

Property Loss Case Update Closed - PA

Reference Guide



Homepage

GFP Module

Property Loss

Search

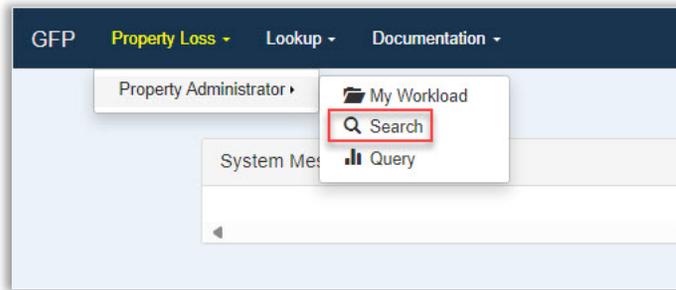
Roles

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**



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
<input type="text"/>	8880	<input type="text"/>
Case Number	Contractor Reference Number	Case Status
<input type="text"/>	<input type="text"/>	Closed
Property Administrator First Name	Property Administrator Last Name	All Documents
<input type="text"/>	<input type="text"/>	Closed
	Date Established Start	Draft
	<input type="text"/>	Investigating
		Pending - Contracting Officer Determination
		Pending - GFR Review
		Pending Closure
		Recalled
		Rejected
		Void

Search Criteria:

- Contract Number
- Contract Order Number
- Prime CAGE Code
- Case Number
- Contractor Reference Number

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.

The screenshot shows the 'Property Administrator - Update Closed Property Loss Case' interface. The 'Header' tab is selected, and the page is divided into several sections:

- Contract Information:**

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8880	1QU78
- Case Information:**

Case Number	Date Established	Processing Days	Date Relieved
S0512A190202	2019-09-30	3	

Total Acquisition Value	Total Contractor Portion	Total Government Portion
100.00	100.00	0.00
- Header Information:**

Date of Incident	Case Type	Property Type
2019-09-30	Destroyed Accident	GFP

At the bottom, there are three buttons: 'Save and Close', 'Download PDF', and 'Previous'.

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.

The screenshot shows the 'Property Administrator - Update Closed Property Loss Case' interface with the 'Line Item' tab selected. The 'Line Item Information' section is visible at the bottom of the page.

On the Line Item tab, select the **Update** link in the Action(s) column of the Line Item to be edited.

ISN Count	Pre Populated	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
	No - Manual	Update
	Yes - Receipt	Update

Previous **1** Next

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.

View Line Item

Line Number	Item Name	Item Description	Pre Populated
1	pistol	007	

National Stock Number	Manufacturer CAGE	Part Number	Model Number
5315016757129	1HKQ6	AND 12345-100	wathler ppk

Unit of Measure	Quantity	Unit Acquisition Cost	Total Acquisition Cost
each	1	500	500
		Found Total Quantity	Found Total Acquisition Cost
		0	0.00

Found Quantity *	Date Reported Found *
<input type="text"/>	<input type="text" value="YYYY-MM-DD"/>

Contractor Portion 1	Government Portion	Liability Value
100	20	120

Repair or Replacement Cost

Save/Close
 Reset/Close
 Cancel

Line Item Information:

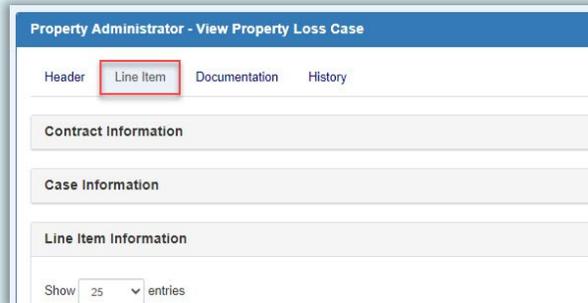
- Line Number
- Item Name
- Item Description
- Pre Populated
- National Stock Number
- Manufacturer CAGE
- Part Number
- Model Number
- Unit of Measure
- Quantity

- 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.

ISN Count	Pre Populated	Action(s)
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
	No - Manual	View
	Yes - Receipt	View
<input type="button" value="Previous"/> 1 <input type="button" value="Next"/>		

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.

View Line Item			
Line Number	Item Name	Item Description	Pre Populated
1	test5	test	
National Stock Number	Manufacturer CAGE	Part Number	Model Number
	S0512	AND 3	
Unit of Measure	Quantity	Unit Acquisition Cost	Total Acquisition Cost
10 Kilogram Drum	1	100	100
Contractor Portion <input type="radio"/>	Government Portion	Liability Value	
Repair or Replacement Cost			

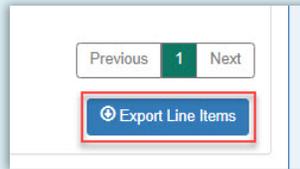
Previous 

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

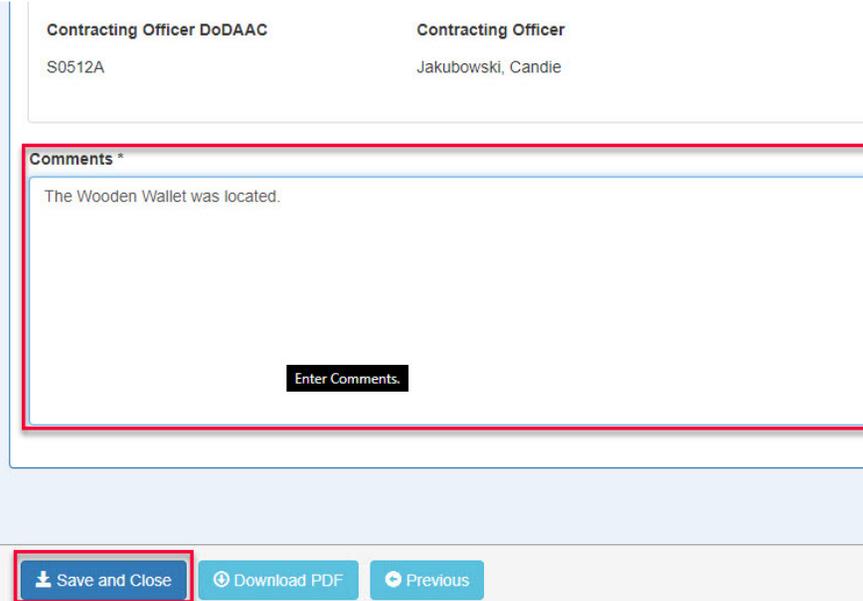
Exporting Line Items

To export Line Items to an Excel spreadsheet, select the **Export Line Items** button.

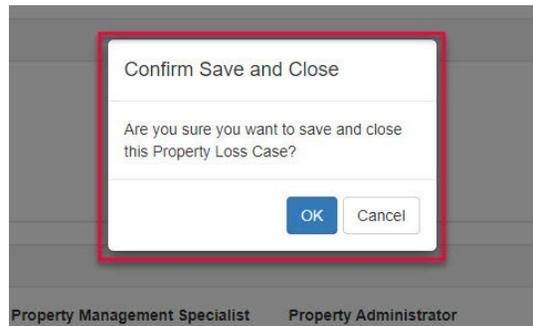


Property Loss Case – Save and Close

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.

Documentation

Sign Document

User ID AutoUserPA5

Password

Signature of Authorized Property Administrator

Sign And Submit Cancel

Date Established Processing Days Date

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

Property Administrator - Property Loss Case

The Closed Property Loss Case was successfully updated. The case remains closed.

Contract Number	Contract Order Number	Prime CAGE Code	Case Number	Date Established
SP470116D2001	8880	1QU78	S0512A190202	2019-09-30

A Success screen will be displayed with Property Loss Case information