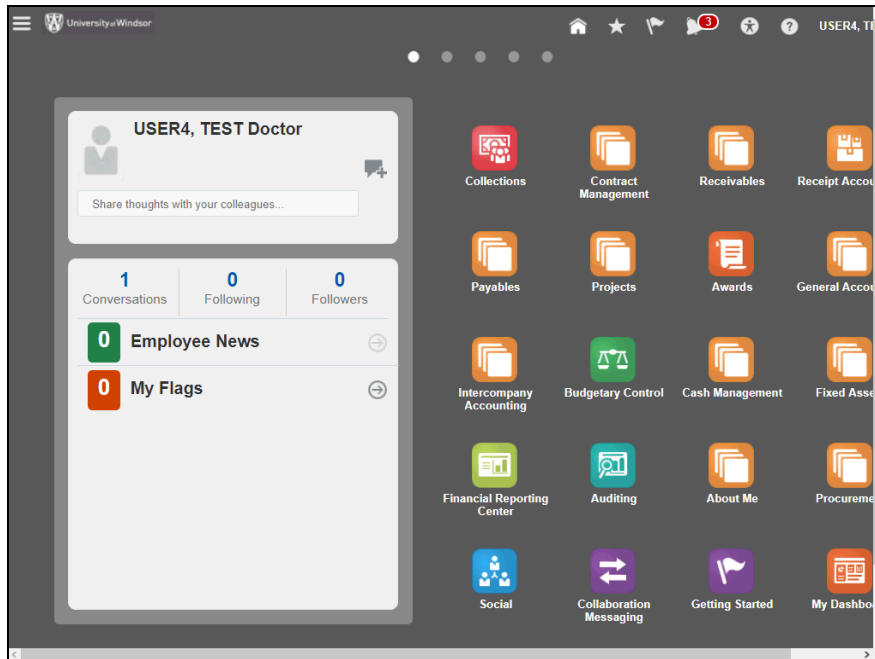



FA 08: Partially dispose of a fixed asset
Created on 2/21/2018

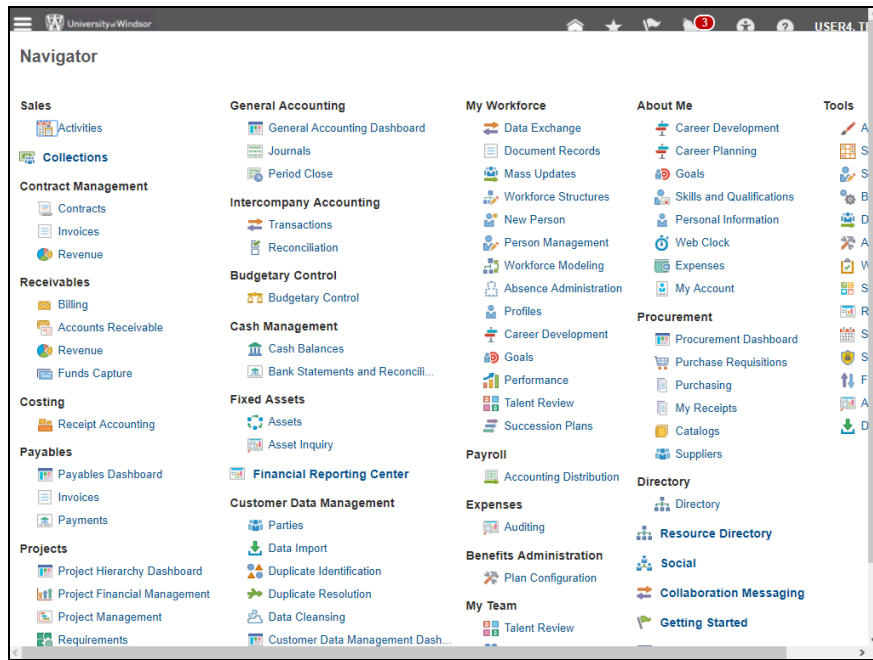
FA 08: Partially dispose of a fixed asset

Procedure

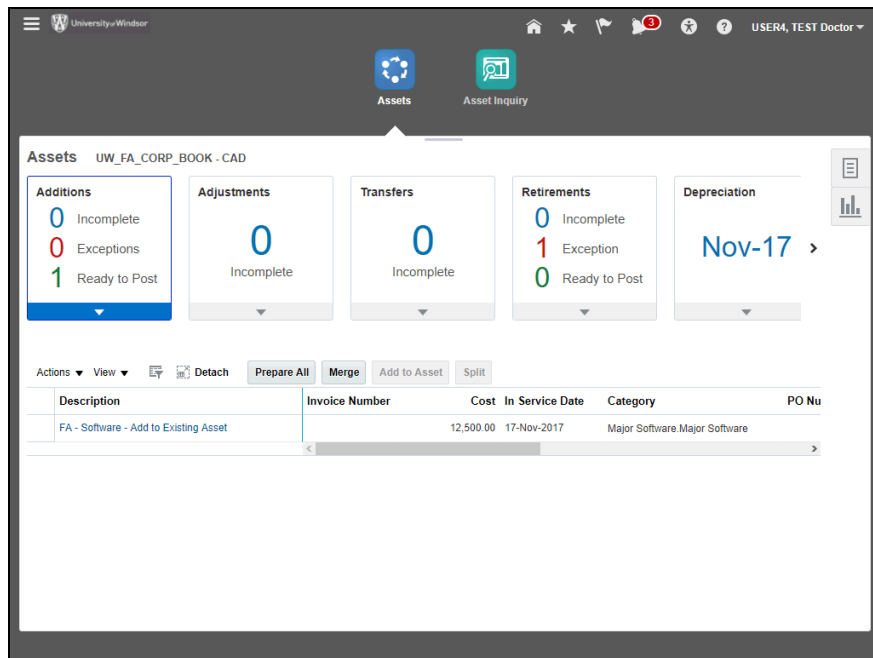
This User Guide outlines the steps required to partially dispose of a fixed asset.




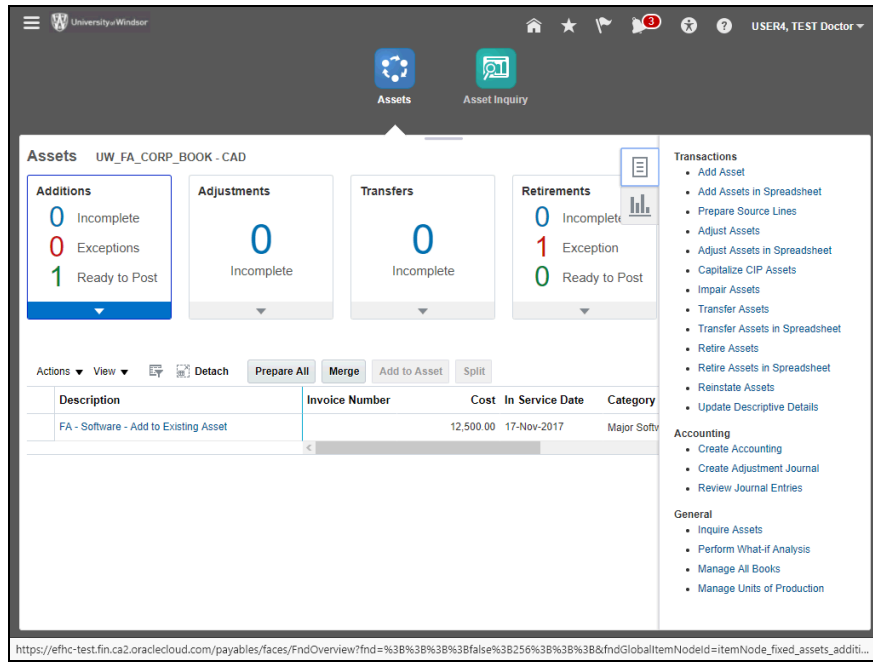
Step	Action
1.	Click the Navigator button. 



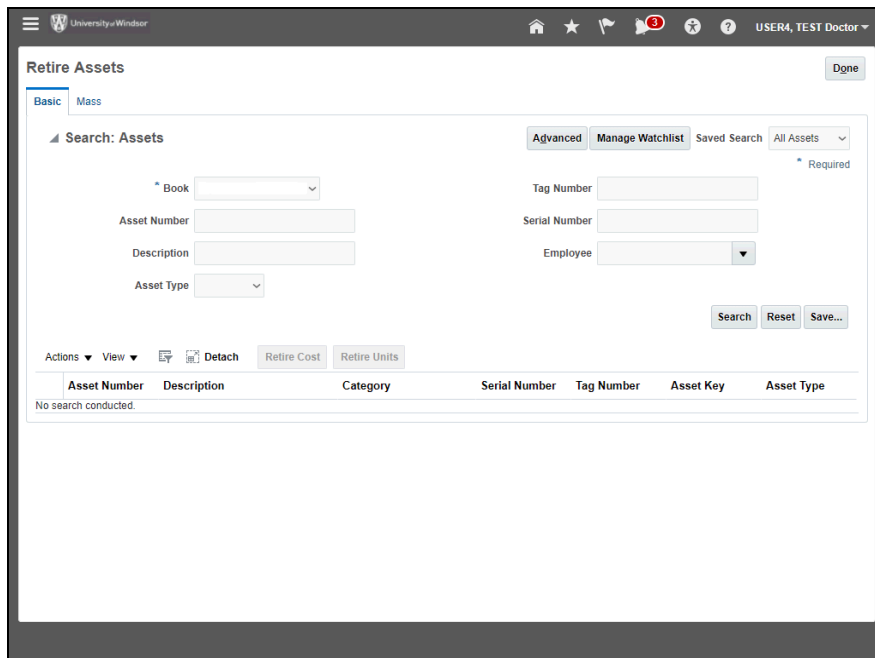
Step	Action
2.	Click the Assets link. Assets



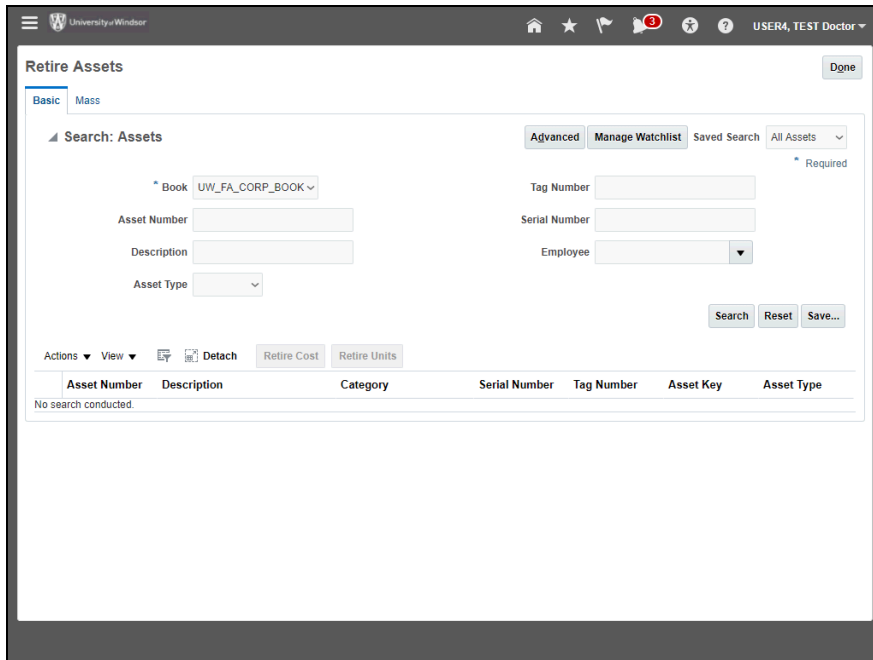
Step	Action
3.	Click the Go to Task menu. 



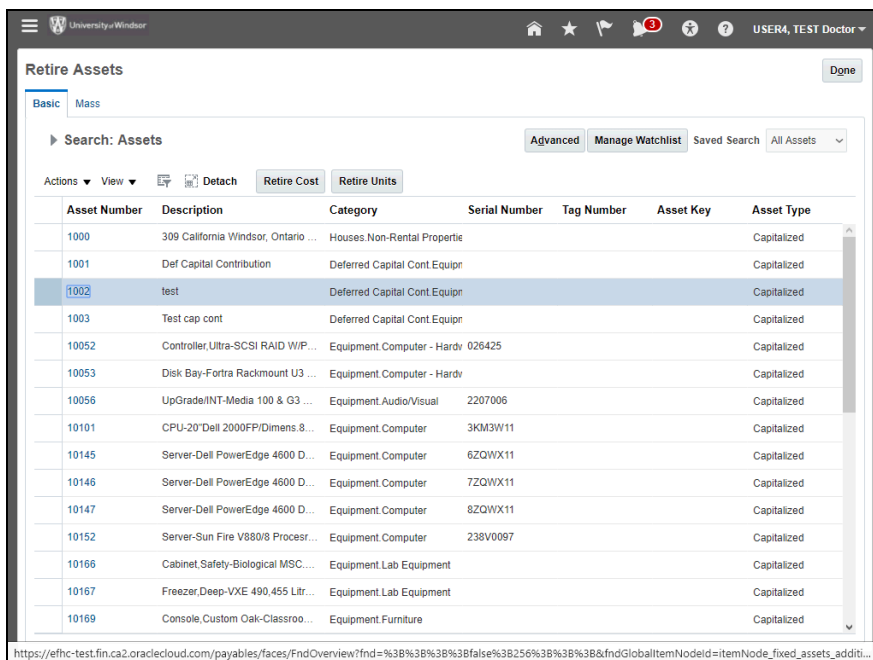
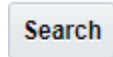
Step	Action
4.	Click the Retire Assets link. Retire Assets



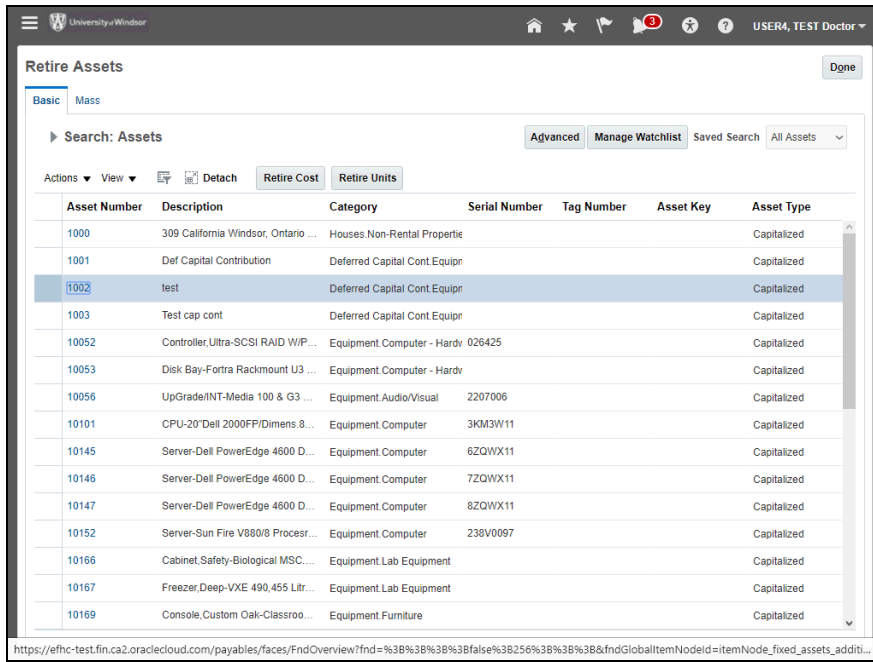
Step	Action
5.	Enter the book in the Book field.



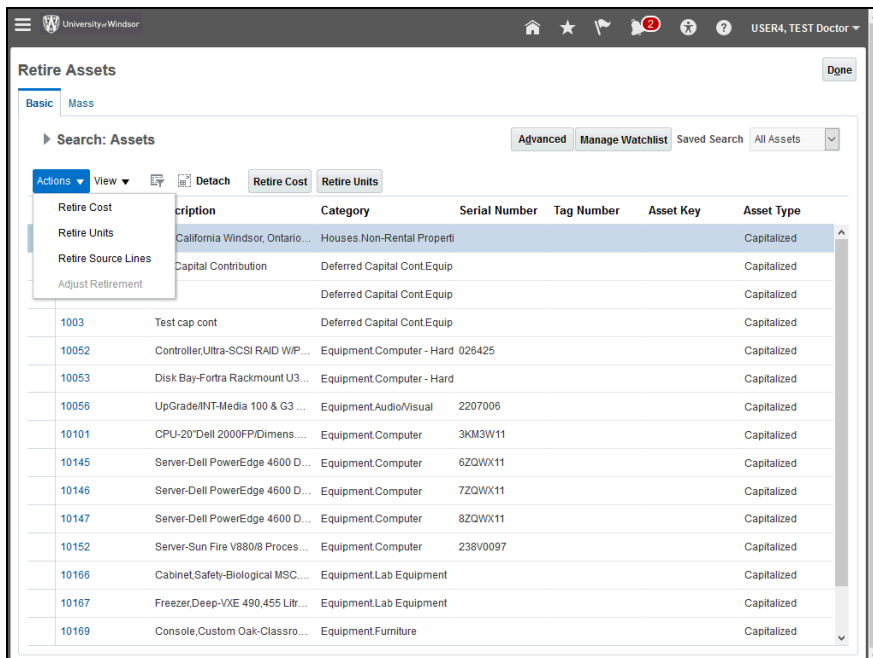
Step	Action
6.	Click the Search button.



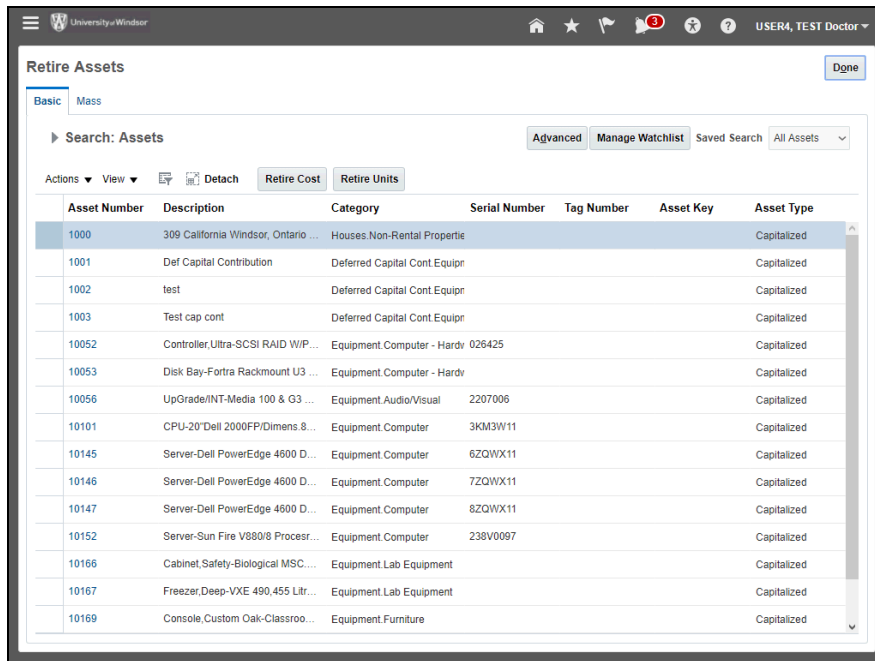
Step	Action
7.	Click the appropriate Asset Number .



Step	Action
8.	After selecting the asset, click the Actions drop-down button.

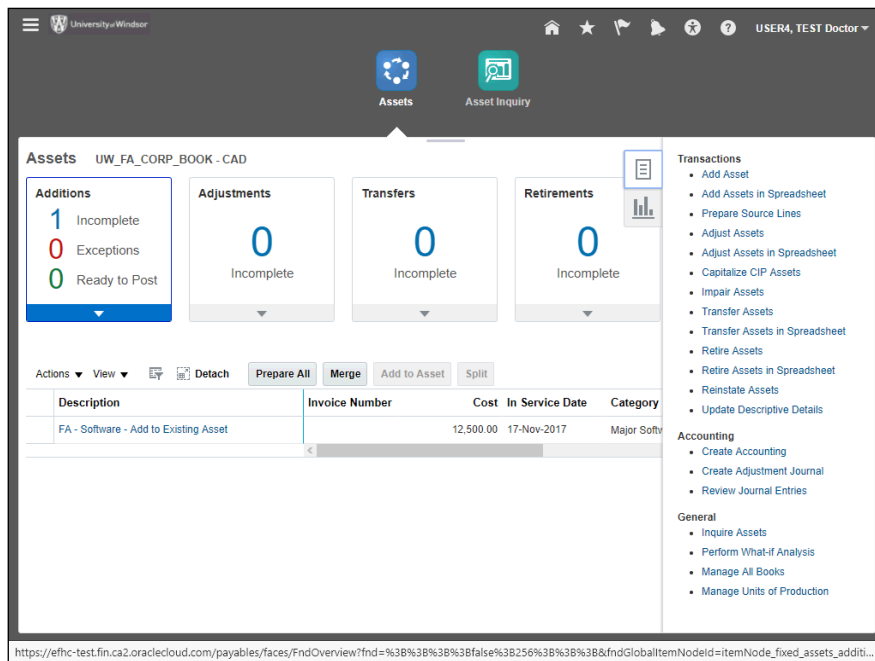


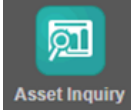
Step	Action
9.	Select the required option from the drop-down list. In this example, select the Retire Units option.

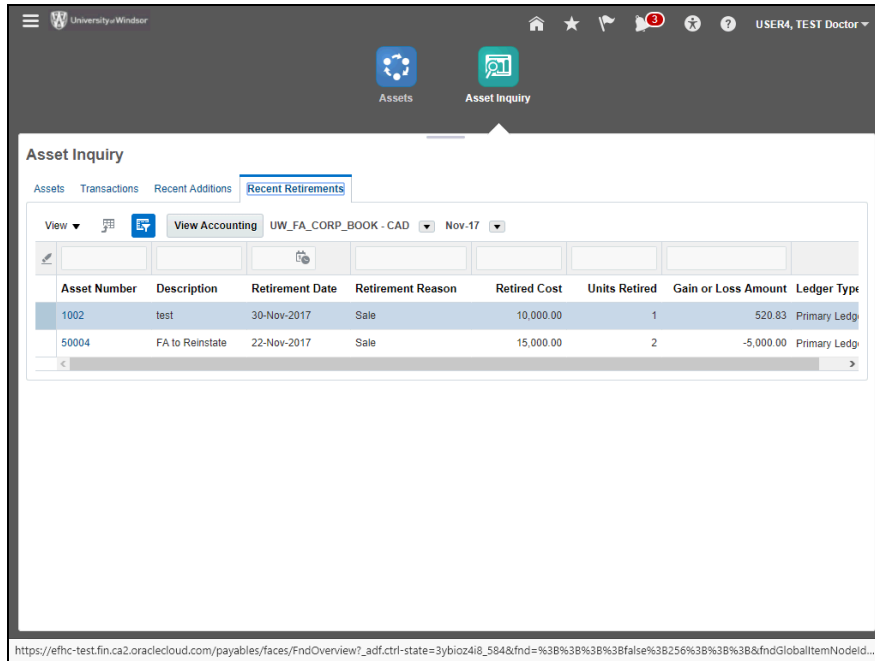



Step	Action
12.	Click the Done button.

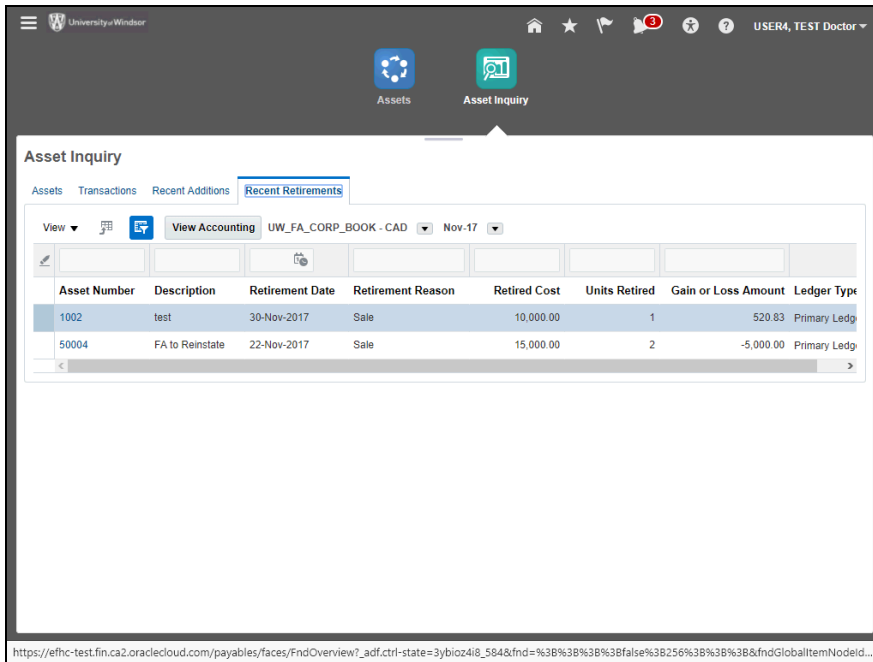
Done



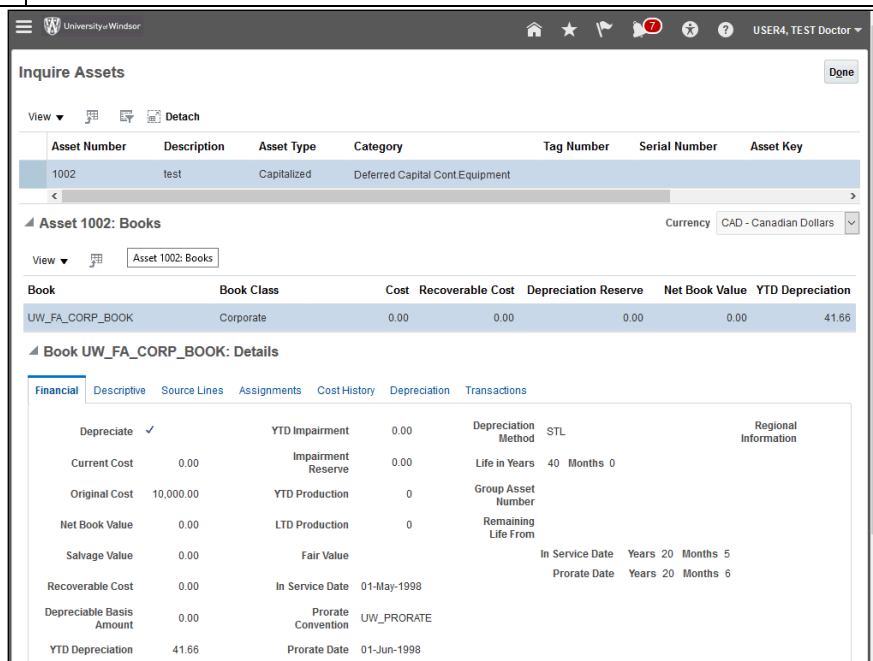
Step	Action
13.	Click the Asset Inquiry button. 



Step	Action
14.	Click the Recent Retirements tab. The asset retired previously should be the first on the list. 

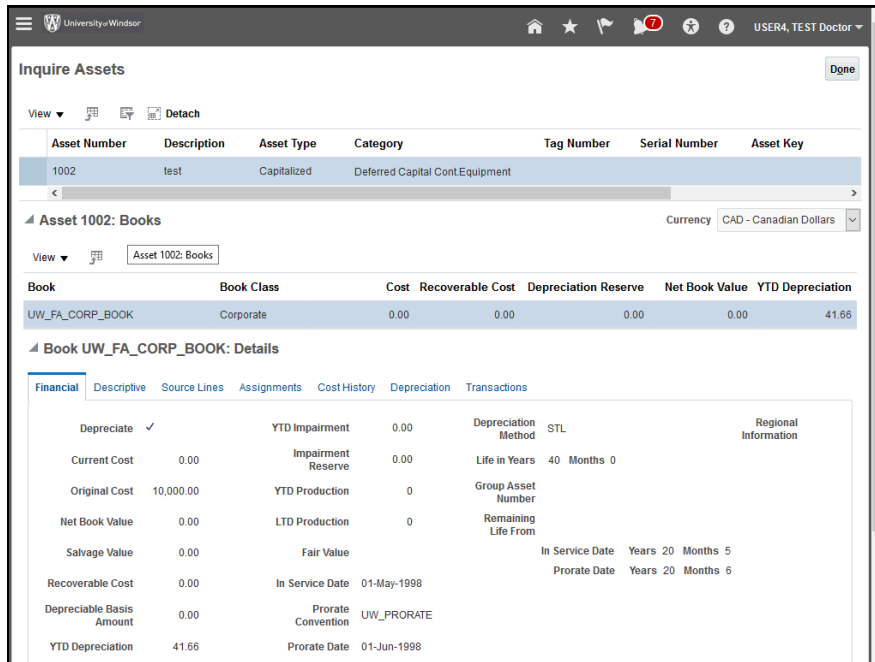


Step	Action
15.	Click the appropriate Asset Number .

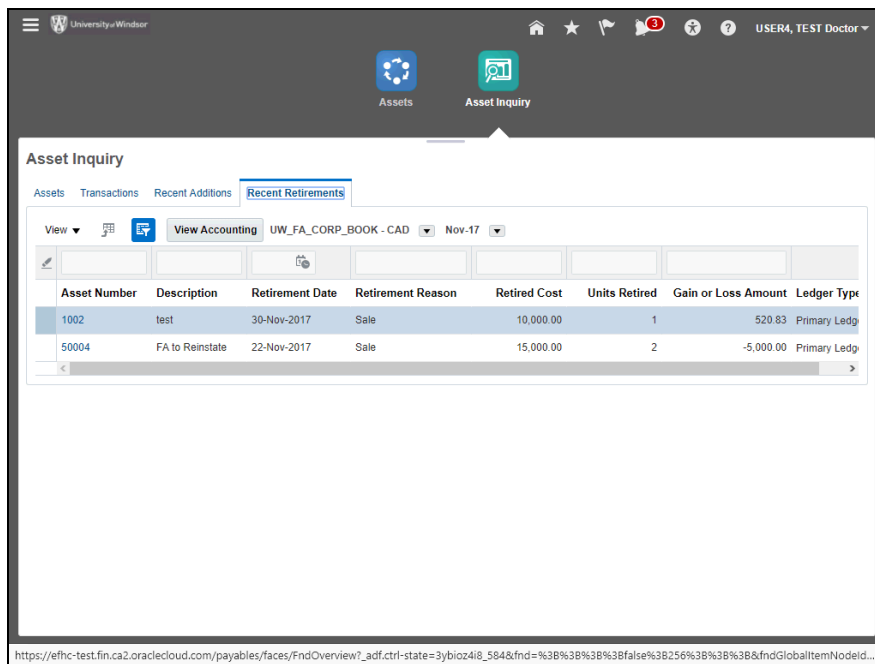


Step	Action
16.	Review the Financial, Descriptive, Source Lines, and Assignments tabs.

Financial
Descriptive
Source Lines
Assignments



Step	Action
17.	Click the Done button.



Step	Action
18.	End of Procedure.