GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AM.020.083 – RETIRING MISSING ASSETS

Purpose	To retire missing assets.
Description	Missing assets have to stay on the books for at least two (2) years – the institution will retire a missing asset so that it will come out of asset balance. This is because things that go missing can be found. At the end of two (2) years, it can be retired for good with another disposal code.
Security Role	**BOR_AM_MAINTENANCE**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to retire as missing 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 the institution's Business Unit in the **Business Unit** field.
8.	Enter the Asset ID in the **Asset Identification** field
9.	Click **Search.** The system navigates to the Retire/Reinstate page.
10.	Click the **Retire As** dropdown list.
11.	Select the **Missing Asset** list item.
12.	Click the **Go** button.

Step	Action
13.	Enter the date that the asset was identified as missing in the **Trans Date** field.
14.	Enter a date in the current, open accounting period in the **Acctg Date** field or keep the default date.
15.	Click the **Save** button.