



Asset Transfers

1. To access the **Transfer** process, navigate to **Transfer** from the **Asset Management** menu.
2. Select **Non-Capital**, **Capital** or **Both** depending on the type of asset(s) to be transferred.
3. To minimize your search results, enter specific **Search Criteria**. Otherwise, leave the search fields blank to search for all assets.
4. 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**.

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

Search Criteria	
Non-Capital	<input type="radio"/> Accountable <input checked="" type="radio"/>
Capital	<input type="radio"/> Non-Accountable <input type="radio"/>
Both	<input checked="" type="radio"/> Both <input 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"/>
Custdn Assoc Authn	<input type="checkbox"/>
Authn Doc Nbr	<input type="text"/>
LIN/TAMCN	<input type="text"/>
Para Nbr	<input type="text"/>

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.

Search Results (489)																	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	Fund Cd/ASN	LIN/TAMCN	Para Nbr
<input type="checkbox"/>	1	WCHM03000001	93855R300	70986	DEHUMIDIFIER	W3CMH1	EI	50340		N/A		No	G	Yes	AN	99999N	
<input checked="" type="checkbox"/>	1	WCHM03000002	93855R300	70982	DEHUMIDIFIER	W3CMH1	EI	50340		N/A		No	G	Yes	AN	99999N	
<input type="checkbox"/>	1	WCHM03000003	541001X952495	80489	GAZEBO 10 FT TREATE	W3CMH1	EI	74100		N/A		No	G	Yes	AN	99999N	
<input type="checkbox"/>	1	WCHM03000004	01XT2B9630TOUR	A000001CD9679E	COMPUTER SYSTEM DIGI	W3CMH1	EI	63120		N/A		No	G	Yes	AN	70320N	
<input type="checkbox"/>	1	WCHM03000005	01XT2B9630TOUR	A000001CD9695E	COMPUTER SYSTEM DIGI	W3CMH1	EI	53100		N/A		No	G	Yes	AN	70320N	
<input type="checkbox"/>	1	WCHM03000006	01XT2B9630TOUR	A000001CD96561	COMPUTER SYSTEM DIGI	W3CMH1	EI	74100		N/A		No	G	Yes	AN	70320N	
<input type="checkbox"/>	1	WCHM03000007	3STU9FANG18C	202104	SCRUBBER INDUSTRIAL	W3CMH1	EI	63120		N/A		No	G	Yes	AN	90727N	
<input type="checkbox"/>	1	WCHM03000008	48TW4HM1048A	A0005104	POOL DECON COLLECTI	W3CMH1	EI	53160		N/A		No	G	Yes	AN	99999N	
<input checked="" type="checkbox"/>	1	WCHM03000009	46628PRO9000	A0005873	CAMERA WEB	W3CMH1	EI	51430		N/A		No	G	Yes	AN	99999N	
<input checked="" type="checkbox"/>	1	WCHM03000010	01XT2B9630TOUR	A000001CD969CA	COMPUTER SYSTEM DIGI	W3CMH1	EI	51420		N/A		No	G	Yes	AN	70320N	
1 2 3 4 5 6 7 8 9 10 ...																	
<div> <div>Select All</div> <div>Deselect All</div> <div>Continue</div> <div>Cancel</div> </div>																	

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.
8. Select the **Continue** button.

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

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	LIN/TAMCN
1		WCHM03000010	01XT2B9630TOUR	A000001CD969CA	COMPUTER SYSTEM DIGI	W3CMH1	EI	51420			N/A		No	G	Yes	AN	70320N
1		WCHM03000009	46628PRO9000	A0005873	CAMERA WEB	W3CMH1	EI	51430			N/A		No	G	Yes	AN	99999N
1		WCHM03000002	93855R300	70982	DEHUMIDIFIER	W3CMH1	EI	50340			N/A		No	G	Yes	AN	99999N
<div> <div>Continue</div> <div>Cancel</div> </div>																	



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.

Transfer Destination			
Site Id	CO-AUTH1	Site Id To	CO-AUTH1
UIC	WCMH03	UIC To	WCMH02
Custodian Nbr	W3CMH1	Custodian Nbr To	W2CMH1
Doc Nbr	WCMH3J23662001 ...		
LIN/TAMCN Authn	MULTIPLE	LIN/TAMCN Authn To	99999N ...
Designate Only	<input type="checkbox"/>		
Make Avail Gain Acty	<input type="checkbox"/>		
Remarks			
<div>Continue Cancel</div>			

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/TAMCNs**.

- 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.

Basic Agency Accounting

Basic

Transfer Type	UIC Transfer		
Doc Nbr	WCMH2J23662001	1 ...	Higher Assemblage ...
Loc	10030	...	HA Asset Id
Sub Loc			HA Stock Nbr
* Eff Dt	12/31/2012		HA Serial Nbr
i Sys Id			
History Remarks			

Cancel





Accounting Tab

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

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 Agency 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.

