



Asset Transfers

1. To access the Transfer process, navigate to the **Asset Management > Transfer** menu path.
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.
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	W2CMH1 ...		
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"/>		

The Bulk Asset Id does not change when you transfer bulk assets between different authorizations.

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

Search Results (1896)																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	Ull	Fund Cd/ASN	LIN/TAMCN	Para Nbr
<input checked="" type="checkbox"/>	1	WCMH02000867	46PL4V1918NB	9SGLME089711092	MONITOR SECURITY 19	W2CMH1	EI	60020		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02000998	479G1SCP	A15621	STRAPPING CART BUIL	W2CMH1	EI	44100		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02000795	47G04QT2367	A0006543	BOARD DRY ERASE COR	W2CMH1	EI	32030		N/A	No	No	G	Yes	A4	90738N	
<input type="checkbox"/>	1	WCMH02001891	48170CB25	PD4210D	MIXER TUMBLER DOUBL	W2CMH1	EI	50040		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02001890	48170CB25	PD4210F	MIXER TUMBLER DOUBL	W2CMH1	EI	50040		N/A	No	No	G	Yes	A4	99999N	
<input checked="" type="checkbox"/>	1	WCMH02001877	48977K4845P	40042	PRESS LOAD CONSOLIDA	W2CMH1	EI	50040		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02001851	4925AA1002000M3	0056	DEFUZZING MACHINE TW	W2CMH1	EI	31420		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02000796	4925AA1002000M3	8006	DEFUZZING MACHINE TW	W2CMH1	EI	31420		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02000805	4925AA1042000M3	0016	DEBANDING MACHINE 57	W2CMH1	EI	33420		N/A	No	No	G	Yes	A4	99999N	
<input type="checkbox"/>	1	WCMH02001852	4925AA10520000	8003	TEST KIT AIR APE 10	W2CMH1	EI	93500		N/A	No	No	G	Yes	A4	99999N	

... 121 122 123 124 125 126 127 128 129 130 ...

Select All Deselect All Continue Cancel

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.

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	Ull	Fund Cd/ASN
1		WCMH02001272	5130014517640	615849	SAW,CIRCULAR,PORTABL	W2CMH1	EI	34930			N/A		No	G	Yes	A4
1		WCMH02001225	54807AHP2114	BH649	STRAPPING MACHINE, S	W2CMH1	EI	44100			N/A		No	G	Yes	A4
1		WCMH02000199	83319DSTROY2360	2879547	SHREDDER STRIP CUT	W2CMH1	EI	17130			N/A		No	G	Yes	A4

Continue Cancel





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.
3. If performing a **Custodian to Custodian** transfer, select the **Custodian Nbr To** from the 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.
 - Required for UIC and Site level transfers or if a DD Form 1348 or DD Form 1150 is required by your Agency.
5. Select the **LIN/TAMCN Authn To** for the asset(s) being transferred.
6. There are two checkboxes:
 - **Designate Only** checkbox is already selected if you do not have transfer authority to the gaining entity, or are transferring capital assets. In these transfers, this requires approval by your APO/PA.
 - **Make Available to Gaining Activity (Make Avail Gain Acty)** – This option is not available to Custodians.
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	WCMH02	UIC To	WCMH03
Custodian Nbr	W2CMH1	Custodian Nbr To	W3CMH2
Doc Nbr	WCMH2J23122001		
LIN/TAMCN Authn	MULTIPLE	LIN/TAMCN Authn To	S70380-245
Designate Only	<input checked="" type="checkbox"/>		
Make Avail Gain Acty	<input type="checkbox"/>		
Remarks			





Basic Tab

There could be up to four tabs to complete. At a minimum, the **Basic** tab is required.

1. Provide a **Doc Nbr**. This is the Document Number for the GAINING side.
 - Required for UIC and Site level transfers or if a DD Form 1348 or DD Form 1150 is required by your Agency.
2. If a **Location** is displayed, you will need to remove it as this is the location of the LOSING side and select a new location.
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 **Update** button to complete the process.

Basic Agency	
Basic	
Transfer Type	Custodian Transfer
Doc Nbr	WCMH2J23142001 ... Higher Assemblage ...
Loc	10040 CONF ROOM ... HA Asset Id
Sub Loc	HA Stock Nbr
* Eff Dt	11/9/2012 [Calendar Icon] HA Serial Nbr
i Sys Id	
History Remarks	[Text Area]
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

