



Asset Transfers

1. To access the **Transfer** process, navigate to the **Asset Management > Transfer** menu.
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.

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**.

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"/>		
<input type="button" value="Search"/>		<input type="button" value="Reset"/>	

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.

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
<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 type="checkbox"/>	2	BULK00000422	1440011024330	DISPLAY,BATTLE FLAG	MC0003	EI	BLDG 41			N/A	No	G	No 99	30
<input checked="" 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	TRUCK,MAINTENANCE	MC0004	EI	BLDG 27	LOT B		N/A	No	G	Yes 99	ALL
<input type="checkbox"/>	1	HR1027000140	3810000146223	CRANE,TRUCK MOUNTED	MC0003	EI	BLDG 5600			N/A	No	G	Yes 99	
<input checked="" type="checkbox"/>	1	UIC001501002	6550015244249	SCANNER,BAR CODE	MC0005	EI	BLDG 10 SECT 11			N/A	No	G	Yes 99	
<input type="checkbox"/>	1	UIC002985633	702500P002752	PRINTER, BARCODE	MC0003	EI	BLDG 27			N/A	No	G	Yes 99	
<input checked="" type="checkbox"/>	1	HR1027000126	703500R501469	PRINTER, BARCODE LAB	MC0003 SUB007	EI	BLDG 41	SEC 11 CUBE 32		N/A	No	G	Yes 99	
<input type="checkbox"/>	1	HR1027000127	703500R501469	PRINTER, BARCODE LAB	MC0005	EI	BLDG 4			N/A	No	C	Yes 99	

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

5. 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.
6. 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
30		BULK00000442	1440011024330		DISPLAY,BATTLE FLAG	MC0004	EI	BLDG 27	CABINET 001	001	N/A	No	G
1		UIC001501002	6550015244249	4761RH1087	SCANNER,BAR CODE	MC0005	EI	BLDG 10 SECT 11			N/A	No	G
1		HR1027000126	703500R501469	16300101001	PRINTER, BARCODE LAB	MC0003 SUB007	EI	BLDG 41	SEC 11 CUBE 32		N/A	No	G



Transfer 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.
 - If you do not manage the GAINING side, when you perform a Site to Site or UIC to UIC transfer, **DO NOT** select a **Custodian Nbr To**.
3. If performing a **Custodian to Custodian** transfer, select the Custodian Nbr where the asset(s) is being transferred.
4. If you manage BOTH Losing and Gaining UICs, assign the asset(s) to the gaining Custodian Nbr using the **Custodian Nbr To** drop-down list.
5. 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.
6. There are two checkboxes:
 - **Designate Only** checkbox is required if you do not have access to the Gaining UIC or if you have not assigned a **Custodian Nbr**.
 - **Make Avail Gain Acty** (Make Available to Gaining Activity) - This option makes the transfer visible to the Gaining side once the transfer is initiated but before it is approved by the Losing side.
 - ✓ It is only used in "Custodian to Custodian" and "UIC to UIC" transfers when **Designate Only** is selected.
7. 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-TRAIN
UIC	UIC002	UIC To	TR0001
Custodian Nbr	MULTIPLE	Custodian Nbr To	TC0001
Doc Nbr	CL100223402002 ...		
Designate Only	<input checked="" type="checkbox"/>		
Make Avail Gain Acty	<input type="checkbox"/>		
Remarks	<div></div>		
Continue		Cancel	





Basic Tab

1. Enter or Browse for a **Doc Nbr**. This is the Document Number for the GAINING side.
2. If a **Location** is displayed, you will need to remove it and select a new location. This was the location of the LOSING side.
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 **Catalog** tab (This tab is only available for Site to Site Transfers. You are required to assign your Catalog information to assets received. If both sites use the same Catalog, the information is carried over from the losing entity).
6. Select the **Agency** tab. If your Agency has defined specific fields, you must select this tab.
7. Select the **Accounting** tab.

There could be up to four tabs to complete. The following are the tabs which will display for each transfer type:

- **Site Id** – Basic, Catalog, Agency, and Accounting
- **UIC** – Basic, Agency, and Accounting
- **Custodian** – Basic and Agency

Basic Catalog Agency Accounting			
Basic			
Transfer Type	Site Id Transfer		
Doc Nbr	TR43N123402000	...	Higher Assemblage
Loc	BLDG 20	...	HA Asset Id
Sub Loc			HA Stock Nbr
* Eff Dt	12/5/2012		HA Serial Nbr
i Sys Id			
History Remarks			
<div> <div></div> <div></div> </div>			
<div>Cancel</div>			





Accounting Tab

1. Select the **Fund Cd/ASN**.
2. Select the **Update** button to complete the transfer process.

This tab is used to assign the accounting interface information. The **Fund Cd/ASN** is a required field. Check with your accounting or financial office if there are questions about the other fields.

Basic Catalog Agency Accounting			
Fund Cd/ASN	60-	Transfer Type Cd	3-Within DOD - In Fund
Trading Partner Nbr	DODTR43N1	Trading Dept Cd	Select an Item
Trading Basic Symbol		Trading Subhead	
Owng Cost Center	...	Owng Cost Center Desc	
Non-Capital			
Fndng Cost Center	...	Cost Center Desc	
Fndng Task Cd			
Fndng Job Order Nbr			
Capital			
Fndng Cost Center	...	Cost Center Desc	
Fndng Task Cd			
Fndng Job Order Nbr			
Deprn Cost Center	...	Cost Center Desc	
Deprn Task Cd			
Deprn Job Order Nbr			
		Update	Cancel

Certain fields may be mandatory based on the Accounting system selected. Refer to the **Accounting System Reference Document** located in the Resource Center

