![GEORGIAFIRST FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW University System of Georgia • Information Technology Services]

PeopleSoft 9.2

AM.020.081 – RETIRING NON CAPITAL ASSETS

Purpose	Retire a non-capital asset.
Description	This topic demonstrates how to retire a non-capital asset.
Security Role	**BOR_AM_MAINTENANCE**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to retire a non-capital asset.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Asset Management** link.
4.	Click the **Asset Transactions** link.
5.	Click the **Asset Disposal** link.
6.	Click the **Retire/Reinstate Asset** link.
7.	Enter your institution's Business Unit in the **Business Unit** field.
8.	Enter the Asset ID in the **Asset Identification** field then click **Search.**
9.	Click the **Ret Type** drop down box and select the **Retirement Type**.
10.	Click the **Retire** button.
11.	Click the **Save** button.