Retire and Reinstate Assets Overview

Every Asset needs to be retired during the course of its useful life. It can retire before completing its useful life or complete its useful life and then retire.

<table>
<thead>
<tr>
<th>Process Frequency</th>
<th>Retiring and Reinstating Assets is done ad hoc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependencies</td>
<td>None</td>
</tr>
<tr>
<td>Assumptions</td>
<td>None</td>
</tr>
<tr>
<td>Responsible Parties</td>
<td>Users at the individual institutions are generally responsible for this business process. However, the UWSA Problem Solvers may assist in troubleshooting.</td>
</tr>
<tr>
<td>Alternate Scenarios</td>
<td>None</td>
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</tbody>
</table>

Process Detail

I. Retiring Assets

Assets are retired when they are either disposed of or no longer in use. When you retire an asset, Asset Management creates all the necessary journal entries to remove the asset’s financial information. Retired assets can be reinstated at any time within the system. If the asset is not fully depreciated, depreciation will start up again from the date it is reinstated.

When an asset is retired, the asset is taken off the books after the retirement has been fully processed and accounting entries have been created. No further depreciation accrues for this asset. The same page is used to reinstate a retired asset.

Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset
1. **Enter** your Business Unit
2. **Enter** the Asset Identification
3. **Click** Search
4. **Select** the Asset Identification number you want
5. **Enter** the *Trans Date* (Transaction Date).
   a. The Transaction Date reflects the date the retirement actually took place. Usually, this will take place before you enter it in SFS. The transaction date determines how much of the depreciation taken in SFS has to be recovered.

6. **Enter** the *Acctg Date* (Accounting Date).
   a. The accounting date determines when the retirement transaction is posted to the General Ledger.

7. **Select** the appropriate *Retire As* option from the dropdown.
   a. Specify the type of retirement transaction to process by selecting from the list of disposal codes. Use ‘Retirement by Sale’ or ‘Abandonment’ options.

8. **Click** and the asset will be retired. Conversely, to reinstate an asset already retired, **Click**

9. **Enter** the *Removal Cost*.
   a. This field records the cost involved in the disposal of the asset.

10. **Enter** the *Proceeds*.
    a. This field records the disposal income of the asset.

11. **Click**

II. **Reinstating Assets**

Reinstate a capital asset that has been retired earlier i.e. bring back an asset into service, the reinstatement process is done at the same page as retired asset. The reinstatement process will reverse all retirement entries.

*Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset*
1. Enter your Business Unit
2. Enter the Asset Identification
3. Click to search
4. Select theAsset Identificationyou want

Click to reinstate the asset selected and then Click

The status of the asset changes from ‘Disposed’ to ‘In Service’.
III. Reviewing Audit Logs

Click the Audit Logs hyperlink in the top right hand corner of the Retire Assets page to open Search Audit Logs Page with asset Retire or Reinstate audit log information.

The following example shows reinstatement audit log

![Search Audit Logs]

Revision History

<table>
<thead>
<tr>
<th>Author</th>
<th>Version</th>
<th>Date</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surya Gannavarapu</td>
<td>1.0</td>
<td>01/05/2013</td>
<td>Final</td>
</tr>
<tr>
<td>Susan Kincanon</td>
<td>1.1</td>
<td>05/06/2013</td>
<td>Final review</td>
</tr>
<tr>
<td>Surya Gannavarapu</td>
<td>1.2</td>
<td>05/16/2013</td>
<td>Added ReviewingAudit Logs section</td>
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<tr>
<td>Susan Kincanon</td>
<td>1.3</td>
<td>05/17/2013</td>
<td>Final review and publish to website</td>
</tr>
<tr>
<td>Jon Ahola</td>
<td>1.4</td>
<td>06/13/2013</td>
<td>Final review</td>
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