

# State of Oklahoma

## COR414

Asset Management

Retire and Reinstatement Assets Manual

Office of Management & Enterprise Services



**OKLAHOMA**

## Table of Contents

|   |    |
|---|----|
| Document History .....  | 3  |
| Retirement Overview .....   | 4  |
| Key Terms .....   | 5  |
| Process Flows.....  | 7  |
| Asset Management Retire and Reinstate Process Flows .....                         | 8  |
| Guidelines, Concepts, and Alternatives .....                                      | 9  |
| Asset Groupings.....  | 10 |
| Update Asset Information for Retirement.....                                      | 11 |
| Step 1 – Update Asset Information .....   | 11 |
| Step 2 – Update the Location Code and Custodian Location/Comments/Attributes..... | 12 |
| Retiring the Asset.....   | 15 |
| Step 1 – Fully Retire the Asset.....  | 15 |
| Retire Assets Page.....   | 16 |
| Step 2 – Review the Asset Retirement.....   | 19 |
| Cost History List Page .....  | 20 |
| Cost History Detail Page.....   | 21 |
| Retire a Parent-Child Asset.....  | 23 |
| Step 1 – Retire a Parent-Child Asset.....   | 23 |
| Retire Assets Page.....   | 24 |
| Child Assets Page.....  | 25 |
| Step 2 – Review the Parent-Child Asset Retirement .....                           | 28 |
| Cost History List Page .....  | 29 |
| Cost History Detail Page.....   | 30 |
| Depreciation Calculation .....  | 32 |
| Reinstate a Retired Asset .....   | 34 |
| Step 1 – Reinstate an Asset .....   | 34 |
| Retire Assets Page.....   | 35 |
| Step 2 – Review the Asset Reinstatement.....                                      | 37 |
| Cost History List Page .....  | 38 |
| Cost History Detail Page.....   | 39 |



## Document History

| <u>Document Revision</u> | <u>Date</u> | <u>Description</u> |
|--------------------------|-------------|--------------------|
| 1.0                      | 03/18/2010  | Initial Document   |
| 2.0                      | 05/01/2014  | Upgrade Update     |
| 3.0                      | 08/07/2024  | Upgrade Update     |



## Retirement Overview

Assets can be Retired for various reasons including surplus, sale, theft, loss, destruction, donation, or transfer upon Capital Asset Management, State Surplus approval. If an Asset has been retired in error, you can reinstate the Asset to bring it back into service.

For ACFR Assets, all related accounting entries to remove the Assets Cost and Accumulated Depreciation are automatically created when the Asset is retired. The Asset Retirement can be dated with a Transaction Date that matches the retirement or surplus date when the agency no longer has possession. This provides the ability to retroactively create the correct accounting entries for the Asset Retirement.

Assets can be fully retired or partially retired. This provides the ability to take an entire Asset or only a component of the Asset out of service. Parent-Child Assets can also be retired. This provides the ability to retire the Parent Asset and any Child Assets that should also be retired.

This manual describes the pages and functionality used to Retire and Reinstate Assets within the Asset Management Module.



## Key Terms

**Asset Management Business Unit:** Each agency has one Asset Management Business Unit. The Business Unit is the three (3) digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

**Asset ID:** Each Asset in the system has a unique Asset ID assigned automatically when the asset is added. The Asset ID is the key number used by the system to track each individual asset. Use this number to search for a particular asset in the system and view or make changes.

**Tag Number:** All Assets in the Asset Management system can have a Tag Number that matches the physical tag on the asset. It is a 10-digit field that will take alphanumeric characters.

**Asset Physical Information:** An Asset's Physical information includes tag number, location, custodian, serial number, and Manufacturer ID.

**Asset Financial Information:** An Asset's Financial information includes cost, quantity, useful life, and ChartField values.

**Retire:** Retire an Asset due to surplus, scrap, transfer, or destruction. Retiring an Asset changes the Asset Status to Retired and removes Cost and Accumulated Depreciation from the system.

**Reinstate:** Reinstate a previously Retired Asset to bring it back into service for the agency. Reinstate could be to correct an improperly Retired Asset.

**Profile ID:** Profile ID is a "template" for the Asset that defaults values into the asset used for grouping and depreciation processing. This includes Asset Category, Asset Type, Useful Life and Depreciation Method and Convention.

**Asset Category:** Group assets together by major asset type for financial reporting purposes. Categories are Land, Land Improvements, Buildings, Infrastructure, Machinery and Equipment, IT Systems, Artifacts and Treasures. Asset category is required and included in the Profile ID.

**Asset Type:** Classifications to report assets within an asset category. Types are IT Hardware, IT Software, Equipment, Property, Fleet, Furniture, Facility, Intangibles. Asset type is required and included in the Profile ID.

**Asset Subtype:** Group assets within Asset Types at a more granular level for internal reporting purposes. Subtypes are optional in Asset Management and are not included in the Profile ID.

**Asset Class:** Defines assets within Asset Categories for internal reporting purposes. Classes are optional in Asset Management.

**ACFR Asset:** A capital asset with a cost of \$25,000 or more reportable on the Annual Comprehensive Financial Report (ACFR). The cost of individual assets acquired as part of a group to be used together but can be used as a separate asset must individually meet the \$25,000 capitalization policy even though they are connected to other components of the group. Asset grouping is limited to individual components that cannot be used without being connected to other components. Refer to GAAP Package H, Reportable Capital Assets, under Key Terms for specific guidelines.



**Cost Type:** A Cost Type is used to differentiate between ACFR and non-ACFR assets. The cost type, in conjunction with category and asset transaction, will record the accounting entries needed by the ACFR group.

**IT Asset:** Telecommunication voice response systems and electronic information technology applications, including but not limited to mainframe computers, minicomputers, or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, WI-FI or wireless networking, mobile radios, including the interoperable radio communications system for state agencies, radio towers, projectors, TVs used as IT monitors or part of audio visual conferencing systems or Global Positioning Systems (GPS).

**Transaction Date:** Date on the Asset that reflects the actual date the Asset transaction took place. In the case of a new Asset addition, this is the date the Asset was Acquired.

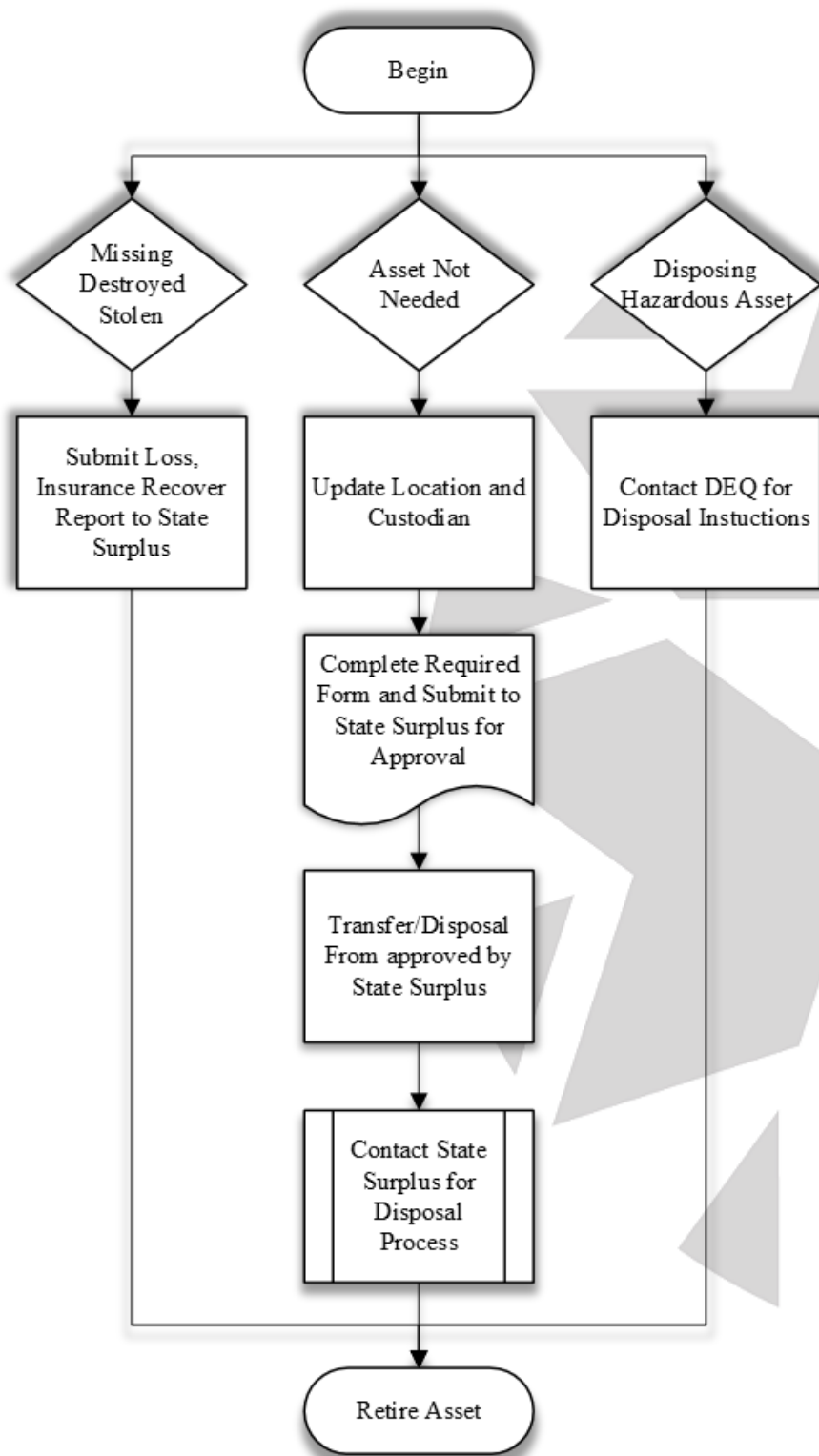
**Accounting Date:** Date on the Asset that will determine when the Asset transaction will be posted to the General Ledger.

**Asset Management Books:** Asset Books store financial information about an asset including cost, depreciation rules and retirement rules. The state will support only one book called 'STATE'.

**Depreciation Calculation:** Depreciation must be run to account for every transaction performed on an Asset. Assets added in AM are eligible for depreciation when they are Capitalized, either by manually keying an Asset in AM or by loading a Voucher into AM. Other financial transaction performed on an Asset, such as Adjustment, Transfer, Retirement, Reinstatement, Re-categorization, and Book Adjustment (adjustment to depreciation life), require depreciation to be recalculated.



# Process Flows



## Asset Management Retire and Reinstate Process Flows

### Begin Process

The decision is made that an asset is no longer needed.

Changing the location code to Surplus  
Remove the custodian if one is assigned.

Complete a Property Transfer Form requesting approval to surplus.  
Contact State Surplus at 405-525-2354 for procedures to list the items.

The decision is made that an asset with hazardous material needs to be disposed.  
Contact Department of Environmental Quality for disposal instructions.  
Upon disposal, retire the asset in Asset Management.

The decision is made that an asset is missing, destroyed, or stolen.  
Submit the Loss, Insurance Recovery, and Police reports to State Surplus.  
Retire the asset in Asset Management.

Reinstate retired assets if necessary.

Use the 'Search for an Asset' page to look up an asset by the status of Retirement or Reinstatements. You can also search by a PO, Voucher, Serial or Vin number.

End process.





## Guidelines, Concepts, and Alternatives

### How Should Disposals be Handled?

Disposal of state-owned property must be approved by Capital Asset Management, State Surplus Property.

### How Should Assets Obtained through Trade-Ins be Valued?

If a capital asset is traded-in in the process of purchasing another similar capital asset, the newly acquired capital asset should be recorded at an amount equal to the book value of the asset that was surrendered plus any additional monetary consideration provided to seller.

### Are Significant Costs Incurred after the Asset being Acquired an Improvement or a Repair?

Significant costs incurred in connection with capital assets in periods after the initial acquisition need to be distinguished between improvements and repairs and maintenance.

“An **improvement provides *additional value***. Such added value is achieved either by 1) lengthening a capital asset’s estimated useful life or 2) increasing a capital asset’s ability to provide services (i.e., greater effectiveness or efficiency). In contrast to improvements, **repairs and maintenance *retain value*** rather than provide additional value.” Improvements are capitalized and repairs and maintenance are expensed. Often a single project will have elements of both repair and an improvement. In that case, the relative cost of each should be determined and treated separately.”<sup>1</sup>

Repairs and maintenance expenses capitalized in error should be retired as an ‘Invalid Entry’.

### How Often Should a Physical Inventory be Performed?

Asset Management, if used as designed, adds assets from the purchasing process, but does not have an automatic trigger to retire assets. Consequently, agencies should undertake regular physical inventories to account for all the assets no less than once every year.

<sup>1</sup> GFOA Accounting for Capital Assets – A Guide for State and Local Governments (2008)



## Asset Groupings

**Asset Category** – (Required Field) Groups assets together by major asset type for financial reporting purposes.

**Asset Profiles** – (Required Field) A template containing default values for an Asset type. Default values include asset category, life (designated by the number in the profile ID), acquisition code, and asset type.

**Asset Type** – (Required Field and included in profiles) PeopleSoft delivered classification to report assets within an asset category. Types are IT Hardware (010), IT Software (020), Equipment (040), Property (050), Fleet (060), Furniture (080), Facility (090), Intangibles (100).

**Useful Life** – Estimated Useful Life of the Asset used in depreciation calculations.

| Asset Category - Owned        | Asset Profile      | Asset Type  | Useful Lives                         |
|-------------------------------|--------------------|-------------|--------------------------------------|
| ARTIF – Art and Artifacts     | ART_ARTIF          | Property    | Non-Depreciable                      |
| LAND - Land                   | LAND               | Property    | Non-Depreciable                      |
|                               | ROW (Right of Way) | Property    | Non-Depreciable                      |
|                               | EASEMENT           | Intangible  | Non-Depreciable                      |
| LDIMP – Land Improvements     | PROPERTYXX *       | Property    | 1, 5, 10, 15, 20, 25, 30, 40, 50     |
| INFRA – Infrastructure        | INFRASTRUCTURE30   | Property    | 30                                   |
| BLDG – Building               | FACILITYXX         | Facility    | 1, 5, 10, 15, 20, 25, 30, 40, 50, 60 |
| ITSYS – IT Systems            | HARDWAREXX         | IT Hardware | 1, 3, 5                              |
|                               | SOFTWAREXX         | IT Software | 1, 3, 5                              |
| MA_EQ – Machinery & Equipment | EQUIPXX            | Equipment   | 1, 4, 5, 6, 7, 8, 10, 15, 20         |
|                               | FLEETXX            | Fleet       | 1, 3, 4, 5, 6, 7, 8, 10, 12, 15, 20  |
|                               | FURN_EQXX          | Furniture   | 1, 5, 7, 10, 12                      |

\* XX – represents multiple Useful Life values for a Profile ID.



## Update Asset Information for Retirement

State owned property shall not be destroyed, sold, transferred, traded-in, traded, discarded, donated, or otherwise disposed of without prior written approval of State Surplus. Until the agency receives official approval of its disposal, most vehicle and heavy machinery assets are physically staged for surplus before State Surplus takes possession.

### Step 1 – Update Asset Information

**Navigation:** *Asset Management>Asset Transactions>Owned Assets>Basic Add>Find an Existing Value*

Screenshot of the Find an Existing tab on the Asset Basic Information page. This is where the Business Unit and Asset ID or Tag Number is entered to view an existing asset.

**Asset Basic Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

\*Business Unit = 09000

Asset Identification begins with 000000015562

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Staging the Asset for retirement.

**Asset Identification, Tag Number, Description** – use these fields as search criteria to find the Asset.

Click the Search button to enter the Asset Basic Information pages.



## Step 2 – Update the Location Code and Custodian Location/Comments/Attributes

General Information | Operation/Maintenance | Asset Acquisition Detail | **Location/Comments/Attributes** | Manufacture/License/Custodian >

Unit: 09000    Asset ID: 00000015562    COMPUTER    Tag: TAG001-001    In Service

**Location** [Search] | 1 of 1 | View All

Effective Date: 07/30/2024 [Calendar]    Effective Sequence: [ ] [ + ] [ - ]

Location: 09000 [Search]    OMES-ADMINISTRATION

Area ID: [Search]

Address 1: OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 City: OKLAHOMA CITY  
 County: OKLAHOMA    Jurisdiction: A  
 State: OK    Oklahoma    Sector: I  
 Country: USA    United States    Postal: 73105

Geo Code: [ ]    Latitude: [ ]  
 Document: [ ]    Longitude: [ ]  
 Building: [ ]  
 Floor #: [ ]  
 Room#: [ ]

**Authorization**

Status: [Dropdown]    Date: [Calendar]  
 Name: [Text]

Click the **Location/Comments/Attributes** Tab.

**Effective Date** – the Effective Date field should display the day that the Asset was moved into Surplus. This value will default to the current date by **Clicking** the Plus button to insert a new Effective Dated row for the Surplus Location. Change Asset Location to Surplus Location.

|                      |  |                          |                              |                               |       |            |            |
|----------------------|--|--------------------------|------------------------------|-------------------------------|-------|------------|------------|
| General Information  | Operation/Maintenance                        | Asset Acquisition Detail | Location/Comments/Attributes | Manufacture/License/Custodian | >     |            |            |
| Unit                 | 09000  | Asset ID                 | 000000015562                 | COMPUTER                      | Tag   | TAG001-001 | In Service |
| <b>Location</b>      |  |                          |                              |                               |       | 1 of 2     | View All   |
| Effective Date       | 08/08/2024                                   | Effective Sequence       | 1                            |                               |       |            |            |
| Location             | SURPLUS                                      | OMES-ADMINISTRATION      |                              |                               |       |            |            |
| Area ID              |  |                          |                              |                               |       |            |            |
| Address              | OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES |                          |                              |                               |       |            |            |
| City                 | OKLAHOMA CITY                                |                          |                              |                               |       |            |            |
| County               | OKLAHOMA                                     |                          |                              | Jurisdiction                  | A     |            |            |
| State                | OK Oklahoma                                  |                          |                              | Sector                        | I     |            |            |
| Country              | USA United States                            |                          |                              | Postal                        | 73105 |            |            |
| Geocode              |  |                          |                              |                               |       |            |            |
| Document             |  |                          |                              |                               |       |            |            |
| Building             |  |                          |                              |                               |       |            |            |
| Floor #              |  |                          |                              |                               |       |            |            |
| Room#                |  |                          |                              |                               |       |            |            |
| <b>Authorization</b> |  |                          |                              |                               |       |            |            |
| Status               |  |                          |                              | Date                          |       |            |            |
| Name                 |  |                          |                              |                               |       |            |            |

---

**NOTE:** If a comment is being added to the comment section **click** the Plus button to insert a new Effective Dated row for the comment.

---

Click on Manufacture/License/Custodian tab.

|                     |                       |                          |                              |                                      |
|---------------------|-----------------------|--------------------------|------------------------------|--------------------------------------|
| General Information | Operation/Maintenance | Asset Acquisition Detail | Location/Comments/Attributes | <b>Manufacture/License/Custodian</b> |
|---------------------|-----------------------|--------------------------|------------------------------|--------------------------------------|

Unit 09000    Asset ID 00000015562    COMPUTER    Tag TAG001-001    In Service

**Manufacturer Information**

Serial ID

Manufacturer ID

Manufacturer Name

Model

Product Version     Production Date

Plant     Contact

VIN     SKU

**Physical Life Information**

In Service Date 07/30/2024

Life Expectancy Yrs     Life Expectancy Note

End of Support     End of Support Note

End of Life     End of Life Reason

Replacement

Life Expectancy % 0.00

**License Information**

---

**Custodian Information**

Effective Date 07/30/2024    Effective Sequence 0

Custodian      This Asset is Offsite

Empl ID

**Authorization**

Status Not Authorized    Date

Name

**Chartfields**

Sub-Account

Fund Type

Class-Funding

Dept

Bud Ref

CFDA#

Program

Project

Operating Unit

ChartField 2

**Custodian:** Review the custodian information, remove the custodian if one was assigned by selecting the Plus button and removing the name.

Once an Asset has been sold, the Asset can be retired from the system. When the asset is retired, it will change the Asset Status to ‘Disposed’

If your Agency does not have a Surplus location code, please submit a Service Request to Capitol- Finance Asset Management and one can be added.

## Retiring the Asset

### Step 1 – Fully Retire the Asset

*Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate the Asset > Find an Existing Value*

#### Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Case Sensitive

[Basic Search](#)

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Retiring the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be Retired.

Click the Search button to enter the **Asset Retire/Reinstate** pages.



## Retire Assets Page

The Retire Assets page displays key Asset information for the Asset to be retired including, Asset ID, Asset Description, and Tag Number. Most fields on the page will not be editable at this point until the retirement action is initiated.

**NOTE:** The asset status is displayed in the upper right-hand corner of the page. The asset status should be In Service.

**Retire As** – the ‘Retire As’ field provides different Asset Retirement Disposal Codes. The value defaults to Surplus. These codes allow you to identify the reason for the retirement. Retire an Asset as:

**Casualty Loss** – use for an Asset loss that is sudden, unexpected, or unusual in nature

**Disposal Due to Theft** – use when an Asset has been stolen

**Donated to External Group** - use if an Asset has been donated to another entity

**Invalid Entry** – use if an Asset ID was created in error

**Missing Asset** – use when an Asset is missing

**Retirement by Sale** – use if an Asset is sold

**Scrapped Asset** – use if an Asset has been scrapped

**Surplus** – use for an Asset sent to Surplus

**Trade in for another Asset** – use if an Asset has been traded-in

Select the desired **Retire As** code for your Asset Retirement.

Click the GO button to initiate the Retirement.





When the GO button is selected to initiate the Retirement, it will grey out. The **Retire Assets** page opens more fields to allow the proceeds cost to be entered if Sold by State Surplus.

**Quantity** – displays the Asset Quantity as a negative number to reflect a full retirement of the Assets quantity.

**Proceeds** – the Proceeds Cost is the cost that is collected from the sale of the asset.

**Convention** – the Asset Retirement Convention is Half Year Convention.

**Comments** – you can add a comment as to why the asset is being retired by selecting the [Comments](#) link found above the Save button.

If a new comment is being added, click the Plus button to insert a new Effective Dated row for the comment. The comment will display on the basic add page. Click the OK button.

**Click** the Save button to Save the Full Asset Retirement.

**NOTE:** When the Asset is retired and reinstated the depreciation calculation process will need to be run, see page 36. The retirement and reinstatement transactions are maintained in the COST table and can be seen on the Cost History page. The history of the retirement actions is maintained.

**Retire Assets**
Other Options
By Chartfield
Capital Gain
Child Assets

Unit 09000    Asset ID 000000015562    COMPUTER  
 Trans Date 08/08/2024    Acctg Date 08/08/2024

Tag TAG001-001    Disposed  In Physical Use  
 Rate Type CRRNT

**Book**

Book Name STATE    State of Oklahoma  
 Retire As Surplus

Base Currency USD  
 As Of 08/08/2024  
 Quantity 1.0000  
 Cost 600.00

Copy Changes to Other Books
 Go    Reinstatement

**Retirement**

Date/Time 08/08/24 3:35:48PM  
 \*Disposal Code Surplus  
 Quantity -1.0000  
 Removal Cost 0.00  
 Proceeds 0.00  
 Convention Half Year Convention  
 Trans Code  
 Retire Option Calculate Gain/Loss

RC Curr USD  
 Pr Curr USD  
 Override Accum

Ret Status New  
 Retirement Amt -600.00 USD  
 Base Removal Cost 0.00  
 Base Proceeds 0.00  
 Accum Depr 0.00  
 Gain/Loss 0.00

Comments (0)
Attachments (0)

Save
Return to Search
Notify

When the Asset has been saved, the Asset Status will change from Received to **Disposed**.

## Step 2 – Review the Asset Retirement

*Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value*

### Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**▼ Search Criteria**

\*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

[Basic Search](#)

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be reviewed. Since the Asset has been retired, the Asset Status will be Disposed.

**Click** the Search button to enter the **Asset Cost History** pages.



# Cost History List Page

**Cost History List**
Cost History Detail
Non Cap History List
Non Cap History Detail

Unit 09000
Asset ID 00000015562
COMPUTER
Tag TAG001-001
Disposed

Book ?
1 of 1

Book Name STATE
State of Oklahoma
Currency USD

Total Cost 0.00

**Asset Cost Information** ?

Cost
Chartfields

|   | Acctg Date | Trans Type | In/Out | Quantity | Total Cost | Detail                 |
|---|------------|------------|--------|----------|------------|------------------------|
| 1 | 07/30/2024 | ADD        |        | 0.4000   | 100.00     | <a href="#">Detail</a> |
| 2 | 07/30/2024 | ADD        |        | 0.6000   | 500.00     | <a href="#">Detail</a> |
| 3 | 08/08/2024 | RET        |        | -0.4000  | -100.00    | <a href="#">Detail</a> |
| 4 | 08/08/2024 | RET        |        | -0.6000  | -500.00    | <a href="#">Detail</a> |

Comments (0)
Attachments (0)

Return to Search
Notify

The Cost History List page displays the Cost History of the Asset. For the Retirement, the **Transaction Type** is RET to represent Retirement. The **Quantity** and **Total Cost** columns should reflect the Retirement amount as a negative number.

**Click** the Cost History Detail Tab to display the Cost History Detail page.

# Cost History Detail Page

|  |            |                             |             |  |                      |                        |          |
|--|------------|-----------------------------|-------------|--|----------------------|------------------------|----------|
| Cost History List  |            | <b>Cost History Detail</b>  |             | Non Cap History List   |                      | Non Cap History Detail |          |
| Unit   | 09000      | Asset ID                    | 00000015562 | COMPUTER   | Tag                  | TAG001-001             | Disposed |
| Book   |            |                             |             |  |                      |                        |          |
| <input type="text"/>   <input type="button" value="1 of 1"/>   <input type="button" value="View All"/> |            |                             |             |  |                      |                        |          |
| Book Name  | STATE      | State of Oklahoma           |             |  | Currency             | USD                    |          |
| Cost   |            |                             |             |  |                      |                        |          |
| <input type="text"/>   <input type="button" value="1 of 4"/>   <input type="button" value="View All"/> |            |                             |             |  |                      |                        |          |
| Acctg Date   | 07/30/2024 | Trans Date                  | 07/30/2024  | Date/Time Stamp  | 07/30/2024 4:43:33PM |                        |          |
| Trans Type   | ADD        | Asset Addition              |             | <b>Interunit Transfer Information</b>                                |                      |                        |          |
| Trans Code   |            |                             |             | Unit<br>Asset ID<br>Book   |                      |                        |          |
| Cost   |            | 100.00                      | USD         |  |                      |                        |          |
| Base Cost  |            | 100.00                      | USD         |  |                      |                        |          |
| Salvage  |            |                             |             |  |                      |                        |          |
| Quantity   |            | 0.4000                      |             | <b>Exchange Rate</b>   |                      |                        |          |
| Convention   | HY         |                             |             | Rate Type CRRNT<br>Rate Effdt 07/30/2024<br>Exchange Rate 1.00000000 |                      |                        |          |
| User ID  | BBENN06    |                             |             |  |                      |                        |          |
| Category   | ITSYS      | IT Systems                  |             |  |                      |                        |          |
| Cost Type  |            |                             |             |  |                      |                        |          |
| Sub-Account  |            |                             |             |  |                      |                        |          |
| Fund Type  | 1000       | General Fund - No Divisions |             |  |                      |                        |          |
| Class-Funding  | 20000      | Revolving Fund              |             |  |                      |                        |          |
| Dept   |            |                             |             |  |                      |                        |          |
| Bud Ref  | 24         | 2024 Operating Budget       |             |  |                      |                        |          |

The Cost History Detail page shows the same Asset rows as are visible on the Cost History page, but with more details. There could be many Cost rows, corresponding with the Cost Rows on the Cost History List page, visible on this page representing the Cost history of the Asset. The **Transaction Type** of ADD represents the original Addition of the Asset.

---

**NOTE:** Click the Arrow to display the row count - indicates that multiple rows are available to view on this page.

---

Click the Arrow to view the row that corresponds with the Transaction Type = RET on the **Cost History Detail** page.

|                   |            |                             |              |                                       |                      |                        |          |
|-------------------|------------|-----------------------------|--------------|---------------------------------------|----------------------|------------------------|----------|
| Cost History List |            | <b>Cost History Detail</b>  |              | Non Cap History List                  |                      | Non Cap History Detail |          |
| Unit              | 09000      | Asset ID                    | 000000015562 | COMPUTER                              | Tag                  | TAG001-001             | Disposed |
| Book              |            |                             |              |                                       |                      |                        |          |
| Book Name         | STATE      | State of Oklahoma           |              |                                       | Currency             | USD                    |          |
| Cost              |            |                             |              |                                       |                      |                        |          |
| Acctg Date        | 08/08/2024 | Trans Date                  | 08/08/2024   | Date/Time Stamp                       | 08/08/2024 3:35:48PM |                        |          |
| Trans Type        | RET        | Asset Retirement            |              | <b>Interunit Transfer Information</b> |                      |                        |          |
| Trans Code        |            |                             |              | Unit                                  |                      |                        |          |
| Cost              |            | -100.00                     | USD          | Asset ID                              |                      |                        |          |
| Base Cost         |            | -100.00                     | USD          | Book                                  |                      |                        |          |
| Salvage           |            |                             |              | <b>Exchange Rate</b>                  |                      |                        |          |
| Quantity          |            | -0.4000                     |              | Rate Type CRRNT                       |                      |                        |          |
| Convention        | HY         |                             |              | Rate Effdt 08/08/2024                 |                      |                        |          |
| User ID           | BBENN06    |                             |              | Exchange Rate 1.00000000              |                      |                        |          |
| Category          | ITSYS      | IT Systems                  |              |                                       |                      |                        |          |
| Cost Type         |            |                             |              |                                       |                      |                        |          |
| Sub-Account       |            |                             |              |                                       |                      |                        |          |
| Fund Type         | 1000       | General Fund - No Divisions |              |                                       |                      |                        |          |
| Class-Funding     | 20000      | Revolving Fund              |              |                                       |                      |                        |          |
| Dept              |            |                             |              |                                       |                      |                        |          |
| Bud Ref           | 24         | 2024 Operating Budget       |              |                                       |                      |                        |          |

The Retirement row on the page represents the retirement done on the Asset. The **Transaction Type** indicates RET, and the negative Cost reflects the full retirement amount. More detailed Asset information is available on this page including Transaction Date of the Retirement, User ID who completed the Retirement, and ChartField information.

## Retire a Parent-Child Asset

Parent-Child Asset can also be retired in the system. The Parent-Child Assets are subject to similar Asset Retirement steps as regular Assets with additional options available.

### Step 1 – Retire a Parent-Child Asset

*Navigation: Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate the Asset > Find an Existing Value*

**Asset Retirements**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

\*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Case Sensitive

[Basic Search](#)

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Retiring the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be reinstated.

**Click** the Search button to enter the Asset Retire/Reinstate pages.



## Retire Assets Page

The screenshot displays the 'Retire Assets' page with the following information:

- Unit:** 09000
- Asset ID:** 000000015569
- COMPUTER**
- Tag:** TAG004-001
- In Service:**  In Service
- Trans Date:** 08/08/2024
- Acctg Date:** 08/08/2024
- Rate Type:** CRRNT
- Book Name:** STATE, State of Oklahoma
- Base Currency:** USD
- As Of:** 08/08/2024
- Retire As:** Surplus
- Quantity:** 1.0000
- Cost:** 500.00
- Retirement Date/Time:** 08/08/24 4:37:16PM
- Ret Status:** Unretired
- \*Disposal Code:** Surplus
- Quantity:** (empty field)
- Removal Cost:** 0.00
- RC Curr:** USD
- Base Removal Cost:** 0.00
- Proceeds:** 0.00
- Pr Curr:** USD
- Base Proceeds:** 0.00
- Convention:** Half Year Convention
- Accum Depr:** 0.00
- Trans Code:** (empty field)
- Gain/Loss:** 0.00
- Retire Option:** Calculate Gain/Loss
- Override Accum:**
- Overridden Accum:** (empty field)

The Retire Assets page displays key Asset information for the Asset to be retired including Asset ID, Asset Description, and Tag Number. Most fields on the page will be visible only at this point until the retirement action is initiated.

**NOTE:** The asset status is displayed in the upper right-hand corner of the page. The asset status should be In Service.

**Retire As** – the ‘Retire As’ field provides different Asset Retirement Disposal Codes. These codes allow you to identify the reason for the retirement and are defined by State rules. Retire an Asset as:

**Casualty Loss** – use for an Asset loss that is sudden, unexpected, or unusual in nature

**Disposal Due to Theft** – use when an Asset has been stolen

**Donated to External Group** - use if an Asset has been donated to another entity

**Invalid Entry** – use is an Asset ID was entered incorrectly

**Missing Asset** – use when an Asset is missing

**Retirement by Sale** – use if an Asset is sold

**Scrapped Asset** – use if an Asset has been scrapped

**Surplus** – use for an Asset sent to Surplus

**Trade in for another Asset** – use if an Asset has been traded-in

Select the desired **Retire As** code for your Asset Retirement.

Click the Child Asset Tab to view the associated Child Assets.





## Child Assets Page

Unit 09000    Asset ID 00000015569    COMPUTER    Status In Service  
 Tag Number TAG004-001     Capitalized Asset

Select All

Child Assets

| Selected                            | Tag Number | Description | Child Asset ID | Asset Status | Capitalized Asset        | Cost   | Currency | Acq Date   | In Service Date | Child Details                 | Asset Information                 |
|-------------------------------------|------------|-------------|----------------|--------------|--------------------------|--------|----------|------------|-----------------|-------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | TAG004-002 | COMPUTER    | 00000015570    | In Service   | <input type="checkbox"/> | 500.00 | USD      | 08/08/2024 | 08/08/2024      | <a href="#">Child Details</a> | <a href="#">Asset Information</a> |

Include Parent Asset    [Advanced Txn Details](#)    [Allocation Option](#)

Save    Return to Search    Notify

The Child Assets page displays all associated Child Assets for the Parent Asset in the first page. The system provides the ability to retire Child Assets along with the Parent Asset by selecting them on this page. Use the **Selected** checkbox to identify the Child Assets to retire.

---

**NOTE:** When retiring Child Assets along with the Parent Asset, all Assets must use the same Disposal Code.

---

**Click** Retire Asset Tab to return to the main Retire Assets page. Alternatively, use the [Retire Assets](#) link at the bottom of the page.



[Retire Assets](#) | [Other Options](#) | [By Chartfield](#) | [Capital Gain](#) | [Child Assets](#)

Unit 09000    Asset ID 00000015569    COMPUTER    Tag TAG004-001    In Service  
 Trans Date 08/08/2024    Acctg Date 08/08/2024    Rate Type CRRNT     In Physical Use

---

**Book** 1 of 1 | View All

Book Name STATE    State of Oklahoma    Base Currency USD    As Of 08/08/2024  
 Retire As Surplus            Quantity 1.0000  
 Copy Changes to Other Books    Cost 500.00

---

**Retirement** 1 of 1 | View All

Date/Time 08/08/24 4:37:16PM    Ret Status Unretired  
 \*Disposal Code Surplus  
 Quantity     Retirement Amt 0.00 USD  
 Removal Cost 0.00    RC Curr USD    Base Removal Cost 0.00  
 Proceeds 0.00    Pr Curr USD    Base Proceeds 0.00  
 Convention Half Year Convention    Accum Depr 0.00  
 Trans Code     Gain/Loss 0.00  
 Retire Option Calculate Gain/Loss     Override Accum    Overrided Accum

Comments (0)    Attachments (0)  
       

Once you have selected all the Child Assets to retire with the Parent Asset and have returned to the **Retire Assets** page, you are ready to initiate the retirement.

**Click** the GO button to initiate the Retirement.

[Retire Assets](#) | [Other Options](#) | [By Chartfield](#) | [Capital Gain](#) | [Child Assets](#)

Unit 09000    Asset ID 00000015569    COMPUTER    Tag TAG004-001    In Service  
 Trans Date 08/08/2024    Acctg Date 08/08/2024    Rate Type CRRNT     In Physical Use

---

**Book** 1 of 1 | View All

Book Name STATE    State of Oklahoma    Base Currency USD    As Of 08/08/2024  
 Retire As Surplus            Quantity 1.0000  
 Copy Changes to Other Books    Cost 500.00

---

**Retirement** 1 of 1 | View All

Date/Time 08/08/24 4:37:16PM    Ret Status New  
 \*Disposal Code Surplus  
 Quantity     Retirement Amt -500.00 USD  
 Removal Cost 0.00    RC Curr USD    Base Removal Cost 0.00  
 Proceeds 0.00    Pr Curr USD    Base Proceeds 0.00  
 Convention Half Year Convention    Accum Depr 0.00  
 Trans Code     Gain/Loss 0.00  
 Retire Option Calculate Gain/Loss     Override Accum    Overrided Accum

Comments (0)    Attachments (0)

When the **Go** button is selected to initiate the Retirement, the **Retire Assets** page displays more fields as active to allow changes to be made if necessary.

**Quantity** – displays the Asset Quantity as a negative number to reflect a full retirement of the Assets quantity. This is the Quantity for the Parent Asset.

**Removal Cost** – the Removal Cost field can hold any additional amount required to remove the Asset. This amount will impact the accounting entries of ACFR Assets.

**Convention** – the Asset Retirement Convention is Half Year Convention.

**Retirement Amount** – the Retirement Amount field allows you to retire an Asset fully or partially. The amount defaults in as a full retirement amount. This is the Amount of the Parent Asset.

**Comments** – you can add a comment as to why the asset is being retired by selecting the comments link above the Save button. If a comment is being added, click the plus button to insert a new Effective Dated row for the comment. The comment will display on the basic add page.

---

**NOTE:** The Retirement Amount and Quantity fields on this page display **ONLY** the Parent Asset values.

---

**Click** the Save button to Save the Parent-Child Asset Retirement.

When the Asset has been successfully saved, the Asset Status will change from Received to **Disposed**.

---

**NOTE:** When the Asset is retired and reinstated the depreciation calculation process will need to be ran, see page 36. The retirement and reinstatement transactions are maintained in the COST table and can be seen on the Cost History page. The history of the retirement actions is maintained.

---



## Step 2 – Review the Parent-Child Asset Retirement

*Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value*

### Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

\*Business Unit =

Asset Identification

Tag Number

Parent ID

Description

Asset Status =

Capitalized Asset =

Case Sensitive

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be reviewed. Since the Asset has been retired, the Asset Status will be Disposed.

**Click** the Search button to enter the Asset Cost History pages.



## Cost History List Page

Cost History List
Cost History Detail
Non Cap History List
Non Cap History Detail

Unit 09000      Asset ID 000000015569      COMPUTER      Tag TAG004-001      Disposed

Book 1 of 1

Book Name STATE      State of Oklahoma      Currency USD

Total Cost 0.00

Asset Cost Information 1-2 of 2

Cost
Chartfields

| Acctg Date   | Trans Type | In/Out | Quantity | Total Cost | Detail                 |
|--------------|------------|--------|----------|------------|------------------------|
| 1 08/08/2024 | ADD        |        | 1.0000   | 500.00     | <a href="#">Detail</a> |
| 2 08/08/2024 | RET        |        | -1.0000  | -500.00    | <a href="#">Detail</a> |

Comments (0)      Attachments (0)

Return to Search
Notify

The Cost History List page displays the Cost History of the Asset. For the Retirement, the **Transaction Type** is RET meaning Retirement. The **Total Cost** column should reflect the Retirement amount as a negative number.

**Click Cost History Detail** Tab to display the Cost History Detail page.

# Cost History Detail Page

Cost History List
**Cost History Detail**
Non Cap History List
Non Cap History Detail

Unit 09000
Asset ID 00000015569 COMPUTER
Tag TAG004-001
Disposed

Book
1 of 1
View All

Book Name STATE
State of Oklahoma
Currency USD

Cost
1 of 2
View All

Acctg Date 08/08/2024
Trans Date 08/08/2024
Date/Time Stamp 08/08/2024 4:34:51PM

Trans Type **ADD** Asset Addition

Trans Code

Cost 500.00 USD

Base Cost 500.00 USD

Salvage

Quantity 1.0000

Convention HY

User ID BBENN06

Category ITSYS IT Systems

Cost Type

Interunit Transfer Information

Unit

Asset ID

Book

Sub-Account

Fund Type 1000 General Fund - No Divisions

Class-Funding 19401 GRF- Duties

Dept

Bud Ref 24 2024 Operating Budget

Exchange Rate

Rate Type CRRNT

Rate Effdt 08/08/2024

Exchange Rate 1.00000000

The Cost History Detail page shows the same Asset rows as are visible on the Cost History page, but with more details. There could be many Cost rows, corresponding with the Cost Rows on the Cost History List page, visible on this page representing the Cost history of the Asset. The **Transaction Type** of ADD represents the original Addition of the Asset.

---

**NOTE:** Click the Arrow to display the row count - indicates that multiple rows are available to view on this page.

---

**Click** the Arrow to view the row that corresponds with the Transaction Type = RET.

|                   |                            |                      |                        |
|-------------------|----------------------------|----------------------|------------------------|
| Cost History List | <b>Cost History Detail</b> | Non Cap History List | Non Cap History Detail |
|-------------------|----------------------------|----------------------|------------------------|

Unit 09000      Asset ID 00000015569      COMPUTER      Tag TAG004-001      Disposed

---

**Book**      Search      1 of 1      View All

Book Name STATE      State of Oklahoma      Currency USD

---

**Cost**      Search      2 of 2      View All

|            |            |                  |            |                                       |                      |
|------------|------------|------------------|------------|---------------------------------------|----------------------|
| Acctg Date | 08/08/2024 | Trans Date       | 08/08/2024 | Date/Time Stamp                       | 08/08/2024 4:37:16PM |
| Trans Type | RET        | Asset Retirement |            | <b>Interunit Transfer Information</b> |                      |
| Trans Code |            |                  |            | Unit                                  |                      |
| Cost       |            | -500.00 USD      |            | Asset ID                              |                      |
| Base Cost  |            | -500.00 USD      |            | Book                                  |                      |
| Salvage    |            |                  |            | <b>Exchange Rate</b>                  |                      |
| Quantity   |            | -1.0000          |            | Rate Type                             | CRRNT                |
| Convention | HY         |                  |            | Rate Effdt                            | 08/08/2024           |
| User ID    | BBENN06    |                  |            | Exchange Rate                         | 1.00000000           |
| Category   | ITSYS      | IT Systems       |            |                                       |                      |
| Cost Type  |            |                  |            |                                       |                      |

---

**Sub-Account**

|               |       |                             |
|---------------|-------|-----------------------------|
| Fund Type     | 1000  | General Fund - No Divisions |
| Class-Funding | 19401 | GRF- Duties                 |
| Dept          |       |                             |
| Bud Ref       | 24    | 2024 Operating Budget       |

The Retirement row on the page represents the retirement done on the Asset. The Transaction Type indicates RET, and the negative Cost reflects the full retirement amount. More detailed Asset information is available on this page including Transaction Date of the Retirement, User ID who completed the Retirement, and ChartField information.

---

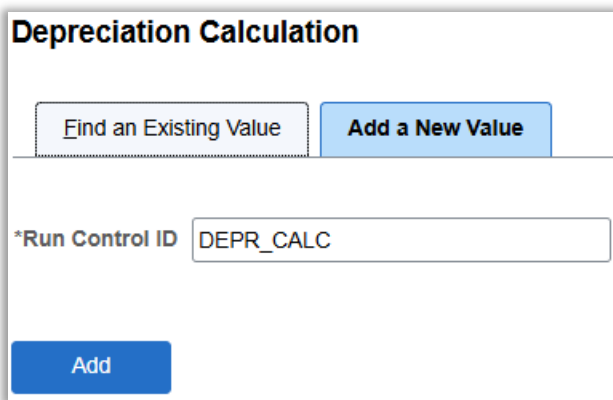
**NOTE:** The Review Cost pages only display one Asset at a time. Therefore, the Child Assets retirement information is not visible on this page along with the Parent. The Child retirement information is visible by retrieving the Child Assets independently in this page.

---

## Depreciation Calculation

You must run depreciation to account for every transaction that you perform on an asset. For example, when you transfer an asset, you may need to run depreciation to correctly reflect the new department that is using the asset. For some transactions (including adjustments, transfers, and recategorizations), the depreciation calculation process moves the stored depreciation amounts from department to department or category to category, depending on the transaction that you are performing and the ChartFields that you specify.

*Navigation: Asset Management > Depreciation > Calculate Depreciation*



The screenshot shows a web form titled "Depreciation Calculation". At the top, there are two tabs: "Find an Existing Value" (which is currently selected) and "Add a New Value". Below the tabs, there is a text input field labeled "\*Run Control ID" containing the value "DEPR\_CALC". At the bottom left of the form, there is a blue button labeled "Add".

Add the Run Control ID for the PDF report or use the Find an Existing Value tab if Run Control ID is already created.

**Click** the Add button to view the Depreciation Calculation page.



**Depreciation Calculation**

Run Control ID DEPR\_CALC      Report Manager    Process Monitor   

---

Request 1 of 1 | View All

\*Request ID       Process Frequency

Unit        Delete Stage Row

Book Name

From Asset ID        To Asset ID

**Unit:** Select a business unit from which to select a book or range of assets.

**Book Name:** Enter “STATE”.

**From Asset ID and To Asset ID:** Enter a range of assets to include in processing.

**Process Frequency:** Select **Always**.

**Click the Run button** to initiate the process.

**Process Scheduler Request** x    Help

User ID BBENN06      Run Control ID DEPR\_CALC

---

Server Name        Run Date

Recurrence        Run Time    

Time Zone        Central Time (US)

**Process List**

| Select                              | Description            | Process Name | Process Type       | Type                                 | Format                               | Distribution |
|-------------------------------------|------------------------|--------------|--------------------|--------------------------------------|--------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Calculate Depreciation | AM_DEPR_CALC | Application Engine | Web <input type="button" value="v"/> | TXT <input type="button" value="v"/> | Distribution |

**Click the OK button** to complete the request.

## Reinstate a Retired Asset

Occasionally an Asset that has been Retired needs to be put back In-Service. This could be due to a retirement mistake or change in the Assets status.

To put a previously retired Asset back into service, a Reinstatement action must be taken in the system. The reinstatement is done in the same pages as the Asset retirement with slightly different options selected.

**Navigation:** *Asset Management > Asset Transactions > Asset Disposal > Retire/Reinstate Asset > Find an Existing Value*

### Step 1 – Reinstate an Asset

#### Asset Retirements

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Case Sensitive

[Basic Search](#)

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Reinstating the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be Reinstated. There is an Asset Status of ‘Disposed’ that will retrieve only those Assets that have been retired.

**Click** the Search button to enter the Asset Retire/Reinstate pages.



# Retire Assets Page

Retire Assets
By Chartfield

|            |            |            |              |                              |           |        |  |
|------------|------------|------------|--------------|------------------------------|-----------|--------|--|
| Unit       | 09000      | Asset ID   | 000000015562 | 2024 CHEVROLET EQUINOX 1XP26 | Tag       | 60-398 | Disposed                                 |
| Trans Date | 08/15/2024 | Acctg Date | 08/15/2024   |                              | Rate Type | CRRNT  | <input type="checkbox"/> In Physical Use |

Book
1 of 1
View All

|           |         |                   |               |     |          |            |
|-----------|---------|-------------------|---------------|-----|----------|------------|
| Book Name | STATE   | State of Oklahoma | Base Currency | USD | As Of    | 08/15/2024 |
| Retire As | Surplus |                   |               |     | Quantity | 0.0000     |
|           |         |                   |               |     | Cost     | 0.00       |

Copy Changes to Other Books
Go
Reinstate

Retirement
1 of 1
View All

|                |                      |                   |                                    |
|----------------|----------------------|-------------------|------------------------------------|
| Date/Time      | 08/13/24 12:16:35PM  | Ret Status        | New                                |
| *Disposal Code | Surplus              |                   | <input type="checkbox"/> Reinstate |
| Quantity       | -1.0000              | Retirement Amt    | -25,940.00 USD                     |
| Removal Cost   | 0.00                 | Base Removal Cost | 0.00                               |
| Proceeds       | 0.00                 | Base Proceeds     | 0.00                               |
| Convention     | Half Year Convention | Accum Depr        | 0.00                               |
| Trans Code     |                      | Gain/Loss         | 0.00                               |
| Retire Option  | Calculate Gain/Loss  | Overridden Accum  |                                    |

RC Curr USD

Pr Curr USD

Override Accum

Comments (0)
Attachments (0)

Save
Return to Search
Notify

The Retire Assets page displays key Asset information for the Asset to be reinstated including Asset ID, Asset Description, and Tag Number. When the Asset has been retired, most of the fields on the page are active and available to change.

---

**NOTE:** The Asset Status is displayed in the upper right-hand corner as ‘Disposed’. Once the Reinstatement is completed, it will display In Service in the upper right-hand corner.

---

**Click** the Reinstate button to Reinstate the Asset.

**Retire Assets** | By Chartfield

Unit 09000    Asset ID 000000015562    2024 CHEVROLET EQUINOX 1XP26    Tag 60-398    Disposed  
 Trans Date 08/13/2024    Acctg Date 08/15/2024    Rate Type CRRNT     In Physical Use

**Book** | Search | 1 of 1 | View All

Book Name STATE    State of Oklahoma    Base Currency USD    As Of 08/15/2024  
 Retire As Surplus    Go    Reinstate    Quantity 1.0000  
 Copy Changes to Other Books    Cost 25,940.00

**Retirement** | Search | 1 of 1 | View All

Date/Time 08/15/24 9:27:12AM    Ret Status Unretired  
 \*Disposal Code Surplus    Retirement Amt 0.00 USD  
 Quantity    Base Removal Cost 0.00  
 Removal Cost 0.00    RC Curr USD    Base Proceeds 0.00  
 Proceeds 0.00    Pr Curr USD    Accum Depr 0.00  
 Convention Half Year Convention    Gain/Loss 0.00  
 Trans Code     Override Accum    Overridden Accum  
 Retire Option Calculate Gain/Loss

Comments (0)    Attachments (0)  
 Save    Return to Search    Notify

The Retire Asset page will now display most fields as inactive and not available for change.

**Accounting Date** – the Accounting Date will default to current date. Do not change this value.

**Comments** – you can add a comment as to why the asset is being reinstated by selecting the comments link above the Save button. If a comment is being added, click the plus button to insert a new Effective Dated row for the comment. The comment will display on the basic add page.

**Click** the Save button to Save the Asset Reinstatement.

When the Asset has been successfully saved, the Asset Status will change from Disposed to **In Service**.

**NOTE:** When the Asset is retired and reinstated the depreciation calculation process will need to be run, page 36. The retirement and reinstatement transactions are maintained in the COST table and can be seen on the Cost History page. The history of the retirement actions is maintained.

## Step 2 – Review the Asset Reinstatement

*Navigation: Asset Management > Asset Transactions > History > Review Cost > Find an Existing Value*

### Asset Cost History

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Business Unit =

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Status =

Capitalized Asset =

Case Sensitive

Basic Search Save Search Criteria

**Business Unit** – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

**Asset Identification, Tag Number, Parent ID, Description, Asset Status** – use these fields as search criteria to find the Asset that will be reviewed.

**Click** the Search button to enter the Asset Cost History pages.



# Cost History List Page

The screenshot shows the 'Cost History List' interface. At the top, there are tabs for 'Cost History List' and 'Cost History Detail'. Below the tabs, asset information is displayed: Unit 09000, Asset ID 000000015562, 2024 CHEVROLET EQUINOX 1XP26, Tag 60-398, and In Service. A 'Book' section shows Book Name STATE, State of Oklahoma, and Currency USD, with a Total Cost of 25,940.00. An 'Asset Cost Information' section includes a search bar and a table with columns: Acctg Date, Trans Type, In/Out, Quantity, Total Cost, and Detail. The table contains three rows: 1. 06/07/2024, ADD, 1.0000, 25,940.00; 2. 08/15/2024, RET, -1.0000, -25,940.00; 3. 08/15/2024, REI, 1.0000, 25,940.00. At the bottom, there are buttons for 'Return to Search' and 'Notify', and labels for 'Comments (0)' and 'Attachments (0)'.

| Acctg Date   | Trans Type | In/Out | Quantity | Total Cost | Detail                 |
|--------------|------------|--------|----------|------------|------------------------|
| 1 06/07/2024 | ADD        |        | 1.0000   | 25,940.00  | <a href="#">Detail</a> |
| 2 08/15/2024 | RET        |        | -1.0000  | -25,940.00 | <a href="#">Detail</a> |
| 3 08/15/2024 | REI        |        | 1.0000   | 25,940.00  | <a href="#">Detail</a> |

The Cost History List page displays the Cost History of the Asset. For the Reinstatement, the Transaction Type is REI to represent Retirement Reinstatement. The Total Cost column should reflect the reinstatement amount as a positive number.

**Click Cost History Detail** Tab to display the Cost History Detail page

## Cost History Detail Page

Cost History List
Cost History Detail

Unit 09000    Asset ID 000000015562    2024 CHEVROLET EQUINOX 1XP26    Tag 60-398    In Service

Book
Q | < | > | 1 of 1 | View All

Book Name STATE State of Oklahoma
Currency USD

Cost
Q | < | > | 1 of 3 | View All

|            |                             |                |  |                 |                      |
|------------|-----------------------------|----------------|--|-----------------|----------------------|
| Acctg Date | 06/07/2024                  | Trans Date     | 05/09/2024   | Date/Time Stamp | 06/19/2024 8:13:09AM |
| Trans Type | ADD                         | Asset Addition | <b>Interunit Transfer Information</b>                                |                 |                      |
| Trans Code |                             |                | Unit<br>Asset ID<br>Book   |                 |                      |
| Cost       | 25,940.00                   | USD            |  |                 |                      |
| Base Cost  | 25,940.00                   | USD            |  |                 |                      |
| Salvage    |                             |                |  |                 |                      |
| Quantity   | 1.0000                      |                | <b>Exchange Rate</b>   |                 |                      |
| Convention | HY                          |                | Rate Type CRRNT<br>Rate Effdt 05/09/2024<br>Exchange Rate 1.00000000 |                 |                      |
| User ID    | AMEDLEY01                   |                |  |                 |                      |
| Category   | MA_EQ Machinery & Equipment |                |  |                 |                      |
| Cost Type  | C CAFR Reportable           |                |  |                 |                      |

|                  |            |                           |  |  |  |
|------------------|------------|---------------------------|--|--|--|
| Sub-Account      | 01         | Agency defined            |  |  |  |
| Fund Type        | 1870       | Motor Pool                |  |  |  |
| Class-Funding    | 29600      | State Motor Pool          |  |  |  |
| Dept             | 2000010    | Fleet Management          |  |  |  |
| Bud Ref          | 24         | 2024 Operating Budget     |  |  |  |
| CFDA#            |            |                           |  |  |  |
| Program          | D0102      | GOVERNMENT-WIDE SOLUTIONS |  |  |  |
| PC Business Unit |            |                           |  |  |  |
| Project          | 0900000000 | Non-IS Projects           |  |  |  |
| Activity         |            |                           |  |  |  |
| Source Type      |            |                           |  |  |  |
| Category         |            |                           |  |  |  |
| Subcategory      |            |                           |  |  |  |
| Operating Unit   | FLT25004   | LEASE FLEET               |  |  |  |
| ChartField 2     | 2535       | Motor Vehicle Purchase    |  |  |  |

Return to Search
Notify

The Cost History Detail page shows the same Asset rows as are visible on the **Cost History** page, but with more details. There could be many Cost rows, corresponding with the Cost Rows on the Cost History Detail page, visible on this page representing the Cost history of the Asset. The **Transaction Type** of ADD represents the original Addition of the Asset.

---

**NOTE:** Click the Arrow to display the row count - indicates that multiple rows are available to view on this page.

---

Click the Arrow to view the row that has the Transaction Type = REI.



| Cost History List            |                             | Cost History Detail            |               |
|------------------------------|-----------------------------|--------------------------------|---------------|
| Unit                         | 09000                       | Asset ID                       | 000000015562  |
| 2024 CHEVROLET EQUINOX 1XP26 |                             | Tag                            | 60-398        |
| In Service                   |                             |                                |               |
| Book                         |                             |                                |               |
| Book Name                    | STATE                       | State of Oklahoma              | Currency USD  |
| Cost                         |                             |                                |               |
| Acctg Date                   | 08/15/2024                  | Trans Date                     | 08/15/2024    |
| Date/Time Stamp              |                             | 08/15/2024 11:30:45AM          |               |
| Trans Type                   | REI                         | Asset Reinstatement            |               |
| Trans Code                   |                             | Interunit Transfer Information |               |
| Cost                         | 25,940.00                   | USD                            | Unit          |
| Base Cost                    | 25,940.00                   | USD                            | Asset ID      |
| Salvage                      |                             |                                | Book          |
| Quantity                     | 1.0000                      |                                | Exchange Rate |
| Convention                   | HY                          | Rate Type                      | CRRNT         |
| User ID                      | BBENN06                     | Rate Effdt                     | 08/15/2024    |
| Category                     | MA_EQ Machinery & Equipment | Exchange Rate                  | 1.00000000    |
| Cost Type                    | C CAFR Reportable           |                                |               |
| Sub-Account                  | 01                          | Agency defined                 |               |
| Fund Type                    | 1870                        | Motor Pool                     |               |
| Class-Funding                | 29600                       | State Motor Pool               |               |
| Dept                         | 2000010                     | Fleet Management               |               |
| Bud Ref                      | 24                          | 2024 Operating Budget          |               |

The Retirement Reinstatement row on the page represents the reinstatement done on the Asset. The **Transaction Type** indicates REI, and the positive Cost reflects the reinstatement of the original Asset retirement. More detailed Asset information is available on this page including Transaction Date of the Reinstatement, User ID who completed the Reinstatement, and ChartField information.

---

**NOTE:** When the Asset is retired and reinstated, the depreciation calculation process will need to be run, see page 36. The retirement and reinstatement transactions are maintained in the COST table and can be seen on the Cost History page. The history of retirement actions is maintained. This scenario could occur when you retire an Asset and then identify days or weeks later that it must be reinstated.

---



---

**NOTE:** When the Asset is retired and then reinstated before the depreciation calculation process runs for that Asset, the original retirement and reinstatement transactions are cleared from the COST table and the Cost History. In this scenario, no history is maintained for the transactions. This scenario could occur when you retire something but then realize right away that the retirement was performed in error, and you reinstate the Asset that same day.

---