State of Oklahoma

COR414

Asset Management
Retire and Reinstate 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

Document Revision	Date	Description
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).

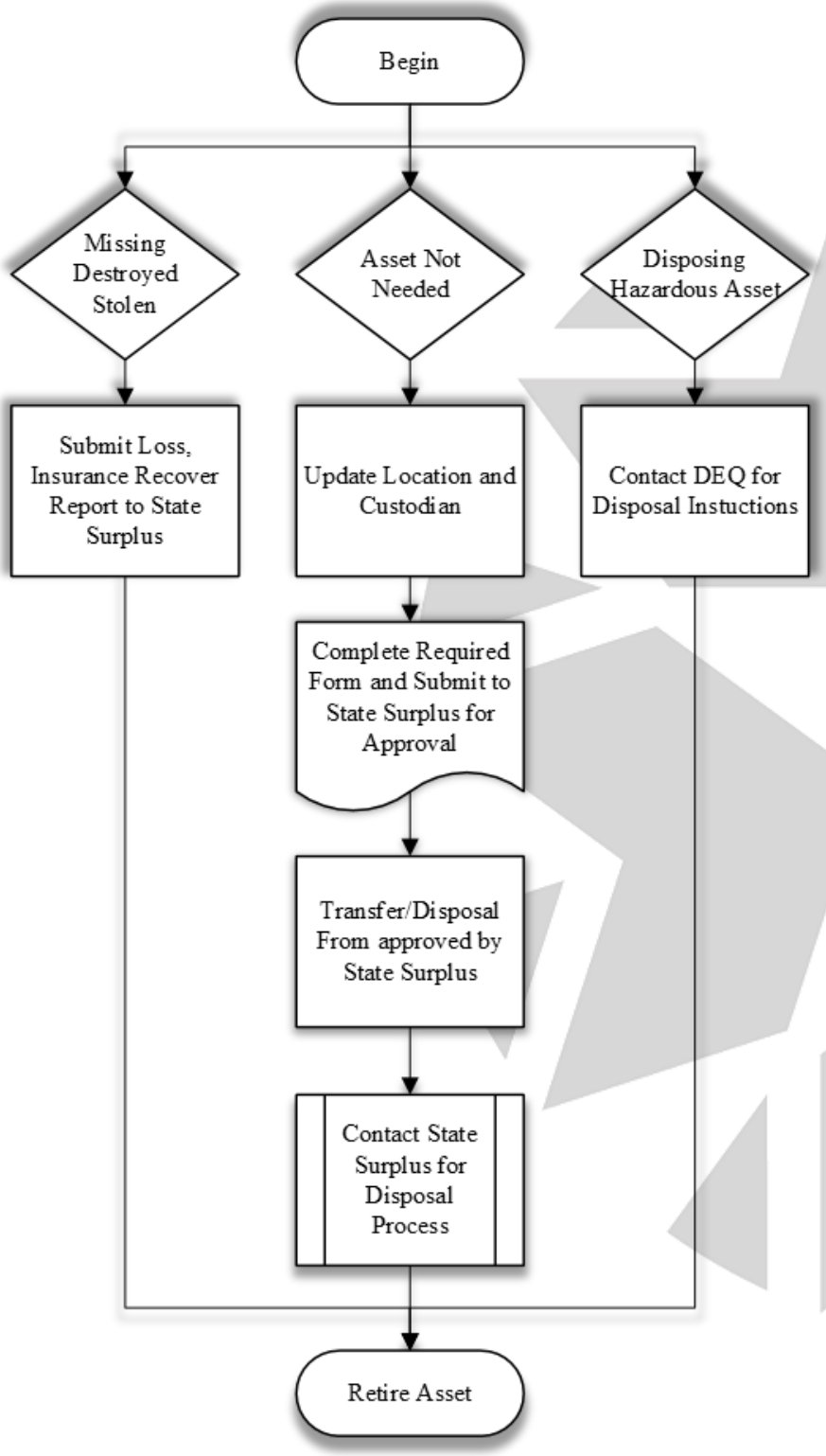
Transaction Date: Date on the Asset that reflects the actual date the Asset transaction took place. In the case of a new Asset addition, this is the date the Asset was Acquired.

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." [1]

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.

[1] 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 deprecation 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.

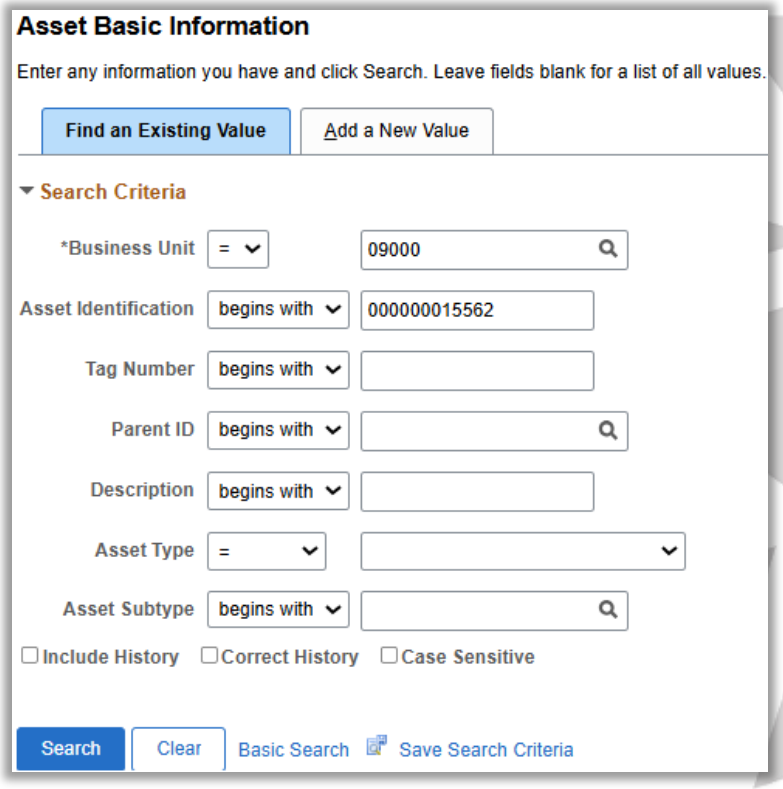
Update Asset Information for Retirement

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.

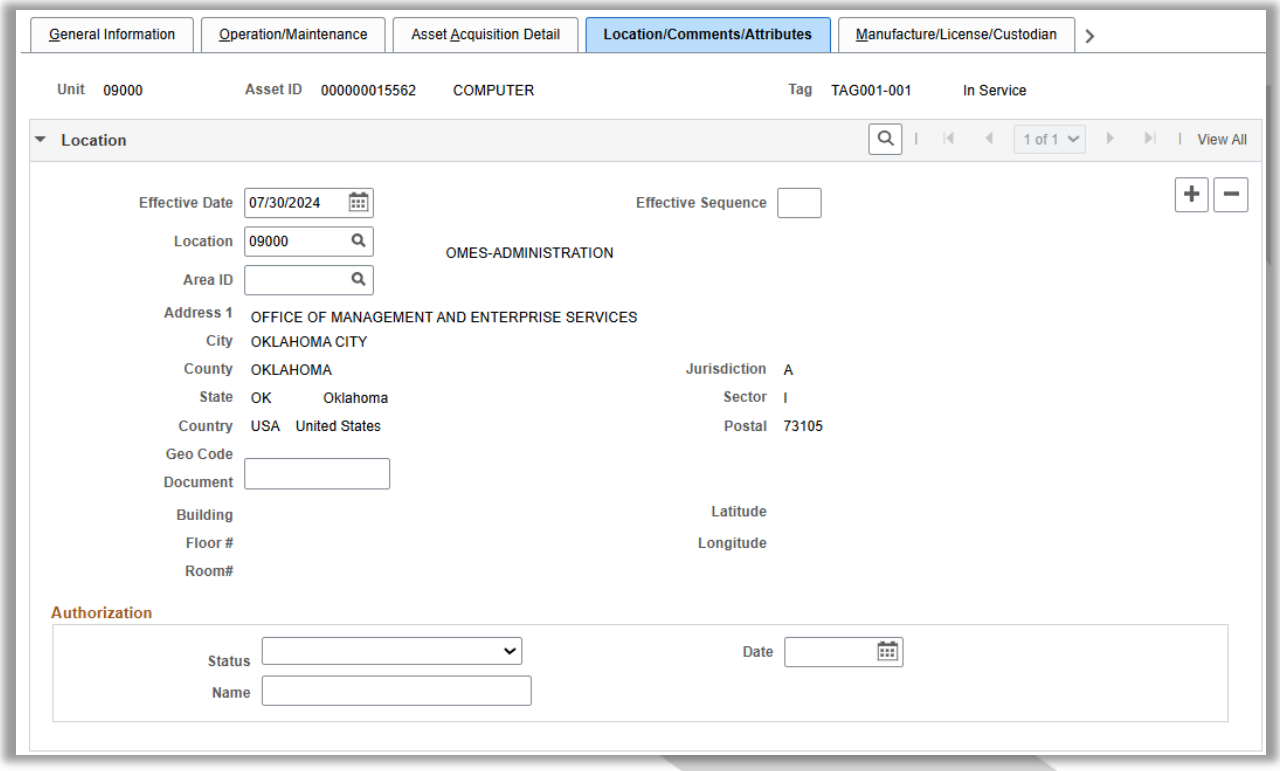


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Staging the Asset for retirement.

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

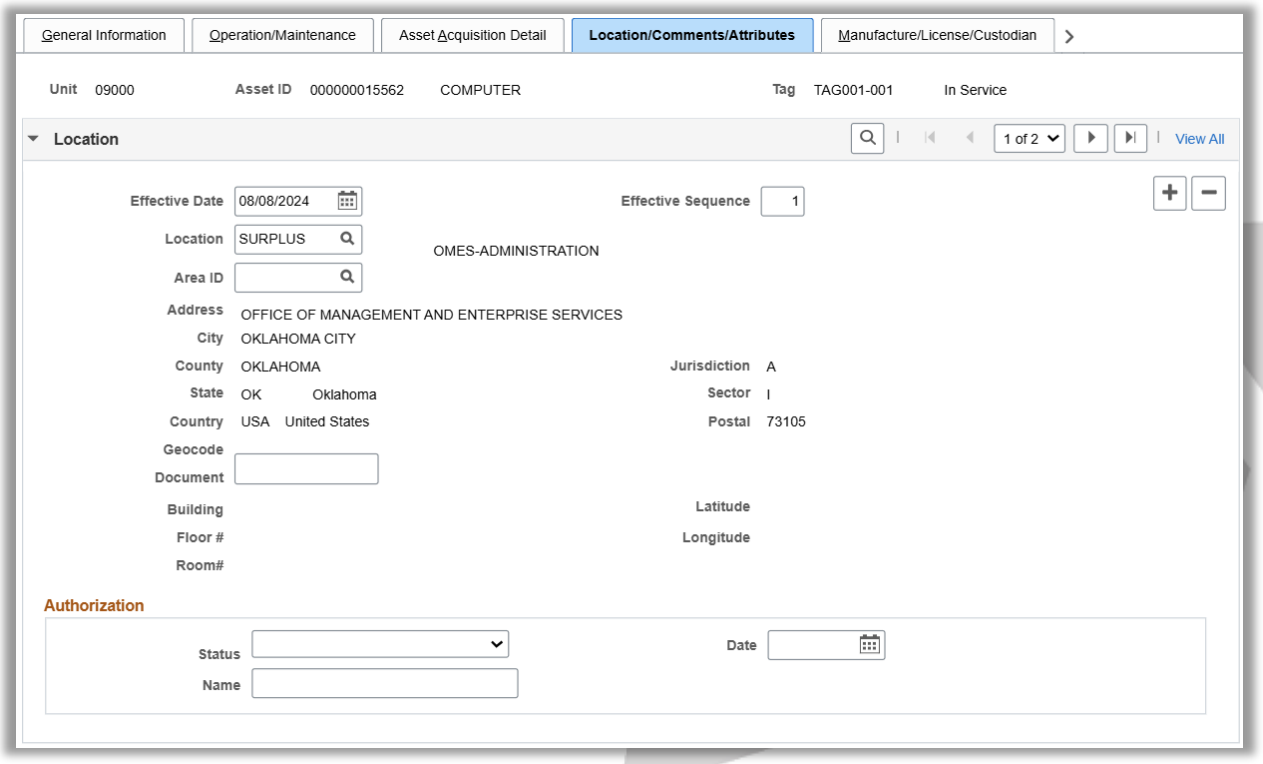
Click the Search button to enter the Asset Basic Information pages.

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



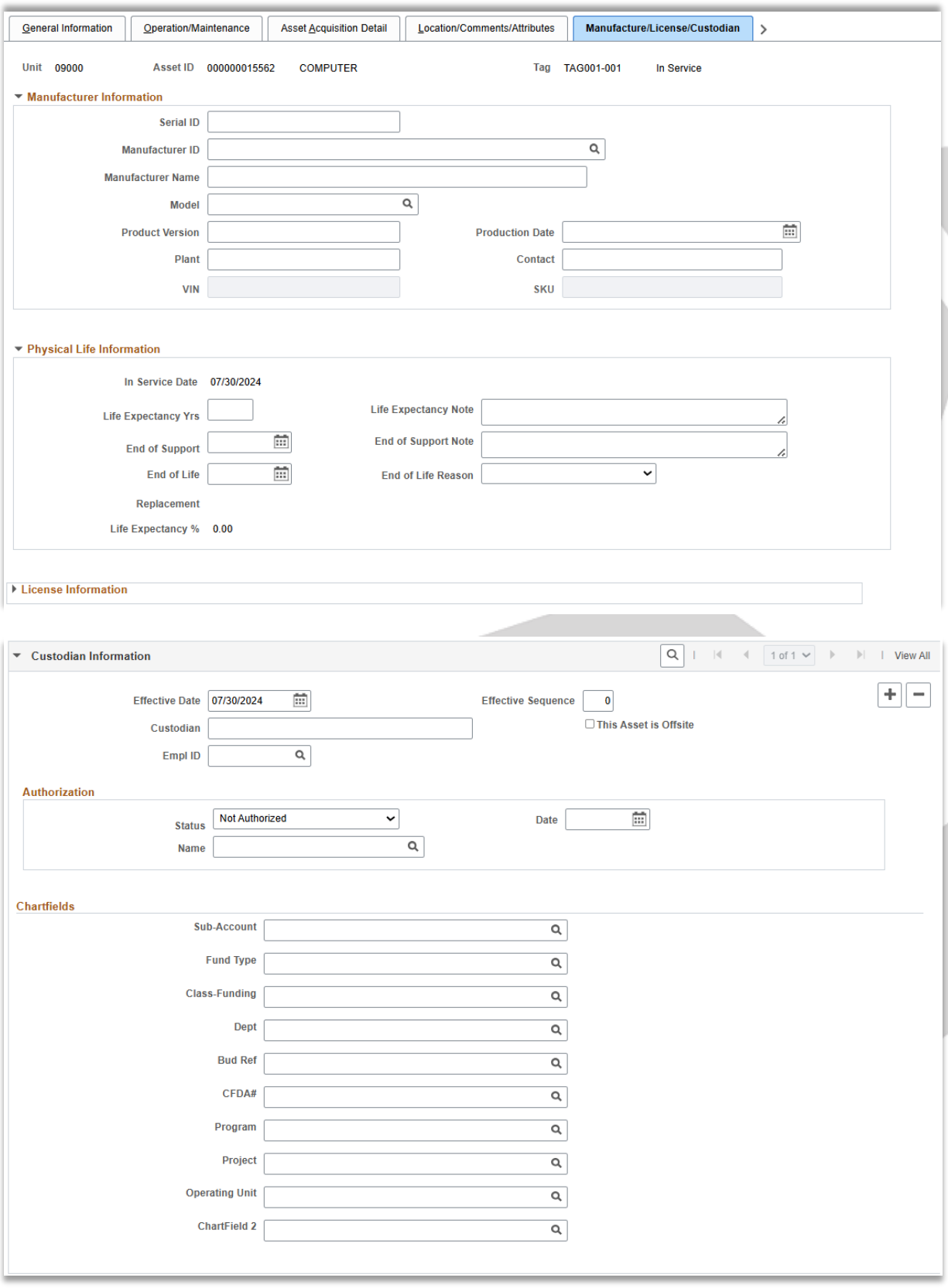
Click the **Location/Comments/Attributes** Tab.

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.



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.



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

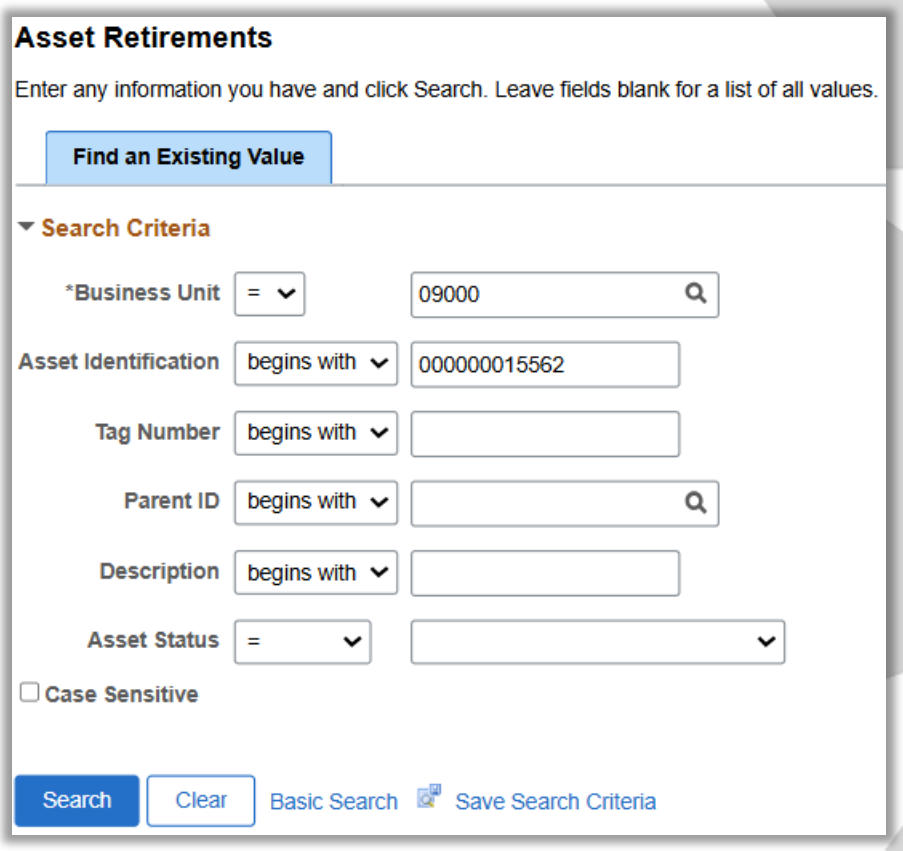
Once an Asset has been sold, the Asset can be retired from the system. When the asset is retired, it will change the Asset Status to 'Disposed'

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

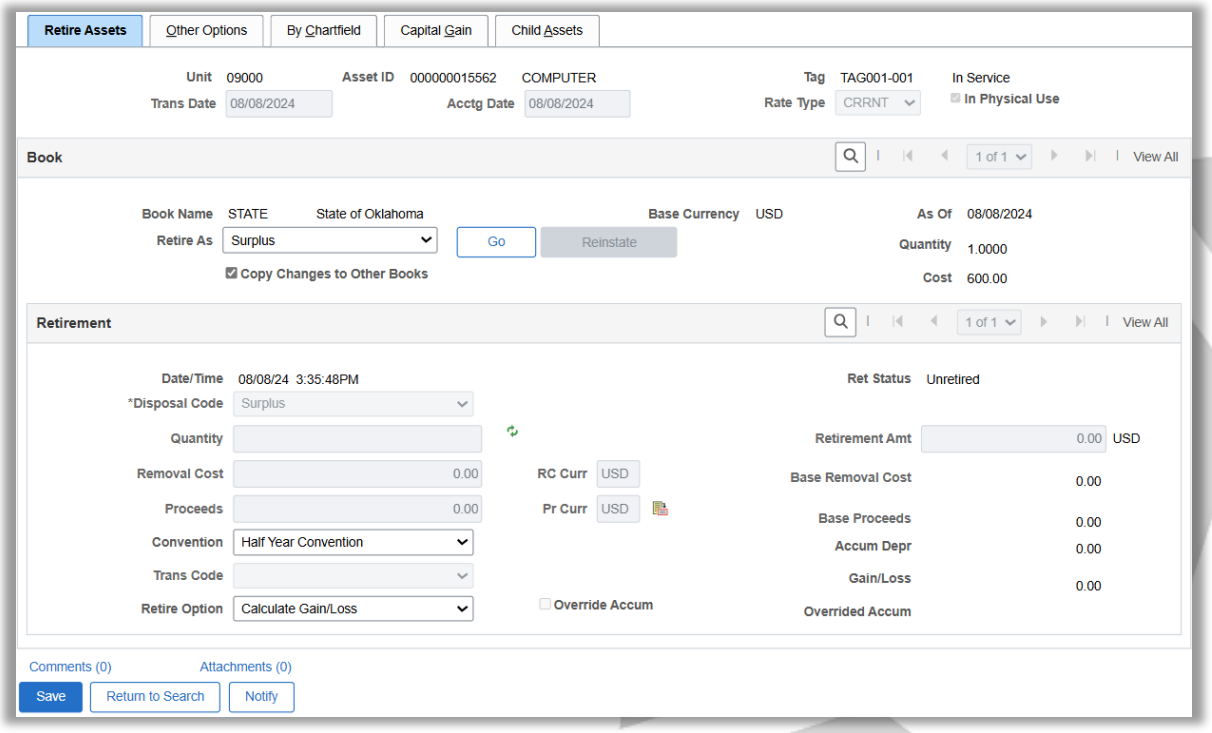


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Retiring the Asset.

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.

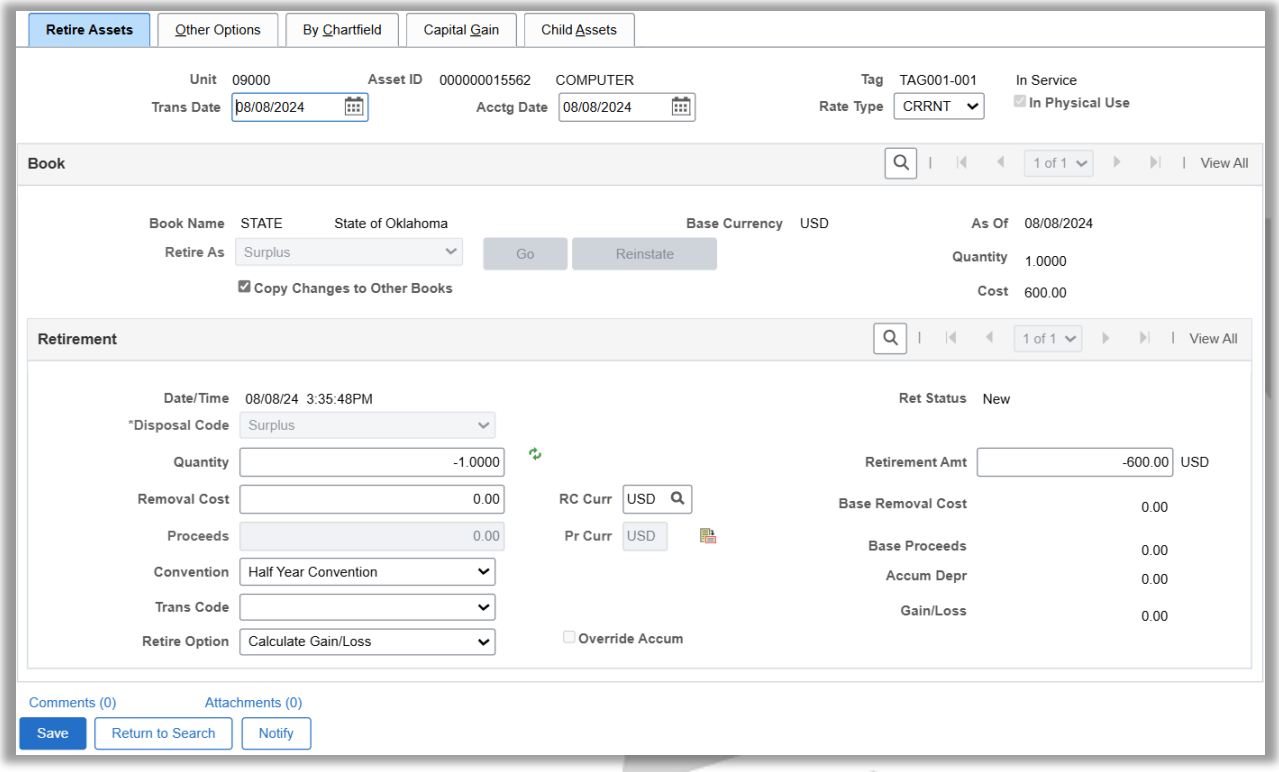
NOTE: The asset status is displayed in the upper right-hand corner of the page. The asset status should be In Service.

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.



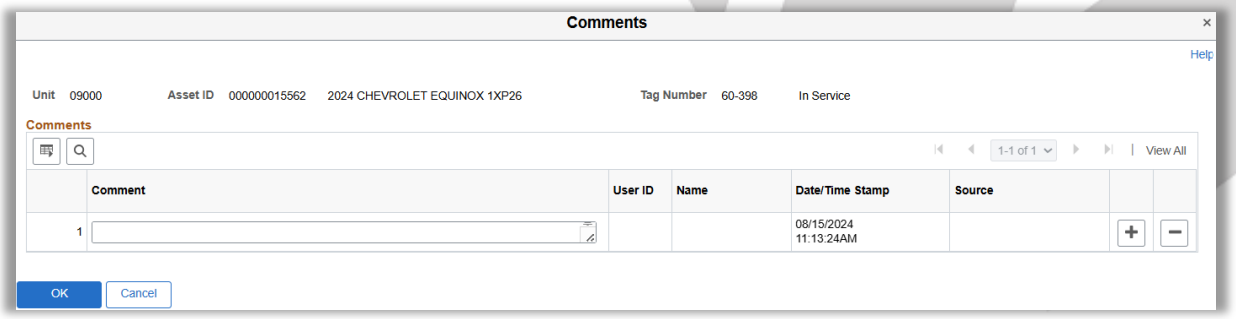
When the GO button is selected to initiate the Retirement, it will grey out. The **Retire Assets** page opens more fields to allow the proceeds cost to be entered if Sold by State Surplus.

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.

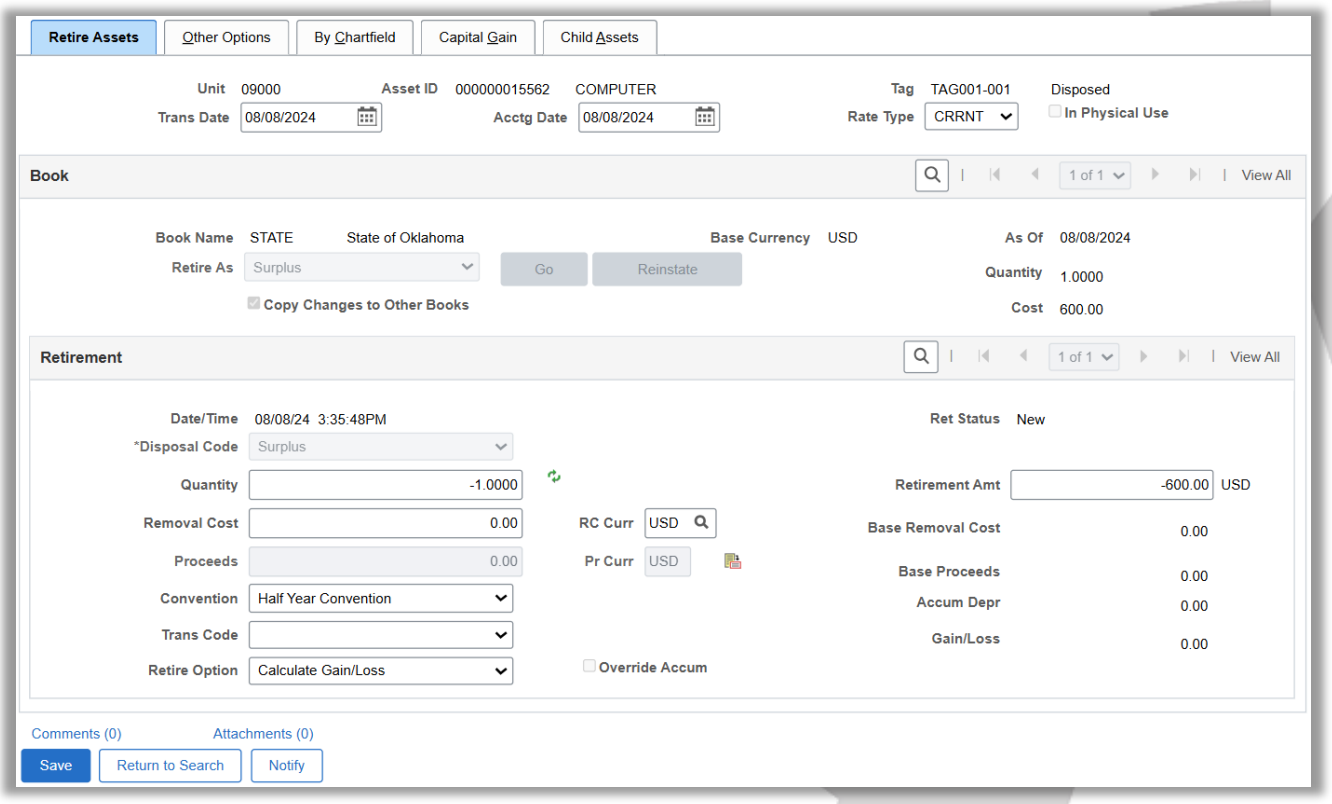
Comments – you can add a comment as to why the asset is being retired by selecting the Comments link found above the Save button.



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.

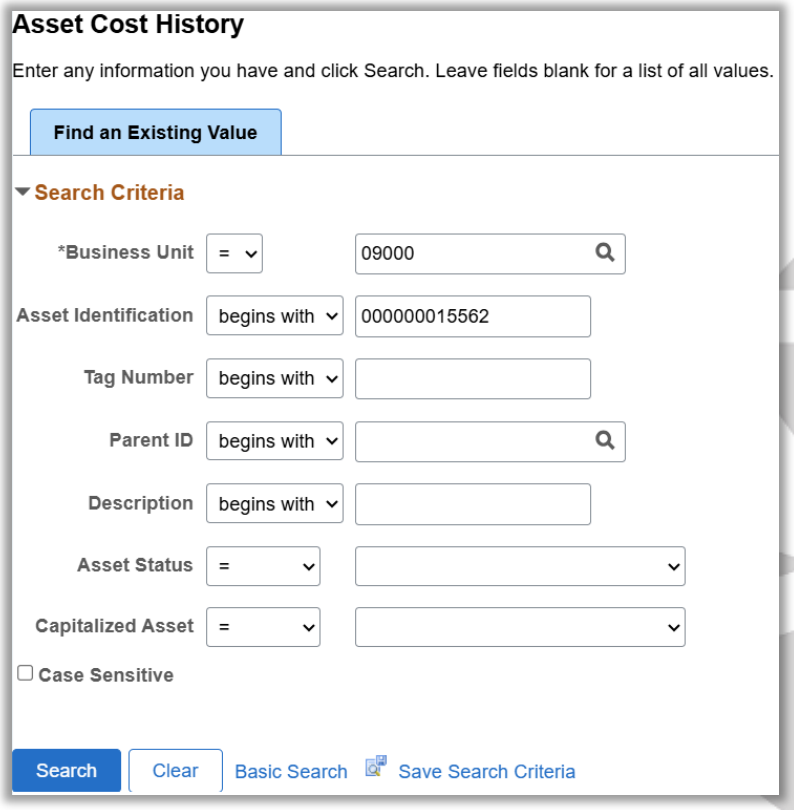
NOTE: When the Asset is retired and reinstated the depreciation calculation process will need to be run, see page 36. The retirement and reinstatement transactions are maintained in the COST table and can be seen on the Cost History page. The history of the retirement actions is maintained.



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

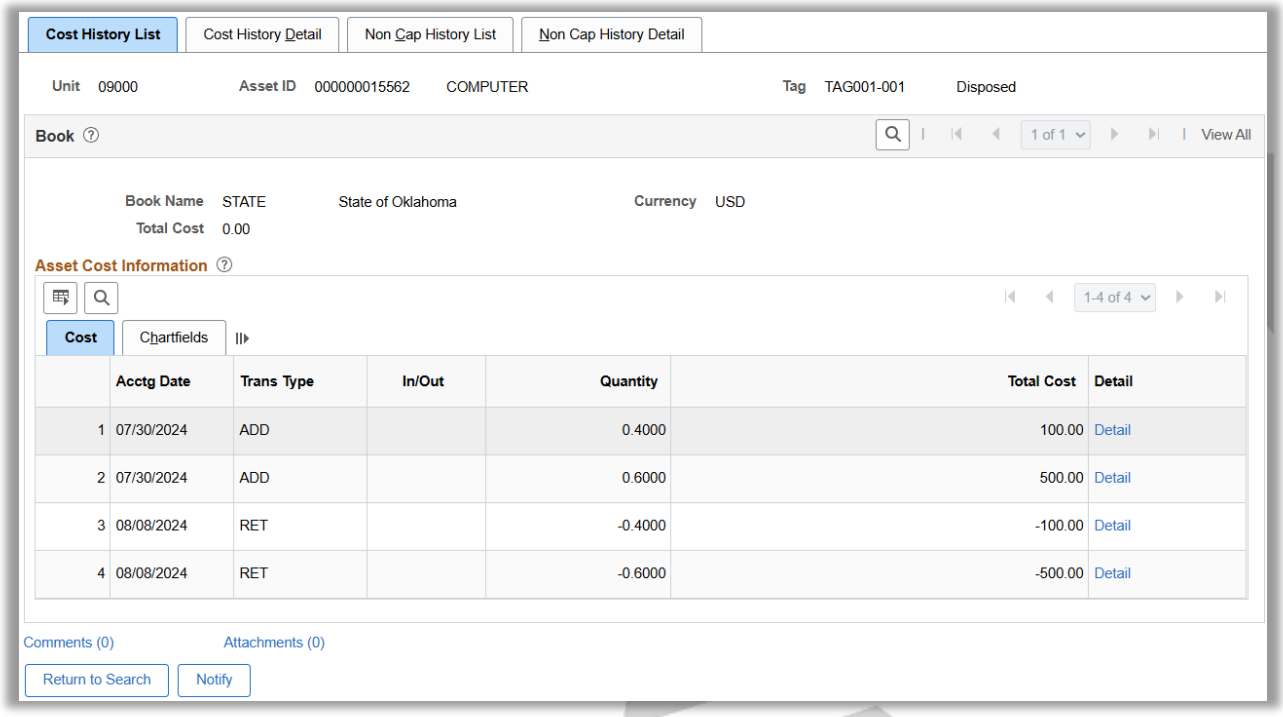


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

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.

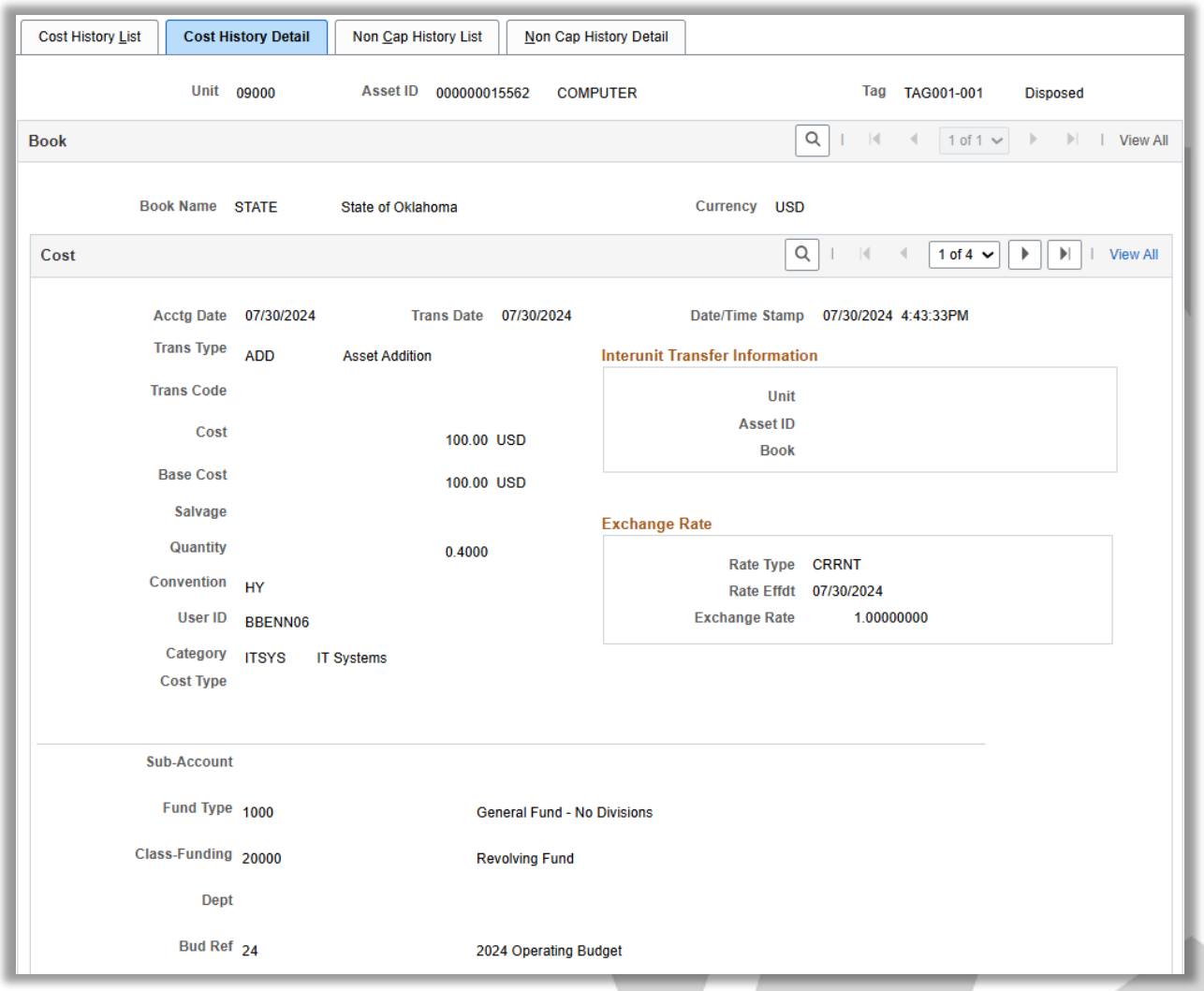
Cost History List Page



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.

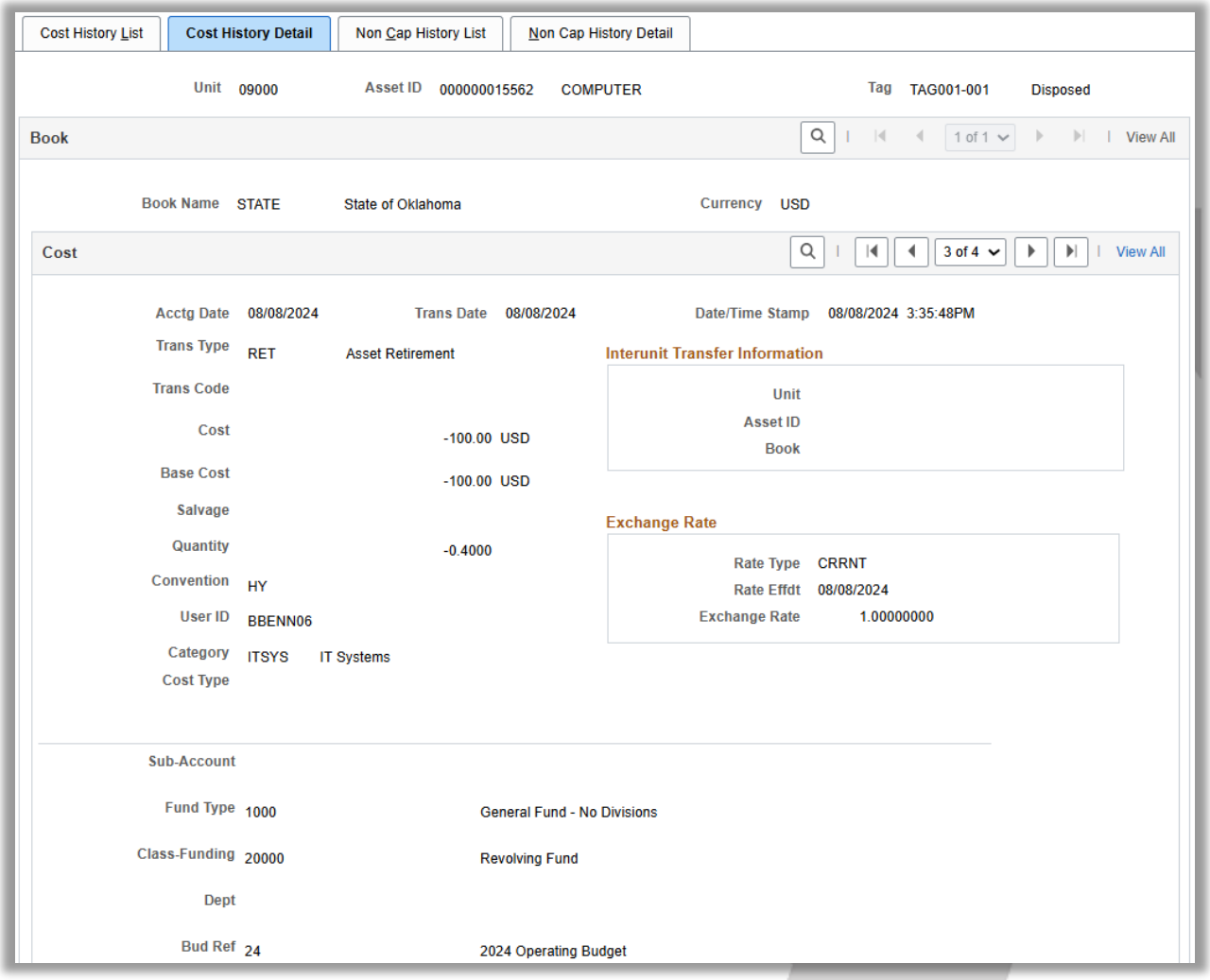
Cost History Detail Page



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.



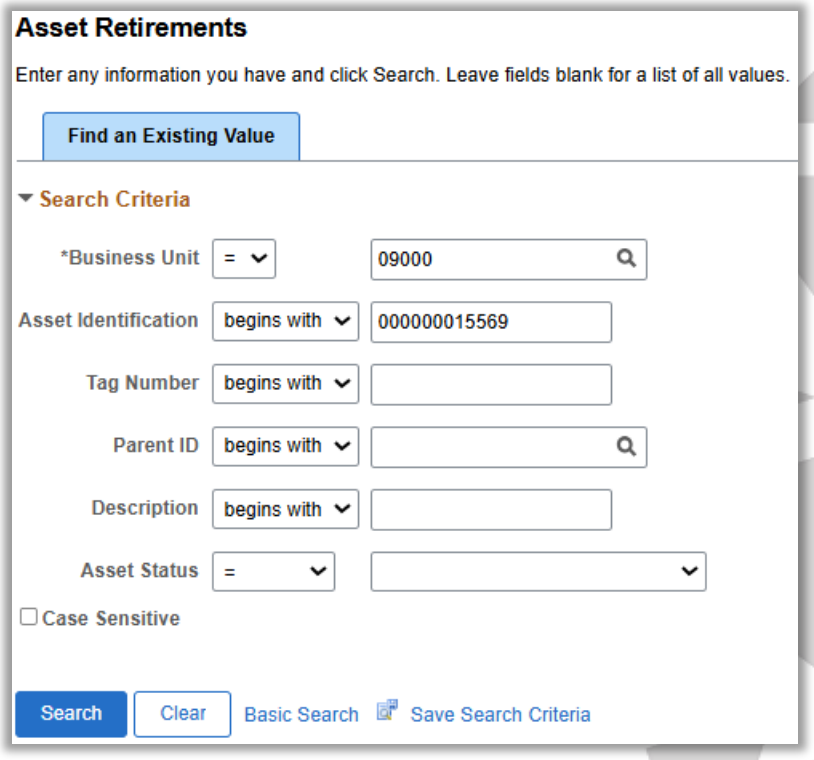
The Retirement row on the page represents the retirement done on the Asset. The **Transaction Type** indicates RET, and the negative Cost reflects the full retirement amount. More detailed Asset information is available on this page including Transaction Date of the Retirement, User ID who completed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

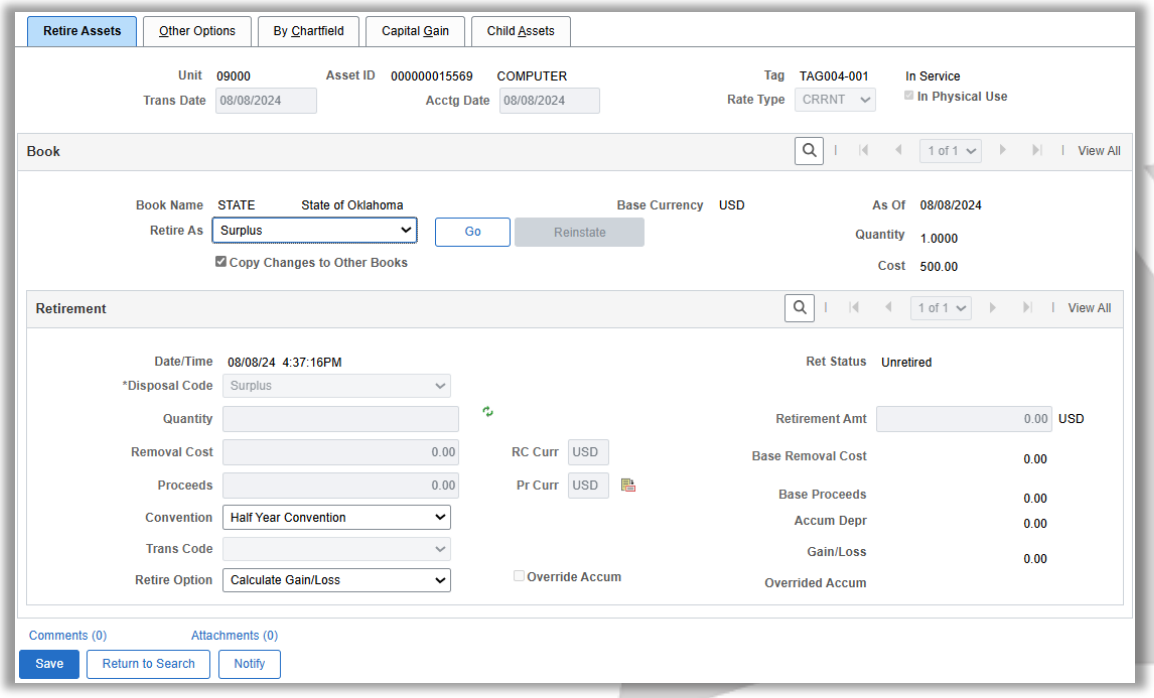


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Retiring the Asset.

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 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.

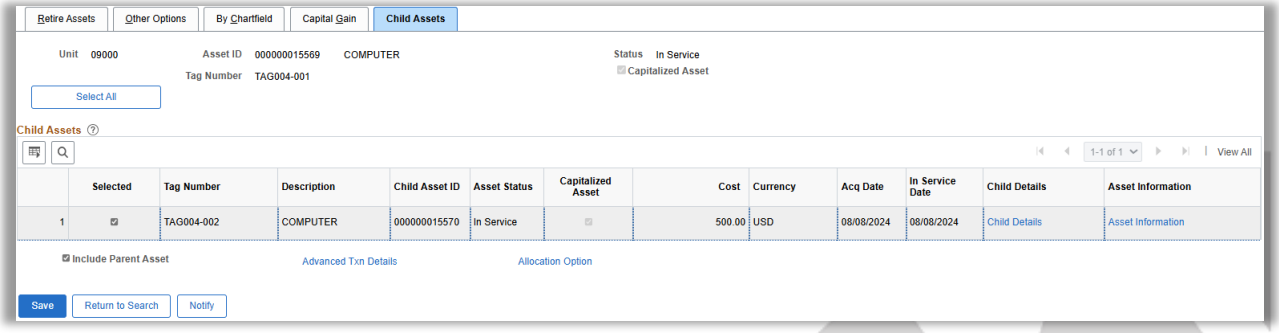
NOTE: The asset status is displayed in the upper right-hand corner of the page. The asset status should be In Service.

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.

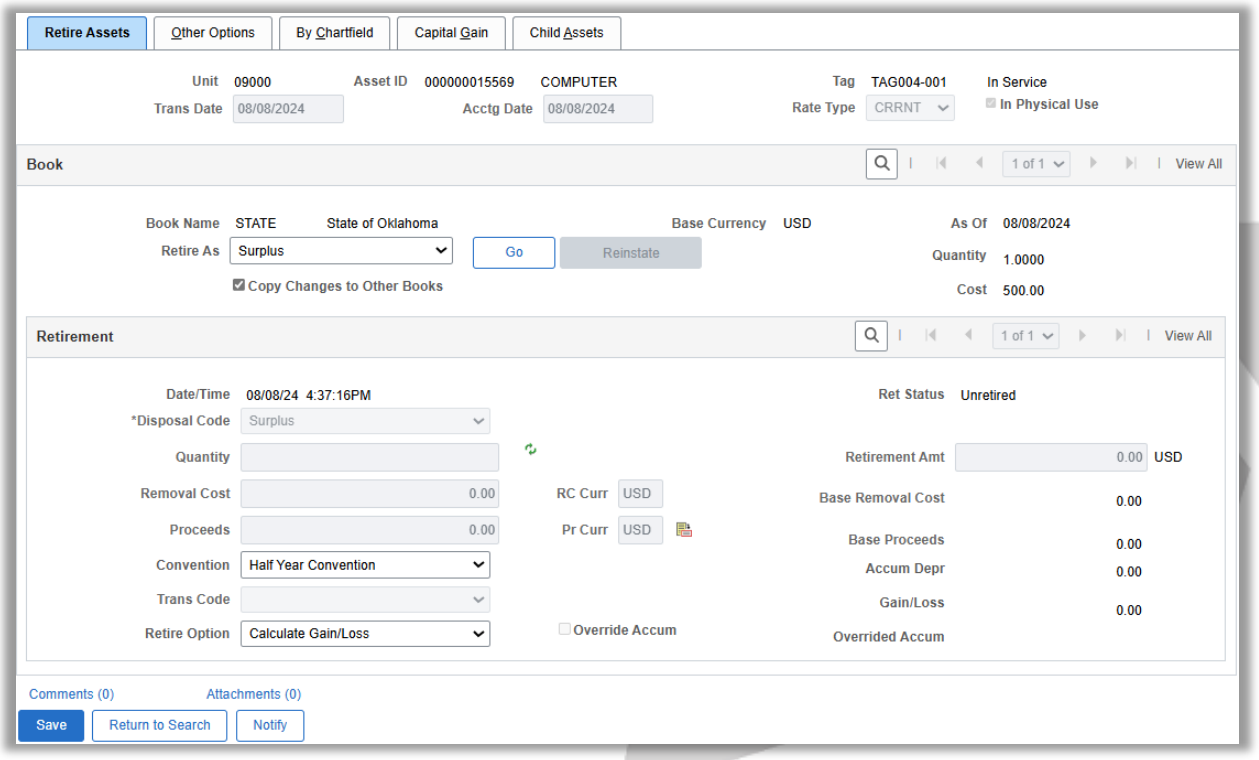
Child Assets Page



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.

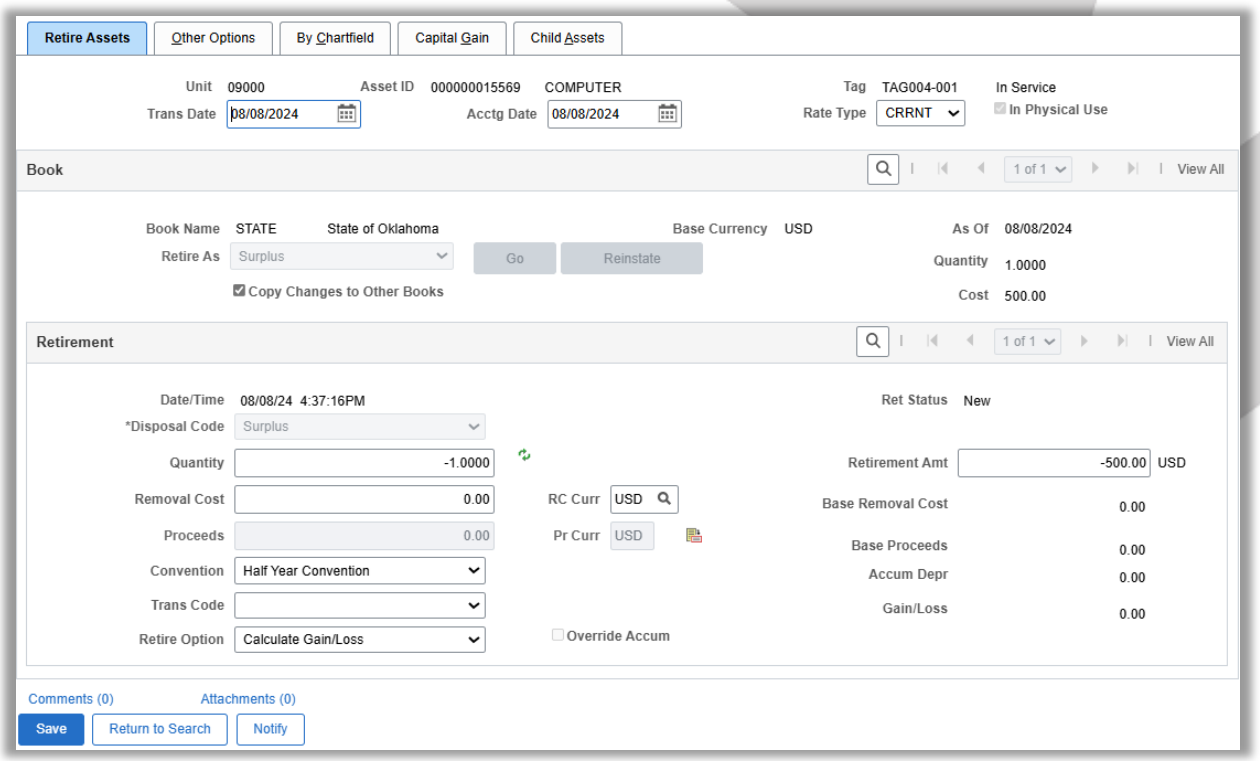
NOTE: When retiring Child Assets along with the Parent Asset, all Assets must use the same Disposal Code.

Click Retire Asset Tab to return to the main Retire Assets page. Alternatively, use the Retire Assets link at the bottom of the page.



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.



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.

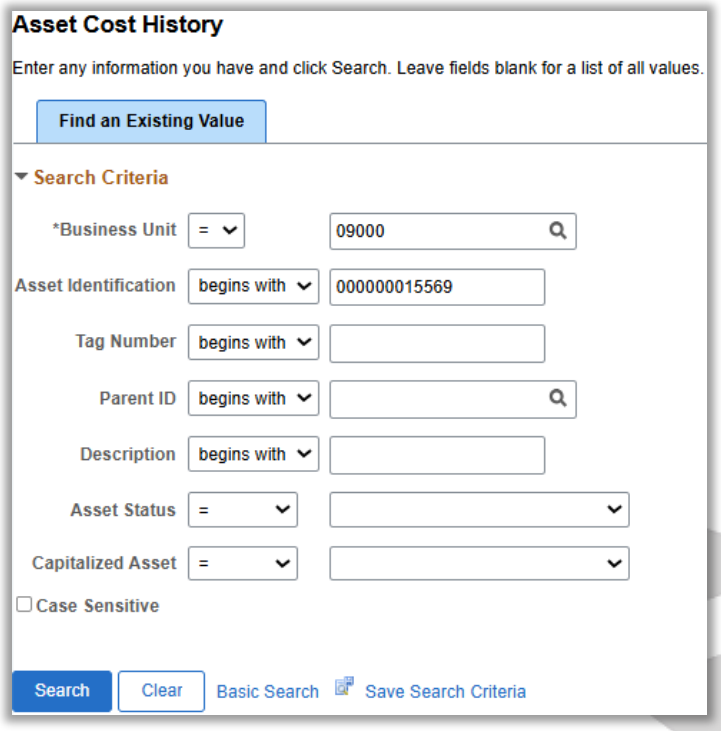
NOTE: The Retirement Amount and Quantity fields on this page display ONLY the Parent Asset values.

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

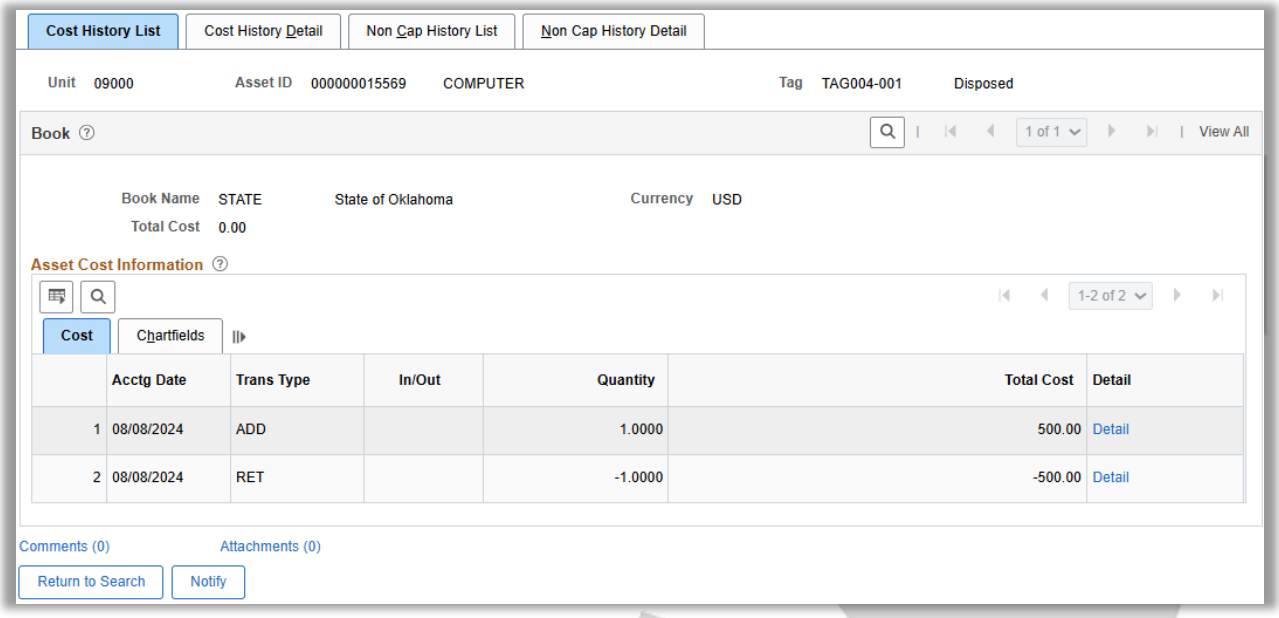


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

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.

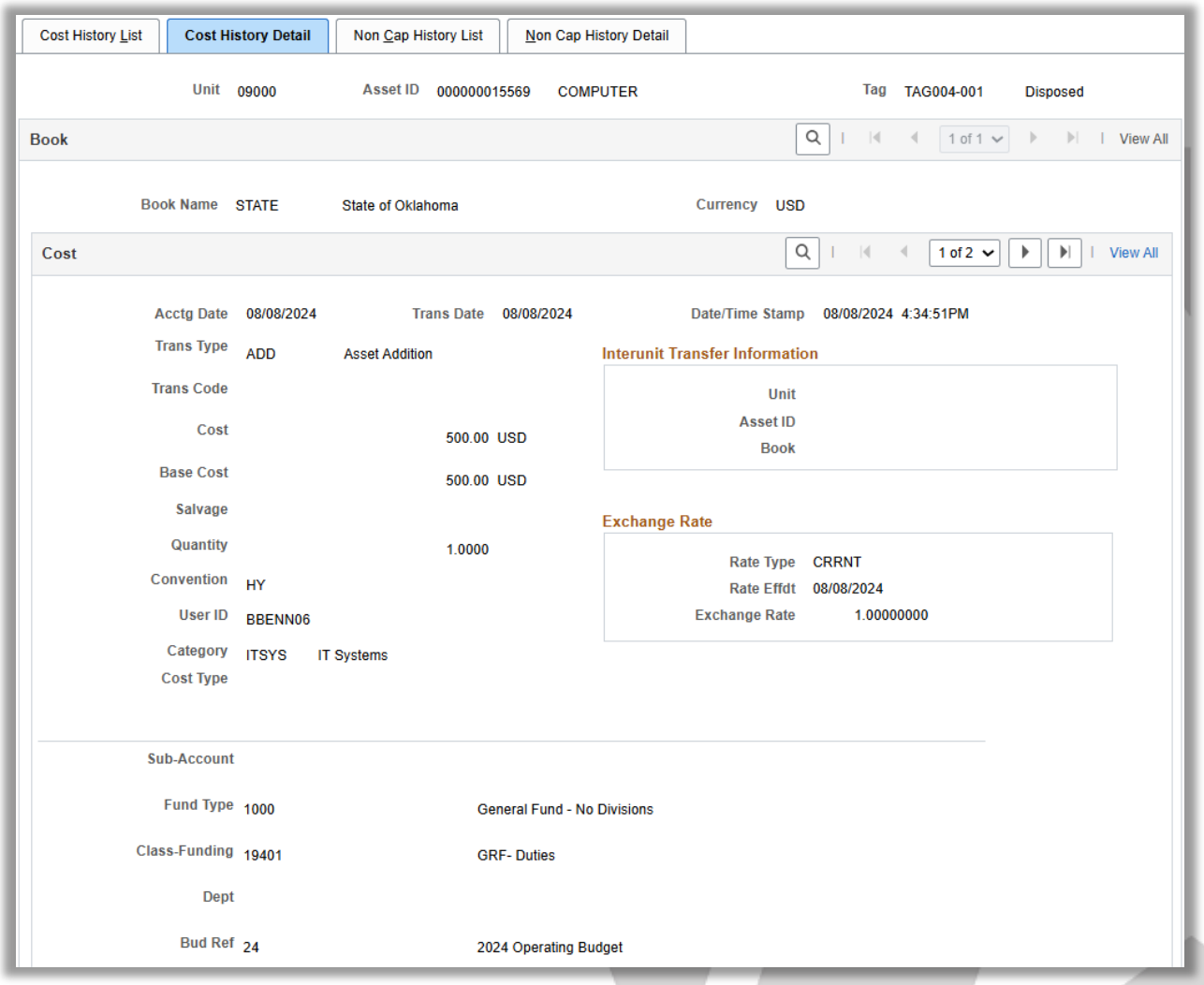
Cost History List Page



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.

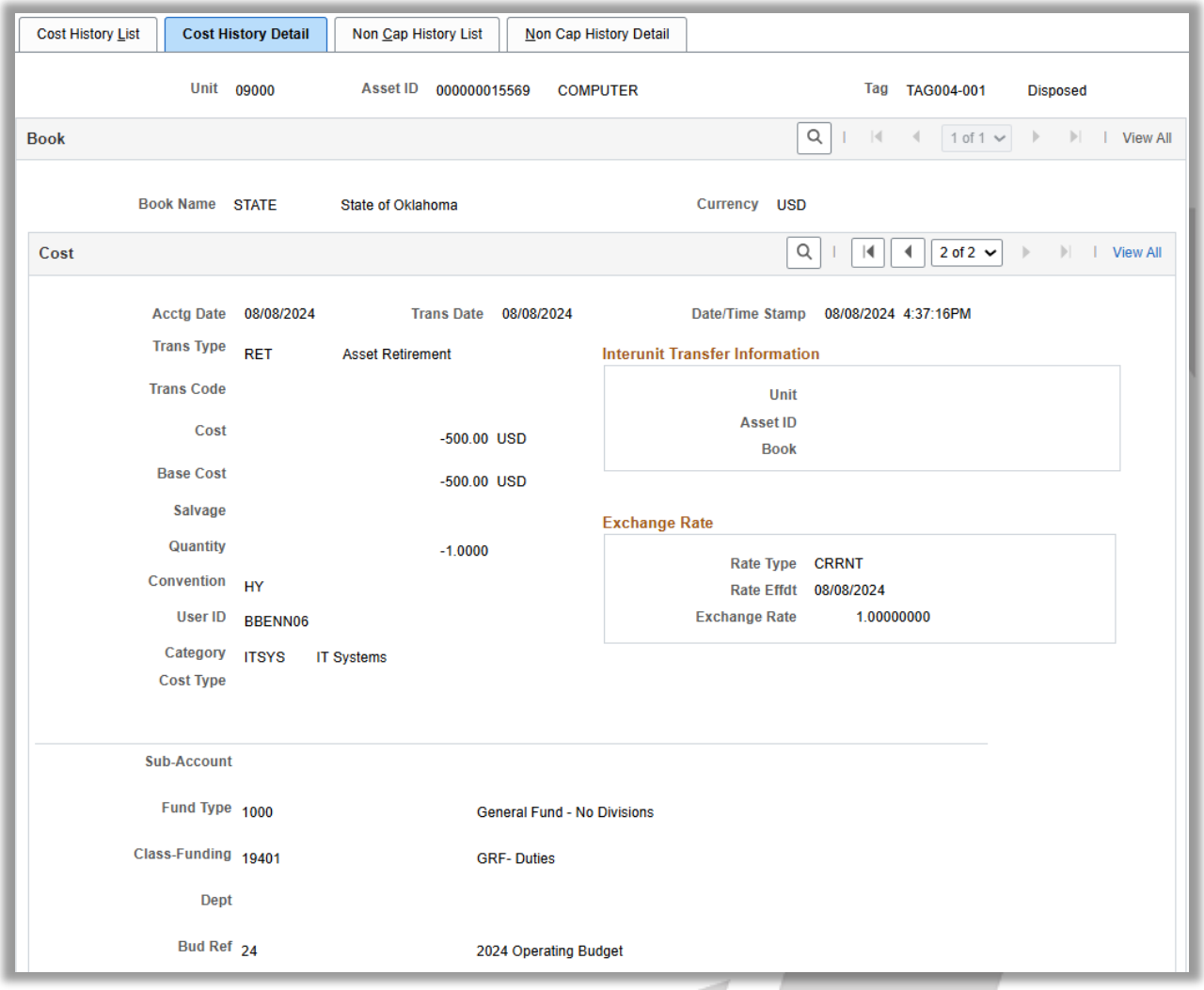
Cost History Detail Page



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.



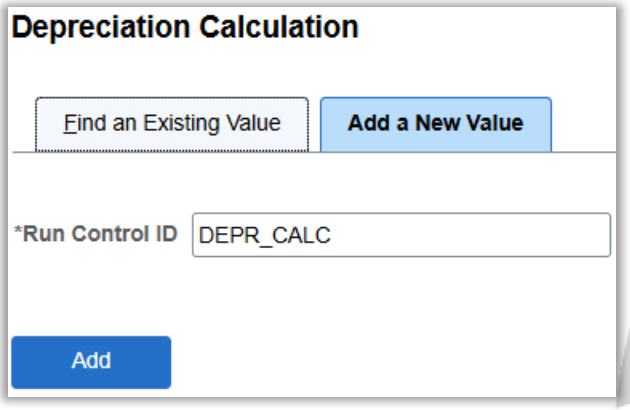
The Retirement row on the page represents the retirement done on the Asset. The Transaction Type indicates RET, and the negative Cost reflects the full retirement amount. More detailed Asset information is available on this page including Transaction Date of the Retirement, User ID who completed the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

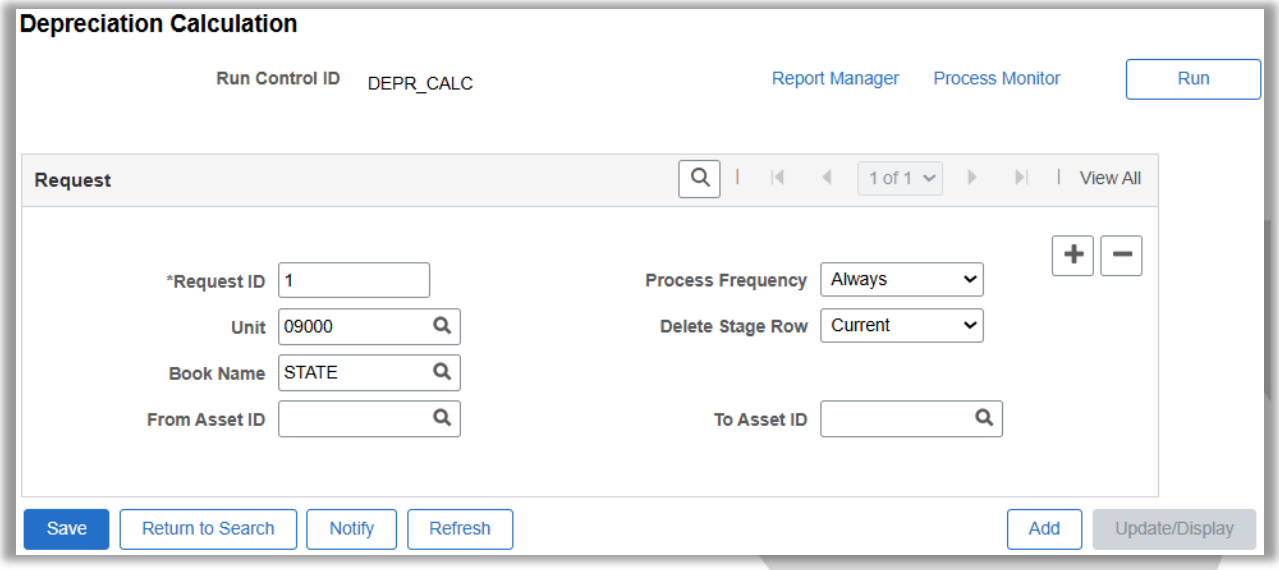
You must run depreciation to account for every transaction that you perform on an asset. For example, when you transfer an asset, you may need to run depreciation to correctly reflect the new department that is using the asset. For some transactions (including adjustments, transfers, and recategorizations), 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



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.



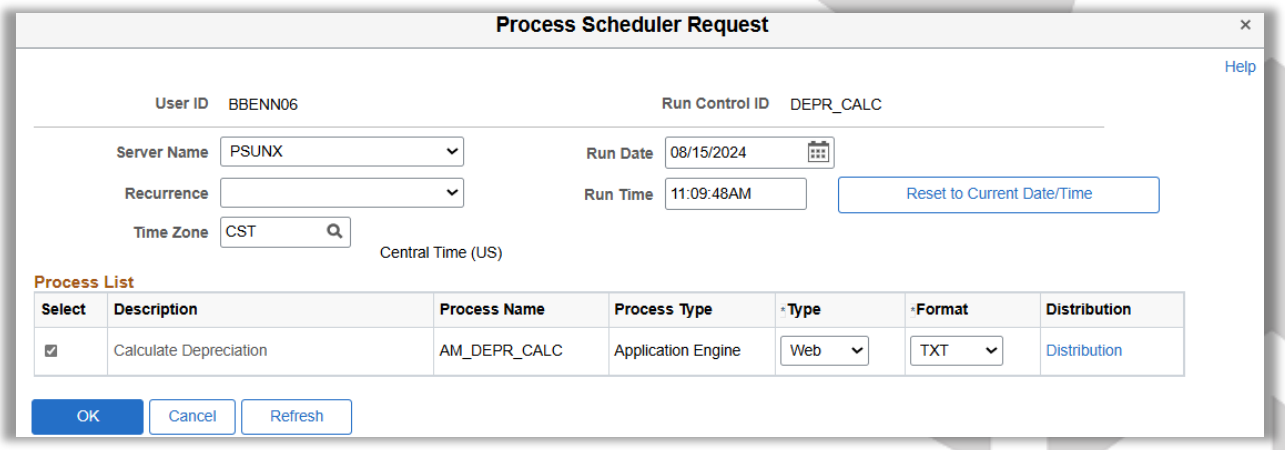
Unit: Select a business unit from which to select a book or range of assets.

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.



Click the OK button to complete the request.

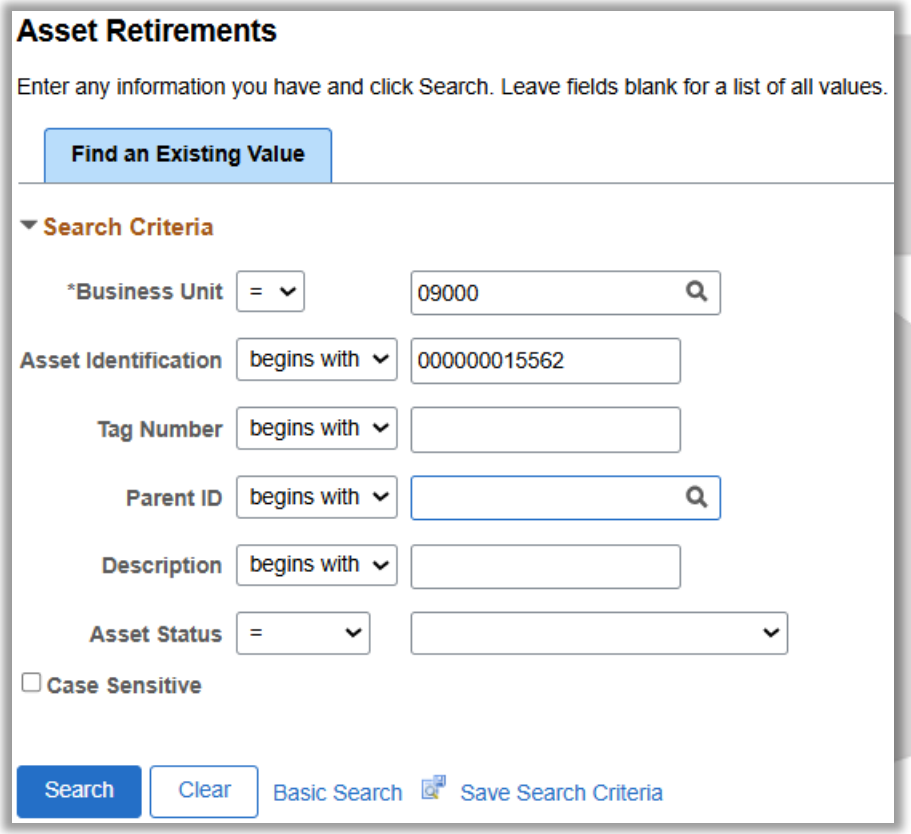
Reinstate a Retired Asset

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

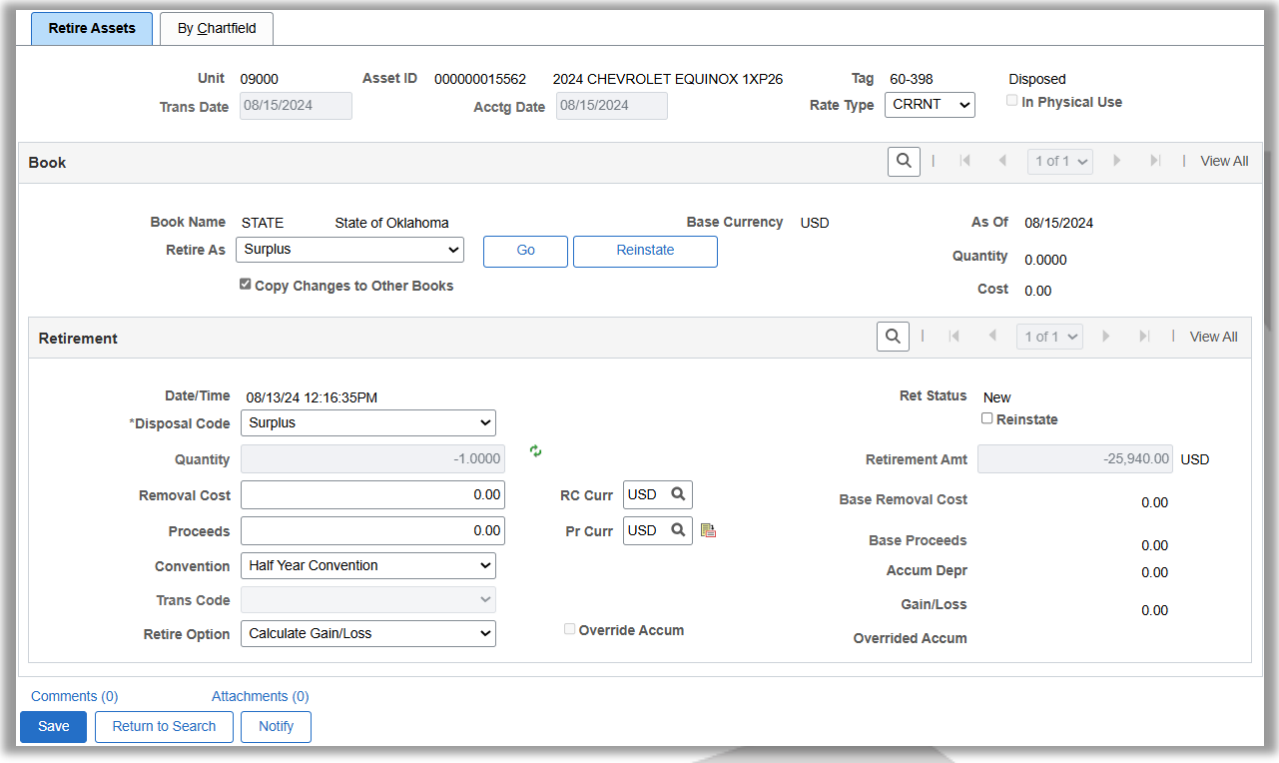


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person Reinstating the Asset.

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.

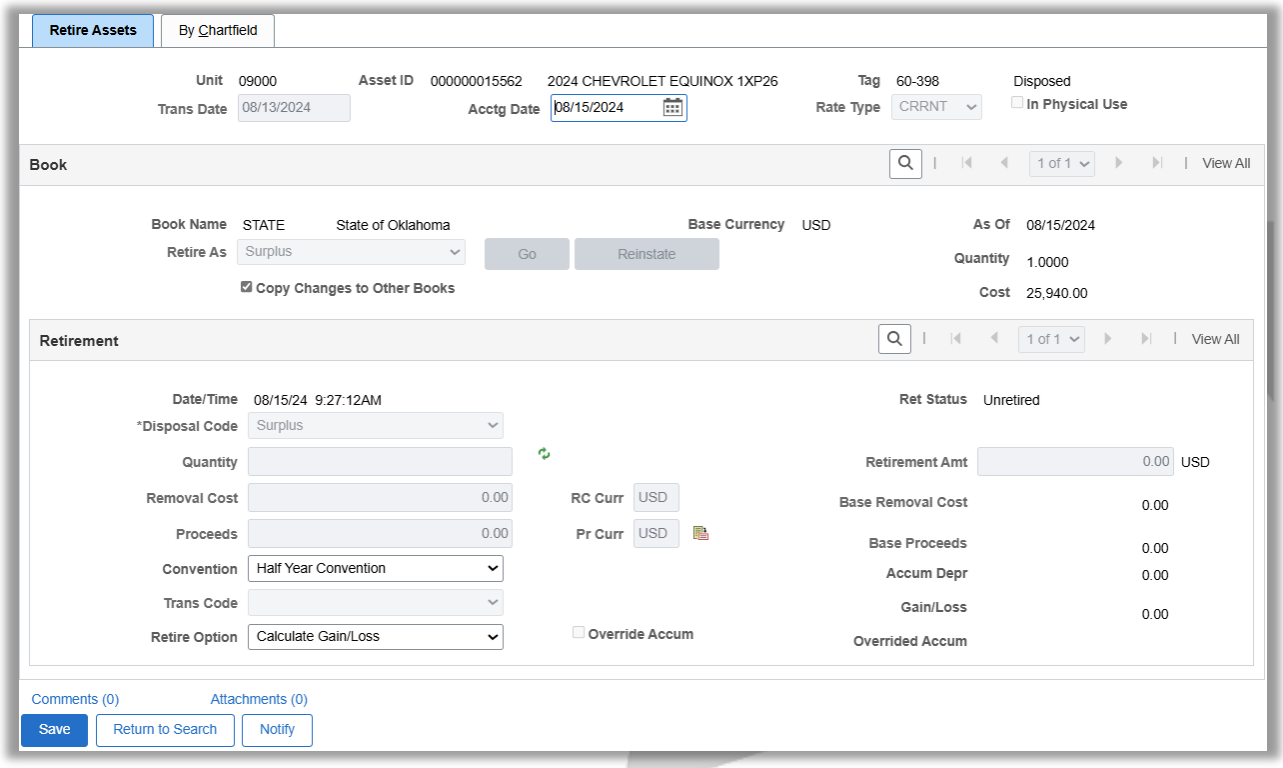
Retire Assets Page



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.



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.

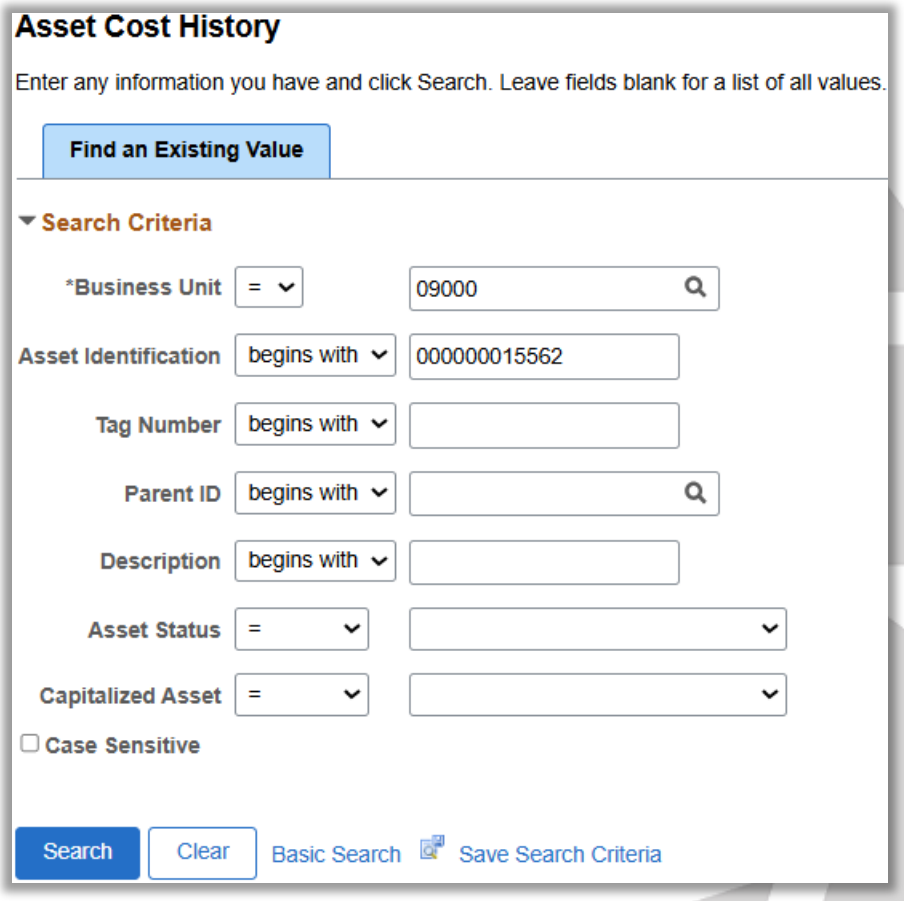
Click the Save button to Save the Asset Reinstatement.

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

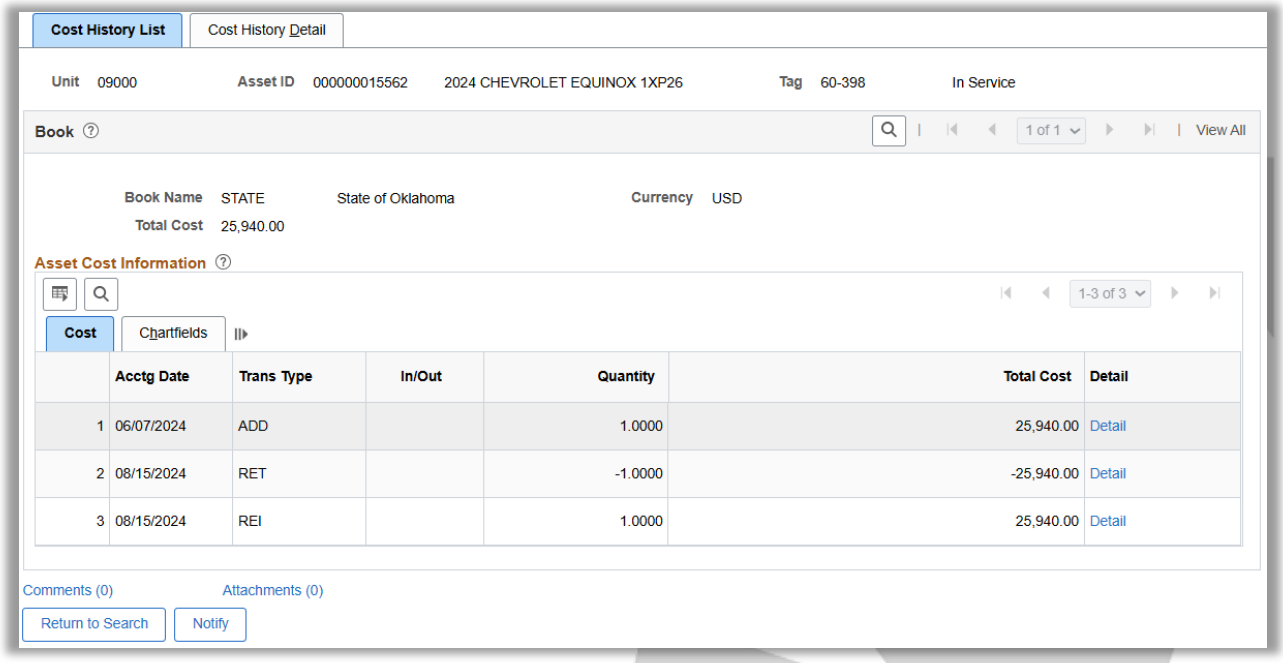


Business Unit – is the Agency in which the existing Asset is housed. This should default based on the User Preferences setup for the person reviewing the Asset.

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.

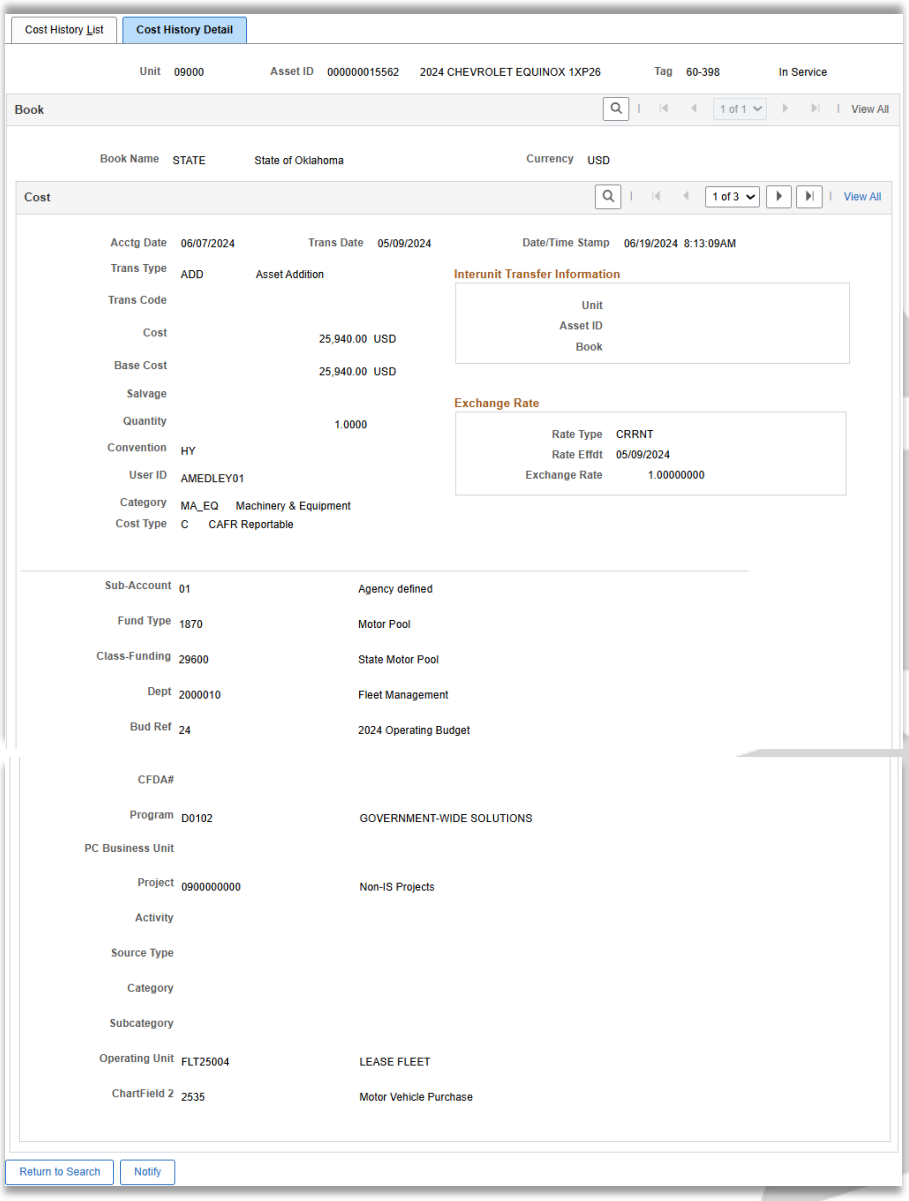
Cost History List Page



The 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

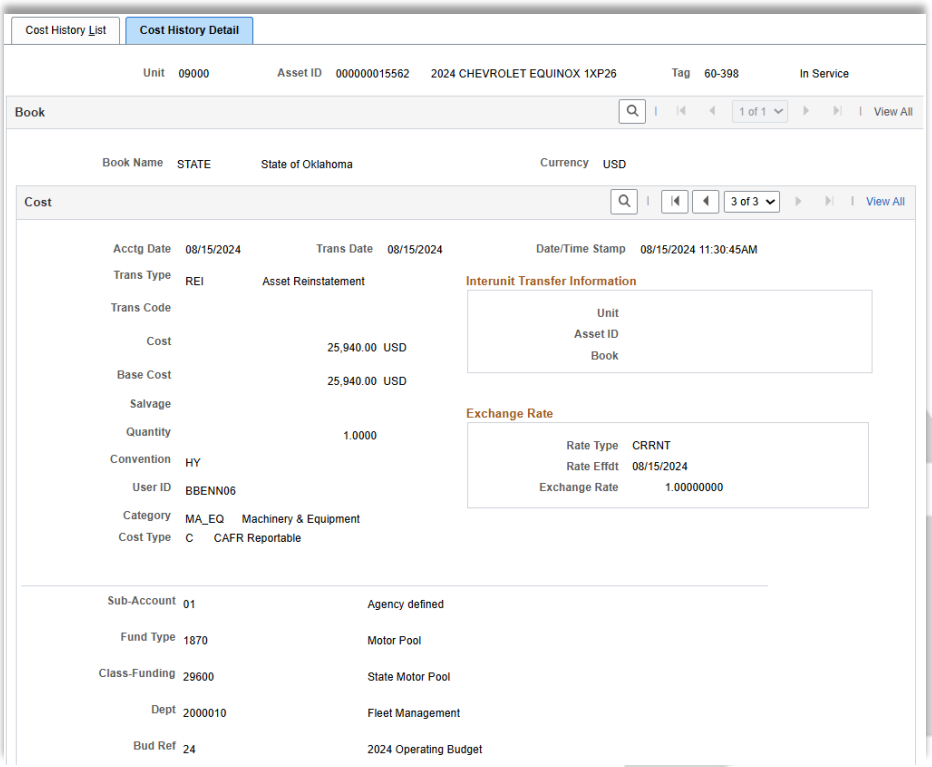
Cost History Detail Page



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.



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.
