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.

> **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 Materiel 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

Procedure

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 one of the following optional fields.

Search Criteria

Personal Property	●
Improvement	○
*UIC	BROOKS ⌄
Asset Id	[ ] 🔍
Stock Nbr	[ ] 🔍
Serial Nbr	[ ]
Cost Type	Select an Item ⌄

Reset   Search   Add

Select ● Personal Property if the search is for the additional cost for a personal property asset.

A.

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.*

2.   Select [Search]. *The **Search for an Ancillary Cost — Results** page appears.*

Search Criteria

Action	**Asset Id**	**Serial Nbr**	**Impv Nbr**
Personal Property	--	--	--
UIC	**Stock Nbr**	**Cost Type**	
BROOKS	--	--	

Search Results

Update	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update	Delete	BR00KS63361001	Handling & Storage	BROOKS000193	05668E-11011-10	CAP002-002		SYSTEM BALANCE 4100G
Update	Delete	BR00KS81451100	Engineering Studies	BROOKS000263	12481632640003	BELNPG123		SPACE SHUTTLE
Update	Delete	BR00KS03171000	Other	BROOKS000333	7025012795308	34131992		PROGRAM LOADER,RADI

Cancel

Add an Ancillary Cost

Navigation

Accounting > Ancillary Cost > Search Criteria > **Add** > Add an Ancillary Cost page

Procedure

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. Select [Add]. *The **Add an Ancillary Cost** page appears.*

Add

UIC	BROOKS
Asset Id	BROOKS000260
Stock Nbr	0005000739411
Serial Nbr	BPG
Impv Nbr	
Item Desc	TEST RIFLE
*Cost Type	Select an Item ⌄
*Cost Amt	
*Acq Dt	
*Eff Dt	4/21/2023
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Oblign Doc Nbr	BROOKS81451000
Remarks	
History Remarks	

Cancel   Add

2.   Use ☑ to select the Cost Type.

3.   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.

4.   Use 📅 to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

5.   Use 📅 to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

6.   Select [Add]. *The **Ancillary Cost Transaction Status** page appears.*

Update the Ancillary Cost

Navigation

Accounting > Ancillary Cost > Search Criteria > [Search] > Update hyperlink > Type Action

> [Continue] > Update an Ancillary Cost page

Procedure

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.*

2. Review the Search Criteria panel.
3. Review the Search Results panel.

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 ⌄

Cancel   Continue

**ODASD (Logistics)
under A&S Sustainment**

**DPAS Helpdesk
1-844-843-3727**

A. Use ☑ to select the Type Action.

New Procurement - Price Correction

Update

UIC	BROOKS
Asset Id	BROOKS000263
Stock Nbr	12481632640003
Serial Nbr	BELNPG123
Impv Nbr	
Item Desc	SPACE SHUTTLE
Type Action	New Procurement - Price Correction ⌄

Cancel   Continue

a.   Select   **Continue** . *The* **Update a Real Property** *page appears.*

Update

UIC	BROOKS
Asset Id	BROOKS000263
Stock Nbr	12481632640003
Serial Nbr	BELNPG123
Impv Nbr	
Item Desc	SPACE SHUTTLE
*Cost Type	ES-Engineering Studies ⌄
*Cost Amt	50000.00
*Acq Dt	2/1/2019
*Eff Dt	2/6/2019
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Oblign Doc Nbr	BROOKS81451100
Remarks	BPG Test
History Remarks	BPG Test

Cancel   **Update**

b. Update the Cost Type, using ☑ to select the desired type.

c. Update the Cost Aᴍᴛ, entering the revised cost in the field provided. *This is a 12 numeric character field.*

d. *Verify the Aᴄǫ Dᴛ.*

e. *Verify the Eꜰꜰ Dᴛ.*

f. Select [Update]. *The **Ancillary Cost Transaction Status** page appears.*

New Procurement - Update

Update

UIC	BROOKS
Asset Id	BROOKS000263
Stock Nbr	12481632640003
Serial Nbr	BELNPG123
Impv Nbr	
Item Desc	SPACE SHUTTLE
Type Action	New Procurement - Update ▾

[Cancel] [Continue]

a. Select [Continue]. *The **Update a Real Property** page appears.*

Update

UIC	BROOKS
Asset Id	BROOKS000263
Stock Nbr	12481632640003
Serial Nbr	BELNPG123
Impv Nbr	
Item Desc	SPACE SHUTTLE
*Cost Type	ES-Engineering Studies
*Cost Amt	50000.00
*Acq Dt	2/1/2019
*Eff Dt	2/6/2019
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Oblign Doc Nbr	BROOKS81451100
Remarks	BPG Test
History Remarks	BPG Test

Cancel   Update

b. Update the Cost Type, using ⌄ to select the desired type.

c. Update the Cost AMT, entering the revised cost in the field provided. *This is a 12 numeric character field.*

d. Update the ACQ DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

e. Update the EFF DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

f. Select Update . *The **Ancillary Cost Transaction Status** page appears.*

Delete an Ancillary Cost

Navigation

Accounting > Ancillary Cost > Search Criteria > [Search] > Delete hyperlink > Delete an Ancillary Cost page

Procedure

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	Asset Id	Serial Nbr	Impv Nbr
Personal Property	--	--	--

UIC	Stock Nbr	Cost Type	
BROOKS	--	--	

Search Results

Update	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update	Delete	BR00KS63361001	Handling & Storage	BROOKS000193	05668E-11011-10	CAP002-002		SYSTEM BALANCE 4100G
Update	Delete	BR00KS81451100	Engineering Studies	BROOKS000263	12481632640003	BELNPG123		SPACE SHUTTLE
Update	Delete	BR00KS03171000	Other	BROOKS000333	7025012795308	34131992		PROGRAM LOADER,RADI

Cancel

2. Review the Search Criteria panel.
3. Review the Search Results panel.
4. **Select the Delete hyperlink. *The Delete an Ancillary Cost page appears.***

To complete delete action, select Delete; otherwise, select Cancel

Delete

UIC	BROOKS
Asset Id	BROOKS000260
Stock Nbr	0005000739411
Serial Nbr	BPG
Impv Nbr	
Item Desc	TEST RIFLE
*Cost Type	HT-Handling & Storage
*Cost Amt	500.00
*Acq Dt	4/20/2023
*Eff Dt	4/21/2023
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	
ACRN	
Oblign Doc Nbr	BROOKS81451000
Remarks	
*History Remarks	

Cancel   Delete

A.   *Verify the Cost Type.*

B.   *Verify the Cost AMT.*

C. *Verify the A*CQ *D*T*.*

D. *Verify the E*FF *D*T*.*

E. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

F. Select [Delete]. *The* **Ancillary Cost Transaction Status** *page appears.*