Disposal Worksheet Job Aid

Disposing Multiple Asset at Once (Effective 11/20/2023)

Getting Started

Disposal Worksheet is a quick method to select multiple assets for retirement based on various options related to the assets and is geared toward retiring multiple assets simultaneously. The Disposal Worksheet provides numerous selection options to retrieve assets for retirement. Assets that are available for retrieval are determined by asset ownership and User ID. Only Financial Asset Processors can access the page.

Financial Asset Processors

Navigation: Core-CT Financials > Asset Management > Asset Management Work-Center > Disposal Worksheet

(Alternate navigation: Core-CT Financials > Asset Management > Asset Transactions > Asset Disposal > Disposal Worksheet)

On the left side of the Asset Management WorkCenter under **Links Section**: Click on **Disposal Worksheet**

1. Enter the assets' **Business Unit**

2. Enter **Book = GASB**

3. **Asset Status** will default to 'In Service'

4. (Optional) Enter **Asset Location;** in our example we will use **ADAS450SUR**
   ***Note:** This location is an example of a staging location for assets that are pending surplus authorization and/or ready to be surplus. This is a useful practice some agencies use to help expedite their retirement processes.

5. (Optional) Check the **"Included Non-Capitalized Assets"** checkbox
   ***Note:** this is (Optional) if you want to retire Non-Capital assets, otherwise the results will only return Capital asset.

6. (Optional) Include any other parameters you need to efficiently find the range of assets you are looking to retire.

7. Under **Acquisition Details** Section, Click **Retrieve**

***Note:** All assets will be retrieved based on the search criteria – you may use other fields than the example above

***Note:** Core-CT assigns the current date as the default date value. The retire date can be retroactive or future-dated. Select the appropriate disposal code to appy to all selected assets.

8. Core-CT Returns the assets that fit your search parameters.

9. ***Check*** the toggle box in the 'Dispose' column for the rows of the assets you want to dispose (the returned search results may include additional assets that you don't want to dispose). All assets you want to dispose should have a checkmark in that box.

10. From the drop down list, Select a **Disposal Code**

11. Input a **Retire Date** (otherwise known as the Transaction Date) – this is typically the date you physically released the assets.

12. Input an **Accounting Date** – this must be a date in the open peiod.

13. *Click* the **Set All** Button to set the above options across all selected assets

   ***Note:** You can enter different data for individual assets by selecting the **Retirement Information tab** & scrolling to the right to manually enter fields.

14. Click **Submit for Disposal** Button

15. Warning Message; Click **Ok**

***Note:** Assets will not be immediately retired; instead, a new pending Financial Interface Transaction will be created with Load Type 'RET.'

You should now notify your agency's Asset Processor To Review & Load the new financial interface which will transact the retirements.
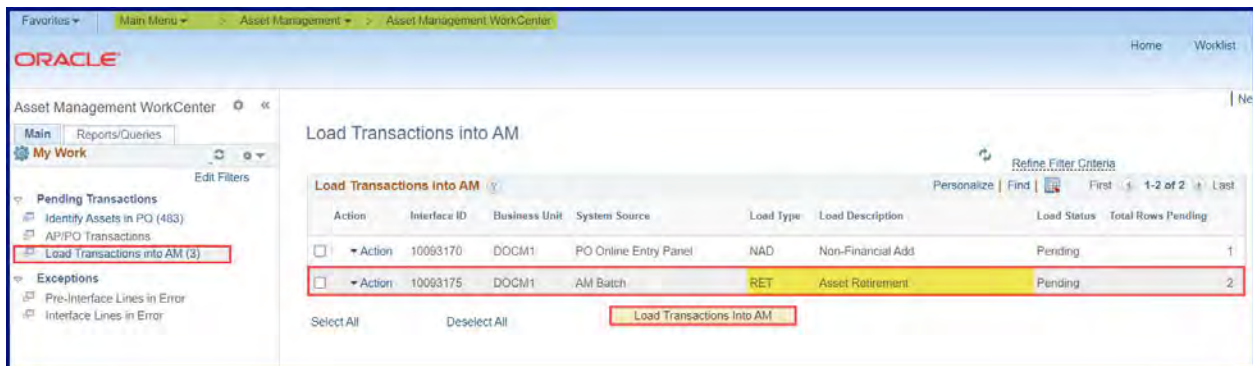
Asset Processors:

Navigate: Main Menu > Asset Management > Asset Management Work-Center > Load Transactions into AM

16. On the left side under **Pending Transactions**, Click **Load Transactions into AM**

17. Review & Select the toggle box of the new interface that has the **RET** Load Type

18. Click **Load Transaction into AM**

***Note:** The Transaction Loader process must run to load the data into the Asset Management tables.

19. Review the status of the Process in **Process Monitor** until it shows **Success** and **Posted** status

Asset Processors & Financial Asset Processors

20. Review assets on the **Review Cost** page to ensure they've been successfully retired having **Disposed** status as well as a $0.00 cost balance.

21. (Optional) Input attachments and comments to the assets' Basic Add pages to explain and support reason for retirement (ex. CO-853s, Surplus Docs and info, etc.)

END OF JOB AID