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

1. Use ☑ to select the Type Action.

2. Select [Search]. *The **View the Improvement Search Results** page appears.*

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Search a Direct Input Real Property Improvement

1. Use ☑ to select the Type Action.

Search Criteria

Type Action	Direct Input Real Property Impv ⌄
UIC	BROOKS ⌄
RPUID	🔍
Instl Nbr	🔍
Fac Nbr	🔍
Impv Nbr	

Reset   Search   Add

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

Search Criteria

Type Action
Direct Input Real Property Impv

UIC
BROOKS

RPUID	**Instl Nbr**	**Fac Nbr**	**Impv Nbr**
87077	--	--	--

Search Results

Update	Delete	Rcpt Doc Nbr	Fac Nbr	Instl Nbr	Impv Nbr	RPUID	Fac Name
Update	Delete	BR00KS71601000	312	N32414	10001	87077	ADMINISTRATION BLDG

Cancel

Search a CIP Real Property Improvement

1. Use ☑ to select the Type Action.

Search Criteria

Type Action	CIP Real Property Impv ⌄
UIC	BROOKS ⌄
RPUID	🔍
Instl Nbr	🔍
Fac Nbr	🔍

Reset   Search

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

Search Criteria

Type Action
CIP Real Property Impv

UIC
BROOKS

RPUID	**Instl Nbr**	**Fac Nbr**
--	--	--

Search Results

Select	Fac Nbr	Instl Nbr	RPUID	Fac Name
Add	312	N32414	87077	ADMINISTRATION BLDG

Cancel

Search a CIP Asset Improvement

1. Use ☑ to select the Type Action.

Search Criteria

Type Action	CIP Asset Improvement ▾
UIC	BROOKS ▾
Asset Id	
Stock Nbr	🔍
Serial Nbr	

Reset   Search

2. Select [Search]. *The **View the Improvement Search Results** page appears.*

Search Criteria

Type Action
CIP Real Property Impv

UIC
BROOKS

RPUID	Instl Nbr	Fac Nbr
--	--	--

Search Results

Select	Fac Nbr	Instl Nbr	RPUID	Fac Name
Add	312	N32414	87077	ADMINISTRATION BLDG

Cancel

Add an Improvement

Navigation

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

Procedures

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

Helpful Tip

Unless directed otherwise – Accept the default value "A—DoD Threshold".

Note

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
Instl 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	🔍

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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	🔍
Owng Cost Center Desc	
Fndng Cost Center	🔍
Fndng Cost Center Desc	
Task Cd	
Job Order Nbr	
LOA	🔍

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 [Add]. *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	🔍
Oblign Doc Nbr	
Impv Cost Amt	500000.00
Fund Cd/ASN	Select an Item ⌄

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Cptl Cd	A-DoD Threshold ▾
Acq Dt	[ ] 📅
Eff Dt	5/19/2023 📅
Owng Cost Center	[ ] 🔍
Owng Cost Center Desc	[ ]
Fndng Cost Center	[ ] 🔍
Fndng Cost Center Desc	[ ]
Task Cd	[ ]
Job Order Nbr	[ ]
LOA	[ ] 🔍
Cntr/PO Nbr	[ ]
SPIIN	[ ]
CLIN	[ ]
SLIN	[ ]

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 [Add] . *The **Improvement Cost Transaction Status** page appears.*

Update an Improvement – Type Action

Navigation

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

Procedure

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

Update an Asset Improvement — Type Action

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

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   Continue

A.   Use ☑ to select the Type Action. *Choose New Procurement - Update.*

B.   Select **Continue**. *The **Update an Asset Improvement** page appears.*

Update a Direct Input Real Property Improvement — Type Action

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

Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl Nbr	42155
RPUID	261628
Fac Nbr	968
Impv Nbr	10001
Type Action	New Procurement - Update ⌄

Cancel   Continue

A.   Use ⌄ to select the Type Action. *Choose New Procurement - Update.*

B.   Select **Continue**. *The Update a Direct Input Real Property Improvement page appears.*

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Update an Improvement

Navigation

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

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

Procedures

Selecting [Cancel] 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.*

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   Continue

A.   Use ⌄ to select the Type Action. *Choose New Procurement - Update.*

B.   Select Continue . *The main Update page appears.*

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
*Yrs Svc Life	0
*Reason Cd	Select an Item
Rcpt Doc Nbr	BR00KS63364000
Oblign Doc Nbr	BR00KS63364000
Trans Doc Nbr	
Impv Cost Amt	3521000.00

Field	Value
Fund Cd/ASN	Select an Item
Cptl Cd	A-DoD Threshold
Acq Dt	2/10/2015
Eff Dt	2/10/2015
Owng Cost Center	DMB068
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Fndng Cost Center	DMB068
Fndng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Task Cd	
Job Order Nbr	
LOA	
Cntr/PO Nbr	
SPIIN	

CLIN

SLIN

ACRN

Transfer Type Cd   0-Transfer Type Cd not required

Remarks

History Remarks

Cancel   Reset   **Update**

A. Update the Yʀs Svc Lɪꜰᴇ, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

B. Update the Reason Cd, using ⌄ 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.*

Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl Nbr	42155
RPUID	261628
Fac Nbr	968
Impv Nbr	10001
Type Action	New Procurement - Update

Cancel   Continue

A.   Use ☑ to select the Type Action. *Choose New Procurement - Update.*

B.   Select **Continue**. *The main Update page appears.*

Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl 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	🔍
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
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Fndng Cost Center	5H122
Fndng Cost Center Desc	SEAN IS TESTING
Task Cd	
Job Order Nbr	
LOA	
Transfer Type Cd	0-Transfer Type Cd not required
Remarks	
History Remarks	TFS24798 - Fixed bad ACC/asset code

Cancel   Reset   **Update**

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 ⌄ to select the desired code.

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

Delete an Improvement

Navigation

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

Procedure

Selecting [Cancel] 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, select Cancel

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	

Impv Cost Amt	3521000.00
Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Retirement/Dspsl Dt	5/23/2023
Acq Dt	02/10/2015
Eff Dt	02/10/2015
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	
LOA	
Cntr/PO Nbr	
SPIIN	
CLIN	

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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

Cancel   Delete

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.*

C. Update the TRANS DOC NBR, using 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

D. Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*

E. *Verify the Remarks.*

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

G. Select [Delete]. *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 Cancel

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	BROOKS63361002
Oblign Doc Nbr	BROOKS63361002

Trans Doc Nbr	[ ] 🔍
Impv Cost Amt	15000357.66
Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Retirement/Dspsl Dt	[5/23/2023] 📆
Acq Dt	09/30/2014
Eff Dt	09/30/2014
Owng Cost Center	DMB068
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSESTS ASSIGNED
Fndng Cost Center	5H122
Fndng Cost Center Desc	SEAN IS TESTING
Task Cd	
Job Order Nbr	
LOA	
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

_____

History Remarks   [TFS24798 - Fixed bad ACC/asset code]

[Cancel] [**Delete**]

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 🔍 to browse for the number. *This is a 15 alphanumeric 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 [Delete]. *The **View the Improvement Transaction Status** page appears.*