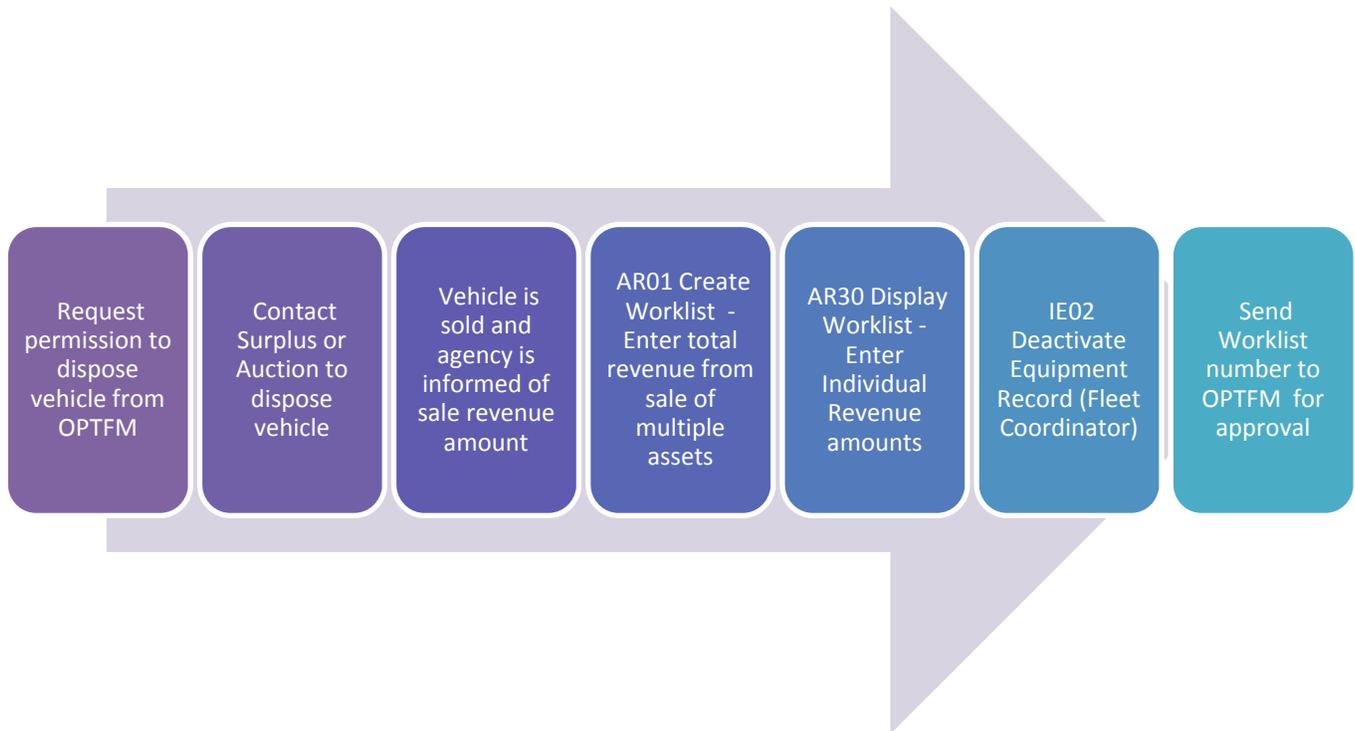


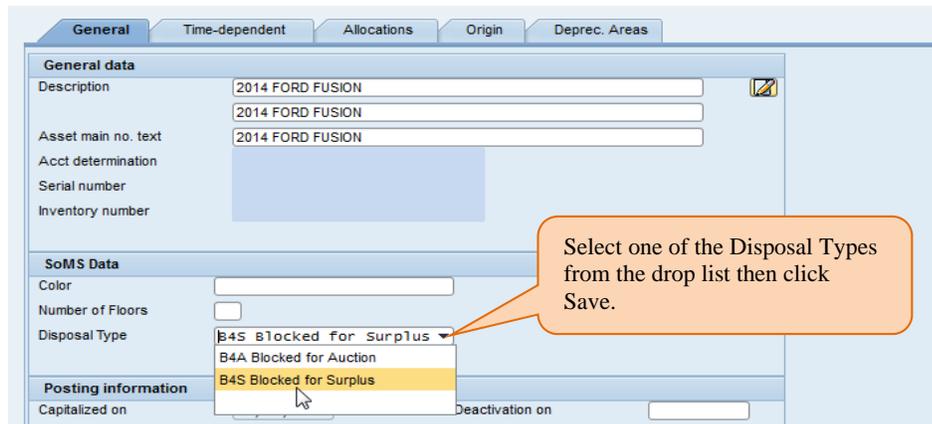
Vehicle Disposal Process JOB AID

This job aid describes the process for disposing vehicles, (Auction or Surplus).



- 1) Use t-code **AS02** and select the appropriate **Disposal Type**.

The B4A Disposal Type must be selected unless the asset is being disposed through the DFA's Office of Surplus Property (OSP). If the item is disposed of through OSP then Disposal Type must be B4S:



Vehicle Disposal Process JOB AID

Change Asset: Master data

Menu Save Back Exit Cancel System Previous tab page Next tab page Asset values

Asset 0 2014 FORD FUSION
 Class Vehicles Company Code SOMS

General Time-dependent Allocations Origin Deprec. Areas

General data

Description 2014 FORD FUSION
 2014 FORD FUSION
 Asset main no. text 2014 FORD FUSION
 Acct determination
 Serial number
 Inventory number

SoMS Data

Color
 Number of Floors
 Disposal Type B4S Blocked for Surplus

Posting

Capitalize Block the asset(s) from any further financial tranj
 First acqu
 Acquisition

Inventory

Last inver
 Inventory

Information: Block the asset(s) from any further financial tranj

Note the information message displayed.

2) Use t-code **IE05** to deactivate the equipment associated with the asset.

General Time-dependent Allocations Origin Deprec. Areas

General data

Description 2014 FORD FUSION
 2014 FORD FUSION
 Asset main no. text 2014 FORD FUSION
 Acct determination
 Serial number
 Inventory number

SoMS Data

Color
 Number of Floors
 Disposal Type B4S Blocked for Surplus

Posting

Capitalize Deactivate the equipment rec. via IE02 transaction
 First acqu
 Acquisition

Inventory

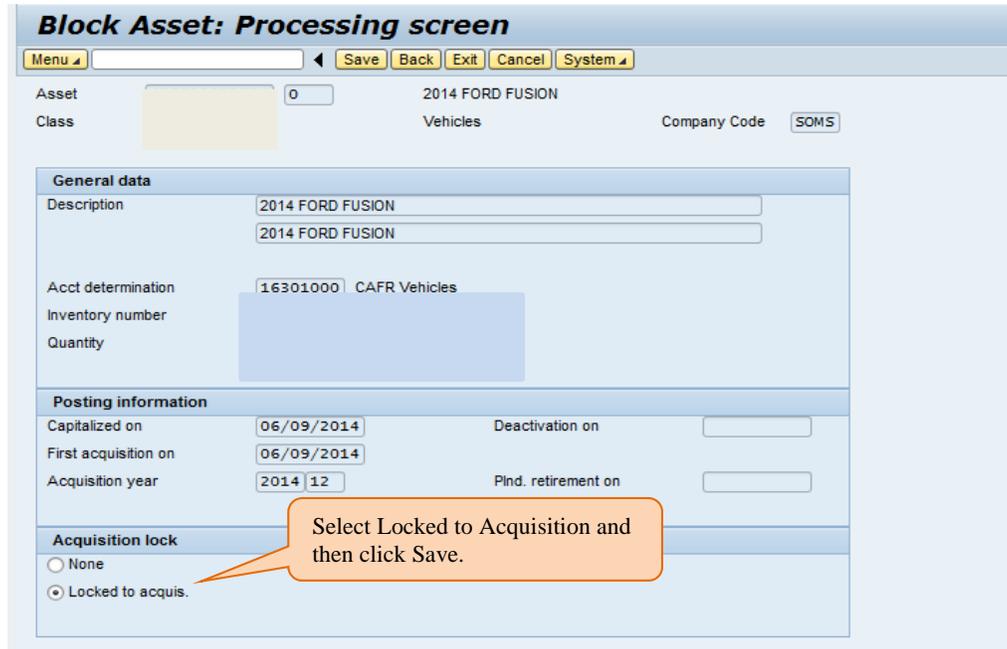
Last inver
 Inventory

Information: Deactivate the equipment rec. via IE02 transaction

Note the information message displayed.

Vehicle Disposal Process JOB AID

- 3) After the disposal type is set, use t-code **AS05** to lock the asset record from additional financial postings, i.e. depreciation:



The screenshot shows the 'Block Asset: Processing screen' in SAP. The asset is identified as '2014 FORD FUSION' with class 'Vehicles' and company code 'SOMS'. The 'Acquisition lock' section at the bottom has two radio button options: 'None' and 'Locked to acquis.'. An orange callout box points to the 'Locked to acquis.' option with the text: 'Select Locked to Acquisition and then click Save.'

Note: Setting the disposal type does not retire the asset from the system. It only prevents additional financial postings to this asset. Agencies sending assets to OSP must complete both steps 1 & 3 in order for the nightly interface to send assets to OSP's system.

- 4) For assets being sold by OSP, the Agency Property Officer will need to send an email to DFA's Office of Budget and Accounting providing the asset numbers transferred along with the account assignment (fund and cost object) associated with each asset. This information can be found on the Time – Dependent tab of the Asset Master Record.
- 5) Once the Agency Property Officer receives notice that the asset has been sold, dispose of the asset by creating a work list (AR01). The Agency Property Officer must attach all documents pertaining to disposal of the vehicle by using transactions AS02 or AS03. Documents include, but are not limited to: Asset disposal form, copy of check, copy of vehicle title, and insurance paperwork. A web link on how to attach documents is listed below:
http://uperform.magic.ms.gov/ucontent/61aef7669387483eb28527cd49abc65b_en-US/index.pdf



Vehicle Disposal Process JOB AID

6) After clicking **Execute** on the previous screen, all assets for disposal will be listed:

Asset Balances

Report date: 06/30/2015 Asset Balances - 01 Full Accrual
Created on: 05/18/2015

CompanyCode	BusinessArea	Bal.sheetitem	Bal.sh.acctAPC	AssetClass
SOMS		8000000	16301000	EQ030025

Asset	SNO.	Cap.date	Asset description	Acquis.val.	Accum.dep.	Book val.	Crcy
43000002209	D	08/01/2006	2000 INTERNATIONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	USD
43000002266	D	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	USD
43000002297	D	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	USD
43000002438	D	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	USD
43000002553	D	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	USD
43000002592	D	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	USD
* Asset Class EQ030025 Vehicles				104,127.00	93,714.30-	10,412.70	USD
** Bal.sh.acct APC 16301000 Vehicles				104,127.00	93,714.30-	10,412.70	USD
*** Balance sheet item 8000000 Accounts not assigned				104,127.00	93,714.30-	10,412.70	USD
**** Business Area 1711 Department of Public Safety				104,127.00	93,714.30-	10,412.70	USD
***** Company Code SOMS State of Mississippi				104,127.00	93,714.30-	10,412.70	USD

7) Select the double arrow on the right side of the menu bar (if there is a need to see the WL options) and then select **WL** (Create worklist) or click Ctrl+Shift+F8:

Options ▾

Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Spreadsheet... | Local file... | Mail recipient | ABC analysis | Change layout... | Select layout... >>

1

Book val.	Crcy
1,990.00	USD
1,577.10	USD
2,029.20	USD
1,836.40	USD
1,474.30	USD
1,505.70	USD
10,412.70	USD

- Save layout... (Ctrl+F12)
- Information (Shift+F2)
- More reports... (Ctrl+Shift+F10)
- Assets (Ctrl+Shift+F1)
- WL (Ctrl+Shift+F8)**
- Add to Worklist (Ctrl+Shift+F9)

Vehicle Disposal Process JOB AID

To create a worklist: Choose Workflow Task pop-up will then display:

Asset Balances

Report date: 06/30/2015 Asset Balances - 01 Full Accrual
Created on: 05/18/2015

Asset	SNO.	Cap.date	Asset description	Acquis.val.	Accum.dep.	Book val.	Crcy
430000002209	0	08/01/2006	2000 INTERNATIONAL 8000 SERIES	19,900.00	17,910.00-	1,990.00	USD
430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	USD
430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	USD
430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	USD
430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	USD
430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	USD
* Asset Class EQ030025 vehicles				104,127.00	93,714.30-	10,412.70	USD
** Bal.sh.acct APC 16301000 vehicles				104,127.00	93,714.30-	10,412.70	USD
*** Balance sheet item 8000000 Accounts not assigned				104,127.00	93,714.30-	10,412.70	USD
**** Business Area 1711 Department of Public Safety				104,127.00	93,714.30-	10,412.70	USD
*****Company Code S0MS State of Mississippi				104,127.00	93,714.30-	10,412.70	USD

Create Worklist: Choose Workflow Task

WL name: retirement of assets

Task selection

- Retirement without revenue
- Retirement with revenue
- Change asset w/o dialog (bulk change)
- Intercompany Asset Transfer
- Impairment Posting

8) Name the Worklist and select **Retirement with revenue** as shown below. Then, click the green check:

Asset Balances

Report date: 06/30/2015 Asset Balances - 01 Full Accrual
Created on: 05/18/2015

Asset	SNO.	Cap.date	Asset description	Acquis.val.	Accum.dep.	Book val.	Crcy
430000002209	0	08/01/2006	2000 INTERNATIONAL 8000 SERIES	19,900.00	17,910.00-	1,990.00	USD
430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	USD
430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	USD
430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	USD
430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	USD
430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	USD
* Asset Class EQ030025 vehicles				104,127.00	93,714.30-	10,412.70	USD
** Bal.sh.acct APC 16301000 vehicles				104,127.00	93,714.30-	10,412.70	USD
*** Balance sheet item 8000000 Accounts not assigned				104,127.00	93,714.30-	10,412.70	USD
**** Business Area 1711 Department of Public Safety				104,127.00	93,714.30-	10,412.70	USD
*****Company Code S0MS State of Mississippi				104,127.00	93,714.30-	10,412.70	USD

Create Worklist: Choose Workflow Task

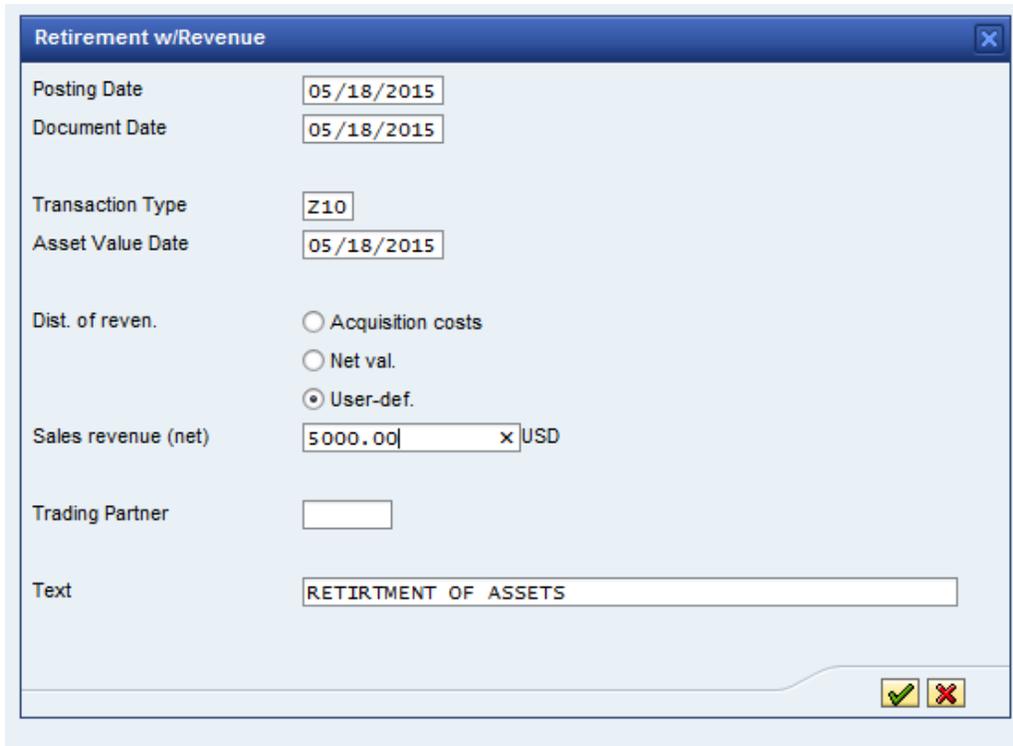
WL name: retirement of assets

Task selection

- Retirement without revenue
- Retirement with revenue
- Change asset w/o dialog (bulk change)
- Intercompany Asset Transfer
- Impairment Posting

Vehicle Disposal Process JOB AID

9) Select the **User-def** radio button and enter the amount that you received from the sale of the vehicle. This should be the **total** of all the assets sold. Then select the green check button:



The Worklist number will then display on the lower left side of the screen:



Hint: You can double-click on this number to display it larger and copy it by highlighting and then pressing Ctrl-C.

Vehicle Disposal Process JOB AID

Asset Balances

Report date: 06/30/2015 Asset Balances - 01 Full Accrual
Created on: 05/18/2015

CompanyCode: SOMS BusinessArea: 1711 Bal.sheetitem: 8000000 Bal.sh.acctAPC: 16301000 AssetClass: EQ030025

Asset	SNo.	Cap.date	Asset description	Acquis.val.	Accum.dep.	Book val.	Crcy
430000002209	0	08/01/2006	2000 INTERNATIONAL 8000 SERIES				
430000002266	0	07/01/2000	2000 DODGE CARAVAN				
430000002297	0	06/01/2000	2000 FORD EXPLORER				
430000002438	0	12/01/2000	2001 JEEP CHEROKEE				
430000002553	0	07/01/2001	2001 DODGE RAM VAN				
430000002592	0	07/01/2001	2001 FORD TAURUS				

Performance Assistant
Work queue 000001381599 added
Message no. WL879

* Asset Class EQ030025 Vehicles
** Bal.sh.acct APC 16301000 Vehicles
*** Balance sheet item 8000000 Accounts not assigned
**** Business Area 1711 Department of Public Safety
***** Company Code SOMS State of Mississippi

10) Go to t-code **AR30**, enter the Worklist number, and then click **Execute**:

ECC Webgui - State of Mississippi - MAGIC Portal - Windows Internet Explorer

https://qas.magic.ms.gov/irj/portal?NavigationTarget=navurl%3A%2F%2F69de073636d50b413dc745234c6bb556&PrevNavTarget=...

Display worklist

Menu Save as Variant... Back Exit Cancel System Execute Dynamic selections

Selections

Worklist x

Settings

Report date
 Depreciation area Full Accrual
 Sort Variant Co. code/bus. area/bal. item/B/S acc
 Translation method

Further options

Layout



Vehicle Disposal Process JOB AID

This will display a list of the assets for retirement. Notice the **Planned Revenue** field on the worklist:

Display worklist

Menu | Back | Exit | Cancel | System | Refresh | Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Print preview | Spreadsheet... | Local file... | ABC a

Worklist 1381599 RETIRTMNT OF ASSETS

Retirement with revenue - Revenue amount 5,000.00 USD

Status Ready

Status	Asset	SNr.	Capitalized on	Asset description	Acquis. Val.	Accum. dep.	Book Value	Planned Rev.	Crcy
R...	430000002209	0	08/01/2006	2000 INTERNATIONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	0.00	JSD
R...	430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	0.00	JSD
R...	430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	0.00	JSD
R...	430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	0.00	JSD
R...	430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	0.00	JSD
R...	430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	0.00	JSD
Asset C					104,127.00	93,714.30-	10,412.70	0.00	JSD
Acquisit					104,127.00	93,714.30-	10,412.70	0.00	JSD
Balance					104,127.00	93,714.30-	10,412.70	0.00	JSD
Busines					104,127.00	93,714.30-	10,412.70	0.00	JSD
Compan					104,127.00	93,714.30-	10,412.70	0.00	JSD

11) Enter the corresponding sale amount in the **Planned Revenue** column for each vehicle and press **Enter** after each entry. The total planned revenue amount must equal the Revenue amount entered in Step 9 when setting up the Worklist.

12) After the last value is entered, click the **Refresh** button:

Display worklist

Menu | Back | Exit | Cancel | System | Refresh | Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Print preview | Spreadsheet... | Local file... |

Worklist 1381599 RETIRTMNT OF ASSETS

Retirement with revenue - Revenue amount 5,000.00 USD

Status Ready

Status	Asset	SNr.	Capitalized on	Asset description	Acquis. Val.	Accum. dep.	Book Value	Planned Rev.	Crcy
R...	430000002209	0	08/01/2006	2000 INTERNATIONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	1,000.00	USD
R...	430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	1,000.00	USD
R...	430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	500.00	USD
R...	430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	500.00	USD
R...	430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	1,000.00	USD
R...	430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	1,000.00	USD
Asset C					104,127.00	93,714.30-	10,412.70	0.00	USD
Acquisit					104,127.00	93,714.30-	10,412.70	0.00	USD
Balance					104,127.00	93,714.30-	10,412.70	0.00	USD
Busines					104,127.00	93,714.30-	10,412.70	0.00	USD
Compan					104,127.00	93,714.30-	10,412.70	0.00	USD

Vehicle Disposal Process JOB AID

A save pop-up will display. Select **Yes** to save the data:

Display worklist

Menu | Back | Exit | Cancel | System | Refresh | Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Print preview | Spreadsheet... | Local file...

Worklist 1381599 RETIRTMET OF ASSETS

Retirement with revenue - Revenue amount 5,000.00 USD

Status Ready

Status	Asset	SNo.	Capitalized on	Asset description	Acquis. Val.	Accum. dep.	Book Value	Planned Rev.	Crcy
R...	430000002209	0	08/01/2006	2000 INTERNATONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	1,000.00	USD
R...	430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	1,000.00	USD
R...	430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	500.00	USD
R...	430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	500.00	USD
R...	430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	1,000.00	USD
R...	430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	1,000.00	USD
Asset C					104,127.00				
Acquisit					104,127.00				
Balance					104,127.00				
Busines					104,127.00				
Compan					104,127.00				

Refresh worklist

Data will be lost.

Do you want to save?

Note: If the total of the values entered does not equal the total revenue amount entered when the Worklist was created, an error message will appear:

Display worklist

Menu | Back | Exit | Cancel | System | Refresh | Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Print preview | Spreadsheet... | Local file... | ABC analysis | Char

Worklist 1381599 RETIRTMET OF ASSETS

Retirement with revenue - Revenue amount 5,000.00 USD

Status Ready

Status	Asset	SNo.	Capitalized on	Asset description	Acquis. Val.	Accum. dep.	Book Value	Planned Rev.	Crcy
R...	430000002209	0	08/01/2006	2000 INTERNATONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	1,000.00	USD
R...	430000002266	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	1,000.00	USD
R...	430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	1,000.00	USD
R...	430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	500.00	USD
R...	430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	1,000.00	USD
R...	430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	1,000.00	USD
Asset C					104,127.00				
Acquisit					104,127.00				
Balance					104,127.00				
Busines					104,127.00				
Compan					104,127.00				

Information

Total revenue is not equal to the sum of individual revenues: 5,000.00 <> 5,500.00

Vehicle Disposal Process JOB AID

If all information is entered correctly, the Worklist will appear as below:

Display worklist

Menu | Back | Exit | Cancel | System | Refresh | Sort in ascending order | Sort in descending order | Set filter | Display sum | Subtotal... | Print preview | Spreadsheet... | Local file... | ABC analysis

Worklist 1381599 RETIREMENT OF ASSETS

Retirement with revenue - Revenue amount 5,000.00 USD

Status Ready

Status	Asset	SNo.	Capitalized on	Asset description	Acquis. Val.	Accum. dep.	Book Value	Planned Rev.	Crcy
R...	430000002209	0	08/01/2006	2000 INTERNATIONA 8000 SERIES	19,900.00	17,910.00-	1,990.00	1,000.00	USD
R...	430000002286	0	07/01/2000	2000 DODGE CARAVAN	15,771.00	14,193.90-	1,577.10	1,000.00	USD
R...	430000002297	0	06/01/2000	2000 FORD EXPLORER	20,292.00	18,262.80-	2,029.20	500.00	USD
R...	430000002438	0	12/01/2000	2001 JEEP CHEROKEE	18,364.00	16,527.60-	1,836.40	500.00	USD
R...	430000002553	0	07/01/2001	2001 DODGE RAM VAN	14,743.00	13,268.70-	1,474.30	1,000.00	USD
R...	430000002592	0	07/01/2001	2001 FORD TAURUS	15,057.00	13,551.30-	1,505.70	1,000.00	USD
Asset C					104,127.00	93,714.30-	10,412.70	5,000.00	USD
Acquisit					104,127.00	93,714.30-	10,412.70	5,000.00	USD
Balance					104,127.00	93,714.30-	10,412.70	5,000.00	USD
Busines					104,127.00	93,714.30-	10,412.70	5,000.00	USD
Compan					104,127.00	93,714.30-	10,412.70	5,000.00	USD

13) The Agency Property Officer should inform the Agency Fleet Coordinator that the vehicles are ready for deactivation and provide them with the Worklist number. The Agency Fleet Coordinator must complete the following steps to deactivate an equipment record:

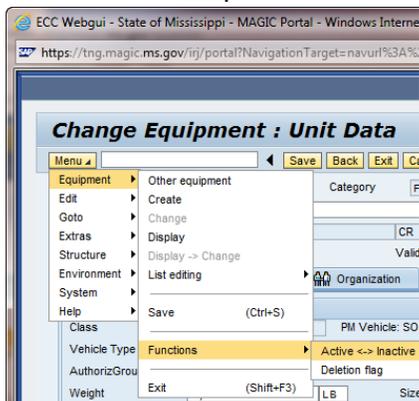
- 1) Enter transaction code IE02
- 2) Enter the equipment number for the vehicle that needs to be deactivated

Change Equipment : Initial Screen

Menu | Back | Exit | Cancel | System

Equipment:

3) Follow the menu path Menu > Equipment > Functions > Active > Inactive > **Deactivate**.



Vehicle Disposal Process JOB AID

- 4) Click the Save button.



- 14) After all steps above are completed, the Agency Property Officer should send an e-mail to DFA -[OPTFM](#) to provide notification that the Worklist is ready for approval.
- 15) For assets sold by Auction, the Agency Property Officer must provide to their agency's accounting department the asset number and account assignment (fund and cost object) of each of the retired assets. This asset information must be used by the accounting staff when depositing the funds received from the asset sale. The following web link provides detailed requirements for vehicle sales postings on an YC document.

http://uperform.magic.ms.gov/ucontent/6142333731cb4cefa3f3335a70c0dfb0_en-US/index.pdf