



Search for a Document Number Range – Criteria

Overview

The Property Accountability module Document Number Range process provides the ability to create and view Document Number Ranges.

Document numbers are unique numbers either automatically assigned by Web DPAS or manually assigned by the user to track a Requisition. They are used for transaction tracking purposes. Additionally, they are used to group assets together when printing Web DPAS forms.

Navigation

Master Data > DOC NBR Range > Document Number Range Search Criteria page

Procedures

Search for a Document Number Range – Criteria

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.

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.

Search Criteria

UIC



2. Select . The **Document Number Range Search Results** page appears.

Search Results

Update	Delete	UIC	Desc	Begin Serial Nbr	End Serial Nbr
Update	Delete	BROOKS	ADD	0001	0002
Update	Delete	BROOKS	LOAN	0750	0753
Update	Delete	BROOKS	ASSET TRANSFER	0800	0850
Update	Delete	BROOKS	LOAN	0900	0999
Update	Delete	BROOKS	INCREASE	1000	1999
Update	Delete	BROOKS	DISPOSITION	2000	2999
Update	Delete	BROOKS	TRANSFER	3000	3999
Update	Delete	BROOKS	UPDATE	4000	4999
Update	Delete	BROOKS	MISC	5000	5999
Update	Delete	BROOKS	LOL	6000	6999
Update	Delete	BROOKS	TRANSFER2	7000	7500
Update	Delete	BROOKS	DISP	7501	8000
Update	Delete	BROOKS	DPAS	8001	8500



Add a Document Number Range

Navigation

Master Data > DOC NBR Range > Search Criteria > > Document Number Range
Add page

Procedures

Add a Document Number Range

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

1. Select . The **Document Number Range Add** page appears.

Add

UIC	BROOKS	*Begin Serial Nbr	<input style="width: 95%;" type="text"/>
*Desc	<input style="width: 95%;" type="text"/>	*End Serial Nbr	<input style="width: 95%;" type="text"/>

- A. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*
 - B. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*
 - C. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*
2. Select . The **Document Number Range Transaction Status** page appears.





Update a Document Number Range

Navigation

Master Data > DOC NBR Range > Search Criteria > > Search Results > Update hyperlink > Document Number Range Update page

Procedures

Update a Document Number Range

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

1. Select the Update hyperlink. The **Document Number Range Update** page appears.

Update

UIC

*Desc

*Begin Serial Nbr

*End Serial Nbr

- A. Update the DESC, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*
- B. Update the Begin SERIAL NBR, entering the revised serial number in the field provided. *This is a 4 numeric character field.*






Help Reference Guide

Note



The End Serial Number must be greater than the Begin Serial Number but not exceed 9999.

- C. Update the End SERIAL NBR, entering the revised serial number in the field provided. *This is a 4 numeric character field.*
2. Select . The **Document Number Range Transaction Status** page appears.



Delete a Document Number Range

Navigation

Master Data > DOC NBR Range > Search Criteria > > Search Results > Delete hyperlink > Document Number Range Delete page

Procedures

Delete a Document Number Range

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

1. Select the Delete hyperlink. The **Document Number Range Delete** page appears.

To complete delete action, select Delete; otherwise, select Cancel

Delete

UIC	<input type="text" value="BROOKS"/>
*Desc	<input type="text" value="ADD"/>
*Begin Serial Nbr	<input type="text" value="0001"/>
*End Serial Nbr	<input type="text" value="0002"/>

- A. Verify the **DESC**.
 - B. Verify the **Begin SERIAL NBR**.
 - C. Verify the **End SERIAL NBR**.
2. Select . The **Document Number Range Transaction Status** page appears.