

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 WorkCenter > Disposal Worksheet

The screenshot displays the Oracle Asset Management WorkCenter interface. The breadcrumb navigation at the top reads: Favorites > Main Menu > Asset Management > Asset Management WorkCenter > Basic Add. The Oracle logo is visible in the top left. The main content area is titled "Asset Management WorkCenter" and includes tabs for "Main" and "Reports/Queries". A "My Work" section is present with an "Edit Filters" button. The left-hand navigation menu is expanded to show "Manage Assets", with "Disposal Worksheet" highlighted by a red box. Other options in the "Manage Assets" list include "Basic Add", "Cost Adjust/Transfer Asset", "Update Non-Capitalized Cost", "Retire/Reinstate Asset", "Retire/Reinstate Non-Fin Asset", "Search for an Asset", and "Print an Asset". The main content area is titled "Asset Basic Information" and contains a search form. The search criteria include: Business Unit (dropdown set to OSCM1), Asset Identification (begins with), Tag Number (begins with), Parent ID (begins with), Description (begins with), Asset Type (dropdown), and Asset Subtype (begins with). There are checkboxes for "Include History", "Correct History", and "Case Sensitive". A "Limit the number of results to (up to 300):" field is set to 300. Buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria" are located at the bottom of the search form.

DISPOSAL WORKSHEET JOB AID

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

(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**

The screenshot displays the 'Disposal Worksheet' application interface. At the top right, there are links for 'New Window' and 'Help'. The main section is titled 'Asset Search Criteria' and contains several input fields: 'Unit' (DOCM1), 'Book' (GASB), 'Parent ID', 'Category', 'Profile ID', 'FERC Code', 'From Asset ID', 'To Asset ID', 'Group ID', 'Tag Number', 'Serial ID', 'Asset Status' (In Service), 'Location' (ADAS450SUR), 'Area ID', 'From In-Service Date', 'To In-Service Date', and a checked checkbox for 'Include Non Capitalized Assets'. Below this is the 'Acquisition Details' section with fields for 'PO Unit', 'Receipt Unit', 'AP Unit', 'PC Bus Unit', 'PO No.', 'Receipt No.', 'Voucher', and 'Project ID'. At the bottom, there is a 'Retrieve' button, a '100 Rows' indicator, a 'New Search' button, and a 'View Ownership Details' link. A 'Notify' button is also present in the bottom left corner.

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

DISPOSAL WORKSHEET JOB AID

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

*****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 apply to all selected assets.

The screenshot displays the 'Disposal Worksheet' interface. At the top, there are sections for 'Asset Search Criteria' and 'Acquisition Details'. Below these, there are controls for 'Retrieve Next' (set to 100), 'Rows 1 - 2 Of 2', and a 'New Search' button. The 'Asset Action' section includes a 'Submit for Disposal' button, a 'Disposal Code' dropdown menu (set to 'Retirement by Sale'), a 'Retire Date' field (08/16/2023), an 'Accounting Date' field (08/16/2023), and a 'Set All' button. The 'Search Results' section shows a table with columns: Dispose, Asset ID, Description, Capitalized Asset, Asset Type, Tag Number, Category, and Serial ID. Two rows are visible, both with checkmarks in the 'Dispose' column. Below the table, there is a 'Submit for Disposal' button and a 'Notify' button.

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input checked="" type="checkbox"/>	8001026239	Shredder GSM Classic 390.3	<input type="checkbox"/>	Equipment	OPAM100167	EQUIP	330025889
<input checked="" type="checkbox"/>	8001029003	Media Gateway-Avaya G650 PBX	<input type="checkbox"/>	Equipment	8001029003	EQUIP	05CG16800122

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 period.
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.'

DISPOSAL WORKSHEET JOB AID

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

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

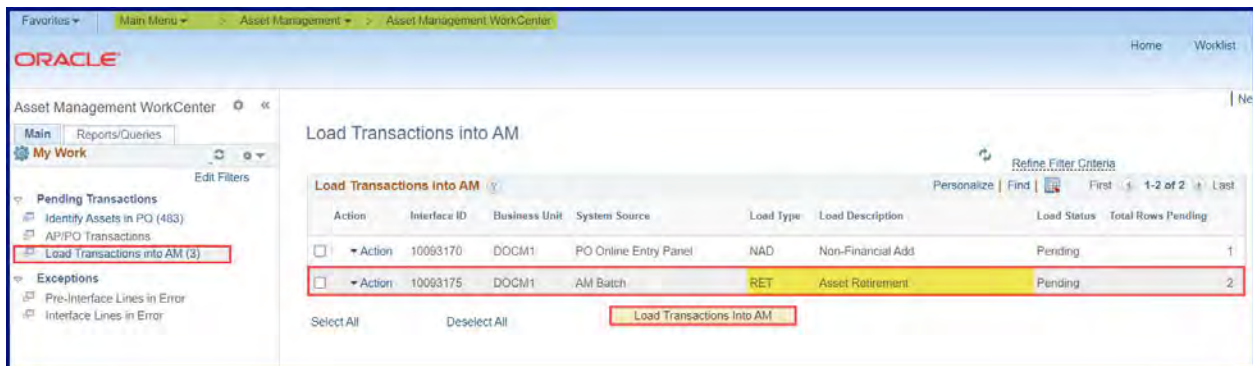
Asset Processors:

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