How to Create a Fixed Asset Disposition (FD)

A Fixed Asset (FD) Document is for the disposition of existing assets. Assets may be disposed due to regular scheduled replacement, or the asset may be worn, lost, stolen, or otherwise destroyed. Event type FA04 is used for the disposition of existing assets.

Steps to create a Fixed Asset Disposition (FD).

THIS IS AN EXAMPLE TO FOLLOW:

1. Type FD in the Jump To: box.

2. Enter the Dept.: 09, the Unit: whichever Custodian Unit is performing this document.

3. click Create.

4. Click in the Auto Numbering box, then click Create again.
5. **Document Name**: Type brief description such as “IT property to Salvage/Destroy”, **SOA**: number 50102977 and **Serial Number** 75CB7V1.

6. **Document Description**: Give brief explanation of why an FD, computer to Salvage / Destroy, see extended document description.

7. **Fixed Asset Number**: CNV0026316, click on highlighted Fixed Asset Description in colored box when it appears.

8. Click **Save** bottom left, **Fixed Asset Description**: box will auto populate with the Fixed Asset Description.

9. **Event Type**: box will auto populate with **FA04**. See example below.
10. Dell 9010 Desktop Computer, not operational, not cost effective to repair and parts no longer supported by manufacturer. Serial Number 75CB7V1.

11. Click on Calendar Icon to right of Disposition Date box, select today’s date and click.

12. Click on pulldown (Green Christmas Tree) Icon to right of Disposition Method box. Select SALV if going to salvage, LOST for misplaced/lost item, AUCT for auctioned items, DEST for items going to landfill, DONA for donated items, STLN for stolen items (will need a police report attached to Header for known stolen items such as from a vehicle break-in. There are 2 pages of these.

Disposition Date: 10/17/2018
Disposition Method: SALV
Component Section:
Component General Information.

13. Click on **Insert New Line** bottom left of page.
14. Input 1 into the **Component Number**: box, click **Save**. Page will auto populate, verify **Tag Number** is correct, **Serial Number** is correct, **Extended Description** will be populated from **Commodity Code** on original DO or PO.

Component Section:
Component Location Details.

15. In **Complex/Building**: box enter **Building number, Division, Suite/Office number and Location Code**.
**Component Section: Disposition Details.**

16. **Disposition Date:** to right of Disposition Date box click on Calendar Icon, select today’s date and click.

17. **Disposition Method:** to right of Disposition Method box click on pulldown (Green Christmas Tree) Icon and select proper disposition method. Use same selected as above in Disposition Information box in Header Section.

18. **Disposed Units:** will always be 1.0000.

All other information will auto populate.

<table>
<thead>
<tr>
<th>Disposition Date</th>
<th>Disposition Method</th>
<th>Disposed Units</th>
<th>Selling Price</th>
<th>Memo Disposal Value</th>
<th>Gain/Loss</th>
<th>Gain/Loss Account Type</th>
<th>Last Depreciation Date</th>
<th>Depreciation Amount</th>
<th>Historic Asset Cost</th>
<th>Accum Depr</th>
<th>Disposition Authority</th>
<th>New Statistical Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gain/Loss: $0.00</td>
<td>Gain / Loss Account Type:</td>
<td>Last Depreciation Date:</td>
<td>Depreciation Amount:</td>
<td>Historic Asset Cost:</td>
<td>Accum Depr: $0.00</td>
<td>Disposition Authority:</td>
<td>New Statistical Units:</td>
</tr>
</tbody>
</table>

Once completed add all supporting documentation, all email traffic from IT stating property is no longer functionable and Media Disposal Form completed by IT.

Click Validate, if validates, verify one more time the SOA, SN, CNV or FA Number.

Once you have checked this time Submit. Always keep a hard copy on record for future reference in case this item shows back up.