Adjusting and Retiring Capital (Fixed) Assets in EERP

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Overview

To make changes to asset amounts or depreciation fields, Enterprise ERP requires the **Adjustment or Improvement Transaction**. It is recommended NOT to change key asset fields without using the following transactions to ensure that the asset master fields remain in balance with the asset history transactions and the General Ledger balances for fixed assets.

Adjusting/Transferring assets

Adjusting the asset amounts through the Adjustment or Improvement transactions correctly creates a fixed asset history transaction and a Fixed Asset Maintenance Journal Entry (FAM).

- F*inancials > Capital Assets > Capital Asset Processing > Adjustments and Retirements*

Information on general EERP processing can be found via the EERP support website using Tyler Search to find processing documentation. Search for "Enterprise ERP Capital Assets Procedures 2024".

When managing an asset please keep the following in mind:

- Org codes for Account types 1 (Asset), 2 (Contra), and 6 (Accumulated Depreciation) are as follows:

Asset Type	ORG Code	Fund Description
Governmental	80	Governmental
Proprietary	81	Food Service
Proprietary	82	Other Proprietary
Proprietary	84	Other Proprietary

- Object code for <u>Account types 1 (Asset) and (Accumulated Depreciation) 6</u> **MUST** match class/subclass codes.

Asset Class	Asset Subclass	Asset Activation Object	Accumulated Depreciation Object
10	110	62**0**1	62**0**2
10	120	62**1**1	62**1**2
10	130	62**1**1	62**1**2
20	210/220/230/240	62**2**1	62**2**2
30	310/320/330	62**3**1	62**3**2
40	410/420	62**4**1	62**4**2
40	421/422	62**45**	62**46**
50	510/520/530/540/550	62**5**1	62**5**2
50	551	62**55**	62**56**

Retiring Assets

Information on general EERP processing can be found via the EERP support website using Tyler Search to find processing documentation. Search for "Enterprise ERP Capital Assets Procedures 2024".

Importing Fixed Asset Retirements

If you have a large group of assets you would like to retire, EERP does offer the ability to import those asset numbers and retire in mass.

1. Create an Excel file with the asset number to retire in column A. Hint: Export a list of assets out of EERP to create your list.

|	A	B
1	Asset	
2	10002	
3	10003	
4	10004	
5		
6		

2. Navigate to the **Capital Asset Transaction Entry Post** program.
   - *Financials > Capital Assets > Capital Asset Processing > Capital Asset Transaction Entry Post*

3. Select **Retire Assets**.

4. Select **Import** from the ribbon.
5. On the Import file field, select the file picker box on the right-hand side. Select Browse in the File Upload box or drag and drop your file.
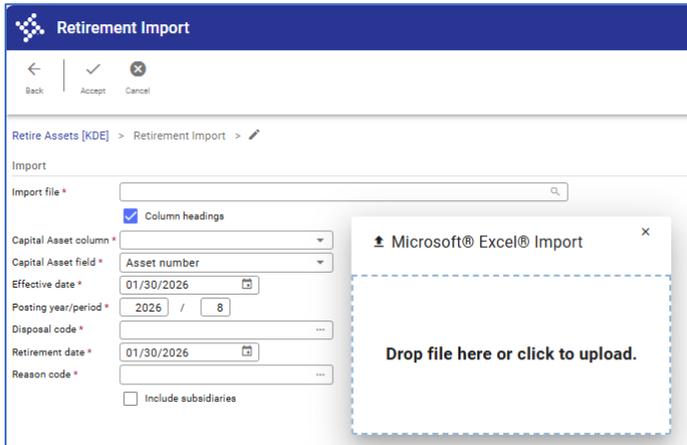
6. Select 'Column headings' if the first line on your Excel file has a column heading.

7. Capital Asset Column: Select the column of the Microsoft Excel file that contains the capital asset number.

8. Enter the retirement JE effective date and Posting year/period.

9. Select Disposal and Reason codes and Retirement date.
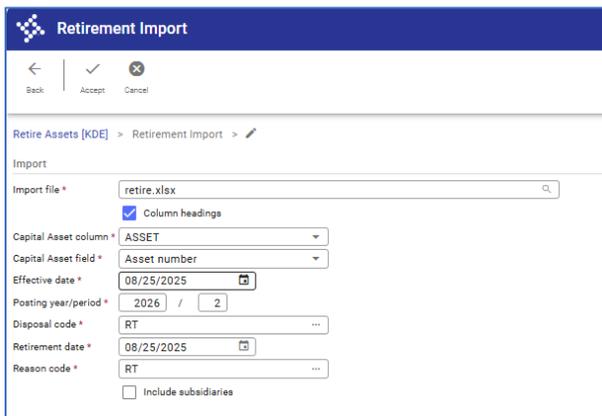
10. Select **Accept** to import the file. Select OK to return to the program.

11. The retirement transaction records are now imported. The Output/Post process should be processed to complete the retirements.