

QUICK REFERENCE GUIDE

June 4, 2024

Retire Multiple Assets on the Disposal Worksheet

The Disposal Worksheet page is very useful to dispose of multiple assets. You can use the filters to display multiple assets, select specific assets to retire from the list, and set the disposition code, accounting date, and retirement date to apply to the assets.

Step 1: Enter Asset Search Criteria on the Disposal Worksheet Page

1. Navigate to the Retire/Reinstate Asset page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Life Cycle, left menu, Dispose Assets, Disposal Worksheet.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Links section, Manage Assets, Disposal Worksheet.

2. The Disposal Worksheet page displays. Enter **Asset Search Criteria** to locate the assets you want to retire. Commonly used options are described below.

Field	Field Description
Unit	Accept the default Business Unit or select the Lookup icon and select a different Business Unit.
Category	Select the Lookup icon and select an asset Category to limit your search (such as Equipment, Furniture and Fixtures).
From Asset ID and To Asset ID	Enter a From Asset ID to limit your search. The percent sign % can be used to replace one or more characters. Use the From Asset ID field in combination with the To Asset ID field to work with a range of assets.
Tag Number	Enter a Tag Number if your agency uses asset tags.
Serial ID	Enter a Serial ID to limit your search.
Location	Select the Lookup icon and select the Location.
Profile ID	Select the Lookup icon and select a Profile ID to limit your search.

Field	Field Description
Asset Status	Accept the default “In Service” or select a different Asset Status from the drop-down list. Commonly used options include: <ul style="list-style-type: none"> Disposed: Asset has been disposed of. In Service: Asset is in service and depreciating (when applicable) Received (Not in Service): Asset has been received but not yet placed in service. Transferred: The asset has been transferred to a different business unit.
From In-Service Date and To In-Service Date	Enter a From In-service date to limit your search. Use the From In-service date in combination with the To In-service date to work with a range of assets.

- If you entered **all** desired criteria, select the **Retrieve** button. Optionally, you can enter additional search criteria as described in **Step 2** and **Step 3**.

The screenshot shows the 'Disposal Worksheet' interface. On the left is a sidebar with navigation options: 'Create Assets', 'Update Assets', 'Depreciate Assets', 'Dispose Assets', 'Disposal Worksheet' (highlighted), 'Retire/Reinstate Asset', and 'Retire/Reinstate Non-Fin Asset'. The main area is titled 'Disposal Worksheet' and contains two sections: 'Asset Search Criteria' and 'Acquisition Details'. The 'Asset Search Criteria' section includes fields for Unit (G1001), Category, From Asset ID, Tag Number, Location, From In-Service Date (07/01/2014), Book, Profile ID, To Asset ID, Serial ID, Area ID, and To In-Service Date (06/30/2019). The 'Acquisition Details' section includes fields for PO Unit, PO No., Receipt Unit, Receipt No., AP Unit, Voucher, PC Bus Unit, and Project ID. At the bottom, there is a 'Retrieve' button with a dropdown set to '200' rows, a 'New Search' button, and a 'View Ownership Details' link. A red box highlights the 'Retrieve' button and the '200' dropdown.

Note: The default is “100” for the number of assets to retrieve. You can change this number.

Step 2: Optionally, Enter ChartField Search Criteria

- Select the **ChartField Search Criteria** link in the Asset Search Criteria section.

This screenshot is a closer view of the 'Disposal Worksheet' interface, focusing on the 'Asset Search Criteria' section. It shows the same fields as the previous screenshot. A red arrow points to the 'ChartField Search Criteria' link located at the bottom right of the 'Asset Search Criteria' section.

- The More Filter Options dialog window displays. Enter search criteria as described below.

Field	Field Description
Fund Code	Select the Lookup icon to select a valid Fund. Fund is the building block of Government Accounting. All transactions in the system must have a valid Fund.

Field	Field Description
Financial Department ID	Select the Lookup icon to select a valid Financial Department ID. The Fin Dept ID (Financial Department Identifier) represents the organizational function to which revenues and other activities must be applied. Combined with other ChartField values, Fin Dept ID's form the basis of department budgets that track revenues and expenditures.
Appropriation ID (CF3)	Select the Lookup icon to select an Appropriation ID.
Statewide Cost (Prog)	Optionally, select the Lookup icon to select a Statewide Cost code.
Sub Account (Class)	Optionally, select the Lookup icon to select a Sub Account.
Project	Optionally, select the Lookup icon and select a Project ID.
Agency Cost 1 (CF1) Agency Cost 2 (CF2)	Optionally, select the Lookup icon and select an Agency Cost 1 or Agency Cost 2 code. Agency Cost 2 code. Agency Cost 1 and Agency Cost 2 are agency specific fields that are used at the agency's discretion.

3. Select the **OK** button to accept entries.

More Filter Options

More Filter Options

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Fund Code	Financial Department ID	Appropriation ID (CF3)	Sub Account (Class)	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	Project
1000							

OK Cancel

4. You are return to the Disposal Worksheet.

Step 3: Optionally, Enter Acquisition Details

1. Optionally, search for purchased assets by entering search criteria in the **Acquisition Details** section as described below.

Field	Field Description
PO Unit	Enter the Purchase Order Unit (same as your Business Unit.) Note: if you do not enter additional criteria, all purchased assets for the Purchase Order Unit are returned in the search results.
PO No.	Enter a PO Number ("3000000107"). The percent sign % wild card can be used.
Receipt Unit	Enter the Receipt Unit (same as Business Unit.) Note: if you do not enter additional criteria, all receipted assets for the Receipt Unit are returned in the search results.
Receipt No	Enter a Receipt Number ("0000000031"). The percent sign % wild card can be used.
AP Unit	Enter the Accounts Payable Unit (same as Business Unit.)

Voucher	Enter a Voucher ID. The percent sign % wild card can be used.
PC Bus Unit	Enter a PC Bus Unit (part of project coding).
Project ID	Select the Lookup icon and select a Project ID.

2. Select the **Retrieve** button if you haven't already done so or select the **New Search** button to clear your results.

PO Unit

Receipt Unit

AP Unit

PC Bus Unit

PO No.

Receipt No.

Voucher

Project ID

Retrieve

100

Rows

New Search

View Ownership Details

Note: The default is "100" for the number of assets to retrieve. You can change this number.

Step 4: Select Assets and Set Asset Actions

1. Assets matching the search criteria you entered display in the Search Results. Review the information provided on the **Asset Information** tab, including the Asset ID, Description, Capitalized Asset Indicator, Asset Type, Tag Number, Category and Serial ID.
2. Select the assets you want to retire. To select individual assets in the list, select the **Dispose** checkbox for each asset you want to include. Alternatively, you can utilize the **Select All** and the **Deselect All** checkboxes as needed.
3. In the Asset Action section, select the **Disposal Code**, **Retire Date** and **Accounting Date** that apply to all selected assets. You can also change these settings for individual assets in the list as show in 5. below.

Field	Field Description
Disposal Code	Select the Disposal Code, such as "Retirement by Sale". Refer to the Retire an Asset Disposal guide for a list of codes, along with the availability of Removal Costs and Proceeds.
Retire Date	The Retire Date is the date the asset is retired and are used in the final depreciation calculations. Accept the default current date or enter a different date.
Accounting Date	The Accounting Date is the date for the General Ledger asset retirement entry. Accept the default current date or enter a different date. The date must be in an open Accounting Period.

Asset Action

☒ ☐ [Submit for Disposal](#)

Disposal Code: Retirement by Sale Retire Date: 06/05/2024 Accounting Date: 06/05/2024

Adjust Retire Quantity By: Adjust Retire Amount By:

Search Results [?](#)

[Asset Information](#) [Retirement Information](#) [Optional Accounting Information](#) [Comments and Attachments](#) [ID](#)

Dispose	Asset ID	Description	Capitalized Asset	Asset Type	Tag Number	Category	Serial ID
<input type="checkbox"/>	000000001123	MNIT Services	<input type="checkbox"/>	IT Hardware		SENHW	
<input type="checkbox"/>	000000001124	MNIT Services	<input type="checkbox"/>	IT Hardware		SENHW	
<input checked="" type="checkbox"/>	000000001132	Dell Venue 11 Pro (7140) (210-	<input type="checkbox"/>	IT Hardware		SENHW	
<input checked="" type="checkbox"/>	000000001133	Dell Venue 11 Pro (7140) (210-	<input type="checkbox"/>	IT Hardware		SENHW	
<input checked="" type="checkbox"/>	000000001134	Dell Venue 11 Pro (7140) (210-	<input type="checkbox"/>	IT Hardware		SENHW	
<input type="checkbox"/>	000000001135	Latitude E6540 BTX, Cat. No. s	<input type="checkbox"/>	IT Hardware		SENHW	
<input checked="" type="checkbox"/>	000000001136	Dell Venue 11 Pro (7140) (210-	<input type="checkbox"/>	IT Hardware		SENHW	

1. Review the **Retirement Information** tab. You can update the Retire Quantity, Removal Cost, Disposal Code, and Retire Date.

Asset Action

☒ ☐ [Submit for Disposal](#)

Disposal Code: Retirement by Sale Retire Date: 06/05/2024 Accounting Date: 06/05/2024

Adjust Retire Quantity By: Adjust Retire Amount By: [Set All](#)

Search Results [?](#)

[Asset Information](#) [Retirement Information](#) [Optional Accounting Information](#) [Comments and Attachments](#) [ID](#)

Dispose	Asset ID	Description	Retire Quantity	Retirement Amount	Proceeds	Removal Cost	Disposal Code	Retire Date
<input type="checkbox"/>	000000001123	MNIT Services	1.0000	9,203.00		0.00	Retirement by Sale	06/05/2024
<input type="checkbox"/>	000000001124	MNIT Services	1.0000	1,182.80		0.00	Retirement by Sale	06/05/2024
<input checked="" type="checkbox"/>	000000001132	Dell Venue 11 Pro (7140) (210-	1.0000	1,213.39		0.00	Retirement by Sale	06/05/2024
<input checked="" type="checkbox"/>	000000001133	Dell Venue 11 Pro (7140) (210-	1.0000	18.93		0.00	Retirement by Sale	06/05/2024
<input checked="" type="checkbox"/>	000000001134	Dell Venue 11 Pro (7140) (210-	1.0000	21,471.19		0.00	Retirement by Sale	06/05/2024
<input type="checkbox"/>	000000001135	Latitude E6540 BTX, Cat. No. s	1.0000	2,174.15		0.00	Retirement by Sale	06/05/2024
<input checked="" type="checkbox"/>	000000001136	Dell Venue 11 Pro (7140) (210-	1.0000	2,260.13		0.00	Retirement by Sale	06/05/2024

Note: There are some combinations of entries that are not valid. Refer to the [“Retire an Asset \(Disposal\)”](#) guide for a list of codes, along with the availability of Removal Costs and Proceeds.

2. Review the **Optional Accounting Information** tab. You can update the Accounting Date, if necessary.

Search Results [?](#)

[Asset Information](#) [Retirement Information](#) [Optional Accounting Information](#) [Comments and Attachments](#) [ID](#)

Dispose	Asset ID	Description	Trans Code	Accounting Date	Retirement Convention	Retirement Option
<input type="checkbox"/>	000000001123	MNIT Services		06/05/2024	Actual Month	Calculate Gain/Loss
<input type="checkbox"/>	000000001124	MNIT Services		06/05/2024	Actual Month	Calculate Gain/Loss
<input checked="" type="checkbox"/>	000000001132	Dell Venue 11 Pro (7140) (210-		06/05/2024	Actual Month	Calculate Gain/Loss
<input checked="" type="checkbox"/>	000000001133	Dell Venue 11 Pro (7140) (210-		06/05/2024	Actual Month	Calculate Gain/Loss
<input checked="" type="checkbox"/>	000000001134	Dell Venue 11 Pro (7140) (210-		06/05/2024	Actual Month	Calculate Gain/Loss
<input type="checkbox"/>	000000001135	Latitude E6540 BTX, Cat. No. s		06/05/2024	Actual Month	Calculate Gain/Loss
<input checked="" type="checkbox"/>	000000001136	Dell Venue 11 Pro (7140) (210-		06/05/2024	Actual Month	Calculate Gain/Loss
<input type="checkbox"/>	000000001137	Epson PowerLite 1985 WU Projec		06/05/2024	Actual Month	Calculate Gain/Loss

- After reviewing and updating all information for the selected assets, select the **Submit for Disposal** button that is located in the Asset Action section and at the bottom of the page.

Asset Action

☒ ☐ **Submit for Disposal**

Disposal Code: Retirement by Sale
 Retire Date: 06/05/2024
 Accounting Date: 06/05/2024
 Adjust Retire Quantity By:
 Adjust Retire Amount By: **Set All**

Search Results 1-60 of 50

Asset Information	Retirement Information	Optional Accounting Information	Comments and Attachments
Dispose	Asset ID	Description	Trans Code
<input type="checkbox"/>	000000001123	MNIT Services	<input type="text"/>
<input type="checkbox"/>	000000001124	MNIT Services	<input type="text"/>
<input checked="" type="checkbox"/>	000000001132	Dell Venue 11 Pro (7140) (210-	<input type="text"/>
<input checked="" type="checkbox"/>	000000001133	Dell Venue 11 Pro (7140) (210-	<input type="text"/>
<input checked="" type="checkbox"/>	000000001134	Dell Venue 11 Pro (7140) (210-	<input type="text"/>
<input type="checkbox"/>	000000001135	Latitude E6540 BTX, Cat. No. s	<input type="text"/>
<input checked="" type="checkbox"/>	000000001136	Dell Venue 11 Pro (7140) (210-	<input type="text"/>
<input type="checkbox"/>	000000001137	Epson PowerLite 1985 WU Projec	<input type="text"/>

Submit for Disposal

- A warning message displays verifying that you want to submit the selected assets for disposal. Select the **OK** button to continue.

Warning -- Are you sure you want to submit selected assets for disposal? (8005,108)

You requested to submit selected assets for disposal. Press OK to continue or Cancel to stop this action.

Step 6: Run the Transaction Load process (AMIF1000)

This process creates Retirement records in the integration tables and the transaction is not completed until the Transaction Load process runs (AMIF1000) in the overnight Asset Batch Process. If you need the process run manually, contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us.

- Errors can happen during the AMIF1000 process; for example, the asset record can fail the combo edit process if the project is closed.
- WARNING!** Do not do any additional transactions on the assets selected on the Disposal Worksheet until the AMIF1000 process is completed.