

RETIRING ASSETS

- Accountable offices may retire assets AFTER the appropriate written approval one office-level higher than the accountable office, **with the exception** of WCF equipment. ALL WCF vehicles and equipment are retired by the National Operations Center after proceeds are received and deposited into the WCF.
- The property manager or asset manager should initial and date the authorizing disposal document after the asset(s) are retired and send the **ORIGINAL** document to the NOC, OC-653 for official retention.
- A copy should be kept by the accountable office as a temporary cuff record, as in the past.
- FBMS uses “asset numbers” as a key number—the “inventory number” (alias “property number”) is not a key number. However, retirements can be performed using either the asset number or inventory number. The following slides show both methods of retirements.
- Questions, comments or suggestions can be addressed to Gwen Rush or Sheri Johnson at the NOC.

RETIRING ASSETS USING THE INVENTORY NUMBER

Don't worry about this, it just means NOT to include this asset class (which is a WCF class)

#1

Under the Property tab



Select Disposal



Mass Retirement of Assets



#2

- Enter the Business Area
- Enter the Inventory Number
- Enter the Disposal Doc No.
- Enter the Disposal Reason (using the drop-down menu)
- Enter the Transaction Type using the drop-down menu
- Click "Execute"

These dates pre-fill with the current date



DISPOSAL

RETIRING ASSETS USING THE INVENTORY NUMBER

Mass Retirement of Assets - SAP NetWeaver Portal

Welcome Gwen Rush
FBMS Help | Personalize | Log Off

HOME ACQUISITION CORE FINANCIALS PROPERTY EMIS
ASSET | FLEET | PROPERTY ORG | DISPLAY

Home > Asset Home > Asset Sale Without Customer > Mass Retirement of Assets

Asset Mass Retire

Menu | Back | Cancel | System | Select All | Deselect All | Simulate | Post

Post	Asset	SNo.	Asset description	Invent. no	Cap. date	Disposal Doc No	D...	Disposal Reason Description
<input checked="" type="checkbox"/>	46259	0	RADIO/TV ANTENNA & COMM. E	L0472427	07/01/2004	DBRS080006		64R REPORT OF SURVEY ACTIO

1. Check the box beside the Asset # you are retiring. This number is provided when the system finds the Inventory No. you were searching by.

2. Click "Post" to Retire the asset

Asset # / Invent. no.

NOTE: the inventory no. search will give you the Asset # that you need to write on the document. Remember, the system works by Asset #.

DISPOSAL

RETIRING ASSETS USING THE INVENTORY NUMBER

HOME ACQUISITION CORE FINANCIALS PROPERTY EMIS

ASSET | FLEET | PROPERTY ORG | DISPLAY

Home > Asset Home > Asset Sale Without Customer > Mass Retirement of Assets

Asset Mass Retire

Menu | Cancel System

Asset Home

- Master Data
- Transfer
- Disposal
 - Asset Sale Without Customer
 - Subsequent Revenue
 - Subsequent Costs
 - Display Asset Document
 - Change Asset Document
 - Reverse Line Items
 - Delete Asset Record/Mark for Delet.
 - Mass Retirement of Assets**
- Reporting
- Period End Close
- Asset Help

Results

Exce...	Asset	SNo.	Asset description	Invent no	Cap.date	Msg...	FI Doc No	Message Text	MsgID
OO	46259	0	RADIO/TV ANTENNA & COMM. E	L0472427	07/01/2004	S	-	Asset transaction was posted with AA	

If you have a green light
your asset is retired! Yeah!

RETIRING MULTIPLE ASSETS BY THE INVENTORY NUMBER

The screenshot shows the SAP 'Asset Mass Retire' transaction. The breadcrumb trail is: Home > Asset Home > Asset Sale Without Customer > Mass Retirement of Assets. The left sidebar contains a 'Detailed Navigation' tree with 'Mass Retirement of Assets' selected. Below it are 'FBMS Favorites' and 'EMIS Favorites', both showing 'There are no items to display'. The main form area is divided into several sections: 'Menu' (Save As Variant..., Back, Cancel, System, Execute, Get Variant..., 2 active, All Selecti...), 'Company code' (1400), 'Asset number' and 'Subnumber' fields, 'Selections' (Asset class: 50NC23G, Business area: L000, Cost center, Plant, Location), 'Assets selection criteria' (Inventory Number: L0432843 to L0468853, Serial Number, Responsible Cost Center), 'Update Asset Master' (Disposal Doc No: NJDS080023, Disposal Reason: 14T), and 'FI Posting Fields' (Document Date, Posting Date, Asset Value Date: 01/21/2009, Transaction Type: 200 - Retire w/o Revenue, Trading Partner, Reference, Allocation, Transaction Text).

Follow instructions in slide #2 but enter the lowest Inventory Number in your document

And a higher inventory number

Hit "Execute"

RETIRING MULTIPLE ASSETS BY THE INVENTORY NUMBER

If you have entered a range that is too large, you will get this error message.

Go back and enter ranges that are smaller. You can still enter the same disposal document number again. The system will let you use it more than one time.

The screenshot displays the SAP FBMS (Fixed Asset Management System) interface. The top navigation bar includes 'HOME', 'ACQUISITION', 'CORE FINANCIALS', 'PROPERTY', and 'EMIS'. Below this, a secondary bar shows 'ASSET | FLEET | PROPERTY ORG | DISPLAY'. The breadcrumb trail reads: 'Home > Asset Home > Asset Sale Without Customer > Mass Retirement of Assets'. The 'Detailed Navigation' sidebar on the left lists various options under 'Disposal', with 'Mass Retirement of Assets' highlighted. The main content area features the 'SAP' logo and 'Menu | System' buttons. A prominent 'Information' dialog box is overlaid on the screen, containing the following text: 'The 11,788 records selected by current search criteria exceeds the system limitations. Please limit the search criteria and reprocess the transaction.' The dialog box includes a close button (X) in the top right corner and a help icon (i) on the left. At the bottom of the dialog, there are icons for a checkmark and a question mark.

RETIRING MULTIPLE ASSETS BY THE ASSET NUMBER

The same rules apply
for entering a range
of asset numbers

Enter the lowest
asset number in your
document

And a higher number

The screenshot displays the SAP 'Asset Mass Retire' transaction interface. The breadcrumb trail at the top reads: Home > ASSET | FLEET | PROPERTY ORG | DISPLAY > Home > Asset Home > Asset Sale Without Customer > Mass Retirement of Assets. The main title is 'Asset Mass Retire'. Below the title is a menu bar with buttons: Menu, Save As Variant..., Back, Cancel, System, Execute, Get Variant..., 2 active, and All Selections.

The 'Detailed Navigation' sidebar on the left lists several options, with 'Mass Retirement of Assets' highlighted. Below this are 'FBMS Favorites' and 'EMIS Favorites', both showing 'There are no items to display'.

The main form area contains several sections:

- Company Data:** Fields for Company code (1400), Asset number (35813 to 35837), and Subnumber.
- Selections:** Fields for Asset class (50NC23G), Business area (L000), Cost center, Plant, and Location.
- Assets selection criteria:** Fields for Inventory Number, Serial Number, and Responsible Cost Center.
- Update Asset Master:** Fields for Disposal Doc No (HLDS090002) and Disposal Reason (70D).
- FI Posting Fields:** Fields for Document Date, Posting Date, Asset Value Date (all 01/21/2009), Transaction Type (200 - Retire w/o Revenue), Trading Partner, Reference, Allocation, and Transaction Text.

Blue arrows from the text on the left point to the 'Asset number' field and the '35837' value in the range, indicating the input of the lowest and highest asset numbers for the range.

DISPOSAL RETIRING MULTIPLE ASSETS BY THE INVENTORY NUMBER

The system will give you the first asset number and last asset number in the range and every asset number in-between

Click on the asset numbers you wish to dispose of

Click "Post"

Asset Mass Retire

Menu | Back | Cancel | System | Select All | Deselect All | Simulate | Post

Select Records to Process

Post	Asset	SNo.	Asset description	Invent. no	Cap. date	Disposal Doc No	D...	Disposal Reason Description
<input checked="" type="checkbox"/>	35813	0	STANDARD DESKTOP COMPUT	L0470564	11/25/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35814	0	BUILDING HAZMAT, NON-FIXED	L0470393	07/14/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35814	1	BUILDING HAZMAT, NON-FIXED	L0470393	07/14/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35814	2	BUILDING HAZMAT, NON-FIXED	L0470393	07/14/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35814	3	BUILDING HAZMAT, NON-FIXED	L0470393	07/14/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35815	0	GLOBAL POSITIONING SYSTEM	L0503083	10/22/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input checked="" type="checkbox"/>	35816	0	LAPTOP / NOTEBOOK COMPUTE	L0476101	09/23/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35817	0	STANDARD DESKTOP COMPUT	L0483140	09/22/2005	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35818	0	MV LD SUV 4X4, <8,500 GVWR	LI424096	06/28/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35819	0	RADIO/TV ANTENNA & COMM. E	L0489460	07/28/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35820	0	LAPTOP / NOTEBOOK COMPUTE	L0495855	08/20/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35821	0	RADIO/TV ANTENNA & COMM. E	L0512235	07/12/2008	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35822	0	LAPTOP / NOTEBOOK COMPUTE	L0459815	09/30/2002	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35824	0	STANDARD DESKTOP COMPUT	L0440026	12/15/2000	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35825	0	STANDARD DESKTOP COMPUT	L0470565	11/25/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35826	0	GLOBAL POSITIONING SYSTEM	L0503084	10/22/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35827	0	BUILDING HAZMAT, NON-FIXED	L0470406	01/29/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35827	1	BUILDING HAZMAT, NON-FIXED	L0470406	01/29/2004	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35828	0	LAPTOP / NOTEBOOK COMPUTE	L0476102	09/23/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35829	0	LAPTOP / NOTEBOOK COMPUTE	L0483141	09/22/2005	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35830	0	RADIO/TV ANTENNA & COMM. E	L0489461	07/28/2003	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35831	0	TRAILER - CAMPER TRAVEL (LI	LI424099	04/16/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35832	0	LAPTOP / NOTEBOOK COMPUTE	L0495856	08/20/2007	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35833	0	RADIO/TV ANTENNA & COMM. E	L0512236	07/12/2008	HLDS090002	70D	DONATION TO SCHOOL - CC
<input type="checkbox"/>	35834	0	LAPTOP / NOTEBOOK COMPUTE	L0459816	09/30/2002	HLDS090002	70D	DONATION TO SCHOOL - CC
<input checked="" type="checkbox"/>	35837	0	STANDARD DESKTOP COMPUT	L0470566	11/25/2003	HLDS090002	70D	DONATION TO SCHOOL - CC

DISPOSAL RETIRING MULTIPLE ASSETS BY THE INVENTORY NUMBER

Asset Mass Retire

Menu | Cancel System |

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Results

Exce...	Asset	SNo.	Asset description	Invent. no	Cap.date	Msg...	FI Doc No	Message Text	MsgID
○○●	35813	0	STANDARD DESKTOP COMPUT	L0470564	11/25/2003	S	-	Asset transaction was posted with AA	
○○●	35837	0	STANDARD DESKTOP COMPUT	L0470566	11/25/2003	S	-	Asset transaction was posted with AA	

A green light means the assets are retired!

IS THE ASSET RETIRED?

In Asset Explorer, enter the Asset number and hit "Enter"

Asset Explorer will bring up information on the asset. Under "Transactions" you should see the retirement transaction.

Success!!!!

The screenshot shows the FBMS Asset Explorer interface. The top navigation bar includes 'HOME', 'ACQUISITION', 'CORE FINANCIALS', 'PROPERTY', and 'EMIS'. The 'ASSET' tab is selected. The breadcrumb trail is 'Home > Asset Home > Asset Explorer'. The main content area displays 'Asset Explorer' for 'Asset 1400-46259/0000'. The 'Company Code' is '1400' and the 'Dept of the Interior' is 'RADIO/TV ANTENNA & COMM. EQ, NONFIXED NONAIR'. The 'Fiscal year' is '2009'. The 'Planned values Accountable Property' table shows the following data:

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions	1,803.00	1,803.00-		USD
Acquisition value	1,803.00	1,803.00-		USD
Ordinary deprec.		665.72-	665.72-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment		665.72	665.72	USD
Net book value	1,803.00	1,803.00-		USD
Down payments				USD

The 'Transactions' table shows the following data:

Ast.val.dt	Amount	TType	Transaction type name	±Ord. dep.	±Loss	Crcy
01/21/2009	1,803.00-	200	Retirement without revenue	665.72	1,137.28	USD
				665.72	1,137.28	USD

NOTE: You will need to check each asset number separately to see if all have been retired.

RETIREMENTS THAT DID NOT WORK!

A Red light means your asset did NOT retire

The "Message Text" will tell you why the retirement did not work

Exce...	Asset	SNo.	Asset description	Invent. no	Cap. date	Msg...	FI Doc No	Message Text
●●●	9435	0	LAPTOP / NOTEBOOK COMPUTE	L0451097	05/24/2001	S	200000495	Asset transaction posted with document n
●●●	9435	0	LAPTOP / NOTEBOOK COMPUTE	L0451097	05/24/2001	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	11128	0	STANDARD DESKTOP COMPUT	L0465341	09/30/2002	S	200000495	Asset transaction posted with document n
●●●	11128	0	STANDARD DESKTOP COMPUT	L0465341	09/30/2002	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	13497	0	STANDARD DESKTOP COMPUT	L0453836	07/16/2001	S	200000495	Asset transaction posted with document n
●●●	13497	0	STANDARD DESKTOP COMPUT	L0453836	07/16/2001	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	14895	0	STANDARD DESKTOP COMPUT	L0480596	10/01/2004	S	200000495	Asset transaction posted with document n
●●●	14895	0	STANDARD DESKTOP COMPUT	L0480596	10/01/2004	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	15204	0	LAPTOP / NOTEBOOK COMPUTE	L0480642	09/23/2004	S	200000495	Asset transaction posted with document n
●●●	15204	0	LAPTOP / NOTEBOOK COMPUTE	L0480642	09/23/2004	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	25801	0	PRINTING, DUPLICATING, & BO	L0451020	10/04/2000	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	25801	0	PRINTING, DUPLICATING, & BO	L0451020	10/04/2000	S	200000495	Asset transaction posted with document n
●●●	30324	0	STANDARD DESKTOP COMPUT	L0468835	12/09/2002	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	30324	0	STANDARD DESKTOP COMPUT	L0468835	12/09/2002	S	200000495	Asset transaction posted with document n
●●●	36448	0	LAPTOP / NOTEBOOK COMPUTE	L0476172	09/17/2003	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	36448	0	LAPTOP / NOTEBOOK COMPUTE	L0476172	09/17/2003	S	200000495	Asset transaction posted with document n
●●●	36581	0	LAPTOP / NOTEBOOK COMPUTE	L0476196	02/06/2004	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	36581	0	LAPTOP / NOTEBOOK COMPUTE	L0476196	02/06/2004	S	200000495	Asset transaction posted with document n
●●●	41144	0	ADP INPUT OUTPUT & STORAG	L0442757	09/06/2000	E	.	Entry 41T does not exist in ZDISPOSAL_f
●●●	41144	0	ADP INPUT OUTPUT & STORAG	L0442757	09/06/2000	S	200000495	Asset transaction posted with document n

A Green light means your asset has been retired!