



Appropriation

1. Navigate to the **Master Data > Appropriation** menu path.
2. Select your **UIC**.
3. Enter the **Fund Cd**.
4. If required by your Agency's Accounting System interface, enter the **ASN**. If an **ASN** is created, the **Fund Cd**, **ASN**, **Type Fund Id** or **Intrf Sys Cd** cannot be updated. If modifications are required, a new Appropriation must be created.
5. Select the **Add** button (or **Search**, if updating or deleting).

Appropriation data such as the Fund Code must be created prior to utilizing other Web DPAS processes.

Before starting this process, consult with your Finance and Accounting Office to obtain the proper data. This information will be used to prepare financial statements.

Search Criteria	
*UIC	E10124 <input type="button" value="v"/>
Fund Cd	61
ASN	<input type="text"/>

Add			
Fund Cd	61	ASN	<input type="text"/>
Dept Cd	<input type="text"/>	*Type Fund Id	O-Other <input type="button" value="v"/>
Basic Symbol	<input type="text"/>	*Intrf Sys Cd	AY -NO AUTOMATED INTERFACE <input type="button" value="v"/>
Subhead	<input type="text"/>	*Svcs Activity Cd	AA
Remarks	<input type="text"/>		
History Remarks	<input type="text"/>		
*Status	Active <input type="button" value="v"/>		

6. When adding a new appropriation, some of the non-mandatory fields (Dept Cd, Basic Symbol, and Subhead) are used to generate the Line of Accounting (LOA). The LOA can be added during the receiving process and changed by performing a basic update.
7. Select the type of funding (Defense Working Capital or Other).
8. Select the accounting interface for this funding.
9. Enter the code for the Activity that services your organization.
10. Indicate the status (active or inactive) for the funding.
11. Complete the process. If deleting, only one **Fund Cd/ASN** can be deleted at a time. Also, you cannot delete a Fund Cd if there are assets assigned to it.

