



# Search for an Asset Reversal — Criteria

## Overview

The Property Accountability module Asset Reversal process provides the ability to return assets which were inadvertently disposed from the ELMS system. This returns the property book to the same condition prior to the executed action. All appropriate business partner events (accounting events, UIT, IUID, etc.) are processed as well.

This process only handles Personal Property end items without component(s) assets which were inadvertently disposed and need to be returned to the ELMS system. The process does not handle the reversing of any receipts into ELMS, the reversing of any end items with components, nor any reverses of Real Property (either receipts or dispositions).

### Note




On a reversal of an asset which has been deleted and the Cost Center has been marked as Deleted, the Cost Center will be reinstated.

## Navigation

Asset Management > Reversal > Asset Reversal Search Criteria page

## Procedures

### Search for an Asset for Reversing

*One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting  at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields.





## Help Reference Guide

### Search Criteria

Reversal Type	<input type="text" value="Disposition"/>	▼
Asset Id	<input type="text"/>	
Stock Nbr	<input type="text"/>	🔍
Serial Nbr	<input type="text"/>	
Custodian Nbr	<input type="text"/>	🔍
Document Nbr	<input type="text"/>	

[Reset](#)[Search](#)

2. Select [Search](#). The **Search for an Asset Reversal — Results** page opens.





## Help Reference Guide

### Search Results

Reversal Type	Disposition
Asset Id	
Stock Nbr	0005000739411
Serial Nbr	
Custodian Nbr	

Restore	Asset Id	HA Asset Id	Stock Nbr	Item Desc	Serial Nbr	Acq Cost	Asset Lvl Cd	Embedded Cost	FundCd/ASN	Maj Cust Nbr	Sub Cust Nbr	Mfr Part Nbr	Loc	Cptl	Sys Id
<input type="checkbox"/>	BROOKS000239		0005000739411	TEST RIFLE	111111100016	100	EI	No	68/	INVSE1			TIMS ROOM	No	
<input type="checkbox"/>	111111100018		0005000739411	TEST RIFLE	1251654	100	EI	No	99/	DMB001			BPG345	No	
<input type="checkbox"/>	BROOKS000238		0005000739411	TEST RIFLE	3225349687	100	EI	No	68/	INVSE1			TIMS ROOM	No	
<input type="checkbox"/>	BROOKS000243		0005000739411	TEST RIFLE	TESTING01017	100	EI	No	68/	INVSE1			TIMS ROOM	No	
<input type="checkbox"/>	BROOKS000244		0005000739411	TEST RIFLE	JWN03239	100	EI	No	68/	INVSE1			TIMS ROOM	No	
<input type="checkbox"/>	BROOKS000253		0005000739411	TEST RIFLE	ABC123444	100	EI	No	68/	FB2020			TIMS ROOM	No	





## Select Asset Reversal Rows

### Navigation

Asset Management > Reversal > Search Criteria > [Search](#) > Search Results > [Continue](#)  
> Asset Reversal Selected Rows page

### Procedures

#### Reverse a Single Asset

1. Verify the Search Criteria panel:

To complete reversal action, select Restore; otherwise, select Cancel

**Selected Rows**

Reversal Type	Disposition
Asset Id	
Stock Nbr	
Serial Nbr	
Custodian Nbr	
History Remarks	<div style="border: 1px solid #ccc; height: 40px;"></div>

Asset Id	Stock Nbr	Item Desc	Serial Nbr	Acq Cost	Asset Lvl Cd	Embedded Cost	FundCd/ASN	Maj Cust Nbr	Sub Cust Nbr	Mfr Part Nbr	Loc	Cptl	Sys Id
111111100018	0005000739411	TEST RIFLE	1251654	<div style="border: 1px solid #ccc; width: 100px; text-align: center;">100.00</div>	EI	N	99/	DMB001			BPG345	No	

[Cancel](#)
[Restore](#)

2. Select [Restore](#). The **View the Asset Reversal Transaction Status** page appears.





### Reverse Multiple Assets

1. Verify the Search Criteria panel:

To complete reversal action, select Restore; otherwise, select Cancel

**Selected Rows**

Reversal Type      Disposition

Asset Id

Stock Nbr      0005000739411

Serial Nbr

Custodian Nbr

History Remarks

Asset Id	Stock Nbr	Item Desc	Serial Nbr	Acq Cost	Asset Lvl Cd	Embedded Cost	FundCd/ASN	Maj Cust Nbr	Sub Cust Nbr	Mfr Part Nbr	Loc	Cptl	Sys Id
BROOKS000239	0005000739411	TEST RIFLE	111111100016	100.00	EI	N	68/	INVSE1			TIMS ROOM	No	
BROOKS000238	0005000739411	TEST RIFLE	3225349687	100.00	EI	N	68/	INVSE1			TIMS ROOM	No	
BROOKS000243	0005000739411	TEST RIFLE	TESTING01017	100.00	EI	N	68/	INVSE1			TIMS ROOM	No	
BROOKS000244	0005000739411	TEST RIFLE	JWN03239	100.00	EI	N	68/	INVSE1			TIMS ROOM	No	

Cancel      Restore

2. Select **Restore**. The **View the Asset Reversal Transaction Status** page appears.

