



Schedule Reports

Overview


The Property Accountability module Schedule Reports process provides the ability to run pre-determined reports.

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule - Search Results page

Procedures

Search for a Report to Schedule

1. Use  to select the Rpt Category. *The page automatically refreshes, showing only the reports in the specified category:*
2. Select the desired report hyperlink. *The report page opens, with applicable fields available.*



Schedule Accounting Reports – Results

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Accounting > Reports Manager — Schedule - Accounting Search Results page

Procedures

Schedule an Accounting Report

View **Schedule** Generate Forms

Search Results

Rpt Category: Accounting

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgry
WPACR31R	ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT	Background - User Initiat ...	Accounting
WPACR33R	ACQUISITION PROGRAM CIP PROJECT STATUS REPORT	Online - User Initiated, ...	Accounting
WPACR19R	AGENCY CFO ACCOUNTING STATEMENT REPORT	System Initiated - User V ...	Accounting
WPACR25R	CAPITAL ASSET REPORT	Online - User Initiated, ...	Accounting
WPACR04R	CAPITAL ASSET TRIAL BALANCE REPORT	Online - User Initiated, ...	Accounting
WPACR44R	CFO Out of Balance Detail Report	Online - User Initiated, ...	Accounting
WPACR17R	NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT	Background - User Initiat ...	Accounting
WPACR06R	REAL PROPERTY REPORT	Background - User Initiat ...	Accounting

Select the desired report hyperlink. *The report page opens, with applicable fields available.*


Schedule an Acquisition Program Asset Values by Quarter Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR31R hyperlink > Acquisition Program Asset Values by Quarter Report - Submit/Schedule page

Procedures

Submit or Schedule an Acquisition Program Asset Values by Quarter Report

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

1. Select the WPAC31R hyperlink. The **Acquisition Program Asset Values by Quarter Report - Submit/Schedule** page appears.

ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT - Submit/Schedule

* Rpt Format	EXCEL - Microsoft EXCEL Documen	* Schedule Dt	2/14/2024
Privacy Type	Private	Remarks	



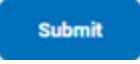
ACQUISITION PROGRAM ASSET VALUES BY QUARTER REPORT

Agency Cd	D2 - DFAS	Fiscal Year	2013
Acq Program	All	Deprn Mthd Cd	Select an Item

2. Complete the Submit/Schedule grid.



Help Reference Guide

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Acquisition Program Asset Values by Quarter Report grid.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule an Acquisition Program CIP Project Status Report

Navigation

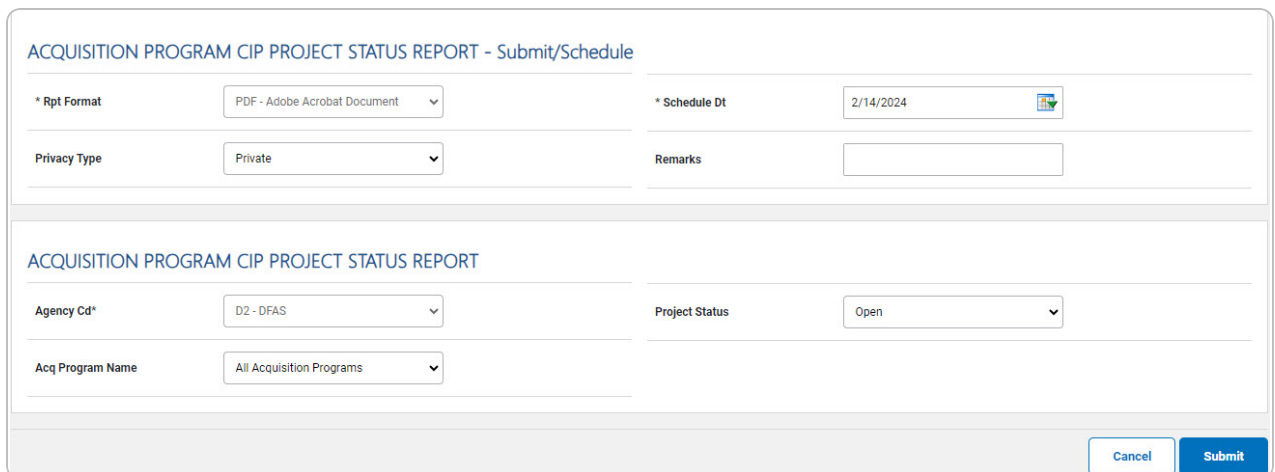
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR33R hyperlink > Acquisition Program CIP Project Status Report - Submit/Schedule page

Procedures

Submit or Schedule an Acquisition Program CIP Project Status Report

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

1. Select the WPAC33R hyperlink. **The Acquisition Program CIP Project Status Report - Submit/Schedule page appears.**



ACQUISITION PROGRAM CIP PROJECT STATUS REPORT - Submit/Schedule

* Rpt Format: PDF - Adobe Acrobat Document

* Schedule Dt: 2/14/2024

Privacy Type: Private

Remarks:



ACQUISITION PROGRAM CIP PROJECT STATUS REPORT

Agency Cd*: D2 - DFAS

Project Status: Open





Acq Program Name: All Acquisition Programs

Buttons: Cancel, Submit

2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.



Help Reference Guide

3. Complete the Acquisition Program Asset Values by Quarter Report grid.
 - A. Use  to select the Agency Cd.
 - B. Use  to select the Acq Program Name.
 - C. Use  to select the Project Status.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule an Agency CFO Accounting Statement Report

Navigation

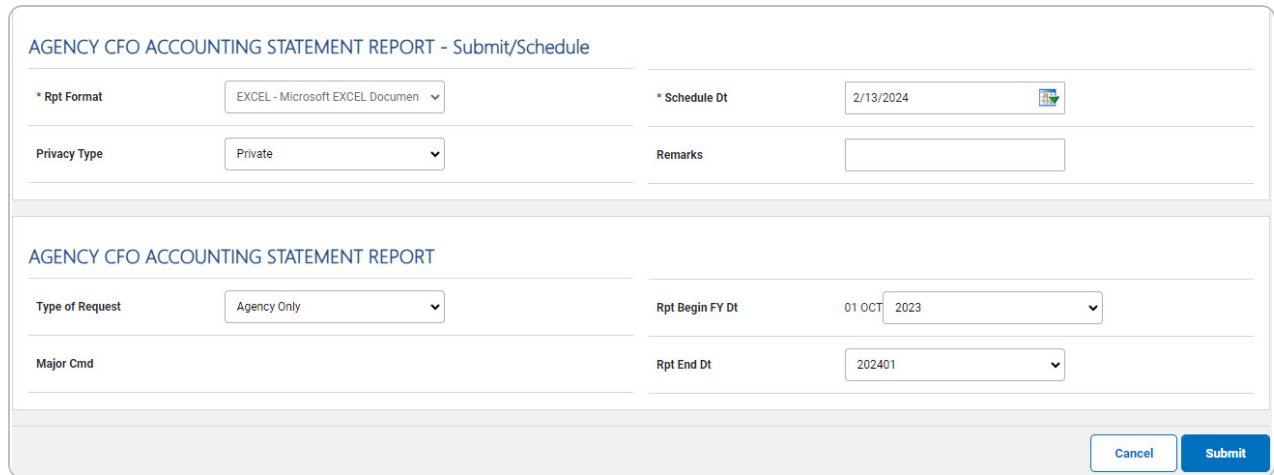
Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR19R hyperlink > Agency CFO Accounting Statement Report - Submit/Schedule page



Procedures

Submit or Schedule an Agency CFO Accounting Statement Report



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

1. Select the WPACR19R hyperlink. **The Agency CFO Accounting Statement Report - Submit/Schedule page appears.**




2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.


3. Complete the Agency CFO Accounting Statement Report grid.


- A. Use  to select the Type of Request. *The MAJOR CMD field becomes editable when the Type of Request is "MAJOR CMD Only".*
- B. Use  to select the Major Cmd.


Note

 The Major CMD field appears when the Type of Request is MAJ CMD Only.


AGENCY CFO ACCOUNTING STATEMENT REPORT

Type of Request	Maj Cmd Only	Rpt Begin FY Dt	01 OCT 2023
Major Cmd	Field Sprt Acty/N00011	Rpt End Dt	

- C. Use  to select the Rpt End Dt.
- OR**

Use  to select the RPT END DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

 The calender icon appears in the RPT END DT when the Type of Request is "Agency/MAJ CMD" or "MAJ CMD Only".

- 4. Select . The **Reports Manager – Schedule Transaction Status** page appears.

Schedule a Capital Asset Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR25R hyperlink > Capital Asset Report - Submit/Schedule page

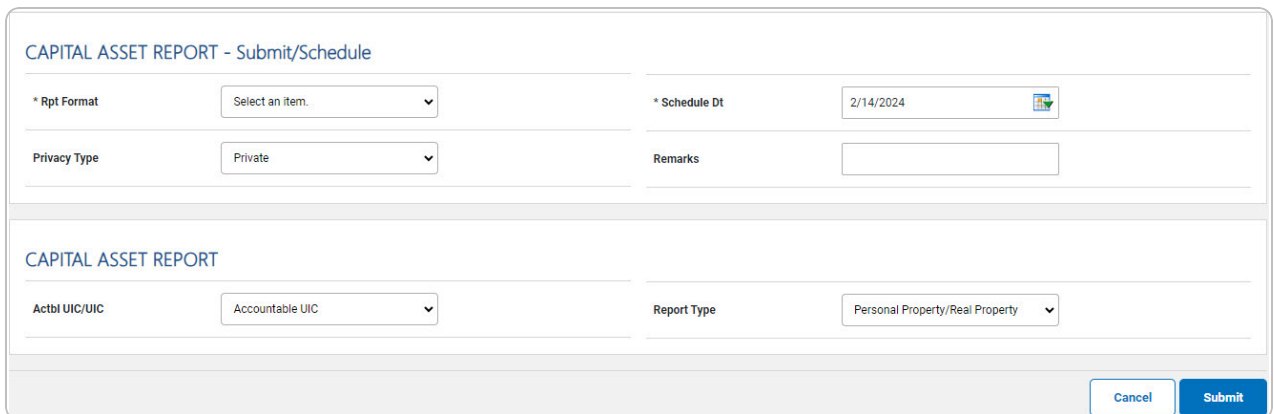
Procedures



Submit or Schedule a Capital Asset Report

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Select the WPACR25R hyperlink. The **Capital Asset Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Capital Asset Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a Capital Asset Trial Balance Report

Navigation

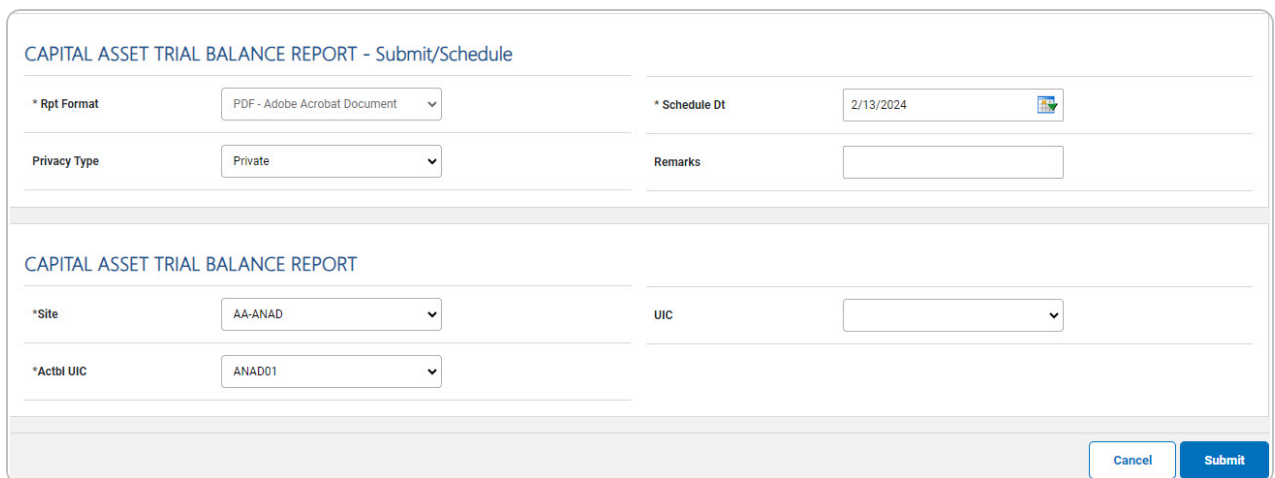
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR04R hyperlink > Capital Asset Trial Balance Report - Submit/Schedule page



Procedures

Submit or Schedule a Capital Asset Trial Balance Report

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




1. Select the WPACR04R hyperlink. The **Capital Asset Trial Balance Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Capital Asset Trial Balance Report grid.



Help Reference Guide

- A. Use  to select the Site.
 - B. Use  to select the Actbl UIC.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a CFO Out of Balance Detail Report

Navigation

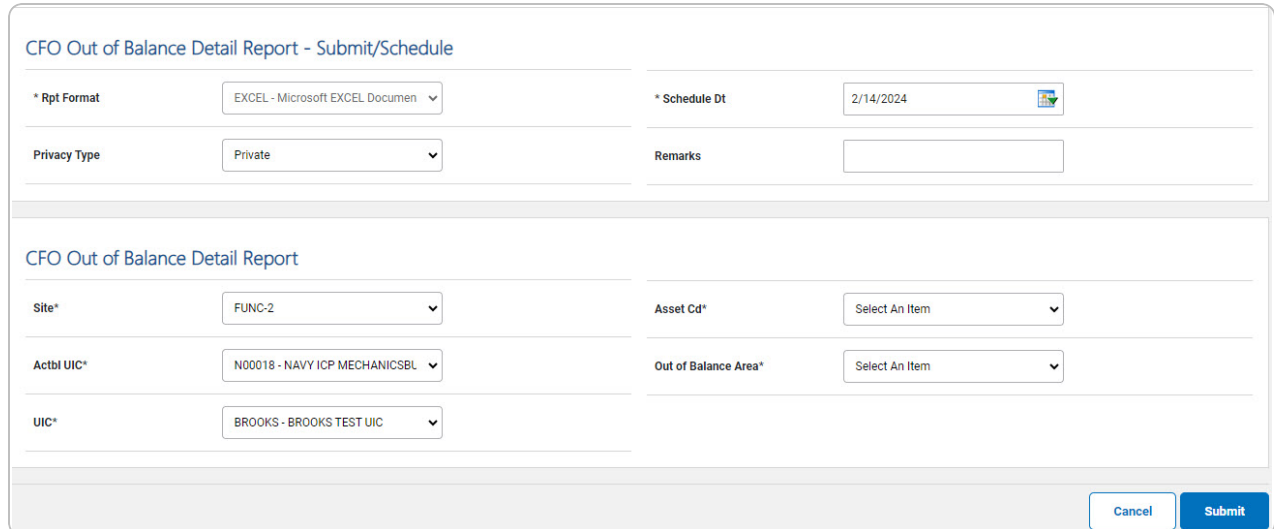
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR44R hyperlink > CFO Out of Balance Detail Report - Submit/Schedule page



Procedures

Submit or Schedule a CFO Out of Balance Detail Report

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

1. Select the WPACR44R hyperlink. The **CFO Out of Balance Detail Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.



Help Reference Guide

3. Complete the Capital Asset Trial Balance Report grid.
 - A. Use to select the Site.
 - B. Use to select the Actbl UIC.
 - C. Use to select the UIC.
 - D. Use to select the Asset Cd.
 - E. Use to select the Out of Balance Area.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.






Schedule a Non-Activated Depreciable Capital Asset Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR17R hyperlink > Non-Activated Depreciable Capital Asset Report - Submit/Schedule page

Procedures

Submit or Schedule a Non-Activated Depreciable Capital Asset Report

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

1. Select the WPACR17R hyperlink. **The Non-Activated Depreciable Capital Asset Report - Submit/Schedule** page appears.



NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT - Submit/Schedule

* Rpt Format <input type="text" value="PDF - Adobe Acrobat Document"/>	* Schedule Dt <input type="text" value="2/13/2024"/>
Privacy Type <input type="text" value="Private"/>	Remarks <input type="text"/>

NON-ACTIVATED DEPRECIABLE CAPITAL ASSET REPORT

* Asset Type <input type="text" value="Personal Property"/>	* Min Days Since Rcpt <input type="text" value="30"/>
Custodian Nbr <input type="text"/>	Include Sub Cust <input type="checkbox"/>




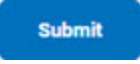
2. Complete the Submit/Schedule grid.

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.





Help Reference Guide

3. Complete the *Non-Activated Depreciable Capital Asset Report* grid.
 - A. Use  to select the Asset Type.
 - B. Enter the CUSTODIAN NBR, or use  to browse for the entry. *This is a 6 alpha-numeric character field.*
 - C. Use  to select the Min Days Since Rcpt.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a Real Property Report

Navigation

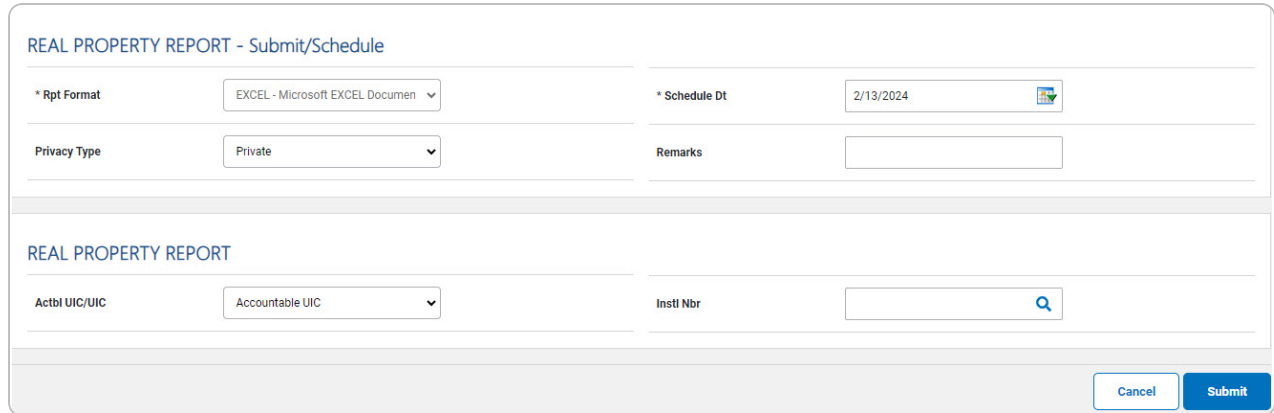
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR06R hyperlink > Real Property Report - Submit/Schedule page



Procedures

Submit or Schedule a Real Property Report

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

1. Select the WPACR06R hyperlink. The **Real Property Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Real Property Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.





Search for Schedule Administration Reports — Results

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY
 > Administration > Reports Manager — Schedule - Administration Search Results page

Procedures

Schedule an Administration Report

View **Schedule** Generate Forms

Search Results

Rpt Category: Administration

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgry
WPHRR31R	CUSTODIAN REPORT	Background - User Initiat ...	Administration

Select the desired report hyperlink. *The report page opens, with applicable fields available.*




Schedule a Custodian Report

Navigation

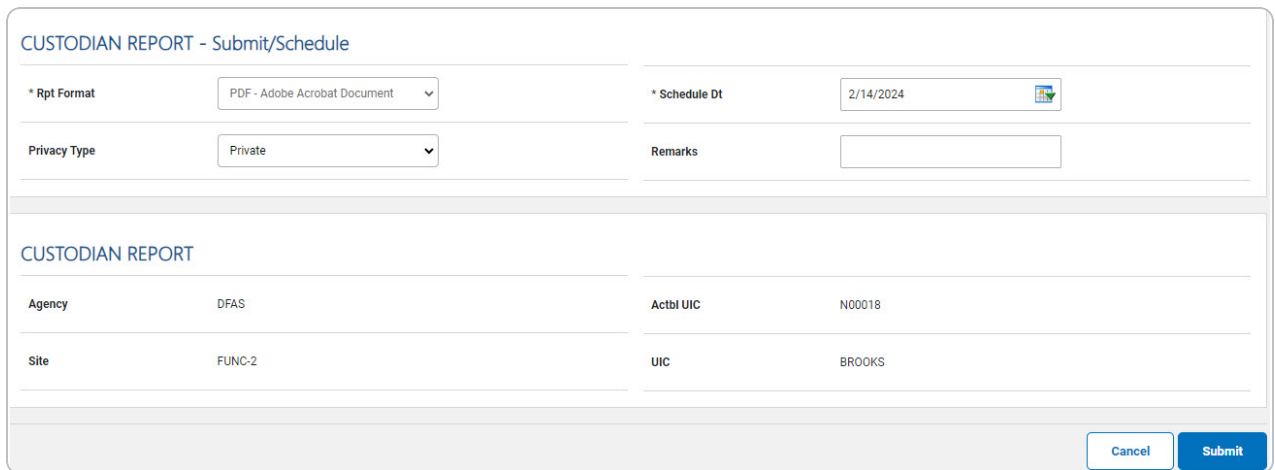
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Administration > WPHRR31R hyperlink > Custodian Report - Submit/Schedule page

Procedures

Submit or Schedule a Custodian Report

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

1. Select the WPHRR31R hyperlink. The **Custodian Report - Submit/Schedule** page appears.





CUSTODIAN REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule DT	2/14/2024
Privacy Type	Private	Remarks	

CUSTODIAN REPORT

Agency	DFAS	Actbl UIC	N00018
Site	FUNC-2	UIC	BROOKS

2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Custodian Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.





Schedule Agency Reports – Results

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Agency
> Reports Manager — Schedule - Agency Search Results page

Procedures

Schedule an Agency Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*





Schedule Asset Reports – Results

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > Reports Manager — Schedule - Asset Search Results page

Procedures

Schedule an Asset Report

View **Schedule** Generate Forms

Search Results

Rpt Category: Maintenance and Utilization ▼

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgr
WPHRR30R	CONTRACT REPORT	Online - User Initiated, ...	Maintenance and Utilization

Select the desired report hyperlink. *The report page opens, with applicable fields available.*




Schedule an Agency Pending Transactions Report

Navigation

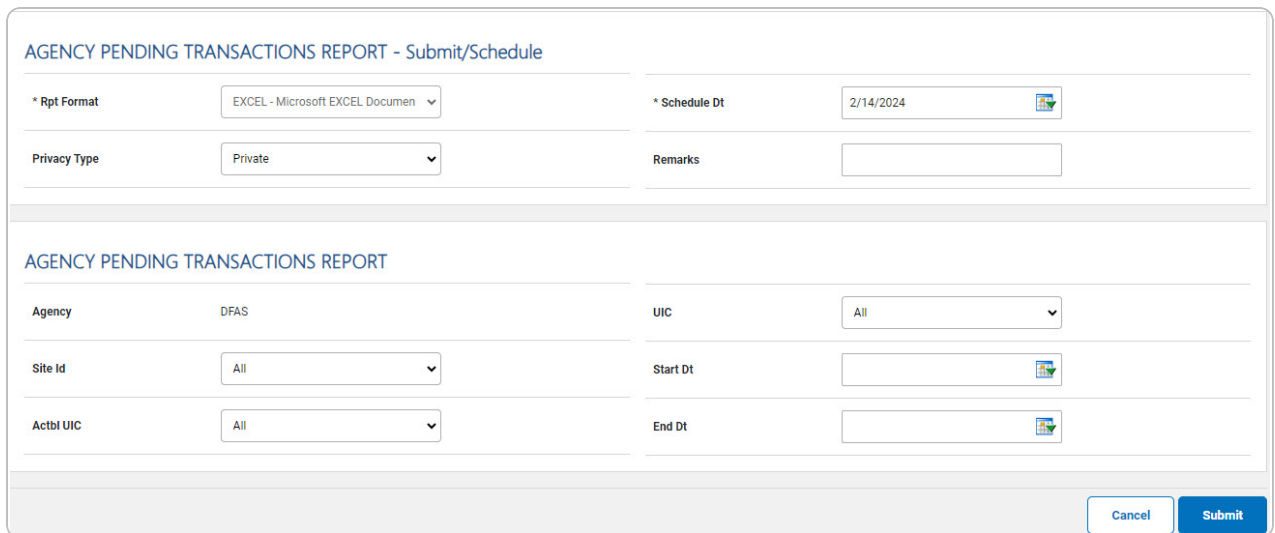
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08E hyperlink > Pending Transactions Report - Submit/Schedule page

Procedures

Submit or Schedule a Pending Transactions Report

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

1. Select the WPHRR08E hyperlink. **The Agency Pending Transactions Report - Submit/Schedule** page appears.



AGENCY PENDING TRANSACTIONS REPORT - Submit/Schedule

* Rpt Format: EXCEL - Microsoft EXCEL Document

Privacy Type: Private

* Schedule Dt: 2/14/2024

Remarks:

AGENCY PENDING TRANSACTIONS REPORT

Agency: DFAS

UIC: All

Site Id: All



Start Dt:

Actbl UIC: All

End Dt:

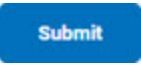
Buttons: Cancel, Submit

2. Complete the Submit/Schedule grid.

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.



Help Reference Guide

3. Complete the Agency Pending Transactions Report grid.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule an Assets on Loan Report

Navigation

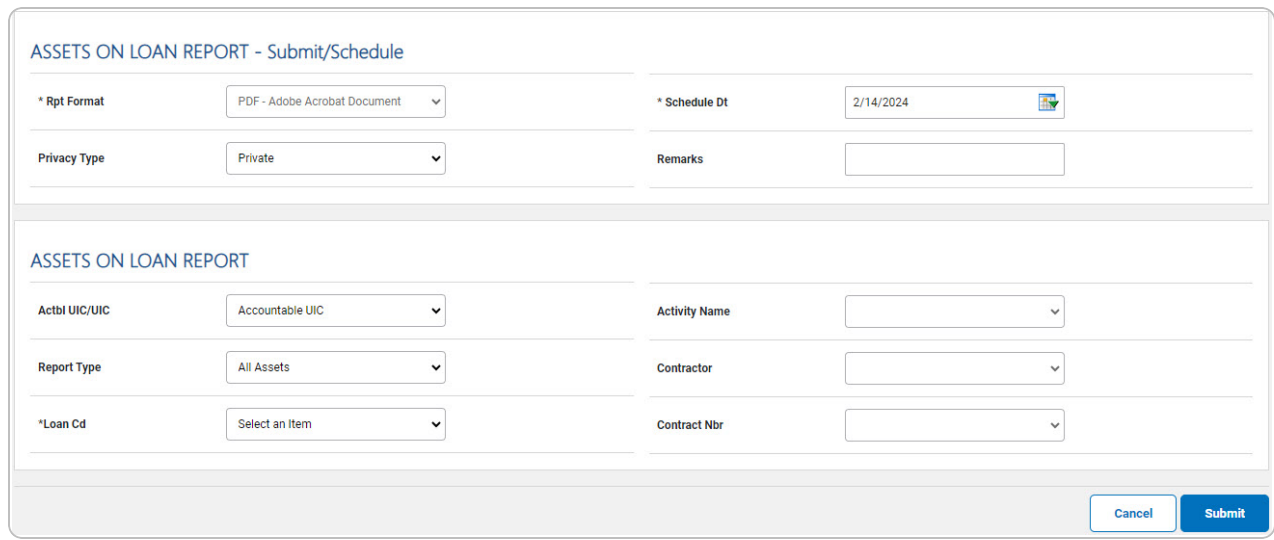
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR24R hyperlink > Assets on Loan Report - Submit/Schedule page



Procedures

Submit or Schedule an Assets on Loan Report

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


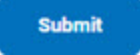
1. Select the WPHRR24R hyperlink. The **Assets on Loan Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Assets on Loan Report grid.



Help Reference Guide

- A. Use  to select the Loan Cd.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.



Schedule a Custodian Asset Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0101R hyperlink > Custodian Asset Report - Submit/Schedule page

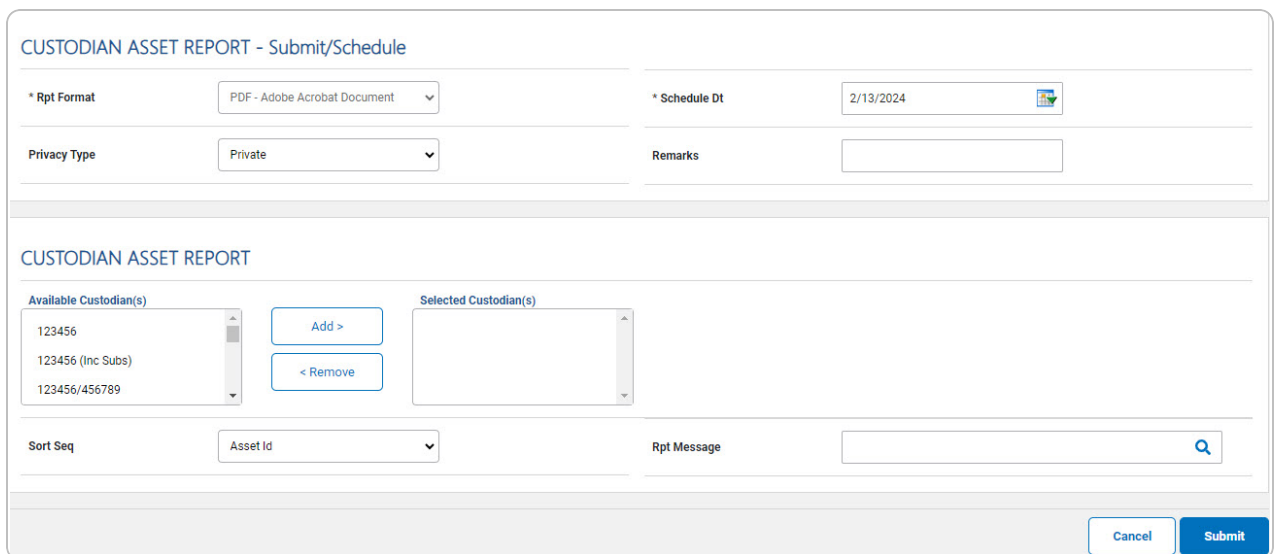
Procedures

Submit or Schedule a Custodian Asset Report



Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Select the WPHRR0101R hyperlink. The **Custodian Asset Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.



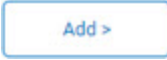
3. Complete the Custodian Asset Report grid.
- A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

Helpful Tip



To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.

To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

- B. Select . *The custodian(s) appear in the Selected Custodian(s) field.*

Helpful Tip



If a custodian was added inadvertently, select the incorrect custodian, and

select . The custodian returns to the Available Custodian(s) list.

4. Select . *The **Reports Manager – Schedule Transaction Status** page appears.*




Schedule an Increase Decrease Actions Report

Navigation

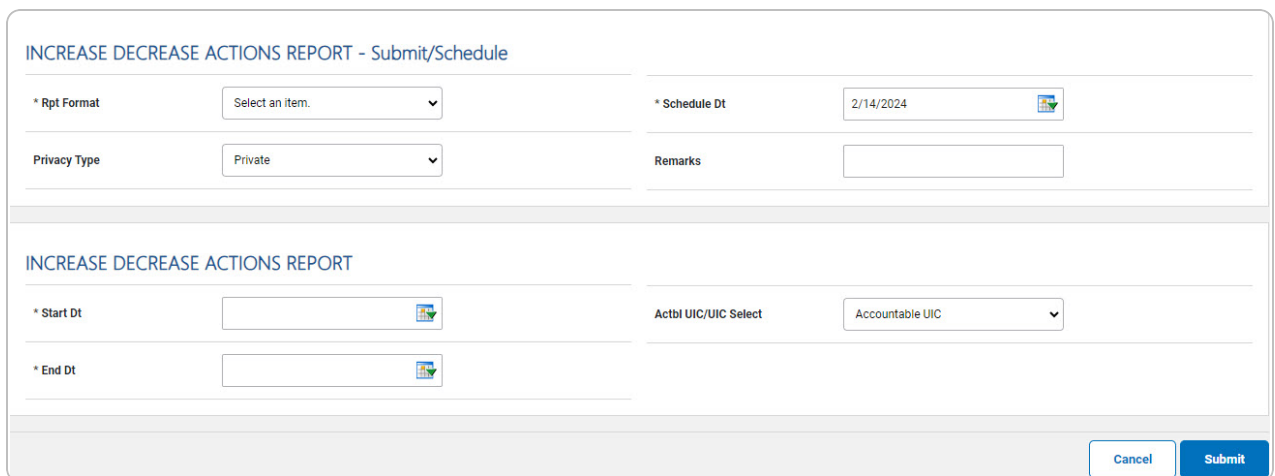
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR06R hyperlink > Increase Decrease Actions Report - Submit/Schedule page



Procedures

Submit or Schedule an Increase Decrease Actions Report

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




1. Select the WPHRR06R hyperlink. The **Increase Decrease Actions Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Increase Decrease Actions Report grid.



Help Reference Guide

- A. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule an IUID Registry Submission Report

Navigation

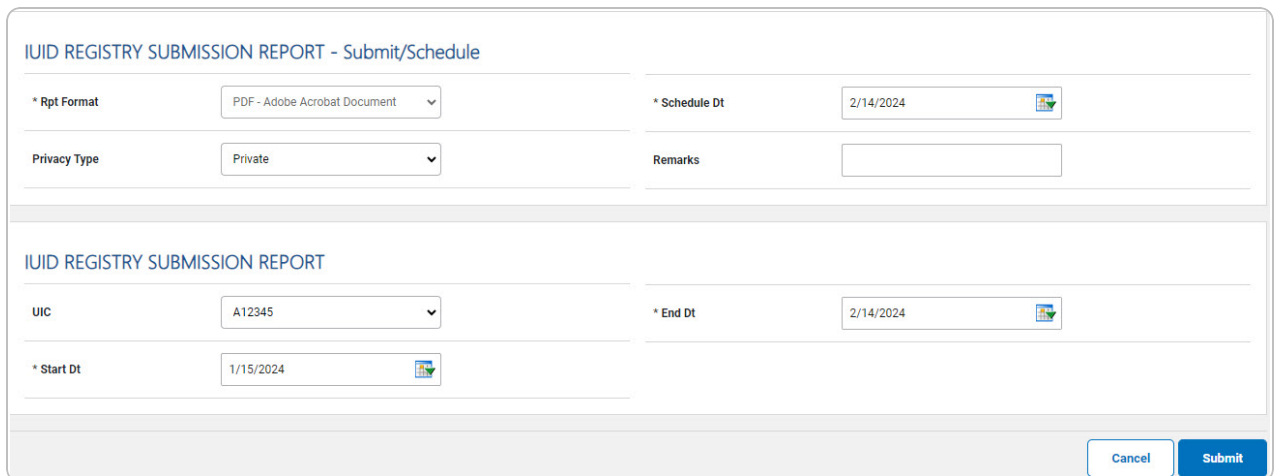
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR25R hyperlink > IUID Registry Submission Report - Submit/Schedule page



Procedures

Submit or Schedule an IUID Registry Submission Report

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




1. Select the WPHRR25R hyperlink. The **IUID Registry Submission Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the IUID Registry Submission Report grid.



Help Reference Guide

- A. Use  to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
 - B. Use  to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a Location Asset Report

Navigation

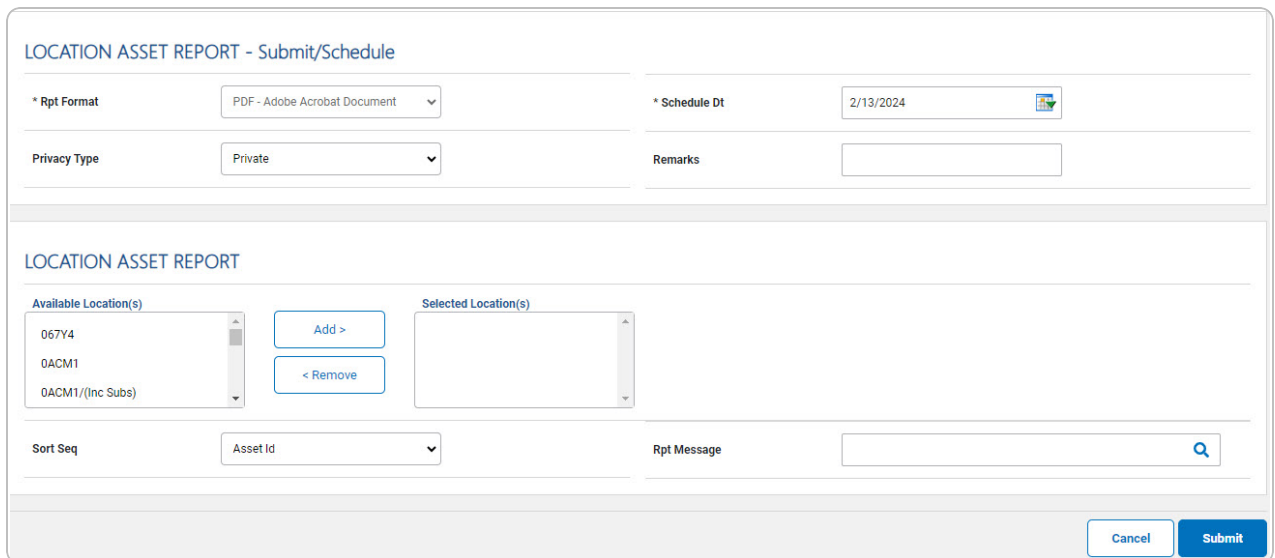
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0401R hyperlink > Location Asset Report - Submit/Schedule page

Procedures



Submit or Schedule a Location Asset Report

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

1. Select the WPHRR0401R hyperlink. The **Location Asset Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.



Help Reference Guide

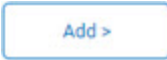
3. Complete the Location Asset Report - Submit/Schedule grid.
- A. Select the location(s) in the Available Location(s) field to use in the report. *The location(s) are highlighted.*

Helpful Tip



To select more than one adjacent location, press and hold the Shift key after selecting the first location. Click the location at the end of the list, then release the Shift key.

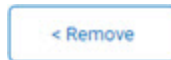
To select more than one individual location, press and hold the Control key after selecting the first location. Click the specific location required, then release the Control key.

- B. Select . *The location(s) appear in the Selected Location(s) field.*

Helpful Tip



If a location was added inadvertently, select the incorrect location, and select



. The location returns to the Available Location(s) list.

4. Select . *The **Schedule Reports Transaction Status** page appears.*




Schedule a Pending Transactions Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08D hyperlink > Pending Transactions Report - Submit/Schedule page

Procedures

Submit or Schedule a Pending Transactions Report

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



1. Select the WPHRR08D hyperlink. The **Pending Transactions Report - Submit/Schedule** page appears.

PENDING TRANSACTIONS REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	3/5/2024
Privacy Type	Private	Remarks	

PENDING TRANSACTIONS REPORT



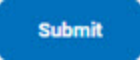
Site Id	NJ-ME	Start Dt	
Actbl UIC	N00024	End Dt	
UIC	All UICs		

2. Complete the Submit/Schedule grid.



Help Reference Guide

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Pending Transactions Report grid.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a Primary Hand Receipt Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR4401R hyperlink > Primary Hand Receipt Report - Submit/Schedule page

Procedures

Submit or Schedule a Primary Hand Receipt Report

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

1. Select the WPHRR4401R hyperlink. The **Primary Hand Receipt Report - Submit/Schedule** page appears.

PRIMARY HAND RECEIPT REPORT - Submit/Schedule

* Rpt Format <input type="text" value="PDF - Adobe Acrobat Document"/>	* Schedule Dt <input type="text" value="2/14/2024"/>
Privacy Type <input type="text" value="Private"/>	Remarks <input type="text"/>




PRIMARY HAND RECEIPT REPORT

All LIN/TAMCN <input checked="" type="radio"/>	UIC <input type="text" value="All UICs"/>
Specific LIN/TAMCN <input type="radio"/>	Para Nbr <input type="text"/>
LIN/TAMCN Range <input type="radio"/>	LIN/TAMCN <input type="text"/>
Multi LIN/TAMCN <input type="radio"/>	Rpt Message <input type="text"/>
Auth Prop Type Cd <input type="text" value="ALL AUTH PROP TYPE CDS"/>	

2. Complete the Submit/Schedule grid.



Help Reference Guide

- A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Primary Hand Receipt Report - Submit/Schedule grid.
- A. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
4. Select . The **Schedule Reports Transaction Status** page appears.




Schedule a PSN Import Status Report

Navigation

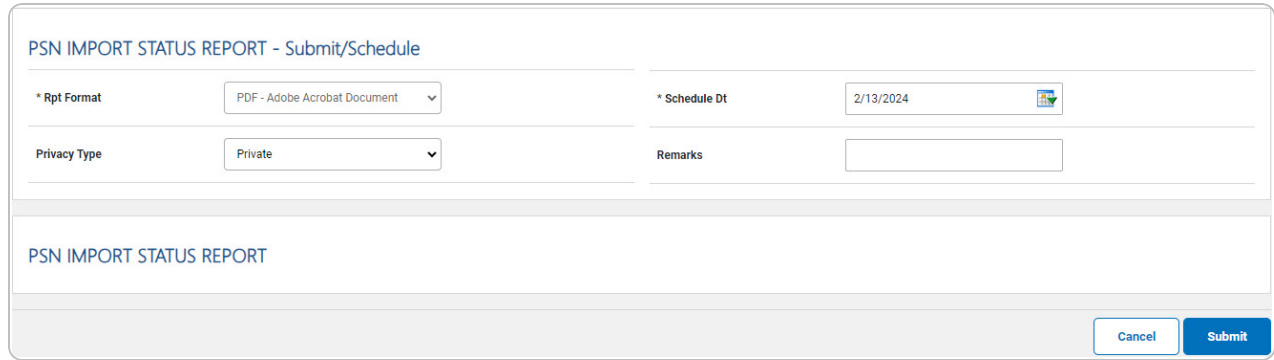
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPSAR01R hyperlink > PSN Import Status Report - Submit/Schedule page



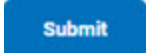
Procedures

Submit or Schedule a PSN Import Status Report

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

1. Select the WPSAR01R hyperlink. The **PSN Import Status Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the PSN Import Status Report grid.
4. Select . The **Reports Manager — Schedule Transaction Status** page appears.

Schedule a Sensitive Asset Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0301R hyperlink > Sensitive Asset Report - Submit/Schedule page

Procedures

Submit or Schedule a Sensitive Asset Report



Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Select the WPHRR0301R hyperlink. The **Sensitive Asset Report - Submit/Schedule** page appears.

2. Complete the Submit/Schedule grid.



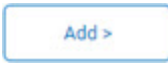
- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Sensitive Asset Report grid.
- A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

Helpful Tip



To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.

To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.


- B. Select . *The custodian(s) appear in the Selected Custodian(s) field.*

Helpful Tip



If a custodian was added inadvertently, select the incorrect custodian, and

select . The custodian returns to the Available Custodian(s) list.

- C. Click to select the Include PILFRBL. *The assets marked as pilferable are included in the report.*
4. Select . *The **Reports Manager – Schedule Transaction Status** page appears.*





Schedule a SUB Hand Receipt Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR4402R hyperlink > SUB Hand Receipt Report - Submit/Schedule page

Procedures

Submit or Schedule a SUB Hand Receipt Report

Selecting at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Select the WPHRR4402R hyperlink. The **SUB Hand Receipt Report - Submit/Schedule** page appears.



SUB HAND RECEIPT REPORT - Submit/Schedule

* Rpt Format	PDF - Adobe Acrobat Document	* Schedule Dt	2/14/2024
Privacy Type	Private	Remarks	

SUB HAND RECEIPT REPORT

All LIN/TAMCN	<input checked="" type="radio"/>	UIC	A12345
Specific LIN/TAMCN	<input type="radio"/>	Para Nbr	
LIN/TAMCN Range	<input type="radio"/>	LIN/TAMCN	
Multi LIN/TAMCN	<input type="radio"/>	Rpt Message	

Available Custodian(s)

- 1111
- DAG001
- KASEY

Selected Custodian(s)

Add All >
Add >
< Remove
< Remove All



Available Location(s)

Selected Location(s)

Add All >
Add >
< Remove
< Remove All

Cancel
Submit

2. Complete the Submit/Schedule grid.

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Complete the Primary Hand Receipt Report - Submit/Schedule grid.

- A. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

4. Select Submit. The **Schedule Reports Transaction Status** page appears.


Schedule a UII Asset Status Report

Navigation

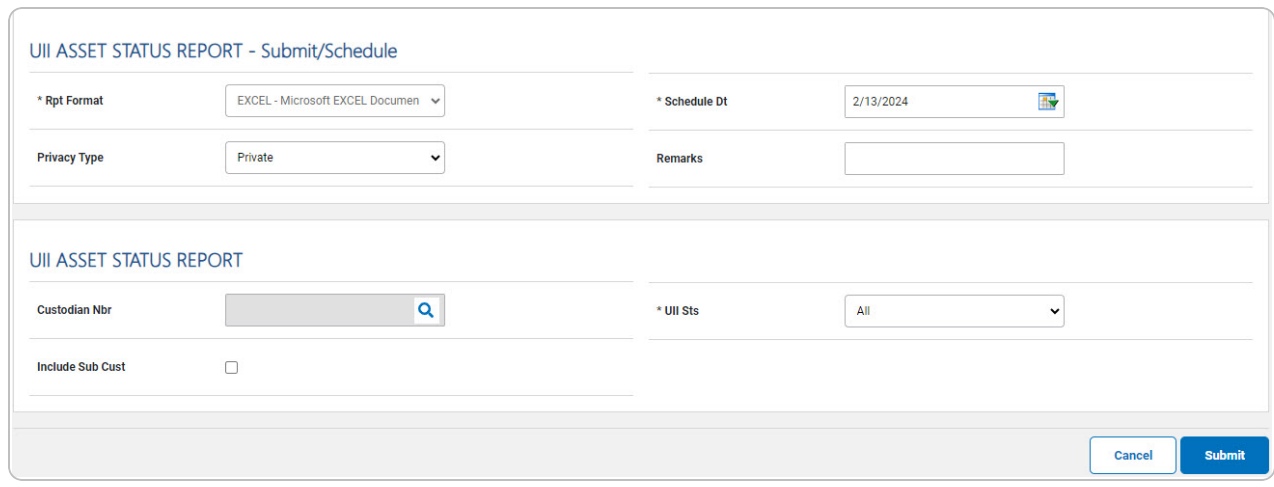
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR36R hyperlink > UII Asset Status Report - Submit/Schedule page



Procedures

Submit or Schedule a UII Asset Status Report

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


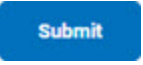
1. Select the WPHRR36R hyperlink. The **UII Asset Status Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the UII Asset Status Report grid.



Help Reference Guide

- A. Use  to select the UII Sts.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a UIT Interface Transaction Report

Navigation

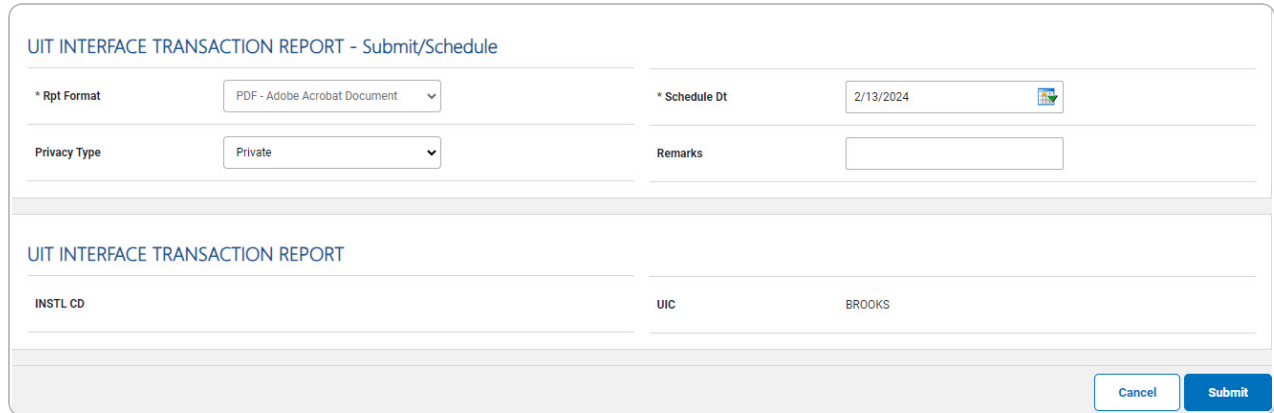
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR18D hyperlink > UIT Interface Transaction Report - Submit/Schedule page



Procedures

Submit or Schedule a UIT Interface Transaction Report

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

1. Select the WPHRR18D hyperlink. The **UIT Interface Transaction Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the UIT Interface Transaction Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a User Property Custodian Report

Navigation

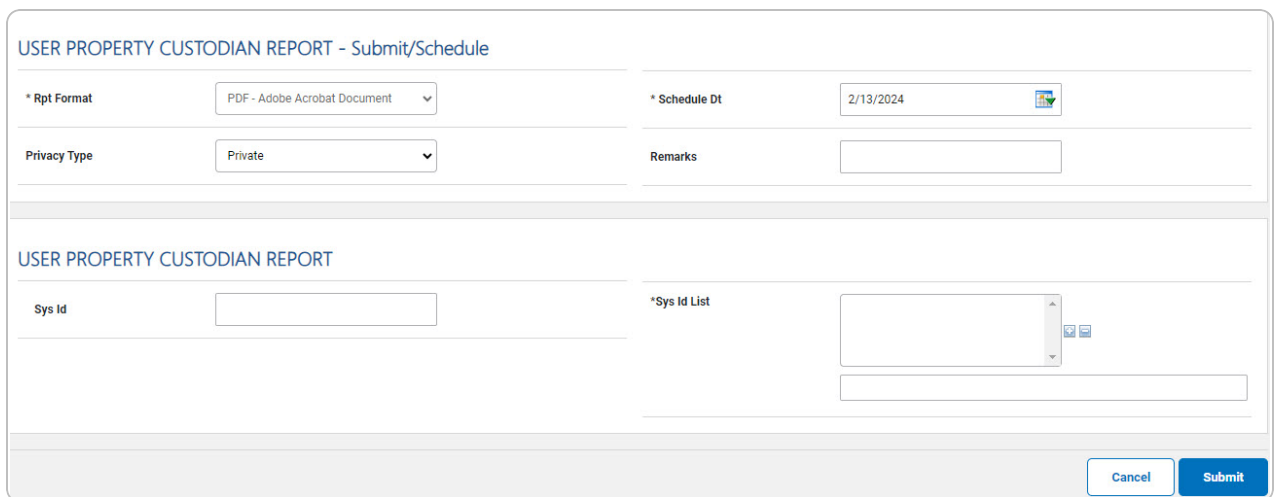
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR3501R hyperlink > User Property Custodian Report - Submit/Schedule page



Procedures

Submit or Schedule a User Property Custodian Report

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


1. Select the WPHRR3501R hyperlink. The **User Property Custodian Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the User Property Custodian Report grid.




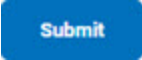
Help Reference Guide

- A. Select . The SYS ID(s) appear in the SYS ID List field.

Helpful Tip



If a SYS ID was added inadvertently, select the incorrect SYS ID, and select . The SYS ID is removed from the list.

- B. Repeat Step 6 until all the chosen SYS ID(s) appear in the SYS ID List field.
4. Select . The **Reports Manager – Schedule Transaction Status** page appears.





Search for Schedule Authorization Reports — Results

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Authorization > Reports Manager — Schedule - Authorization Search Results page

Procedures

Schedule an Authorization Report

View **Schedule** Generate Forms

Search Results

Rpt Category:

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgry
WPAUR05R	ASSET AUTHORIZATION REPORT (LIN/TAMCN)	Online - User Initiated, ...	Authorization
WPAUR06R	ASSET SUMMARY REPORT	Online - User Initiated, ...	Authorization
WPAUR03R	AUTHORIZATION REPORT	Online - User Initiated, ...	Authorization
WPAUR24R	FSM Auth Mgt On-Hand Report	Online - User Initiated, ...	Authorization

Select the desired report hyperlink. *The report page opens, with applicable fields available.*




Schedule an Asset Authorization Report (LIN/TAMCN)

Navigation

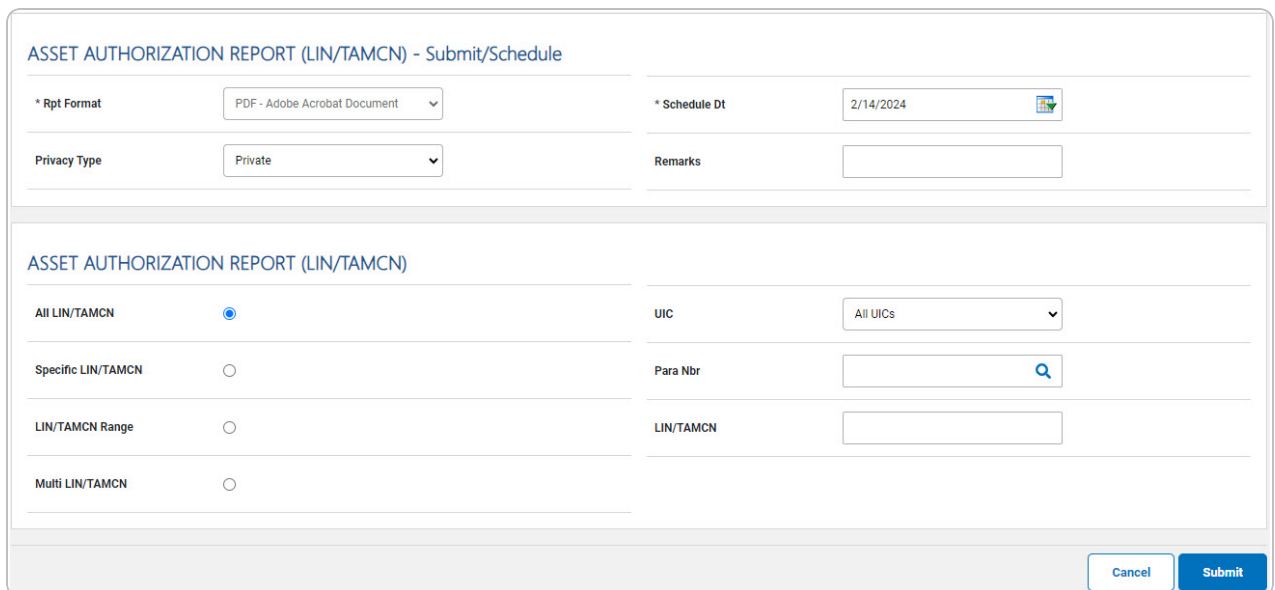
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR05R hyperlink > Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page

Procedures

Submit or Schedule an Asset Authorization Report (LIN/TAMCN)

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



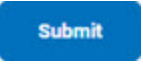
1. Select the WPAUR05R hyperlink. **The Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page appears.**



2. Complete the Submit/Schedule grid.



Help Reference Guide

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Asset Authorization Report (LIN/TAMCN) grid.
4. Select . The **Schedule Reports Transaction Status** page appears.




Schedule an Asset Summary Report

Navigation

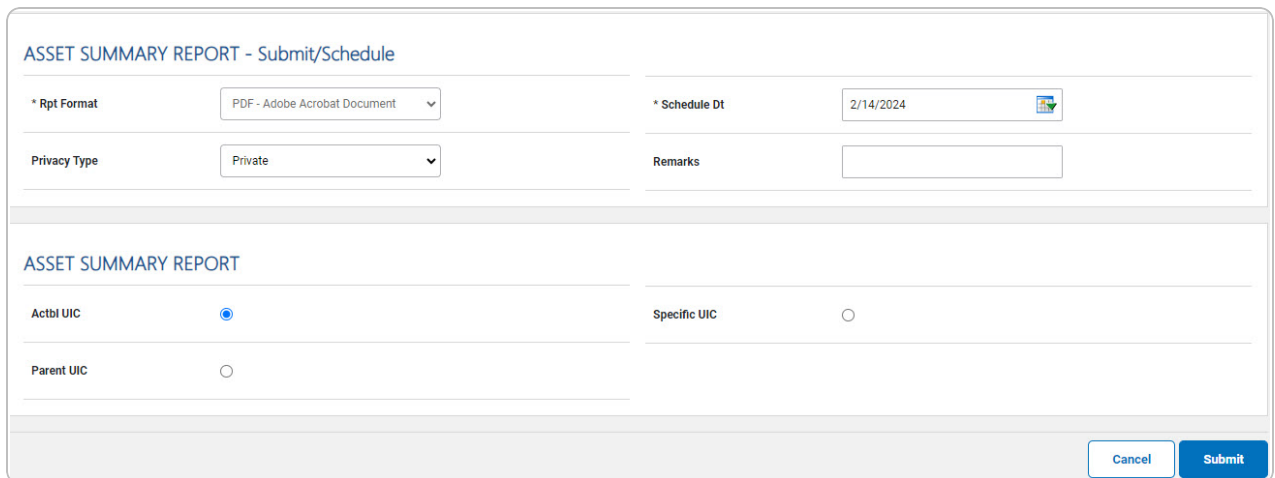
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Result > RPT CTGRY > Authorization > WPAUR06R hyperlink > Asset Summary Report - Submit/Schedule page

Procedures

Submit or Schedule an Asset Summary Report

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

1. Select the WPAUR06R hyperlink. **The Asset Summary Report - Submit/Schedule page appears.**



ASSET SUMMARY REPORT - Submit/Schedule

* Rpt Format: PDF - Adobe Acrobat Document

* Schedule Dt: 2/14/2024

Privacy Type: Private

Remarks:



ASSET SUMMARY REPORT

Actbl UIC:

Specific UIC:

Parent UIC:

Buttons: Cancel, Submit

2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Asset Summary Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.



Schedule an Authorization Report

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR03R hyperlink > Authorization Report - Submit/Schedule page

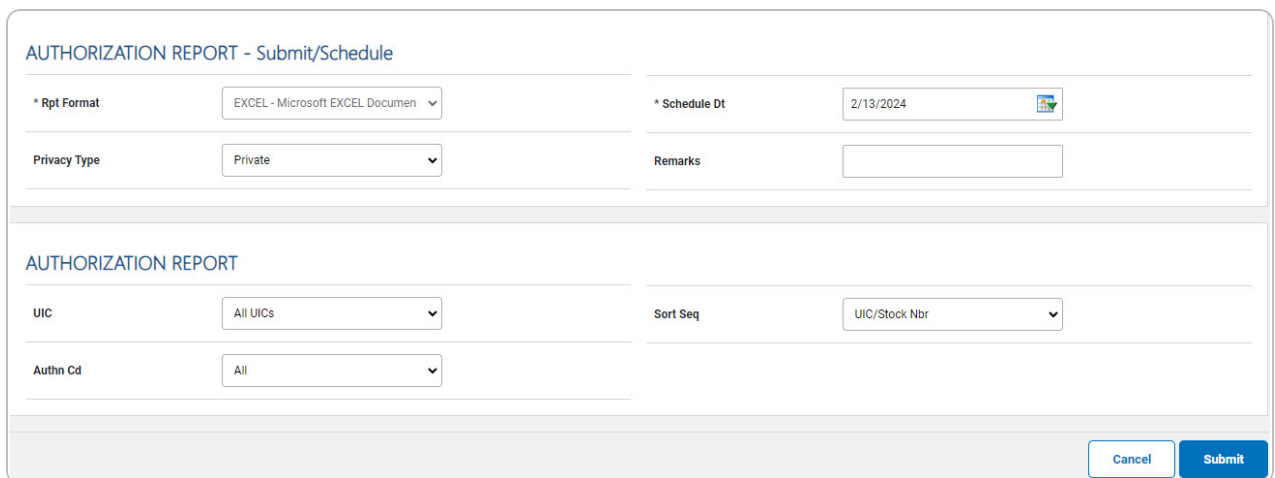
Procedures



Submit or Schedule an Authorization Report

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

1. Select the WPAUR03R hyperlink. The **Authorization Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Authorization Report grid.



Help Reference Guide

4. Select . The **Reports Manager – Schedule Transaction Status** page appears.




Schedule a FSM AUTH MGT On-Hand Report

Navigation

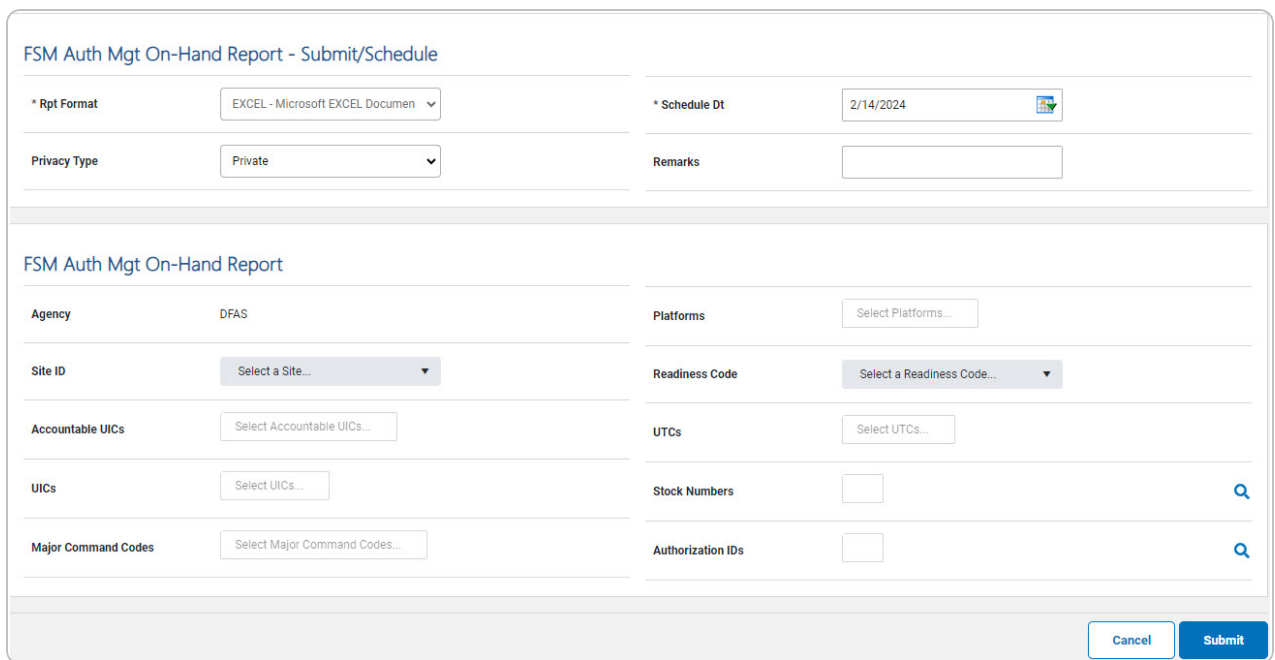
Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR24R hyperlink > FSM AUTH MGT On-Hand Report- Submit/Schedule page

Procedures

Submit or Schedule a FSM AUTH MGT On-Hand Report

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



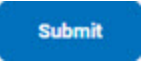
1. Select the WPAUR24R hyperlink. The **FSM AUTH MGT On-Hand Report - Submit/Schedule** page appears.



2. Complete the Submit/Schedule grid.



Help Reference Guide

- A. Use  to select the Rpt Format.
- B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the *FSMAUTH MGT On-Hand Report grid*.
4. Select . The **Schedule Reports Transaction Status** page appears.





Search for Schedule Maintenance and Utilization Reports — Results

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Maintenance and Utilization > Reports Manager — Schedule - Maintenance and Utilization Search Results page

Procedures

Schedule a Maintenance and Utilization Report

View **Schedule** Generate Forms

Search Results

Rpt Category: Maintenance and Utilization

Rpt Id	Rpt Name	Rpt Type	Rpt Ctgr
WPHRR30R	CONTRACT REPORT	Online - User Initiated, ...	Maintenance and Utilization

Select the desired report hyperlink. *The report page opens, with applicable fields available.*




Schedule a Contract Report

Navigation



Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Maintenance and Utilization > WPHRR30R hyperlink > Contract Report - Submit/Schedule page

Procedures

Submit or Schedule a Contract Report

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

1. Select the WPHRR30R hyperlink. The **Sub Hand Receipt Report - Submit/Schedule** page appears.

2. Complete the Submit/Schedule grid.
 - A. Use  to select the Rpt Format.
 - B. Use  to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.
3. Complete the Contract Report grid.



Help Reference Guide

- A. Use  to select the Site.
4. Select . The **Schedule Reports Transaction Status** page appears.

