Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to add, update and delete assets to authorizations and to provide a link between the on-hand item and the authorization for the item.

An authorization, while optional, must be built for each asset. It can be built against an existing Line Item Number (LIN) or a Stock Number. An authorization consists of a Master Authorization record and a Detail Authorization record.

Navigation

Authorizations > Authorization > Authorization Search Criteria page

Procedures

Search for an Authorization

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 panel, narrow the results by entering one or more of the following fields.

Search Criteria

UIC	BROOKS	Authn Doc Nbr	
Para Nbr	[🔍]	Authn Prop Type Cd	Select an Item ▾
LIN/TAMCN	[🔍]	Authn Remarks Cd	Select an Item ▾

[Reset] [Search] [Add]

2. *The UIC automatically populates and is not editable.*

3. Enter the PARA NBR, or use 🔍 to browse for the entry. *This is a 4 alphanumeric character field.*

4. Enter the LIN/TAMCN, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

5. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field*.

6. Use ☑ to select the Authn Prop Type Cd.

7. Use ☑ to select the Authn Remarks Cd.

8. Select [Search]. *The **Search for an Authorization — Results** page appears.*

Search Criteria

UIC	LIN/TAMCN	Authn Prop Type Cd
BROOKS	--	--

Para Nbr	Authn Doc Nbr	Authn Remarks Cd
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Search Results

		Para Nbr	LIN/TAMCN	Authn Doc Nbr	Authn Prop Type Cd	Authn Remarks Cd	Authn Eff Dt	Authn Expr Dt	Req Qty	Aut Qty
Update	Delete	404 - TGROCE TEST PARA NBR	23456K	TDA56BROOKS	4 - TDA PROPERTY	109 - ARMY STRATEGIC MOBILITY PROGRAM SUPPORT EQUIPMENT (ASMP)	05/01/2017	05/31/2029	100	200
Update	Delete	404 - TGROCE TEST PARA NBR	23456K	TDA99BROOKS	4 - TDA PROPERTY	124 - RESERVED FOR FUTURE USE	05/01/2017	05/31/2020	200	200
Update	Delete	225 - HELP DESK	AA123A	TDA21BROOKS0225	4 - TDA PROPERTY	122 - EQUIPMENT OTHER THAN GENERAL PURPOSE AND PASSENGER CARRYING VEHICLES OR FACILITIES ENGINEERING OWNED BY DOD, GOCO	02/25/2021		2	2
Update	Delete		TDA9BROOKS	99999BROOKS	A - OTHER TYPES OF PROPERTY	000 - NO REMARKS (IF NO REMARKS ARE PASSED ON TAADS-R INPUT RECORD 000 APPEARS IN REMARKS FIELD)	06/15/2023	06/01/2029	9999	9999

Cancel

Add an Authorization

Navigation

Procedures

Add an Authorization

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

1. Select **Add** . *The* **Authorization Add** *page appears.*

Add			
UIC	BROOKS	*Authn Doc Nbr	
Tot Req Qty		*Authn Eff Dt	
Para Nbr	🔍	Authn Expr Dt	
Tot Aut Qty		*Req Qty	0
*LIN/TAMCN	🔍	*Aut Qty	0
*Authn Prop Type Cd	Select an Item ▾	Remarks	
Authn Remarks Cd	Select an Item ▾	History Remarks	

    Cancel   Add

2. Enter the LIN/TAMCN, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

3. Use ⌄ to select the Authn Prop Type Cd.

4. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field*.

5. Use ![icon] to select the AUTHN EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

6. Enter the REQ QTY in the field provided. *This is a 10 numeric character field*.

7. Enter the AUT QTY in the field provided. *This is a 10 numeric character field*.

8. Select [Add]. *The **Authorization Transaction Status** page appears.*

Update an Authorization

Navigation

Authorizations > Authorization > Search Criteria > [Search] > Search Results > Update hyperlink > Authorization Update page

Procedures

Update an Authorization

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

1. Select the Update hyperlink. *The **Authorization Update** page appears.*

2. Update the LIN/TAMCN, using 🔍 to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

3. Update the Authn Prop Type Cd, using ⌄ to select the desired code.

4. Update the AUTHN DOC NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field*.

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

6. Update the REQ QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.

7. Update the AUT QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.

8. Select **Add Attachment** to add any new attachments. *The **Attachment Add** page appears.*

9. Select **Update** . *The **Authorization Transaction Status** page appears.*

Delete an Authorization

Navigation

Procedures

Delete an Authorization

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

1. Select the Delete hyperlink. *The* **Authorization Delete** *page appears.*

2. Update the LIN/TAMCN, using 🔍 to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

3. *Verify the* AUTHN PROP TYPE CD.

4. *Verify the* AUTHN DOC NBR.

5. *Verify the* AUTHN EFF DT.

6. *Verify the REQ QTY.*

7. *Verify the AUT QTY.*

8. Select Delete . *The* **Authorization Transaction Status** *page appears.*