



Asset Transfers with LIN/TAMCN Authorizations

Asset Transfers

- To access the Transfer process, navigate to Transfer from the Asset Management menu.
- Select Non-Capital, Capital or Both depending on the type of asset(s) to be transferred.
- To minimize your search results, enter specific Search Criteria. Otherwise, leave the search fields blank to search for all assets.
- 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.

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



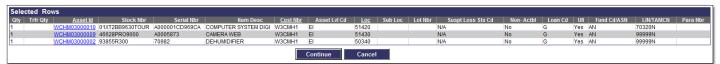
If the **Custdn Assoc Authn** checkbox is selected, all assets returned will have authorizations that ARE tied to a Custodian by a **Para Nbr**.

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.



- 7. 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.

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





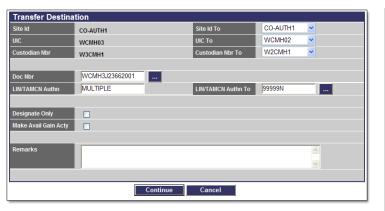




Transfer Destination

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 you manage BOTH Losing and Gaining UICs, assign the asset(s) to the gaining Custodian Nbr using the **Custodian Nbr To** 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.
- 5. Select the LIN/TAMCN Authn To for the asset(s) being transferred.
- 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 Available to Gaining Activity (Make Avail Gain Acty) checkbox 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.



When the authorization of the asset is tied to a Custodian with a paragraph number, the **LIN/TAMCN Authn To** field is mandatory.

Use caution when you transfer multiple assets with different **LIN/TAMCN**s.

- For assets that are not tied to a Custodian by a paragraph number and all LIN/TAMCNs are to remain the same, leave the LIN/TAMCN Authn To blank. Populating the LIN/TAMCN Authn To field will result in all assets being updated with the new authorization.
- For assets that are tied to a custodian by the paragraph number, a new authorization must be selected in the LIN/TAMCN Authn To field.

If you mistakenly performed this action, use the Asset Update > Stock Nbr/Authn Update process to correct the Auth LIN/TAMCN.

If the Authorization's Effective Date is in the future or its Expiration Date has passed, the Authorization will not display.



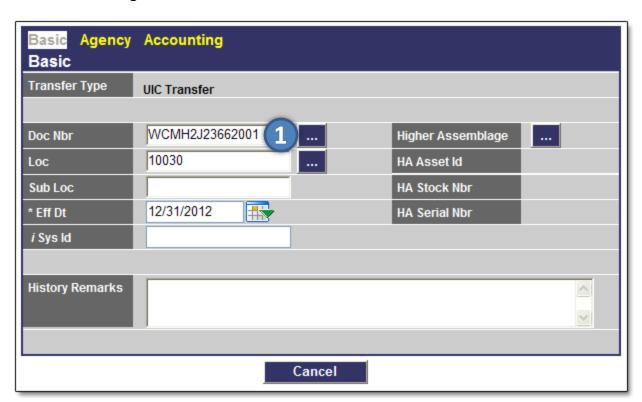




Basic Tab

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.
- 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 which 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 **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).
- 7. Select the Accounting tab.









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Accounting Tab

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.

- 1. Select the Fund Cd/ASN.
- 2. Provide any additional required information.
- 3. Select the **Update** button.

Basic Agency Accounting Accounting				
Fund Cd/ASN	A4-		Transfer Type Cd	1-Within Service - In Fund
Trading Partner Nbr	DODWCMH2J		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	

The following Business Rule applies:

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

