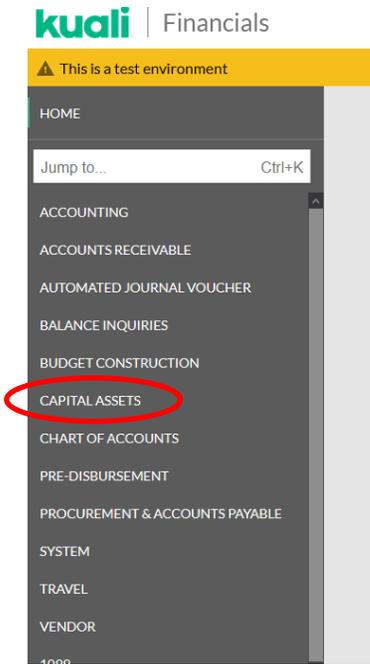


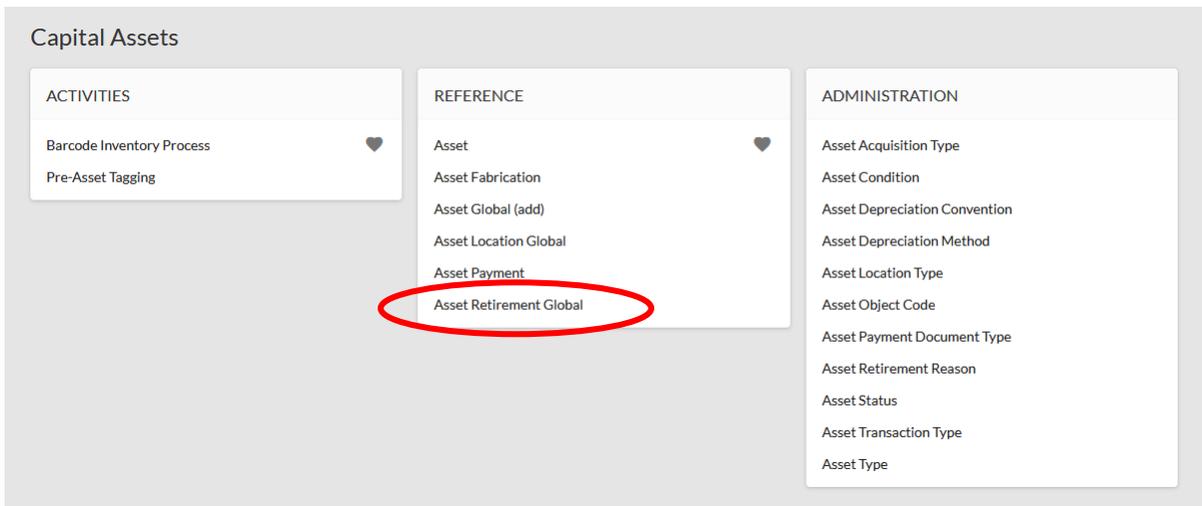
Creating a Theft Retirement Document in Kual

PURPOSE: To retire an asset that has been stolen. *Note:* A police report is required for all theft retirements, contact CSU Police to obtain a Police Case Number. If an asset is not located on campus, file a theft report with local authorities.

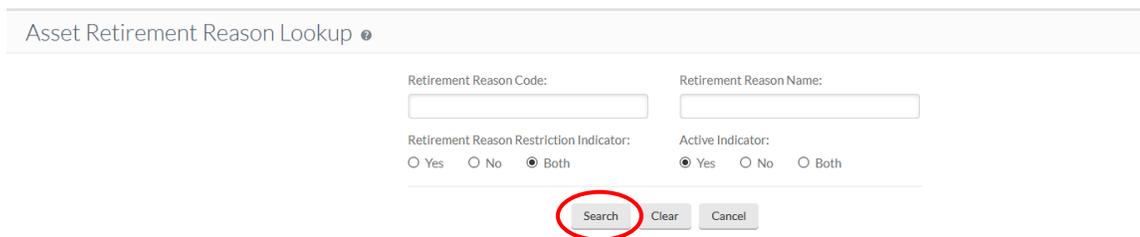
From the Main Menu, click on **Capital Assets**.



In the **Reference** box, click on the **Asset Retirement Global** link.



The Asset Retirement Reason Lookup screen will open. Click on **“Search”** to retrieve a list of retirement reasons.

A screenshot of the Asset Retirement Reason Lookup form. The form is titled "Asset Retirement Reason Lookup" and contains several input fields and radio buttons. The fields are: "Retirement Reason Code:" (text input), "Retirement Reason Name:" (text input), "Retirement Reason Restriction Indicator:" (radio buttons for Yes, No, Both), and "Active Indicator:" (radio buttons for Yes, No, Both). The "Both" radio button under "Retirement Reason Restriction Indicator" and the "Yes" radio button under "Active Indicator:" are selected. At the bottom of the form, there are three buttons: "Search" (highlighted with a red circle), "Clear", and "Cancel".

Click on the **return value** link for reason code 7, **Theft**.

Return Value	Retirement Reason Code	Retirement Reason Name	Retirement Reason Restriction
	X	Expired Fund - Remaining Equip	Yes
	0	Credit	Yes
	1	Sold	Yes
return value	2	Trade-in	No
return value	3	Write-Off (Lost/Improper Disposal)	No
	4	Recycled	Yes
	5	Cannibalized	Yes
	6	Equipment Release	Yes
return value	7	Theft	No
	8	Destroyed	Yes
return value	9	External Transfer	No
	A	Auction (public surplus auction)	Yes
	C	Check Canceled	Yes
	E	Asset Created in Error	Yes
	H	Retirement of Control Assets	Yes
	J	General Error Correction	Yes
	M	Merged	Yes
	P	Plant Fund Retirement	Yes
	R	Razed	Yes
	S	Asset Separated Retirement	Yes
	W	Software Termination	Yes

An Asset Retirement Global document will open.

Asset Retirement Global

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description:

Organization Document Number:

Explanation:

RETIREMENT INFORMATION

NEW

Retirement Reason

Retirement Reason Code: 7 - Theft

Retirement Date:

THEFT

NEW

Police Case Number:

Submit Save Close Cancel

Enter a **Description** in the **Document Overview** tab. *Example:* Theft of Laptop

Use the explanation field (also located in the **Document Overview** tab) to provide a brief explanation. *Example:* Laptop was stolen from professor's office.

Enter the **Police Case Number** (required) in the **Theft** tab.

In the **Asset Detail Information** tab, search for the asset number by clicking on the magnifying glass icon to the right of the **Asset Number** field. *Note:* You can retire several assets on the same document. If you had two or more capital assets stolen in the same incident and they are detailed on the same police report, use the Look Up/Add Multiple Asset Lines magnifying glass icon. Otherwise, repeat the Asset Number lookup process for each asset.

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines 

* Asset Number:

ADD

Using the Asset Number magnifying glass icon lookup, the Asset Lookup screen will open. Search for an asset by entering known asset information, such as the **Tag Number** (CSU decal number). After entering known information, click on the **Search** button.

Asset Lookup

Tag Number:	<input type="text"/>	Asset Number:	<input type="text"/>
Organization Owner Chart Of Accounts Code:	<input type="text" value="CO"/>	Organization Owner Organization Code:	<input type="text"/>
Organization Owner Account Number:	<input type="text"/>	Owner:	<input type="text"/>
Campus:	<input type="text" value="MC"/>	Building Code:	<input type="text"/>
Building Room Number:	<input type="text"/>	Asset Type Code:	<input type="text"/>
Asset Status Code:	<input type="text"/>	Asset Condition:	<input type="text"/>
Vendor Name:	<input type="text"/>	Manufacturer:	<input type="text"/>
Model Number:	<input type="text"/>	Serial Number:	<input type="text"/>
Create Date From:	<input type="text"/>	Create Date To:	<input type="text"/>
Asset Representative Principal Name:	<input type="text"/>	Organization Inventory Name:	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>

When the search results are retrieved, confirm it is the correct asset and click on **Return Value**.

Search Results

Return Value	Asset Number	Tag Number	Organization Owner Organization Code	Building Code	Asset Status Code	Asset Description
return value	506378	326326	1872	0150	A	UV FLUORESCENCE SO2 ANALYZER

This will return you to the main screen of the document and the asset number will be populated in the **Asset Number** field. Click on the **Add** button to pull the asset info into the document. *Note:* If you do not click the **Add** button, the asset will not be retired, and you will need to resubmit a new document!

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines 

* Asset Number: 

The asset information will be imported into the document.

ASSET DETAIL INFORMATION

NEW ASSET RETIRED

Look Up/Add Multiple Asset Lines 

* Asset Number:

ASSET RETIRED (506378)

Asset Number:	506378
Organization Owner Chart Of Accounts Code:	CO
Organization Owner Account Number:	1338210
Organization Owner Organization Code:	1872
Acquisition Type Code:	Pre-Asset Tagging
Asset Status Code:	A
Asset Condition:	Good-Operational
Asset Description:	UV FLUORESCENCE SO2 ANALYZER
Asset Type Code:	89780SI
Vendor Name:	TELEDYNE ADVANCED POLLUTION INSTRUMENTA
Model Number:	T100U
Serial Number:	131
Tag Number:	326326
Government Tag:	

Provide any notes and attachments in the **Notes and Attachments** tab. *Note: Attach a copy of the Police Report.* You must click on the **Add** button or you will lose the attachment.

NOTES AND ATTACHMENTS (0)

* Note Text :

Attachment : No file selected.

In the **Ad Hoc Recipients** tab, ad hoc anyone that is required or necessary (and not already shown in the route log) by clicking on the magnifying glass icon to the right of the **Person** field. *Note: The department head is required as an APPROVER for this document.* Search for required approvers by clicking on the magnifying glass icon to the right of the **Person** field. Select return value for the appropriate person. *Note: You must click the Add button or the ad hoc will not be added.*

AD HOC RECIPIENTS

PERSON REQUESTS

* PERSON		* ACTION REQUESTED	APPROVE	ACTIONS	ADD
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AD HOC GROUP REQUESTS

* NAMESPACE CODE		* NAME		* ACTION REQUESTED	APPROVE	ACTIONS	ADD
------------------	--	--------	--	--------------------	---------	---------	-----

ROUTE LOG

Submit Save Close Cancel

Click on **Submit** when you are finished. You should see the message **Document was successfully submitted** at the top of the document. If you see an error message instead (in red lettering), read the explanation of the problem – correct the error and resubmit.

Submit Save Close Cancel