



## Schedule Reports

1. Navigate to the **Forms-Reports > Schedule Reports** menu path. This function allows the reports to be submitted promptly or scheduled in the future.
2. Select the correct Rpt Category available.
3. Select the Rpt Id hyperlink next to the desired report.
4. Select Schedule Dt from calendar.
5. Select Submit button. Your Report is available in the View tab.

Reports can be generated in Private status or Shared status:

- **Private** - Can be viewed only by the report owner
- **Shared** - Can be viewed by anyone with appropriate access

**View Schedule Generate Form**

**Search Results**

Rpt Category	Rpt Id	
All	All	
ASSETS	Accounting	
AUTHOR	Administration	
CAPITAL	Agency	
CAPITAL	Asset	
CONTRA	Authorization	
CUSTOD	Catalog	
CUSTOD	Interface	
INCREAS	Inventory	
IUID REC	Metrics	
LOCATIO	Security	
NON-AC	Utility	
PENDING	TRANSACTIONS REPORT	

**CUSTODIAN ASSET REPORT - Submit/Schedule**

\* Rpt Format: PDF - Adobe Acrobat Document Privacy Type: Private

\* Schedule Dt: 07/29/2009

Remarks:

**CUSTODIAN ASSET REPORT**

Available Selections: MIKE, RON

Selections:

Include Sub Cust: ☐

Sort Seq: Asset ID

Rpt Message:

**Submit Cancel**



## Generate Forms

A document number must be assigned to generate one of these forms.

1. Navigate to the **Forms-Reports > Generate Forms** menu path.
2. On the Search Criteria page, the following fields are available:
  - **Action** – Action type needed to complete form
  - **Print Level** – Print level to sort by
  - **Printed** – Print status
  - **Doc Nbr** – Document number of the action
  - **Date Range To/From** – Specified date range
3. Once all required fields are filled, select the Search button to see the Search Results page

There are two forms:

- **DD Form 1348-1A** - Used for Disposition or Excess (DRMO documentation)
- **DD Form 1150** - Used for Disposal /Turn-Ins, Issue to Custodian, and Transfers



## View Forms

1. Navigate to the **Forms-Reports > View Forms/Rpts** menu path.
2. Select the Search button to view the available reports/forms.

This function allows forms and reports to be retrieved using the following search criteria:

- **Rpt Category** – A specified process/category
- **Rpt Type** – How reports are generated
- **Rpt Status** – Current processing status of the report

**View** **Schedule** **Generate Form**

**Search Criteria**

Rpt Category	All	Rpt Status	All
Rpt Type	System Initiated - User View/No Delete		

**Search** **Reset**

You have two options to view the report or form.

- Select the Rpt Id hyperlink opens the latest report generated
- Select Rpt Name hyperlink returns the list of all stored reports of that report id.

Search Results									
Rpt Id	Rpt Name	Rpt Level	Rpt Ctrgy	Rpt File Size	Rpt Dt/Time	Rpt Owner	Rpt Status	Remarks	
WPACR01M	<a href="#">MONTHLY DEPRECIATION REPORT</a>	ACTBL UIC - LEARN1	ACCT		07/16/2010 12:48	WPACN13	Error		
<a href="#">WPACR27R</a>	<a href="#">BEIS LOA INTERFACE TRANSACTION REPORT</a>	UIC - UIC002	ACCT	3 KB	04/14/2011 8:18	BATCH	Complete	Report scheduled via	
<a href="#">WPACR28D</a>	<a href="#">BEIS EXPENDITURE DATA IMPORT REPORT</a>	UIC - UIC001	ACCT	3 KB	04/26/2011 13:39	BATCH	Complete	Report scheduled via	
WPGLR01	<a href="#">BACKGROUND TRANSACTION RESULTS</a>	UIC - UIC002	ASST		08/05/2010 10:19	CCARPENT	Error		
<a href="#">WPGLR01D</a>	<a href="#">BACKGROUND TRANSACTION RESULTS</a>	UIC - UIC001	ASST	3 KB	05/10/2011 11:16	DWAGNER2	Complete	19490	
<a href="#">WPHRR0102R</a>	<a href="#">CUSTODIAN INVENTORY REPORT</a>	UIC - UIC002	INVT	7 KB	04/22/2011 13:47	APPAULSON	Complete	MC0004	
<a href="#">WPHRR16R</a>	<a href="#">EXCESS INTERFACE EXPORT TRANSACTION REPORT</a>	ACTBL UIC - LEARN1	ASST	7 KB	05/04/2011 12:54	dpasP	Complete		
<a href="#">WPHRR2301R</a>	<a href="#">CUSTOM INVENTORY REPORT INVT</a>	UIC - UIC001	INVT	12 KB	05/04/2011 11:08	APPAULSON	Complete	Inserted via Invento	

**Refresh** **Cancel**

You have two options on this page.

- Selecting the Rpt Id hyperlink opens the report
- The Select checkbox is available to the Rpt Owner. Select this to delete the report from the list.

Details										
Select	Rpt Id	Rpt Name	Rpt Level	Rpt Ctrgy	Rpt File Size	Rpt Dt/Time	Rpt Format	Rpt Owner	Rpt Status	Remarks
<input type="checkbox"/>	<a href="#">WPHRR2301R</a>	CUSTOM INVENTORY REPORT INVT	UIC - UIC001	INVT	12 KB	05/04/2011 11:08	PDF	APPAULSON	<a href="#">Complete</a>	Inserted via Invento

Select All

Deselect All

Delete

Cancel