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## AM.020.084 – REINSTATE MISSING ASSETS AND RE-RETIRE

<b>Purpose</b>	To reinstate found assets, then re-retire them.
<b>Description</b>	<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>
<b>Security Role</b>	<b>BOR_AM_MAINTENANCE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	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 <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Asset Transactions</b> link.
5.	Click the <b>Asset Disposal</b> link.
6.	Click the <b>Retire/Reinstate Asset</b> link.
7.	Enter the institution's Business Unit in the <b>Business Unit</b> field.
8.	Enter the Asset ID in the <b>Asset Identification</b> field.
9.	Click <b>Search</b> . The system navigates to the Retire/Reinstate Asset page.
10.	Click the <b>Reinstate</b> button.
11.	Enter the transaction date in the <b>Trans Date</b> field. Users should enter the date of the original retirement or missing date.  <i><b>Note:</b> 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 <b>Acctg Date</b> field or keep the default date.
13.	Click the <b>Save</b> 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 <b>Retire As</b> dropdown list.
16.	Click the <b>Go</b> button.