

AM.020.084 – REINSTATE MISSING ASSETS AND RE-RETIRE

Purpose	To reinstate found assets, then re-retire them.
Description	<p>Missing assets must 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.</p> <p>After two years of being a missing asset, the asset needs to be re-instated and re-retired with another disposal code.</p>
Security Role	BOR_AM_MAINTENANCE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to reinstate a found asset and re-tire that 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 Asset page.
10.	Click the Reinstate button.
11.	Enter the transaction date in the Trans Date field. Users should enter the date of the original retirement or missing date. <i>Note: The system populates the Trans Date as the current date. Furthermore, the date entered here will carry over to the Acquisition Date and Placement Date on the Asset Information page. To edit the Acquisition Date and Placement Date, users navigate back to the General Tab page and change the Acquisition Date and Placement Date before saving.</i>
12.	Enter a date in the current, open accounting period date in the Acctg Date field or keep the default date.
13.	Click the Save button.
14.	Verify the Asset Status displays as "In Service" and the Retirement Status displays as "Unretired."
15.	To re-retire the assets, select the appropriate value in the Retire As dropdown list.
16.	Click the Go button.