

QUERY VIEWER – INACTIVE UIC JOB AID

This Job Aid assists with identifying inactive Unit Identification Codes (UICs) utilizing the Query Viewer.

IPPS-A receives all Position, Department, and Location data from the Army Organization Server (AOS). When Departments inactivate, they no longer exist on the IPPS-A security tree. AOS can and does retroactively change Position, Department, and Location information.

Instances will occur when UICs deactivate, but Members are still assigned to those UICs. HR Professionals should review the UIC inactivation report (Report_F2_ UIC Terminating within 12 months) for the most accurate roster. To find assignments with inactive UICs, HR Professionals can run a Human Capital Management (HCM) Query; or use the Assignment Dashboard (see Orphaning and Displacement Job Aid).



NOTES:

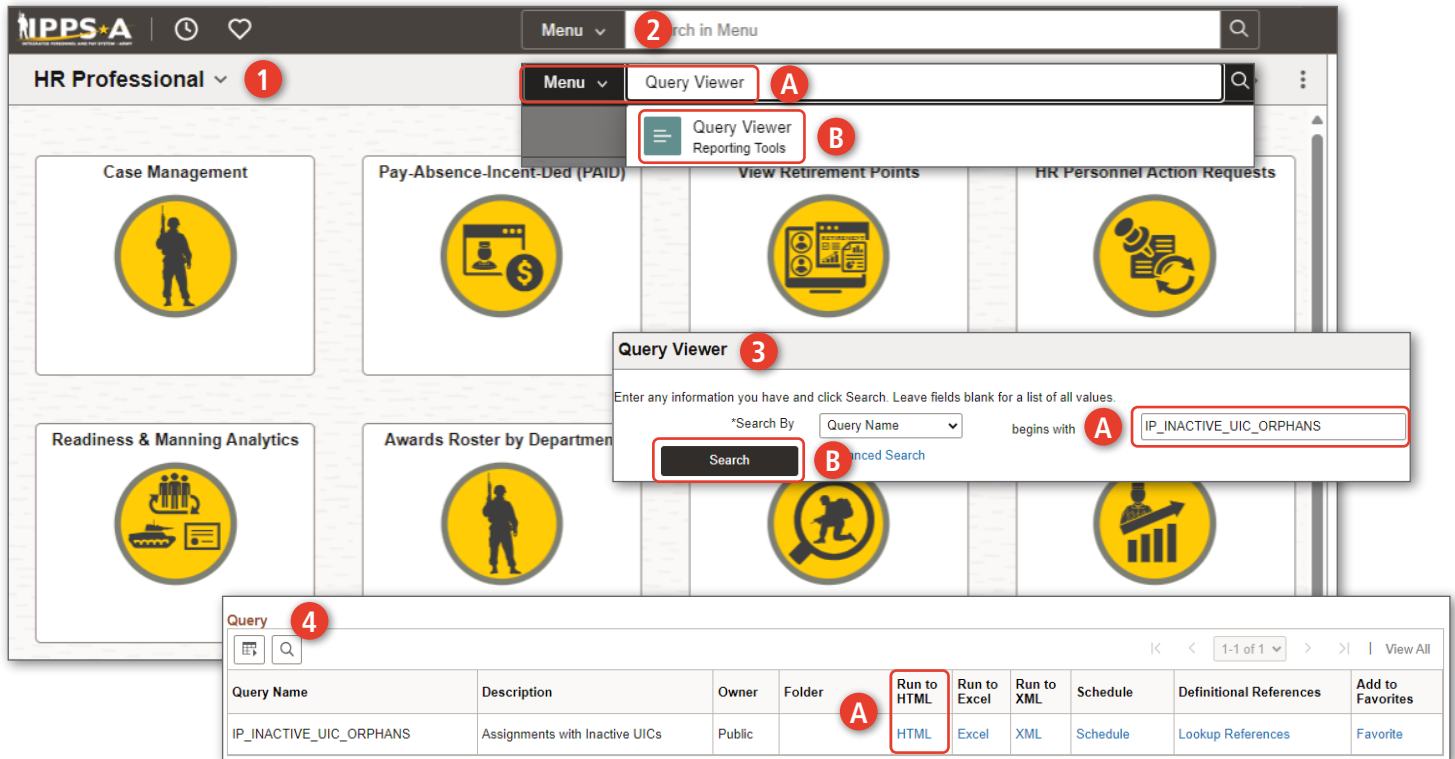
Resolutions may be made via Mass Update (Assignment Inactive UIC) or CRM Case.

"Report_F2_UIC Terminating within 12 months" is uploaded every Monday.

NAVIGATION: NavBar > Menu > Reporting Tools > Query > Query Viewer

QUERY NAME: IP_INACTIVE_UIC_ORPHANS

Query Viewer: Inactive UIC



The screenshot shows the IPPS-A interface. At the top left, the user is logged in as 'HR Professional' (1). A search box in the top right contains 'Menu' (2). A dropdown menu is open, showing 'Query Viewer' (A) and 'Reporting Tools' (B). The 'Query Viewer' search form (3) has a search criteria of 'IP_INACTIVE_UIC_ORPHANS' and a 'Search' button (B). Below this, a 'Query' table (4) is displayed with columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first row shows 'IP_INACTIVE_UIC_ORPHANS' with a description of 'Assignments with Inactive UICs'.

1. Select the Role: **HR Professional**. The **HR Professional** landing page displays.
2. Place cursor in the **Menu** text box.
 - 2A. Type **Query Viewer**.
 - 2B. Select **Query Viewer**.
3. The **Query Viewer** landing page displays.
 - 3A. Type in: **IP_INACTIVE_UIC_ORPHANS**.
 - 3B. Select **Search**.
4. Query section displays.
 - 4A. Select **HTML** under the 'Run to HTML' header.
5. Enter desired **UIC** and **Business Unit**.
 - 5A. Select **View Results**; screen displays by-name roster.
6. On the far right under the **Recommended Resolution Method** column, HR Professionals can see the method for correction.
7. Select **Excel Spreadsheet** to download Excel to desired location.



This screenshot shows the search filters for 'IP_INACTIVE_UIC_ORPHANS - Assignments with Inactive UICs'. The 'UIC' filter is set to '000000' (5) and the 'Business Unit' filter is set to 'ARACA' (5). Below the filters is a table with columns for Row, Assignment ID, Assignment Seq, and ID. A 'View Results' button (A) is visible.

'Restriction'	Recommended Resolution Method
	Resolve With Mass Change: UIC Inactivation Date = 2023-07-14 is greater than Asgn Begin Date
	Resolve With Mass Change: UIC Inactivation Date = 2023-07-14 is greater than Asgn Begin Date
	Resolve With CRM Ticket: UIC Inactivation Date = 2023-07-14 is less than Asgn Begin Date

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All

Row	Assignment ID	Assignment Seq	ID	Empl Record	UIC	Job Code	Duty Title	Position	Assignment From	Duty Position Q
1	000000000	2	0000000000	0	000000	E74D	STANDARD EXCESS	08503122	116552997	Q
2	000000000	0	0000000000	0	000000	99999Z	STANDARD EXCESS	08328914	114595884	Q
3	000000000	0	0000000000	0	000000	99999Z	STANDARD EXCESS	08503123	114796941	Q