Asset Disposal - Partially Depreciated Asset

Precondition:

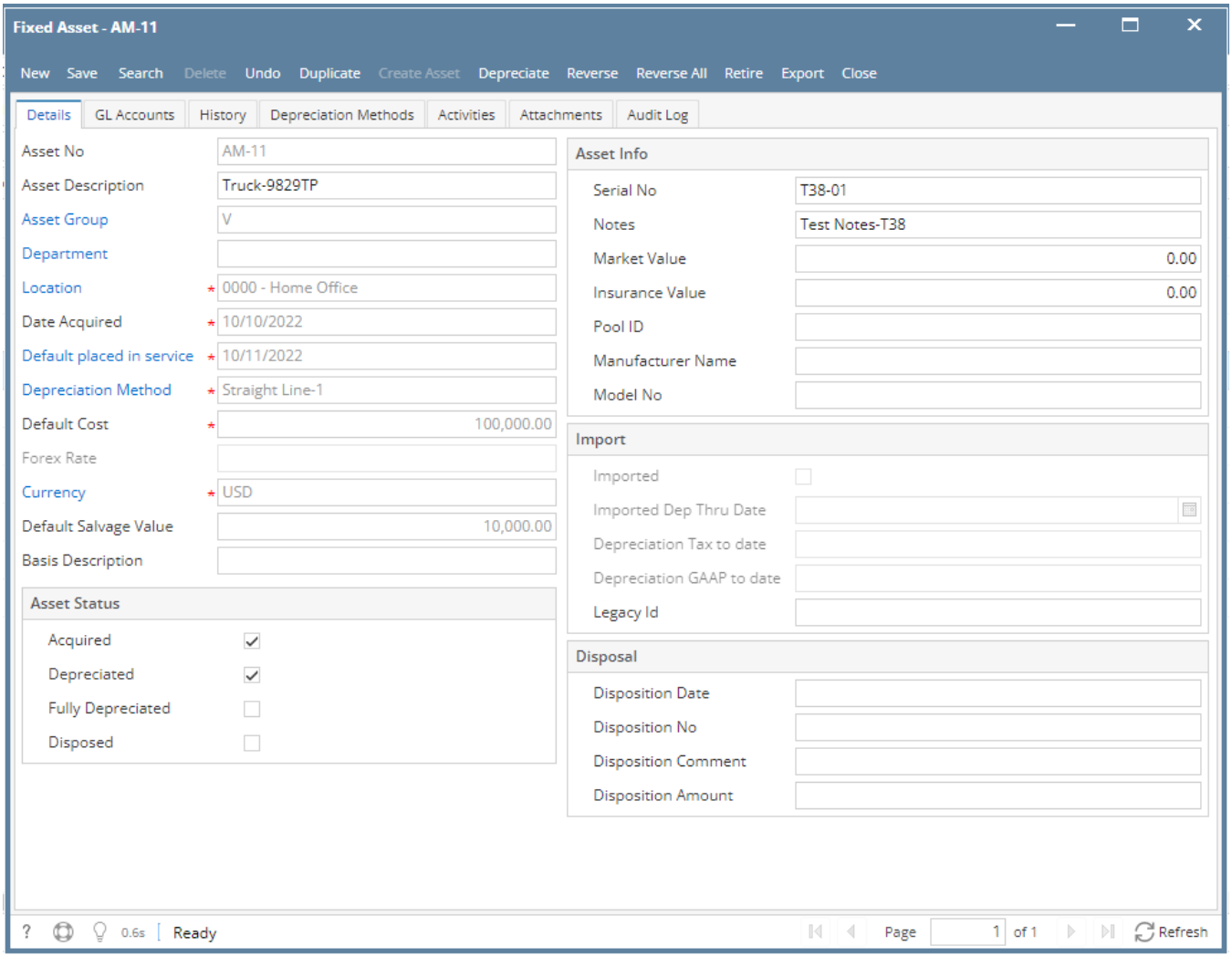
Depreciation Single Asset - Full Month

- How to Depreciation Single Asset - Full Month

Retire Fixed Asset
1. Fixed Assets > Activities >Fixed Assets> Fixed Assets tab
2. Filter for this record

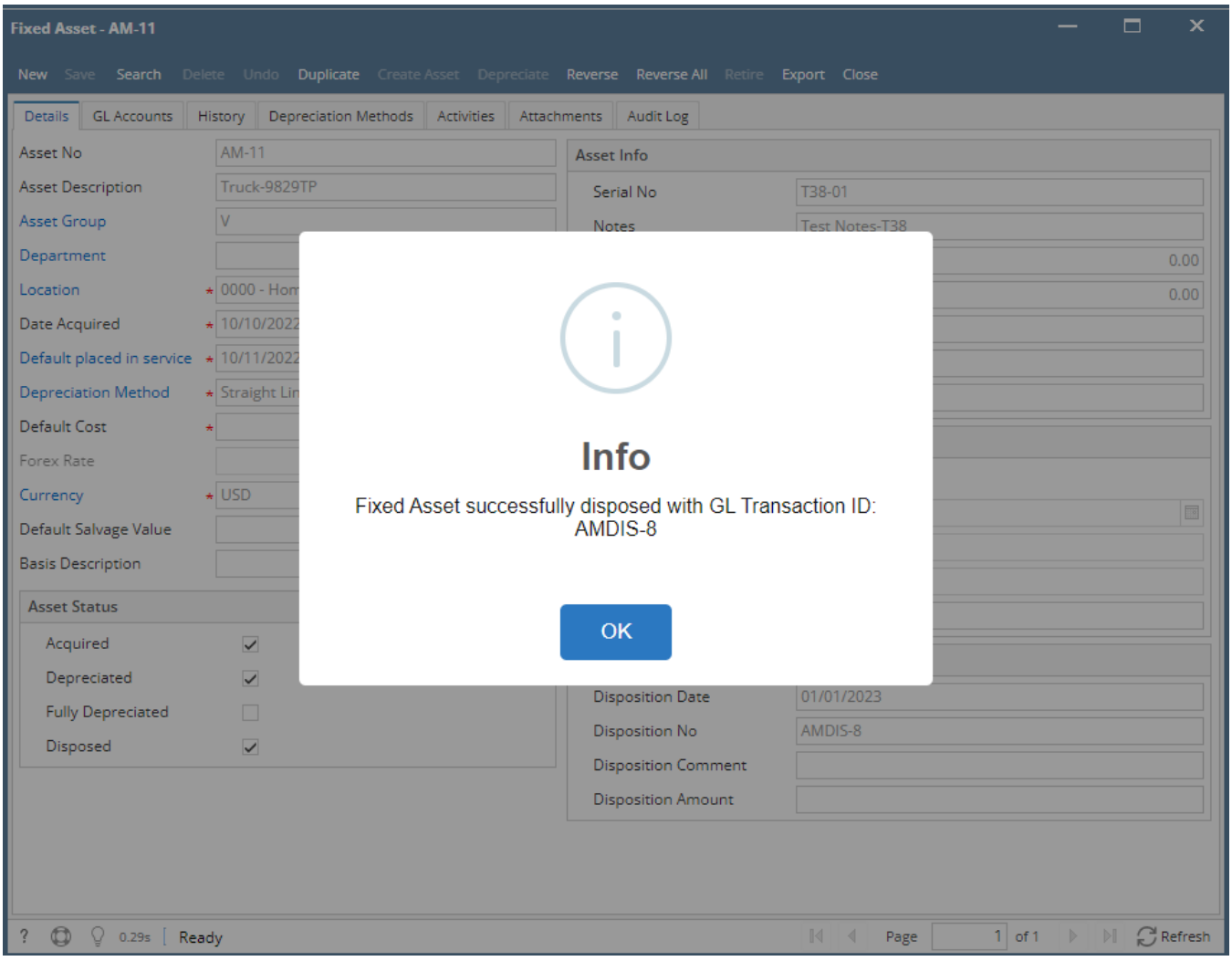
- Asset No. = <Created Asset>

3. Select the record and click Open Selected button



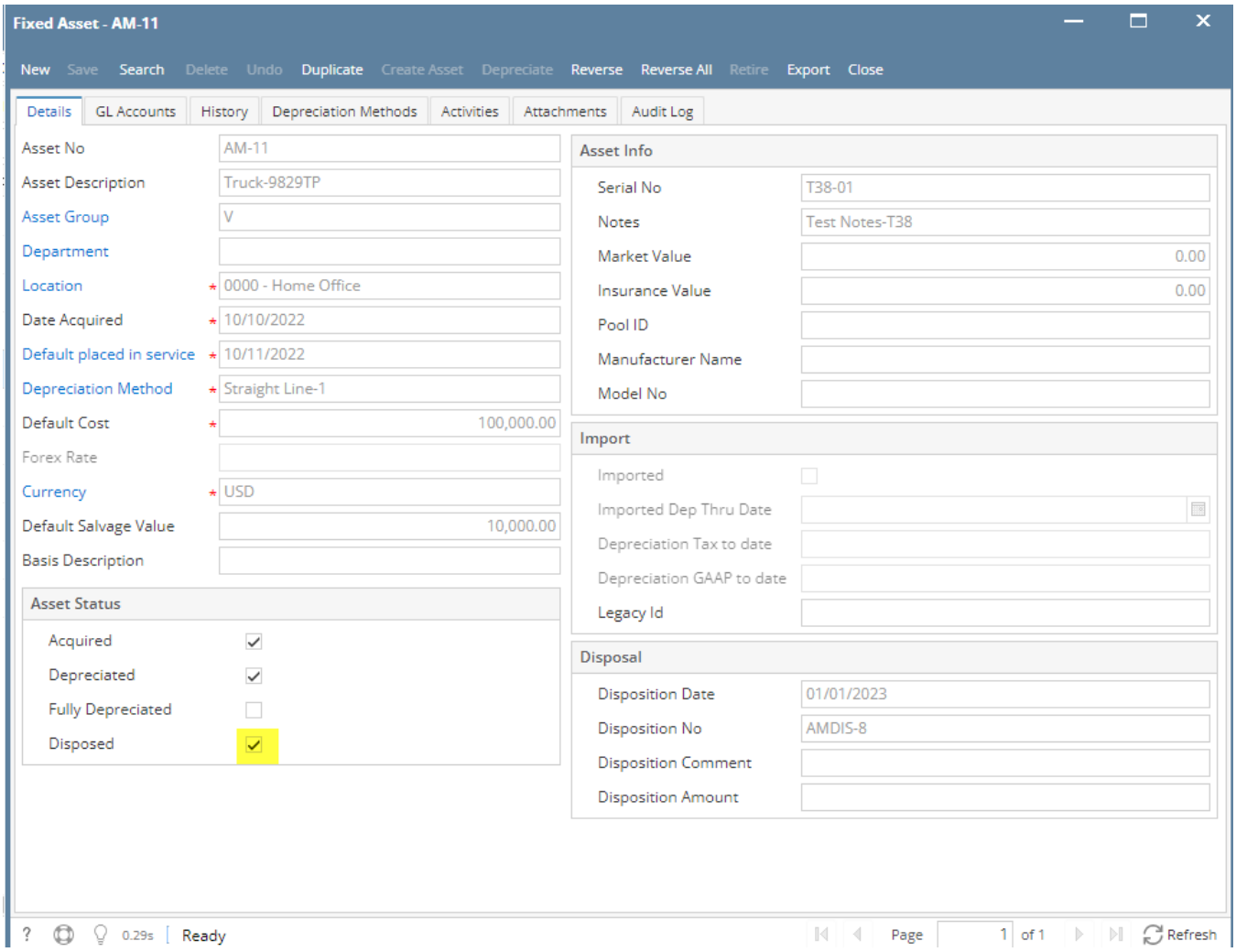
4. Click Retire button

- *Take note of the GL Transaction ID*



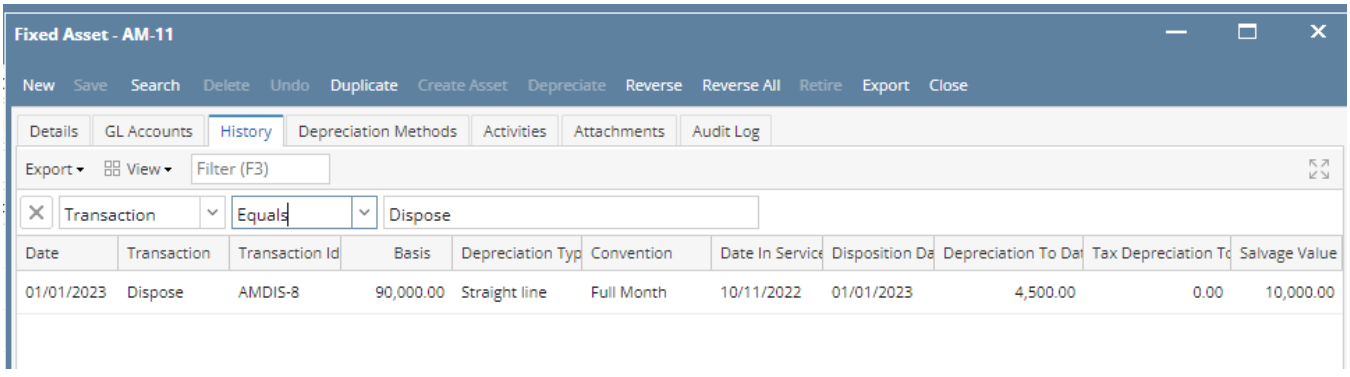
5. Click OK

6. In Details tab, verify the following:



7. Go to History tab, filter for this record and verify Disposal record

- Transaction = Dispose

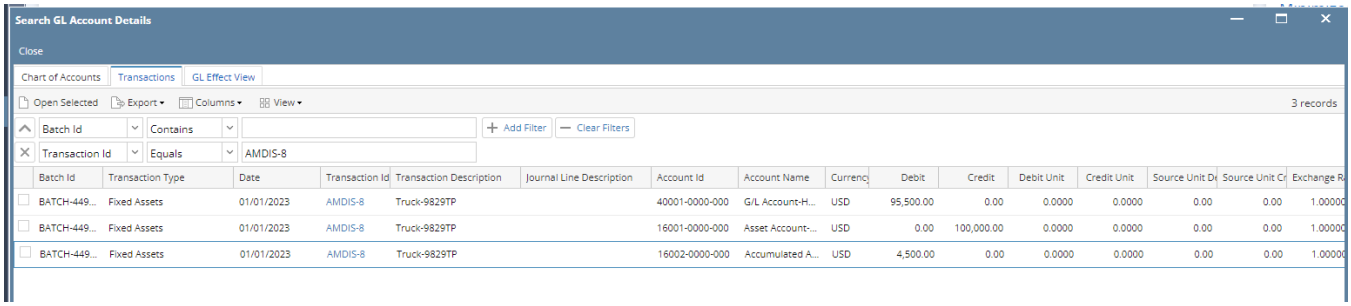


8. Close all Active screens

Verify GL entries
1. General Ledger > Activities > GL Account Detail
2. Go to Transactions tab and filter for these records

- Transaction ID = <GL Transaction ID noted in Step 4>

Should show 3 records with these information:



3. Click Close button