

CAPPS Desk Aid

Retiring and Transferring Assets

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

Retiring and Transferring Assets

Overview

This document guides users in retiring an asset in CAPPS and transferring it to another agency.

The required security role/job profile for these tasks is TX_FIN_AM_MAINT_ASSETS.

Retiring and Transferring an Asset to Another Agency

Navigation

Dashboard: Asset Management; **Tile:** Asset Transactions, Retire Asset

1. Enter the BUSINESS UNIT.

Asset Transactions

- Asset Basic Information
- Asset Related Content
- Asset Book Change
- Asset Cost Adjustment/Transfer
- Retire Asset**
- Asset Disposal Worksheet
- Copy Existing Asset
- Define Operational Information
- Review Parent-Child
- Asset Label by Property Number
- Asset Transfer Request
- Asset Program Assignment
- Asset Attachments

Asset Retirements

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

*Business Unit: [dropdown]

Asset Identification: begins with [31986]

Tag Number: begins with []

Parent ID: begins with []

Description: begins with []

Asset Status: []

^ Show fewer options

☐ Case Sensitive

Search **Clear**

2. Enter the ASSET IDENTIFICATION.
3. Select **Search**.
4. Select the **Retire As** search icon.

Asset Transactions

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Retire Assets Other Options By Chartfield

Unit [] Asset ID 31986 (3) 2025 Chevrolet Tahoe PPV 4 Tag Rate Ty

Trans Date 04/21/2026 Acctg Date 04/21/2026

Book

Book Name CAPASSET Asset Depreciation Book Base Currency USD

Retire As **Go** **Reinstate**

☒ Copy Changes to Other Books

Retirement

Date/Time 04/21/26 10:23:44AM

Disposal Code []

Quantity []

Removal Cost 0.00 RC Curr USD Ba

Proceeds 0.00 Pr Curr USD

Convention Actual Month

5. Select an appropriate disposal method.

Look Up Retire As

Select one of the following values:

01	Completed Transfer
03	Dsmantld.Salvg.dmg byond rpair
04	Surplus/Exempt Entities
08	Surp Don or Sold to Poltc Subd
09	Surp Don or Sold to TFCApr Org
14	Chair/Frearm Sold to State Ofc
15	TDCJs Computer Recovery Prog
16	Disposal of Real Property
17	Missing - Employee Negligence
18	Missing
20	Stolen - Employee Negligence
21	Stolen
22	Eleemosynary Donation
23	Trade-In
24	Construction In Progress
25	Leasehold Improvements
26	Held in Trust
27	Property Entered in Error
28	Damaged by Nature
29	Property Damaged by Accident
30	Damaged by other than employee
31	Completd Extimal Tmsfr-Unvrsty
33	TFC Surplus Process Sale
34	TFC Donation
35	TFC Authorized Sale or Donation
36	Intangible Asset Disposal
37	Non-Monetary Exchange

Cancel

Note: There are restrictions and rules on using certain disposal methods (DM).

For example, DM 08, 09 and 15 can only be used in CAPPS when the asset is in DM status 5C (Pending Agency Disposal) in State Property Accounting (SPA). DM 14 can only be used for assets with class codes 013, 106 and 107. Please refer to the SPA manual for details.

6. Designate a disposal method.

7. Select **Go**.

Retire Assets Other Options By Chartfield

Unit [REDACTED] Asset ID 31986 (3) 2025 Chevrolet Tahoe PPV 4 Tag 31986 In

Trans Date 04/21/2026 Acctg Date 04/21/2026 Rate Type CRRNT

Book

Book Name CAPASSET Asset Depreciation Book Base Currency USD

Retire As 01 Completed Transfer **Go** Reinststate

☒ Copy Changes to Other Books

Retirement

Date/Time 04/21/26 10:23:44AM Ret Status Un

Disposal Code

Quantity

Removal Cost 0.00 RC Curr USD Base Removal Cost

8. Enter the agency that is receiving the asset in TRANSFER TO.

The screenshot shows the 'Retirement' form in the CAPPS Central Desk Aid. The 'Transfer To' field is highlighted with a red box and a red arrow pointing to it. The form includes fields for Date/Time, Disposal Code, Quantity, Removal Cost, Proceeds, Convention, Trans Code, Retire Option, and Disposal Comments. The 'Ret Status' is set to 'New' and the 'Retirement Amt' is -77,238.75 USD.

9. Enter proceeds (optional).
If you do not enter any proceeds, a warning displays.

The screenshot shows a warning message: "Warning -- Verify Proceeds from Sale are input on line 1 when disposing an asset. (20000,69)". Below the warning, it states: "Disposal Codes 01 and 03 - 30 require Proceeds from Sale to be entered when disposing of property, even when the proceeds are zero (\$0)."

10. Select **Save**.

The screenshot shows the 'Retirement' form in the CAPPS Central Desk Aid. The 'Proceeds' field is highlighted with a red box. The 'Save' button is highlighted with a red arrow. The form includes fields for Date/Time, Disposal Code, Quantity, Removal Cost, Proceeds, Convention, Trans Code, Retire Option, and Disposal Comments. The 'Ret Status' is set to 'New' and the 'Retirement Amt' is -77,238.75 USD.

11. Select **OK** to save the transaction.

Revision History

Date	Description of Change	Changed By
Sept. 21, 2026	Initial document creation	A. Respress