

# Search for an Improvement — Criteria

## Overview

The Property Accountability module Improvement process provides the ability to add improvement records to Real Property and serially managed Direct Input Asset Improvements and gives users the capability to 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.

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.

## Navigation

Accounting > Improvement > Improvement Search Criteria page

## Procedures

### Search for an Asset Improvement

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.



DPAS Helddesk

1-844-843-3727



1. Use 🚩 to select the Type Action.

Type Action	Asset Improvement	~		
UIC	BROOKS	~		
Asset Id		٩		
Stock Nbr		Q		
Serial Nbr				
Impv Nbr				

2. Select search. The View the Improvement Search Results page appears.

Search Cri Type Action Asset Improvem UIC BROOKS							
Asset Id		Stock Nbr		Serial I 	Nbr	Impv Nbr -	
Search Res	sults						
Update	Delete	Rcpt Doc Nbr	Impv Nbr	Asset Id	Stock Nbr	Serial Nbr	Item Desc
Update	Delete	BR00KS63364000	00001	KMK21504002	1127SM00003	KMK21504002-002	NU ROCKET
							Cancel





### Search a Direct Input Real Property Improvement

Use 🗹 to select the Type Action. 1.

Type Action	Direct Input Real Property Impv	~		
UIC	BROOKS	~		
RPUID		Q		
Insti Nbr		Q		
Fac Nbr		Q		
Impv Nbr				

2.

Select **Search**. The **View the Improvement Search Results** page appears.

Search Cri Type Action Direct Input Rea								
UIC BROOKS RPUID 87077	n roporty may	Insti Nbr		Fac Nbr 			Impv Nbr	
Search Re	Sults Delete	Rcpt Doc Nbr	Fac Nbr	Insti Nbr	Impv Nbr	RPUID	Fac Name	
Update	Delete	BR00KS71601000	312	N32414	10001	87077	ADMINISTRATION BLDG	
								Cancel





### Search a CIP Real Property Improvement

Use 🗹 to select the Type Action. 1.

Type Action	CIP Real Property Impv	~		
UIC	BROOKS	~		
RPUID		Q		
Insti Nbr		Q		
Fac Nbr		٩		

2.

Select **Search**. The **View the Improvement Search Results** page appears.

UIC BROOKS					
RPUID 		Insti Nbr 	Fac Nbr		
Search Results					
Search Results	Fac Nbr	Insti Nbr	RPUID	Fac Name	
		Insti Nbr N32414	<b>RPUID</b> 87077	Fac Name ADMINISTRATION BLDG	
Select	Fac Nbr				





### Search a CIP Asset Improvement

Use  $\checkmark$  to select the Type Action. 1.

Type Action	CIP Asset Improvement	~		
UIC	BROOKS	~		
Asset Id				
Stock Nbr		Q		
Serial Nbr				

2.

Select **Search**. The **View the Improvement Search Results** page appears.

UIC BROOKS					
RPUID 		Insti Nbr 	Fac Nbr		
Search Results					
Search Results	Fac Nbr	Insti Nbr	RPUID	Fac Name	
		Insti Nbr N32414	<b>RPUID</b> 87077	Fac Name ADMINISTRATION BLDG	
Select	Fac Nbr				





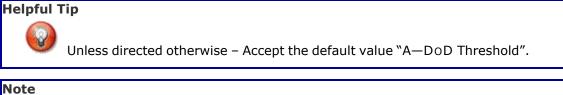
# Add an Improvement

## Navigation

Search Accounting > Improvement > Search Criteria > > Search Results > Add hyperlink > Impv Add page

## **Procedures**

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



Note

2

The date must be greater than or equal to the system date.





### Add a CIP Real Property Improvement

1. Update the fields on the Add tab.

Add		
UIC	BROOKS	
Fac Name	ADMINISTRATION BLDG	
Insti Nbr	N32414	
RPUID	87077	
Fac Nbr	312	
Impv Nbr		
Type Action	New Procurement	~
*Yrs Svc Life	20	
ACC	Building - 45 Yrs	
*Reason Cd	Select an Item	~
Deprn Prd	240	
Rcpt Doc Nbr	(	٩





Oblign Doc Nbr		
Impv Cost Amt	5000.00	
Fund Cd/ASN	Select an Item	~
Cptl Cd	A-DoD Threshold	~
Acq Dt		
Eff Dt	5/19/2023	
Owng Cost Center		۹
Owng Cost Center Desc		
Fndng Cost Center		٩
Fndng Cost Center Desc		
Task Cd		
Job Order Nbr		
LOA		Q



	2
Help Referen	ice Guide

- **A.** Enter the YRS SVC LIFE. *This is a 3 alphanumeric character field.*
- **B.** Use  $\checkmark$  to select the Reason Cd.
- C. Select . The **Improvement Cost Transaction Status** page appears.





### Add a CIP Asset Improvement

1. Update the fields on the Add tab.

Add		
UIC	BROOKS	
Item Desc	NODE	
Stock Nbr	789654123	
Asset Id	BROOKS000085	
Serial Nbr		
Impv Nbr		
Type Action	New Procurement	~
*Yrs Svc Life	5	
*Reason Cd	Select an Item	~
Rcpt Doc Nbr		Q
Oblign Doc Nbr		
Impv Cost Amt	500000.00	
Fund Cd/ASN	Select an Item	~





Cptl Cd	A-DoD Threshold	•
Acq Dt		
Eff Dt	5/19/2023	
Owng Cost Center	C	٦
Owng Cost Center D	esc	
Fndng Cost Center	C	٦
Fndng Cost Center D	lesc	
Task Cd		
Job Order Nbr		
LOA	C	٦
Cntr/PO Nbr		
SPIIN		
CLIN		
SLIN		





Defense I	Property Accountability System	
_		Help Reference Guide
	ACRN	
	Trading Partner Nbr	
	Remarks	
	History Remarks	
		Cancel Reset Add

- **A.** Enter the YRS SVC LIFE. *This is a 3 alphanumeric character field.*
- **B.** Use to select the Reason Cd.
- C. Select . *The Improvement Cost Transaction Status* page appears.





# **Update an Improvement – Type Action**

## Navigation

Accounting > Improvement > Search Criteria > Improvement Update – Type Action page > Search Results > Update hyperlink >

## Procedure

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

Search

### **Update an Asset Improvement – Type Action**

1. Select the Update hyperlink on the desired row. *The Update an Asset Improvement — Type Action page appears.* 





		Help Reference G
Update		
UIC	BROOKS	
Item Desc	NU ROCKET	
Stock Nbr	1127SM00003	
Asset Id	KMK21504002	
Serial Nbr	KMK21504002-002	
Impv Nbr	00001	
Type Action	New Procurement - Update	
		Cancel

### **Update a Direct Input Real Property Improvement — Type Action**

Select the Update hyperlink on the desired row. The Update a Direct Input Real Prop-1. erty Improvement — Type Action page appears.





date		
;	BROOKS	
: Name	NAVAIDS BLDG	
l Nbr	42155	
ID	261628	
Nbr	968	
v Nbr	10001	
be Action	New Procurement - Update	
		Cano

- A. Use 🗹 to select the Type Action. *Choose New Procurement Update.*
- B. Select Continue. The Update a Direct Input Real Property Improvement page appears.





# **Update an Improvement**

## Navigation

Accounting > Improvement > Search Criteria > Search Results > Update hyperlink >

Update an Improvement – Type Action > Continue > Impv Update page

## Procedures

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

Note

OBLIGN DOC NBR is not available to edit for Price Correction or Price Revaluation. The IMPV COST AMT is only available to edit when completing a Price Correction or Price Revaluation.





#### **Update an Asset Improvement**

1. Select the Update hyperlink. *The Update – Type Action page appears.* 

UIC	BROOKS		
tem Desc	NU ROCKET		
Stock Nbr	1127SM00003		
Asset Id	KMK21504002		
Serial Nbr	KMK21504002-002		
mpv Nbr	00001		
Type Action	New Procurement - Update		
		Cancel	Contin

B. Select Continue . The main Update page appears.





Ipdate		
UIC	BROOKS	
Item Desc	NU ROCKET	
Stock Nbr	1127SM00003	
Asset Id	KMK21504002	
Serial Nbr	KMK21504002-002	
Impv Nbr	00001	
Type Action	New Procurement - Update	
*Yrs Svc Life	0	
*Reason Cd	Select an Item	•
Rcpt Doc Nbr	BR00KS63364000	
Oblign Doc Nbr	BR00KS63364000	
Trans Doc Nbr		٩
Impv Cost Amt	3521000.00	





und Cd/ASN	Select an Item	~	
Cptl Cd	A-DoD Threshold	~	
Acq Dt	2/10/2015		
Eff Dt	2/10/2015	<b></b>	
Owng Cost Center	DMB068	Q	
Owng Cost Center D	esc SAT 2012 COST CENT	TER WITH ASSEST	
ndng Cost Center	DMB068	Q	
ndng Cost Center D	SAT 2012 COST CEN	TER WITH ASSEST	
Task Cd			
Job Order Nbr			
		Q	
.0A			
.0A Cntr/PO Nbr			



-		_	_	Help R	eferen	ce (
CLIN						
SLIN						
ACRN						
Transfer Type Cd	0-Transfer Type Cd no	t required				
Remarks						
History Remarks						

- **A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- **B.** Update the Reason Cd, using  $\checkmark$  to select the desired code.
- C. Select Update . The *Improvement Cost Transaction Status page* appears.







#### Update a Direct Input Real Property Improvement

1. Select the Update hyperlink. *The Update – Type Action page appears.* 

UIC	BROOKS	
Fac Name	NAVAIDS BLDG	
insti Nbr	42155	
RPUID	261628	
Fac Nbr	968	
mpv Nbr	10001	
Type Action	New Procurement - Update	
		Cancel Continu





UIC	BROOKS	
Fac Name	NAVAIDS BLDG	
Insti Nbr	42155	
RPUID	261628	
Fac Nbr	968	
Impv Nbr	10001	
Type Action	New Procurement - Update	
*Yrs Svc Life	20	
ACC	Building - 45 Yrs	
*Reason Cd	Select an Item	
Deprn Prd	240	
Rcpt Doc Nbr	BR00KS63361002	
Oblign Doc Nbr	BR00KS63361002	
Trans Doc Nbr	٩	
Impv Cost Amt	15000357.66	



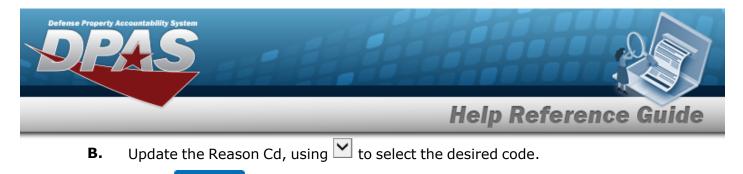




Fund Cd/ASN	68-	~
Cptl Cd	A-DoD Threshold	~
Acq Dt	9/30/2014	
Eff Dt	9/30/2014	
Owng Cost Center	DMB068	Q
Owng Cost Center De	SAT 2012 COST CENT	ER WITH ASSEST
Fndng Cost Center	5H122	Q
Fndng Cost Center D	esc SEAN IS TESTING	
Task Cd		
Job Order Nbr		
LOA		Q
Transfer Type Cd	0-Transfer Type Cd not requi	red
Remarks		
History Remarks	TFS24798 - Fixed bad ACC,	/asset code (

**A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.* 





C. Select Update . The **Improvement Cost Transaction Status page** appears.







## **Delete an Improvement**

## Navigation

Accounting > Improvement > Search Criteria > Search Results > Delete hyperlink > Improvement Delete page

### Procedure

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







### **Delete an Asset Improvement**

1. Update the fields on the Delete tab.

To complete	delete action, select Delete; otherwise, se
Delete	
UIC	BROOKS
Item Desc	NU ROCKET
Stock Nbr	1127SM00003
Asset Id	KMK21504002
Serial Nbr	KMK21504002-002
Impv Nbr	00001
Type Action	AAR ~
*Yrs Svc Life	
*Reason Cd	Select an Item
Rcpt Doc Nbr	BR00KS63364000
Oblign Doc Nbr	BR00KS63364000
Trans Doc Nbr	٩





Impv Cost Amt	3521000.00	
Fund Cd/ASN	68-	
Cptl Cd	A-DoD Threshold	
Retirement/DspsI D	t 5/23/2023	
Acq Dt	02/10/2015	
Eff Dt	02/10/2015	
Owng Cost Center	ABCDE	
Owng Cost Center D	Desc BPG COST CENTER	
Fndng Cost Center	ABCDE	
Fndng Cost Center I	Desc BPG COST CENTER	
Task Cd		
Job Order Nbr		
LOA		
Cntr/PO Nbr		
SPIIN		
CLIN		

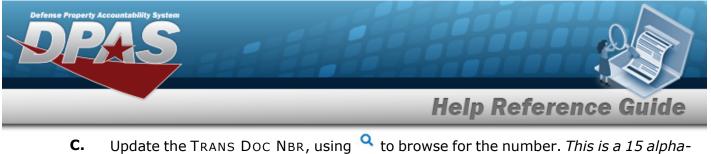




SLIN	
ACRN	
Transfer Type Cd 0-Transfer Type Cd not required	
Trading Partner Nbr	
Trading Dept Cd	
Trading Dept Cd To	
Trading Basic Symbol Trading Basic Symbol To	
Trading Subhead	
Trading Subhead To	
Remarks BPG TEST	
History Remarks	

- **A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- **B.** Verify the REASON CD.





- С. numeric character field.
- D. Update the TRADING PARTNER NBR, entering the revised number in the field provided. This is a 9 alphanumeric character field.
- Ε. Verify the Remarks.
- Update the History Remarks, entering the revised remarks in the field provided. *This* F. is a 1024 alphanumeric character field.
- G.
- Select \_\_\_\_\_. The Improvement Cost Transaction Status page appears.







#### **Delete a Direct Input Real Property Improvement**

1. Update the fields on the Delete tab.

To complete	delete action, select Delete	; otherwise, select (
Delete		
UIC	BROOKS	
Fac Name	NAVAIDS BLDG	
Instl Nbr	42155	
RPUID	261628	
Fac Nbr	968	
Impv Nbr	10001	
Type Action	AAR	~
*Yrs Svc Life	20	
ACC	Building - 45 Yrs	
*Reason Cd	Select an Item	
Deprn Prd	240	
Rcpt Doc Nbr	BR00KS63361002	
Oblign Doc Nbr	BR00KS63361002	





-		
Trans Doc Nbr	٩	
Impv Cost Amt	15000357.66	
Fund Cd/ASN	68-	
Cptl Cd	A-DoD Threshold	
Retirement/DspsI Dt	5/23/2023	
Acq Dt	09/30/2014	
Eff Dt	09/30/2014	
Owng Cost Center	DMB068	
	SAT 2012 COST CENTER WITH ASSESTS ASSIGNED	
Fndng Cost Center	5H122	
Fndng Cost Center D	Desc SEAN IS TESTING	
Task Cd		
Job Order Nbr		
LOA		
Transfer Type Cd	0-Transfer Type Cd not required	
Trading Partner Nbr		



	Help Reference Gu
Trading Dept Cd	
Trading Dept Cd To	
Trading Basic Symbol	
Trading Basic Symbol To	
Trading Subhead	
Trading Subhead To	
Remarks	
History Remarks TFS24798 - Fixed bad ACC/asset code (	

- **A.** Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*
- **B.** Update the TRANS DOC NBR, using <sup>Q</sup> to browse for the number. *This is a 15 alpha-numeric character field.*
- **C.** Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*
- **D.** Verify the Remarks.
- **E.** Update the History Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*
- F. Select The View the Improvement Transaction Status page appears.

