

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 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.





nee Property Accountability Syst						
	_	_	Help	Reference	ce Gui	ia
Search Criteria			_			
Personal Property	۲					
Improvement	0					
*UIC	BROOKS	~				
Asset Id		Q				
Stock Nbr		Q				
Serial Nbr						
Cost Type	Select an Item	~				

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

Α.

OR

Select <a>Improvement if the search is for the additional cost for an improvement cost.

- **B.** Use \bowtie to select the UIC. The default is to the currently logged UIC.
- 2. Select search for an Ancillary Cost Results page appears.



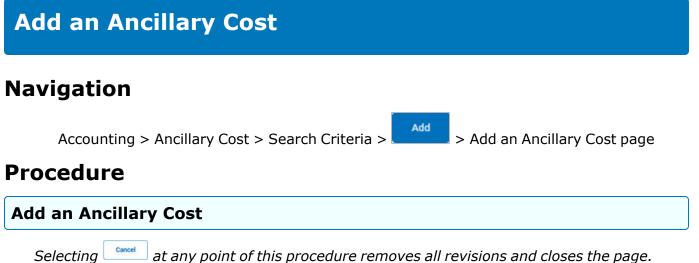


Help Reference Guide

ersonal Pr	operty	-	Asset Id -	S	erial Nbr		Impv Nbr	
IC ROOKS			Stock Nbr -	с 	ost Type			
Update	Results Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
	Delete	BR00KS63361001	Handling & Storage	BROOKS000193	05668E-11011-10	CAP002-002		SYSTEM BALANCE 4100G
Update	Delete							SPACE SHUTTLE
Update Update	Delete	BR00KS81451100	Engineering Studies	BROOKS000263	12481632640003	BELNPG123		SPACE SHUTTLE

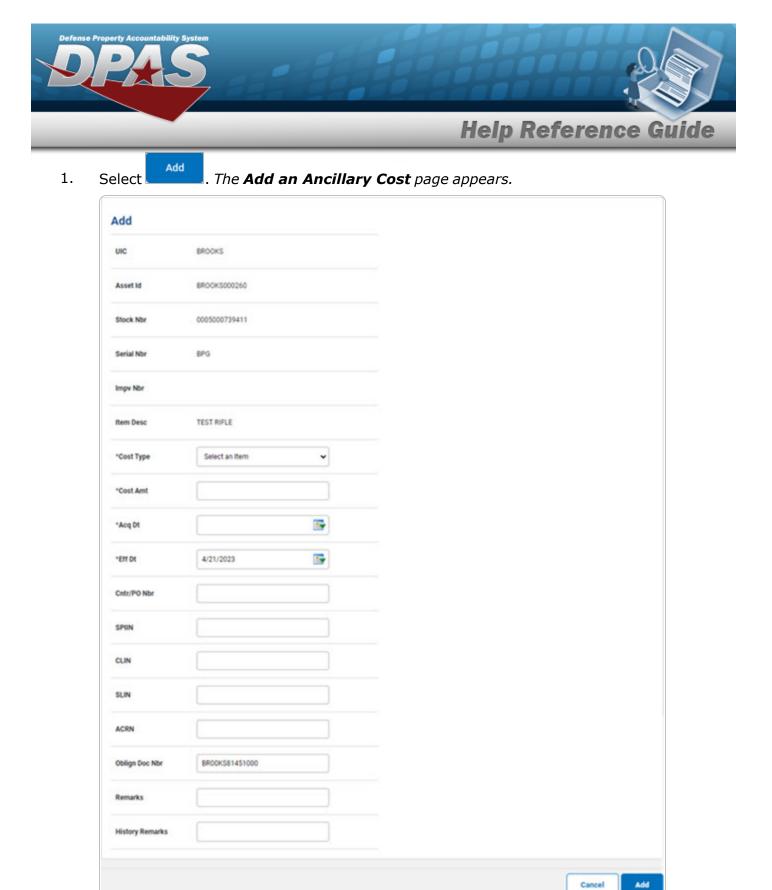






Bold numbered steps are required.









- 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 and consult with the agency's accountant or comptroller to confirm before processing.
se $\overline{\mathbb{I}}$ to select the Acg DT, or enter the date (MM/DD/YYYY) in the field provided.
se $\overline{\mathbb{I}}$ to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.



4.

5.

6.



Update the Ancillary Cost

Navigation

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

> Continue

> Update an Ancillary Cost page

Procedure

Update an Ancillary Cost

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

1. Select search for an Ancillary Cost – Results page appears.

ersonal Pr	operty	-	Asset Id	S	erial Nbr		Impv Nbr	
IC ROOKS		5	Stock Nbr -	с 	ost Type			
	Results							
	Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
Update								
Update Update	Delete	BR00KS63361001	Handling & Storage	BROOKS000193	05668E-11011-10	CAP002-002		SYSTEM BALANCE 4100G
•	Delete Delete	BR00KS63361001 BR00KS81451100	Handling & Storage	BROOKS000193 BROOKS000263	05668E-11011-10 12481632640003	CAP002-002 BELNPG123		SYSTEM BALANCE 4100G

- 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 Correctior 🗸



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A. Use 🗹 to select the Type Action.

New Procurement - Price Correction

pdate		
lic	BROOKS	
sset Id	BROOKS000263	
tock Nbr	12481632640003	
Serial Nbr	BELNPG123	
npv Nbr		
em Desc	SPACE SHUTTLE	
ype Action	New Procurement - Price Correction	
		Cancel





Ipdate				
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	BR00KS81451100			
Remarks	BPG Test			







- **b.** Update the Cost Type, using \checkmark 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.** Verify the Acq DT.
- e. Verify the EFF DT.

Select

f.

Update . The Ancillary Cost Transaction Status page appears.

New Procurement - Update

odate				
С	BROOKS			
sset Id	BROOKS000263			
ock Nbr	12481632640003			
erial Nbr	BELNPG123			
ıpv Nbr				
m Desc	SPACE SHUTTLE			
pe Action	New Procurement - Update	~		
				Cancel

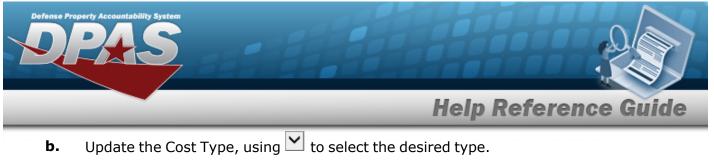




Jpdate		
UIC	BROOKS	
Asset Id	BR00K5000263	
Stock Nbr	12481632640003	
Serial Nbr	BELNPG123	
Impv Nbr		
Item Desc	SPACE SHUTTLE	
*Cost Type	ES-Engineering Studies	
"Cost Amt	50000.00	
Acq Dt	2/1/2019	
ELL DI	2/6/2019	
Cntr/PO Nbr		
SPIIN		
CLIN		
SLIN		
ACRN		
Oblign Doc Nbr	BR00KS81451100	
Remarks	BPG Test	
History Remarks	BPG Test	







- **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 are entering the date (MM/DD/YYYY) in the field provided.
- **e.** Update the EFF DT, using I or entering the date (MM/DD/YYYY) in the field provided.
 - Select Update . The Ancillary Cost Transaction Status page appears.



f.





Delete an Ancillary Cost

Navigation

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

Procedure

Delete an Ancillary Cost

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

1. Select Search for an Ancillary Cost – Results page appears.

rsonal Pr	operty		Asset Id	Si -	erial Nbr		Impv Nbr	
C ROOKS			Stock Nbr	C	ost Type			
		_						
earch	Results							
earch _{Update}	Results Delete	Oblign Doc Nbr	Cost Type	Asset Id	Stock Nbr	Serial Nbr	Impv Nbr	Item Desc
		Oblign Doc Nbr BR00KS63361001	Cost Type Handling & Storage	Asset Id BROOKS000193	Stock Nbr 05668E-11011-10	Serial Nbr CAP002-002	Impv Nbr	
Update	Delete	-					Impv Nbr	Item Desc SYSTEM BALANCE 4100G SPACE SHUTTLE

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





Help Reference Guide

elete				
JIC	BROOKS			
Asset Id	BROOKS000260			
Stock Nbr	0005000739411			
Serial Nbr	BPG			
mpv Nbr				
tem Desc	TEST RIFLE			
Cost Type	HT-Handling & Storage			
Cost Amt	500.00			
Acq Dt	4/20/2023	17		
ETT Dt	4/21/2023	5		
Cntr/PO Nbr				
IPIIN				
CLIN				
SLIN				
ACRN				
Oblign Doc Nbr	BR00KS81451000			
Remarks				
History Remarks				

- A. Verify the Cost Type.
- **B.** Verify the Cost AMT.







- C. Verify the Acq DT.
- **D.** Verify the EFF DT.
- **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.

