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Overview
The Library’s Book Collection causes CSUEB to make partial retirements of an asset. The way to do this is shown below.
**Administrative Applications**

**Asset Management/Partially Retire an Asset**

**Business Process Guide Page: 2**

**Partially Retire an Asset**

Navigate to Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset

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**The Asset Retirements page displays.**

1. Enter Business Unit: HW001

2. Enter **Asset Number** you wish to retire

3. Click **Search**

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**Administrative Applications**

**Asset Management/Partially Retire an Asset**

**Business Process Guide**
The Retire Assets page displays – Book section.

4. Select Abandonment for Retire As

The Retire Assets page displays.

5. Select Convention Half Year for Convention

6. Leave Transaction Code blank

7. Click Go

Note that asset Retire As is now hidden. In addition, information appears in Retirement Section of the page.
8. Enter the quantity to be partially retired and the Retirement Amount

9. Click **Save**

**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the [Service Desk](http://www.csueastbay.edu/servicedesk).