**State of Kansas**



**High-Level Changes from 9.0 to 9.2 in Asset Management:**

**Disposal Worksheet—Expanded Search Criteria**

***Statewide Management, Accounting and Reporting Tool***

|  |  |
| --- | --- |
| **Date Created:** | 10/28/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** |  |
| **Purpose:** | *This document highlights one of the changes between 9.0 and 9.2 in the Asset Management module.* |
| **Security:** | * Role Security: The following roles are applicable:   Agency Adjustment/Transfer/Retirement Processor  BU Security: Business Unit Security is applied. Agencies will only have access to the assets in their Business Unit. |

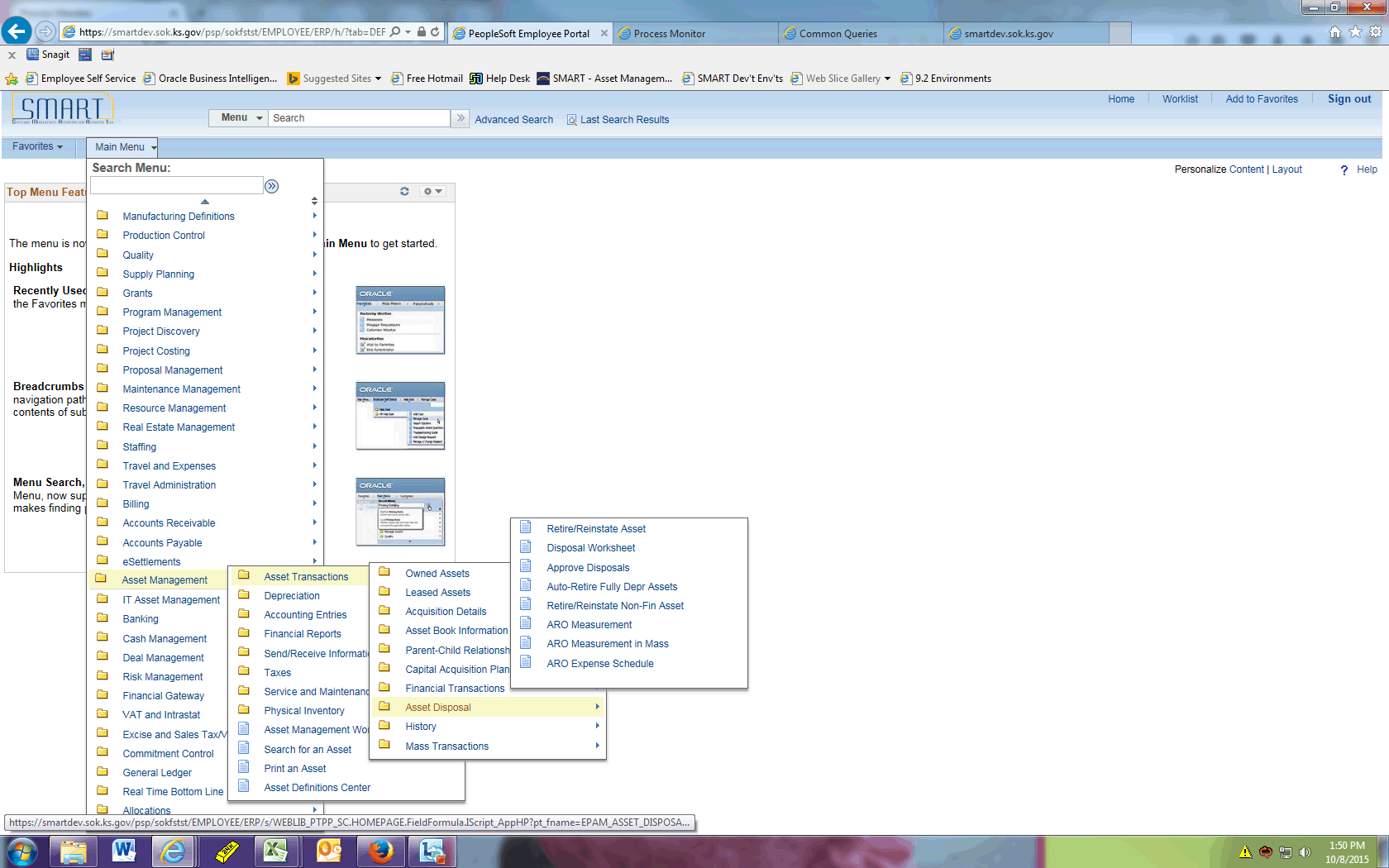
Procedure

The Disposal Worksheet in 9.2 offers expanded search criteria to identify assets that need to be retired.

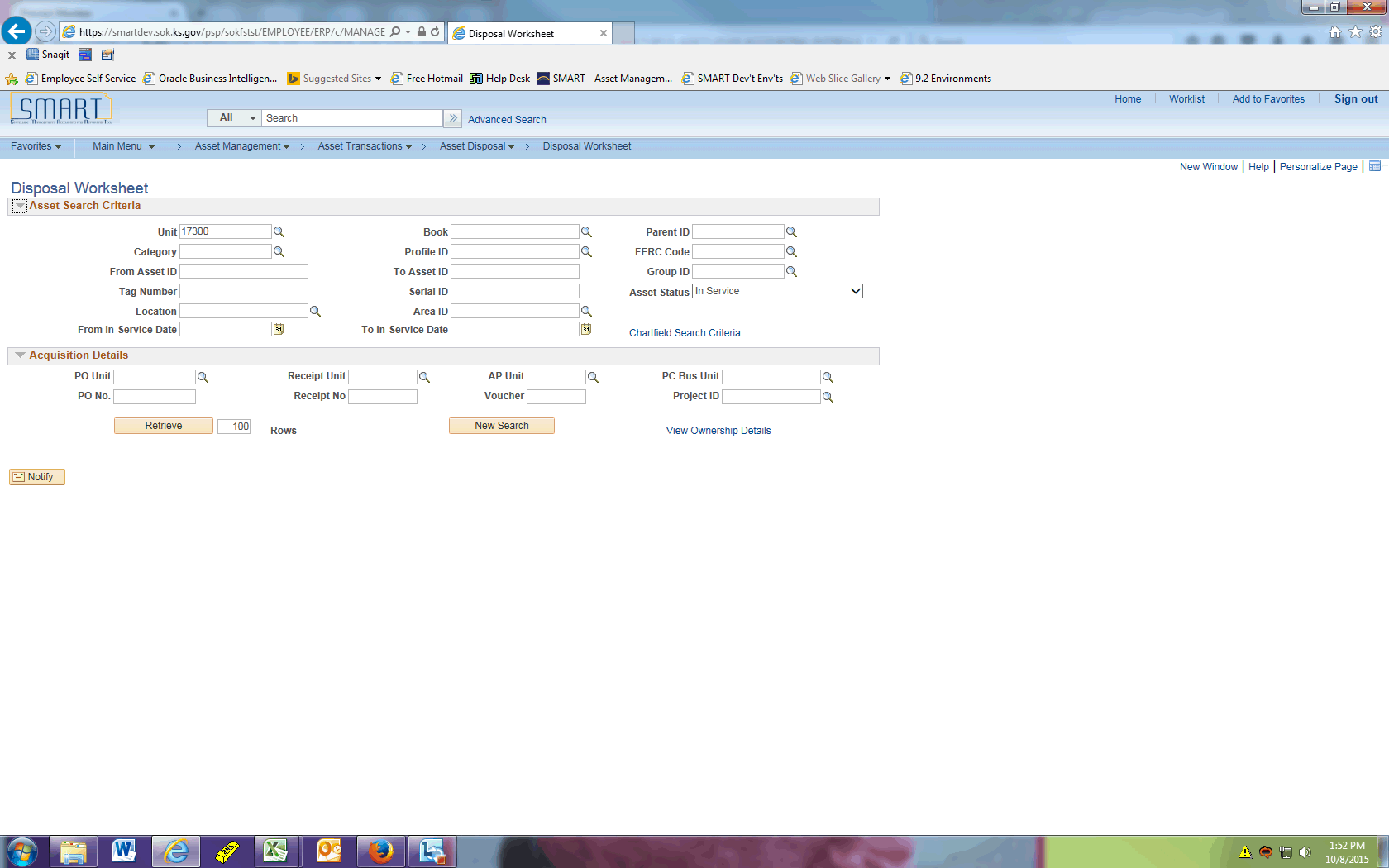
Like 9.0, this page should only be used when retiring a large number of assets at the same time. If a single retirement is needed, the Retire/Reinstate Asset page should be used instead.

In this example, we will be searching for equipment at a specific location.

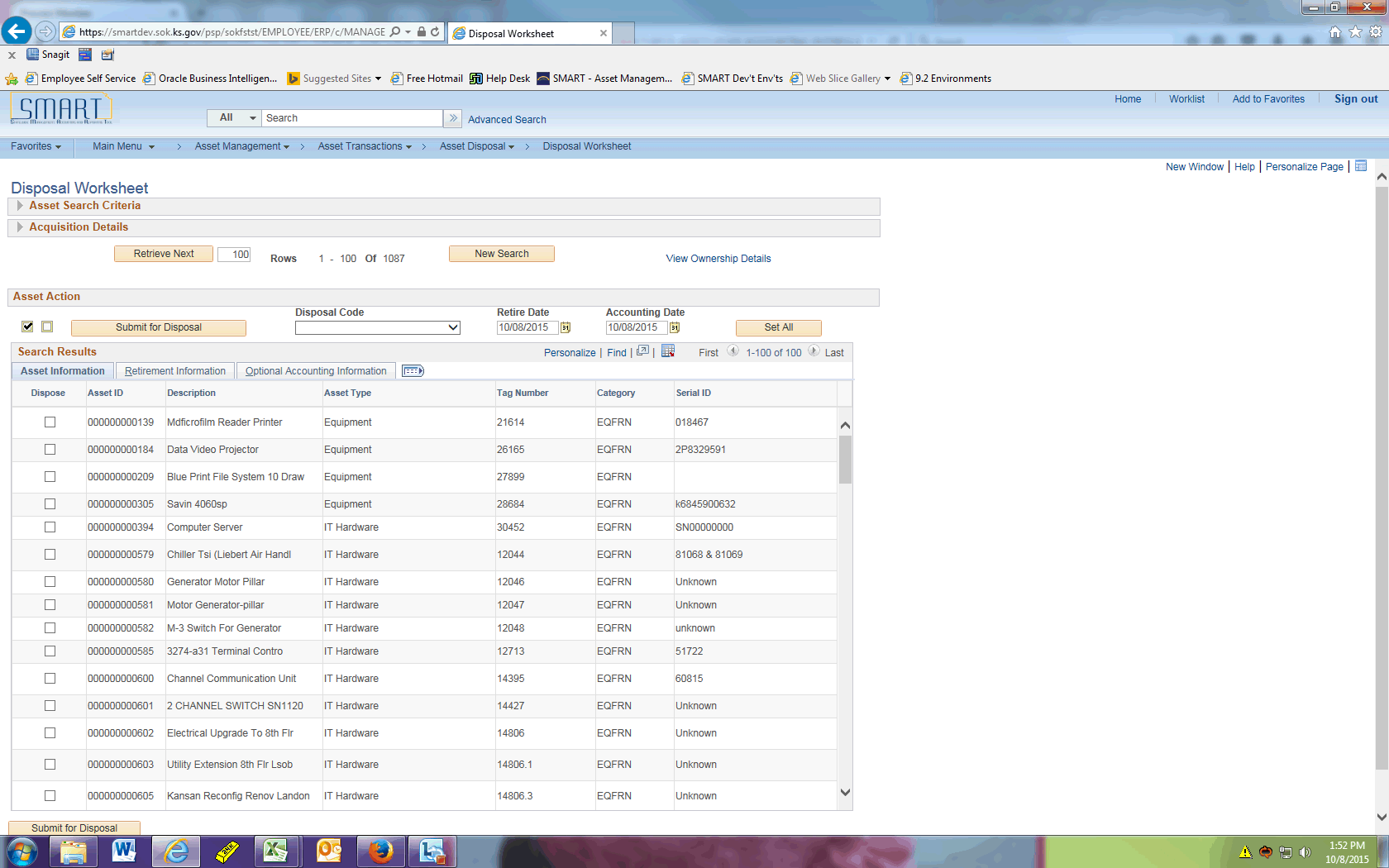
| **Step** | **Action** |
| --- | --- |
|  | Click the **Asset Management** menu. |
|  | Click the **Asset Transactions** menu. |
|  | Click the **Asset Disposal** menu. |



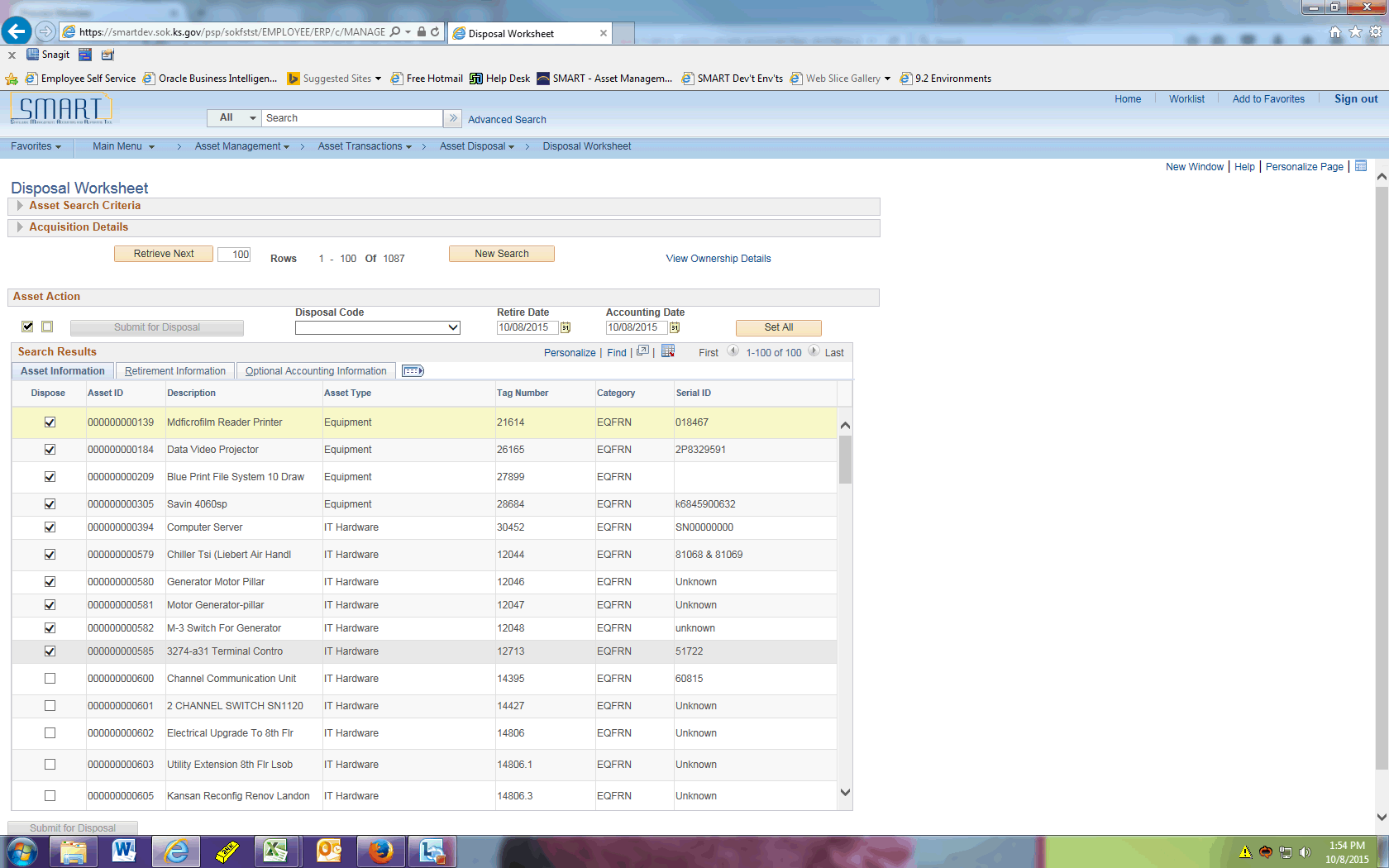
| **Step** | **Action** |
| --- | --- |
|  | Click the **Disposal Worksheet** menu. |



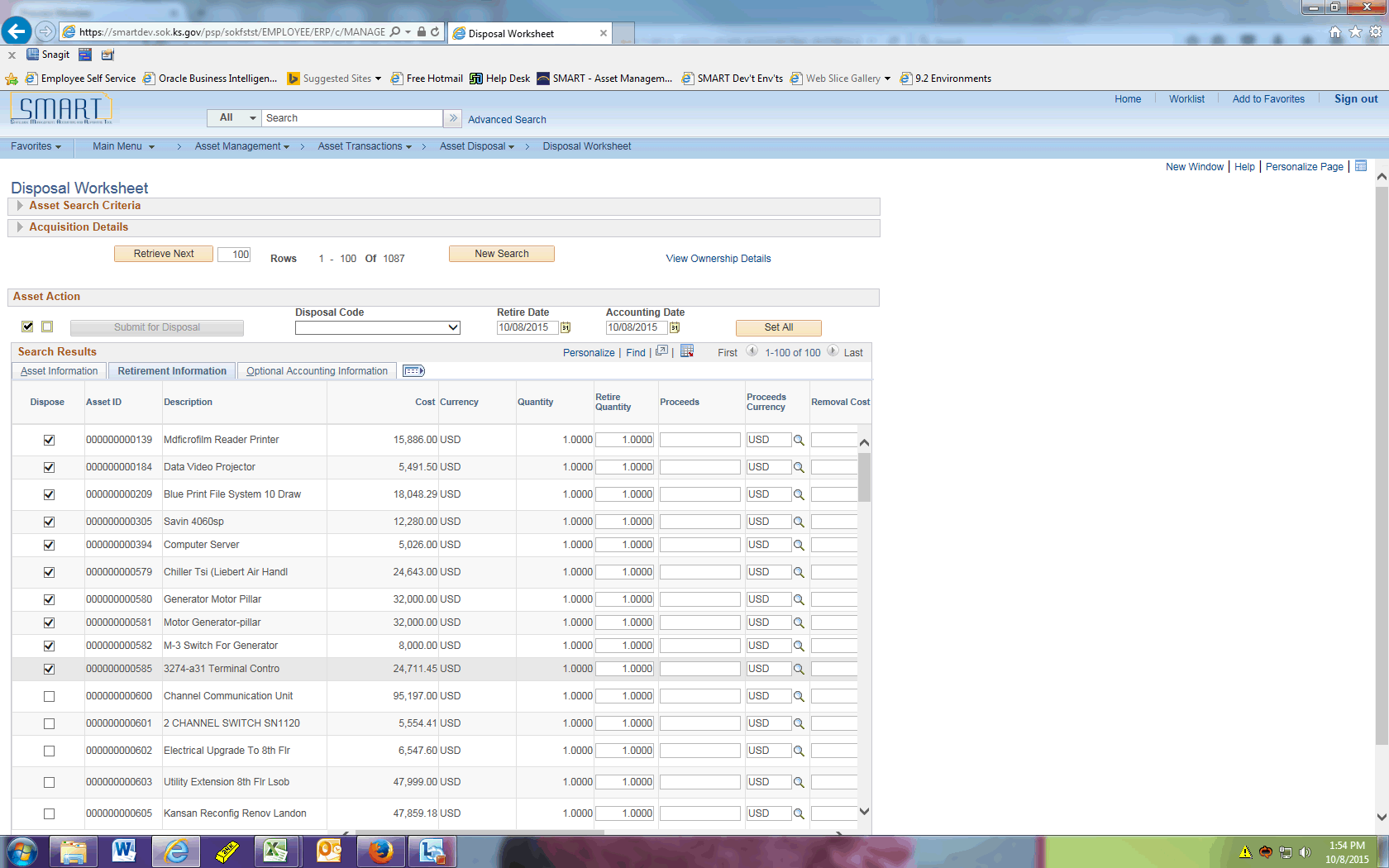
| **Step** | **Action** |
| --- | --- |
|  | Recall in our example we're searching for equipment at a specific location.  Click the **Category** button. |
|  | Click the **EQFRN** link. |
|  | Click the **Location** button. |
|  | Enter the desired information into the **Location Code** field. Enter "**KTLND**". |
|  | Click the button. |
|  | Click the **KTLND** link. |
|  | Click the **Retrieve** button. |



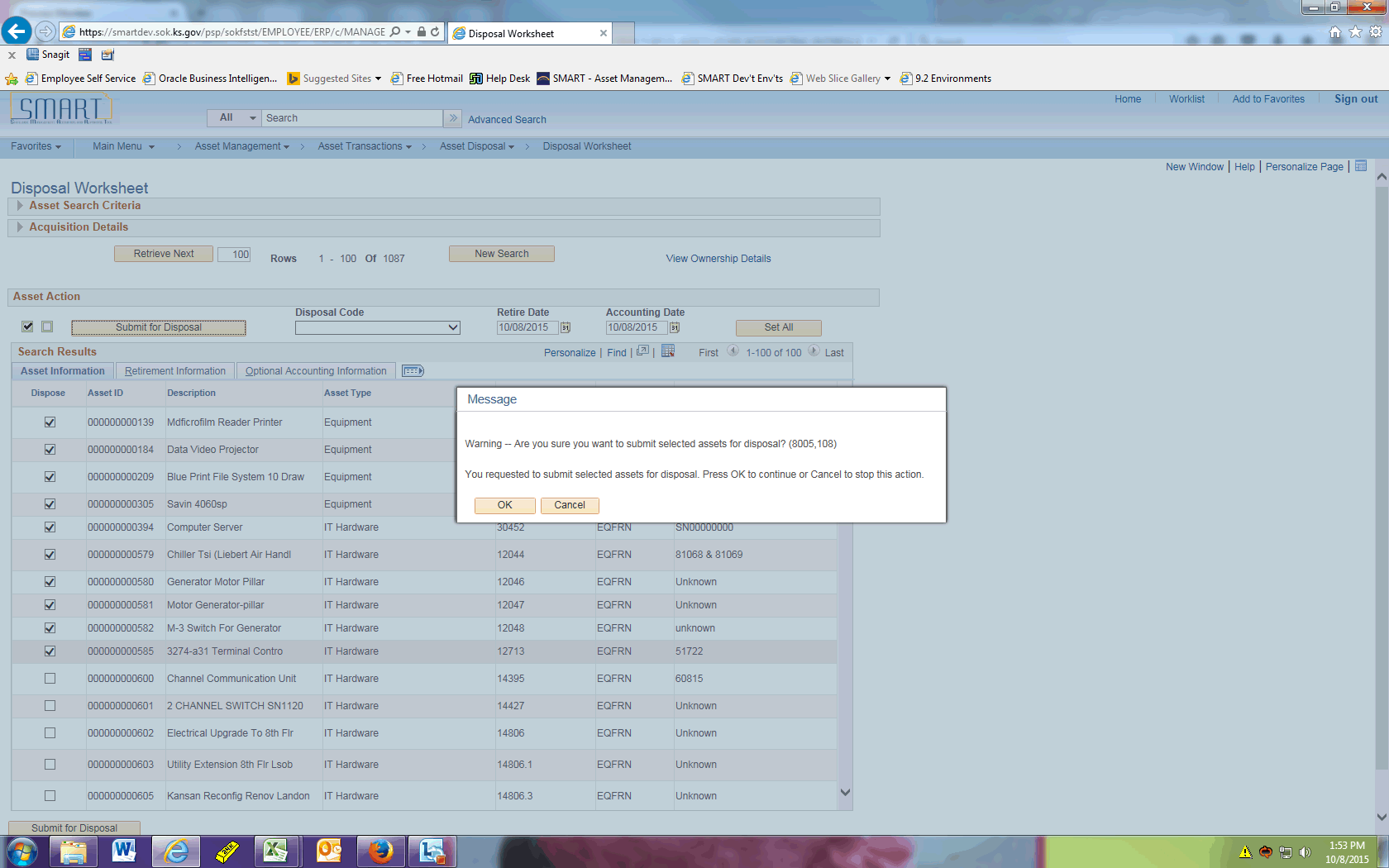
| **Step** | **Action** |
| --- | --- |
|  | Click the **Dispose** option.  Continue to click the Dispose option until all assets to be retired have been selected. |



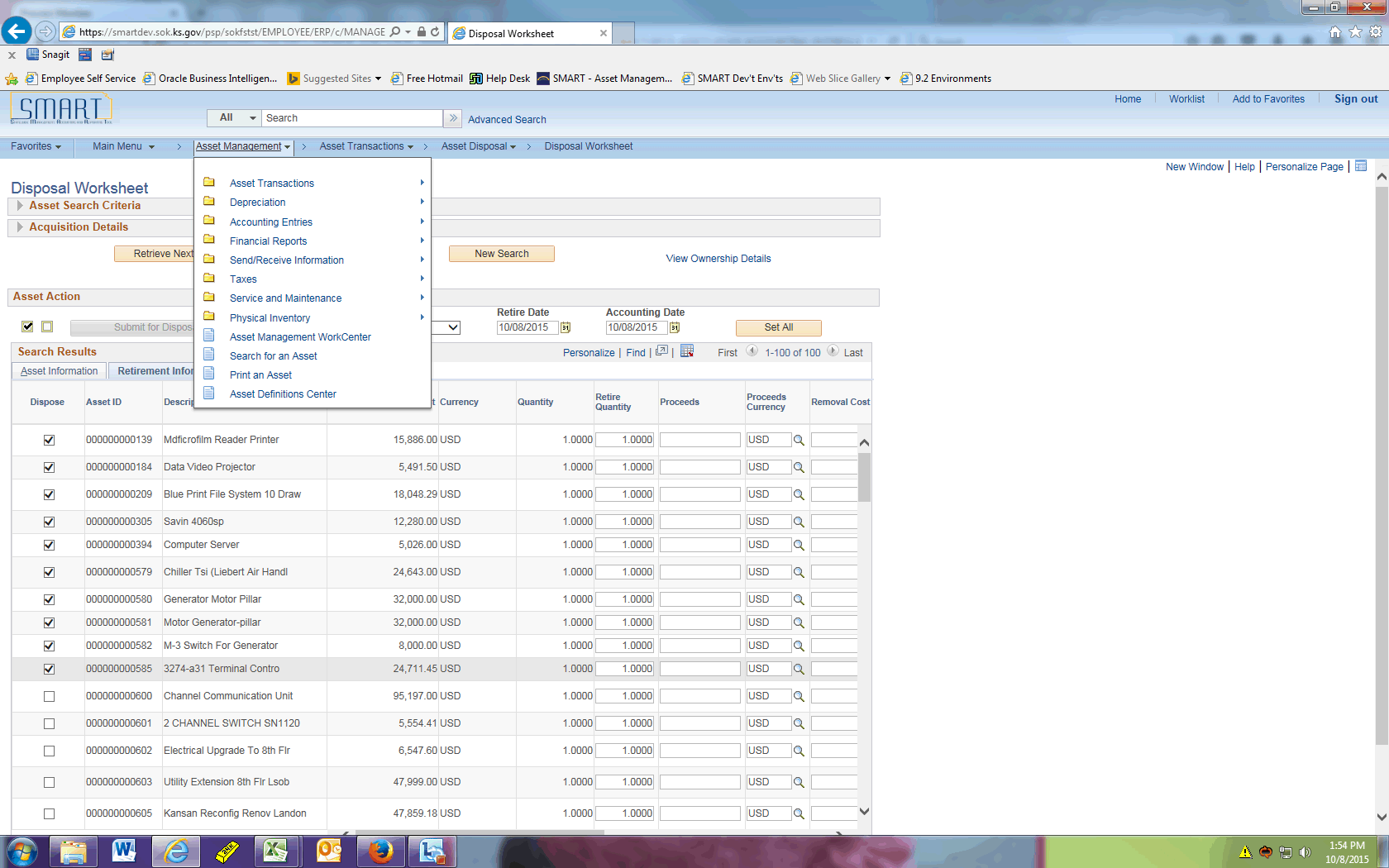
| **Step** | **Action** |
| --- | --- |
|  | Click the **Retirement Information** object. |



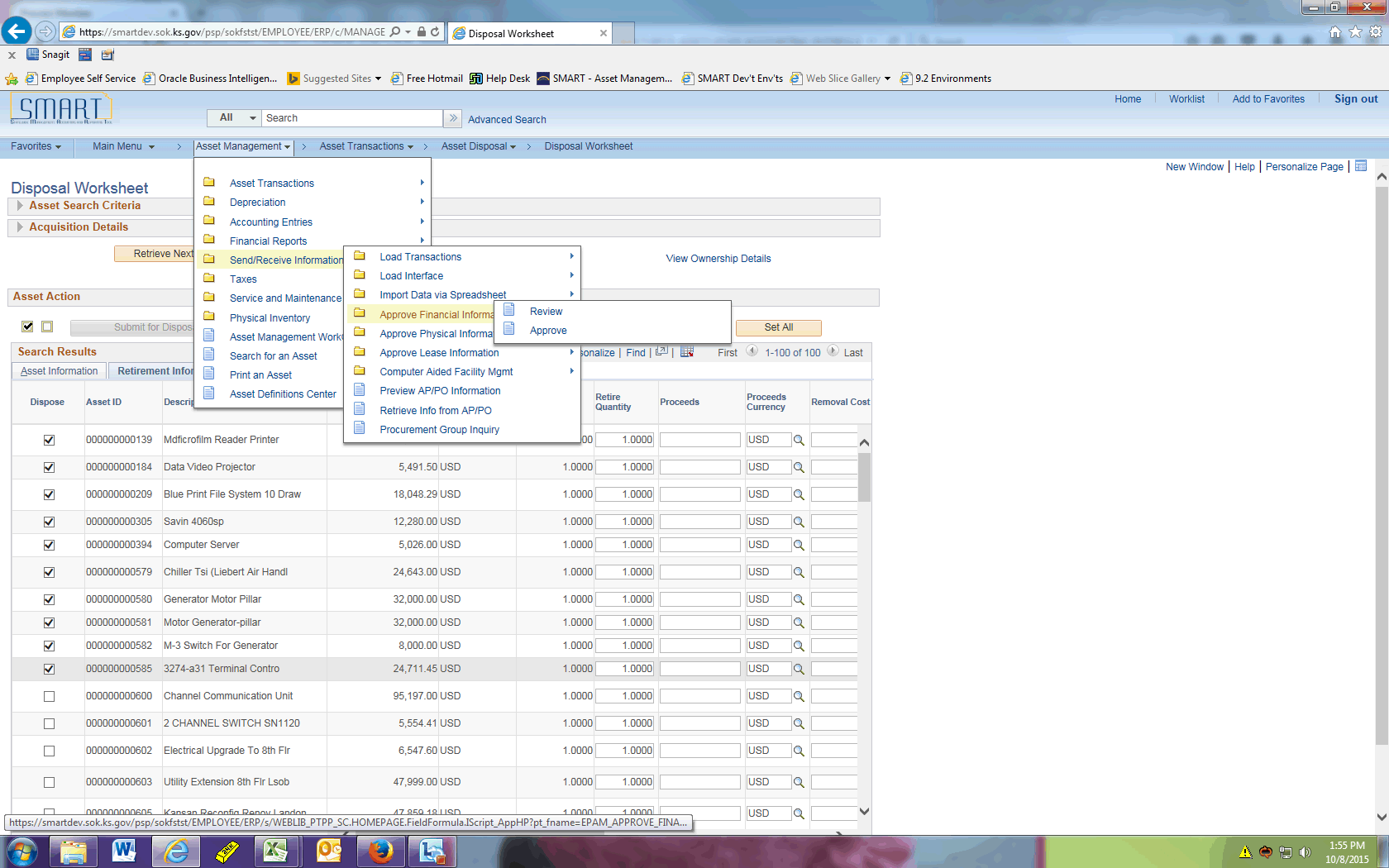
| **Step** | **Action** |
| --- | --- |
|  | Enter any applicable Proceeds and Removal Costs. |
|  | Click the **Submit for Disposal** button. |



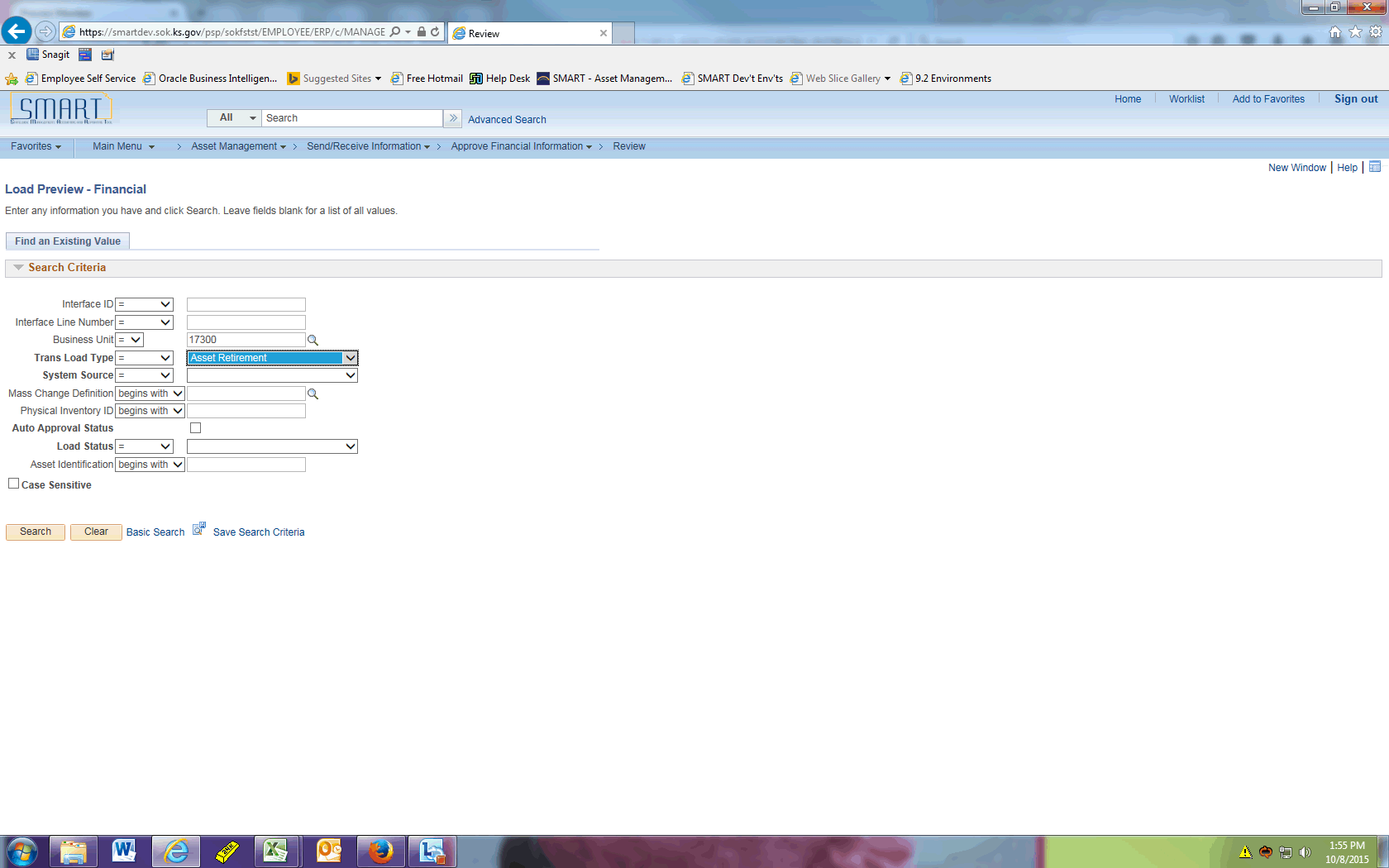
| **Step** | **Action** |
| --- | --- |
|  | Click the button. |
|  | Submitting the assets for retirement via the Disposal Worksheet does not complete the retirement process. Next, determine the Interface ID associated with the retirements and run the Transaction Loader process. |



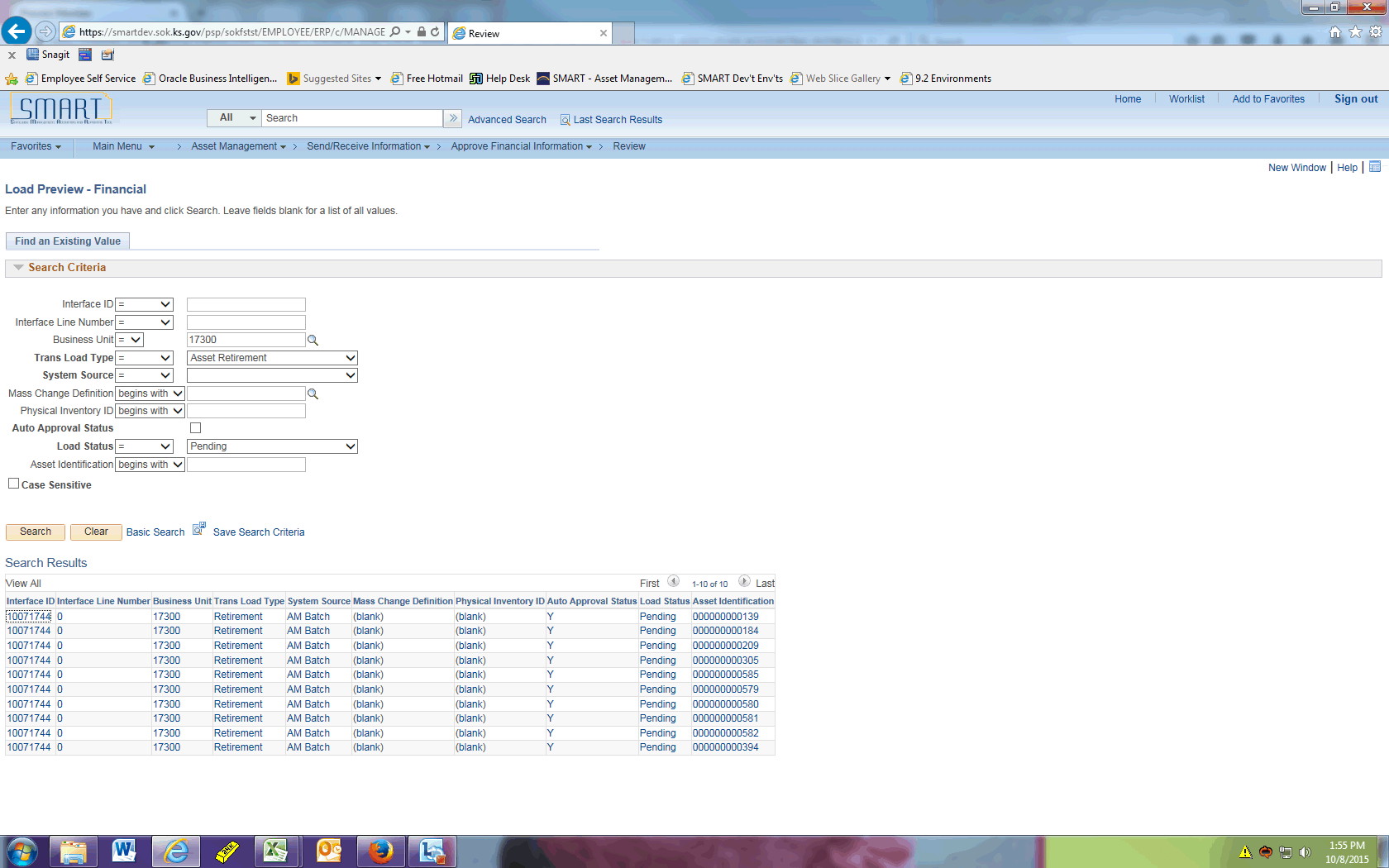
| **Step** | **Action** |
| --- | --- |
|  | Click the **Send/Receive Information** menu. |
|  | Click the **Approve Financial Information** menu. |



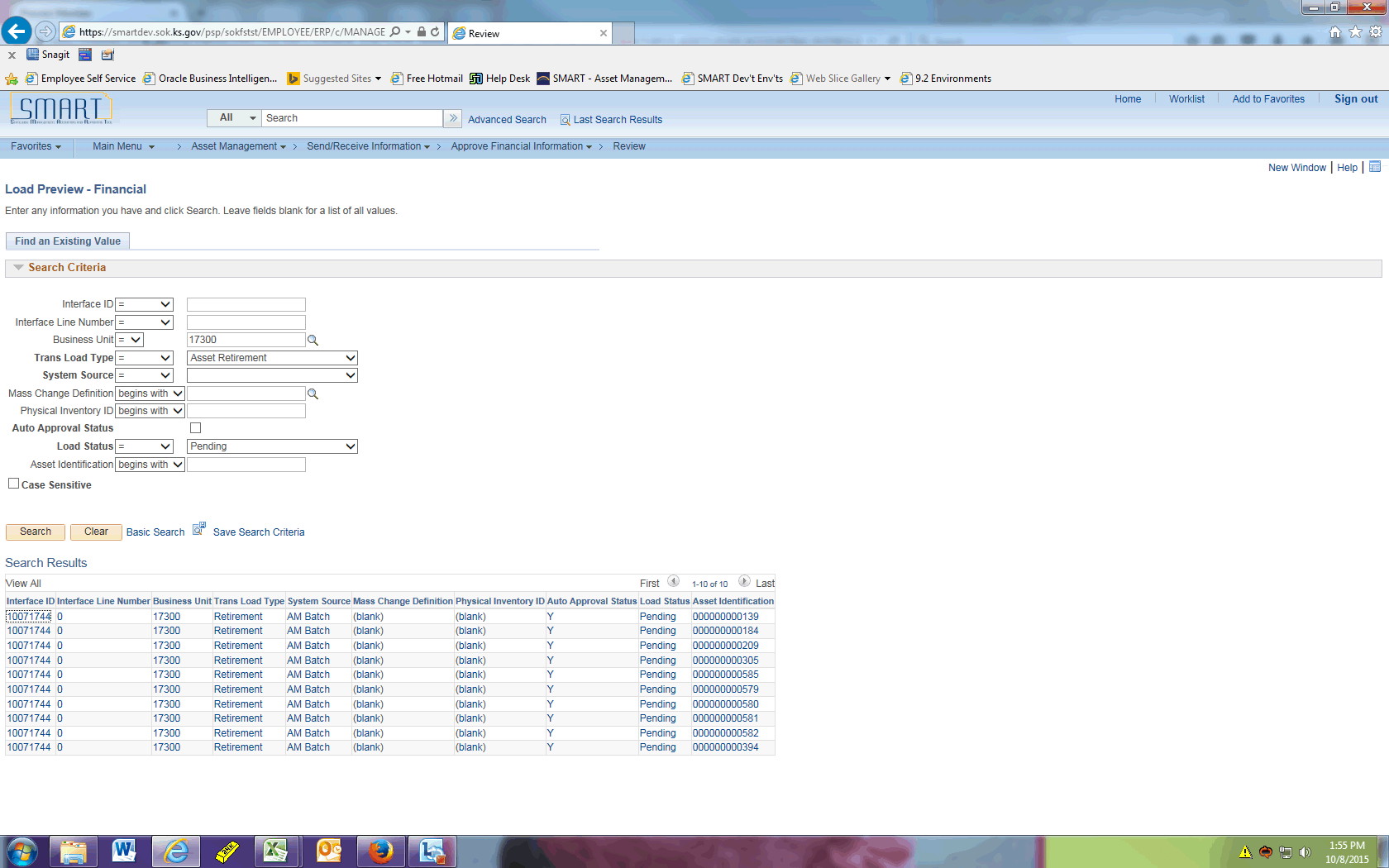
| **Step** | **Action** |
| --- | --- |
|  | Click the **Review** menu. |
|  | Click the **Asset Retirement** list item. |



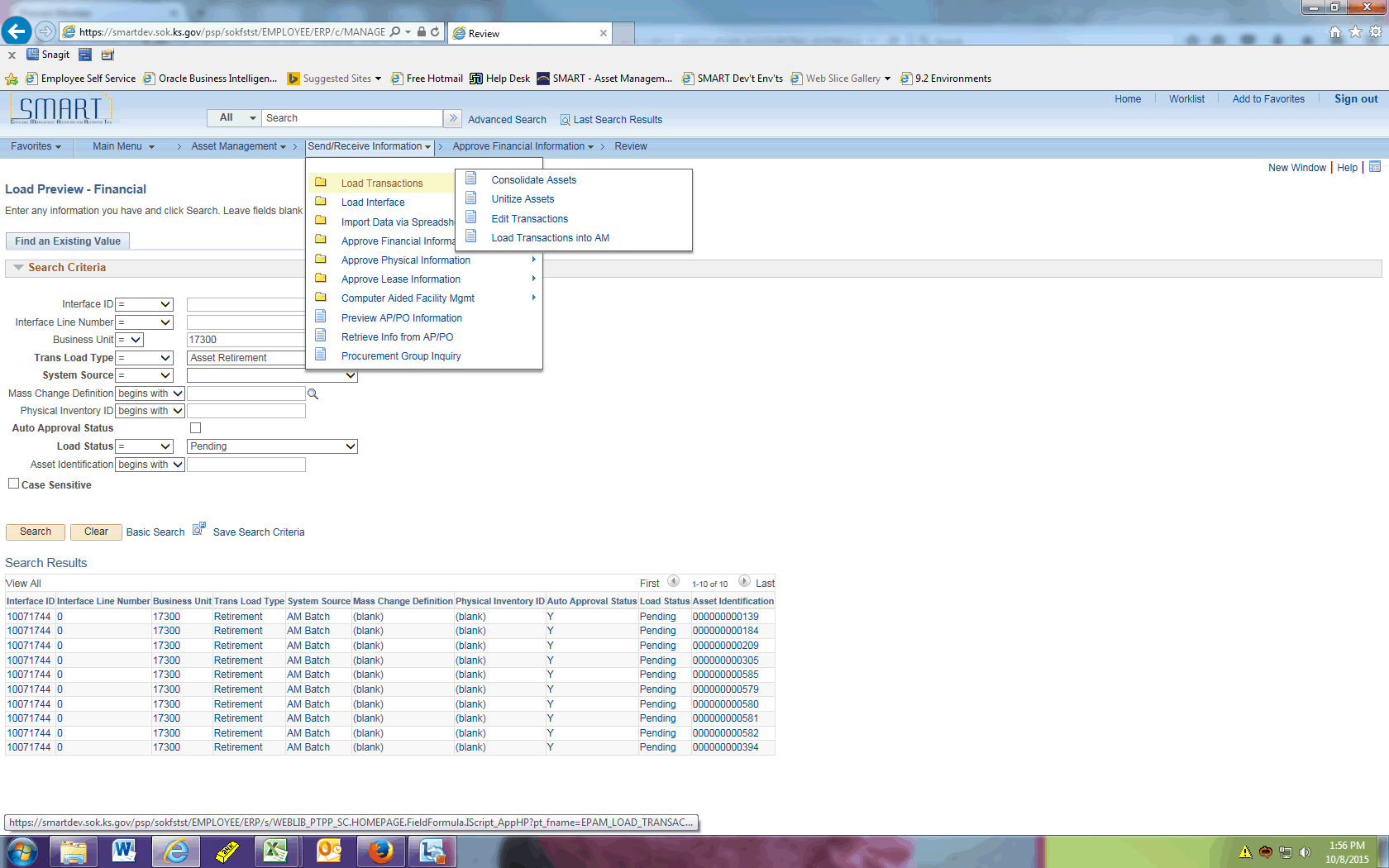
| **Step** | **Action** |
| --- | --- |
|  | Click the **Pending** list item. |
|  | Click the **Search** button. |



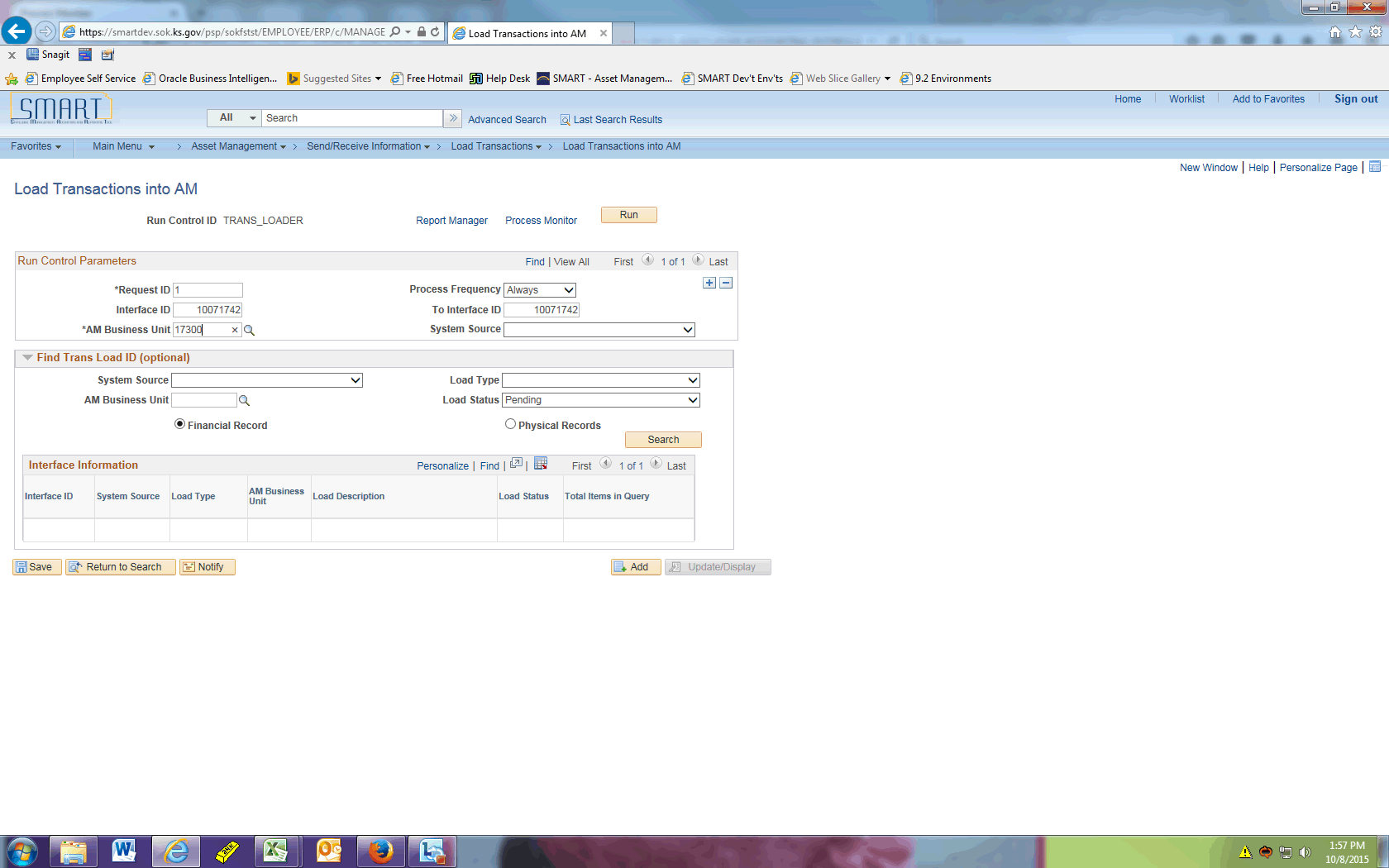
| **Step** | **Action** |
| --- | --- |
|  | The list of assets just processed on the Disposal Worksheet should display. Take note of the Interface ID. |



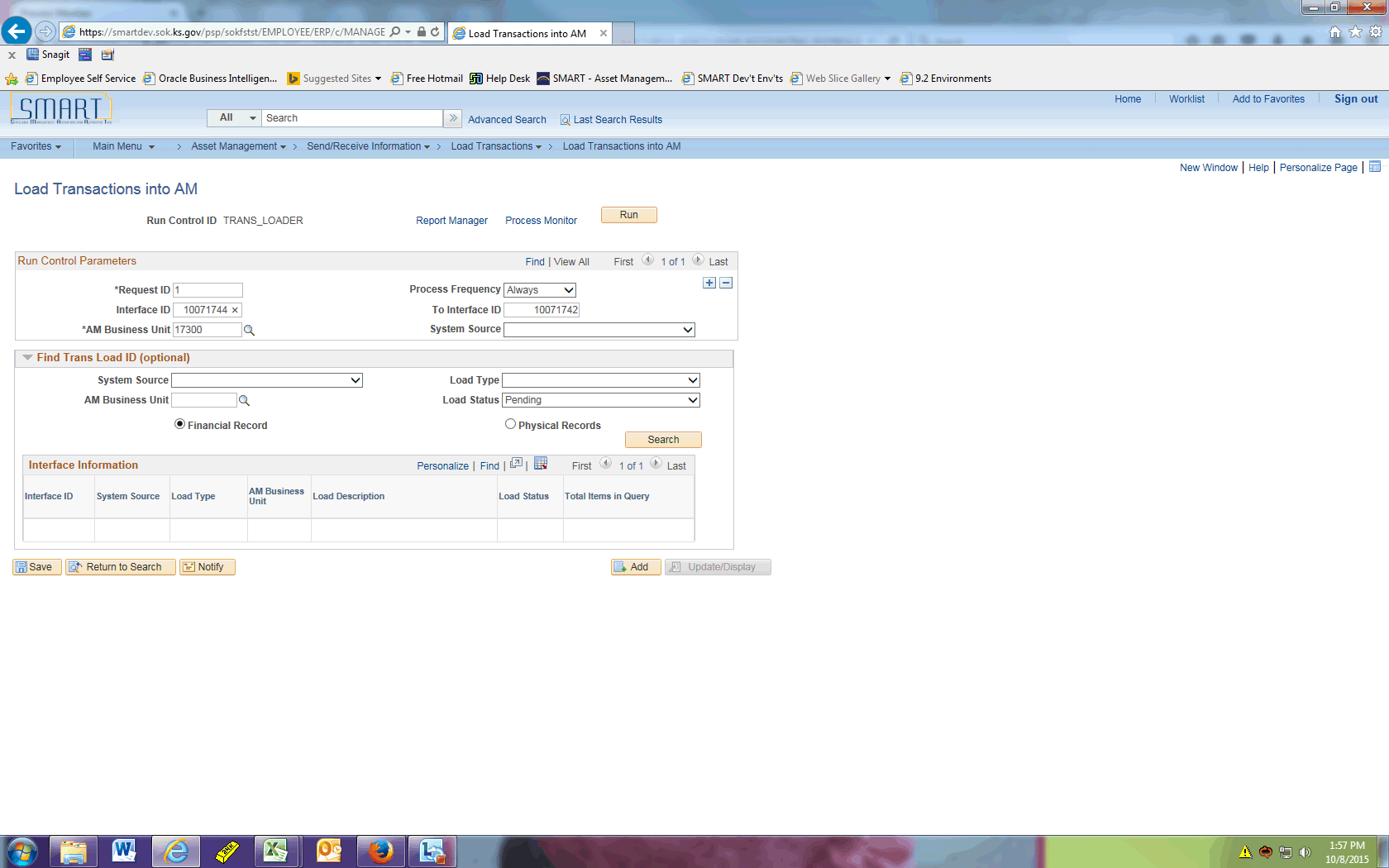
| **Step** | **Action** |
| --- | --- |
|  | Click the **Send/Receive Information** button. |
|  | Click the **Load Transactions** menu. |



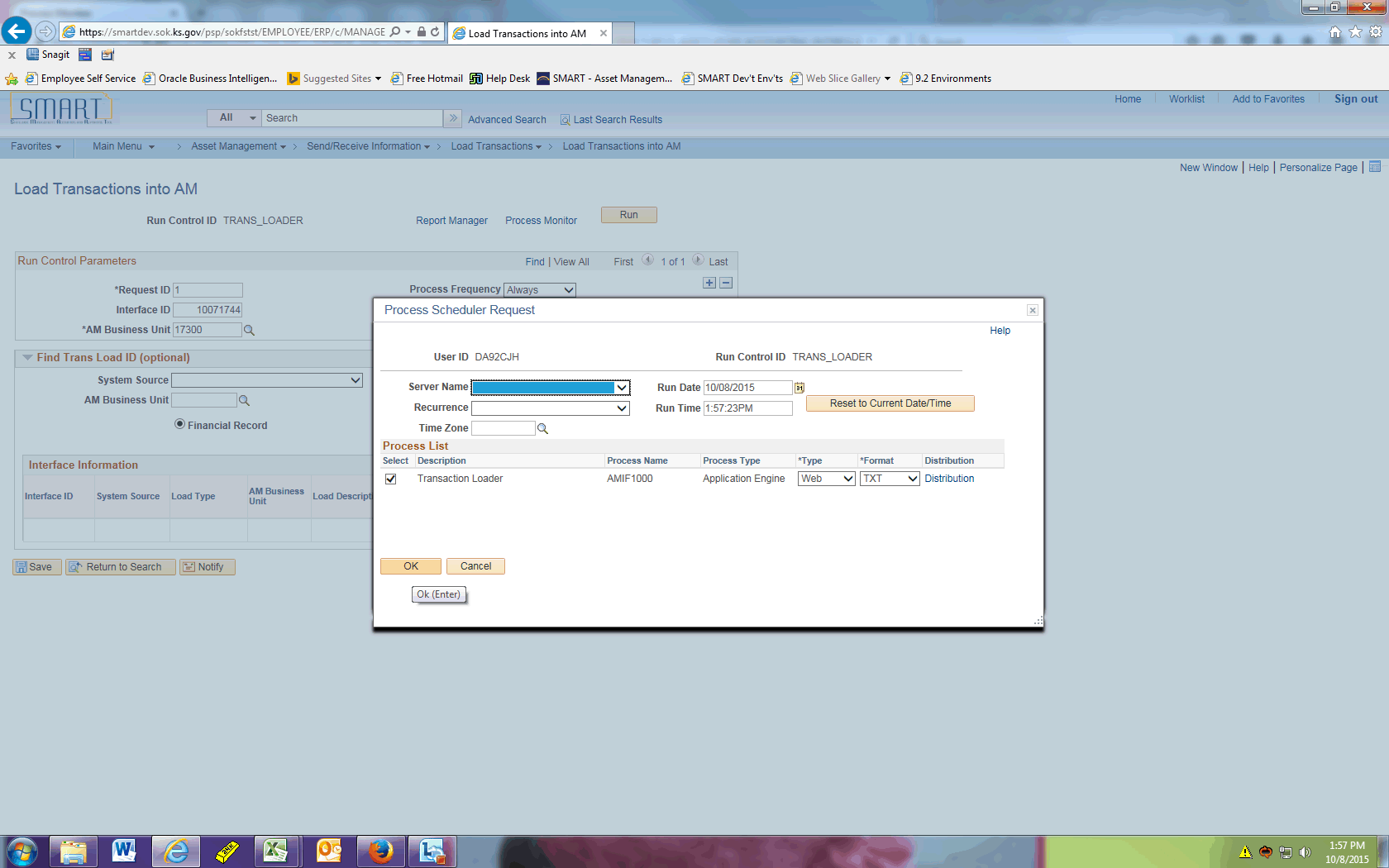
| **Step** | **Action** |
| --- | --- |
|  | Click the **Load Transactions into AM** menu. |
|  | Enter the desired information into the **begins with** field. Enter "**trans\_loader**". |



| **Step** | **Action** |
| --- | --- |
|  | Enter the desired information into the **Interface ID** and **AM Business Unit** fields. |



| **Step** | **Action** |
| --- | --- |
|  | Click in the **To Interface ID** field.  The value entered in the Interface ID field will default in the To Interface ID field. |
|  | Click the **Run** button. |



| **Step** | **Action** |
| --- | --- |
|  | Click the **OK** button. |
|  | Click the **Process Monitor** link. |
|  | After AMIF1000 has completed, the assets have been successfully retired.  This concludes the 'AM - Disposal Worksheet--Expanded Search Criteria' topic. Thank you for taking this course.  **End of Procedure.** |