



Real Property - Transfer

1. Navigate to the **Accounting > Real Property** menu path.
2. Select **Transfer** from the **Type Action**.
 - No additional fields are required to conduct a search. All fields are available for text entry.
3. Select **Search**.

Search Criteria	
*Type Action	Transfer <input type="button" value="v"/>
Instl Nbr	<input type="text"/>
RP Site Name	<input type="text"/>
RPSUID	<input type="text"/>
Fac Nbr/Land Acq Tract Id	<input type="text"/>
RPUID	<input type="text"/>

4. Select the **Type Action**, **Transfer In - Within DPAS** or **Transfer Out – Within DPAS**.
5. Select **Continue** to display the Search Criteria results. Another entity (UIC or Site) must **Transfer Out - Within DPAS** before the real property is available for **Transfer In - Within DPAS**.

Search Criteria	
Type Action	TRANSFER
Site Name	
Fac Nbr	
RPUID	

*Type Action	DTRI - Transfer Out - Within DPAS <input type="button" value="v"/>
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Real Property - Transfer Continued

6. To access fields for completing the transfer, select the **Update** hyperlink. (not pictured)
7. There are two tabs for **Transfer – Within DPAS**:

Destination Tab:

Transfer Out Process– All destination fields are mandatory.

- Enter the **Site to** and **UIC to** information
- Enter the **Doc Nbr** and **Doc Nbr To**
- Select the **Fund Cd**
- Enter the Trading Partner values
- Select the **Accounting** tab

To Transfer In Process

- Verify the **UIC To** value
- Verify **Doc Nbr To** – accept or update as necessary
- Select the **Fund Cd**
- Select the **Accounting** tab

Accounting Tab:

In addition to the RP Asset identifying information, this page has the **Cost Center, Job Order Number, Task Cd** and Line of Accounting (**LOA**) fields.

8. Enter the required data and select **Update** to complete your process.

Destination		Accounting	
Instl Nbr	<input type="text" value="SZCQ"/>	RP Site Name	<input type="text"/>
Fac Nbr	<input type="text" value="30157"/>	Fac Name	<input type="text" value="STORAGE SHED VEH MAIN"/>
Land Acq Tract Id		RPUID	<input type="text" value="510264"/>
Site Id	<input type="text" value="SAT-8"/>	UIC	<input type="text" value="CQ0001"/>
* Site Id To	<input type="text" value="SAT-9"/> ▼	*UIC To	<input type="text" value="CQ0001"/> ▼
*Doc Nbr	<input type="text" value="CQ000111175001"/> ...	*Fund Cd/ASN	<input type="text" value="AA-12345"/> ▼
*Doc Nbr To	<input type="text" value="CQ000111175002"/> ...	*Transfer Type Cd To	<input type="text" value="1 - Within Service - In Fund"/> ▼

