. Use to select the desired CIP Rptg Org Cd.

S. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

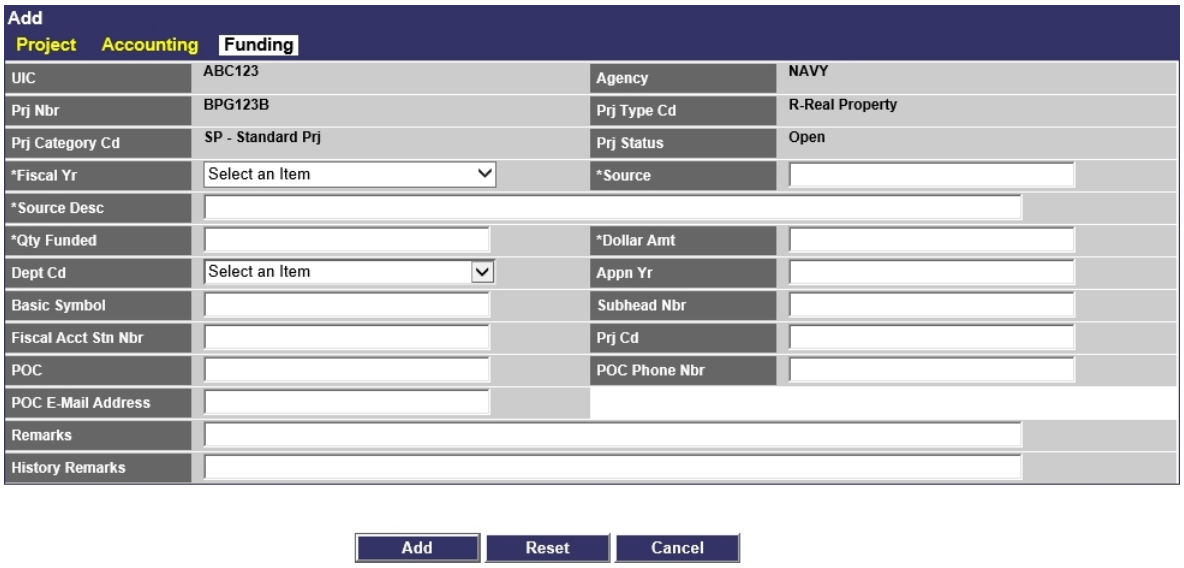
V. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alpha-numeric character field.*

W. Use ☑ to select the desired Deprn Exp Cd.

X. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use ☑ to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.
5. Use to select the desired Prj Status.
6. Use to select the desired Acq Program Name.
7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

J. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

K. Use ☑ to select the desired Type Action.

L. Use ☑ to select the desired ACC.

M. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

N. Use  to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

P. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

Q. Use  to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Update the PRJ POC, using  to browse for the correct POC.

   a. Select  to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

S. Update the Financial Officer, using  to browse for the correct POC.

   a. Select  to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

   c. The address appears in the Financial Officer blank fields.

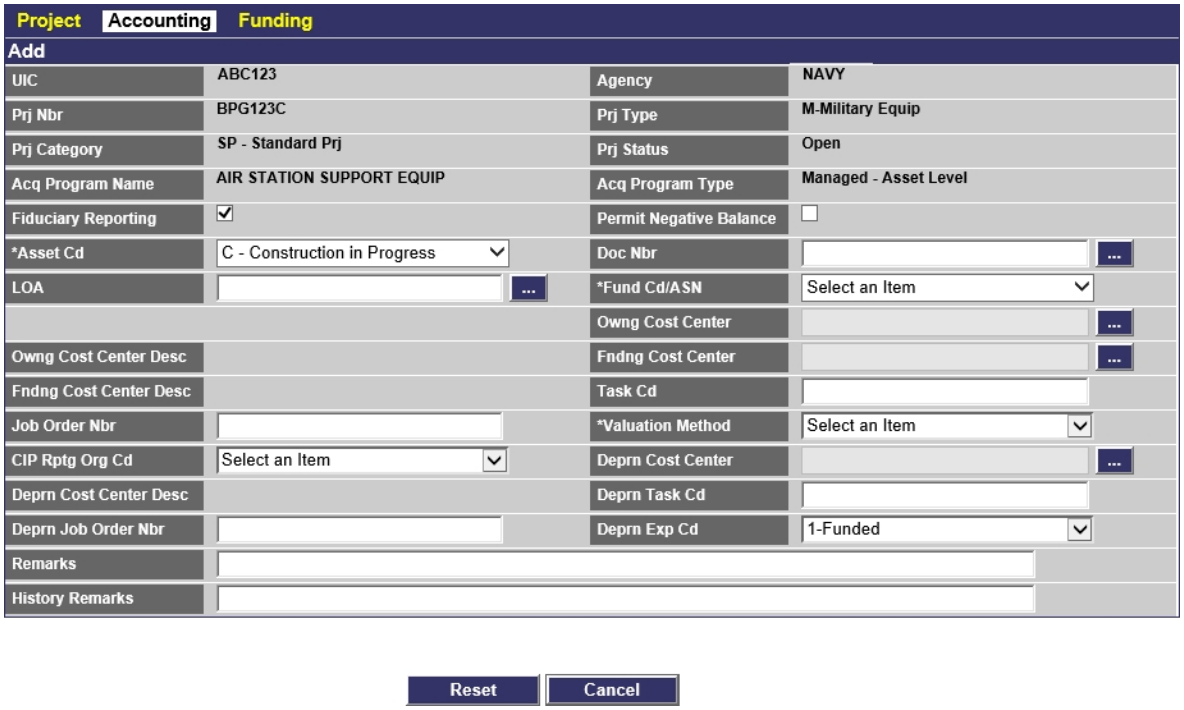
T. Update the ACTBL PROP OFFICER, using  to browse for the correct POC.

   a. Select  to view the ACTBL PROP OFFICER's available.

   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

   c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Click ☐ to select the Fiduciary Reporting. *This specifies if reporting the assets to the fiduciary is required.*

J. Click ☐ to select the Permit Negative Balance. *This specifies if a negative balance (debt) is allowed.*

K. Use ☑ to select the desired Asset Cd.

L. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

M. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

N. Use to select the desired Fund Cd / ASN.

O. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

P. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

Q. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

R. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

S. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

T. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

U. Use to select the desired Valuation Method.

V. Use to select the desired CIP Rptg Org Cd.

W. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

X. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Y. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

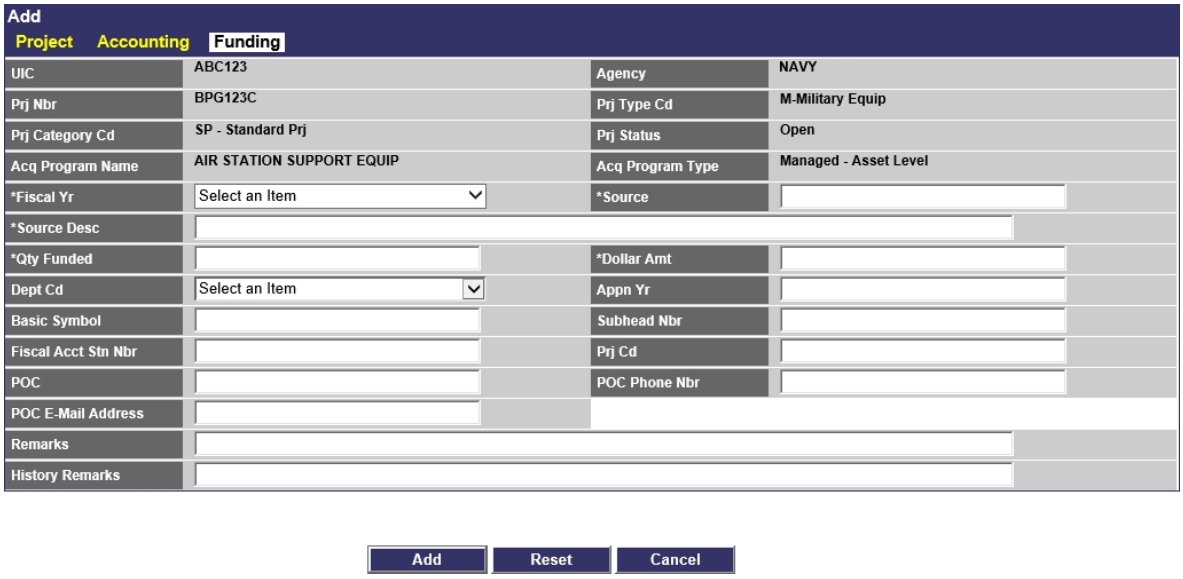
Z. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alpha-numeric character field.*

AA. Use to select the desired Deprn Exp Cd.

AB. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AC. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Use ☑ to select the desired Fiscal Yr.

J. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use ☑ to select the desired Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alpha-numeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-MAIL Address in the field provided. *This is a 80 alpha-numeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

Add an Improvement CIP PROJECT

Selecting Cancel at any point of this procedure removes all revisions and closes the page. ***Bold*** *numbered steps are required.*

- **Personal Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use ... to browse for the number.

Project Number Browse help

3. Use to select the desired Prj Type Cd.

4. Use to select the desired Prj Category Cd.

Attention

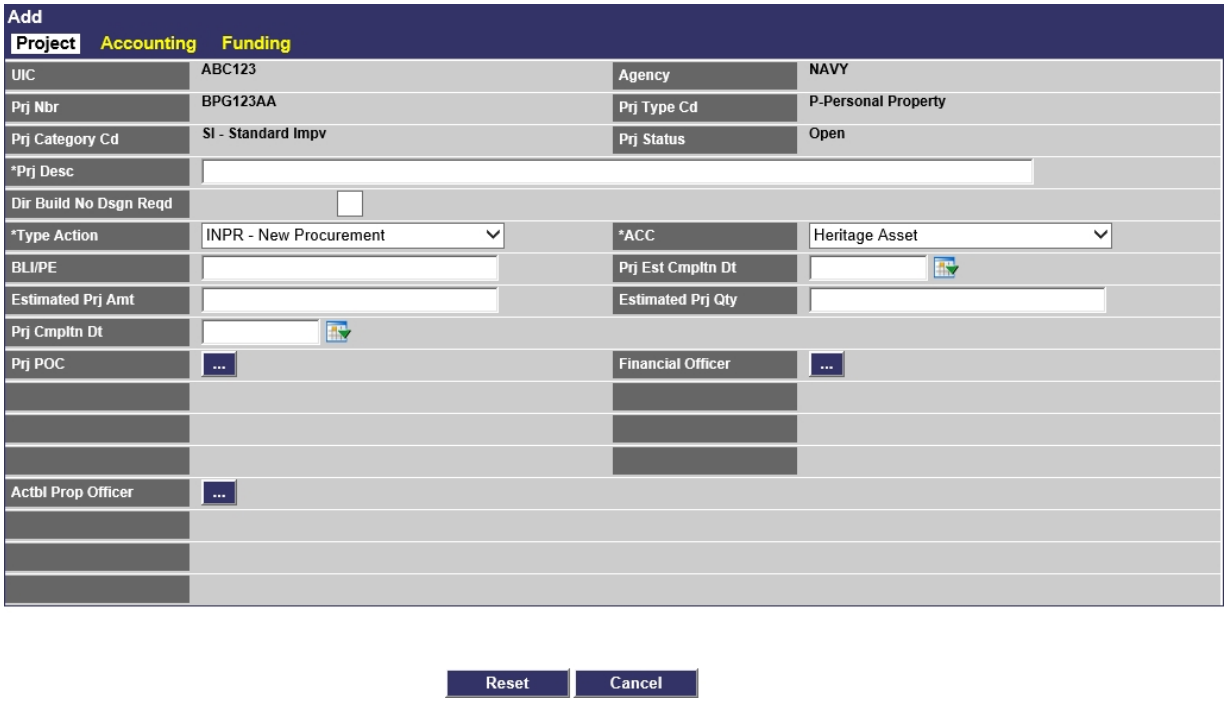
When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.

5. Use to select the desired Prj Status.

6. *The ACQ PROGRAM NAME is not editable.*

7. Select Add. *The **CIP Project Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

I. Use ⌄ to select the desired Type Action.

J. Use ⌄ to select the desired ACC.

K. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

L. Use  to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

N. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

O. Use  to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Update the PRJ POC, using  to browse for the correct POC.

   a. Select  to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

Q. Update the Financial Officer, using  to browse for the correct POC.

   a. Select  to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

   c. The address appears in the Financial Officer blank fields.

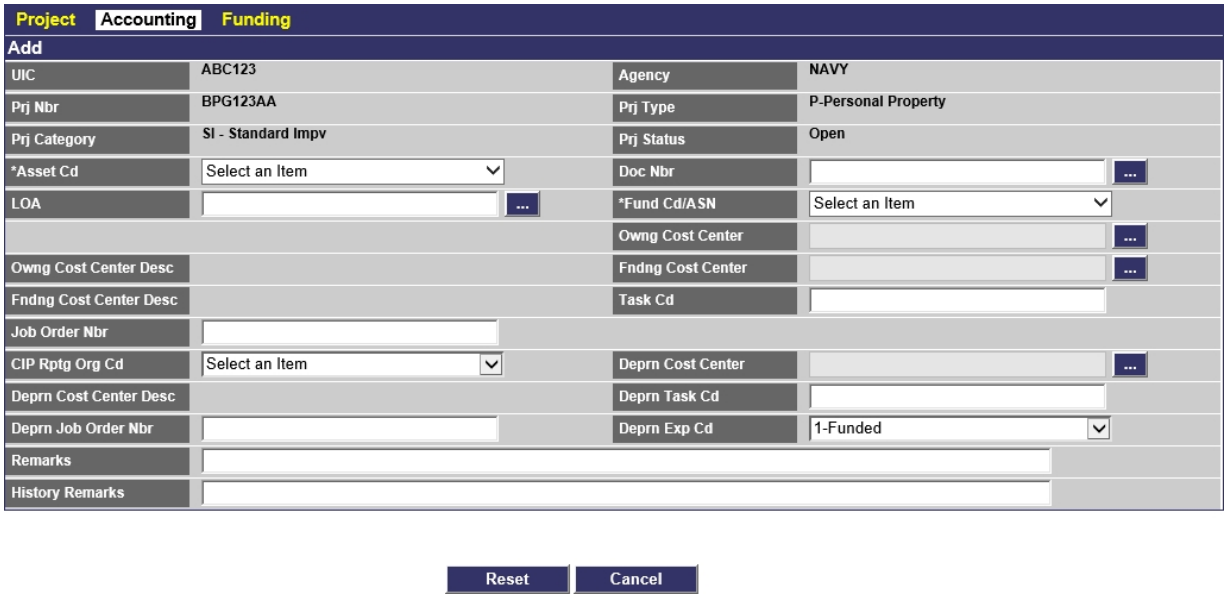
R. Update the ACTBL PROP OFFICER, using  to browse for the correct POC.

   a. Select  to view the ACTBL PROP OFFICER's available.

   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

   c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use ▼ to select the desired Asset Cd.

H. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

I. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

J. Use ▼ to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Use ☑ to select the desired CIP Rptg Org Cd.

R. Enter the DEPRN COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

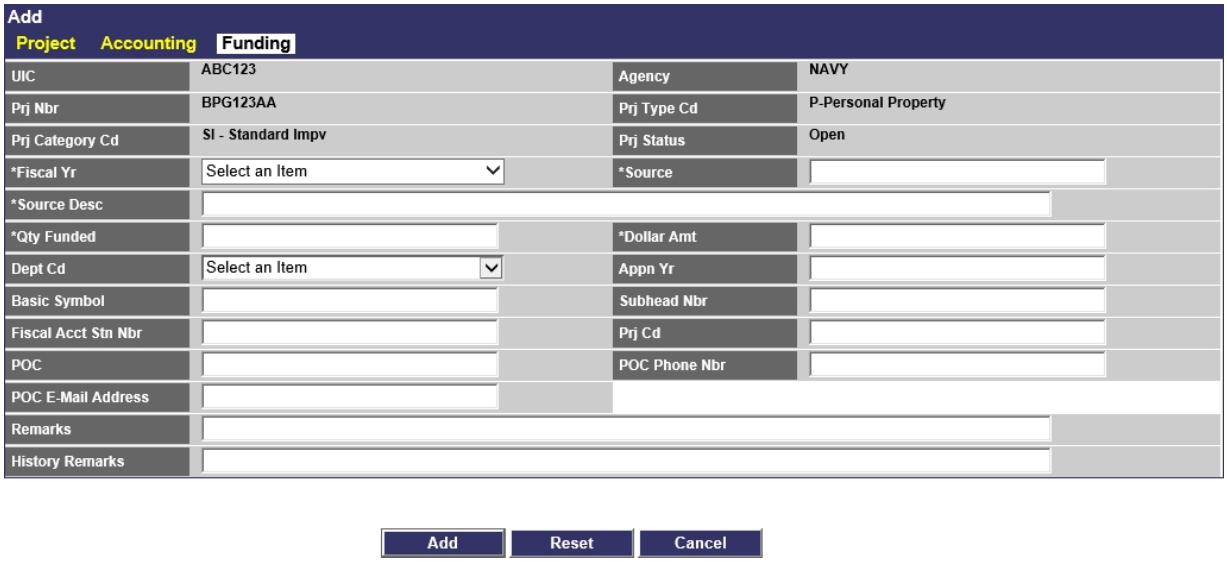
U. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

V. Use ☑ to select the desired Deprn Exp Cd.

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

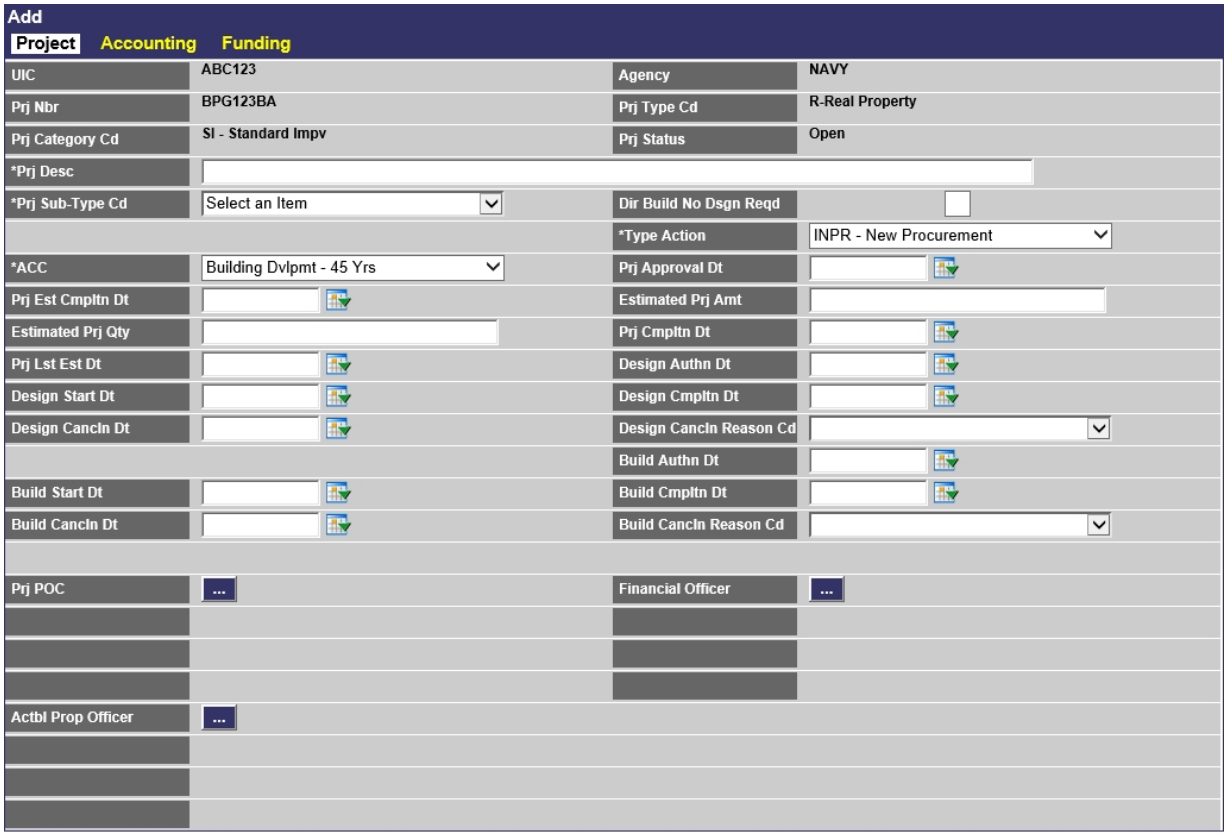
- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Use ▼ to select the desired Prj Type Cd.
4. Use ▼ to select the desired Prj Category Cd.

   Attention

   When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.
5. Use ▼ to select the desired Prj Status.
6. *The ACQ PROGRAM NAME is not editable.*
7. Select Add. *The **CIP Project Add** page appears, open to the Project tab.*
8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Use ☑ to select the desired Prj Sub-Type Cd.

I. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

J. Use ☑ to select the desired Type Action.

K. Use ☑ to select the desired ACC.

L. Use  to select the PRJ APPROVAL DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Use  to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

N. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

O. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

P. Use  to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use  to select the PRJ LST EST DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Use  to select the DESIGN AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Use  to select the DESIGN START DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Use  to select the DESIGN CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

U. Use  to select the DESIGN CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Use  to select the desired Design Cancln Reason Cd.

W. Use  to select the BUILD AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

X. Use  to select the BUILD START DT, or enter the date (MM/DD/YYYY) in the field provided.

Y. Use  to select the BUILD CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Z. Use  to select the BUILD CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

AA. Use  to select the desired Build Cancln Reason Cd.

AB. Update the PRJ POC, using  to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

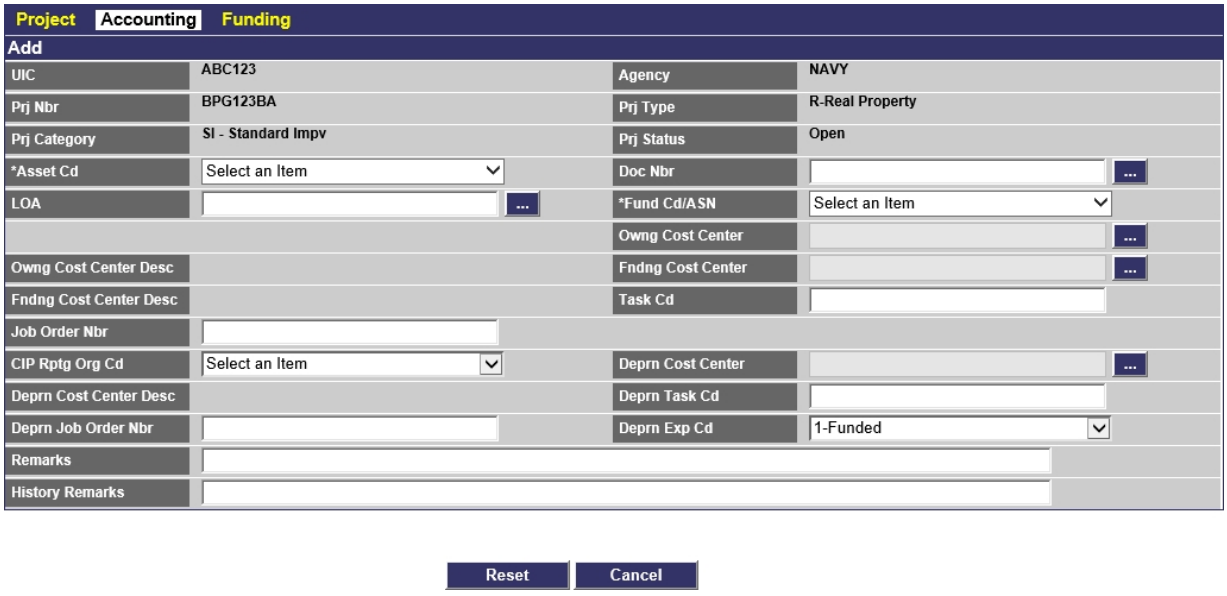
AC. Update the Financial Officer, using ... to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

AD. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*
B. *The Agency automatically populates, and is not editable.*
C. *The PRJ NBR automatically populates, and is not editable.*
D. *The PRJ TYPE automatically populates, and is not editable.*
E. *The PRJ CATEGORY automatically populates, and is not editable.*
F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Use to select the desired CIP Rptg Org Cd.

R. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

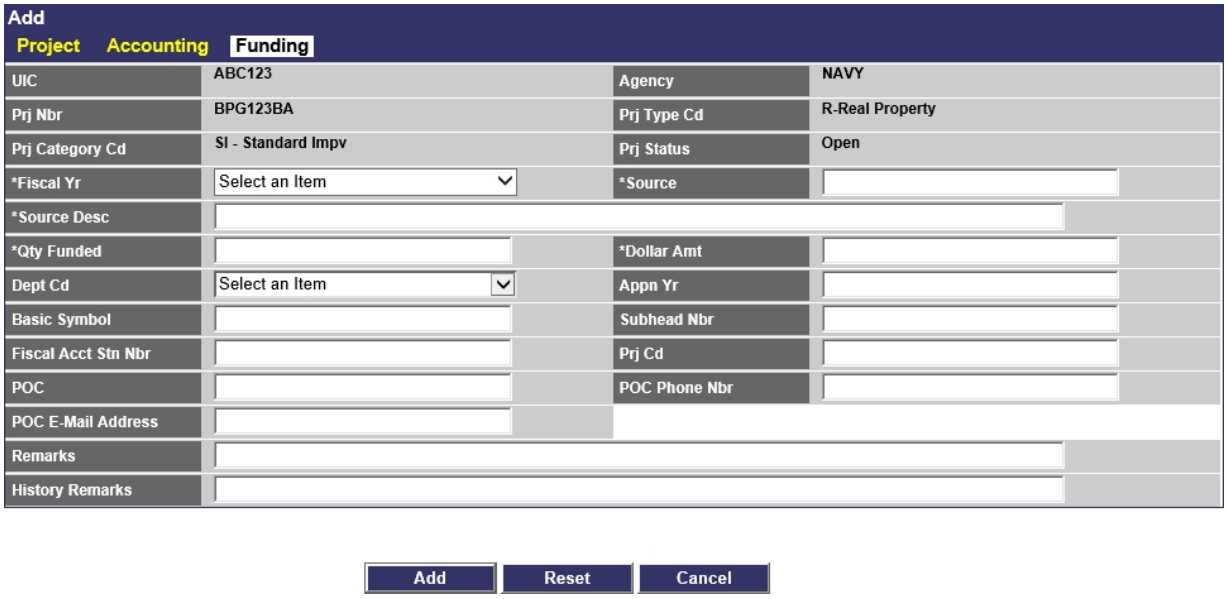
U. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

V. Use to select the desired Deprn Exp Cd.

W. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use ⌄ to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use ⌄ to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

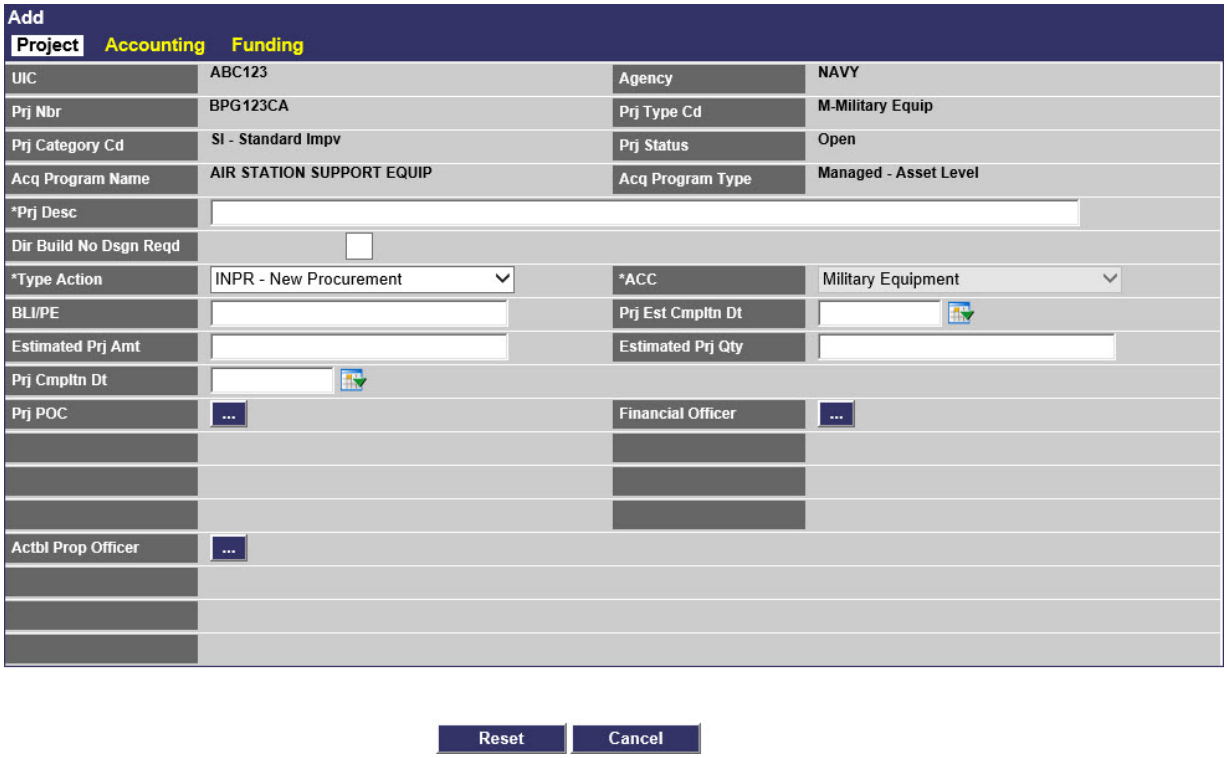
V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd. *Depending upon the chosen type, the fields change.*
4. Use to select the desired Prj Category Cd.
5. Use to select the desired Prj Status.
6. Use to select the desired Acq Program Name.
7. Select Add. *The **CIP PROJECT Add** page appears.*
8. Enter the fields on the Project tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

J. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

K. Use ▼ to select the desired Type Action.

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

N. Use 📅 to select the ESTIMATED CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

P. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ POC, using ... to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.
   b. Choose the Select hyperlink next to the desired PRJ POC.
   c. The address appears in the PRJ POC blank fields.

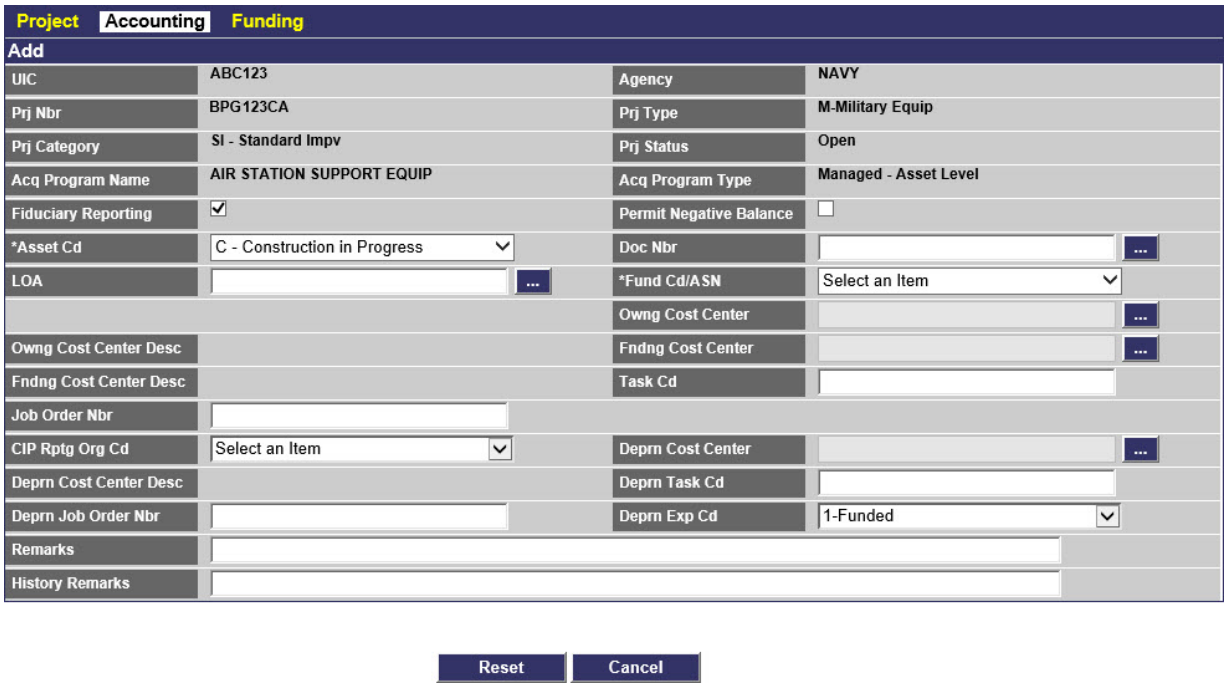
R. Update the Financial Officer, using ... to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.
   b. Choose the Select hyperlink next to the desired Financial Officer.
   c. The address appears in the Financial Officer blank fields.

S. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

   a. Select Search to view the ACTBL PROP OFFICER's available.
   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
   c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Click ☐ to select the Fiduciary Reporting. *This specifies if reporting the assets to the fiduciary is required.*

J. Click ☐ to select the Permit Negative Balance. *This specifies if a negative balance (debt) is allowed.*

K. Use ☑ to select the desired Asset Cd.

L. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

M. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

N. Use ☑ to select the desired Fund Cd / ASN.

O. Enter the OWNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

P. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

Q. Enter the FNDNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

R. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

S. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

T. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

U. Enter the DEPRN COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

V. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

W. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

X. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

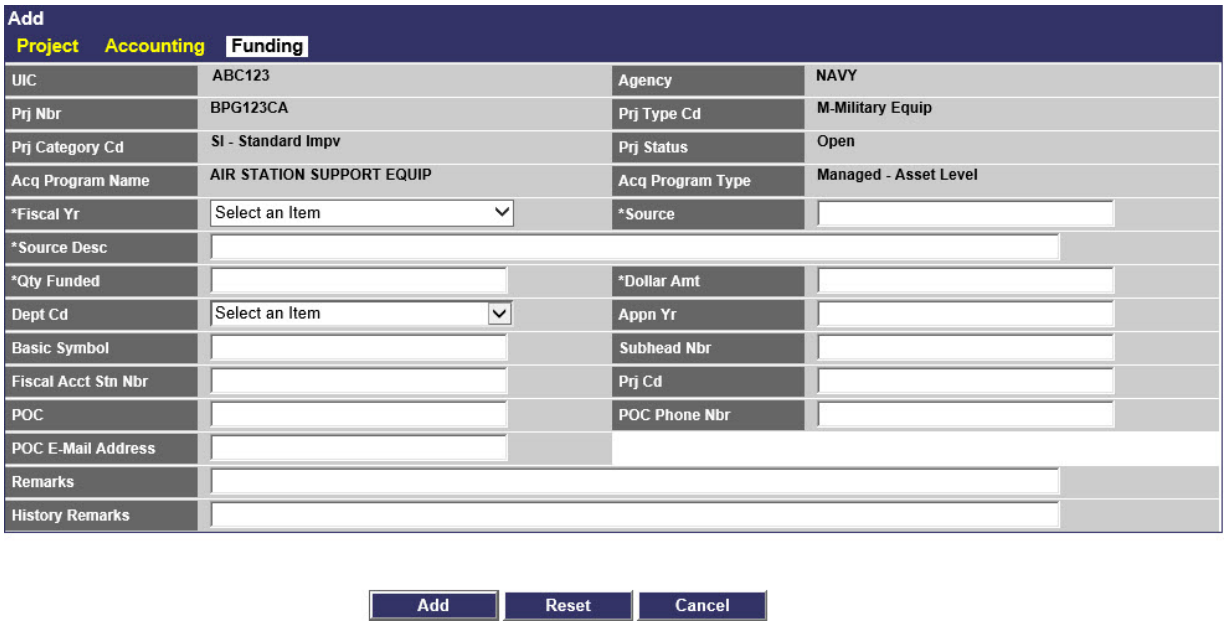
Y. Use ▼ to select the desired Deprn Exp Cd.

Z. *The TOTAL PRJ AMT automatically populates, and is not editable.*

AA. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AB. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.



A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Use ☑ to select the desired Fiscal Yr.

J. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use ☑ to select the desired Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCTG STATION NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select **Add**. *The **CIP Project Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter dif-

	ferent search criteria.
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *ASSET CD*.	
13 — Mandatory Entry: *PRJ DESC*.	
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fund Cd/ASN* .	
13 — Mandatory Entry: *Doc Nbr* .	
13 — Mandatory Entry: *Asset Cd* .	
2061 — Invalid Entry: *PRJ DESC*	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Update a CIP PROJECT

Overview

The Construction in Progress (CIP) Project Update process allows editing of an existing CIP PROJECT.

Navigation

Accounting > CIP > Project > Search Criteria > Search > Search Results > Update hyperlink > CIP PROJECT Update page

Page Fields

The following fields display on the **CIP PROJECT Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Project Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Accounting Tab

Number	Value
13	Select "Reset" button to clear data.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Update New — Personal Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *

Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center

Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update New — Real Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty

Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd

Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update New — Military Equipment

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *

ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *

CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Total Prj Amt
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Personal Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt

Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt

Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Real Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt

Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr

Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Military Equipment

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status

Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt

Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

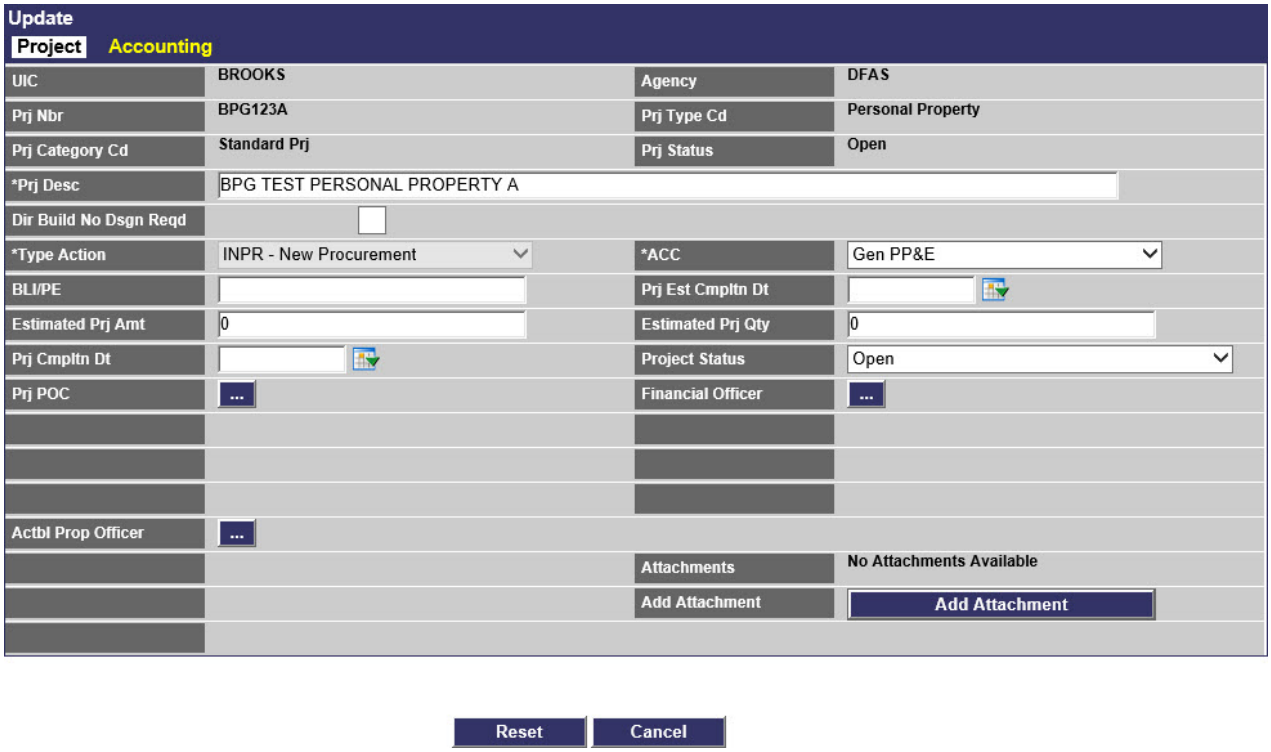
Update a New CIP PROJECT

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP PROJECT Search Criteria*** *page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Select Search. *The* ***CIP PROJECT Search Results*** *page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP PROJECT Update*** *page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

I. *Verify the Type Action.*

J. Update the ACC, using ☑ to select the desired code.

K. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alphanumeric character field.*

L. Update the PRJ EST CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

M. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

N. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

O. Update the PRJ CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Project Status, using  to select the desired status.

Q. Update the PRJ POC, using  to browse for the correct POC.

   a. Select  to view the PRJ POC's available.
   b. Choose the Select hyperlink next to the desired PRJ POC.
   c. The address appears in the PRJ POC blank fields.

R. Update the Financial Officer, using  to browse for the correct POC.

   a. Select  to view the Financial Officer's available.
   b. Choose the Select hyperlink next to the desired Financial Officer.
   c. The address appears in the Financial Officer blank fields.

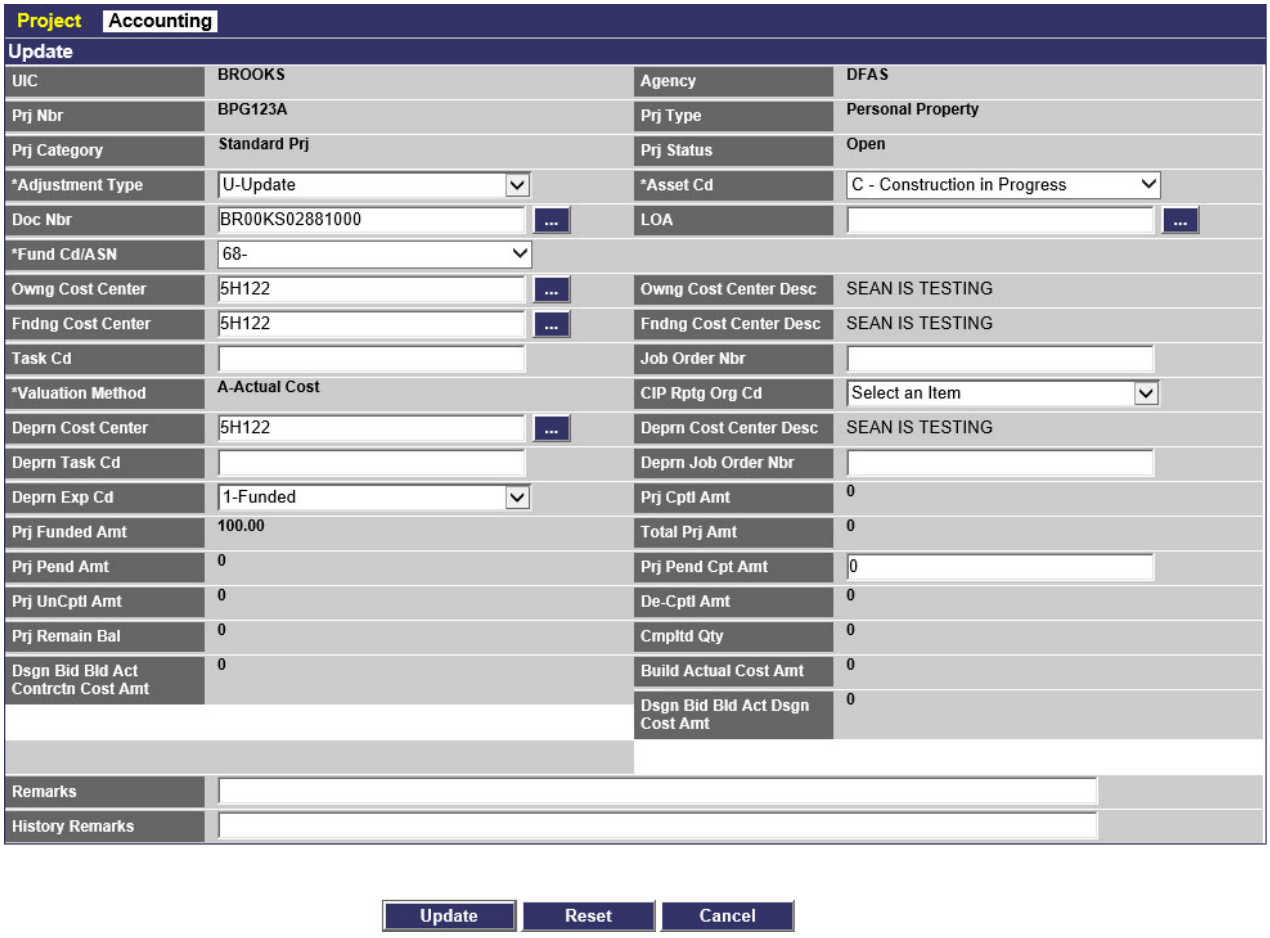
S. Update the ACTBL PROP OFFICER, using  to browse for the correct POC.

   a. Select  to view the ACTBL PROP OFFICER's available.
   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
   c. The address appears in the ACTBL PROP OFFICER blank fields.

T. *View any attachments as thumbnails in the Attachments field.*

U. Select  to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using ▼ to select the desired code.

H. Update the Asset Cd, using ▼ to select the desired code.

I. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using ... to browse for the correct number. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. *Verify the Valuation Method.*

S. Update the CIP Rptg Org Cd, using to select the desired code.

T. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

U. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

V. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the Deprn Exp Cd, using to select the desired code.

Y. *Verify the PRJ CPTL AMT.*

Z. *Verify the PRJ FUNDED AMT.*

AA. *Verify the TOTAL PRJ AMT.*

AB. *Verify the PRJ PEND AMT.*

AC. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AD. *Verify the PRJ UNCPTL AMT.*

AE. *Verify the DE-CPTL AMT.*

AF. *Verify the PRJ REMAIN BAL.*

AG. *Verify the CMPLTD QTY.*

AH. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AI. *Verify the BUILD ACTUAL COST AMT.*

AJ. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AK. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AL. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

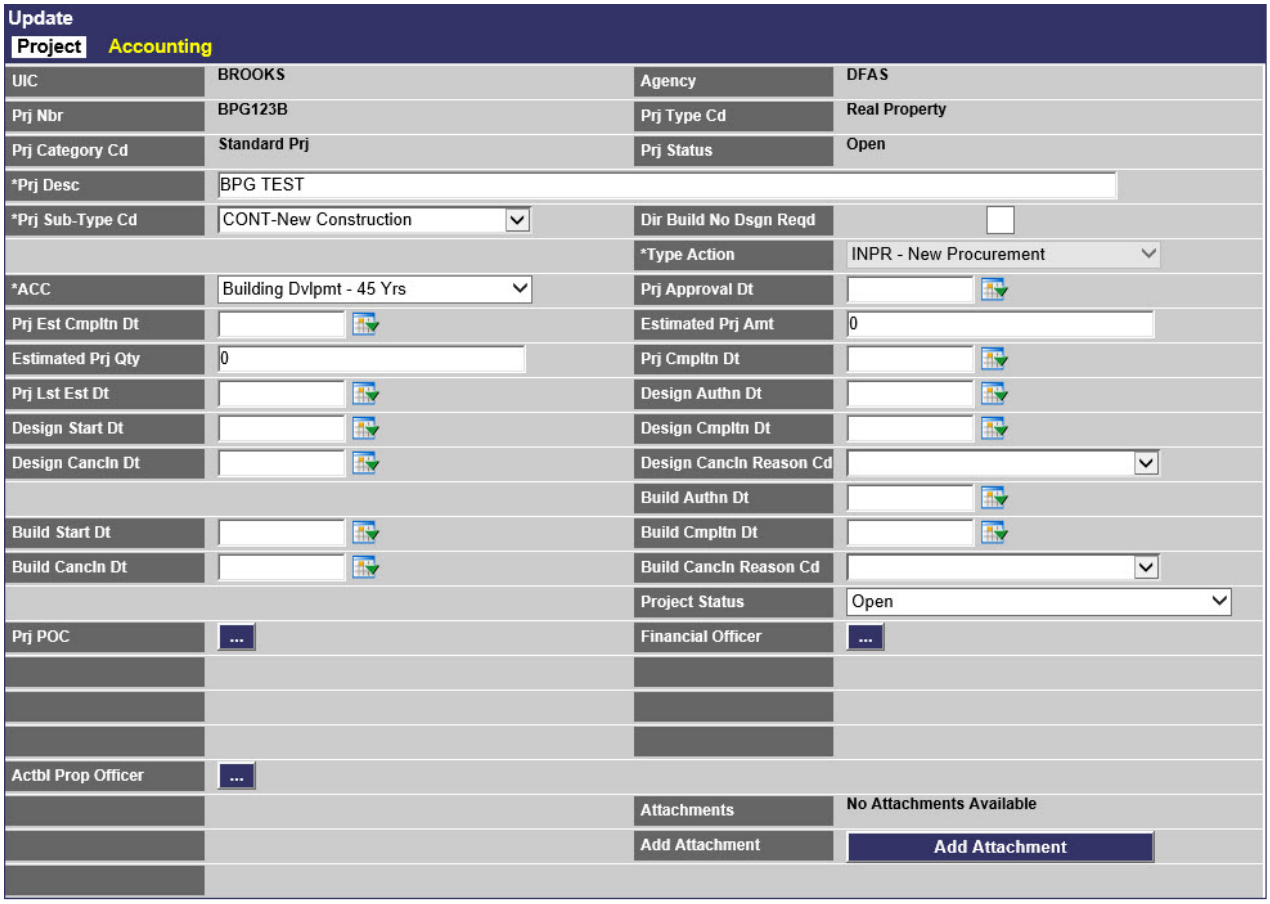
- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use ... to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired Real Property row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Update the Prj Sub-Type Cd, using ☑ to select the desired code.

I. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

J. *Verify the Type Action.*

K. Update the ACC, using ☑ to select the desired code.

L. Update the PRJ APPROVAL DT, using  or entering the date (MM/DD/YYYY) in the field provided.

M. Update the PRJ EST CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

N. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

O. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

P. Update the PRJ CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the PRJ LST EST DT, using  or entering the date (MM/DD/YYYY) in the field provided.

R. Update the DESIGN AUTHN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

S. Update the DESIGN START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

T. Update the DESIGN CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

U. Update the DESIGN CANCLN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

V. Update the Design Cancln Reason Cd, using  to select the desired status.

W. Update the BUILD AUTHN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

X. Update the BUILD START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Y. Update the BUILD CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Z. Update the BUILD CANCLN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

AA. Update the Build Cancln Reason Cd, using  to select the desired status.

AB. Update the Project Status, using  to select the desired status.

AC. Update the PRJ POC, using  to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

AD. Update the Financial Officer, using ... to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

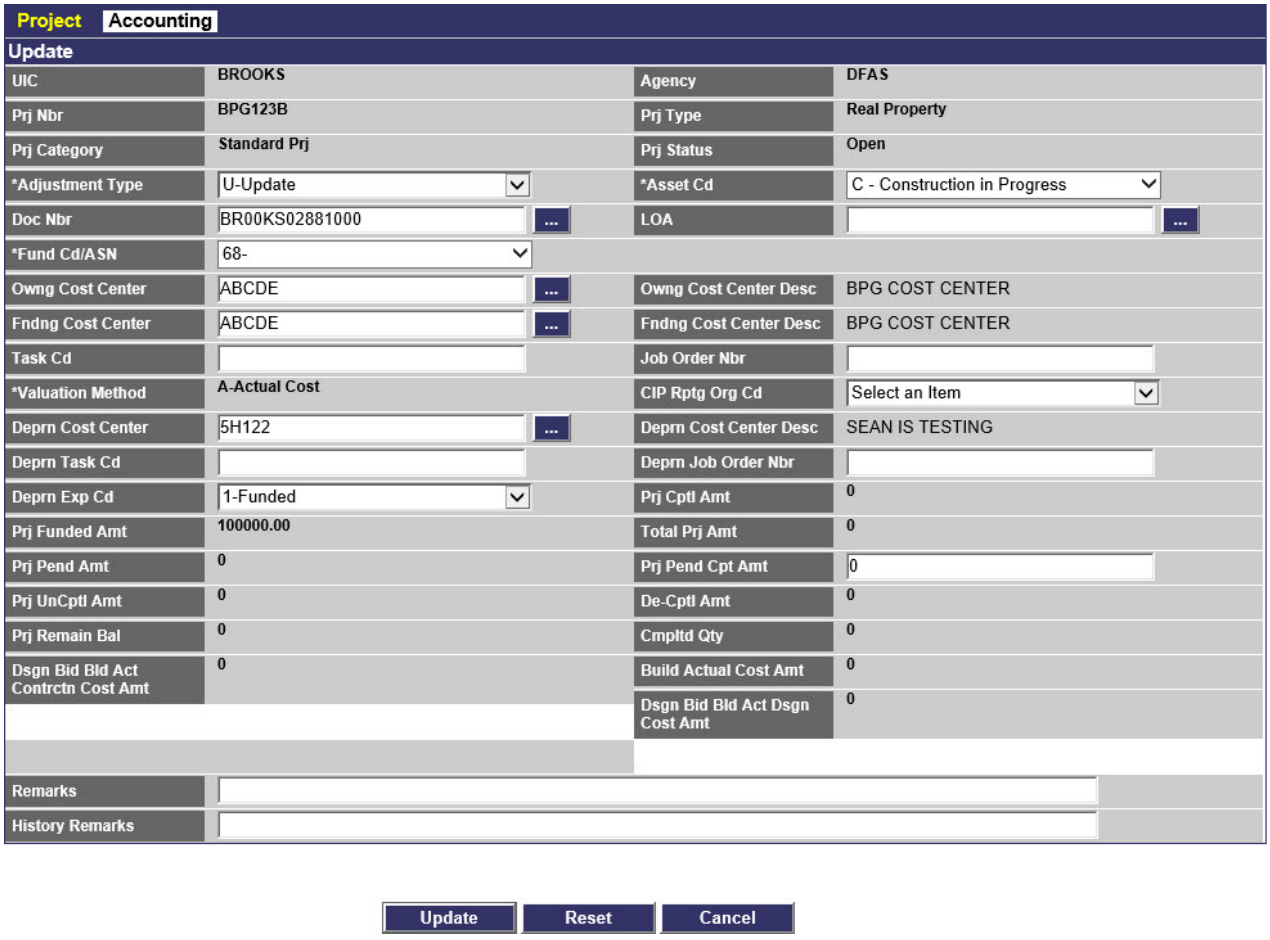
AE. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

AF. *View any attachments as thumbnails in the Attachments field.*

AG. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting Tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using ⌄ to select the desired code.

H. Update the Asset Cd, using ⌄ to select the desired code.

I. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using ... to browse for the correct number. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. *Verify the Valuation Method.*

S. Update the CIP Rptg Org Cd, using to select the desired code.

T. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

U. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

V. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the Deprn Exp Cd, using to select the desired code.

Y. *Verify the PRJ CPTL AMT.*

Z. *Verify the PRJ FUNDED AMT.*

AA. *Verify the TOTAL PRJ AMT.*

AB. *Verify the PRJ PEND AMT.*

AC. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AD. *Verify the PRJ UNCPTL AMT.*

AE. *Verify the DE-CPTL AMT.*

AF. *Verify the PRJ REMAIN BAL.*

AG. *Verify the CMPLTD QTY.*

AH. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AI. *Verify the BUILD ACTUAL COST AMT.*

AJ. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AK. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AL. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

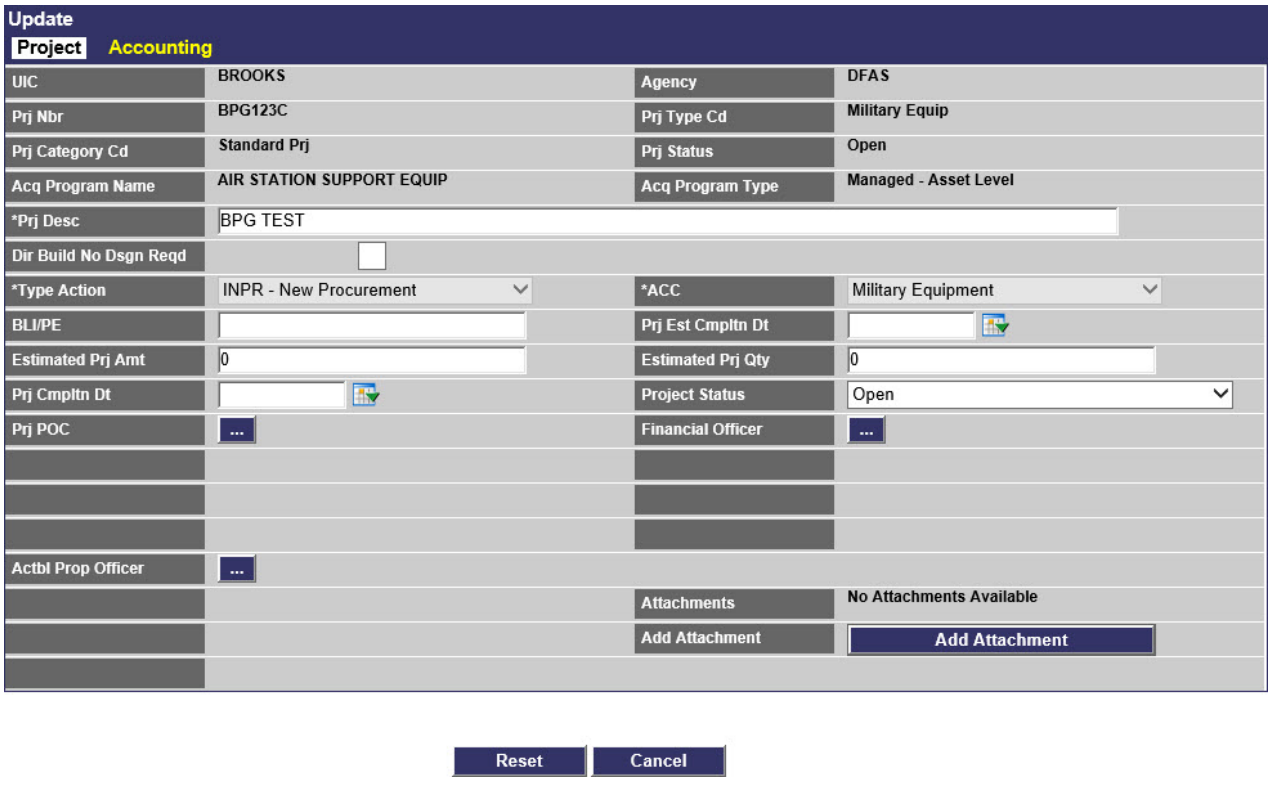
- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use ... to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired Military Equipment row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

J. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

K. *Verify the Type Action.*

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alphanumeric character field.*

N. Update the PRJ EST CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

P. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

R. Update the Project Status, using  to select the desired status.

S. Update the PRJ POC, using  to browse for the correct POC.

   a. Select  to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

T. Update the Financial Officer, using  to browse for the correct POC.

   a. Select  to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

U. Update the ACTBL PROP OFFICER, using [...] to browse for the correct POC.

a. Select [Search] to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

V. *View any attachments as thumbnails in the Attachments field.*

W. Select [Add Attachment] to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.

Project | **Accounting**

Update

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123C	Prj Type	Military Equip
Prj Category	Standard Prj	Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP	Acq Program Type	Managed - Asset Level
Fiduciary Reporting	☑	Permit Negative Balance	☐
*Adjustment Type	U-Update	*Asset Cd	C - Construction in Progress
Doc Nbr	BR00KS02881000 [...]	LOA	[...]
*Fund Cd/ASN	68-		
Owng Cost Center	ABCDE [...]	Owng Cost Center Desc	BPG COST CENTER
Fndng Cost Center	ABCDE [...]	Fndng Cost Center Desc	BPG COST CENTER
Task Cd		Job Order Nbr	
*Valuation Method	A-Actual Cost	CIP Rptg Org Cd	Select an Item
Deprn Cost Center	5H122 [...]	Deprn Cost Center Desc	SEAN IS TESTING
Deprn Task Cd		Deprn Job Order Nbr	
Deprn Exp Cd	1-Funded	Prj Cptl Amt	0
Prj Funded Amt	100000.00	Total Prj Amt	0
Prj Pend Amt	0	Prj Pend Cpt Amt	0
Prj UnCptl Amt	0	De-Cptl Amt	0
Prj Remain Bal	0	Cmpltd Qty	0
Dsgn Bid Bld Act Contrctn Cost Amt	0	Build Actual Cost Amt	0
		Dsgn Bid Bld Act Dsgn Cost Amt	0
Remarks			
History Remarks			

[Update] [Reset] [Cancel]

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Verify the Fiduciary Reporting contains the appropriate ☑ or ☐. *This specifies if reporting the assets to the fiduciary is required.*

J. Verify the Permit Negative Balance contains the appropriate ☑ or ☐. *This specifies if a negative balance (debt) is allowed.*

K. Update the Adjustment Type, using ▾ to select the desired code.

L. Update the Asset Cd, using ▾ to select the desired code.

M. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Update the LOA, using ... to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

O. Update the Fund Cd / ASN, using ▾ to select the desired code.

P. Update the OWNG COST CENTER, using ... to browse for the correct number.

Cost Center Browse help

Q. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

R. Update the FNDNG COST CENTER, using ... to browse for the correct number.

Cost Center Browse help

S. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

T. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

U. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the Valuation Method, using ▾ to select the desired method.

W. Update the CIP Rptg Org Cd, using ▾ to select the desired code.

X. Update the DEPRN COST CENTER, using ... to browse for the revised identifier.

Cost Center Browse help

Y. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Z. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

AA. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

AB. Update the Deprn Exp Cd, using ▼ to select the desired code.

AC. *Verify the PRJ CPTL AMT.*

AD. *Verify the PRJ FUNDED AMT.*

AE. *Verify the TOTAL PRJ AMT.*

AF. *Verify the PRJ PEND AMT.*

AG. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AH. *Verify the PRJ UNCPTL AMT.*

AI. *Verify the DE-CPTL AMT.*

AJ. *Verify the PRJ REMAIN BAL.*

AK. *Verify the CMPLTD QTY.*

AL. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AM. *Verify the BUILD ACTUAL COST AMT.*

AN. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AO. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AP. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select **Update**. *The **CIP Project Transaction Status** page appears.*

Update an Improvement CIP PROJECT

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

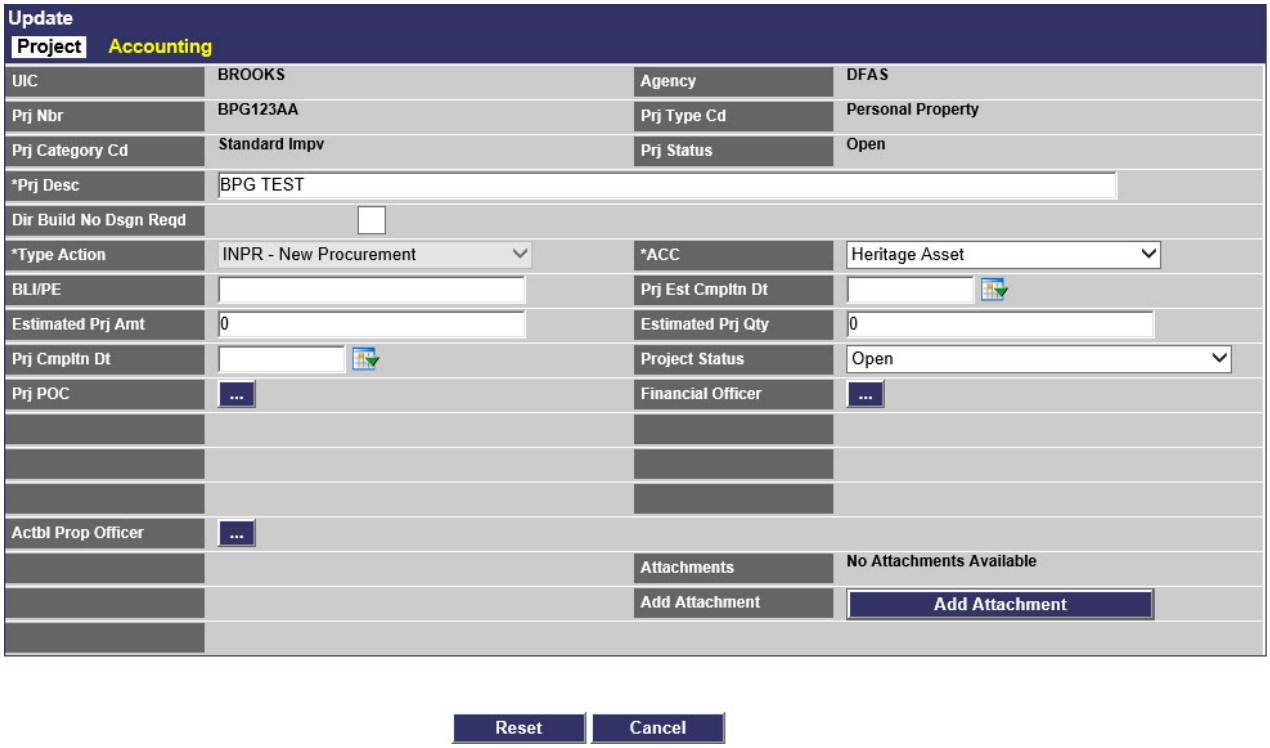
- **Personal Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use ... to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

I. *Verify the Type Action.*

J. Update the ACC, using to select the desired code.

K. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alphanumeric character field.*

L. Update the PRJ EST CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

M. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

N. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

O. Update the PRJ CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Project Status, using to select the desired status.

Q. Update the PRJ POC, using to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.
   b. Choose the Select hyperlink next to the desired PRJ POC.
   c. The address appears in the PRJ POC blank fields.

R. Update the Financial Officer, using to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.
   b. Choose the Select hyperlink next to the desired Financial Officer.
   c. The address appears in the Financial Officer blank fields.

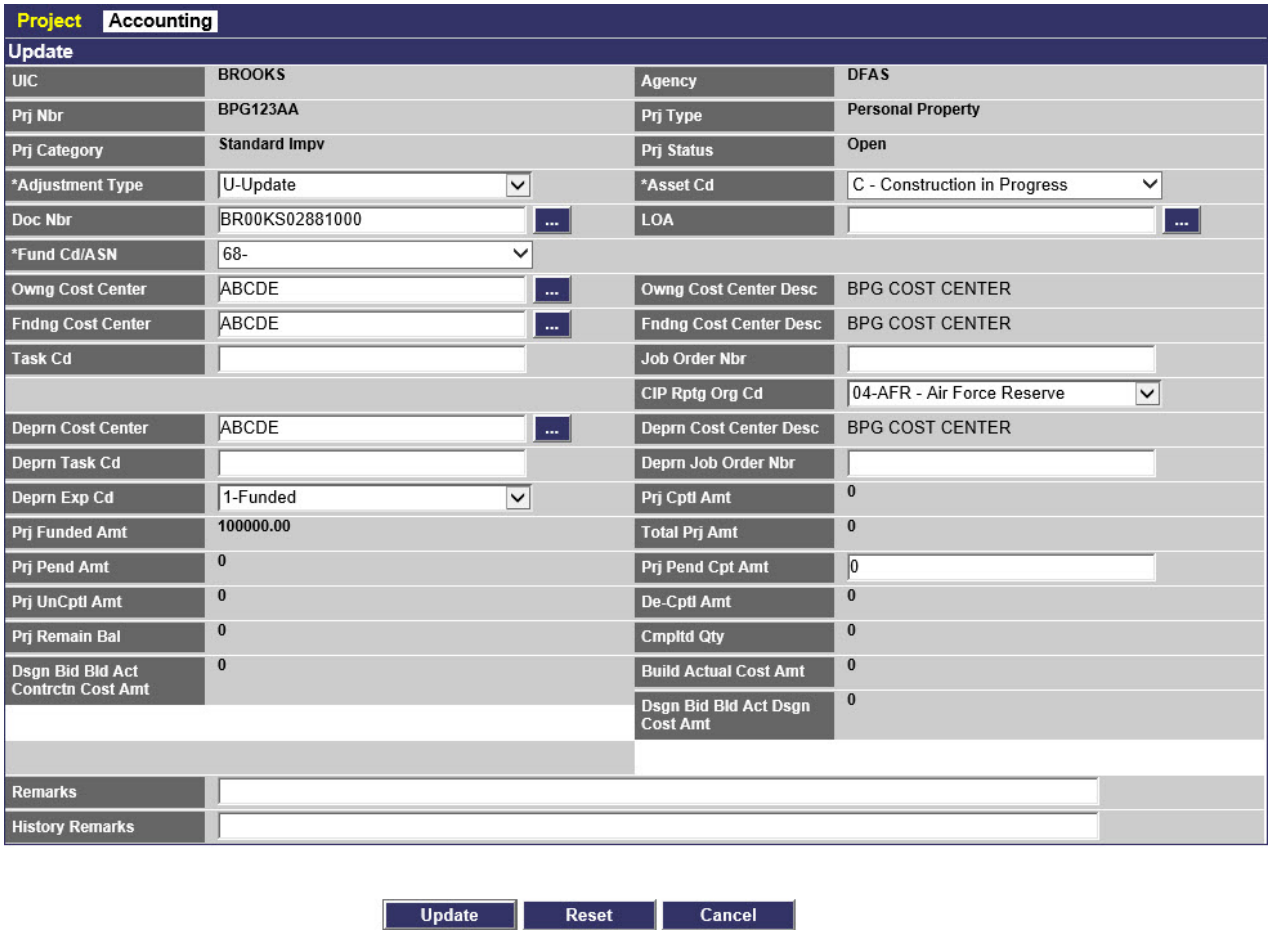
S. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

   a. Select Search to view the ACTBL PROP OFFICER's available.
   b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
   c. The address appears in the ACTBL PROP OFFICER blank fields.

T. *View any attachments as thumbnails in the Attachments field.*

U. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using ▼ to select the desired code.

H. Update the Asset Cd, using ▼ to select the desired code.

I. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using ... to browse for the correct number. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

U. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the Deprn Exp Cd, using to select the desired code.

W. *Verify the PRJ CPTL AMT.*

X. *Verify the PRJ FUNDED AMT.*

Y. *Verify the TOTAL PRJ AMT.*

Z. *Verify the PRJ PEND AMT.*

AA. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AB. *Verify the PRJ UNCPTL AMT.*

AC. *Verify the DE-CPTL AMT.*

AD. *Verify the PRJ REMAIN BAL.*

AE. *Verify the CMPLTD QTY.*

AF. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AG. *Verify the BUILD ACTUAL COST AMT.*

AH. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AI. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

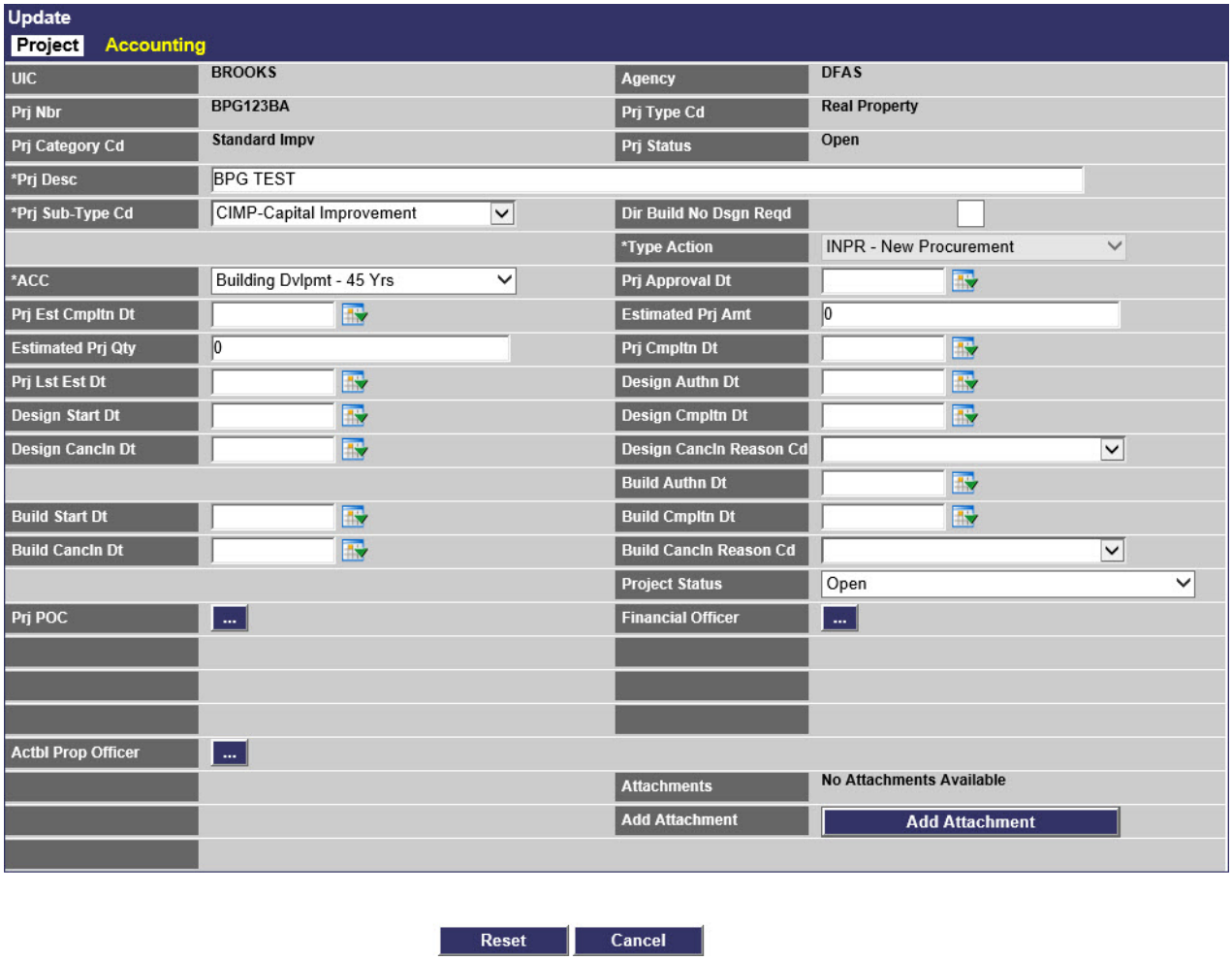
AJ. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*
2. Enter the desired PRJ NBR, or use ... to browse for the number.

   Project Number Browse help
3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Update the Prj Sub-Type Cd, using ☑ to select the desired code.

I. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

J. *Verify the Type Action.*

K. Update the ACC, using ☑ to select the desired code.

L. Update the PRJ APPROVAL DT, using  or entering the date (MM/DD/YYYY) in the field provided.

M. Update the PRJ EST CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

N. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

O. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

P. Update the PRJ CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the PRJ LST EST DT, using  or entering the date (MM/DD/YYYY) in the field provided.

R. Update the DESIGN AUTHN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

S. Update the DESIGN START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

T. Update the DESIGN CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

U. Update the DESIGN CANCLN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

V. Update the Design Cancln Reason Cd, using  to select the desired status.

W. Update the BUILD AUTHN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

X. Update the BUILD START DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Y. Update the BUILD CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

Z. Update the BUILD CANCLN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

AA. Update the Build Cancln Reason Cd, using  to select the desired status.

AB. Update the Project Status, using  to select the desired status.

AC. Update the PRJ POC, using  to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

AD. Update the Financial Officer, using ... to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

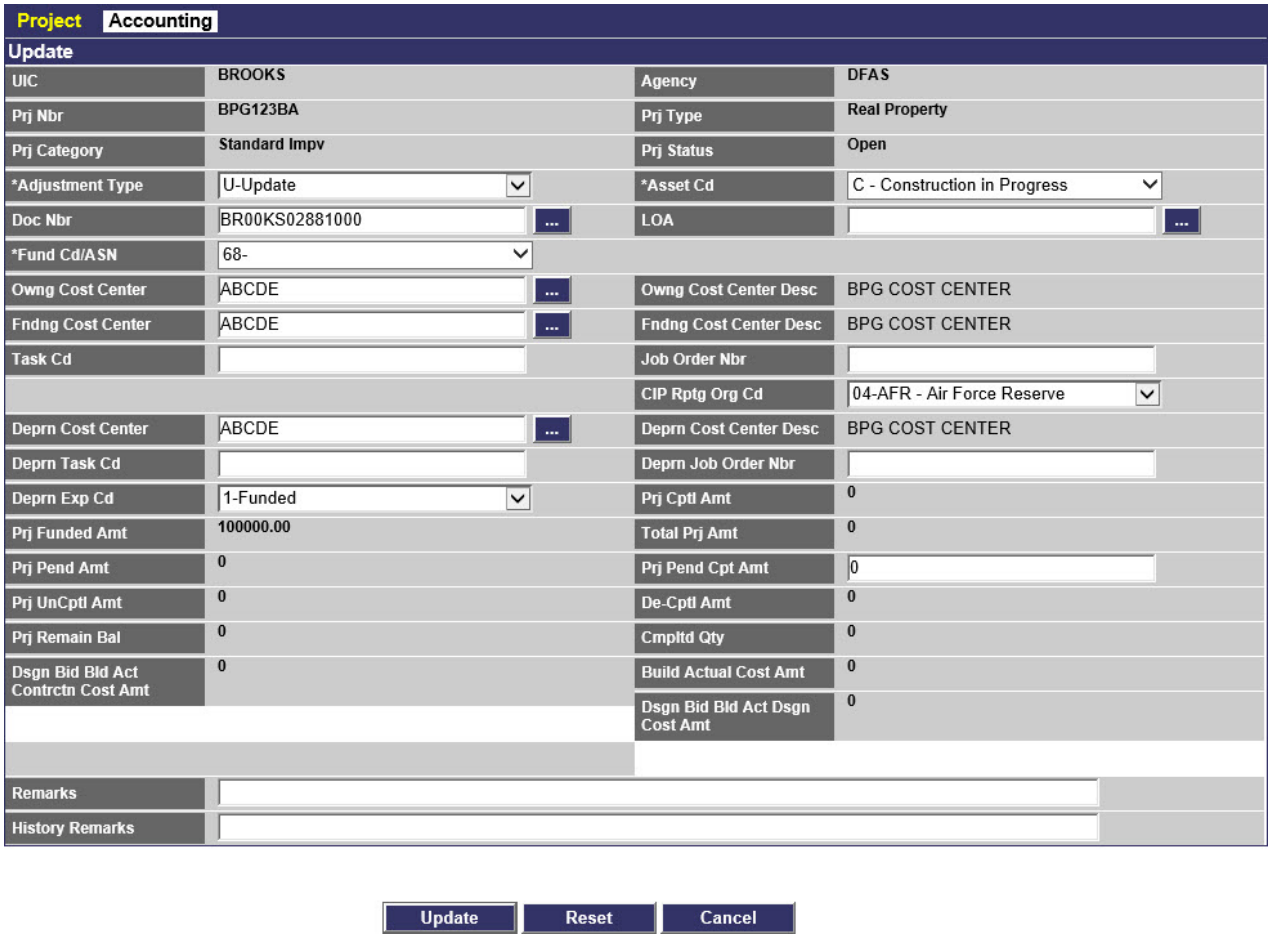
AE. Update the ACTBL PROP OFFICER, using ... to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

AF. *View any attachments as thumbnails in the Attachments field.*

AG. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using ⌄ to select the desired code.

H. Update the Asset Cd, using ⌄ to select the desired code.

I. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using ... to browse for the correct number. *This is a 31 alpha-numeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. Update the CIP Rptg Org Cd, using to select the desired code.

S. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

V. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

W. Update the Deprn Exp Cd, using to select the desired code.

X. *Verify the PRJ CPTL AMT.*

Y. *Verify the PRJ FUNDED AMT.*

Z. *Verify the TOTAL PRJ AMT.*

AA. *Verify the PRJ PEND AMT.*

AB. Update the PRJ PEND CPT AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AC. *Verify the PRJ UNCPTL AMT.*

AD. *Verify the DE-CPTL AMT.*

AE. *Verify the PRJ REMAIN BAL.*

AF. *Verify the CMPLTD QTY.*

AG. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AH. *Verify the BUILD ACTUAL COST AMT.*

AI. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AJ. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AK. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

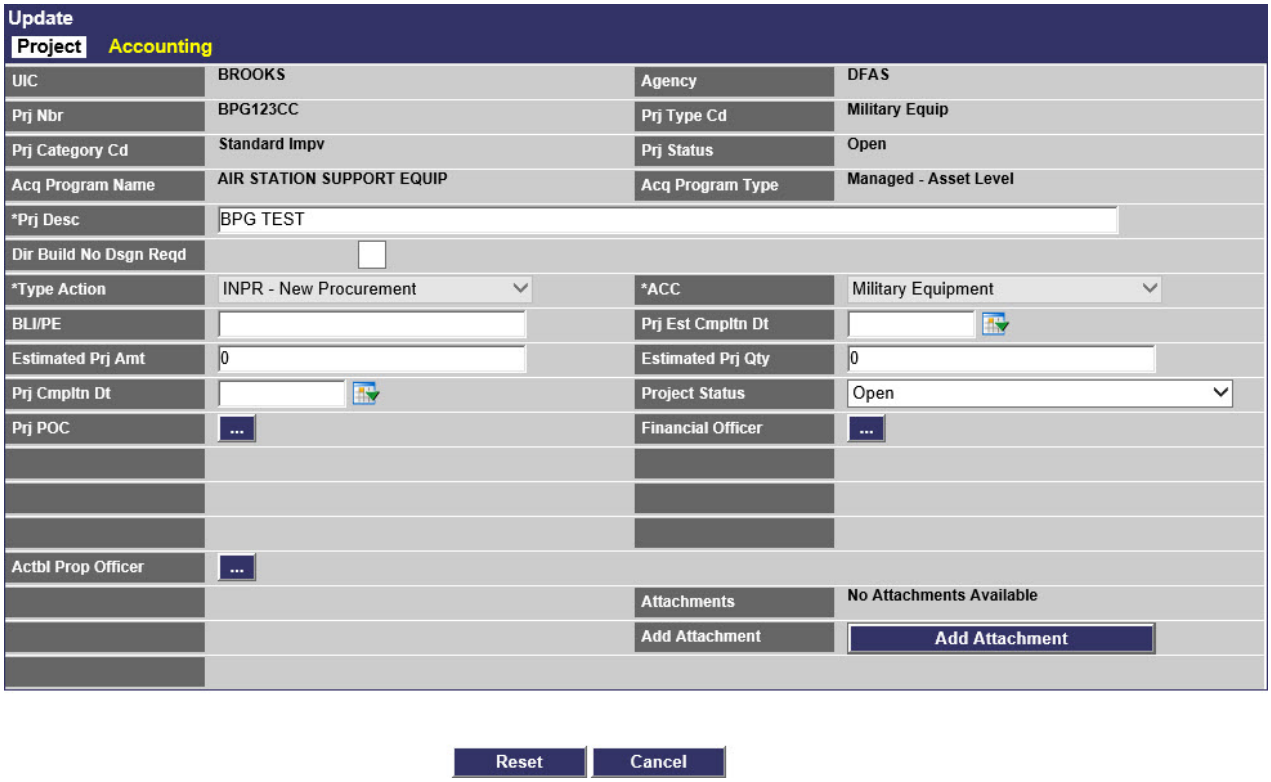
- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use ... to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

J. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

K. *Verify the Type Action.*

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alphanumeric character field.*

N. Update the PRJ EST CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

P. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ CMPLTN DT, using  or entering the date (MM/DD/YYYY) in the field provided.

R. Update the Project Status, using  to select the desired status.

S. Update the PRJ POC, using  to browse for the correct POC.

   a. Select  to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

T. Update the Financial Officer, using  to browse for the correct POC.

   a. Select  to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

U. Update the ACTBL PROP OFFICER, using [...] to browse for the correct POC.

a. Select [Search] to view the ACTBL PROP OFFICER's available.

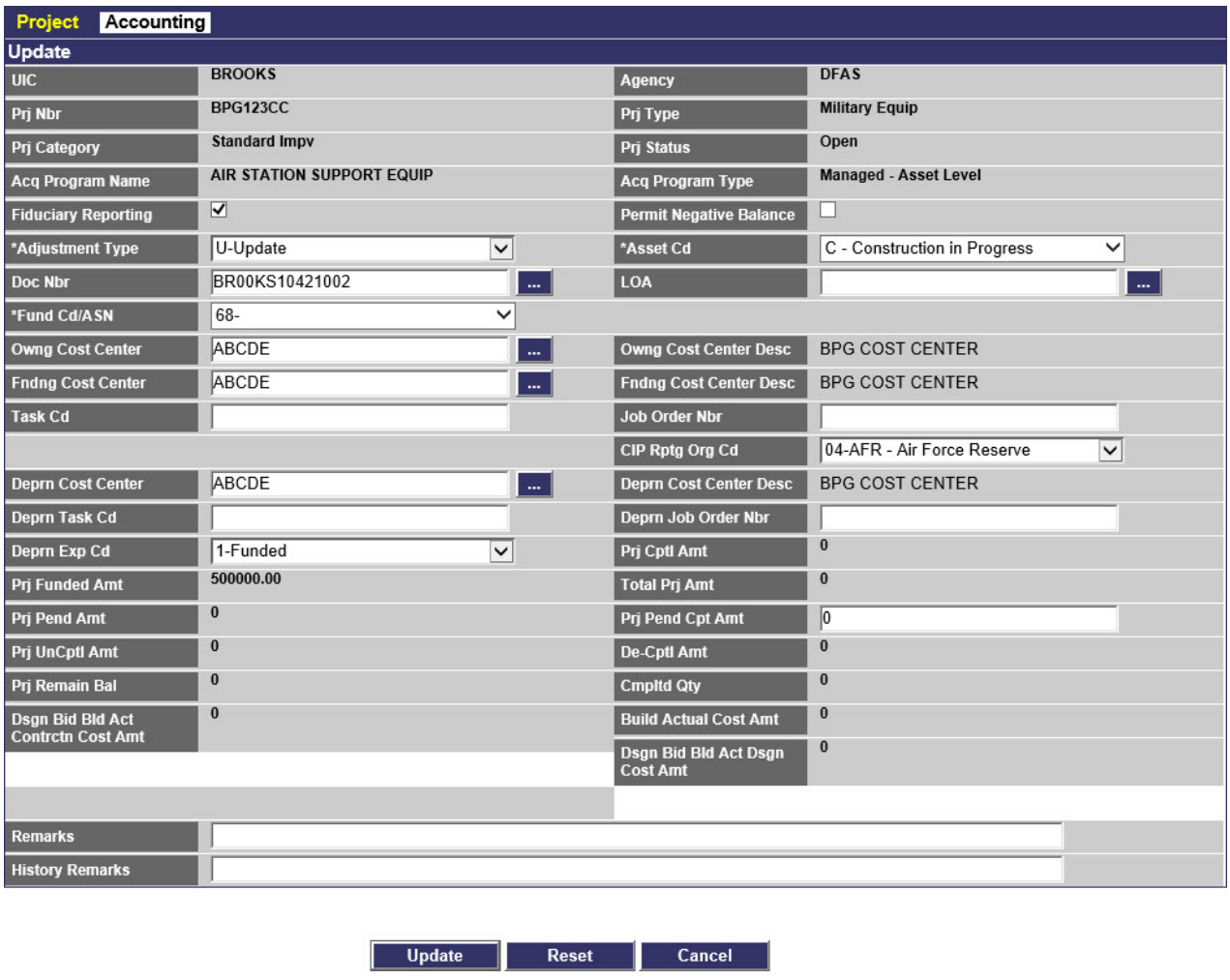
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

V. *View any attachments as thumbnails in the Attachments field.*

W. Select [Add Attachment] to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Verify the Fiduciary Reporting contains the appropriate ☑ or ☐. *This specifies if reporting the assets to the fiduciary is required.*

J. Verify the Permit Negative Balance contains the appropriate ☑ or ☐. *This specifies if a negative balance (debt) is allowed.*

K. Update the Adjustment Type, using ▾ to select the desired code.

L. Update the Asset Cd, using ▾ to select the desired code.

M. Update the DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Update the LOA, using ... to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

O. Update the Fund Cd / ASN, using ▾ to select the desired code.

P. Update the OWNG COST CENTER, using ... to browse for the correct number.

Cost Center Browse help

Q. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

R. Update the FNDNG COST CENTER, using ... to browse for the correct number.

Cost Center Browse help

S. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

T. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

U. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the CIP Rptg Org Cd, using ▾ to select the desired code.

W. Update the DEPRN COST CENTER, using ... to browse for the revised identifier.

Cost Center Browse help

X. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Y. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

Z. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

AA. Update the Deprn Exp Cd, using  to select the desired code.

AB. *Verify the PRJ CPTL AMT.*

AC. *Verify the PRJ FUNDED AMT.*

AD. *Verify the TOTAL PRJ AMT.*

AE. *Verify the PRJ PEND AMT.*

AF. Update the PRJ PEND CPT AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AG. *Verify the PRJ UNCPTL AMT.*

AH. *Verify the DE-CPTL AMT.*

AI. *Verify the PRJ REMAIN BAL.*

AJ. *Verify the CMPLTD QTY.*

AK. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AL. *Verify the BUILD ACTUAL COST AMT.*

AM. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AN. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

AO. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select 

. *The **CIP Project Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.

13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Asset Cd*.	
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fund Cd/ASN* .	
13 — Mandatory Entry: *Doc Nbr* .	
13 — Mandatory Entry: *Asset Cd* .	
2061 — Invalid Entry: *Prj Desc*	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Delete a CIP PROJECT

Overview

The Construction in Progress (CIP) Project Delete process allows removal of a CIP PROJECT.

Navigation

Accounting > CIP > Project > Search Criteria > Search > Search Results > Delete hyperlink > CIP PROJECT Delete page

Page Fields

The following fields display on the **CIP PROJECT Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Delete a CIP PROJECT

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Prj Desc
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

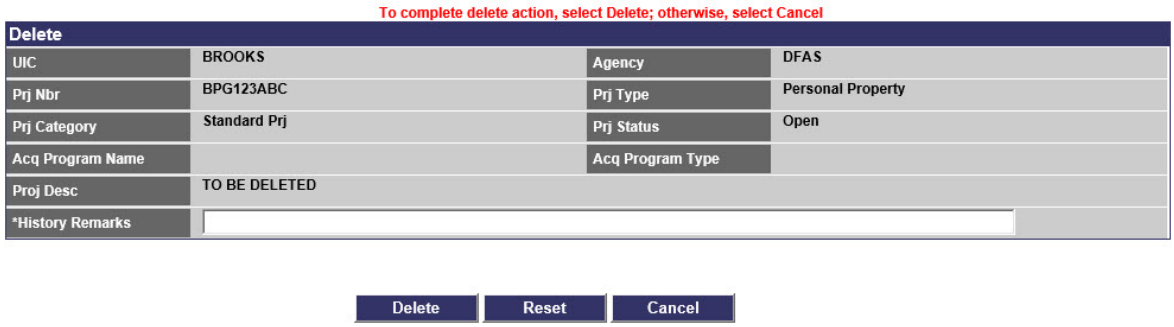
Click the following link to display PA Navigation Tips.

Delete a CIP Project

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Project. *The* ***CIP Project Search Criteria*** *page appears.*
2. **Enter the desired Prj Nbr, or use** ... to browse for the number.

   Project Number Browse help
3. Select Search. *The* ***CIP Project Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Project Delete*** *page appears.*



5. Review the fields, making sure this project is the correct one for deletion.
   - *Verify the UIC.*
   - *Verify the Agency.*
   - *Verify the Prj Nbr.*
   - *Verify the Prj Type Cd.*
   - *Verify the Prj Category Cd.*
   - *Verify the Prj Status.*
   - *Verify the Acq Program Name.*
   - *Verify the Acq Program Type.*
   - *Verify the Prj Desc.*
6. **Enter any History Remarks in the field provided.** *This is a 1024 alphanumeric character field.*
7. Select Delete. *The* ***CIP Project Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.
471 — Project cannot be deleted. Associated assets or Improvements exists.	Invalid Deletion. A CIP PROJECT cannot be deleted if there are any open CIP ASSET records associated with that Project. Review the CIP PROJECT record again, and remove any remaining CIP ASSET information so the Project can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Update a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

CIP PROJECT Transaction Status

Overview

The Construction in Progress (CIP) Project Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Project > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP PROJECT Transaction Status page

Page Fields

The following fields display on the **CIP PROJECT Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

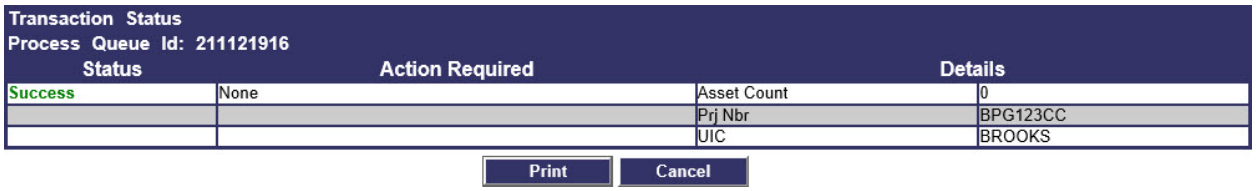
Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:



- Select Print to print a report of the transaction. *The **Export a CIP Project Report** page appears.*
- Select Cancel to return to the **CIP Project Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- Export a CIP Project Report

Export a CIP PROJECT Report

Overview

The Construction in Progress (CIP) Project Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > CIP > Project > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> CIP PROJECT Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

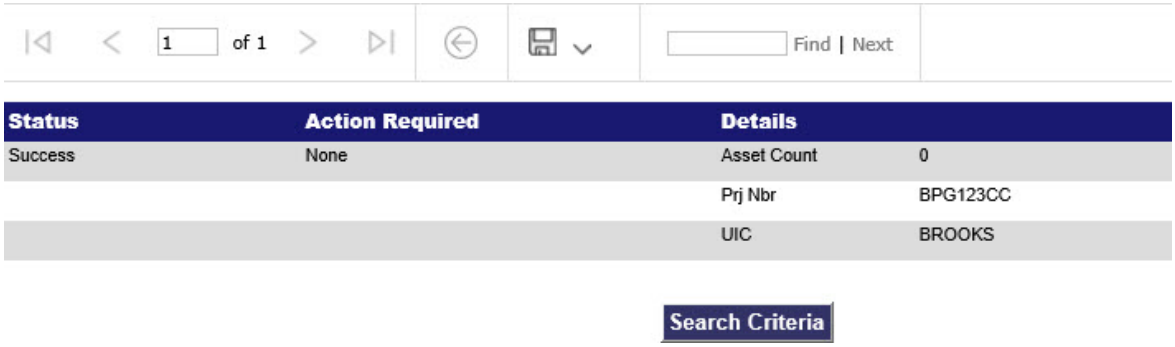
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP PROJECT Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **CIP Project Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status

Search for a CIP Cost — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Costs process provides the ability to enter costs and other financial information for CIP Projects. CIP Costs tracks the costs prior to an asset (Personal Property, Real Property, or Military Equipment) being placed into service. The costs enter the system:

- Automatically, based on feeds like Business Enterprise Information Services (BEIS).
- Manually, supported by the appropriate documentation for audit purposes.

Navigation

Accounting > CIP > Cost> CIP Cost Search Criteria page

Page Fields

The following fields display on the **CIP Cost Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
12	Select "Search" button to view Search Results page.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a CIP Cost

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

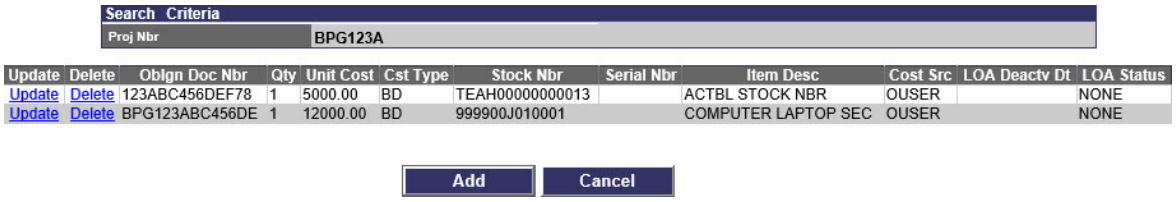
Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Cost— Results** page appears. Results display in the Search Results grid.*



Add a CIP Cost

Select Add. *The **Add a CIP Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIPPROJECT NBR.
391 — PRJ NBR entered is "Closed", cannot Add /Update costs.	Invalid Entry. The PROJECT NBR entered is closed. Check the PROJECT NBR again, and re-enter the record.
459 — Project has been	Invalid Entry. The CIPPROJECT NBR entered

attested for this quarter. Must un-attest prior to any action.	has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- View the CIP Cost Transaction Status
- Export a CIP Cost Report

Search for a CIP Cost — Results

Overview

The Construction in Progress (CIP) Cost Search Results page provides the ability to view, update, or delete any costs in a CIP PROJECT.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Cost > Search Criteria > Search > CIP COST Search Results

Page Fields

The following fields display on the **CIP Cost Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
61	Select "Cancel" to return to Search Criteria page.

Search Results

Project Nbr

Cost Search Results

Update
Delete
Oblign Doc Nbr
Qty
Unit Cost
Cst Type
Stock Nbr
Serial Nbr

Item Desc
Cost Src
LOA Deactv Dt
LOA Status

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Cost

Select Add to display the **Add a CIP Cost** page.

Update a CIP Cost

Select the Update hyperlink to display the **Update a CIP Cost** page.

Delete a CIP Cost

Select the Delete hyperlink to display the **Delete a CIP Cost** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIPPROJECT NBR.
391 — PRJ NBR entered is "Closed", cannot Add /Update costs.	Invalid Entry. The PROJECT NBR entered is closed. Check the PROJECT NBR again, and re-enter the record.
459 — Project has been attested for this quarter. Must un-attest prior to any action.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Add a CIP Cost

Overview

The Construction in Progress (CIP) Cost Add process provides the ability to create new costs and other financial data for CIP Projects.

Navigation

Accounting > CIP > Cost > Search Criteria > Add > CIP Cost Add page

Page Fields

The following fields display on the **CIP Cost Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
208	"Stock Nbr" must be 1st pos alphanumeric with supported character(s) $, -, /, #, &, comma, and period.
234	Select "Add" to add costs to an existing project.
14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr

Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN

SLIN
ACRN
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Cost to a CIP Project

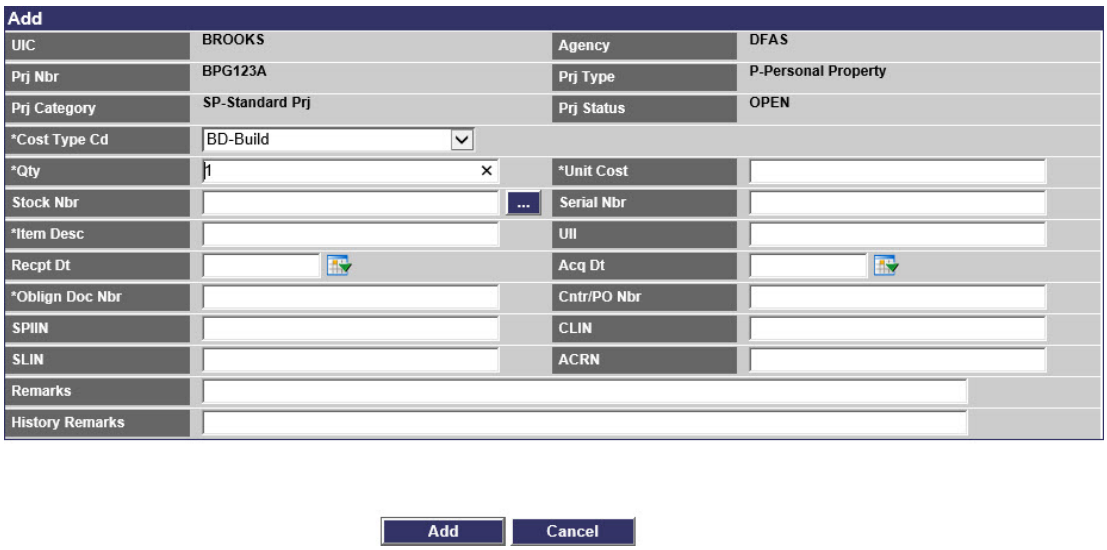
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Add. *The* ***CIP Cost Add*** *page appears.*

- **Personal or Real Property**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Use  to select the Cost Type Cd.

H. Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*

I. Enter the Unit Cost in the field provided. *This is a 15 numeric character field.*

J. Enter the STOCK NBR, or use  to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

L. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

M. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

N. Use  to select the RECPT DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

R. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

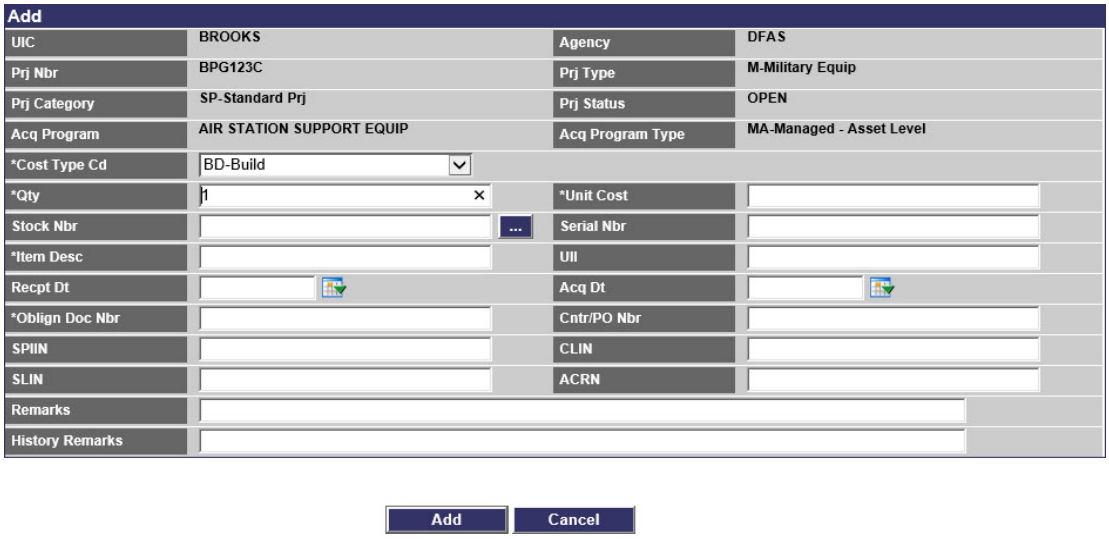
T. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

U. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

V. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Use ▼ to select the Cost Type Cd.

J. Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*

K. Enter the Unit Cost in the field provided. *This is a 15 numeric character field.*

L. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

M. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

N. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

O. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

P. Use  to select the RECPT DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use  to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

S. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

T. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

U. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

V. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

W. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

X. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select 

. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *QTY*. **13 — Mandatory Entry: *Unit Cost*.**	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *OBLIGN DOC NBR*.	
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — The Unit Cost Must Be A Dollar Value.	Invalid Amount. There is a maximum of 13 positions to the left of the decimal. Enter the correct amount of numbers.
xxxx — STOCK NBR contains invalid special characters.	Invalid Characters entered in the STOCK NBR field. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
492 — Invalid CLIN. First 2 — POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
493 — Invalid SLIN. Must	Invalid Entry. The two characters of the

be a 2 — POS alpha-numeric entry.	SLIN must be alphanumeric. Re-enter the SLIN.
494 — Invalid SPIIN. First 2 — POS must be alphanumeric not to exceed 6 alphanumeric positions.	Invalid Entry. The first two positions of the SPIIN must be alphanumeric. Re-enter the SPIIN.
495 — Invalid ACRN. Must be a 2 — POS alpha-numeric entry.	Invalid Entry. The two characters of the ACRN must be alphanumeric. Re-enter the ACRN.
458 — Cost record(s) exists. Use update to adjust or assign a different OBLIGN DOC NBR to this cost record.	Invalid Entry. The OBLIGN DOC NBRalready exists. Update the existing record or enter a different OBLIGN DOC NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Update a CIP Cost

Overview

The Construction in Progress (CIP) Cost Update process allows editing of costs and other financial data for CIP Projects.

Navigation

Accounting > CIP > Cost > Search Criteria > Search > Search Results > Update hyperlink > CIP Cost Update page

Page Fields

The following fields display on the **CIP Cost Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
208	"Stock Nbr" must be 1st pos alphanumeric with supported character(s) $, -, /, #, &, comma, and period.
239	Select "Update" to update cost data.
14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr

Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN

SLIN
ACRN
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Cost to a CIP Project

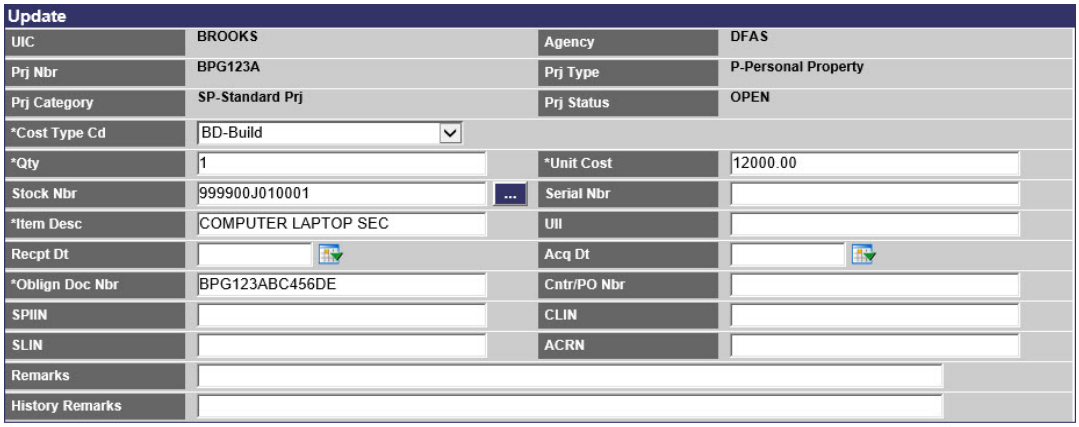
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The* ***CIP Cost Search Results*** *page appears.*
4. Select the Update hyperlink on the desired row. *The* ***CIP Cost Update*** *page appears.*

- **Personal or Real Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Cost Type Cd, using  to select the desired code.

H. Update the QTY, entering the correct amount in the field provided. *Default set at '1'. This is a 6 numeric character field.*

I. Update the Unit Cost, entering the correct amount in the field provided. *This is a 15 numeric character field.*

J. Update the STOCK NBR, using  to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Update the SERIAL NBR, entering the correct identifier in the field provided. *This is a 30 alphanumeric character field.*

L. Update the ITEM DESC, entering the correct explanation in the field provided. *This is a 1024 alphanumeric character field.*

M. Update the UII, entering the correct identifier in the field provided. *This is a 50 alphanumeric character field.*

N. Update the RECPT DT, using  or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ACQ DT, using  or entering the date (MM/DD/YYYY) in the field provided.

P. Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*

Q. Update the CNTR/PO NBR, entering the correct identifier in the field provided. *This is a 13 alphanumeric character field.*

R. Update the SPIIN, entering the correct identifier in the field provided. *This is a 6 alphanumeric character field.*

S. Update the CLIN, entering the correct identifier in the field provided. *This is a 4 alphanumeric character field.*

T. Update the SLIN, entering the correct identifier in the field provided. *This is a 2 alphanumeric character field.*

U. Update the ACRN, entering the correct identifier in the field provided. *This is a 2 alphanumeric character field.*

V. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

Update

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123C	Prj Type	M-Military Equip
Prj Category	SP-Standard Prj	Prj Status	OPEN
Acq Program	AIR STATION SUPPORT EQUIP	Acq Program Type	MA-Managed - Asset Level
*Cost Type Cd	BD-Build		
*Qty	1	*Unit Cost	5000.00
Stock Nbr	999	Serial Nbr	
*Item Desc	ROPE	UII	
Recpt Dt		Acq Dt	
*Oblign Doc Nbr	123ABC456DEF78	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Remarks	BPG TEST		
History Remarks			

Update Cancel

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the Cost Type Cd, using to select the desired code.

J. Update the QTY, entering the correct amount in the field provided. *Default set at '1'. This is a 6 numeric character field.*

K. Update the Unit Cost, entering the correct amount in the field provided. *This is a 15 numeric character field.*

L. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

M. Update the SERIAL NBR, entering the correct identifier in the field provided. *This is a 30 alphanumeric character field.*

N. Update the ITEM DESC, entering the correct explanation in the field provided. *This is a 1024 alphanumeric character field.*

O. Update the UII, entering the correct identifier in the field provided. *This is a 50 alphanumeric character field.*

P. Update the RECPT DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*

S. Update the CNTR/PO NBR, entering the correct identifier in the field provided. *This is a 13 alphanumeric character field.*

T. Update the SPIIN, entering the correct identifier in the field provided. *This is a 6 alphanumeric character field.*

U. Update the CLIN, entering the correct identifier in the field provided. *This is a 4 alphanumeric character field.*

V. Update the SLIN, entering the correct identifier in the field provided. *This is a 2 alphanumeric character field.*

W. Update the ACRN, entering the correct identifier in the field provided. *This is a 2 alphanumeric character field.*

X. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Update. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *QTY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Unit Cost*.	
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *OBLIGN DOC NBR*.	
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — The Unit Cost Must Be A Dollar Value.	Invalid Amount. There is a maximum of 13 positions to the left of the decimal. Enter the correct amount of numbers.
xxxx — STOCK NBR contains invalid special characters.	Invalid Characters entered in the STOCK NBR field. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special

	characters: $, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
492 — Invalid CLIN. First 2 — POS must be alpha-numeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
493 — Invalid SLIN. Must be a 2 — POS alpha-numeric entry.	Invalid Entry. The two characters of the SLIN must be alphanumeric. Re-enter the SLIN.
494 — Invalid SPIIN. First 2 — POS must be alphanumeric not to exceed 6 alphanumeric positions.	Invalid Entry. The first two positions of the SPIIN must be alphanumeric. Re-enter the SPIIN.
495 — Invalid ACRN. Must be a 2 — POS alpha-numeric entry.	Invalid Entry. The two characters of the ACRN must be alphanumeric. Re-enter the ACRN.
393 — Cannot update CIP COST record. Cost will result in negative CIP balance.	Invalid Entry. A CIP COST cannot be updated if it creates a negative balance. Review the CIP COST again, and fix the associated balances.
458 — Cost record(s)	Invalid Entry. The OBLIGN DOC

exists. Use update to adjust or assign a different OBLIGN DOC NBR to this cost record.	NBR already exists. Update the existing record or enter a different OBLIGN DOC NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Delete a CIP Cost

Overview

The Construction In Progress (CIP) Cost Delete process allows removal of a record and associated information.

Navigation

Accounting > CIP > Cost > Search Criteria > 

> Search Results > Delete hyperlink > CIP Cost Delete page

Page Fields

The following fields display on the **CIP Cost Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN

CLIN
SLIN
ACRN
Remarks
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Cost from a CIP Project

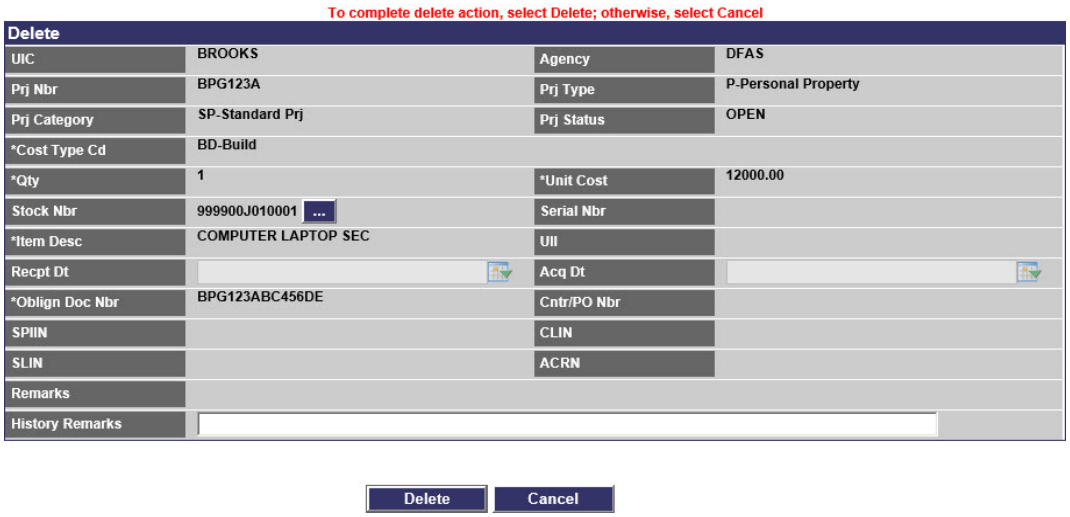
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The* ***CIP Cost Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Cost Delete*** *page appears.*

   - **Personal or Real Property**


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

Delete

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123A	Prj Type	P-Personal Property
Prj Category	SP-Standard Prj	Prj Status	OPEN
*Cost Type Cd	BD-Build		
*Qty	1	*Unit Cost	12000.00
Stock Nbr	999900J010001 ...	Serial Nbr	
*Item Desc	COMPUTER LAPTOP SEC	UII	
Recpt Dt		Acq Dt	
*Oblign Doc Nbr	BPG123ABC456DE	Cntr/PO Nbr	
SPIIN		CLIN	
SLIN		ACRN	
Remarks			
History Remarks			

Delete Cancel

   A. *Verify the UIC.*
   B. *Verify the Agency.*
   C. *Verify the PRJ NBR.*
   D. *Verify the PRJ TYPE.*
   E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the Cost Type CD.*

H. *Verify the QTY.*

I. *Verify the Unit Cost.*

J. *Verify the STOCK NBR.*

K. *Verify the SERIAL NBR.*

L. *Verify the ITEM DESC.*

M. *Verify the UII.*

N. *Verify the RECPT DT.*

O. *Verify the ACQ DT.*

P. *Verify the OBLIGN DOC NBR.*

Q. *Verify the CNTR/PO NBR.*

R. *Verify the SPIIN.*

S. *Verify the CLIN.*

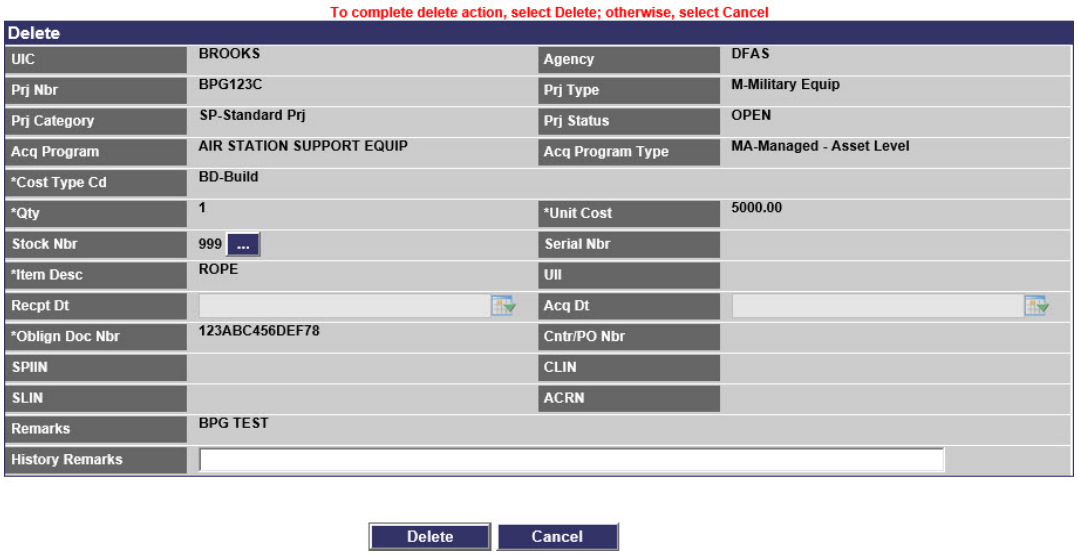
T. *Verify the SLIN.*

U. *Verify the ACRN.*

V. *Verify the Remarks.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the ACQ PROGRAM.*
H. *Verify the ACQ PROGRAM TYPE.*
I. *Verify the Cost Type CD.*
J. *Verify the QTY.*
K. *Verify the Unit Cost.*
L. *Verify the STOCK NBR.*
M. *Verify the SERIAL NBR.*
N. *Verify the ITEM DESC.*
O. *Verify the UII.*
P. *Verify the RECPT DT.*
Q. *Verify the ACQ DT.*
R. *Verify the OBLIGN DOC NBR.*
S. *Verify the CNTR/PO NBR.*
T. *Verify the SPIIN.*
U. *Verify the CLIN.*
V. *Verify the SLIN.*
W. *Verify the ACRN.*
X. *Verify the Remarks.*
Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

462 — Cannot Delete. Cost exceeds uncapitalized costs.	Invalid Deletion. A CIP COST cannot be deleted if there is a negative balance. Review the CIP COST again, and fix the balances associated with the CIP PROJECT so the CIP COST can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

CIP Cost Transaction Status

Overview

The Construction in Progress (CIP) Cost Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Cost > Search Criteria > *Various Procedural Steps* > CIP Cost Transaction Status page

Page Fields

The following fields display on the **CIP Cost Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Prj Nbr	BPG123A
		Prj Desc	BPG TEST PERSONAL PROPERTY A
		UIC	BROOKS
		Qty	1
		Unit Cost	12000

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a CIP Cost Report** page appears.*
- Select Search Criteria to return to the **CIP Cost Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- Export a CIP Cost Report

Export a CIP Cost Report

Overview

The Construction in Progress (CIP) Cost Report Export page provides the ability to save the CIP Cost report in different formats.

Navigation

Accounting > CIP > Cost > Search Criteria > *Various Procedural Steps* > Transaction Status page > 

> CIP Cost Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

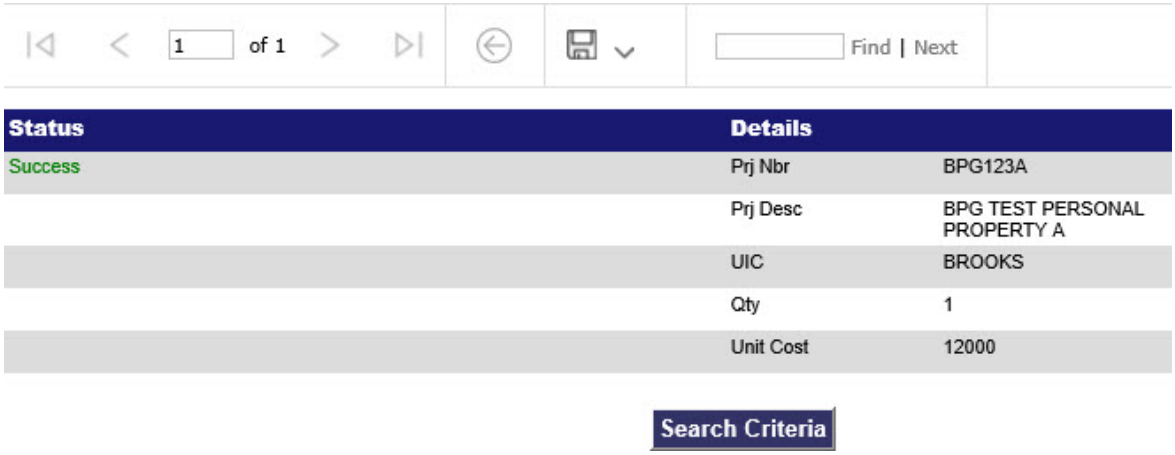
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Cost Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **CIP Cost Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the

Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status

Search for a CIP ASSET — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Asset process provides the ability to track the Assets of a CIP PROJECT.

Navigation

Accounting > CIP > Asset > CIP ASSET Search Criteria page

Page Fields

The following fields display on the **CIP ASSET Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
244	Wildcard is not permitted.
245	To Add an Asset or Improvement to a CIP PROJECT, enter the PROJECT NBR and select "Add".
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

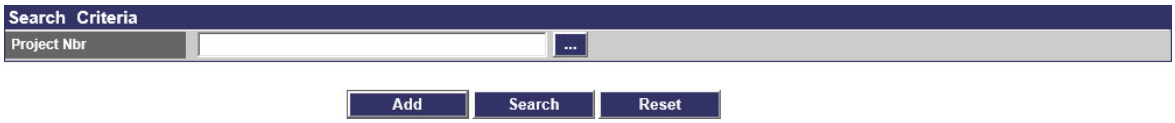
Click the following link to display PA Navigation Tips.

Search for a CIP ASSET

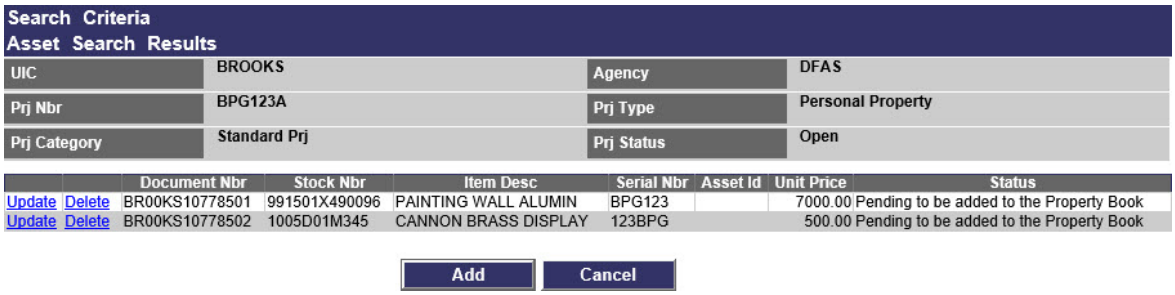
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

Project Number Browse



2. Select Search. *The **Search for a CIP Asset — Results** page appears. Results display in the Search Results grid.*



Add a CIP Asset

1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

Project Number Browse

2. Select Add. *The **Add a CIP Asset** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
395 — PROJECT NBR does not exist or is Closed.	Invalid Entry. The CIP PRJ NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PRJ NBR.

xxxx — Project is closed for editing until next quarter.	Invalid Entry. The CIP PRJ NBR entered has an attestation date that is the same as or after the system date. Check the PROJECT NBR entered, and either wait until next quarter, or revise the attestation date on this record.
xxxx — CIP PROJECT must be a standard project in order to add assets.	Invalid Entry. The CIP PROJECT must have a PRJ CATEGORY CD of either "SS" or "SP". Check the PROJECT NBR again, or choose a CIP PROJECT with a PRJ CATEGORY CD beginning with "S".
xxxx — CIP PROJECT is managed at the acquisition program level.	Invalid Entry. The CIP PROJECTs acquisition program is managed at the program level. Check the PROJECT NBR again, or choose a CIP PROJECT with an acquisition program managed at the asset level.
xxxx — An asset already exists for the CIP PROJECT.	Invalid Entry. The CIP PROJECT entered contains an asset. Check the CIP PRJ NBR again, or choose a CIP PROJECT without an asset.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP PROJECT entered has no more money allocated for assets. Check the PROJECT NBR again, or choose a CIP PROJECT that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

Search for a CIP ASSET — Results

Overview

The Construction In Progress (CIP) Asset Search Results page provides the ability to add, update, or delete an asset in a CIP PROJECT.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > CIP ASSET Search Results page

Page Fields

The following fields display on the **CIP ASSET Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
21	Select "Add" button to create a new record.
61	Select "Cancel" to return to Search Criteria page.

Search Results

UIC

Agency

Prj Nbr

Prj Type

Prj Category

Prj Status

Search Results

Update

Delete
Document Nbr
Stock Nbr
Item Desc
Serial Nbr
Asset Id
Unit Price
Status

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Asset

Select Add to display the **Add a CIP Asset** page.

Update a CIP Asset

Select the Update hyperlink to display the **Update a CIP Asset** page.

Delete a CIP Asset

Select the Delete hyperlink to display the **Delete a CIP Asset** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
xxxx — An asset already exists for the CIP Project.	Invalid Entry. The CIP Project entered contains an asset. Check the CIP Prj Nbr again, or choose a CIP Project without an asset.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP Project entered has no more money allocated for assets. Check the Project Nbr again, or choose a CIP

	PROJECT that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

Add a CIP Asset

Overview

The Construction In Progress (CIP) Add process provides the ability to create a new CIP Asset. This represents a 'due in' to be received on the Property Book of Record.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Accounting > CIP > Asset > Search Criteria > Add > CIP Asset Add page

Page Fields

The following fields display on the **CIP Asset Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Personal Property And Military Equipment

Number	Value
24	(*) Asterisk identifies mandatory fields.
196	To update / correct grid data, select "Edit", then select "Update" to repopulate grid.
195	Enter mandatory data, then select "Save" to populate grid.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
198	When complete select "Add" to process single and / or multiple records.
243	Maximum of 50 Assets / Improvements can be added at a time.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Real Property

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update / correct grid data, select "Edit", then select "Update" to repopulate grid.
198	When complete select "Add" to process single and / or multiple records.
243	Maximum of 50 Assets / Improvements can be added at a time.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *
Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Save Asset

- Edit
- Remove
- Doc Nbr
- Serial Nbr
- Item Desc
- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- CAGE Cd
- Unit Price

Real Property

- UIC
- Agency
- Prj Nbr
- Prj Type
- Prj Category
- Prj Status
- Doc Nbr *
- Desc *
- Unit Price *
- Instl Nbr *
- Instl Nm
- RPS UID *
- Rp Site Nm
- Fac Nbr *
- Fac Nm
- RP UID

Save Asset

- Edit
- Remove
- Impv
- Doc Nbr
- RPUID

Instl Nbr
Rp Site Name
Fac Nbr
Desc
Unit Price

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *
Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Save Asset

Edit
Remove
Doc Nbr
Stock Nbr
Serial Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Unit Price

Personal Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *

Save Asset

Edit
Remove
Doc Nbr
Asset ID
Stock Nbr
Item Desc
Impv Desc
Unit Price

Real Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm

Fac Nbr

RPS UID

Save Asset

Edit

Remove

Doc Nbr

Instl Nm

Instl Nbr

Fac Nbr

RPS UID

Rp Site Name

Desc

Unit Price

Military Equipment Improvement

UIC

Agency

Prj Nbr

Prj Type

Prj Category

Prj Status

Acq Program Name

Acq Program Type

Doc Nbr *

Impv Desc *

Stock Nbr *

Asset ID *

Item Desc *

Unit Price *

Save Asset

Edit

Remove

Doc Nbr

Asset ID

Stock Nbr

Item Desc
Impv Desc
Unit Price

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display PA Navigation Tips.

Add a CIP Asset to a CIP Project

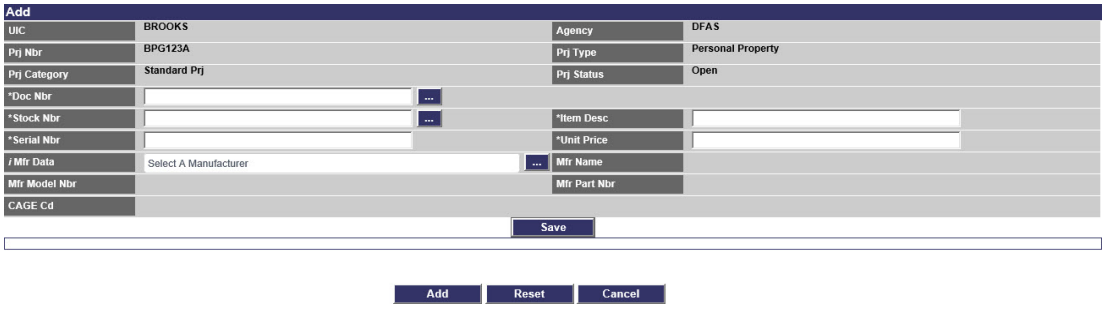
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*
2. Enter the Prj Nbr, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Add. *The* ***CIP Asset Add*** *page appears.*

   - **Personal Property**



   A. *The UIC is automatically populated, and not editable.*
   B. *The Agency is automatically populated, and not editable.*
   C. *The Prj Nbr is automatically populated, and not editable.*
   D. *The Prj Type is automatically populated, and not editable.*
   E. *The Prj Category is automatically populated, and not editable.*
   F. *The Prj Status is automatically populated, and not editable.*

G. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

I. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

J. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

K. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

L. Use i or ... to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

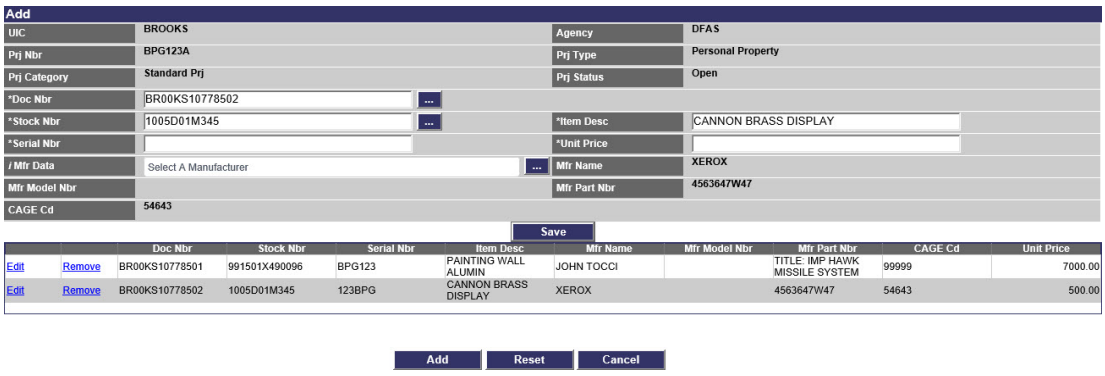
M. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

N. *The MFR MODEL NBR automatically populates once MFR DATA is entered, and is not editable.*

O. *The MFR PART NBR automatically populates once MFR DATA is entered, and is not editable.*

P. *The CAGE CD automatically populates once MFR DATA is entered, and is not editable.*

Q. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.

b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.

c. *The DOC NBR is automatically populated, and not editable.*

d. *The STOCK NBR is automatically populated, and not editable.*

e. *The SERIAL NBR is automatically populated, and not editable.*

f. *The ITEM DESC is automatically populated, and not editable.*

g. *The MFR NAME is automatically populated, and not editable.*

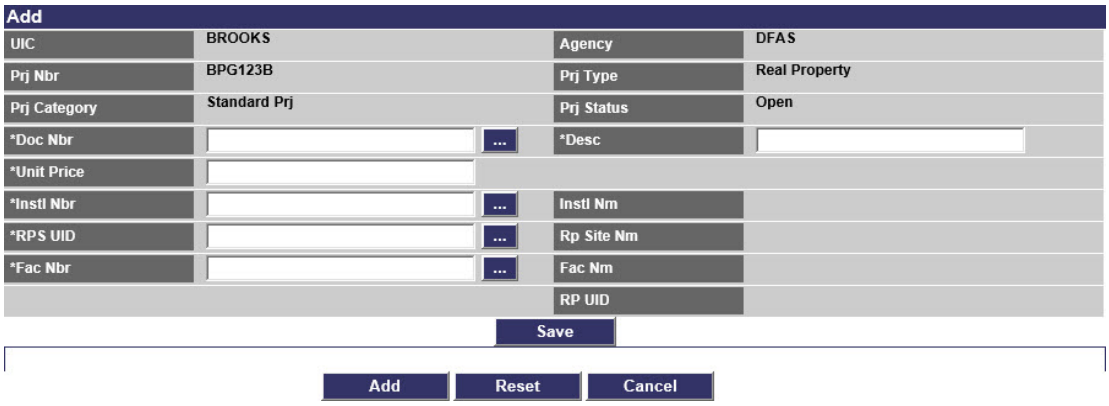
h. *The MFR MODEL NBR is automatically populated, and not editable.*

i. *The MFR PART NBR is automatically populated, and not editable.*

j. *The CAGE CD is automatically populated, and not editable.*

k. *The Unit Price is automatically populated, and not editable.*

- **Real Property**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

I. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

J. Enter the INSTL NBR, or use ... to browse for the entry. *This is a 5 alpha-numeric character field.*

Installation Number Browse help

K. *The INSTL NM automatically populates once INSTL NBR is entered, and is not editable.*

L. Enter the RPS UID, or use ... to browse for the entry. *This is a 100 alpha-numeric character field.*

Real Property Site Name help

M. *The RP SITE NM automatically populates once RPSUID is entered, and is not editable.*

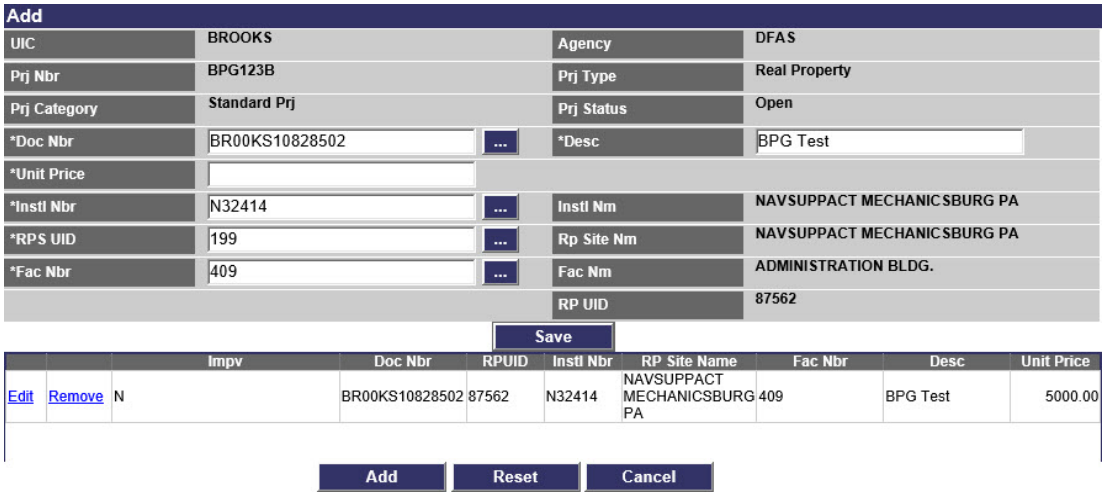
N. Enter the FAC NBR, or use ... to browse for the number. *This is a 25 alpha-numeric character field.*

Real Property Unique Identifier Asset help

O. *The FAC NM automatically populates once FAC NBR is entered, and is not editable.*

P. *The RP UID automatically populates once FAC NBR is entered, and is not editable.*

Q. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.

b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.

c. *The IMPV is automatically populated, and not editable.*

d. *The DOC NBR is automatically populated, and not editable.*

e. *The RPUID is automatically populated, and not editable.*

f. *The INSTL NBR is automatically populated, and not editable.*

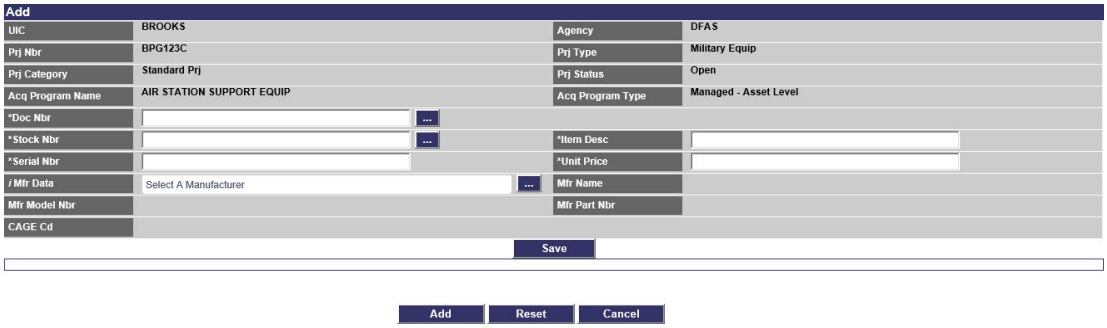
g. *The RP SITE NAME is automatically populated, and not editable.*

h. *The FAC NBR is automatically populated, and not editable.*

i. *The DESC is automatically populated, and not editable.*

j. *The Unit Price is automatically populated, and not editable.*

- **Military Equipment**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM NAME is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

J. Enter the STOCK NBR, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

K. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

L. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

M. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

N. Use i or ... to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

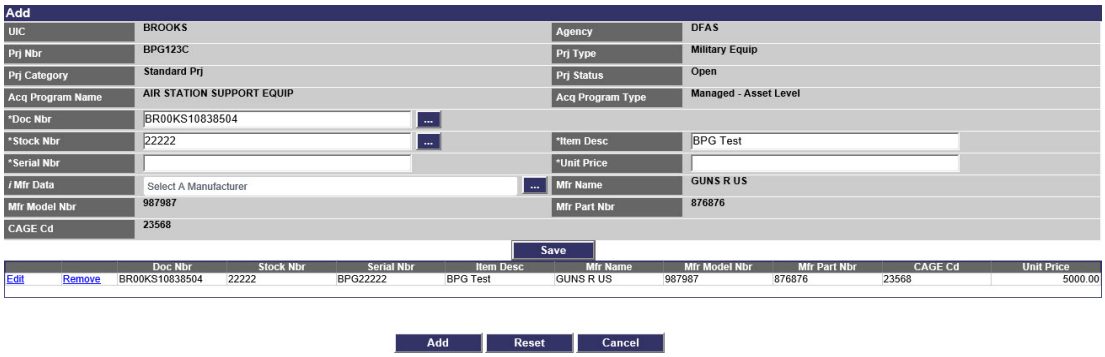
O. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

P. *The MFR MODEL NBR automatically populates once MFR DATA is entered, and is not editable.*

Q. *The MFR PART NBR automatically populates once MFR DATA is entered, and is not editable.*

R. *The CAGE CD automatically populates once MFR DATA is entered, and is not editable.*

S. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.

b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.

c. *The DOC NBR is automatically populated, and not editable.*

d. *The STOCK NBR is automatically populated, and not editable.*

e. *The SERIAL NBR is automatically populated, and not editable.*

f. *The ITEM DESC is automatically populated, and not editable.*

g. *The MFR NAME is automatically populated, and not editable.*

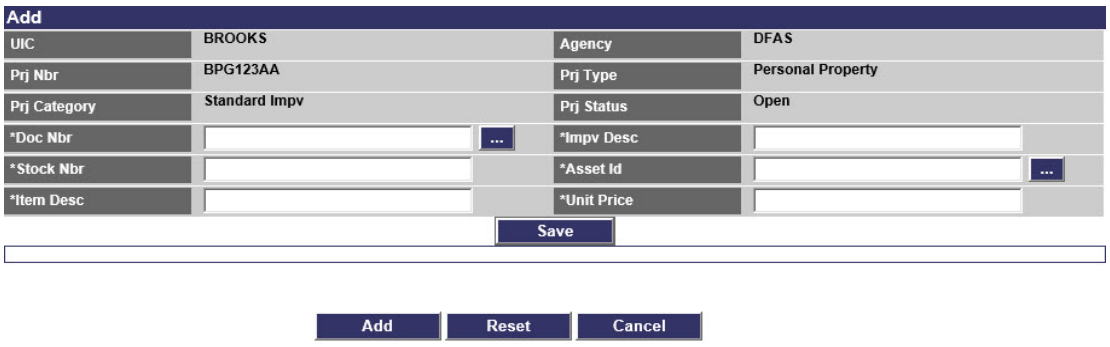
h. *The MFR MODEL NBR is automatically populated, and not editable.*

i. *The MFR PART NBR is automatically populated, and not editable.*

j. *The CAGE CD is automatically populated, and not editable.*

k. *The Unit Price is automatically populated, and not editable.*

- **Personal Property Improvement**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Enter the IMPV DESC in the field provided. *This is a 1024 alphanumeric character field.*

I. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

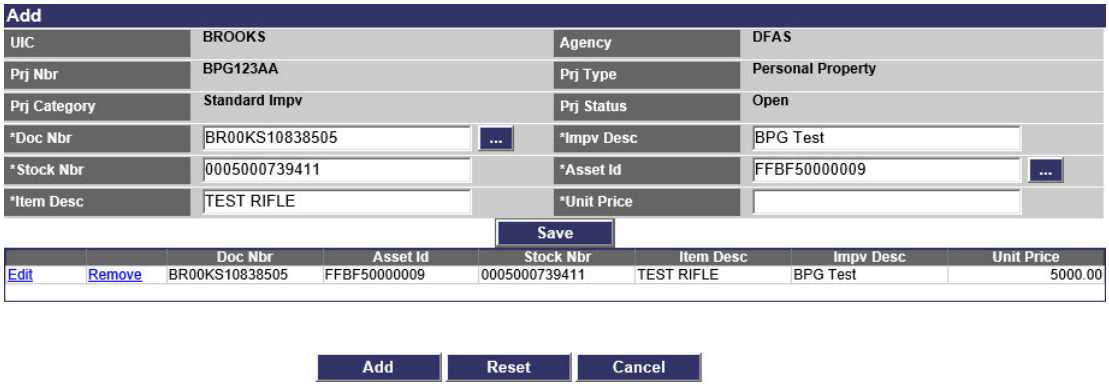
J. Enter the ASSET ID, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

Asset Identifier Browse help

K. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

L. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

M. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.

b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.

c. *The DOC NBR is automatically populated, and not editable.*

d. *The ASSET ID is automatically populated, and not editable.*

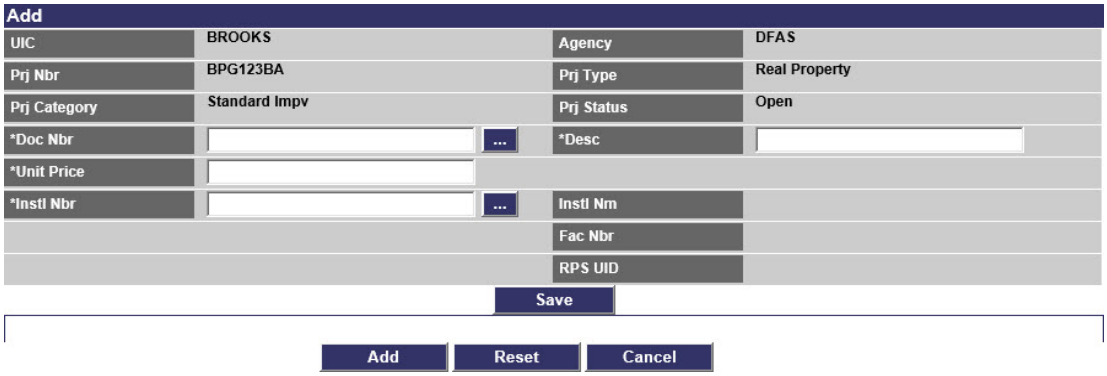
e. *The STOCK NBR is automatically populated, and not editable.*

f. *The ITEM DESC is automatically populated, and not editable.*

g. *The IMPV DESC is automatically populated, and not editable.*

h. *The Unit Price is automatically populated, and not editable.*

- **Real Property Improvement**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

I. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

J. Enter the INSTL NBR, or use ... to browse for the entry. *This is a 5 alpha-numeric character field.*

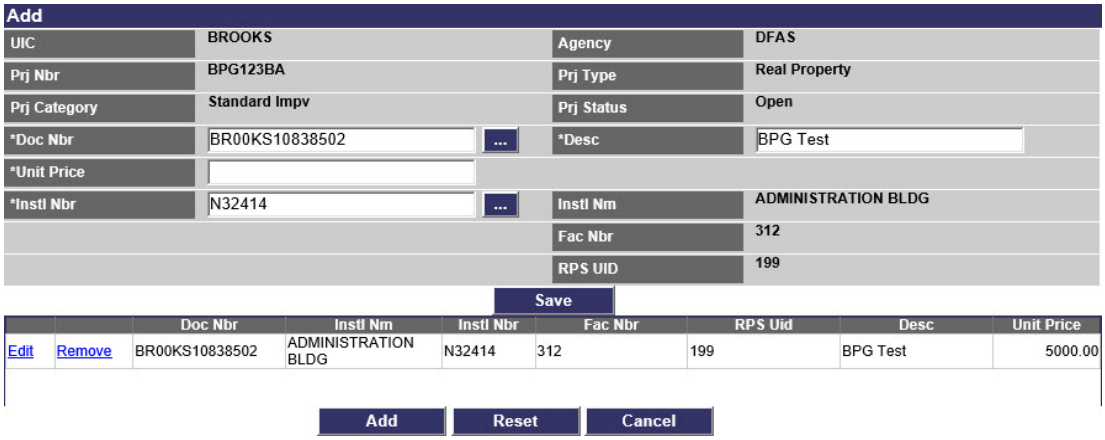
Installation Number Browse help

K. *The INSTL NM automatically populates once INSTL NBR is entered, and is not editable.*

L. *The FAC NBR automatically populates once INSTL NBR is entered, and is not editable.*

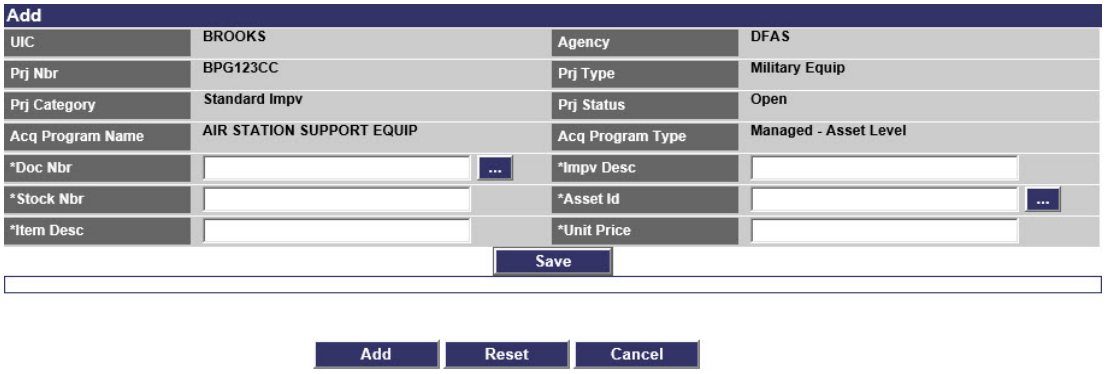
M. *The RPS UID automatically populates once INSTL NBR is entered, and is not editable.*

N. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.
b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.
c. *The DOC NBR is automatically populated, and not editable.*
d. *The INSTL NM is automatically populated, and not editable.*
e. *The INSTL NBR is automatically populated, and not editable.*
f. *The FAC NBR is automatically populated, and not editable.*
g. *The RPS UID is automatically populated, and not editable.*
h. *The DESC is automatically populated, and not editable.*
i. *The Unit Price is automatically populated, and not editable.*

- **Military Equipment Improvement**



A. *The UIC is automatically populated, and not editable.*
B. *The Agency is automatically populated, and not editable.*
C. *The PRJ NBR is automatically populated, and not editable.*
D. *The PRJ TYPE is automatically populated, and not editable.*
E. *The PRJ CATEGORY is automatically populated, and not editable.*
F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM NAME is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

J. Enter the IMPV DESC in the field provided. *This is a 1024 alphanumeric character field.*

K. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

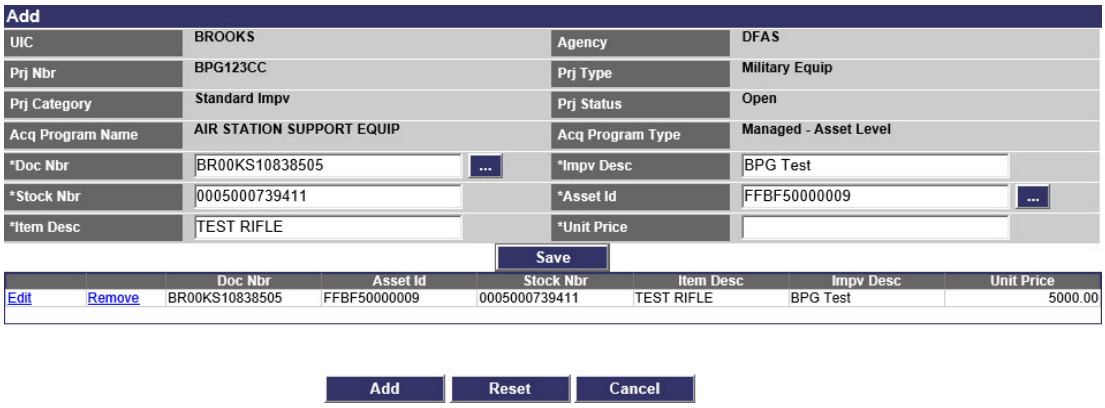
L. Enter the ASSET ID, or use ... to browse for the number. *This is a 15 alpha-numeric character field.*

Asset Identifier Browse help

M. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

N. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

O. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink to display the **Update a CIP Asset** page.

b. Select the Remove hyperlink to display the **Delete a CIP Asset** page.

c. *The DOC NBR is automatically populated, and not editable.*

d. *The ASSET ID is automatically populated, and not editable.*

e. *The STOCK NBR is automatically populated, and not editable.*

f. *The ITEM DESC is automatically populated, and not editable.*

g. *The IMPV DESC is automatically populated, and not editable.*

h. *The Unit Price is automatically populated, and not editable.*

4. Select 

. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Item Desc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Serial Nbr*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — Serial Nbr contains invalid special characters.	Invalid Entry. The field must have alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
255 — Asset Id / Serial Nbr already exists in grid.	Invalid Entry. The item entered already exists in the CIP Project. Re-enter the Asset Id or Serial Nbr.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP Project entered has no more money allocated for assets. Check the Project Nbr again, or choose a CIP Project that still has funding available for

xxxx — Assets can only be added 50 at a time.	assets. Invalid Entries. The amount of added Assets per CIP PROJECT must not be more than 50. Reduce the number of entries and select Save.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

Update a CIP Asset

Overview

The Construction In Progress (CIP) Asset Update process allows editing of an asset within a CIP Project.

Note

Some search fields provide **Intellisense** , which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

This is identified by a lowercase italic preceding the field name.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > Search Results > Update hyperlink > CIP Asset Update page

Page Fields

The following fields display on the **CIP Asset Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Personal Property And Military Equipment

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Real Property

Number	Value

24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Personal Property

- UIC
- Agency
- Prj Nbr
- Prj Type
- Prj Category
- Prj Status
- Doc Nbr *
- Stock Nbr *
- Item Desc *
- Serial Nbr *
- Unit Price *
- Mfr Data
- Mfr Name
- Mfr Model Nbr
- Mfr Part Nbr
- CAGE Cd
- History Remarks

Real Property

- UIC
- Agency
- Prj Nbr
- Prj Type
- Prj Category
- Prj Status
- Doc Nbr *
- Desc *
- Unit Price *
- Instl Nbr *
- Instl Nm

RPS UID *
Rp Site Nm
Fac Nbr *
Fac Nm
RP UID

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *
Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
History Remarks

Personal Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Impv Desc *
Stock Nbr *

Asset ID *
Item Desc *
Unit Price *
History Remarks

Real Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm
Fac Nbr
RPS UID

Military Equipment Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Asset

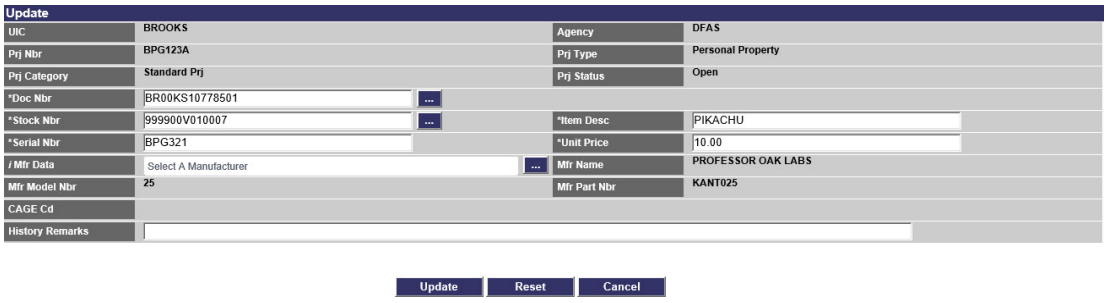
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*
2. Enter the Prj Nbr, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The* ***CIP Asset Search Results*** *page appears.*
4. Select the Update hyperlink on the desired row. *The* ***CIP Asset Update*** *page appears.*

   - **Personal Property**



   A. *Verify the UIC.*
   B. *Verify the Agency.*
   C. *Verify the Prj Nbr.*
   D. *Verify the Prj Type.*
   E. *Verify the Prj Category.*
   F. *Verify the Prj Status.*
   G. Update the Doc Nbr, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

I. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

J. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

K. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

L. Update the MFR DATA, using i or ... to assist with the revised name. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

M. *Verify the MFR NAME.*

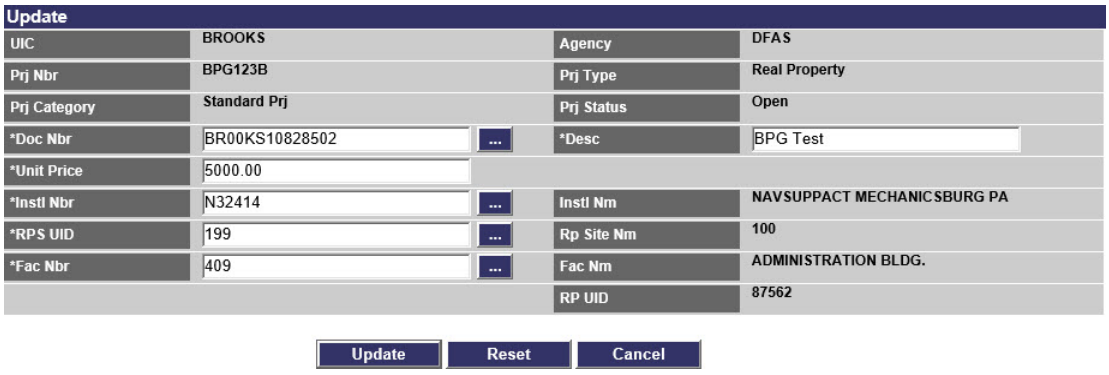
N. *Verify the MFR MODEL NBR.*

O. *Verify the MFR PART NBR.*

P. *Verify the CAGE CD.*

Q. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Update the DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

I. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

J. Update the INSTL NBR, using ... to browse for the revised number. *This is a 5 alphanumeric character field.*

Installation Number Browse help

K. *Verify the INSTL NM.*

L. Update the RPS UID, using ... to browse for the revised name. *This is a 100 alphanumeric character field.*

Real Property Site Name help

M. *Verify the RP SITE NM.*

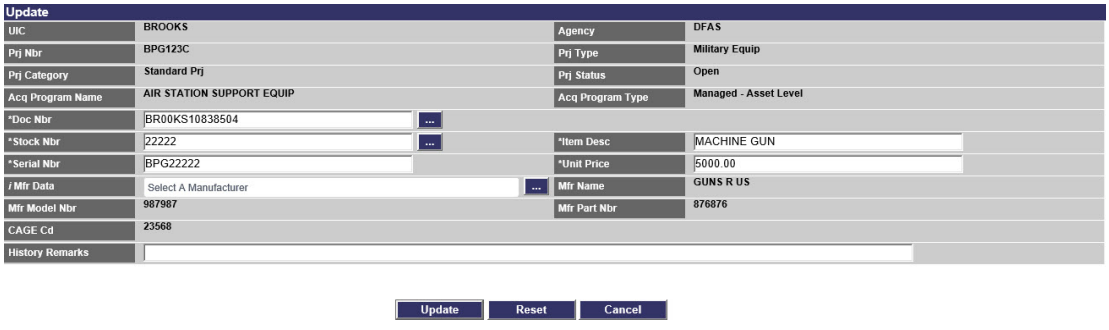
N. Update the FAC NBR, using ... to browse for the revised number. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset help

O. *Verify the FAC NM.*

P. *Verify the RP UID.*

- **Military Equipment**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the STOCK NBR, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

L. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

M. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

N. Update the MFR DATA, using i or ... to assist with the revised name. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

O. *Verify the MFR NAME.*

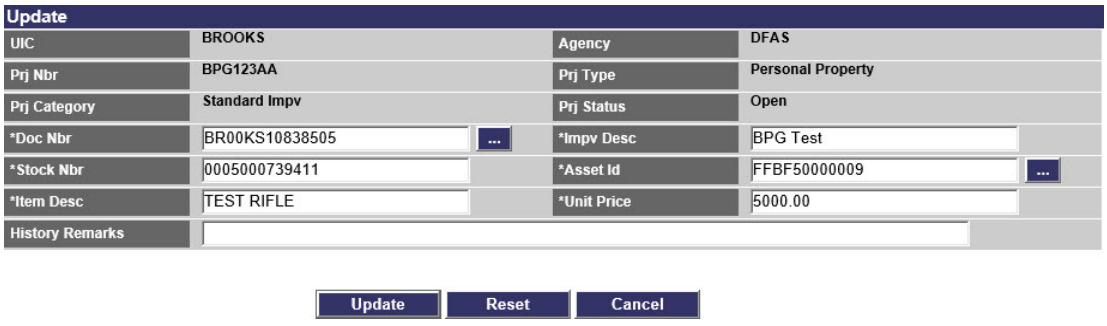
P. *Verify the MFR MODEL NBR.*

Q. *Verify the MFR PART NBR.*

R. *Verify the CAGE CD.*

S. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Personal Property Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Update the IMPV DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

I. Update the STOCK NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

J. Update the ASSET ID, using ... to browse for the revised number. *This is a 15 alphanumeric character field.*

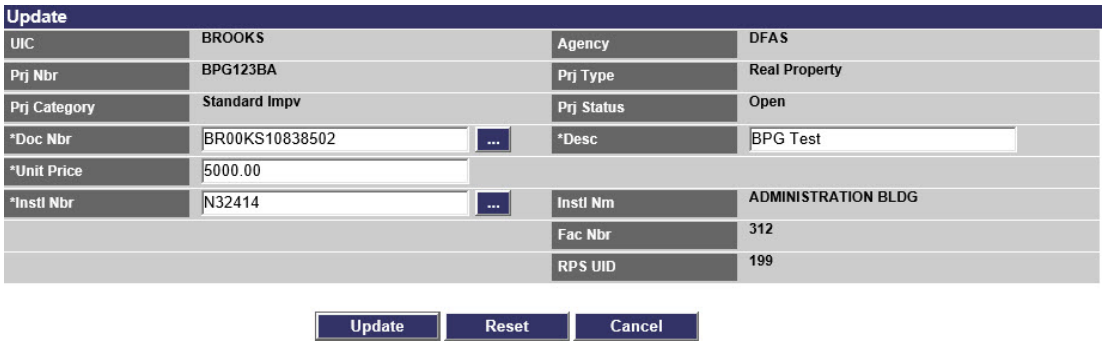
Asset Identifier Browse help

K. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

L. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

M. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Update the DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

I. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

J. Update the INSTL NBR, using ... to browse for the revised number. *This is a 5 alphanumeric character field.*

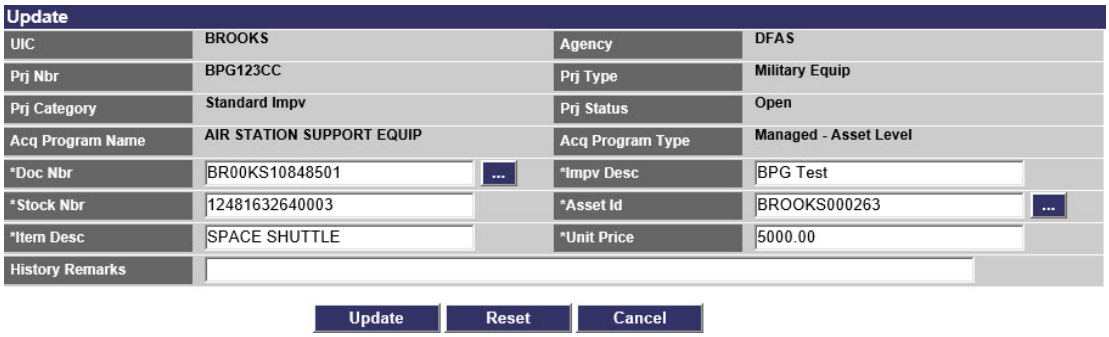
Installation Number Browse help

K. *Verify the INSTL NM.*

L. *Verify the FAC NBR.*

M. *Verify the RPS UID.*

- **Military Equipment Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the IMPV DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

K. Update the STOCK NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

L. Update the ASSET ID, using [...] to browse for the revised number. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

M. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

N. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

O. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select [Update]. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DOC NBR*.	
13 — Mandatory Entry: *ITEM DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SERIAL NBR*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, ;, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.

255 — ASSET ID / SERIAL NBR already exists in grid.	Invalid Entry. The item entered already exists in the CIP PROJECT. Re-enter the ASSET ID or SERIAL NBR.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP PROJECT entered has no more money allocated for assets. Check the PROJECT NBR again, or choose a CIP PROJECT that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Delete a CIP Asset
- CIP Asset Transaction Status
- Export a CIP Asset Report

Delete a CIP Asset

Overview

The Construction In Progress (CIP) Asset Delete process allows removal of an asset within a CIP Project.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > Search Results > Delete hyperlink > CIP Asset Delete page

Page Fields

The following fields display on the **CIP Asset Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr
Desc
Unit Price
Stock Nbr
Asset Id
History Remarks *

Real Property

UIC
Agency
Prj Nbr
Prj Type

Prj Category
Prj Status
Doc Nbr
Desc
Unit Price
Instl Nbr *
Instl Nm
RPS UID *
Rp Site Nm
Fac Nbr
Fac Nm
RP UID
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr
Desc
Unit Price
Stock Nbr
Asset Id
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The* ***CIP Asset Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Asset Delete*** *page appears.*

- **Personal Property**

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

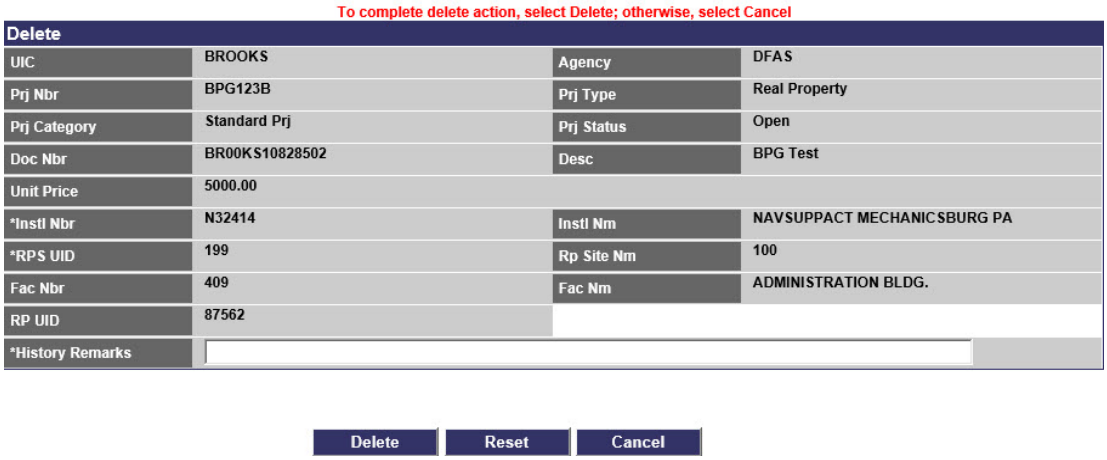
Delete			
UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123A	Prj Type	Personal Property
Prj Category	Standard Prj	Prj Status	Open
Doc Nbr	BR00KS10828501	Desc	COCA COLA
Unit Price	5.00		
Stock Nbr	10378000	Asset Id	
*History Remarks			

Delete Reset Cancel

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the DOC NBR.*
H. *Verify the DESC.*
I. *Verify the Unit Price.*
J. *Verify the STOCK NBR.*
K. *Verify the ASSET ID.*

L. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the DOC NBR.*

H. *Verify the DESC.*

I. *Verify the Unit Price.*

J. *Verify the INSTL NBR.*

K. *Verify the INSTL NM.*

L. *Verify the RPS UID.*

M. *Verify the RP SITE NM.*

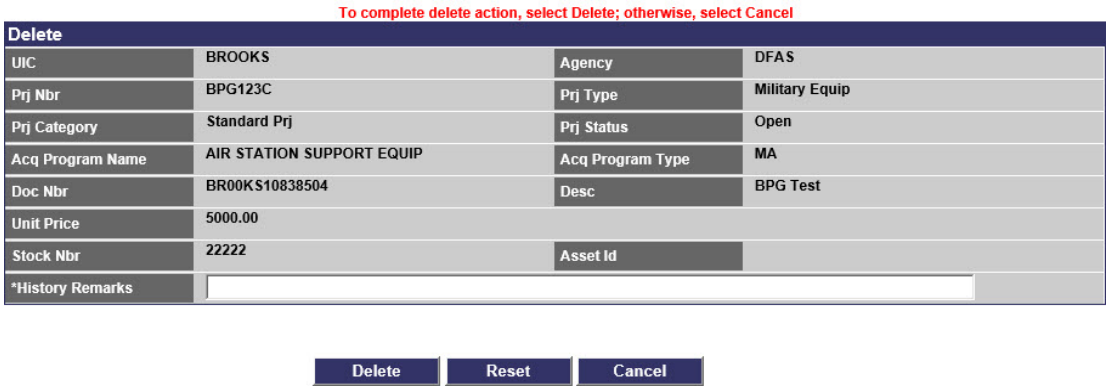
N. *Verify the FAC NBR.*

O. *Verify the FAC NM.*

P. *Verify the RP UID.*

Q. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**


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

Delete

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123C	Prj Type	Military Equip
Prj Category	Standard Prj	Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP	Acq Program Type	MA
Doc Nbr	BR00KS10838504	Desc	BPG Test
Unit Price	5000.00		
Stock Nbr	22222	Asset Id	
*History Remarks			

Delete Reset Cancel

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the ACQ PROGRAM.*
H. *Verify the ACQ PROGRAM TYPE.*
I. *Verify the DOC NBR.*
J. *Verify the DESC.*
K. *Verify the Unit Price.*
L. *Verify the STOCK NBR.*
M. *Verify the ASSET ID.*
N. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select 

. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *PRJ NBR*. **13 — Mandatory Entry: *History Remarks*.**	Missing Entry. Enter the appropriate information in the desired field.
395 — PROJECT NBR does not exist or is Closed.	Invalid Entry. The CIP PRJ NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PRJ NBR.
xxxx — Project is closed for editing until next quarter.	Invalid Entry. The CIP PROJECT NBR entered has an attestation date that is the same as or after the system date. Check the PROJECT NBR entered, and either wait until next quarter, or revise the attestation date on this record.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- CIP Asset Transaction Status
- Export a CIP Asset Report

View the CIP Asset Transaction Status

Overview

The Construction in Progress (CIP) Asset Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Asset > Search Criteria > *Various Procedural Steps* > CIP Asset Transaction Status page

Page Fields

The following fields display on the **CIP Cost Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status Status	Action Required	Details	
Success		Prj Nbr	BPG123A
		UIC	BROOKS
		Stock Nbr	991501X490096
		Stock Nbr	1005D01M345

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a CIP Asset Report** page appears.*
- Select Search Criteria to return to the **CIP Asset Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- Export a CIP Asset Report

Export a CIP Asset Report

Overview

The Construction in Progress (CIP) Asset Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > CIP > Asset > Search Criteria > *Various Procedural Steps* > Transaction Status page > 

> CIP Asset Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

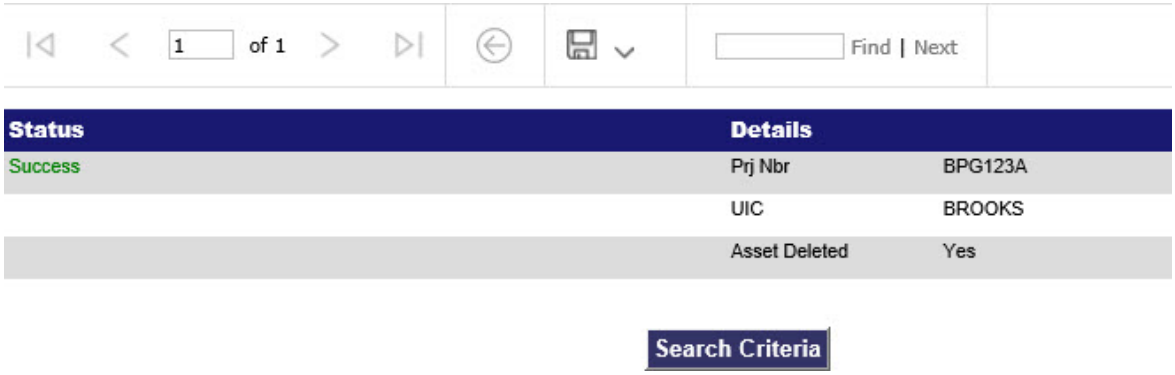
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP ASSET Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **CIP Cost Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- CIP Asset Transaction Status

Search for a CIP FUNDING Record — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Funding process provides the ability to create, update, or delete a funding record associated with an existing CIP PROJECT.
When the CIP PROJECT's Valuation method is "F" (Average Funding), the funding record determines asset values. When the Valuation method is "C" (Average Cost), the Quantity Funded determines the cost averaging.

Note

Multiple funding records can exist for specific project categories, as long as the funding source and fiscal year are not duplicated.

Navigation

Accounting > CIP > Funding > CIP FUNDING Search Criteria

Page Fields

The following fields display on the **CIP FUNDING Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a CIP FUNDING

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this*

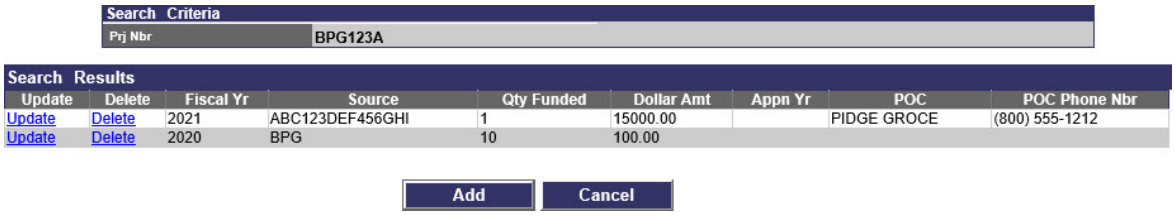
procedure returns all fields to the default "All" setting.

1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Funding — Results** page appears. Results display in the Search Results grid.*



Add a CIP FUNDING

Select Add. *The **Add a CIP Funding** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIP PROJECT NBR.
479 — Funding already exists for project. Single Asset projects can have	Invalid Entry. The CIP PROJECT NBR entered already has a CIP FUNDING record. Check the PRJ NBR again, and re-enter the field.

only one funding record.	
483 — Funding already exists for project. Projects with Average Cost valuation can have only one funding record.	
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.
381 — PRJ NBR contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Search for a CIP FUNDING Record — Results

Overview

The Construction in Progress (CIP) Funding Search Results page provides the ability to view, update, or delete a CIP FUNDING record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > CIP FUNDING Search Results

Page Fields

The following fields display on the **CIP FUNDING Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

Search Criteria

Project Nbr *

Search Results

Update
Delete
Fiscal Yr
Source
Qty Funded
Dollar Amt
Appn Yr
POC
POC Phone Nbr

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add Funding to a CIP PROJECT

Select Add to display the **Add a CIP Funding Record** page.

Update a CIP FUNDING record

Select the Update hyperlink to display the **Update a CIP Funding Record** page.

Delete a CIP FUNDING record

Select the Delete hyperlink to display the **Delete a CIP Funding Record** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIPPROJECT NBR.
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Add a CIP FUNDING Record

Overview

The CIP FUNDING Add page process provides the ability to create new funding records associated with existing CIP PROJECTs.

Navigation

Accounting > CIP > Funding > Search Criteria > Add > CIP FUNDING Add page

Page Fields

The following fields display on the **CIP FUNDING Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr

Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks

Military Equipment

UIC
Agency

Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Add a CIP Funding Record to a CIP Project

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

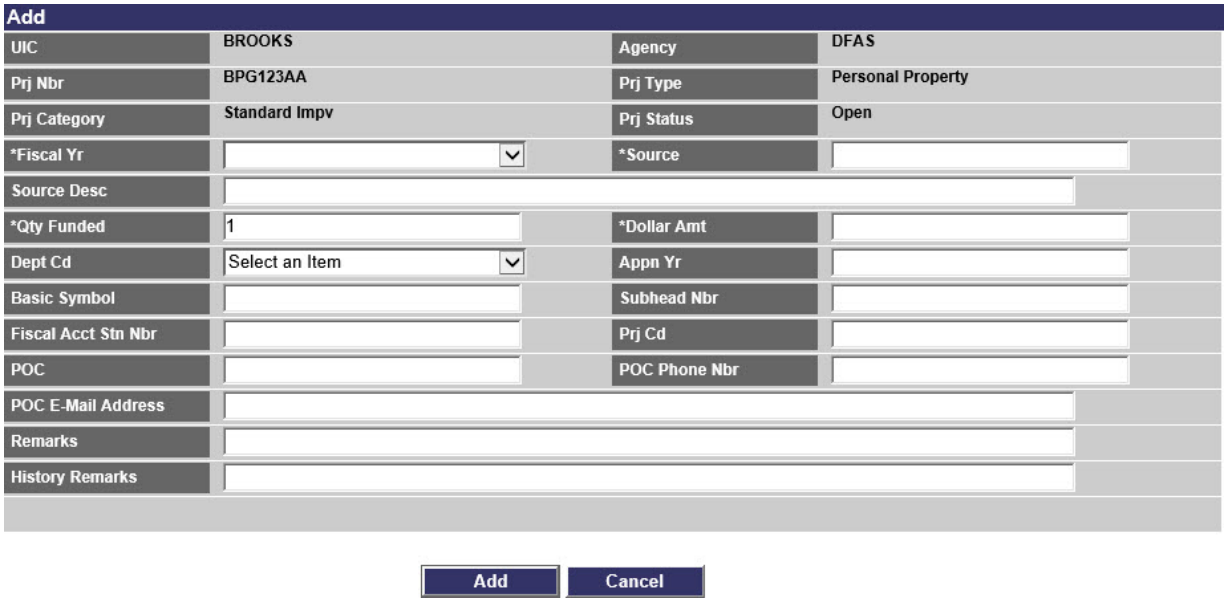
1. In the CIP sub-menu, select Funding. *The* ***CIP Funding Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Add. *The **CIP FUNDING Add** page appears.*

- **Personal Property**



A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. Use to select the Fiscal Yr.

H. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

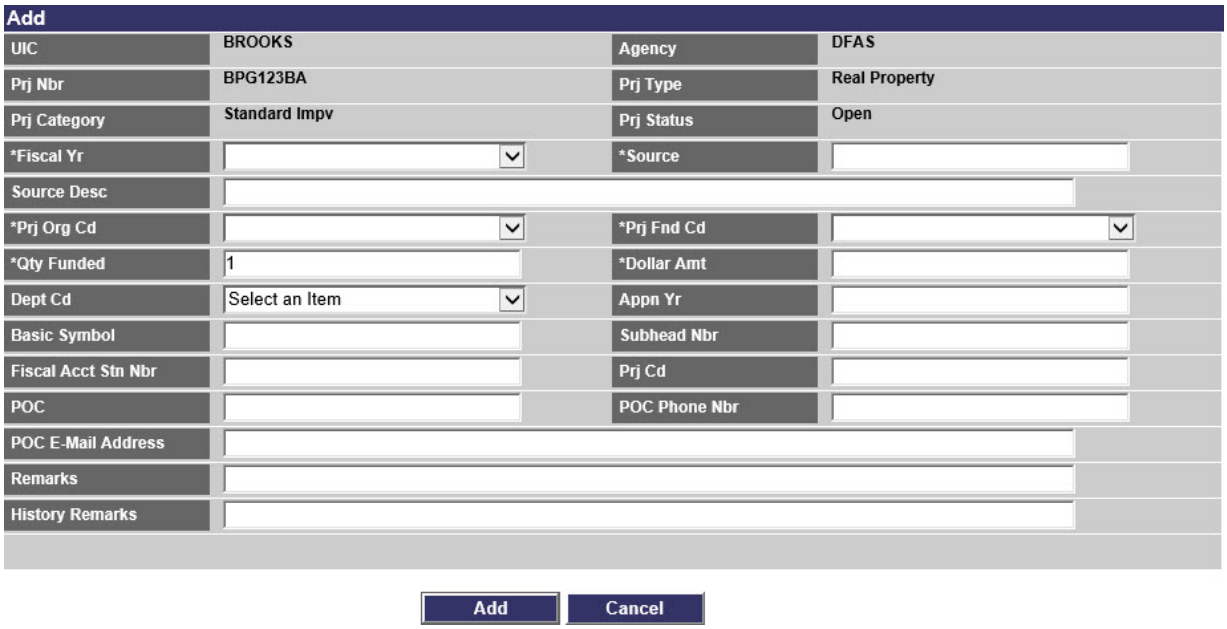
S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**



A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. Use ☑ to select the Fiscal Yr.

H. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the PRJ ORG CD in the field provided. *This is a 6 alphanumeric character field.*

K. Enter the PRJ FND CD in the field provided. *This is a 4 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use ☑ to select the Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

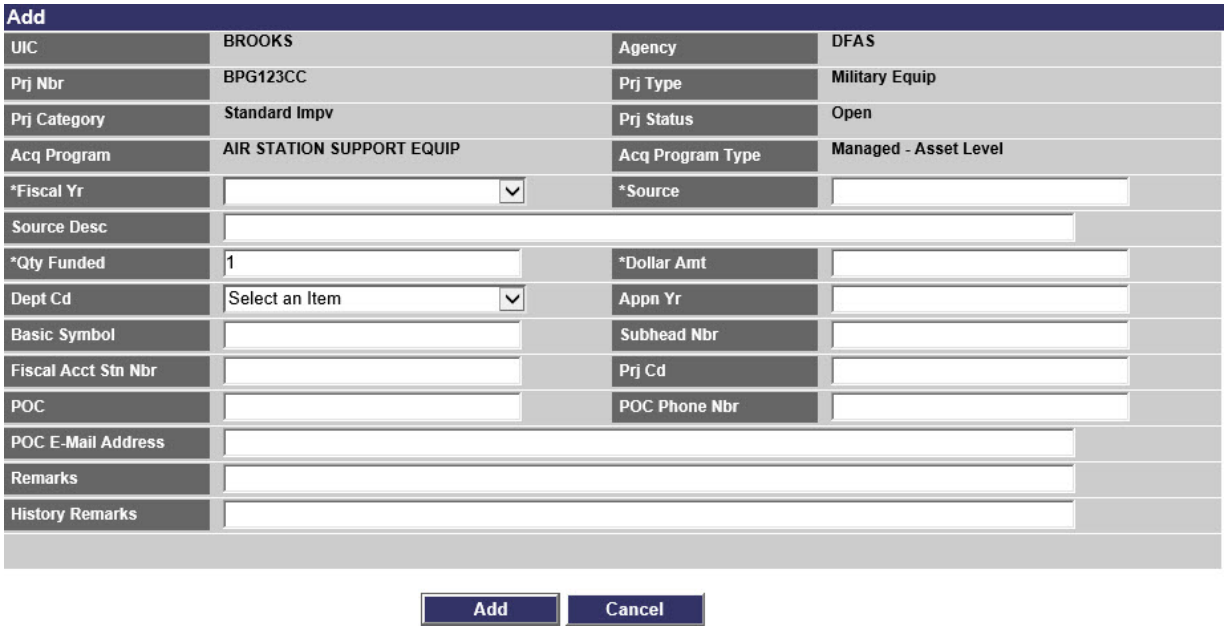
U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. *The ACQ PROGRAM is automatically populated from the CIP PROJECT and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT and is not editable.*

I. Use ☑ to select the Fiscal Yr.

J. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use ☑ to select the Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Add. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	
13 — Mandatory Entry: *FISCAL YR*.	
13 — Mandatory Entry: *Source*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *QTY FUNDED*.	
13 — Mandatory Entry: *DOLLAR AMT*.	
2061 — Invalid Entry: *QTY FUNDED*.	Invalid QTY FUNDED Entry. The characters must be 1 or larger. Enter valid numeric ("1"

	through "9") characters.
2061 — Invalid Entry: *DOLLAR AMT*.	Invalid DOLLAR AMT Entry. The characters entered include prohibited characters. Enter numeric ("0" through "9") characters, with up to two decimal places.
2061 — Invalid Entry: *APPN YR*.	Invalid APPN YR Entry. The date must be entered in the (YYYY) format. Re-enter the date.
477 — Record already exists for the source and fiscal year.	Invalid Entry. The PRJ NBR, Fund Source, and FISCAL YR entered already exists for this CIP PROJECT. Check the information again, and re-enter the fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Update a CIP FUNDING Record

Overview

The CIP FUNDING Update page process allows editing of funding records associated with existing CIP PROJECTs.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > Search Results > Update hyperlink > CIP FUNDING Update page

Page Fields

The following fields display on the **CIP FUNDING Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr

Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks

History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP FUNDING Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

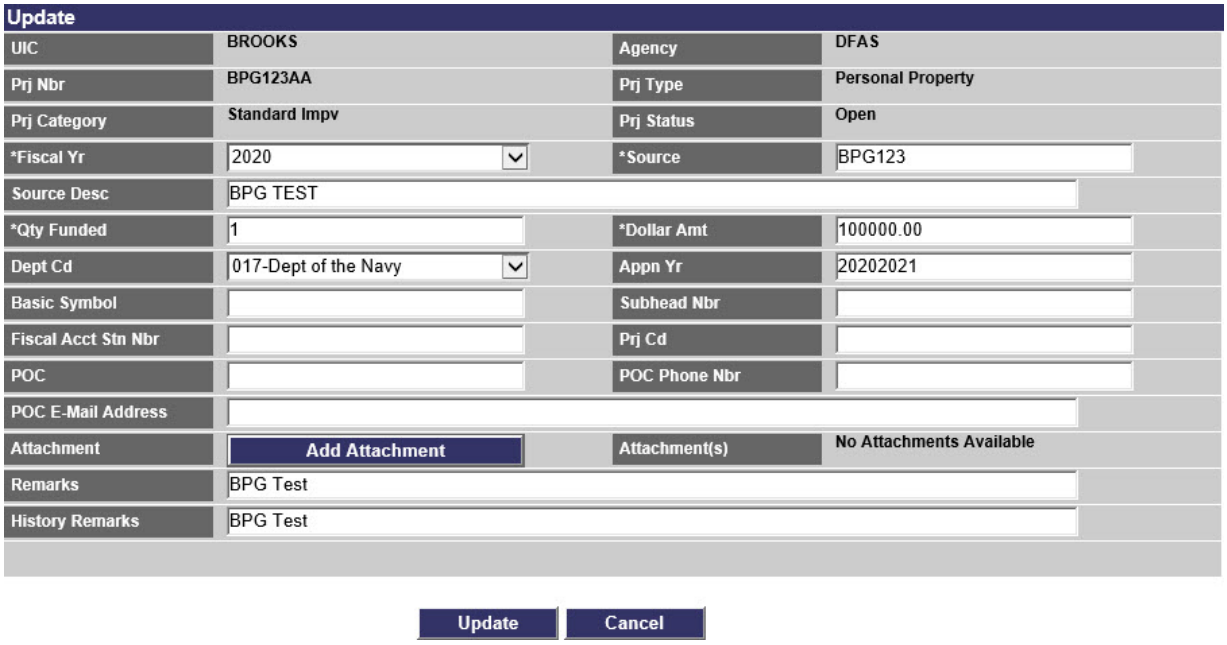
1. In the CIP sub-menu, select Funding. *The* ***CIP FUNDING Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP FUNDING Update*** *page appears.*

- **Personal Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Fiscal Yr, using ⌄ to select the desired year.

H. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

I. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

J. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

K. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

L. Update the Dept Cd, using  to select the desired code.

M. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

N. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

O. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

P. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

Q. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alphanumeric character field.*

R. Update the POC, entering the correct name in the field provided. *This is a 25 alphanumeric character field.*

S. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

T. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

U. Select 

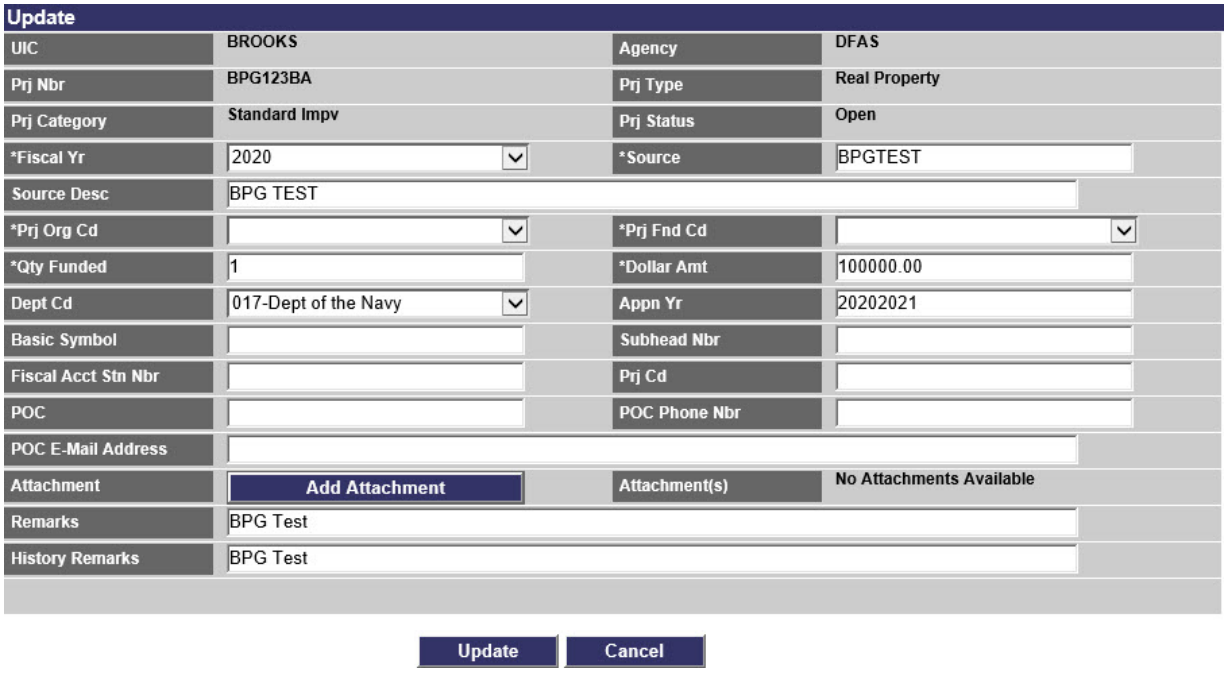
to add any new attachments. *The **Attachment Add** page appears.*

V. *View any attachments as thumbnails in the Attachments field.*

W. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**



Update

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123BA	Prj Type	Real Property
Prj Category	Standard Impv	Prj Status	Open
*Fiscal Yr	2020	*Source	BPGTEST
Source Desc	BPG TEST		
*Prj Org Cd		*Prj Fnd Cd	
*Qty Funded	1	*Dollar Amt	100000.00
Dept Cd	017-Dept of the Navy	Appn Yr	20202021
Basic Symbol		Subhead Nbr	
Fiscal Acct Stn Nbr		Prj Cd	
POC		POC Phone Nbr	
POC E-Mail Address			
Attachment	Add Attachment	Attachment(s)	No Attachments Available
Remarks	BPG Test		
History Remarks	BPG Test		

Update Cancel

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Fiscal Yr, using ⌄ to select the desired year.

H. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

I. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

J. Update the PRJ ORG CD, entering the correct code in the field provided. *This is a 6 alphanumeric character field.*

K. Update the PRJ FND CD, entering the correct code in the field provided. *This is a 4 alphanumeric character field.*

L. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

M. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

N. Update the Dept Cd, using ⌄ to select the desired code.

O. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

P. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

Q. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

R. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

S. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alphanumeric character field.*

T. Update the POC, entering the correct name in the field provided. *This is a 25 alphanumeric character field.*

U. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

V. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

W. Select 

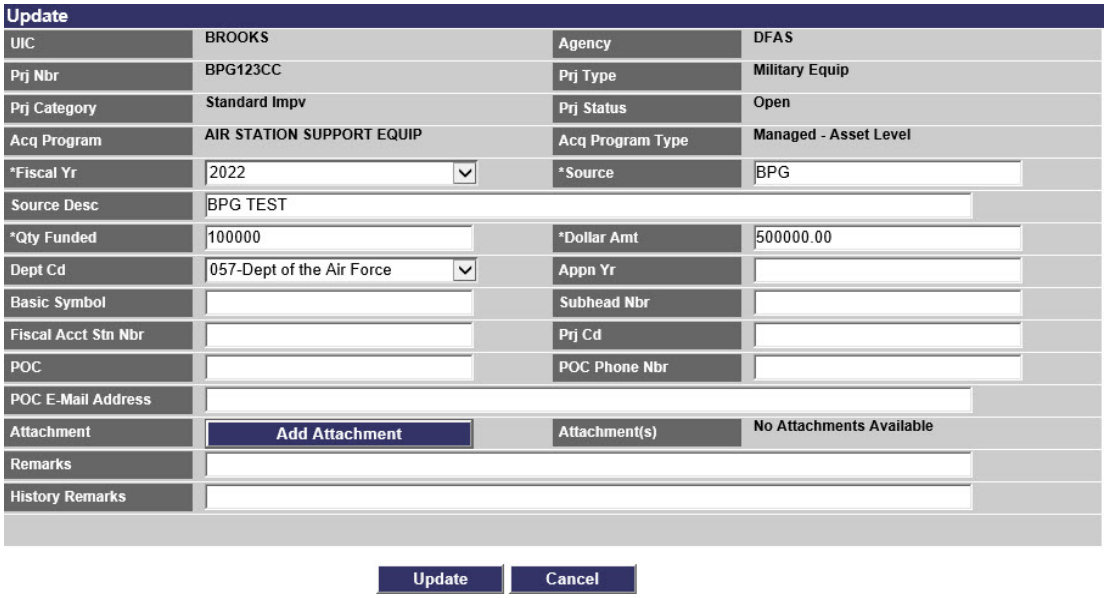
to add any new attachments. *The **Attachment Add** page appears.*

X. *View any attachments as thumbnails in the Attachments field.*

Y. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the Fiscal Yr, using ⌄ to select the desired year.

J. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

K. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

L. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

M. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

N. Update the Dept Cd, using ⌄ to select the desired code.

O. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

P. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

Q. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

R. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

S. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alphanumeric character field.*

T. Update the POC, entering the correct name in the field provided. *This is a 25 alphanumeric character field.*

U. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

V. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

W. Select 

to add any new attachments. *The **Attachment Add** page appears.*

X. *View any attachments as thumbnails in the Attachments field.*

Y. Update any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select 

. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	
13 — Mandatory Entry: *FISCAL YR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Source*.	

13 — Mandatory Entry: *QTY FUNDED*.	
13 — Mandatory Entry: *DOLLAR AMT*.	
2061 — Invalid Entry: *QTY FUNDED*.	Invalid QTY FUNDED Entry. The characters must be 1 or larger. Enter valid numeric ("1" through "9") characters.
2061 — Invalid Entry: *DOLLAR AMT*.	Invalid DOLLAR AMT Entry. The characters entered include prohibited characters. Enter numeric ("0" through "9") characters, with up to two decimal places.
2061 — Invalid Entry: *APPN YR*.	Invalid APPN YR Entry. The date must be entered in the (YYYY) format. Re-enter the date.
477 — Record already exists for the source and fiscal year.	Invalid Entry. The PRJ NBR, Fund Source, and FISCAL YR entered already exists for this CIP PROJECT. Check the information again, and re-enter the fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
484 — QTY must be >= to the number of Project Assets received.	Invalid Entry. The amount of CIP ASSETS entered cannot be larger than the amount of CIP FUNDING available. Enter a valid quantity.
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria

- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Delete a CIP FUNDING Record

Overview

The CIP FUNDING Delete page process allows removal of funding records associated with existing CIP PROJECTs.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > Search Results > Delete hyperlink > CIP FUNDING Delete page

Page Fields

The following fields display on the **CIP FUNDING Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd

POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Delete a CIP FUNDING Record

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Funding. *The* ***CIP FUNDING Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The* ***CIP FUNDING Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired Personal Property row. *The* ***CIP FUNDING Delete*** *page appears.*

- **Personal Property**

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

Delete			
UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123A	Prj Type	Personal Property
Prj Category	Standard Prj	Prj Status	Open
*Fiscal Yr	2021	*Source	ABC123DEF456GHI
Source Desc			
*Qty Funded	1	*Dollar Amt	15000.00
Dept Cd	017-Dept of the Navy	Appn Yr	
Basic Symbol	ABCD	Subhead Nbr	12
Fiscal Acct Stn Nbr		Prj Cd	
POC	PIDGE GROCE	POC Phone Nbr	(800) 555-1212
POC E-Mail Address	NOUSER@USER.COM		
Attachment		Attachment(s)	No Attachments Available
Remarks	BPG Test		
History Remarks			

Delete Cancel

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*

G. *Verify the FISCAL YR.*

H. *Verify the funding Source.*

I. *Verify the SOURCE DESC.*

J. *Verify the QTY FUNDED.*

K. *Verify the DOLLAR AMT.*

L. *Verify the DEPT CD.*

M. *Verify the APPN YR.*

N. *Verify the Basic Symbol.*

O. *Verify the SUBHEAD NBR.*

P. *Verify the FISCAL ACCT STN NBR.*

Q. *Verify the PRJ CD.*

R. *Verify the POC.*

S. *Verify the POC PHONE NBR.*

T. *Verify the POC E-mail Address.*

U. *View any attachments as thumbnails in the Attachments field.*

V. *Verify the Remarks field.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

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

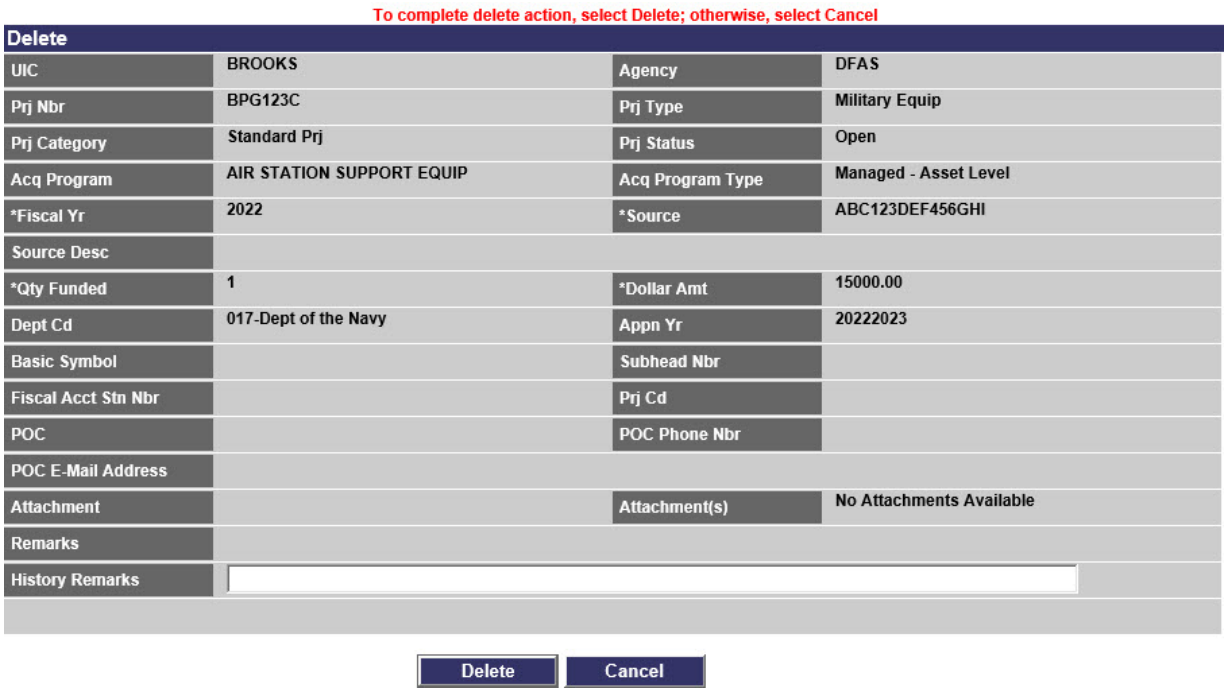
Delete

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123B	Prj Type	Real Property
Prj Category	Standard Prj	Prj Status	Open
*Fiscal Yr	2021	*Source	ABC123DEF456GHI
Source Desc	BPG TEST		
*Prj Org Cd	07-USNR - Navy Reserve	*Prj Fnd Cd	017/1235 - Dept of Navy, Mil Cnstr
*Qty Funded	1	*Dollar Amt	15000.00
Dept Cd	017-Dept of the Navy	Appn Yr	20212022
Basic Symbol		Subhead Nbr	
Fiscal Acct Stn Nbr		Prj Cd	
POC	PIDGE GROCE	POC Phone Nbr	(800) 555-1312
POC E-Mail Address			
Attachment		Attachment(s)	No Attachments Available
Remarks	BPG Test		
History Remarks			

Delete Cancel

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the FISCAL YR.*
H. *Verify the funding Source.*
I. *Verify the SOURCE DESC.*
J. *Verify the PRJ ORG CD.*
K. *Verify the PRJ FND CD.*
L. *Verify the QTY FUNDED.*
M. *Verify the DOLLAR AMT.*
N. *Verify the DEPT CD.*
O. *Verify the APPN YR.*
P. *Verify the Basic Symbol.*
Q. *Verify the SUBHEAD NBR.*
R. *Verify the FISCAL ACCT STN NBR.*
S. *Verify the PRJ CD.*
T. *Verify the POC.*
U. *Verify the POC PHONE NBR.*
V. *Verify the POC E-mail Address.*
W. *View any attachments as thumbnails in the Attachments field.*
X. *Verify the Remarks field.*
Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



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

Delete

UIC	BROOKS	Agency	DFAS
Prj Nbr	BPG123C	Prj Type	Military Equip
Prj Category	Standard Prj	Prj Status	Open
Acq Program	AIR STATION SUPPORT EQUIP	Acq Program Type	Managed - Asset Level
*Fiscal Yr	2022	*Source	ABC123DEF456GHI
Source Desc			
*Qty Funded	1	*Dollar Amt	15000.00
Dept Cd	017-Dept of the Navy	Appn Yr	20222023
Basic Symbol		Subhead Nbr	
Fiscal Acct Stn Nbr		Prj Cd	
POC		POC Phone Nbr	
POC E-Mail Address			
Attachment		Attachment(s)	No Attachments Available
Remarks			
History Remarks			

Delete Cancel

A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the ACQ PROGRAM.*
H. *Verify the ACQ PROGRAM TYPE.*
I. *Verify the FISCAL YR.*
J. *Verify the funding Source.*
K. *Verify the SOURCE DESC.*
L. *Verify the QTY FUNDED.*
M. *Verify the DOLLAR AMT.*
N. *Verify the DEPT CD.*
O. *Verify the APPN YR.*
P. *Verify the Basic Symbol.*
Q. *Verify the SUBHEAD NBR.*
R. *Verify the FISCAL ACCT STN NBR.*
S. *Verify the PRJ CD.*

T. *Verify the POC.*

U. *Verify the POC PHONE NBR.*

V. *Verify the POC E-mail Address.*

W. *View any attachments as thumbnails in the Attachments field.*

X. *Verify the Remarks field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select 

. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

View the CIP FUNDING Record Transaction Status

Overview

The CIP FUNDING Transaction Status page displays verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Funding > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP FUNDING Transaction Status page

Page Fields

The following fields display on the **CIP FUNDING Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Prj Nbr	BPG123B
		Source	ABC123DEF456GHI
		Fiscal Yr	2021
		Dollar Amt	15000.00

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a CIP Funding Report** page appears.*
- Select Search Criteria to return to the **CIP Funding Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- Export a CIP Funding Record Report

Export a CIP FUNDING Report

Overview

The Construction in Progress (CIP) Funding Report Export process provides the ability to save the CIP FUNDING report in different formats.

Navigation

Accounting > CIP > Funding > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> CIP FUNDING Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

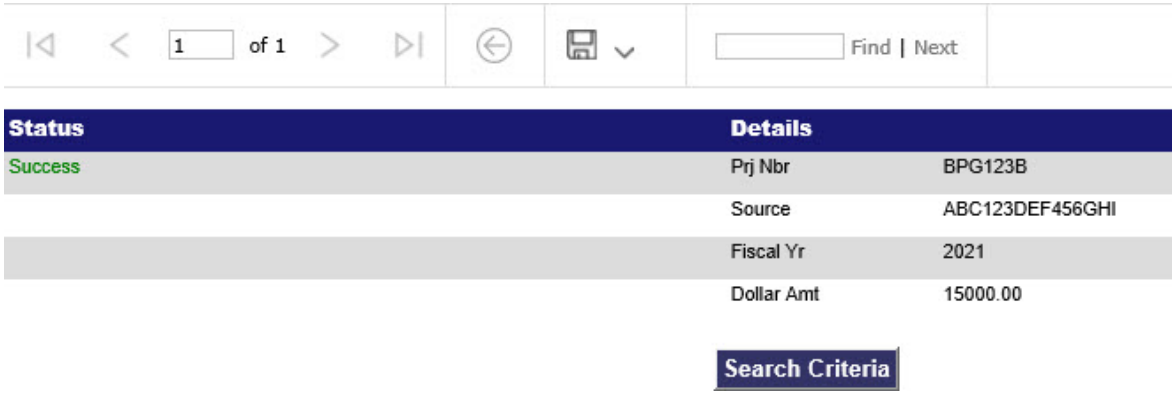
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP FUNDING Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **CIP Funding Search Criteria** page.

Search the Results

1. Select the empty field Find | Next.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record - Criteria
- Search for a CIP Funding Record - Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status

Search for a CIP LOA — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Line of Accounting (LOA) process provides the ability to track the costs of a CIP PROJECT, by automatically sending the information to the Agency's financial software (i.e., BEIS).

Navigation

Accounting > CIP > LOA > CIP LOA Search Criteria page

Page Fields

The following fields display on the **CIP LOA Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
12	Select "Search" button to view Search Results page.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

Interface Sys Cd

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

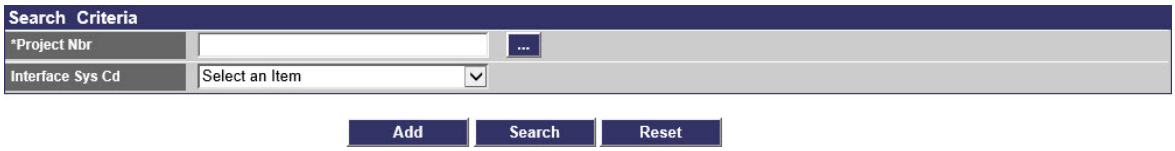
Click the following link to display PA Navigation Tips.

Search for a CIP LOA Record

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

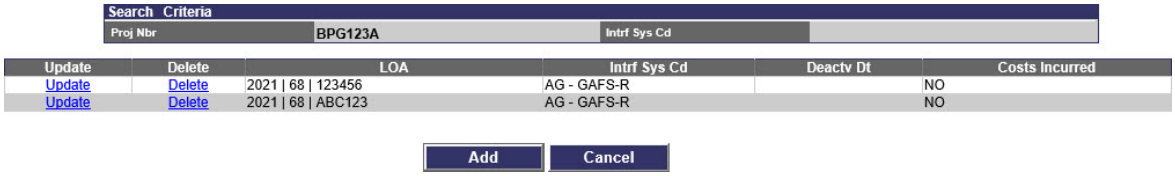
1. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse



2. Use ▼ to select the desired Interface Sys Cd.

3. Select Search. *The **Search for a CIP LOA — Results** page appears. Results display in the Search Results grid.*



Add a CIP LOA

Select Add. *The **Add a CIP LOA** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIP PROJECT NBR.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered

	does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PROJECT NBR.
459 — Project has been attested for this quarter. Must un-attest prior to any action.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Results
- Add a CIP LOA
- Update a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

Search for a CIP LOA — Results

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Results page provides the ability to add, update, or delete a LOA for a CIP PROJECT.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > LOA > Search Criteria > Search > CIP LOA Search Results page

Page Fields

The following fields display on the **CIP LOA Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Proj Nbr

Intrf Sys Cd

Search Results

Update

Delete

LOA

Intrf Sys Cd

Deactv Dt

Costs Incurred

Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP LOA

Select Add to display the **Add a CIP LOA** page.

Update a CIP LOA

Select the Update hyperlink to display the **Update a CIP LOA** page.

Delete a CIP LOA

Select the Delete hyperlink to display the **Delete a CIP LOA** page.

Attention

If CIP COSTS exist for the LOA, the Delete hyperlink is not available.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
459 — Project has been attested for this quarter. Must un-attest prior to any action.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIP PROJECT NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria

- Add a CIP LOA
- Update a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

Add a CIP LOA

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Add process provides the ability to create new information regarding the CIP LOA.

Navigation

Accounting > CIP > LOA > Search Criteria > 

> CIP LOA Add page

Page Fields

The following fields display on the **CIP LOA Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
92	Date format must be MM/DD/YYYY.
207	"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Intrf Sys Cd *

AG - GAFS-R

Appn Yr *
Appn
Fund Cd *

Pgm Element
BPAC *
Deactivation Dt
Remarks
History Remarks

AH - SABRS

Begin FY *
End FY *
Appn *
Subhead *
Dept Cd *
Fund Func
Deactivation Dt
Remarks
History Remarks

AJ - STARS

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AM - Navy ERP

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AO - SOMARDS

Begin FY
MRRN *

Appn
Deactivation Dt
Remarks
History Remarks

AS - STANFINS

Begin FY *
Appn
APC *
DPI *
Deactivation Dt
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Intrf Sys Cd *

AG - GAFS-R

Appn Yr *
Appn
Fund Cd *
Pgm Element
BPAC *
Deactivation Dt
Remarks
History Remarks

AH - SABRS

Begin FY *
End FY *

Appn *
Subhead *
Dept Cd *
Fund Func
Deactivation Dt
Remarks
History Remarks

AJ - STARS

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AM - Navy ERP

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AO - SOMARDS

Begin FY
MRRN *
Appn
Deactivation Dt
Remarks
History Remarks

AS - STANFINS

Begin FY *
Appn
APC *

DPI *
Deactivation Dt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP LOA to a CIP PROJECT

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- **Personal or Real Property**

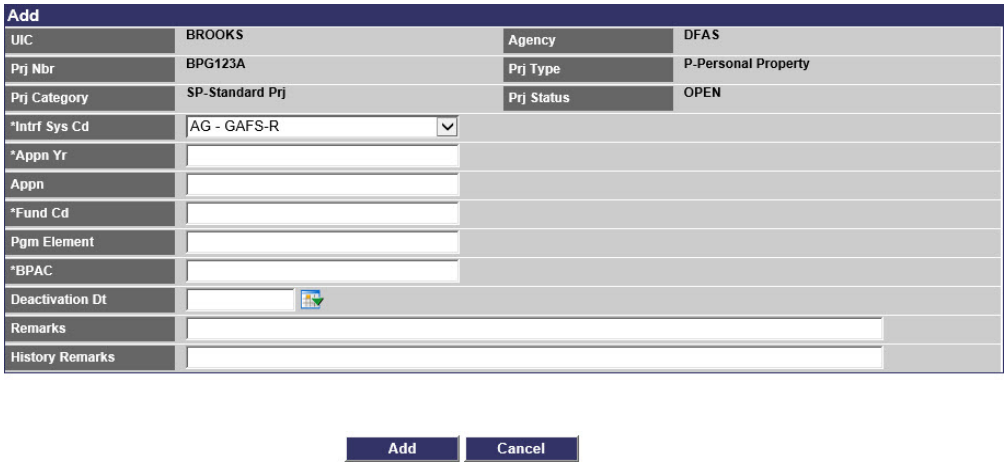
1. In the CIP sub-menu, select LOA. *The* ***CIP LOA Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Add. *The* ***CIP LOA Add*** *page appears.*

   A. *The UIC is automatically populated, and not editable.*
   B. *The Agency is automatically populated, and not editable.*
   C. *The PRJ NBR is automatically populated, and not editable.*
   D. *The PRJ TYPE is automatically populated, and not editable.*
   E. *The PRJ CATEGORY is automatically populated, and not editable.*
   F. *The PRJ STATUS is automatically populated, and not editable.*
   G. Use ⌄ to select the desired Intrf Sys Cd.

AG-GAFS-R



a. Enter the APPN YR in the field provided. *This is a 4 numeric character field.*

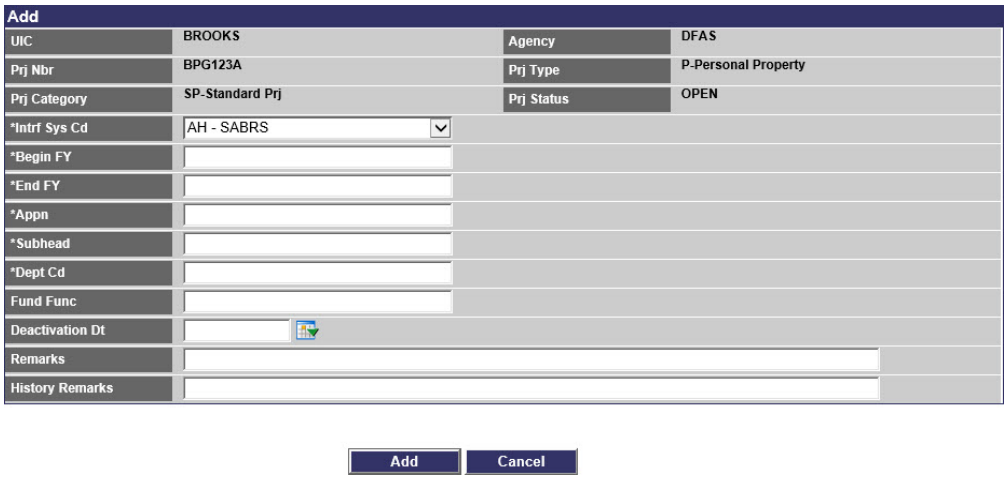
b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

d. Enter the PGM ELEMENT in the field provided. *This is a 6 alphanumeric character field.*

e. Enter the BPAC in the field provided. *This is a 6 alphanumeric character field.*

AH-SABRS



a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the END FY in the field provided. *This is a 4 numeric character field.*

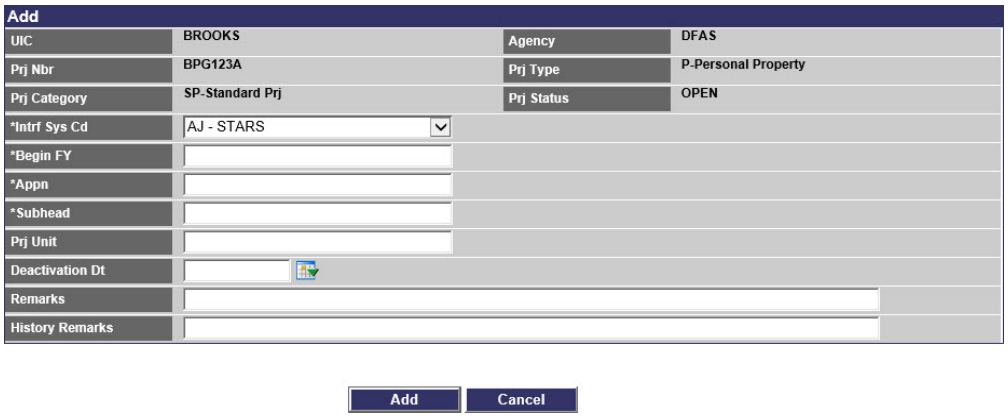
c. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

e. Enter the DEPT CD in the field provided. *This is a 3 alphanumeric character field.*

f. Enter the FUND FUNC in the field provided. *This is an 8 alphanumeric character field.*

AJ-STARS



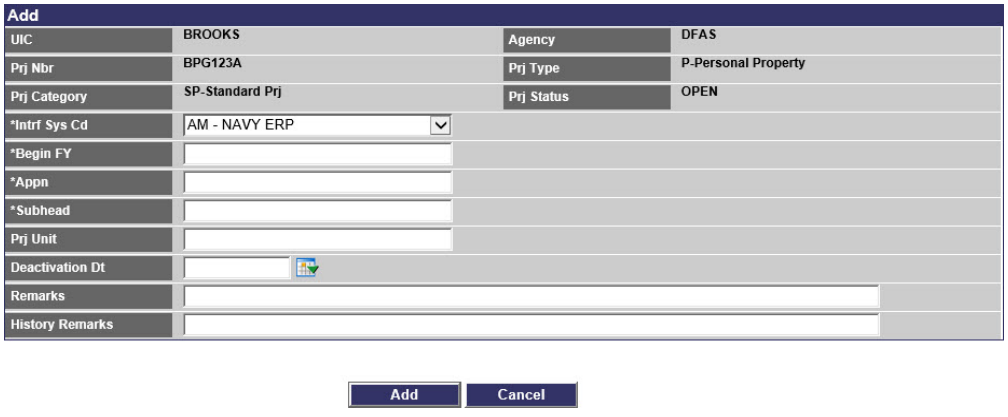
a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the PRJ UNIT in the field provided. *This is a 5 alphanumeric character field.*

AM-NAVY ERP



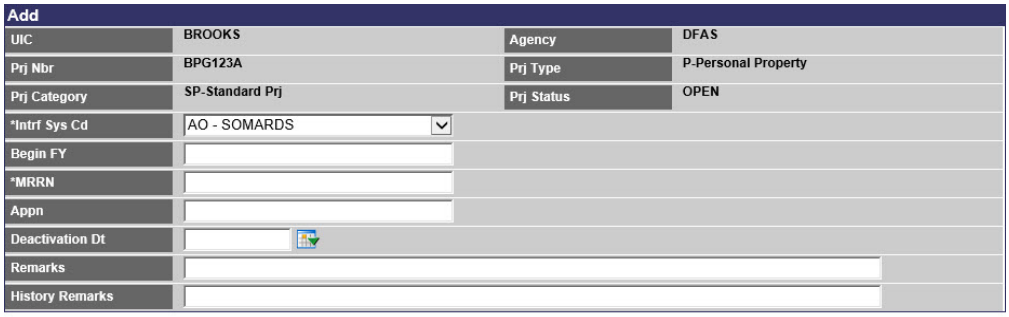
a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the PRJ UNIT in the field provided. *This is a 5 alphanumeric character field.*

AO-SOMARDS

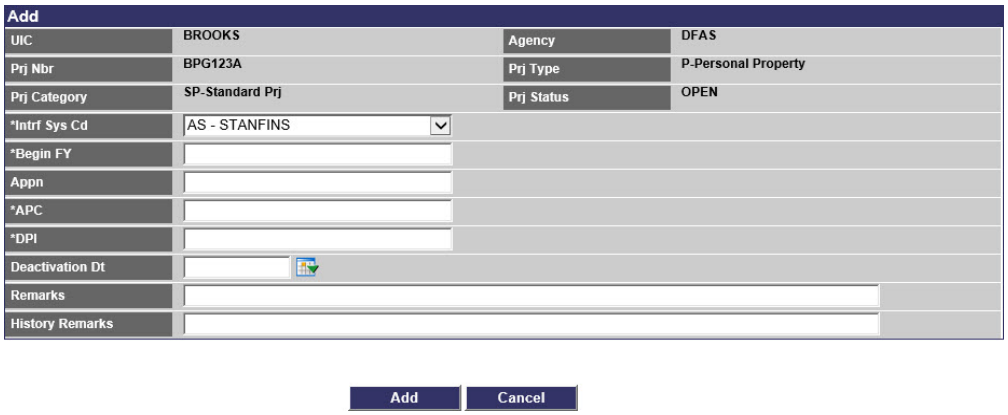


a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the MRRN in the field provided. *This is a 15 alphanumeric character field.*

c. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

AS-STANFINS



a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the APC in the field provided. *This is a 4 numeric character field.*

d. Enter the DPI in the field provided. *This is a 2 alphanumeric character field.*

H. Use  to select the DEACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

I. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

J. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Add. *The **CIP LOA Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select LOA. *The **CIP LOA Search Criteria** page appears.*

2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Add. *The **CIP LOA Add** page appears.*

A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

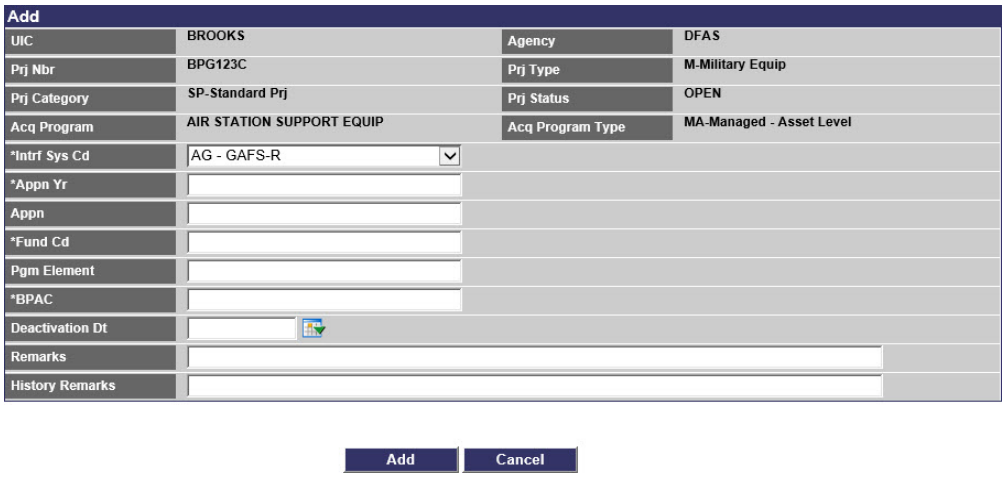
F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM is automatically populated, and not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated, and not editable.*

I. Use ▼ to select the desired Intrf Sys Cd.

AG-GAFS-R



a. Enter the APPN YR in the field provided. *This is a 4 numeric character field.*

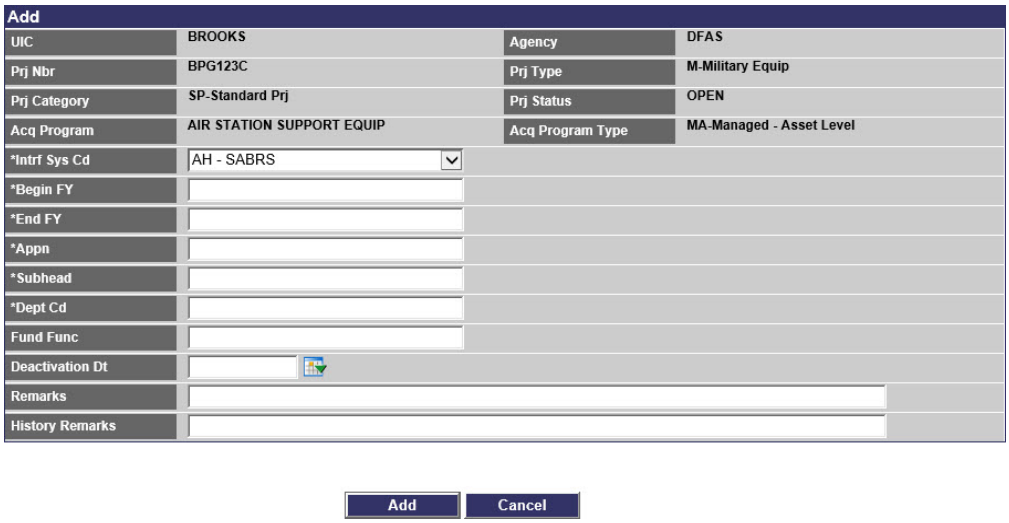
b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the FUND CD in the field provided. *This is a 2 alphanumeric character field.*

d. Enter the PGM ELEMENT in the field provided. *This is a 6 alphanumeric character field.*

e. Enter the BPAC in the field provided. *This is a 6 alphanumeric character field.*

AH-SABRS



a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the END FY in the field provided. *This is a 4 numeric character field.*

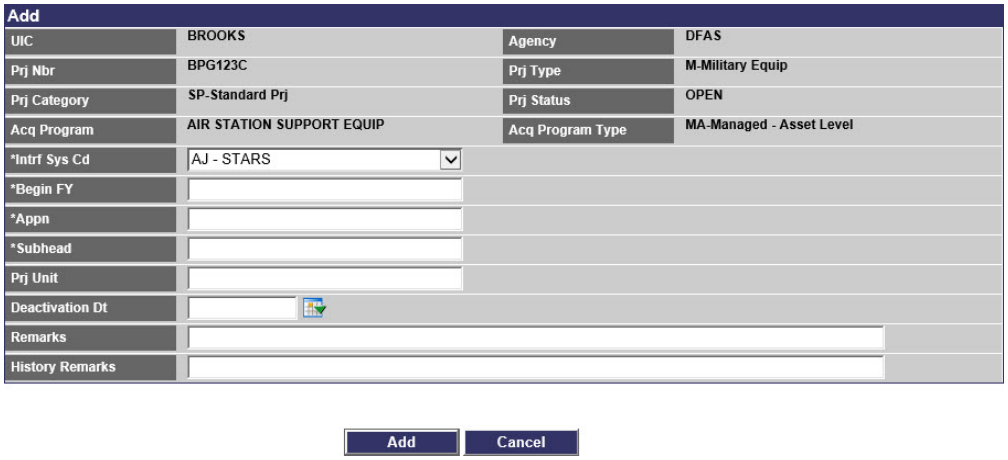
c. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

e. Enter the DEPT CD in the field provided. *This is a 3 alphanumeric character field.*

f. Enter the FUND FUNC in the field provided. *This is an 8 alphanumeric character field.*

AJ-STARS



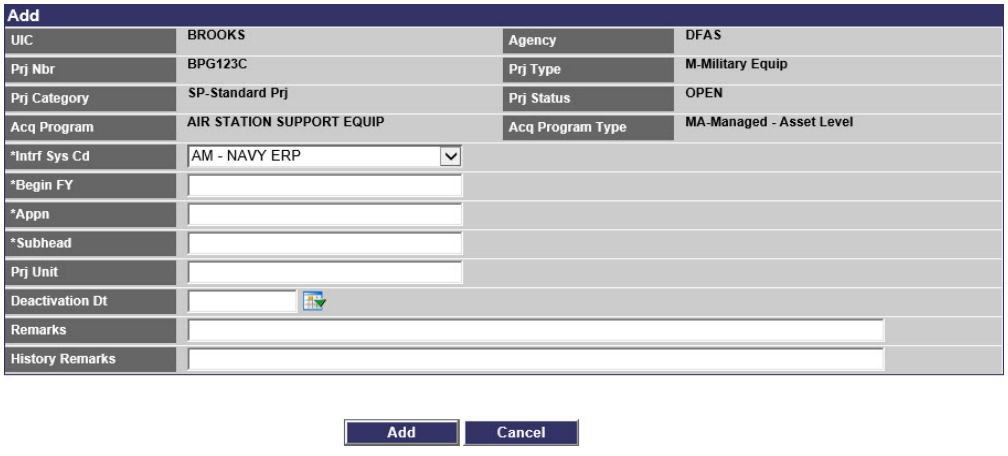
a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the PRJ UNIT in the field provided. *This is a 5 alphanumeric character field.*

AM-NAVY ERP



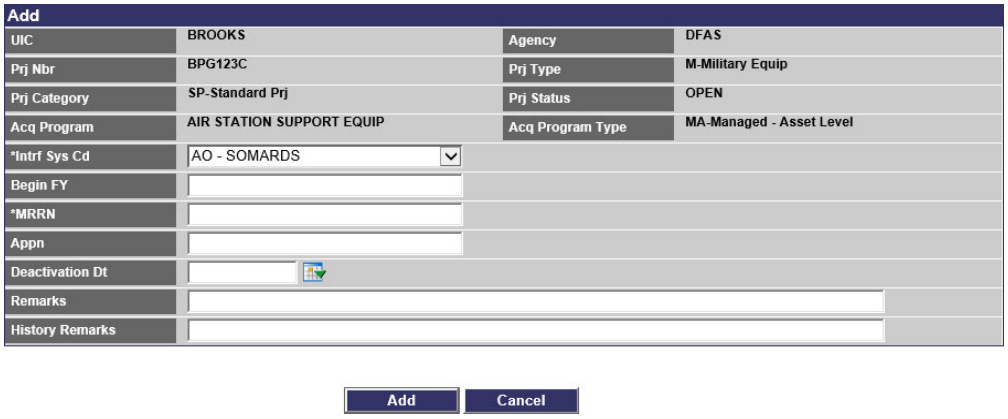
a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

d. Enter the PRJ UNIT in the field provided. *This is a 5 alphanumeric character field.*

AO-SOMARDS

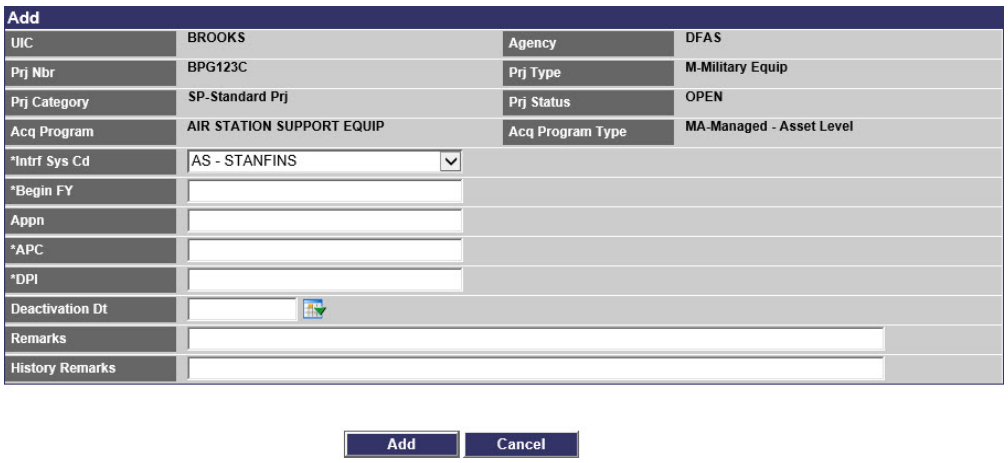


a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the MRRN in the field provided. *This is a 15 alphanumeric character field.*

c. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

AS-STANFINS



a. Enter the BEGIN FY in the field provided. *This is a 4 numeric character field.*

b. Enter the APPN in the field provided. *This is a 4 alphanumeric character field.*

c. Enter the APC in the field provided. *This is a 4 numeric character field.*

d. Enter the DPI in the field provided. *This is a 2 alphanumeric character field.*

J. Use to select the DEACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Enter any additional information in the Remarks field. *This is a 1024 alpha-numeric character field.*

L. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Add. *The **CIP LOA Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
460 — LOA already exists. Cannot duplicate.	Invalid Entry. The CIP LOA being entered exists in the system. First search for the CIP LOA. If it is not found, enter the number again.
13 — Mandatory Entry: *INTRF SYS CD*. **13 — Mandatory Entry: *BEGIN FY*.** **13 — Mandatory Entry: *APPN*.** **13 — Mandatory Entry: *SUBHEAD*.**	Missing Entry. Enter the appropriate information in the desired field.
2022 — Invalid format: *BEGIN FY*.	Invalid Entry. BEGIN FY is a 4-position numeric entry. Enter numeric (“0” through “9”) characters.
2022 — Invalid format: *APPN*.	Invalid Entry. APPN is a 4-position alphanumeric entry, but not "I"; "O"; or special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.

2022 — Invalid format: *SUBHEAD*.	Invalid Entry. Subhead is a 4- or 5-position alphanumeric entry, but not "I"; "O"; or special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria
- Search for a CIP LOA — Results
- Update a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

Update a CIP LOA

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Update process allows editing of information regarding the CIP LOA.

Navigation

Accounting > CIP > LOA > Search Criteria > Search > Search Results > Update hyperlink > CIP LOA Update page

Page Fields

The following fields display on the **CIP LOA Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select "Update" button to revise selected fields in record(s).
92	Date format must be MM/DD/YYYY.
207	"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC

Agency

Prj Nbr

Prj Type

Prj Category

Prj Status

Intrf Sys Cd *

AG - GAFS-R

Appn Yr *

Appn

Fund Cd *

Pgm Element

BPAC *
Deactivation Dt
Remarks
History Remarks

AH - SABRS

Begin FY *
End FY *
Appn *
Subhead *
Dept Cd *
Fund Func
Deactivation Dt
Remarks
History Remarks

AJ - STARS

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AM - Navy ERP

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AO - SOMARDS

Begin FY
MRRN *
Appn

Deactivation Dt
Remarks
History Remarks

AS - STANFINS

Begin FY *
Appn
APC *
DPI *
Deactivation Dt
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Intrf Sys Cd *

AG - GAFS-R

Appn Yr *
Appn
Fund Cd *
Pgm Element
BPAC *
Deactivation Dt
Remarks
History Remarks

AH - SABRS

Begin FY *
End FY *
Appn *

Subhead *
Dept Cd *
Fund Func
Deactivation Dt
Remarks
History Remarks

AJ - STARS

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AM - Navy ERP

Begin FY *
Appn *
Subhead *
Prj Unit
Deactivation Dt
Remarks
History Remarks

AO - SOMARDS

Begin FY
MRRN *
Appn
Deactivation Dt
Remarks
History Remarks

AS - STANFINS

Begin FY *
Appn
APC *
DPI *

Deactivation Dt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips
Click the following link to display PA Navigation Tips.

Update a CIP LOA attached to a CIP PROJECT

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

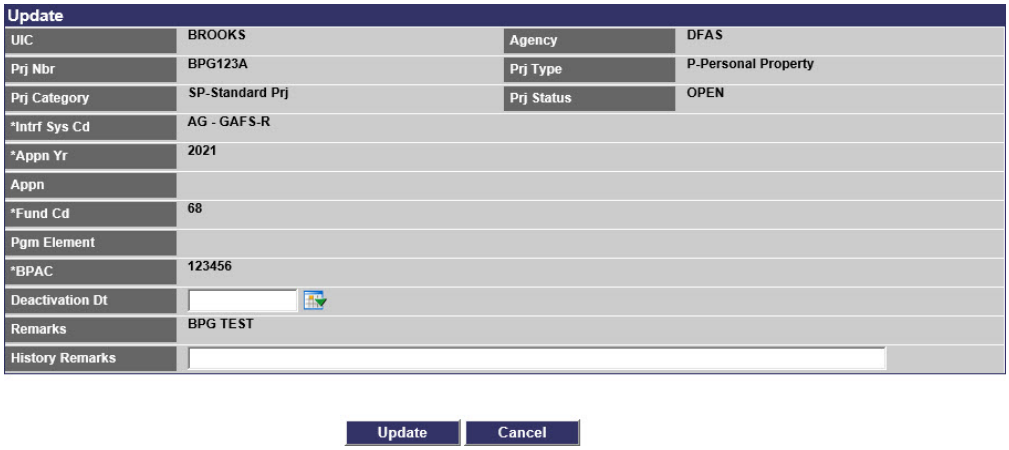
- **Personal or Real Property**

1. In the CIP sub-menu, select LOA. *The* ***CIP LOA Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The* ***CIP LOA Search Results*** *page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP LOA Update*** *page appears.*
   A. *Verify the UIC.*
   B. *Verify the Agency.*
   C. *Verify the PRJ NBR.*
   D. *Verify the PRJ TYPE.*
   E. *Verify the PRJ CATEGORY.*
   F. *Verify the PRJ STATUS.*
   G. *Verify the INTRF SYS CD.*

AG-GAFS-R



a. *Verify the APPN YR.*

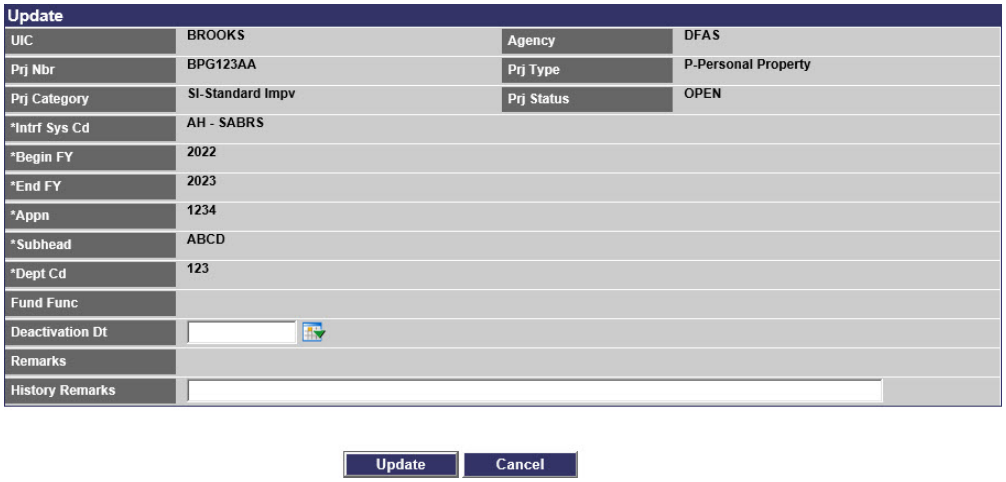
b. *Verify the APPN.*

c. *Verify the FUND CD.*

d. *Verify the PGM ELEMENT.*

e. *Verify the BPAC.*

AH-SABRS



a. *Verify the BEGIN FY.*

b. *Verify the END FY.*

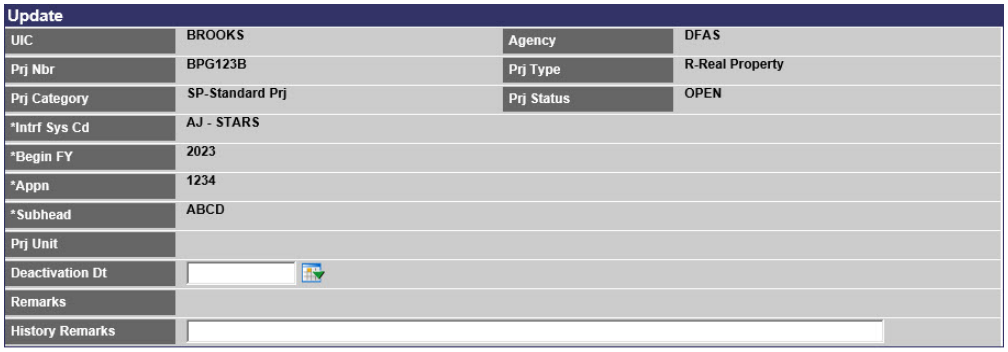
c. *Verify the APPN.*

d. *Verify the SUBHEAD.*

e. *Verify the DEPT CD.*

f. *Verify the FUND FUNC.*

AJ-STARS



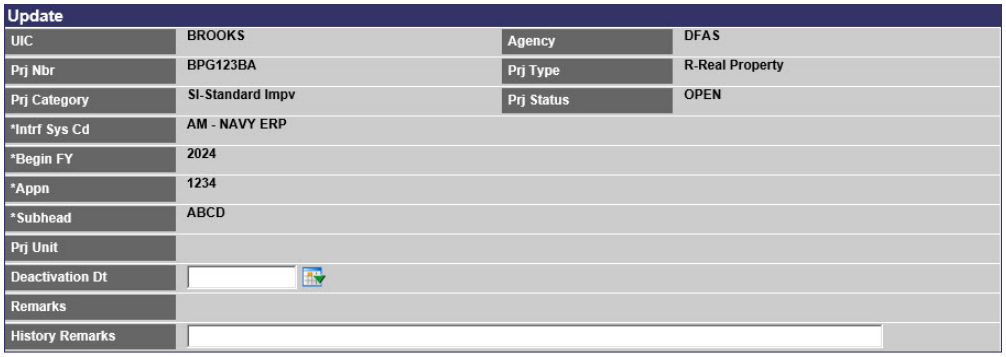
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AM-NAVY ERP



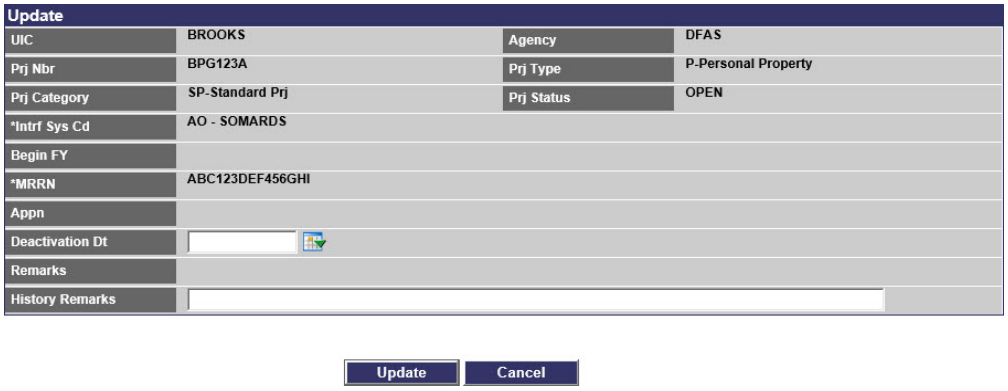
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AO-SOMARDS

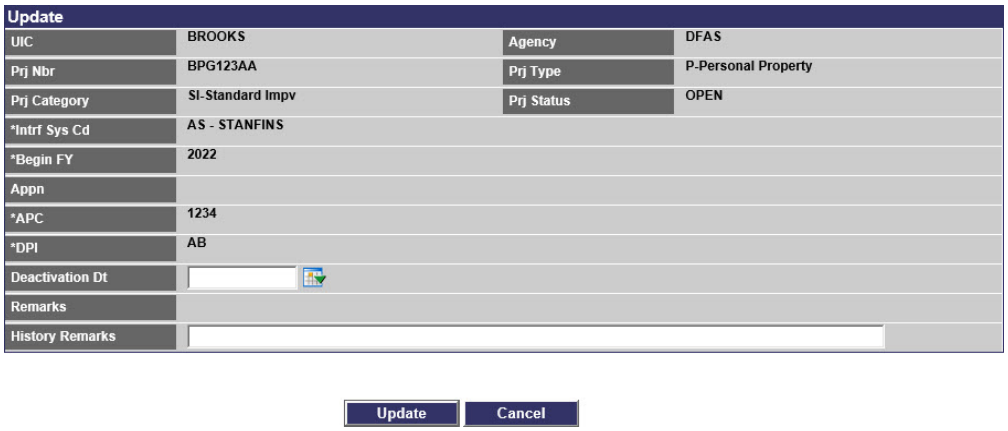


a. *Verify the BEGIN FY.*

b. *Verify the MRRN.*

c. *Verify the APPN.*

AS-STANFINS



a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the APC.*

d. *Verify the DPI.*

H. Update the DEACTIVATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.

I. *Verify the Remarks field.*

J. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select  . *The **CIP LOA Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select LOA. *The **CIP LOA Search Criteria** page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The **CIP LOA Search Results** page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The **CIP LOA Update** page appears.*

   A. *Verify the UIC.*

   B. *Verify the Agency.*

   C. *Verify the PRJ NBR.*

   D. *Verify the PRJ TYPE.*

   E. *Verify the PRJ CATEGORY.*

   F. *Verify the PRJ STATUS.*

   G. *Verify the ACQ PROGRAM.*

   H. *Verify the ACQ PROGRAM TYPE.*

   I. *Verify the INTRF SYS CD.*

AG-GAFS-R



   a. *Verify the APPN YR.*

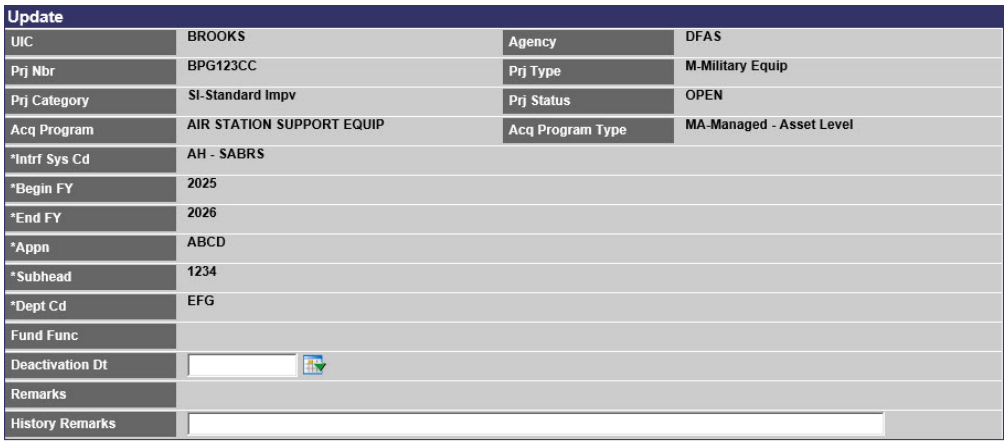
   b. *Verify the APPN.*

   c. *Verify the FUND CD.*

d. *Verify the PGM ELEMENT.*

e. *Verify the BPAC.*

AH-SABRS



a. *Verify the BEGIN FY.*

b. *Verify the END FY.*

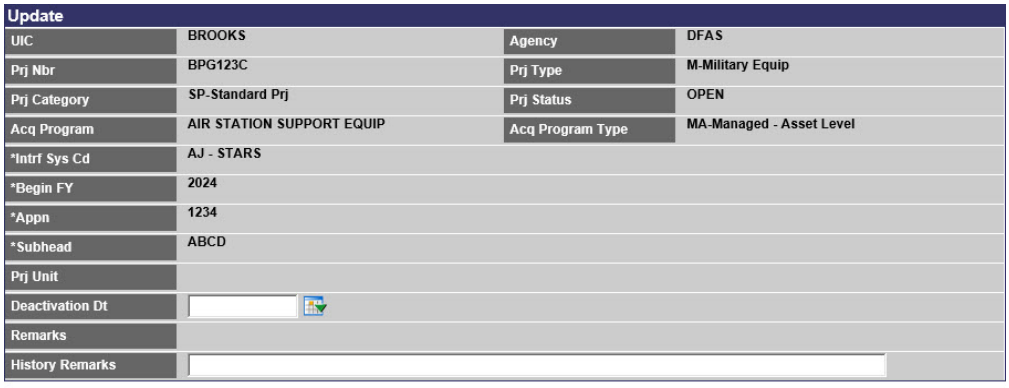
c. *Verify the APPN.*

d. *Verify the SUBHEAD.*

e. *Verify the DEPT CD.*

f. *Verify the FUND FUNC.*

AJ-STARS



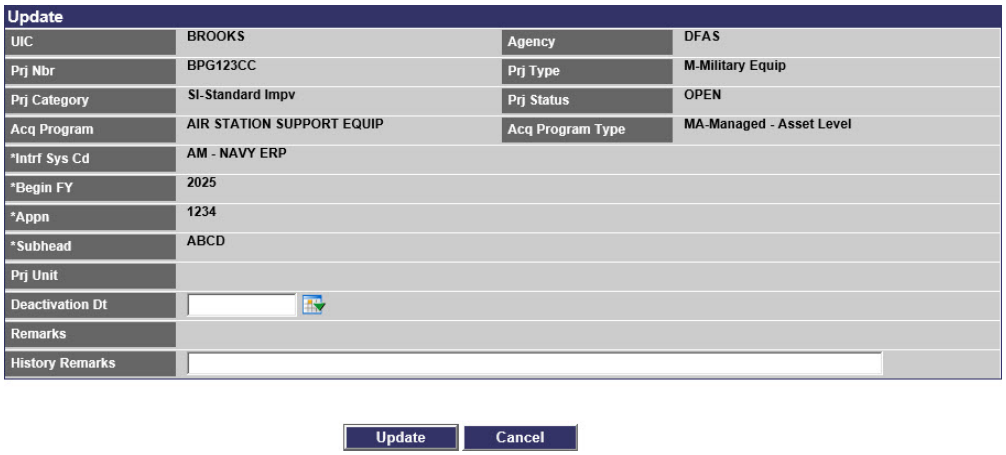
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AM-NAVY ERP



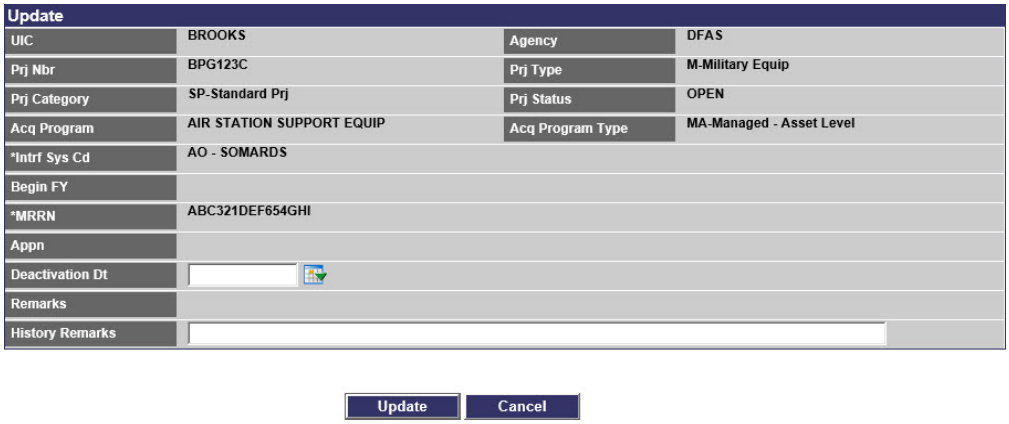
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AO-SOMARDS

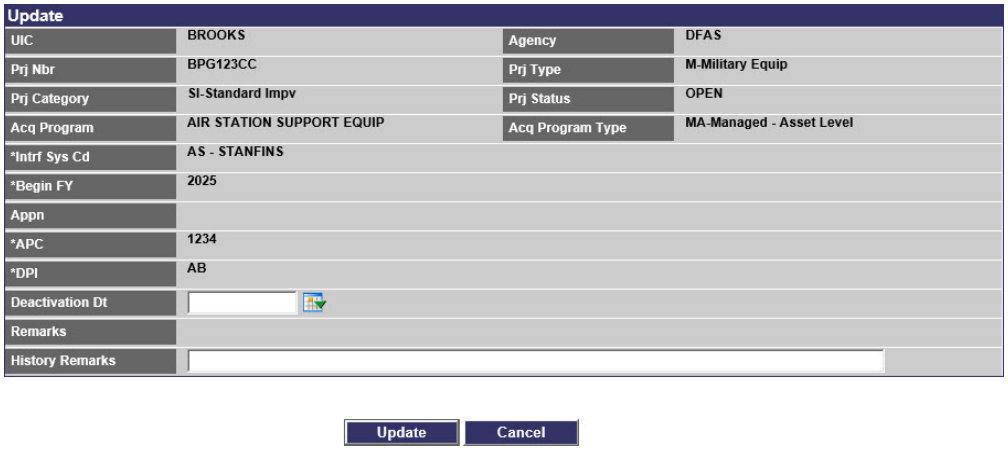


a. *Verify the BEGIN FY.*

b. *Verify the MRRN.*

c. *Verify the APPN.*

AS-STANFINS



a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the APC.*

d. *Verify the DPI.*

J. Update the DEACTIVATION DT, using  or entering the date (MM/DD/YYYY) in the field provided.

K. *Verify the Remarks field.*

L. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select 

. *The **CIP LOA Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day com-	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

bination.

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria
- Search for a CIP LOA — Results
- Add a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

Delete a CIP LOA

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Delete process allows removal of a CIP LOA record.

Navigation

Accounting > CIP > LOA > Search Criteria > Search > Search Results > Delete hyperlink > CIP LOA Delete page

Page Fields

The following fields display on the **CIP LOA Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Intrf Sys Cd

AG - GAFS-R

Appn Yr
Appn
Fund Cd
Pgm Element
BPAC *
Deactivation Dt
Remarks
History Remarks *

AH - SABRS

Begin FY

End FY
Appn
Subhead
Dept Cd
Fund Func
Deactivation Dt
Remarks
History Remarks *

AJ - STARS

Begin FY
Appn
Subhead
Prj Unit
Deactivation Dt
Remarks
History Remarks *

AM - Navy ERP

Begin FY
Appn
Subhead
Prj Unit
Deactivation Dt
Remarks
History Remarks *

AO - SOMARDS

Begin FY
MRRN
Appn
Deactivation Dt
Remarks
History Remarks *

AS - STANFINS

Begin FY
Appn

APC
DPI
Deactivation Dt
Remarks
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Intrf Sys Cd

AG - GAFS-R

Appn Yr
Appn
Fund Cd
Pgm Element
BPAC
Deactivation Dt
Remarks
History Remarks *

AH - SABRS

Begin FY
End FY
Appn
Subhead
Dept Cd
Fund Func
Deactivation Dt
Remarks
History Remarks *

AJ - STARS

- Begin FY
- Appn
- Subhead
- Prj Unit
- Deactivation Dt
- Remarks
- History Remarks *

AM - Navy ERP

- Begin FY
- Appn
- Subhead
- Prj Unit
- Deactivation Dt
- Remarks
- History Remarks *

AO - SOMARDS

- Begin FY
- MRRN
- Appn
- Deactivation Dt
- Remarks
- History Remarks *

AS - STANFINS

- Begin FY
- Appn
- APC
- DPI
- Deactivation Dt
- Remarks
- History Remarks *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP LOA from a CIP PROJECT

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

- **Personal or Real Property**

1. In the CIP sub-menu, select LOA. *The* ***CIP LOA Search Criteria*** *page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The* ***CIP LOA Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired Personal Property row. *The* ***CIP LOA Delete*** *page appears.*

   A. *Verify the UIC.*

   B. *Verify the Agency.*

   C. *Verify the PRJ NBR.*

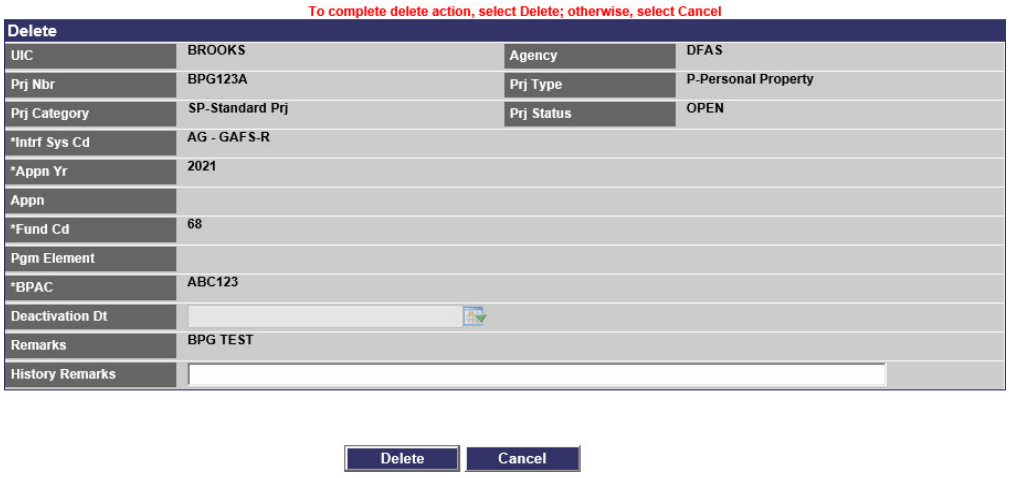
   D. *Verify the PRJ TYPE.*

   E. *Verify the PRJ CATEGORY.*

   F. *Verify the PRJ STATUS.*

   G. *Verify the INTRF SYS CD.*

AG-GAFS-R



a. *Verify the APPN YR.*

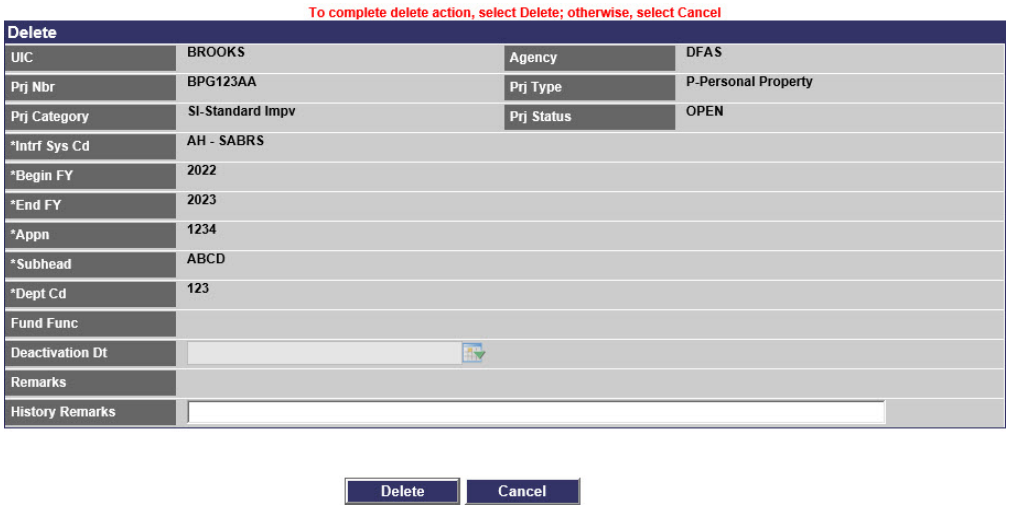
b. *Verify the APPN.*

c. *Verify the FUND CD.*

d. *Verify the PGM ELEMENT.*

e. *Verify the BPAC.*

AH-SABRS



a. *Verify the BEGIN FY.*

b. *Verify the END FY.*

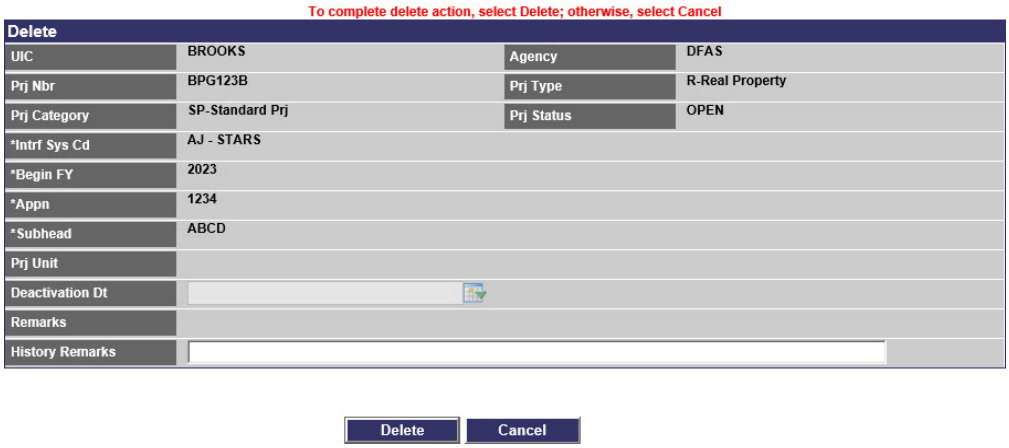
c. *Verify the APPN.*

d. *Verify the SUBHEAD.*

e. *Verify the DEPT CD.*

f. *Verify the FUND FUNC.*

AJ-STARS



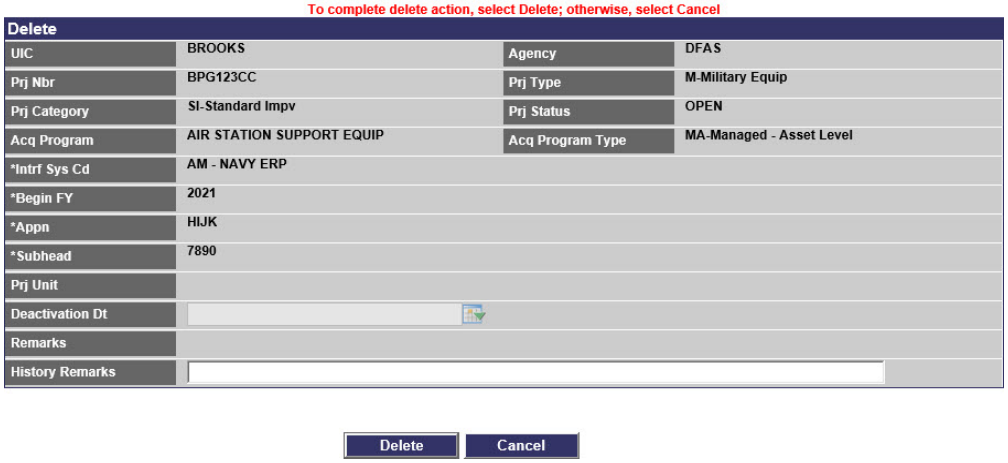
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AM-NAVY ERP



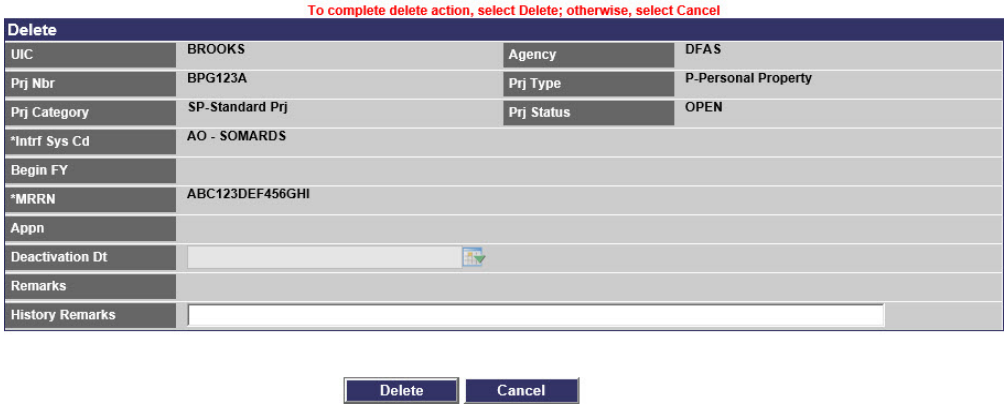
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AO-SOMARDS

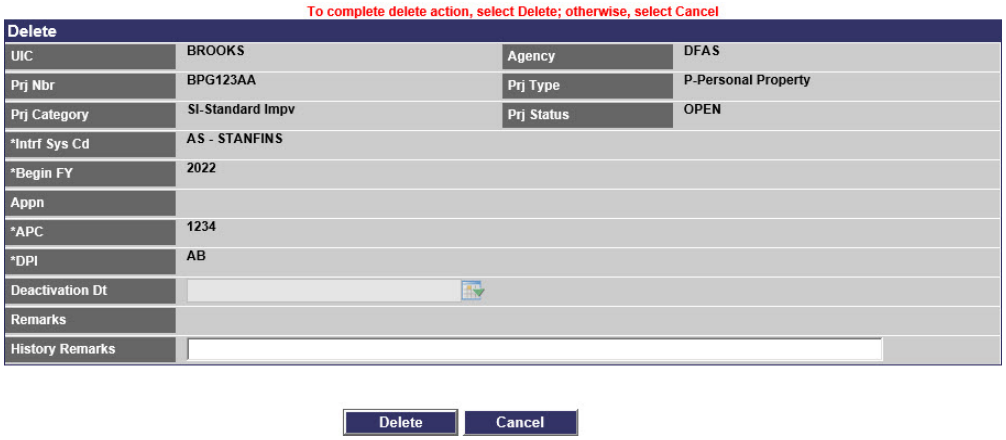


a. *Verify the BEGIN FY.*

b. *Verify the MRRN.*

c. *Verify the APPN.*

AS-STANFINS



a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the APC.*

d. *Verify the DPI.*

H. *Verify the DEACTIVATION DT.*

I. *Verify the Remarks field.*

J. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP LOA Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select LOA. *The **CIP LOA Search Criteria** page appears.*
2. Enter the PRJ NBR, or use ... to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

3. Select Search. *The **CIP LOA Search Results** page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The **CIP LOA Delete** page appears.*

   A. *Verify the UIC.*

   B. *Verify the Agency.*

   C. *Verify the PRJ NBR.*

   D. *Verify the PRJ TYPE.*

   E. *Verify the PRJ CATEGORY.*

   F. *Verify the PRJ STATUS.*

   G. *Verify the ACQ PROGRAM is automatically populated, and not editable.*

   H. *Verify the ACQ PROGRAM TYPE is automatically populated, and not editable.*

   I. *Verify the INTRF SYS CD.*

AG-GAFS-R



   a. *Verify the APPN YR.*

   b. *Verify the APPN.*

   c. *Verify the FUND CD.*

d. *Verify the PGM ELEMENT.*

e. *Verify the BPAC.*

AH-SABRS



a. *Verify the BEGIN FY.*

b. *Verify the END FY.*

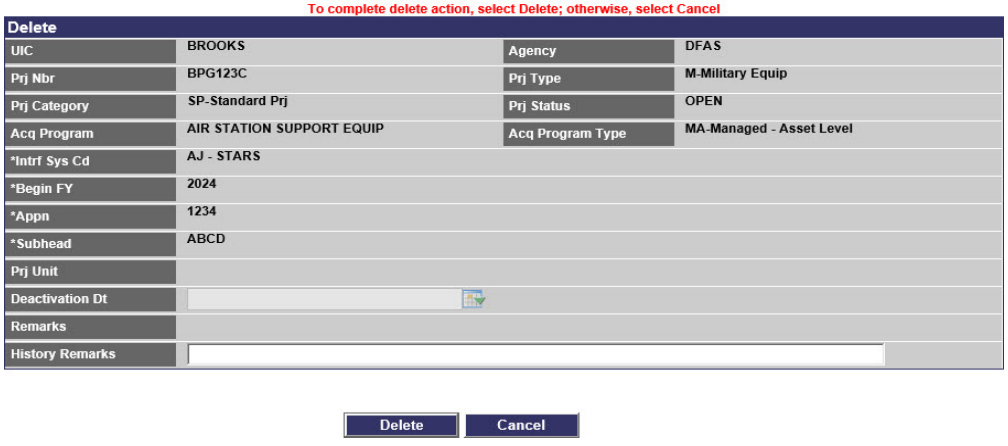
c. *Verify the APPN.*

d. *Verify the SUBHEAD.*

e. *Verify the DEPT CD.*

f. *Verify the FUND FUNC.*

AJ-STARS



a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AM-NAVY ERP



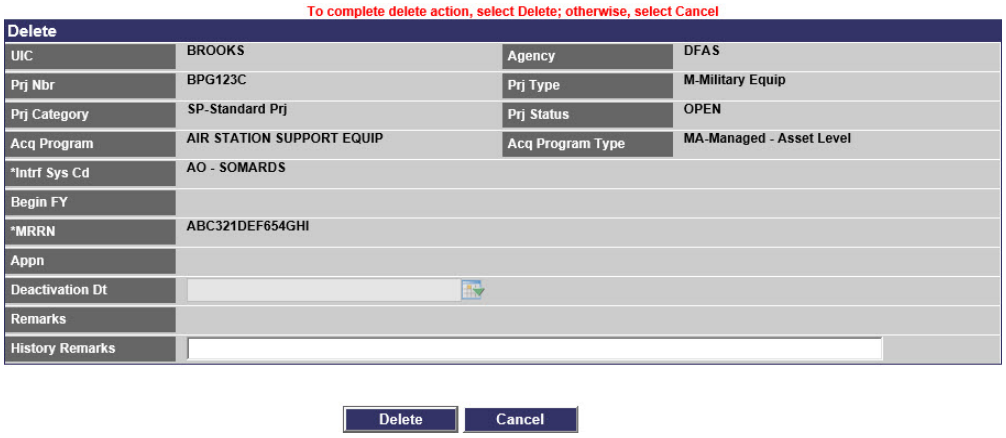
a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the SUBHEAD.*

d. *Verify the PRJ UNIT.*

AO-SOMARDS



a. *Verify the BEGIN FY.*

b. *Verify the MRRN.*

c. *Verify the APPN.*

AS-STANFINS



a. *Verify the BEGIN FY.*

b. *Verify the APPN.*

c. *Verify the APC.*

d. *Verify the DPI.*

J. *Verify the DEACTIVATION DT.*

K. *Verify the Remarks field.*

L. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP LOA Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
461 — CIP COST exists for this LOA. Cannot Delete.	Invalid Deletion. A CIP LOA cannot be deleted if there is a CIP COST associated with the CIP LOA. Review the CIP COST, and fix the associations, so the CIP LOA can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria
- Search for a CIP LOA — Results

- Add a CIP LOA
- Update a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

View the CIP LOA Transaction Status

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > LOA > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP LOA Transaction Status page

Page Fields

The following fields display on the **CIP LOA Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status Status	Action Required	Details	
Success		Prj Nbr	BPG123A
		Intrf Sys Cd	AG
		Appn Yr	2021
		Fund Cd	68
		BPAC	ABC123
		Remarks	BPG TEST
		History Remarks	BPG TEST

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a CIP LOA Report** page appears.*
- Select Search Criteria to return to the **CIP LOA Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria
- Search for a CIP LOA — Results
- Add a CIP LOA
- Update a CIP LOA
- Delete a CIP LOA
- Export a CIP LOA Report

Export a CIP LOA Report

Overview

The Construction in Progress (CIP) Line of Accounting (LOA) Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > CIP > LOA > Search Criteria > *Various Procedural Steps* > Transaction Status > 

> CIP LOA Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

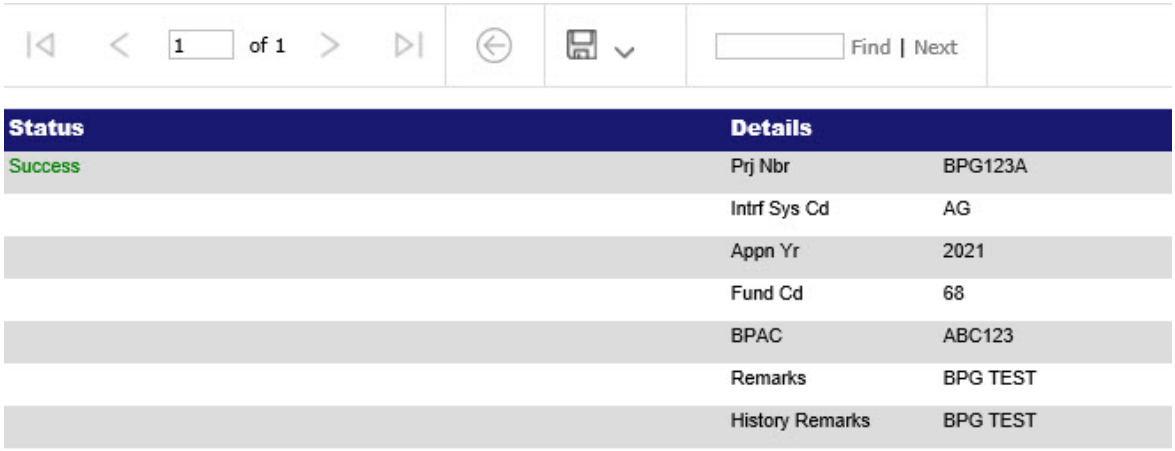
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP LOA Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. Follow the prompts provided by the computer.
3. Select  to return to the **CIP LOA Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP LOA — Criteria
- Search for a CIP LOA — Results
- Add a CIP LOA
- Update a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status

Search for a CIP ATTESTATION — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Attestation process provides the ability to review the Asset data and Point of Contact (POC) information for each current CIP PROJECT. It is mandatory for Military Projects, and optional for other CIP PROJECTs. The CIP ATTESTATION process locks the CIP PROJECT from further updates until the attestation is manually deleted, or it is automatically unlocked at the beginning of the following quarter.
There are two types of CIP ATTESTATION:

- **Quarterly Asset Attestation**
  — Each Quarter, every Program Management Office (PMO) reviews the asset data and POC information for its current CIP PROJECT. The PMO electronically attests (vouches, swears) that the CIP PROJECT is current and correct as of the end of the quarter.
- **Yearly Fiduciary Attestation**
  — Each year-end close, *in addition to a Quarterly Attestation*, every PMO electronically attests (vouches, swears) that each program (which contains one or more CIP PROJECTs) is complete and accurate for the Fiscal Year. The executive in charge of the PMO then attests to the completeness of all the programs under their jurisdiction to the Property and Equipment Policy Office.

Navigation

Accounting > CIP > Attestation > CIP ATTESTATION Search Criteria page

Page Fields

The following fields display on the **CIP ATTESTATION Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
326	To add an Attestation record, enter PROJECT NBR and select "Add".
244	Wildcard is not permitted.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

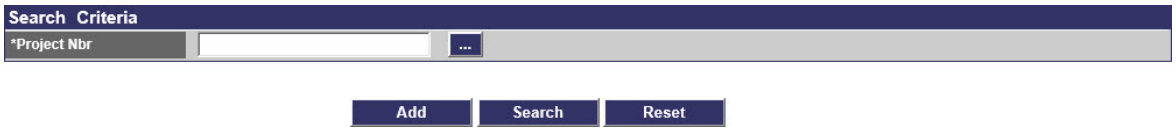
Click the following link to display PA Navigation Tips.

Search for a CIP Attestation

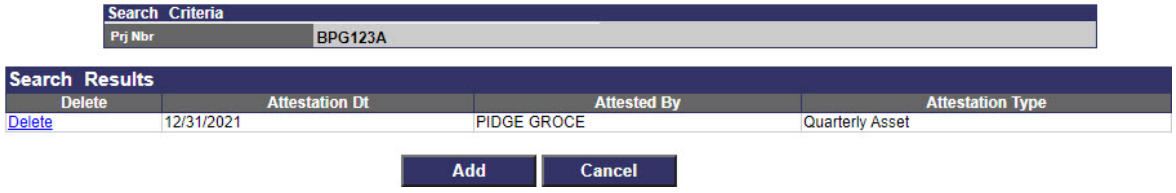
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the Prj Nbr, or use ... to browse for the project. *This is a 20 alpha-numeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Attestation — Results** page appears. Results display in the Search Results grid.*



Add a CIP Attestation

Select Add. *The **Add a CIP Attestation** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PROJECT NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Search for a CIP ATTESTATION — Results

Overview

The Construction in Progress (CIP) Attestation Search Results page provides the ability to view or delete a CIP ATTESTATION.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Attestation > Search Criteria > 

> CIP ATTESTATION Search Results

Page Fields

The following fields display on the **CIP ATTESTATION Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
233	Select "Delete" hyperlink to process a Delete Action.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria

Prj Nbr *

Search Results

Delete

Attestation Dt

Attested By

Attestation Type

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Attestation to a CIP Project

Select Add to display the **Add a CIP Attestation** page.

Delete an CIP Attestation

Select the Delete hyperlink to display the **Delete a CIP Attestation** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Add a CIP ATTESTATION

Overview

The Construction in Progress (CIP) Attestation Add process provides the ability to create new attestations for a CIP PROJECT.

Navigation

Accounting > CIP > Attestation > Search Criteria > 

> CIP ATTESTATION Add page

Page Fields

The following fields display on the **CIP ATTESTATION Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Basic Tab

UIC

Agency

Prj Nbr

Prj Type

Prj Category

Prj Status

Acq Program Name

Acq Program Type

Basic Grid

Attestation Type Cd

First Name

Attestation Dt

Last Name

Q - Quarterly Asset

Assets Grid

- Asset Type
- Status
- Asset ID / RPUID
- Item Desc
- Doc Nbr
- Stock Nbr
- Serial Nbr
- Instl Nbr
- Facility Nbr
- Impv Nbr
- Unit Price
- Origl In Svc Dt
- UII
- UII Sts
- Dspsl Dt
- Dspsl Reason

POC Grid

- Prj Officer
- PO Phone Nbr
- Financial Officer
- FO Phone Nbr
- Actbl Prop Officer
- APO Phone Number

Certification Grid

- Certification Statement

Y - Yearly Fiduciary

POC Grid

- Prj Officer
- PO Phone Nbr
- Financial Officer
- FO Phone Nbr

- Actbl Prop Officer
- APO Phone Number

Funding Grid

- Prj FY
- Source
- Source Desc
- Qy
- Dollar Amt
- Dept Cd
- Appn Yr
- Basic Symbol
- Subhead
- Fsc Acct Stn Nbr
- Prj Cd
- Contact
- Phone Nbr
- E-Mail
- Last Tran Dt
- Last Updtd By

LOA Grid

- Intrf Sys Cd
- Appn Yr
- Subhead
- Prj Unit

Cost Grid

- Oblign Doc Nbr
- Cntr/PO Nbr
- Stock Nbr
- Serial Nbr
- Item Desc
- Unit Cost
- Local Recpt Dt
- Source
- Last Tran Dt

Last Updtd By

Type Designation Grid

Type Dsg Name
Type Dsg Desc
Type Dsg Group Cd
Yr Svc Life
Fdcry Deprn Method Cd
Util Measure Cd
Util Svc Life
Last Tran Dt
Last Updtd By

Certification Grid

Certification Statement

Procedure

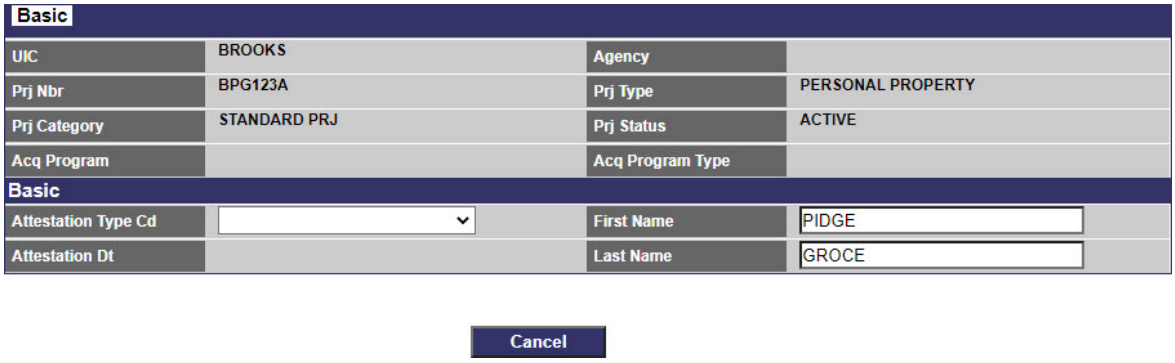
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Attestation to a CIP Project

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Attestation. *The* ***CIP Attestation Search Criteria*** *page appears.*
2. Enter the Project Nbr, or use ... to browse for the project.
3. Select Add. *The* ***Add a CIP Attestation*** *page appears, open to the Basic tab.*



4. Use ☑ to select the ATTESTATION TYPE CD:

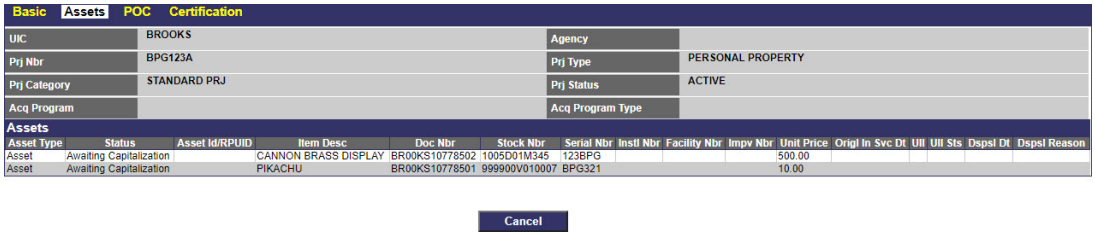
Quarterly Asset

A. Update the First Name, entering the revised given name in the field provided. *This is a 50 alphanumeric character field.*

B. Use ☑ to select the Attestation Dt.

C. Update the Last Name, entering the revised family name in the field provided. *This is a 50 alphanumeric character field.*

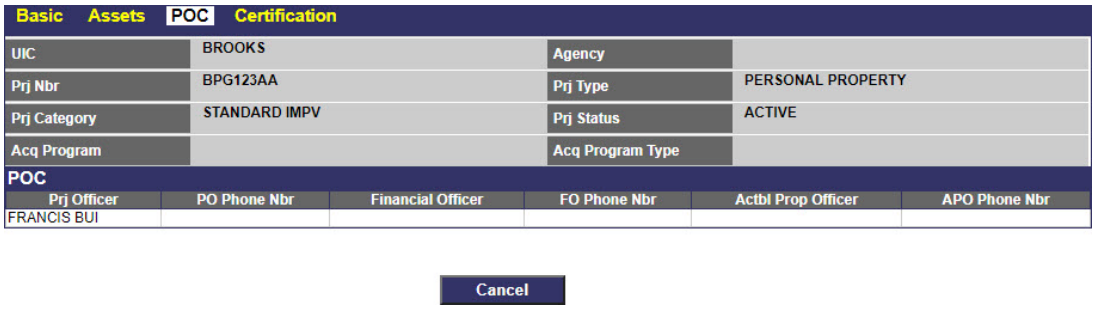
D. Select the Assets tab.



- *Verify the Asset Type.*
- *Verify the Status.*
- *Verify the ASSET ID / RPUID.*
- *Verify the ITEM DESC.*
- *Verify the DOC NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the INSTL NBR.*
- *Verify the FACILITY NBR.*
- *Verify the IMPV NBR.*
- *Verify the Unit Price.*
- *Verify the ORIGL IN SVC DT.*
- *Verify the UII.*

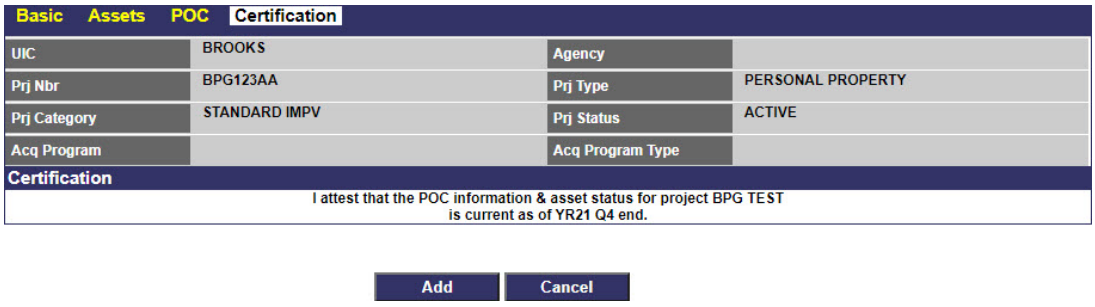
- *Verify the UII STS.*
- *Verify the DSPSL DT.*
- *Verify the DSPSL REASON.*

E. Select the POC tab.



- *Verify the PRJ OFFICER.*
- *Verify the PO PHONE NBR.*
- *Verify the Financial Officer.*
- *Verify the FO PHONE NBR.*
- *Verify the ACTBL PROP OFFICER.*
- *Verify the APO PHONE NBR.*

F. Select the Certification tab.



- Read the Certification Statement.

G. Select 

to agree and complete the attestation.

Yearly Fiduciary

Attention

The Yearly attestation option will only display when the date is greater than or equal to 09/01 and less than or equal to 10/15.

A. Update the First Name, entering the revised given name in the field provided. *This is a 50 alphanumeric character field.*

B. Use  to select the Attestation Dt.

C. Update the Last Name, entering the revised family name in the field provided. *This is a 50 alphanumeric character field.*

D. Select the POC tab.
   - *Verify the PRJ OFFICER.*
   - *Verify the PO PHONE NBR.*
   - *Verify the Financial Officer.*
   - *Verify the FO PHONE NBR.*
   - *Verify the ACTBL PROP OFFICER.*
   - *Verify the APO PHONE NBR.*

E. Select the Funding tab.
   - *Verify the PRJ FY.*
   - *Verify the Source.*
   - *Verify the SOURCE DESC.*
   - *Verify the QY.*
   - *Verify the DOLLAR AMT.*
   - *Verify the DEPT CD.*
   - *Verify the APPN YR.*
   - *Verify the Basic Symbol.*
   - *Verify the Subhead.*
   - *Verify the FISCAL ACCT STN NBR.*
   - *Verify the PRJ CD.*
   - *Verify the Contact.*
   - *Verify the PHONE NBR.*
   - *Verify the E-MAIL.*
   - *Verify the LAST TRAN DT.*
   - *Verify the LAST UPDTD BY.*

F. Select the LOA tab.
   - *Verify the INTRF SYS CD.*
   - *Verify the APPN YR.*
   - *Verify the Subhead.*
   - *Verify the PRJ UNIT.*

G. Select the Cost tab.

- *Verify the OBLIGN DOC NBR.*
- *Verify the CNTR/PO NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ITEM DESC.*
- *Verify the Unit Cost.*
- *Verify the Local RECPT DT.*
- *Verify the Source.*
- *Verify the LAST TRAN DT.*
- *Verify the LAST UPDTD BY.*

H. Select the Type Designation tab.

- *Verify the TYPE DSG NAME.*
- *Verify the TYPE DSG DESC.*
- *Verify the TYPE DSG GRP CD.*
- *Verify the YR SVC LIFE.*
- *Verify the FDCRY DEPRN MTHD CD.*
- *Verify the UTIL MEASURE CD.*
- *Verify the UTIL SVC LIFE.*
- *Verify the LAST TRAN DT.*
- *Verify the LAST UPDTD BY.*

I. Select the Certification tab.

J. Read the Certification Statement.

K. Select 

to agree and complete the attestation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Delete a CIP ATTESTATION

Overview

The Construction in Progress (CIP) Attestation Delete process allows removal of a CIP PROJECT.

Navigation

Accounting > CIP > Attestation > Search Criteria > Search > Search Results > Delete hyperlink > CIP ATTESTATION Delete page

Page Fields

The following fields display on the **CIP ATTESTATION Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete a CIP ATTESTATION

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Attestation Type Cd
First Name
Attestation Dt
Last Name
History Remarks

Procedures

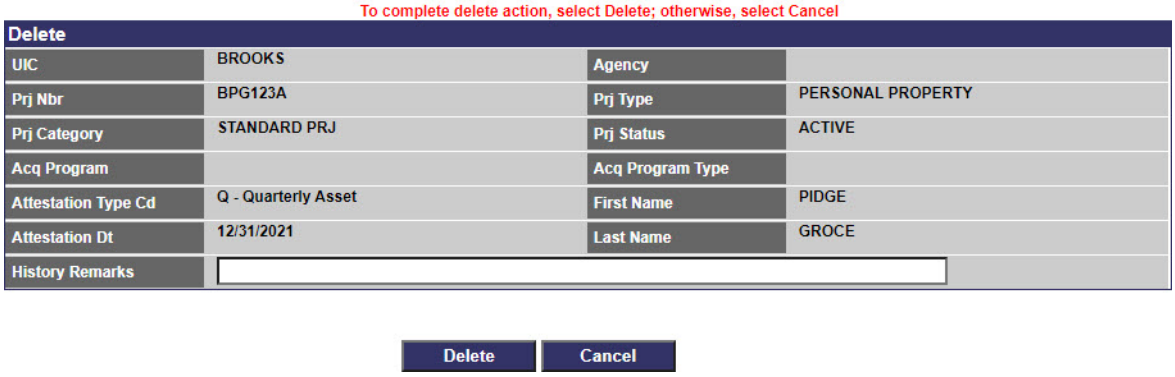
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Attestation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the CIP sub-menu, select Attestation. *The* ***CIP Attestation Search Criteria*** *page appears.*
2. **Enter the desired Prj Nbr, or use ... to browse for the number.**
3. Select Search. *The* ***CIP Attestation Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Attestation Delete*** *page appears.*



5. *Verify the UIC.*
6. *Verify the Agency.*
7. *Verify the Prj Nbr.*
8. *Verify the Prj Type.*
9. *Verify the Prj Category.*
10. *Verify the Prj Status.*
11. *Verify the Acq Program.*
12. *Verify the Acq Program Type.*
13. *Verify the Attestation Type Cd.*
14. *Verify the First Name.*
15. *Verify the Attestation Dt.*
16. *Verify the Last Name.*

17. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
18. Select 

. *The **CIP Attestation Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

CIP ATTESTATION Transaction Status

Overview

The Construction in Progress (CIP) Attestation Transaction Status page displays a verification of the add or delete transaction performed.

Navigation

Accounting > CIP > Attestation > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP ATTESTATION Transaction Status page

Page Fields

The following fields display on the **CIP ATTESTATION Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required	Details	
Success		Attestation Dt	Dec 31 2021 12:00AM
		Prj Nbr	BPG123A
		First Name	PIDGE
		Last Name	GROCE

Search Criteria Print

- Select Search Criteria to return to the **CIP Attestation Search Criteria** page.
- Select Print to print a report of the transaction. *The **Export a CIP Attestation Report** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- Delete a CIP Attestation
- Export a CIP Attestation Report

Export a CIP ATTESTATION Report

Overview

The Construction in Progress (CIP) Attestation Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > CIP > Attestation > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> CIP ATTESTATION Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

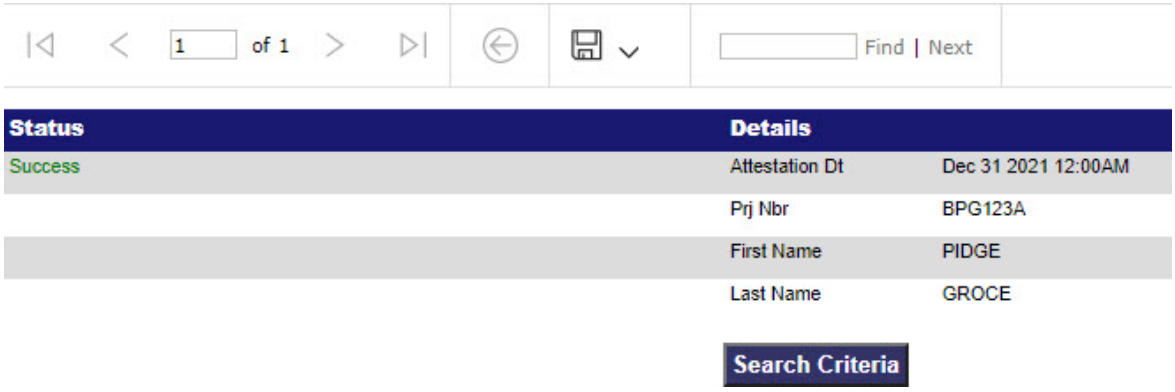
Procedures

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP ATTESTATION Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.



2. Follow the prompts provided by the computer.
3. Select  to return to the **Search for a CIP Attestation — Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the

Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status

Search for a Real Property — Criteria

Overview

The Property Accountability module Real Property process provides the ability to receive, update, transfer, and dispose of land, structures, and improvements with the exception of movable machinery and equipment. The key is that land must be involved; structures without land are not typically considered real property in and of themselves.

Note

When adding Real Property assets to the database, only add, transfer, update or dispose of one asset at a time.

There are three ways to receive new RP on the property book:

- New purchase
- Transfer from another UIC
- Construction In Progress (CIP) transfer

DoD Financial Management Regulation 7000.14-R (FMR) directs the relationship of CIP to RP. When authorization to construct RP is received, and the CIP project is opened, the sponsoring entity will request and assign a Real Property Unique Identifier (RPUID). This RPUID is recorded in the RP Registry. When the construction is complete and the property is accepted, this RPUID will be assigned to receive the new RP on the property book.

Navigation

Accounting > Real Property > Real Property Search Criteria page

Page Fields

The following fields display on the **Real Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
226	When Type Action is "Receipt", use browses to populate all fields.
227	When Type Action is not "Receipt", all fields are optional.
228	Select Type Action "Transfer" to transfer RPA within DPAS.

Search Criteria

Type Action *
Instl Nbr
RP Site Name
RPSUID
Fac Nbr/Land Acq Tract Id
RPUID

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips

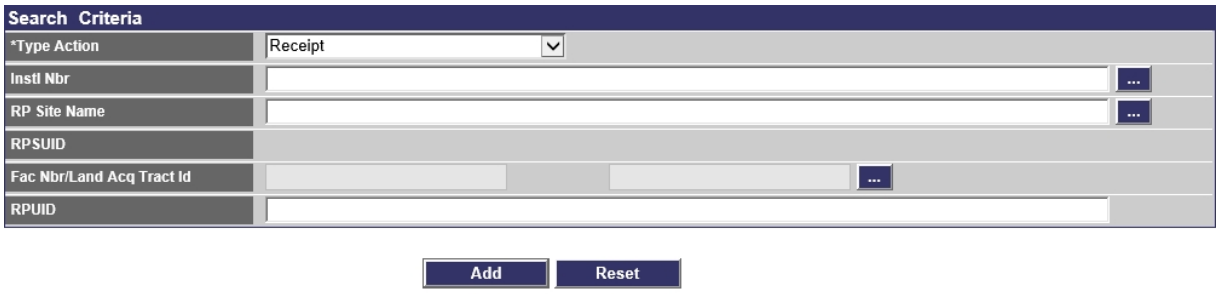
Click the following link to display PA Navigation Tips.

Search for a Real Property

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use ⌄ to select the Type Action. *Everything else depends upon the option chosen.*

   Select Receipt.



   A. Enter the INSTL NBR, or use ... to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Number Browse help

   B. Enter the RP SITE NAME, or use ... to browse for the entry. *This is a 100 alphanumeric character field.*

   Real Property Site Name help

   C. *The RPSUID automatically populates and is not editable.*

D. *The FAC NBR automatically populates and is not editable once the RPSUID is entered.*

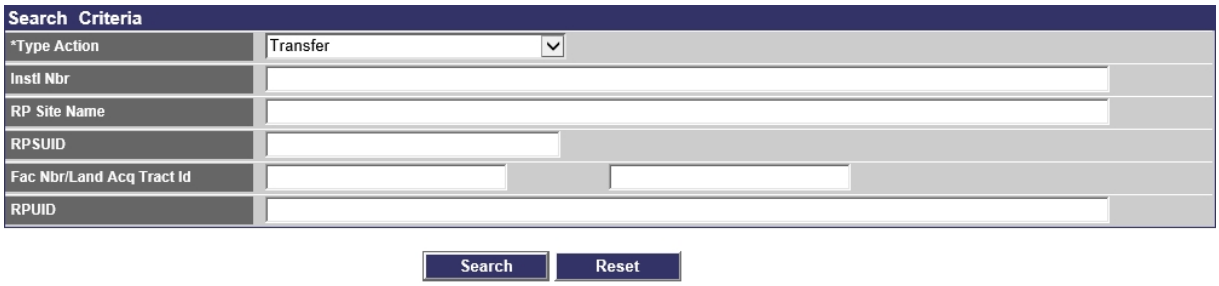
E. Enter the LAND ACQ TRACT ID, or use ... to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset help

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Add. *The **Add a Real Property** page appears.*

Select Transfer.



A. Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is a 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

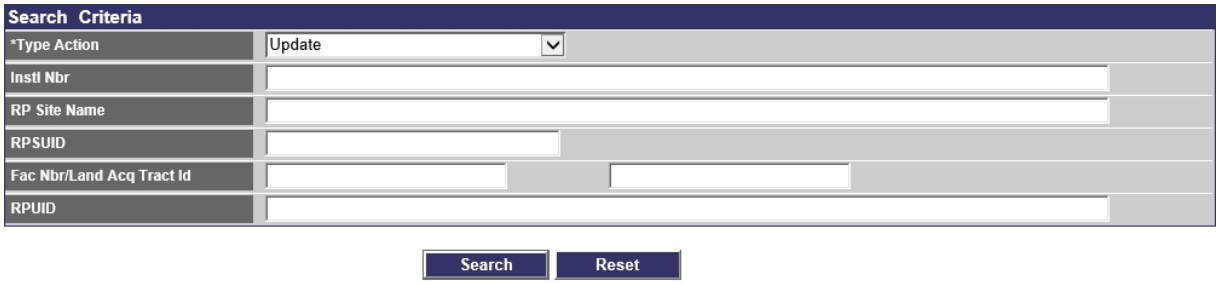
D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Search. *The **Real Property Transfer** page appears. Results display in the Search Results grid.*

Select Update.



A. Enter the INSTL NBR in the field provided. *This is an 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is an 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

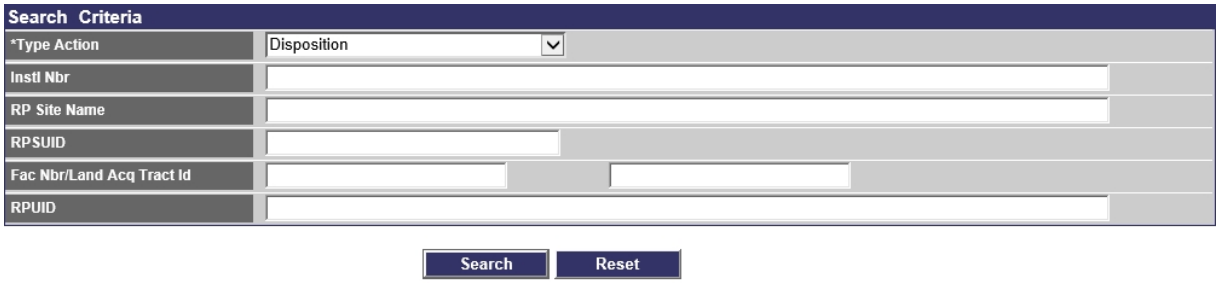
E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select 

. *The **Update a Real Property** page appears. Results display in the Search Results grid.*

Select Disposition.



A. Enter the INSTL NBR in the field provided. *This is an 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is an 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Search. *The Real Property Disposition page appears. Results display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *RP SITE NAME*.	
13 — Mandatory Entry: *FAC NBR*.	
13 — Mandatory Entry: *LAND ACQ TRACK ID*.	
533 — If INSTL NBR and FAC NBR are correct, select "Continue" button.	Invalid Entry. The Facility Number / Land Acquisition Tract Identification format is not recognized. Either fix the format of the entries, or select Continue.

Related Topics

- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property

- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Add a Real Property

Overview

The Real Property Add process provides the ability to create a new Real Property record. The Add process starts with the Receipt type action.
There are two types of Receipts to add a real property:

- **INPR** — New Procurement
- **ITRO** — Transfer In – Outside DPAS

Navigation

Accounting > Real Property > Search Criteria > Add > Add Type Action > Continue > Add a Real Property page

Page Fields

The following fields display on the **Add a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Search Result Add Page

Number	Value
14	Select "Cancel" button to return to previous page.
105	Selection of "Type Action" is required.

Add Page

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Add Page

Search Criteria

Type Action
Instl Nbr

Site Name
RPSUID
Fac Nbr
RPUID
Fac Name
Land Acq Tract Id
Fac Address
Fac City
Fac State
Fac ZIP Cd
Fac Country Cd

Add

Type Action *

Add Page

Basic Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
ACC *
Asset Cd *
Cptl Cd *
Heritage Asset Cd *
Dollar Amt *
Original Asset Dollar Amt
Doc Nbr *
Acq Method Cd *
Acq Org Cd *
Acq Fund Cd *
UM
Qty
Asset Desc

ADA Compliance Cd *
Mfr Yr
Place In Svc Dt
Yr Svc Life *
Cond Cd *
Replacement Pgm Org Cd *
Replacement Pgm Fnd Cd *
Remarks
History Remarks
Attachment
Attachment(s)

Accounting Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Fund Cd/ASN *
Oblign Doc Nbr *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Job Order Desc
LOA
Replacement Amount

ITRO only

Transfer Type Cd *
Trading Partner Nbr *
Trading Dept Cd

Trading Subhead

Trading Basic Symbol

Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Agency

Instl Nbr

RP Site Name

Fac Nbr

Fac Name

RPUID

Land Acq Tract Id

Characteristics

Instl Nbr

RP Site Name

Fac Nbr

Fac Name

RPUID

Land Acq Tract Id

Construction Typ Cd *

Construction Materiel Cd *

Construction Agent Cd

Sustainability Cd

Curr Use Func Cap Cd

Utilization Rate

Total UM

Total (Qty)

Depth UM

Depth (Qty)

Length UM

Length (Qty)

Width UM

Width (Qty)

Height UM

Height (Qty)

Floor Above Ground (Qty)

Floor Below Ground (Qty)
Module Qty

(*) Asterisk identifies mandatory fields.

Procedures

DPAS Navigation Helpful Tips
Click the following link to display PA Navigation Tips.

Add a Real Property

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Add. *The* ***Search Results — Add a Real Property*** *page appears.*



Search Criteria			
Type Action	RECEIPT	Instl Nbr	N96095
Site Name	NWIRP CALVERTON NY	RPSUID	206
Fac Nbr	296	RPUID	96634
Fac Name	AIRCRAFT HANGAR	Land Acq Tract Id	
Fac Address	E GRUMMAN BLVD	Fac City	CALVERTON
Fac State	NY	Fac ZIP Cd	117140000
Fac Country Cd	US		

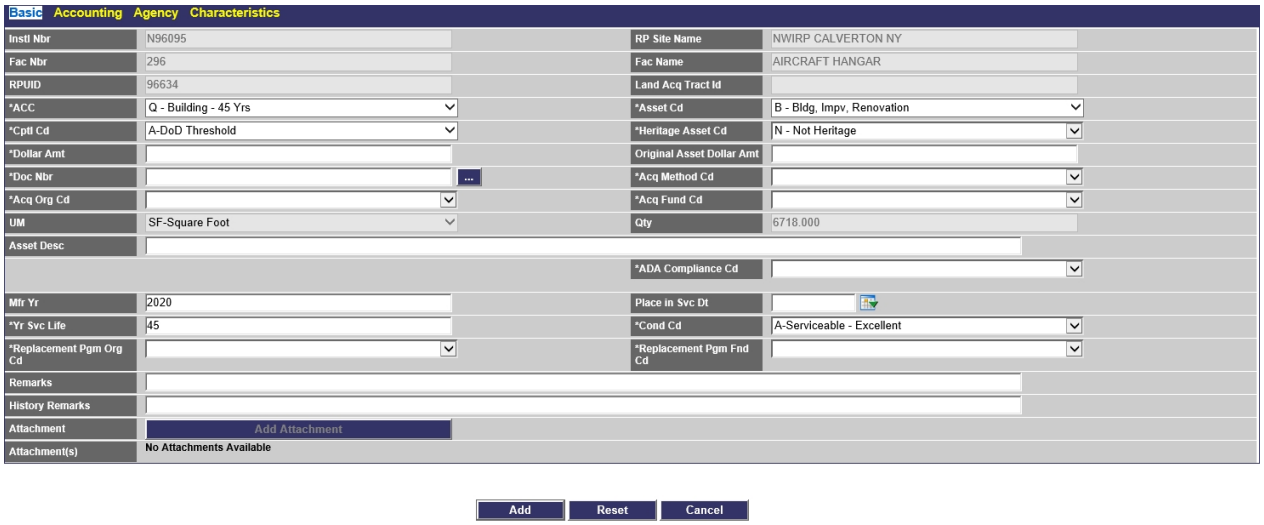
2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the RPUID.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the FAC ADDRESS.*
   - *Verify the FAC CITY.*
   - *Verify the FAC STATE.*

- *Verify the FAC ZIP CD.*
- *Verify the FAC COUNTRY CD.*

3. Use ☑ to select the Type Action.

4. Select Continue. *The **Add a Real Property** page appears, open to the Basic tab.*

5. Enter the fields in the Basic tab:



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. Use ☑ to select the ACC.

H. Use ☑ to select the Asset Cd.

I. Use ☑ to select the Cptl Cd.

J. Use ☑ to select the Heritage Asset Cd.

K. Enter the Dollar AMT in the field provided. *This is a 15 numeric character field.*

L. Enter the Original Asset Dollar AMT in the field provided. *This is a 16 numeric character field.*

M. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

N. Use to select the Acq Method Cd.

O. Use to select the Acq Org Cd.

P. Use to select the Acq Fund Cd.

Q. *The UM automatically populates and is not editable.*

R. *The QTY automatically populates and is not editable.*

S. Enter the Asset DESC in the field provided. *This is a 1,024 alphanumeric character field.*

T. Use to select the ADA Compliance Cd.

U. Enter the MFR YEAR in the field provided. *This is a 4 numeric character field.*

V. Use to select the PLACE IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

W. Enter the YR SVC LIFE in the field provided. *This is a 2 numeric character field.*

X. Use to select the Cond Cd.

Y. Use to select the Replacement Pgm Org Cd.

Z. Use to select the Replacement Pgm Fnd Cd.

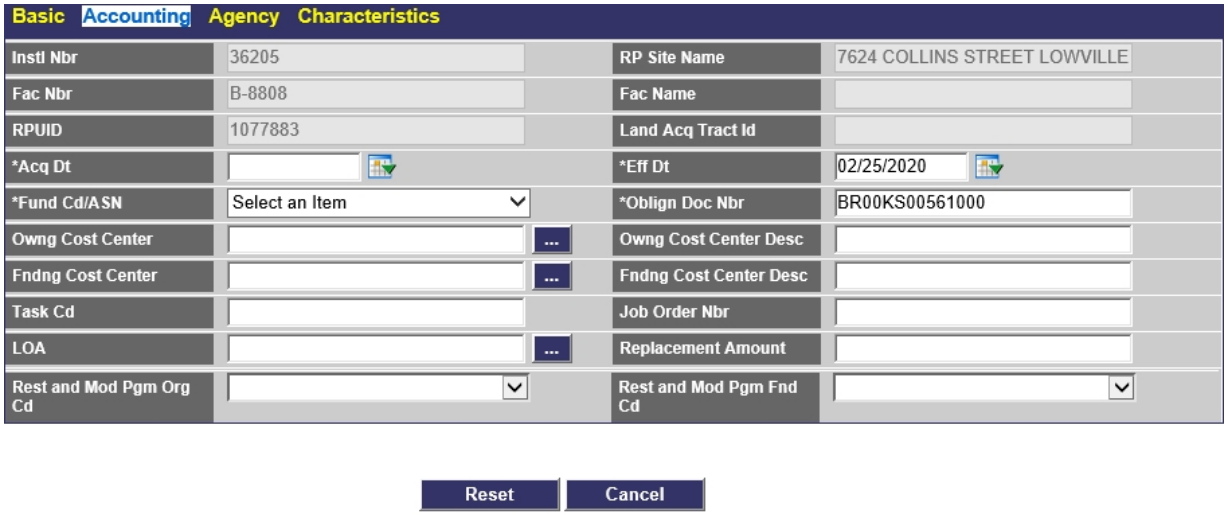
AA. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*

AB. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

AC. *The* Add Attachment *is not accessible.*

AD. *View any attachments as thumbnails in the Attachments field.*

AE. Select the Accounting tab to continue adding information. *The Accounting tab displays.*



a. *The INSTL NBR automatically populates and is not editable.*

b. *The RP SITE NAME automatically populates and is not editable.*

c. *The FAC NBR automatically populates and is not editable.*

d. *The FAC NAME automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. *The LAND ACQ TRACT ID automatically populates and is not editable.*

g. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

h. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

i. Use to select the Fund Cd/ASN.

j. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

k. Enter the OWNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

l. Enter the OWNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

m. Enter the FNDNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

n. Enter the FNDNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

o. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

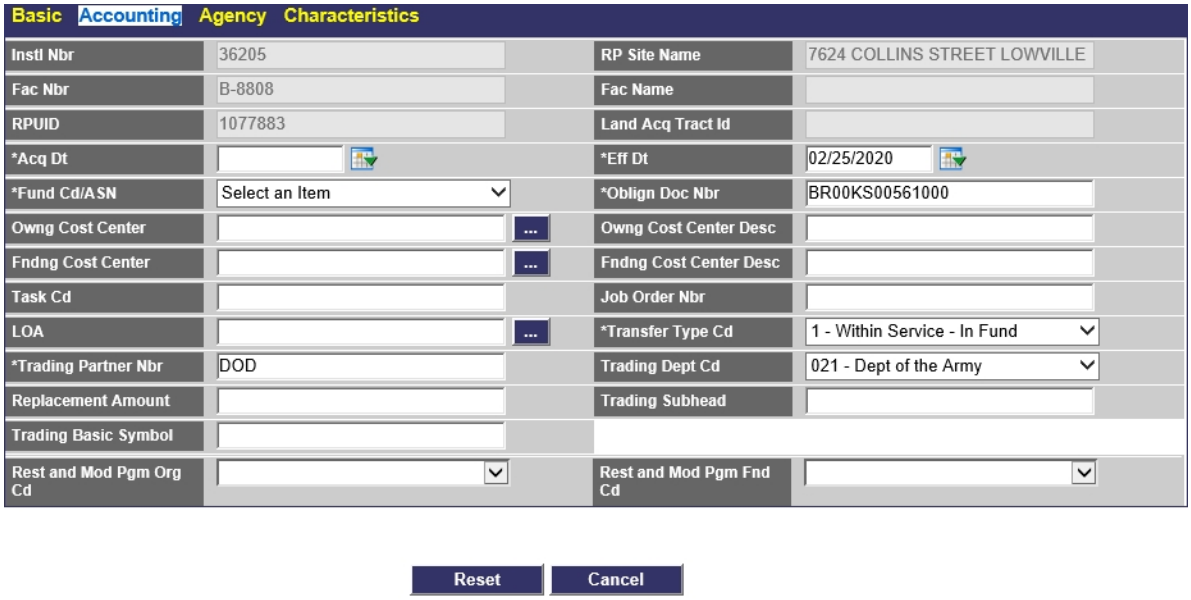
p. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

q. Enter the Job Order DESC in the field provided. *This is a 250 alphanumeric character field.*

r. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

ITRO Only



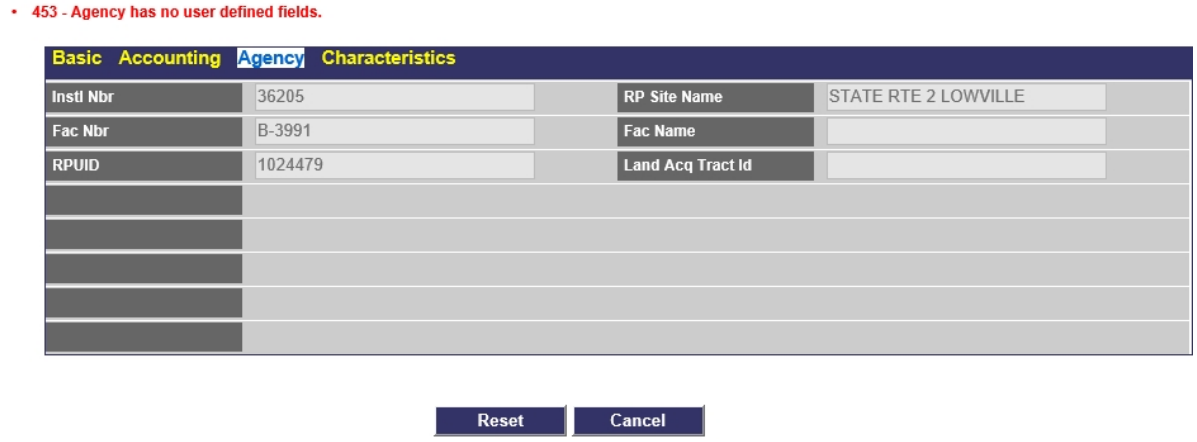
1. Use to select the Transfer Type Cd.
2. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*
3. Use to select the Trading Dept Cd.
4. Enter the Trading SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
5. Enter the Trading Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

s. Enter the Replacement Amount in the field provided. *This is a 16 numeric character field.*

t. Use to select the Rest and Mod Pgm Org Cd.

u. Use  to select the Rest and Mod Pgm Fnd Cd.

v. Select the Agency tab to continue adding information. *The Agency tab displays.*



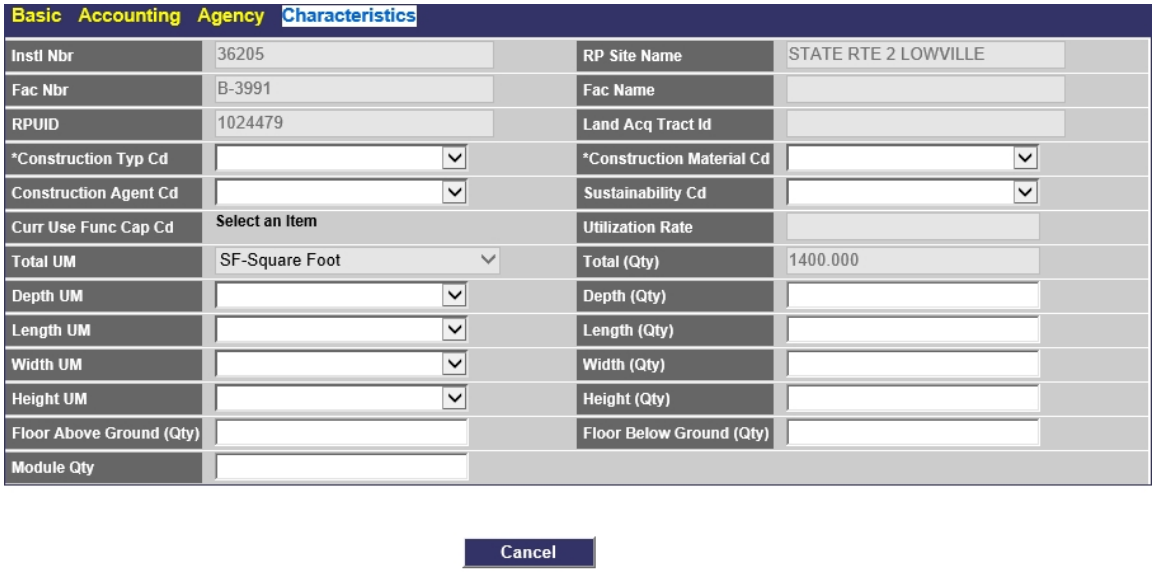
1. *The INSTL NBR automatically populates and is not editable.*
2. *The RP SITE NAME automatically populates and is not editable.*
3. *The FAC NBR automatically populates and is not editable.*
4. *The FAC NAME automatically populates and is not editable.*
5. *The RPUID automatically populates and is not editable.*
6. *The LAND ACQ TRACT ID automatically populates and is not editable.*

Note

The Agency tab is customer-specific. There are five fields available for the customer to show information.

DPAS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

7. Select the Characteristics tab to continue adding information. *The Characteristics tab displays.*



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. Use ▼ to select the Construction Typ Cd.

H. Use ▼ to select the Construction Materiel Cd.

I. Use ▼ to select the Construction Agent Cd.

J. Use ▼ to select the Sustainability Cd.

K. Enter the CURR USE FUNC CAP CD in the field provided. *This is a 2 alpha-numeric character field.*

L. *The Utilization Rate automatically populates and is not editable.*

M. *The Total UM automatically populates and is not editable.*

N. *The Total QTY automatically populates and is not editable.*

O. Use ▼ to select the Depth UM.

P. Enter the Depth (QTY) in the field provided. *This is a 3 numeric character field.*

Q. Use ▼ to select the Length UM.

R. Enter the Length (QTY) in the field provided. *This is a 8 numeric character field.*

S. Use to select the Width UM.

T. Enter the Width (QTY) in the field provided. *This is a 8 numeric character field.*

U. Use to select the Height UM.

V. Enter the Height (QTY) in the field provided. *This is a 8 numeric character field.*

W. Enter the Floor Above Ground (QTY) in the field provided. *This is a 3 numeric character field.*

X. Enter the Floor Below Ground (QTY) in the field provided. *This is a 2 numeric character field.*

Y. Enter the Module QTY in the field provided. *This is a 3 numeric character field.*

Z. Select the Basic tab. *The buttons change to include* Add.

AA. Select Add. *The* ***Real Property Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*. **13 — Mandatory Entry: *RP SITE NAME*.** **13 — Mandatory Entry: *FAC NBR*.** **13 — Mandatory Entry: *LAND ACQ TRACK ID*.**	Missing Entry. Enter the appropriate information in the desired field.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special

period, and space.	characters like ! or @ are prohibited.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the Characteristics tab to continue.

Related Topics

- Search for a Real Property — Criteria
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Update a Real Property

Overview

The Real Property Update process allows editing of a Real Property record.
There are three types of actions available:

- **CNPR** — New Procurement — Price Correction
  — requires the Basic Tab only
- **INPR** — New Procurement — Update
  — requires all 13 Tabs
- **RNPR** — New Procurement — Price Revaluation
  — requires the Basic Tab only

Navigation

Accounting > Real Property > Search Criteria > 

> Update hyperlink > Update Type Action > 

> Update a Real Property page

Page Fields

The following fields display on the **Update a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Update Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.

Update Page

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Update Page

Search Criteria

Type Action
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
Impvs
Site Nm

Update Page

Basic Tab — CNPR, INPR, and RNPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
ACC *
Asset Cd *
Cptl Cd *
Heritage Asset Cd *
Dollar Amt *
Original Asset Dollar Amt
Doc Nbr *
Acq Method Cd *

Acq Org Cd *
Acq Fund Cd *
UM
Qty
Asset Desc
ADA Compliance Cd *
Mfr Yr
Place In Svc Dt
Yr Svc Life *
Cond Cd *
Replacement Pgm Org Cd *
Replacement Pgm Fnd Cd *
Remarks
History Remarks
Attachment
Attachment(s)

Accounting Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Fund Cd/ASN *
Oblign Doc Nbr *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Rcpt Doc Nbr *
Job Order Desc

LOA
Replacement Amount
Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Agency Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Characteristics Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Construction Typ Cd *
Construction Materiel Cd *
Construction Agent Cd
Sustainability Cd
Curr Use Func Cap Cd
Utilization Rate
Total UM
Total (Qty)
Depth UM
Depth (Qty)
Length UM
Length (Qty)
Width UM
Width (Qty)
Height UM
Height (Qty)
Floor Above Ground (Qty)

Floor Below Ground (Qty)

Module Qty

Site / Installation Tab — INPR

Instl Nbr

RP Site Name

Fac Nbr

Fac Name

RPUID

Land Acq Tract Id

Installation Info

Name

Virtual Ind

Operational Sts Cd

Reporting Cmpn Cd

Create Dt

Close Dt

Site Info

Primary Activity Cd

Command Claimant Cd

Operational Sts Cd

Reporting Cmpn Cd

Primary Indicator

Leased Indicator

Create Dt

Closed Dt

Release Dt

Rural Urban Cd

Congressional District Cd

Metro Statistical Area Cd

GSA Region Cd

EPA Region Cd

Total Land Area UM

Total Land Area (Qty)

Site Address

Site Location Directions Text

Facility Tab — INPR

Command Claimant Cd
Financial Reporting Org Cd
Cost Sharing Partner
Target Asset Owner
Dept Cd
Sub Account Cd
Type Cd
Interest Type Cd
Operational Status Cd
Annual Operating Cost
Salvage Value Amt
Historic Status Cd
Historic Status Dt
Facility Address
Facility Location Directions Text

Allocation Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Allocation

Shared Use Cd *
Agreement Nbr *
Reimb. Agrmt. Spt. Cd
Sustainment Org Cd
Sustainment Fnd Cd
Operational Fnd Org Cd *
Operational Fnd Src Cd *
Current Use Fac Cd *

Current Use Cat Cd *
UM *
Qty *
Remarks
History Remarks

Configuration Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Configuration Grid

Update
Delete
Design Use
Cat Cd
Fac Cd
UoM
Qty
Remarks

Agreement Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Agreement

Agreement Nbr *
Agreement Type *
Desc
Eff Dt
Exp Dt

Authority Type Cd *
Status Cd *
Owning Org *
Using Org *
Start Dt
End Dt
Canc. Notif. Prd (Days)
Agreement Period (Days)
Termination Dt
Maint. Allowance Inc.
Imprvmnt Allowance Inc.
Parking Included
Using Fnd Cd *
Base Dollar Amt (Annual)
Fully Burdened Amt (Annual)
Agreement Nbr
Capital Lease Criteria Cd *
Lessor *
Remarks
History Remarks

Restriction Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Restriction

Restriction Type Cd *
Desc *
Start Dt *
End Dt
History Remarks

Review Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Review

Review Type *
Review Date *
Reviewed By
Remarks
History Remarks

Supplier Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Supplier

Service Category *
Service Desc *
Supplier Type *
Supplier Name *
Remarks
History Remarks

Building Module Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Building Module

Building Module Nbr
Bdg Module Type Cd *
Description
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

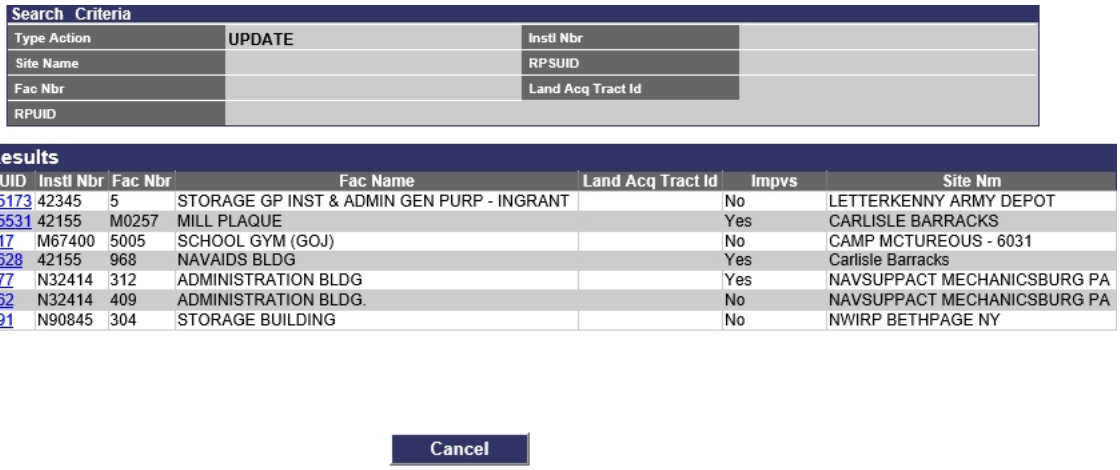
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Real Property

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search Results — Update a Real Property*** *page appears.*



Search Criteria

Type Action	UPDATE	Instl Nbr	
Site Name		RPSUID	
Fac Nbr		Land Acq Tract Id	
RPUID			

Search Results

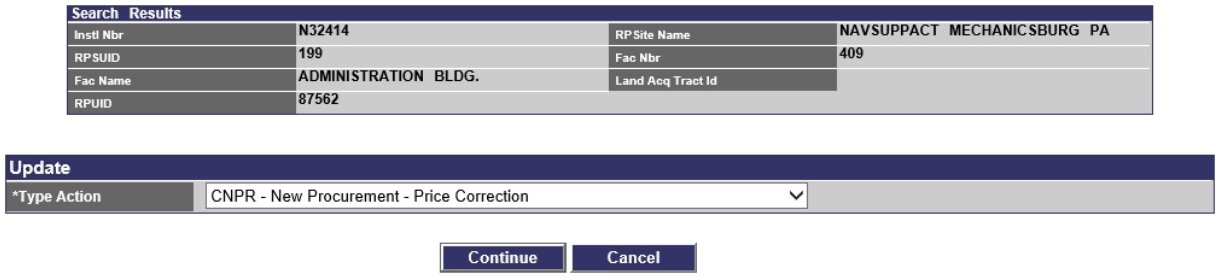
Update	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Update	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY ARMY DEPOT
Update	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Update	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Update	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Update	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Update	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Update	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY

Cancel

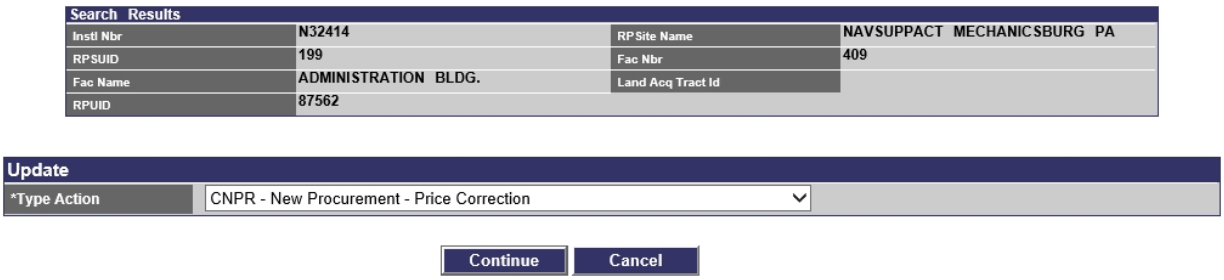
2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*

- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

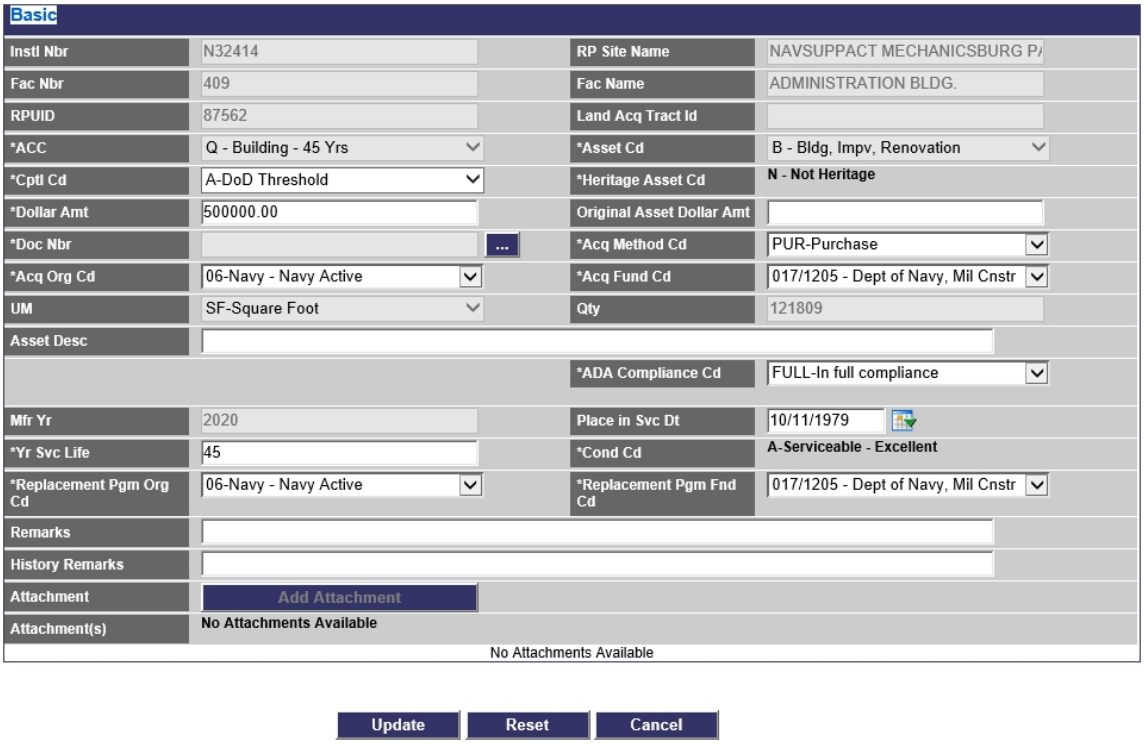
3. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
4. Select the desired Update hyperlink. *The **Search Results - Update A Real Property** page appears.*



5. Review the Search Results panel.
   - *Verify the INSTL NBR.*
   - *Verify the RP SITE NAME.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*
6. Use  to select the Type Action.
   - **CNPR — New Procurement — Price Correction**



A. Select Continue. *The **Update a Real Property** page appears.*



B. Update the fields on the Basic Tab:

a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the ACC.*

h. *Verify the ASSET CD.*

i. Update the Cptl Cd, using ▼ to select the desired code.

j. *Verify the Heritage Asset CD.*

k. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

l. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

m. Update the DOC NBR, using ... to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

n. Update the Acq Method Cd, using to select the desired code.

o. Update the Acq Org Cd, using to select the desired code.

p. Update the Acq Fund Cd, using to select the desired code.

q. *Verify the UM.*

r. *Verify the QTY.*

s. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

t. Update the ADA Compliance Cd, using to select the desired code.

u. *Verify the MFR YEAR.*

v. Update the PLACE IN SVC DT, using or entering the date (MM/DD/YYYY) in the field provided.

w. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

x. *Verify the COND CD.*

y. Update the Replacement Pgm Org Cd, using to select the desired code.

z. Update the Replacement Pgm Fnd Cd, using to select the desired code.

aa. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

ab. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

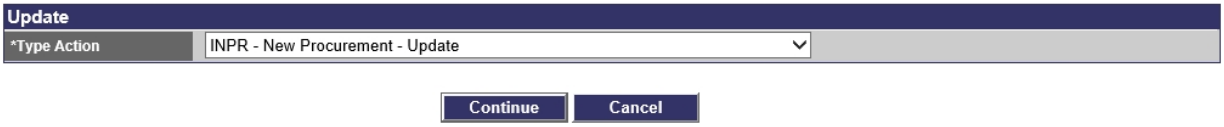
ac. *The* Add Attachment *is not accessible.*

ad. *View any attachments as thumbnails in the Attachments field.*

C. Select Update. *The* ***Real Property Transaction Status*** *page appears.*

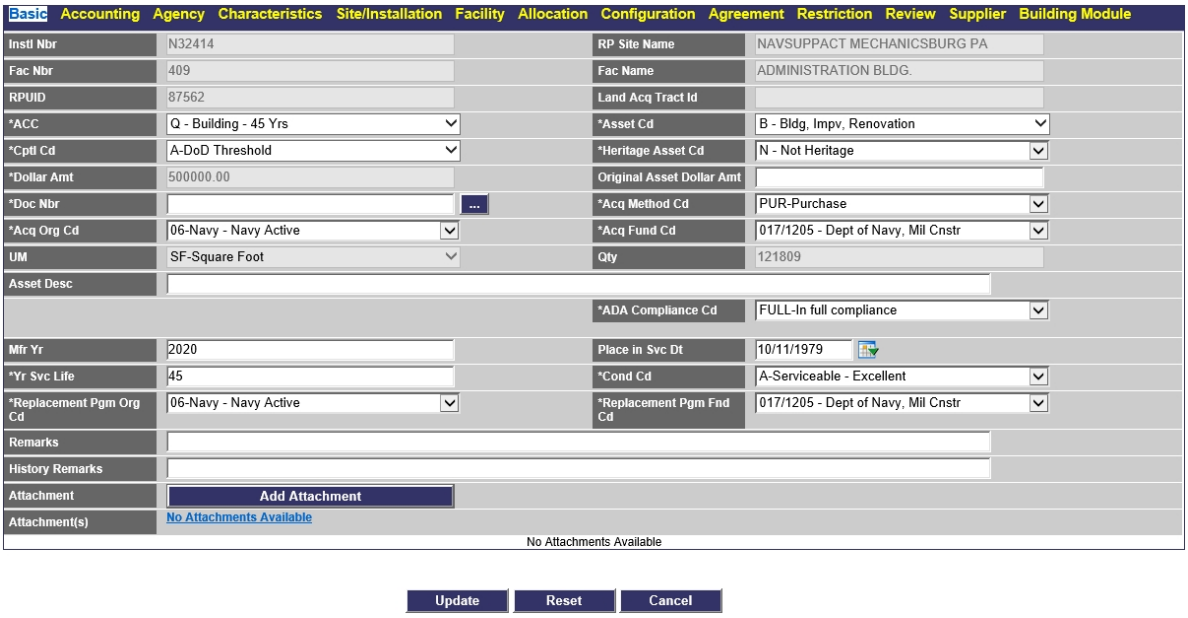
- **INPR — New Procurement — Update**





A. Select **Continue**. *The **Update a Real Property** page appears.*

B. Update the fields on the Basic Tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Update the ACC, using ⌄ to select the desired code.

h. Update the Asset Cd, using ⌄ to select the desired code.

i. Update the Cptl Cd, using ⌄ to select the desired code.

j. Update the Heritage Asset Cd, using ⌄ to select the desired code.

k. *Verify the Dollar AMT.*

l. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

m. Update the DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

n. Update the Acq Method Cd, using  to select the desired code.

o. Update the Acq Org Cd, using  to select the desired code.

p. Update the Acq Fund Cd, using  to select the desired code.

q. *Verify the UM.*

r. *Verify the QTY.*

s. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

t. Update the ADA Compliance Cd, using  to select the desired code.

u. Update the MFR YEAR, entering the revised year in the field provided. *This is a 4 numeric character field.*

v. Update the PLACE IN SVC DT, using  or entering the date (MM/DD/YYYY) in the field provided.

w. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

x. Update the Cond Cd, using  to select the desired code.

y. Update the Replacement Pgm Org Cd, using  to select the desired code.

z. Update the Replacement Pgm Fnd Cd, using  to select the desired code.

aa. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

ab. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

ac. Select 

. *The* ***Attachment Add*** *page appears.*

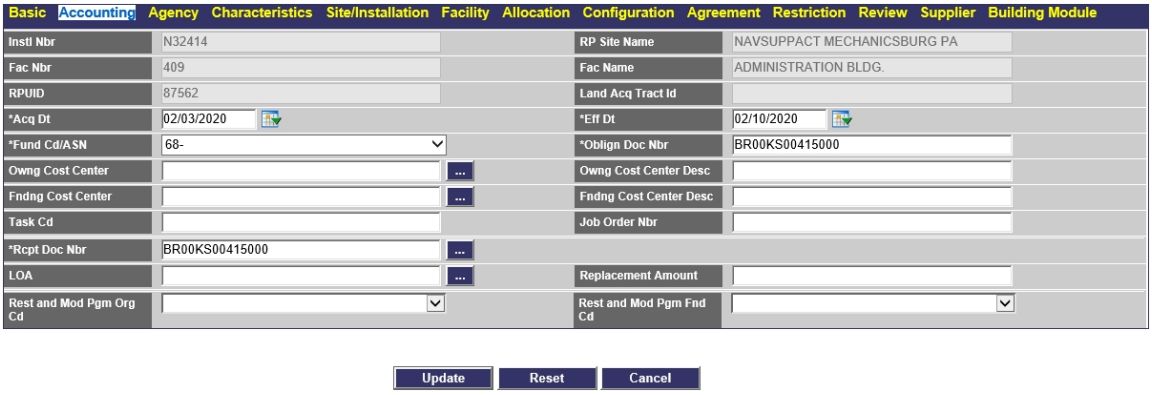
ad. *View any attachments as thumbnails in the Attachments field.*

Select Update. *The **Real Property Transaction Status** page appears.*

ae.

OR

Select Accounting. Update the fields on the Accounting tab:



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.
8. Update the EFF DT, using or entering the date (MM/DD/YYYY) in the field provided.
9. Update the Fund Cd/ASN, using to select the desired code.
10. Update the OBLIGN DOC NBR, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*
11. Update the OWNG COST CENTER, using ... to browse for the correct number. *This is a 11 alphanumeric character field.*

    Cost Center Browse help
12. Update the OWNG COST CENTER DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
13. Update the FNDNG COST CENTER, using ... to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

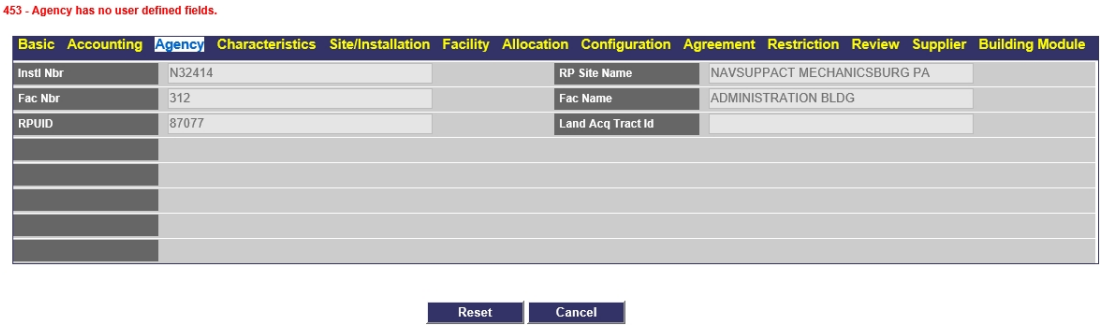
14. Update the FNDNG COST CENTER DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*
15. Update the TASK CD, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*
16. Update the JOB ORDER NBR, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*
17. Update the RCPT DOC NBR, using ... to browse for the correct number. *This is a 14 alphanumeric character field.*

    Document Number Browse help
18. Update the LOA, using ... to browse for the correct number. *This is a 31 alphanumeric character field.*

    Line of Accounting Browse help
19. Update the Replacement Amount, entering the revised amount in the field provided. *This is a 16 numeric character field.*
20. Update the Rest and Mod Pgm Org Cd, using ⌄ to select the desired code.
21. Update the Rest and Mod Pgm Fnd Cd, using ⌄ to select the desired code.

    Select Update. *The **Real Property Transaction Status** page appears.*
22. **OR**

    Select Agency. Review the fields on the Agency tab:



A. *Verify the INSTL NBR.*
B. *Verify the RP SITE NAME.*
C. *Verify the FAC NBR.*
D. *Verify the FAC NAME.*
E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

Note

The Agency tab is customer-specific. There are five fields available for the customer to show information.

DPAS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

Select Update. *The **Real Property Transaction Status** page appears.*

G.

OR

Select Characteristics. Update the fields on the Characteristics tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Update the Construction Typ Cd, using ▼ to select the desired code.

h. Update the Construction Materiel Cd, using ▼ to select the desired code.

i. Update the Construction Agent Cd, using ▼ to select the desired code.

j. Update the Sustainability Cd, using ▼ to select the desired code.

k. *Verify the CURR USE FUNC CAP CD.*

l. *Verify the Utilization Rate.*

m. *Verify the Total UM.*

n. *Verify the Total QTY.*

o. Update the Depth UM, using to select the desired units.

p. Update the Depth (QTY), entering the revised amount in the field provided. *This is a 3 numeric character field.*

q. Update the Length UM, using to select the desired units.

r. Enter the Length (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

s. Update the Width UM, using to select the desired units.

t. Enter the Width (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

u. Update the Height UM, using to select the desired units.

v. Enter the Height (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

w. Update the Floor Above Ground (QTY), entering the revised amount in the field provided. *This is a 3 numeric character field.*

x. Update the Floor Below Ground (QTY), entering the revised amount in the field provided. *This is a 2 numeric character field.*

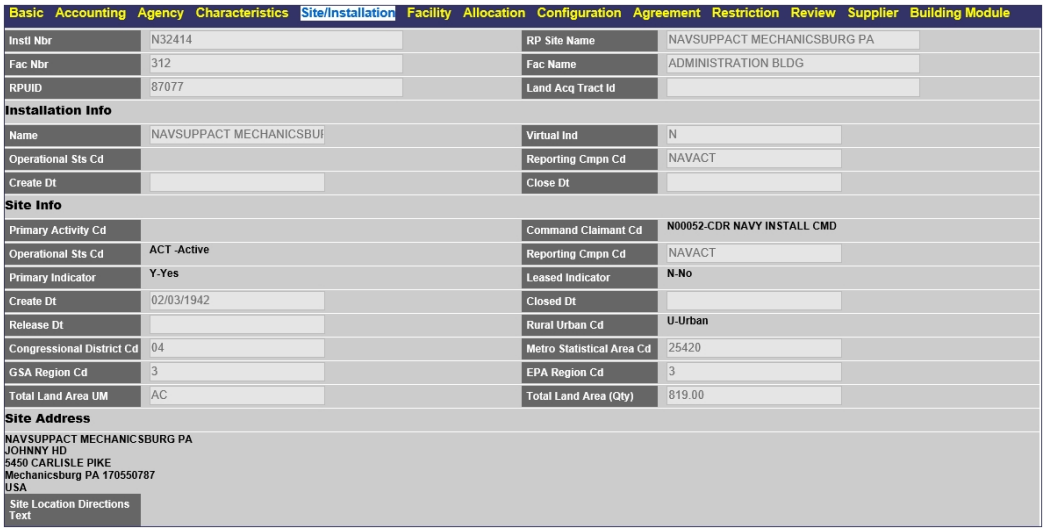
y. Update the Module QTY, entering the revised amount in the field provided. *This is a 3 numeric character field.*

Select Update. *The **Real Property Transaction Status** page appears.*

z.

OR

Select Site/Installation. Review the fields on the Site/Installation tab:



Basic Accounting Agency Characteristics Site/Installation Facility Allocation Configuration Agreement Restriction Review Supplier Building Module

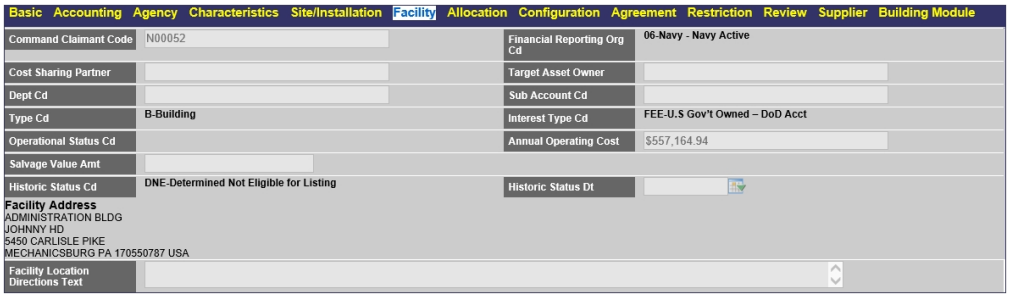
Instl Nbr	N32414	RP Site Name	NAVSUPPACT MECHANICSBURG PA
Fac Nbr	312	Fac Name	ADMINISTRATION BLDG
RPUID	87077	Land Acq Tract Id	
Installation Info			
Name	NAVSUPPACT MECHANICSBUI	Virtual Ind	N
Operational Sts Cd		Reporting Cmpn Cd	NAVACT
Create Dt		Close Dt	
Site Info			
Primary Activity Cd		Command Claimant Cd	N00052-CDR NAVY INSTALL CMD
Operational Sts Cd	ACT -Active	Reporting Cmpn Cd	NAVACT
Primary Indicator	Y-Yes	Leased Indicator	N-No
Create Dt	02/03/1942	Closed Dt	
Release Dt		Rural Urban Cd	U-Urban
Congressional District Cd	04	Metro Statistical Area Cd	25420
GSA Region Cd	3	EPA Region Cd	3
Total Land Area UM	AC	Total Land Area (Qty)	819.00
Site Address			

NAVSUPPACT MECHANICSBURG PA
JOHNNY HD
5450 CARLISLE PIKE
Mechanicsburg PA 170550787
USA

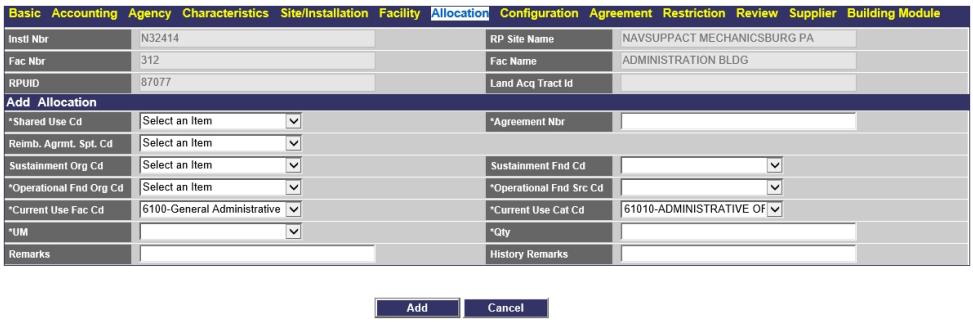
Site Location Directions Text

1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. *Verify the Name.*
8. *Verify the VIRTUAL IND.*
9. *Verify the Operational STS CD.*
10. *Verify the Reporting CMPN CD.*
11. *Verify the Primary Indicator.*
12. *Verify the Leased Indicator.*
13. *Verify the Create DT.*
14. *Verify the Closed DT.*
15. *Verify the Release DT.*
16. *Verify the Rural Urban CD.*
17. *Verify the Congressional District CD.*
18. *Verify the Metro Statistical Area CD.*
19. *Verify the GSA Region CD.*
20. *Verify the EPA Region CD.*
21. *Verify the Total Land Area UM.*
22. *Verify the Total Land Area QTY.*

23. *Verify the Site Address.*
24. *Verify the Site Location Directions Text.*
25. Select Facility. Review the fields on the Facility tab:



A. *Verify the Command Claimant Code.*
B. *Verify the Financial Reporting ORG CD.*
C. *Verify the Cost Sharing Partner.*
D. *Verify the Target Asset Owner.*
E. *Verify the DEPT CD.*
F. *Verify the SUB ACCOUNT CD.*
G. *Verify the TYPE CD.*
H. *Verify the Interest TYPE CD.*
I. *Verify the Operational STATUS CD.*
J. *Verify the Annual Operating Cost.*
K. *Verify the Salvage Value AMT.*
L. *Verify the Historic STATUS CD.*
M. *Verify the Historic Status DT.*
N. *Verify the Facility Address.*
O. *Verify the Facility Location Directions Text.*
P. Select Allocation. Enter the fields on the Allocation tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Use ☑ to select the Shared Use Cd.

h. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

i. Use ☑ to select the Reimb. Agrmt. Spt. Cd.

j. Use ☑ to select the Sustainment Org Cd.

k. Use ☑ to select the Sustainment Fnd Cd.

l. Use ☑ to select the Operational Fnd Org Cd.

m. Use ☑ to select the Operational Fnd Src Cd.

n. Use ☑ to select the Current Use Fac Cd.

o. Use ☑ to select the Current Use Cat Cd.

p. Use ☑ to select the UM.

q. Enter the QTY in the field provided. *This is a 6 numeric character field.*

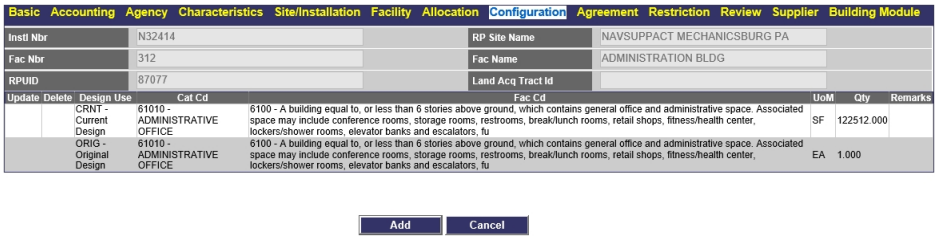
r. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

s. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

t. Select **Add**. *The **Real Property Transaction Status** page appears.*

OR

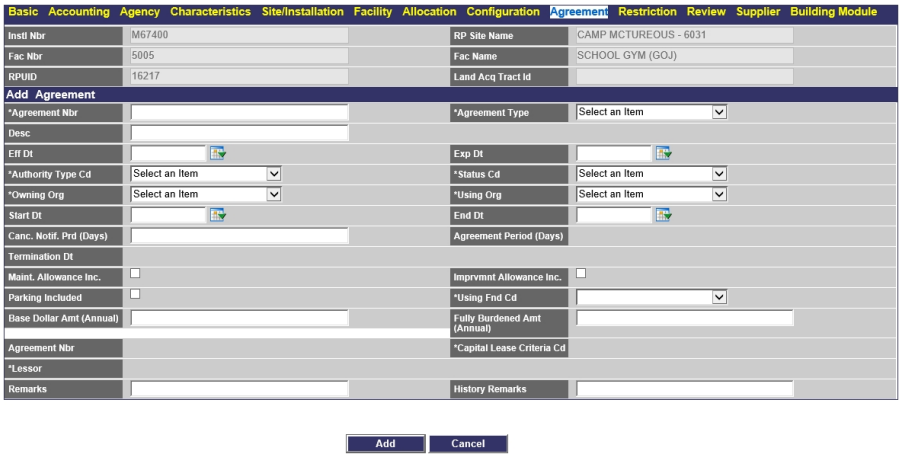
Select Configuration. Verify the fields on the Configuration tab:



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Select the desired Update hyperlink. *The Configuration Update page appears.*
8. Select the desired Delete hyperlink. *The Configuration Update page appears.*
9. *Verify the Design Use.*
10. *Verify the CAT CD.*
11. *Verify the FAC CD.*
12. *Verify the UOM.*
13. *Verify the QTY.*
14. *Verify the Remarks.*

    Select **Add**. *The* ***Real Property Transaction Status*** *page appears.*
15. **OR**

    Select Agreement. Enter the fields on the Agreement tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

H. Use ▼ to select the Agreement Type.

I. Enter the DESC in the field provided. *This is a 250 alpha-numeric character field.*

J. Use 📅 to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use 📅 to select the EXP DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Use ▼ to select the Authority Type Cd.

M. Use ▼ to select the Status Cd.

N. Use ▼ to select the Owning Org.

O. Use ▼ to select the Using Org.

P. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use 📅 to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Enter the CANC NOTIF PRD (DAYS) in the field provided. *This is a 3 numeric character field.*

S. *Verify the Agreement Period (Days).*

T. *Verify the Termination DT.*

U. Click ☐ to select the MAINT ALLOWANCE INC. *This indicates that the Grantee of the asset has responsibility for maintaining it.*

V. Click ☐ to select the IMPRVMNT ALLOWANCE INC. *This indicates that the Grantee of the asset is paying a Tenant Improvement Allowance.*

W. Click ☐ to select the Parking Included. *This indicates that parking spaces are included in the grant.*

X. Use ☑ to select the Using Fnd Cd.

Y. Enter the Base Dollar AMT (Annual) in the field provided. *This is a 16 numeric character field.*

Z. Enter the Fully Burdened AMT (Annual) in the field provided. *This is a 16 numeric character field.*

AA. *Verify the Agreement NBR.*

AB. *Verify the Capital Lease Criteria CD.*

AC. *Verify the Lessor.*

AD. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

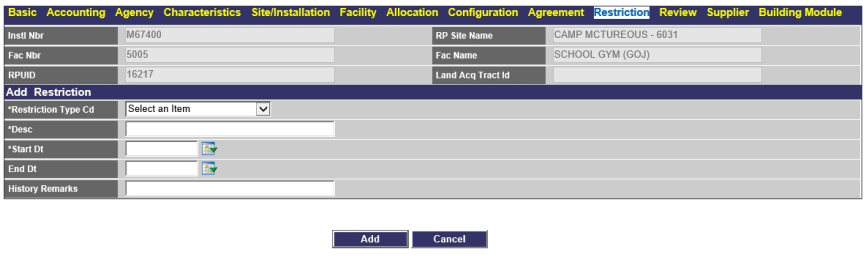
AE. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select **Add**. *The **Real Property Transaction Status** page appears.*

AF.

OR

Select Restriction. Enter the fields on the Restriction tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Use  to select the Restriction Type Cd.

h. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

i. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

j. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

k. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

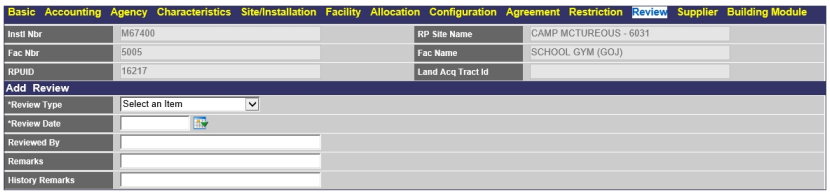
Select 

. *The **Real Property Transaction Status** page appears.*

l.

OR

Select Review. Enter the fields on the Review tab:



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use  to select the Review Type.

8. Use  to select the Review Date, or enter the date (MM/DD/YYYY) in the field provided.

9. Enter the Reviewed By in the field provided. *This is a 20 alphanumeric character field.*

10. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

11. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

    Select 

    . *The **Real Property Transaction Status** page appears.*

12. **OR**

    Select Supplier. Enter the fields on the Supplier tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Use  to select the Service Category.

H. Enter the Service DESC in the field provided. *This is a 2000 alphanumeric character field.*

I. Use  to select the Supplier Type.

J. Enter the Supplier Name in the field provided. *This is a 50 alphanumeric character field.*

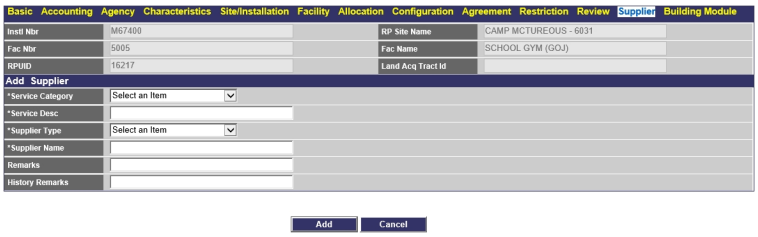
K. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

L. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Add. *The **Real Property Transaction Status** page appears.*

M. **OR**

Select Building Module. Enter the fields on the Building Module tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the Building Module NBR.*

h. Use to select the Bdg Module Type Cd.

i. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

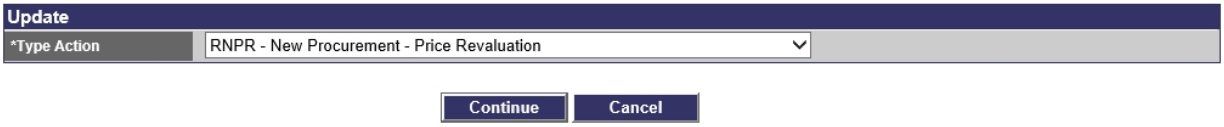
j. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

k. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

l. Select Add. *The **Real Property Transaction Status** page appears.*

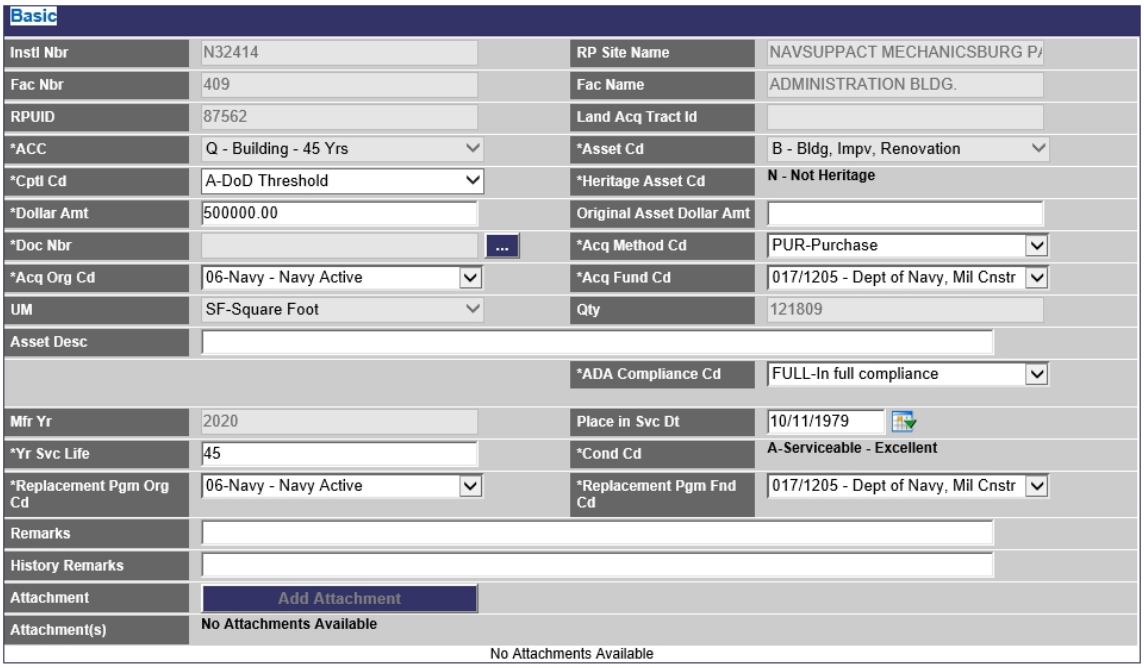
- **RNPR — New Procurement — Price Revaluation**





A. Select 

. *The **Update a Real Property** page appears.*





B. Update the fields on the Basic Tab:

a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the ACC.*

h. *Verify the ASSET CD.*

i. Update the Cptl Cd, using  to select the desired code.

j. *Verify the Heritage Asset CD.*

k. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

l. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

m. Update the DOC NBR, using  to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

n. Update the Acq Method Cd, using  to select the desired code.

o. Update the Acq Org Cd, using  to select the desired code.

p. Update the Acq Fund Cd, using  to select the desired code.

q. *Verify the UM.*

r. *Verify the QTY.*

s. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

t. Update the ADA Compliance Cd, using  to select the desired code.

u. *Verify the MFR YEAR.*

v. Update the PLACE IN SVC DT, using  or entering the date (MM/DD/YYYY) in the field provided.

w. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

x. *Verify the COND CD.*

y. Update the Replacement Pgm Org Cd, using  to select the desired code.

z. Update the Replacement Pgm Fnd Cd, using  to select the desired code.

aa. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

ab. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

ac. *The* 

is not accessible.

ad. *View any attachments as thumbnails in the Attachments field.*

ae. Select Update. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ACC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Acquisition Method Cd*.	
13 — Mandatory Entry: *Acquisition Org Cd*.	
13 — Mandatory Entry: *Acquisition Fund Source Cd*.	
13 — Mandatory Entry: *Asset Cd*.	
13 — Mandatory Entry: *Cptl Cd*.	
13 — Mandatory Entry: *Heritage Asset Cd*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Replacement Org Cd*.	
13 — Mandatory Entry: *Yr Svc Life*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from

	the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the Characteristics tab to continue.
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Dispose of a Real Property

Overview

The Real Property Disposition process allows removal of a real property through five different means:

- **DSPL** — Disposal
  — Write it off as disposed
- **DTNI** — Turn In
  — Exchanged for money inside DPAS
- **DTRO** — Transfer Out
  — Exchanged for money outside DPAS
- **DSAL** — Sales
  — Sold for money
- **DAAR** — AAR
  — Administrative Adjustment Report

Navigation

Accounting > Real Property > Search Criteria > Search > Delete hyperlink > Delete Type Action > Continue > Delete a Real Property page

Page Fields

The following fields display on the **Dispose of a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Result Delete Page

The table below provides the list of instructions.

Number	Value
233	Select "Delete" hyperlink to process a Delete Action.

Delete Page

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Disposition Page

Search Criteria

- Type Action
- Instl Nbr
- Site Name
- RPSUID
- Fac Nbr
- RPUID

Search Results

- Delete
- RPUID
- Instl Nbr
- Fac Nbr
- Fac Name
- Land Acq Tract Id
- Impvs
- Site Nm

Delete Search Results Page

Search Criteria

- Instl Nbr
- RP Site Name
- RPSUID
- Fac Nbr
- Fac Name
- Land Acq Tract Id
- RPUID

Delete

- Type Action *

DSPL

- Instl Nbr
- Fac Nbr
- Fac Name
- Land Acq Tract Id

RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Write Off Amt
Write Off
Attachment
Attachment(s)
Remarks
History Remarks *

DTNI

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr

Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Attachment
Attachment(s)
Remarks
History Remarks *

DTRO

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Transfer Type Cd To *
Trading Partner Nbr To *

Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Attachment
Attachment(s)
Remarks
History Remarks *

DSAL

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Book Value
Selling Price *
Estimated Selling Price
Attachment
Attachment(s)
Remarks
History Remarks *

DAAR

- Instl Nbr
- Fac Nbr
- Fac Name
- Land Acq Tract Id
- RPUID
- Attachment
- Attachment(s)
- Remarks
- History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

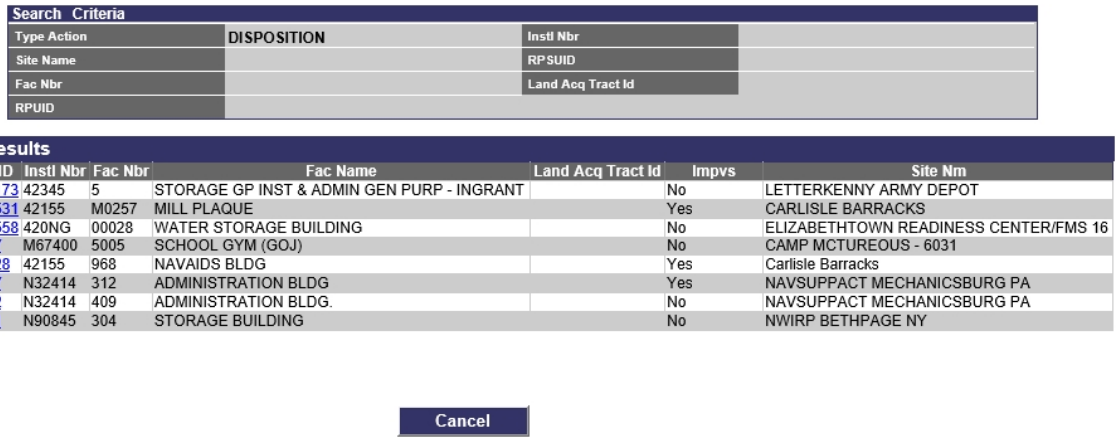
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Dispose of a Real Property

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search Results — Dispose of a Real Property*** *page appears.*



Search Criteria

Type Action	DISPOSITION	Instl Nbr	
Site Name		RPSUID	
Fac Nbr		Land Acq Tract Id	
RPUID			

Search Results

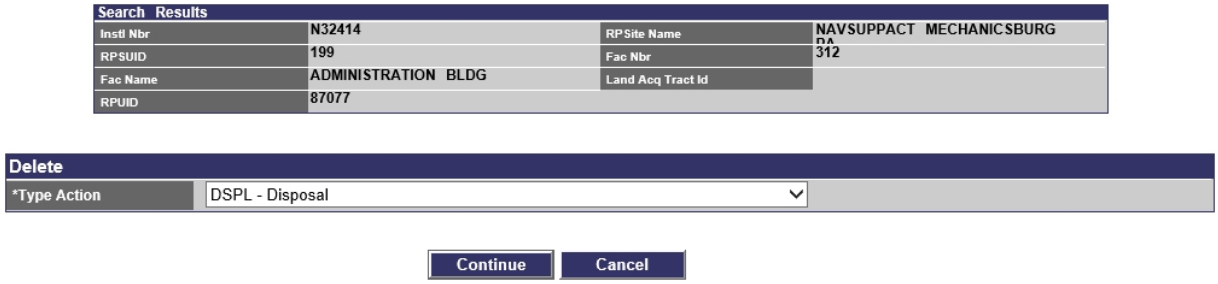
Delete	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Delete	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY army DEPOT
Delete	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Delete	1061558	420NG	00028	WATER STORAGE BUILDING		No	ELIZABETHTOWN READINESS CENTER/FMS 16
Delete	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Delete	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Delete	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Delete	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Delete	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY

Cancel

2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*

- *Verify the Site Name.*
- *Verify the RPSUID.*
- *Verify the FAC NBR.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

3. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
4. Select the desired Delete hyperlink. *The **Search Results - Delete A Real Property** page appears.*

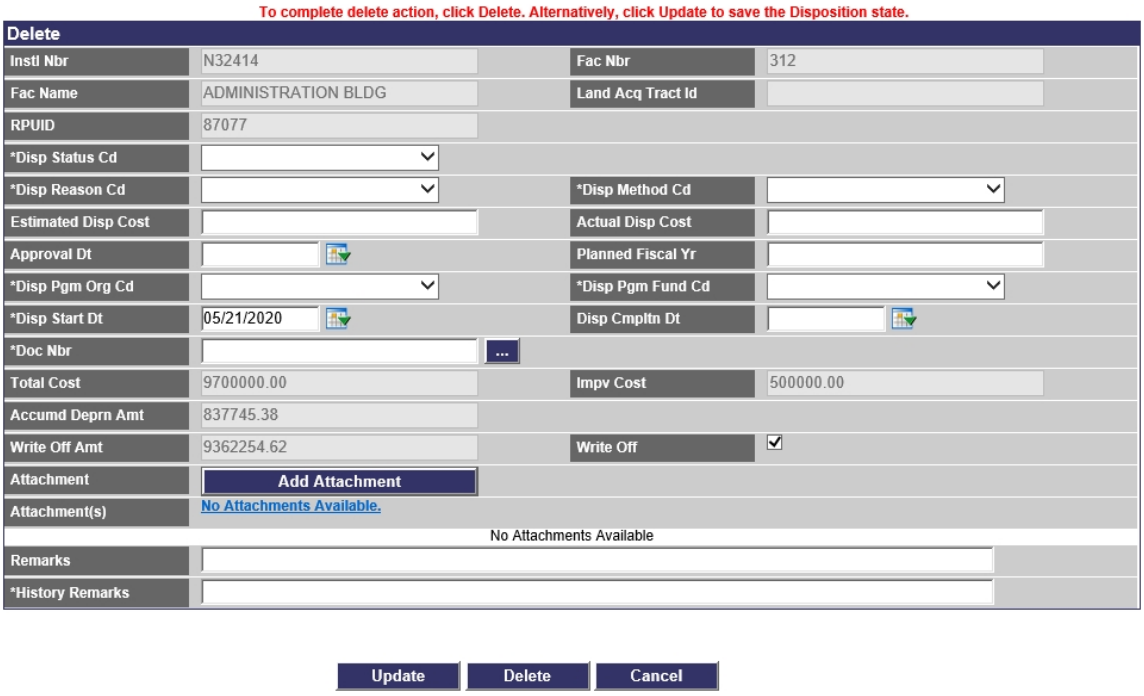


5. Review the Search Results panel.
   - *Verify the INSTL NBR.*
   - *Verify the RP SITE NAME.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*
6. Use ▼ to select the Type Action.

- **DSPL — Disposal**



A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use ⌄ to select the Disp Status Cd.

g. Use ⌄ to select the Disp Reason Cd.

h. Use ⌄ to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use  to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use  to select the Disp Pgm Org Cd.

n. Use  to select the Disp Pgm Fund Cd.

o. Use  to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use  to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use  to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. *The Write Off AMT automatically populates and is not editable.*

v. Click  to select the Write Off. *This indicates that a quantity of asset(s) is designated as unrecoverable due to destruction or loss of property.*

w. Select 

. *The* ***Attachment Add*** *page appears.*

x. *View any attachments as thumbnails in the Attachments field.*

y. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

z. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select 

to save and continue. *The* ***Real Property Transaction Status*** *page appears.*

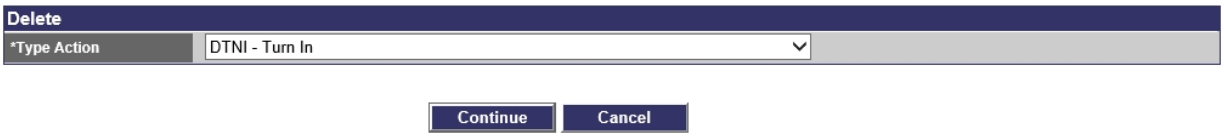
C.

OR

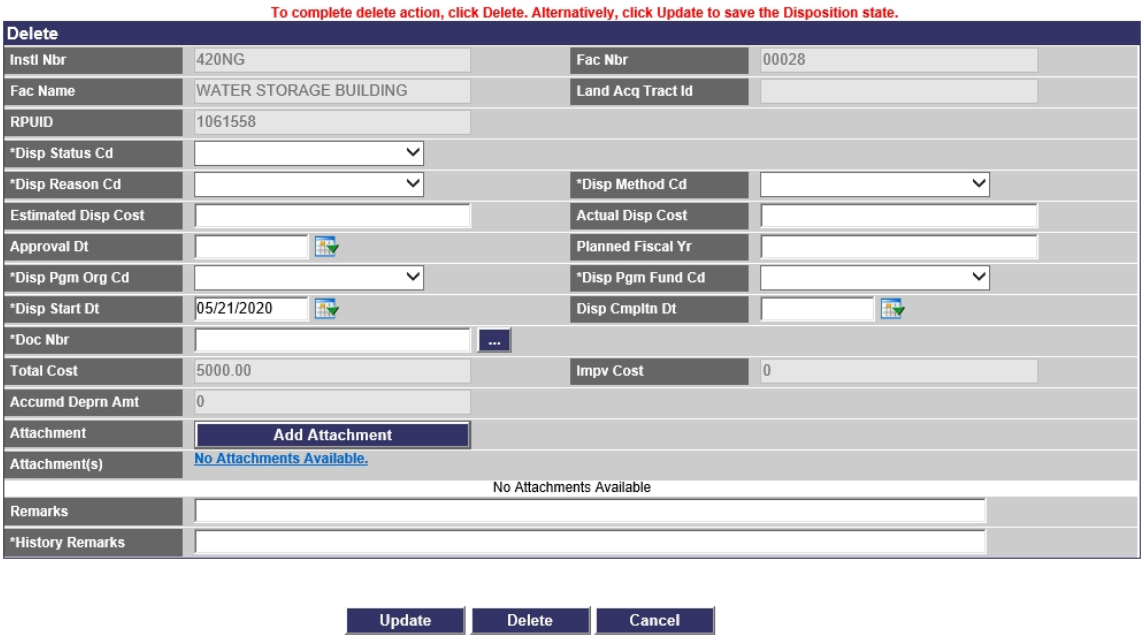
Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTNI — Turn In**





A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use ▼ to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. Select Add Attachment. *The **Attachment Add** page appears.*

v. *View any attachments as thumbnails in the Attachments field.*

w. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*

x. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

OR

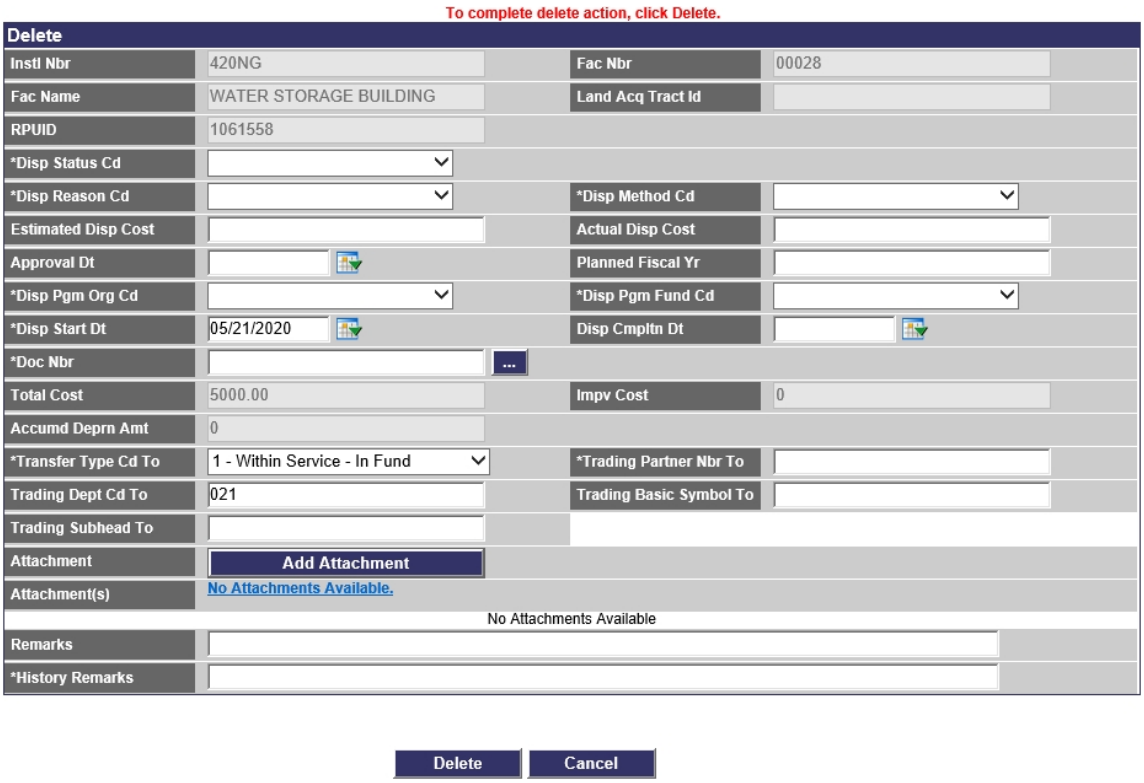
Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTRO — Transfer Out**





A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. Use to select the Transfer Type Cd To.

v. Enter the TRADING PARTNER NBR To in the field provided. *This is a 9 alphanumeric character field.*

w. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

x. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

y. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

z. Select Add Attachment. *The **Attachment Add** page appears.*

aa. *View any attachments as thumbnails in the Attachments field.*

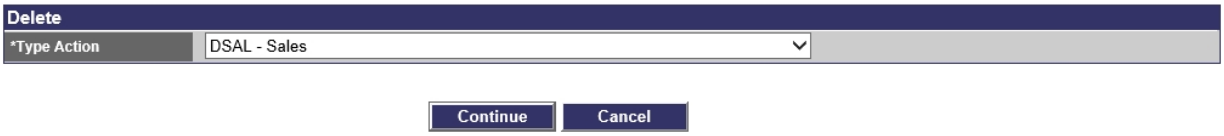
ab. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*

ac. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

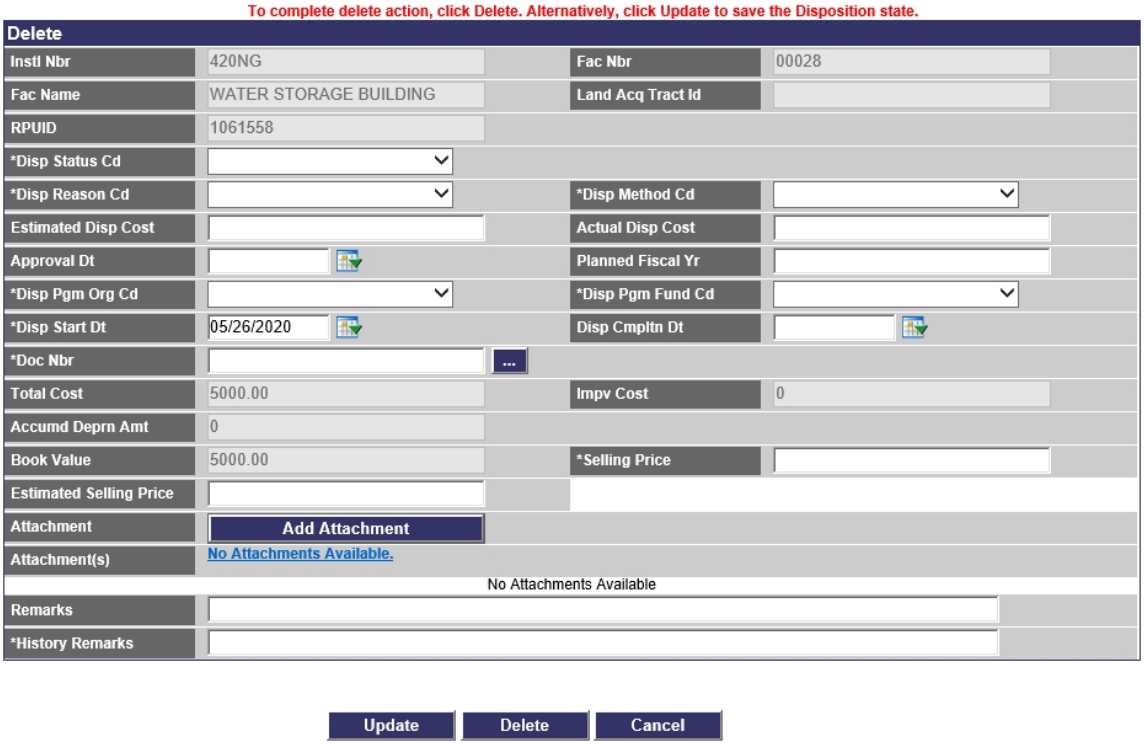
C. Select Delete. *The **Real Property Transaction Status** page appears.*

- **DSAL — Sales**





A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use ... to browse for the entry. *This is a 14 alpha-numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. *The Book Value automatically populates and is not editable.*

v. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

w. Enter the Estimated Selling Price in the field provided. *This is a 15 numeric character field.*

x. Select Add Attachment. *The **Attachment Add** page appears.*

y. *View any attachments as thumbnails in the Attachments field.*

z. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*

aa. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

OR

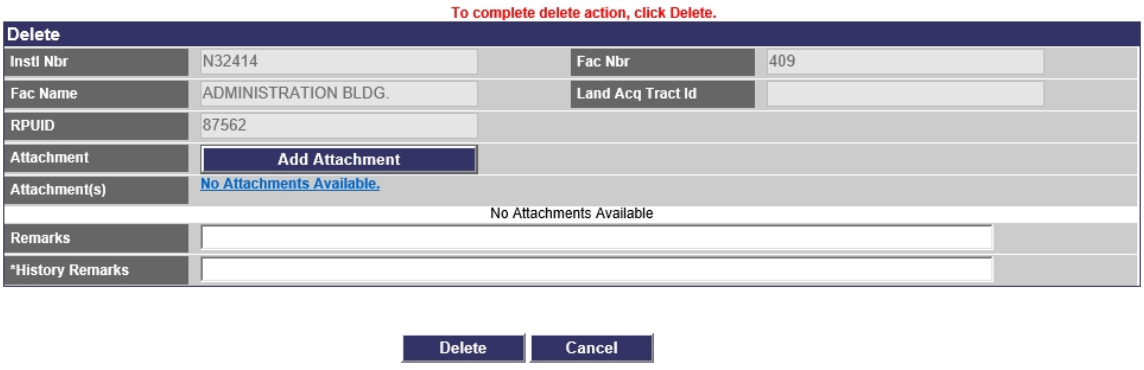
Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DAAR — Administrative Adjustment Report**





A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*
b. *The FAC NBR automatically populates and is not editable.*
c. *The FAC NAME automatically populates and is not editable.*
d. *The LAND ACQ TRACT ID automatically populates and is not editable.*
e. *The RPUID automatically populates and is not editable.*
f. Select Add Attachment. *The **Attachment Add** page appears.*
g. *View any attachments as thumbnails in the Attachments field.*
h. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*
i. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

C. Select Delete. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DISP Method CD*.	
13 — Mandatory Entry: *DISP PGM FND CD*.	
13 — Mandatory Entry: *DISP PGM ORG CD*.	
13 — Mandatory Entry: *DISP REASON CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DISP START DT*.	
13 — Mandatory Entry: *DISP STATUS CD*.	
13 — Mandatory Entry: *DOC NBR*.	

13 — Mandatory Entry: *History Remarks*.	
13 — Mandatory Entry: *Transfer Type Cd To*.	
13 — Mandatory Entry: *Trading Partner Nbr To*.	
13 — Mandatory Entry: *Type Action*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the Characteristics tab to continue.
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Transfer a Real Property

Overview

The Real Property Transfer process provides the ability to exchange ownership of a Real Property, either between two DPAS facilities, or between a DPAS facility and non-DPAS facility.
There are two types of Transfers for a real property:

- **ITRI** — Transfer In
  — Within DPAS
- **DTRI** — Transfer Out
  — Within DPAS

Navigation

Accounting > Real Property > Search Criteria > Search > Transfer Type Action > Continue > Update hyperlink > Transfer a Real Property page

Page Fields

The following fields display on the **Transfer a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Transfer Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.

Transfer Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
13	Select "Reset" button to clear data.

Search Results Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

Transfer

Type Action *

Search Results Transfer Page

Search Criteria

Type Action
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
Impvs
Site Nm

Real Property Transfer Page

Destination Tab

ITRI

- Instl Nbr
- RP Site Name
- Fac Nbr
- Fac Name
- RPUID
- Land Acq Tract Id
- Site Id
- UIC
- Site Id To *
- UIC To *
- Fund Cd/ASN *
- Doc Nbr To *
- Transfer Type Cd To *
- Trading Partner Nbr To *
- Trading Dept Cd To
- Trading Basic Symbol To
- Trading Subhead To
- Remarks
- History Remarks

DTRI

- Instl Nbr
- RP Site Name
- Fac Nbr
- Fac Name
- RPUID
- Land Acq Tract Id
- Site Id
- UIC
- Site Id To *
- UIC To *

Doc Nbr *
Fund Cd/ASN *
Doc Nbr To *
Transfer Type Cd To *
Trading Partner Nbr To *
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Remarks
History Remarks

Accounting Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Replacement Amount
Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Characteristics Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID

Land Acq Tract Id
Construction Typ Cd *
Construction Materiel Cd *
Construction Agent Cd
Sustainability Cd
Curr Use Func Cap Cd
Utilization Rate
Total UM
Total (Qty)
Depth UM
Depth (Qty)
Length UM
Length (Qty)
Width UM
Width (Qty)
Height UM
Height (Qty)
Floor Above Ground (Qty)
Floor Below Ground (Qty)
Module Qty

Procedures

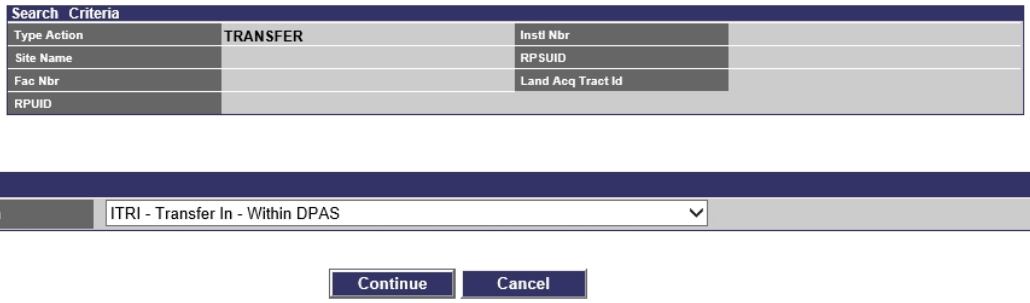
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

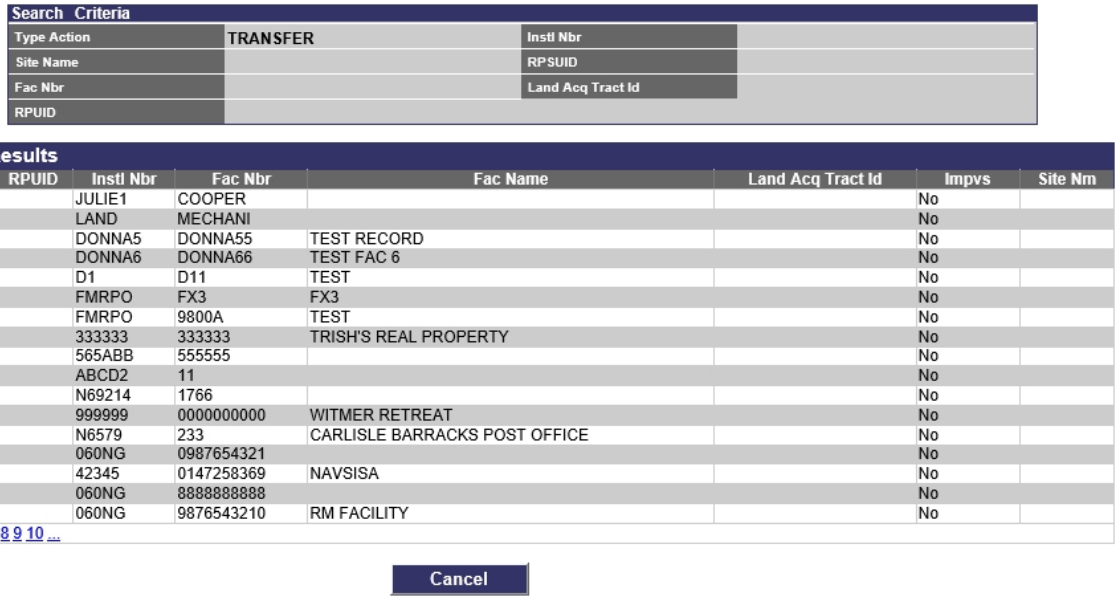
Transfer a Real Property

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Search. *The* ***Search Results — Transfer a Real Property*** *page appears.*



2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*
3. Use ▼ to select the Type Action.
4. Select Continue. *The **Search Results - Transfer A Real Property** page appears.*



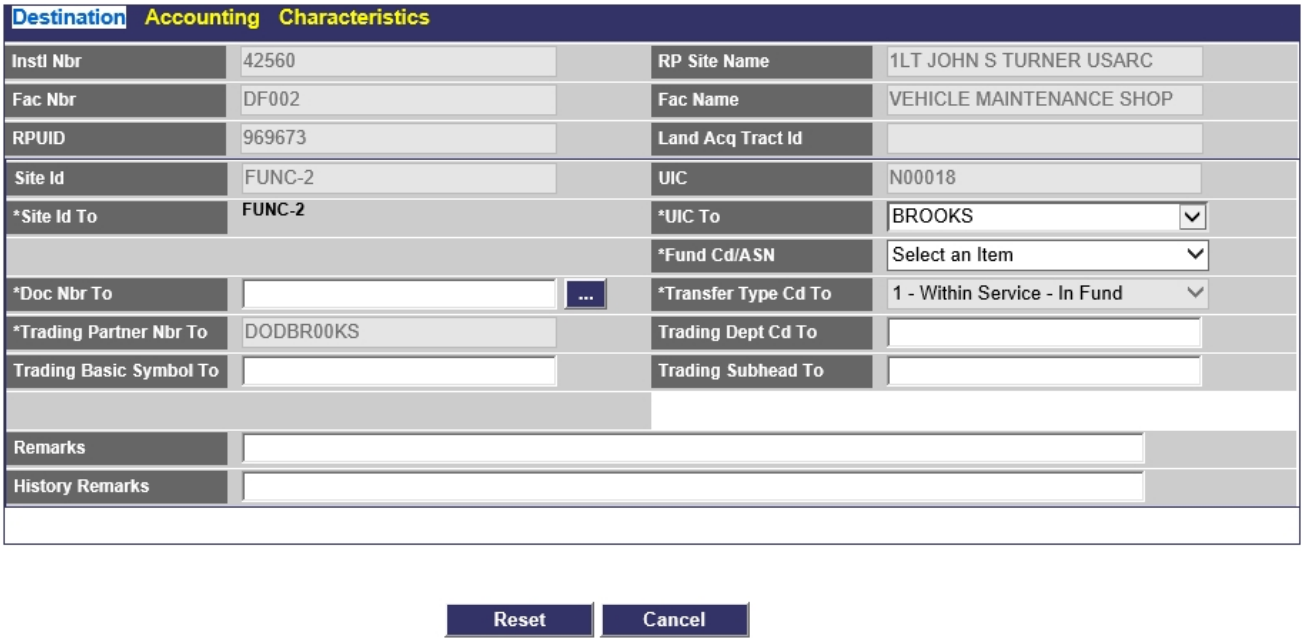
5. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*

- *Verify the Site Name.*
- *Verify the RPSUID.*
- *Verify the FAC NBR.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

6. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
7. Select the desired Update hyperlink. *The **Transfer A Real Property** page appears, open to the Destination tab.*

Destination Tab

ITRI



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. *The SITE ID automatically populates and is not editable.*

H. *The UIC automatically populates and is not editable.*

I. *The SITE ID TO automatically populates and is not editable.*

J. Use to select the UIC To.

K. Use to select the Fund Cd/ASN.

L. Enter the DOC NBR TO, or use ... to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

M. *The TRANSFER TYPE CD TO automatically populates and is not editable.*

N. *The TRADING PARTNER NBR TO automatically populates and is not editable.*

O. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

P. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

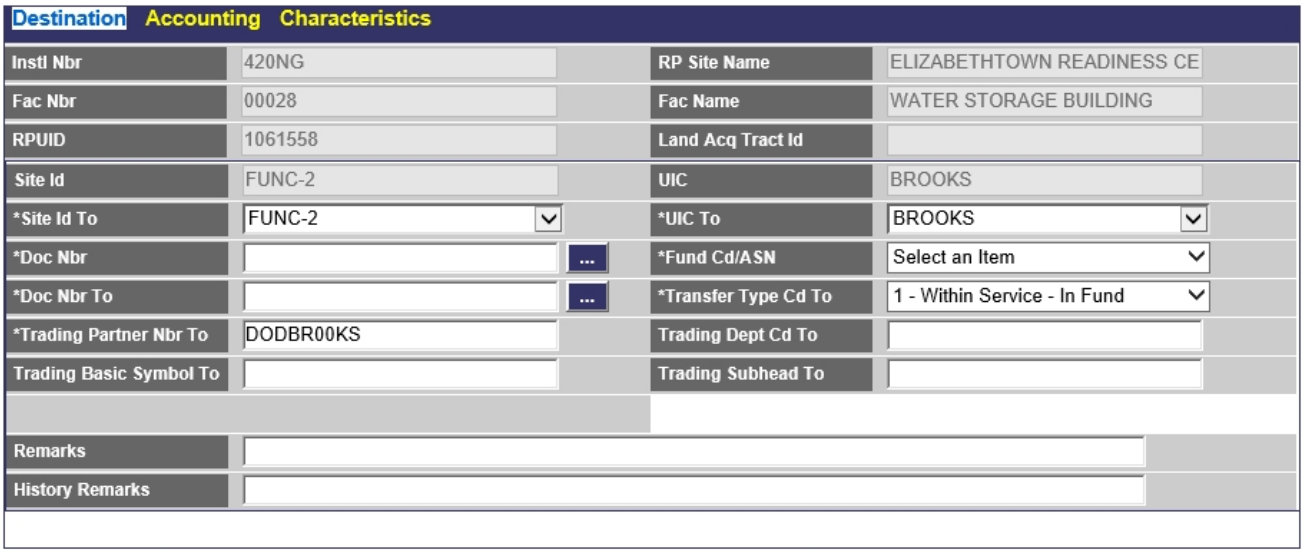
Q. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

R. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

S. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

T. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

DTRI



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. *The SITE ID automatically populates and is not editable.*

H. *The UIC automatically populates and is not editable.*

I. Use ⌄ to select the Site Id To.

J. Use ⌄ to select the UIC To.

K. Enter the DOC NBR, or use ... to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

L. Use ⌄ to select the Fund Cd/ASN.

M. Enter the DOC NBR TO, or use ... to browse for the number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

N. Use ⌄ to select the Transfer Type Cd To.

O. Enter the TRADING PARTNER NBR TO To in the field provided. *This is a 9 alphanumeric character field.*

P. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

Q. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

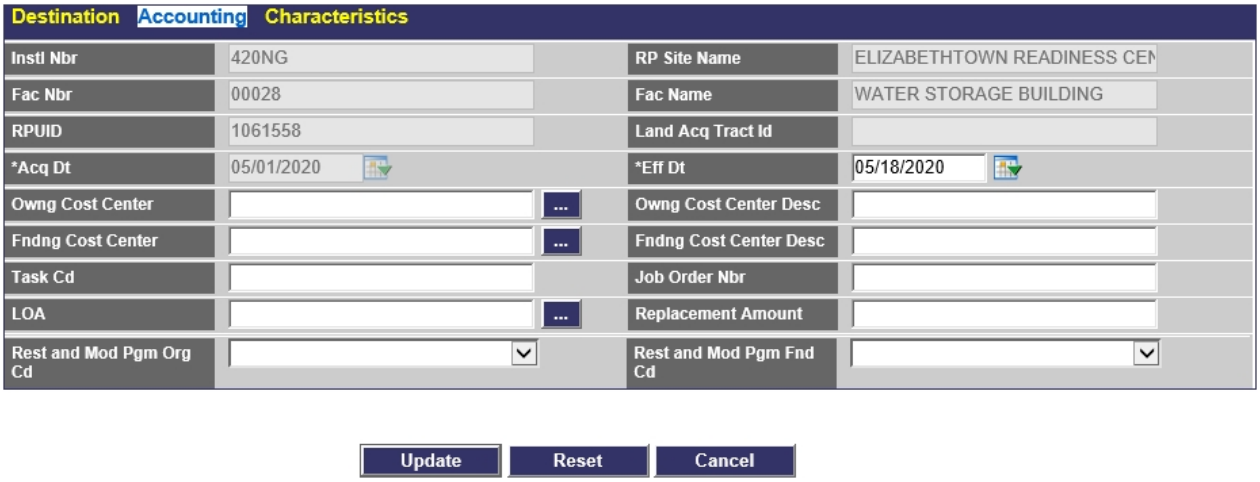
R. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

S. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

T. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

U. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

Accounting Tab



a. *The INSTL NBR automatically populates and is not editable.*

b. *The RP SITE NAME automatically populates and is not editable.*

c. *The FAC NBR automatically populates and is not editable.*

d. *The FAC NAME automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. *The LAND ACQ TRACT ID automatically populates and is not editable.*

g. *The ACQ DT automatically populates and is not editable.*

h. Use  to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

i. Enter the OWNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

j. Enter the OWNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

k. Enter the FNDNG COST CENTER, or use ... to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

l. Enter the FNDNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

m. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

n. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

o. Enter the Job Order DESC in the field provided. *This is a 250 alphanumeric character field.*

p. Enter the LOA, or use ... to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

q. Enter the Replacement Amount in the field provided. *This is a 16 numeric character field.*

r. Use ⌄ to select the Rest and Mod Pgm Org Cd.

s. Use ⌄ to select the Rest and Mod Pgm Fnd Cd.

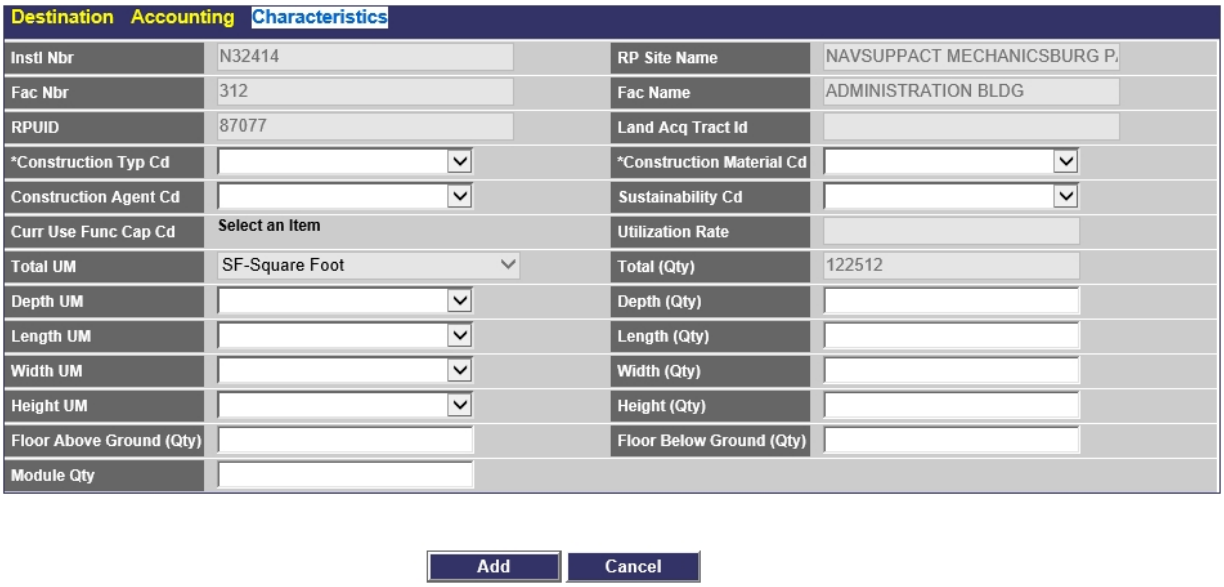
Select Update. *The **Real Property Transaction Status** page appears.*

t.

OR

Select Characteristics. Update the fields on the Characteristics tab:

Characteristics Tab



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use ▼ to select the Construction Typ Cd.
8. Use ▼ to select the Construction Materiel Cd.
9. Use ▼ to select the Construction Agent Cd.
10. Use ▼ to select the Sustainability Cd.
11. *Verify the CURR USE FUNC CAP CD.*
12. *Verify the Utilization Rate.*
13. *Verify the Total UM.*
14. *Verify the Total QTY.*
15. Use ▼ to select the Depth UM.
16. Enter the Depth (QTY) in the field provided. *This is a 3 numeric character field.*
17. Use ▼ to select the Length UM.
18. Enter the Length (QTY) in the field provided. *This is a 8 numeric character field.*

19. Use to select the Width UM.
20. Enter the Width (QTY) in the field provided. *This is a 8 numeric character field.*
21. Use to select the Height UM.
22. Enter the Height (QTY) in the field provided. *This is a 8 numeric character field.*
23. Enter the Floor Above Ground (QTY) in the field provided. *This is a 3 numeric character field.*
24. Enter the Floor Below Ground (QTY)in the field provided. *This is a 2 numeric character field.*
25. Enter the Module QTY in the field provided. *This is a 3 numeric character field.*
26. Select Add. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DOC NBR*. **13 — Mandatory Entry: *SITE ID TO*.** **13 — Mandatory Entry: *UIC TO*.** **13 — Mandatory Entry: *FUND CD/ASN*.** **13 — Mandatory Entry: *DOC NBR TO*.** **13 — Mandatory Entry: *TRANSFER TYPE CD TO*.** **13 — Mandatory Entry: *TRADING PARTNER NBR TO*.** **13 — Mandatory Entry: *TRADING DEPT CD*.**	Missing Entry. Enter the appropriate information in the desired field.

161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
263 — TRADING PARTNER NBR must begin DOD followed by losing DODAAC.	Invalid Entry. Enter a Trading Partner Number in the format of DOD and the losing DOD Activity Address Code (DODAAC).
264 — TRADING PARTNER NBR must begin DOD followed by gaining DODAAC.	Invalid Entry. Enter a Trading Partner Number in the format of DOD and the gaining DOD Activity Address Code (DODAAC).

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

View the Details of a Real Property

Overview

The Real Property Details page displays all the available fields for the specified real property record.

Navigation

Accounting > Real Property > Search Criteria > 

> RPUID hyperlink > Real Property Details page

Page Fields

The following fields display on the **Real Property Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

RPUID
Instl Nbr
Fac Nbr
Fac Name
UI
Qty
Total Cost
Acq Dt
Asset Cd
Fund Cd/ASN
ACC-SFIS Cd
Cond Cd
Tran Doc Nbr
Tran Action Cd
Rctpt Doc Nbr
Rcpt Action Cd
Dsp Doc Nbr

Dsp Action Cd
Heratige Asset Cd
Mfr Yr
Eff Dt
Deprn Dt
Acct Rpt Nbr
Cptl Cd
Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Ord Nbr
Accumd Deprn
Prior Deprn
Activation Dt
Deprn Period
Cntr/PO Nbr
Trading Partner Nbr

Procedure

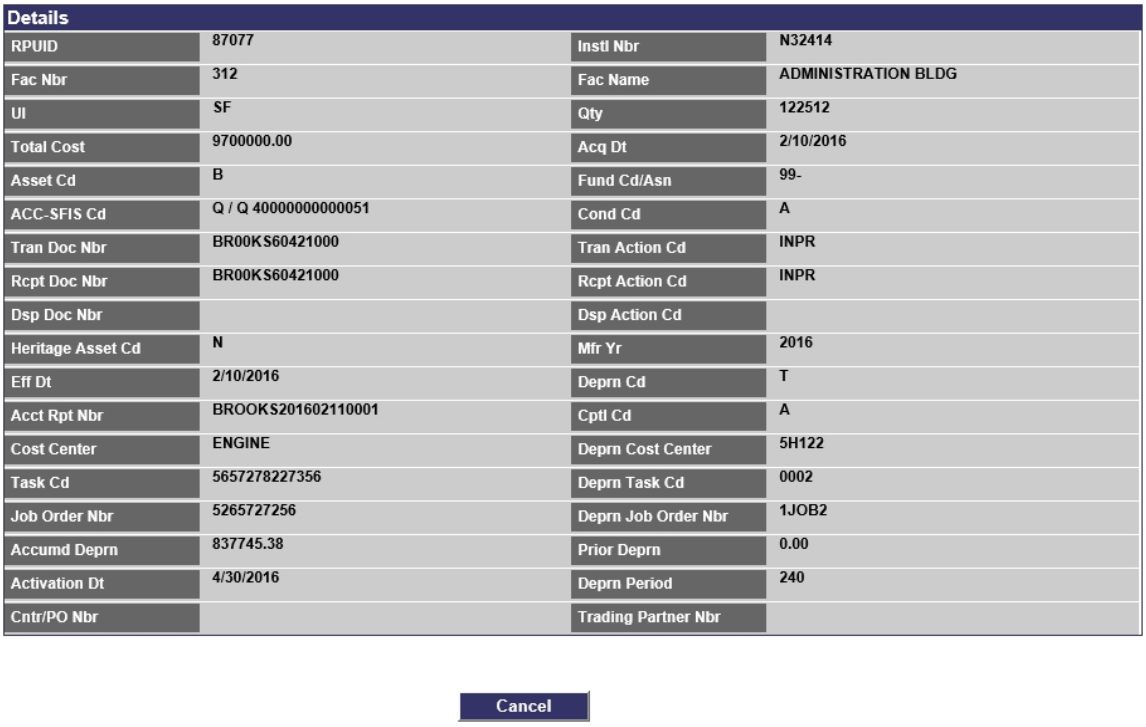
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Real Property Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the desired RPSUID hyperlink. *The Real Property Details page appears.*



Details			
RPUID	87077	Instl Nbr	N32414
Fac Nbr	312	Fac Name	ADMINISTRATION BLDG
UI	SF	Qty	122512
Total Cost	9700000.00	Acq Dt	2/10/2016
Asset Cd	B	Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 40000000000051	Cond Cd	A
Tran Doc Nbr	BR00KS60421000	Tran Action Cd	INPR
Rcpt Doc Nbr	BR00KS60421000	Rcpt Action Cd	INPR
Dsp Doc Nbr		Dsp Action Cd	
Heritage Asset Cd	N	Mfr Yr	2016
Eff Dt	2/10/2016	Deprn Cd	T
Acct Rpt Nbr	BROOKS201602110001	Cptl Cd	A
Cost Center	ENGINE	Deprn Cost Center	5H122
Task Cd	5657278227356	Deprn Task Cd	0002
Job Order Nbr	5265727256	Deprn Job Order Nbr	1JOB2
Accumd Deprn	837745.38	Prior Deprn	0.00
Activation Dt	4/30/2016	Deprn Period	240
Cntr/PO Nbr		Trading Partner Nbr	

Cancel

2. Review the available fields:
   A. *Verify the RPUID.*
   B. *Verify the INSTL NBR.*
   C. *Verify the FAC NBR.*
   D. *Verify the FAC NAME.*
   E. *Verify the UI.*
   F. *Verify the QTY.*
   G. *Verify the Total Cost.*
   H. *Verify the ACQ DT.*
   I. *Verify the ASSET CD.*
   J. *Verify the FUND CD / ASN.*
   K. *Verify the ACC-SFIS CD.*
   L. *Verify the COND CD.*
   M. *Verify the TRAN DOC NBR.*
   N. *Verify the TRAN ACTION CD.*
   O. *Verify the RCPT DOC NBR.*
   P. *Verify the RCPT ACTION CD.*
   Q. *Verify the DSP DOC NBR.*

R. *Verify the DSP ACTION CD.*
S. *Verify the Heritage Asset CD.*
T. *Verify the MFR YR.*
U. *Verify the EFF DT.*
V. *Verify the DEPRN CD.*
W. *Verify the ACCT RPT NBR.*
X. *Verify the CPTL CD.*
Y. *Verify the Cost Center.*
Z. *Verify the DEPRN COST CENTER.*
AA. *Verify the TASK CD.*
AB. *Verify the DEPRN TASK CD.*
AC. *Verify the JOB ORDER NBR.*
AD. *Verify the DEPRN JOB ORDER NBR.*
AE. *Verify the ACCUMD DEPRN.*
AF. *Verify the PRIOR DEPRN.*
AG. *Verify the ACTIVATION DT.*
AH. *Verify the DEPRN PERIOD.*
AI. *Verify the CNTR/PO NBR.*
AJ. *Verify the TRADING PARTNER NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

View the Real Property Transaction Status

Overview

The Real Property Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Real Property Transaction Status Page

Page Fields

The following fields display on the **Real Property Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status

Action Required

Details

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

Transaction Status			
Status	Action Required		Details
Success		Real Property	Completed
		RPUID	87562
		Instl Nbr	N32414
		Fac Nbr	409
		Doc Nbr	AAAAAA02690123

Search Criteria Print

- Select Print to print a report of the transaction. *The **Export a Real Property Report** page appears.*
- Select Search Criteria to return to the **Real Property Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- Export a Real Property Report

Export the Real Property Report

Overview

The Real Property Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > 

> Real Property Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

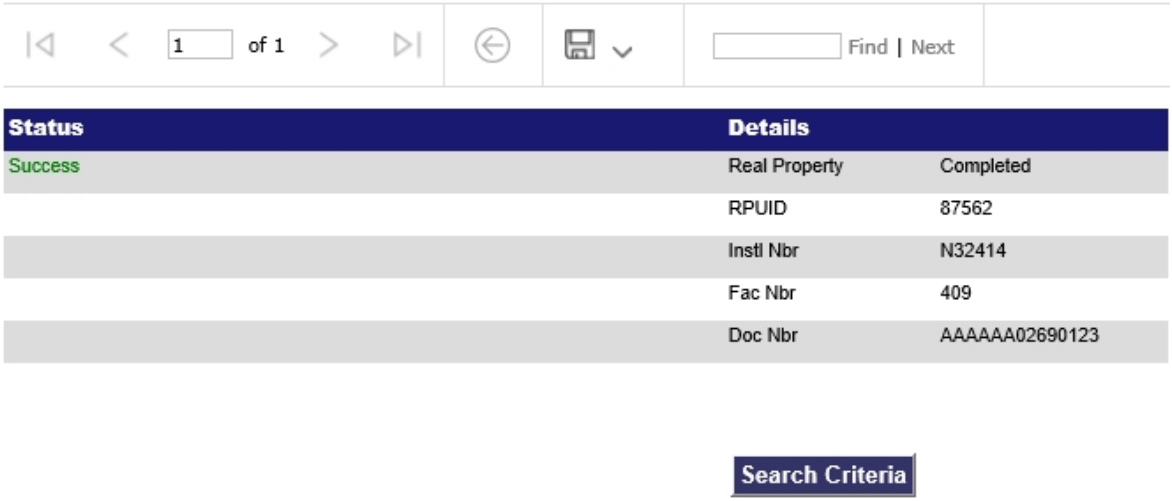
Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Real Property Search Criteria** page.



Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status

Depreciation Scheduler

Overview

The Property Accountability module Depreciation Scheduler process provides the ability to schedule to process a depreciation on a regular basis, or submit a one-time request to have a depreciation run in the next batch cycle.

Navigation

Accounting > DEPRN SCHED > Depreciation Scheduler page

Page Fields

The following fields display on the **Depreciation Scheduler** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
237	Select the "Cost" Tab to continue updating cost data.
257	Select the "Next DEPRN DT" to schedule depreciation date.
258	Select "Schedule Time" 20 - 30 day to schedule depreciation by day.
259	Select "Last" to schedule depreciation the last day of the month.
260	Select "NA" to cancel depreciation for accessed ACTBL UIC.
261	Select "Manually Scheduled" to schedule depreciation any day of the month.
262	Select "One Report" to generate report by ACTBL UIC. Select "Individual UIC Reports" for individual UICs.

Depreciation Scheduler

Last Deprn Dt *

Type *

One Time

Next Deprn Dt *

Report Format *

Schedule

Schedule Time *

Schedule Day *

Report Format *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

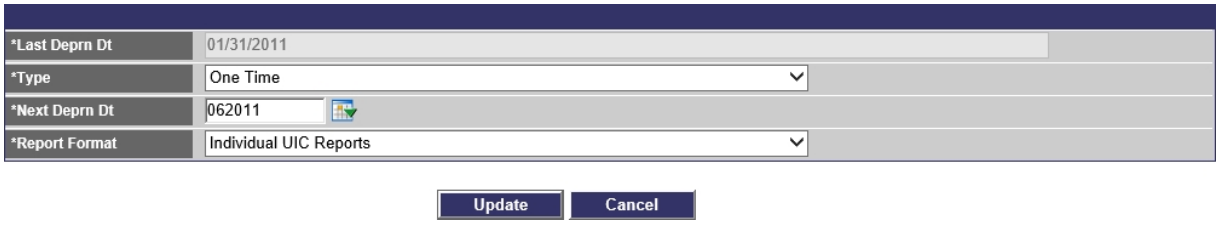
Click the following link to display PA Navigation Tips.

Schedule a Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *The LAST DEPRN DT automatically populates and is not editable.*
2. Use to select the desired Type.

One-Time Depreciation



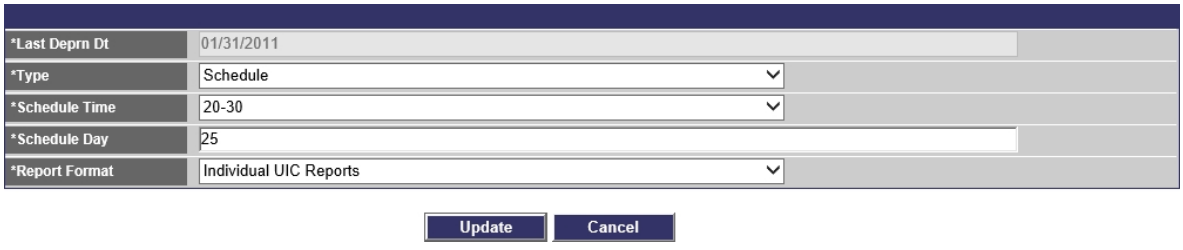
A. Use to select the NEXT DEPRN DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use to select the desired Report Format.

Scheduled Depreciation

A. Use to select the desired Schedule Time.

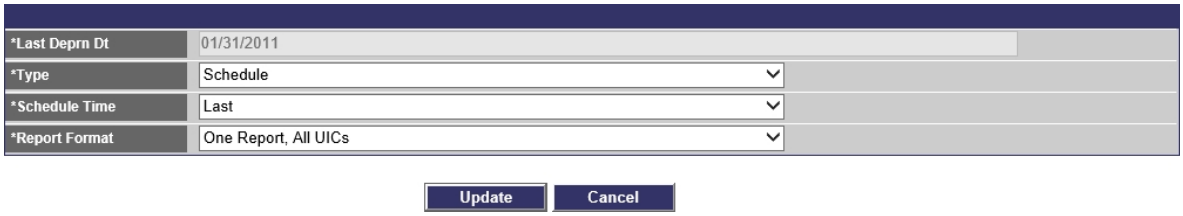
20 - 30



a. Enter the Schedule Day in the field provided. *This is a 2 numeric character field.*

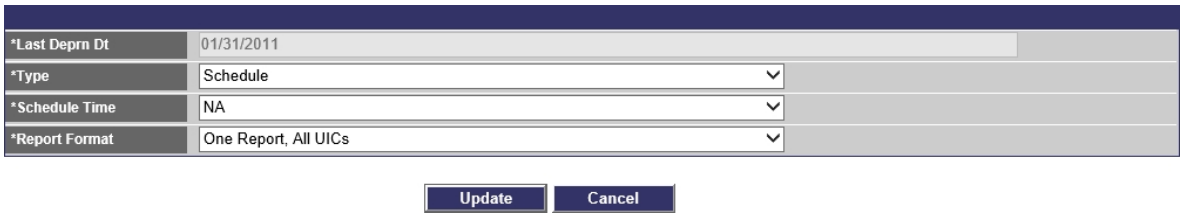
b. Use ☑ to select the desired Report Format.

Last



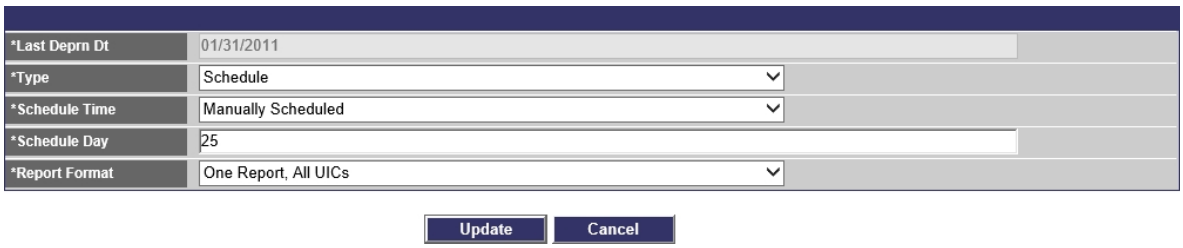
a. Use ☑ to select the desired Report Format.

NA



a. Use ☑ to select the desired Report Format.

Manually Scheduled



a. Enter the Schedule Day in the field provided. *This is a 2 numeric character field.*

b. Use ☑ to select the desired Report Format.

3. Select **Update**. *The Depreciation is scheduled.*

Note

The following message displays upon a successful update, "Your Depreciation Schedule Update was successful".

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
205 — DEPRN DT cannot be > than current month and year.	Invalid Date Entry. The current month and year must be before the scheduled depreciation date. Re-enter the date.
359 — Next DEPRN DT cannot be = or < LAST DEPRN DT.	Invalid Date Entry. The last depreciation date must be before the next depreciation date. Re-enter the date.
360 — DEPRN DT format is MMYYYY.	Invalid Date Format Entry. The date must be entered in the (MMYYYY) format. Re-enter the date.
361 — Depreciation already scheduled this month.	Invalid Month Entry. A depreciation cannot occur twice in the same month. Re-enter the month.

Related Topics

- Depreciation Forecast Request Schedule
- Search for a Depreciation Update — Criteria

Depreciation Forecast Report Request

Overview

The Property Accountability module Depreciation Forecast Report Request process provides the ability to ask for the report either by ACTBL UIC or specific UIC. There are five types of Depreciation Forecast Reports:

- Detail by Asset
- Summary by UIC and Office
- Summary by UIC and Type of Asset
- Summary by FUND CD / APPN
- Detail and Summary

The report is either Private or Shared, and is schedulable at any time, but will only compile on a monthly or quarterly basis and compute via a nightly batch request.

Navigation

Accounting > Depreciation Forecast Request page

Page Fields

The following fields display on the **Depreciation Forecast Request** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.
374	Select Submit button to submit transaction to batch queue.

Submit

Actbl UIC/UIC *

Report Type *

UIC *

(*) Asterisk identifies mandatory fields.

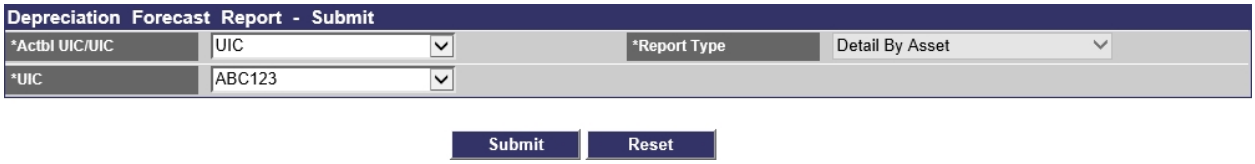
Procedures

DPAS Navigation Helpful Tips

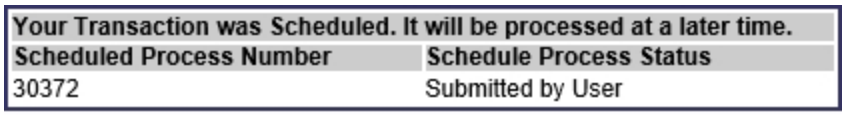
Click the following link to display PA Navigation Tips.

Request a Depreciation Forecast Report

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*



1. Use to select the desired Actbl UIC/UIC.
2. Use to select the desired Report Type.
3. Use to select the desired UIC.
4. Select Submit. *The report is submitted and the* ***Batch Submission*** *page appears.*



Cancel

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Depreciation Scheduler
- Search for a Depreciation Update — Criteria

Authorization Search Criteria

Overview

This process provides you with the ability to manage assets to authorizations and to provide a link between the on-hand item and the authorization for the item. You have the ability to add, update and delete an authorization(s).

Note



Before proceeding with this task, it is recommended you review and become familiar with your Activity's directives. In addition, you must obtain authorizations from the Commanding General/ Commanding Officer or his/her appointed Personal Property Manager before performing any Defense Property Accountability System (DPAS) operations.

The use of the **Authorization** process is optional. An authorization must be built for each asset. An authorization can be built against a Line Item Number (LIN) or a Stock Number. The LIN or Stock Number must exist on the Catalog before the authorization can be built. In this process, an authorization will consist of a Master Authorization record and a Detail Authorization record:

The Master record will contain the:

- Unit Identification Code (UIC)
- Paragraph Number
- Line Item Number/Table of Authorized Material Control Number (LIN/TAMCN)

The Detail record will contain the:

- Property Type Cd
- Table of Distribution and Allowances (TDA) Remarks
- Authorization Document Nbr
- Interface System Cd
- Effective Dt
- Expiration Dt
- Required Qty
- Authorized Qty
- Remarks

The Interface System Code on the Detail Authorization Record identifies any authorization records which interface to DPAS from an external system.

Navigation

Authorizations > Authorization > Search Criteria

Page Fields

The following fields display on the **Authorization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

UIC
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd

Procedure

To Search for an Authorization:

1. To eliminate the number of rows returned, select an **AUTHN PROP TYPE CD** from the drop-down list. Selecting Search without any Search Criteria returns all rows.

> **Helpful Tip**
> For multiple authorizations, select other Search Criteria fields in addition to the Line Item Number (LIN).

2. Select Search to display the **Search Results** page or choose Reset to clear all data entered and remain on **Search Criteria** page.

To Add an Authorization:

1. Select Add to create an Authorization.
2. Choose Reset to clear all data entered and remain on **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
653 - PARA NBR entered does not exist or is inactive for UIC.	Invalid Entry. Selecting Add requires the UIC and Paragraph combination already exists on the Authorization PARA NBR table. Verify UIC and PARA NBR exist.
654 - LIN/TAMCN does not exist on Catalog LIN/TAMCN or is inactive for UIC.	Selecting Add requires the LIN/TAMCN exists on the Catalog LIN/TAMCN table for the Catalog Name. Verify the LIN/TAMCN exists.

Related Topics

- Authorization Search Results
- Authorization Add
- Authorization Update
- Authorization Delete
- Authorization Trans Status
- Authorization Report/Export

PageID Ref: WFAUN0501_5

Authorization Search Results

Overview

On the **Authorization Search Results** page you can choose to update or delete a record displayed from your Search Criteria. When making your selections, you are only allowed one action at a time, update or delete.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Authorizations > Authorization > Search Criteria > Search Results

Page Fields

The following fields display on the **Authorization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Update
Delete
Para Nbr
LIN/TAMCN
*Authn Prop Type Cd
Authn Remarks Cd
*Authn Doc Nbr
*Authn Eff Dt
Authn Expr Dt
Req Qty
Aut Qty

* denotes a mandatory field

Procedure

To Update or Delete an Authorization:

1. On the **Authorization Search Results** page, choose to **Update** or **Delete** a record displayed from your Search Criteria. When making your selections, you are only allowed one action at a time, Update or Delete.

Helpful Tip



You may have several pages returned from your Search Criteria. To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

2. Select Cancel to return to **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this process.	

Related Topics

Authorization Search Criteria

Authorization Search Results

Authorization Add

Authorization Update

Authorization Delete

Authorization Trans Status

Authorization Report/Export

PageID Ref: WFAUN0502_6

Authorization Add

Overview

On this page you have the ability to add an authorization providing a link between the on-hand item and the authorization for the item.

When selecting a **Prop Type Cd**, your options are:

- **0** Medical Components
- **1** Basic Load (class I)
- **2** Organization Clothing & Individual Equipment
- **3** Basic Load (class III)
- **4** TDA Property
- **5** Basic Load (class V)
- **6** Lease Rental Equipment
- **7** Installation Reserve Equipment
- **8** Organization Property (Deployable)
- **9** Installation Property (Station Property) (Non Deployable)
- **A** Other Types of Property

Authorization Business Rules:

- If the **AUTH DOC NBR** begins with **TDA** the **PROP TYPE CD** defaults to *4*
- If the **AUTH DOC NBR** begins with **MTE** the **PROP TYPE CD** defaults to *8*
- If the **AUTH DOC NBR** begins with **CTA** the **PROP TYPE CD** defaults to *2*

Navigation

Authorizations > Authorization > Search Criteria > Add page

Page Fields

The following fields display on the **Authorization Add** page. For more information on each field, select the appropriate hyperlink.

UIC

Tot Req Qty

Para Nbr

Tot Aut Qty

*LIN/TAMCN

*Auth Prop Type Cd

Authn Remarks Cd

*Authn Doc Nbr

*Authn Eff Dt

Authn Expr Dt

*Req Qty
*Aut Qty
Remarks
History Remarks

* denotes a mandatory field

Procedure

To Add an Authorization:

Helpful Tip

 An (*) asterisk identifies mandatory fields. The UIC is displays from the **Search Criteria** page.

1. You can enter a Paragraph Number or select the**PARA NBR**  to search for an existing record. When entering the Paragraph Number, the format must be 3 numeric positions or 3 numeric and 1 alpha positions when **PROP TYPE CD** is *Table Distribution and Allowances (TDA)*.

Note

 The **Tot Req Qty** and **Tot Aut Qty,** display.

2. Select the **LIN/TAMCN**  to search for an existing record. The LIN/TAMCN must exist on the Catalog LIN/TAMCN for the Catalog in session.
3. Choose an **AUTHN PROP TYPE CD** by selecting the the drop-down list. This field will not be accessible for TDA, MTE, or CTA 50-900 assets. For those authorizations, DPAS will automatically enter a *4* for TDA assets, an *8* for MTE assets, and a *2* for CTA 50-900 assets.
4. To add the **AUTHN REMARKS CD**, select the drop-down list. Works in concert with **PROP TYPE CD**. If TDA, then this field is mandatory; otherwise it is optional.
5. Enter an **AUTH DOC NBR** up to 1-16 alphanumeric.
6. The **AUTHN EFF DT** is mandatory. Enter the date in the format of mm/dd/yyyy or select the  . The date must be less than or equal to today's date plus 60 days.
7. Select the  for **AUTHN EXPR DT** or you can enter the date in the format of mm/dd/yyyy. The date must be greater than today's date.

8. Enter the **REQ QTY**. This is the minimum essential quantity required. This field is only required for TDA assets; otherwise, leave blank for all other types of property.
9. The **AUT QTY** is mandatory. Enter the approved quantity.
10. The **Remarks** and **History Remarks** are optional fields. It is recommended you enter comments to further document the creation of the authorization.
11. Select Add to create the authorization or choose Cancel to return to **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *LIN/TAMCN*.	
13 - Mandatory Entry: *EFF DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *AUTH DOC NBR*.	
xxxx - AUTH DOC NBR must be greater than 10 characters.	Enter 1-16 alphanumeric. Positions 6-11 will be the UIC logged into the session.

Related Topics

- Authorization Search Criteria
- Authorization Search Results
- Authorization Update

- Authorization Delete
- Authorization Trans Status
- Authorization Report/Export

Authorization Update

Overview

On this page you have the ability to update an authorization.

Navigation

Authorizations > Authorization > Search Criteria > Update page

Page Fields

The following fields display on the **Authorization Update** page. For more information on each field, select the appropriate hyperlink.

UIC
Tot Req Qty
Tot Aut Qty
Para Nbr
*LIN/TAMCN
On-Hand Qty
Due In Qty
*Authn Prop Type Cd
Authn Remarks Cd
*Authn Doc Nbr
*Authn Eff Dt
Authn Expr Dt
*Req Qty
*Aut Qty
Remarks
History Remarks

* denotes a mandatory field

Procedure

To Update an Authorization:

Helpful Tip

An (*) asterisk identifies mandatory fields. The UIC displays from the **Search Criteria** page.
The **Tot Req Qty, Tot Aut Qty, On-Hand Qty** and **Due In Qty** also display.

1. To modify the Paragraph Number, select the **PARA NBR** ... to search for an existing record. When entering the Paragraph Number, the format must be 3 numeric positions or 3 numeric and 1 alpha positions when **PROP TYPE CD** equals Table Distribution and Allowances (TDA).
2. Complete the remaining fields on the page for update.
3. The **Remarks** and **History Remarks** are optional fields. It is recommended you enter comments to further document the update of the authorization.
4. Select Update to create a new authorization or choose Cancel to return to **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 - Mandatory Entry: *LIN/TAMCN*.	
13 - Mandatory Entry: *EFF DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 - Mandatory Entry: *AUTH DOC NBR*.	
xxxx - AUTH DOC NBR must be greater than 10 characters.	Enter 1-16 alphanumeric. Positions 6-11 will be the UIC logged into the session.

Related Topics

Authorization Search Criteria

[Authorization Search Results]
[Authorization Add]
[Authorization Delete]
[Authorization Trans Status]
[Authorization Report/Export]

Authorization Delete

Overview

On this page you can delete a LIN/TAMCNAuthorization. You cannot delete the record if there are assets on hand or existing due in quantities for that authorization.

Navigation

Authorizations > Authorization > Search Criteria > Delete page

Page Fields

The following fields display on the **Authorization Delete** page. For more information on each field, select the appropriate hyperlink.

UIC
Tot Req Qty
Tot Aut Qty
Para Nbr
*LIN/TAMCN
On-Hand Qty
Due In Qty
*Auth Prop Type Cd
Authn Remarks Cd
*Auth Doc Nbr
*Authn Eff Dt
Authn Expr Dt
*Req Qty
*Aut Qty
Remarks
History Remarks

* denotes a mandatory field

Procedure

To Delete an Authorization:

1. Review and confirm the authorization to delete.
2. Select 

to remove an authorization or choose 

to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this process.	

Related Topics

Authorization Search Criteria

Authorization Search Results

Authorization Add

Authorization Update

Authorization Trans Status

Authorization Report/Export

Authorization Search Criteria

PageID Ref: WFAUN0503_4

Authorization Transaction Status

Overview

The **Authorization Transaction Status** page displays information concerning the transaction just completed.

Navigation

Authorizations > Authorization > Search Criteria > Add page > Transaction Status page

‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Authorization Transaction Status** page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

Authorization Search Criteria

Authorization Search Results

Authorization Add

Authorization Update

Authorization Delete

Authorization Report/Export

PageID Ref: WFHRN4903_11

Authorizations Report Export

Overview

This screen provides you with the report of your transaction. From this page, you can export the report.

Navigation

Authorizations > Authorization > Search Criteria > Search Results > Add/Update/Delete page > Transaction Status page > Report Export page

‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorizations Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Authorizations Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Authorization Search Criteria
- Authorization Search Results
- Authorization Add
- Authorization Update
- Authorization Delete
- Authorization Transaction Status

Paragraph Number Search Criteria

Overview

The purpose of this process is to allow you to add, update, and delete Paragraph Number(s). A Paragraph Number is a three digit value or a three digit plus one alpha value. When the fourth character is present, it represents a sub paragraph to the three digit Paragraph Number.

A Paragraph Number can be associated to a Property Custodian in the Defense Property Accountability System (DPAS). A Paragraph Number must be established and active to be associated with a Property Custodian and/or Authorization record.

Navigation

Authorizations > Paragraph Nbr > Search Criteria

Page Fields

The following fields display on the **Paragraph Number Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Para Nbr
Status

Procedure

To Search for a Paragraph Number:

1. To eliminate the number of rows returned, you can select a **Status** from the drop-down list. Selecting 

without Search Criteria returns all rows.
2. Select 

to display the **Search Results** page or choose 

to clear all data entered and remain on the **Search Criteria** page.

To Add a Paragraph Number:

1. Select 

to create a Paragraph Number.
2. Choose 

to clear all data entered and remain on **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access.	Results for the Search Criteria you entered do not exist, you are logged into the wrong Accountable Unit Identification Code, or you do not have security access.
Para Nbr must be 3 numeric positions or 3 numeric and 1 alpha positions.	Must enter a 3 numeric positions or 3 numeric and 1 alpha positions in the Paragraph Number.

Related Topics

- Paragraph Number Search Results
- Paragraph Number Add
- Paragraph Number Update
- Paragraph Number Delete
- Paragraph Number Transaction Status
- Paragraph Number Report Print/Export

PageID Ref: WPAUN16_5

Paragraph Number Search Results

Overview

On the **Paragraph Number Search Results** page you can choose to update or delete a record displayed from your Search Criteria. In addition, you can create a new record by choosing the [add] option at the bottom of the page. When making your selections, you are only allowed one action at a time, Update or Delete.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Authorizatons > Paragraph Nbr> Search Criteria > Search Results

Page Fields

The following fields display on the **Paragraph Number Search Results** page. For more information on each field, select the appropriate hyperlink.

Search Criteria

Para Nbr
Status

Search Results

Update Hyperlink
Delete Hyperlink
Para Nbr
Para Desc
Status

Procedure

To Update or Delete Paragraph Number:

1. Select the **Update** or **Delete** hyperlink for the action to be taken .
2. To return to the **Search Criteria** page, select Cancel.

To Add a Paragraph Number:

1. Choose Add to create a Paragraph Number.
2. To return to the **Search Criteria** page, select Cancel.

Helpful Tip

You may have several pages returned from your Search Criteria. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Add
- Paragraph Number Update
- Paragraph Number Delete
- Paragraph Number Transaction Status
- Paragraph Number Report Print/Export

PageID Ref: WPAUN16_6

Paragraph Number Add

Overview

The **Paragraph Number Add** page allows you to manage assets through authorizations.

A Paragraph Number must be established and active to be associated with a Property Custodian and/or Authorization record.

Navigation

Authorizations > Paragraph Nbr> >Search Criteria > Search Results > Add

Page Fields

The following fields display on the **Paragraph Number Add** page. For more information on each field, select the appropriate hyperlink.

*Para Nbr
*Para Desc
Status
History Remarks

* denotes a mandatory field

Procedure

To Add a Paragraph Number:

1. Enter the **PARA NBR**. The maximum is 4 characters. Either 3 numeric or 3 numeric and 1 alpha.
2. The **PART DESC** field is mandatory.
3. The **History Remarks** is a optional field. It is recommended you enter comments to further document the adding of a Paragraph Number.
4. To add a Paragraph Number, select Add or choose Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists: Para Nbr.	The Paragraph Number you enter has been created already. Use a unique Paragraph Number.
Mandatory Entry: Para Nbr.	The Paragraph Number is a mandatory entry, enter a Paragraph Number in this field.
Mandatory Entry: Para Desc.	The Paragraph Description is a mandatory entry, enter a Paragraph Description in this field.
"Desc" must be alphanumeric with supported special characters; $,-,/,#,&, comma, period, and space.	The text entry for this field is a maximum of 50 alphanumeric with the following special characters; $,-,/,#,&, comma, period, and space.

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Search Results
- Paragraph Number Update
- Paragraph Number Delete
- Paragraph Number Transaction Status
- Paragraph Number Report Print/Export

PageID Ref: WPAUN16_1

Paragraph Number Update

Overview

The **Paragraph Number Update** page allows you to modify the record.

Navigation

Authorizations > Paragraph Nbr > Search Criteria > Search Results > Update

Page Fields

The following fields display on the **Paragraph Number Update** page. For more information on each field, select the appropriate hyperlink.

*Para Nbr

*Para Desc

Status

History Remarks

* denotes a mandatory field

Procedure

To Update a Paragraph Number:

1. You can modify the fields on the page available for update.
2. To modify the **PART DESC** field, you can enter up to 50 characters. Valid special characters for the description are "$", "-", "#", "/", "&", comma, period, and space.

Your options to modify the **Status** from the drop-down list are:

- **Active**
- **Inactive**

3. The **History Remarks** is an optional field. Enter comments to further document the updating of a Paragraph Number.
4. Select Update to modify a Paragraph Number or choose Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Record already exists: Para Nbr.	The Paragraph Number you enter has been created already. Use a unique Paragraph Number.
Mandatory Entry: Para Nbr.	The Paragraph Number is a mandatory entry, enter a Paragraph Number in this field.
Mandatory Entry: Para Desc.	The Paragraph Description is a mandatory entry, enter a Paragraph Description in this field.
"Desc" must be alphanumeric with supported special characters; $,-,/,#,&, comma, period, and space.	The text entry for this field is a maximum of 50 alphanumeric with the following special characters; $,-,/,#,&, comma, period, and space.

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Search Results
- Paragraph Number Add
- Paragraph Number Delete
- Paragraph Number Transaction Status
- Paragraph Number Report Print/Export

PageID Ref: WPAUN16_9

Paragraph Number Delete

Overview

On the **Paragraph Number Delete** page you can remove a record.

Navigation

Authorizations > Paragraph Nbr > Search Criteria > Search Results > Delete

Page Fields

The following fields display on the **Paragraph Number Delete** page. For more information on each field, select the appropriate hyperlink.

*Para Nbr

*Para Desc

Status

History Remarks

* denotes a mandatory field

Procedure

To Delete a Paragraph Number:

1. Review and confirm the Paragraph Number to delete.
2. The **History Remarks** is a optional field. Enter comments to further document the updating of a Paragraph Number.
3. Select 

to process the transaction or choose 

to return to the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Search Results
- Paragraph Number Add
- Paragraph Number Update
- Paragraph Number Transaction Status
- Paragraph Number Report Print/Export

PageID Ref: WPAUN16_4

Paragraph Number Transaction Status

Overview

The **Paragraph Number Transaction Status** page displays information concerning the transaction just completed. The **Status** field displays a message stating *Success*. If it does not, contact the DPAS Call Center.

Navigation

Authorizations > Para Nbr > Search Criteria > Add page > Transaction Status page
‡ Additional navigation methods possible.

Page Fields

The following fields display on the **Paragraph Number Status** page.

Transaction Status

Status

Action Required

Details

Procedure

From the Transaction Status page, you have two options.

1. Select Print to export a copy of this transaction. See link at top of page for more information on using the export function.
2. Select Search Criteria to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact the DPAS Call Center

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Search Results
- Paragraph Number Add
- Paragraph Number Update
- Paragraph Number Delete
- Paragraph Number Report Print/Export

PageID Ref: WFHRN4903_11

Paragraph Number Report Export

Overview

This page provides you with the ability to export/print the results of your transaction to Excel or Acrobat PDF file format.

Navigation

Authorizations > Para Nbr> Search Criteria > Add page > Transaction Status page > Report Export page
‡ Additional navigation methods possible.

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Paragraph Number Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Paragraph Number Search Criteria
- Paragraph Number Search Results
- Paragraph Number Add
- Paragraph Number Update
- Paragraph Number Delete
- Paragraph Number Transaction Status

Agency Pre-Defined Inquiry

Overview

The Property Accountability module Agency Pre-Defined Inquiry page provides the ability to run standardized inquiries (data extracts) for saving, printing, or exporting. The inquiries are selected from a drop-down list, and submitted for background processing. The results are accessed using the Inquiry Extract Viewer.

Navigation

Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry page

Page Fields

The following fields display on the **Agency Pre-Defined Inquiry** page. For more information on each field, select the appropriate hyperlink.

Agency Pre-Defined Inquiry Grid

Inquiry

Extract Id

Privacy Type

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create an Inquiry

Selecting Reset *at any point of this procedure removes all revisions and returns the window to the original state.*

1. Using ▼ in the Inquiry field, select the desired data extract to initiate.
2. Enter an identifying name into the EXTRACT ID field. This is appended to the report name in the Download column in the inquiry viewer.
3. Using ▼ in the Privacy Type field, choose the desired privacy.
   - Private makes the report viewable by the logged in user only.
   - Shared makes the report viewable by everyone within the agency.
4. Select Submit to send the extract to the background processing agent. *The **Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Entry must be alpha-numeric with supported special character(s) "-" and "_".	Invalid Characters Entered. Enter alpha-numeric characters, or the following permitted special characters: -, _. Special characters like !, $, or @ are not permitted.

Related Topics

- View an Inquiry Extract
- Agency Pre-Defined Inquiry Transaction Status

Agency Pre-Defined Inquiry Transaction Status

Overview

The Property Accountability module Agency Pre-Defined Inquiry Transaction Status page provides the processing result status from the transaction requests submitted on line and staged for background processing.

Navigation

Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry page > Submit > Transaction Status page

Page Fields

The following fields display on the **Agency Pre-Defined Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Your Background Transaction was Submitted grid

Transaction Number

Transaction Status

Procedure

View the background status of a transaction

1. *The read-only Transaction Number field shows the transaction being processed.*
2. *The read-only Transaction Status field shows where the Background Transaction Process is in the process.*
3. Select Refresh often to update the current status of the submitted transaction. *The process moves through various states until it is completed.*
4. Select View Results to view further details about the completed process.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact DPAS Help Desk for assistance.	Contact DPAS Support

Related Topics

- View Inquiry Extract
- Agency Pre-Defined Inquiry

Agency Pre-Defined Inquiry

Overview

Agency Pre-Defined inquiries are added to DPAS based on your Agency's requirements. Inquiries which display are approved by your Agency. Your security access level and user role determine which inquiries you can view.

Agency Pre-Defined inquiries cannot be changed. They are generated by using the **Inquiries** > **Agency Pre-Defined** menu and the output is retrieved using the **Inquiries**> **View Inquiry Extract** menu.

Helpful Tip



You can request site-specific inquiries through your Configuration Control Board (CCB) member. Select the following link for more information regarding the CCB.

Navigation

Inquiries > Agency Pre-Defined

Page Fields

The following fields display on the **Agency Pre-Defined** inquiries page. For more information on each field, select the appropriate hyperlink.

Inquiry

Extract Id

Procedures

To Submit an Agency Pre-Defined Inquiry:

1. Select the **Inquiry** drop-down list and choose a query to generate.
2. The **Extract Id** is optional. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. You have the option to select a **Privacy Type** from the drop down list from:

- **Private** - Only the owner can view the results
- **Shared** - Everyone with access can view the results

4. Select Submit to process the inquiry or choose Reset to clear the page.

To View the Background Status of your Transaction:

1. On the **Transaction Status** page, the **Background Transaction Number** displays a reference number for the transaction processed.
2. The **Background Transaction Status** displays the current process state. The process may move through various states. Not all states may be shown in any one process. Your status may reflect one of the following:

   - Submitted by User
   - Scheduled to Start
   - Process Started
   - Process Completed

3. You can select Refresh to display the current status of your inquiry. When completed, View Results displays.
4. The **Status** displays *Success* to notify you the transaction is complete. If the transaction was not successful contact the DPAS Call Center.
5. Select Print to export a report of the transaction or choose Cancel to return to the **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_".	Entry must be letters, numbers or a dash (-) or an underscore (_).

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- View Inquiry Extract
- Inquiry Detail Page

Accounting Transactions Inquiry Search Criteria

Overview

This field selectable inquiry details the accounting transactions.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria

Page Fields

The following fields display on the Accounting Transactions Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
Actbl UIC
Stock Nbr
Serial Nbr
Asset Id
Acct Rpt Nbr
Doc Nbr
Fac Nbr
Estbd Dt

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Accounting Transactions Inquiry Field Selection
- Accounting Transactions Inquiry Search Results
- Accounting Transactions Inquiry Detail

PageID Ref: WFACQ0401_10

Accounting Transactions Inquiry Detail

Overview

This page allows you to view details about a specific accounting report.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Accounting Transactions Inquiry Search Criteria
- Accounting Transactions Inquiry Field Selection
- Accounting Transactions Inquiry Search Results

PageID Ref: WFACQ0404_10

Accounting Transactions Inquiry Field Selection

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Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Accounting Transactions Inquiry Search Criteria
- Accounting Transactions Inquiry Search Results
- Accounting Transactions Inquiry Detail

PageID Ref: WFGLQ0101_5

Accounting Transactions Inquiry Search Results

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Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Accounting Transactions Inquiry Search Criteria
- Accounting Transactions Inquiry Field Selection
- Accounting Transactions Inquiry Detail

PageID Ref: WFGLQ0101_10

Personal Property Ancillary Cost Inquiry Detail

Overview

This page allows you to view cost details about a specific asset.

Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

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(missing or bad snippet)

Related Topics

- Personal Property Ancillary Cost Inquiry Search Criteria
- Personal Property Ancillary Cost Inquiry Field Selection
- Personal Property Ancillary Cost Inquiry Search Results

PageID Ref: WFACQ0204_10

Personal Property Ancillary Cost Inquiry Field Selection

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Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Personal Property Ancillary Cost Inquiry Search Criteria
- Personal Property Ancillary Cost Inquiry Search Results
- Personal Property Ancillary Cost Inquiry Detail

PageID Ref: WFGLQ0101_5

Personal Property Ancillary Cost Inquiry Search Criteria

Overview

This field selectable inquiry details personal property ancillary cost transactions.

Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria

Page Fields

The following fields display on the Personal Property Ancillary Cost Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
Asset Id
Impv Nbr
Stock Nbr
Serial Nbr
UIC

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Personal Property Ancillary Cost Inquiry Field Selection
- Personal Property Ancillary Cost Inquiry Search Results
- Personal Property Ancillary Cost Inquiry Detail

Personal Property Ancillary Cost Inquiry Search Results

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Navigation

Inquiries > Accounting > Ancillary Cost > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Personal Property Ancillary Cost Inquiry Search Criteria
- Personal Property Ancillary Cost Inquiry Field Selection
- Personal Property Ancillary Cost Inquiry Detail

PageID Ref: WFGLQ0101_10

Capital Asset Inquiry Field Selection

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Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Capital Asset Inquiry Search Criteria
- Capital Asset Inquiry Search Results

PageID Ref: WFGLQ0101_5

Capital Asset Inquiry Search Criteria

Overview

This field selectable inquiry shows accounting data relating to capital assets.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria

Page Fields

The following fields display on the Capital Asset Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Asset Id
Stock Nbr
Serial Nbr
UIC
Major Custodian Nbr
Sub Custodian Nbr
Acct Rpt Nbr
Deprn Cd
Status

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Capital Asset Inquiry Field Selection
- Capital Asset Inquiry Search Results

Capital Asset Inquiry Search Results

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Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Capital Asset Inquiry Search Criteria
- Capital Asset Inquiry Field Selection

PageID Ref: WFGLQ0101_10

Construction In Progress (CIP) Inquiry Asset Detail

Overview

This page allows you to view asset details about a CIP project.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Field Selection page > Search Results > Cost tab > Asset tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- CIP Inquiry Search Criteria
- CIP Inquiry Field Selection
- CIP Inquiry Search Results
- CIP Inquiry Cost Detail

PageID Ref: WFACQ0306_10

Construction In Progress (CIP) Inquiry Cost Detail

Overview

This page allows you to view cost details about a CIP project.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Field Selection page > Search Results > Cost tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

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To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- CIP Inquiry Search Criteria
- CIP Inquiry Field Selection
- CIP Inquiry Search Results
- CIP Inquiry Asset Detail

PageID Ref: WFACQ0304_10

Construction in Progress (CIP) Inquiry Field Selection

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Navigation

Inquiries > Accounting > CIP > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- CIP Inquiry Search Criteria
- CIP Inquiry Search Results
- CIP Inquiry Cost Detail
- CIP Inquiry Asset Detail

PageID Ref: WFGLQ0101_5

Construction in Progress (CIP) Inquiry Search Criteria

This field selectable inquiry shows accounting data related to construction in progress.

Navigation

Inquiries > Accounting > CIP > Search Criteria

Page Fields

The following fields display on the CIP Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
Prj Nbr

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- CIP Inquiry Field Selection
- CIP Inquiry Search Results
- CIP Inquiry Cost Detail
- CIP Inquiry Asset Detail

PageID Ref: WFACQ0301_10

Construction in Progress (CIP) Inquiry Search Results

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Navigation

Inquiries > Accounting > CIP > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- CIP Inquiry Search Criteria
- CIP Inquiry Field Selection
- CIP Inquiry Cost Detail
- CIP Inquiry Asset Detail

PageID Ref: WFGLQ0101_10

CIP (Construction In Progress) Attestation Certification Inquiry Field Selection

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Navigation

Inquiries > Accounting > CIP Attestation Cert > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- CIP Attestation Certification Inquiry Search Criteria
- CIP Attestation Certification Inquiry Search Results

PageID Ref: WFACQ1701_10b

CIP (Construction In Progress) Attestation Certification Inquiry Search Criteria

Overview

This field selectable inquiry provides you the ability to query and retrieve CIP Attestation Certification information for all CIP Projects that contain an Acquisition Program (Military project category).

Navigation

Inquiries > Accounting > CIP Attestation Cert > Search Criteria

Page Fields

The following fields display on the CIP Attestation Certification Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Agency Cd
Attestation Type
Prj Status
Attested
Attestation Dt From
Attestation Dt To
Acq Pgm Name
Prj Nbr

Procedures

To perform a new query:

1. You will need to select an item from the Available field drop-down list.
2. Choose a logical operator that corresponds with the field you wish to use as a filter.

Helpful Tip
Select "Like" from the selection box for a wildcard search.

3. Select a value from the Search Value(s) drop-down list.

Note
To retrieve a field equal to a space, a space must be entered by using the space bar.

4. Select to go to the Selection Field page or choose to clear the page.
(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- CIP Attestation Certification Inquiry Field Selection
- CIP Attestation Certification Inquiry Search Results

PageID Ref: WFACQ1701_10

CIP (Construction In Progress) Attestation Certification Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Accounting > CIP Attestation Cert > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- CIP Attestation Certification Inquiry Search Criteria
- CIP Attestation Certification Inquiry Field Selection

PageID Ref: WFACQ1701_10

Personal Property Improvement Inquiry Detail

Overview

This page allows you to view details for personal property improvements.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

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(missing or bad snippet)

Related Topics

- Personal Property Improvement Inquiry Search Criteria
- Personal Property Improvement Inquiry Field Selection
- Personal Property Improvement Inquiry Search Results

PageID Ref: WFACQ1204_10

Personal Property Improvement Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Personal Property Improvement Inquiry Search Criteria
- Personal Property Improvement Inquiry Search Results
- Personal Property Improvement Inquiry Detail

PageID Ref: WFGLQ0101_5

Personal Property Improvement Inquiry Search Criteria

Overview

This field selectable inquiry shows accounting data related to personal property improvements.

Navigation

Inquiries > Accounting > Improvement > Search Criteria

Page Fields

The following fields display on the Personal Property Improvement Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
UIC

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Personal Property Improvement Inquiry Field Selection
- Personal Property Improvement Inquiry Search Results
- Personal Property Improvement Inquiry Detail

Personal Property Improvement Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Personal Property Improvement Inquiry Search Criteria
- Personal Property Improvement Inquiry Field Selection
- Personal Property Improvement Inquiry Detail

PageID Ref: WFGLQ0101_10

Acquisition Program Inquiry Field Selection

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Navigation

Inquiries > Acq Program > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Acquisition Program Inquiry Search Criteria
- Acquisition Program Inquiry Search Results

PageID Ref: WPUTQ0801_5

Acquisition Program Inquiry Search Criteria

Overview

This field selectable inquiry provides you the ability to query and retrieve type designation information as well as acquisition program information. You will use Type Designation, Type Designation Group, and Acquisition Program Name values as parameters to retrieve the information.

Navigation

Inquiries > Acq Program> Search Criteria

Page Fields

The following fields display on the Acquisition Program Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Acq Pgm Name
Acq Pgm Type Cd
Prj Type Cd
Status

Procedures

To perform a new query:

1. You will need to select an item from the Available field drop-down list.
2. Select the logical operator that corresponds with the field you wish to use as a filter.

Helpful Tip

Select "Like" from the selection box for a wildcard search.

3. Select a value from the Search Value(s) drop-down list.

Note

To retrieve a field equal to a space, a space must be entered by using the space bar.

4. Select to go to the Selection Field page.

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Inquiry already exists.	Select "Update Query " or "Delete Query.

Related Topics

- Acquisition Program Inquiry Field Selection
- Acquisition Program Inquiry Search Results

PageID Ref: WPUTQ0801_10

Acquisition Program Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Acq Program > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Acquisition Program Inquiry Search Criteria
- Acquisition Program Inquiry Field Selection

PageID Ref: WPUTQ0801_10

Asset Inquiry Accounting Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object.
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1412_10

Asset Inquiry All Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object.
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > All tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1420_10

Asset Inquiry Ancillary Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Ancillary page

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1418_10

Asset Inquiry Attachments Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object.
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Note

The attachment must be in the following format:

- jpg
- jpeg
- gif
- pdf

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Attachments tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

To view an attachment:

1. Select the icon for the attachment to view.
2. To close the Attach View select .

Helpful Tip

In this instance, you can use the Windows [back button] to return to the previous page. The Inquiries pages are the only places that the Internet Explorer Back Arrow button should be used to return to the prior page. Use of in Web DPAS on these pages will return you to the default values on the Search Criteria page.

3. Select to return to Search Criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No Attachments Available	Use the Asset Management > Update page to add an attachment to a single asset.

Related Topics

- Attachment Viewer Detail/Delete
- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1416_10

Asset Inquiry Basic Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object.
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1404_10

Asset Inquiry Catalog Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1406_10

Asset Inquiry Component Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Component tab

‡ Additional navigation methods possible.

Page Fields

The following fields display on the Asset Inquiry Component Detail page. For more information on each field, select the appropriate hyperlink.

Fields vary on detail pages based on selected process.

Procedures

To view/hide the asset's lower assemblies:

1. Select to view the lower assemblies.
2. Select to hide the lower assemblies.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies	The selected asset does not have any components.

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail

PageID Ref: WPHRQ1417_10

Asset Inquiry Depreciation Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Depreciation tab

‡ Additional navigation methods possible.

(missing or bad snippet)

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.
3. Select the Export link to open the File Download dialog box.

4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1414_10

Asset Inquiry Excess Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Excess tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1408_10

Asset Inquiry Field Selection

Overview

The Asset Inquiry Field Selection page provides the ability to select “Field” names to display or export the results of the inquiry search. Selection or deselection of individual checkboxes create the Field Selection List. Through the "Submit" feature, search results can be extracted outside of the Asset Inquiry procedures and saved for use at a later time. These extracted files are saved in Excel or Text, Comma Separated file format.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > > Field Selection page

Page Fields

The following fields display on the **Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Extract Excel File

Extract Id

Extract Text, Comma Separated File

Privacy Type

My Selections

The fields displayed vary depending on the search criteria selected.

Procedures

Manage Fields For Inquiry Results

*Selecting at any point of this procedure clears the fields. Select to return to the **Asset Inquiry Search Criteria** page.*

1. Select ( ) or deselect ( ) individual checkboxes of the various fields.

   Helpful Tip

   To change the display order of the Field Selections, drag the field entry up or down among the selected fields. The selected field at the top is the sort order of the inquiry.

2. Select to process the request. *The screen advances to the **Asset Inquiry Search Results** page.*

Extract an Inquiry

*Selecting at any point of this procedure clears the fields. Select to return to the **Asset Inquiry Search Criteria** page.*

1. Choose one of the following files to extract:
    - Extract Excel File *(default)*
    - Extract Text, Comma Separated File
2. Enter an Extract ID in the field provided.
3. Use to choose the Privacy Type (Private or Shared).
4. Select ( ) or deselect ( ) individual checkboxes of the various fields.

> **Helpful Tip**
>
> To change the display order of the Field Selections, drag the field entry up or down among the selected fields. The selected field at the top is the sort order of the inquiry.

5. Select to process the transaction. *The query is extracted out and available in* ***View Inquiry Extract*** *page.*

My Selections

Add a My Selections Entry

Selecting at any point of this procedure clears the fields.

1. Select . *The cursor appears in the My Queries field.*
2. Enter the name of the query in the My Selection field.
3. Choose one of the following files to extract:
    - Extract Excel File *(default)*
    - Extract Text, Comma Separated File
4. Enter an Extract ID in the field provided.
5. Use to choose the Privacy Type (Private or Shared).
6. Select ( ) or deselect ( ) individual checkboxes of the various fields.
7. Choose one of the following:
    - Select to save the query.
    - Click to clear the My Query field and return to the New Query status. *The is displayed.*
8. Choose one of the following:
    - Click to display search results. *The screen advances to the* **Asset Inquiry Search Results** *page.*
    - Select to process the transaction. *The query is extracted out and available in* ***View Inquiry Extract*** *page.*

Use a My Selections Entry

Selecting at any point of this procedure clears the fields.

1. Use to select the desired selection from the My Selections field.
2. Choose one of the following files to extract:
    - Extract Excel File *(default)*
    - Extract Text, Comma Separated File
3. Enter an Extract ID in the field provided.
4. Use to choose the Privacy Type (Private or Shared).
5. Select ( ) or deselect ( ) individual checkboxes of the various fields.
6. Choose one of the following:
    - Click to display search results. *The screen advances to the* **Asset Inquiry Search Results** *page.*
    - Select to process the transaction. *The query is extracted out and available in* ***View Inquiry Extract*** *page.*

Update a My Selections Entry

Selecting at any point of this procedure clears the fields.

1. Use to select the desired selection from the My Selections field.
2. Choose one of the following files to extract:
    - Extract Excel File *(default)*
    - Extract Text, Comma Separated File
3. Enter an Extract ID in the field provided.
4. Use to choose the Privacy Type (Private or Shared).
5. Select ( ) or deselect ( ) individual checkboxes of the various fields.
6. Choose one of the following:
    - Select to save the query.
    - Click to clear the My Query field and return to the New Query status. *The is displayed.*

Delete a My Selections Entry

1. Use to select the desired selection from the My Selections field.
2. Select to remove the entry. *The entry is removed, and the screen returns to the Field Selection status. The is displayed..*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Entry must be alpha-numeric with supported special character(s) "-" and "_".	Only enter supported characters in the EXTRACT ID field.
You must choose at least 1 field before showing the inquiry.	Select at least one field to be displayed in the results using the check boxes in the Select column.
You must choose at least 1 field before submitting the request.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Asset Inquiry Inventory Detail
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

Asset Inquiry Improvement Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Improvement tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.

3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1422_10

Asset Inquiry Inventory Detail

Overview

The results of your selected Detail page are divided into the following tabs:

- **Basic** – General asset information
- **Catalog** – Catalog/Manufacturer information
- **Excess** – Status information on an asset that has been reported to DRMO
- **Inventory** - Latest inventory Information for the asset
- **Accounting** – Financial information on the asset
- **Depreciation** – Current depreciation data for an asset
- **Ancillary** – Any additional cost such as transportation, installation, de-installation, that exist for an object
- **All** – Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need a print out of every data element
- **Attachments** – Attachments assigned to the asset are displayed
- **Component** –Tree view relationship of the components associated with the asset

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Inventory tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words to search using the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. You can select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

Note

Do not "Export" large volumes of data, select "Back" button then select on the Field Selection Page.

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Excel format.
3. Select the Export link to open the File Download dialog box.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens with the following options:
   A. Select to open the file in a new window.
   B. Select to save the file.
   C. Select to cancel the Excel export process.
5. To return to Web DPAS, exit out of the Excel window.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report to export.
2. From the "Select a format" drop-down list choose the Acrobat (PDF) file format.
3. Select the Export link to open the file in PDF format.
4. To return to Web DPAS, exit out of the PDF File format window.

To print the results:

1. Review the information to ensure this is the report to print.
2. Select the Acrobat (PDF) file format from the "Select a format" drop-down list.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail

- Asset Inquiry Component Detail

PageID Ref: WPHRQ1410_10

Asset Inquiry Search Results

Overview

The **Asset Inquiry Search Results** page displays the records from the Asset Inquiry Search Criteria. The results are available to view details, print, or download.

DPAS provides means to print the results outside of the Property Accountability module with the following formats:

- Excel
- Word
- Acrobat (PDF) file format

Navigation

Inquiries > Asset Management > Asset > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Search Results

Page Fields

The fields may vary depending on the fields selected. See **Asset Inquiry Field Select** page. For more information on each field, select the appropriate hyperlink.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Returns to the first page of results.
	Returns to the previous page of the results.
	The current page field displays the page number being viewed. Enter the desired page number in the field and press the Enter key to advance to the desired page.
	Displays how many pages retrieved.
	Advances to the next page of the results.
	Advances to the last page of results.
Find | Next	Use to find data within the Results page.
	Use to select the format to export results.

Asset Inquiry Fields

Actbl UIC

Asset Id
Attachment
Custodian Nbr
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Qty
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UI
UIC
Yr Svc Life

Optional

ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
Acq Dt
Acq Pgm Name
ACRN
Activation Dt
Agency Defined1
Agency Defined2
Agency Defined3
Agency Defined4
Agency Defined5
ARC
ASN
Asset Cd

Asset Level Cd
Asset Pilferable
Asset Sts Cd
Attribute(s)
Basic Symbol
Calibration Cd
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
CIIC
CLIN
Cntr/PO Nbr
Cond Cd
Cntr Nbr
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn cd
Deprn Cost Center
Deprn Cost Center Id
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Sts Cd
Deprn Task Cd
Deprn Task Id
Deprn Util Qty
Deprn Util Svc Life
Deprn Util Period
Dept Cd

Dmil Cd
Doc Nbr To
DOD Serial Nbr
Dollar Amt
ECC
Embedded Cost
Equivalence
Estbd By
Estbd Dt
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Expr Dt
Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Id
FSC
Fund Cd
FY Cost
HA Asset Id
Haz Mat Cd
Inv By Serial Nbr
Inv Custodian Nbr
Inv Input Type
Inv Loc
Inv Qty
Inv Sub Custodian Nbr
Inv Sub Loc
Inv UIC
Inv User Id
IT Device Cd
Job Order Nbr
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By

Lease Cd
LIN/TAMCN - Authorization
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Loan Rcvd Dt
Loaning DODAAC/CAGE Cd
Loan Notfy Cd
Local Rcpt Dt
Lot Nbr
Loan Rcvd By
Maint Activity Name
Mat Doc Nbr
Mode of Shipment
Non-Actbl
Obj Class Cd
Obj Class Cd2
Oblign Doc Nbr
Operating Unit
Origl In Svc Dt
Owng Cost Center
Owng Cost Center Id
Precious Mtl Cd
Prior Deprn
Program/Project
Program Yr
Project Nbr
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Prr Deprn Util Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty

Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
RFID Tag
RTLS RFID Tag
RTLS Location Name
Salvage Value Amt
Shelf Life Cd
Shipment Dt
SLIN
SPIIN
Status
Stock Item Cd
Sub Head
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Partner Nbr To
Trading Subhead
Tran Cd
Tran Doc Nbr
Tran Qty

Transfer Type Cd
Transfer Type Cd To
Type Asset Cd
Type Dsg Name
Type Fund Cd
UIC Name
UIC To
UII
UII Sts Cd
Util Measure Cd
Util Svc Life
Write Down Amt

Procedures

View an Asset Inquiry Record Detail

1. Locate the desired record in the Search Results.
2. Select any field entry of that record. All fields of the record have the same hyper-link to the Asset details.

Search the Results:

1. Click in the Find | Next field and enter the characters or words to search. *Entries are not case sensitive.*
2. Select the Find hyperlink to search for the entry. *The entry appears highlighted on the file.*
3. Select the Next hyperlink to find the next matching value. *This feature available if multiple results are found.*

Export File to a Printable Application

1. Select to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
2. Follow prompts provided by computer.
3. Select to return to the **Asset Inquiry Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Unable to get off page. Select to return to the Search Results page.

Related Topics

- Asset Inquiry Search Criteria
- Asset Inquiry Field Selection
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WFGLQ0101_10

Asset Inquiry Search Criteria

Overview

The Asset Inquiry provides the ability to display assets and associated information. This procedure follows the format of Inquiry Search Criteria. Two query options are available:

- Status (Active, All or Delete)
- Data Fields provided through the "Select an Item" drop-down field.

Users can also create queries to use at a later time. The queries, My Queries, are customized and stored by the subject matter of the inquiry.

From this page, there are two types of inquiries:

- Fixed – The Search button directly displays the Search Results page. Options to select fields is not available.
- Customized - The Fields button displays the Field Selection page customized inquiries. These are not My Queries, as they can be a one-time, customized inquiry.

Navigation

Inquiries > Asset Management > Asset > Search Criteria

Page Fields

The following fields display on the **Asset Inquiry** page. For more information on each field, select the appropriate hyperlink.

My Queries

Asset Inquiry Search Criteria

Status

Select an Item

Acq Dt

Actbl UIC

Asset Id

Asset Level Cd

Asset Pilferable

Attachment

Attribute(s)

Cause Lst Rcl Dt Chg

CIIC

Cntr/PO Nbr
Cost Center
Custodian Nbr
HA Asset Id
Deprn Cd
Item Desc
Last Updtd By
Loan Cd
Lot Nbr
Maint Activity Name
Non-Actbl
Rcl Last Inv Dt
RTLS Location Name
RTLS RFID Tag
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sys Id
Total Cost
Tran Doc Nbr
Type Asset Cd
UIC
UII Sts Cd

Procedures

Perform a Query

In the Search Criteria section, narrow the results by entering the following fields. If fields are left blank, an error displays (See Common Errors below). Selecting at any point of this procedure clears the fields.

1. Use to select the Status of the record(s). Options are:
    - Active
    - Deleted (Serial Assets Only)
    - All
2. Use to select a desired Item field.

3. Use to select a desired logical operator to filter the search results.

> **Helpful Tip**
>
> To retrieve a field = to space, a space must be entered by the space bar. When using the percent sign "%" wildcard, select "Like" from the selection box as a logical operator.

4. Depending on the Item selected:
    - Enter the value to search
    - Use to select the desired value of the Item Selected.

> **Attention**
>
> If the error message "No record(s) match search criteria" is displayed, remove the selection. To remove a "Select an Item" field, select the field and "Remove Filter Category" is displayed. The page resets, and another selection can be made.

5. Repeat Steps 2-4 to add another Item filter to the Search Criteria.
6. Choose one of the following:
    - Click to display search results. *The screen advances to the* **Asset Inquiry Search Results** *page.*
    - Select to select the Display Fields for the inquiry. *The screen advances to* ***Asset Inquiry Field Selection*** *page.*

My Queries

Add a My Queries Entry

Selecting at any point of this procedure clears the fields.

1. Select . *The cursor appears in the My Queries field.*
2. Enter the name of the query in the My Queries field.
3. Enter the Asset Inquiry Search Criteria.
    1. Use to select the Status of the record(s). Options are:
        - Active
        - Deleted (Serial Assets Only)
        - All
    2. Use to select a desired Item field.
    3. Use to select a desired logical operator to filter the search results.

Helpful Tip

To retrieve a field = to space, a space must be entered by the space bar. When using the percent sign "%" wildcard, select "Like" from the selection box as a logical operator.

4. Depending on the Item selected:
   - Enter the value to search
   - Use to select the desired value of the Item Selected.

Attention

If the error message "No record(s) match search criteria" is displayed, remove the selection. To remove a "Select an Item" field, select the field and "Remove Filter Category" is displayed. The page resets, and another selection can be made.

5. Repeat Steps 2-4 to add another Item filter to the Search Criteria.

4. Choose one of the following:
   - Select to save the query. *The , , and are displayed.*
   - Click to clear the My Query field and return to the New Query status. *The is displayed.*
5. Choose one of the following:
   - Click to display search results. *The screen advances to the* **Asset Inquiry Search Results** *page.*
   - Select to select the Display Fields for the inquiry. *The screen advances to* ***Asset Inquiry Field Selection*** *page.*

Use a My Queries Entry

Selecting at any point of this procedure clears the fields.

1. Use to select the desired query from the My Queries field. *The , , and are displayed.*
2. If adding another filter to the query, perform these steps:
   1. Use to select the Status of the record(s). Options are:
      - Active
      - Deleted (Serial Assets Only)
      - All
   2. Use to select a desired Item field.
   3. Use to select a desired logical operator to filter the search results.

> **Helpful Tip**
>
> To retrieve a field = to space, a space must be entered by the space bar. When using the percent sign "%" wildcard, select "Like" from the selection box as a logical operator.

4. Depending on the Item selected:
   - Enter the value to search
   - Use to select the desired value of the Item Selected.

> **Attention**
>
> If the error message "No record(s) match search criteria" is displayed, remove the selection. To remove a "Select an Item" field, select the field and "Remove Filter Category" is displayed. The page resets, and another selection can be made.

5. Repeat Steps 2-4 to add another Item filter to the Search Criteria.

3. Choose one of the following:
   - Click to display search results. *The screen advances to the* **Asset Inquiry Search Results** *page.*
   - Select to select the Display Fields for the inquiry. *The screen advances to* ***Asset Inquiry Field Selection*** *page.*

Update a My Queries Entry:

Selecting at any point of this procedure clears the fields.

1. Use to select the desired query from the My Queries field. *The , , and are displayed.*
2. If adding another filter to the query, perform these steps:
   1. Use to select the Status of the record(s). Options are:
      - Active
      - Deleted (Serial Assets Only)
      - All
   2. Use to select a desired Item field.
   3. Use to select a desired logical operator to filter the search results.

> **Helpful Tip**
>
> To retrieve a field = to space, a space must be entered by the space bar. When using the percent sign "%" wildcard, select "Like" from the selection box as a logical operator.

   4. Depending on the Item selected:

- Enter the value to search
- Use to select the desired value of the Item Selected.

Attention

If the error message "No record(s) match search criteria" is displayed, remove the selection. To remove a "Select an Item" field, select the field and "Remove Filter Category" is displayed. The page resets, and another selection can be made.

5. Repeat Steps 2-4 to add another Item filter to the Search Criteria.

3. Select to process the transaction.

Delete a My Queries Entry:

1. Use to select the desired query from the My Queries field. *The , , and are displayed.*
2. Select to remove the entry. *The entry is removed, and the screen returns to the New Query status. The is displayed.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Search has exceeded the Inquiry limit of 5,00 row display. Refine Search criteria.	DPAS cannot complete the inquiry because too many results are displayed. Narrow the search criteria; check logical operators for proper use; check proper placement of wildcard characters.
No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; broaden search criteria, check logical operators for proper use, and check proper placement of wildcard characters; Incorrect Logistics Program is logged into; or Incorrect security access.
To perform Search, data must be entered in one or more fields.	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like.	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Asset Inquiry Field Selection
- Asset Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry Improvement Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WPHRQ1401_10

Asset Activity Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Asset Activity Inquiry Search Criteria
- Asset Activity Inquiry Search Results
- Asset Activity Inquiry History Detail
- Asset Activity Inquiry Details

PageID Ref: WFGLQ0101_5

Asset Activity Inquiry History Detail

Overview

This page allows you to view history details about a specific asset activity.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Field Selection page > Search Results > History Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the History Table entry within that line.

(missing or bad snippet)

Related Topics

- Asset Activity Inquiry Search Criteria
- Asset Activity Inquiry Field Selection
- Asset Activity Inquiry Search Results
- Asset Activity Inquiry Details

PageID Ref: WFHRQ2004_8

Asset Activity Inquiry Details

Overview

This page allows you to see those fields that were updated during asset activity.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Field Selection page > Search Results > History Detail page > Detail page

Page Fields

The following fields display on the Asset Activity Inquiry Details page. For more information on each field, select the appropriate hyperlink.

Table Name
Pgm Id
User Id
Display
Tran Dt/Time
Tran Cd

Procedure

To adjust the list of displayed fields:

1. Select either to show only updated fields or to show all fields from the Display drop-down list.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Activity Inquiry Search Criteria
- Asset Activity Inquiry Field Selection
- Asset Activity Inquiry Search Results
- Asset Activity Inquiry History Detail

PageID Ref: WFHRQ2006_99

Asset Activity Inquiry Search Criteria

Overview

This field selectable inquiry details the changes that have occurred to the assets under your control. You must select a time period for the search. Other selectable filters allow you to further limit the number of changes in your results. Each transaction in the results can be used as a link to the details of the change.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria

Page Fields

The following fields display on the Asset Activity Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Bulk
* Tran Dt From
Tran Dt To
UIC
Maj Custodian Nbr
Asset Id
Stock Nbr
Serial Nbr
Rcpt Doc Nbr
Tran Doc Nbr
User Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard char-

	acters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry From Date	Enter search criteria into the TRAN DT From field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Asset Activity Inquiry Field Selection
- Asset Activity Inquiry Search Results
- Asset Activity Inquiry History Detail
- Asset Activity Inquiry Details

PageID Ref: WFHRQ2001_10

Asset Activity Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Asset Activity Inquiry Search Criteria
- Asset Activity Inquiry Field Selection
- Asset Activity Inquiry History Detail
- Asset Activity Inquiry Details

PageID Ref: WFGLQ0101_10

Asset Legacy History Inquiry Accounting Detail

Overview

This page allows you to view accounting details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1512_10

Asset Legacy History Inquiry Basic Detail

Overview

This page allows you to view basic details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1504_10

Asset Legacy History Inquiry Catalog Detail

Overview

This page allows you to view catalog-related details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1506_10

Asset Legacy History Inquiry Depreciation Detail

Overview

This page allows you to view depreciation details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Depreciation tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail

PageID Ref: WPHRQ1514_10

Asset Legacy History Inquiry Excess Detail

Overview

This page allows you to view excess details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Excess tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1508_10

Asset Legacy History Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WFGLQ0101_5

Asset Legacy History Inquiry Inventory Detail

Overview

This page allows you to view inventory details about a specific legacy asset.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Inventory tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1510_10

Asset Legacy History Inquiry Search Criteria

Overview

This field selectable inquiry enables you to access information from the legacy DPAS system.

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria

Page Fields

The following fields display on the Asset Legacy History Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Tran Dt From
Tran Dt To
UIC
HRH Number
Bar Cd
Stock Nbr
Serial Nbr
Pgm Name
Doc Nbr
Acct Rpt Nbr

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.

Mandatory Entry From Date	Enter search criteria into the TRAN DT From field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Invalid Date - Must be in yyyyMMdd format	The TRAN DT From and TRAN DT To dates must be entered in YYYYMMDD format.

Related Topics

- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Search Results
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WPHRQ1501_10

Asset Legacy History Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Asset Legacy History > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Asset Legacy History Inquiry Search Criteria
- Asset Legacy History Inquiry Field Selection
- Asset Legacy History Inquiry Basic Detail
- Asset Legacy History Inquiry Catalog Detail
- Asset Legacy History Inquiry Excess Detail
- Asset Legacy History Inquiry Inventory Detail
- Asset Legacy History Inquiry Accounting Detail
- Asset Legacy History Inquiry Depreciation Detail

PageID Ref: WFGLQ0101_10

Authorization Inquiry Detail

Overview

This page allows you to view the assets for the corresponding authorization.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Field Selection page > Search Results

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet) (missing or bad snippet)

Related Topics

- Authorization Inquiry Search Criteria
- Authorization Inquiry Field Selection
- Authorization Inquiry Search Results

PageID Ref: WFAUQ0104_10

Authorization Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Authorization Inquiry Search Criteria
- Authorization Inquiry Search Results
- Authorization Inquiry Detail

PageID Ref: WFGLQ0101_5

Authorization Inquiry Search Criteria

Overview

This field selectable inquiry provides detail information concerning authorizations.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria

Page Fields

The following fields display on the Authorization Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
Stock Nbr
Authn Ref Nbr
Status
Shortage/Overage
Last Activity Dt

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Authorization Inquiry Field Selection
- Authorization Inquiry Search Results
- Authorization Inquiry Detail

Authorization Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Authorization Inquiry Search Criteria
- Authorization Inquiry Field Selection
- Authorization Inquiry Detail

PageID Ref: WFGLQ0101_10

Custodian Inquiry Detail

Overview

This page allows you to view custodian details.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Custodian Inquiry Search Criteria
- Custodian Inquiry Field Selection
- Custodian Inquiry Search Results

PageID Ref: WFHRQ1304_10

Custodian Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Custodian Inquiry Search Criteria
- Custodian Inquiry Search Results
- Custodian Inquiry Detail

PageID Ref: WFGLQ0101_5

Custodian Inquiry Search Criteria

Overview

This field selectable inquiry provides detail information about the custodians in your organization.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria

Page Fields

The following fields display on the Custodian Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
*UIC
Maj Custodian Nbr
Sub Custodian Nbr

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Custodian Inquiry Field Selection
- Custodian Inquiry Search Results
- Custodian Inquiry Detail

Custodian Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Custodian Inquiry Search Criteria
- Custodian Inquiry Field Selection
- Custodian Inquiry Detail

PageID Ref: WFGLQ0101_10

Excess Asset Inquiry Basic Detail

Overview

This page allows you to view basic details about a specific excess asset.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WPHRQ1404_10

Excess Asset Inquiry Catalog Detail

Overview

This page allows you to view catalog-related details about a specific excess asset.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WPHRQ1406_10

Excess Asset Inquiry Excess Detail

Overview

This page allows you to view excess details about a specific excess asset.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results > Basic tab > Excess tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WFHRQ0812_10

Excess Asset Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WFGLQ0101_5

Excess Asset Inquiry History Detail

Overview

This page allows you to view history details about a specific excess asset.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results > Basic tab > History tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail

PageID Ref: WFHRQ0809_10

Excess Asset Inquiry Holding/Reporting Detail

Overview

This page allows you to view holding/reporting details about a specific excess asset.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results > Basic tab > HLDG/RPTG tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry History Detail

PageID Ref: WFHRQ0813_10

Excess Asset Inquiry Search Criteria

Overview

This field selectable inquiry provides detailed information about assets designated as excess. The initial list of basic information provides a link to detail information concerning individual assets on the list.

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria

Page Fields

The following fields display on the Excess Asset Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Site Id
UIC
Custodian Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Mfr Name
Dspsl Doc Nbr
Estbd Dt

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Search Results
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WFHRQ0801_10

Excess Asset Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiry > Asset Management > Excess Asset > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Excess Asset Inquiry Search Criteria
- Excess Asset Inquiry Field Selection
- Excess Asset Inquiry Basic Detail
- Excess Asset Inquiry Catalog Detail
- Excess Asset Inquiry Excess Detail
- Excess Asset Inquiry Holding/Reporting Detail
- Excess Asset Inquiry History Detail

PageID Ref: WFGLQ0101_10

Manufacturer/Asset Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Manufacturer/Asset Inquiry Search Criteria
- Manufacturer/Asset Inquiry Search Results
- Manufacturer Inquiry Search Criteria
- Manufacturer Inquiry Field Selection
- Manufacturer Inquiry Search Results

PageID Ref: WFGLQ0101_5

Manufacturer/Asset Inquiry Search Criteria

Overview

This field selectable inquiry provides you with detailed information about the manufacturers of your property. Manufacturer name, part and model number information can be accessed by Asset id or filtered by any of the manufacturer data elements.

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria

Page Fields

The following fields display on the Manufacturer/Asset Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Asset Id
Serial Nbr
Lot Nbr
Stock Nbr
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
Non-Actbl

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>,	Utilize a logical operator for each field used as

or Like part of the search criteria.

Related Topics

- Manufacturer/Asset Inquiry Field Selection
- Manufacturer/Asset Inquiry Search Results
- Manufacturer Inquiry Search Criteria
- Manufacturer Inquiry Field Selection
- Manufacturer Inquiry Search Results

Manufacturer/Asset Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Manufacturer/Asset Inquiry Search Criteria
- Manufacturer/Asset Inquiry Field Selection
- Manufacturer Inquiry Search Criteria
- Manufacturer Inquiry Field Selection
- Manufacturer Inquiry Search Results

PageID Ref: WFGLQ0101_10

Pending Transactions Due-In Inquiry Accounting Detail

Overview

This page allows you to view Accounting Detail Due-In information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Transfer Detail

PageID Ref: WFHRQ0312_10

Pending Transactions Due-In Inquiry Basic Detail

Overview

This page allows you to view Basic Detail Due-In information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Transfer Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFHRQ0304_10

Pending Transactions Due-In Inquiry Catalog Detail

Overview

This page allows you to view Catalog Detail Due-In information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Transfer Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFHRQ0306_10

Pending Transactions Due-In Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Transfer Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFGLQ0101_5

Pending Transactions Due-In Inquiry Search Criteria

Overview

This field selectable inquiry provides you a look at Pending Transactions Due-In related data. You have the option of the following Type Action codes to perform your search:

- Receipt
- Transfer
- Loan within DPAS
- Loan Return

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria

Page Fields

The following fields display on the Asset Inquiry page. For more information on each field, select the appropriate hyperlink.

*Type Action
Process Action
UIC
Doc Nbr
Stock Nbr
Custodian Nbr
Asset Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Transfer Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFHRQ0301_10

Pending Transactions Due-In Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Transfer Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFGLQ0101_10

Pending Transactions Due-In Inquiry Transfer Detail

Overview

This page allows you to view Transfer Detail Due-In information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-In > Search Criteria > Field Selection page > Search Results > Basic tab > Transfer tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-In Inquiry Search Criteria
- Pending Transactions Due-In Inquiry Field Selection
- Pending Transactions Due-In Inquiry Search Results
- Pending Transactions Due-In Inquiry Basic Detail
- Pending Transactions Due-In Inquiry Catalog Detail
- Pending Transactions Due-In Inquiry Accounting Detail

PageID Ref: WFHRQ0308_10

Pending Transactions Due-Out Inquiry Accounting Detail

Overview

This page allows you to view Accounting Detail Due-Out information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Transfer Detail

PageID Ref: WFHRQ0312_10

Pending Transactions Due-Out Inquiry Basic Detail

Overview

This page allows you to view Basic Detail Due-Out information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Transfer Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFHRQ0304_10

Pending Transactions Due-Out Inquiry Catalog Detail

Overview

This page allows you to view Catalog Detail Due-Out information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Transfer Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFHRQ0306_10

Pending Transactions Due-Out Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Transfer Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFGLQ0101_5

Pending Transactions Due-Out Inquiry Search Criteria

Overview

This field selectable inquiry provides you a look at Pending Transactions Due-Out related data. You have the option of the following Type Action codes to perform your search:

- Disposition
- Pending

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria

Page Fields

The following fields display on the Asset Inquiry page. For more information on each field, select the appropriate hyperlink.

*Type Action
Process Action
UIC
Doc Nbr
Stock Nbr
Custodian Nbr
Asset Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Transfer Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFHRQ3501_10

Pending Transactions Due-Out Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Transfer Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFGLQ0101_10

Pending Transactions Due-Out Inquiry Transfer Detail

Overview

This page allows you to view Transfer Detail Due-Out information.

Navigation

Inquiries > Asset Management > Pending Transactions > Due-Out > Search Criteria > Field Selection page > Search Results > Basic tab > Transfer tab

‡ Additional navigation methods possible.

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
You selected an asset with no lower assemblies.	The selected asset does not have any components.

Related Topics

- Pending Transactions Due-Out Inquiry Search Criteria
- Pending Transactions Due-Out Inquiry Field Selection
- Pending Transactions Due-Out Inquiry Search Results
- Pending Transactions Due-Out Inquiry Basic Detail
- Pending Transactions Due-Out Inquiry Catalog Detail
- Pending Transactions Due-Out Inquiry Accounting Detail

PageID Ref: WFHRQ0308_10

Unique Item Identifier (UII) Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Asset Management > UII > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- UII Inquiry Search Criteria
- UII Inquiry Search Results

PageID Ref: WFGLQ0101_5

Unique Item Identifier (UII) Inquiry Search Criteria

Overview

This field selectable inquiry provides detail information concerning assets assigned to a Unique Item Identifier code.

Navigation

Inquiries > Asset Management > UII > Search Criteria

Page Fields

The following fields display on the UII Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
Asset Id
Stock Nbr
Custodian Nbr
Loc
UII Sts Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- UII Inquiry Field Selection
- UII Inquiry Search Results

PageID Ref: WFHRQ2401_10

Unique Item Identifier (UII) Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > UII > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- UII Inquiry Search Criteria
- UII Inquiry Field Selection

PageID Ref: WFGLQ0101_10

Manufacturer Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Manufacturer Inquiry Search Criteria
- Manufacturer Inquiry Search Results

PageID Ref: WFGLQ0101_5

Manufacturer Inquiry Search Criteria

Overview

This field selectable inquiry provides you with detailed information about the manufacturers of your property. Manufacturer name, part and model number information can be accessed by stock number or filtered by any of the manufacturer data elements.

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria

Page Fields

The following fields display on the Manufacturer Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Stock Nbr
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
Non-Actbl

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Manufacturer Inquiry Field Selection
- Manufacturer Inquiry Search Results

Manufacturer Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Manufacturer Inquiry Search Criteria
- Manufacturer Inquiry Field Selection

PageID Ref: WFGLQ0101_10

Manufacturer History Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Manufacturer History Inquiry Search Criteria
- Manufacturer History Inquiry Search Results

PageID Ref: WFGLQ0101_5

Manufacturer History Inquiry Search Criteria

Overview

This field selectable inquiry provides you with historical manufacturer data. Inquiry data is filterable by the stock number, last activity date or any of the manufacturer data elements.

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria

Page Fields

The following fields display on the Manufacturer History Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Stock Nbr
Mfr Name
Mfr Model Nbr
Mft Part Nbr
Last Activity Dt
Non-Actbl

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Manufacturer History Inquiry Field Selection
- Manufacturer History Inquiry Search Results

Manufacturer History Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Manufacturer History Inquiry Search Criteria
- Manufacturer History Inquiry Field Selection

PageID Ref: WFGLQ0101_10

Stock Number Inquiry Basic Detail

Overview

This page allows you to view basic details about a stock number.

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number Inquiry Search Criteria
- Stock Number Inquiry Field Selection
- Stock Number Inquiry Search Results
- Stock Number Inquiry Manufacturer Detail
- Stock Number Inquiry Publications Detail

PageID Ref: WFCTQ0104_10

Stock Number Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number Inquiry Search Results
- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Manufacturer Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WFGLQ0101_5

Stock Number Inquiry Manufacturer Detail

Overview

This page allows you to view manufacturer details about stock numbers.

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria > Field Selection page > Search Results > Basic tab > Manufacturer tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

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To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number Inquiry Search Criteria
- Stock Number Inquiry Field Selection
- Stock Number Inquiry Search Results
- Stock Number Inquiry Basic Detail
- Stock Number Inquiry Publications Detail

PageID Ref: WFCTQ0106_10

Stock Number Inquiry Publications Detail

Overview

This page allows you to view publication details about stock numbers.

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria > Field Selection page > Search Results > Basic tab > Publications tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number Inquiry Search Criteria
- Stock Number Inquiry Field Selection
- Stock Number Inquiry Search Results
- Stock Number Inquiry Basic Detail
- Stock Number Inquiry Manufacturer Detail

PageID Ref: WFCTQ0110_10

Stock Number Inquiry Search Criteria

Overview

This field selectable inquiry provides views of catalog information organized by stock numbers. Inquiries are displayed as general views of multiple stock numbers. You can drill down to detail pages on specific stock numbers.

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria

Page Fields

The following fields display on the Stock Number Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Stock Nbr
Item Desc
FSC
NIIN
Type Asset Cd
ACC
CIIC
Mgt Cd
Reportable Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be	Enter search criteria into at least one field.

entered in one or more fields

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Stock Number Inquiry Field Selection
- Stock Number Inquiry Search Results
- Stock Number Inquiry Basic Detail
- Stock Number Inquiry Manufacturer Detail
- Stock Number Inquiry Publications Detail

PageID Ref: WFCTQ0101_10

Stock Number Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Catalog > Stock NBR > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Stock Number Inquiry Search Criteria
- Stock Number Inquiry Field Selection
- Stock Number Inquiry Basic Detail
- Stock Number Inquiry Manufacturer Detail
- Stock Number Inquiry Publications Detail

PageID Ref: WFGLQ0101_10

Stock Number History Inquiry Basic Detail

Overview

This page allows you to view basic details about historical cataloged stock number.

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

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To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number History Inquiry Field Selection
- Stock Number History Inquiry Search Results
- Stock Number History Inquiry Manufacturer Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WPCTQ0204_10

Stock Number History Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number History Inquiry Search Results
- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Manufacturer Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WFGLQ0101_5

Stock Number History Inquiry Manufacturer Detail

Overview

This page allows you to view manufacturer details about historical cataloged stock numbers.

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria > Field Selection page > Search Results > Basic tab > Manufacturer tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number History Inquiry Field Selection
- Stock Number History Inquiry Search Results
- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WPCTQ0206_10

Stock Number History Inquiry Publications Detail

Overview

This page allows you to view publication details about historical cataloged stock numbers.

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria > Field Selection page > Search Results > Basic tab > Publications tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number History Inquiry Field Selection
- Stock Number History Inquiry Search Results
- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Manufacturer Detail

PageID Ref: WPCTQ0207_10

Stock Number History Inquiry Search Criteria

Overview

This field selectable inquiry provides you with historical catalog information about the records you selected. You can sort the inquiry by the stock number or last activity date.

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria

Page Fields

The following fields display on the Stock Number History Inquiry page. For more information on each field, select the appropriate hyperlink.
My Queries
Stock Nbr
Last Activity Dt

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Stock Number History Inquiry Field Selection
- Stock Number History Inquiry Search Results

- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Manufacturer Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WPCTQ0201_10

Stock Number History Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Catalog > Stock NBR History > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Stock Number History Inquiry Search Criteria
- Stock Number History Inquiry Field Selection
- Stock Number History Inquiry Basic Detail
- Stock Number History Inquiry Manufacturer Detail
- Stock Number History Inquiry Publications Detail

PageID Ref: WFGLQ0101_10

Asset Inventory Data Inquiry Field Selection

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Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Asset Inventory Data Inquiry Search Criteria
- Asset Inventory Data Inquiry Search Results

PageID Ref: WFGLQ0101_5

Asset Inventory Data Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Asset Inventory Data Inquiry Search Criteria
- Asset Inventory Data Inquiry Field Selection
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WFGLQ0101_10

Asset Inventory Data Inquiry Search Criteria

Overview

This selectable field inquiry provides you a look at the data from the asset side. This query enables you to find all of your serial, bulk and component assets. The details for each asset found provides a way to view all aspects of the asset; for example, financial inventory. This query combines the asset information with some essential inventory fields.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria

Page Fields

The following fields display on the Asset Inventory Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Site Id
Actbl UIC
UIC
Maj Custodian Nbr
Loc
Rcl Last Inv Dt
Suspt Loss Sts Cd
Non-Actbl

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.

To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Asset Inventory Data Inquiry Field Selection
- Asset Inventory Data Inquiry Search Results

PageID Ref: WFHRQ1601_10

Inventory Detail Inquiry Detail

Overview

This page allows you to view Inventory Detail information.

Navigation

Inquiries > Inventory > Inventory Detail> Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Inventory Detail Inquiry Search Criteria
- Inventory Detail Inquiry Field Selection
- Inventory Detail Inquiry Search Results

PageID Ref: WFHRQ3402_10

Inventory Detail Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Inventory Detail Inquiry Search Criteria
- Inventory Detail Inquiry Search Results
- Inventory Detail Inquiry Detail

PageID Ref: WFGLQ0101_5

Inventory Detail Inquiry Search Criteria

Overview

This field selectable inquiry provides you a look at Inventory Detail data. You have the option to select a INV ASSET STS CD to target specific actions and output generated while conducting an inventory.

For example, to display all open inventories you would select INV ASSET STS CD (LIKE) INT-Initialized.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria

Page Fields

The following fields display on the Inventory Detail Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Inv Nbr
Asset Id
Stock Nbr
Serial Nbr
Inv Asset Sts Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Inventory Detail Inquiry Field Selection
- Inventory Detail Inquiry Search Results
- Inventory Detail Inquiry Detail

PageID Ref: WFHRQ3401_10

Inventory Detail Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Inventory Detail Inquiry Search Criteria
- Inventory Detail Inquiry Field Selection
- Inventory Detail Inquiry Detail

PageID Ref: WFGLQ0101_10

Inventory Line Item Inquiry Search Criteria

Overview

This field selectable inquiry lists asset information by inventory number.

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria

Page Fields

The following fields display on the Inventory Line Item Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries

Inv Nbr

Asset Id

Stock Nbr

Serial Nbr

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Inventory Line Item Inquiry Field Selection
- Inventory Line Item Inquiry Search Results
- Inventory Line Item Inquiry Detail

Inventory Line Item Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Inventory Line Item Inquiry Search Criteria
- Inventory Line Item Inquiry Search Results
- Inventory Line Item Inquiry Detail

PageID Ref: WFGLQ0101_5

Inventory Line Item Inquiry Detail

Overview

This page allows you to view inventory details about a specific asset.

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Inventory Line Item Inquiry Search Criteria
- Inventory Line Item Inquiry Field Selection
- Inventory Line Item Inquiry Search Results

PageID Ref: WPHRQ1004_10

Inventory Line Item Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Inventory Line Item Inquiry Search Criteria
- Inventory Line Item Inquiry Field Selection
- Inventory Line Item Inquiry Detail

PageID Ref: WFGLQ0101_10

Asset Utilization Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > MAINT/UTIL > Asset Utilization > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Asset Utilization Inquiry Search Criteria
- Asset Utilization Inquiry Search Results
- Asset Utilization Inquiry History Detail

PageID Ref: WFUTQ0901_10b

Asset Utilization Inquiry History Detail

Overview

This page allows you to view basic details about a specific asset utilization.

Navigation

Inquiries > MAINT/UTIL > Asset Utilization > Search Criteria > Field Selection page > Search Results > History Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Asset Utilization Inquiry Search Criteria
- Asset Utilization Inquiry Field Selection
- Asset Utilization Inquiry Search Results

PageID Ref: WFUTQ0902_10

Asset Utilization Inquiry Search Criteria

Overview

This field selectable inquiry provides you the ability to query and retrieve Asset Utilization information for all Serial Assets that exist in the Asset Utilization table.

This inquiry will show you the current utilization information for an asset. It will also allow you to view the utilization history of that asset by clicking on the ASSET ID record hyperlink.

Navigation

Inquiries > MAINT/UTIL > Asset Utilization > Search Criteria

Page Fields

The following fields display on the Asset Utilization Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Actbl UIC
Asset Id
Dt Util Last Rptd
Fdcry Deprn Mthd Cd
Include Assets Rptng Util
Include Assets Not Rptng Util
Include Active Util Data
Include Deleted Util Data
LIN/TAMCN
Loc
Serial Nbr
Site Id
Stock Nbr
Type Dsg Name
UIC
UII

Procedures

To perform a new query:

1. You will need to select an item from the Available field drop-down list.
2. Choose a logical operator that corresponds with the field you wish to use as a filter.

Helpful Tip

Select "Like" from the selection box for a wildcard search.

3. Select a value from the Search Value(s) drop-down list.

Note

To retrieve a field equal to a space, a space must be entered by using the space bar.

4. Select to go to the Selection Field page or choose to clear the page.
(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Asset Utilization Inquiry Field Selection
- Asset Utilization Inquiry Search Results
- Asset Utilization Inquiry History Detail

PageID Ref: WFUTQ0901_10

Asset Utilization Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > MAINT/UTIL > Asset Utilization > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Asset Utilization Inquiry Search Criteria
- Asset Utilization Inquiry Field Selection
- Asset Utilization Inquiry History Detail

PageID Ref: WFGLQ0101_10

Terms/Conditions Inquiry Asset Tab

Overview

This page allows you to view details about specific asset on the Warranty/Service/Subscription Terms/Conditions.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results > Clause tab > Asset Tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab

PageID Ref: WFMAQ0110_10

Terms/Conditions Inquiry Clause Detail

Overview

This page allows you to view details about a specific clause.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results > Clause tab > Clause Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0109_10

Terms/Conditions Inquiry Clause Tab

Overview

This page allows you to view details about specific clause description on the Warranty/Service/Subscription Terms/Conditions.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results > Clause tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0102_10

Terms/Conditions Inquiry Contractor Tab

Overview

This page allows you to view details about specific contractor on the Warranty/Service/Subscription Terms/Conditions.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results > Clause tab > Contractor Tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0104_10

Terms/Conditions Inquiry Contract Tab

Overview

This page allows you to view details about specific contract on the Warranty/Service/Subscription Terms/Conditions.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results > Clause tab > Contract Tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0106_10

Terms/Conditions Inquiry Field Selection

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Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0101_10b

Terms/Conditions Inquiry Search Criteria

Overview

This field selectable inquiry provides you the ability to query and retrieve warranty, service, subscription information as well as contract/contractor information. It will also allow you to view the detail information on the clause, contractor, contract and asset by clicking on the tabs.

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria

Page Fields

The following fields display on the Terms/Conditions Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Actbl UIC
CAGE Cd
Cntr Use Cd
Cntr Nbr
Dlvy Ord Nbr
CLIN
SLIN
Asset Id

Procedures

To perform a new query:

1. You will need to select an item from the Available field drop-down list.
2. Choose a logical operator that corresponds with the field you wish to use as a filter.

Helpful Tip

Select "Like" from the selection box for a wildcard search.

3. Select a value from the Search Value(s) drop-down list.

Note

To retrieve a field equal to a space, a space must be entered by using the space bar.

4. Select to go to the Selection Field page or choose to clear the page.
(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Search Results
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0101_10

Terms/Conditions Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > MAINT/UTIL > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Terms/Conditions Inquiry Search Criteria
- Terms/Conditions Inquiry Field Selection
- Terms/Conditions Inquiry Clause Tab
- Terms/Conditions Inquiry Clause Detail
- Terms/Conditions Inquiry Contractor Tab
- Terms/Conditions Inquiry Contract Tab
- Terms/Conditions Inquiry Asset Tab

PageID Ref: WFMAQ0101_10

Appropriation Data Inquiry Search Criteria

Overview

This field selectable inquiry enables you to select the information view concerning all the appropriations on your file.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria

Page Fields

The following fields display on the Appropriation Data Inquiry page. For more information on each field, select the appropriate hyperlink.
My Queries
* UIC
Fund Cd
ASN
Basic Symbol
Type Fund Cd

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Appropriation Data Inquiry Field Selection
- Appropriation Data Inquiry Search Results
- Appropriation Data Inquiry Detail

Appropriation Data Inquiry Detail

Overview

This page allows you to view details for appropriations.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Appropriation Data Inquiry Search Criteria
- Appropriation Data Inquiry Field Selection
- Appropriation Data Inquiry Search Results

PageID Ref: WFUTQ0204_10

Appropriation Data Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Appropriation Data Inquiry Search Criteria
- Appropriation Data Inquiry Search Results
- Appropriation Data Inquiry Detail

PageID Ref: WFGLQ0101_5

Appropriation Data Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Appropriation Data Inquiry Search Criteria
- Appropriation Data Inquiry Field Selection
- Appropriation Data Inquiry Detail

PageID Ref: WFGLQ0101_10

Contract Inquiry Basic Detail

Overview

This page allows you to view Contract detail information.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Field Selection page > Search Results > Basic tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Contract Inquiry Search Criteria
- Contract Inquiry Field Selection
- Contract Inquiry Search Results
- Contract Inquiry Contractor Detail

PageID Ref: WFHRQ2804_10

Contract Inquiry Contractor Detail

Overview

This page allows you to view Contractor detail information.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Field Selection page > Search Results > Basic tab > Contractor tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Contract Inquiry Search Criteria
- Contract Inquiry Field Selection
- Contract Inquiry Search Results
- Contract Inquiry Basic Detail

PageID Ref: WFHRQ2806_10

Contract Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Master Data > Contract > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Contract Inquiry Search Criteria
- Contract Inquiry Search Results
- Contract Inquiry Basic Detail
- Contract Inquiry Contractor Detail

PageID Ref: WFGLQ0101_5

Contract Inquiry Search Criteria

Overview

This selectable inquiry provides you a look at Contract related data. This query enables you to search for specific records using the Contract Type or Contract Number to view data.

Navigation

Inquiries > Master Data > Contract > Search Criteria

Page Fields

The following fields display on the Contract Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Cntr Use Cd
Cntr Type Cd
Cntr Nbr
Cntrr Name
Expr Dt
Estbl By

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Contract Inquiry Field Selection
- Contract Inquiry Search Results
- Contract Inquiry Basic Detail
- Contract Inquiry Contractor Detail

Contract Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. Some inquiries allow you to view details directly from the results. From this page, you can print or download the results or mouse over and select any data field to view detail data.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Contract Inquiry Search Criteria
- Contract Inquiry Field Selection
- Contract Inquiry Basic Detail
- Contract Inquiry Contractor Detail

PageID Ref: WFGLQ0101_10

Contractor Inquiry Basic Detail

Overview

This page allows you to view Contractor detail information.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Field Selection page > Search Results > Basic tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Contractor Inquiry Search Criteria
- Contractor Inquiry Field Selection
- Contractor Inquiry Search Results
- Contractor Inquiry Contract Detail

PageID Ref: WFHRQ2904_10

Contractor Inquiry Contract Detail

Overview

This page allows you to view Contract detail information.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Field Selection page > Search Results > Basic tab > Contract tab

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Contractor Inquiry Search Criteria
- Contractor Inquiry Field Selection
- Contractor Inquiry Search Results
- Contractor Inquiry Basic Detail

PageID Ref: WFHRQ2906_10

Contractor Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Contractor Inquiry Search Criteria
- Contractor Inquiry Search Results
- Contractor Inquiry Basic Detail
- Contractor Inquiry Contract Detail

PageID Ref: WFGLQ0101_5

Contractor Inquiry Search Criteria

Overview

This field selectable inquiry provides you a look at Contractor related data. This query enables you to find records using the DODAAC and CAGE CD.

Navigation

Inquiries > Master Data > Contractor > Search Criteria

Page Fields

The following fields display on the Contractor Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

DODAAC
Cage Cd
Cntrr Name
State Cd
Country Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Contractor Inquiry Field Selection
- Contractor Inquiry Search Results

- Contractor Inquiry Basic Detail
- Contractor Inquiry Contract Detail

Contractor Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. Some inquiries allow you to view details directly from the results. From this page, you can print or download the results or mouse over and select any data field to view detail data.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Contractor Inquiry Search Criteria
- Contractor Inquiry Field Selection
- Contractor Inquiry Basic Detail
- Contractor Inquiry Contract Detail

PageID Ref: WFGLQ0101_10

Unit Identification Code (UIC) Inquiry Basic Detail

Overview

This page allows you to view basic details about a specific UIC.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- UIC Inquiry Search Criteria
- UIC Inquiry Field Selection
- UIC Inquiry Search Results
- UIC Inquiry DODAAC Detail
- UIC Inquiry System Settings Detail

PageID Ref: WFUTQ0104_10

Unit Identification Code (UIC) Inquiry Department of Defense Activity Address Code (DODAAC) Detail

Overview

This page allows you to view DODAAC details about a specific UIC.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Field Selection page > Search Results > Basic tab > DODAAC tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- UIC Inquiry Search Criteria
- UIC Inquiry Field Selection
- UIC Inquiry Search Results
- UIC Inquiry Basic Detail
- UIC Inquiry System Settings Detail

PageID Ref: WFUTQ0106_10

Unit Identification Code (UIC) Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Master Data > UIC > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- UIC Inquiry Search Criteria
- UIC Inquiry Search Results
- UIC Inquiry Basic Detail
- UIC Inquiry DODAAC Detail
- UIC Inquiry System Settings Detail

PageID Ref: WFGLQ0101_5

Unit Identification Code (UIC) Inquiry Search Criteria

Overview

This field selectable inquiry displays detailed information about the UICs on your file. You can filter the inquiry by UIC, Accountable UIC or UIC name.

Navigation

Inquiries > Master Data > UIC > Search Criteria

Page Fields

The following fields display on the UIC Inquiry page. For more information on each field, select the appropriate hyperlink.
My Queries
* UIC
Actbl UIC
UIC Name

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- UIC Inquiry Field Selection
- UIC Inquiry Search Results
- UIC Inquiry Basic Detail

- UIC Inquiry DODAAC Detail
- UIC Inquiry System Settings Detail

PageID Ref: WFUTQ0101_10

Unit Identification Code (UIC) Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Master Data > UIC > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- UIC Inquiry Search Criteria
- UIC Inquiry Field Selection
- UIC Inquiry Basic Detail
- UIC Inquiry DODAAC Detail
- UIC Inquiry System Settings Detail

PageID Ref: WFGLQ0101_10

Unit Identification Code (UIC) Inquiry System Settings Detail

Overview

This page allows you to view system setting details about a specific UIC.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Field Selection page > Search Results > Basic tab > System Settings tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- UIC Inquiry Search Criteria
- UIC Inquiry Field Selection
- UIC Inquiry Search Results
- UIC Inquiry Basic Detail
- UIC Inquiry DODAAC Detail

PageID Ref: WFUTQ0108_10

Capital Asset Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Capital Asset Inquiry Search Criteria
- Capital Asset Inquiry Search Results

PageID Ref: WFGLQ0101_5

Capital Asset Inquiry Search Criteria

Overview

This field selectable inquiry lists real property assets. The selection criteria enables you to limit these assets as to if they have been activated for depreciation, not activated for depreciation or both types.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria

Page Fields

The following fields display on the Real Property Capital Asset Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
RPUID
Instl Nbr
Fac Nbr
UIC
Acct Rpt Nbr
Deprn Cd
Status

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Capital Asset Inquiry Field Selection
- Capital Asset Inquiry Search Results

Capital Asset Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Capital Asset Inquiry Search Criteria
- Capital Asset Inquiry Field Selection

PageID Ref: WFGLQ0101_10

Real Property Legacy History Inquiry Accounting Detail

Overview

This page allows you to view accounting details about historical real property data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFACQ0908_10

Real Property Legacy History Inquiry Address Detail

Overview

This page allows you to view address details about historical real property data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Address tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFACQ0906_10

Real Property Legacy History Inquiry All Detail

Overview

This page allows you to view all details about historical real property data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > All tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail

PageID Ref: WFACQ0912_10

Real Property Legacy History Inquiry Basic Detail

Overview

This page allows you to view basic details about historical real property data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFACQ0904_10

Real Property Legacy History Inquiry Depreciation Detail

Overview

This page allows you to view depreciation details about historical real property data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results > Basic tab > Depreciation tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFACQ0910_10

Real Property Legacy History Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFGLQ0101_5

Real Property Legacy History Inquiry Search Criteria

Overview

This field selectable inquiry enables you to view historical data from the DPAS legacy system.

Navigation

Inquiries > Real Property > Legacy History > Search Criteria

Page Fields

The following fields display on the Real Property Legacy History Inquiry page. For more information on each field, select the appropriate hyperlink.
My Queries
* Tran Dt From
Tran Dt To
UIC
Installation Nbr
Facility Nbr
Doc Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry From Date	Enter search criteria into the Tran Dt From field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Invalid Date - Must be in yyyyMMdd format	The TRAN DT From and TRAN DT To dates must be entered in YYYYMMDD format.

Related Topics

- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Search Results
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

Real Property Legacy History Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Real Property > Legacy History > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Real Property Legacy History Inquiry Search Criteria
- Real Property Legacy History Inquiry Field Selection
- Real Property Legacy History Inquiry Basic Detail
- Real Property Legacy History Inquiry Address Detail
- Real Property Legacy History Inquiry Accounting Detail
- Real Property Legacy History Inquiry Depreciation Detail
- Real Property Legacy History Inquiry All Detail

PageID Ref: WFGLQ0101_10

Real Property Inquiry Acquisition Detail

Overview

This page allows you to view acquisition details about real property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results > Basic tab > Acquisition tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail
- Real Property Inquiry All Detail

PageID Ref: WFACQ0606_10

Real Property Inquiry All Detail

Overview

This page allows you to view all details about real property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results > Basic tab > All tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail

PageID Ref: WFACQ0612_10

Real Property Inquiry Basic Detail

Overview

This page allows you to view basic details about real property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results > Basic tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail
- Real Property Inquiry All Detail

PageID Ref: WFACQ0604_10

Real Property Inquiry Depreciation Detail

Overview

This page allows you to view depreciation details about real property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results > Basic tab > Depreciation tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Improvement Detail
- Real Property Inquiry All Detail

PageID Ref: WFACQ0610_10

Real Property Inquiry Search Criteria

Overview

This field selectable inquiry compiles a filtered list of all real property on file.

Navigation

Inquiries > Real Property > Real Property > Search Criteria

Page Fields

The following fields display on the Real Property Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
RPUID
Instl Nbr
Fac Nbr
Status

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail

- Real Property Inquiry All Detail

Real Property Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail
- Real Property Inquiry All Detail

PageID Ref: WFGLQ0101_5

Real Property Inquiry Improvement Detail

Overview

This page allows you to view improvement details about real property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results > Basic tab > Improvement tab

‡ Additional navigation methods possible.

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Search Results
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry All Detail

PageID Ref: WFACQ0608_10

Real Property Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Real Property Inquiry Search Criteria
- Real Property Inquiry Field Selection
- Real Property Inquiry Basic Detail
- Real Property Inquiry Acquisition Detail
- Real Property Inquiry Depreciation Detail
- Real Property Inquiry Improvement Detail
- Real Property Inquiry All Detail

PageID Ref: WFGLQ0101_10

Real Property Activity Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Real Property > Real PROP Activity > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Real Property Activity Inquiry Search Criteria
- Real Property Activity Inquiry Search Results
- Real Property Activity Inquiry History Detail
- Real Property Activity Inquiry Delta

PageID Ref: WFGLQ0101_5

Real Property Activity Inquiry History Detail

Overview

This page allows you to view history details about a specific real property activity. You may select a specific history item to view further details.

Navigation

Inquiries > Real Property > Real PROP Activity > Search Criteria > Field Selection page > Search Results > History Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Real Property Activity Inquiry Search Criteria
- Real Property Activity Inquiry Field Selection
- Real Property Activity Inquiry Search Results
- Real Property Activity Inquiry Delta

PageID Ref: WFHRQ2102_10

Real Property Activity Inquiry Delta

Overview

This page allows you to see those fields that were updated during real property activities.

Navigation

Inquiries > Real Property > Real PROP Activity > Search Criteria > Field Selection page > Search Results > History Detail page > Delta page

Page Fields

The following fields display on the Asset Activity Inquiry Details page. For more information on each field, select the appropriate hyperlink.

Table Name
Pgm Id
User Id
Display
Tran Dt/Time
Tran Cd

Procedure

To adjust the list of displayed fields:

1. Select either to show only updated fields or to show all fields from the Display drop-down list.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Real Property Activity Inquiry Search Criteria
- Real Property Activity Inquiry Field Selection
- Real Property Activity Inquiry Search Results
- Real Property Activity Inquiry History Detail

PageID Ref: WFHRQ2104_10

Real Property Activity Inquiry Search Criteria

Overview

This field selectable inquiry details transactional history against real property assets. Use the Tran Dt From field to narrow your search for specific transactions.

Navigation

Inquiries > Real Property > Real PROP Activity > Search Criteria

Page Fields

The following fields display on the Real Property Activity Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Tran Dt From
UIC
RPUID
Instl Nbr
Fac Nbr
Tran Doc Nbr
User Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - TRAN DT From	Enter search criteria into the TRAN DT From field.

Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Real Property Activity Inquiry Field Selection
- Real Property Activity Inquiry Search Results
- Real Property Activity Inquiry History Detail
- Real Property Activity Inquiry Delta

PageID Ref: WFHRQ2101_10

Real Property Activity Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Real Property > Real PROP Activity > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Real Property Activity Inquiry Search Criteria
- Real Property Activity Inquiry Field Selection
- Real Property Activity Inquiry History Detail
- Real Property Activity Inquiry Delta

PageID Ref: WFGLQ0101_10

Real Property Improvement Inquiry Detail

Overview

This page allows you to view details for real property improvements.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Field Selection page > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Real Property Improvement Inquiry Search Criteria
- Real Property Improvement Inquiry Field Selection
- Real Property Improvement Inquiry Search Results

PageID Ref: WFACQ1304_10

Real Property Improvement Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Real Property Improvement Inquiry Search Criteria
- Real Property Improvement Inquiry Search Results
- Real Property Improvement Inquiry Detail

PageID Ref: WFGLQ0101_5

Real Property Improvement Inquiry Search Criteria

This field selectable inquiry lists real property improvements. The selection criteria enables you to limit these assets to if they have been activated for depreciation, not activated for depreciation or both types.

Navigation

Inquiries > Real Property > Improvement > Search Criteria

Page Fields

The following fields display on the Real Property Improvement Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr
Status

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Real Property Improvement Inquiry Field Selection
- Real Property Improvement Inquiry Search Results
- Real Property Improvement Inquiry Detail

PageID Ref: WFACQ1301_10

Real Property Improvement Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Field Selection page > Search Results
(missing or bad snippet)

Related Topics

- Real Property Improvement Inquiry Search Criteria
- Real Property Improvement Inquiry Field Selection
- Real Property Improvement Inquiry Detail

PageID Ref: WFGLQ0101_10

Type Designation Inquiry Field Selection

(missing or bad snippet)

Navigation

Inquiries > Type Designation > Search Criteria > Field Selection page
(missing or bad snippet)

Related Topics

- Type Designation Inquiry Search Criteria
- Type Designation Inquiry Search Results

Type Designation Inquiry Search Criteria

Overview

This field selectable inquiry provides you the ability to query and retrieve type designation information as well as acquisition program information. You will use Type Designation, Type Designation Group, and Acquisition Program Name values as parameters to retrieve the information.

Navigation

Inquiries > Type Designation > Search Criteria

Page Fields

The following fields display on the Type Designation Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

Acq Pgm Name
Type Dsg Group
Type Dsg Name

Procedures

To perform a new query:

1. You will need to select an item from the Available field drop-down list.
2. Select the logical operator that corresponds with the field you wish to use as a filter.

Helpful Tip

Select "Like" from the selection box for a wildcard search.

3. Select a value from the Search Value(s) drop-down list.

Note

To retrieve a field equal to a space, a space must be entered by using the space bar.

4. Select to go to the Selection Field page.

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Inquiry already exists.	Select "Update Query " or "Delete Query.

Related Topics

- Type Designation Inquiry Field Selection
- Type Designation Inquiry Search Results

Type Designation Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Type Designation > Search Criteria > Field Selection page > Search Results (missing or bad snippet)

Related Topics

- Type Designation Inquiry Search Criteria
- Type Designation Inquiry Field Selection

PageID Ref: WFUTQ0701_10

Inquiry Field Selection

Overview

This page provides you with the data fields which will be included with the results of your inquiry search. You can choose to include or exclude data based upon your inquiry needs.

Navigation

Various navigation paths available.

Page Fields

The following fields display on the Inquiry Field Selection page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File

Extract Id
Privacy Type

Procedures

To create, use, update and delete My Selections entries:

To create a My Selections entry:

1. Choose New Selection List.
2. Select the data elements to appear in the final extract file or report. If it is possible to alter the order of the fields in the output file, your cursor will change. To move a field up or down in the list, move the cursor over the field, click and hold on the field, then drag and drop it into place. Select Reset to return the fields back to their original checked or unchecked state.
3. Enter the name for the selection list in the field.

Note



You should give your selection list a meaningful name. Simply calling it "FrankSSelections" may not be enough to remind you of what is contained in this list of data elements. Use meaningful names that describe what the list contains. Names such as "AccountingData" or "StockNbrItemDesc" will make more sense to you next month or next quarter.

4. Select Add Selection List to save the inquiry or choose Cancel Selection to clear your input and return to the New Selection List

state.

To use a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to use.
2. The selection list check boxes will be populated and the field order set as it was when the list was saved.
3. Continue with the inquiry.

To update a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to update.
2. Modify the list as needed. You may change the fields selected as well as the order in which they will appear in the output.
3. Select Update Selection List.

To delete a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to delete.
2. Select Delete Selection List.

Note

All selection lists are stored by the type of query they associated with. For instance, you cannot access a manufacturer selection list from the stock number inquiry page.

To view the inquiry results on-screen:

1. Select the data elements to appear in your output using the check boxes in the Select column or by selecting a saved entry from My Selections. The selected data elements will appear in your output in the order they appear in the list. If it is possible to alter the order of the fields in the output file, your cursor will change. To move a field up or down in the list, move the cursor over the field, click and hold on the field, then drag and drop it into place. Select Reset to return the fields back to their original checked or unchecked state.
2. Select Show Inquiry. This will produce an on-screen report that will display the data you selected.

To create an inquiry data extract:

1. Determine the extract data type.
   A. Select the Extract Excel File radio button to create a spreadsheet file optimized as a native Excel (.xls) file. The file is only readable using the Excel program.

   B. Select the Extract Text, Comma Separated File to create a plain text data file readable by any plain text editing program. This file is also compatible with Excel.

2. Enter a name into the EXTRACT ID field to create an identifier that will be appended to the report name in the Download column in the inquiry viewer. This field is not mandatory.
3. Select a Privacy Type using the drop-down list.
   A. Select Private to make the report viewable only by you.
   B. Select Shared to allow others in your organization access to the extract results.
4. Select the data elements to appear in your output using the check boxes in the "Select" column or by selecting a saved entry from My Selections. The selected data elements will appear in your output in the order they appear in the list. Use the blue up and down arrows on the right hand side of the page to move the fields up and down in your output file. Select 

 to return the fields back to their original checked or unchecked state.
5. Select 

 to send the extract to the background processing agent. To retrieve the output, use the View Inquiry Extract page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_".	Only enter supported characters in the EXTRACT ID field.
You must choose at least 1 field before showing the inquiry.	Select at least one field to be displayed in the results using the check boxes in the Select column.
You must choose at least 1 field before submitting the request.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Topics vary depending on current process

PageID Ref: WFGLQ0101_5

Authorization Activity Inquiry Attachment Detail

Overview

This page allows you to view an Attachment (i.e. .jpg, .pdf, .txt).

Navigation

Inquiries > Asset Management > Authn Activity > Search Criteria > Search Results > History Detail page > Details page > Attachment Detail

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words you wish to search for in the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. Select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Excel format from the Select a format drop-down menu.
3. Select the Export link.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens.
    A. Select to open the file in a new window.
    B. Select to save the file.
    C. Select to cancel the Excel export process.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.

To print the results:

1. Review the information to ensure this is the report you wish to print.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.

3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

(missing or bad snippet)

Related Topics

- Authorization Activity Inquiry Search Criteria
- Authorization Activity Inquiry Search Results
- Authorization Activity Inquiry History Detail
- Authorization Activity Inquiry Detail

PageID Ref: WFAUQ0209_99

Authorization Activity Inquiry Detail

Overview

This page allows you to view Authorization Activity Inquiry Details information.

Navigation

Inquiries > Asset Management > Authn Activity > Search Criteria > Search Results > History Detail page > Details page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words you wish to search for in the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. Select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Excel format from the Select a format drop-down menu.
3. Select the Export link.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens.
    A. Select to open the file in a new window.
    B. Select to save the file.
    C. Select to cancel the Excel export process.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.

To print the results:

1. Review the information to ensure this is the report you wish to print.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.

3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

To view a result's details (not available in all inquiries):

1. Verify the detail displayed is the detail you wish to view.
2. Select .

(missing or bad snippet)

Related Topics

- Authorization Activity Inquiry Search Criteria
- Authorization Activity Inquiry Search Results
- Authorization Activity Inquiry History Detail
- Authorization Activity Inquiry Attachment Detail

PageID Ref: WFAUQ0208_10

Authorization Activity Inquiry History Detail

Overview

This page allows you to view History Detail information.

Navigation

Inquiries > Asset Management > Authn Activity > Search Criteria > Search Results > History Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)

To search the results:

1. Enter the characters or words you wish to search for in the Find|Next field. This is not case sensitive so you will find the word truck if you enter it as Truck, truck or even TrUcK.
2. Select the Find hyperlink.
3. Select the Next hyperlink to find the next matching value.

To export the results in Microsoft Excel format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Excel format from the Select a format drop-down menu.
3. Select the Export link.
4. The report will open in a new window if the "Always ask before opening this type of file" was previously removed, otherwise the File Download dialog box opens.
    A. Select to open the file in a new window.
    B. Select to save the file.
    C. Select to cancel the Excel export process.

To export the results in Adobe Acrobat format:

1. Review the information to ensure this is the report you wish to export.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.
3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.

To print the results:

1. Review the information to ensure this is the report you wish to print.
2. Select the Acrobat (PDF) file format from the Select a format drop-down menu.

3. Select the Export link.
4. The Adobe Acrobat document opens in a new window.
5. Select to open the Print dialog box.
6. Complete the print process.
7. Once printing is complete, close the new window.

To view a result's details (not available in all inquiries):

1. Locate the line who's details you wish to view.
2. Select the History Table hyperlink within that line.
(missing or bad snippet)

Related Topics

- Authorization Activity Inquiry Search Criteria
- Authorization Activity Inquiry Search Results
- Authorization Activity Inquiry Detail
- Authorization Activity Inquiry Attachment Detail

PageID Ref: WFAUQ0205_10

Authorization Activity Inquiry Search Criteria

Overview

This fixed data inquiry provides information about authorization activity.

Navigation

Inquiries > Asset Management > Authn Activity > Search Criteria

Page Fields

The following fields display on the Authorization Activity Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
*Tran Dt From
Tran Dt To
UIC
Stock Nbr

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Invalid Date - Must be in yyyyMMdd format	The TRAN DT From and TRAN DT To dates must be entered in YYYYMMDD format.

Related Topics

- Authorization Activity Inquiry Search Results
- Authorization Activity Inquiry History Detail
- Authorization Activity Inquiry Detail
- Authorization Activity Inquiry Attachment Detail

PageID Ref: WFAUQ0201_10

Authorization Activity Inquiry Search Results

(missing or bad snippet)

Navigation

Inquiries > Asset Management > Authn Activity > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details (not available in all inquiries):

1. Locate the line who's details you wish to view.
2. Select the UIC within that line.

(missing or bad snippet)

Related Topics

- Authorization Activity Inquiry Search Criteria
- Authorization Activity Inquiry History Detail
- Authorization Activity Inquiry Detail
- Authorization Activity Inquiry Attachment Detail

PageID Ref: WFGLQ0101_10

Disposal Activity Inquiry Detail

Overview

This page allows you to view disposal activity details about a specific Department of Defense Activity Address Code (DoDAAC).

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Disposal Activity Inquiry Search Criteria
- Disposal Activity Inquiry Search Results

PageID Ref: WFHRQ0604_10

Disposal Activity Inquiry Search Criteria

Overview

This fixed data inquiry provides you site information that deal in the disposal of excess property.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria

Page Fields

The following fields display on the Disposal Activity Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
DoDAAC
Dspsl Activity Name
State
Country Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Disposal Activity Inquiry Search Results
- Disposal Activity Inquiry Detail

Disposal Activity Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select any information within that line.

(missing or bad snippet)

Related Topics

- Disposal Activity Inquiry Search Criteria
- Disposal Activity Inquiry Detail

PageID Ref: WFHRQ0602_10

Disposal Designee Code Inquiry Detail

Overview

This page allows you to view disposal activity details about a specific designee code.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Disposal Designee Code Inquiry Search Criteria
- Disposal Designee Code Inquiry Search Results

PageID Ref: WFHRQ0704_10

Disposal Designee Code Inquiry Search Criteria

This fixed data inquiry provides information about those organizations you have designated as potential recipients of excess materials.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria

Page Fields

The following fields display on the Disposal Designee Code Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
DESIGNEE CD
Designee Name
Designee Agency Name
Physical State

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Disposal Designee Code Inquiry Search Results
- Disposal Designee Code Inquiry Detail

PageID Ref: WFHRQ0701_10

Disposal Designee Code Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select any information within that line.

(missing or bad snippet)

Related Topics

- Disposal Designee Code Inquiry Search Criteria
- Disposal Designee Code Inquiry Detail

PageID Ref: WFHRQ0702_10

Pending Transactions Inquiry Search Criteria

This fixed data inquiry provides information about transactions that fall into one of five categories:

- Receipt
- Transfer
- Disposition
- Excess
- Pending

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria

Page Fields

The following fields display on the Pending Transactions Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Type Action
Process Action
UIC
Doc Nbr
Stock Nbr
Custodian Nbr
Asset Id

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - Type Action	Enter search criteria into the Type Action field.
Operand must be =, >, <, >=, <=,	Utilize a logical operator for each field used as part of

<>, or Like the search criteria.

Related Topics

- Pending Transaction Inquiry Search Results
- Pending Transaction Inquiry Basic Detail
- Pending Transaction Inquiry Catalog Detail
- Pending Transaction Inquiry Transfer Detail
- Pending Transaction Inquiry Accounting Detail

PageID Ref: WFHRQ0301_10

Pending Transaction Inquiry Accounting Detail

Overview

This page allows you to view accounting-related details about a specific pending transaction.

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria > Search Results > Basic tab > Accounting tab

‡ Additional navigation methods possible.

(missing or bad snippet)

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Pending Transactions Inquiry Search Criteria
- Pending Transaction Inquiry Search Results
- Pending Transaction Inquiry Basic Detail
- Pending Transaction Inquiry Catalog Detail
- Pending Transaction Inquiry Transfer Detail

PageID Ref: WFHRQ0312_10

Pending Transaction Inquiry Basic Detail

Overview

This page allows you to view basic details about pending transactions.

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria > Search Results > Basic tab

‡ Additional navigation methods possible.

(missing or bad snippet)

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Pending Transactions Inquiry Search Criteria
- Pending Transaction Inquiry Search Results
- Pending Transaction Inquiry Catalog Detail
- Pending Transaction Inquiry Transfer Detail
- Pending Transaction Inquiry Accounting Detail

PageID Ref: WFHRQ0304_10

Pending Transaction Inquiry Catalog Detail

Overview

This page allows you to view catalog-related details about a specific pending transaction.

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria > Search Results > Basic tab > Catalog tab

‡ Additional navigation methods possible.

(missing or bad snippet)

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Pending Transactions Inquiry Search Criteria
- Pending Transaction Inquiry Search Results
- Pending Transaction Inquiry Basic Detail
- Pending Transaction Inquiry Transfer Detail
- Pending Transaction Inquiry Accounting Detail

PageID Ref: WFHRQ0306_10

Pending Transaction Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria > Search Results
(missing or bad snippet)

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select any information within that line.

(missing or bad snippet)

Related Topics

- Pending Transactions Inquiry Search Criteria
- Pending Transaction Inquiry Basic Detail
- Pending Transaction Inquiry Catalog Detail
- Pending Transaction Inquiry Transfer Detail
- Pending Transaction Inquiry Accounting Detail

PageID Ref: WFHRQ0302_10

Pending Transaction Inquiry Transfer Detail

Overview

This page allows you to view transfer details about a specific pending transaction.

Navigation

Inquiries > Asset Management > Pending Transactions > Search Criteria > Search Results > Basic tab > Transfer tab

‡ Additional navigation methods possible.

(missing or bad snippet)

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view additional details:

1. Select the tab that contains the desired information.
2. Select to return to the search criteria page.

(missing or bad snippet)

Related Topics

- Pending Transactions Inquiry Search Criteria
- Pending Transaction Inquiry Search Results
- Pending Transaction Inquiry Basic Detail
- Pending Transaction Inquiry Catalog Detail
- Pending Transaction Inquiry Accounting Detail

PageID Ref: WFHRQ0308_10

Failed Login Inquiry Search Criteria

Overview

This fixed data inquiry provides security personnel with a report of those user have failed a login attempt. This inquiry is only available to users with the security role.

Navigation

Inquiries > Failed Login > Search Criteria

Page Fields

The following fields display on the Failed Login Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
User Id
Last Activity Dt

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.
Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Failed Login Inquiry Search Results

Failed Login Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results.

Navigation

Inquiries > Failed Login > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Failed Login Inquiry Search Criteria

PageID Ref: WFSEQ0202_10

Inventory Date Management Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. This inquiry allows you to view details directly from the results. From this page, you can print or download the results.

Navigation

Inquiries > Inventory > Inventory Date Mgt > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or you do not have the appropriate security access	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.

Related Topics

- Inventory Date Management Inquiry Search Criteria

PageID Ref: WPHRQ1202_10

Inventory Date Management Inquiry Search Criteria

Overview

This fixed data inquiry assists you in tracking your inventory process and managing their due dates.

Navigation

Inquiries > Inventory > Inventory Date Mgt > Search Criteria

Page Fields

The following fields display on the Inventory Date Management Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Inv Dt Type
* UIC
Custodian Nbr
Loc
Last Compltd Dt
Nxt Sched Initlzn Dt

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Date format should be MM/DD/YYYY with valid month/day combination	Date must be entered in a valid MM/DD/YYYY format.

Related Topics

- Inventory Date Management Inquiry Search Results

PageID Ref: WPHRQ1201_10

Inventory Header Inquiry Search Criteria

Overview

This fixed data inquiry display the basic data for the inventories including what type of inventory you ran, what custodian or location you ran it against and the current status of that inventory.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria

Page Fields

The following fields display on the Inventory Header Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
Inv Nbr
UIC
Custodian Nbr
Loc
Inv Type
Inv Process Cd

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Inventory Header Inquiry Search Results
- Inventory Header Inquiry Details

Inventory Header Inquiry Detail

Overview

This page allows you to view inventory header details about a specific inventory.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Inventory Header Inquiry Search Criteria
- Inventory Header Inquiry Search Results

PageID Ref: WFHRQ0104_10

Inventory Header Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select any information within that line.

(missing or bad snippet)

Related Topics

- Inventory Header Inquiry Search Criteria
- Inventory Header Inquiry Detail

PageID Ref: WFHRQ0102_10

Address Inquiry Detail

Overview

This page allows you to view address details about a specific Unit Identification Code (UIC).

Navigation

Inquiries > Master Data > Address > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Address Inquiry Search Criteria
- Address Inquiry Search Results

PageID Ref: WFUTQ0404_10

Address Inquiry Search Criteria

Overview

This fixed data inquiry details the collection of addresses built into your account.

Navigation

Inquiries > Master Data > Address > Search Criteria

Page Fields

The following fields display on the Address Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* UIC
Address Type
Activity Name

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Address Inquiry Search Results
- Address Inquiry Detail

PageID Ref: WFUTQ0401_10

Address Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Master Data > Address > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the UIC within that line.

(missing or bad snippet)

Related Topics

- Address Inquiry Search Criteria
- Address Inquiry Detail

PageID Ref: WFUTQ0402_10

Location Inquiry Search Criteria

Overview

This fixed data inquiry provides you with the ability to view the inventory locations built into your account.

Navigation

Inquiries > Master Data > Location > Search Criteria

Page Fields

The following fields display on the Location Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* UIC
Loc

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - UIC	Enter search criteria into the UIC field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Location Inquiry Search Results

PageID Ref: WPUTQ0301_10

Location Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results.

Navigation

Inquiries > Master Data > Location > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Location Inquiry Search Criteria

PageID Ref: WPUTQ0302_10

Process Queue Inquiry Search Criteria

Overview

This fixed data inquiry provides you with the ability to view all tasks that are waiting completion in the process queue.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria

Page Fields

The following fields display on the Process Queue Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Site Id
User Id
Process Queue Nbr
Process Status

* denotes a mandatory field

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - Site Id	Enter search criteria into the Site Id field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- Process Queue Inquiry Search Results

Process Queue Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- Process Queue Inquiry Search Criteria

PageID Ref: WFUTQ0502_10

System Identifier (Id) Inquiry Detail

Overview

This page allows you to view details about a specific SYSTEM ID. You may choose to view asset details directly from the details.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the Asset ID within that line.

(missing or bad snippet)

Related Topics

- System Id Inquiry Search Criteria
- System Id Inquiry Search Results
- Asset Inquiry Basic Detail
- Asset Inquiry Catalog Detail
- Asset Inquiry Excess Detail
- Asset Inquiry Inventory Detail
- Asset Inquiry Accounting Detail
- Asset Inquiry Depreciation Detail
- Asset Inquiry Ancillary Detail
- Asset Inquiry All Detail
- Asset Inquiry Attachments Detail
- Asset Inquiry Component Detail

PageID Ref: WFUTQ0604_10

System Identifier (Id) Inquiry Search Criteria

Overview

This fixed data inquiry provides you information concerning the System Identification information coded for your file. The inquiry allows you to drill down to particular asset information associated with the System Identification number.

Navigation

Inquiries > Master Data > System Id > Search Criteria

Page Fields

The following fields display on the System Identification Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
UIC
Sys Id

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
To perform Search, data must be entered in one or more fields	Enter search criteria into at least one field.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- System Id Inquiry Search Results
- System Id Inquiry Detail

System Identifier (Id) Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > Master Data > System Id > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the Sys Id within that line.

(missing or bad snippet)

Related Topics

- System Id Inquiry Search Criteria
- System Id Inquiry Detail

PageID Ref: WFUTQ0602_10

User Access Inquiry Details

Overview

This page allows you to view user details about a specific custodian.

Navigation

Inquiries > User Access > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- User Access Inquiry Search Criteria
- User Access Inquiry Search Results

PageID Ref: WFSEQ0304_10

User Access Inquiry Search Criteria

Overview

This fixed data inquiry provides you with a list of the UICs within your Accountable UIC. You have the capability to drill down to a list of all the users within the selected UIC.

Navigation

Inquiries > User Access > Search Criteria

Page Fields

The following fields display on the User Access Inquiry page. For more information on each field, select the appropriate hyperlink.

My Queries
* Actbl UIC

* denotes a mandatory field

Procedures

To perform a new query:

1. Select the logical operator.
2. Select the ACTBL UIC from the drop-down menu.
3. Select .

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Mandatory Entry - Actbl UIC	Enter search criteria into Actbl UIC field.
Operand must be =, >, <, >=, <=,	Utilize a logical operator for each field used as part of

<>, or Like the search criteria.

Related Topics

- User Access Inquiry Search Results
- User Access Inquiry Details

User Access Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results.

Navigation

Inquiries > User Access > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select any information within that line.

(missing or bad snippet)

Related Topics

- User Access Inquiry Search Criteria
- User Access Inquiry Details

PageID Ref: WFSEQ0302_10

User Account Inquiry Custodian Detail

Overview

This page allows you to view user account details.

Navigation

Inquiries > User Account > Search Criteria > Search Results > Detail page > UIC/Custodian Detail page > Custodian Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- User Account Inquiry Search Criteria
- User Account Inquiry Search Results
- User Account Inquiry Site/Accountable UIC Detail
- User Account Inquiry UIC/Custodian Detail

PageID Ref: WFSEQ0408_10

User Account Inquiry Search Criteria

Overview

This field selectable inquiry provides you with a list of users. You have the capability to view the individual user's details.

Navigation

Inquiries > User Account > Search Criteria

Page Fields

The following fields display on the User Account Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
Agency Name
Site Id
Actbl UIC

Procedures

To perform a new query:

1. Select the Agency from the drop-down menu.
2. Select the SITE ID from the drop-down menu.
3. Select the ACTBL UIC from the drop-down menu.
4. Select .

(missing or bad snippet)

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.

Related Topics

- User Account Inquiry Search Results
- User Account Inquiry Site/Accountable UIC Detail
- User Account Inquiry UIC/Custodian Detail
- User Account Inquiry Custodian Detail

PageID Ref: WFSEQ0401_10

User Account Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view user account details directly from the search results.

Navigation

Inquiries > User Account > Search Criteria > Search Results

Page Fields

The fields displayed vary depending on the inquiry chosen.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the USER ID within that line.

(missing or bad snippet)

Related Topics

- User Account Inquiry Search Criteria
- User Account Inquiry Site/Accountable UIC Detail
- User Account Inquiry UIC/Custodian Detail
- User Account Inquiry Custodian Detail

PageID Ref: WFHRQ0102_10

User Account Inquiry Site/Accountable Unit Identification Code (UIC) Detail

Overview

This page allows you to view user account details at a Site/Accountable UIC level. You also have the ability to view additional user account details to the UIC/Custodian level.

Navigation

Inquiries > User Account > Search Criteria > Search Results > Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)

To view a result's details:

1. Locate the line who's details you wish to view.
2. Select the USER ID within that line.

(missing or bad snippet)

Related Topics

- User Account Inquiry Search Criteria
- User Account Inquiry Search Results
- User Account Inquiry UIC/Custodian Detail
- User Account Inquiry Custodian Detail

PageID Ref: WFSEQ0404_10

User Account Inquiry Unit Identification Code (UIC)/Custodian Detail

Overview

This page allows you to view user account details at a UIC/Custodian level.

Navigation

Inquiries > User Account > Search Criteria > Search Results > Detail page > UIC/Custodian Detail page

Page Fields

Fields vary on detail pages based on selected process.

Procedures

(missing or bad snippet)(missing or bad snippet)(missing or bad snippet)
(missing or bad snippet)

Related Topics

- User Account Inquiry Search Criteria
- User Account Inquiry Search Results
- User Account Inquiry Site/Accountable UIC Detail
- User Account Inquiry Custodian Detail

PageID Ref: WFSEQ0407_10

View Inquiry Extract

Overview

The **Inquiry Extract Viewer** lists inquiries available for download. The list displays the inquiries available to the owner or publicly shared reports for your site. The inquiry owner and created (extract) date are shown for each report.

You can either run the extract or save the executable file to your computer and run the extract at a later time.

Note

Only the owner of the inquiry can delete it. If the owner of the inquiry does not delete it before 30 days, the inquiry is automatically deleted from DPAS.

Navigation

Inquiries > View Inquiry Extract

Page Fields

The following fields display on the **View Inquiry Extract** page. For more information on each field, select the appropriate hyperlink.

Data View
Delete
Download
Extract Date
User Id Owner

Procedures

To View an Inquiry Extract:

1. Select the Data View to examine.
   - **My Reports** – Allows you to view the Inquiry extracts you created.
   - **My Site's Reports** – Lists all of the Inquiry extracts you have access to view within your site.
2. Select the hyperlink in the **Download** column for the report to run.
3. The **File Download** dialog box displays. You are asked, *Do you want to run or save this file?*.
4. You can select to **Run** the extract or **Save** the executable file to your computer to run the extract at a later time.

Helpful Tip

 If you selected **Run**, you may also see a second Security Warning window that asks you if you are sure you want to run the software. Select the **Run** button to process the query and generate a spreadsheet.

5. If you chose **Run** and you have downloaded the extract before, you will be presented with a **DOS** window. Enter the appropriate overwrite option and press the **Enter** key; the process will complete.
6. The Excel spreadsheet file will be automatically downloaded to your desktop; otherwise, you can double-click on the **DpasExtract.exe** file to extract the Excel spreadsheet.

Note

 The downloaded Excel file is named with the title of the extract, the User Id of the person who created the query and a date/time stamp.

To Delete a Inquiry Extract:

1. Select the **Delete** hyperlink for the report to delete.
2. The report is immediately deleted. There is no delete confirmation page.
3. A notification message of *Extract has been deleted* displays.

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- Inquiry Detail Page

View Inquiry Extract

Overview

The Property Accountability module View Inquiry Extract page provides options regarding the inquiry results created by the DPAS background processing agent. Each line item provides information about the extract, such as the date it was created and which user initiated the process.

Navigation

Inquiries > View Inquiry Extract > Select page

Page Fields

The following fields display on the **View Inquiry Extract** page. For more information on each field, select the appropriate hyperlink.

Select grid

Data View

Delete

Download

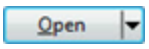
Extract Date

User Id Owner

Procedures

Download an Inquiry spreadsheet

1. Select the hyperlink of the desired report in the download column. *The **Save** pop-up window appears.*
2. Choose one of the following options:
   - Select 

 to save the extract. *Follow the prompts provided by the computer's Operating System, and save the file as necessary.*
   - Select 

 to open the extract. *The extract will open according to other applications found within the computer's Operating System.*
   - Select 

 to return to the **View Inquiry Extract** page.

Delete an Inquiry spreadsheet

Select the Delete hyperlink next to the desired report. *There is no delete confirmation page. A message in red displays at the top, "Extract has been deleted."*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors are defined for this page.	

Related Topics

- Agency Pre-Defined Inquiry

Inquiry Detail Page

Overview

The **Inquiry Detail** page displays DPAS menu tabs to help categorize the information. It is defaulted to the **Basic** tab. This includes general asset information. These tabs may vary by report.

You will find a few **Detail** pages with additional levels of detail hyperlinks to create more complex queries.

For example: **Asset Activity History Detail** page.

The tool bar at the top of the page allows you to select the following tabs to display specific or all information for an asset:

- **Basic** - General asset information.
- **Catalog** - Catalog/Manufacturer information.
- **Excess** - Status information on an asset that has been reported to DRMO.
- **Inventory** - Latest inventory information for the asset.
- **Accounting** - Financial information on the asset.
- **Depreciation** - Current depreciation data for an asset.
- **Ancillary** - Any additional costs such as transportation, installation, de-installation, that exists for an object.
- **Improvement** - An upgrade, change, or modification to a serial or real property asset which will increase its useful life.
- **Agency** - Specific inquiries defined for an agency in DPAS.
- **Warranty** - Management of warranty/service/subscription information.
- **Attachments** - Attachments assigned to the asset displays.
- **Component** - Tree view relationship of the components associated with the asset.
- **All** - Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need to print out a complete data set for an asset.

Navigation

Inquiries > Search Criteria > Search Results > Inquiry Detail page
or
Inquiries > Search Criteria > Field Selection > Search Results > Inquiry Detail page

Page Fields

The following fields display on the **Inquiry Search Results** page.

Fields vary based on Inquiry selected.

Procedures

To View Detail Page:

Note

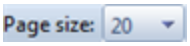
Use the browser's **Back** button to return to previous page.

1. Select the **All** tab to display the complete record or choose a specific tab to view data entered into the system and is related to the specified asset.
2. Choose *Excel*, *PDF* or *Word* from **Select Format** drop-down list to **Save** or **Print**.
3. The exported report is automatically generated for viewing, saving or printing.
4. To return to the **Search Criteri**a page, select Cancel.

To View Asset Activity History Detail Page:

Note

The **Asset Activity History Detail** page provides additional levels of hyperlinks to display detail information.

Control	Description
	Use the left-hand pointing arrow with the vertical line (called a jump arrow) to move to the first page of results.
	Use the left-hand pointing arrow to move to the previous page of the results.
	The current page field displays the page number being viewed. To jump to a particular page number, enter the page number in the field and press the **Enter** key.
	The page control tells you how many pages of records you retrieved.
	Use the right-hand pointing arrow to move to the next page of the results.
	Use the right-hand pointing arrow with the vertical line (called a jump arrow) to move to the last page of results.
	Use the **Page size** drop-down list to change the number of rows displayed per page.

1. On the **Asset Activity History Detail** page, select the hyperlink in the grey space at the bottom of the table to select the additional History record.
2. The **Asset Activity Inquiry Details** page displays. You can select *Show all fields* or *Show only updated fields*.

3. When available the changes between the original data and last update display automatically. Select the ⊞ to expand each tab to view all data or ⊟ to collapse the tab.

4. To return to the **Search Criteria** page, select Cancel.

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract

Inquiry Field Selection

Overview

This page can be grouped into four sections:

- **Extract Report** - Output options including Extract file type, Extract Id (Name) and Privacy Type options (Used when creating an Inquiry Extract)
- **My Selections** – Allows you to save and use previously created Field Selection Lists.
- **Field Selection List** – Displays all data elements available for viewing
- **Action Buttons** – Used to complete the process: Show Inquiry, Submit, Reset and Cancel.

On the **Inquiry Field Selection** page you have the option to accept the default data fields for your query or modify the individual checkbox(es). You can also reorganize the column header order simply by dragging the **Field Name** up and down. The field at the top of the list determines the sort sequence.

Inquiries can be viewed immediately by choosing 

(used for smaller search results, displays a maximum of 5,000 records) or can be saved as a data extract by choosing 

(used for larger search results). The data extract can create files in the following formats:

- **Extract Excel File** – Creates an .xls (Excel spreadsheet).
- **Extract Text, Comma Separated File** – Creates a .csv (Comma Separated Value), flat text file to import into other applications.

Helpful Tip

 **Data Extract** Inquiries are accessed by navigating to **Inquiries** > **View Data Extract** and are automatically deleted after 30 days.

On the **Field Selection** page, you can also determine if the **Data Extract** Inquiry you are creating is *Private* or *Shared*.

- **Private** – only the creator is able to download this inquiry
- **Shared** – anyone with the appropriate level of access can download this inquiry

Navigation

Inquiries > Search Criteria > Field Selection

Page Fields

The following fields display on the **Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File

Select/Deselect
Field
Field Description
Extract Id
Privacy Type

Procedures

To Select the Extract Excel File Radio Button:

Note

The **Extract Excel File** radio button is optional. Accepting the radio button creates an Excel .xls spreadsheet.

1. Accept the **Extract Excel File** radio button to create an .xls spreadsheet or modify the radio button to **Extract Text, Comma Separated File** – a .csv flat text file for import into other applications.
2. You have the option to enter an **Extract Id** user-defined name that displays on the **Inquiry > View Inquiries Extract** page. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. The **Privacy Type** default is *Private*. To save the query to allow anyone with the appropriate level of access to download, select the drop-down list and change to *Shared*.

To Modify the Default Field Selection List:

1. Choose the fields to display by selecting individual checkbox(es) or using the **Select/Deselect** header to toggle all checkboxes. Keep in mind, the number of fields selected determines the amount of data returned.

Note

You can select any "Field" name and drag the name up or down to modify the display order. The field at top will be the sort order of the inquiry.

2. For small volumes of data, select Show Inquiry or for large volumes of data choose Submit.
3. Select Reset to reset the default **Fields** selection(s) or choose Cancel to return to the **Search Criteria** page.

To Add, Use, Update and Delete My Selections List:

To Add a My Selections List:

1. **Field Selections** can be saved as a favorite query by selecting New Selection List. The page refreshes and displays Add Selection List and Cancel Selection.
2. Enter your descriptive name for the **New Selection List** in the **My Selections** field.
3. Select Add Selection List.
4. For small volumes of data, select Show Inquiry or for large volumes of data choose Submit. To cancel the **New Selection List** select Cancel Selection.
5. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

To Use a My Selections List:

1. Select the **My Selections** drop-down list and make a selection of a saved list.
2. The selection list checkboxes are populated and the field order set as saved.
3. Continue with the inquiry.

To Update a My Selections List:

1. Select the **My Selections** drop-down list and choose a saved **Selections List**.
2. You can select or deselect individual checkbox(es) to update your **Field Selection List** to display or export. The **Select/Deselect** header selects or removes all fields displayed.

Helpful Tip



Select any field name and drag it up or down to update the field order. The field name at the top will be the sort order of the inquiry.

3. To update the **Selection List**, select Update Selection List.
4. For small volumes of data, select Show Inquiry or for large volumes of data, select Submit.
5. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

To Delete a My Selections List:

1. Select the **My Selections** drop-down list and choose the **Selections List** to delete.
2. Choose Delete Selection List to remove the **My Selections List**.
3. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_".	Only enter supported characters in the Extract Id field.
You must choose at least 1 field before showing the query.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Inquiry Search Criteria
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

Inquiry Search Criteria

Overview

Inquiry Search Criteria provides a general overview of the major functions involved in the search for information and the creation of inquiries based on desired requirements. Retrieval assets and associated information contributes to the management of property.

A series of pre-defined inquiries is available. In addition, each Agency is provided the option to request site specific Agency Pre-defined inquiries added to the DPAS Inquiry menu.

The benefits of Inquiries include the following:

- Customized search criteria create inquiries to meet desired specific requirements for information.
- Additional fields can be selected to display and determine the field (column) order for the results.
- DPAS provides detail query pages and associated attachments for the asset. Attachments supported are jpg, jpeg, gif, and pdf files.
- Agency pre-defined Inquiries are available.
- The Inquiry Extract Viewer feature provides a select output format.
- Inquires can be saved or exported (MS Excel, Adobe PDF or MS Word formats).
- Customized queries (My Queries) can be saved for future use.
- Customized field selections (My Selection) can be saved for future use.

The Search Criteria offers two Inquiry types:

- **Dynamic Search Criteria** - Offers Search Criteria fields in a drop-down list to choose necessary fields.
- **Static Search Criteria** – Complete only necessary Search Criteria fields for search results.

Navigation

Inquiries > *Various Inquiry Selections*

Page Fields

Fields vary based on Inquiry selected.

Procedures

Create a Dynamic Search Criteria

You are able to customize the Search Criteria for your inquiry. The most common options available on the page to create your query are:

- **Available Field(s)** drop-down list – The list of fields available to use as search criteria
- **Operands**: Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like. The LIKE operand, if available, can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool () for date values

Example of Creating a Dynamic Search Criteria:

Note

The query you select determines the **Available Field** options accessible to create your search criteria. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. Line one of **Available Field(s)** may be populated for you and you can modify the **Operands** and **Search Value(s)**.

1. On the first available line of the **Available Field(s)**, select the drop-down list and make a selection or accept the default displayed.
2. The **Operands** field automatically populates with the equal (=) operator. Accept the Operand displayed or modify the Operand for your search criteria by selecting the drop-down list. Operands – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
3. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a  may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered using the space bar.

Helpful Tip

After your Search Criteria is entered, you can select the **Enter** or **Tab** key to generate additional **Field Selection(s)**.

4. Select Fields to display the Field Selection page or choose Reset to clear the page.

Note

If the error message *No record(s) match search criteria* displays, you can modify/remove your selection. To remove a *Select an Item*, select the option chosen and pick the *Remove Filter Category* option. The page resets and you can make another selection.

Create a Static Search Criteria

The **Static Search Criteria** page lists fields related to the Inquiry selected. You can choose one or a combination of values to conduct the search. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. The most common options available on the page to create your query are:

- **Fields** - Based upon the Inquiry selected the options on the page vary
- **Operands** – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool ( ) for date values

Helpful Tip

Some inquiries allow you to search without any search criteria. It is recommended you enter a search criteria to further refine your search.

Example of Creating a Static Search Criteria:

1. Choose the logical operator which corresponds with the field you wish to use as a filter.
2. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a may display on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered using the space bar.
3. Select Search to display the Search Results page or choose Reset to clear the page.

To Add, Use, Update and Delete My Queries Entries:

To Add My Queries:

Saving inquiries you have created to use at a later date is a time saving tool provided within Inquiries. The New Query allows you to save a new favorite inquiry which has not been previously saved or added. It is important to remember, adding **My Queries** are saved by the individual DPAS menu option you selected.

For example: An **Asset Management** > **Custodian My Queries** you created cannot be accessed from the **Inventory Search Criteria** page.

1. Select New Query on the **Search Criteria** page. The page refreshes and displays Add Query and Cancel Query.
2. Enter a descriptive name for the new inquiry into the **My Queries** text field.

Note

When you are creating My Queries, remember to construct a name with a description which is meaningful. Form a name that includes the purpose of the query.
For example: *Asset Custodian Query* or *AllAssetsBldg20*

3. Construct your inquiry utilizing the following most common options available on the page:

- **Fields and Available Field(s)** drop-down list
- **Operands** – Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like
- **Search Values** using:
  - Fields drop-down list
  - Search Value(s)
  - Calendar Tool for date values

4. Select Add Query to save the query or choose Cancel Query to return to the **New Query** status. Once the Add Query is selected, the page refreshes and the Update Query and Delete Query display.
5. Select Fields to display Field Selection page or choose Search to display **Search Results** page.

To Use a My Queries Entry:

1. On the **Search Criteria** page, select the **My Queries** drop-down list to choose a saved query to display. The page refreshes and displays New Query, Update Query and Delete Query .

2. At this time your saved criteria displays. You can add another filter to your inquiry. Select the logical operator and enter your search criteria.
3. Select Fields to display the **Field Selection** page or choose Search to display the **Search Results** page.
4. Choose Reset to clear the page.

To Update a My Queries Entry:

1. Select the saved **My Queries** entry from the drop-down list. The page refreshes and the New Query, Update Query, and Delete Query options display.
2. At this time you can update or use your saved **My Queries** entry. On the page, you have the following options:
   - For Dynamic Inquiries, you can use the "**Enter**" or "**Tab**" keys to generate additional **Available Field(s)** or **Remove Available Field(s)**.
   - Modify Operands – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, can be used for a wildcard search.
   - Modify or remove **Search Value(s)**.
3. If adjustments are made to the query, select the Update Query to save your modifications.
4. Select Fields to display the F**ield Selection** page or choose Search to display the **Search Results** page.
5. Choose Reset to clear the page.

To Delete a My Queries Entry:

1. Choose the **My Queries** drop-down list to select the saved query to delete. The page refreshes and the New Query, Update Query, and Delete Query options display.

   Note
   Selecting Delete Query immediately deletes the query.

   To remove the query, select Delete Query.
2. Select Fields to display the **Field Selection** page or choose Search to display the **Search Results** page.
3. Choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Available Field(s) and Operands.	No data is entered.
Mandatory Entry: Available Field(s).	No data is entered in the **Available Field(s)** but an operand is selected.
Saved Inquiry already exists.	Inquiry already exists.
Must enter =, >,<, >=, <=, <>, or Like.	Value entered and no operand is selected.
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Inquiry Field Selection
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

Inquiry Search Results

Overview

The Search Results page displays the output of your query for export to MS Excel, Adobe PDF or MS Word.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

On the page you can perform the following:

- Scroll through the number of pages returned from query results
- Determine size of the font
- Find/Next by entering the characters or words to search
- Select the format for export
- View the Details page

Navigation

Inquiries > Search Criteria > Search Results
OR
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the **Inquiry Search Results** page.

Fields vary based on the Inquiry selected.

Procedure

To View Search Results:

1. You can scroll through the number of pages returned from your query results.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

 Advance to the next page of the results.

 Advance to the last page of results.

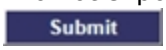


Find data within the Results page.

 Select the format to Export the report.

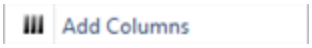
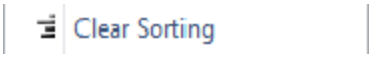
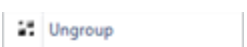
2. To modify the **Display Format/Font** on the page, select the drop-down list to change the size of the font displayed on the page.
3. The **Find Text in Report** feature allows you to enter the characters or words to search for in the **Find|Next** field. This is not case sensitive so you will find the word *truck* if you enter it as *Truck*, *truck* or even *TrUcK*. Select the **Find** hyper-link; to locate the next matching value select the **Next** hyperlink.
4. Select the **Export**  and make a selection from the drop-down list to view the results in MS Excel, Adobe PDF or MS Word. Some inquiries only allow specific export file formats.

Attention

 Do not export large volumes of data. Select the browsers **Back** button, then select 

on the **Field Selection** page.

5. Where available on the page, right-click on any column heading for more options to modify the **Search Results**. Your options are:

Control	Description
	Use to search the **Search Results** for specific word(s) or characters.
	Use to add additional data columns to the **Search Results**.
	Use to allow the system to automatically adjust the column widths to best display all data.
	Use **Export** to export to Excel.
	Use **Filter** to only show records which match or do not match the criteria.
	Use **Sort Ascending** to sort alphabetically from A-Z 0-9.
	Use **Sort Descending** to sort alphabetically from Z-A 9-0.
	Use **Clear Sorting** to clear any sorting.
	Use the **Group By** to sort by a column heading of your choosing.
	Use **Ungroup** to remove all groupings

6. Where available on the page, you can mouse over a data field or hyperlink to select a record to display additional information. A **Detail** page displays for the record selected.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry From Date.	**Transaction From Date** is required.
Date format should be MM/DD/YYYY with valid month/day combination.	Re-enter a valid date format.
Transaction was not successful.	Contact the DPAS Call Center.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

Inquiry Search Results
(missing or bad snippet)

Navigation

Various navigation paths available.
(missing or bad snippet)

Related Topics

- Topics vary depending on current process

PageID Ref: WFGLQ0101_10

Non-Activated Depreciable Capital Statistics Inquiry Search Criteria

Overview

This fixed data inquiry displays Capital General Plant Property and Equipment (PP&E) assets, to include Improvements, that are depreciable and have not been activated for depreciation in over 45 days. This inquiry assists management in ensuring that all capital assets have been activated and contribute to correct financial statements. Real property is not included. The inquiry allows you to drill down to non-activated depreciable capital asset information associated with a particular agency/site.

Navigation

Statistics > Assets > NONACTV DPR CPTLSTAT > Search Criteria

Page Fields

The following fields display on the Non-Activated Depreciable Capital Statistics Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.
*Reporting Period

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To conduct a search:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Make your selection from the Reporting Period drop-down list or accept the default date displayed. The listing displays reporting periods available for inquiry.
2. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Non-Activated Depreciable Capital Statistics Inquiry Search Results
- Non-Activated Depreciable Capital Statistics Inquiry Detail

Non-Activated Depreciable Capital Statistics Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Assets > NONACTV DPR CPTLSTAT > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Non-Activated Depreciable Capital Statistics Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Non-Activated Depreciable Capital Statistics Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific details.
2. You can select the Accountable UIC hyperlink to display further details.

Search the Results

1. Select the empty field 

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Non-Activated Depreciable Capital Statistics Inquiry Search Criteria
- Non-Activated Depreciable Capital Statistics Inquiry Detail

PageID Ref: WFACQ1602_10

Non-Activated Depreciable Capital Statistics Inquiry Detail

Overview

This page allows you to view details about a specific agency's non-activated depreciable capital assets. You may choose to view site asset details directly from the details.

Navigation

Statistics > Assets > NONACTV DPR CPTLSTAT > Search Criteria > Search Results > Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Non-Activated Depreciable Capital Statistics Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Non-Activated Depreciable Capital Statistics Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Non-Activated Depreciable Capital Statistics Inquiry Search Criteria
- Non-Activated Depreciable Capital Statistics Inquiry Search Results

PageID Ref: WFACQ1604_10

Personal/Real Property Search Criteria

Overview

Provides you with the capability to select a month which will generate an inquiry that displays the quantity and dollar values of assets by Type Asset CD and by Asset CD.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria

Page Fields

The following field displays on the Personal.Real Property Search Criteria page. For more information on the field, select the hyperlink.

Reporting Period

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To begin an inquiry on personal and real property:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select a year and month from the Reporting Period drop-down list.
2. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type

- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3001_05

Personal/Real Property Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip



There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary

- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3001_10

Personal/Real Property - Agency Summary

Overview

This page allows you to view details about an Site IDs types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Agency Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Agency Summary Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property - Agency Summary Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3004_10

Personal/Real Property - Agency Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of a site's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Agency Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Agency Summary by Asset Type Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property - Agency Summary by Asset Type Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Site Summary
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3014_10

Personal/Real Property - Accountable UIC Summary

Overview

This page allows you to view details about a UIC's types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page > Accountable UIC Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Accountable UIC Summary Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary by Asset Type

Personal/Real Property - Accountable UIC Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of an Accountable UIC's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page > Accountable UIC Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Accountable UIC Summary by Asset Type Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary

PageID Ref: WFHRQ3018_10

Personal/Real Property - Site Summary

Overview

This page allows you to view details about an Accountable UIC's and UIC's types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Site Summary Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3006_10

Personal/Real Property - Site Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of a site's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Site Summary by Asset Type Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

Monthly Inventory Statistical Inquiry Search Criteria

Overview

This fixed data inquiry provides you statistics concerning the quantity and percentages of the property book that has been inventoried. The inquiry allows you to drill down to inventory information associated with a particular agency.

Navigation

Statistics > Inventory > MNTHLY INV STAT > Search Criteria

Page Fields

The following fields display on the Monthly Inventory Statistical Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Reporting Period

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To begin an inquiry on personal and real property:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. You can use the **Reporting Period** drop-down list to select a date.
2. Select Search to display the inquiry generated or choose Reset to return the page to default values.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Monthly Inventory Statistical Inquiry Search Results
- Monthly Inventory Statistical Inquiry Detail

Monthly Inventory Statistical Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Inventory > MNTHLY INV STAT > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of 1	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
Find | Next	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Monthly Inventory Statistical Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Monthly Inventory Statistical Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific details.
2. You can select the Accountable UIC hyperlink to display further details.

Search the Results

1. Select the empty field 

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Monthly Inventory Statistical Inquiry Search Criteria
- Monthly Inventory Statistical Inquiry Detail

PageID Ref: WFHRQ2302_10

Monthly Inventory Statistical Inquiry Detail

Overview

This page allows you to view details about a specific agency's monthly inventory statistics. You have the option to view asset details directly from the details.

Navigation

Statistics > Inventory > MNTHLY INV STAT > Search Criteria > Search Results > Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Monthly Inventory Statistical Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Monthly Inventory Statistical Inquiry Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Monthly Inventory Statistical Inquiry Search Criteria
- Monthly Inventory Statistical Inquiry Search Results

Unique Item Identifier (UII) Status Inquiry Search Criteria

Overview

This fixed data inquiry provides you information concerning the UII status. The inquiry allows you to display UII information associated with a particular agency.

Navigation

Statistics > UID > UII Status > Search Criteria

Page Fields

The following fields display on the UII Status Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.
*Reporting Period

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

To conduct a search:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Make your selection from the Reporting Period drop-down list or accept the default date displayed. The listing displays reporting periods available for inquiry.
2. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- UII Status Inquiry Search Results
- UII Status Inquiry Detail

PageID Ref: WFHRQ2601_10

Unique Item Identifier (UII) Status Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > UID > UII Status > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Unique Item Identifier (UII) Status Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **Unique Item Identifier (UII) Status Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field 

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- UII Status Inquiry Search Criteria
- UII Status Inquiry Detail

PageID Ref: WFHRQ2602_10

Unique Item Identifier (UII) Status Inquiry Detail

Overview

This page allows you to view details about a specific agency's UII status. You have the option to view asset details directly from the details.

Navigation

Statistics > UID > UII Status > Search Criteria > Search Results > Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Unique Item Identifier (UII) Status Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Unique Item Identifier (UII) Status Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- UII Status Inquiry Search Criteria
- UII Status Inquiry Search Results

Real Property Unique Identifier (RPUID) Status Inquiry Search Criteria

Overview

This fixed data inquiry provides you information concerning the RPUID status. The inquiry allows you to display real property information associated with a particular agency.

Navigation

Statistics > UID > RPUID Status > Search Criteria

Page Fields

The following fields display on the RPUID Status Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.
*Reporting Period

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To conduct a search:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Make your selection from the Reporting Period drop-down list or accept the default date displayed. The listing displays reporting periods available for inquiry.
2. Select Search to display the inquiry generated or Reset to clear data.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors have been identified for this page.

Related Topics

- RPUID Status Inquiry Search Results
- RPUID Status Inquiry Detail

Real Property Unique Identifier (RPUID) Status Inquiry Search Results

Overview

This page provides you with the results of your inquiry. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > UID > RPUID Status > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Unique Identifier (RPUID) Status Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Real Property Unique Identifier (RPUID) Status Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- RPUID Status Inquiry Search Criteria
- RPUID Status Inquiry Detail

PageID Ref: WPHRQ2502_10

Real Property Unique Identifier (RPUID) Status Inquiry Detail

Overview

This page allows you to view details about a specific agency's real property. You may choose to view asset details directly from the details.

Navigation

Statistics > UID > RPUID Status > Search Criteria > Search Results > Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Real Property Unique Identifier (RPUID) Status Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Real Property Unique Identifier (RPUID) Status Inquiry Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- RPUID Status Inquiry Search Criteria
- RPUID Status Inquiry Search Results

Portable Data Collection Device (PDCD) Usage Search Criteria

Overview

Provides you with the capability to input a date range to generate an inquiry. The inquiry displays the number of uploads, actions items, and inventories performed using the PDCD/scanner.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria

Page Fields

The following fields display on the PDCD Usage Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Rpt Period From
*Rpt Period To

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To search for PDCD Usage Statistics:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select a starting date for your range from the Rpt Period From field drop-down list.
2. Choose an ending date for your range from the Rpt Period To field drop-down list.
3. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory entry - *Rpt Period To	Select a value from the Rpt Period To drop-down list.
Date (From) must be < or = Date (To)	Select items from the dropdown lists so the "Rpt Period From" date is less than the "Rpt Period To".

Related Topics

- PDCD Usage Search Results
- PDCD Usage Detail

PageID Ref: WFHRQ2701_05

Portable Data Collection Device (PDCD) Usage Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You have the option to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Usage Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Portable Data Collection Device (PDCD) Usage Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- PDCD Usage Search Criteria
- PDCD Usage Detail

PageID Ref: WFHRQ2702_10

Portable Data Collection Device (PDCD) Usage Detail

Overview

This page allows you to view details about a site's, accountable UIC's and UIC's PDCD usage.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria > Search Results > Usage Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Usage Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Portable Data Collection Device (PDCD) Usage Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Usage Search Criteria
- PDCD Usage Search Results

Search for Portable Data Collection Device (PDCD) Counts — Criteria

Overview

The Property Accountability PDCD Statistics process provides the ability to input a date range to generate an inquiry. The inquiry displays the model, types of scanners, and number of PDCD units used by the organization during the period of time.

Navigation

Statistics > AIT > PDCD Counts > PDCD Hardware Counts Search Criteria

Page Fields

The following fields display on the **PDCD Hardware Counts Search Criteria** page. For more information on each field, select the appropriate hyperlink.

PDCD Hardware Counts Search Criteria

Rpt Period From *

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for PDCD Counts Statistics

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use to select the RPT Period From, or enter the date (MM/DD/YYYY) in the field provided.
2. Select Search. *The **Search for PDCD Hardware Counts - Results page** appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT Period From*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- PDCD Counts Search Results
- PDCD Usage Detail

Search for Portable Data Collection Device (PDCD) Counts — Results

Overview

The PDCD Counts Results page provides the ability to view, print, or download the results of the inquiry search.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > AIT > PDCD Counts > Search Criteria > Search Results

Page Fields

Hardware Counts

Site Id
PDCD Cd
Nbr Of Units
Model
Scanner
Radio
RFID
O/S

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

 Advance to the last page of results.

 Find data within the Results page.

 Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Counts Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Portable Data Collection Device (PDCD) Counts Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. Select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- PDCD Counts Search Criteria
- PDCD Usage Detail

View the Details for the Portable Data Collection Device (PDCD) Counts

Overview

This page allows you to view details about a site's, accountable UIC's and UIC's PDCD counts.

Navigation

Statistics > AIT > PDCD Counts > Search Criteria > Search Results > Counts Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Counts Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Portable Data Collection Device (PDCD) Counts Search Criteria** page.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Counts Search Criteria
- PDCD Counts Search Results

CIP (Construction In Progress) Project Statistical Inquiry Search Criteria

Overview

This fixed data inquiry provides you information concerning CIP Project counts by type and un-capitalized dollar value by project type, for Agency, Site, ACCOUNTABLE UIC and by UIC.

Navigation

Statistics > CIP Project > Search Criteria

Page Fields

The following fields display on the Monthly Inventory Statistical Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.
*Reporting Period

* denotes a mandatory field

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To begin an inquiry on personal and real property:

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Make your selection from the Reporting Period drop-down list or accept the default date displayed. The listing displays reporting periods available for inquiry.
2. Select Search to display the inquiry generated or Reset to return the page to default values.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors have been identified for this page.

Related Topics

- CIP Project Statistical Inquiry Search Results

CIP (Construction In Progress) Project Statistical Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > CIP Project > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
1	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
of 1	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
Find | Next	Find data within the Results page.
	Select the format to Export the report.

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Project Statistical Inquiry Report to a Printable Application

1. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **CIP Project Statistical Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific details.
2. You can select the Accountable UIC hyperlink to display further details.

Search the Results

1. Select the empty field 

.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- CIP Project Statistical Inquiry Search Criteria

PageID Ref: WFACQ2002_10

Add an Attachment

Overview

The Property Accountability module Attachment Add process provides the ability to attach a file to a record.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* > Add Attachment > Attachment Add page

Page Fields

The following fields display on the **Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
210	**"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.**

Upload File

Asset Id (or Dispatch Id) (or RPUID) (or CIP Project)

File Path *

Desc *

Primary

(*) Asterisk identifies mandatory fields.

Procedure

DPAS Navigation Helpful Tips

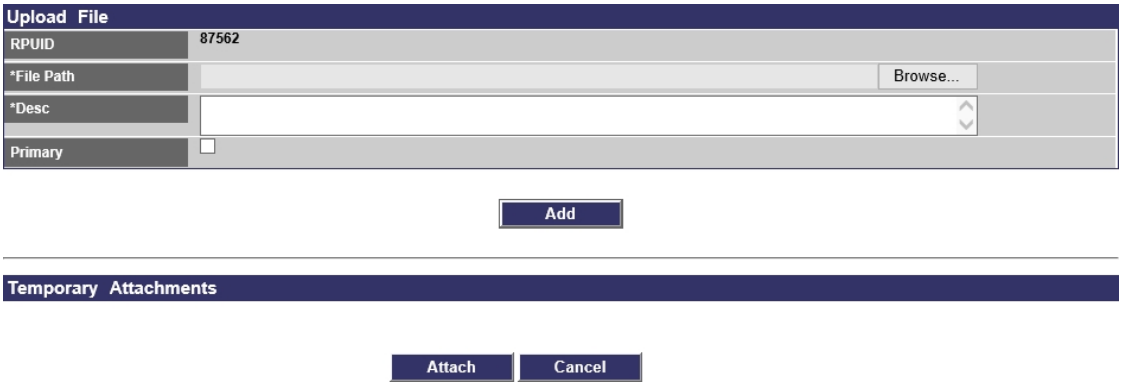
Click the following link to display PA Navigation Tips.

Add an Attachment

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select 

. *The **Attachment Add** page appears.*

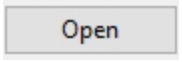


2. *The appropriate ID is automatically populated, and not editable.*

3. Select 

in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*

4. Choose the file to attach, and select it.

5. Select 

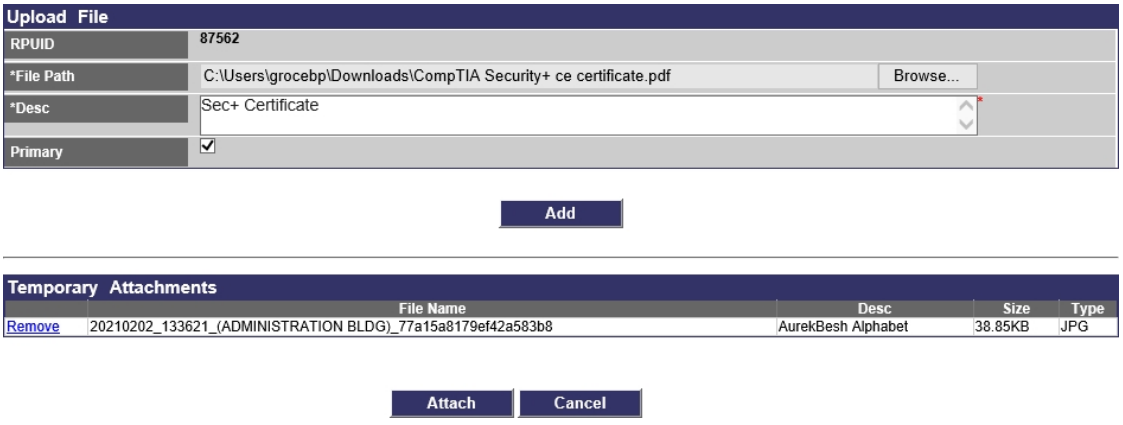
. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

7. Click  to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*

8. Select 

. *The file appears in the Temporary Attachments section.*



9. Repeat Steps 3 - 8 to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the screen.*

10. Select 

. *The **Attachment Add** page closes, and the files are attached to the record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character (s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 - "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 - Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 - Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

PA

- Asset Disposition
- Asset Property Update
- Asset Receiving Entry
- Real Property

M&U

- Dispatch Update
- Terms and Conditions
- Work Order

View the Asset Details

Overview

The Property Accountability module Asset Details process provides the ability to view the details of an asset record.

Navigation

DPAS Property Accountability Module > *VARIOUS PROCEDURAL STEPS* > Asset Id hyperlink > Asset Details page

Page Fields

The following fields display on the **Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII
UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt

Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id
Lease Cd
Lease Activity
Lease Start Dt

Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Activation Dt
Deprn Period
Deprn Util Prd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prior Deprn
Current Mth Deprn Amt
Prr Deprn SL Rebsin
Prr Deprn AB Rebsin
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details

License Qty
License Type
Start Dt
End Dt
Usage Level Cd
Hosting Environment
Remarks

Procedures

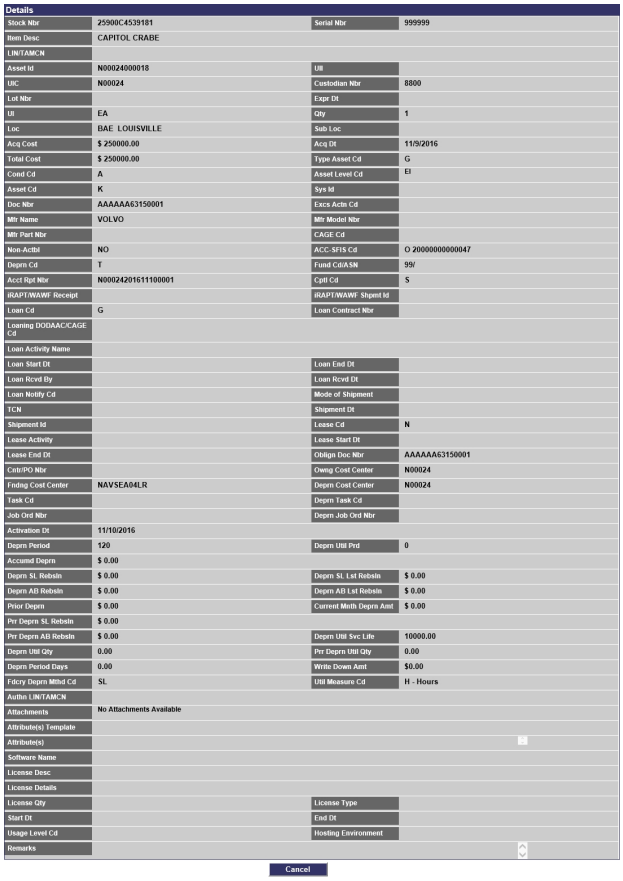
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Personal Property Asset Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the ASSET ID hyperlink. *The* ***Depreciation Update Personal Property Asset Details*** *page appears.*



Details

Stock Nbr	25900C4539181	Serial Nbr	999999
Item Desc	CAPITOL CRABE		
LIN/TAMCN			
Asset Id	N00024000018	UII	
UIC	N00024	Custodian Nbr	8800
Lot Nbr		Expr Dt	
UI	EA	Qty	1
Loc	BAE LOUISVILLE	Sub Loc	
Acq Cost	$ 250000.00	Acq Dt	11/9/2016
Total Cost	$ 250000.00	Type Asset Cd	G
Cond Cd	A	Asset Level Cd	EI
Asset Cd	K	Sys Id	
Doc Nbr	AAAAAA63150001	Excs Actn Cd	
Mfr Name	VOLVO	Mfr Model Nbr	
Mfr Part Nbr		CAGE Cd	
Non-Actbl	NO	ACC-SFIS Cd	O 20000000000047
Deprn Cd	T	Fund Cd/ASN	99/
Acct Rpt Nbr	N00024201611100001	Cptl Cd	S
iRAPT/WAWF Receipt		iRAPT/WAWF Shpmt Id	
Loan Cd	G	Loan Contract Nbr	
Loaning DODAAC/CAGE Cd			
Loan Activity Name			
Loan Start Dt		Loan End Dt	
Loan Rcvd By		Loan Rcvd Dt	
Loan Notify Cd		Mode of Shipment	
TCN		Shipment Dt	
Shipment Id		Lease Cd	N
Lease Activity		Lease Start Dt	
Lease End Dt		Oblign Doc Nbr	AAAAAA63150001
Cntr/PO Nbr		Owng Cost Center	N00024
Frdng Cost Center	NAVSEA04LR	Deprn Cost Center	N00024
Task Cd		Deprn Task Cd	
Job Ord Nbr		Deprn Job Ord Nbr	
Activation Dt	11/10/2016		
Deprn Period	120	Deprn Util Prd	0
Accumd Deprn	$ 0.00		
Deprn SL Rebsln	$ 0.00	Deprn SL Lst Rebsln	$ 0.00
Deprn AD Rebsln	$ 0.00	Deprn AD Lst Rebsln	$ 0.00
Prior Deprn	$ 0.00	Current Mnth Deprn Amt	$ 0.00
Pr Deprn SL Rebsln	$ 0.00		
Pr Deprn AD Rebsln	$ 0.00	Deprn Util Svc Life	10000.00
Deprn Util Qty	0.00	Pr Deprn Util Qty	0.00
Deprn Period Days	0.00	Write Down Amt	$0.00
Fdcry Deprn Mthd Cd	SL	Util Measure Cd	H - Hours
Authn LIN/TAMCN			
Attachments	No Attachments Available		
Attribute(s) Template			
Attribute(s)			
Software Name			
License Desc			
License Details			
License Qty		License Type	
Start Dt		End Dt	
Usage Level Cd		Hosting Environment	
Remarks			

Cancel

2. Review the available fields:
    A. *Verify the STOCK NBR.*
    B. *Verify the SERIAL NBR.*
    C. *Verify the ITEM DESC.*
    D. *Verify the LIN/TAMCN.*
    E. *Verify the ASSET ID.*
    F. *Verify the UII.*
    G. *Verify the UIC.*
    H. *Verify the CUSTODIAN NBR.*
    I. *Verify the LOT NBR.*
    J. *Verify the EXPR DT.*
    K. *Verify the UI.*
    L. *Verify the QTY.*
    M. *Verify the LOC.*
    N. *Verify the SUB LOC.*

O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the COND CD.*
T. *Verify the ASSET LEVEL CD.*
U. *Verify the ASSET CD.*
V. *Verify the SYS ID.*
W. *Verify the DOC NBR.*
X. *Verify the EXCS ACTN CD.*
Y. *Verify the MFR NAME.*
Z. *Verify the MFR MODEL NBR.*
AA. *Verify the MFR PART NBR.*
AB. *Verify the CAGE CD.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC-SFISCD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD / ASN.*
AG. *Verify the ACCT RPT NBR.*
AH. *Verify the CPTL CD.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWFSHPMT ID.*
AK. *Verify the LOAN CD.*
AL. *Verify the Loan Contract NBR.*
AM. *Verify the Loaning DODAAC/CAGE CD.*
AN. *Verify the Loan Activity Name.*
AO. *Verify the Loan START DT.*
AP. *Verify the Loan END DT.*
AQ. *Verify the Loan RCVD BY.*
AR. *Verify the Loan RCVD DT.*
AS. *Verify the Loan Notify CD.*
AT. *Verify the Mode Of Shipment.*
AU. *Verify the TCN.*

AV. *Verify the SHIPMENT DT.*
AW. *Verify the SHIPMENT ID.*
AX. *Verify the LEASE CD.*
AY. *Verify the Lease Activity.*
AZ. *Verify the LEASE START DT.*
BA. *Verify the LEASE END DT.*
BB. *Verify the OBLIGN DOC NBR.*
BC. *Verify the CNTR/PO NBR.*
BD. *Verify the OWNG COST CENTER.*
BE. *Verify the FNDNG COST CENTER.*
BF. *Verify the DEPRN COST CENTER.*
BG. *Verify the TASK CD.*
BH. *Verify the DEPRN TASK CD.*
BI. *Verify the JOB ORDER NBR.*
BJ. *Verify the DEPRN JOB ORDER NBR.*
BK. *Verify the ACTIVATION DT.*
BL. *Verify the DEPRN PERIOD.*
BM. *Verify the DEPRN UTIL PRD.*
BN. *Verify the ACCUMD DEPRN.*
BO. *Verify the DEPRN SL REBSLN.*
BP. *Verify the DEPRN SL LST REBSLN.*
BQ. *Verify the DEPRN AB REBSLN.*
BR. *Verify the DEPRN AB LST REBSLN.*
BS. *Verify the PRIOR DEPRN.*
BT. *Verify the CURRENT MNTH DEPRN AMT.*
BU. *Verify the PRR DEPRN SL REBSLN.*
BV. *Verify the PRR DEPRN AB REBSLN.*
BW. *Verify the DEPRN UTIL SVC LIFE.*
BX. *Verify the DEPRN UTIL QTY.*
BY. *Verify the PRR DEPRN UTIL QTY.*
BZ. *Verify the DEPRN Period Days.*
CA. *Verify the WRITE DOWN AMT.*
CB. *Verify the FDCRY DEPRN MTHD CD.*

CC. *Verify the UTIL MEASURE CD.*
CD. *Verify the AUTHN LIN/TAMCN.*
CE. *Verify the Attachments.*
CF. *Verify the Attribute(s) Template.*
CG. *Verify the Attribute(s).*
CH. *Verify the Software Name.*
CI. *Verify the License DESC.*
CJ. *Verify the License Details.*
CK. *Verify the License QTY.*
CL. *Verify the License Type.*
CM. *Verify the START DT.*
CN. *Verify the END DT.*
CO. *Verify the Usage Level CD.*
CP. *Verify the Hosting Environment.*
CQ. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Asset Disposition
- Asset Transfer
- Asset Property Update
- Personal Property Depreciation Update

Asset Identifier Browse

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > Asset Id Browse pop-up window

Page Fields

The following fields display on the **Asset Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Id Browse

Asset Id
Serial Nbr
Stock Nbr
Loc
Maj Custodian Nbr
Asset Attribute(s)
Display Attribute(s)

Asset Id Search Results Grid

Select
Asset Id
Serial Nbr
Item Desc
Stock Nbr
Loc
Lot Nbr
Custodian Nbr
Attribute(s)

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

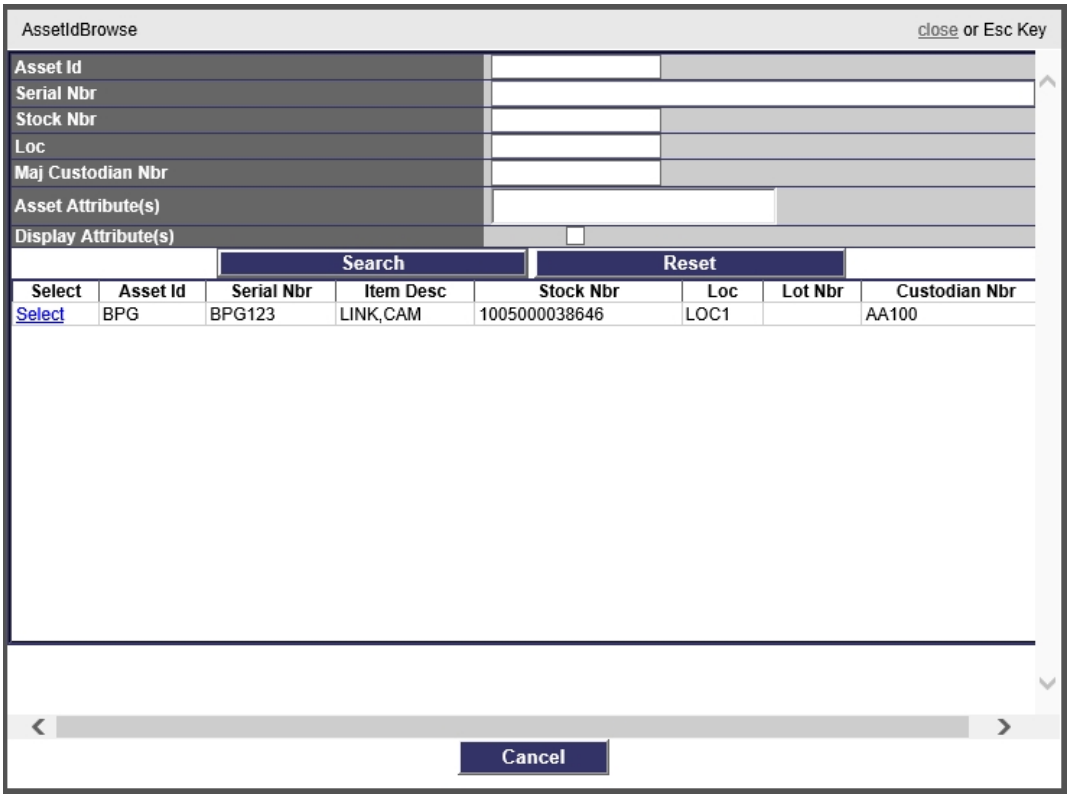
Browse for an Asset Identifier

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Asset Id Browse*** *pop-up window appears.*



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the Asset Id in the field provided. *This is a 12 alphanumeric character field.*

- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*
- Enter the MAJ CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Asset Attribute(s) in the field provided. *This is a 1,024 alphanumeric character field.*
- Click ☐ to select Display Attribute(s). *This produces another column in the Results Grid labeled "Attribute(s)".*

3. Select Search. *Results display in the ASSET ID Results Grid below.*
4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ASSET ID*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a UII Assignment — Criteria

Cost Center Browse

Overview

The Cost Center Browse pop-up window allows searching for active Cost Centers for the logged-in UIC.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Cost Center Browse pop-up window

Page Fields

The following fields display on the **Cost Center Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Cost Center Browse

Cost Center

Cost Center Desc

Cost Center Search Results Grid

Select

Cost Center

Cost Center Desc

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

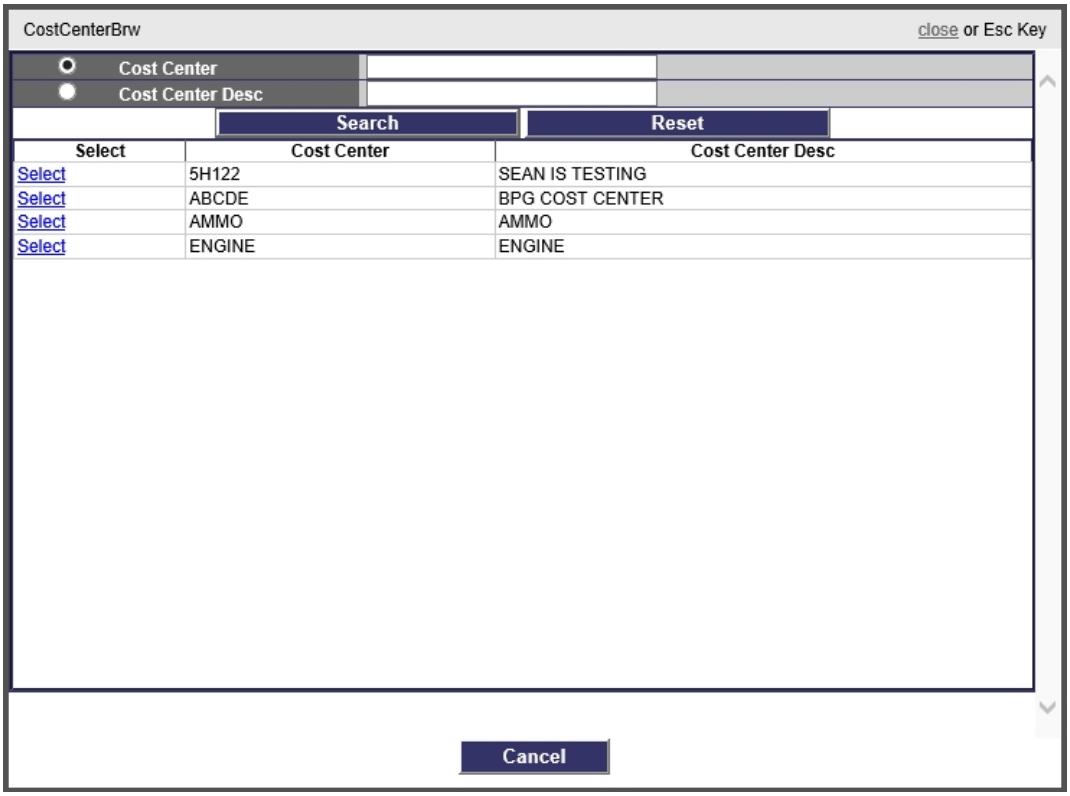
Browse for a Cost Center

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.*

Selecting  *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **Cost Center Browse** pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select Search. *Results display in the Cost Center Results Grid below.*
4. Choose the Select hyperlink next to the desired Cost Center. *The pop-up window closes and the selected Cost Center appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2 — Invalid entry *Cost Center*.	Invalid Entry. The field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
2 — Invalid entry *Cost Center DESC*.	

Related Topics

- Update the Personal Property Depreciation Update
- Update the Real Property Depreciation Update

Custodian Number Browse

Overview

The Custodian Number Browse pop-up window allows searching for a custodian that is responsible for the assets.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Custodian Browse pop-up window

Page Fields

The following fields display on the **Custodian Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Custodian Browse

Maj Custodian Nbr

Sub Custodian Nbr

Custodian Search Results Grid

Select

Maj Cust Nbr

Sub Cust Nbr

Cust Name

Phone Nbr

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for a Custodian Number

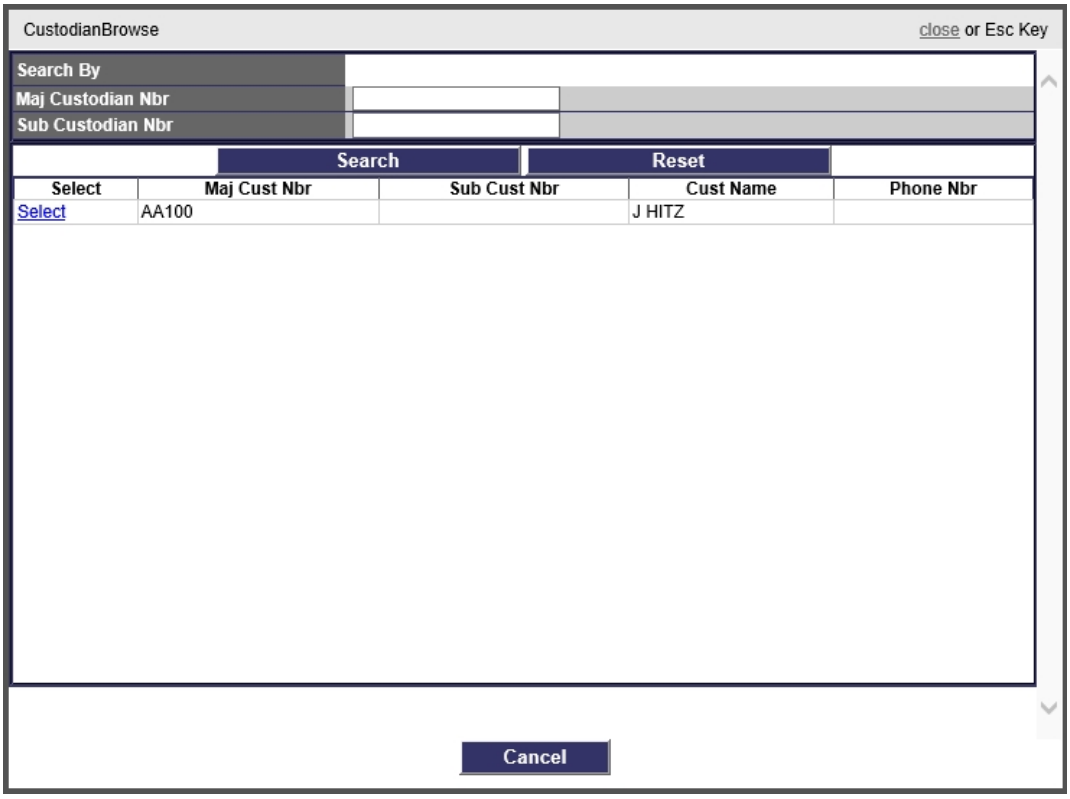
One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting 

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

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Custodian Browse*** *pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:
   - Enter the MAJ CUSTODIAN NBR in the field provided. *This is a 6 alpha-numeric character field.*
   - Enter the SUB CUSTODIAN NBR in the field provided. *This is a 6 alpha-numeric character field.*
3. Select Search . *Results display in the Custodian Results Grid below.*
4. Choose the Select hyperlink next to the desired Custodian. *The pop-up window closes and the selected Custodian appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MAJ CUSTODIAN NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a UII Assignment — Criteria

Depreciation Simulator

Overview

The Depreciation Simulator pop-up window allows viewing of an estimate of the depreciation of the property for a specified amount of time.

Navigation

DPAS PA Module > *Various Procedural Steps* > Simulate Depreciation hyperlink > Depreciation Simulator pop-up window

Page Fields

The following fields display on the **Depreciation Simulator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Depreciation Simulator

Total Cost

Salvage

Write Down

Prior Deprn SL

Activation Dt

Deprn Period

Details

Fdcry Deprn Mthd Cd

Deprn SL Rebsin

Deprn SL Lst Rebsln

Deprn Util Prd Lst Rebsln

Deprn AB Rebsln

Prr Year Accumd Deprn

Depreciation Simulator Results Grid

Month

Accumd Deprn

Curr Mnth

Deprn Sts Cd

Procedure

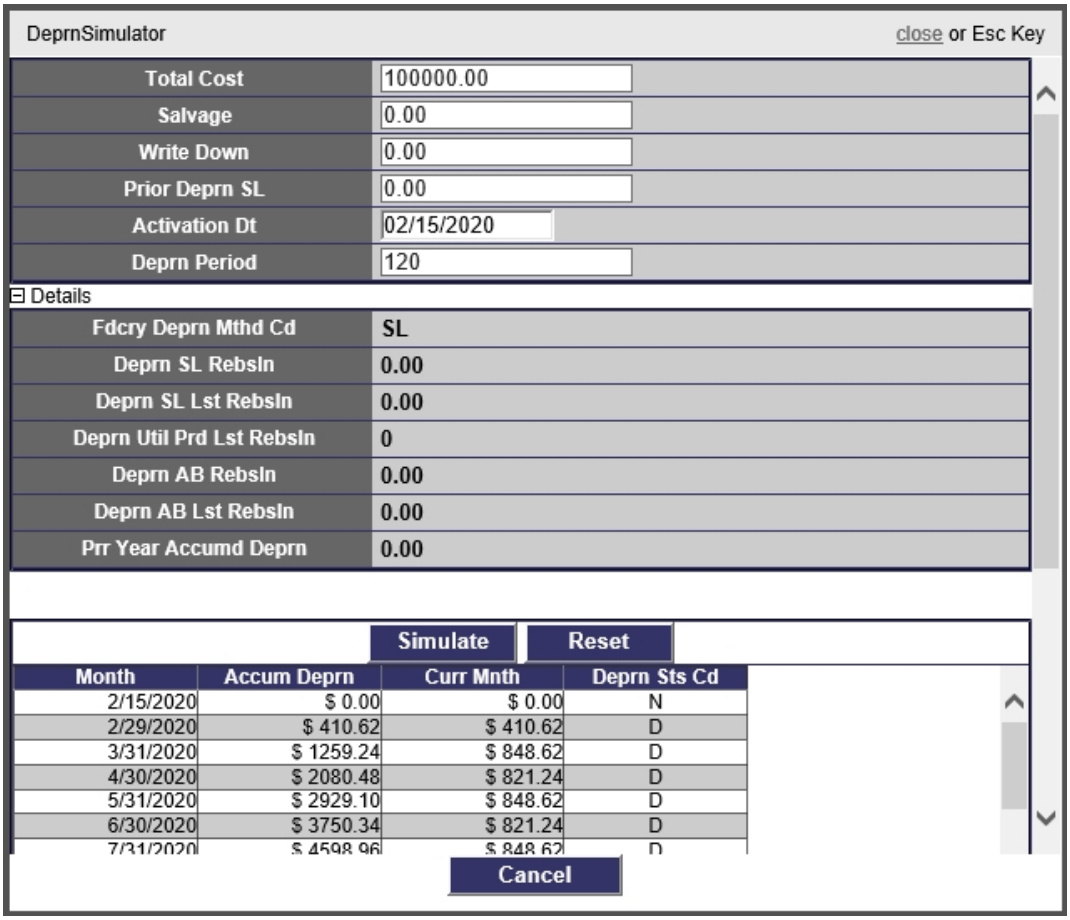
DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Simulate a Depreciation

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Simulate Depreciation hyperlink. *The* ***Depreciation Simulator*** *pop-up window appears*.



2. Enter the Total Cost in the field provided. *This is a 15 numeric character field.*
3. Enter the Salvage amount in the field provided. *This is a 15 numeric character field.*
4. Enter the Write Down amount in the field provided. *This is a 9 numeric character field.*

5. Enter the PRIOR DEPRN SL amount in the field provided. *This is a 15 numeric character field.*
6. Enter the ACTIVATION DT (MM/DD/YYYY) in the field provided.
7. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*
8. Select Simulate. *Results display in the Depreciation Results Grid below.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ACTIVATION DT* .	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Update the Personal Property Depreciation Update
- Update the Real Property Depreciation Update

Document Number Browse

Overview

The Document Number Browse pop-up window allows searching for or creating document numbers for the current transaction.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > Document Number Browse pop-up window

Page Fields

The following fields display on the **Document Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
100	Search for a "Doc Nbr" for your transaction or select "Add" to create a new Doc Nbr.
110	Doc Nbr range must be established before processing.

Document Number Browse

DoDAAC

Range Desc

User Id

Search Results

Select

Doc Nbr

Doc Nbr Typ

User Id

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

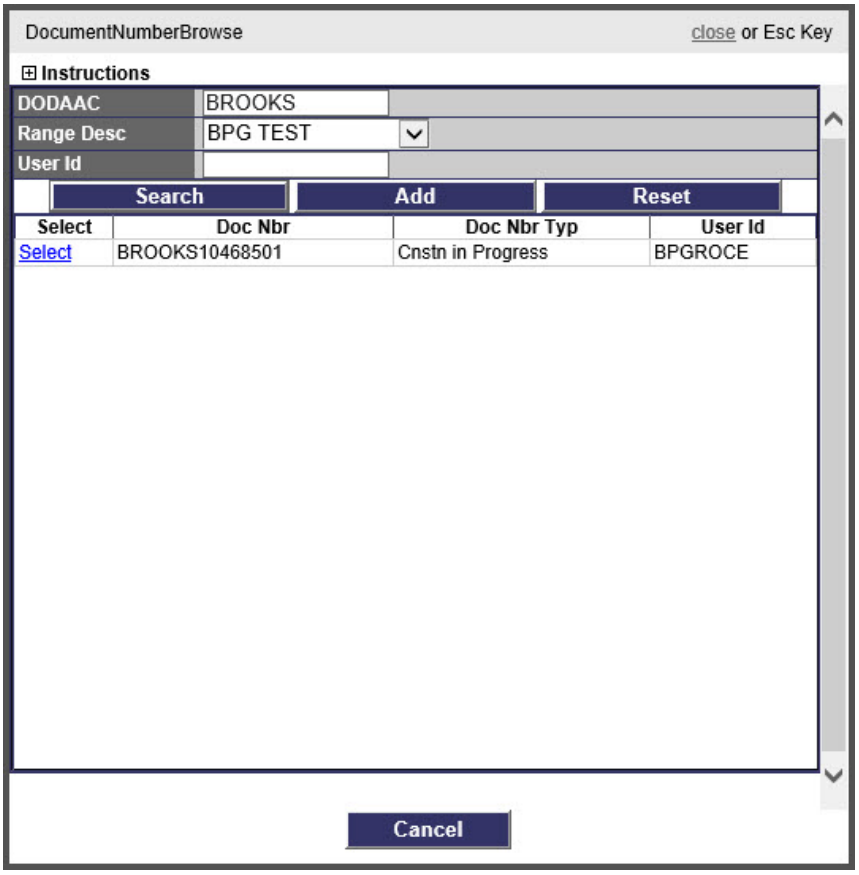
Browse for a Document Number

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Document Number Browse*** *pop-up window appears*.



2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
3. Use to select the desired Range Desc.
4. Enter the User Id in the field provided. *This is an 8 alphanumeric character field.*

   Select Search. *Results display in the Document Number Grid below.*
5.

OR

Select 

. *The latest number in the requested series automatically has 1 added to it, and is displayed in the in the Document Number Grid below.*

6. Choose the Select hyperlink next to the desired Document Number. *The pop-up window closes and the selected Document Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
58 — DOC NBR Range must be established for your UIC. Select DOC NBR Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

PA

- CIP Project
- Real Property

Installation Number Browse

Overview

The Installation Number Browse pop-up window allows searching for a Real Property's military installation by country, state, and ZIP CD.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > INSTL NBR Browse pop-up window

Page Fields

The following fields display on the **INSTL NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

INSTL NBR Browse

Country

State

ZIP Cd

INSTL NBR Search Results Grid

Select

Instl Nbr

Instl Name

Instl Rpt Cmpn Cd

Instl Close Dt

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for an Installation Number

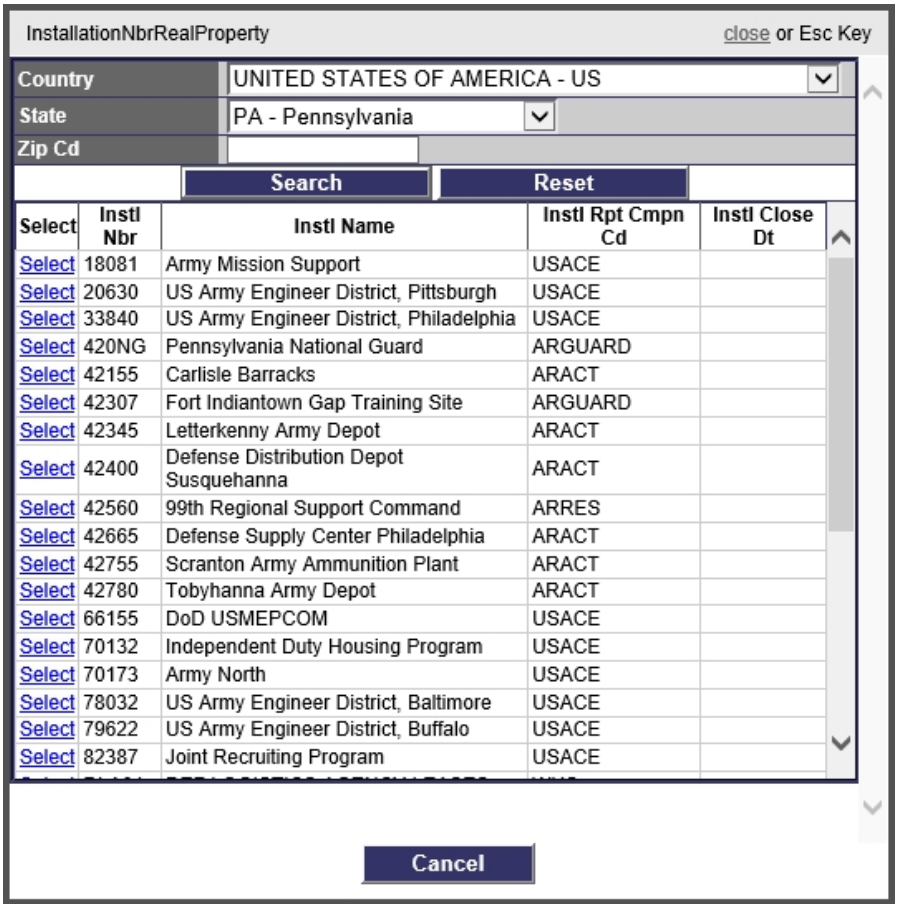
One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting 

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

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***INSTL NBR Browse*** *pop-up window appears*.



2. Use to select the Country.
3. Use to select the State.
4. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
5. Select Search to begin the query. *Results display in the INSTL NBR Grid below.*
6. Choose the Select hyperlink next to the desired INSTL NBR. *The pop-up window closes and the selected INSTL NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Country*. **13 — Mandatory Entry: *State*.**	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Real Property — Criteria

Line Of Accounting (LOA) Browse

Overview

The Line Of Accounting (LOA) Browse pop-up window allows creating a line of accounting for appropriation of an asset.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > Line Of Accounting (LOA) Browse pop-up window

Page Fields

The following fields display on the **Line Of Accounting (LOA) Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

(LOA) Browse

Dept Cd

Pgm Yr

Basic Symbol

Subhead

ASN

Obj Class Cd

(LOA) Search Results Grid

Select

LOA

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Browse for a Line Of Accounting (LOA)

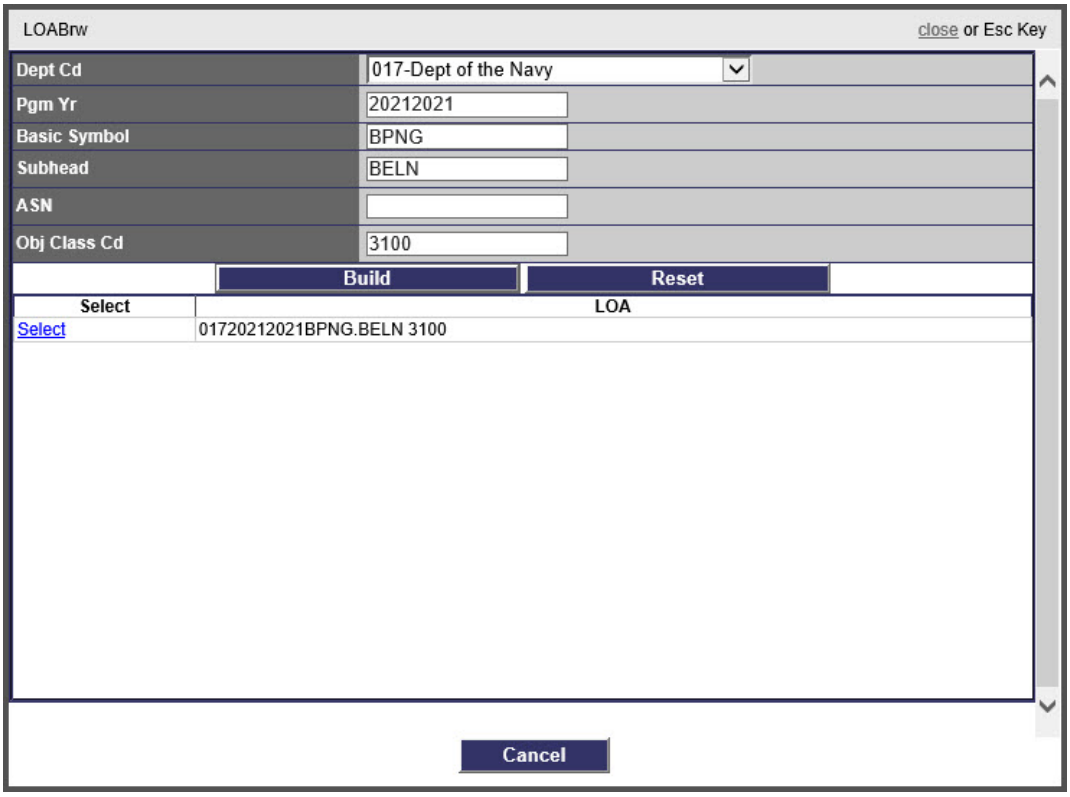
One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting 

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

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Line Of Accounting (LOA) Browse*** *pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering the following optional field:
   - Use ▼ to select the desired Dept Cd.
   - Enter the PGM YR in the field provided. *This is an 8 numeric character field.*
   - Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the OBJ CLASS CD in the field provided. *This is a 6 numeric character field.*

3. Select 

. *Results display in the LOA Results Grid below.*
4. Choose the Select hyperlink next to the desired LOA. *The pop-up window closes and the selected LOA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DEPT CD* .	Missing Entry. Enter the appropriate information in the desired field.
377 — Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).	Invalid Entry. The Program YR field must be either a 4—digit year (for single—year funds), or an 8—digit year span (for multiple year funds.) Enter the PGM YR field again.
398 — End YR must not exceed 2100 and must not be <= Beginning YR.	Invalid Entry. The beginning year must be equal to or before the ending year, and the ending year must be less than 2100. Enter the PGM YR field again.
397 — Beginning YR must be > 1900 and < 2100.	Invalid Entry. The beginning year must be before 2100 and after 1900. Enter the PGM YR field again.
337 — Basic Symbol must be 4 positions, A — Z and/or 0 — 9.	Invalid Entry. The Basic Symbol is a 4—position alphanumeric entry. Enter the Basic Symbol again.
334 — SUBHEAD must be 4 positions, A — Z and/or 0 — 9.	Invalid Entry. The SUBHEAD is a 4—position alphanumeric entry. Enter the SUBHEAD again.
296 — First two positions of OBJ CLASS CD are invalid.	Invalid Entry. The OBJ CLASS CD's first two digits are defined by the Office of Management and Budget (OMB). Enter the OBJ CLASS CD again.

Related Topics

- CIP Project

Location Browse

Overview

The Location Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* > ... > Location Browse pop-up window

Page Fields

The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Location Browse

Loc

Location Search Results Grid

Select

UIC

Loc

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

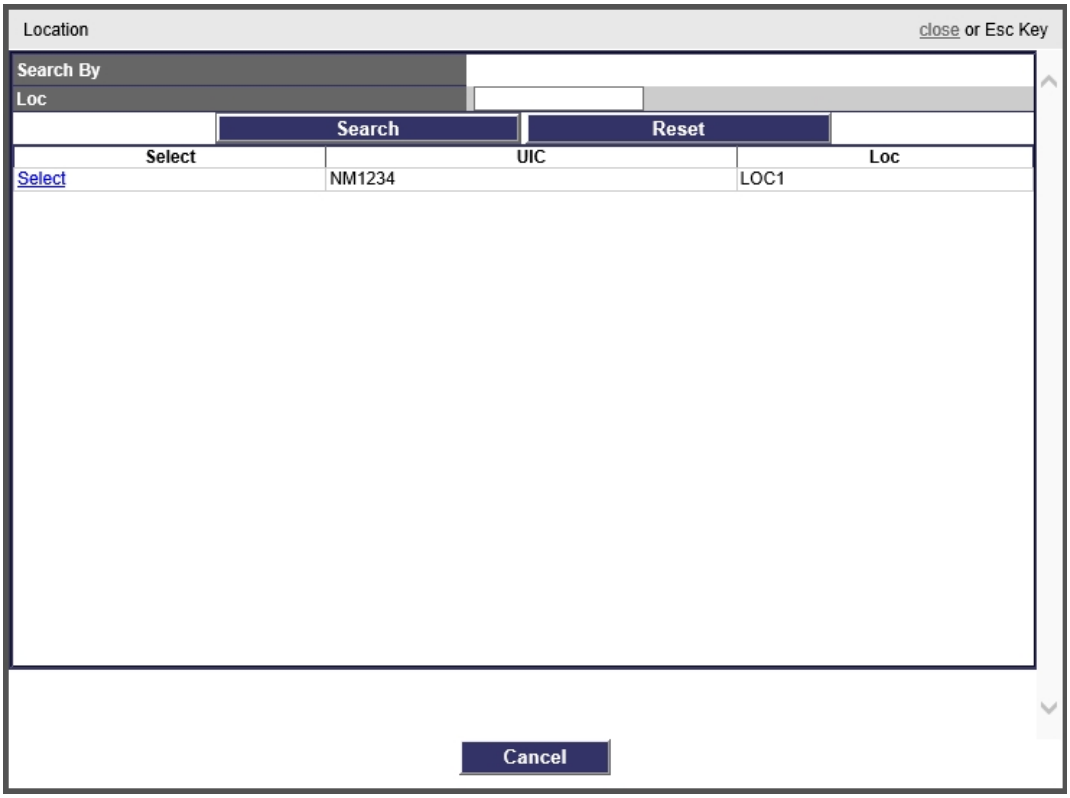
Browse for a Location

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **Location Browse** pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering the following optional field:
   - Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*
3. Select Search . *Results display in the Location Results Grid below.*
4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Location* .	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for an Asset Disposition — Criteria
- Search for a UII Assignment — Criteria

Manufacturer Data Browse

Overview

The Manufacturer Data Browse pop-up window allows searching for the Asset's or Stock Number's manufacturer information.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Manufacturer Data Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Data Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Manufacturer Data Browse

Mfr Name

Mfr Model Nbr

Mfr Part Nbr

CAGE Cd

Search Results Grid

Select

Mfr Name

Mfr Model Nbr

Mfr Part Nbr

CAGE Cd

Non Actbl

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

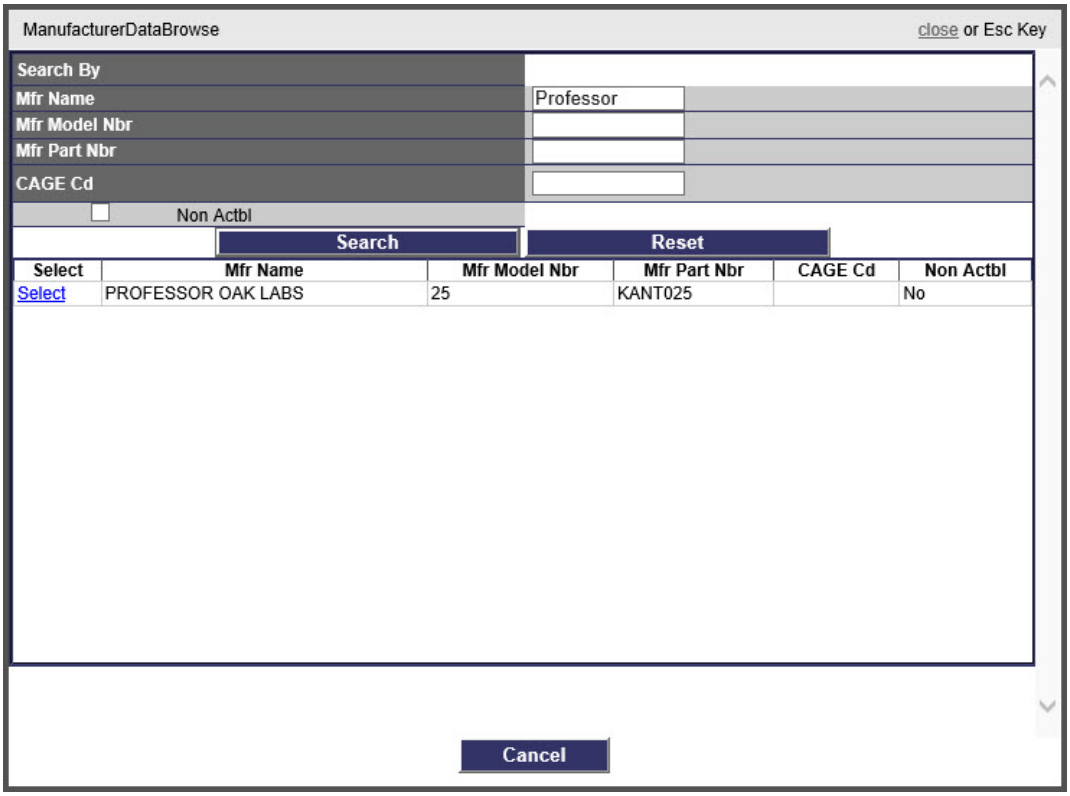
Browse for a Manufacturer

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Manufacturer Data Browse*** *pop-up window appears*.



2. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
3. Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*
4. Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
5. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
6. Select Search to begin the query. *Results display in the MFR DATA Grid below.*

7. Choose the Select hyperlink next to the desired MFR NAME. *The pop-up window closes and the selected MFR DATA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
150 — MFR DATA does not exist for this STOCK NBR.	Invalid Entry. The Manufacturer does not exist for this Stock Number. Enter the STOCK NBR again.

Related Topics

- Add a CIP Asset

Prior Depreciation Calculator

Overview

The Prior Depreciation Calculator pop-up window allows calculating the depreciation of the property according to the LAST DEPRN DT.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Prior Depreciation Calculator pop-up window

Page Fields

The following fields display on the **Prior Depreciation Calculator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Prior Depreciation Calculator

Activation Dt

Last Deprn Dt

Deprn Period

Salvage Value

Accumd Deprn

Total Cost

Current Prior Deprn

Prior Deprn Amt

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

Calculate a Prior Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select  . *The **Prior Depreciation Calculator** pop-up window appears*.



2. *The ACTIVATION DT automatically populates and is not editable.*
3. Enter the LAST DEPRN DT (MM/DD/YYYY) in the field provided.
4. *The DEPRN PERIOD automatically populates and is not editable.*
5. *The Salvage Value automatically populates and is not editable.*
6. *The ACCUMD DEPRN automatically populates and is not editable.*
7. *The Total Cost automatically populates and is not editable.*
8. *The Current PRIOR DEPRN automatically populates and is not editable.*
9. Select  . *Results display in the PRIOR DEPRN AMT field.*
10. Select  . *The amount in the PRIOR DEPRN AMT field displays in the PRIOR DEPRN SL field of the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
378 — LAST DEPRN DT must be = or > Activation DT.	Invalid Date Entry. The LAST MAINT DT must be either the ACTIVATION DT or later. Re-enter the date.

Related Topics

- Update the Personal Property Depreciation Update
- Update the Real Property Depreciation Update

Project Number Browse

Overview

The Project Number Browse pop-up window allows searching for a Construction in Progress (CIP) project number.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > Project Number Browse pop-up window

Page Fields

The following fields display on the **Project Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Project Number Browse

Project Nbr

Project Desc

Project Type

Acq Program Name

Status

Project Number Search Results Grid

Select

Prj Nbr

Prj Desc

Prj Type

Prj Ctgry Cd

Acq Program Name

Acq Program Type Cd

Status

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

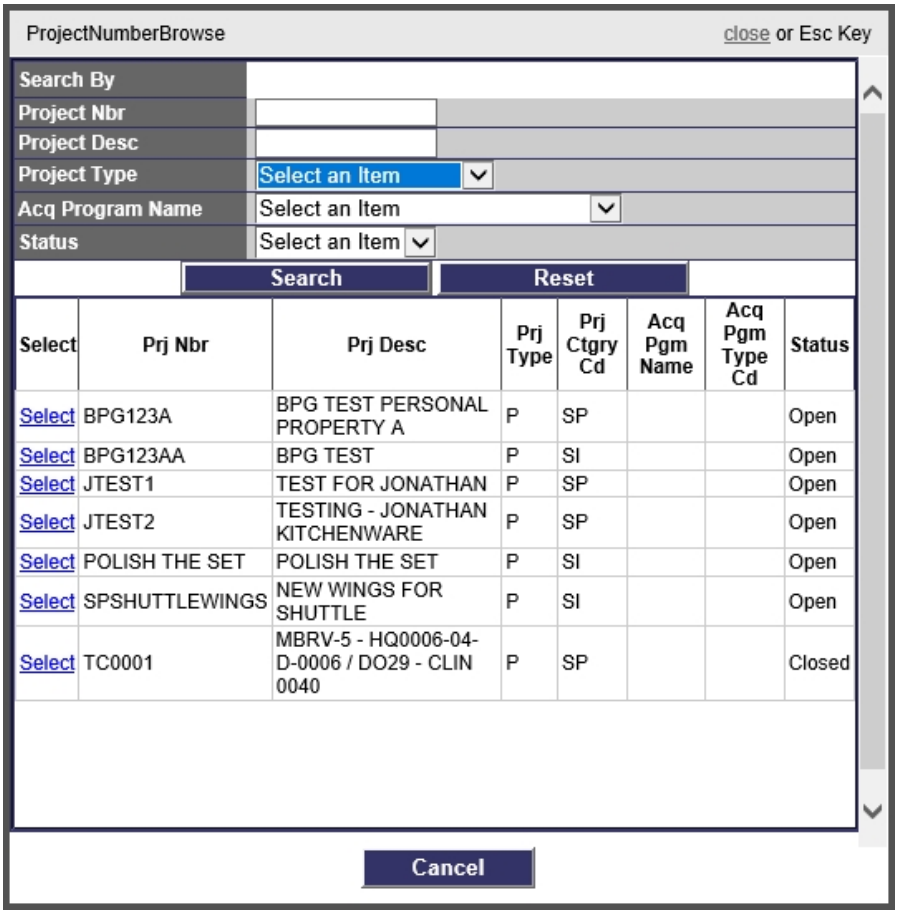
Browse for a Project Number

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Project Number Browse*** *pop-up window appears.*



Select	Prj Nbr	Prj Desc	Prj Type	Prj Ctgry Cd	Acq Pgm Name	Acq Pgm Type Cd	Status
Select	BPG123A	BPG TEST PERSONAL PROPERTY A	P	SP			Open
Select	BPG123AA	BPG TEST	P	SI			Open
Select	JTEST1	TEST FOR JONATHAN	P	SP			Open
Select	JTEST2	TESTING - JONATHAN KITCHENWARE	P	SP			Open
Select	POLISH THE SET	POLISH THE SET	P	SI			Open
Select	SPSHUTTLEWINGS	NEW WINGS FOR SHUTTLE	P	SI			Open
Select	TC0001	MBRV-5 - HQ0006-04-D-0006 / DO29 - CLIN 0040	P	SP			Closed

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:

- Enter the PROJECT NBR in the field provided. *This is a 20 alpha-numeric character field.*
- Enter the PROJECT DESC in the field provided. *This is a 512 alpha-numeric character field.*
- Use  to select the desired Project Type.
- Use  to select the desired Acq Program Name.
- Use  to select the desired Status.

3. Select  . *Results display in the Project Number Results Grid below.*
4. Choose the Select hyperlink next to the desired Project Number. *The pop-up window closes and the selected Project Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Criteria
- Search for a CIP Project — Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- View the CIP Project Transaction Status
- Export a CIP Project Report

Real Property Site Name Browse

Overview

The Real Property Site Name Browse pop-up window allows searching for a Real Property's site name by installation.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > RP SITE NAME Browse pop-up window

Page Fields

The following fields display on the **RP SITE NAME Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RP SITE NAME Browse

Instl Nbr

RP SITE NAME Search Results Grid

Select

RPSUID

RP Site Nm

Country Cd

Procedure

DPAS Navigation Helpful Tips



Click the following link to display PA Navigation Tips.

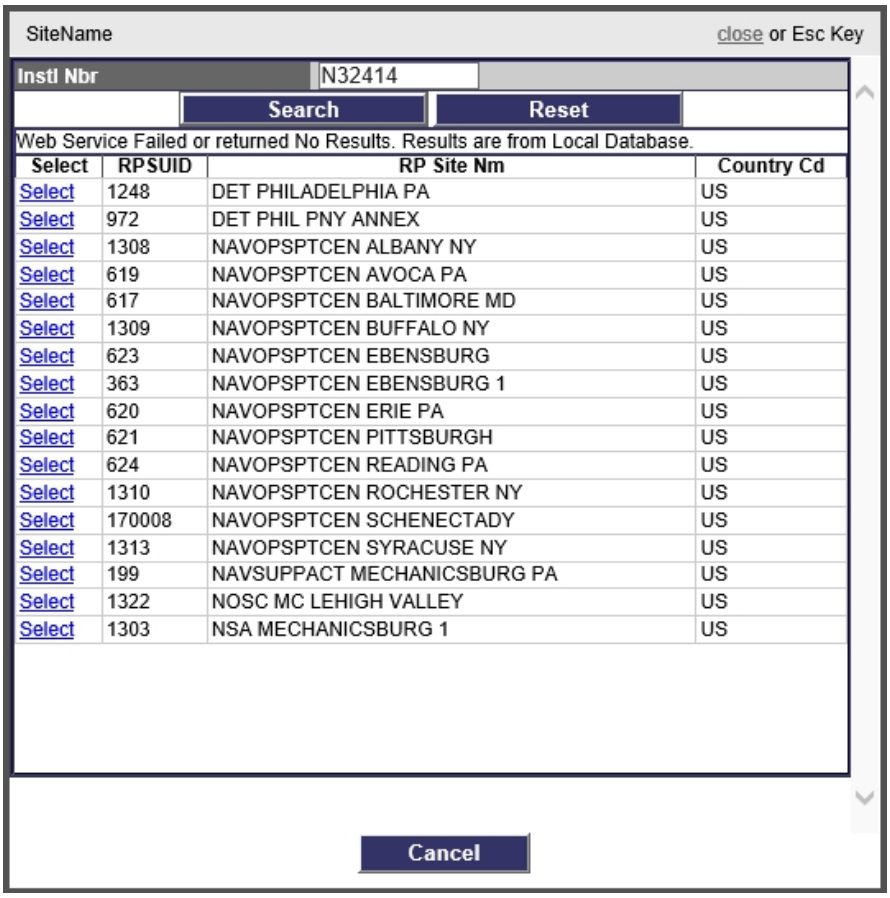
Browse for a Real Property Site Name

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.*

Selecting  *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The **RP SITE NAME Browse** pop-up window appears.*



2. Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*
3. Select Search to begin the query. *Results display in the RP SITE NAME Grid below.*
4. Choose the Select hyperlink next to the desired RP SITE NAME. *The pop-up window closes and the selected RP SITE NAME appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Real Property — Criteria

Real Property UID Asset Browse

Overview

The Real Property UID Asset Browse pop-up window allows searching for a Real Property Asset's unique identifier.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > RPUID Asset Browse pop-up window

Page Fields

The following fields display on the **RPUID Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RPUID Browse

Instl Nbr

RP Site Nm

RP Type Cd

Fac Nbr

Land Acq Tract Id

RPUID Search Results Grid

Select

RPUID

Fac Nbr

Fac Name

Land Acq Tract Id

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

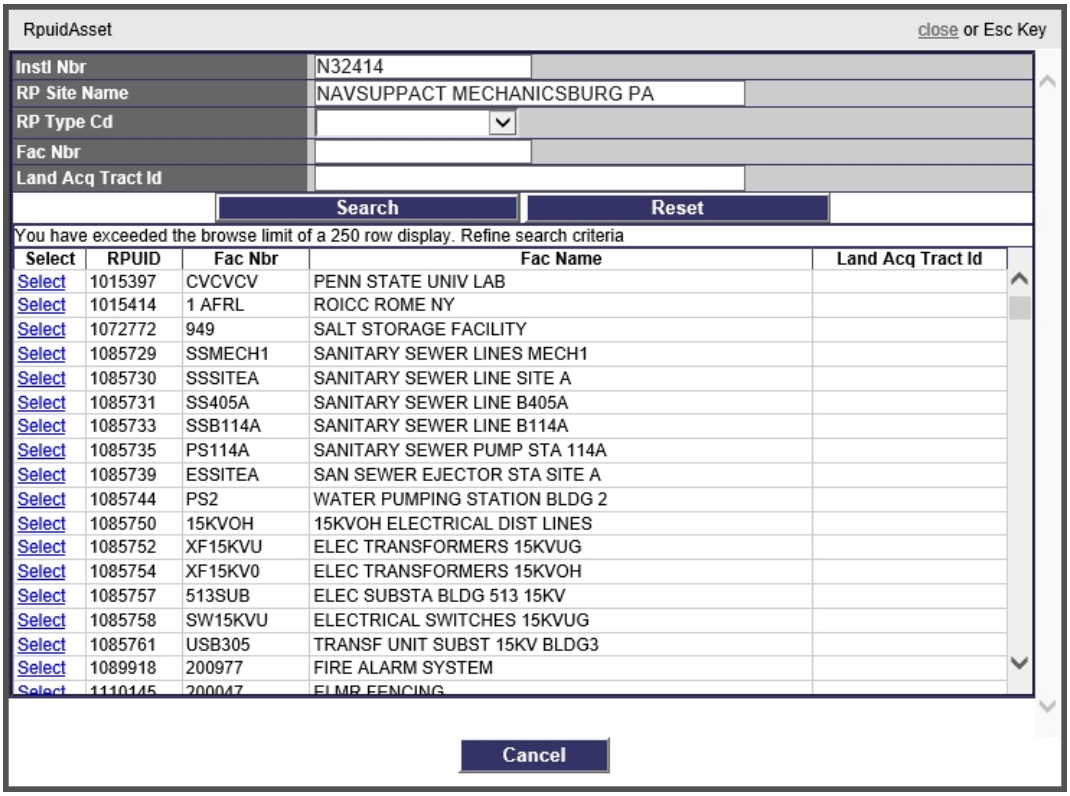
Browse for a Real Property Unique Identification Asset

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***RPUID Asset Browse*** *pop-up window appears*.



2. Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the RP SITE NAME in the field provided. *This is a 100 alphanumeric character field.*
4. Use ⌄ to select the RP Type Cd.
5. Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
6. Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*

7. Select 

to begin the query. *Results display in the RPUID Grid below.*
8. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected RPUID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*. **13 — Mandatory Entry: *RP SITE NAME*.**	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Real Property — Criteria
- Search for a Depreciation Update Real Property — Criteria

Real Property UID Browse

Overview

The Real Property UID Browse pop-up window allows searching for a Real Property's unique identifier.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > RPUID Browse pop-up window

Page Fields

The following fields display on the **RPUID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RPUID Browse

Instl Nbr

RP Site Nm

RP Type Cd

Fac Nbr

Land Acq Tract Id

RPUID Search Results Grid

Select

RPUID

Fac Nbr

Fac Name

Land Acq Tract Id

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

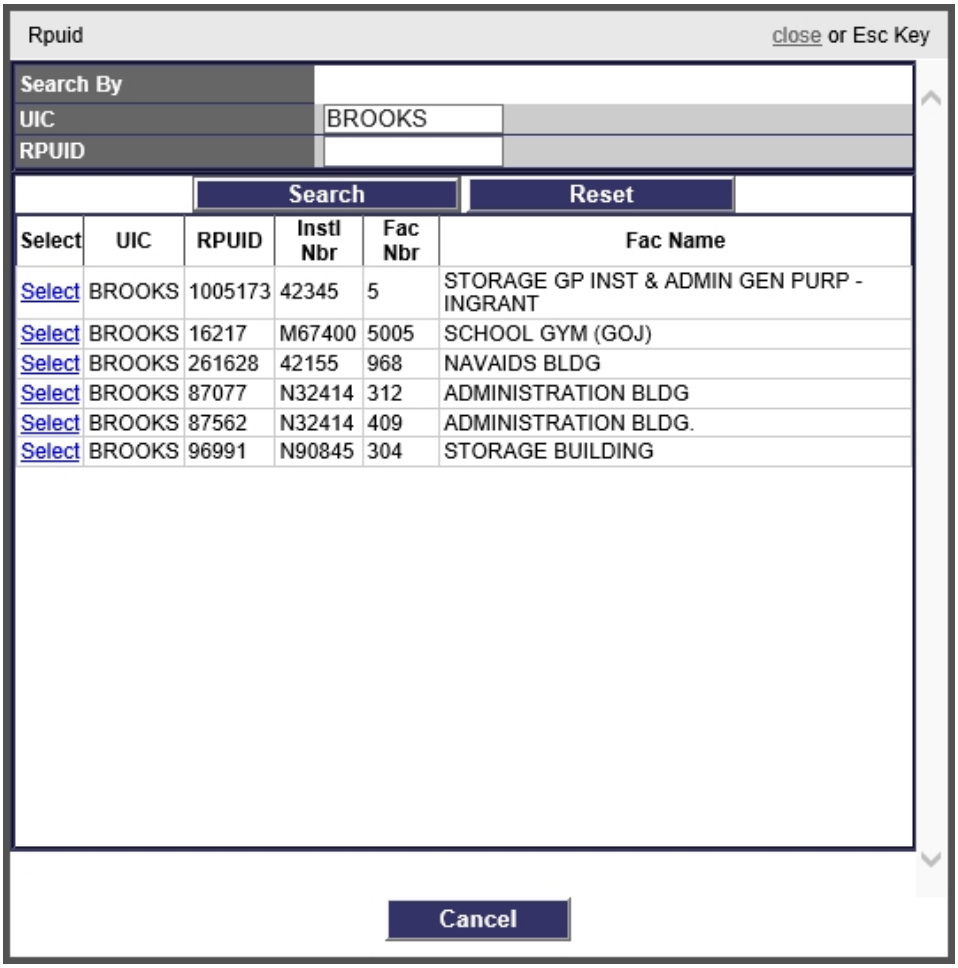
Browse for a Real Property Unique Identification

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***RPUID Browse*** *pop-up window appears*.



2. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
3. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*
4. Select Search to begin the query. *Results display in the RPUID Grid below.*

5. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected RPUID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*. **13 — Mandatory Entry: *RP SITE NAME*.**	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Real Property — Criteria
- Search for a Depreciation Update Real Property — Criteria

Salvage Value Calculator

Overview

The Salvage Value Calculator pop-up window allows for the calculation of the salvage value used in the depreciation process.

Navigation

DPAS PA Module > *VARIOUS PROCEDURAL STEPS* >  > Salvage Value Calculator pop-up window

Page Fields

The following fields display on the **Salvage Value Calculator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Salvage Value Calculator

Total Cost

Percentage

New Salvage Value

Crnt Salvage Value

Procedure

DPAS Navigation Helpful Tips

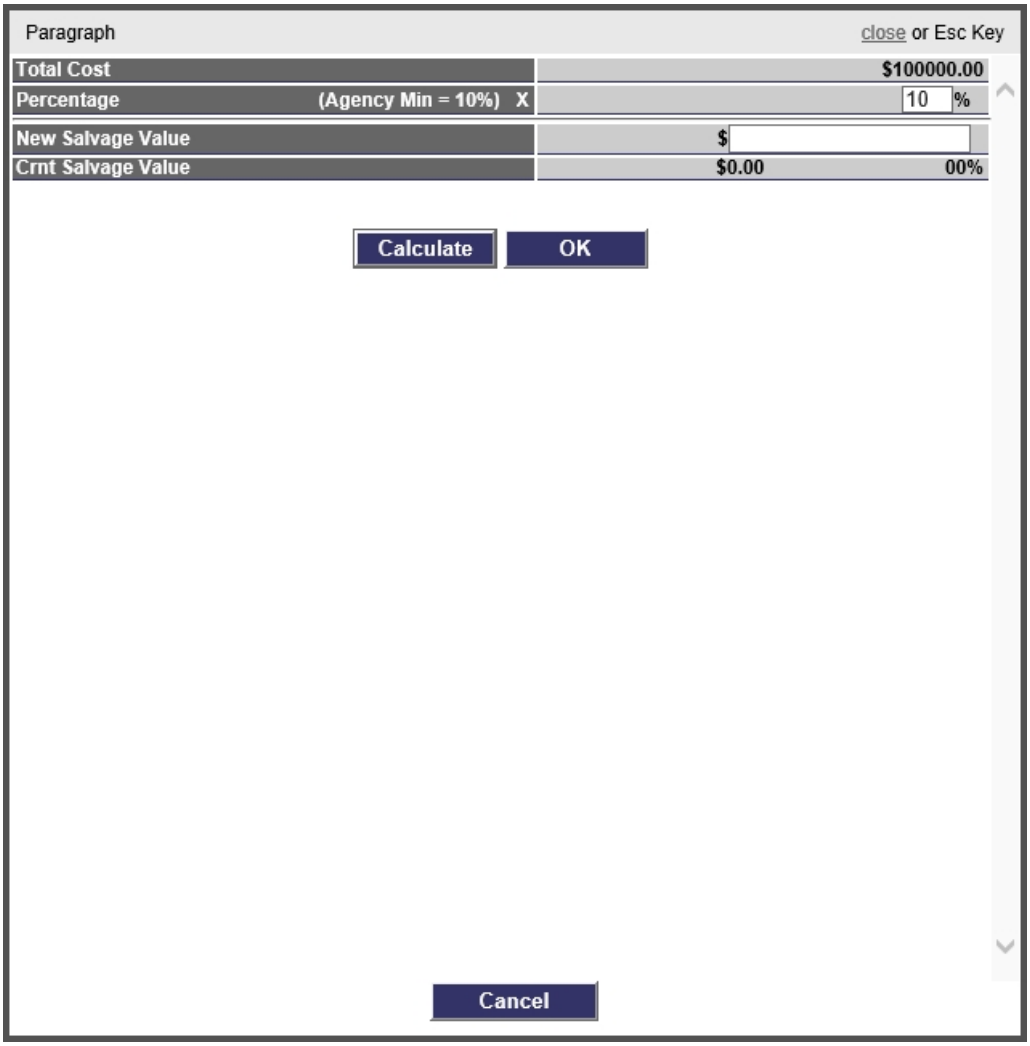


Click the following link to display PA Navigation Tips.

Calculate the Salvage Value

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select  . *The **Salvage Value Calculator** pop-up window appears*.



2. *The Total Cost automatically populates and is not editable.*
3. Enter the Percentage in the field provided. *This is a 2 numeric character field.*
4. Enter the New Salvage Value in the field provided. *This is a 15 numeric character field.*
5. *The CRNT Salvage Value automatically calculates and is not editable.*
6. Select Calculate. *Results display in the CRNT Salvage Value field.*
7. Select OK. *The amount in the CRNT Salvage Value field displays in the Salvage Value field of the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Update the Personal Property Depreciation Update
- Update the Real Property Depreciation Update

Stock Number Browse

Overview

The Stock Number Browse pop-up window allows searching for assets in either the DPAS catalog, the FEDLOG catalog, or the agency-specific catalog.

Navigation

DPAS PA Module > *Various Procedural Steps* >  > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
147	Select Radio Button before entering data.
28	To perform Search, data must be entered in one or more fields.
85	Stock Nbr search must have at least one position.
84	Item Desc search must have at least three positions.
86	FSC search must have first position > 0 and must be numeric.
83	NIIN search must have at least one position.
334	Search using Additional Search Criteria requires Stock Nbr, Item Desc, FSC, or NIIN.

Stock Nbr Browse

Stock Nbr

Item Desc

FSC

NIIN

Additional Search Criteria

LIN/TAMCN

Type Dsg

Acq Program Name

Procedure

DPAS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

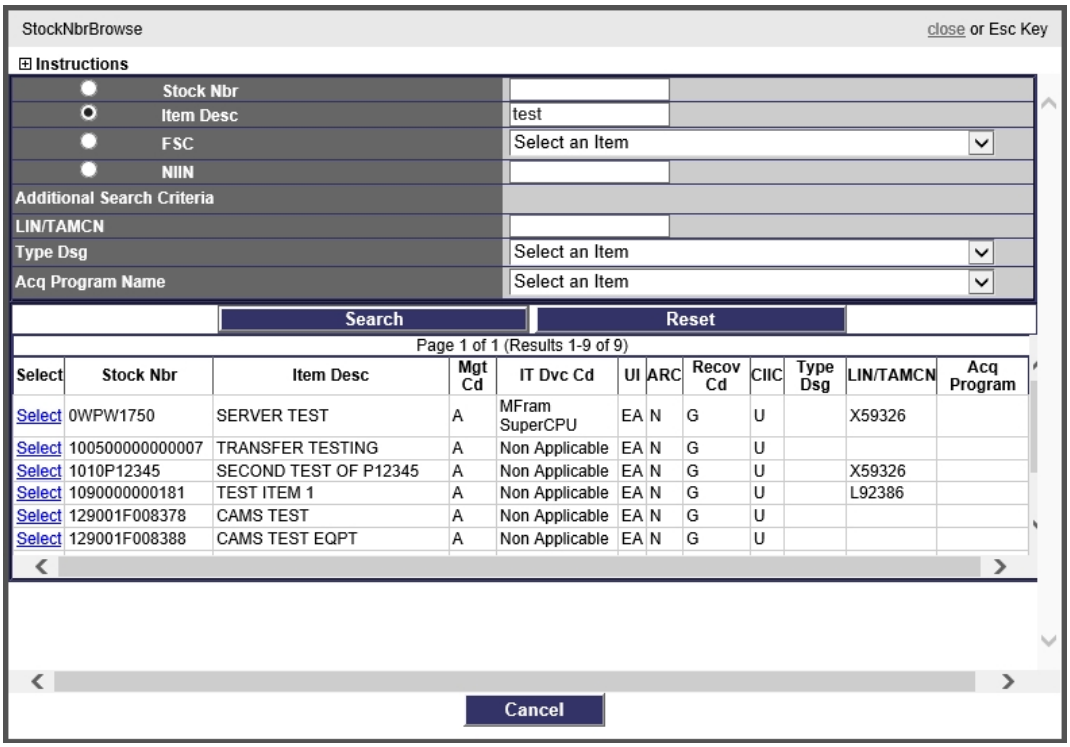
Browse for a Stock Number

One or more of the Search Criteria fields can be entered to isolate the results.

By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select ... . *The* ***Stock Nbr Browse*** *pop-up window appears.*



2. Select ○ next to the desired Search Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the four options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alpha-numeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alpha-numeric character field.*
- Use to select the FSC.
- Enter the NIIN in the field provided. *This is a 9 numeric character field.*

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alpha-numeric character field.*
   - Use to select the Type Dsg.
   - Use to select the Acq Program Name.
4. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*
5. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *STOCK NBR*. **13 - Mandatory Entry: *ITEM DESC*.** **13 - Mandatory Entry: *NIIN*.** **13 - Mandatory Entry: *FSC*.**	Missing Entry. Enter the appropriate information in the desired field.

13 - Mandatory Entry: *LIN/TAMCN*.	
13 - Mandatory Entry: *TYPE DSG*.	
13 - Mandatory Entry: *ACQ PROGRAM NAME*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

PA

- Ancillary Cost
- Depreciation Update Personal Property
- Asset Receiving
- Asset Disposition
- Authorization
- UII Update / Assignment

DPAS Quick Reference Guides

The DPAS Support Site provides you with a complete listing of Quick Reference Guides and Resource Documents to assist in your usage of DPAS. You can select one of the following hyperlinks to view or download Quick Reference Guides or Resource Documents:

- Property Accountability
- Maintenance & Utilization
- Supply Store

Note



The DPAS Quick Reference Guides are in **.pdf** format.

Accounting Field Edits by Interface Type

Reference Document

The following charts detail DPAS accounting fields and their requirements broken out by interface system. The interface systems covered here are:

FAMIS - First Article Management Information System

DPAS Field Name	Screen Alias	Interface Field Name	Field Requirement	Edits
Cost Center	Cost Center	Cost Center	Optional	Field is eleven positions long. FAMIS only uses the first five. These five positions must be alphabetical between A and Z.
Task Code	Task Cd	Task Cd	Optional	Field is fourteen positions long. FAMIS only uses the first five on some occasions and 13 positions on others. These five positions must be alphanumeric characters between 0 and 9 and A and Z.
Job Order Number	Job Order Nbr	Job Order Nbr	Optional	Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Depreciation Cost Center	Dprn Cost Center	Cost Center	Optional	Field is eleven positions long. FAMIS only uses the first five. These five positions must be alphabetical between A and Z.
Depreciation Task Code	Dprn Task Cd	Task Cd	Optional	Field is fourteen positions long. FAMIS only uses the first five on some occasions and 13 positions on others. These five positions must be alphanumeric characters between 0 and 9 and A and Z.
Depreciation Job Order Number	Dprn Job Order Nbr	Job Order Nbr	Optional	Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Dollar Amount	Dollar Amt	Dollar Amt	Mandatory	Although the field size allows for a dollar amount of 17 positions with 2 decimal positions, the DBMS interface is limited to 9 positions with 2 decimal positions.
Trading Partner Number	Trading Partner Nbr			
Transfer Type Code	Transfer Type Cd			
Obligation Document Number	Oblign Doc Nbr	Register Document Nbr	Conditional	This field becomes mandatory if the Action Code (Actn Cd) begins with an "I" (see our reference document concerning Action Codes).

DWAS - Defense Working Capital Accounting System

DPAS Field Name	Screen Alias	Interface Field Name	Field Requirement	Edits
Cost Center	Cost Center	Office	Mandatory	
Task Code	Task Cd	Task Cd	Mandatory	Field is fourteen positions long. DWAS only uses the first four. The first position must always be a three (3) followed by three numeric positions.
Job Order Number	Job Order Nbr	Job Order Nbr	Mandatory	Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Depreciation Cost Center	Dprn Cost Center	Dprn Cost Center	Mandatory	
Depreciation Task Code	Dprn Task Cd	Dprn Task Cd	Mandatory	Field is fourteen positions long. DWAS only uses the first four. The first position must always be a three (3) followed by three numeric positions.
Depreciation Job Order Number	Dprn Job Order Nbr	Job Order Nbr	Conditional	If the Action Code is equal to "INPR" (Procurement - see our reference document concerning Action Codes) then the Job Order cannot match the Depreciation Job Order Number.
Dollar Amount	Dollar Amt	Dollar Amt	Mandatory	Although the field size allows for a dollar amount of 17 positions with 2 decimal positions, the DBMS interface is limited to 13 positions with 2 decimal positions.
Trading Partner Number	Trading Partner Nbr	Trading Partner Nbr	Conditional	If the Action Code is equal to "ITRI" (Transfer In - within DPAS), "ICFT" (Centrally Funded / Transfer In), "DTRO" (Transfer Out - outside DPAS) or "DTRI" (Transfer Out - within DPAS) then the Trading Partner Number is Mandatory. If the Action Code is equal to "ITRI" or "ICFT" then the Trading Partner Number must begin with "DOD" followed by losing organization's DODAAC. If the Action Code is equal to "DTRO" or "DTRI" then Trading Partner Number must begin with "DOD" followed by the gaining organization's DODAAC.
Transfer Type Code	Transfer Type Cd	Transfer Type Cd	Conditional	If the Action Code is equal to "ITRI", "ICFT", "DTRO" or "DTRI" then the Transfer Type Code is Mandatory.
Obligation Document	Oblign Doc Nbr	Obligation Doc Nbr	Conditional	This field becomes mandatory if the Action Code (Actn Cd) begins with an "I" (see our ref-

Number				erence document concerning Action Codes).

E-BIZ - Electronic Business

DPAS Field Name	Screen Alias	Interface Field Name	Field Requirement	Edits
Cost Center	Cost Center	Office	Mandatory	
Task Code	Task Cd	Function/Task Cd	Mandatory	Minimum of five and up to thirteen alphanumeric characters.
Job Order Number	Job Order Nbr	Project/Sub Project	Mandatory	Requires fifteen alphanumeric characters. Field must contain a 12 position Project and a 3 position Sub Project. Sub Project values are: • DFA • ARM • NAV • USA • USM • DDL • DAG • OTH
Depreciation Cost Center	Dprn Cost Center	Office	Mandatory	
Depreciation Task Code	Dprn Task Cd	Function/Task Cd	Mandatory	Minimum of five and up to thirteen alphanumeric characters.
Depreciation Job Order Number	Dprn Job Order Nbr	Project/Sub Project	Mandatory	Requires fifteen alphanumeric characters. Field must contain a 12 position Project and a 3 position Sub Project. Sub Project values are: • DFA • ARM • NAV • USA • USM • DDL • DAG • OTH
Dollar Amount	Dollar Amt	Dollar Amt	Mandatory	Although the field size allows for a dollar amount of 17 positions with 2 decimal positions, the E-Biz interface is limited to 13 positions with 2 decimal positions.
Trading Partner Number	Trading Partner Nbr			
Transfer Type Code	Transfer Type Cd			
Obligation	Oblign	Obligation	Conditional	This field becomes mandatory if the Action

Document Number	Doc Nbr	Doc Nbr		Code (Actn Cd) begins with an "I" (see our reference document concerning Action Codes).

STARS - Standard Accounting And Reporting System

DPAS Field Name	Screen Alias	Interface Field Name	Field Requirement	Edits
Cost Center	Cost Center			STARS
Task Code	Task Cd			
Job Order Number	Job Order Nbr			Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Depreciation Cost Center	Dprn Cost Center			
Depreciation Task Code	Dprn Task Cd			
Depreciation Job Order Number	Dprn Job Order Nbr			Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Dollar Amount	Dollar Amt			Although the field size allows for a dollar amount of 17 positions with 2 decimal positions, the STARS interface is limited to 13 positions with 2 decimal positions.
Trading Partner Number	Trading Partner Nbr			
Transfer Type Code	Transfer Type Cd			
Obligation Document Number	Oblign Doc Nbr			

FAMIS-DISAW - First Article Management Information System - Defense Information Systems Agency Working Capital Fund

DPAS Field Name	Screen Alias	Interface Field Name	Field Requirement	Edits
Cost Center	Cost Center	Cost Center	Optional	
Task Code	Task Cd	Task Cd	Optional	
Job Order	Job	MIPR Nbr	Optional	Accepts up to 15 positions and must be alpha-

Number	Order Nbr			numeric characters between 0 and 9 and A and Z.
Depreciation Cost Center	Dprn Cost Center	Cost Center	Optional	
Depreciation Task Code	Dprn Task Cd	CPP Nbr	Optional	
Depreciation Job Order Number	Dprn Job Order Nbr	Dprn Job Order Nbr	Optional	Accepts up to 15 positions and must be alpha-numeric characters between 0 and 9 and A and Z.
Dollar Amount	Dollar Amt	Dollar Amt	Mandatory	Although the field size allows for a dollar amount of 17 positions with 2 decimal positions, the FAMIS-DISAW interface is limited to 9 positions with 2 decimal positions.
Trading Partner Number	Trading Partner Nbr	Trading Partner Nbr	Conditional	The Trading Partner Nbr is mandatory if the Action Code is equal to "ITRI", "DTRO", "DTRI" or "ICFT". If the Transfer Type Cd is equal to a numeric character of one through five (1-5) and the Action Code is equal to "ITRI" or "ICFT", then the Trading Partner Nbr must begin with "DOD" be followed by the losing organization's DODAAC. If the Transfer Type Cd is equal to a numeric character of one through five (1-5) and and the Action Code is equal to "DTRO" or "DTRI", then the Trading Partner Nbr must begin with "DOD" and be followed by the gaining organization's DODAAC. If the Transfer Type Cd is equal to a six (6), then the Trading Partner Nbr must contain the DUNS and Bradstreet Universal Numbering System of the gaining/losing activity.
Transfer Type Code	Transfer Type Cd	Transfer Type Cd	Conditional	The Transfer Type Cd is mandatory if the Action Code is equal to "ITRI", "DTRO", "DTRI" or "ICFT".
Obligation Document Number	Oblign Doc Nbr	MIPR Nbr	Conditional	The Oblign Doc Nbr is equal to the MIPR Nbr (our Job Order Nbr field) if the asset is a capital asset, new procurement, otherwise the Doc Nbr field is used.

Action Code / Action Type Code

Reference Document

The Defense Property Accountability System (DPAS) system activities is built around a concept of Action Codes and Action Type Codes.
The Action Code represents the type of action that occurred.
The Action Type Code represents the area of DPAS where the action took place.
The table below lists the Action Codes and Action Type Codes used in the system.

Action Code	Action Type Code	Description
DTNI	DISP	Turn-In
DTRO	DISP	Transfer Out - outside DPAS
DSPL	DISP	Disposal
DLDD	DISP	Report of Survey / Lost, Damaged, Destroyed
DSAL	DISP	Sales
DDNT	DISP	Donated (Disposal)
DAAR	DISP	AAR
DIAJ	DISP	Inventory Adj (Disposal)
EPRE	EXCS	Prenotification
EXCS	EXCS	Excess
EWIT	EXCS	Withdrawal
ITRO	RCPT	Transfer In - outside DPAS
INPR	RCPT	New Procurement
IAAR	RCPT	Administrative Adjustment
IIAJ	RCPT	Inventory Adj (Receipt)
IFOI	RCPT	Found On Installation
ICFT	RCPT	Centrally Funded / Transfer In
IDNT	RCPT	Donated (Receipt)
ILOI	RCPT	In On Loan
ILDI	RCPT	Create Local Due In
ITRI	TRNS	Transfer In - within DPAS
DTRI	TRNS	Transfer Out - within DPAS
DTRO	TRNS	Depreciation Change
IDNT	UPDT	Donated-Update
ICFT	UPDT	Centrally Funded/Transfer In-Update
IIAJ	UPDT	Inventory Adj-Update
IAAR	UPDT	Administrative Adjustment-Update
IFOI	UPDT	Found On Installation-Update
INPR	UPDT	New Procurement-Update
ITRO	UPDT	Transfer In - Outside DPAS-Update
ITRI	UPDT	Transfer In - Within DPAS-Update
CAAR	UPDT	Administrative Adjustment-Price Correction
CCFT	UPDT	Centrally Funded / Transfer In-Price Correction

CDNT	UPDT	Donated-Price Correction
CFOI	UPDT	Found On Installation-Price Correction
CIAJ	UPDT	Inventory Adjustment-Price Correction
CNPR	UPDT	New Procurement-Price Correction
CTRI	UPDT	Transfer In - within DPAS-Price Correction
CTRO	UPDT	Transfer In - outside-DPAS-Price Correction
RAAR	UPDT	Administrative Adjustment-Price Revaluation
RCFT	UPDT	Centrally Funded / Transfer In-Price Revaluation
RDNT	UPDT	Donated-Price Revaluation
RFOI	UPDT	Found On Installation-Price Revaluation
RIAJ	UPDT	Inventory Adjustment-Price Revaluation
RNPR	UPDT	New Procurement-Price Revaluation
RTRI	UPDT	Transfer In - within DPAS-Price Revaluation
RTRO	UPDT	Transfer In - outside DPAS-Price Revaluation
CLOI	UPDT	In On Loan-Price Correction
RLOI	UPDT	In On Loan-Price Revaluation
DPRN	UPDT	Depreciation Change
DPRN	CMPT	Compute Depreciation
DPGN	UPDT	Depreciation with Gain
DPTR	UPDT	Depreciation with Transfer

Address Browse

Reference Document:

The **Address Browse** process permits you to select ... to search for an existing **Address** based on the UIC (Unit Identification Code) entered. This same **Address Browse** process can be utilized in every program that can select an ADDR (Address) Type.

You are able to browse for specific **Addr Type**, depending on security permissions and need. The security access for a User Update Access Code(s) with a value of **0** or **9** can be used to access this process.
Values for **ADDR Type** are:

- **LO** - Loan
- **LE** - Lease
- **DI** - Disposition
- **DE** - Destination
- **RE** - Reporting (Excessing)
- **CW** - CIP Point of Contact (CIP POC)

1. While in the initial screen, as available, select the **Address** ....

Select Search, or select Cancel.
You now have three options:

2. Enter all or part of the **Address** to query existing Disposal Activities, as listed in the **Address Selected Rows** screen grid below.
3. Alternatively, if browse fields are left blank and Search is selected, all available **Address**(es) are displayed in the **Address Selected Rows** screen grid below.
4. Finally, you can leave the **Address** blank and select Search to retrieve all existing **Disposal Activities**.

When an **Address Browse** transaction is chosen while using the **Asset Disposition** program, the **Addr Type** results for a value of **DI** are changed in the **Address Browse Results** screen when the following values are chosen.

- **D** only shows results with CAGE Cd (Commercial and Government Entity Code)
- **LD** only shows results with DODAAC (Department of Defense Activity Address Code)
- **UN** only shows results with **DUNS** ([Dun & Bradstreet] Data Universal Numbering System)
- **N/A** only shows results with nothing in **CAGE Cd**, **DoDAAC** and **DUNS**
- **CW** only shows those names and addresses with an address equal to **CIP**.

5. Enter an existing **Address**, or select Cancel to return to the initial entry screen. Select the Reset to begin the process again.

Note

If no address is created for that **Addr Type**, the following error message is displayed: "Address does not exist. Establish a record using **Address A/U/D (Add/Update/Delete)**".

The **Address Browse Search Results** screen is displayed with fields and data in the following order:

- Select Hyperlink
- **DoDAAC** (Default is Ascending Order)
- **CAGE Cd** (Default is Ascending Order)
- **DUNS** (Default is Ascending Order)
- Acty Nm (Activity Name)
- POC (Point of Contact)
- **Address**
- **City**
- **State**
- **ZIP Cd**
- **County**
- Holding POC
- Holding Loc (Location)
- Holding DODAAC

Note

You can sort by any column by selecting the column heading in the **Address Browse Search Results** screen.

6. Select a row by selecting the **Select Hyperlink** next to the row needed. Only one selection can be made at one time.
7. Select the **Select Hyperlink** for the correct **Addr Type** needed.

The **Address Browse** screen is closed automatically and returns to the initial **Address Browse** screen with the selected **Address**. The **Addr Type** is moved to the **Addr Type** in the initial process screen for you to continue processing your transaction. Perform a subsequent browse(s) to change an incorrect selection.

Note

See the **Address A/U/D (Add/Update/Delete)** topics for further information on addresses.

Asset Update Accounting Tab Business Rules:

Reference Document:

1. If records are bulk, the ASSET STS CD and CPTL CD fields are hidden.
2. If the bulk radio button is selected on the search criteria Page, the Acquisition cost as Unit cost is displayed.
3. If records are bulk, their unit cost must be less than $100,000. If bulk record unit cost is greater than $99,999.99, display Error– Unit Cost must be < $100,000 for bulk managed assets. Allows user to change unit price.
4. If records are bulk, the following fields are available:

- Job Ord Nbr
- Cost Center
- Task Cd
- Trading Partner Nbr
- Transfer Typ Cd

5. When the acquisition cost is entered (price adjustment) the remarks field is mandatory.
6. If Acquisition Cost is changed:

   A warning message is displayed and allows the user to continue processing.

• If cost variance (minimum) exists the following error messages are displayed:
- ACQ COST difference, Display Error – The ACQ COST difference from CTLG UNIT PRICE is $XXXX.XX.
- Calculated variance, Display Error – The variance is XX%.
- Display Error – The current Cost Variance Minimum threshold is XX%.
- Display Error – If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.

• If cost variance (maximum) exists the following error messages are displayed:
- ACQ COST difference, Display Err Nbr 283 – The ACQ COST difference from CTLG UNIT PRICE is $XXXX.XX.
- Calculated variance, Display Err Nbr 284 – The variance is XX%.
- Cost Variance Maximum from the system_setting table:
- Display Err Nbr 286 – The current Cost Variance Maximum threshold is XX%.
- Display Err Nbr 287 – If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.

7. If records are capital assets, deprn_cd = "T" on the Acquisition table, and the rcpt_actn_cd = “ITRI” on the Asset Master table, then TRANSFER TYP CD and Trading Partner Number are mandatory.

8. Display value but disable Transfer Type Code when actn_cd = INPR and actn_ typ_cd = RCPT.
9. When the Stock Nbr has changed, validate asst_cd based on the asst_ctl_cd, to ensure the asset code is valid for the new STOCK NBR. If asst_cd is not valid, display Error – Asset code is invalid for STOCK NBR.
10. FUND CD/ASN is mandatory for Bulk records.
11. If LOAN CD is not equal to blank, C, or G, then Loan Address and Loan Start/End Dates are mandatory. If LOAN CD is not equal to blank, C, or G, and Loan Address and/or Loan Start Date, and/or Loan End Date are blank, display Error – Mandatory entry.
12. If LEASE CD is not equal to blank, B, X, or *, then Lease Address and Lease Start/End Dates are mandatory. If LEASE CD is not equal to blank, B, X, or *, and Lease Address and/or Lease Start Date, and/or Lease End Date are blank, display Error – Mandatory entry.
13. If the loan_end_dt is less than the loan_str_dt or the system date, display Error – Loan/Lease end date must be greater than start date.
14. If the leas_end_dt is less than the leas_str_dt, display Error – Loan/Lease end date must be greater than start date.
15. If record is a component, the LOAN CD, Loan Address, LOAN START DT, and LOAN END DT fields is hidden.
16. Process component assets with embedded cost in accordance with the following:
    - If the embedded total is greater than the EC total_cst, display Err Nbr 341 – Cmpn Acq Cost is > End Item Acq Cost
    - Disable the cptl cd on the price adjustment Page.

Asset Update Basic Tab Business Rules:

Reference Document:

1. If the selected records are bulk, the ASSET ID, SERIAL NBR, and Auto Assign Checkbox fields are hidden.
2. The LOT NBR field for serial records is hidden.
3. ASSET ID must be unique across the enterprise.
4. ASSET ID and Serial Number are mandatory.
5. No duplicate STK NBR/SER NBR combination in the application.
6. ASSET ID prefix/auto assign checkbox are mandatory for ASSET ID updates. The ASSET ID field is not open for data entry.
7. DOC NBR is mandatory for all transactions involving a Document Number.
   - DOC NBR format must be DODAACJulianDTSerialNbr.
8. If record is a component, the location, sub location, and SYS ID field are hidden.

Attachment Detail Add

Reference Document:

You use this process to Add Attachment(s) items used as reference document(s).

1. After selecting 

from the **Asset Management Update** screen, the **Attachment Add** screen is displayed.

Fields displayed are:

- **Asset Id** (Identifier)
- * **File Path**
- * **DESC** (Description)
- **Primary**

2. If you know the path and filename of the document you wish to attach, you can enter the information in the ***File Path** field, or use 

to search for the document.
3. You must enter a Description of the file in the ***Desc** field
4. The **Primary** check box is optional. This can be used to indicate which attachment you wish the system to first land on if there are multiple documents.
5. Select 

.

Once you select 

, the system displays in the **Temporary Attachment** section an entry showing there is a file ready to be attached to the asset. You may continue to add additional files to the asset using steps 2-5 above.

Once you completed adding all the files you want to attach to the asset, select 

in the **Temporary Asset** section. The system returns you to the **Asset Update** screen, where you can complete the **Update** transaction.

Refer to the **Attachment Detail View** process for a discussion on viewing Attachments.

PageID Ref: WFUTN2301_99

Attachment Detail View

Reference Document:

You use this process to **View** Attachment(s) used as reference document(s). You can view the reference files attached to the asset, including both the thumbnail(s) for each file, and the **Attachment's** full size.

1. When available, select the **Attachment's** hyperlink on the Asset Detail screen.
2. The **Attachment View** screen is displayed. A Thumbnail(s) preview appears for each file previously attached.

Fields displayed are:

- A **Thumbnail** preview(s) of each file:
- **Cancel**

Note



The MIME type (Multipurpose Internet Mail Extension) determines the software used to display the Attachment document.

Refer to the **Attachment Add** process for a discussion on Adding Attachments.
Refer to the **Attachment Viewer Detail/Delete** process for a discussion viewing and deleting the Attachments.

PageID Ref: WCGLX1903_99

Attachment Viewer Detail/Delete

Reference Document:

This screen allows you to navigate to the various attachments associated with a particular asset. This screen may also allow you to delete an attachment associated with an asset.

Use the buttons in the lower portion of the screen to navigate through the various attachments available.

Button	Action
<<	Used to move to the first attachment.
<	Used to move to the previous attachment.
>	Used to move to the next attachment.
>>	Used to move to the last attachment.
Delete	Used to delete the displayed attachment. There is no delete verification prompt.
Close	Used to close the Attachment Viewer Detail window and return to DPAS.

PageID Ref: WCGLX1602_99

Business Rules for Assigning she Virtual Unique Item Identifier (UII)

Reference Document:

The virtual UII shall be assigned and managed through use of the following business rules:

- An item shall have an existing innate serialized identity and qualify for item unique identification (IUID). Contractors in possession of Government property may use the property control number or asset identification number they use to track the item as the innate serialized identity.
- The innate serialized identity data (e.g., enterprise designation; part, lot or batch number; serial number; or property control number) must be affixed to the item (e.g., contact memory button, linear bar code, human readable data plate, etc).
- Items that require unique identification and are too small to have their innate serialized identity data physically placed on them may have this data placed on a tag attached to the item. The tag must remain attached to the item to assure unique identification is maintained. Once the tag is removed, unique identification is lost.

Component Viewer

Reference Document

This screen allows you to view the components/subassemblies that make up the end item .

Screen Fields

The following fields display on the Component Viewer screen. For more information on each field, select the appropriate hyperlink.

Asset Id
Loc
Item Desc
Custodian Nbr
Sys Id
Level

Asset Level Cd
Level
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Stock Nbr
Serial Nbr

Loan Cd
Suspt Loss Sts Cd

Procedure

To view component details:

1. Review the end item details in the top portion of the screen.
2. Select ⊞ to display the various components associated with the end item. If an component has a subassembly, use the ⊞ to view the available component's details.
3. Select Cancel to return to the previous screen.

PageID Ref: WCGLX1902_99

Defense Property Accountability System Components

Reference Document:

Definition:
Components are subassemblies of an End Item, the latter of which is called a Higher Assemblage when used with **Components**. Generally, components are physically embedded/contained within a Higher Assemblage asset, for example, a monitor contained within a computer system or X-ray machine. The Defense Property Accountability System (DPAS) user should use the System Id (Identification) field to group/link assets to perform a specific function.

Note



Specific security requirements associated with **Component** actions are incorporated in the individual **End Item** process that combines with any attendant **Component** processes.

Details about assets recorded as a **Component(s)** in the **DPAS**.

- A **Component** cannot be a Bulk asset.
- A **Component** cannot be on a different Custodian Nbr (Number) than its associated **End Item**.
- The Location**/**Sub Location of a **Component** cannot be different than that for its **End Item**.
- All lower-level components transfer/decrease with their associated End Items (Higher Assemblages).
- The Embedded Cost check box for a **Component** cannot be changed on a Transfer/Decrease.
- A PIPC (Property in the Possession of a Contractor) Contract Number for a **Component**(s) must be the same as the **End Item**.
- A **System Id** of the **Component** must match the **System Id** of its **End Item**.
- A **Componen**t cannot have a different Loan Cd (Code) than its **End Item**.
- A **Component** cannot have a different Suspected Loss Cd (Code) than its **End Item**.

Points on Component Processing:

- The Asst Lvl Cd (Asset Level Code) in the Asset Master records table identifies an asset's **Component** status. **Asst Lvl Cd** values are:
  - C – **Component with Components**
  - CL – **Component Last Assemblage**
  - EC – **End Item with Components**
  - EI – **End Item with no Components**

Related Processes:

Note



All gaining transactions for the **End Item** must be completed prior to performing a **Component** gaining transaction. However, depending on the **Asst Lvl Cd** for the **Component**(s), a losing transaction(s) may delete the **Component**(s) records in tandem with the **End Item**(s).

- The following **End Item** processes can include processing a **Component** transaction:
  - **Asset Disposition** (Verifies that the asset has an **Asst Lvl Cd** has a value of 'CC', 'CL' or 'EC').
  - **Asset Property Update** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
  - **Asset Receiving** (**End Item** action must be completed first.)
  - **Asset Reversal** (To be added to a later version of **DPAS**) (Verifies that the asset being reversed has an **Asst Lvl Cd** that has a value of 'CC', 'CL' or 'EC'.)
  - **Close Inventory** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
  - **Excess Actions Transaction Update** (Verifies that the **Asst Lvl Cd** of the asset has a value of either 'EC' or 'CC'.)
  - **PIPC Assignment** (To be added to a later version of **DPAS**) (Used whenever the **Asst Lvl Cd** of the asset being assigned has a value of either 'CC', 'CL' or 'EC'. If the **Asst Lvl Cd** has a value of either 'CC' or 'CL', its **Asst Lvl Cd** is modified to 'EC' or 'EI'.
  - **Property Transfer** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)
  - **Update Inventory** (Verifies that the **Asst Lvl Cd** of the asset has a value of 'EC'.)

Note



The **Pending Transactions** process uses/is part of the applicable gaining/losing process: **Asset Disposition**; **Property Transfer**; or **Asset Receiving**.

Disposal Activity Browse

Reference Document:

The DSPSL ACTIVITY browse capability permits you to use ... for a disposal activity contact information. This Browse process may be used as available in DPAS, for example, when performing an excess action. The Browse Select the DSPSL ACTIVITY ... on the Search Results screen. The browse box provides the following search criteria to Search By:

- Dspsl Activity
- State
- Country Cd

Enter all or part of the DSPSL ACTIVITY, or leave blank and select to retrieve all existing disposal activities.

Rows with existing disposal information are as follows:

- Select button
- Dspsl Activity
- Dspsl Activity Name
- Address
- City
- State
- Country Cd

Choose the Select hyperlink for the DSPSL ACTIVITY needed. Only one selection can be made at one time. The DSPSL ACTIVITY Browse screen is closed automatically and returns to the initial entry screen, with the chosen disposal activity for you to continue processing your transaction.

Disposal Designee Code Browse

Reference Document:

On the **Asset Disposition** record, the **DSPSLDSGCD** (Disposal Designee Code) ... permits you to designate a school or organization as the recipient of an asset marked as **Excess**. You have the ability to select the appropriate organization to which the asset is assigned by either:

1. Entering a **Dsg Cd** (Designee Code) and/or **City**, or
2. Browsing by **State**

Select the **Dspsl Dsg Cd** ....
The **Dspsl Dsg Cd Browse Search Criteria** screen is displayed with fields and data in the following order:

- **Dsg Cd**
- **City** (Drop-down box)
- **State** (Drop-down box. Displays all available States, listed by State abbreviation and name).

The browse screen itself is superimposed in the upper right corner of the screen, and is for confirmation purposes only.
You now have two options:

1. Enter all or part of the **Dspsl Dsg Cd** or City to query existing **Dspsl Dsg Cd**(s). Partial entries are permitted for the **Dsg Cd** or **City**.
2. Alternatively, if browse fields are left blank and Search is selected, *all***Dspsl Dsg Cd**(s) are displayed in the **Dspsl Dsg Cd Selected Rows** screen grid below.

Choose option **1** or **2** and select Search, or select Cancel to return to the previous screen. Select Reset to begin the process again.

If no **Search Criteria** is entered, all **Dspsl Dsg Cd**(s) are displayed. If no records exist for the **Dspsl Dsg Cd** or **City**, an error message is displayed to this effect.

The **Dspsl Dsg Cd Search Results** screen is displayed with fields and data in the following order. A grid of **Dspsl Dsg Cd**(s) is listed below the search results.

- **Designee Code** (Screen title)
- **Select hyperlink**
- **Dsg Cd** (Default is ascending order)
- **Dsg ACTY Name**
- **Dsg Agency Name**
- **City**
- **State**

Note

Column headings with a **hyperlink** can be sorted for reference.

Choose the **Selecthyperlink** for the row to select the appropriate **Dspsl Dsg Cd**, such as a school, to which the asset is to be assigned, and, eventually sent.

Select Cancel to return to previous screen.
The selected **Dspsl Dsg Cd** appears in the **Dspsl Dsg Cd Browse** screen, which then is closed automatically for you to continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection.

Note

See the **Asset Disposition**, (documents related to) **Excess**(ing) or **Address A/U/D** (**Add/Update/Delete**) topics for further information on **Disposal Designees**.

Browsing for a Facility Number Using the Web Registry

Reference Document

An **Facility Number Browse** is used in the Defense Property Accountability System (DPAS) via ... from several screens.
The **Facility Number Browse** process is used by other processes when the Instl Nbr (Installation Number) is used. This process is available to all users and roles within **DPAS**.

Steps to Browse for a Facility Number

Once the **Fac Nbr** ... is selected, the **Facility Number** browse screen is displayed. Since the **Fac Nbr** is a subset of the appropriate **Installation Number**, the **Facility Number** browse screen is displayed showing the **Instl Nbr** field for input.

1. Enter an **Installation Number** and select Search.

The **Facility Number Browse Results** screen is displayed with the following fields.

- Select (hyperlink)
- **RPUID**
- **FAC Nbr**
- **FAC Name**

2. Choose the **Select** hyperlink for the **Fac Nbr** you are planning to use.

The **Facility Number Browse Search Results** screen is closed automatically and returns you to the initial entry screen. The selected data populates the **RPUID Nbr** (Real Property Unique Identifier Number), **Instl Nbr** (Installation Number) and the **Fac Nbr** (Facility Number) for you to continue processing your transaction.

Higher Assemblage Browse

Reference Document:

On the Defense Property Accountability System (DPAS) **Asset** record, the HA (Higher Assemblage) ... permits you to query existing HA(s) for a Stock NBR (Number)(s). Specifically, when you select the HA ..., this process searches the Asset 'Master' records and displays all records for your UIC (Unit Identification Code). If you have access at the Custodian level, the HA records searched are limited to the records having the Custodian ID (Identifier) for your Security access.

The ability to use the HA browse program is based on your Security Level, and varies according to whether you have access to:

- Accountable property
- Non-ACTBL (Accountable) property (MFR [Manufacturer] record that has a Non-ACTBL value of '1').
- Both

See the topics on Catalog A/U/D (Add/Update/Delete) and Mfr Data A/U/D (Add/Update/Delete) for further discussion.

1. From the initial entry screen, select the HA ....

Note

Only those assets with a Stock Nbr with a MGTCD (Management Code) that has a value of 'A' (serially managed) and a UIC/Custodian/NON-ACTBL UIC combination that corresponds to the security access are displayed.

The HA Browse Search Criteria screen is displayed with fields and data in the following order:

- Asset ID (Identifier)
- **Stock Nbr (Number) PGMYR** (Program Year)
- Serial Nbr (Number) Basic Symbol
- Item DESC (Description) Subhead
- **Custodian Nbr (Number)**

Note

All records are listed in the display window. Limit the search by entering data in any of the HA data entry fields. Since all fields to search are optional, enter data to limit number of rows retrieved.

2. Select Search.

Note



If no Search Criteria is entered, all HA records are displayed for the Stock Nbr/Security setting based on browse data entered. If no records exist for the HA on the Catalog record or Asset Master record, an error message is displayed.

The HA Browse Search Results screen is displayed with fields and data in the following order:

- Select HyperlinkFormat
- Asset Id
- Stock Nbr
- Asset LVLCD
- Item Desc

Note



Column headings with a hyperlink can be sorted.

Select the Select Hyperlink for the Asset Id. The Asset Master record is displayed with the Asset Id displayed for the HA Asset Id on the initial entry screen.

- Stock Nbr
- Item Desc
- Asset Id
- Location
- ACQ (Acquisition) Cost
- Asset Lvl (Level) Cd (Code)
- Serial Nbr
- Custodian Id
- Sub Location
- Acq (Acquisition) Date
- Cost Embedded

Continue processing your transaction.

Perform a subsequent browse(s) to change an incorrect selection. New data based on the new selection criteria is then displayed.

Note



See the Asset Receiving, Asset Update and/or Asset Transfer topics for further information.

Inquiry File Download Run Option Overview

Reference Document

This chart details the actions associated with retrieving a Defense Property Accountability System (DPAS) inquiry that was run in the background process. If you selected **Run** from the presented download box, these are the steps you would follow.

Inquiry File Download Save Option Overview

Reference Document

This chart details the actions associated with retrieving a Defense Property Accountability System (DPAS) inquiry that was run in the background process. If you selected **Save** from the presented download box, these are the steps you would follow.

KEYBOARD USAGE ON THE PDCD

Reference Document:

This reference document will show how to use the keyboard on the Portable Data Collection Device (PDCD).
The following example shows entering data in the Inventory User Identifier field of the Inventory Information screen. The process is the same for any field where data needs to be typed in.

1. On the bottom of your **PDCD**, tap the icon that looks like a keyboard.

   A menu displays 2 options - **Keyboard** and **Hide Input Panel** (this option is grayed out).
2. Tap **Keyboard**. A keyboard displays on your PDCD.
1.
3. Tap in the *Inv User Id field to position the cursor.
4. Using the displayed keyboard, tap in your user id.
5. Close the keyboard display by tapping on the keyboard icon.
6. Tap **Hide Input Panel**.

Present Value Calculator

Reference Document

The Defense Property Accountability System (DPAS) **Present Value Calculator** calculates the Present Value (PV) for Real Property Assets (RPA) that are under Capital Lease. When applicable, the **Present Value Calculator** is used in the **Real Property Update** process.

Steps to Use the Present Value Calculator

The **Present Value Calculator** screen is displayed after selecting 

on a **Real Property** Update screen.
The **Present Value Calculator** window contains the following data fields:

- **Lease Payment**
  This is a two part selection. The first data entry field is for the dollar amount of the lease payment. This entry is mandatory and must be greater than zero. The second entry field is a drop-down list indicating the frequency of the lease payment. The default is **Monthly**. Valid options are **Annual**, **Semi-Annual**, **Quarterly** or **Monthly**.
- **Annual Discount Rate**
  Interest rate for the lease. The default value is 0.00000%; the maximum value is 99.99999%.
- **Lease Period**
  This is a two part selection. The first data entry field is for the number of lease periods. This entry is mandatory and must be greater than zero. The second entry field is a drop-down list indicating the frequency of the lease period. The default is **Months**. Valid options are **Months** or **Years**.
- **Payment Due**
  A mandatory entry selection from a drop-down list. Valid options are **Beginning of Period** or **End of Period**.

Additional One Time Payments Section

- **Begin of Lease Period**
  Optional. Must meet dollar value field format as established in the screen standard for dollar amounts.
- **End of Lease Period**
  Optional. Must meet dollar value field format as established in the screen standard for dollar amounts.

Calculated Present Value Section

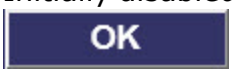
- **Dollar Amt** (Amount)
  When 

is selected, it displays the **Present Value**.
- **Interest Payable**
  When 

is selected, it displays the **Interest Payable**.

Action Selection Buttons

- **Calculate**
  When selected, the program displays the present value of the asset in the **Dollar Amt** Field, and the amount of interest in the **Interest Payable** field.
- **OK**
  Initially disabled. When 

 is selected and calculations are complete, 

 is displayed. When selected, the calculated **Present Value** is returned to the **Dollar AMT** field of the calling process.
- **Cancel**
  When selected, returns the user to the calling process without returning any values.

Report Address Browse

Reference Document:

The browse capability permits you to use ... for a report address contact information. This Browse process may be used as available in DPAS, for example, when performing an excess action. The Browse Select the RPT ADDRESS ... . on the Search Results screen. The browse box provides the following options to proceed:

- Search
- Reset
- Cancel

Select Search to retrieve all existing report addresses. Reset to clear the screen or Cancel to return to Search Results screen.

The Report Address is information on the site that is reporting an asset as excess. Rows with existing disposal information are as follows:

- Select button
- Activity Name
- DoDAAC
- CAGE Cd
- DUNS
- POC
- Address
- City
- State
- ZIP Cd
- Country
- Holding POC
- Holding Loc
- Holding DODAAC

Choose the Select hyperlink for the RPT ADDRESS needed. Only one selection can be made at one time. The DSPSL ACTIVITY BROWSE screen is closed automatically and returns to the initial entry screen, with the chosen disposal activity for you to continue processing your transaction.

Secure File Transfer Protocol Outbound Process

Reference Document:

The SFTP (Secure File Transfer Protocol) **Outbound Process** sends files created by the Defense Property Accountability System (DPAS) to the appropriate interfaced site. This process is executed whenever a file has been created by DPAS for a site with which DPAS has an interface agreement. Ordinarily, an SFTP Outbound Process is on an automated daily schedule.

Each external system with which DPAS interfaces has an Outbound Interface file in the appropriate format placed in the appropriate sub-directory to interface with DPAS.

DAC (DPAS Administrator Console) External System Site records:
The presence of a file in the appropriate sub-directory is used to determine the External System 'Key', which in turn identifies which interface is being processed; the following fields are used in the process:

- FTP (File Transfer Protocol) Site Address
- **File Transfer Protocol** User Id (Identification)
- File Transfer Protocol Password

Process

- For processes scheduled automatically, DPAS checks to see if a file exists
  - When no file exists, DPAS ends the FTP process.
  - When a file exists, DPAS continues the FTP process.
- Using the FTP Site Address
  - Log in to the address using the User Id and Password
  - Move the Outbound Interface File to the address
  - When FTP is unsuccessful, DPAS ends the FTP process.
  - When FTP is successful, DPAS continues the FTP process.
- Move the Outbound Interface File to the appropriate backup sub-directory

Current External Interfaces (Outbound Interface Files):

- STARS (Standard Accounting and Reporting System) Outbound File
- E-BIZ (Electronic Business [eBusiness]) Outbound File
- SABRS ([Marine Corps] Standard Accounting, Budgeting and Reporting System) Outbound File
- FAMIS (First Article Management Information System) Outbound File
- UIT (Unique Item Tracking) Outbound File
- IUID (Item Unique Identification) Outbound File
- DAISY (DRMS [Defense Reutilization Management System] Automated Information System) Outbound File
- WAWF (Wide Area Work Flow) Outbound XML (Extensible Markup Language) File

Standard Financial Information Structure Code

Reference Document

Defense Property Accountability System

Type Asset / ACC / SFIS Association

Type Asset Cd	Description	ACC	Description	Dprn Prd	Asset Ctgry Std Finl Cd
C	CIP - Personal Property	0	Military Equipment		0 50000000000014
C	CIP - Personal Property	4	Heritage Asset		4 50000000000004
C	CIP - Personal Property	L	IT Software in Dvlpmnt		L 50000000000025
C	CIP - Personal Property	T	Gen PP&E		T 50000000000045
D	CIP - Real Property	Q	Real Property Minor Dvlpmnt		Q 60000000000050
D	CIP - Real Property	R	Real Property Major Dvlpmnt		R 60000000000060
G	Gen PP&E	I	Other Assets	120	I 20000000000045
G	Gen PP&E	J	Machine Tooling	120	J 20000000000032
G	Gen PP&E	K	Other Assets	60	IT Equipment/Hardware
G	Gen PP&E	N	Medical Equip	60	N 20000000000033
G	Gen PP&E	P	Commercial Vehicle	60	P 20000000000034
G	Gen PP&E	S	Office Equip	120	S 20000000000035
G	Gen PP&E	T	Equip -Elect Gen (500KW+)	240	T 20000000000036
G	Gen PP&E	T	Equip -Print/Publ/Dupl	120	T 20000000000037
G	Gen PP&E	T	Equip -Radio/TV Broadcstng	60	T 20000000000038
G	Gen PP&E	T	Equip -Steam (12.5K + lbs/hr)	240	T 20000000000039
G	Gen PP&E	T	Equip - RDT&E	60	T 20000000000040
G	Gen PP&E	T	Equip -Telecomm & Towers	120	T 20000000000041
G	Gen PP&E	T	Equip -Vessels/Tugs/Barges	240	T 20000000000042
G	Gen PP&E	T	Equip -All Other	120	T 20000000000043
G	Gen PP&E	T	Fiber Optic Cable	240	T 20000000000044
G	Gen PP&E	T	Other Assets	120	T 20000000000045
H	Heritage	1	Art Collection		1 00000000000001
H	Heritage	2	Museum Collection		2 00000000000002

H	Heritage	3	Library Collection		3 00000000000003
H	Heritage	4	Other Heritage		4 00000000000004
M	Military Equipment	0	Other MIL Equip	240	0 10000000000014
M	Military Equipment	A	Fighters/ATTCK Aircraft	240	A 10000000000005
M	Military Equipment	B	Bombers	240	B 10000000000006
M	Military Equipment	C	Helicopters	240	C 10000000000007
M	Military Equipment	D	Transport Air	240	D 10000000000008
M	Military Equipment	E	Surface Combat	240	E 10000000000009
M	Military Equipment	F	Submarines	240	F 10000000000010
M	Military Equipment	G	Transport Vessels	240	G 10000000000011
M	Military Equipment	H	Tanks/Combat Vehicles	240	H 10000000000012
M	Military Equipment	W	Transport Vehicles	240	W 10000000000013
R	Real Property	Q	Real Property Minor - 20 YRS	240	Q 40000000000051
R	Real Property	R	Real Property Major - 40 Yrs	480	R 40000000000061
R	Real Property	V	Other Natural Resources	480	V 40000000000065
S	Software	L	IT Software - CMRCL DEV	120	L 30000000000020
S	Software	L	IT Software - INTRNL Dev	120	L 30000000000021

FEDLOG PROCESSES (Batch only)

Reference Document

Reference Information on Importing FedLog National Stock Numbers into DPAS:

The DPAS interface with the Defense Logistics Information Service (DLIS) provides a means for DPAS to interface with the National Stock Numbers (NSN)(s) in the Federal Logistics Record (FEDLOG). The FedLog is the official source of supply management **StockNBR** (Number)(s) for items authorized for all services. Tailored FedLog files have been created by DLIS to meet DPAS requirements, called the FedLog Mstr (Master) and Catalog FedLog SVC (Service) files.

The DPAS Data Processing Center is responsible for loading the tailored FedLog file to DPAS. NAVSISA (Navy Supply Information Systems Activity) receives add/update/delete files and is responsible for loading the tailored FedLog file to DPAS. The user can access the FedLog data utilizing the following programs: Catalog Add/Update/Delete, and the FedLog Inquiry (to be in a future release). DLIS creates an updated file monthly of adds/updates/deletes and send the file using FTP (File Transfer Protocol). The DPAS system administrator updates the Base Catalog for each catalog name and creates a report with updates/deletes.

Every month, DLIS creates and uses an FTP process to update the FedLog file with adds/updates/deletes to NSN(s). In September (currently around the 22nd day of the month), DLIS creates an annual, complete file to perform an annual reconciliation of the DPAS Catalog to the FedLog and generate a change report. The DPAS System Administrator loads the new file to the DPAS FedLog interface system - level tables and notify the DPAS CDA (Central Design Authority) staff when the file has transmitted successfully.

DLIS sends an email to the DPAS CDA and the FedLog functional analyst to let them know the FedLog files are ready to process. Once the DPAS CDA receives the files, the System Administrator for DPAS is notified in order to retrieve the files, place them on the production platform and schedule the FedLog Upload process.

This interface updates the DPAS Base Catalog, Catalog FedLog Mstr and Catalog FedLog Svc records. The FedLog Change report is generated as a result. Deleted files are renamed and archived to the Catalog Base History Table.

For records to be deleted, the process updates the Catalog Base and the Catalog FedLog Mstr with a NIIN Sts Cd (National Item Identifier Status Code) of '**8**'. DPAS receives only NIINs in the delete file.

Due to the number of records for the annual FedLog upload, the DLIS DPAS reconciliation file may need to be paused and restarted the following evening. If the

Accounting data will be displayed in the following order: change/delete reconciliation is running in the morning, it can be paused and restarted in the afternoon or evening where it was paused previously. This only works for the files that are to be loaded (If paused, imports restart at the beginning).

For each Stock NBR, there is one 'Type 01' (master record) record and at least one 'Type 02' (service specific) record. There may be many 'Type 02' records for each 'Type 01' record. There may be many Stock Nbr(s) using service records for each master record. The 'Type 02' record is the service record from FedLog which designates service specific changes for the '01' record.

Annex A: Data Dependencies

Valid Demilitarization Codes and Controlled Inventory Item Codes combinations:

DMIL Cd(s) (Demilitarization Codes) Are:

P

A, B, Q

C, D, E, F

G

CIIC(s) (Controlled Item Inventory Codes) Are:

A, B, C, D, E, F, G, H, K, L, S, or T, 5, 6, 8 (Numerics = Small Arms, not AEDA*)

1, 2, 3, 4, 9, J, I, M, N, O, P, Q, R, U, V, W, X, Y, Z

1, 2, 3, 4, 7, 9, J, I, M, N, O, P, Q, R, V, W, X, Y, Z, $

1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F, G, H, J, K, L, M, N, O, P, Q, R, S, T,V, W, X, Y, Z (5, 6, 8 = AEDA, not small arms)

Annex B: FedLog Interface Report (Sample)

The FedLog Interface Change Report shows any changes occurring from the interface process. With an Excel spreadsheet format, it displays only changes (Part 1) and deletes (Part 2) to Stock Number(s) and associated fields in the FedLog file tailored to DPAS. This report is in the standard report format. It shows only the Stock Number along with the fields that have changed.

FedLog Interface Change Report

FedLog Change Load

The FedLog Change Load (batch) change program for the FedLog process updates the temp (temporary) tables and can run separately.

FedLog Recon Load

The FedLog Recon Load (batch) only runs once a year. This table gets loaded from the FedLog import file. When finished, the Catalog FedLog Master file replaces the Catalog FedLog Master file and the Catalog FedLog Svc temp file replaces the Catalog FedLog Svc file.

FedLog Recon Import

The FedLog Recon Import batch is the reconciliation import batch for the FedLog process. The Catalog FedLog Import Base Catalog file is loaded only when there is something on the DPAS Base Catalog, retrieving all records from the DLIS DPAS Reconciliation file.

Annex C

FedLog Interface Report

The purpose of this report is to show any deletes or changes that occurred from the process of the FedLog applications including, but not limited to, Stock Nbr, Item DESC, CIIC, Unit Price, etc. One report is created for each catalog name.

Unique Item Identifier (UII) Status Code Matrix

Reference Document:

The UII STATUS CD selected on the search criteria page determines your options on the UII Update / Assignment page. The following are the UII Status Codes:

Status Code	Description
ART	UII is assigned and exists in the IUID registry, recorded in DPAS and assert is tagged with UII label
ANN	UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is not tagged with UII label
ARN	UII is assigned and exists in the IUID registry, recorded in DPAS and asset is not tagged with UII label
NNN	Meets criteria, UII is not assigned, not recorded in DPAS, and asset is not tagged with UII label (should not appear on search criteria)
ANT	UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is tagged with a UII label
DMC	Asset does not meet criteria for UII labeling (Important: By Default NO UII record is created)
NDT	Not Determined

On the UII Update/Assignment Update page your options for UII STATUS CD are based on your search criteria. The following is a breakdown of what options display in the drop down listing for each UII STATUS CD:

If the UII STATUS CD is equal to NDT (Not Determined), options are:

- DMC
- ANN
- ANT
- NNN

If the UII STATUS CD is equal to DMC (Asset does not meet criteria for UII labeling), options are:

- ANN
- ANT
- NNN

If the UII STATUS CD is equal to NNN (Meets Criteria, UII is not assigned, not recorded in DPAS and asset is not tagged with UII label, options are:

- DMC
- NDT
- ANT

If the UII STATUS CD is equal to ANN (UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is not tagged with UII label), options are:

- DMC
- NDT
- ANT
- NNN

If the UII STATUS CD is equal to ANT (UII is assigned and exists in the IUID registry, not recorded in DPAS and asset is tagged with UII label), options are:

- DMC
- NDT
- ANN

Additional Business Rules:

If the UII STATUS CD is equal to NDT or DMC and it is changed to ARN, update the uii_sts on the UII table to NNN.

If the UII STATUS CD uii_sts on the UII table record is equal to 'ARN' and it is changed to 'ART'. Update the uii_sts on the UII table to 'ART' and insert a record into the UII Outbound table as follows:

Unique Item Tracking Reporting

Reference Document

Unique Item Tracking (UIT) is the Department of Defense (DoD) program to maintain asset visibility of specific categories of equipment and Serial Numbers. It includes:

- Small Arms
- Cryptographic items
- Sensitive or Radioactive Testing Equipment
- Monitoring Equipment

Sub-programs of **UIT** include the DoD:

- Small Arms Serialization Program (DODSASP)
- Controlled Cryptographic Item Serialization Program (CCISP)

To ensure appropriate visibility, **UIT** requires transactional reporting to the UIT Central Registry from all elements in possession of reportable items. The U.S. Army Materiel Command Logistics Support Activity (USAMCLOGSA) executes the UIT Central Registry mission for all UIT programs, as well as the DODSASP Central Registry.

In addition to transaction reporting, an annual reconciliation of the Serial Numbers for all Reportable items is required between the UIT Central Registry and each of the Reporting activities. Within the Defense Property Accountability System (DPAS), the term **UIT** refers to Serial Number reporting (to the UIT Central Registry). Reporting only takes place if the Unit Identification Code (UIC) System Setting is set to Reportable. (The Setting Category has a value of 'EX', and the Setting Type has a value of 'UIT').

DPAS Table Records accessed are:

- Accountable UIC
- UIC
- UIC System Settings
- UIT Interface
- Base Catalog
- Asset Master
- Process Queue

Process Description:
UIT Transaction reporting is accomplished automatically each day without user intervention or request. Transactions that affect the Property Book balance for specific Reportable Codes are included in the UIT Transaction reporting process. This process creates a UIT Transaction Report for the user and a data file for transmission to the LOGSA, Huntsville, AL. As the data is received and processed at LOGSA, output reports are distributed by mail to DPAS users each month.

If the transaction is for a serially numbered item, all **Serial Numbers** for the Stock Number and **UIC** are included on the transaction. One record may hold 1024 Serial

Numbers associated with that Stock Number. Bulk Reportable assets only provide a Total Quantity for the Stock Number by UIC.

Each process that can trigger a **UIT** event calls the UIT Reporting 'Common Function' and send the necessary data. The UIT Reporting Common Function populates the fields on the UIT Interface Table Records.

Conditions that should create a transaction:

1. Changes to the **UIC Reportable Codes**.

   If the UIC Settings are changed on the UIC System Settings table records, and the UIC has reportable assets on the Asset Master table records, and the assets do not have a Loan Cd that has a value of either 'L' or 'N' (In On Loan), then the **UIT** generates a plus transaction or a minus transaction for each reportable asset.

2. Changes to the **Stock Number Reportable Code**.

   If the Reportable Cd on the Base Catalog table record is:

   1. Changed from '0' (Not Reportable) to 'A' (Reportable)
   2. The Asset Master has this Ctlg Base Ky (Catalog Base Key)
   3. The Loan Cd does not have a value of 'In on loan'
   4. The UICs are Reportable on the UIC System Settings records

   a plus **UIT** transaction is generated for each UIC containing all the Serial Numbers associated with that Stock Number.
   If the Reportable Cd on the Base Catalog table record is changed from 'A' to '0', a minus **UIT** transaction is generated.

3. Changes to the **Stock Number**.

   If the **Stock Number** changes

   1. From one **Stock Number** to another for a Reportable asset AND
   2. the **Loan Cd** is not 'L' or 'N' AND
   3. the **UIC**(s) is reportable

   a minus UIT transaction is generated for the 'From' Stock Number and a plus **UIT** transaction 'To' Stock Number. Transactions should be generated for each Reportable UIC with assets.

4. Changes to the **Stock Item Code**.

   If the

   1. **Stock Itm Cd** (Stock Item Code) on a Reportable Stock Number changes from 'B' to 'J',
   2. There are assets on the Asset Master table records,
   3. The **Loan Cd** is not 'L' or 'N',
   4. The **UIC**(s) is reportable,

a minus **UIT** transaction is generated for each Reportable UIC. If the Stock Itm Cd changes from a 'J' to a 'B', a plus **UIT** transaction is generated for each Reportable UIC.

5. Addition of a **Reportable** asset.

   When adding an asset with a

   1. Reportable Stock Number,
   2. Reportable UIC,
   3. **Loan Cd** that does not have a value of 'L' or 'N',
   4. **Stock Itm Code** = 'A' or 'B',

   a plus **UIT** transaction is generated.

6. Deletion of a **Reportable** asset.

   When deleting an asset with a Reportable Stock Number, a Reportable UIC, Loan Cd that does not have a value of 'L' or 'N', and Stock Itm Code that does not have a value of 'A' or 'B', a minus **UIT** transaction is generated.

7. Changes to a **Loan Cd**.

   1. If the Loan Cd changes from 'L' or 'N' to any other value,
   2. The UIC is reportable to **UIT**,
   3. The Stock Number is reportable to **UIT**,
   4. The Stock Itm Cd has a value of 'A' or 'B',

   a plus **UIT** transaction is generated. If the Loan Cd changes from any other value to 'L' or 'N', and all other conditions are met, a minus **UIT** transaction is generated.

8. Changes to the **Serial Number** of a **Reportable** asset.

   If the

   1. Serial Number of a Stock Number with a Reportable Cd that has a value of 'A' is changed,
   2. UIC is **UIT** reportable,
   3. Loan Cd does not have a value of either 'L' or 'N',
   4. Stock Itm Cd of the Stock Number has a value of either 'A' or 'B',

   both a minus and a plus **UIT** transaction are generated. The transactions should include all **Serial Numbers** for that **Stock Number** and **UIC**.
   Other Considerations:

   1. Management Message generation. (To be incorporated into DPAS at a later date.)

2. Form Numbers are determined by the Type Action Code on the Asset Master record and the Program ID (Identification). Any program that does not have a Type Action Code defaults to the Form Number of DD 4949.

Action	Action Code	Form Number
Transfer In	ITRI	DD 2765
New Procurement	INPR	DD 2765
Administrative Adjustment Report (AAR)	IAAR	DD 4949
Inventory Adjustment	IIAJ	DD 4949
Found on Installation	IFOI	DD 4949
Centrally Funded	ICFT	DD 3161
Donated	IDNT	DD 1131
Transfer Out	DTRO	DD 2765
Turn-In	DTNI	DD 2765
Disposal	DSPL	DD 2765
AAR	DAAR	DD 4949
Inventory Adjustment	DIAJ	DD 4949
Report of Survey, LDD	DLDD	DD 4697
Donated	DDNT	DD 1131
Sales	DSAL	DD 1131

Daily UIT Transaction Layout:

Field Position	Value
1 - 7	Program Identifier (Continuing Balance System Installation Equipment Management System (CBSIEMS))
8 - 20	National Stock Number (NSN)
21 -22	Blank (Null)
23	Reportable Item Control Code (RICC)
24	Plus Sign (+) or Minus sign (-)
25 - 29	Quantity
30 - 43	Document Number
44	Blank (Null)
45 - 50	Department of Defense Activity Address Code (DODAAC)
51 - 54	Form Number
55 - 58	Blank (Null)
59 - 62	Installation Code
63 - 68	Department of Defense Activity Address Code (DODAAC)
69 - 73	Date
74 - 79	Line Item Number (LIN)
80	Blank (Null)
81 - 84	Number of Serial Numbers in Positions 85-3025
85 - 3025	Every 20 positions is a Serial Number

User Identifier Browse

Reference Document

The purpose of this process in the Defense Property Accountability System (DPAS) is to allow users to browse for a User Id (User Identifier). Following the browse, the User Identifier is input into the User Id field of the particular **User Id Browse Search Criteria** screen.
This process may be used by any program requiring entry of a User Id. The program provides several retrieval options based upon the process calling the browse. These options and the processes using them are described below.
In addition to the individual User's permissions to perform a User Id browse, retrieval options are followed based on the process calling the browse:

- If the individual using the browse is an Application Security Officer, all active users are displayed.
- If the individual using the browse is a Site Security Officer, all active users are displayed that have access to the same sites as the security officer except those who are also Site Security Officers.
- If the individual using the browse is an Accountable Unit Identification Code Security Officer, all active users are displayed that have access to the same Accountable UICs (Unit Identification Code) as the security officer except those who are also Accountable UIC Security Officers.

Steps to Browse for A User Id

1. When necessary, select the **User Identifier** ... . The User Identifier Browse screen automatically opens when you enter the **ACTBLUIC/UIC/Custodian NBR Access** (Accountable Unit Identification Code, Unit Identification Code, and Custodian Number Access) screen.

Fields are displayed in the following order:

- **Search By** (Display–only)
- User Id — Entry field into which you may enter all or any part of a User Identifier. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.
- Last Name — An alternative data entry field into which you may enter all or any part of a user last name. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.

2. Select Search to begin the search, or select Reset to clear data. All fields are optional; however, you must enter data to limit the number of rows retrieved. Full or partial values can be entered in either field.

The **User Id Search Browse Results** records are displayed.
Fields and data are displayed in the following order. Restrictions on those User Ids displayed are based on the User Type and security profile of the user.

- Carried forward from the **Search Criteria** screen:
- **Search By**

- **User Id**
- **Last Name**
- **Search Results** Grid display in the following order:
- **Select** (Hyperlink)
- **User Id** Default sort. Can sort on the column heading
- **Last Name**
- First Name

You may alphabetically sort the return list by selecting the User Id link at the top of the User Id data column.

3. Choose the **Select** link for the User Id needed.

The data selected after the search populates the User ID (Identifier) field in the initial transaction screen being used, allowing you to continue processing your transaction. The **User Id Browse Search Results** screen also closes automatically.

Processing considerations for a User Id

- **Site Id**
  - When a site Security Officer is using the browse, DPAS automatically determines what sites the security officer can access also.
  - When returning results for a Site Security Officer using the browse, DPAS determines whether the user has access to any site that the Site Security Officer can access, too.
- **User Accountable UIC** (Unit Identification Code)
  - When an Accountable UIC Security Officer is using the browse, DPAS determines which Accountable UIC(s) the security officer can access. This includes determining whether the user has access to any Site Id that the Accountable UIC Security Officer can access.

Wide Area Workflow Import Process:

Reference Document:

Introduction:

Wide Area Workflow (WAWF) is used for many purposes, including property transactions. The DPAS (Defense Property Accountability System) Wide Area Workflow (WAWF) interface process imports notification records, called Property System Notifications (PSNs), that are generated by WAWF. These transactions are sent to DPAS by sending data through the Global Exchange (GEX).

The interface, although transparent to/not seen by DPAS users, is important in two DPAS functions:

- Asset Receiving
- Asset Transfers

It is also recommended that WAWF be checked prior to adding a stock number to a Defense Property Accountability System (DPAS) Catalog. Users should search both the DPAS Catalog and the WAWF to verify whether the stock number in WAWF exists and is in a usable format (since WAWF stock number structures fall in different categories, e.g., National Stock Numbers (NSNs) and color).

The UIC (Unit Identification Code)/DoDAAC (Department of Defense Activity Address Code) must be both valid and recognized in DPAS. Otherwise, the import transaction is rejected in DPAS.

Login to the WAWF requires use of CAC (Common Access Card) reader and an account separate from the login for Defense Property Accountability System (DPAS). Refer to the section on WAWF security for users, access and privileges below.
In order to use the WAWF itself, some preliminary steps must be taken by individual user Activities – often by the Accountable Property Officer (APO) – to register with WAWF. The APO ensures that only data belonging to the Activity is received.

If your Activity does not currently use WAWF, you must first establish a WAWF account, as described below. See the Wide Area Work Flow web site, https://wawf.eb.mil, for more information.

Explanation:

PSNs in this process are generated when the Government accepts a shipment from a vendor for new procurements, as well as when property transfers occur between Government entities or between contractors (Return of Government Furnished Property). Currently, DPAS accepts and extracts from WAWF only those PSNs designated as 'AS' (i.e., new procurements).

In another process, individual unique identifications (IUID) are passed to the Unique Identification (UID) Registry maintained by the Department of Defense.

The PSNs update DPAS with required data elements pertaining to acquisitions or transfers. Initially, only PSNs containing Unique Item Identifiers (UIIs) are routed to the DPAS property book; these PSNs are routed to DPAS UICs (Unit Identification Codes) that have recognized Department of Defense Activity Address Codes (DoDAACs).

Why Use the WAWF Interface:

Although the use of this interface is optional, it is highly recommended that DPAS users employ it because its benefits include:

- Improved accuracy and efficient posting of information to the property book.
- Automatic updating of the Item Unique Identifier (IUID) Registry.
- Vendors supplying government equipment Contract Line Items (CLINs) are paid more quickly.

Discussion:
For new acquisitions, a vendor initiates the process by creating a WAWF Receiving Report (RR) using either:

- Electronic Data Interchange (EDI)
- Secure File Transfer Protocol (SFTP)
- Web entry

This RR is routed to a Government Acceptor who is assigned that role in WAWF. The appropriate data elements are extracted from the PSNs and used in DPAS to create 'Due-Ins' for the property manager. Once the DPAS property manager has received the assets, the 'Due In' established for that shipment can be used to post the assets to the property book.

Explanation of the WAWF interface used in conjunction with DPAS:

Currently, DPAS uses one-half of the types of numbering available in WAWF as stock numbers:

- FSCs (Federal Supply Classes)
- NSNs (National Stock Numbers)
- Manufacturer Part Numbers
- Serial Numbers

When the DPAS Activity using WAWF desires to receive PSNs, the Activity has WAWF updated to identify the property system that is aligned with one or more of the following offices/persons:

- Ship To Point – Ship To DoDAAC
- Property Receiver – DoDAAC/CAGE Cd, and/or
- Property Administrator – DoDAAC

This setup is critically important to having PSNs generated and correctly routed to DPAS. Prior to contacting the WAWF administrator, the DPAS user should know that the RAC (Receiving Activity Code) is DPAS.

Any/all stock number(s) being imported by using the WAWF process must already exist on a Catalog within DPAS. If not, the User receives an error message. No field data is accepted directly into DPAS without first being placed on the DPAS Pending Table records found in the Asset Receiving portion of DPAS. For a given PSN, there should be data elements populated on the Due-In Pending Table.

A PSN record without a readable data element associated with the assets is written to the WAWF Exception Table with the status of 'rejected'. You can view:

- The WAWF Interface Report for the rejected file.
- The Pending Supply Actions Report for data elements.
- The Inquiries for data elements.

Currently, the data elements in DPAS that can be populated with information received from the WAWF PSN fields are:

DPAS Field Name	Length
Catalog Stock Number	15
Serial Number	20
Acquisition Cost	15
Quantity	6
Contract/Purchase Order Number	13
Lot Nbr	20
Item Unique Identification (IUID)	50
Acquisition Date	8
Received By	N/A
Item Description	1024
Manufacturer Name	36
Manufacturer Model Number	N/A
Manufacturer Part Number	36
Contract Line Item Number (CLIN)	4
ACRN ([Line Of Accounting] Account Class Reference No)	2
Commercial and Government Entity Code (CAGE Cd)	5

Notes on IUID:

- If the IUID is present, the Asset information should be passed to the Pending Due-In Table.
- If no IUID is present, the Record information is sent to the Rejected Table or File.

Notes on the WAWF:

- The DoDAAC can contain an 'extension' of up to six (6) characters.
    - When the shipper inputs a DoDAAC with an extension, and the DoDAAC-Extension is identified with a RAC, a PSN is generated and routed to that RAC.
    - However, if the shipper

        - Inputs a DoDAAC with an extension.
        - The DoDAAC Extension is not identified with a RAC, while the DoDAAC without the extension is identified with a RAC; a PSN is generated and routed to the RAC identified with that DoDAAC.
    - If neither is identified with a RAC, no PSN is generated.
- When a vendor is ready to deliver an order for new assets to the Federal Government for goods/services, the vendor creates a shipment notice in the WAWF.
    - The shipment notice may include a mix of services, supplies, materials, assets, etc., that may or may not contain a Unique Item Identifier (UII).
    - These PSN WAWF transactions are the 'AS' type.
- Once the WAWF Government Acceptor accepts the shipment, WAWF generates one or more PSNs, which is then routed to DPAS via GEX.
- PSNs are generated for all receipts regardless of cost or type of activity.
    - For each shipment notice the Government receipts/accepts, a PSN is generated by WAWF to the GEX.
    - GEX presents each shipment as a single file.
    - DPAS applies filters to the data in attempt to exclude those transactions that are not applicable to Property Book (Supplies, Services, etc).
- It is envisioned that the GEX pushes the PSNs to DPAS in an XML format over a secure network.
    - DPAS has a WAWF/GEX folder to hold inbound files.
    - As the folder receives data, data is processed in the background.

Error Handling

The DPAS Application Administrator is responsible for monitoring the Interface Reports for errors and contacting the appropriate DPAS staff for assistance with problem resolution. A WAWF activity report is generated daily for the application administrator and others that have a need to view it. Refer to the PSN Import Status Report.

Whenever a DPAS user was expecting a PSN, and it was not received, the resolution procedures are as follows:

- Contact the DPAS Helpdesk and provide particulars of the transaction, such as:
    - Shipment Notice Number
    - Shipment Notice Date
    - Date of Acceptance by Government
    - Acceptance Location (DoDAAC)
- Should DPAS be unable to locate the transaction, the DPAS user contacts the WAWF representative providing the same information.
- Whenever the WAWF representative locates the entry, and it shows that a PSN was generated, the WAWF representative should open a trouble ticket with GEX to determine why the transaction was not sent to DPAS.

Instructions for User Sign-Up for Wide Area Work Flow (WAWF)

When the DPAS activity using WAWF desires to receive PSNs, it is necessary to update WAWF to identify the property system that is aligned with one or more of the following

DoDAAC Code(s):

- The update is accomplished by contacting the WAWF Program Management Officer (PMO), and providing DPAS DoDAACs and corresponding Receiving Activity Code(s) (RACs) for the instance of DPAS ready to receive PSNs. The WAWF PMO has a database script written to add the DoDAAC(s) and corresponding RAC under the DPAS in the WAWF PSN table. This setup is 'key' to having PSNs generated and correctly routed to the DPAS; and
- Ensure that the DoDAACs currently assigned in DPAS are valid DoDAACs and recognized in DPAS. DoDAACs can be validated at the following website: https://www.daas.dla.mil/daasinq/. DoDAACs not contained in the DAAS (Defense Automatic Addressing System) Master File cannot be processed. If you wish to add a DoDAAC that is not in the Master File, contact the Department of Defense Activity Address Directory (DoDAAD) Focal Point for your Agency/Department.
- If you add an entirely new DoDAAC, delete an invalid DoDAAC, or make a change to an existing DoDAAC, remember to make the appropriate update in DPAS.

In the future, it is expected that PSNs designated as 'TS' (i.e., transfers) will be extracted into DPAS from WAWF.

See the discussion of the WAWF on the WAWF website: https://wawf.eb.mil.

WAWF security for users, access and privileges:
Users request access to a DoDAAC (Department of Defense Activity Address Code) (vendors request access to a Cage Code) during self-registration. Users fill in a Form 41 (DD 2875), signed by their supervisor and approved by the WAWF POC (for the government). For vendors, their Electronic Business POC signs the Form 41.

See registration instructions on the WAWF home page for more details https://wawf.eb.mil. Once activated, users only see documents for the authorized DoDAAC (Department of Defense Activity Address Code) (s) or CAGE Code (Commercial and Government Entity Code)(s).

WAWF-RA Customer Support Information:
DISAWESTHEM Area Command Ogden
Customer Service Center
CONUS ONLY: 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
E-MAIL: CSCASSIG@CSD.DISA.MIL
Navy users: call the Navy WAWF Hotline. The toll-free phone number is: 1-800-559-WAWF (9293).

Two WAWF Training Websites:

1. http://www.wawftraining.com is the WAWF web based training site.
2. https://wawftraining.eb.mil is the WAWF practice server. Follow the directions in the 'Training Instructions' link to practice using WAWF.

For training, vendors should contact their local DCMA Office. DCMA users should contact their CMO WAWF lead.

Accessibility

The pages on the Defense Property Accountability System (DPAS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants.
Such communications and work product are private and confidential.
See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations.
All links are provided consistent with the Mission of the Defense Property Accountability System (DPAS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

Contact Us

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