



## Search for an Asset Transfer — Criteria

### Overview

The Property Accountability module Asset Transfer Search Criteria process provides the ability to transfer an end item or component record (Serial or Bulk) to another Property Custodian within the same UIC, UIC-to-UIC, or SITE ID-to-SITE ID.

If a serial record has components, the Transfer process looks for the Stock Number on the gaining Catalog. If one does not exist, the Transfer process inserts the Stock Number of the component on the losing Catalog. If the manufacturer information does not exist on the gaining Catalog, the Transfer process inserts the manufacturer information of the component from the losing Catalog.

During the Transfer process, users have the capability to designate assets for a Pending Transfer. If the user does not have Security access to the gaining portion of the transaction, the assets are automatically designated as Pending.

#### Attention



Use the Both (Non-Capital and Capital) radio button only if all assets being transferred. Do not use the **Defense Agencies Initiative (DAI)** Accounting System Interface. For DAI, Non-Capital and Capital assets should be transferred in separate transactions.

### Navigation

Asset Management > Transfer > Asset Transfer Search Criteria page

### Procedure

#### Search for an Asset(s) to Transfer

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.

1. In the Search Criteria box, narrow the results by entering one of the following optional fields.



### Search Criteria

Capital Type  Non-Capital  
 Capital  
 Both

Accountable Type  Non-Accountable  
 Accountable  
 Both

Asset Management Type  End Item  
 Component

Asset Id

Stock Nbr

Serial Nbr

/ Custodian Nbr

Loc

Sub Loc

Lot Nbr

A. Select . The **Search for the Asset Transfer - Results** page appears.

Search Results (20)

Qty	Asset ID	Stock Nbr	Serial Nbr	Item Desc	Quant	Asset of CG	Loc	Sub Loc	Lot Nbr	Equip Line No CG	Non-ASIS	Line CG	MR	Parent ASIS
1	48471246	4848070461	4847040	TEST W/LE	12345	SI	44201	548		N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00
1	48471246	4848070461	4847040	W/LE TO WILLIAMSITE	45678	SI	74610004			N/A	No	0	No	00

a. Choose . The **View the Asset Transfer Selected Rows** page appears.

## View the Asset Transfer Selected Rows

### Navigation

Asset Management > Transfer > Search Criteria >  > Search for an Asset Transfer - Results >  > Asset Transfer Selected Rows page

### Procedure

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

#### View the Asset Transfer Selected Rows

1. Select the ASSET ID hyperlink. *The **View the Asset Transfer Details** page appears.*

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
45	<input type="text"/>	<a href="#">BULK00000407</a>	1005011844041		BOLTAUTOMATIC WEAPO	TGROCE TG00001	EI	TIMS ROOM	253		N/A	No	G	No	68

2. Select . *The **Update the Asset Transfer Destination** page appears.*



## View the Asset Transfer Details

### Navigation

Asset Management > Transfer > Search Criteria >  > Search Results > Asset Id hyperlink > Asset Transfer Details page

### Procedure

#### View the Asset Transfer's Details

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select  to begin the query. The **Search for an Asset Transfer - Results** page appears. Results display in the Search Results grid.
2. Select the Asset Id hyperlink on the desired row. The **View the Asset Transfer Details** page appears.





3. Review the fields on the Details Tab.

Details	
Stock Nbr	00RN6XL12000
Serial Nbr	BPG098
Item Desc	MODEM HIGH SPEED LANMODEM HIGH
LIN/TAMCN	
Asset Id	BROOKS000270
UII	
UIC	BROOKS
Custodian Nbr	LOANED
Lot Nbr	
Expr Dt	
UI	EA
Qty	1
Loc	1111A
Sub Loc	
Acq Cost	\$ 100.00
Acq Dt	5/1/2018
Total Cost	\$ 100.00
Type Asset Cd	G





## Help Reference Guide

Cond Cd                    A

Asset Level Cd            EI

Asset Cd                    K

Sys Id

Doc Nbr                    BR00KS90384000

Excs Actn Cd

Mfr Name                    TUT SYSTEMS INC

Mfr Model Nbr

Mfr Part Nbr              XL12000

CAGE Cd                    00RN6

Non-Actbl                 NO

ACC-SFIS Cd              K 200000000000030

Deprn Cd                    N

Fund Cd/ASN              68/

Acct Rpt Nbr

Cptl Cd                    A

iRAPT/WAWF Receipt    NO

iRAPT/WAWF Shpmt Id

Loan Cd                    C





## Help Reference Guide

Loan Contract Nbr      123ABC

Loaning DODAAC/CAGE Cd    NTPRMY

Loan Activity Name      ACME CORP

Loan Start Dt            9/28/2018

Loan End Dt             10/1/2019

Loan Rcvd By

Loan Rcvd Dt

Loan Notify Cd          M

Mode of Shipment

TCN

Shipment Dt             2/7/2019

Shipment Id             NTPRMYPAS190381215155

Lease Cd                 N

Lease Activity

Lease Start Dt

Lease End Dt

Oblign Doc Nbr         BR00KS81451000

Cntr/PO Nbr





## Help Reference Guide

Owng Cost Center      ABCDE

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Fndng Cost Center      ABCDE

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Deprn Cost Center

---

Task Cd

---

Deprn Task Cd

---

Job Ord Nbr

---

Deprn Job Ord Nbr

---

Activation Dt

---

Deprn Period            0

---

Deprn Util Prd

---

Accumd Deprn         \$ 0.00

---

Deprn SL Rebsln

---

Deprn SL Lst Rebsln

---

Deprn AB Rebsln

---

Deprn AB Lst Rebsln

---

Prior Deprn            \$ 0.00

---

Current Mnth Deprn Amt

---

Prr Deprn SL Rebsln

---

Prr Deprn AB Rebsln







## Help Reference Guide

Deprn Util Svc Life

---

Deprn Util Qty

---

Prr Deprn Util Qty

---

Deprn Period Days

---

Write Down Amt

---

Fdcry Deprn Mthd Cd    SL

---

Util Measure Cd

---

Authn LIN/TAMCN

---

Attachments            No Attachments Available

---

Attribute(s) Template

---

Attribute(s)

---

//

Software Name

---

License Desc

---

License Details

---

License Qty

---

License Type

---

Start Dt

---

End Dt





## Help Reference Guide

Usage Level Cd

Hosting Environment

Remarks

Cancel





## Update the Asset Transfer Destination

### Navigation

Asset Management > Transfer > Search Criteria >  > Search Results >  >  
Selected Rows >  > Asset Transfer Destination page

### Procedure

Selecting  at any point of this procedure removes all revisions and closes the page.  
**Bold** numbered steps are required.

#### Helpful Tip



When an asset is transferred between UICs, it goes from one custodian to another custodian in a different UIC. The originator of the transfer is referred to as the Losing side and the receiving Site, UIC or Custodian is referred to as the Gaining side.

**For example**, if an asset is transferred from UIC HQ0001 to UIC HQ0002, then UIC HQ0001 is the Losing side and UIC HQ0002 is the Gaining side.

#### Attention



It is recommended to not select the **Custodian Nbr To**. If the **Custodian Nbr To** is selected, the gaining side will not be able to change it when they complete the Transfer. Transfer action is not authorized for asset(s) other than LOAN CD "G".



## Update the Asset Transfer Destination

1. Update the Transfer Destination Tab.

**Transfer Destination**

Site Id: FUNC-2

Site Id To:

UIC: BROOKS

UIC To:

Custodian Nbr: LOANED

Custodian Nbr To:

DoDAAC:

DoDAAC To:

Doc Nbr:

Designate Only:

Make Avail Gain Acty:

Remarks:

- Verify the UIC.
- Verify the Designate Only contains the appropriate  or . Select if asset transfer needs higher authority for approval.
- Select . The **View the Asset Transfer Transaction Status** page appears.