



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

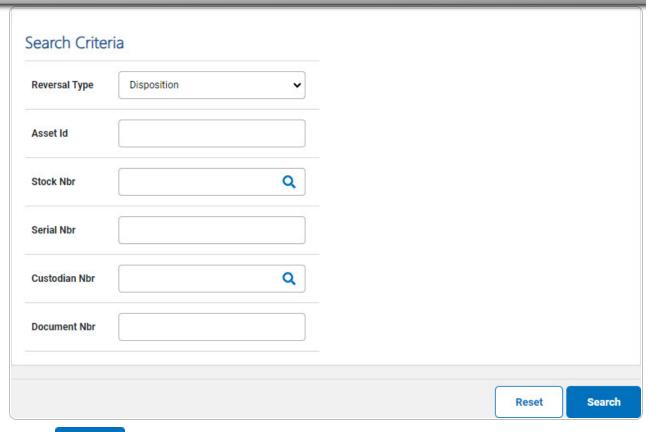
Search for an Asset for Reversing

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



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	CptI	Sys Id
	BROOKS000239		0005000739411	TEST RIFLE	111111100016	100	EI	No	68/	INVSE1			TIMS ROOM	No	
	111111100018		0005000739411	TEST	1251654	100	EI	No	99/	DMB001			BPG345	No	
	BROOKS000238		0005000739411	TEST RIFLE	3225349687	100	EI	No	68/	INVSE1			TIMS ROOM	No	
	BROOKS000243		0005000739411	TEST RIFLE	TESTING01017	100	EI	No	68/	INVSE1			TIMS ROOM	No	
	BROOKS000244		0005000739411	TEST RIFLE	JWN03239	100	EI	No	68/	INVSE1			TIMS ROOM	No	
	BROOKS000253		0005000739411	TEST RIFLE	ABC123444	100	EI	No	68/	FB2020			TIMS ROOM	No	
													0-1		
									Cance	I Des	select All	;	Select All	Con	tinue





Select Asset Reversal Rows

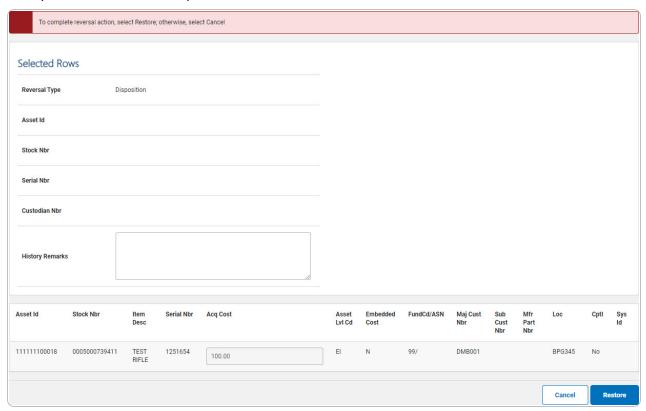
Navigation

Asset Management > Reversal > Search Criteria > Search Results > Continue > Asset Reversal Selected Rows page

Procedures

Reverse a Single Asset

1. Verify the Search Criteria panel:



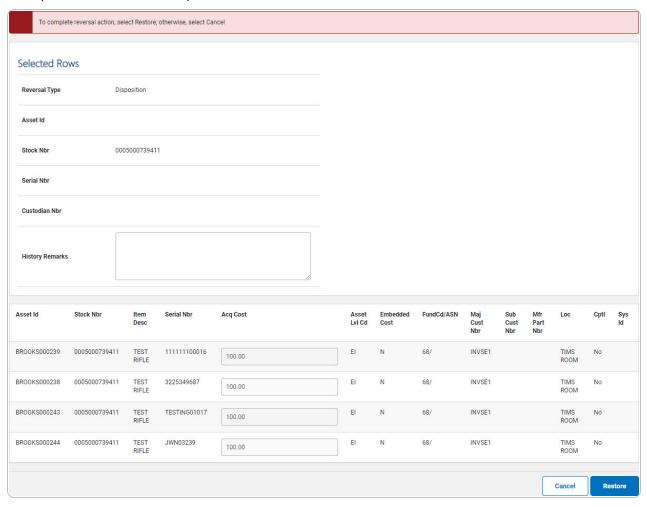
2. Select Reversal Transaction Status page appears.





Reverse Multiple Assets

1. Verify the Search Criteria panel:



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