Search for Update Inventory Data — Criteria

Overview

The Property Accountability module Update Inventory Data process allows the ability to search for assets to update for a specific inventory.

Navigation

Inventory > Update Inventory > Update Inventory Data Search Criteria page

Procedures

Search for Update Inventory Data — Criteria

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 optional fields.

    *   Select the Asset Management Type.
    *   Select the Accountable Type.

2. Select [Search]. *The **Update Inventory Data Search Results** page appears.*

Search for Update Inventory Data — Results

Navigation

Inventory > Update Inventory > Search Criteria > **Search** > Update Inventory Data Search Results page

Procedures

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

Selecting **Deselect All** deselects the checked entries. Selecting **Select All** selects all present entries.

Search for Update Inventory Data — Results

1. Select **Search** . *The Update Inventory Data Search Results page appears.*

Search Criteria

Asset Id	Serial Nbr	Loc	Mgt Cd
--	NLTEST12345	--	ENDITEMSERIAL
Stock Nbr	**Custodian Nbr**	**Lot Nbr**	**Non-Actbl / Actbl**
--	--	--	BOTH

Search Results

Select	Asset Id	Serial Nbr	Lot Nbr	Loan Cd	Lease Cd	Suspt Loss Sts Cd	Excs Actn Cd	Cond Cd	Stock Nbr	Item Desc	Cust Nbr	Non-Actbl	Mfr Part Nbr	Mfr Model Nbr	Mfr Name	Loc	Sub Loc	Qty
☐	NLTEST000002	NLTEST12345		G	N	N/A		A	100500000000007	TRANSFER TESTING	STRIKE TEST30	No				MG TEST CO	BUILD 160 SELF 3	1

Cancel | Deselect All | Select All | Continue

2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

3. Select **Continue** . *The Update Inventory Data Selected Rows page appears.*

View the Asset Details

> **Note**
>
>   Bulk assets do not have an Asset Detail hyperlink.

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

View the Asset Details

Navigation

Inventory > Update Inventory > Search Criteria > **Search** > Search Results > ASSET ID hyperlink > Asset Details page

Procedures

View the Asset Details

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

1.   Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

Details

Stock Nbr	100500000000007
Serial Nbr	NLTEST12345
Item Desc	TRANSFER TESTING
LIN/TAMCN	
Asset Id	NLTEST000002
UII	
UIC	ABC123
Custodian Nbr	STRIKE
Lot Nbr	
Expr Dt	
UI	EA
Qty	1
Loc	BUILD 160 SELF 3

Sub Loc	
Acq Cost	$ 100.00
Acq Dt	9/13/2023
Total Cost	$ 100.00
Type Asset Cd	G
Cond Cd	A
Asset Level Cd	EI
Asset Cd	K
Sys Id	
Doc Nbr	AAAAAA32582003
Excs Actn Cd	
Mfr Name	MG TEST CO
Mfr Model Nbr	
Mfr Part Nbr	
CAGE Cd	

Non-Actbl	NO
ACC-SFIS Cd	T 20000000000045
Deprn Cd	N
Fund Cd/ASN	08/
Acct Rpt Nbr	
Cptl Cd	A
iRAPT/WAWF Receipt	NO
iRAPT/WAWF Shpmt Id	
Loan Cd	G
Loan Contract Nbr	
Loaning DODAAC/CAGE Cd	

Loan Activity Name	
Loan Start Dt	
Loan End Dt	
Loan Rcvd By	
Loan Rcvd Dt	
Loan Notify Cd	
Mode of Shipment	
TCN	
Shipment Dt	
Shipment Id	
Lease Cd	N
Lease Activity	
Lease Start Dt	
Lease End Dt	

Oblign Doc Nbr	1DPAS932562000
Cntr/PO Nbr	
Owng Cost Center	
Fndng Cost Center	
Deprn Cost Center	
Task Cd	
Deprn Task Cd	
Job Ord Nbr	
Deprn Job Ord Nbr	
Activation Dt	
Deprn Period	0
Deprn Util Prd	

Accumd Deprn	$ 0.00
Deprn SL RebsIn	
Deprn SL Lst RebsIn	
Deprn AB RebsIn	
Deprn AB Lst RebsIn	
Prior Deprn	$ 0.00
Current Mnth Deprn Amt	
Prr Deprn SL RebsIn	
Prr Deprn AB RebsIn	
Deprn Util Svc Life	
Deprn Util Qty	
Prr Deprn Util Qty	
Deprn Period Days	
Write Down Amt	

Fdcry Deprn Mthd Cd	SL
Util Measure Cd	
Authn LIN/TAMCN	
Attachments	No Attachments Available
Attribute(s) Template	
Attribute(s)	
Software Name	
License Desc	
License Details	
License Qty	
License Type	
Start Dt	
End Dt	
Usage Level Cd	
Hosting Environment	
Remarks	SENDING BACK TO ORIGINAL CUSTODIAN - STRIKE

Cancel

2. Select ![Cancel]. *The **Update Inventory Data Search Results** page appears.*

View the Selected Update Inventory Data Rows

Navigation

Inventory > Update Inventory > Search Criteria > [Search] > Search Results > ☐ (desired record) > [Continue] > Update Inventory Data Selected Rows page

Procedures

View the Selected Update Inventory Data Rows

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

1. Select [Continue]. The **Update Inventory Data Selected Row** page appears.

Asset Id	Serial Nbr	Lot Nbr	Loan Cd	Lease Cd	Suspt Loss Sts Cd	Excess Action Code	Cond Cd	Stock Nbr	Item Desc	Cust Nbr	Non-Actbl	Mfr Part Nbr	Mfr Model Nbr	Mfr Name	Loc	Sub Loc	Qty
NLTEST000002	NLTEST12345		G	N	N/A		A	100500000000007	TRANSFER TESTING	STRIKE TEST30	No			MG TEST CO	BUILD 160 SELF 3		1

[Cancel] [Continue]

2. Select [Continue]. The **Update Inventory Data** page appears.

Update Inventory Data

Navigation

Inventory > Update Inventory > Search Criteria > [Search] > Search Results > ☐ (desired record) > [Continue] > Selected Rows > [Continue] > Update Inventory Data page

Procedures

Update Inventory Data

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

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1. Select **Continue**. *The **Update Inventory Data** page appears.*

Asset Data

Asset Id	111111100011
Stock Nbr	0005000739411
Serial Nbr	2233445
Cust Nbr	TEST1
Loc	067Y4
Lot Nbr	
Mgt Cd	A
Non-Actbl / Actbl	Accountable
Current Qty	1
Rcl Last Qty	1
Current Sub Loc	
Rcl Last Loc/Sub Loc	067Y4
Rcl Last Inv Dt	6/28/2023
Rcl User Id	CLEFAIVR

Update

Inv Dt		📅
Inv Qty		
Inv User Id		
Inv Loc		🔍
Cond Cd	A-Svcbl(w/o Qual)	⌄
Inv Sub Loc		
Incl Cmpn	☐	
Suspt Loss Sts Cd	R -Report of Survey	⌄
Suspt Loss Dt	6/28/2023	📅

Cancel   Update

2. *Verify the Asset Data grid.*

3. *Complete the Update grid.*

> **Helpful Tip**
>
> The recommended format is the first initial of the first name and the first seven characters of the last name.

> **Helpful Tip**
>
> To delete the INV SUB LOC, enter the word "DELETE "in all capital letters into the data field for the INV SUB LOC.

4. Select [Update] . *The **Update Inventory Transaction Status** page appears.*