



Asset Reversals

1. Navigate to the **Asset Management > Reversal** menu path.
2. Accept the default **Reversal Type** (only selection is **Disposition**)
3. Enter your search criteria (or leave all fields blank to display all disposed assets).
4. Select the **Search** button.
5. Select the asset(s) you wish to restore.
6. Select the **Continue** button.
7. Select the **Restore** button.

The Reversal process will only handle Personal Property without component assets. This process will not handle reversing:

- Receipts into Web DPAS
- End items with components
- Real Property (either receipts or dispositions)

Search Criteria	
Reversal Type	Disposition ▼
Asset Id	
Stock Nbr	...
Serial Nbr	
Custodian Nbr	...
Search Reset	

Search Results																
Reversal Type		Disposition														
Asset Id							Stock Nbr		749000F004715							
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	
☐	00076A0005		749000F004715	COPIER	56002603	6470	EI	No	AE/EBIZ	EBB124		AR-M355U	BLDG 101	No		
☐	00076A0007		749000F004715	COPIER	56002613	6470	EI	No	AE/EBIZ	EBB124		AR-M355U	BLDG 101	Yes		
☐	00076A0011		749000F004715	COPIER	35011544	7779	EI	No	AC/FAMIS	EBB124		ARM350NP5	BLDG 101	No		
☐	00076A0012		749000F004715	COPIER	35011744	7779	EI	No	AC/FAMIS	EBB124		ARM350NP5	BLDG 101	No		
☒	00076A0013		749000F004715	COPIER	35012414	7779	EI	No	AC/FAMIS	EBB124		ARM350NP5	BLDG 101	No		
☐	00076A0017		749000F004715	COPIER	56000610	5020	EI	No	N6/460	EBB124		ARM-237	BLDG 101	No		
☐	00076A0018		749000F004715	COPIER	55030474	8170	EI	No	N6/460	EBB124		AR-M455N	BLDG 101	No		
☐	00076A0019		749000F004715	COPIER	75033121	7697	EI	No	AE/EBIZ	EBB124		MX-2300	BLDG 101	No		
Select All Deselect All Continue Cancel																

Selected Rows													
Reversal Type		Disposition											
Asset Id						Stock Nbr		749000F004715					
Serial Nbr		Custodian Nbr											
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
00076A0013	749000F004715	COPIER	35012414	7779.00	EI	N	AC/FAMIS	EBB124		ARM350NP5	BLDG 101	No	
7 Restore Cancel													

This transaction is sent to the background programs to process during the overnight batch cycle.