

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.