



DPAS Quick Reference Guide

Asset Transfers (Custodian)

Asset Transfers

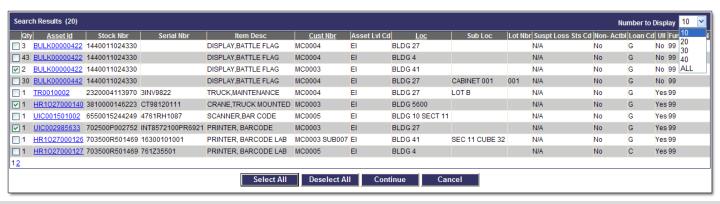
- To access the Transfer process, navigate to the Asset Management > Transfer menu path.
- To minimize your search results, enter specific Search Criteria. Otherwise, leave the search fields blank to search for all assets.
- Select the Search button.

NOTE: You can change the default of the **Non-Capital**, **Capital**, or **Both** radio buttons using **My DPAS > User Preferences**. The initial default value is automatically set to **Non-Capital**.

- Select the asset(s) you want to transfer. Assets marked as Excess or in a Pending status are not available.
- Select the Continue button.



NOTE: The **Search Results** page displays the number of assets found. Also, if there are multiple pages, you may select the number of rows to display in the table. The choices are 10, 20, 30. 40, or ALL.



NOTE: The **Transfer** process will not complete for assets that are marked as Suspected Loss or Out on Loan.

- 6. If any of the assets are bulk and you are only transferring a portion of them, enter the amount in the **Trfr Qty** field; otherwise, leave the field blank to transfer the full amount.
- Select the Continue button.









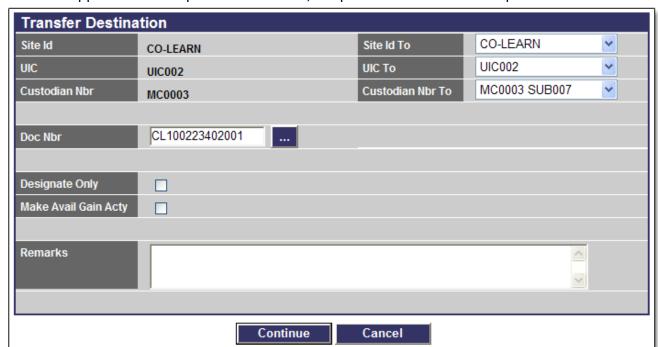
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Transfers Destination

This page is used to identify where the asset(s) is being transferred.

- 1. If performing a **Site to Site** transfer, select the Site Id and UIC where the asset(s) is being transferred.
- 2. If performing a **UIC to UIC** transfer, select the UIC where the asset(s) is being transferred.
- 3. If performing a Custodian to Custodian transfer, select the Custodian Nbr To from the drop-down list.
- 4. Enter or browse for a **Doc Nbr**.
 - This is the Document Number for the LOSING side. The **Destination To** information MUST be entered before the document number is selected.
 - Required for UIC and Site level transfers or if a DD Form 1348 or DD Form 1150 is required by your Agency.
- 5. There are two checkboxes:
 - **Designate Only** checkbox is already selected if you do not have transfer authority to the gaining entity, or are transferring capital assets. In these transfers, this requires approval by your APO/PA.
 - Make Available to Gaining Activity (Make Avail Gain Acty) This option is not available to Custodians.
- 6. Select the **Continue** button. If the **Designate Only** was checked, the assets are moved to a pending status for approval and completion. Otherwise, the process continues to complete the transfer.









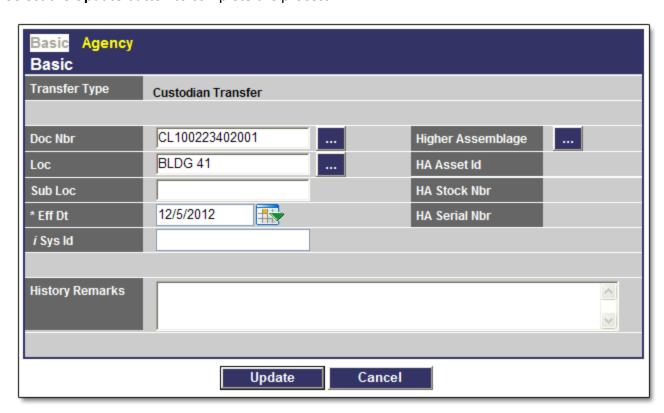
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Basic Tab

There could be up to four tabs to complete. At a minimum, the **Basic** and **Accounting** tabs are required.

- Provide a Doc Nbr. This is the Document Number for the GAINING side.
 - Required for UIC and Site level transfers or if a DD Form 1348 or DD Form 1150 is required by your Agency.
- 2. If a **Location** is displayed, you will need to remove it as this is the location of the LOSING side and select a new location.
- 3. If a **Sys Id** is displayed, you will either need to enter one that you may currently have, or remove the data from the field.
- 4. If you are transferring components, select the **Higher Assemblage Browse (...)** button to search for your asset. The corresponding fields are automatically completed.
- 5. Select the **Agency** tab. If your Agency has defined specific fields, you must select this tab.
- 6. Select the **Update** button to complete the process.





Replace graphic from previous page with this one.

