Administrative Applications — Business Process Guide

Process: Retire an Asset by Abandonment
Module: Asset Management

High Level Description

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Overview
Campus Policy is that when an asset is retired to clear up mistakes in the original entries, it will be retired by abandonment after being copied to a new asset with the correct entries.
Retire an Asset

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

The Asset Retirements page displays.

1. Enter Business Unit: HW001

2. Enter Asset Number you wish to retire

3. Click Search
The Retire Assets page displays – Book section.

4. Select Abandonment for Retire As

Retire Assets – Book – Retirement section.

5. Select Half Year Convention 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. Click Other Options tab
The Other Options page displays.

9. Give a short **Description** to explain why this item was disposed.

10. Click **Save**

The Retire Assets page displays.

Note that the **status** of the asset is now **Disposed**.

11. Verify that the asset has been disposed.

The Search for an Asset page displays.

Navigate to Asset Management > Search for An Asset.

12. Enter **asset number**

13. Leave **Asset Status blank** *(it defaults to In Service)*

14. Click **Search**
The Search results page displays.

It should read disposed.

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).