NFC PROP MANUAL CONDENSED VERSION

PSSB
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1. Personal Property System Overview

The Personal Property System (PROP) is USDA's online database management system. PROP integrates fiscal accounting with property accountability and provides uniform data for managing and controlling accountable and sensitive property.

PROP also has a fleet management module/capability. This includes fleet inventory and recording fleet use and operational costs (amount/cost of fuel, maintenance, repairs, and accidents).

PROP interfaces with USDA's Financial Management Systems. Based on the budget object class code (BOC) assigned to the purchase, the Financial Management Modernization Initiative (FMMI) system establishes a feeder record containing the financial information (purchase document number, acquisition cost, accounting information, and acquisition date) and forwards this information to the PROP Suspense Report. PROP users update the feeder (suspense) record by assigning the specific asset descriptive information and assigning the AG number.

The PROP-FMMI interface records the accounting impact of depreciation, modifications, transfers, and disposals. The FMMI-PROP interface will generate records to PROP for property-related transactions entered directly in FMMI (using a BOC related to accountable property).

In addition to updating property to the PROP database via feeder systems, users also have the capability to record accountable property that was not captured via one of the feeder systems. Using the options provided in the Acquisition/Modify Menu, users can establish a property master directly in PROP. Users should use this when user inadvertently deletes the feeder record or when the assigned BOC on the purchase document is not an accountable property BOC.

PROP Features and Functions

- Allows users to enter, update, and query data in an online environment.
- Maintains a complete audit trail for transactions affecting the master file.
- Tracks property components.
- Tracks the location of property.
- Establishes a depreciation schedule.
- Generates accounting transaction records from online activity.
- Feeds accounting transaction records into agency accounting.
- Provides tailored reporting according to user requirements.
- Maintains records of deleted property masters until purged from the system.

- Maintains a history of maintenance and warranty data for certain types of equipment.

- Maintains a history of feeder master records.

Keyboard Orientation

Program Function keys ([PA], [PF], [F], etc.) are used to execute functions and display specific screens in the system. The special functions of these keys in PROP are displayed at the bottom of each screen. Note: Some PF keys may perform more than one function in PROP and may vary depending on the menu.

PF1 - Used to display the Administrative Menu.

PF2 - Used to execute another request that is the same as the previous request.

PF3 - Used to display the Inquiry Menu.

Used to display the Transaction Menu.

Used to display additional reports at the Reports Generator Menu.

Used to display the Equipment Maintenance Menu.

PF4 - Used to add/display Notes.

Used to display the detail record from a condensed listing.

Used to display the previous Report Generator Menu screen.

Used to display the property history.

PF5 - Used to display the next record.

Used to display the next history record.

Used to modify a newly established master at the Acquisition/Modify Menu.

Used to add or update warranty information at the Acquisition/Modify Menu.

PF6 - Used to display the previous record.

Used to repeat data without having to reenter.

PF7 - Used to add additional accounting lines to the property master.

Used also for a variety of other functions depending on the screen and are described with screen instructions.

PF8 - Used to add the initial accounting line to the property master.

Used to query the next accounting line at the Inquiry Menu.

PF9 - Used to add additional accounting line.

Used to query the previous accounting line at the Inquiry Menu.

PF10 - Used to update the PMIS/PROP data base.

Used to display the property warranty record at the Inquiry Menu.

Used to display a condensed listing.

PF11 - Used also for a variety of other functions depending on the screen and are described with screen instructions.

PF12 - Used to display a record when partial data is keyed in.

Used also for a variety of other functions depending on the screen and are described with screen instructions.

Enter - Used to enter (process) data.

Esc - Used to terminate the session and will display the Enter Next Task Code prompt.

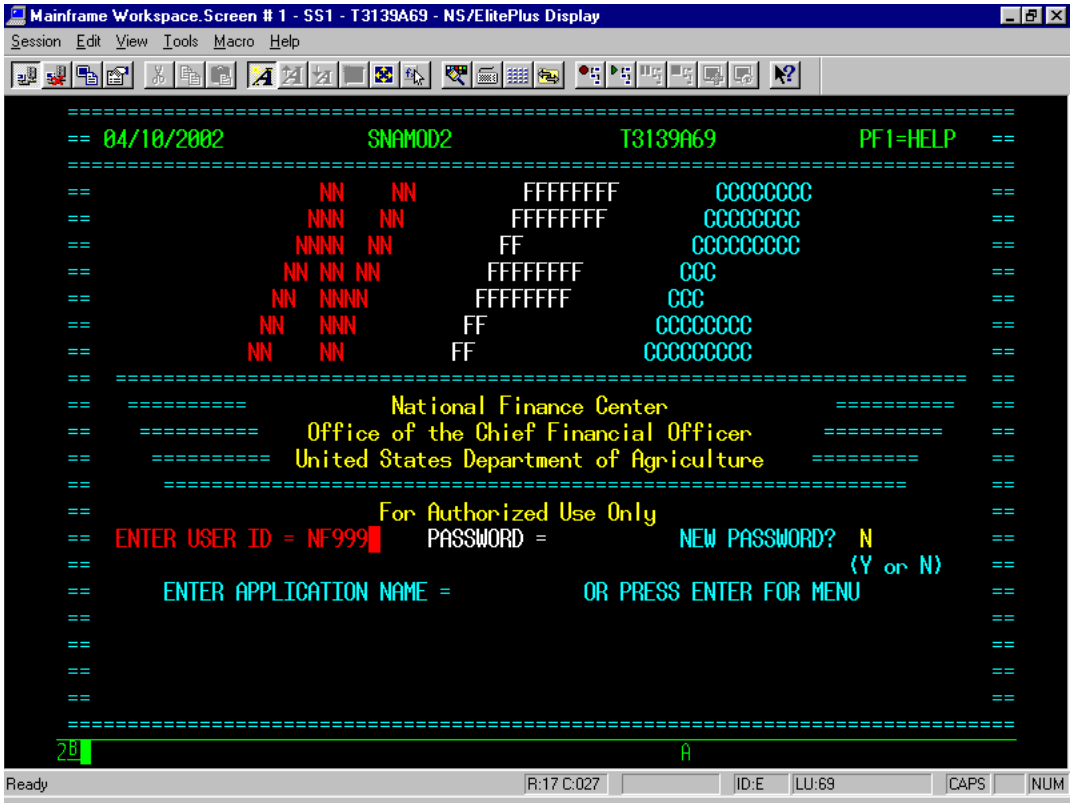
Tab - Used to move the cursor from one field to the next.

System Access

Access security is designed to prevent unauthorized use of systems and databases.

To access PROP, you must (1) have authorized security clearance and (2) use a PC that is connected through your telecommunication network to the mainframe computer operated by NFC.

Users must request access through their agency's Security Officer. Upon proper request NFC will issue a User ID and password for accessing PROP. Note: Access to the NFC mainframe for other systems does not mean that the user has access to the PROP application. Users must specifically request PROP access.

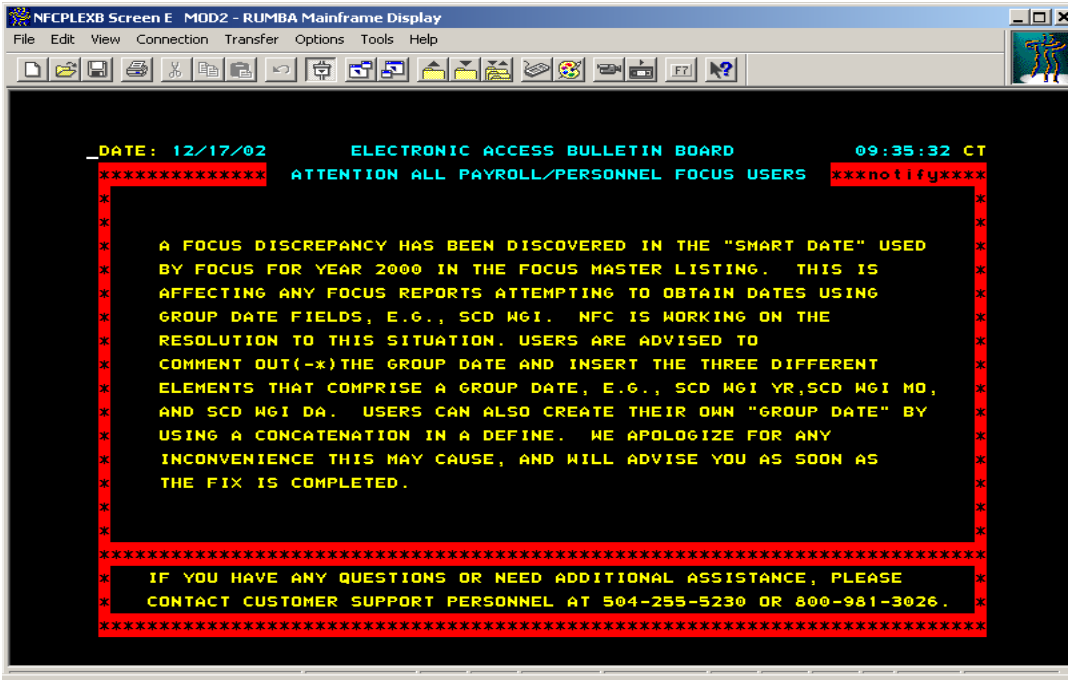


User ID - (required, alphanumeric field; max. of 8 pos.)

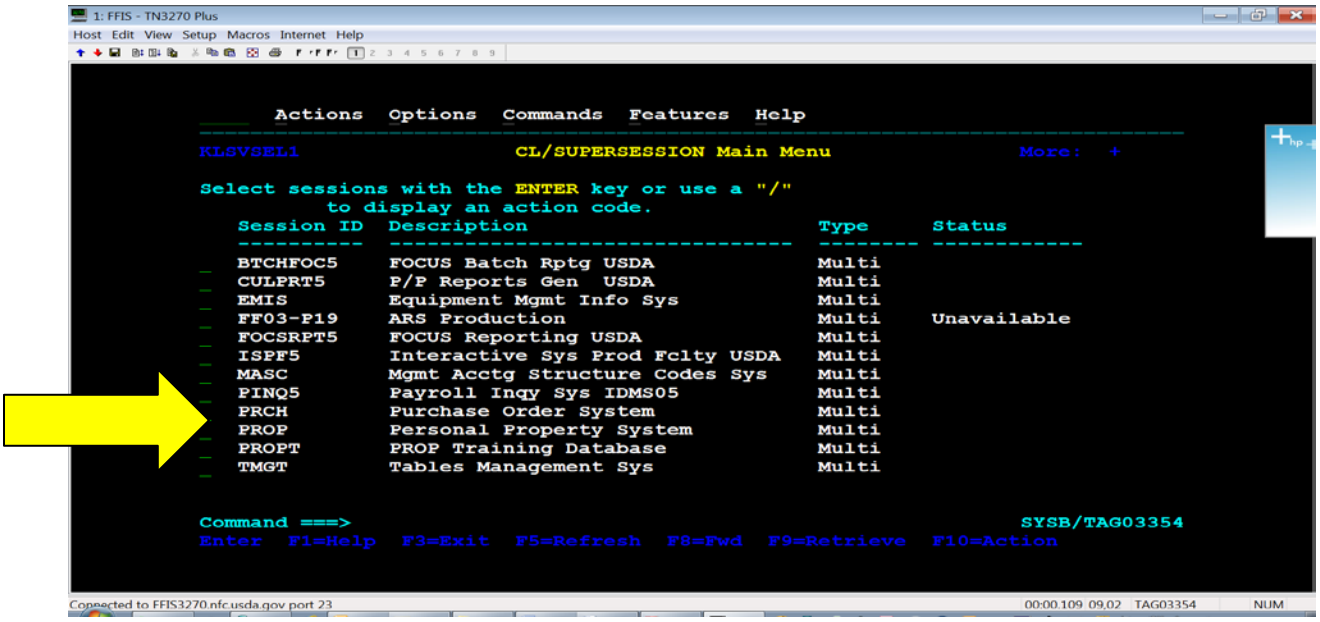
Password - (required, alphanumeric field; 8 pos.). Must contain at least one number; at least one letter (upper case or lower case); and a special character $, @, or #, which occurs between the first and last position. **Passwords expire approximately every 90 days.**

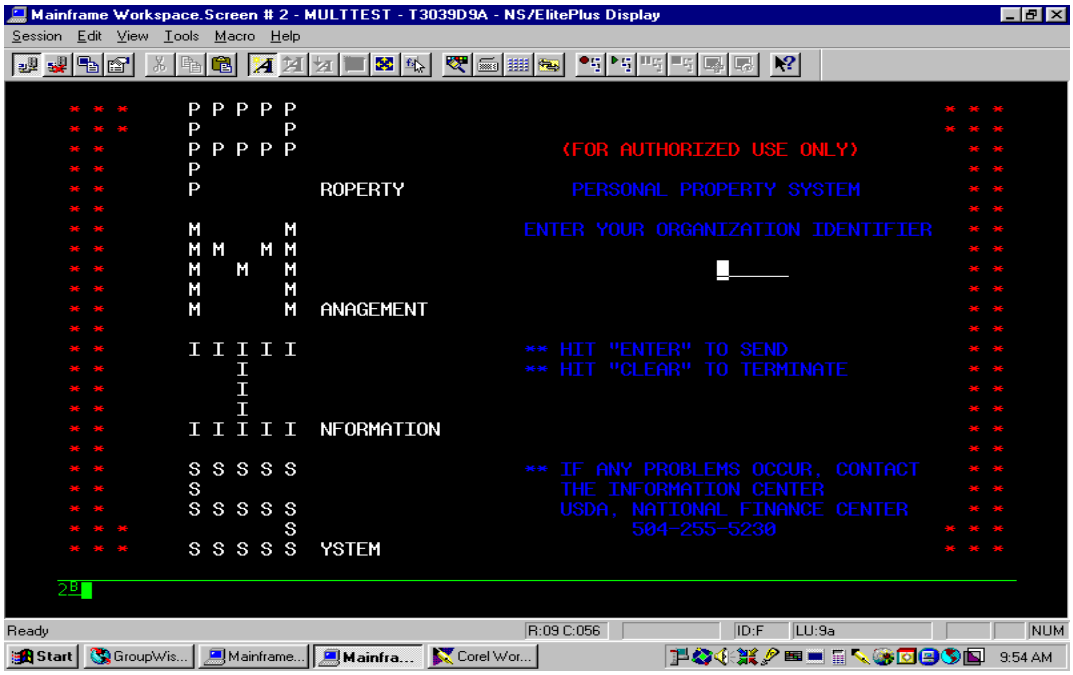
New password - You may change your password at any time, but not more than once daily. You cannot use the same or similar password. NFC will remove a users access for non-use within 60 days.

After entering a valid User ID and password, the system may display the Electronic Bulletin Board (Below) . NFC communicates special system function messages using this area. **Read the message(s) shown and press [Enter]. The CL/SuperSession screen will appear.**



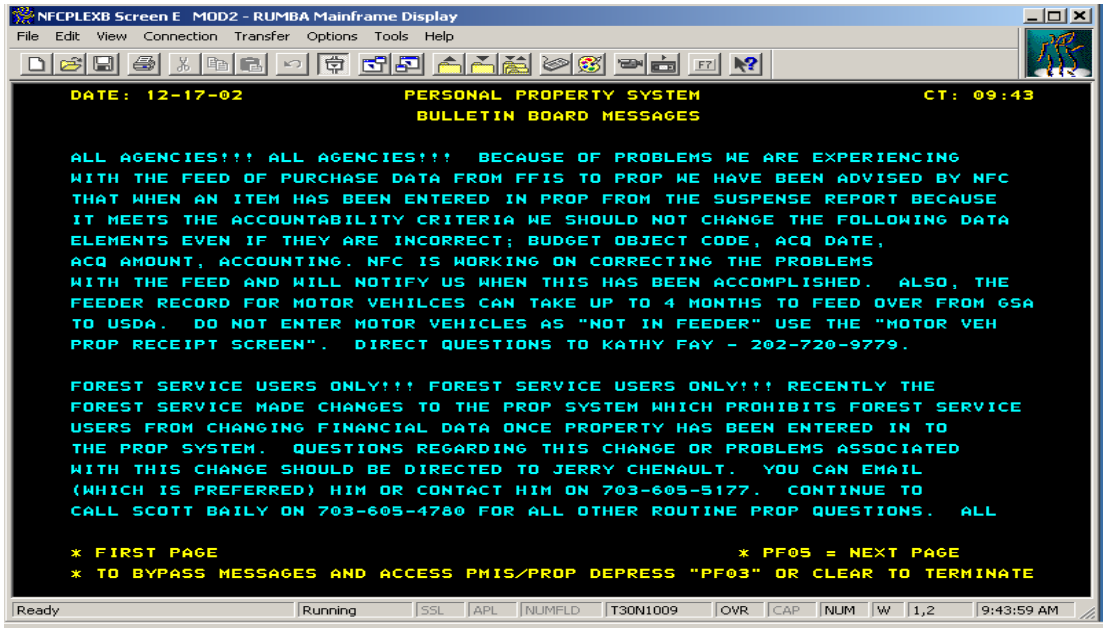
Move the cursor to PROP, press enter. The Property Management Information System/PROP banner screen will be displayed (See below).





Organizational Identifier - (required, alpha field; max. of 6 pos.) : **Key in USDA**, **and press [Enter].**

The Administrative Menu will appear. Note: When Departmental Administration needs to inform you of property related matters, a bulletin board message screen is automatically displayed before the Administrative or Inquiry Menu (See Figure 5). Follow the instructions at the bottom on the bulletin board.



2. Administrative Menu

The Administrative Menu is PROP's main menu and provides six options (See Figure 6). Each of the six options provides a menu of other options used to perform a variety of tasks within the PROP system.

1. Inquiry Menu - provides a menu of options used to query PROP data.

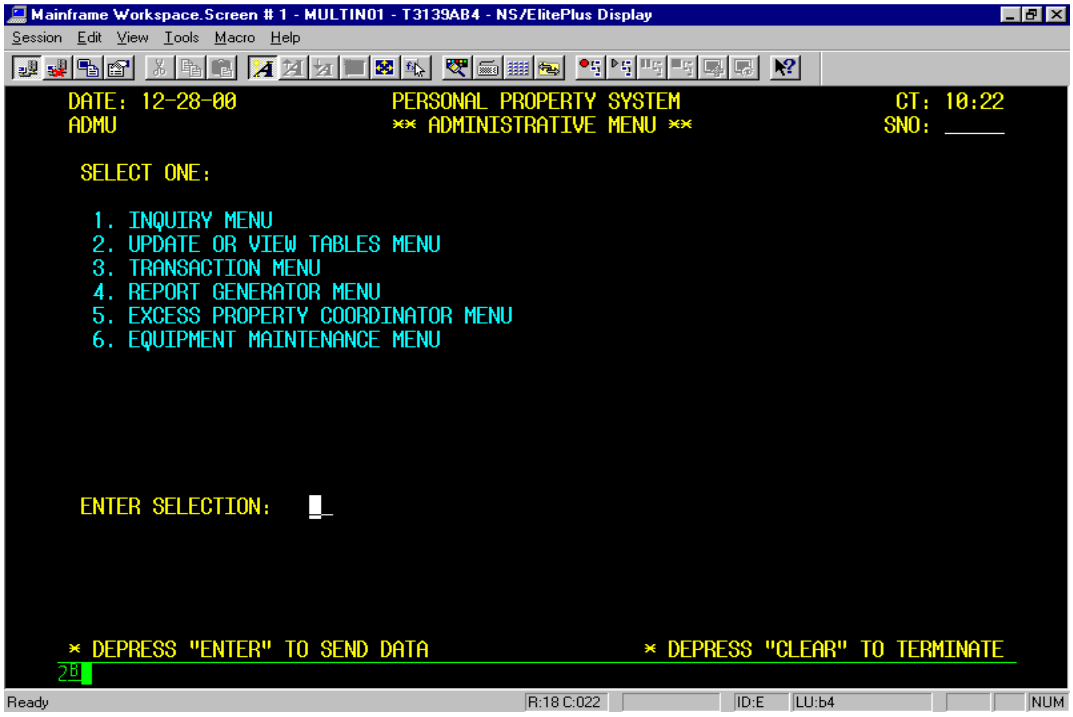
2. Update Or View Tables Menu - provides a menu of options used to validate certain data fields before updating the PROP database. PROP users maintain most tables.

3. Transaction Menu - provides a menu of options used in entering, updating, and reporting property transactions. It also is used to enter and update Accountable Officer (AO) and Property Management Officer (PMO) data.

4. Report Generator Menu - provides a menu of options used to generate preprogrammed reports for property items in the PROP database.

5. Excess Property Coordinator Menu *– is no longer an available option in PROP. This option was used by the Departmental Excess Property Coordinator to control and modify assignment of excess property. This function is now in the Agency Asset Management System (AAMS), a subsystem of GSAXcess.*

6. Equipment Maintenance Menu *– Not used.*



To select an option from the Administrative Menu, key in the option number at the "Enter Selection" prompt or key in the 4-character screen number identifier (SNO) at the

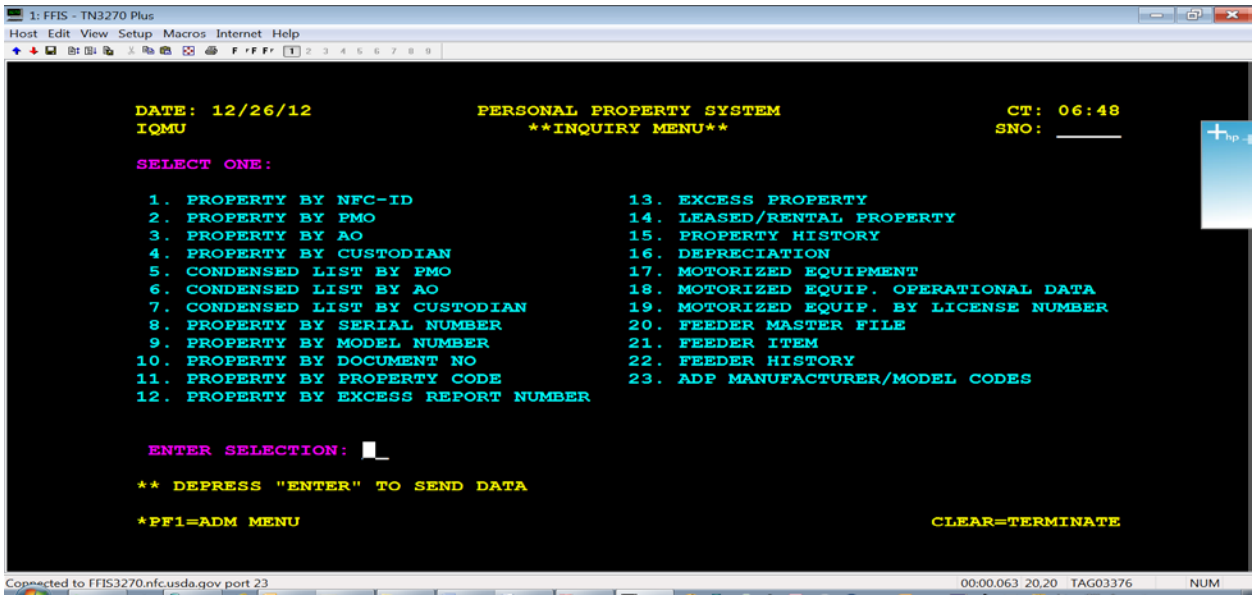
SNO field in the top right corner of the screen.

The SNO's for the PROP Main Menu and Submenus are:

- Administrative (PROP Main Menu) ADMU
- Inquiry IQMU or AD01
- Update or View Tables TBMU or AD02
- Transaction TRMU or AD03
- Reports Generator RPMU or AD04

Note: Each PROP submenu has two identifiers, the menu screen identifier and the task screen identifier. You can use either in the SNO field. To access an option in any of the submenus, enter the two alpha characters identifying the submenu (i.e. IQ for Inquiry), followed by the two-digit option number (i.e., 01 – Property By NFC ID).

3. Inquiry Menu



PROP users have a variety of options to view or search for a property record. We listed all options. Note that we used *Italics* to indicate options that are no longer available or rarely used

1. Property by NFC-ID - NFC ID Number [Enter]. The details of the property item are displayed.

2. Property by PMO - PMO Identifier [Enter]. A listing of the accountable property assigned to the PMO is displayed.

3. Property By AO - AO Identifier [Enter]. A listing of the accountable property assigned to the AO is displayed.

4. Property By Custodian - Custodian Identifier [Enter]. A listing of the accountable property assigned to the custodian is displayed.

5. Condensed List By PMO - PMO Identifier [Enter]. A condensed list of accountable property items assigned to the PMO is displayed. A maximum of seven property items appear on the screen at a time.

6. Condensed List By AO - AO Identifier [Enter]. A condensed list of accountable property items assigned to the AO is displayed. A maximum of seven property items appear on the screen at a time.

7. Condensed List By Custodian - Custodian Identifier [Enter]. A condensed list of accountable property items assigned to the custodian is displayed. A maximum of seven property items appear on the screen at a time.

8. Property By Serial Number - Serial number [Enter]. The details of a property item are displayed. Use [PF12] for partial serial numbers.

9. Property By Model Number - Model number [Enter]. The details of a property item are displayed. Use [PF12] for partial model numbers.

10. Property By Document No. - Document Number [Enter]. The details of a property item are displayed. Use [PF12] for partial document numbers.

11. Property By Property Code - Property Code [Enter]. The details of a property item are displayed. Use [PF12] for partial property codes.

12. Property By Excess Report No. - Excess Report Number (ERN) [Enter]. The details of the excess property item are displayed. Agencies should no longer use this option.

13. Excess Property - Displays a list of all items in excess identified by the FSC and/or state code/condition code. . Agencies should no longer use this option.

14. Leased/Rental Property - AO Identifier [Enter]. Displays all lease or rental property items assigned to the AO.

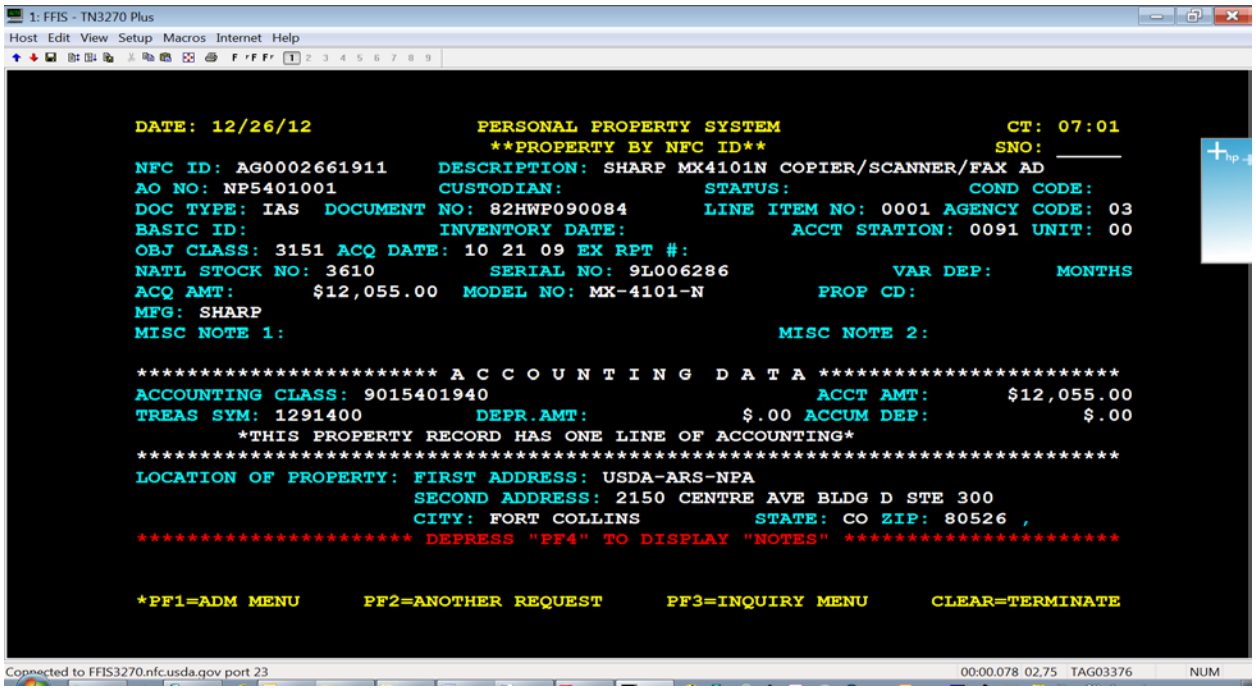
15. Property History - NFC ID number [Enter]. Displays the current detailed property master with subsequent data changes, shown in reverse chronological order.

16. Depreciation - NFC ID number or Doc. Type, Doc. No., and Line No. [Enter]. Depreciation for the corresponding property is displayed.

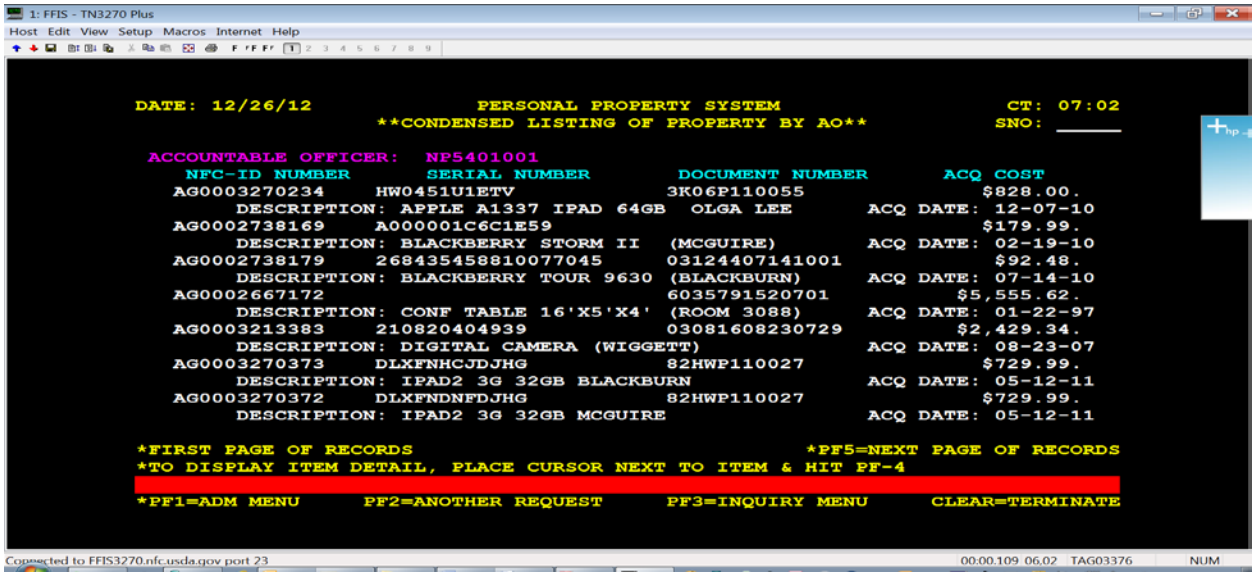
17. Motorized Equipment - NFC ID number [Enter]. The details of the corresponding motorized property item are displayed.

Sample Screen Displays

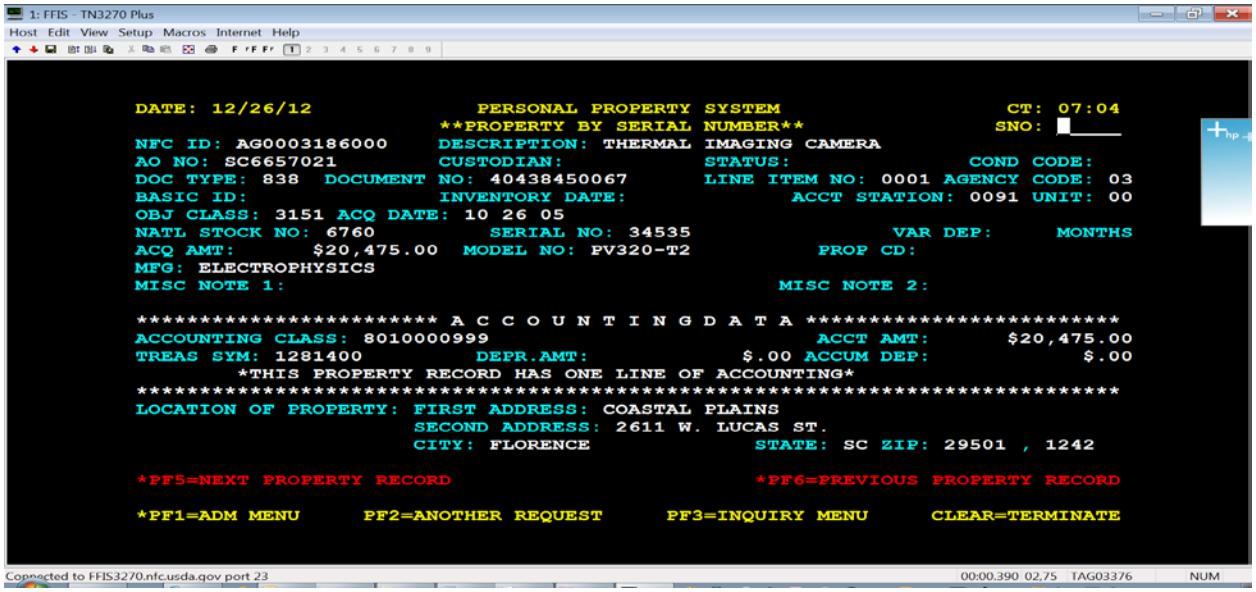
Property by NFC-ID (IQ01) – Enter the NFC-ID number, displays the PROP record



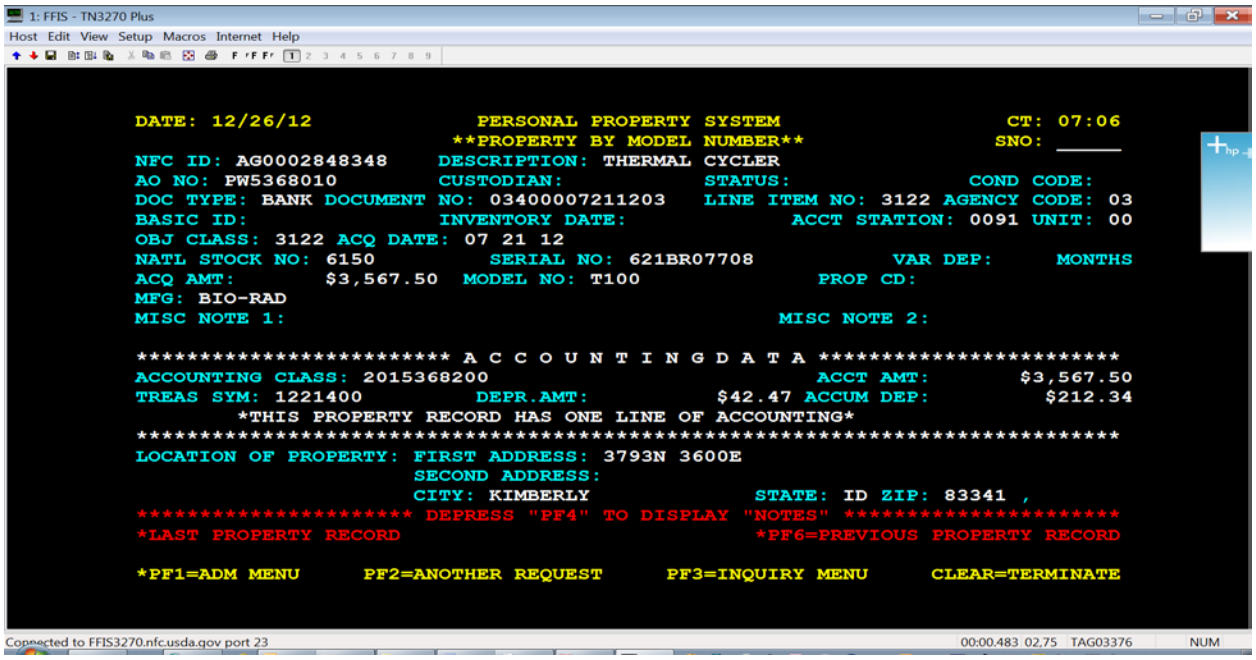
Condensed List by AO (IQ06)- Enter the APO number, displays a list of property records



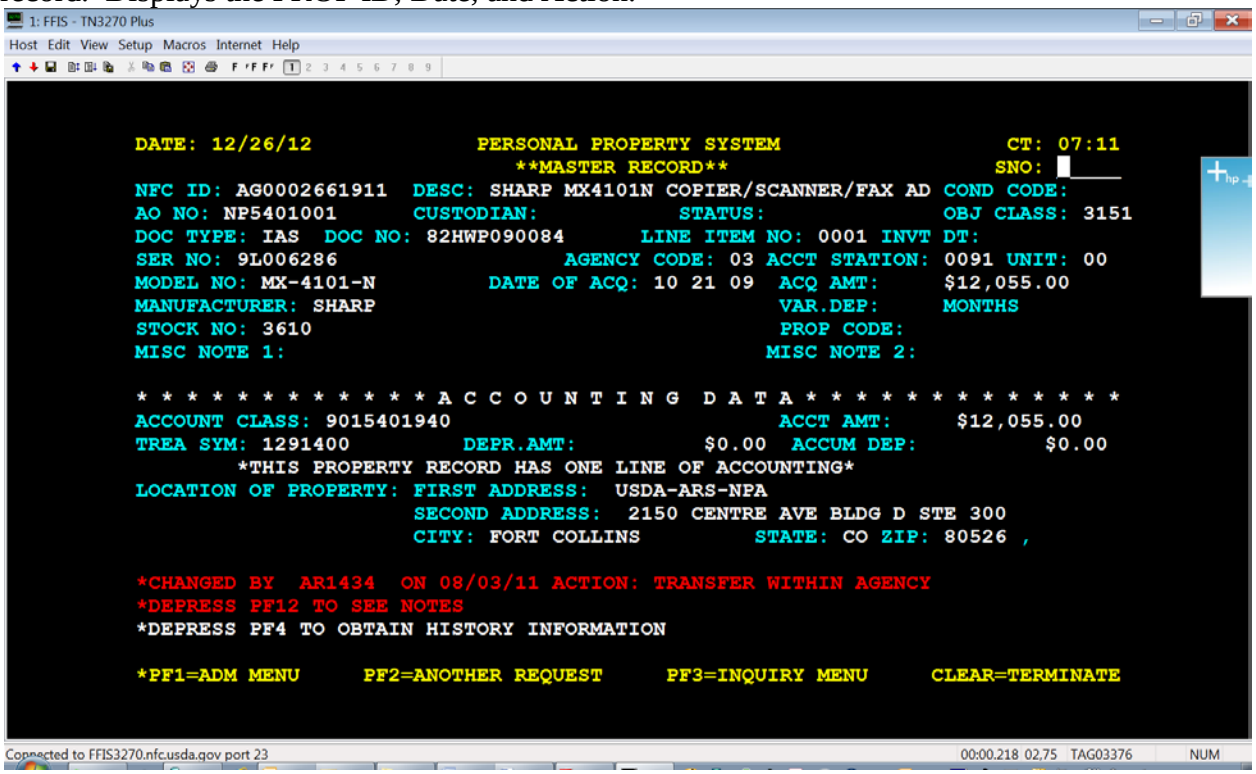
Property by Serial Number (IQ08) - Key in full serial number or partial number. System displays all the records that match the serial or partial. User scrolls through the list.

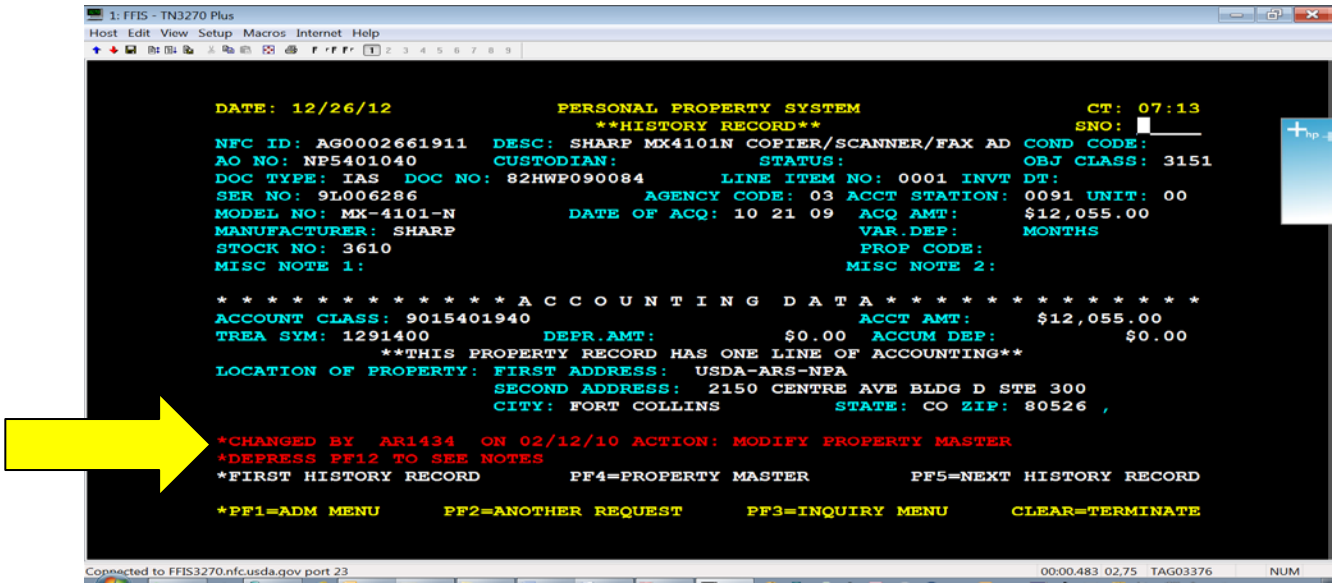


Property by Model Number (IQ09) – Key in full or partial model number. System displays all the records that match the full or partial number. Scroll through the list.

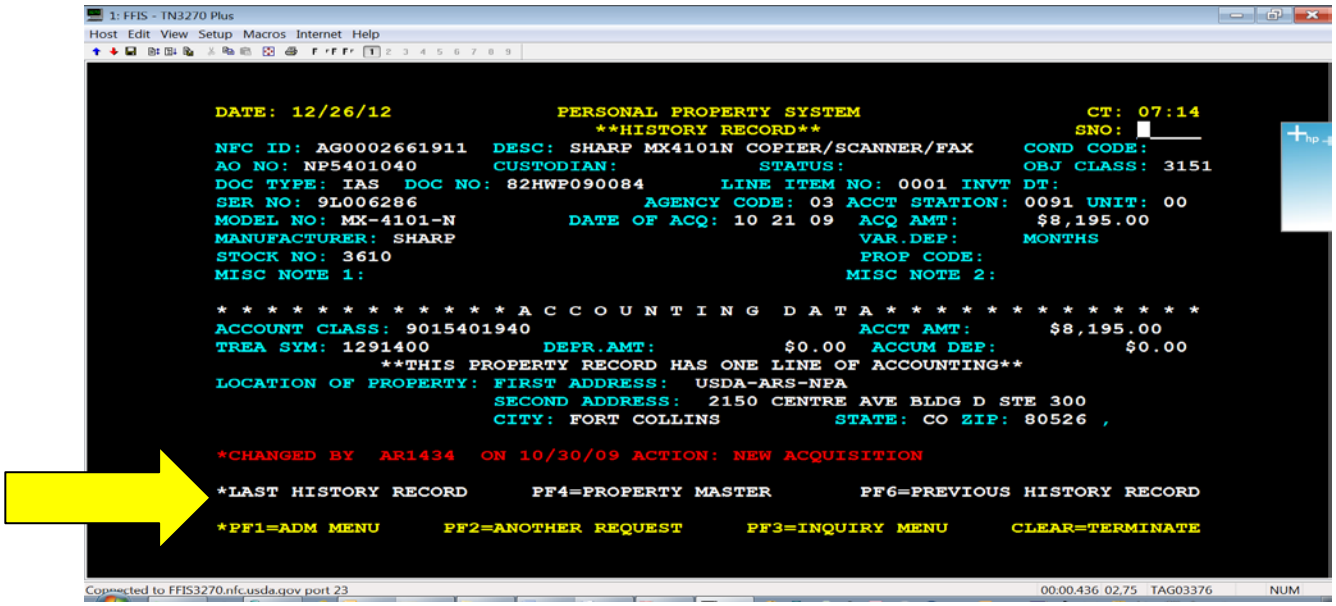


Property History (IQ15) – Enter the NFC-ID. System displays the current to the first property record. Displays the PROP ID, Date, and Action.



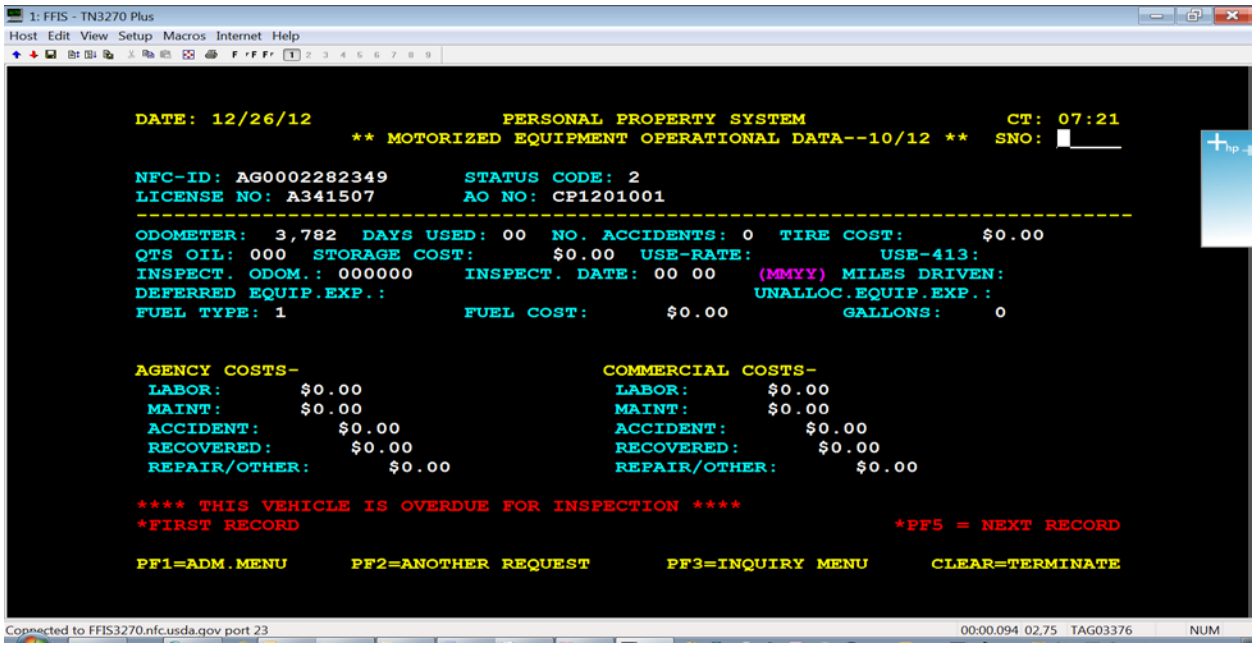


Displays the PROP User, Date, and Action

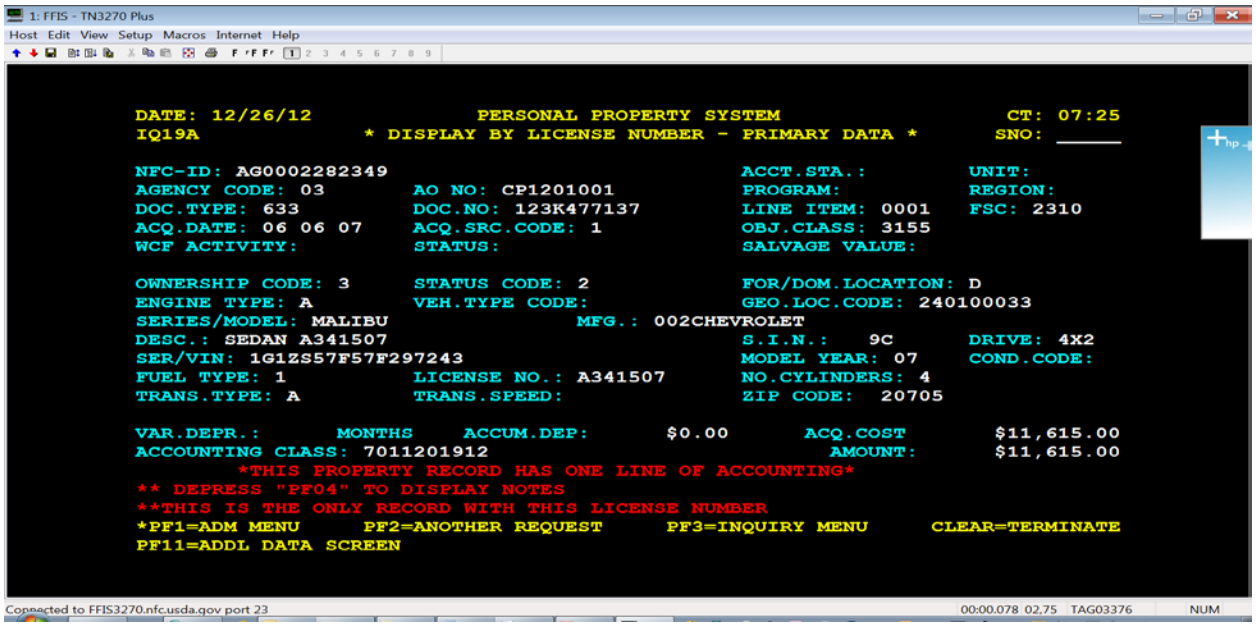


The “last record” will display how the asset was added to the inventory, such as new, new not in feeder, found, etc.

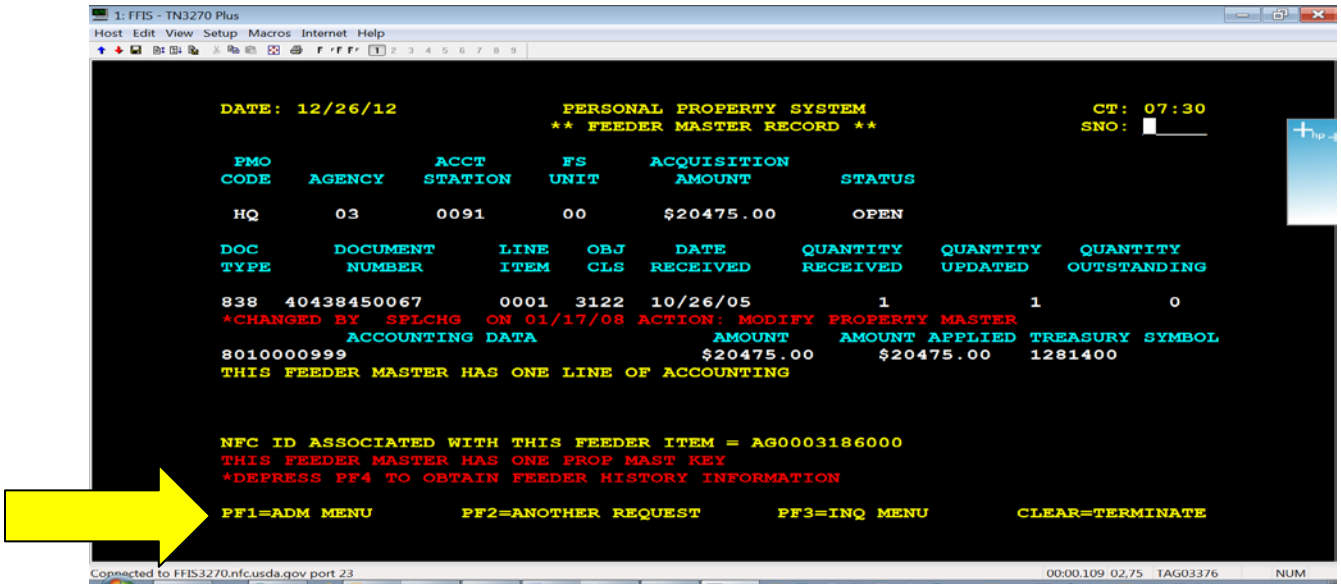
Motorized Equipment Operational Data (IQ18) – Key in the NFC-ID and few all the operational records associated with the vehicle. System displays in order of most recent record.



Motorized Equipment by License Number (IQ19) – Key in License Plate Number.



Feeder History (IQ22) – Key in the acquisition document. System displays the financial data and the NFC-ID associated with the record.



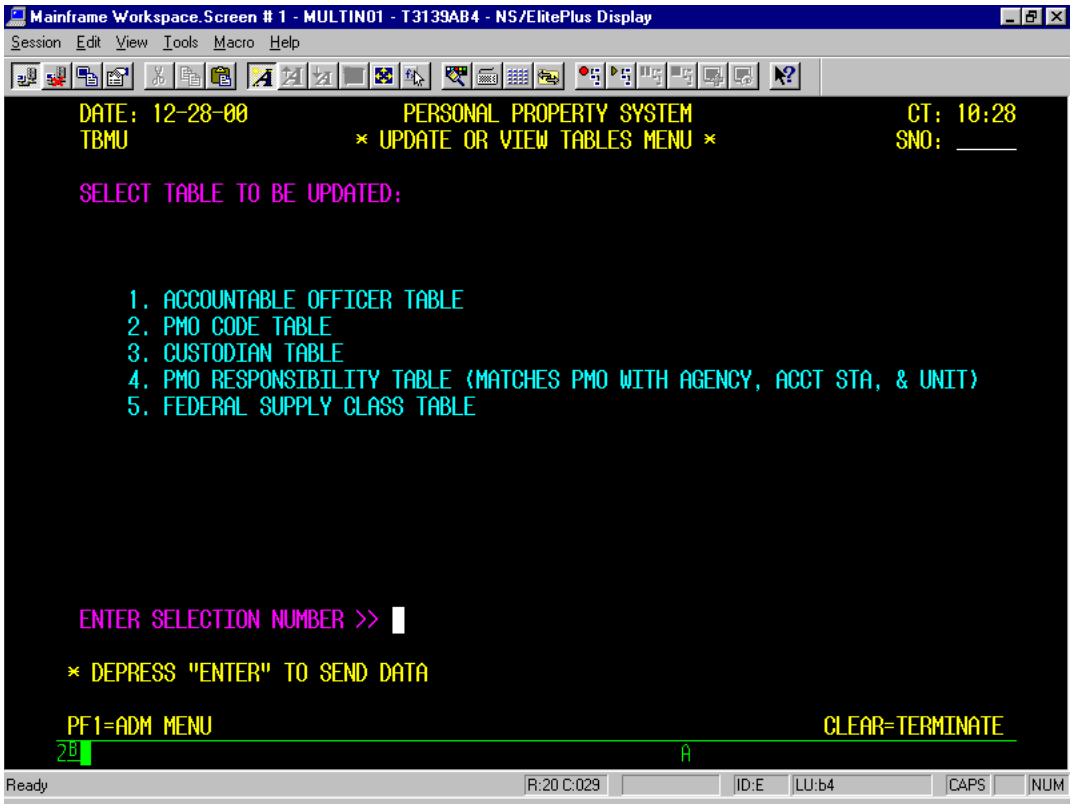
4. Tables Menu

Update or View Tables Menu is option 2 on the Administrative Menu. This option is used to validate certain data fields prior to updating the PROP database. The PROP users maintain tables 1 and 2. The PROP user does not maintain table 5, Federal Supply Class Table and should not use this option.

Each agency designates Property Management Officers (PMO) and Accountable Officers (AO. The agency grants these individuals with authority over the property owned and/or controlled by the agency.

PMO - Has management authority at the agency level. They are responsible for the development and implementation of agency policies, procedures, and standards consistent with departmental regulations, for the effective utilization, accountability, control, and disposition of agency property.

AO - Accounts for property assigned to their organizational area of responsibility, i.e., management official.

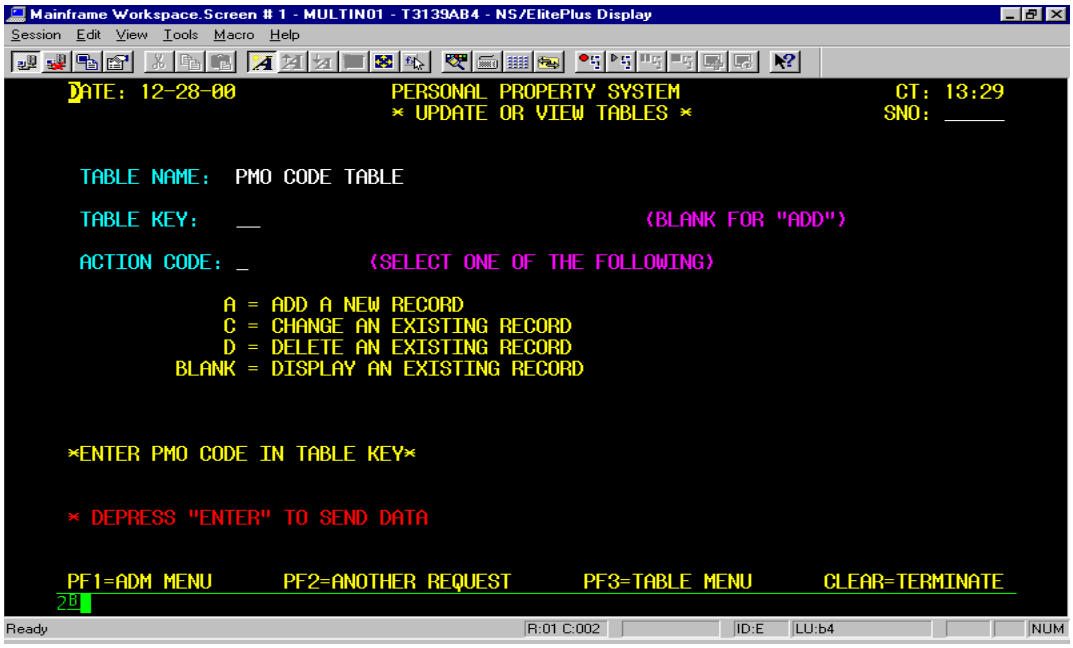


The Accountable Officer and the Property Management Officer allow the user to establish a new number or code, change, delete, or display an existing master record.

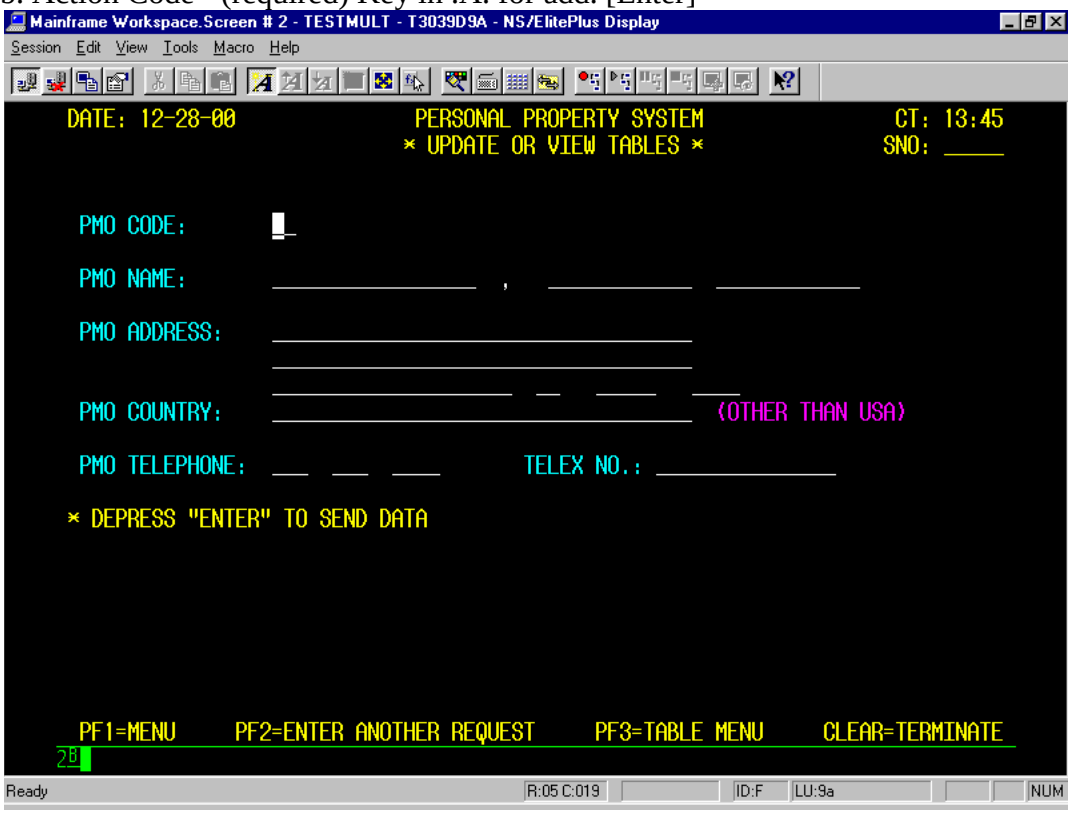
PMO Code Table (Reserved for HQ or BSC)

Adding a New PMO Record

Select Option 2 from the Update Or View Tables Menu Press [Enter]. The PMO Code Table prompt screen is displayed. Complete the required fields.



a. Table Key - Leave blank for the add action.
b. Action Code - (required) Key in .A. for add. [Enter]



The PMO Code Update or View Table screen is displayed. Complete the required fields.

a. PMO Code - (required, alphanumeric field, 2 pos.). Key in the two position code.

b. PMO Name - (required, alphanumeric field; max. of 41 pos.). Key in the PMO's last name (17 pos.) [Tab], first name (12 pos.) [Tab], and (optional) middle name or initial [Tab].

c. PMO Address - (required, alphanumeric field, 101 pos.). Key in the PMO's street or P.O. Box. An entry is required only on the first address line [Tab]. Key in city, state, and zip code [Enter]. Press PF2 to return to the PMO Code Update or View Table screen.

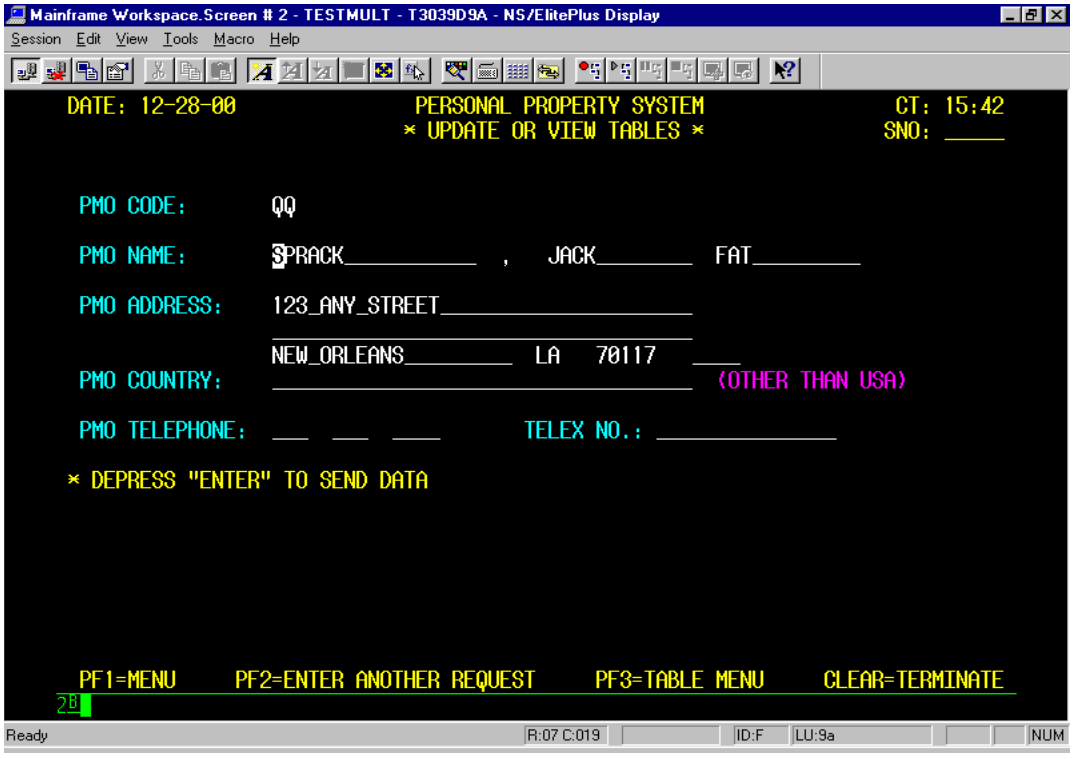
Note: PMO Country only needs to be entered if other than USA, PMO Telephone number should always be entered, and enter the Fax number in the Telex field.

Changing an Existing PMO Record

At the PMO Code Update or View Table prompt screen , complete the required fields.

a. Table Key - (required) Key in the PMO code of the record to be changed.[Tab]

b. Action Code - (required) Key in .C. to change an existing record [Enter]. The PMO Code change screen will appear.



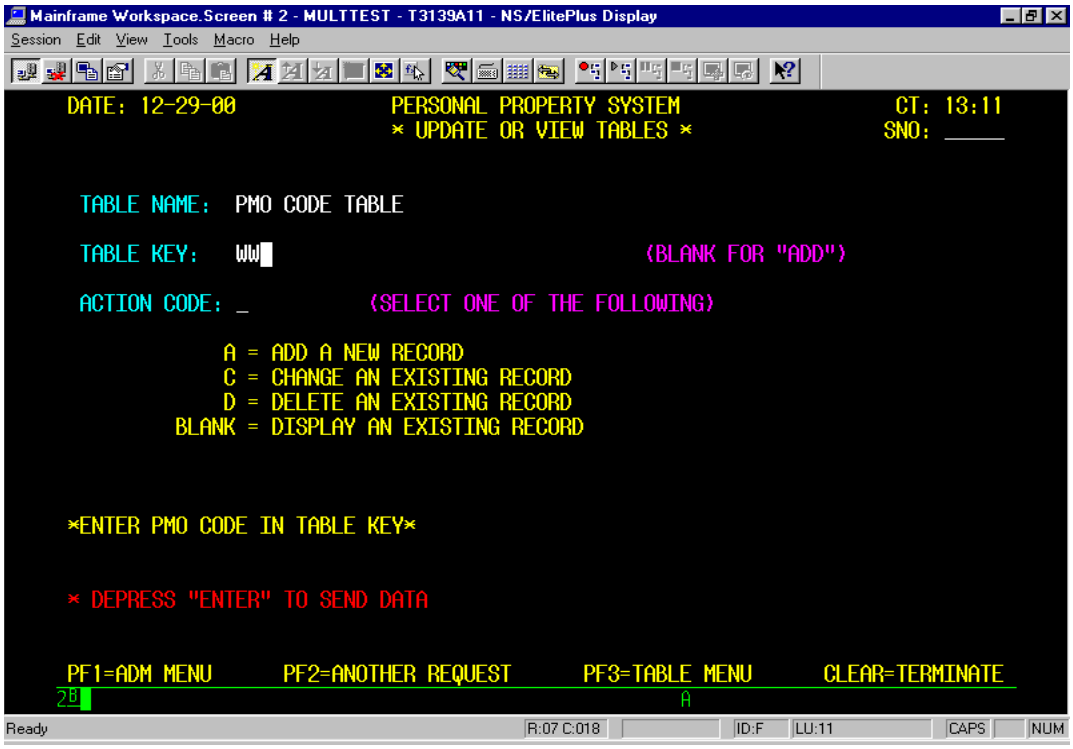
Key in the new data (i.e., remove the PMO's middle name and add a telephone number). Press [Enter] to update the record. Press PF2 to return to PMO Code Table screen.

All fields may be changed with the exception of the PMO code.

Displaying an Existing PMO Record

At the PMO Code Update or View Table prompt screen, key in the PMO code (required entry) to display the existing PMO record. Press [Enter]. The Action Code field is left blank for this action.

A screen similar to Figure 10 is displayed. To display another PMO record, press [PF2] and repeat the process.



Deleting an Existing PMO Record

At the PMO Code Update or View Tables prompt screen (Figure 8), complete the required fields.

a. Table Key - (required) Key in the PMO code of the record to be deleted. [Tab]

b. Action Code - (required) Key in .D. to delete an existing record [Enter]. The PMO Code table will appear.

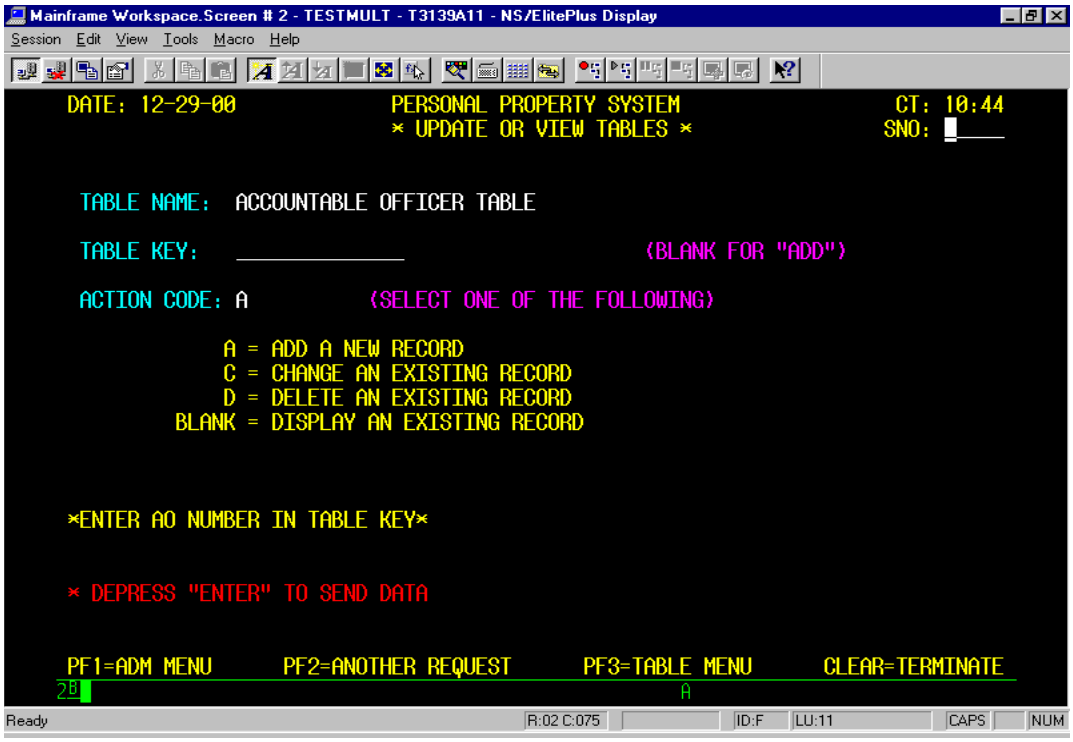
Carefully view the screen to ensure this is the correct PMO record to be deleted. If this is the record to be deleted, press [PF4] and the message Record Successfully Deleted is displayed at the bottom of the screen. Press [PF3] to return to the Tables Menu.

Note: If the PMO code has property assigned to it, the system will not allow you to delete the PMO record. When [PF4] is pressed, the message Record Cannot Be Deleted While PMO Has Property On Master File is displayed at the bottom of the screen.

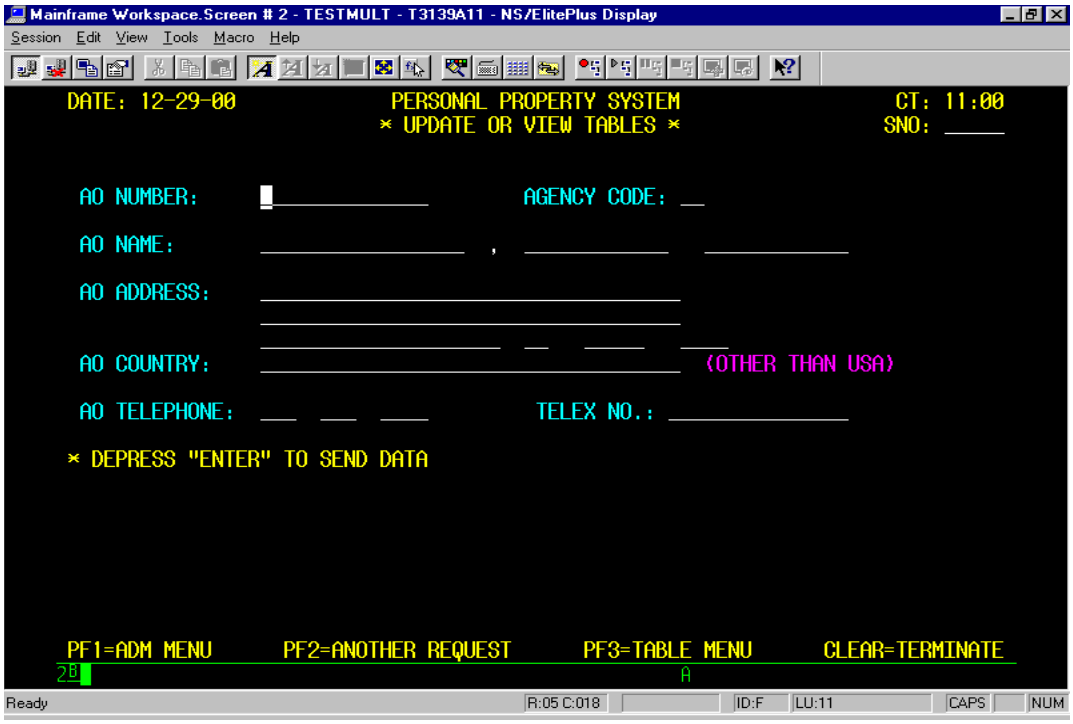
AO Records

Adding A New AO Record

Select Option 1 from the Update or View Tables Menu (Figure 7). The Accountable Officer Table will appear.



a. Table Key - Leave blank for the add action.
b. Action Code - (required) Key in .A. for add. [Enter]



The AO Update or View Tables add screen is displayed. Complete the required fields.

a. AO Number - (required, alphanumeric field, max. 14 pos.). Key in the unique AO Number. Note: The first two positions must correlate to the 2-position PMO code.

b. Agency Code - (required) Key in the agency code of the Accountable Officer.

c. AO Name - (required) Key in the AO's last name (17 pos.) [Tab], first name (12 pos.) [Tab], and (optional) middle name or initial [Tab].

d. AO Address - (required) Key in the AO's street address or P.O. Box. An entry is required only on the first address line [Tab]. Key in city, state and zip code [Enter].

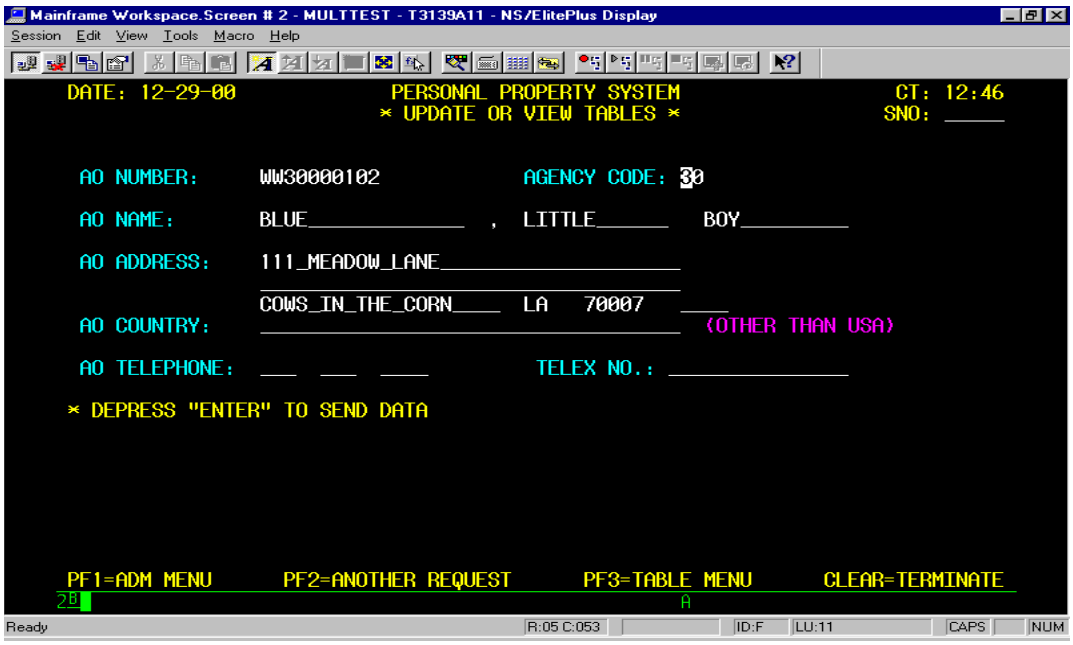
Note: AO Country only needs to be entered if other than USA, AO Telephone number should always be entered, and enter the Fax number Telex No. field.

Changing An Existing AO Record

At the Accountable Officer Table prompt screen, complete the required fields.

a. Table Key - (required) Key in the AO Number of the record to be changed [Tab].

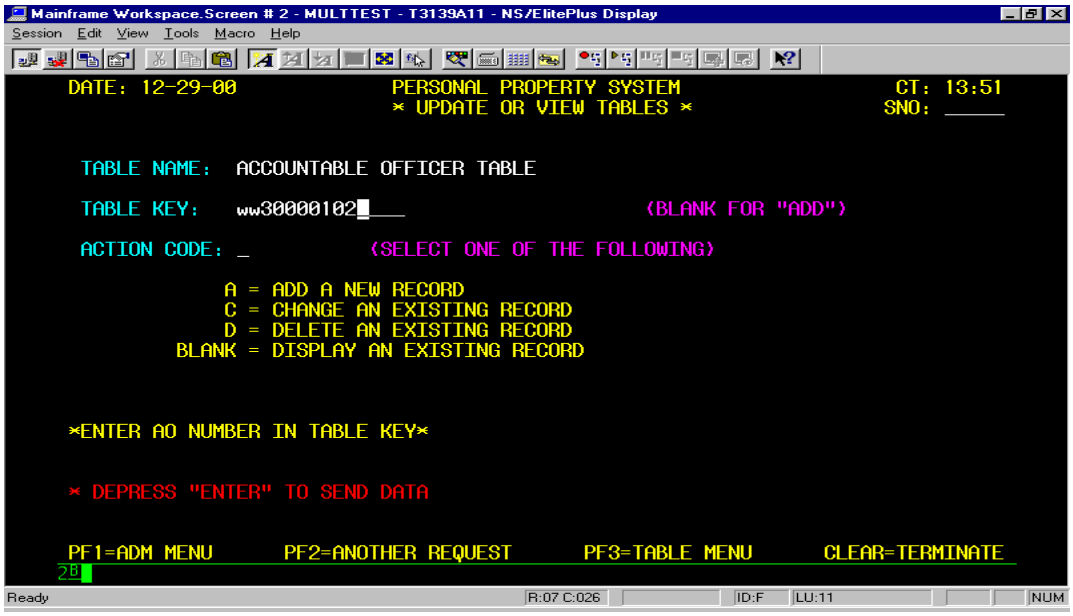
b. Action Code - (required) Key in .C. to change an existing record [Enter]. The AO change screen is displayed.



Key in the new data, press [Enter] to update record. All fields may be changed with the exception of the AO code.

Displaying An Existing AO Record

At the Accountable Officer Table prompt screen, key in the AO Number (required). Press [Enter]. The Action Code field is left blank for this action.

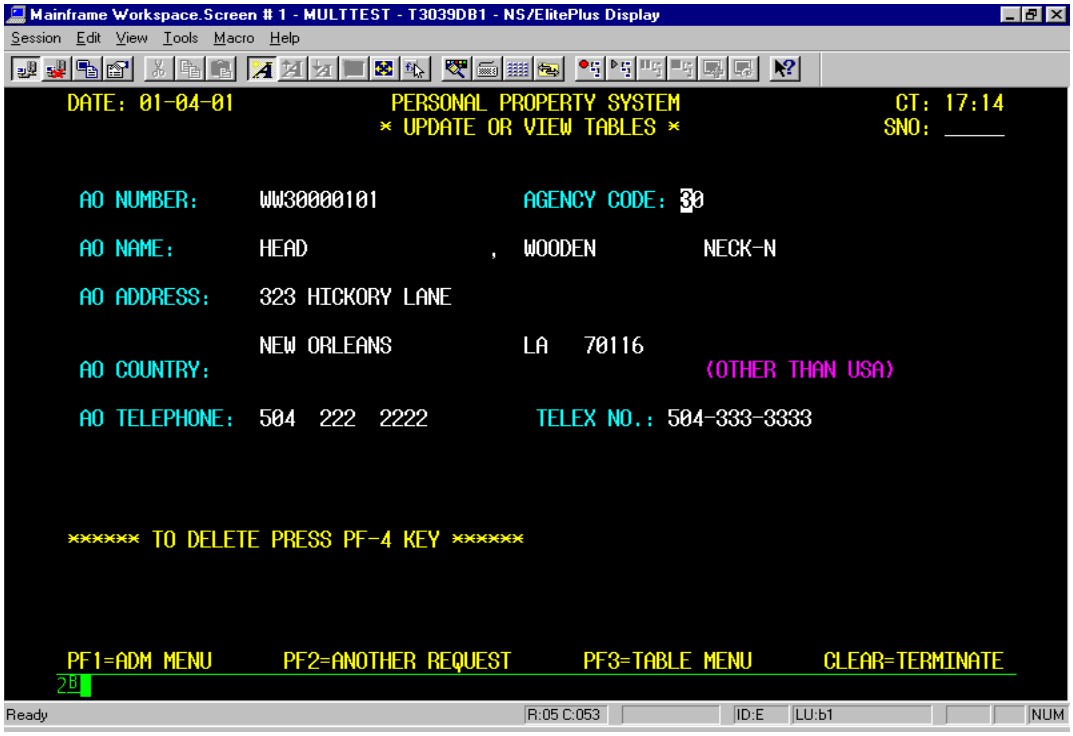


Deleting An Existing AO Record

At the Accountable Officer Table prompt screen, complete the required fields.

a. Table Key - (required) Key in the AO number of the record to be deleted [Tab].

b. Action Code - (required) Key in .D. to delete an existing record [Enter]. The AO Number Table will appear.



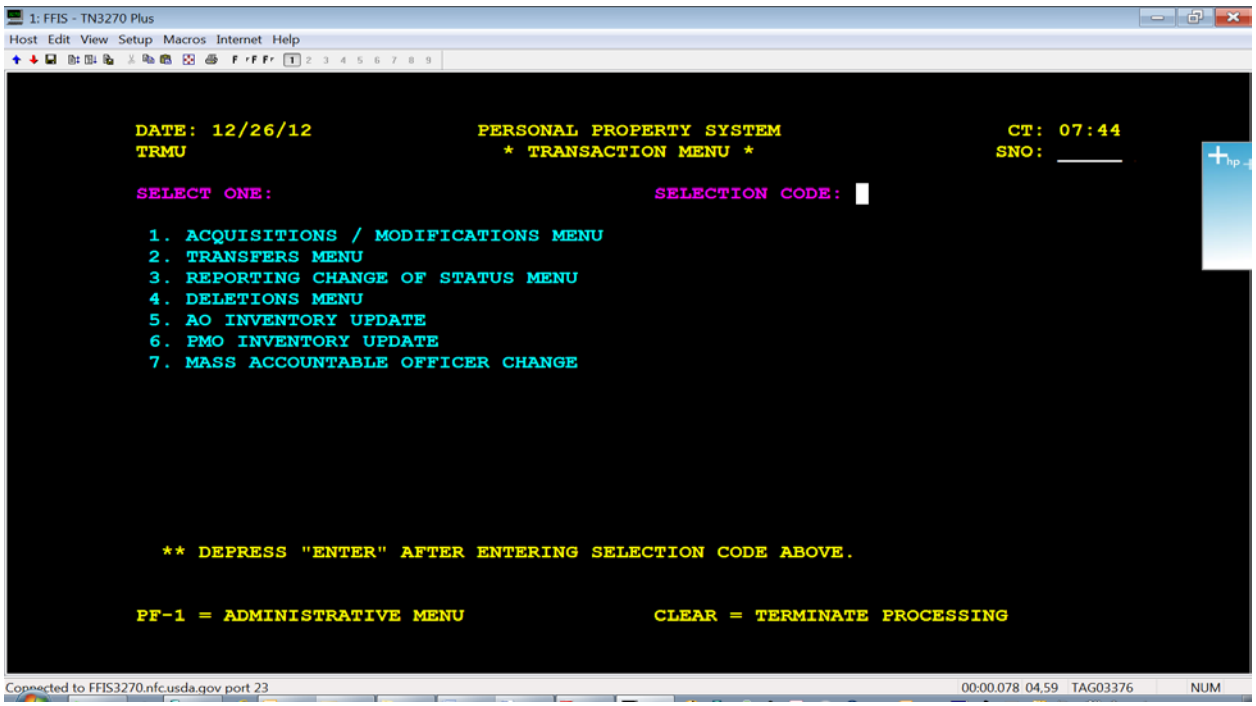
(Figure 16)

Carefully view the screen to ensure this is the correct AO record to be deleted. If this is the record to be deleted, press [PF4] and the message Record Successfully Deleted is displayed at the bottom of the screen. Press [PF3] to return to the Tables Menu.

Note: If the AO number has property assigned to it, the system will not allow you to delete the AO record. When [PF4] is pressed, the message Record Cannot Be Deleted While AO Has Property On Master File is displayed at the bottom of the screen.

5. Transaction Menu

The Transaction Menu is option 3 on the Administrative Menu. This menu is used for data entry, updating, and reporting of property transactions and AO and PMO information in the PROP database.



1. Acquisitions / Modifications Menu - A menu of options used to establish/modify property masters.

2. Transfers Menu - A list of options used to transfer property items within or into the PROP database.

3. Reporting Change Of Status Menu - A list of options used to change the status of property items.

4. Deletions Menu - A list of options used to delete property items from the PROP database.

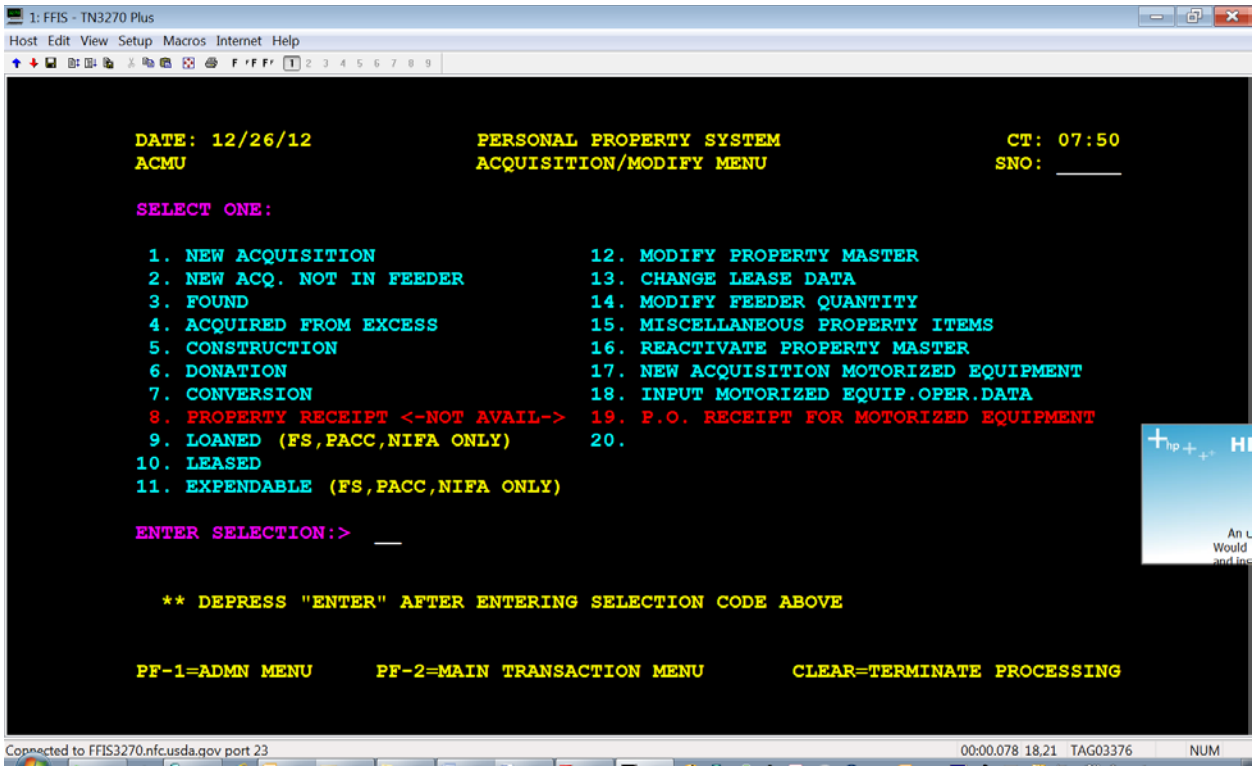
5. AO Inventory Update - Used to record the date of the most recent physical inventory for an accountable officer.

6. PMO Inventory Update - Used to record the date of the most recent physical inventory for a property management officer.

7. Mass Accountable Officer Change - Used to make a mass transfer of property between accountable officers.

6. Acquisition/Modify Menu

The Acquisition/Modification Menu (Option 1 from the Transaction Menu) provides options to establish/modify property masters in the PROP database.



1. New Acquisition (AC01) - Used to complete the required fields in the property master file for those items captured via the feeder systems. Use this option for equipment and vehicles.

2. New ACQ. Not In Feeder (AC02) - Used to establish a property master file for equipment not captured by the feeder systems or to re-capture a new acquisition that was inadvertently listed under a non-property budget object class code and the error was discovered within the same fiscal year as the procurement document. Do not use this option to update property items where the feeder systems have not yet created a suspense record. Do not use this option for adding vehicles.

3. Found (AC03) - Used to record accountable items in the PROP database that have been physically found and *must* be added to the inventory. (If you know the purchase document, you can use AC02)Document type---FND‖. 36

4. Acquired From Excess (AC04) - Used to record accountable items in the PROP database that have been acquired as excess from a source outside USDA and *must* be added to the inventory. System assigns the Document type as “ACQ”.

5. Construction (AC05) - Used to record accountable items in the PROP database that have been acquired via construction and *must* be added to the inventory. System assigns the Document type--—CON.

6. Donation (AC06) - Used to record accountable items in the PROP database that have been acquired through a donation and *must* be added to the inventory. System assigns the Document type--—DON.

7. Conversion - Used by an agency initially entering into PROP to convert its established accountable property into the PROP database. This option is not to be used at any other time without notifying and obtaining assistance from COD personnel. System assigns the Document type--—CONV.

8. Property Receipt - This option has been disabled. It was used to establish a master file in PROP for those items that have been procured, but the receipt of that property has not been entered into the feeder system.

9. Loaned - Used only by FS and NIFA to record accountable items in PROP that are on loan to non-Federal recipients through USDA special legislative authority . System assigns the Document type-- —LND .

10. Leased (AC7)- Used to record accountable items in PROP that the Agency has acquired on a leased basis. System assigns the Document type--—LEAS.

11. Expendable - Used only by FS, and NIFA to record expendable items in the PROP data base that are on loan to non-Federal recipients. Expendable items are those property items that when applied to use are consumed, lose their identity, or become a component part of other property. Data keyed in on this screen is used to produce the annual report, Excess Personal Property Furnished To Non Federal Recipients. System assigns the Document type--—EXP.

12. Modify Property Master (AC12) - Used to modify an existing property master record and transfer accountability for property within the same agency.

13. Change Lease Data (AC13)- This option is used to modify existing lease data established in the master files.

14. Modify Feeder Quantity (AC14) - Used to modify the quantity received that is currently shown in the feeder system record.

15. Miscellaneous Property Items Used to record non-accountable property items in bulk quantity in the PROP database (this option is rarely used).

16. Reactivate Property Master (AC16) - Used to reactivate a property record that has been previously placed in an inactive status. Note: All property masters cannot be reactivated. Property master disposal records for items erroneously keyed in PROP, i.e., duplicates, non-accountable items, etc., may be removed from the history files one year after being deleted from

PROP. This includes all property records with a D66 disposal code (Remove Property Item). All other property master disposal records may be removed three years after they have been deleted from the inventory.

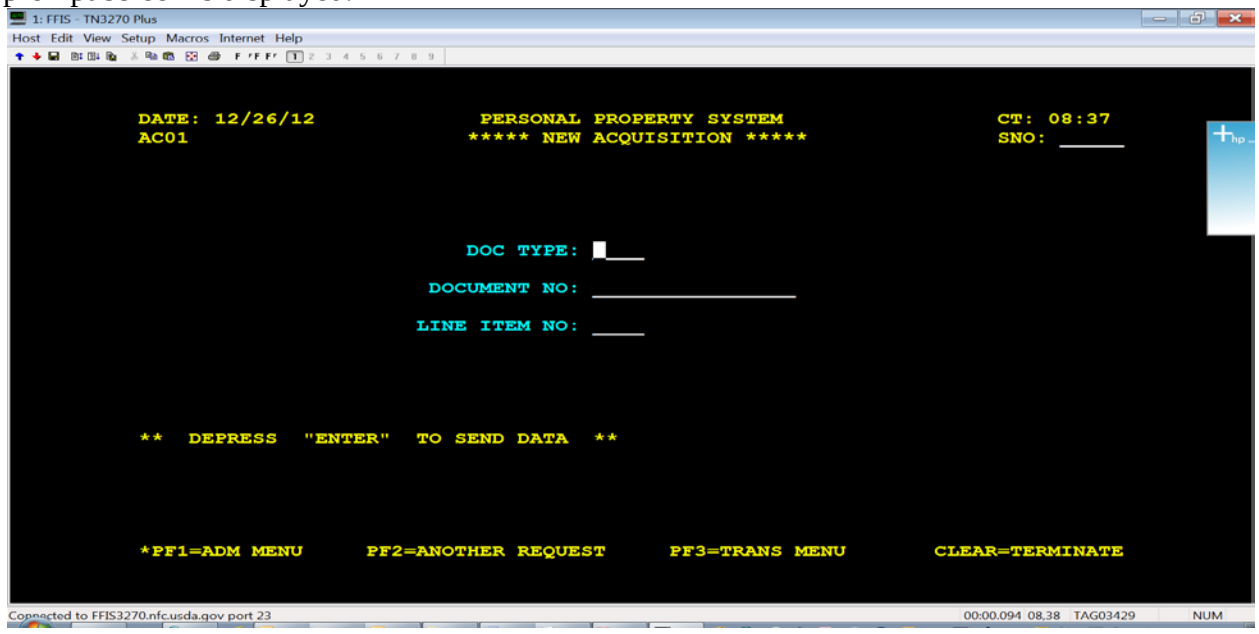
17. New Acquisition. Motorized Equip. (AC17) - Used to add motor vehicles and aircraft to the PROP database that **were not entered through the feeder systems**. To establish a property master record for motorized equipment/vehicles/aircraft, the New Acquisition Motorized Equipment option is the only option that will accept Budget Object Classification Code 3111, 3113 or 3155, which identifies items as vehicles or aircraft.

18. Input Motorized Equip.Oper.Data (AC18) - Used to add a new operational data record, change an existing operational data record, modify existing vehicle inspection data, or delete an existing operational data record. 38

19. P.O. Receipt for Motorized Equipment - This option has been disabled. It was used to establish a master file in PROP for motorized equipment items that have been procured, but the receipt of that property has not been entered into the feeder system.

New Acquisition (Equipment) (AC01)

Select Option 1 on the Acquisition/Modify Menu (Figure 28) [Enter]. The New Acquisition prompt screen is displayed.

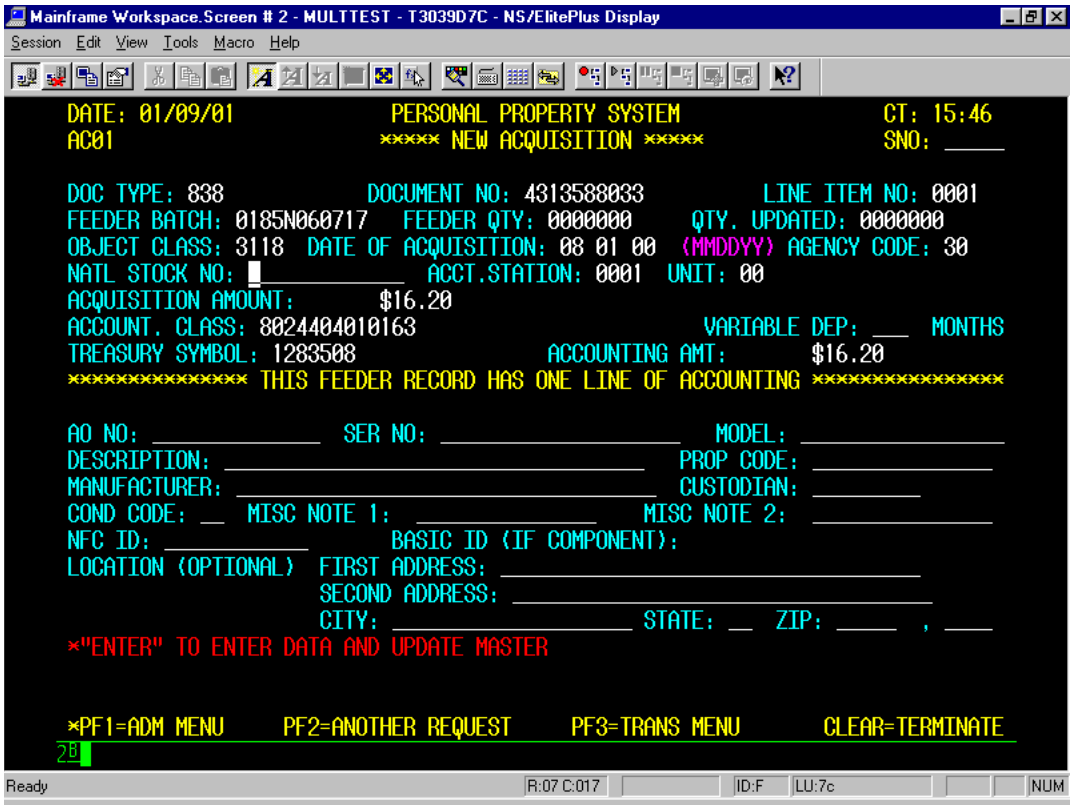


a. Document Type - (alphanumeric field, max. 4 pos.) Key in the type of procurement document used to obtain the property item as shown on the procurement document or Suspense.

b. Document No. - (alphanumeric field, max. 16 pos.) Key in the number of the procurement document as shown on the procurement document or Suspense.

c. Line Item No. - (numeric field; max. 4 pos.) Key in the line item number of the property item as shown on the procurement document or Suspense. Press [Enter].

The New Acquisition feeder record screen is displayed. System displays the financial fields. PROP user updates description information, assigns the APO number and NFC-ID number.



To establish the property master record, key in required data fields shown below.

- National Stock Number (4 digit Federal Supply Class)
- **AO NO**
- Serial No
- Model
- Description
- Manufacturer
- Custodian (if appropriate)
- NFC-ID
- Location Address.

Press [Enter] to update the PROP Database.

PROP Users are responsible for correcting inaccurate BOCs after updating the asset to the inventory. Use AC12 Modify Property Master.

New Acquisition (Vehicle) (AC01)

a. NFC ID - System generated for all USDA agencies except NRCS, FS and ARS.

b. AO Number - Key in the accountable officer number.

d. Federal Supply Class (FSC) -.Key in numeric field, 4 pos, such as 230 or 2320) The FSC is the first four positions of the National Stock Number.

e. Ownership Code - Key in 3 – Agency Owned.

f. Status Code - Key in 2 Active) to establish the current status of the vehicle.
(Refer to the PROP Procedures Manual for additional codes, descriptions and agency specific entries).

g. For/Dom.Location - Key in D (for Domestic) or F (for Foreign) if the motorized equipment is located in a foreign country.

h. Engine Type - This field identifies the type of engine as it relates to the fuel that is used in the vehicle. Code Descriptions are:

A - Gasoline Dedicated
B - CNG Dedicated
C - CNG Bi-Fuel
D - E-85 Flex Fuel
E - Methanol Flex Fuel
F - Electric
G - LPG Bi-Fuel
H - LPG Dedicated
I - LNG
J - Diesel Dedicated

i. Geo. Loc. Code - Key in the 9-digit geographic location code indicating the state/city/county codes where the equipment is located. Verification of these codes maybe made by ordering the worldwide Geographic Location Codes published by GSA. Refer to http://www.gsa.gov/portal/content/102761

j. Series/Model Key in the vehicle model and/or series name. Should correspond to the information on Certification of Origin.

k. Mfg. Key in the manufacturer of the motorized equipment. (Common used codes are: 001-Ford, 002-Chevy, 003-Plymouth, 004-Dodge, 005-Pontiac, 007-International Harvester, 010-GMC, 016-Jeep, 166-Honda, 371-Toyota, 432-Chrysler. (Refer to Appendix K in the PROP Procedures Manual for additional Manufacturer codes).

l. Description – max 40 pos.) Key in the description of the vehicle.

m. Standard Item Number (SIN) - (required, alphanumeric field, max 6 pos.) The SIN is the Federal standard used by the Government when ordering motor vehicles from GSA.

n. Ser/Vin Number - Key in the 17 position unique vehicle identification number of the vehicle.

o. Model Year – (2 pos) Key in the calendar year in which the motorized equipment was manufactured i.e., key in 12 for 2012.

p. Fuel Type - 1 pos.) Key in the code identifying the type of fuel used in the motorized equipment. Example:

1 Gasoline	5-Other (Used to identify a Hybrid vehicle)
2 Diesel	8-E85

Fuel Type must match Engine Type (Refer to the PROP Procedures Manual for additional codes and fuel types).

q. License Number - Key in the license plate number assigned to the vehicle.

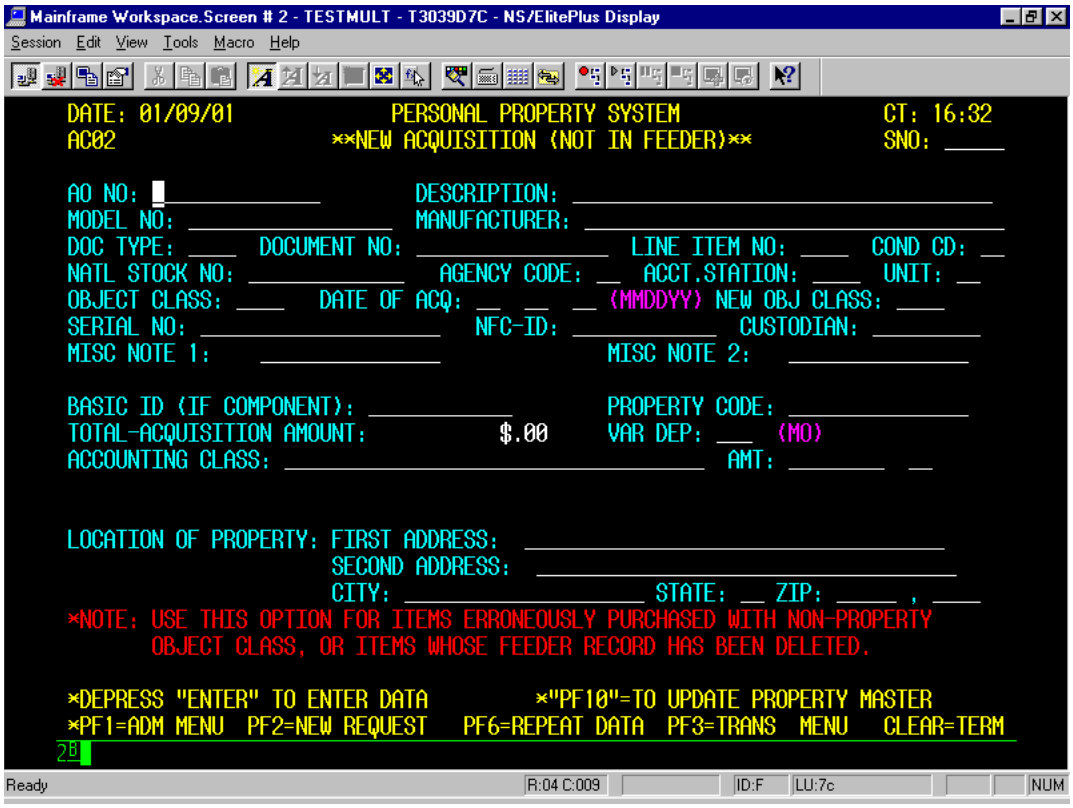
r. No. Cylinders - Key in 4, 6, 8, etc. corresponding to the number of cylinders in thevehicle.

s. Tran Type - Key in A (automatic), M (manual), indicating the transmission type.

t. Zip Code – Key in the zip code for the garaged location of the vehicle.

New Acquisition Not In Feeder (Equipment) (AC02)

Select Option 2 on the Acquisition/Modify Menu [Enter]. The New Acquisition (Not In Feeder) screen is displayed. Use this option to update assets that were acquired with a non-accountable BOC or if the user inadvertently deleted the suspense record. Do not use this option for items pending appearing on Suspense.



a. AO Number - Key in the accountable officer number.

b. Description – (max. 35 pos.) Description of the property item.

c. Model No. – (max. 17 pos.) Key in the model number.

d. Manufacturer - (max 35 pos.) Key in the name of the manufacturer of the property item.

e. Document Type - Key in the type of procurement document used to obtain the property item as shown on the procurement document or Suspense.

f. Document No. - Key in the number of the procurement document as shown on the procurement document or Suspense.

g. Natl Stock Number - Key in the National Stock Number for the property item. The first four positions keyed in must correlate with an established Federal Supply Class Code. **i. Agency Code -** (2 pos.) Key in 03.

h. Object Class - Key in the original 4-digit object class code used to acquire the property (This may be a non-accountable BOC such as 3140 of 2640, etc or accountable BOC)

i. Date Of Acquisition Key in the original date the Federal Government acquired the property item.

j. New Object Class –Key in the correct 4-digit object class code that should be assigned to the property item.

k. NFC-ID – Key in the AG number.

l. NFC ID – Key in the AG number. (Note: This field is system generated for all other USDA agencies except ARS, FS, and NRCS).

m. Custodian – (max 11 pos). May be room number or employee name, if appropriate.

n. Accounting Class - Key in the accounting classification code for the property item.

Note: To add more than one accounting line to the property master record, press [Enter] or press [PF10] to update the accounting classification lines in the system. The Total Acquisition Amount field displays the cumulative amount of the accounting lines and a blank accounting line is displayed for the next accounting classification to be keyed in. After [PF10] is press, if additional accounting lines are to be entered, press [PF7].

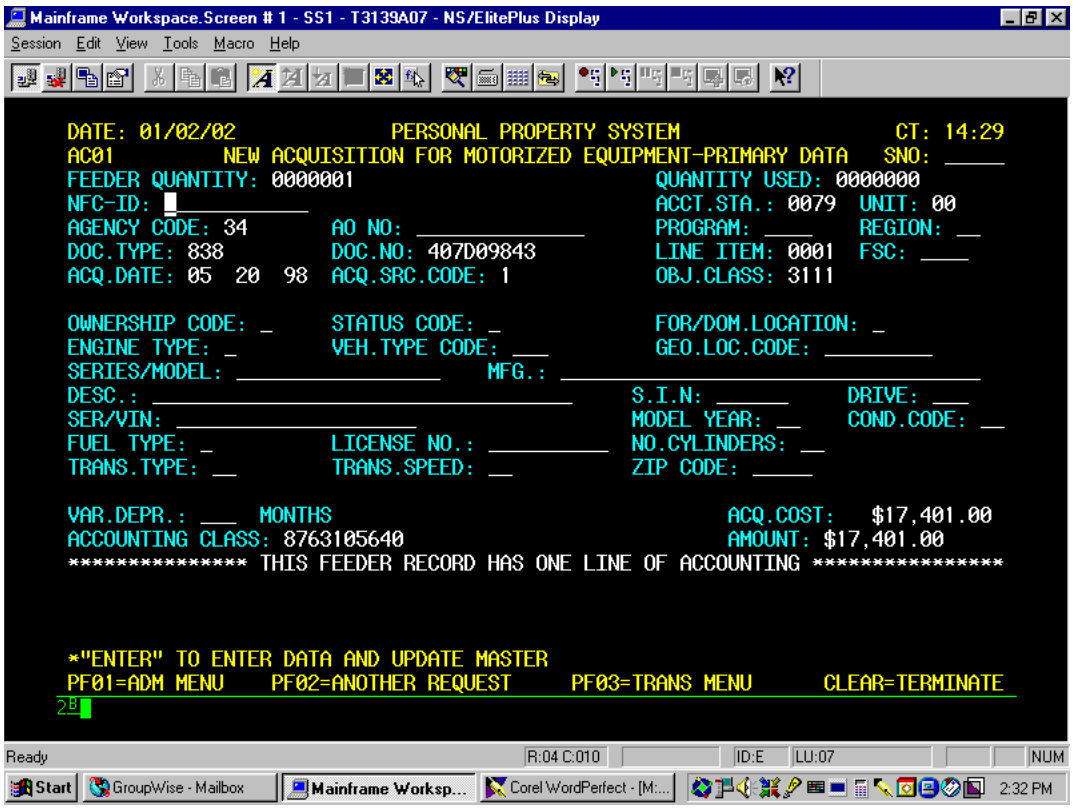
o. Amt - Key in the amount applicable to the accounting classification code. For every accounting classification line keyed in, you must key in an amount.

p. Location – Key in the address where property is located.

Press [Enter]. If data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen.

New Not in Feeder (Vehicle) (AC17)

Use AC17 New Motorized Equipment



a. NFC ID – Key in AG Number

b. AO Number - Key in the APO number.

d. Federal Supply Class (FSC) -.The FSC is the first four positions of the National Stock Number. (2310 or 2320)

e. Ownership Code - Key in **3 – owned**. (Refer to the PROP Procedures Manual for additional codes).

f. Status Code - Key in **2 – Active**. (Refer to the PROP Procedures Manual for additional codes, descriptions and agency specific entries).

g. For/Dom.Location -Key in D (for Domestic) or F (for Foreign) if the motorized equipment is located in a foreign country.

h. Engine Type - (required, alpha field, 1 pos.) This field identifies the type of engine as it relates to the fuel that is used in the vehicle.

A Gasoline Dedicated	C CNG Bi-Fuel
B CNG Dedicated	D E-85 Flex Fuel

E Methanol Flex Fuel	H LPG Dedicated
F Electric	I LNG
G LPG Bi-Fuel	J Diesel Dedicated

i. Geo. Loc. Code - (Key in the 9-digit geographic location code indicating the state/city/county codes where the equipment is located. Verification of these codes maybe made by ordering the worldwide Geographic Location Codes published by GSA. Note: Geo. Loc. Code and Zip Code must correspond.

j. Series/Model – Key in the Model Number.

k. Mfg. - (aphanumeric field, max12 pos.) Key in the manufacturer of the motorized equipment. (e.g.,001 Ford, 005 Pontiac, 002 Chevrolet). (Refer to Appendix K in the PROP Procedures Manual for additional Manufacturer codes).

l. Description - (required, alphanumeric field, max 40 pos.) Key in the description of the motorized vehicle.

m. Standard Item Number (SIN) - (required, alphanumeric field, max 6 pos.) This field replaces the class field. The SIN is the Federal standard used by all departments when ordering motor vehicles from the General Services Administration (GSA).

n. Ser/Vin Number - (required, alphanumeric field, 20 pos.) Key in unique serial or vehicle identification number of the vehicle.

o. Model Year - (required, numeric field, 2 pos.) Key in the calendar year in which the motorized equipment was manufactured i.e., key in 97 for calendar year 1997.

p. Fuel Type - (required, numeric field, 1 pos.) Key in the code identifying the type of fuel used in the motorized equipment. Example:

1 Gasoline	5-Other (Used to identify a Hybrid)
2 Diesel	7-E85

(Refer to the PROP Procedures Manual for additional codes and fuel types).

q. License Number - Key in the license plate number assigned to the vehicle.

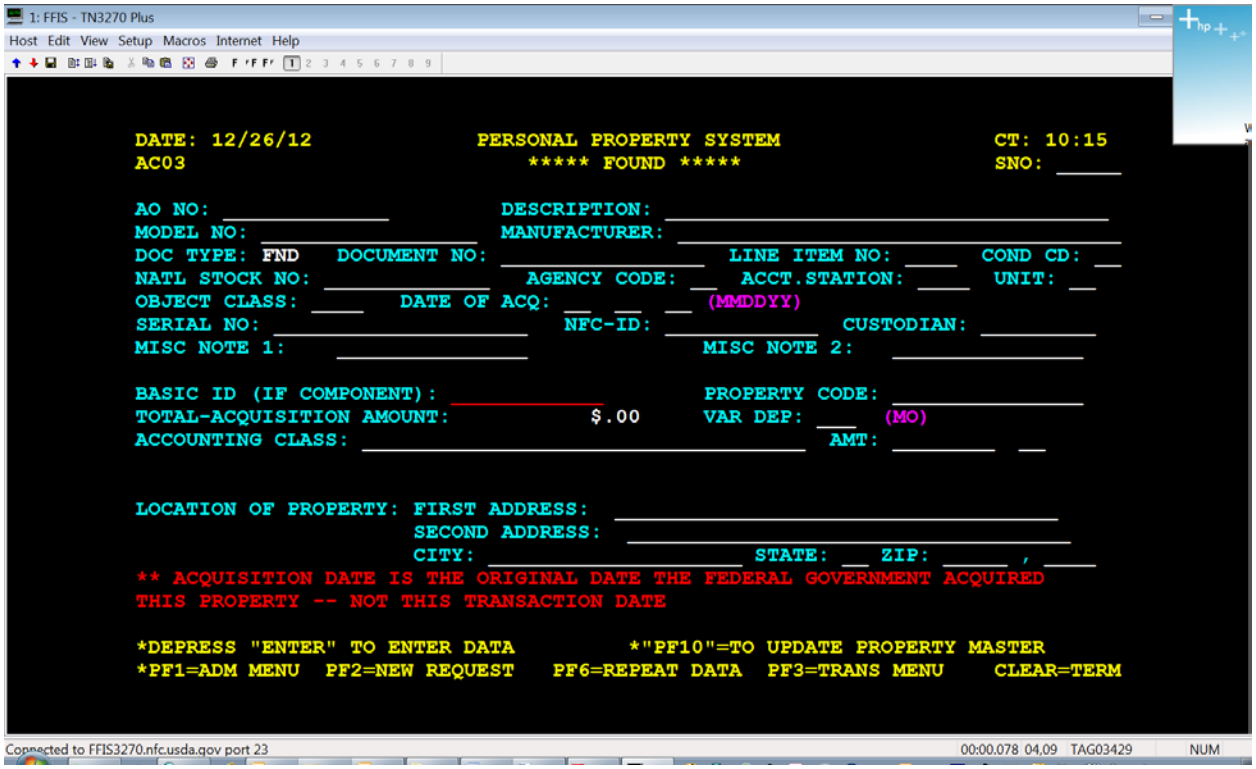
r. No. Cylinders - (Key in 1 through 10 corresponding to the number of cylinders in the engine of the vehicle.

s. Tran Type - Key in A (automatic), M (manual),

t. Zip Code - Key in the 5-digit Zip Code of where the vehicle is located. This field must correspond to the geographic location code.

Found (AC03)

Select Option 3 on the Acquisition/Modify Menu



Typically, use this for assets found during a physical inventory, when the corresponding acquisition docoument is unknown. **The "Acquisition Date"** is the date that the Federal Government acquired the item. This is not the date that the APO acquires it. (This is due to Depreciation schedules.) To determine an estimated date, you can use the Inquiry - Model Number" – to find a similar item.

a. AO Number - Key in the accountable officer number.

b. Description – (max. 35 pos.) Description of the property item.

c. Model No. – (max. 17 pos.) Key in the model number.

d. Manufacturer - (max 35 pos.) Key in the name of the manufacturer of the property item.

e. Document Type – System generated _ FND

f. Document No. - If known, when using a physical inventory, you can key in "Inventory" .

h. Natl Stock Number - (max. 13 pos.) Key in the National Stock Number for the property item. The first four positions keyed in must correlate with an established Federal Supply Class Code.

i. Agency Code – (2 pos) Key in 03

j. Object Class - (max. 4 pos.) Key in the original 4-digit object class code used to acquire the property (This may be a non-accountable BOC such as 3140 of 2640, etc or accountable BOC)

k. Date Of Acquisition - (max. 6 pos.) Key in the original date the Federal Government acquired the property item.

m. NFC-ID – Key in the AG number.

n. NFC ID – Key in the AG number. (Note: This field is system generated for all other USDA agencies except ARS, FS, and NRCS).

o. Custodian – (max 11 pos). May be room number or employee name, if appropriate.

p. Accounting Class - (max. 35 pos.) Key in the accounting classification code for the property item.

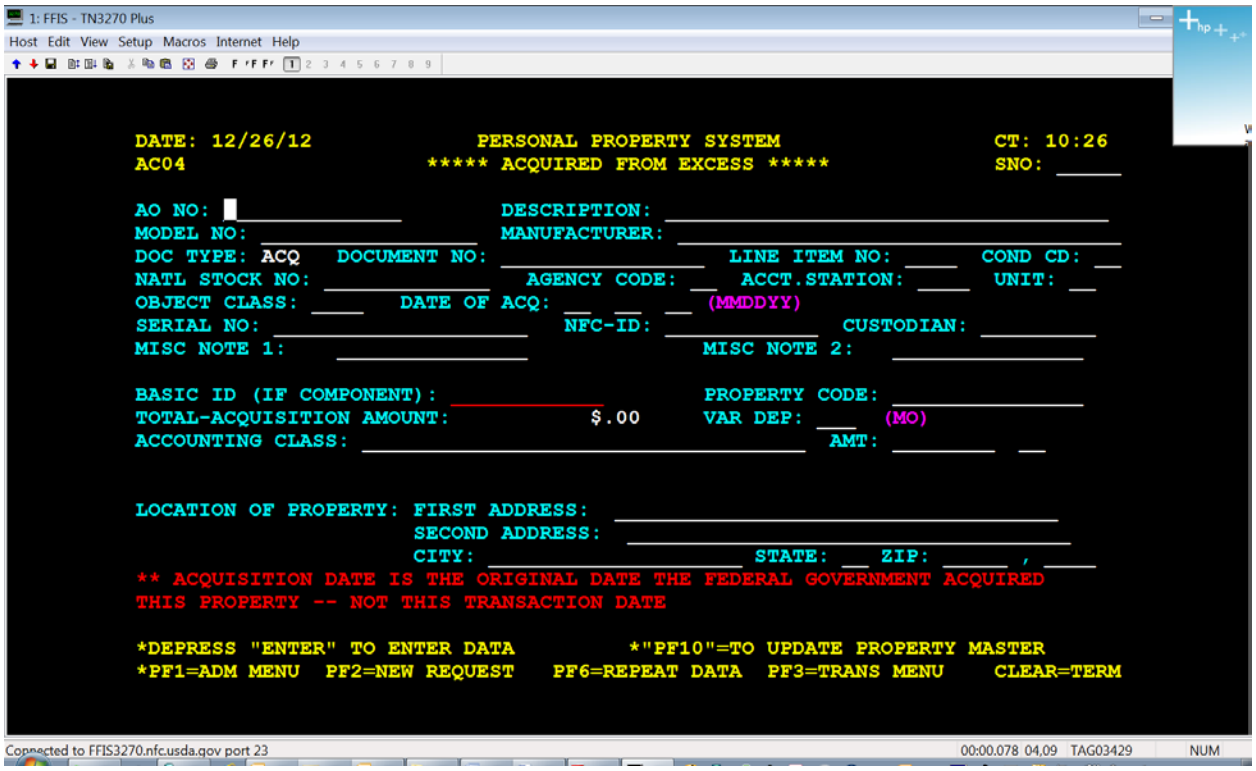
Note: To add more than one accounting line to the property master record, press [Enter] or press [PF10] to update the accounting classification lines in the system. The Total Acquisition Amount field displays the cumulative amount of the accounting lines and a blank accounting line is displayed for the next accounting classification to be keyed in. After [PF10] is press, if additional accounting lines are to be entered, press [PF7].

q. Amt - (max. 10 pos.) Key in the amount applicable to the accounting classification code. For every accounting classification line keyed in, you must key in an amount.

r. Location – Key in the address where property is located.

Press [Enter]. If data passes system edits, the message *PF10 To Update Property Master* is displayed at the bottom of the screen.

Acquired from Excess (AC04)

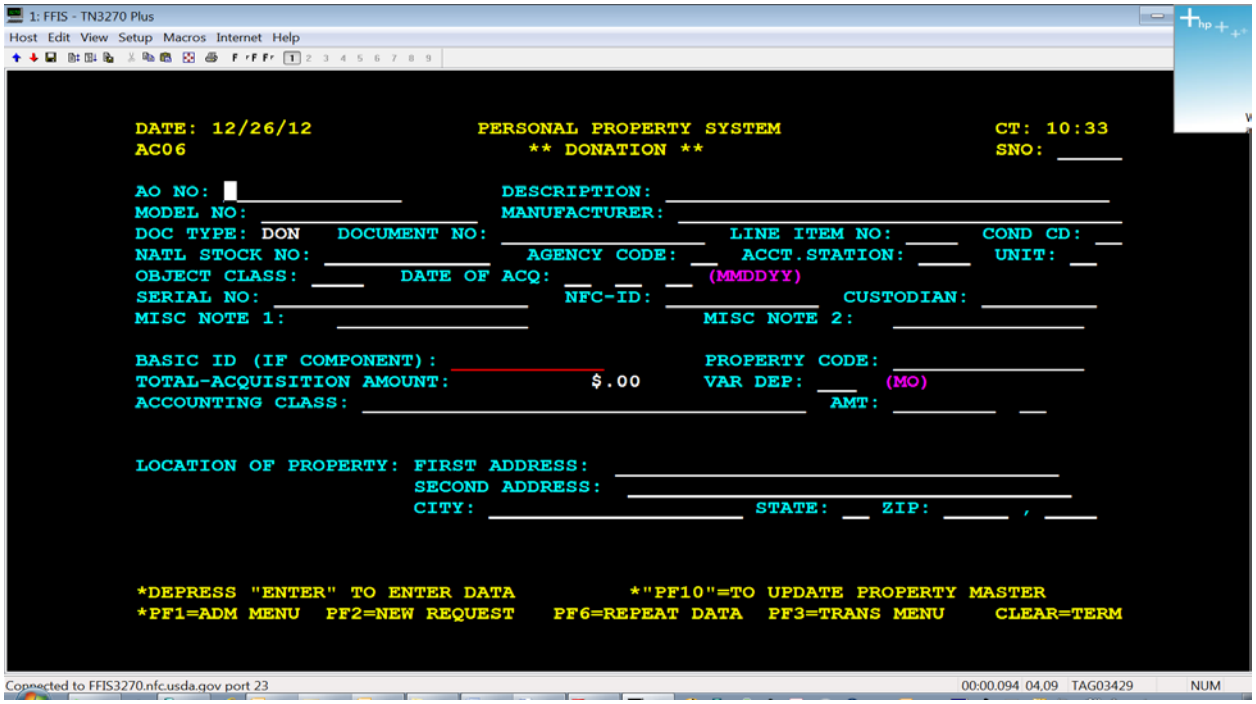


Similar to AC03 and AC03. The Doc Type is ACQ.

Use the AAMS or GSA Transfer Order Number as the Document Number, or other meaningful number.

Note: **The Acqusition Date** is the date that the Government originally acquired the item. It is not the date that the APO acquires it. (This is due to depreciation schedules.)

Donation (AC06)



Similar to AC02, AC03, and AC04. Doc Type is DON. For Document Number – use a reference that is related to the donation.

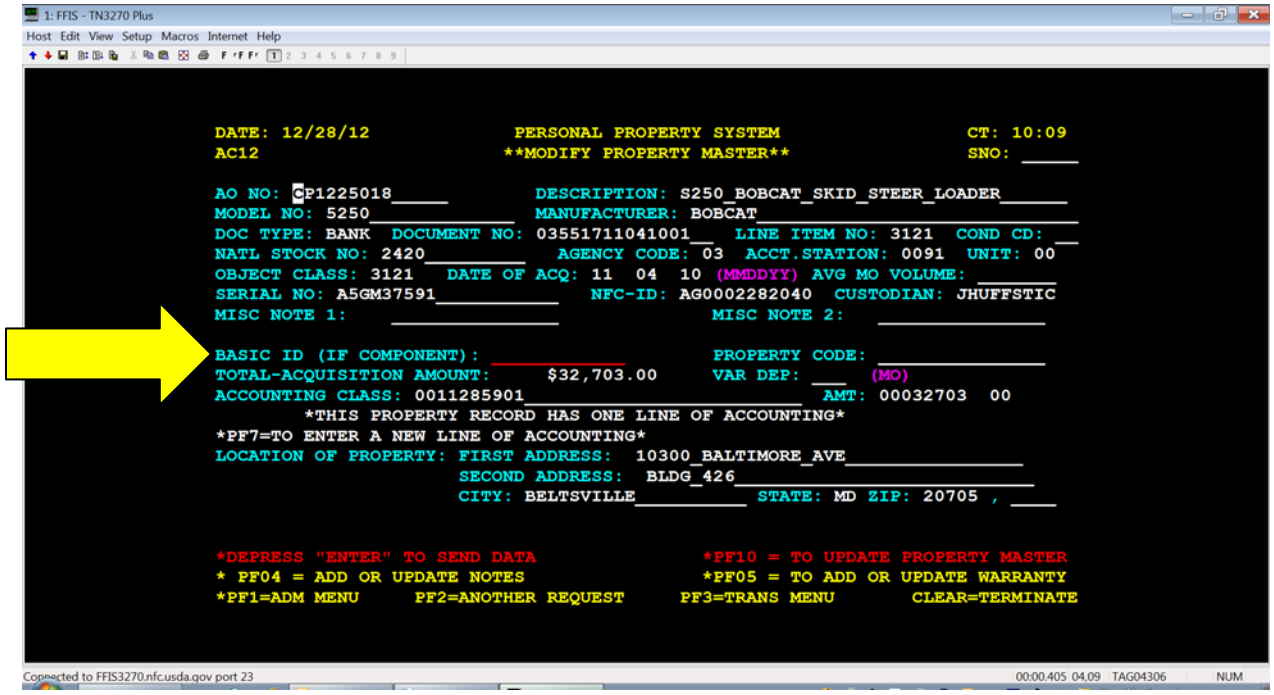
Construction – (AC07) is also the same. Doc Type is CON. Rarely used. But could be used when the agency builds the asset.

7. Identifying a Component

To link assets together as components, the user should update the item as an individual item and complete the field “BASIC ID (If Component)” by updating the NFC-ID of the main asset.

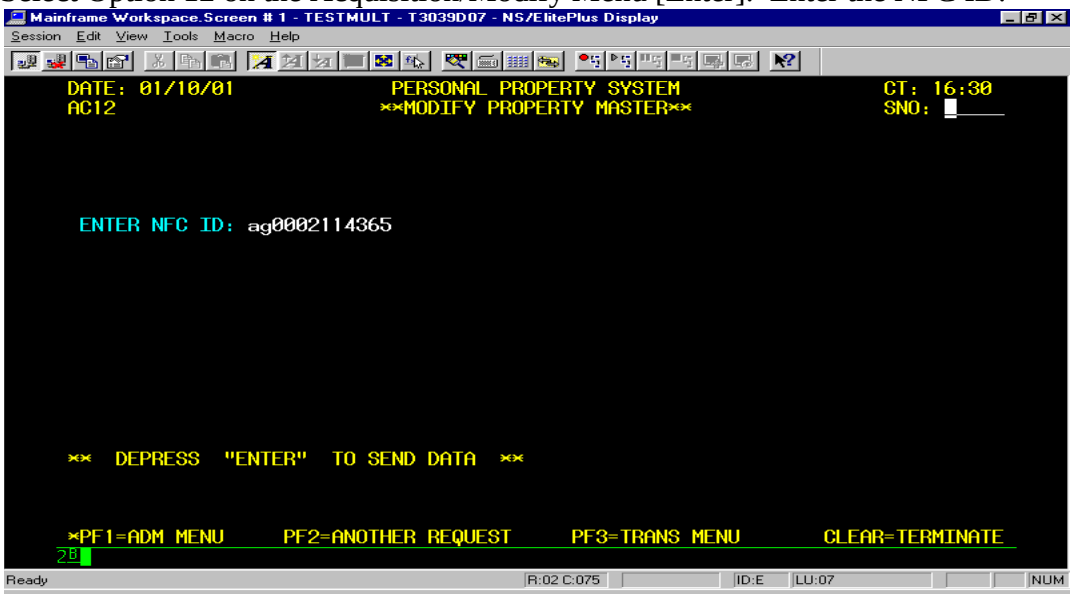
We also suggest adding information to the “Description” field. This will alert the APO or PROP user of a component status during a physical inventory or when removing the asset from the inventory.

Updating individual items is helpful when assets are capitalized (over $25,000). This will avoid issues with depreciation schedules.

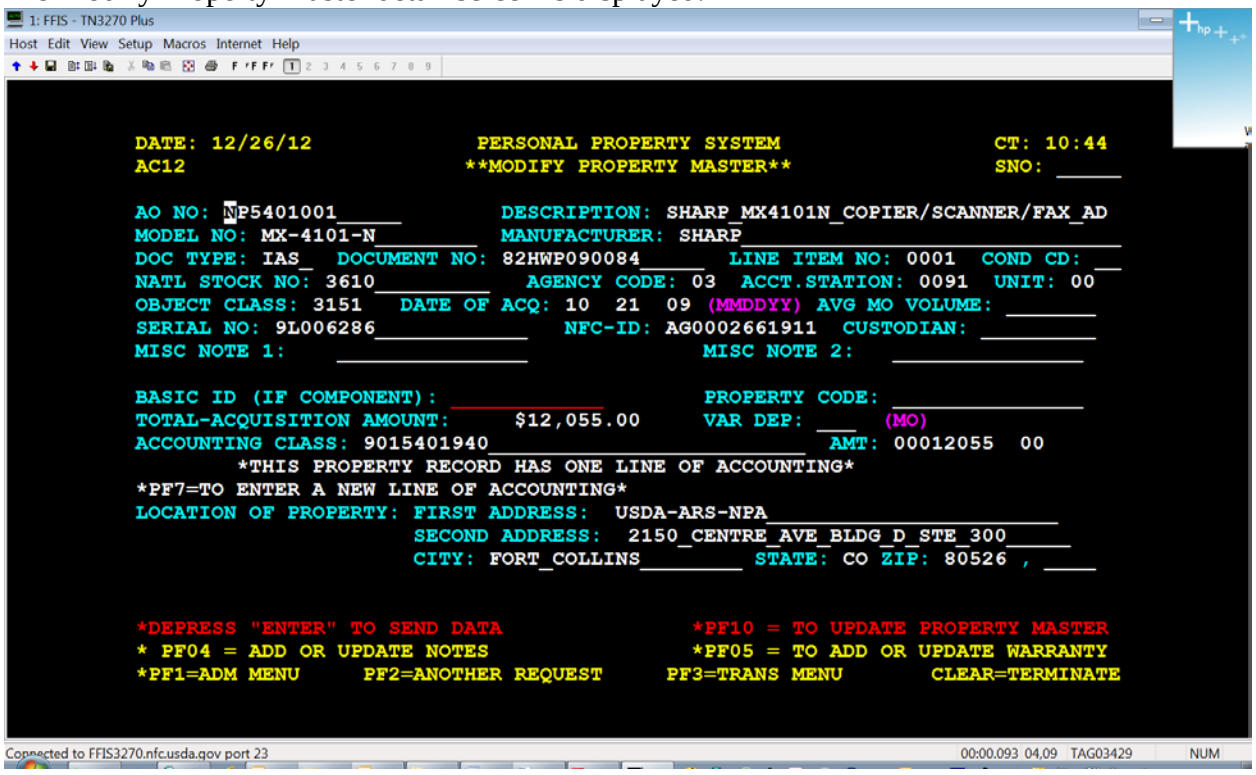


8. Modify Property Master (AC12)

Select Option 12 on the Acquisition/Modify Menu [Enter]. Enter the NFC ID:



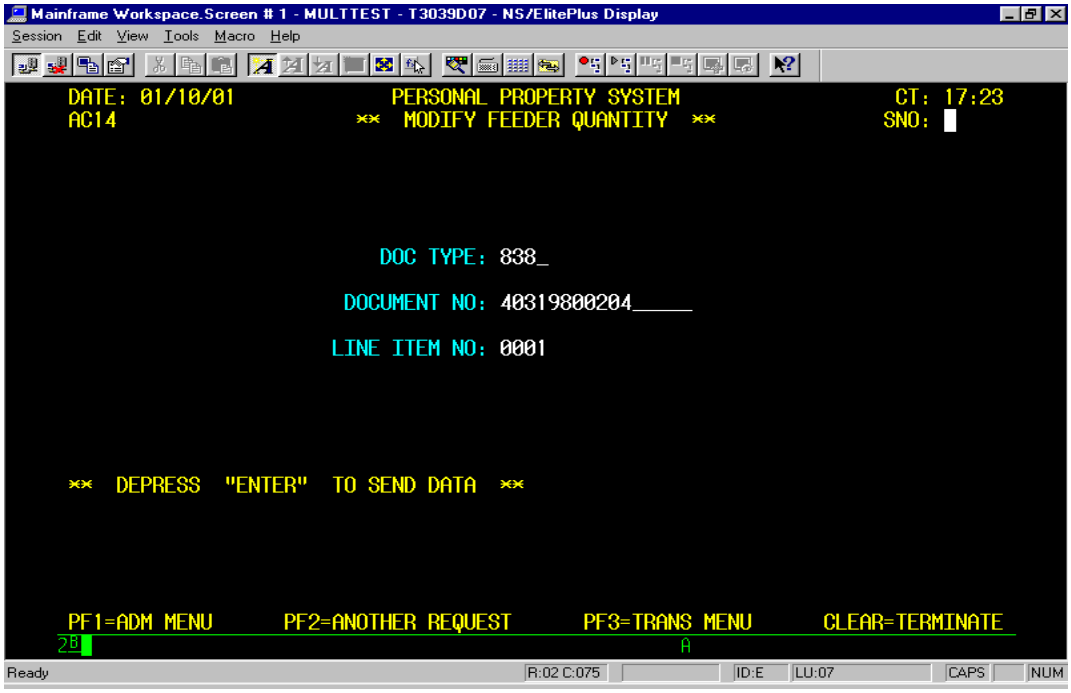
The Modify Property Master detail screen is displayed.



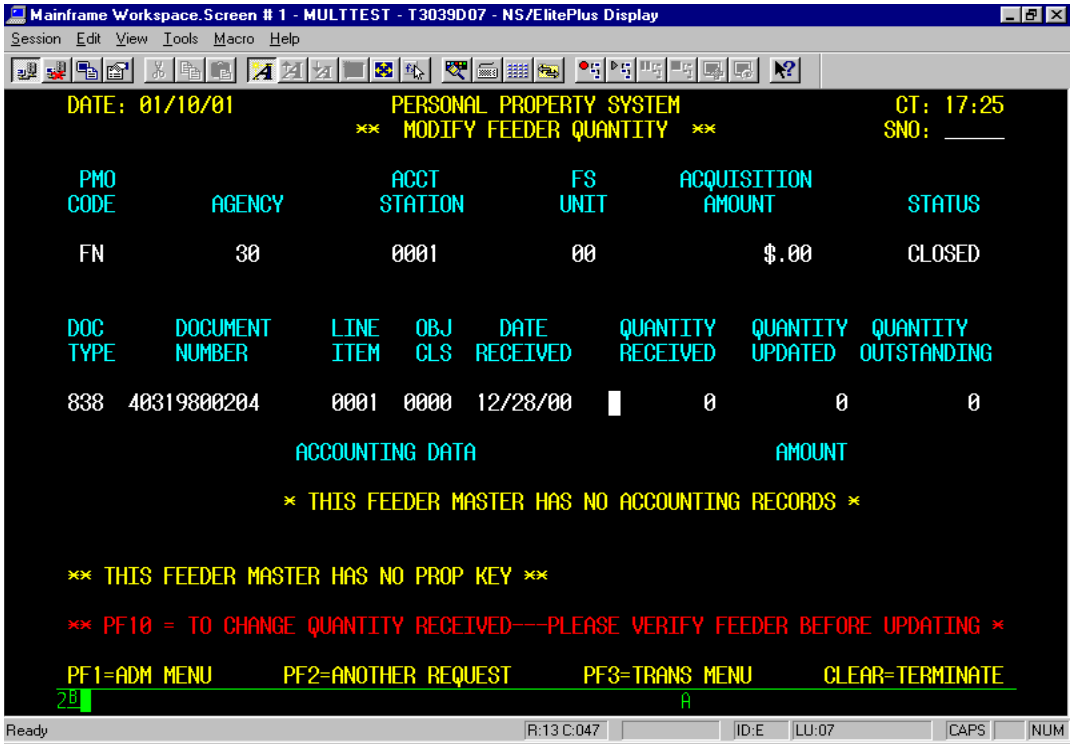
Update information as appropriate. Users cannot change: NFC ID and Agency Code. (To change Agency Code – use "TRANSFER). **Use AC12 to modify an incorrect BOC.**

Press PF10 to Update Record.

9. Modify Feeder Quantity (AC14)



Enter the Document Type, Document No., and Line Item No. [Enter]. The Modify Feeder Quantity detail screen is displayed.



The **Quantity Received** is the only field that can be modified. Changing the feeder quantity should be the first step taken when updating property from the suspense listing.

The PROP system will pro-rate the total acquisition cost by the quantity.

BANK CARDs will always show a quantity of 0 (Zero). For multiple quantities, change the quantity first and then update.

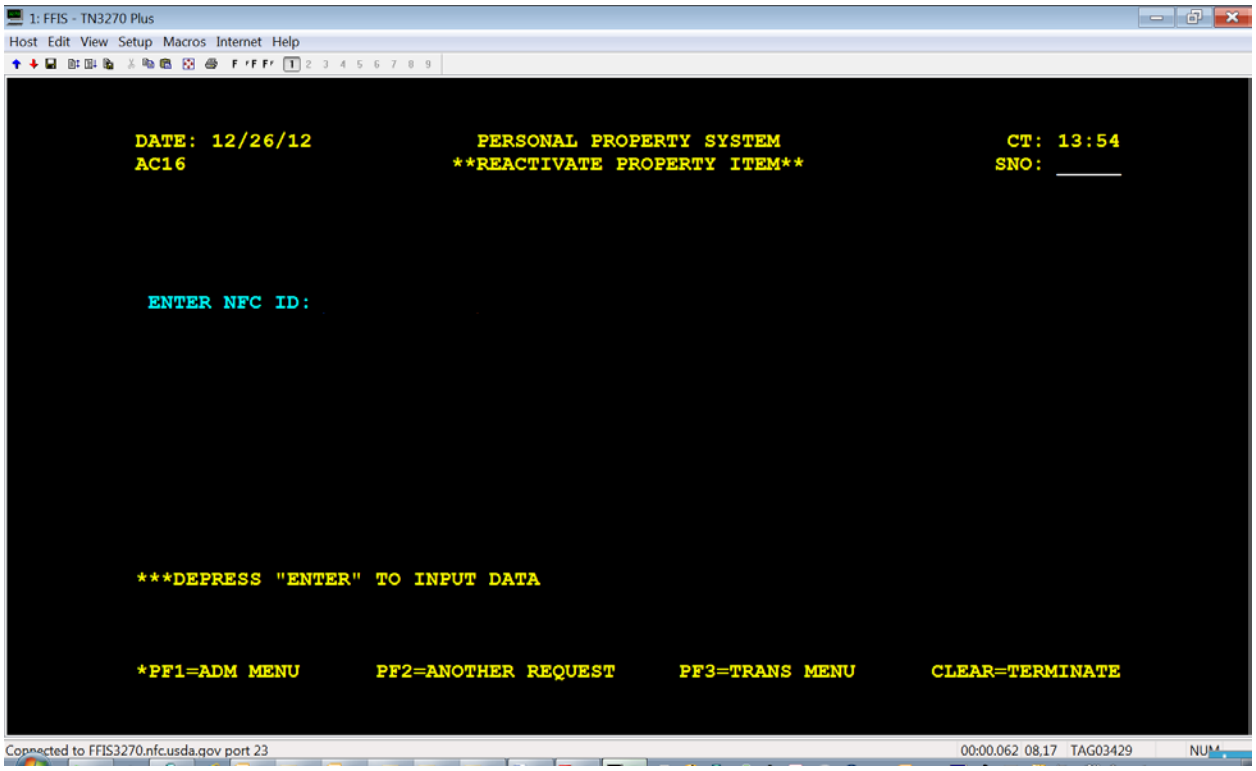
IAS Documents – The quantity is based on how the documenet was created in IAS – based on Quantity or Amount. Correct the quantity as needed and then update assets to PROP.

The document will clear suspense when the "quantity received" and the "quantity used" fields match.

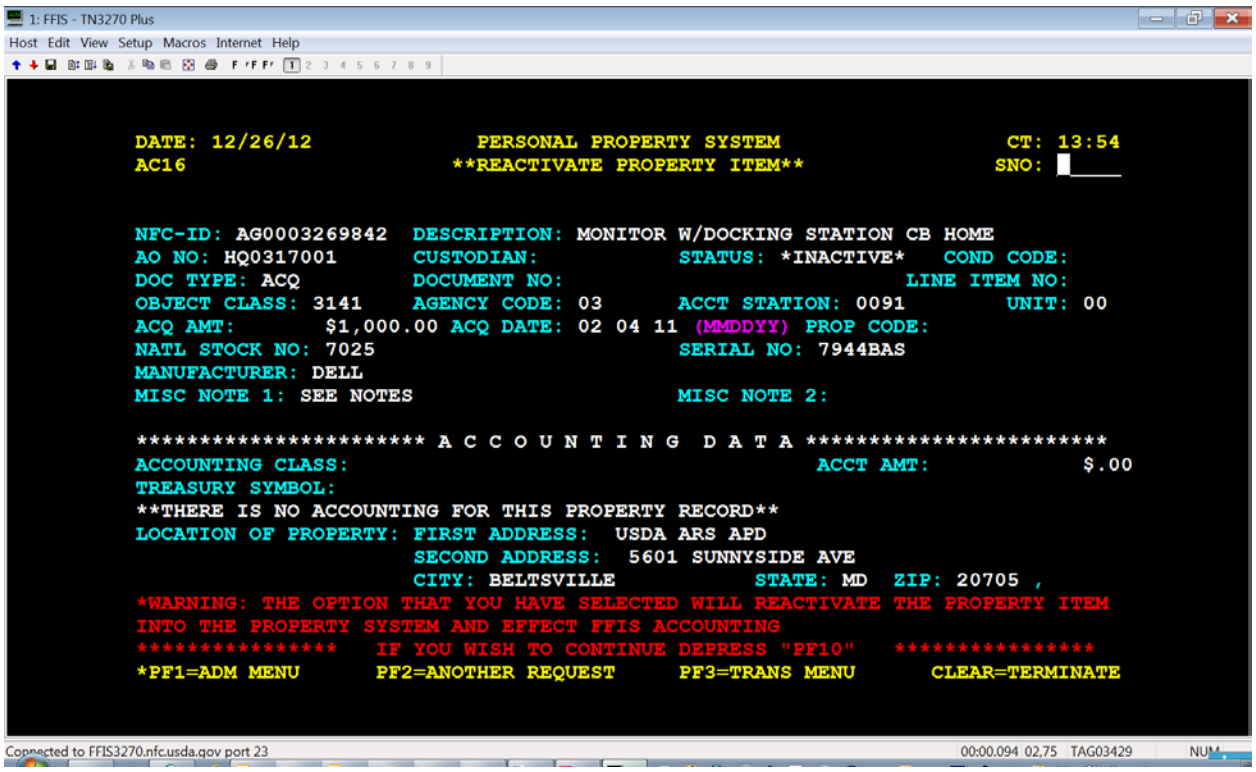
(Note: Due to a quirk in the system, on the FOCUS Suspense Report, once you update 1 item, the transaction no longer appear on the FOCUS suspense. If the quantity is more than 1, the user has to update all items before the document clears. The user may not realize that there the document is still pending. Refer to the PROP 304 Suspense Report).

10. Reactivate Property Master (AC16)

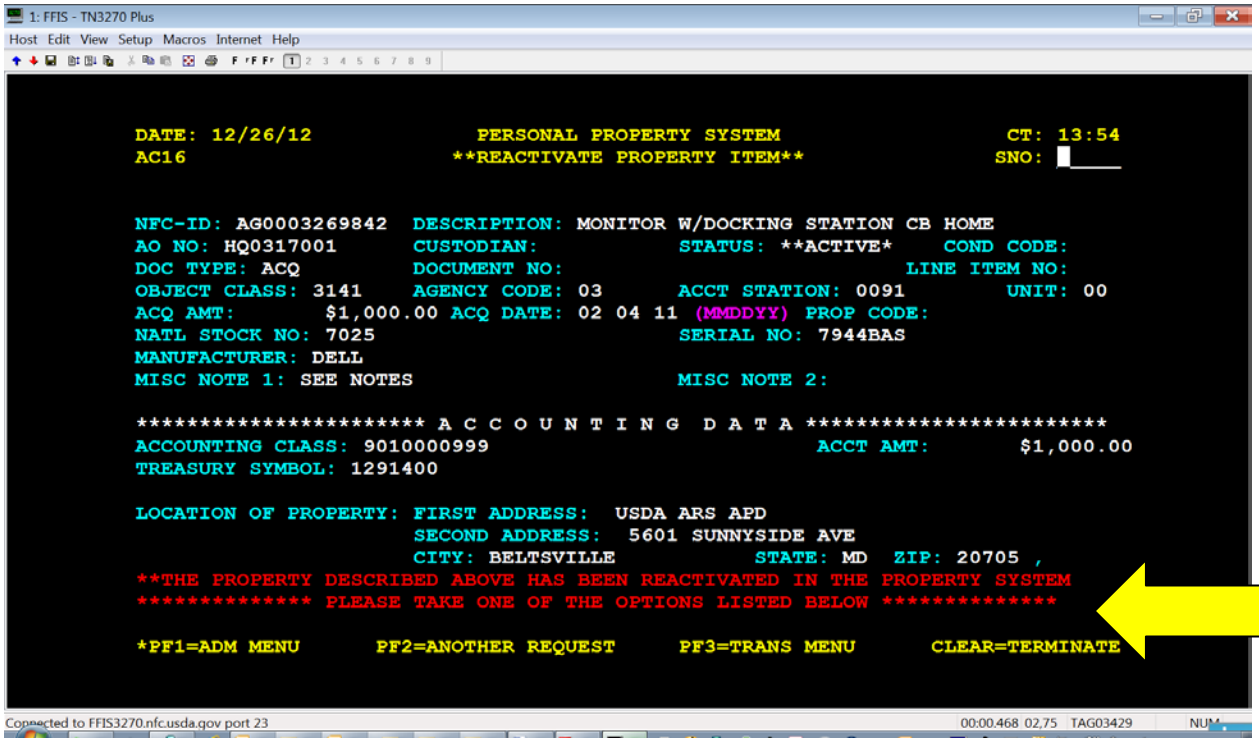
Use this option to reactivate a property record that was inadvertently deleted. Depending on the method used to dispose of the item, the asset will only be available within 1 yr (if removed as a duplicate) or 3 years (other disposal methods.)



Enter NFC ID

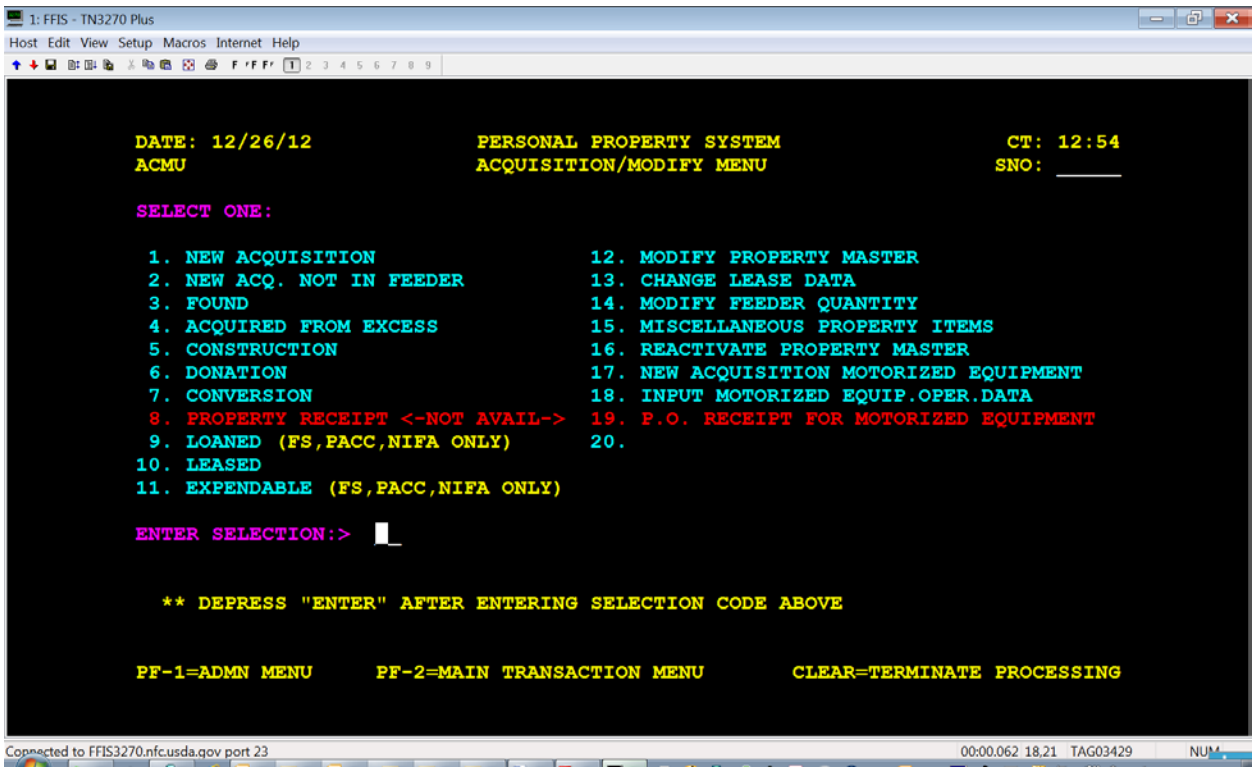


Select PF10 – to reactivate record

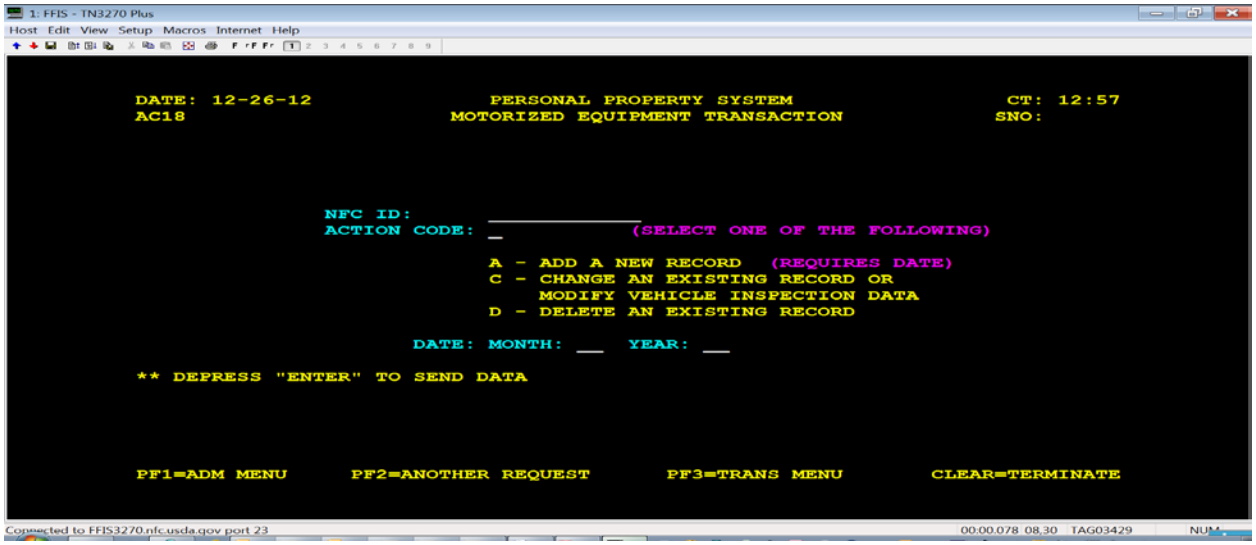


11. Input Vehicle Operational Data (AC18)

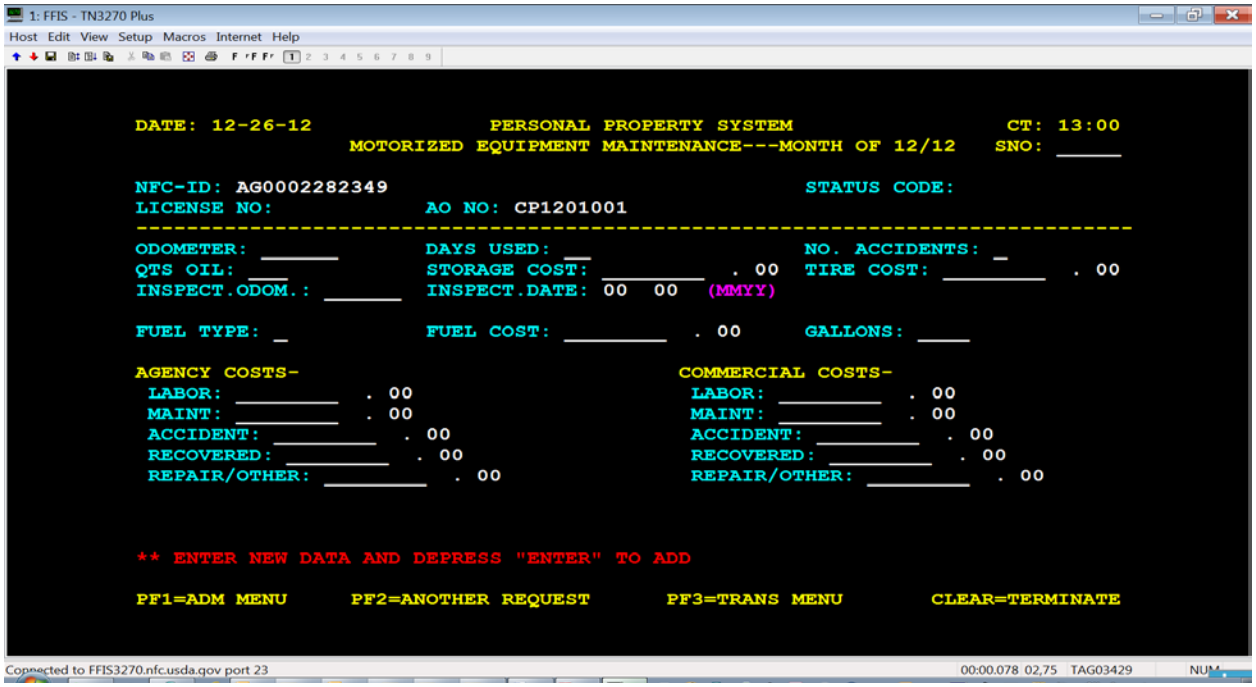
Minimum quarterly, update vehicle record showing all fuel use from on-site Government provided fuel, maintenance from in-house maintenance shops, and fuel/maintenance from a POOL Card.



Add a Record



Enter NFC ID, Action Code (A-new and the Month



System displays vehicle record. **PROP captures information by Month, not individual transaction** . Update information as appropriate. Users should enter the Odometer, Fuel Type, Total Fuel Cost, and Total Gallons Purchased for the Month.

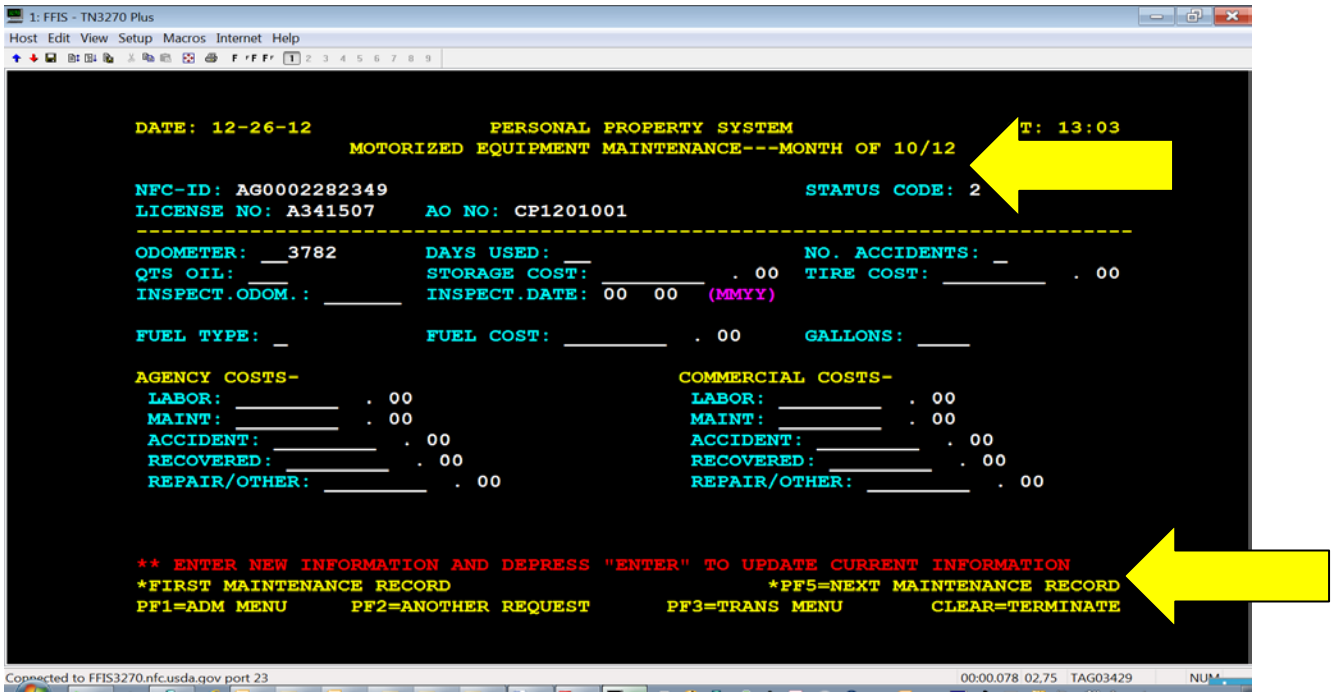
Enter Maintenance Costs under Agency for Agency Maintenance Shops or Commerical.

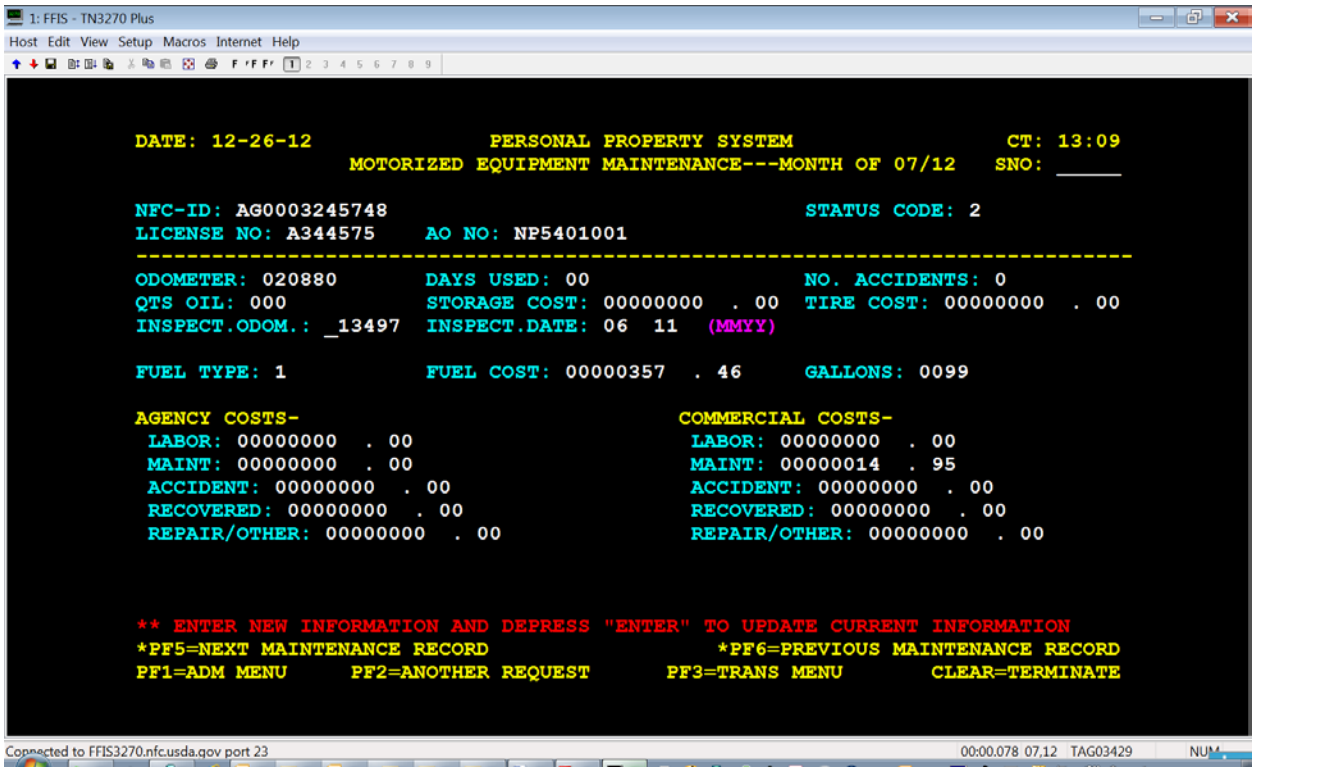
For E85 Flex Fuel Vehicles

PROP will only allow the user to use 1 fuel type for the month. When acquiring E85, users will have to use a different month to distinguish between GAS and E85.

Change A Record

Enter the Month or scroll to the correct record. At the top of the page (see arrow), the system displays the month. To avoid mistakes, we recommend that you enter the Month.





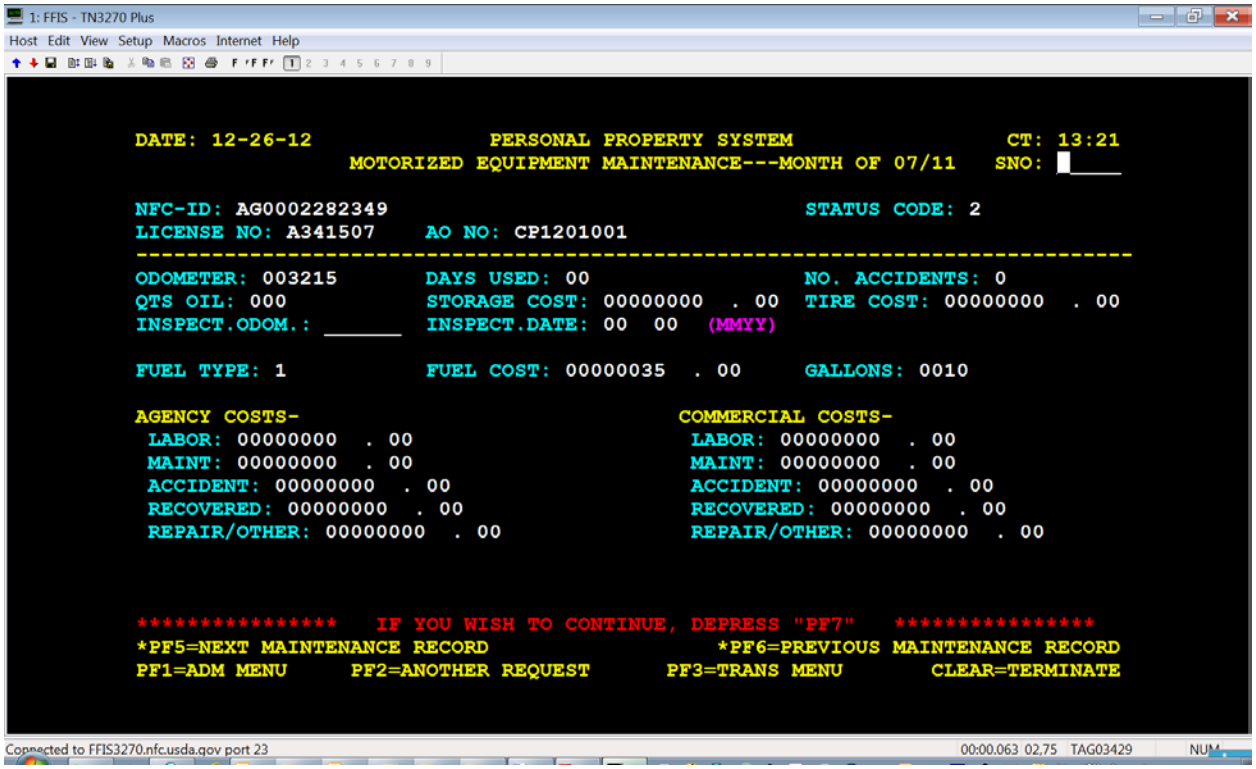
PROP provides a cumulative monthly total. If you noticed that inadvertently left off a few transactions, add them to the total. If you purchased 20 gallons more, then change the gallons from 99 to 119. Correct the total Fuel Cost from 357 to the new total, such as 427.

Or reduce the Total Gallons or Toal Fuel Cost as appropriate.

For E85 Flex Fuel Vehicles

PROP will only allow the user to use 1 fuel type for the month. When acquiring E85, users will have to use different months to distinguish between GAS and E85.

Delete a Record

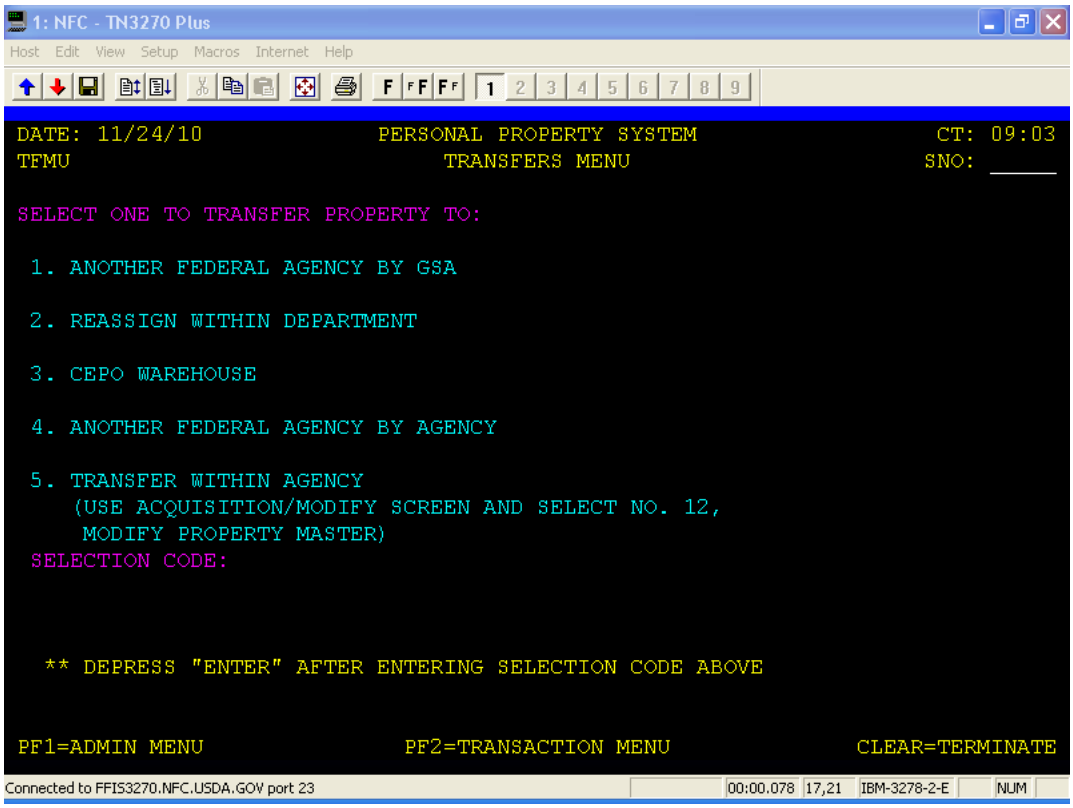


If you did not enter the month, use PF5 to scroll to the correct month.

Make the correct as appropriate. PROP provides a cumulative monthy total. Users will have to reduce the total amount and enter the new monthly total.

12. Transfer Menu (TFMU)

The Transfers Menu (Option 2 from the Transaction Menu) provides a list of options to transfer property items within the PROP database. Primarily this is similar to a “Deletions Menu”, except for option #2. (see info below)



1. Another Federal Agency By GSA - Used to record the transfer of a property item from a USDA agency to another non USDA agency when the transaction is handled by GSA.

2. Reassign Within Department - Used to reassign a property item between USDA agencies. **Use this option when acquiring an asset from another USDA agency**.

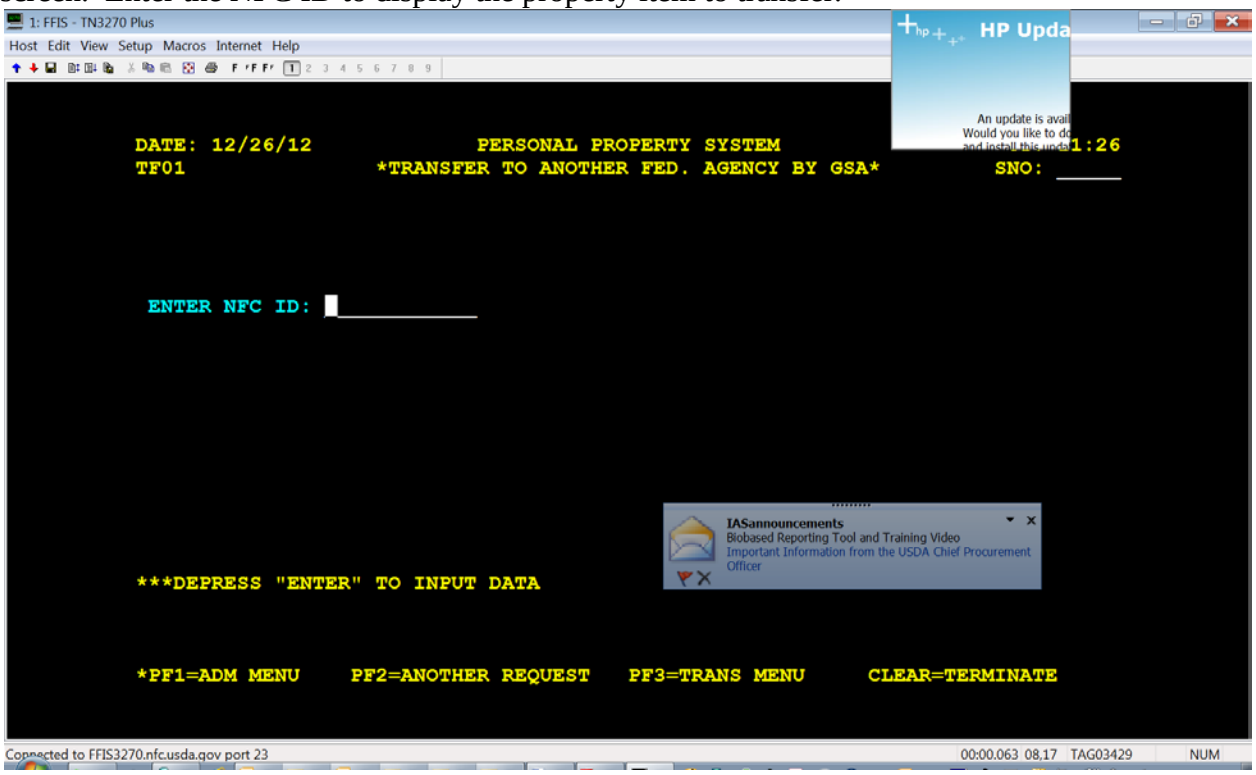
3. CEPO Warehouse - Used after personal property has been physically transferred to the Centralized Excess Property Operations (CEPO). ***Used by USDA agencies in the Washington/Metro area.***

4. Another Federal Agency By Agency – Used to record a transfer of property from a USDA agency to another non USDA agency by the Agency, without reporting through GSAXcess.

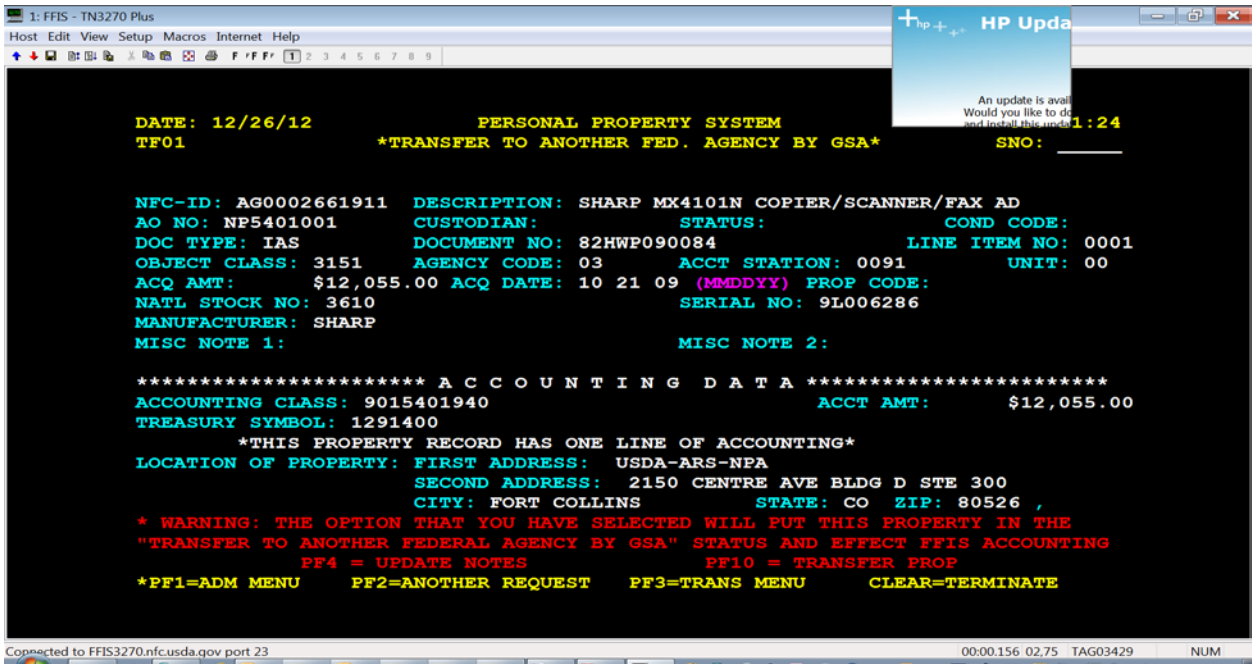
5. Transfer Within Agency - Option not available. To transfer an item within your agency, use the Acquisition/Modify screen, Option 12, Modify Property Master and change the AO number.

Transfers (Removing the Asset from ARS inventory)

Selecting Option 1, 3, and 4 on the Transfers Menu will bring up the corresponding prompt screen. Enter the NFC ID to display the property item to transfer.



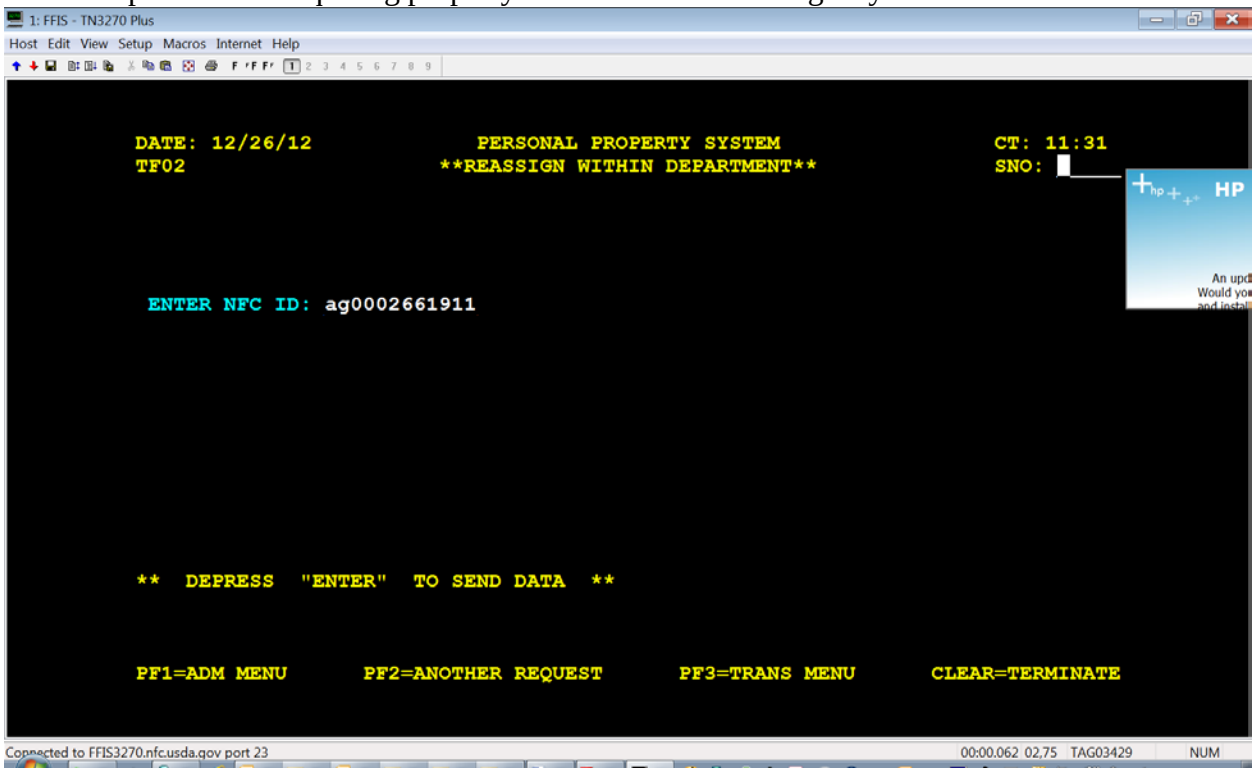
.



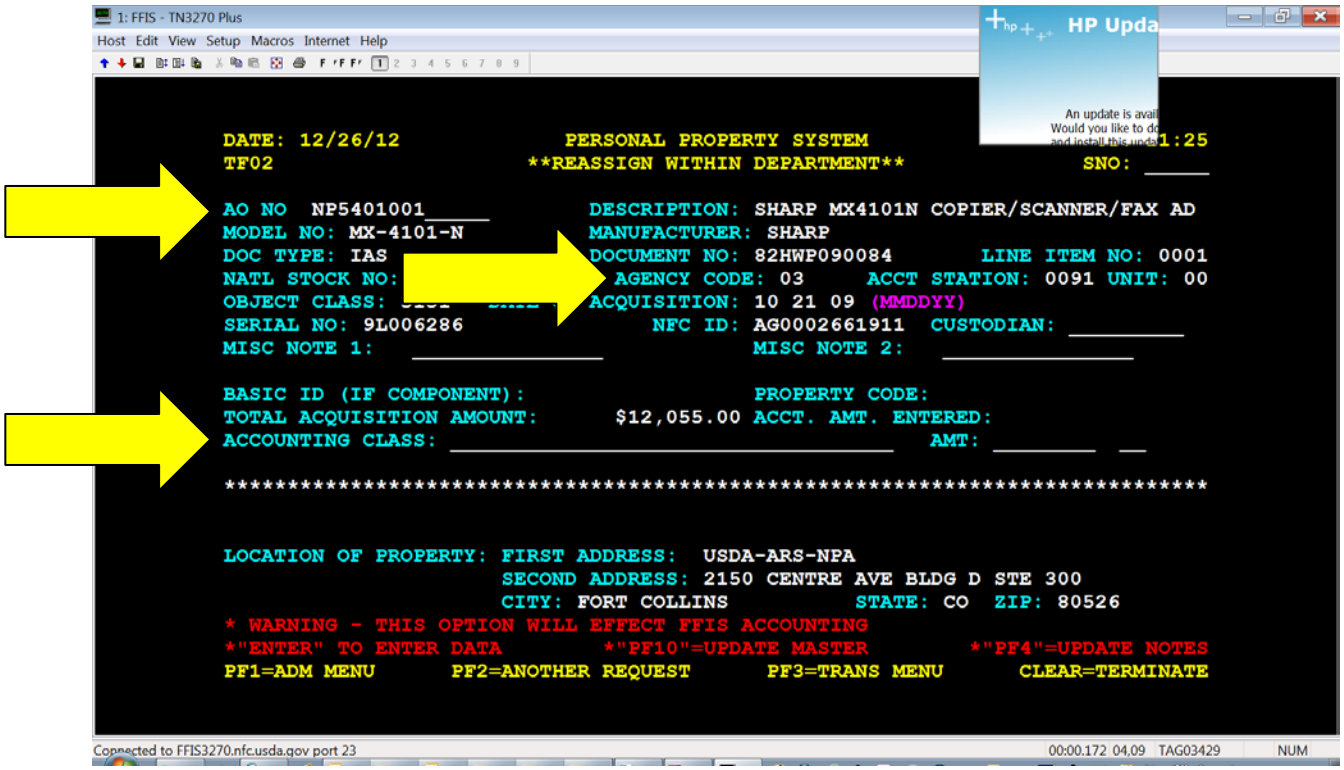
After ensuring the correct item is displayed, Press [PF10] to initiate the action for Options 1, 3 and 4

Reassign within USDA (Updating the Asset to an ARS Inventory)

Use this option when acquiring property from another USDA agency. Enter the NFC ID



You must change the agency code, accountable officer, and accounting class. Change other information as appropriate, including the Location Address.

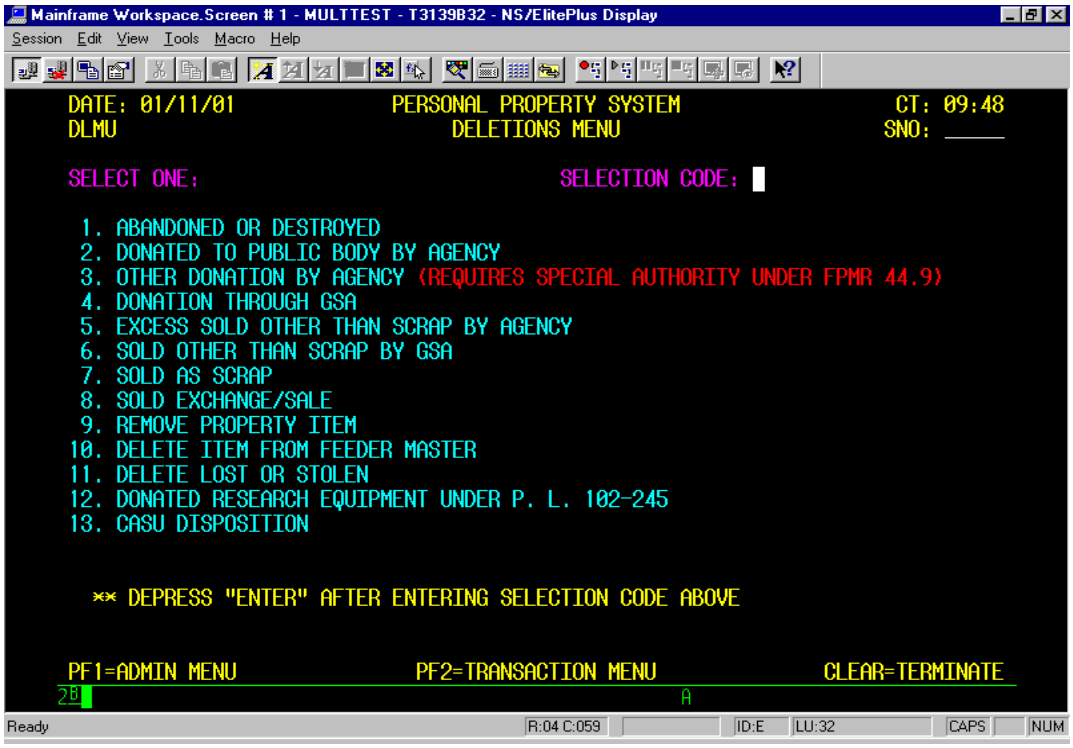


This option will not affect the General Ledger. Users should use a valid agency accounting.

13. Deletions Menu (DLMU)

The Deletions Menu (Option 4 from the Transaction Menu [Figure 27]) provides options used to delete property items from the PROP database. PROP user must have applicable documention, with signatures, before removing an asset.

Most all deletion options are similar. Users key in the NFC-ID and follow the screen prompts. For SOLD options, the user must key in the proceeds.



1. Abandoned Or Destroyed - Used to record that a property item has been documented as having no economic value and such item has been abandoned or destroyed. (After USDA/GSA Screening – and no transfer or sales requests. Or property in X or S condition and was not reported to GSA for screening, following applicable rules.)

2. Donated To Public Body By Agency - Used to record the donation of a property item to a Public Body, which is another Federal, State, or Local agency that receives an appropriation. An item such as this has been donated in lieu of using abandonment or destruction procedures (Does not include donations authorized by GSA)

3. Other Donation By Agency - *Should only be used by agencies with special authorities.*

4. Donation Through GSA - Used to record the donation of a property item authorized by GSA.

5. Excess Sold Other Than Scrap By Agency - *Used to record the sale of a property item by an agency. Does not include a property item sold by GSA or an item sold as scrap by an agency. (GSA should conducts sales of most all excess.)*

6. Sold Other Than Scrap By GSA - Used to record the sale of a property item by GSA. Does not include a property item sold as scrap.

7. Sold As Scrap - Used to record the sale of a property item as scrap by a Federal agency.

8. Sold Exchange/Sale - Used to record the sale of a property item by either GSA or an agency under the Exchange/Sale Procedures authority.

9. Remove Property Item - Used to remove a property item from the PROP database when it has been entered in error, is a duplicate record, or is no longer required to be maintained in the system.

10. Delete Item From Feeder Master - Used to delete a feeder master record for an item that was never received and accountability is not required, or to delete a feeder master record for an item that was erroneously purchased using a property budget object class.

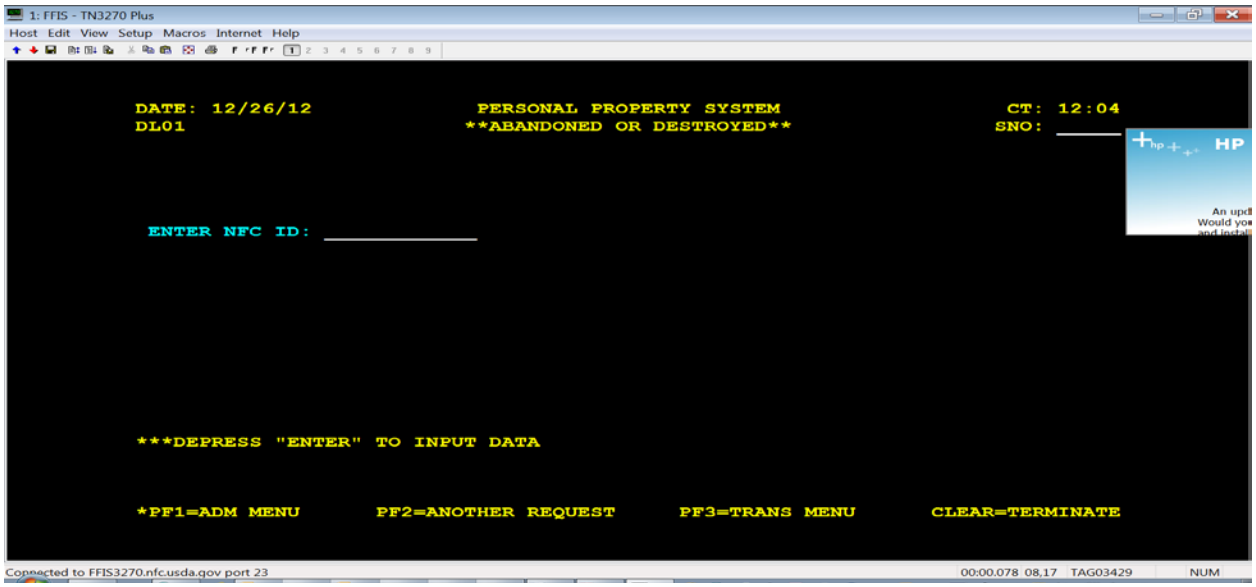
11. Delete Lost Or Stolen - Used to delete a property item from the PROP database once the item has been declared lost or stolen. Ensure applicable documentation.

12. Donated Research Equipment Under P.L. 102-245 - Used to record the donation of research equipment under the Stevenson-Wydler Technology Innovation Act, Public Law 102-245.

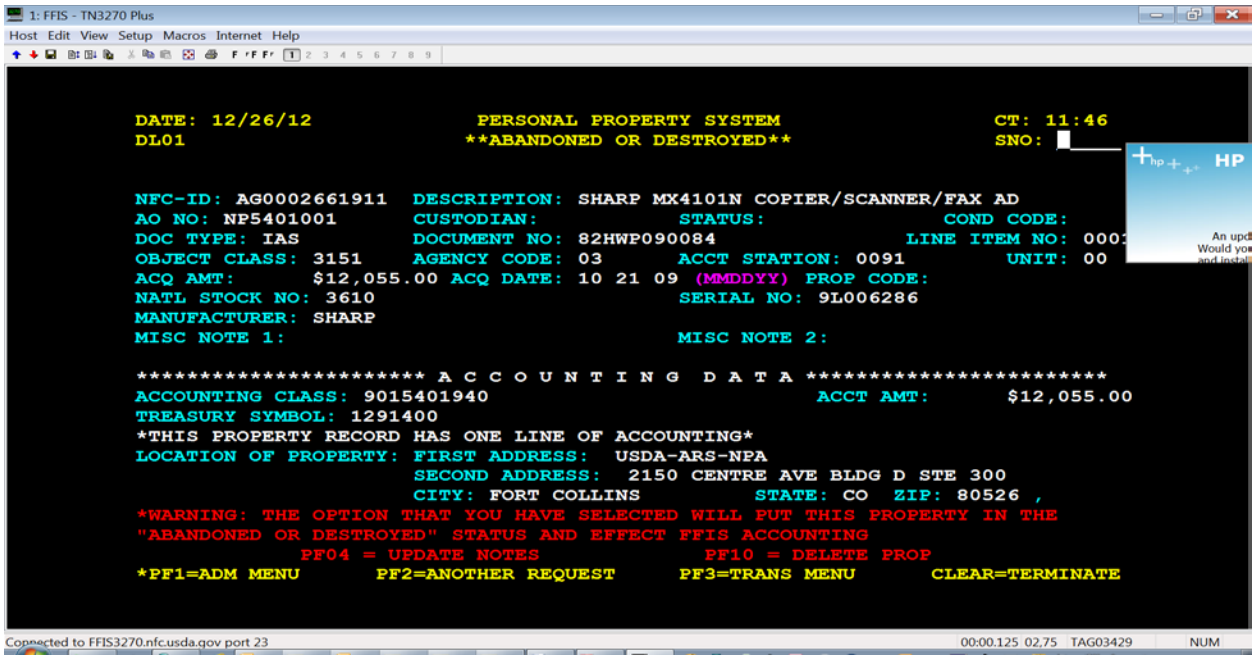
13. CASU Disposition - Used to record the disposition of an item to a Regional Cooperative Administrative Support Unit (CASU).

Abandon and Donation Options

Abandoned/Destroyed, Donated to Public Body, Donation through GSA, Donated Research under PL 102-245 are similar. User enters NFC-ID. .



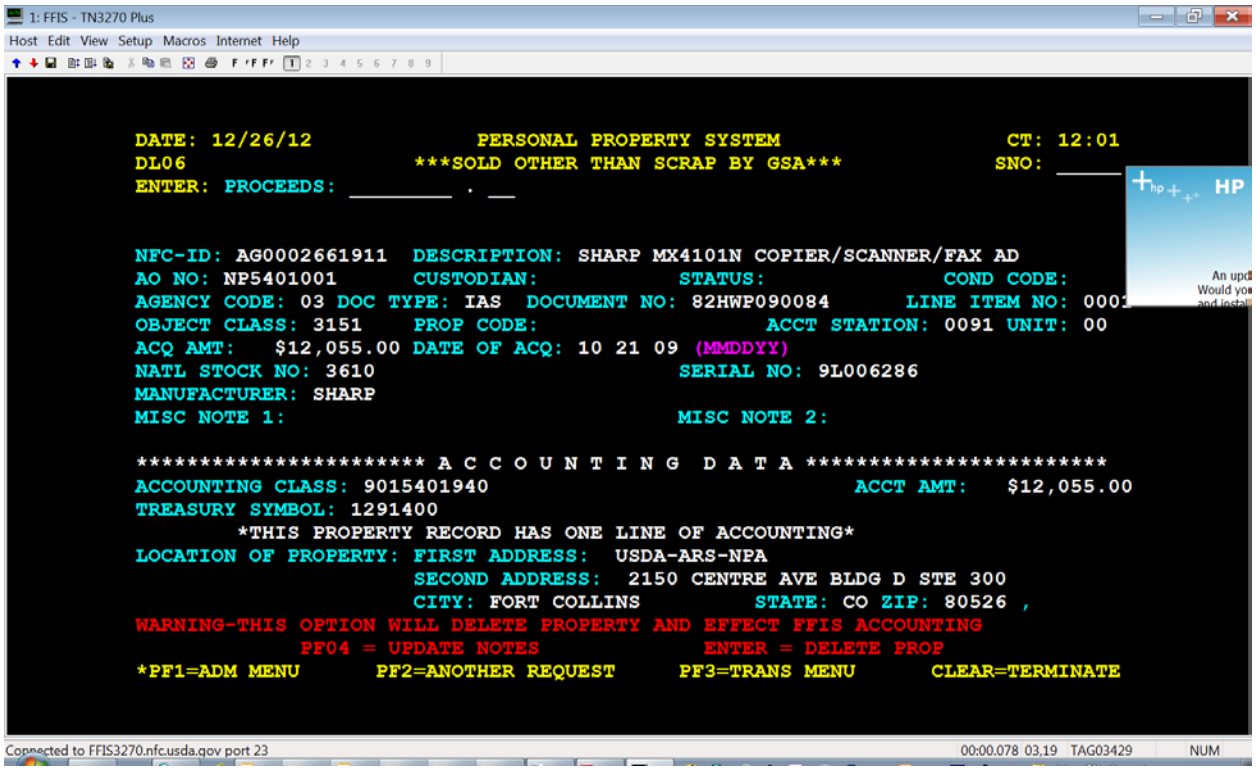
Revew item to ensure the correct asset is displayed, and select PF10 to remove item



User receives confirmation message.

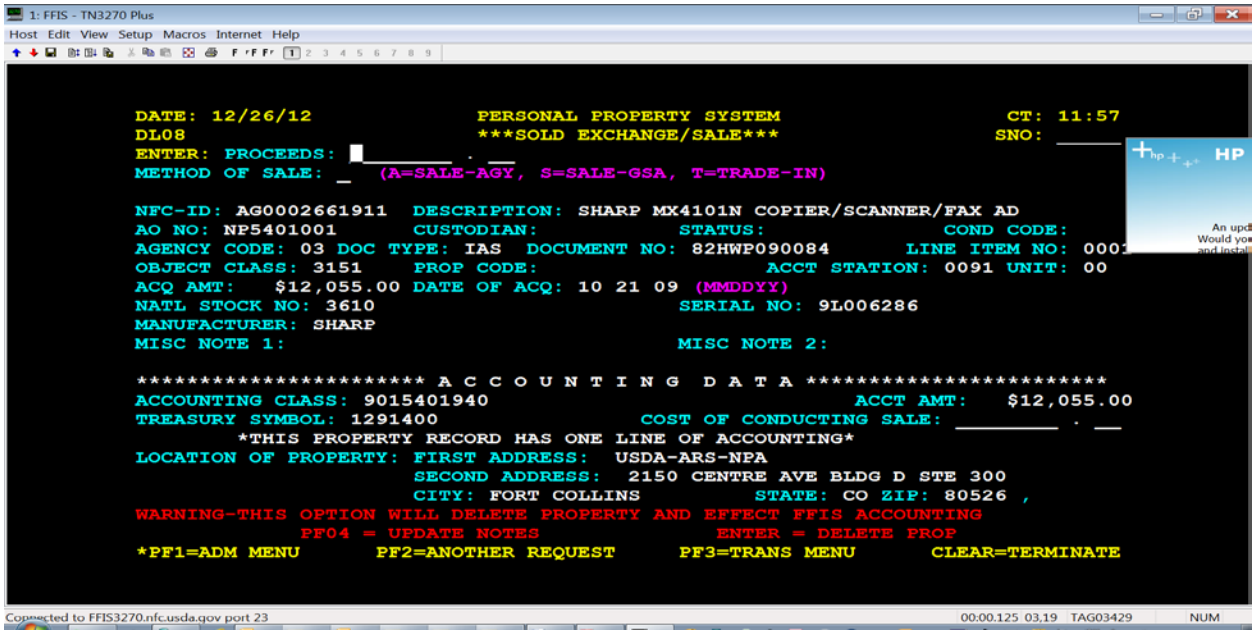
Sold Options

When removing an asset that was sold, the user must enter the sales proceeds. Select ENTER to remove asset.



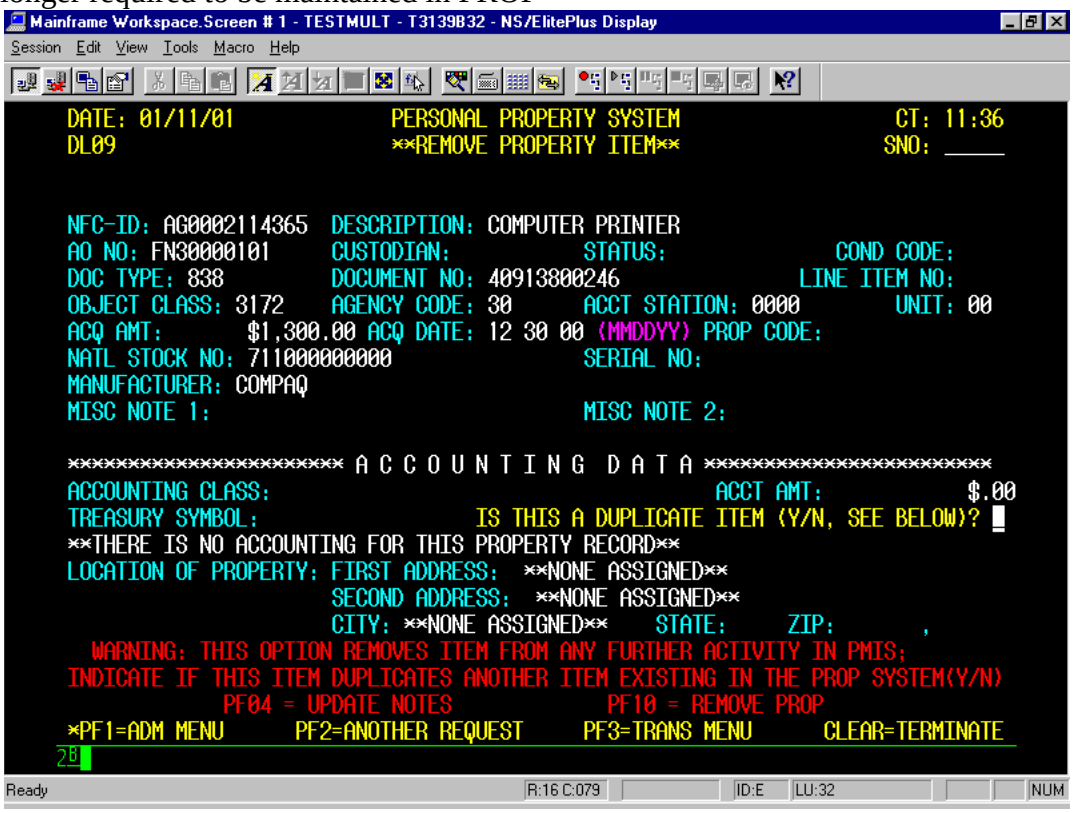
Exchange/Sale

User must enter the proceeds and indicate whether the transaction was a sale or trade-in. (A-Agency Sale, S-GSA Sale, or T-Trade in/exchange.



Remove Property Item (DL9)

Used to remove a property item when it was updated in error, is a duplicate record, or is no longer required to be maintained in PROP

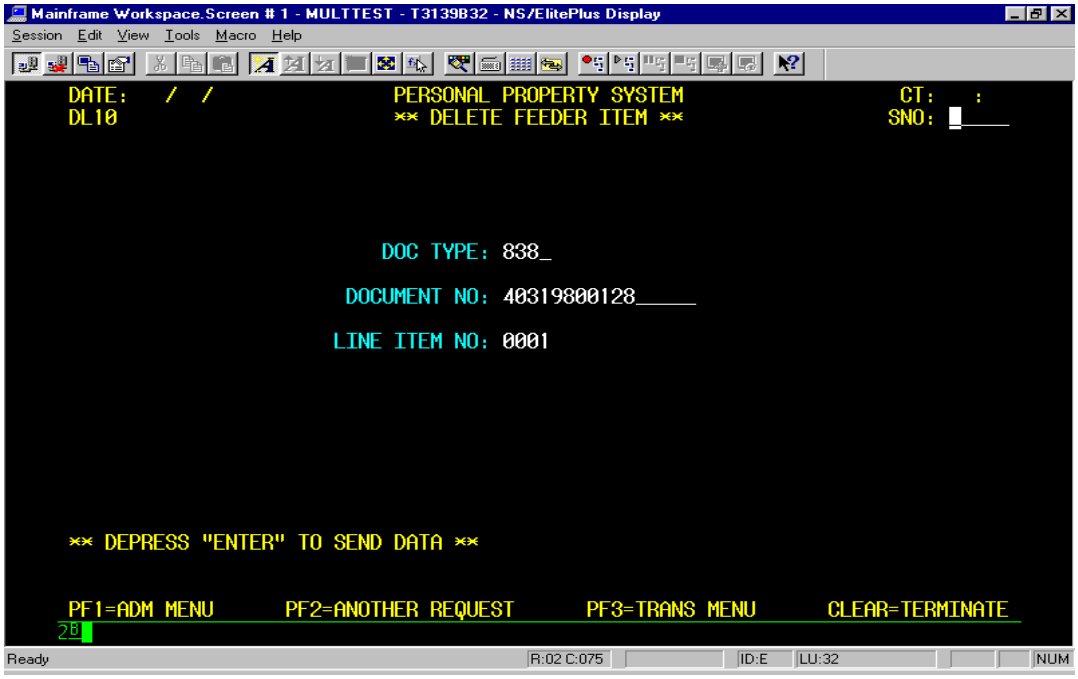


Users must indicate whether the item is a duplicate:
Is This A Duplicate Item (Y/N). Key in *Y* (for Yes) if the item to be deleted is a duplicate item.

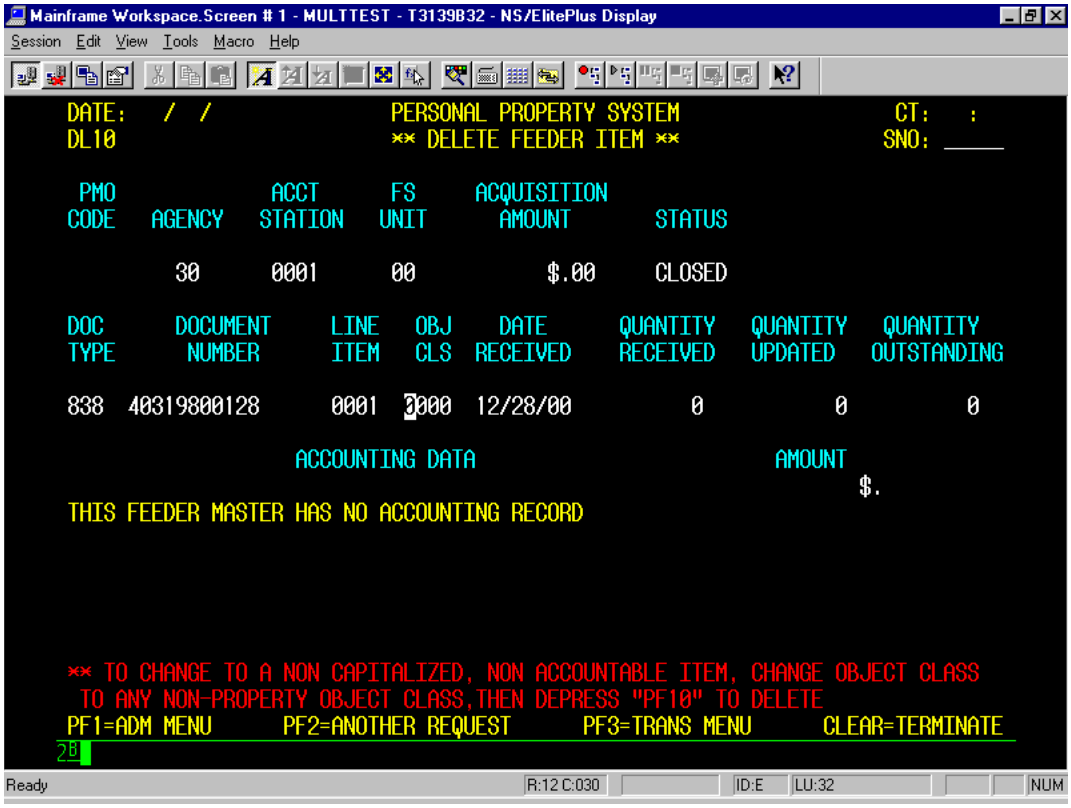
Key in *N* (for No) if the item to be deleted is not a duplicate item. Press [PF10].

Note: The system maintains the deleted property master history record for a specific time period for inquiry purposes.

Delete from Feeder Master/SUSPENSE (DL10)



Key in the Doc Type, Document Number and Line Item Number. Press [Enter]. The Delete Feeder Item detail screen is displayed.



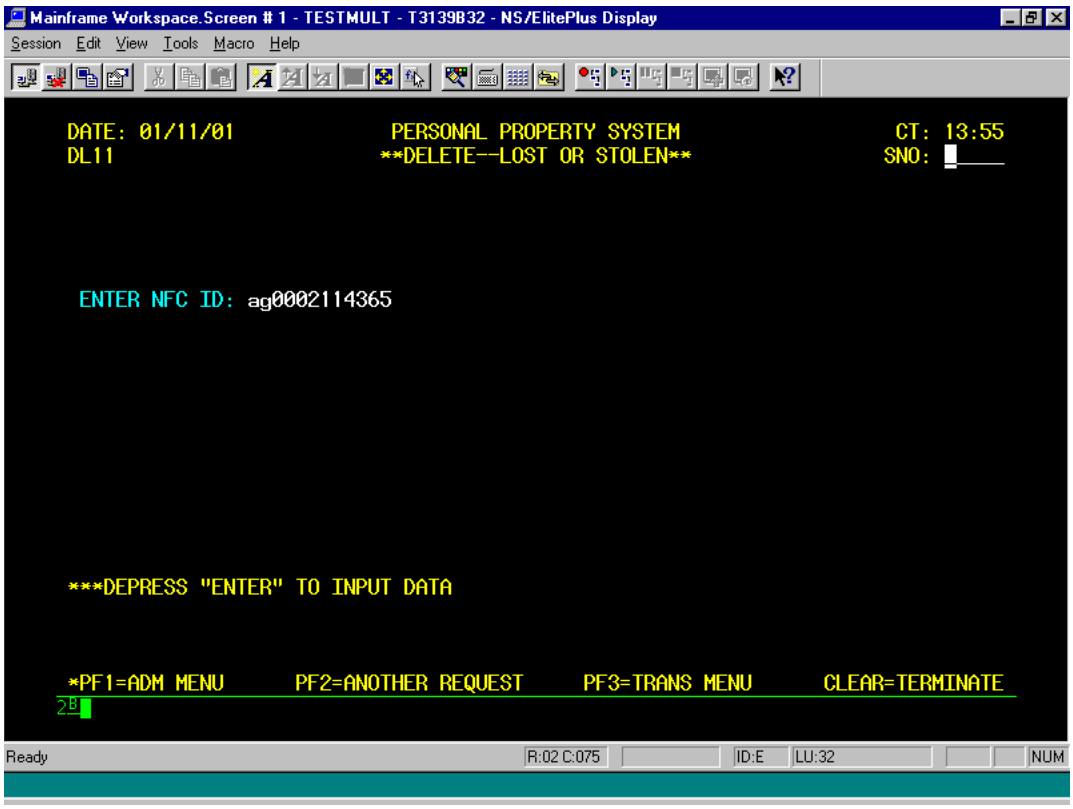
To delete a feeder master record for an item that was originally keyed in with an incorrect object class code, change the object class code to a non-property object class and then press [PF10].

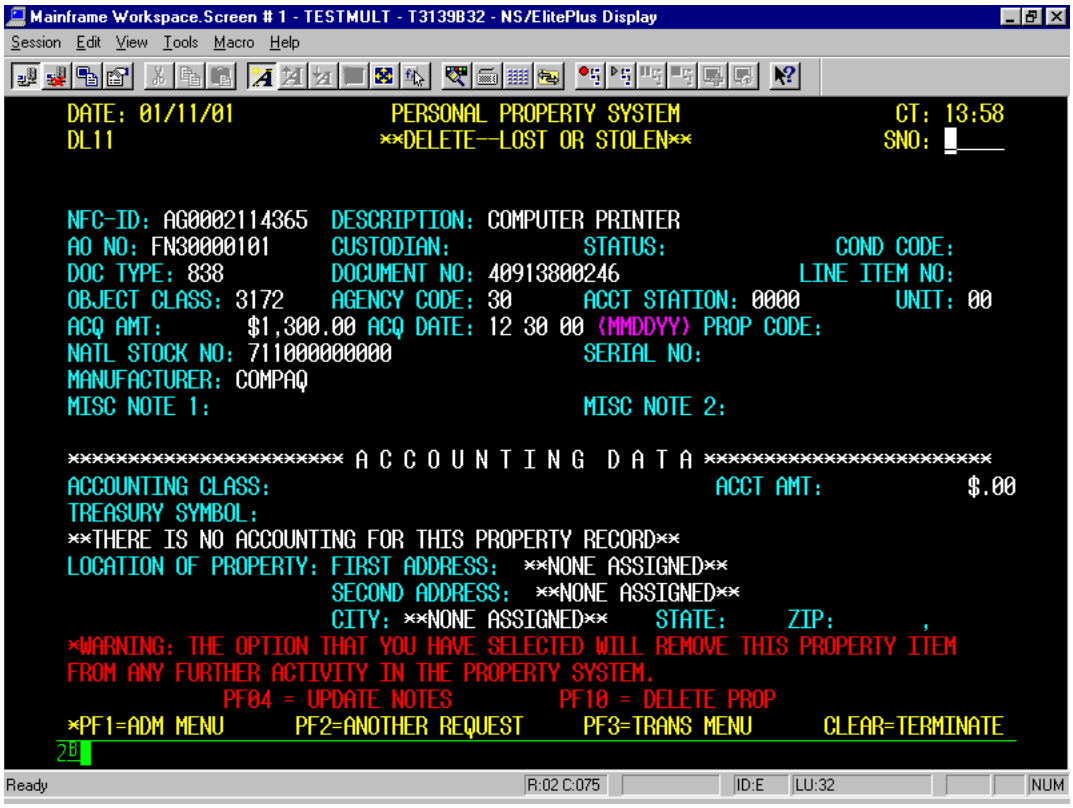
You cannot delete a feeder record if a property record exists. If you attempt to do so, the message *Cannot Delete Feeder Item: Property Record Exists* is displayed at the bottom of the screen.

Note: This option permanently deletes the feeder master record in PROP.

Lost/Stolen (DL11)

Enter the NFC-ID



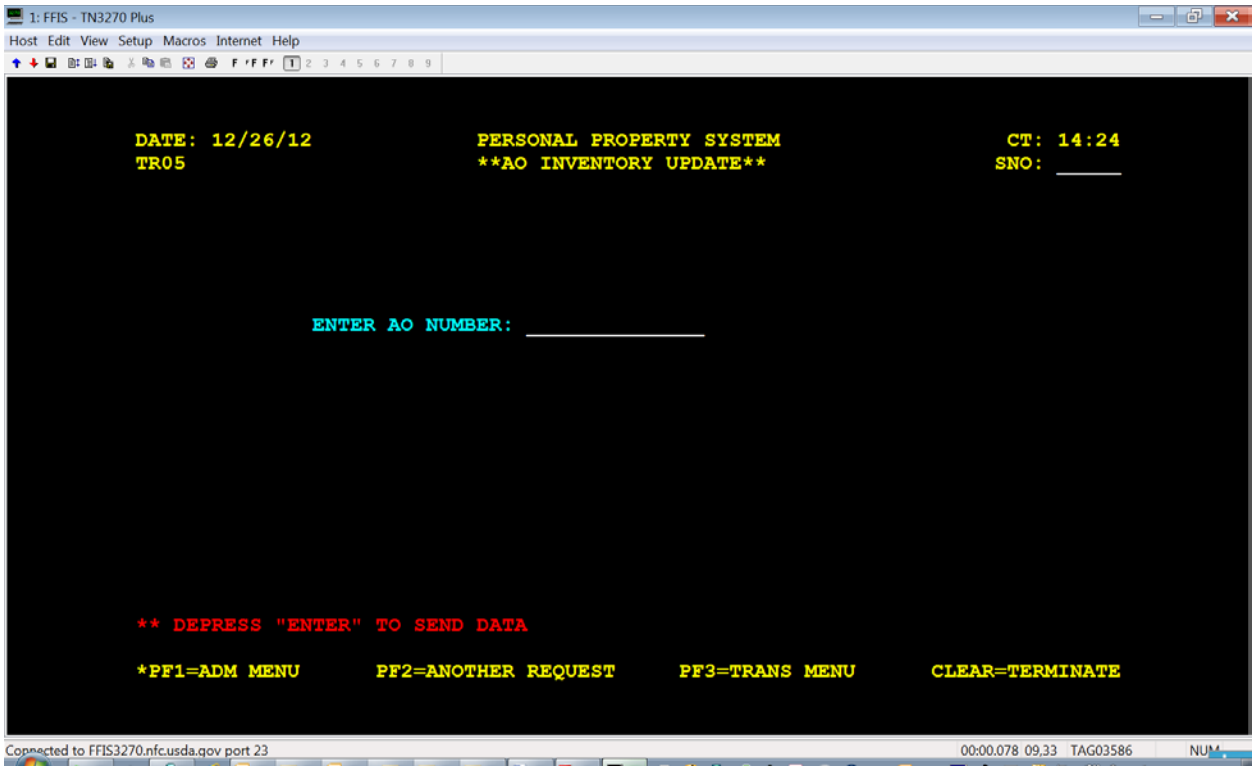


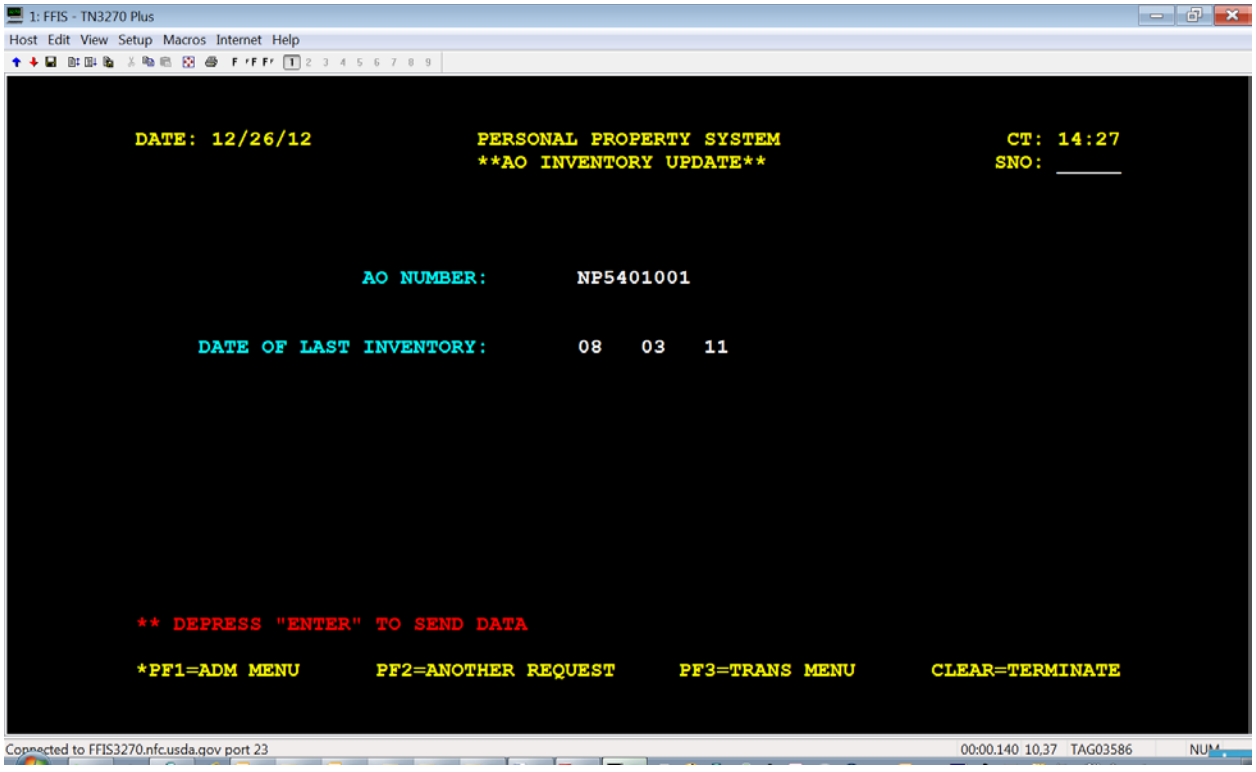
To place the property item in the Delete Lost Or Stolen status, press [PF10]. The message *The Property Described Above Has Been Removed From the Property System* is displayed at the bottom of the screen.

Note: The system maintains the deleted property master history record for a specific time period for inquiry purposes.

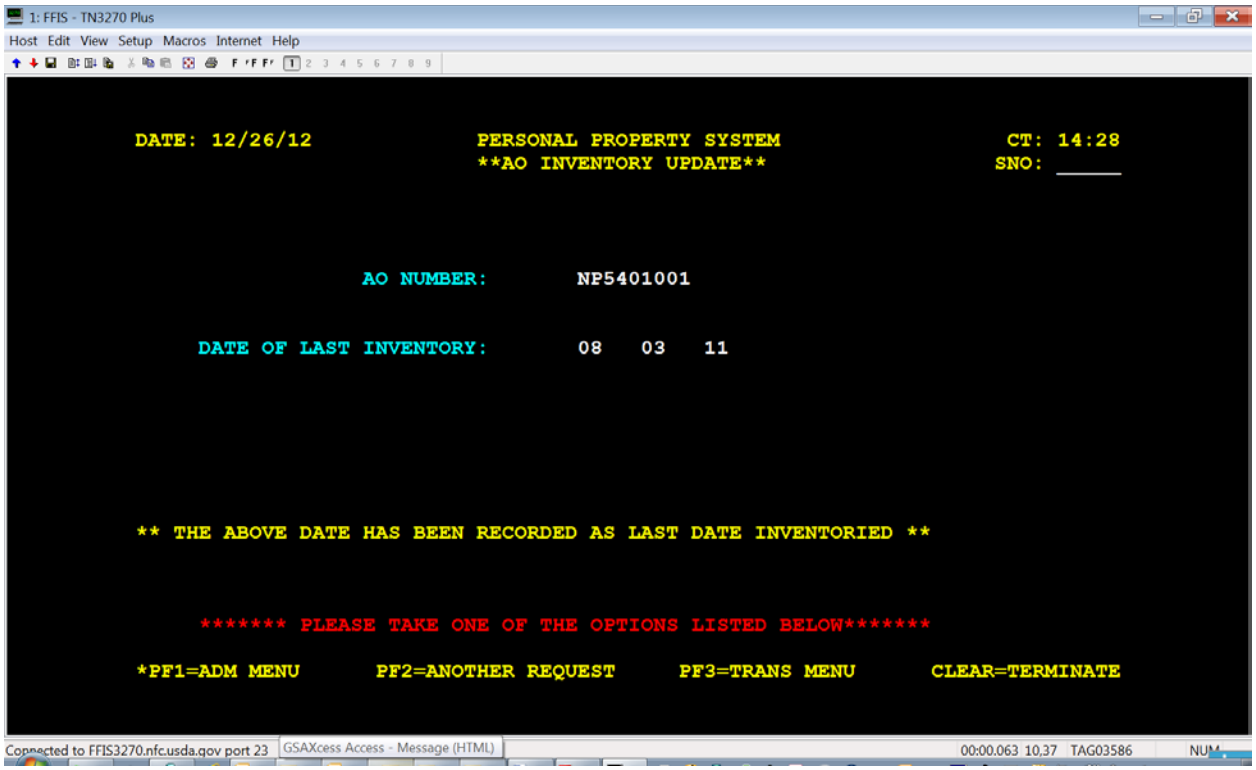
14. Update AO Inventory Date (TR05)

After receipt of the completed and signed inventory, the PROP user will update the new inventory date. Use the date of the completed inventory as the AO Inventory Date. PROP users will continue to reconcile the inventory as appropriate.



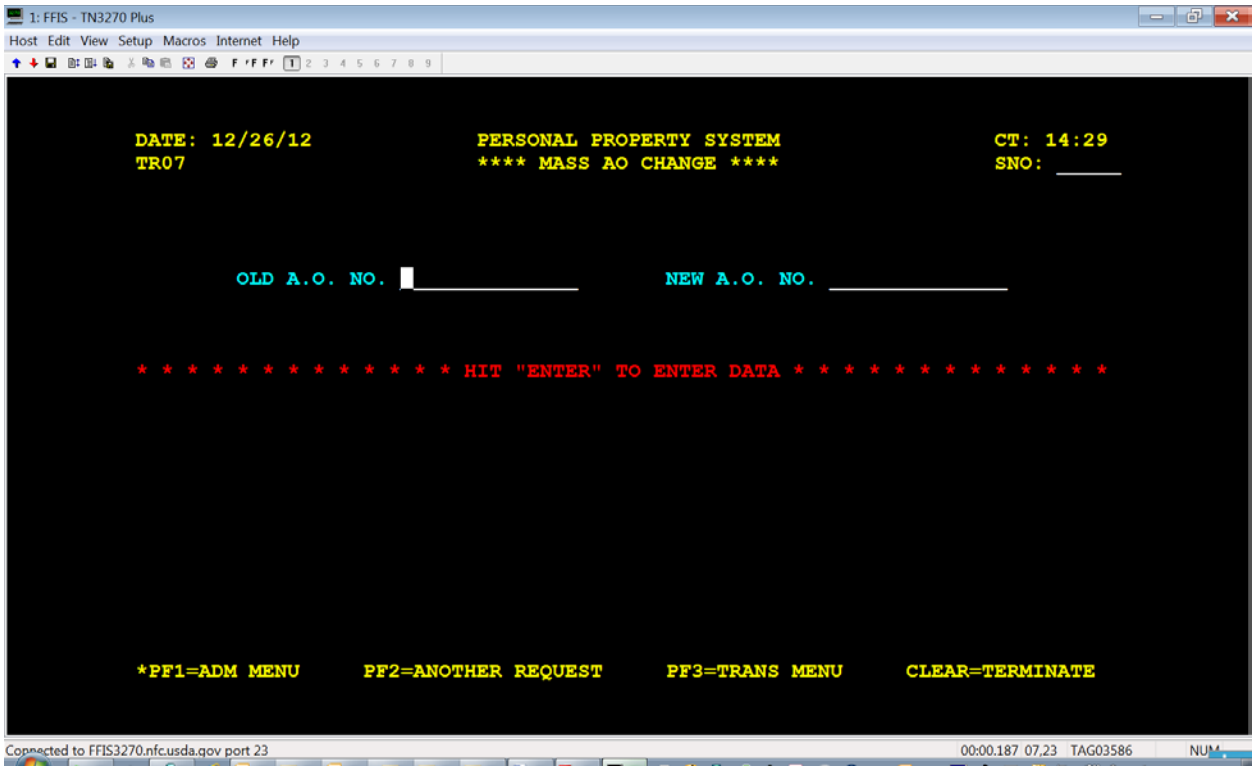


Key in the new inventory date and select enter for confirmation



15. Mass APO Change (TR07)

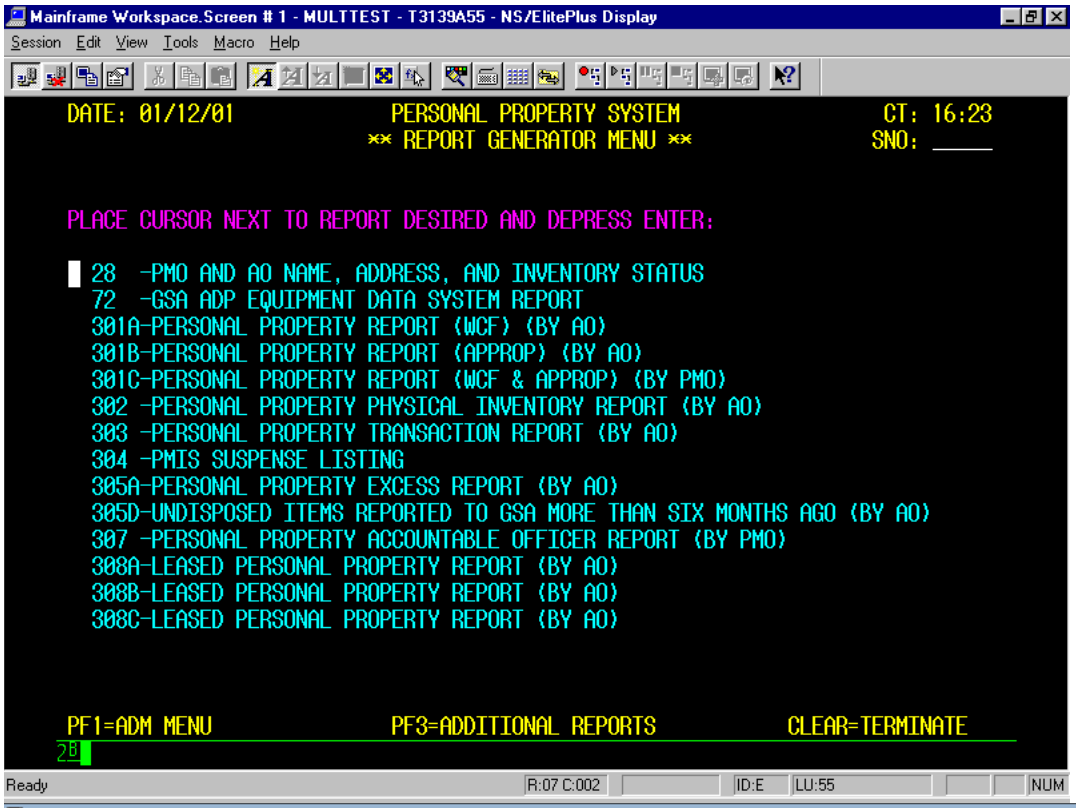
To change ALL property records from one APO to another use this option. Enter the Old AO Number and the New AO Number. Select Enter to process transaction.

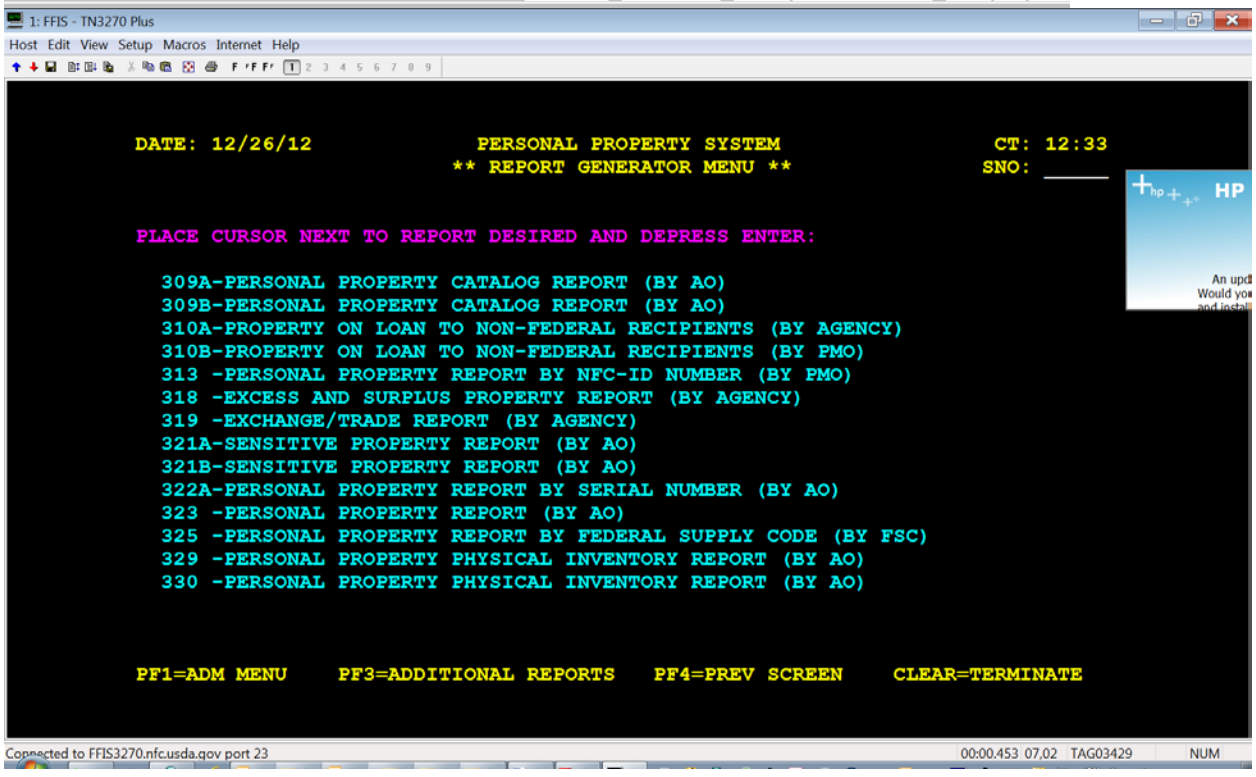


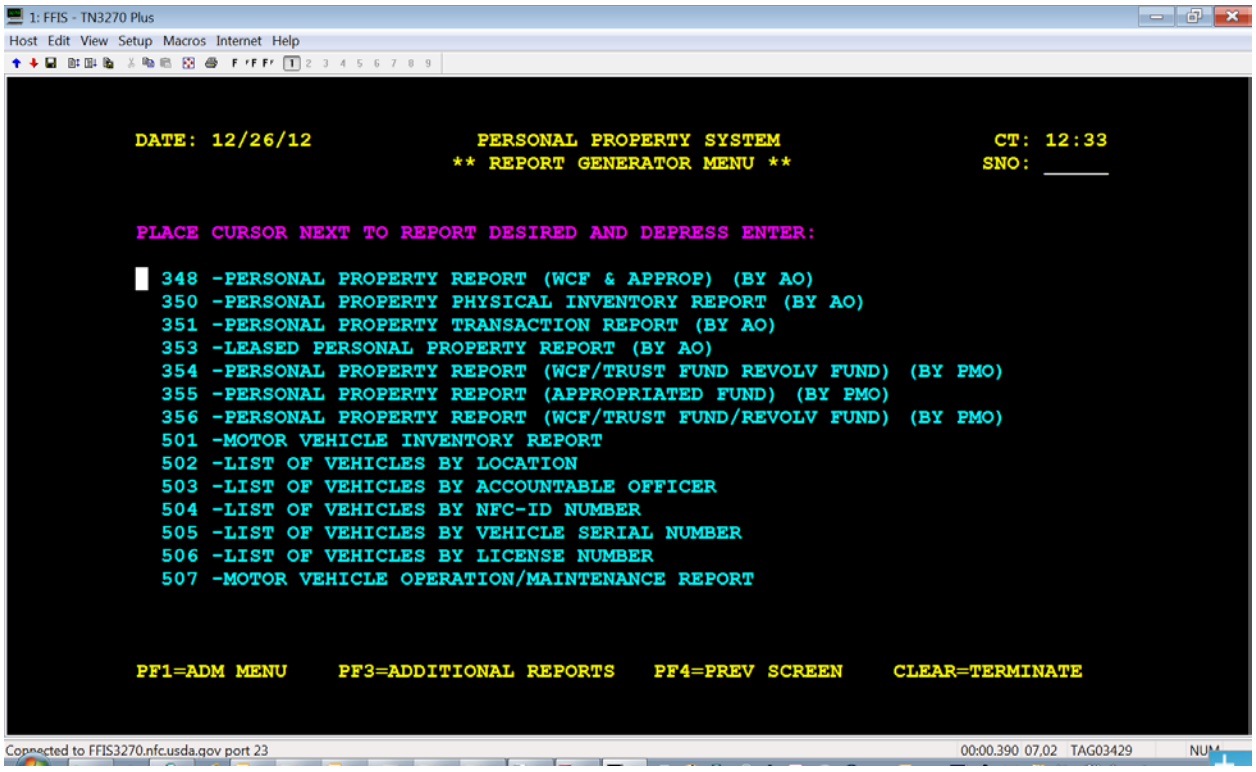
16. Report Generator Menu

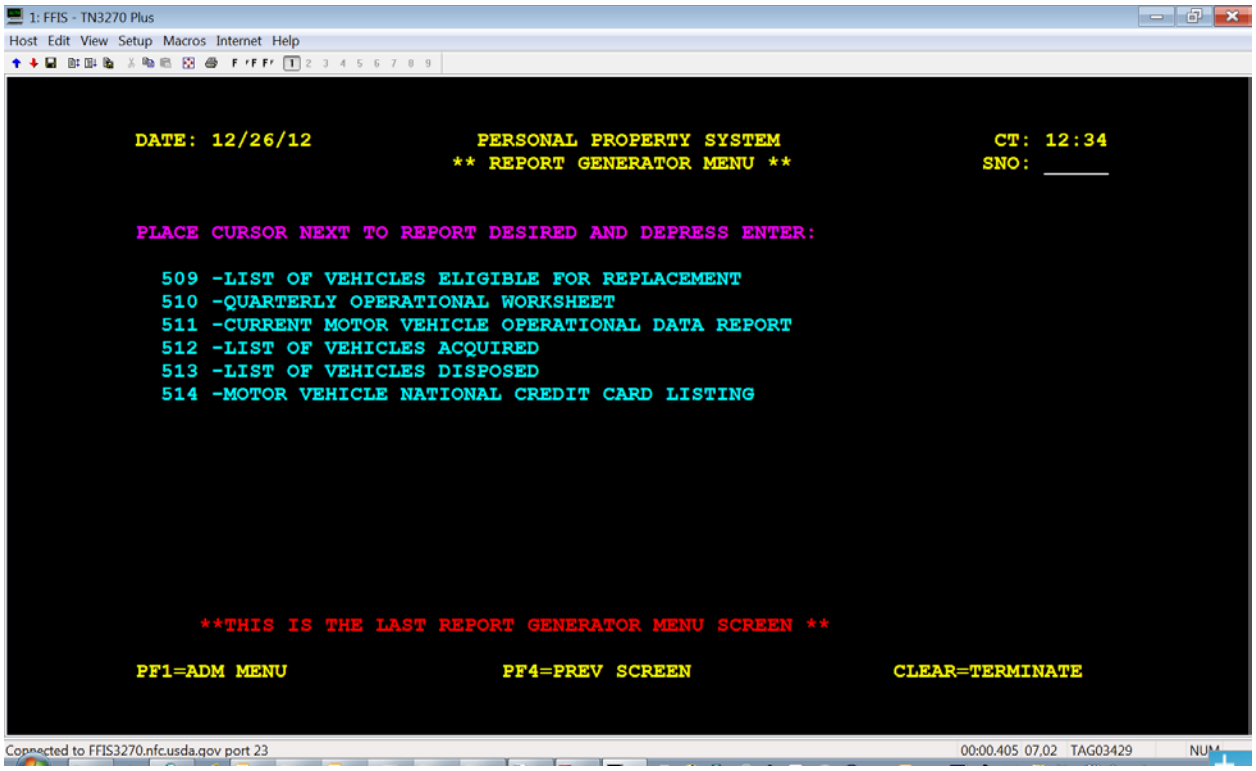
There are 48 preprogrammed report options for property items accounted for in the PROP database. Although the steps for generating each report are similar, each report's filtering and sorting options may vary. For a complete list of reports available and the steps for producing them, refer to the PROP Procedures Manual, Report Generator Menu.

Select Option 4, The Report Generator Menu, from the Administrative Menu (Figure 6). Press [Enter]. Page one of the Report Generator Menu is displayed. Select F3 to "NEXT PAGE, F4 PREVIOUS PAGE

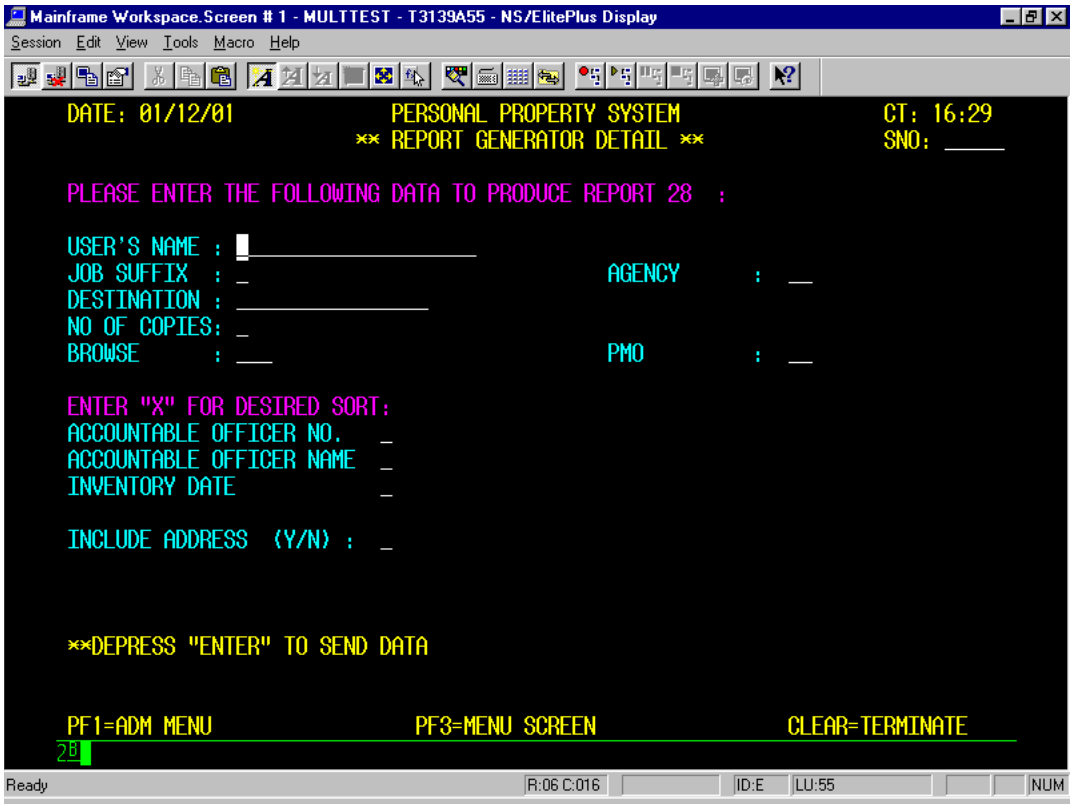

Mainframe Workspace.Screen # 1 - MULTTEST - T3139A55 - NS/ElitePlus Display
Session Edit View Tools Macro Help
DATE: 01/12/01 PERSONAL PROPERTY SYSTEM CT: 16:23
** REPORT GENERATOR MENU ** SNO: _____
PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:
28 -PMO AND AO NAME, ADDRESS, AND INVENTORY STATUS
72 -GSA ADP EQUIPMENT DATA SYSTEM REPORT
301A-PERSONAL PROPERTY REPORT (WCF) (BY AO)
301B-PERSONAL PROPERTY REPORT (APPROP) (BY AO)
301C-PERSONAL PROPERTY REPORT (WCF & APPROP) (BY PMO)
302 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
303 -PERSONAL PROPERTY TRANSACTION REPORT (BY AO)
304 -PMIS SUSPENSE LISTING
305A-PERSONAL PROPERTY EXCESS REPORT (BY AO)
305D-UNDISPOSED ITEMS REPORTED TO GSA MORE THAN SIX MONTHS AGO (BY AO)
307 -PERSONAL PROPERTY ACCOUNTABLE OFFICER REPORT (BY PMO)
308A-LEASED PERSONAL PROPERTY REPORT (BY AO)
308B-LEASED PERSONAL PROPERTY REPORT (BY AO)
308C-LEASED PERSONAL PROPERTY REPORT (BY AO)
PF1=ADM MENU PF3=ADDITIONAL REPORTS CLEAR=TERMINATE
28
Ready R:07 C:002 ID:E LU:55 NUM


1: FFIS - TN3270 Plus
Host Edit View Setup Macros Internet Help
DATE: 12/26/12 PERSONAL PROPERTY SYSTEM CT: 12:33
** REPORT GENERATOR MENU ** SNO: _____
PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:
309A-PERSONAL PROPERTY CATALOG REPORT (BY AO)
309B-PERSONAL PROPERTY CATALOG REPORT (BY AO)
310A-PROPERTY ON LOAN TO NON-FEDERAL RECIPIENTS (BY AGENCY)
310B-PROPERTY ON LOAN TO NON-FEDERAL RECIPIENTS (BY PMO)
313 -PERSONAL PROPERTY REPORT BY NFC-ID NUMBER (BY PMO)
318 -EXCESS AND SURPLUS PROPERTY REPORT (BY AGENCY)
319 -EXCHANGE/TRADE REPORT (BY AGENCY)
321A-SENSITIVE PROPERTY REPORT (BY AO)
321B-SENSITIVE PROPERTY REPORT (BY AO)
322A-PERSONAL PROPERTY REPORT BY SERIAL NUMBER (BY AO)
323 -PERSONAL PROPERTY REPORT (BY AO)
325 -PERSONAL PROPERTY REPORT BY FEDERAL SUPPLY CODE (BY FSC)
329 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
330 -PERSONAL PROPERTY PHYSICAL INVENTORY REPORT (BY AO)
PF1=ADM MENU PF3=ADDITIONAL REPORTS PF4=PREV SCREEN CLEAR=TERMINATE
HP
Connected to FFIS3270.nfc.usda.gov port 23 00:00.453 07.02 TAG03429 NUM





To select a report, place the cursor next to the desired report number and press [Enter].



1. User Name - Key in identifying information to ensure receipt of the report, such as initials.

2. Job Suffix - Key in any character from A to Z or 0 to 9. The Job Suffix field also provides a mechanism to better monitor reports awaiting execution.

3. Agency or PMO or AO - Key in the 2-position NFC-assigned agency code or established PMO code. (Vehicle repots include option for 4 pos Location)

4. Destination - Key in the U-printer location where the report is to be printed.

5. Number of Copies – Key in number.

6. Browse – N for NO

7. Include Address - Key in either *Y* (Yes) or *N* (No) to include or exclude printing of the AO address(s) on the report.

Press [Enter] to generate the report

Commonly Used Reports

Title	Sort Option
28: AO Name, Address, & Inventory Date (by AO Number, Name, or Inventory Date)	Agency or PMO
303-Personal Property Transaction Report (Report of PROP Actions – by Time Frame)	PMO or APO
304-Agency PMIS/PROP Suspense Listing Accounting or Document No (all ARS)	Agency
329-Personal Property Report (by Description)	APO
350-Personal Property Physical Inventory Report (by Description)	APO
502-List of Vehicles by Location (by AG#)	PMO, Location, APO
503-List of Vehicles by APO (by AO & AG#)	PMO, Location, APO
504-List of Vehicles by NFC-ID	PMO, Location, APO
506-List of Vehicles by License Number	PMO, Location, APO
507-Vehicle Operational/Maintenance Report (by AG#)	PMO, Location, APO
510-Quarterly Operational Worksheet (by AO, location, AG#)	PMO, Location, APO
511-Current Vehicle Operational Data (by AG#)	PMO, Location, APO
512-List of Vehicles Acquired (by AG#)	PMO, Location, APO
513-List of Vehicles Disposed (by AG#)	PMO, Location, APO