Property Loss Case Update Closed - PA
Reference Guide

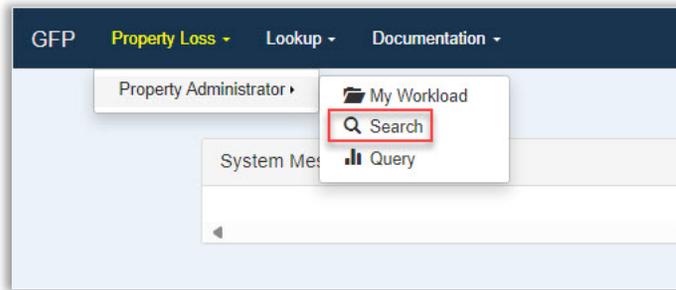| Homepage	GFP Module	Property Loss	Search

Roles	Roles that will have access to Update a Closed Property Loss Case	• Property Administrator
Updating a Closed Property Loss Case	Log into PIEE as Property Administrator and access the GFP module. In the GFP module go to **Property Loss > Property Administrator > Search**	GFP Property Loss ▾ Lookup ▾ Documentation ▾ Property Administrator ▸ 📁 My Workload 🔍 Search System Mes 📊 Query
Search for Property Loss Case	Enter information on the Search Criteria page for the Property Loss Case	

Property Administrator - Search Criteria

Contract Number	Contract Order Number	Prime CAGE Code
	8880	

Case Number	Contractor Reference Number	Case Status
		Closed

Case Status dropdown:
All Documents
Closed
Draft
Investigating
Pending - Contracting Officer Determination
Pending - GFR Review
Pending Closure
Recalled
Rejected
Void

Property Administrator First Name	Property Administrator Last Name	Date Established Start

Search Criteria:
- Contract Number
- Contract Order Number
- Prime CAGE Code
- Case Number
- Contractor Reference Number

- Case Status
- Property Administrator First Name
- Property Administrator Last Name
- Date Established Start
- Date Established End

Case Status:
- All Documents
- Closed
- Draft
- Investigating
- Pending - Contracting Officer Determination
- Pending - GFR Review
- Pending Closure
- Recalled
- Rejected
- Void

Select "Closed" Case Status to locate a Property Loss Case to Update.

Property Administrator First Name	Property Administrator Last Name

🔍 Search

Click the "Search" button.

Property Administrator - Search Results

Show [10 ▼] entries   Previous [1] Next

Case Number	Contract Number	Contract Order Number	Prime CAGE Code	Contractor Reference Number	Property Administrator	Case Status	Date Established	Action(s)
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
S0512A190202	SP470116D2001	8880	1QU78	CRN2019-08-19-14;55;00	Joselyn Quitzon	Closed	2019-09-30	👁 View ✏ Update

Showing 1 to 1 of 1 entries   Previous [1] Next

		A Search Results page will be displayed with all Property Loss Cases that match the search criteria entered. To act on a Property Loss Case that is closed click the "Update" action link.
Property Loss Case - Header	The Header information may not be updated after the Property Loss Case is closed. Only Case Types of "Lost" or "Theft" may be updated.	
Property Loss Case – Line Item	The Line Item may be viewed and/or updated by the Property Administrator	**Updating Line Items** Line Items on closed Property Loss Cases are editable. From the search results page, select the **Update** link in the Action(s) column to open and edit Line Items on a Case. Upon opening the Property Loss Case, select the **Line Item** tab. On the Line Item tab, select the **Update** link in the Action(s) column of the Line Item to be edited.

Line Item information is displayed on the View Line Item page. The Pre Populated field indicates whether the Line Item data was entered manually or pre-populated and will display the source of any pre-populated data.

Enter or edit the **Found Quantity** and/or **Date Reported Found** fields.
Select the **Save/Close** button to save all changes and return to the Property Loss Case screen.

Line Item Information:
- Line Number
- Item Name
- Item Description
- Pre Populated
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- Unit of Measure
- Quantity

- Unit Acquisition Cost
- Total Acquisition Cost
- Found Total Quantity
- Found Total Acquisition Cost
- Found Quantity
- Date Reported Found
- Contractor Portion
- Government Portion
- Liability Value
- Repair or Replacement Cost

Viewing Line Items

From the search results page, select the **View** link in the Action(s) column to open and view Line Items on a Case.

Upon opening the Property Loss Case, select the **Line Item** tab.
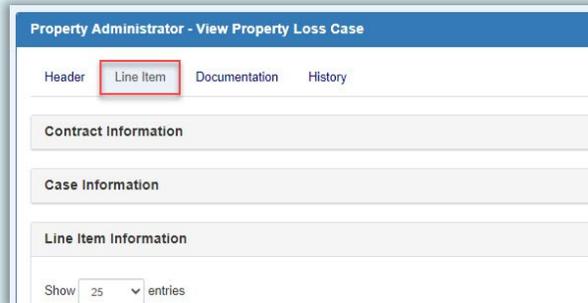
On the Line Item tab, select the **View** link in the Action(s) column of the applicable Line Item.

Line Item information is displayed on the View Line Item page. The Pre Populated field indicates whether the Line Item data was entered manually or pre-populated and will display the source of any pre-populated data.

**Line Item Information**:
- Line Number
- Item Name
- Item Description
- Pre Populated
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- Unit of Measure
- Quantity
- Unit Acquisition Cost
- Total Acquisition Cost
- Contractor Portion
- Government Portion
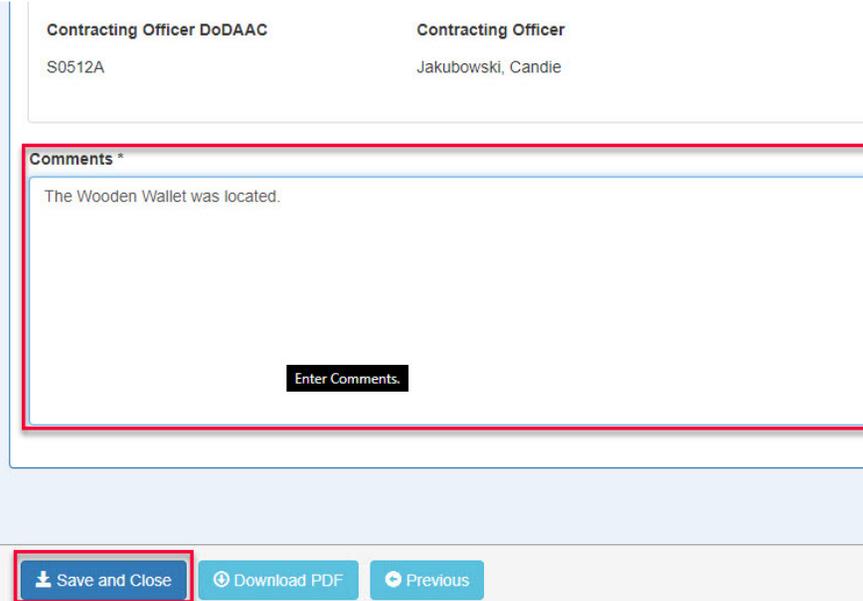- Liability Value
- Repair or Replacement Cost

Exporting Line Items

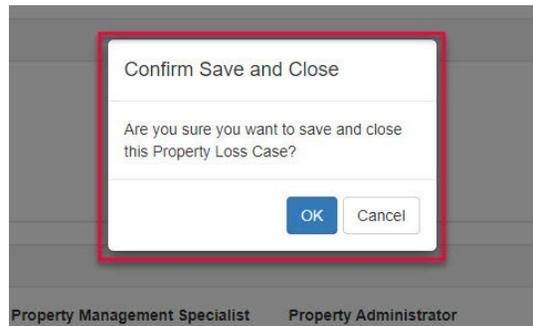To export Line Items to an Excel spreadsheet, select the **Export Line Items** button.
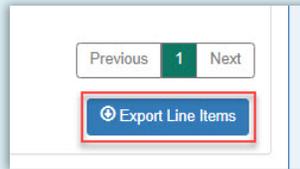
Property Loss Case – Save and Close	After Updating the Line Items the Property Administrator is required to enter comments.	 Enter Comments for the update. Click the "Save and Close" button to save the update to the Line Items. Click the "OK" button to confirm saving and closing of the Property Loss Case.

The Document must be signed by the Property Administrator to close. Enter required credentials and click the "Sign and Submit" button.

A Success screen will be displayed with Property Loss Case information