



## OVERVIEW

This document breaks down the basic steps and processes for Loaning and receiving loaned Web DPAS assets without using Wide Area Workflow (WAWF).

**HINT:** If a large number of assets will be processed through loans, it is advisable to create a Custodian for that Loanee. For example: if you loan over a hundred assets to Lockheed-Martin; go to **Asset Management** and add a Custodian for Lockheed-Martin. Transfer all the assets that will be loaned out to them and then process the **Loan Update**.

## MASTER DATA

There are primarily two types of Loans: Within DPAS and Outside DPAS. All loans within DPAS should utilize a Department of Defense Activity Address Code (DODAAC); however, there may be some instances where a Government Activity may use a Commercial and Government Entity Code (CAGE Cd). Loans outside DPAS may use a DODAAC or a CAGE Cd. If loaning an asset to a Government Activity you will need to set up an Address with a Loan Type of **LD-Loan – DODAAC**. Non-Government or Contractors would use a Loan Type of **LC-Loan - CAGE**. Once the address has been created, you will be able to select it via the **Loan Address** browse in the **Loan Update**.



**ADDING AN LD-LOAN - DODAAC (GOVERNMENT) ADDRESS**

Select **Address** from the **Master Data** menu. The **Address Search Criteria** page displays.

Search Criteria	
UIC	AA0003
Address Type	LD-Loan - DODAAC
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Perform the following actions:

1. **UIC:** Select the **UIC** you are loaning the asset from
2. **Address Type:** Select **LD-Loan – DODAAC**
3. Select the **Add** button

The **Add** page displays.

Add			
*UIC	AA0003	*Address Type	LD-Loan - DODAAC
CAGE Cd		POC	JAMES MARTIN
DUNS		DSN	
DODAAC	PA1113	Phone Nbr	
*Activity Name	DEFENSE COMMISSARY AGENCY	FAX Nbr	
*Address 1	3871 MISSION AVE	E-Mail Address	
Address 2		Holding POC	
*City	ARLINGTON	Holding Loc	
*State Cd	VA-Virginia	Holding Sub Loc	
*ZIP Cd	11201	Holding DODAAC	
*Country Cd	US-United States of America	Transfer via WAWF	No
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			



4. Complete the following fields:

- DODAAC
- Activity Name
- Address 1
- City
- State Cd
- ZIP Cd
- Country Cd
- POC
- Transfer via WAWF (the **Transfer via WAWF** should be set to **No** unless you have established Web DPAS as your accountable property system of record in WAWF and the transactions with this activity will process through WAWF)

5. Select the **Add** button



**ADDING AN LC-LOAN - CAGE (NON-GOVERNMENT) ADDRESS**

Select **Address** from the **Master Data** menu. The **Address Search Criteria** page displays.

Search Criteria	
UIC	AA0003
Address Type	LC-Loan - CAGE
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Perform the following actions:

1. **UIC:** Select the UIC you are loaning the asset from
2. **Address Type:** Select **LC-Loan – CAGE**
3. Select the **Add** button

The **Add** page displays.

Add			
*UIC	AA0003	*Address Type	LD-Loan - DODAAC
CAGE Cd	5DFS1	POC	STEVE BARNES
DUNS		DSN	
DODAAC		Phone Nbr	
*Activity Name	LOCKHEED MARTIN	FAX Nbr	
*Address 1	491 AIRPORT WAY	E-Mail Address	
Address 2		Holding POC	
*City	ATLANTA	Holding Loc	
*State Cd	GA-Georgia	Holding Sub Loc	
*ZIP Cd	38712	Holding DODAAC	
*Country Cd	US-United States of America	Transfer via WAWF	No
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			



4. Complete the following fields:

- CAGE Cd
- DODAAC
- Activity Name
- Address 1
- City
- State Cd
- ZIP Cd
- Country Cd
- POC
- Transfer via WAWF (the **Transfer via WAWF** should be set to **No** unless you have established Web DPAS as your accountable property system of record in WAWF and the transactions with this activity will process through WAWF)

5. Select the **Add** button



## ADDING A CONTRACTOR

**NOTE:** You do not need to add a Contractor for Loans to a Government Activity.

Select **Contractor** from the **Master Data** menu. The **Contractor Search Criteria** page displays.

Search Criteria	
Actbl UIC	A00001
CAGE Cd	6WMR2
DODAAC	
<input type="button" value="Add"/> <input type="button" value="Search"/> <input type="button" value="Reset"/>	

Perform the following actions:

1. **Actbl UIC:** Select the Actbl UIC for which you are adding the Contractor
2. **CAGE Cd:** Enter the CAGE Cd of the organization to which you are loaning the asset(s)
3. Select the **Add** button

The **Add** page displays.

Add			
Actbl UIC	A00001	DODAAC	
*CAGE Cd	6WMR2	Division Name	GOVT CONTRACTS
*Contractor	LOCKHEED MARTIN	FAX Nbr	
*Address 1	432 PACIFIC COAST HWY	E-Mail Address	
Address 2		Contractor Phone Nbr	
*City	SAN DIEGO		
*State	CA-California		
*ZIP Cd	90321		
*Country Cd	US-United States of America		
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Cancel"/>			



4. Complete the following fields:

- CAGE Cd
- Contractor
- Address 1
- City
- State Cd
- ZIP Cd
- Country Cd
- Division Name

5. Select the **Add** button



## ADDING A CONTRACT

Contracts are established for Government Furnished Property, Extended Warranties, Equipment Purchases, Maintenance and Service Agreements, and Subscriptions.

**NOTE:** Contractors must be created before performing this process.

Select **Contract** from the **Master Data** menu. The **Contract Search Criteria** page displays.

Search Criteria	
Contract Use Cd	G-Govt Furn Prop
Contract Type Cd	DCF - DOD Contract (FAR)
Contract Nbr	AA000398G0001
Contractor	6WWR2 - LOCKHEED MARTIN

Perform the following actions:

1. **Contract Use Cd:** Select **G-Govt Furn Prop**
2. **Contract Type Cd:** Select the type of Contract (such as: DOD Contract (FAR), DOD Contract (Non-FAR), Grant, etc)
3. **Contract Nbr:** Enter the number of the Contract
4. **Contractor:** Select the Contractor from the drop-down menu
5. Select the **Add** button



The **Add** page displays.

Add			
Contract Use Cd	G - Govt Furn Prop	*Contract Type Cd	DCF - DOD Contract (FAR)
*Contract Nbr	AA000398G0001	*Contractor	6WWR2 - LOCKHEED MARTIN
Dlv Ord Nbr			
Attachment	Add Attachment		
Admn Ofc		Admn Ofc Phone Nbr	
*Contract Start Dt	12/7/2010	Contract End Dt	12/6/2015
Prop Admn		Prop Admn Phone Nbr	
Prop Admn E-Mail Addr			
Remarks			
History Remarks			
Add Cancel			

6. **Contract Start Dt:** Enter the date the Contract starts
7. **Contract End Dt:** Enter the date the Contract ends
8. Select the **Add** button



## LOANS WITHIN WEB DPAS

Both DODAACs must reside within Web DPAS

**HINT:** Only one asset loan can be processed at a time. Assets with a UII Status Code other than ART **cannot** be loaned. UII must be verified with the IUID Registry to be loaned.

### LOANER – LOAN TO A GOVERNMENT ACTIVITY

Select **Update** from the **Asset Management** menu. The **Asset Update Search Criteria** page displays.

Search Criteria			
End Item Serial	<input checked="" type="radio"/>	Accountable	<input type="radio"/>
Component	<input type="radio"/>	Non-Accountable	<input type="radio"/>
Bulk	<input type="radio"/>	Both	<input checked="" type="radio"/>
Asset Id	<input type="text" value="3225363837"/>		
Stock Number	<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"/>		

Perform the following actions:

1. **Asset Id:** Enter the Asset Id of the asset you are loaning
2. Select the **Search** button



The **Search Results** page displays.

Search Criteria		Stock Nbr	
Asset Id	3225363837		
Serial Nbr		Custodian Nbr	
Loc		Lot Nbr	
Mgt Cd	Serial	Non-Actbl / Actbl	Both

  

Search Results																				
Select	Asset Id	Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Sub Cust Nbr	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Utl	Cptl/Pndg	Loan Cd	Utl Sts Cd	Utl Verf	Fund Cd/ASH	Intrf Sys Cd	
<input checked="" type="checkbox"/>	3225363837	1	413000F002413	0600F78437	USR001		EI	BLDG 10		CHILLER	No	No	Yes	No	No	G	ART	YES	AA / 12345	AJ

3. Verify this is the correct asset and select the checkbox

4. Select the **Continue** button

The **Selected Rows** page displays.

Selected Rows																				
Asset Id	Qty	Chg Qty	Stock Nbr	Serial Nbr	Maj Cust Nbr	Fund Cd/Asn	Asst Lvl Cd	Loc	Lot Nbr	Item Desc	Pilferable	Non-Actbl	Utl	Cptl/Pndg	Loan Cd	Utl Sts Cd	Utl Verf	Fund Cd/ASH	Intrf Sys Cd	
3225363837	1		413000F002413	0600F78437	USR001	AA / 12345	EI	BLDG 10		CHILLER	No	No	Yes	No	No	G	ART	YES	AA / 12345	AJ

**Action**

Basic Update

Price Update

Loan Update

5. Select the **Loan Update** radio button

6. Select the **Continue** button



The **Asset Update - Loan Change** page displays.

Asset Id	3225363837	Stock Nbr	413000F002413
Loan Cd	G		
<b>Asset Update - Loan Change</b>			
* Loan Cd	M-Out On Loan to Govt Acty	* DODAAC/CAGE Cd	CQ0004
Doc Nbr	CQ000403431001	* Asset Sts Cd	U-In Use
Loan Address	333 HELP WAY ORLANDO, FL 33451		
Activity Name	GAINING ACTY		
Loan Start Dt	12/01/2010	Loan End Dt	12/31/2010
Loc	BLDG 10	Sub Loc	
TCN		* Shipment Dt	12/01/2010
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	Select an Item
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Perform the following actions:

7. **Loan Cd:** Select **M-Out On Loan to Government Activity**. The page will refresh
8. **DODAAC/CAGE Cd:** Select the DODAAC of the organization that is loaning the asset
9. **Doc Nbr:** Enter or select a document number for the loan (may not be mandatory, depending on Agency settings)
10. **Loan Address:** Browse for and select the Loan Address (only **LD-Loan DODAAC** addresses will display)
11. **Loan Start Dt:** Enter or select the date the loan began
12. **Loan End Dt:** Enter or select the date the loan is to end
13. **Shipment Dt:** Enter or select the date the item is to be shipped
14. Select the **Update** button

This asset is now locked into **Out On Loan** and the Loan has been sent to the Loanee.

**NOTE:** The DODAAC in the Loan Address must match the DODAAC for the gaining Activity's UIC.



## LOANEE – LOAN RECEIPT

The asset is now on the Pending side of the Loanee (Due-In). The Loanee is ready to receive the asset on loan.

Select **Pending Transactions** from the **Asset Management** menu.

Search Criteria	
Process	Loan within DPAS
Process Action	Loan - within DPAS
Doc Nbr	
Asset Id	3225363837
Serial Nbr	
Stock Nbr	
Custodian Nbr	

Perform the following actions:

1. **Process:** Select **Loan within DPAS**
2. **Process Action:** This should automatically default to **Loan within DPAS**
3. **Asset Id:** Enter the Asset Id of the loaned asset (if only one)
4. Select the **Search** button

**NOTE:** To retrieve all assets being loaned, select the **Search** button without specifying an Asset Id.



The **Search Results** page displays.

Search Criteria		Process Action	
Process	Loan within DPAS	Process Action	Loan - within DPAS
Doc Nbr		Asset Id	3225363837
Serial Nbr		Stock Nbr	
Custodian Nbr			

  

Search Results																	
Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Acq Cost
<input checked="" type="checkbox"/>	CQ000403431001	3225363837	413000F002413	0600F78437	1	CHILLER	CQ0004	TN0004	USR001		SAT-8	SAT-9		TN0004		CC	\$0.00

5. Check the **Select** checkbox next to the asset(s) being loaned

6. Select the **Continue** button

**NOTE:** If the Stock Nbr does not reside on the Catalog (**Status** is CP) or if there is no manufacturer data (**Status** is MP), you will need to use the **Pndg Catalog Trans** process to complete Catalog data.

The **Selected Rows** page displays.

Search Criteria		Process Action	
Process	Loan within DPAS	Process Action	Loan - within DPAS
Doc Nbr		Asset Id	3225363837
Serial Nbr		Stock Nbr	
Custodian Nbr			

  

Selected Rows																
Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status
1	1	CQ000403431001	3225363837	413000F002413	0600F78437	CHILLER	USR001		CQ0004	TN0004	SAT-8	SAT-9		TN0004		CC

The Loanee can:

- ✓ Reject the Loan (put the asset back on the Loaner's books)
- ✓ Update the loan (Doc Nbr, Custodian Nbr, Stock Nbr, Mfr Data, and Estimated Delivery Date),
- ✓ Process the Loan by selecting the Continue button.

7. Select the **Continue** button



The **Loan Receiving** page displays.

Loan Receiving			
Asset Id	3225363837	Type Action	ILOI-In On Loan – Within DPAS
Serial Nbr	0600F78437	Ull	LDN003673225363837
*Stock Nbr	413000F002413	Item Desc	CHILLER
*Mfr Data	...		
Mfr Name	CARRIER CORP	Mfr Model Nbr	
Mfr Part Nbr	30GN-040-H610	CAGE Cd	
*Fund Cd/ASN	AA-12345	*Custodian Nbr	USR001
Doc Nbr	TN000403431001	Loan Cd	L-In On Loan from Govt Acty
Cntr Nbr		Loan Address	...
			LOSING ACTY
			111 TEST DRIVE
			COLUMBUS OH 43213
Loan Start Dt	12/1/2010	Loan End Dt	12/31/2010
/ Sys Id		Asset Sts	In Use
Loc	BLDG 10	Sub Loc	
Local Rcpt Dt	12/9/2010	Rcvd By	MGRIFFITH
Remarks			
History Remarks			
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

Perform the following actions:

8. **Mfr Data:** Browse for and select the appropriate manufacturer
9. **Fund Cd/ASN:** Select the appropriate fund code and/or appropriation
10. **Custodian Nbr:** Browse for and select the Custodian to which the asset will be assigned
11. **Doc Nbr:** Enter/Select a document number (may not be mandatory, depending on your Agency settings)
12. **Loan Cd:** Select **L-In On Loan from Govt Acty**
13. **Loan Address:** Browse for and select the Loan Address (if one does not exist, follow the steps to setup in Master Data > Address)
14. **Loan Start Dt:** Enter the date the loan began



15. **Loan End Dt:** Enter the date the loan is to end
16. **Asset Sts:** Select the status of the asset
17. **Loc:** Browse and select the physical location of the asset
18. **Local Rcpt Dt:** Enter/Select the date the asset was received
19. **Rcvd By:** Enter who received the asset
20. Select the **Add** button

The loan of the asset is complete.



## LOANEE – LOAN RETURN

These actions follow how the Loanee is to return assets back to the Loaner.

Select **Disposition** from the **Asset Management** menu. The **Disposition Search Criteria** page displays.

Search Criteria	
Designate	<input type="checkbox"/>
*Type Action	Loan Return <span style="float: right;">▼</span>
Asset Id	3225363837
Stock Nbr	<input type="text"/> <span style="float: right;">...</span>
Serial Nbr	<input type="text"/>
Custodian Nbr	<input type="text"/> <span style="float: right;">...</span>
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid black; padding: 5px 15px; background-color: #2e3192; color: white; cursor: pointer;">Search</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #2e3192; color: white; cursor: pointer;">Reset</div> </div>	

Perform the following actions:

1. **Type Action:** Select **Loan Return**
2. **Asset Id:** Enter the Asset Id of the asset you are returning (if only one)
3. Select the **Search** button

The **Search Results** page displays.

Search Criteria	
Designate	NO
*Type Action	LOAN RETURN
Asset Id	3225363837
Stock Nbr	
Serial Nbr	
Custodian Nbr	

  

Search Results																	
Select	Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss	Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Activation Dt	Loan Cd	Utl Sts Cd
<input checked="" type="checkbox"/>	1	3225363837	413000F002413	0600F78437	CHILLER	USR001	EI	BLDG 10					No	No		L	ART

Select All
Deselect All
Continue
Cancel

4. Select the asset(s) you are returning by checking the checkbox
5. Select the **Continue** button



The **Selected Rows** page displays.

Search Criteria	
Designate	NO
Asset Id	3225363837
Serial Nbr	
Type Action	LOAN RETURN
Stock Nbr	
Custodian Nbr	

  

Selected Row(s)															
Qty	Disp Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Suspt Loss Sts Cd	Excs Actn Cd	Non-Actbl	Cptl	Loan Cd	Utl Sts Cd
1		3225363837	413000F002413	0600F78437	CHILLER	USR001	EI	BLDG 10				No	No	L	ART

6. Review the displayed assets and if correct, select the **Continue** button

The **Disposition** page displays. The Loaner address information is displayed.

Search Criteria	
Designate	NO
Asset Id	3225363837
Serial Nbr	
Type Action	LOAN RETURN
Stock Nbr	
Custodian Nbr	

  

Disposition	
*Doc Nbr	ITN000403433001
*Cond Cd	B-Svcbl(With Qual)
*Ship To POC	MELANIE GRIFFITH
*Phone Nbr	6146920000
*E-Mail Address	MELANIE.GRIFFITH@DFAS.MIL
*Ship To	CQ0004
*Address	111 TEST DRIVE
*City	COLUMBUS
*ZIP Cd	43213
Shipment Dt	12/09/2010
TCN	
*History Remarks	RETURNED TO LOANER
Attachment	<input type="button" value="Add Attachment"/>
No Attachments Available	

Perform the following actions:

7. **Doc Nbr:** Enter or select a document number
8. **Cond Cd:** Select the appropriate condition of the asset



9. **Shipment Dt:** Enter or select the date the asset was shipped back to the loaner

10. **History Remarks:** Enter reason asset is being returned

**NOTE:** If there is any mandatory address information that was not previously entered, you must enter it on this page.

11. Select the **Submit** button

The item is now in the Pending (Due-In) for the Loaner.



## LOANER – LOAN COMPLETE

The Loaner now needs to complete the loan return.

Select **Pending Transactions** from the **Asset Management** menu. The **Pending Transactions Search Criteria** page displays.

Search Criteria	
Process	Loan Return
Process Action	Loan Return
Doc Nbr	
Asset Id	3225363837
Serial Nbr	
Stock Nbr	
Custodian Nbr	

Perform the following actions:

1. **Process:** Select **Loan Return**
2. **Process Action:** This should automatically default to **Loan Return**
3. **Asset Id:** Enter the asset id of the asset being returned (if only one)
4. Select the **Search** button



5. The **Search Results** page displays.

Search Criteria													
Process	Loan Return			Process Action	Loan Return								
Doc Nbr				Asset Id	3225363837								
Serial Nbr				Stock Nbr									
Custodian Nbr													

  

Search Results																	
Select	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Qty	Item Desc	UIC Fr	UIC To	Cust Nbr Fr	Cust Nbr To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status	Acq Cost
<input checked="" type="checkbox"/>		3225363837	413000F002413	0600F78437	1	CHILLER	TN0004	CQ0004					SAT-9			CC	\$23,175.00

6. Select the asset being returned

7. Select the **Continue** button

The **Selected Rows** page displays.

Search Criteria													
Process	Loan Return			Process Action	Loan Return								
Doc Nbr				Asset Id	3225363837								
Serial Nbr				Stock Nbr									
Custodian Nbr													

  

Selected Rows																
Qty	Trans Qty	Doc Nbr	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr Fr	Cust Nbr To	UIC Fr	UIC To	Site Id Fr	Site Id To	CAGE Cd	DODAAC	Loc	Status
1	1		3225363837	413000F002413	0600F78437	CHILLER			TN0004	CQ0004			SAT-9			CC

8. Select the **Continue** button

**NOTE:** You can select the **Reject** button which will place the asset back on the Loanee’s property book, **Update** to change the Doc Nbr, Custodian Nbr, Stock Nbr, Mfr Data, and Estimated Delivery Date or to complete the Loan Return you would select the **Continue** button.

The asset is now returned to the Loaner.





## OUTSIDE DPAS (GAINING ACTIVITY NOT USING WEB DPAS)

Use this process for GFP assignment.

**HINT:** Only one asset loan can be processed at a time.

### LOANER – LOAN:

1. Select **Update** from the **Asset Management** menu.
2. Search for and select the asset to loan
3. Verify you have the correct asset selected and then select the **Continue** button on the **Search Results** page
4. Select the **Loan Update** radio button and then select the **Continue** button on the **Selected Rows** page.



The **Asset Update - Loan Change** page displays.

Asset Id	000100000105	Stock Nbr	3930001514434
Loan Cd	G		
<b>Asset Update - Loan Change</b>			
* Loan Cd	C-Out On Loan to Non-Govt Acty	* DODAAC/CAGE Cd	H92242
Doc Nbr	H9224212280004	* Asset Sts Cd	U-In Use
* Cntr Nbr	H9224211C1234		
Cntr Start Dt	6/27/2011	Cntr End Dt	6/24/2013
Contract Established date:6/27/2011 - applied to loan start date Contract Expiration date:6/24/2013 - applied to loan end date Loan Start and End Date fields have been disabled			
Loan Address	3990 EAST BROAD ST CLUMBUS, OH 43213		
Activity Name	HEADQUARTERS		
Loan Start Dt	06/27/2011	Loan End Dt	06/24/2013
Loc	BLDG 318	Sub Loc	
TCN		* Shipment Dt	09/20/2011
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	Select an Item
<input type="button" value="Update"/> <input type="button" value="Cancel"/>			

Perform the following actions:

5. In the **Loan Code** drop-down list, select **C-Out on Loan to Non-Government Activity**
6. Select the **DODAAC/CAGE Cd** of the UIC you are loaning from
7. Enter or select a **Doc Nbr** for the loan (may not be mandatory depending on Agency settings)
8. In the **Asset Sts** drop-down list, select the corresponding option
9. Use the **Loan Address** browse button to select the **LC Address**
10. If this is being loaned to a Contractor, then in the **Contract Nbr** drop down list, select the corresponding **Contract**





11. Enter or select the **Shipment Dt**

12. Select the **Update** button



## LOANER – LOAN RETURN (GFP is returned to Government)

Perform the following actions:

1. Select **Update** from the **Asset Management** menu.
2. Search for and select the asset that is being returned
3. Verify you have the correct asset selected and then select the **Continue** button on the **Search Results** page
4. Select the **Loan Update** option and then select the **Continue** button on the **Selected Rows** page

The **Asset Update - Loan Change** page displays.

Asset Id	000100000105	Stock Nbr	3930001514434
Loan Cd	C		
<b>Asset Update - Loan Change</b>			
* Loan Cd	G-Government Owned	* DODAAC/CAGE Cd	H92242
Doc Nbr	H9224212630001	* Asset Sts Cd	U-In Use
Loc	BLDG 318	Sub Loc	
TCN		* Shipment Dt	09/20/2012
Estimated Shipment Dt	<input type="checkbox"/>	Mode of Shipment	Select an Item
		<b>Update</b>	<b>Cancel</b>

5. In the **Loan Cd** drop-down list, select **G-Government Owned**.
6. Verify the correct **DODAAC/CAGE Cd** is selected
7. Enter or select a **Doc Nbr** for the loan (may not be mandatory depending on Agency settings)
8. In the **Asset Sts** drop-down list, select the corresponding option



9. Verify the correct **Shipment Dt** is entered
10. Select the **Update** button
11. Select **Update** from the **Asset Management** menu.
12. Search for and select the asset that is being returned
13. Verify you have the correct asset selected and then select the **Continue** button on the **Search Results** page
14. Select the **Basic Update** option and then select the **Continue** button
15. Navigate to the **Accounting** tab

The **Asset Update - Accounting** tab displays.

Basic Catalog Accounting Agency			
Accounting			
Asset Id	000100000105	Stock Nbr	3930001514434
* Cptl Cd	A-DoD Threshold		
Acq Dt	05/11/2011	Rcpt Doc Nbr	H9224211310001
* Asset Cd	Y -Other General PPE	* Asset Sts Cd	U-In Use
Oblign Doc Nbr	H9224211310001	* Fund Cd/ASN	99-
Cost Center		Task Cd	
Job Order Nbr			
LOA		SPIIN	
CLIN	0001	SLIN	
ACRN		* Transfer Type Cd	0-Transfer Type Cd not required
Trading Partner Nbr			
Loan			
Loan Cd	G		
Lease			
* Lease Cd	N-Government Owned		



16. Change the **Asset Sts Cd** from **T-Out On Loan** to an applicable status (for example: In Use)
17. Select the **Update** button.



## RECEIVING LOANED ASSET (FROM ACTIVITY NOT USING WEB DPAS)

### LOANEE – ASSET RECEIVING

Perform the following actions:

1. Select **Receiving** from the **Asset Management** menu option
2. From the **Type Action** drop-down list, select **ILOO – In On Loan – Outside DPAS**
3. Enter or select the **Stock Nbr**
4. Enter the **Acq Cost** and select the **Continue** button
5. On the **BASIC** tab, enter or select the:
  - Acq Dt
  - Condition Cd
  - Asset Cd
  - Original In Service Dt
  - Doc Nbr
  - Received By
6. On the **Catalog** tab, enter or select the:
  - Mfr Data
  - Mfr Year
  - UII Status



7. On the **Accounting** tab, enter or select the:

- **Fund Cd/ASN**
- **Loan Cd** (L or N has the same fields). After selecting the **Loan Cd** the screen will refresh with new fields.
- Browse and select the **Loan Address**. If none are listed, then in **Master Data > Address**, setup an **LD Address Type** for **Govt Activity** and **LC** for **Non-Govt Activity**.
- Enter the **Loan Start Dt** and **Loan End Dt**

8. On the Agency tab, enter or select any applicable fields

9. On the **Asset Entry** tab, enter or select:

- **Asset Id**
- **Serial Nbr**
- **Custodian Nbr**
- **Location**

10. Select **Save**

11. Select **Add**



## LOANEE – LOAN RETURN

Perform the following actions:

1. Select **Disposition** from the **Asset Management** menu option
2. For the **Type Action** select **Loan Return**
3. Search for and select the asset being returned to Loanee
4. On the **Selected Rows** page, select the **Continue** button

The **Asset Disposition** page displays.



Search Criteria			
Designate	NO	Type Action	LOAN RETURN
Asset Id	000100000123	Stock Nbr	
Serial Nbr		Custodian Nbr	

  

Disposition			
*Doc Nbr	H9224212630002	...	
*Cond Cd	A-Svcbl(w/o Qual)	▼	
*Ship To POC	DAVID BANKS	DSN	
*Phone Nbr	800-555-6160	FAX Nbr	
*E-Mail Address	DAVID.BANKS@HQ.COM		
*Ship To	0XXX0	Ship To Name	HEADQUARTERS
*Address	3990 EAST BROAD ST		
*City	CLUMBUS	*State	OH-Ohio ▼
*ZIP Cd	43213	*Country Cd	US-UNITED STATES OF AMERI▼
Shipment Dt	09/20/2011	Est Shipment Dt	<input type="checkbox"/>
TCN		Mode of Shipment	Select an Item ▼
*History Remarks	ASSET LOAN COMPLETED		
Attachment	<input type="button" value="Add Attachment"/>		
No Attachments Available			
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

5. Enter/select information for the following fields:

- Document Nbr
- Losing DODAAC/CAGE Cd
- Condition Cd
- Ship to Point Of Contact
- Phone Nbr
- Email Address
- Shipment Dt
- History Remarks

6. Select the **Submit** button and the Transaction Status page displays



## ASSET STUCK ON LOAN DUE TO WAWF FLAG

There is currently a known issue with WAWF. If the WAWF flag has been set to **Yes**, transactions will become “stuck” because WAWF is not picking them up or handing them off. If an asset is frozen and you need to unfreeze it, perform the following actions:

1. Select **Actbl UIC/UIC** from the **Master Data** menu
2. There is a **Transfer via WAWF** field with a drop-down list; select **No**
3. Select **Update**
4. Select **Address** from the **Master Data** menu option
5. From the **Address Type** drop-down list, select **LC - Cage** or **LD – DODAAC** (depending if **Govt** or **Non-Govt Activity**)
6. Select the **Search** button
7. Select the **Update** hyperlink next to the address to which the asset is being loaned
8. There is a **Transfer via WAWF** field with a drop-down list, select **No**
9. Select **Update**