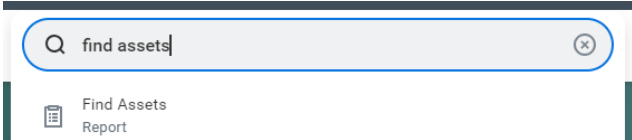
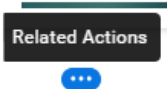


Audience / Role	Business Asset Accountant Business Asset Tracking Specialist Department Asset Tracking Specialist
Description	This job aid provides instructions to manage an asset impairment. An asset impairment is damage to the physical condition of the asset and change to the value of the asset. Impairment also occurs when an asset is more likely than not to be disposed of prior to its original estimated disposal date.
Before You Start	Asset cannot have a status of "Pending registration, Registered, Disposed, Out of Service or Removed. Reference Policy for when to impair an asset. One reason to impair an asset instead of adjusting the cost, the asset was damaged and the value has decreased.

Asset Impairment

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 impair. In the Asset ID Column, select the Related Actions button for the asset.  From Actions, select Business Asset, then select Impair.
4	Under Asset Details, enter the following in the fields: • Transaction Effective Date – enter the date for the asset impairment. • Impairment Amount – enter the amount for the asset impairment. • Impairment Reason – select the reason for the asset impairment.
5	Select Submit.



What Happens Next?

- The request will be sent to the Department Asset Tracking Specialist for final approval.
- The book value of the asset is adjusted.
- Workday will expense the amount of the adjustment due to the impairment.