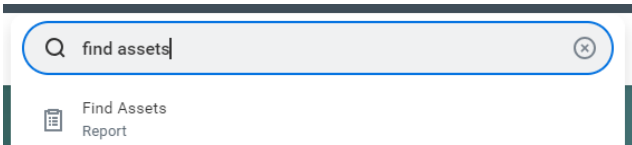
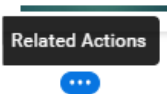


Audience / Role	Business Asset Accountant Business Asset Tracking Specialist Department Asset Tracking Specialist
Description	This job aid provides instructions to remove an asset that is registered in error. This task is to remove asset prior to a Depreciation Run.
Before You Start	Asset must have a status of Registered or In Service with no depreciation or other lifecycle events. It also may not be attached to an approved Supplier Invoice.

Asset Removal

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 remove. In the Asset ID Column, select the Related Actions button for the asset.  From Related Actions, select Business Asset, then select Remove.
4	Under Remove, enter the following in the fields: • Transaction Effective Date – enter the In-Service Date. • Asset Removal Reason – select Registered in Error. • Comments – provide an explanation for removing the asset.
5	Select Submit.

What Happens Next?

- Request will move to the Department Asset Tracking Specialist for final approval.
- The Asset status changes to Removed.
- For assets that are removed, Workday also removes any:
 - Workers.
- For assets created when project assets are capitalized, Workday moves the uncapitalized cost back to the project assets.