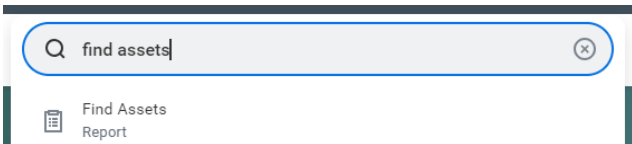
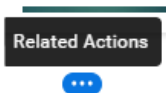


Business Assets: Adjust Asset In Service Dates

Audience / Role	Business Asset Accountant Business Asset Tracking Specialist Department Asset Tracking Specialist Department Accountant
Description	This job aid provides instructions to adjust the in-service dates for an asset.
Before You Start	The asset must have a status of “In Service or Issued”, cannot be Disposed. You cannot adjust the in-service date on an asset that has had the following lifecycle events: • Transferred the asset from another company or Worktags. • Partially disposed of the asset. • Fully disposed of and then reinstated the asset.

Adjust Asset In Service Dates

1	In the Search bar, enter Find Assets. In the search results, select the Find Assets report. 
2	You can filter for your specific search criteria to find the specific asset to adjust. Select OK.
3	The Find Assets report display a list of assets meeting your search criteria. Within this list, locate the asset you want to adjust the in-service dates. In the Asset ID Column, select the Related Actions button for the asset.  From Actions, select Business Asset, then select Adjust In Service Dates. If you do not see the option “Adjust In Service Date” it is most likely because the asset has been, partially disposed of or full disposed and then reinstated.
4	Under Reclassify, enter the following in the fields: • Item – enter the item if necessary. • Spend Category – update if necessary. • Asset Class – update if necessary. • Asset Type – update if necessary. • Proposed Useful Life – update if the useful life of the Asset Class you updated is different from the Current Asset Information.
5	Under Adjust Asset In-Service Date, in the Date Placed In Service column, enter the date the asset should in service in the Proposed field.



Business Assets: Adjust Asset In Service Dates

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Select **Submit**.

What Happens Next?

- Workday reverses depreciation recorded for the period between the initial in-service date and the new date.
- You can post the adjustment in the current open period or amortized over the remaining useful life of the asset.

Related Reports

- Find Assets

Related Job Aids

- Not Applicable