



## Asset Transfers

1. To access the Transfer process, navigate to the **Asset Management > Transfer** menu path.
2. To minimize your search results, enter specific **Search Criteria**. Otherwise, leave the search fields blank to search for all assets.
3. 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**.

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

Search Criteria			
Non-Capital	<input type="radio"/>	Accountable	<input type="radio"/>
Capital	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Both	<input checked="" type="radio"/>	Both	<input checked="" type="radio"/>
End Item	<input checked="" type="radio"/>	Component	<input type="radio"/>
Asset Id	<input type="text"/>		
Stock Nbr	<input type="text"/>		
Serial Nbr	<input type="text"/>		
Custodian Nbr	<input type="text"/>		
Loc	<input type="text"/>		
Sub Loc	<input type="text"/>		
Lot Nbr	<input type="text"/>		
<b>Search</b>		<b>Reset</b>	

**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.

Search Results (20)														Number to Display	
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	Utl	Fur
<input type="checkbox"/> 3	BULK00000422	1440011024330		DISPLAY,BATTLE FLAG	MC0004	EI	BLDG 27			N/A	No	G	No	99	10
<input type="checkbox"/> 43	BULK00000422	1440011024330		DISPLAY,BATTLE FLAG	MC0004	EI	BLDG 4			N/A	No	G	No	99	20
<input checked="" type="checkbox"/> 2	BULK00000422	1440011024330		DISPLAY,BATTLE FLAG	MC0003	EI	BLDG 41			N/A	No	G	No	99	30
<input type="checkbox"/> 30	BULK00000442	1440011024330		DISPLAY,BATTLE FLAG	MC0004	EI	BLDG 27	CABINET 001	001	N/A	No	G	No	99	40
<input type="checkbox"/> 1	TR0010002	2320004113970	3INV9822	TRUCK,MAINTENANCE	MC0004	EI	BLDG 27	LOT B		N/A	No	G	Yes	99	ALL
<input checked="" type="checkbox"/> 1	HR1027000140	3810000146223	CT98120111	CRANE,TRUCK MOUNTED	MC0003	EI	BLDG 5600			N/A	No	G	Yes	99	
<input type="checkbox"/> 1	UIC001501002	6550015244249	4761RH1087	SCANNER,BAR CODE	MC0005	EI	BLDG 10 SECT 11			N/A	No	G	Yes	99	
<input checked="" type="checkbox"/> 1	UIC002985633	702500P002752	INT8572100PR6921	PRINTER, BARCODE	MC0003	EI	BLDG 27			N/A	No	G	Yes	99	
<input type="checkbox"/> 1	HR1027000126	703500R501469	16300101001	PRINTER, BARCODE LAB	MC0003 SUB007	EI	BLDG 41	SEC 11 CUBE 32		N/A	No	G	Yes	99	
<input type="checkbox"/> 1	HR1027000127	703500R501469	761235501	PRINTER, BARCODE LAB	MC0005	EI	BLDG 4			N/A	No	C	Yes	99	

12

Select All Deselect All Continue Cancel

**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.
7. Select the **Continue** button.

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	Utl	Fund Cd/ASN
2		<a href="#">BULK00000422</a>	1440011024330		DISPLAY,BATTLE FLAG	MC0003	EI	BLDG 41			N/A	No	G	No	99	
1		<a href="#">HR1027000140</a>	3810000146223	CT98120111	CRANE,TRUCK MOUNTED	MC0003	EI	BLDG 5600			N/A	No	G	Yes	99	
1		<a href="#">UIC002985633</a>	702500P002752	INT8572100PR6921	PRINTER, BARCODE	MC0003	EI	BLDG 27			N/A	No	G	Yes	99	

Continue

Cancel



## Transfers Destination

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

- If performing a **Site to Site** transfer, select the Site Id and UIC where the asset(s) is being transferred.
- If performing a **UIC to UIC** transfer, select the UIC where the asset(s) is being transferred.
- If performing a **Custodian to Custodian** transfer, select the **Custodian Nbr To** from the drop-down list.
- 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.
- 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.
- 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.

Transfer Destination

Site Id	CO-LEARN	Site Id To	CO-LEARN
UIC	UIC002	UIC To	UIC002
Custodian Nbr	MC0003	Custodian Nbr To	MC0003 SUB007

Doc Nbr

CL100223402001

...

Designate Only

☐

Make Avail Gain Acty

☐

Remarks

Continue

Cancel





## Basic Tab

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

1. 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.

Basic

Agency

Basic

Transfer Type	Custodian Transfer		
Doc Nbr	CL100223402001	...	Higher Assemblage
Loc	BLDG 41	...	HA Asset Id
Sub Loc			HA Stock Nbr
* Eff Dt	12/5/2012		HA Serial Nbr
i Sys Id			
History Remarks			

Update

Cancel

Replace graphic from previous page with this one.

Asset Transfer Dev - Windows Internet Explorer provided by DFAS

https://dpastest.navsisa.navy.mil/dpas/assettransfer/WFHRN5204PropertyTransferDestination.aspx

File Links DPAS Columbus Federal Voice Customize Links DCO Dfas DFAS Lane DPAS LMS

Asset Transfer Dev

**DPAS**

User Id: APAULSON Site Id: CO-LEARN Actbl UIC: LEARN1 UIC: UIC002

Property Accountability

My DPAS Catalog Asset Management Inventory AIT Master Data Maint/Util Forms-Reports

Instructions

Basic Agency

Basic

Transfer Type	Custodian Transfer		
Doc Nbr	CL100223402001	...	Higher A
Loc	BLDG 41	...	HA Asse
Sub Loc			HA Stoc
* Eff Dt	12/5/2012		HA Seria
i Sys Id			
History Remarks			