



Add a Fixed Asset (FD) Disposal (Retirement)

The following instructions will provide the minimum requirements for disposing (retiring) a fixed asset record for a vehicle.

Navigate to the Document Catalog and create a FD document <OR> JUMP TO = FD

Type the code: FD

Type your department number

Type your unit number

Click Create

Click the Auto Numbering box and click Create

HEADER/General Information

Fixed Asset Number
retire

Type the unique A number associated with the asset you want to retire

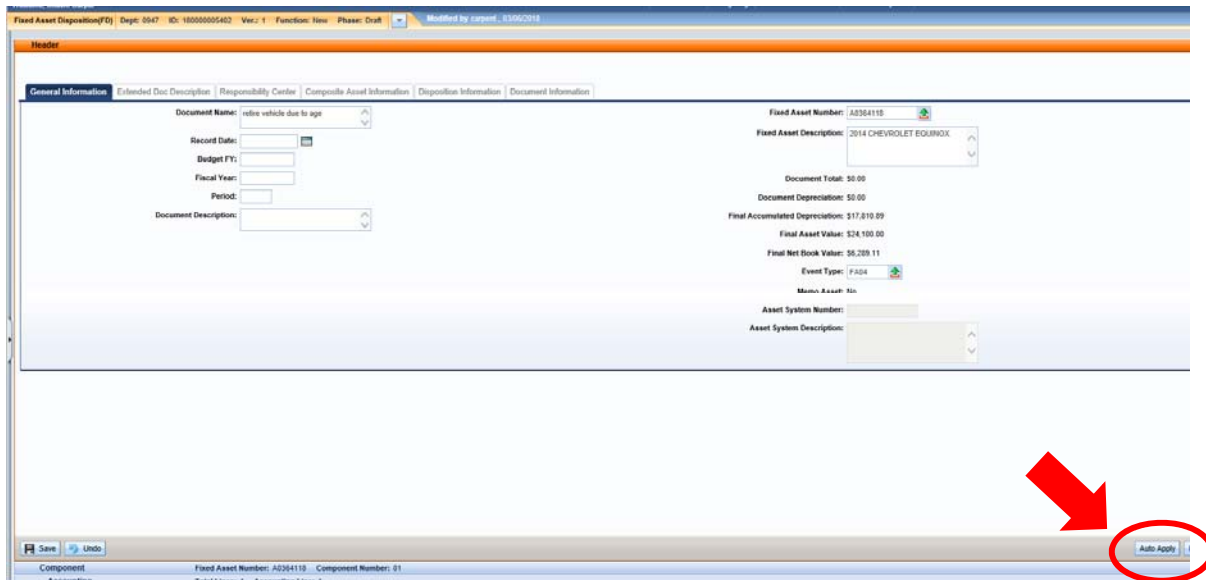
Document Name

Type a comment or information for your purposes



Auto Apply

Click Auto Apply in the bottom right hand section of the screen. The fixed asset description will populate.



Click SAVE

HEADER/Disposition Information Tab

Disposition Date Type the date of the disposition (retirement) of this vehicle

Disposition Method Select the appropriate disposition method:

DTSP = Deliver to Surplus

ONST = Sell On-Site

DEST = Destroyed

Disposition Authority Type the condition for the asset. Fair is suggested.

NOTE: Attach the Title and Dealer Invoice to the Header



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c Description Responsibility Center Composite Asset Information **Disposition Information** Document Information

Disposition Date: 03/05/2018 Selling Price: \$0.00

Disposition Method: DTSP Disposition Authority: Fair

Click SAVE

Click VALIDATE

If no errors exist, you can click SUBMIT and the FD document can be approved.