Enter an Asset Master Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Fixed Assets** link. Fixed Assets
3.	Click the **Add Fixed Asset** link. Add Fixed Asset
4.	Click the **Asset Master Information** link. Asset Master Information
5.	Click the **Add** button. +
6.	Enter the Tag Number in the **Tag Number** field. **Note**: Fixed Asset Number format is: o Two digit agency number (first two characters) o One to two letter division alpha identifier; and o Up to 8-9 digits assigned by the agency The maximum length is 12 alphanumeric characters.
7.	Enter a description in the **Description** field (required). Additional information may be entered in the 2nd & 3rd Description fields as needed. **Note**: Each line is limited to 30 characters.
8.	If the Fixed Asset is purchased through a master lease, the **3rd Description** field must always contain Master Lease Number. This number is acquired through AS Accounting. *Example:* 2009A.3.1
9.	In the **Fund** field enter the fund associated with the business unit on the BU Master. If the fund entered is not associated with the business unit on the BU Master, a red error will appear. **Note**: To find the correct fund, please follow the steps below: – click on the visual assist next to the Responsible BU field – enter the business unit in the Business Unit field and click Find – make note of the fund (i.e. 56650) – click Close – enter the fund in the Fund field on the Asset Master Revisions window

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10.	Enter responsible Business Unit (BU) into the **Responsible BU** field.
11.	Enter the correct account number in the **Account Number** field. **Note**: The Account Number value used here is Fund.17xx00, where xx is your item code. During the invoice process 58xx00, where xx is your item code, will be entered for the capital outlay. When an optional account is utilized under the series from 58xx01 through 58xx99, type the header account number 17xx00 in the Account Number field.
12.	Enter the date the fixed asset was aquired in the **Date Aquired** field.
13.	Complete the **Status** field. Use the **Visual Assist** tool if necessary.
14.	If a **Serial Number** exists, enter the Serial Number/VIN. It is very important to complete this information. The system does not allow duplicate Serial Numbers. Entering this information prevents duplicate Fixed Assets (including Equipment Masters created in Capital Asset Management (CAMS)). NOTE: NEVER add a prefix to the Serial Number. It is possible for two fixed assets to have the same Serial Number. Duplicate Serial Numbers may occur for any one of the following reasons: o Manufacturer uses the same Serial Number for multiple items o Two Manufacturers use the same Serial Number o Item is already included as a Fixed Asset within another Agency. (Example: Communication Equipment belonging to OCIO is added as a fixed asset by the agency using the equipment.) o Item was processed through Surplus Property as a Disposal (destruction, adjustment, sale) and is being added back as a new Fixed Asset record. If you encounter **Error: "Duplicate Item/Unit/Serial Number"** when creating a new FA record or revising an existing record, additional research should be conducted to verify the record is not a duplicate. This may require contact with another agency, review of disposed assets within your Fixed Assets, communication with Surplus Property, etc. If you determine through analysis there will not be a duplicate Fixed Asset record, proceed by entering the actual Serial Number followed by a dash (-) and your two digit agency number.

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15.	If entering an asset master for personal property or donated property complete the remaining fields as fully as possible or necessary. **Note**: All remaining fields are optional but some may be required by your agency, particularly: o **Parent Number** – defaults to the Tag Number if left blank o **P.O.** o **Address Number**
16.	Click the **Location** tab. Location
17.	In the **Location** field enter the Location Business Unit. This field is optional; however, Agencies may use this to track the Location History of their Fixed Assets. **Note**: Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".
18.	Enter the date aquired in the **Start Date** field. **Warning**: The start date must be equal to or less than the present date. **Note**: Example: Enter a new asset with an estimated date acquired of 1/17/06 and a start date of 1/17/06. At the time the date acquired is updated to the actual date acquired, the date acquired can only be changed to 1/17/06 or earlier. For this reason, if you enter an estimated date acquired for an asset, be sure to enter a date far enough in the future, so it can be updated to the correct actual date. **Note**: When entering a new asset with an estimated date acquired of some time in the future do not update the location tab. At the time the date acquired is updated to the actual date acquired, the Location tab can be completed. **Warning**: **The start date for location cannot be prior to the date acquired and the start date for location cannot be after the present date.**
19.	Complete the remaining fields as fully as possible or necessary: **Current Qty/Net/Area** **Original Qty/Gross Area**
20.	Click the **Category Codes 1-10** tab. Category Codes 1-10
21.	The **Item Code** field defaults in from account number

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22.	In the **Agency** field enter the three digit agency number (ex. 065). **Note**: The **Agency** field is required and will flag red if left blank.
23.	In the **Division** field enter the three digit division number (ex. 017). Note: The **Division** field is required and will flag red if left blank.
24.	Complete the remaining fields as fully as possible or necessary: o **Sub Item Code** – type in code that further defines the item o **Manufacturer** – type in code that further defines the item o **Model Year** – type in the year, (i.e., 002 = 2002), optional o **Use/Debit Code** – Agency Specific o **Color/Material** – Color of Fixed Asset o **Rate Group** – Agency Specific
25.	OPTIONAL: If you are unable to find an appropirate code for a specific field when using the **Visual Assist** button, contact OCIO Help Desk to request a new "User Defined Code" be created.
26.	OPITONAL: Request to OCIO Help Desk for new User Defined Code must contain specific information. This information is available by selecting the **Visual Assist** button for the field. Provide: o **Product Code**, i.e. 12 = Fixed Assets o **User Defined Code**, i.e. F6 = Cetegory Code 16 o Requested **Description** for new code
27.	**Note**: When the proceeds from a surplus sale are to be returned to a specific fund enter information in the following fields. An example would be the proceeds of the sale of a vehicle that are returned to the TSB Fund. o **Source Funds** o **Split Code/Grant** - (**Category Codes 11-20** tab) o **COD** - (**Category Codes 11-20** tab)
28.	Click the **Category Codes 11-20** tab. Category Codes 11-20

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29.	Complete the remaining fields as fully as possible or necessary: o **Engine Disp/Liters-CID** – Agency Specific o **Util/Cyl** – Agency Specific o **Type Heating** – Agency Specific o **Type Cooling** – Agency Specific o **Split Code/Grant** – use this field when proceeds from a surplus sale are to be returned to a specific fund o **Billing** – Agency Specific o **COD** – use this field when proceeds from a surplus sale are to be returned to a specific fund
30.	Click the **Additional Info** tab. Additional Info
31.	Complete at least the first line of the **Location: Building/Room/Comments** field.
32.	Click in the **New or Used** field.
33.	Enter appropriate New or Used Code: o **N** - New o **U** - Used o **D** - Donated
34.	Complete the **Ownership/Master Lease** field. The following are several examples of ownership codes: o **F** - Federal Owned o **M** - Master Lease o **S** - State Owned
35.	Click the **Form** button.
36.	Click the **Asset Master Info** menu. Asset Master Info
37.	Click the **Finance** menu. Finance
38.	For Personal Property and Donated Proptery complete the following fields: **Ownership/Master Lease** **Lessor/Vendor** **Explanation** **Explanation - Remark** For Capital Projects be sure to also complete the following fields: **Handicap Access** **Beginning Contract Date** **Contract Expiration Date**

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39.	Click the **OK** button.
40.	Click the **Form** button.
41.	Click the **Asset Master Info** menu. Asset Master Info
42.	Click the **Insurance** menu. Insurance
43.	Enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.) For Capital Projects complete the following required fields: **Insurance Value** **Replacement Cost** Complete the remaining fields as fully as possible or necessary: **Insurance Policy Number** **Renewal Month** **Insurance Premium** **Insurance Value**
44.	Click the **OK** button.
45.	Click the **OK** button.
46.	Write down the Last Asset Number Entered for future reference. Click the **Cancel** button.
47.	Click the **Close** button.
48.	You have successfully completed this lesson. **End of Procedure.**