Search for an Asset Transfer — Criteria

Overview

The Property Accountability module Asset Transfer process provides the ability to transfer an end item or component record (Serial or Bulk) to another Property Custodian within the same UIC, UIC-to-UIC, or SITE ID-to-SITE ID.

If a serial record has components, the Transfer process looks for the Stock Number on the gaining Catalog. If one does not exist, the Transfer process inserts the Stock Number of the component on the losing Catalog. If the manufacturer information does not exist on the gaining Catalog, the Transfer process inserts the manufacturer information of the component from the losing Catalog.

During the Transfer process, users have the capability to designate assets for a Pending Transfer. If the user does not have Security access to the gaining portion of the transaction, the assets are automatically designated as Pending.

> **Attention**
>
> Use the Both (Non-Capital and Capital) radio button only if all assets being transferred. Do not use the **Defense Agencies Initiative (DAI)** Accounting System Interface. For DAI, Non-Capital and Capital assets should be transferred in separate transactions.

Navigation

Asset Management > Transfer > Asset Transfer Search Criteria page

Procedures

Search for an Asset(s) to Transfer

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting [Reset] *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.

Search Criteria

Capital Type	● Non-Capital ○ Capital ○ Both
Accountable Type	○ Non-Accountable ○ Accountable ● Both
Asset Management Type	● End Item ○ Component
Asset Id	
Stock Nbr	🔍
Serial Nbr	
i Custodian Nbr	Select A Custodian 🔍
Loc	🔍
Sub Loc	
Lot Nbr	

Reset Search

A. Select [Search]. *The **Search for the Asset Transfer - Results** page appears.*

a. Choose [**Continue**]. *The **View the Asset Transfer Selected Rows** page appears.*

View the Asset Transfer Selected Rows

Navigation

Asset Management > Transfer > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Asset Transfer Selected Rows page

Procedures

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

View the Asset Transfer Selected Rows

1. Select the ASSET ID hyperlink. *The* **View the Asset Transfer Details** *page appears.*

Selected Rows															
Qty	Trfr Qty		Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Sub Loc	Lot Nbr	Suspt Loss Sts Cd	Non- Actbl	Loan Cd	Ull	Fund Cd/ASN
45			BULK00000407	1005011844041		BOLT,AUTOMATIC WEAPO	TGROCE TG0001	EI	TIMS ROOM	253		N/A	No	G	No	68

Cancel   Continue

2. Select Continue. *The* **Update the Asset Transfer Destination** *page appears.*

View the Asset Transfer Details

Navigation

Asset Management > Transfer > Search Criteria > [Search] > Search Results > Asset Id hyper-link > Asset Transfer Details page

Procedures

View the Asset Transfer's Details

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select [Search] to begin the query. *The **Search for an Asset Transfer - Results** page appears. Results display in the Search Results grid.*

2. Select the Asset Id hyperlink on the desired row. *The **View the Asset Transfer Details** page appears.*

3. Review the fields on the Details Tab.

Details

Stock Nbr	00RN6XL12000
Serial Nbr	BPG098
Item Desc	MODEM HIGH SPEED LANMODEM HIGH
LIN/TAMCN	
Asset Id	BROOKS000270
UII	
UIC	BROOKS
Custodian Nbr	LOANED
Lot Nbr	
Expr Dt	
UI	EA
Qty	1
Loc	1111A
Sub Loc	
Acq Cost	$ 100.00
Acq Dt	5/1/2018
Total Cost	$ 100.00
Type Asset Cd	G

Cond Cd	A
Asset Level Cd	EI
Asset Cd	K
Sys Id	
Doc Nbr	BR00KS90384000
Excs Actn Cd	
Mfr Name	TUT SYSTEMS INC
Mfr Model Nbr	
Mfr Part Nbr	XL12000
CAGE Cd	00RN6
Non-Actbl	NO
ACC-SFIS Cd	K 20000000000030
Deprn Cd	N
Fund Cd/ASN	68/
Acct Rpt Nbr	
Cptl Cd	A
iRAPT/WAWF Receipt	NO
iRAPT/WAWF Shpmt Id	
Loan Cd	C

Loan Contract Nbr	123ABC
Loaning DODAAC/CAGE Cd	NTPRMY
Loan Activity Name	ACME CORP
Loan Start Dt	9/28/2018
Loan End Dt	10/1/2019
Loan Rcvd By	
Loan Rcvd Dt	
Loan Notify Cd	M
Mode of Shipment	
TCN	
Shipment Dt	2/7/2019
Shipment Id	NTPRMYDPAS190381215155
Lease Cd	N
Lease Activity	
Lease Start Dt	
Lease End Dt	
Oblign Doc Nbr	BR00KS81451000
Cntr/PO Nbr	

Owng Cost Center	ABCDE
Fndng Cost Center	ABCDE
Deprn Cost Center	
Task Cd	
Deprn Task Cd	
Job Ord Nbr	
Deprn Job Ord Nbr	
Activation Dt	
Deprn Period	0
Deprn Util Prd	
Accumd Deprn	$ 0.00
Deprn SL RebsIn	
Deprn SL Lst RebsIn	
Deprn AB RebsIn	
Deprn AB Lst RebsIn	
Prior Deprn	$ 0.00
Current Mnth Deprn Amt	
Prr Deprn SL RebsIn	
Prr Deprn AB RebsIn	

Deprn Util Svc Life

Deprn Util Qty

Prr Deprn Util Qty

Deprn Period Days

Write Down Amt

Fdcry Deprn Mthd Cd   SL

Util Measure Cd

Authn LIN/TAMCN

Attachments   No Attachments Available

Attribute(s) Template

Attribute(s)

Software Name

License Desc

License Details

License Qty

License Type

Start Dt

End Dt

Usage Level Cd

_____

Hosting Environment

_____

Remarks

_____

Cancel

Update the Asset Transfer Destination

Navigation

Asset Management > Transfer > Search Criteria > [Search] > Search Results > [Continue] >

Selected Rows > [Continue] > Asset Transfer Destination page

Procedures

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

Helpful Tip

When an asset is transferred between UICs, it goes from one custodian to another custodian in a different UIC. The originator of the transfer is referred to as the Losing side and the receiving Site, UIC or Custodian is referred to as the Gaining side.

For example, if an asset is transferred from UIC HQ0001 to UIC HQ0002, then UIC HQ0001 is the Losing side and UIC HQ0002 is the Gaining side.
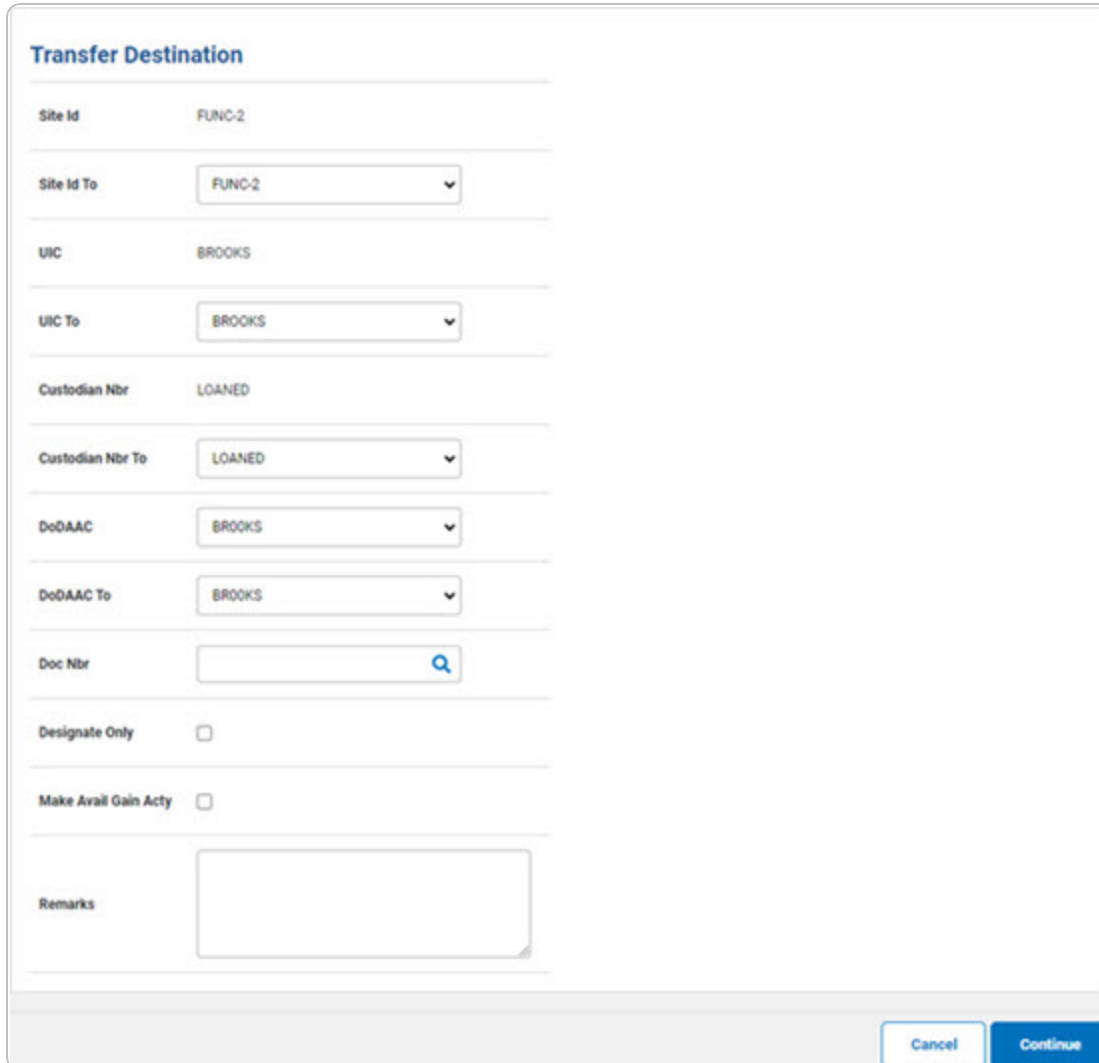
Attention

It is recommended to not select the **Custodian Nbr To**. If the **Custodian Nbr To** is selected, the gaining side will not be able to change it when they complete the Transfer. Transfer action is not authorized for asset(s) other than LOAN CD "G".

Update the Asset Transfer Destination

1. Update the Transfer Destination Tab.

Transfer Destination

Site Id	FUNC-2
Site Id To	FUNC-2
UIC	BROOKS
UIC To	BROOKS
Custodian Nbr	LOANED
Custodian Nbr To	LOANED
DoDAAC	BROOKS
DoDAAC To	BROOKS
Doc Nbr	🔍
Designate Only	☐
Make Avail Gain Acty	☐
Remarks	

Cancel   Continue

A. *Verify the UIC.*

B. Verify the Designate Only contains the appropriate ☑ or ☐. *Select if asset transfer needs higher authority for approval.*

C. Select **Continue**. *The **View the Asset Transfer Transaction Status** page appears.*