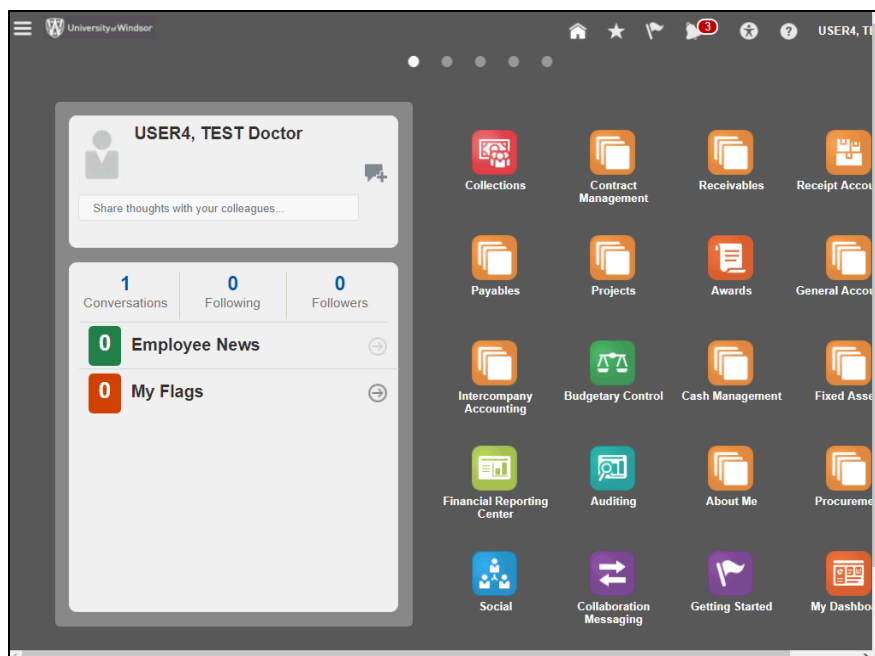



FA 07: Dispose of a fixed asset
Created on 2/21/2018

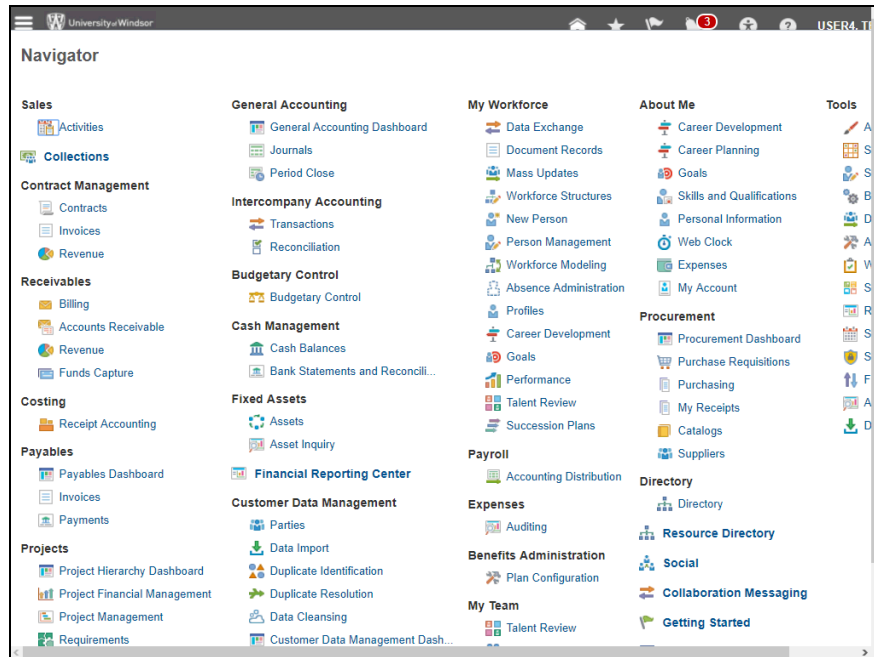
FA 07: Dispose of a fixed asset

Procedure

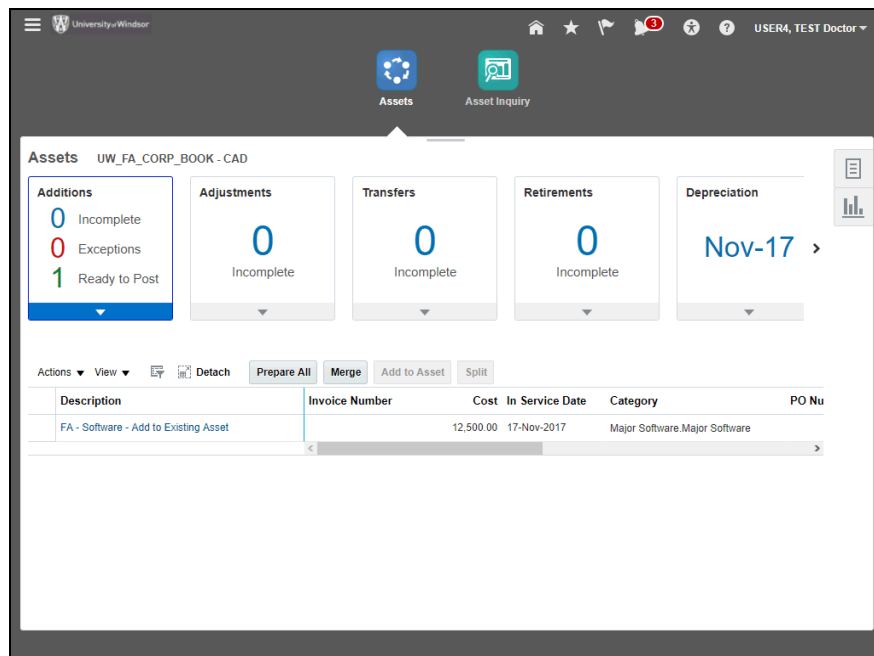
This User Guide outlines the steps required to dispose of a fixed asset.




Step	Action
1.	Click the Navigator button. 



Step	Action
2.	Click the Assets link. Assets



Step	Action
3.	Click the Go to Task menu. 

The screenshot shows the 'Assets' page in UWinsite. The main area displays a table with columns: Description, Invoice Number, Cost, In Service Date, and Category. The first row is 'FA - Software - Add to Existing Asset' with a cost of 12,500.00 and an in-service date of 17-Nov-2017. On the right side, there is a 'Transactions' menu with various options. The 'Retire Assets' link is highlighted in blue.

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

The screenshot shows the 'Retire Assets' form in UWinsite. The form has a 'Basic' tab selected. It includes a search bar with the text 'Search: Assets'. Below the search bar, there are several input fields: 'Book', 'Asset Number', 'Description', 'Asset Type', 'Tag Number', 'Serial Number', and 'Employee'. There are also buttons for 'Search', 'Reset', and 'Save...'. The form is currently empty, showing 'No search conducted.'

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

University Windsor

USER4, TEST Doctor ▾

Retire Assets

Done

Basic

Mass

Search: Assets

Advanced

Manage Watchlist

Saved Search

All Assets ▾

* Book

UW_FA_CORP_BOOK ▾

Asset Number

Description

Asset Type

▾

Tag Number

Serial Number

Employee

▾

* Required

Search

Reset

Save...

Actions ▾


View ▾

Detach

Retire Cost

Retire Units

Asset Number	Description	Category	Serial Number	Tag Number	Asset Key	Asset Type
No search conducted.						

Step	Action
6.	Click the Search button. 

University Windsor

USERA, TEST Doctor

Retire Assets

[Basic](#) | [Mass](#)

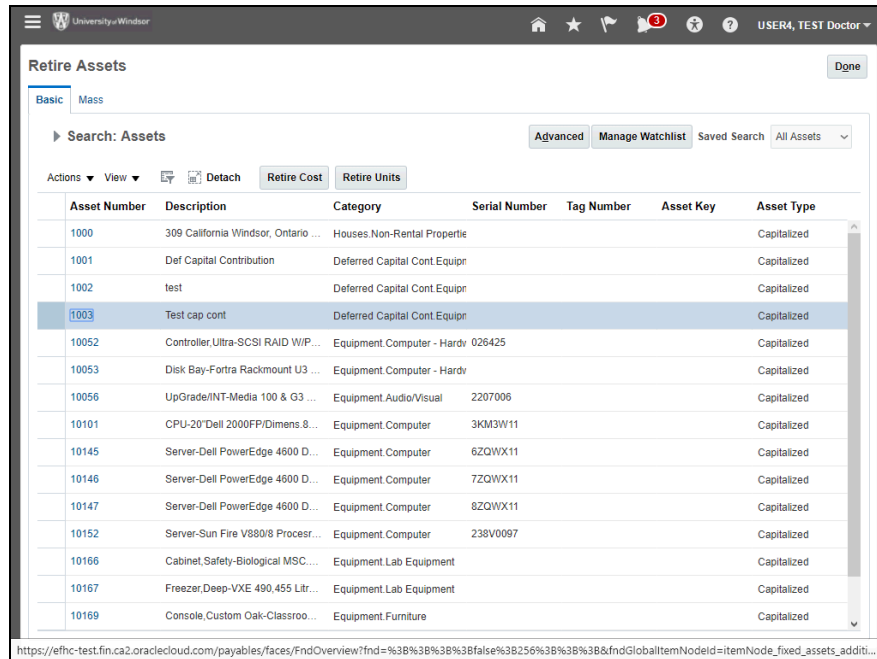
Done

Search: Assets

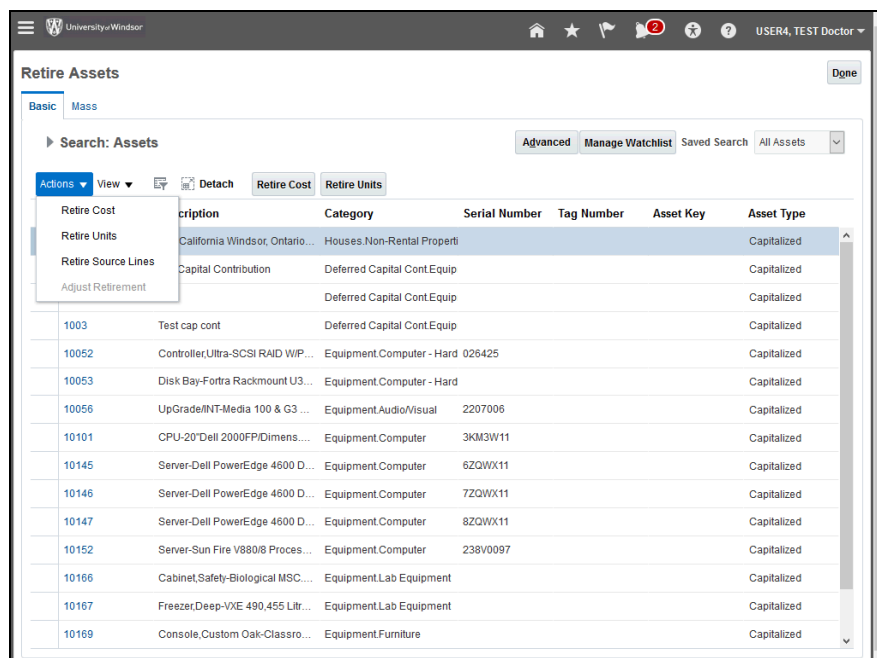
[Advanced](#) | [Manage Watchlist](#) | [Saved Search](#) | [All Assets](#)

	Asset Number	Description	Category	Serial Number	Tag Number	Asset Key	Asset Type
	1000	309 California Wmdsr, Ontario ...	Houses Non-Rental Propertie				Capitalized
	1001	Def Capital Contribution	Deferred Capital Cont Equipn				Capitalized
	1002	test	Deferred Capital Cont Equipn				Capitalized
	1003	Test cap cont	Deferred Capital Cont Equipn				Capitalized
	10052	Controller,Ultra-SCSI RAID W/P...	Equipment.Computer - Hardv	026425			Capitalized
	10053	Disk Bay-Fortra Rackmount U3 ...	Equipment.Computer - Hardv				Capitalized
	10056	Upgrade/NT-Media 100 & G3 ...	Equipment.Audio/Visual	2207006			Capitalized
	10101	CPU-20"Dell 2000FP/Dimens 8...	Equipment.Computer	3KM3W11			Capitalized
	10145	Server-Dell PowerEdge 4600 D...	Equipment.Computer	6ZQWX11			Capitalized
	10146	Server-Dell PowerEdge 4600 D...	Equipment.Computer	7ZQWX11			Capitalized
	10147	Server-Dell PowerEdge 4600 D...	Equipment.Computer	8ZQWX11			Capitalized
	10152	Server-Sun Fire V880/8 Procesr...	Equipment.Computer	238V0097			Capitalized
	10166	Cabinet,Safety-Biological MSC....	Equipment.Lab Equipment				Capitalized
	10167	Freezer,Deep-VXE 490,455 Litr...	Equipment.Lab Equipment				Capitalized
	10169	Console,Custom Oak-Classroom...	Equipment.Furniture				Capitalized

Step	Action
7.	Click the appropriate Asset Number .



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



Step	Action
9.	Select Retire Units from the drop-down list.

Currency = CAD

Book UW_FA_CORP_BOOK Category Deferred Capital Cont.Equipment

Asset Type Capitalized Open Period Nov-17

Transaction Details

Comments

* Retire Date 30-Nov-2017

Context Value

Regional Information

Assignment Details

View

* Retired Units	Units	Employee Name	Employee Number	Depreciation Expense Account	Location
0	1			05.0000.00000.000000.8810	Chrysler Hall Tower.na.na
Total	0	1			

Example format: ##0.00;-
##0.00

Retirement Details

Proceeds of Sale

Cost of Removal

Retirement Reason

Retirement Convention UW_PRORATE

Cost Retired

Cost -40,000.00

Trade in Asset

Check or Invoice Number

Sold To

Context Value

Step	Action
10.	Enter the appropriate information in the following fields: Retired Units Proceeds of Sale Cost of Removal Retirement Reason

University of Windsor

USER4, TEST Doctor

Retire Units: Asset 1003

Currency = CAD

Book UW_FA_CORP_BOOK Category Deferred Capital Cont.Equipment

Asset Type Capitalized Open Period Dec-17

Transaction Details

Comments

* Retire Date 31-Dec-2017

Context Value

Regional Information

Assignment Details

View

* Retired Units	Units	Employee Name	Employee Number	Depreciation Expense Account	Location
1	1			05.0000.00000.000000.8811	Chrysler Hall Tower.na.na
Total	0	1			

Retirement Details

Proceeds of Sale 15,000.00

Cost of Removal 2,500.00

Retirement Reason

Trade in Asset

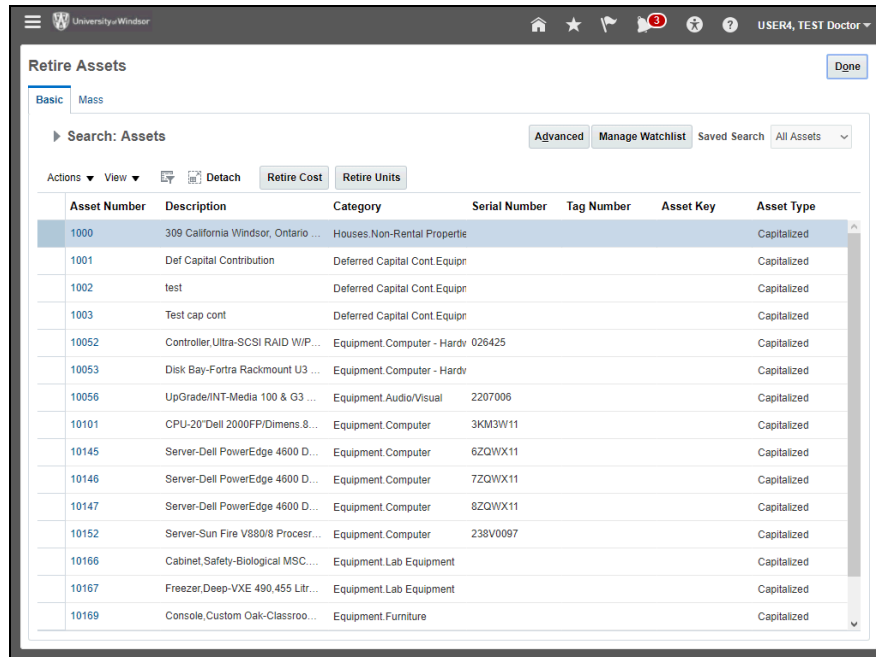
Check or Invoice Number

Sold To

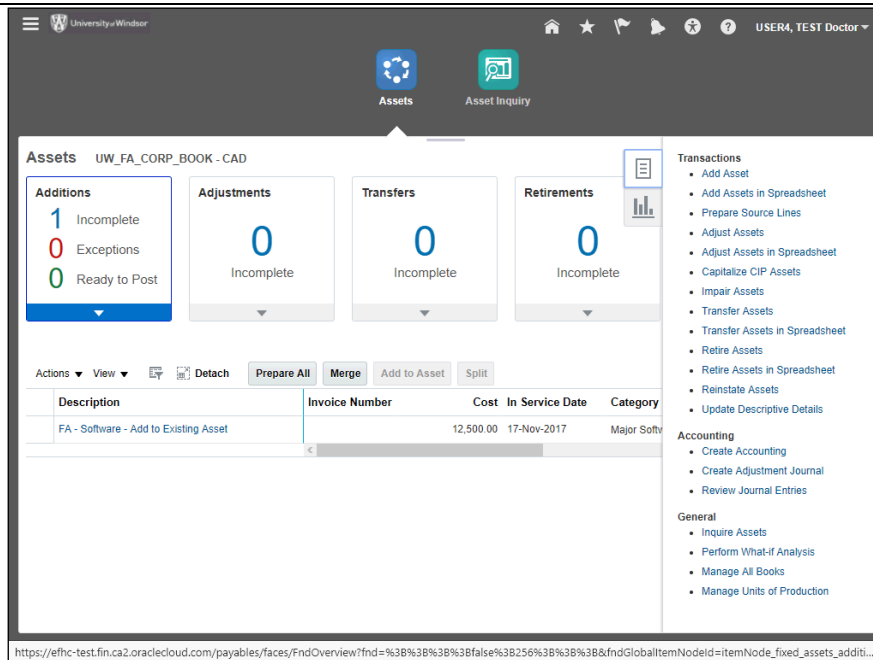
Context Value

Step	Action
11.	Click the Submit button.

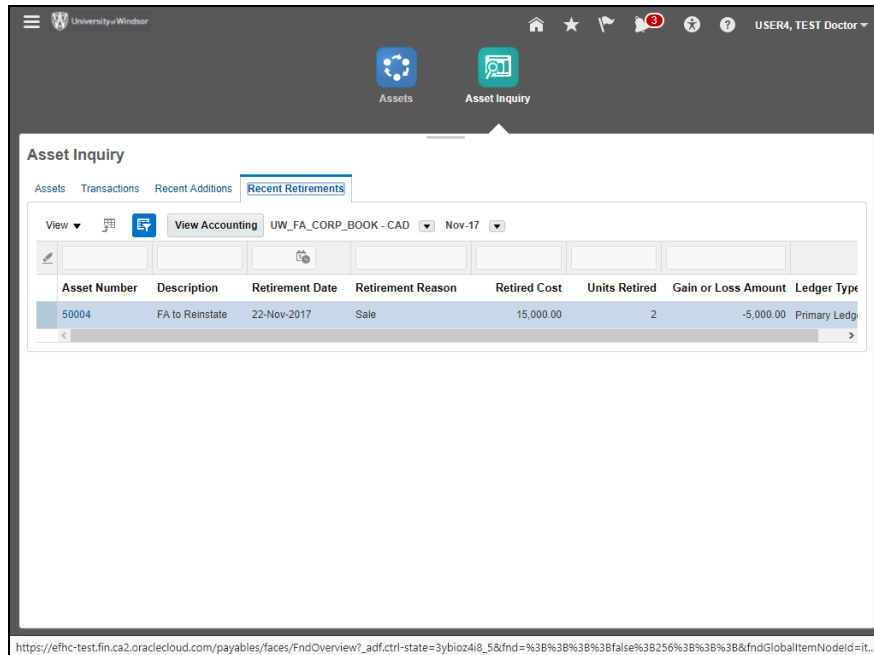
[Submit](#)



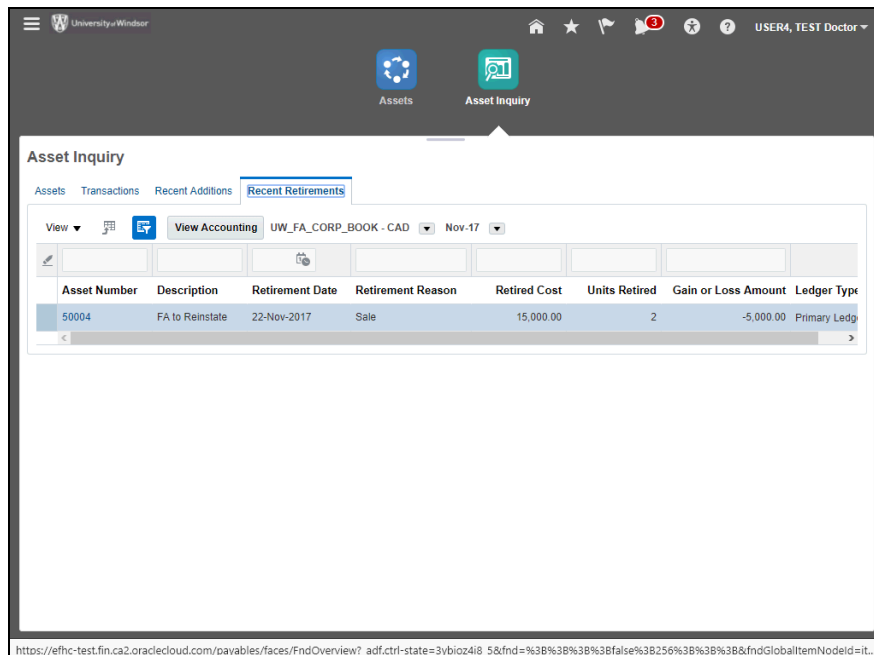
Step	Action
12.	Click the Done button.



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 <div>Recent Retirements</div>



Step	Action
15.	Click the appropriate Asset Number .

Inquire Assets

View ▾ Detach

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key
1003	Test cap cont	Capitalized	Deferred Capital Cont.Equipment			

Asset 1003: Books Currency: CAD - Canadian Dollars

View ▾

Book	Book Class	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
UW_FA_CORP_BOOK	Corporate	0.00	0.00	0.00	0.00	-35,000.00

Book UW_FA_CORP_BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

Depreciate	Current Cost	Original Cost	Net Book Value	Salvage Value	Recoverable Cost	Depreciable Basis Amount	YTD Depreciation	YTD Impairment	Impairment Reserve	YTD Production	LTD Production	Fair Value	In Service Date	Prorate Date	Depreciation Method	Life in Years	Group Asset Number	Remaining Life From	In Service Date	Prorate Date	Years	Months	Regional Information
✓	0.00	-40,000.00	0.00	0.00	0.00	0.00	-35,000.00	0.00	0.00	0	0		01-Jun-1997	01-Jul-1997	STL	5			01-Jun-1997	01-Jul-1997	0	0	

Step	Action
16.	Review the Financial, Descriptive, Source Lines , and Assignments tabs. <div> Financial Descriptive Source Lines Assignments </div>

Inquire Assets

View ▾ Detach

Asset Number	Description	Asset Type	Category	Tag Number	Serial Number	Asset Key
1003	Test cap cont	Capitalized	Deferred Capital Cont.Equipment			

Asset 1003: Books Currency: CAD - Canadian Dollars

View ▾

Book	Book Class	Cost	Recoverable Cost	Depreciation Reserve	Net Book Value	YTD Depreciation
UW_FA_CORP_BOOK	Corporate	0.00	0.00	0.00	0.00	-35,000.00

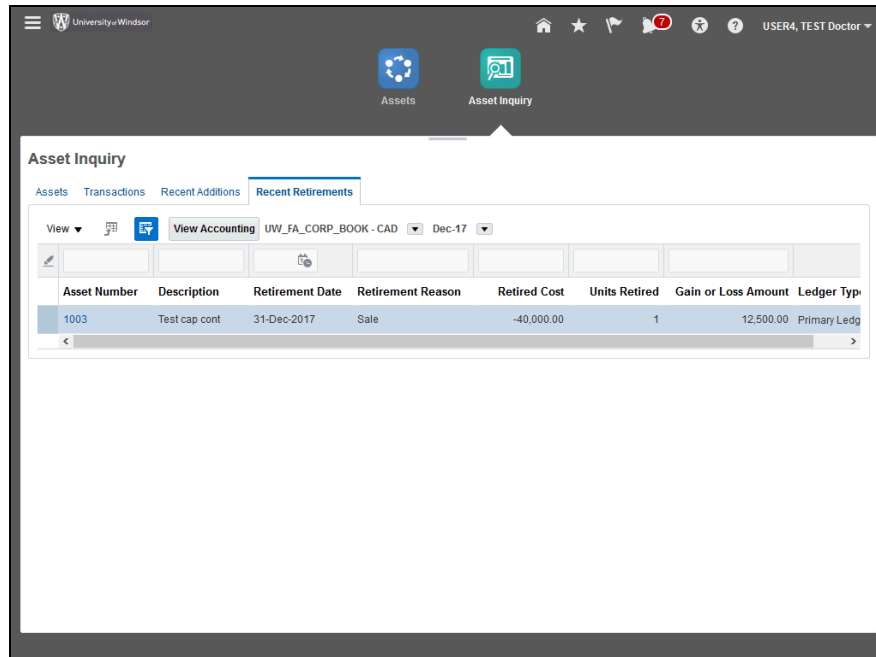
Book UW_FA_CORP_BOOK: Details

Financial Descriptive Source Lines Assignments Cost History Depreciation Transactions

Depreciate	Current Cost	Original Cost	Net Book Value	Salvage Value	Recoverable Cost	Depreciable Basis Amount	YTD Depreciation	YTD Impairment	Impairment Reserve	YTD Production	LTD Production	Fair Value	In Service Date	Prorate Date	Depreciation Method	Life in Years	Group Asset Number	Remaining Life From	In Service Date	Prorate Date	Years	Months	Regional Information
✓	0.00	-40,000.00	0.00	0.00	0.00	0.00	-35,000.00	0.00	0.00	0	0		01-Jun-1997	01-Jul-1997	STL	5			01-Jun-1997	01-Jul-1997	0	0	

https://efhc-test.fin.ca2.oraclecloud.com/payables/faces/FndOverview1_adf.ctrl-state=om0xxwh2d_5&find=;false;256;8&findGlobalItemNodeId=itemNode.fixed_assets_additions#

Step	Action
17.	Click the Done button. <div>Done</div>



Step	Action
18.	End of Procedure.