

Enter an Asset Master

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Enter an Asset Master	1
Enter an Asset Master Overview	1
Enter an Asset Master Lesson.....	1
Enter an Asset Master with Split Codes Lesson.....	13

Enter an Asset Master

Enter an Asset Master Overview

You must create an asset master for every asset that you want to manage in the Fixed Assets system. When you create asset master records, you establish the following basic information about each asset:

- Tag Numbers to uniquely identify the asset
- The agency that is responsible for the asset
- The cost account for the asset
- The date you acquired the asset
- User defined category code descriptions of asset status, class, etc.
- Text descriptions or remarks to help locate the asset

Enter an Asset Master with Split Codes provides additional guidance for documenting a Fixed Asset split between multiple Business Units. Additional steps include:

- Populate Category Codes 11-20: Split Code/Grant with SPC
- Attach Text Attachment using Template: "AA - SPLIT CODE/FUNDING" with data specific to the Fixed Asset

Enter an Asset Master Lesson

Procedure

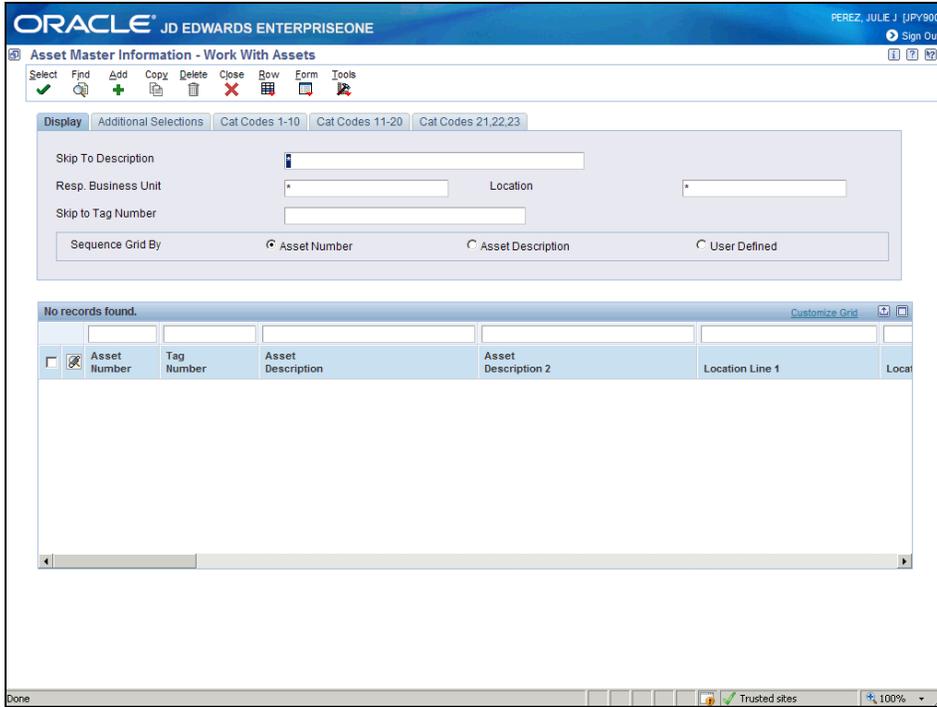
In this lesson you will learn how to enter an asset master for:

Personal Property
Donated Property
Capital Projects

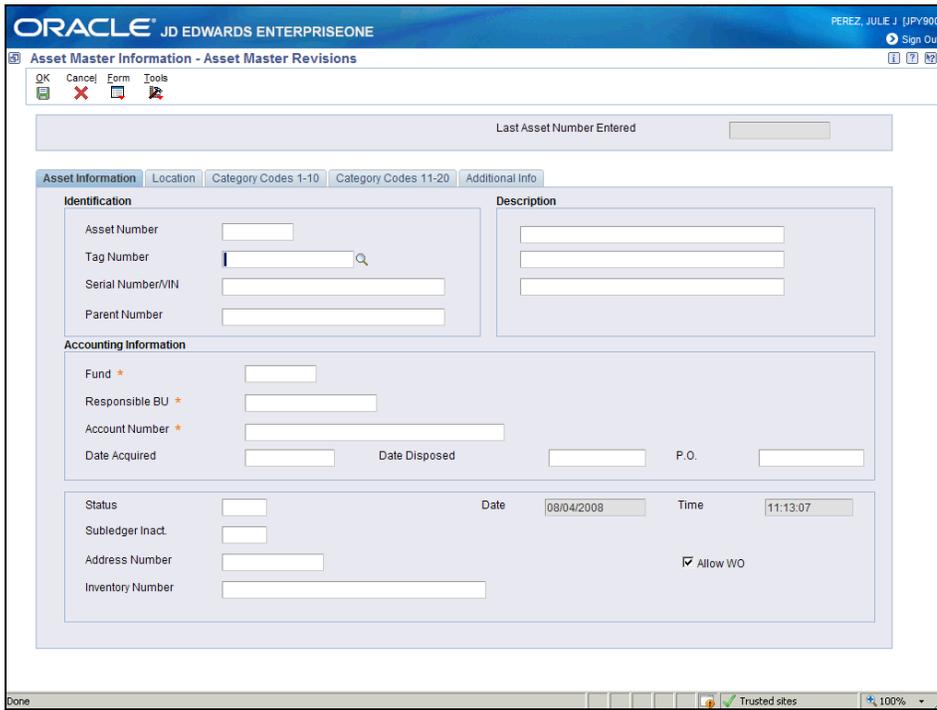
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Add Fixed Asset link. Add Fixed Asset
4.	Click the Asset Master Information link. Asset Master Information

Training Guide

Enter an Asset Master



Step	Action
5.	Click the Add button. 



Step	Action
6.	<p>Enter the Tag Number in the Tag Number field.</p> <p>Note: Fixed Asset Number format is:</p> <ul style="list-style-type: none"> 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 <p>The maximum length is 12 alphanumeric characters.</p>
7.	<p>Enter a description in the Description field (required).</p> <p>Additional information may be entered in the 2nd & 3rd Description fields as needed.</p> <p>Note: Each line is limited to 30 characters.</p>
8.	<p>If the Fixed Asset is purchased through a master lease, the 3rd Description field must always contain Master Lease Number.</p> <p>This number is acquired through AS Accounting.</p> <p><i>Example: 2009A.3.1</i></p>
9.	<p>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.</p> <p>Note: To find the correct fund, please follow the steps below:</p> <ul style="list-style-type: none"> – 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
10.	<p>Enter responsible Business Unit (BU) into the Responsible BU field.</p>
11.	<p>Enter the correct account number in the Account Number field.</p> <p>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.</p>
12.	<p>Enter the date the fixed asset was acquired in the Date Acquired field.</p>
13.	<p>Complete the Status field. Use the Visual Assist tool if necessary.</p> 

Step	Action
14.	<p>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)).</p> <p>NOTE: NEVER add a prefix to the Serial Number.</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p>
15.	<p>If entering an asset master for personal property or donated property complete the remaining fields as fully as possible or necessary.</p> <p>Note: All remaining fields are optional but some may be required by your agency, particularly:</p> <ul style="list-style-type: none"> o Parent Number – defaults to the Tag Number if left blank o P.O. o Address Number
16.	<p>Click the Location tab.</p> <p><input type="text" value="Location"/></p>

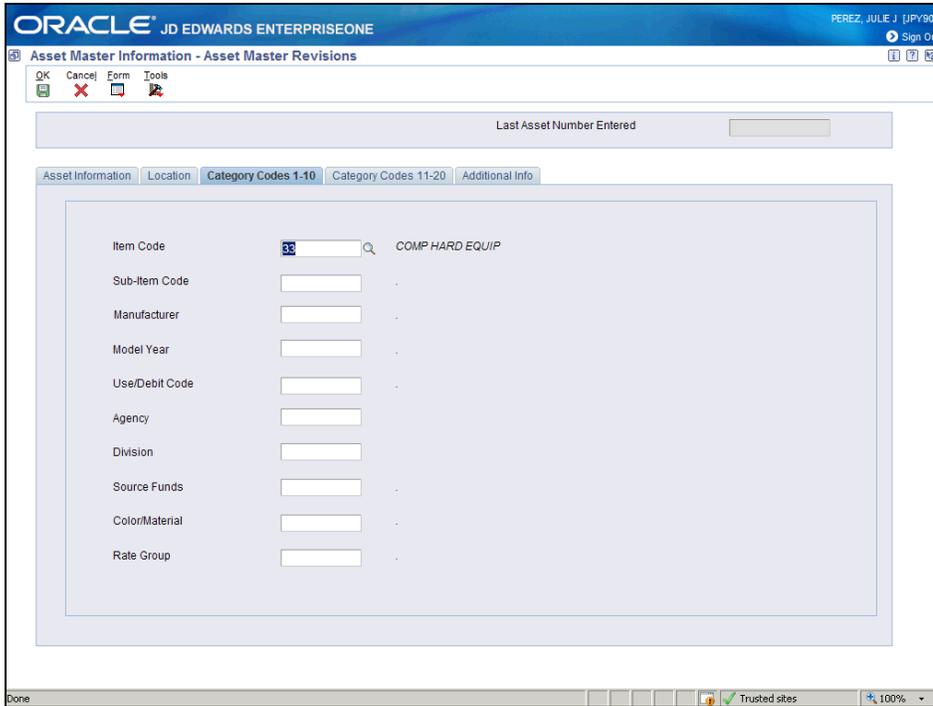
Step	Action
17.	<p>In the Location field enter the Location Business Unit.</p> <p>This field is optional; however, Agencies may use this to track the Location History of their Fixed Assets.</p> <p>Note: Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".</p>
18.	<p>Enter the date acquired in the Start Date field.</p> <p>Warning: The start date must be equal to or less than the present date.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Training Guide

Enter an Asset Master

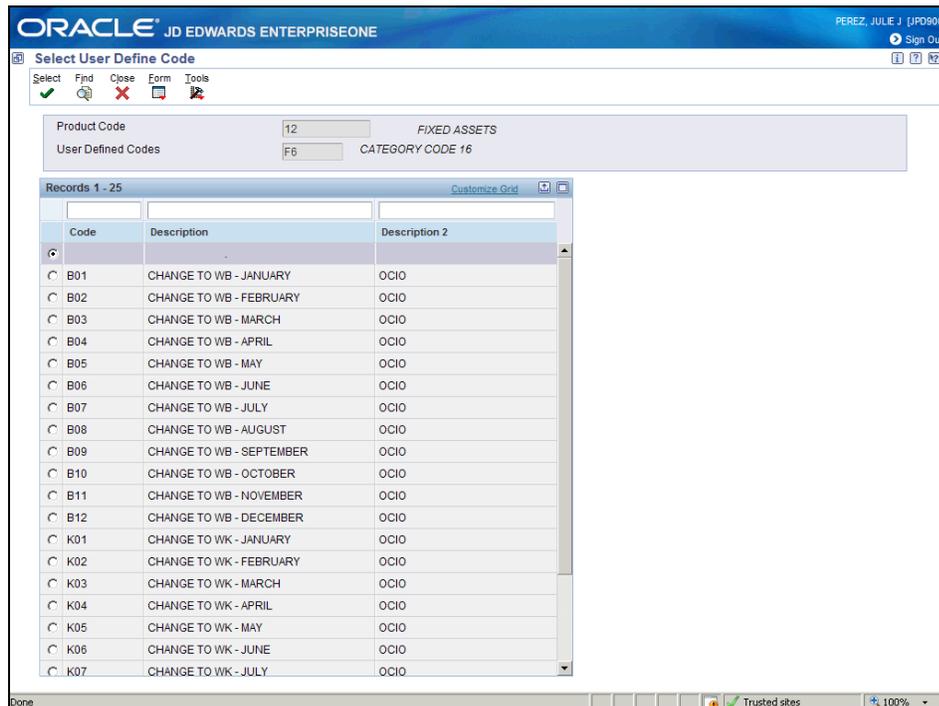


Step	Action
19.	Complete the remaining fields as fully as possible or necessary: Current Qty/Net/Area Original Qty/Gross Area
20.	Click the Category Codes 1-10 tab. 



Step	Action
21.	The Item Code field defaults in from account number
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.

Step	Action
24.	<p>Complete the remaining fields as fully as possible or necessary:</p> <ul style="list-style-type: none"> 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.	<p>OPTIONAL:</p> <p>If you are unable to find an appropriate code for a specific field when using the Visual Assist button, contact OCIO Help Desk to request a new "User Defined Code" be created.</p>

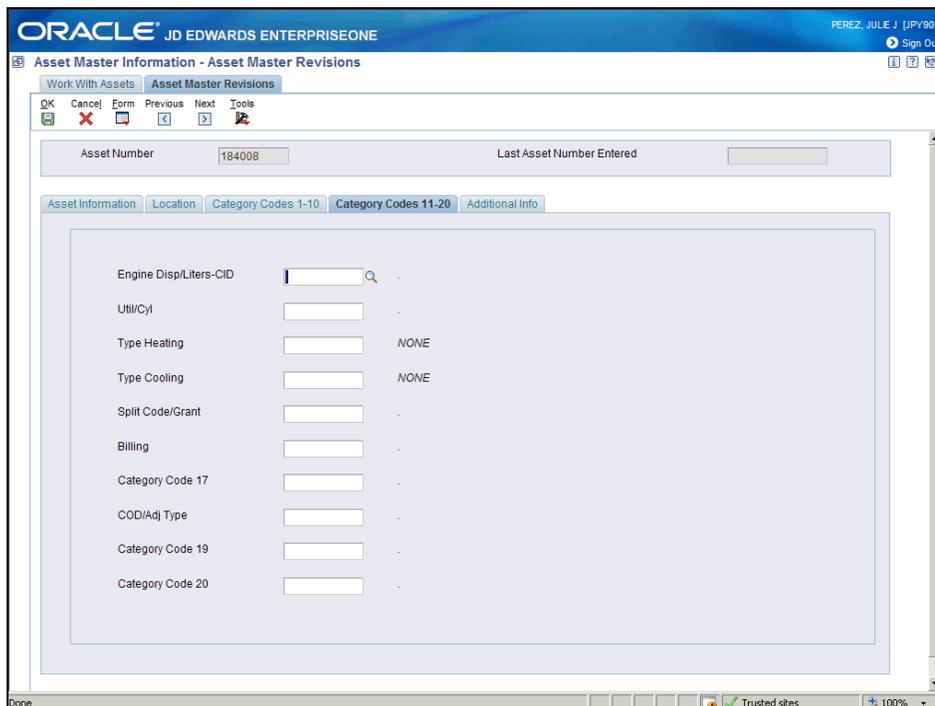


Training Guide

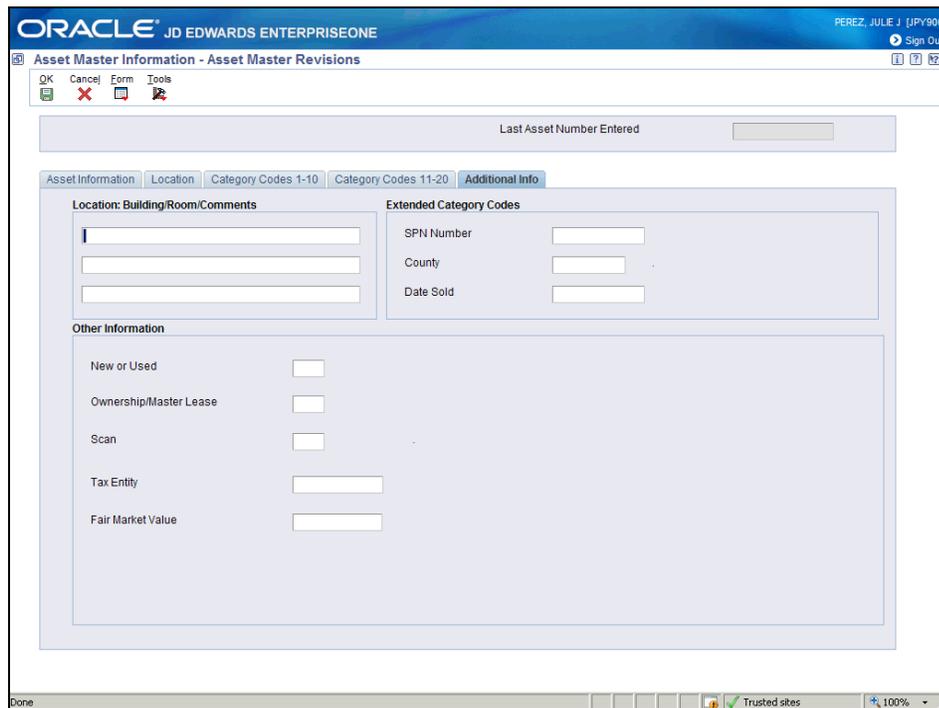
Enter an Asset Master



Step	Action
26.	<p>OPITONAL:</p> <p>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.</p> <p>Provide:</p> <ul style="list-style-type: none"> o Product Code, i.e. 12 = Fixed Assets o User Defined Code, i.e. F6 = Category Code 16 o Requested Description for new code
27.	<p>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.</p> <ul style="list-style-type: none"> o Source Funds o Split Code/Grant - (Category Codes 11-20 tab) o COD - (Category Codes 11-20 tab)
28.	<p>Click the Category Codes 11-20 tab.</p> <p>Category Codes 11-20</p>



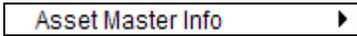
Step	Action
29.	<p>Complete the remaining fields as fully as possible or necessary:</p> <ul style="list-style-type: none"> o Engine Disp/Liters-CID – Agency Specific o Util/Cyl – Agency Specific o Type Heating – Agency Specific o Type Cooling – Agency Specific o Split Code/Grant – use this field when 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.	<p>Click the Additional Info tab.</p> <p>Additional Info</p>



Step	Action
31.	Complete at least the first line of the Location: Building/Room/Comments field.
32.	Click in the New or Used field. <input type="text"/>
33.	<p>Enter appropriate New or Used Code:</p> <ul style="list-style-type: none"> o N - New o U - Used o D - Donated

Training Guide

Enter an Asset Master

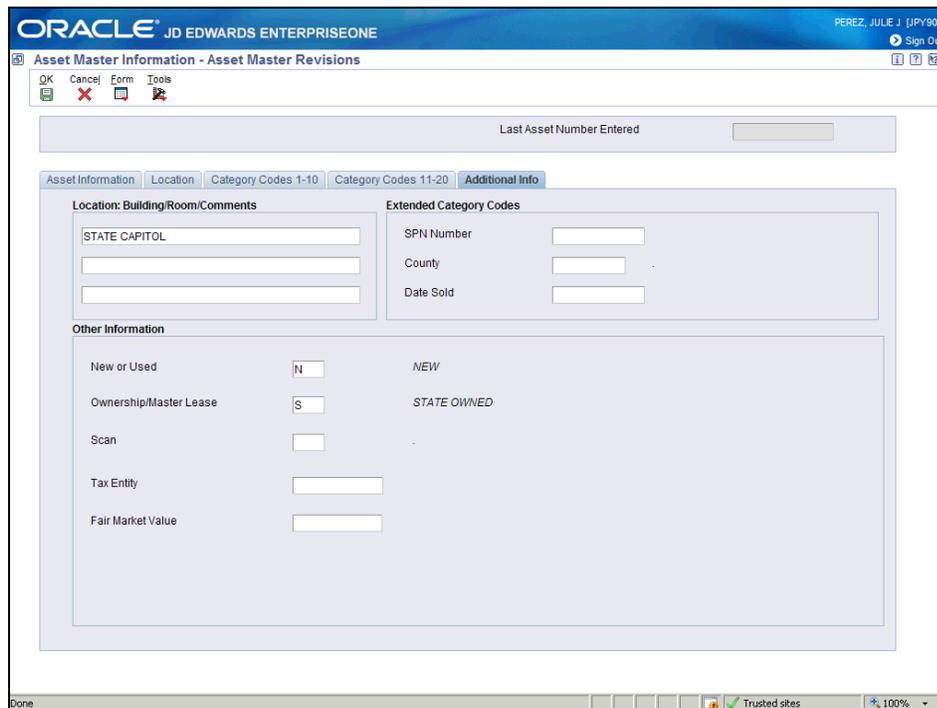
Step	Action
34.	Complete the Ownership/Master Lease field. The following are several examples of ownership codes: <ul style="list-style-type: none"> o F - Federal Owned o M - Master Lease o S - State Owned
35.	Click the Form button. 
36.	Click the Asset Master Info menu. 
37.	Click the Finance menu. 

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for the 'Asset Master Information - Financing Information' form. The form is displayed in a browser window with the following fields and values:

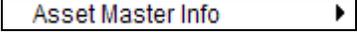
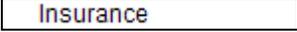
- Unit Number:** (Empty text field)
- Ownership/Master Lease:** STATE OWNED (Selected from a dropdown menu)
- Lessor/Vendor:** (Empty text field)
- Handicap Access:** (Empty checkbox)
- Purchase Option Price:** (Empty text field)
- Purchase Option Maximum Credit:** (Empty text field)
- Purchase Option Credit Percentage:** (Empty text field)
- Beginning Contract Date:** (Empty date field)
- Contract Expiration Date:** (Empty date field)
- Monthly Payment:** (Empty text field)
- Explanation:** (Empty text area)
- Explanation - Remark:** (Empty text area)

The browser window title is 'Asset Master Information - Financing Information'. The top right corner shows the user 'PEREZ, JULIE J (JPY900)' and a 'Sign Out' link. The bottom of the browser window shows 'Done', 'Trusted sites', and '100%' zoom level.

Step	Action
38.	<p>For Personal Property and Donated Property complete the following fields:</p> <p>Ownership/Master Lease Lessor/Vendor Explanation Explanation - Remark</p> <p>For Capital Projects be sure to also complete the following fields:</p> <p>Handicap Access Beginning Contract Date Contract Expiration Date</p>
39.	<p>Click the OK button.</p> 



The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Asset Master Revisions'. The window title is 'ORACLE JD EDWARDS ENTERPRISEONE' and the user is 'PEREZ, JULIE J (JPY900)'. The window contains several tabs: 'Asset Information', 'Location', 'Category Codes 1-10', 'Category Codes 11-20', and 'Additional Info'. The 'Additional Info' tab is active, showing fields for 'Location: Building/Room/Comments' (with 'STATE CAPITOL' entered), 'Extended Category Codes' (with 'SPN Number', 'County', and 'Date Sold' fields), and 'Other Information' (with 'New or Used' set to 'N', 'Ownership/Master Lease' set to 'S', and 'Fair Market Value' field). The window also has a 'Last Asset Number Entered' field at the top and a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons.

Step	Action
40.	<p>Click the Form button.</p> 
41.	<p>Click the Asset Master Info menu.</p> 
42.	<p>Click the Insurance menu.</p> 

Training Guide

Enter an Asset Master

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for entering asset information. The window title is "Asset Master Information - Insurance Information". The form includes the following fields:

- Tag Number
- Insurance Company
- Insurance Policy Number
- Renewal Month
- Contents Insurance
- Insurance Value
- Replacement Cost
- Last Years Replacement Cost

Step	Action
43.	<p>Enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.)</p> <p>For Capital Projects complete the following required fields: Insurance Value Replacement Cost</p> <p>Complete the remaining fields as fully as possible or necessary: Insurance Policy Number Renewal Month Insurance Premium Insurance Value</p>
44.	<p>Click the OK button.</p> 

Step	Action
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.

Enter an Asset Master with Split Codes Lesson

Procedure

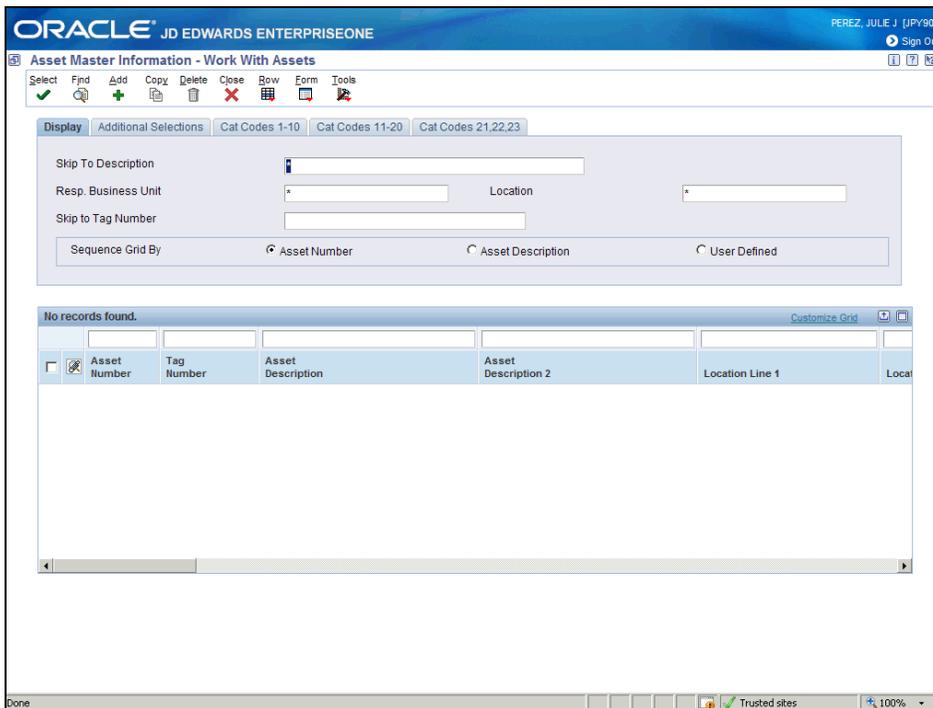
In this lesson you will learn how to enter an asset master for:

- Personal Property
- Donated Property
- Capital Projects

Training Guide

Enter an Asset Master

Step	Action
1.	Click the State of Nebraska link.
2.	Click the Fixed Assets link.
3.	Click the Add Fixed Asset link.
4.	Click the Asset Master Information link.



Step	Action
5.	Click the Add button.

Step	Action
6.	<p>Enter the Tag Number in the Tag Number field.</p> <p>Note: Fixed Asset Number format is:</p> <ul style="list-style-type: none"> 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 <p>The maximum length is 12 alphanumeric characters.</p>
7.	<p>Enter a description in the Description field (required).</p> <p>Additional information may be entered in the 2nd & 3rd Description fields as needed.</p> <p>Note: Each line is limited to 30 characters.</p>
8.	<p>If the Fixed Asset is purchased through a master lease, the 3rd Description field must always contain Master Lease Number.</p> <p>This number is acquired through AS Accounting.</p> <p><i>Example:</i> 2009A.3.1</p>

Training Guide

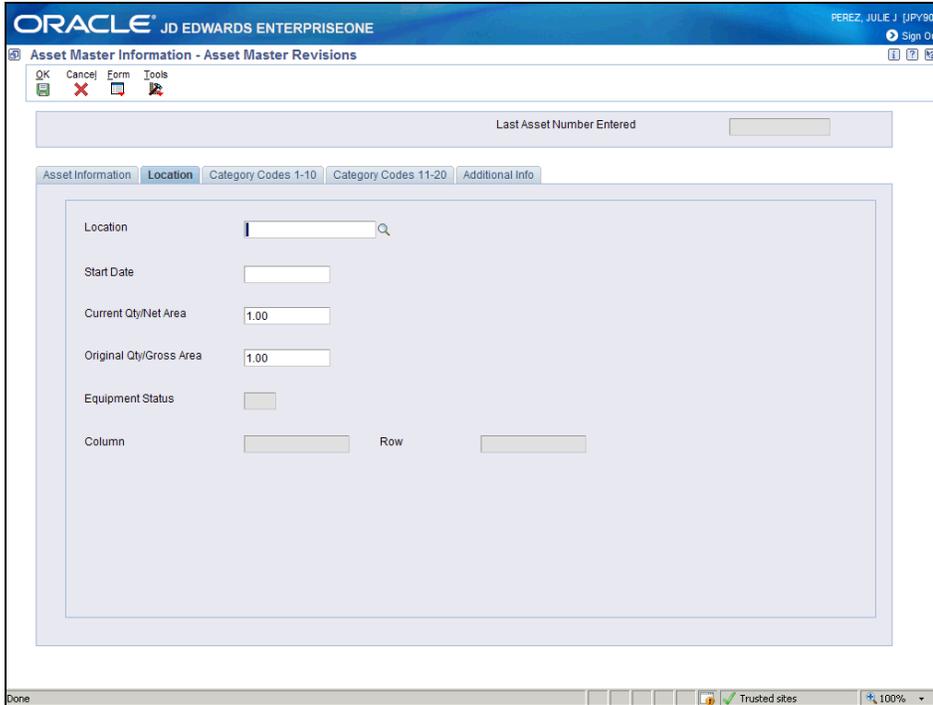
Enter an Asset Master

Step	Action
9.	<p>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.</p> <p>Note: To find the correct fund, please follow the steps below:</p> <ul style="list-style-type: none"> – 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
10.	Enter responsible Business Unit (BU) into the Responsible BU field.
11.	<p>Enter the correct account number in the Account Number field.</p> <p>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.</p>
12.	Enter the date the fixed asset was acquired in the Date Acquired field.
13.	<p>Complete the Status field. Use the Visual Assist tool if necessary.</p> 

Step	Action
14.	<p>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)).</p> <p>NOTE: NEVER add a prefix to the Serial Number.</p> <p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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.</p>
15.	<p>If entering an asset master for personal property or donated property complete the remaining fields as fully as possible or necessary.</p> <p>Note: All remaining fields are optional but some may be required by your agency, particularly:</p> <ul style="list-style-type: none"> o Serial Number – if a Serial Number exists, it is very important to complete this information. The system does not allow duplicate Serial Numbers. Entering this information prevents duplicate Fixed Assets. o Parent Number – defaults to the Tag Number if left blank o P.O. o Address Number
16.	<p>Click the Location tab.</p> <p>Location</p>

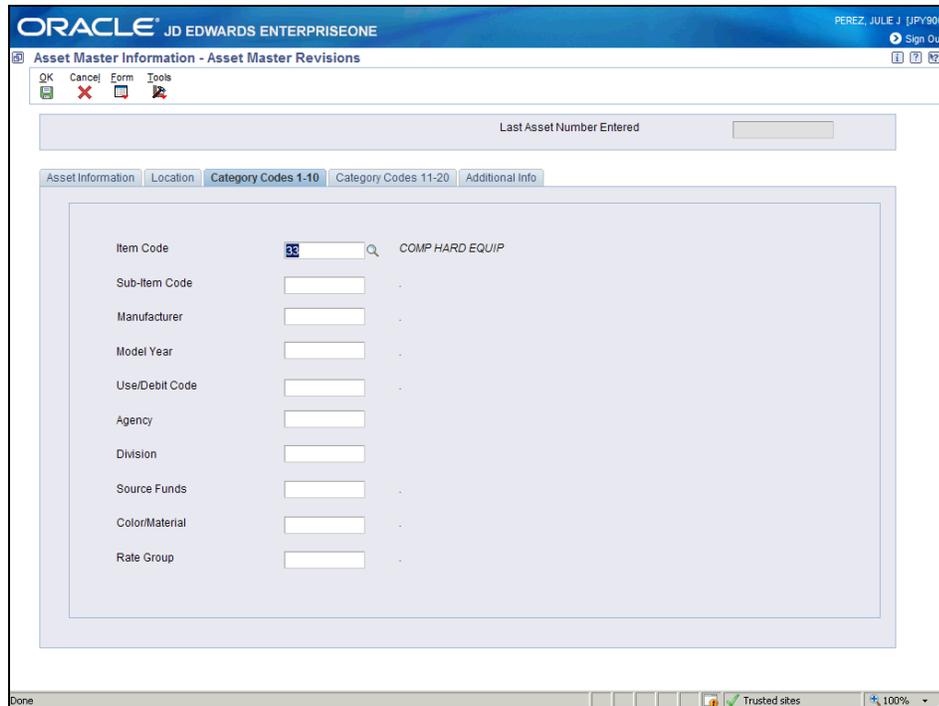
Training Guide

Enter an Asset Master



Step	Action
17.	<p>In the Location field enter the Location Business Unit.</p> <p>This field is optional; however, Agencies may use this to track the Location History of their Fixed Assets.</p> <p>Note: Fixed Assets Location Business Units begin with an "F" and the Business Unit Type is equal to "FA".</p>
18.	<p>Enter the date acquired in the Start Date field.</p> <p>Warning: The start date must be equal to or less than the present date.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Step	Action
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. 



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Asset Master Information - Asset Master Revisions

Last Asset Number Entered

Asset Information | Location | **Category Codes 1-10** | Category Codes 11-20 | Additional Info

Item Code COMP HARD EQUIP

Sub-Item Code

Manufacturer

Model Year

Use/Debit Code

Agency

Division

Source Funds

Color/Material

Rate Group

Done Trusted sites 100%

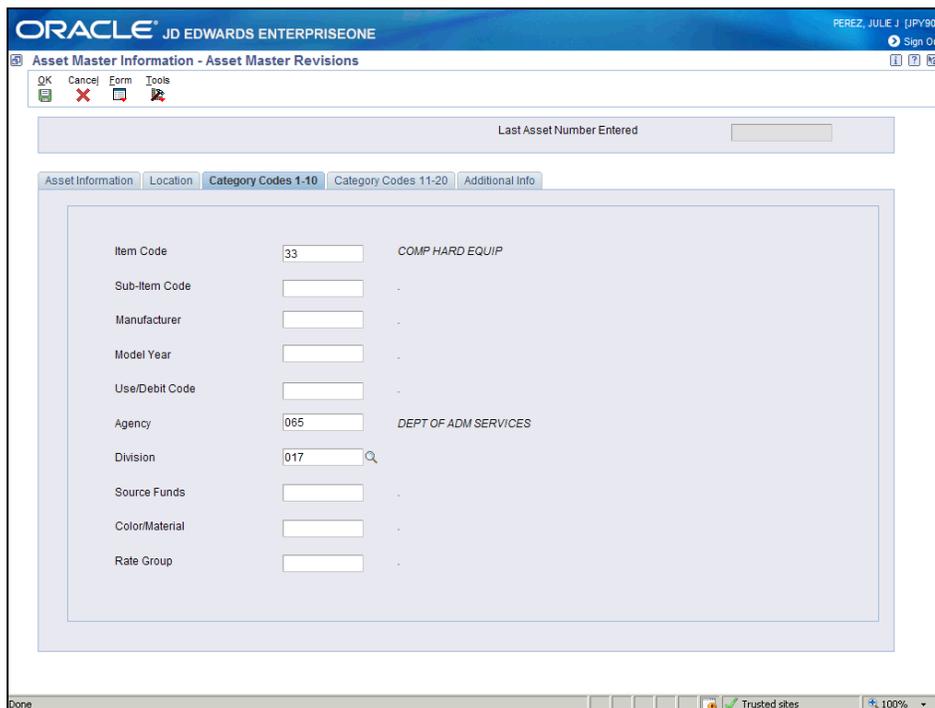
Step	Action
21.	The Item Code field defaults in from account number
22.	In the Agency field enter the three digit agency number (ex. 065). Note: The Agency field is required and will flag red if left blank.
23.	In the Division field enter the three digit division number (ex. 017). Note: The Division field is required and will flag red if left blank.

Training Guide

Enter an Asset Master



Step	Action
24.	<p>Complete the remaining fields as fully as possible or necessary:</p> <ul style="list-style-type: none"> 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.	<p>OPTIONAL:</p> <p>If you are unable to find an appropriate code for a specific field when using the Visual Assist button, contact OCIO Help Desk to request a new "User Defined Code" be created.</p>



Step	Action
26.	<p>OPITONAL:</p> <p>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.</p> <p>Provide:</p> <ul style="list-style-type: none"> o Product Code, i.e. 12 = Fixed Assets o User Defined Code, i.e. F6 = Category Code 16 o Requested Description for new code
27.	<p>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.</p> <ul style="list-style-type: none"> o Source Funds o Split Code/Grant - (Category Codes 11-20 tab) o COD - (Category Codes 11-20 tab)
28.	<p>Click the Category Codes 11-20 tab.</p> <p>Category Codes 11-20</p>

The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Asset Master Revisions'. The window title bar includes 'ORACLE JD EDWARDS ENTERPRISEONE', 'PEREZ, JULIE J (JPV900)', and a 'Sign Out' button. The main content area is divided into tabs: 'Asset Information', 'Location', 'Category Codes 1-10', 'Category Codes 11-20' (selected), and 'Additional Info'. A toolbar at the top contains 'OK', 'Cancel', 'Form', and 'Tools' buttons. Below the toolbar, there is a field for 'Last Asset Number Entered'. The main data entry area contains several fields with corresponding labels and values:

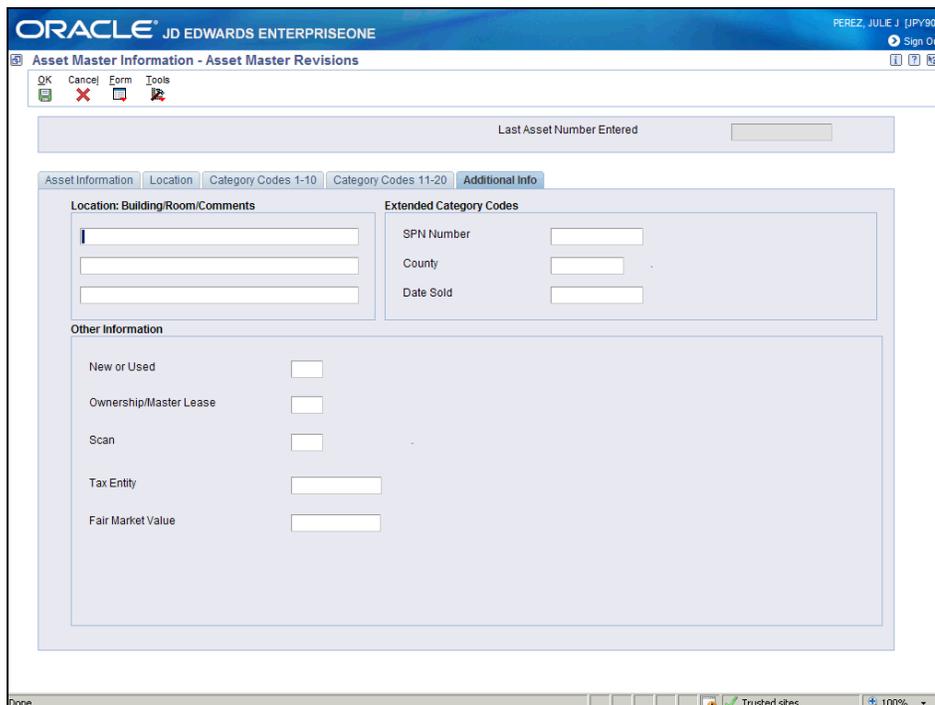
- Engine DisplLiters-CID: [input field] .
- Util/Cyl: [input field] .
- Type Heating: [input field] NONE
- Type Cooling: [input field] NONE
- Split Code/Grant: [input field] .
- Billing: [input field] .
- Category Code 17: [input field] .
- COD/Adj Type: [input field] .
- Category Code 19: [input field] .
- Category Code 20: [input field] .

The bottom status bar shows 'Done', 'Trusted sites', and a zoom level of '100%'.

Training Guide

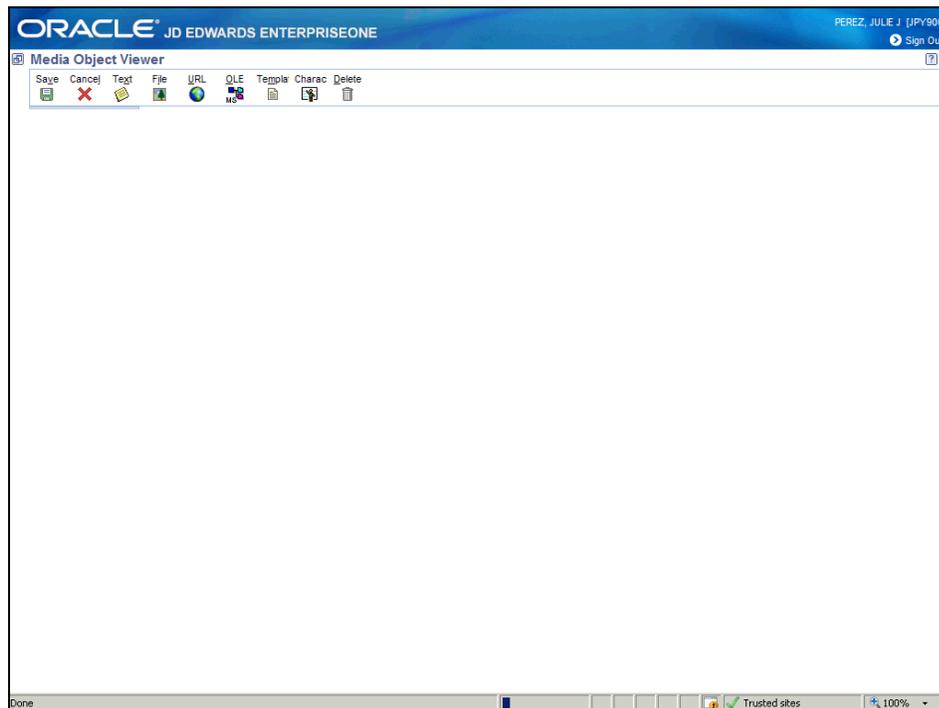
Enter an Asset Master

Step	Action
29.	<p>Complete the remaining fields as fully as possible or necessary:</p> <ul style="list-style-type: none"> 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.	<p>Click in the Split Code/Grant field.</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>
31.	<p>Enter the desired information into the Split Code/Grant field. Enter "SPC".</p>
32.	<p>Click the Additional Info tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Additional Info</div>
33.	<p>Click the Additional Info tab.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Additional Info</div>



Step	Action
34.	<p>Complete at least the first line of the Location: Building/Room/Comments field.</p>

Step	Action
35.	Click in the New or Used field. <input type="text"/>
36.	Enter appropriate New or Used Code: <ul style="list-style-type: none"> o N - New o U - Used o D - Donated
37.	Complete the Ownership/Master Lease field. The following are several examples of ownership codes: <ul style="list-style-type: none"> o F - Federal Owned o M - Master Lease o S - State Owned
38.	Click the Form button. 
39.	Click the Attachment menu. <input type="text" value="Attachment"/>

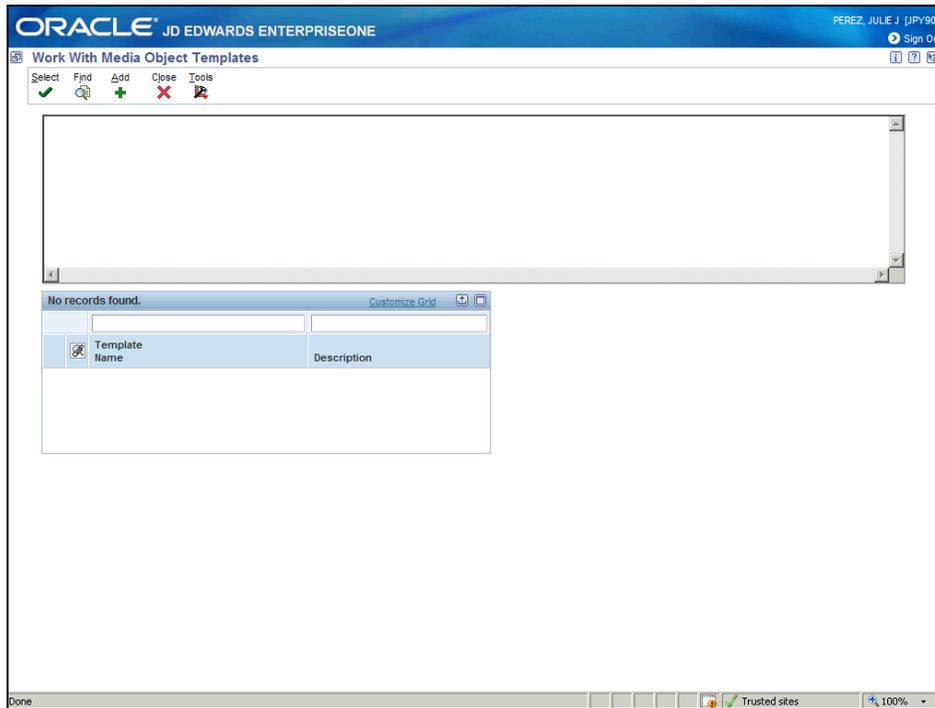


Step	Action
40.	A Text Attachment TEMPLATE exists for identifying Fixed Assets with Split Costs.

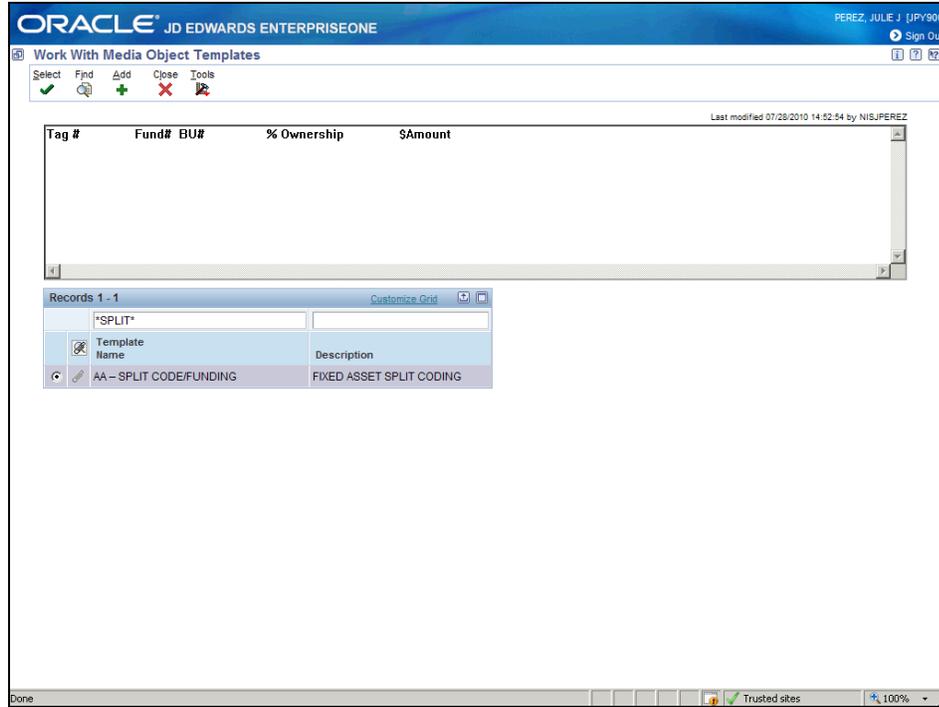
Training Guide

Enter an Asset Master

Step	Action
41.	Click the Templates button. 



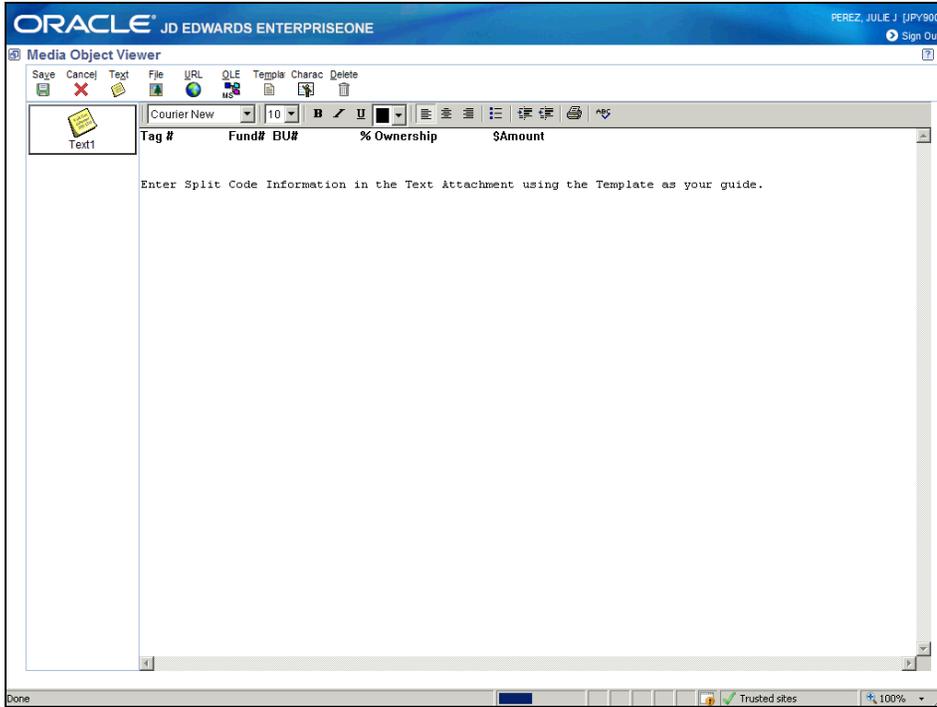
Step	Action
42.	Click in the Template Name field. <input data-bbox="342 1247 808 1289" type="text"/>
43.	Enter the desired information into the Template Name field. Enter " *SPLIT* ".
44.	Click the Find button. 



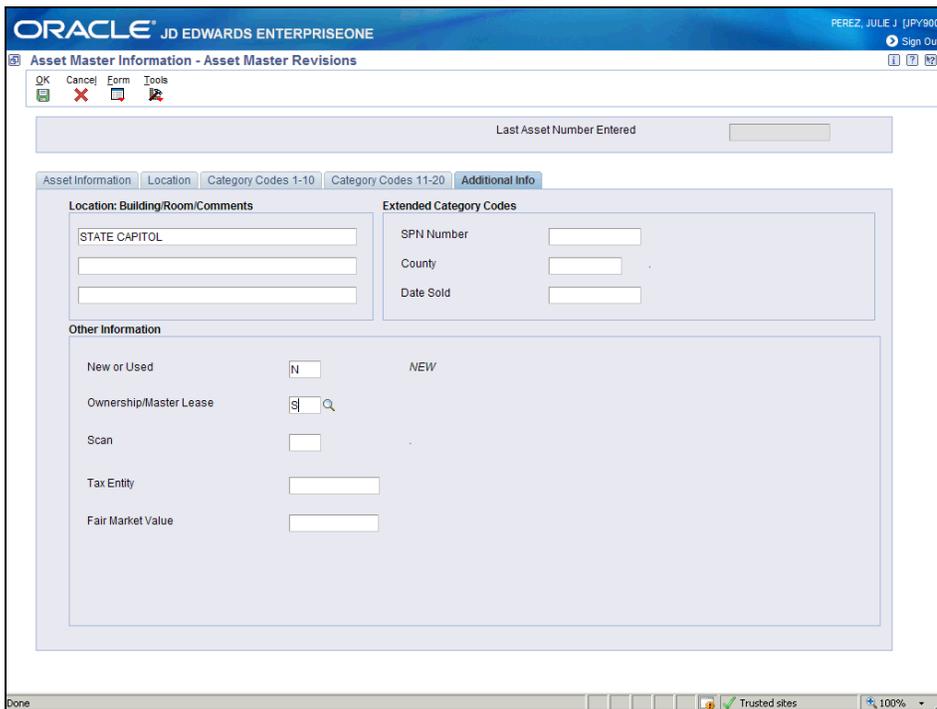
Step	Action
45.	Use the Template: AA - SPLIT CODE/FUNDING Click the Select button. 
46.	Enter Split Code Information Using the Template as your guide.

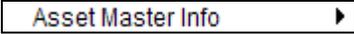
Training Guide

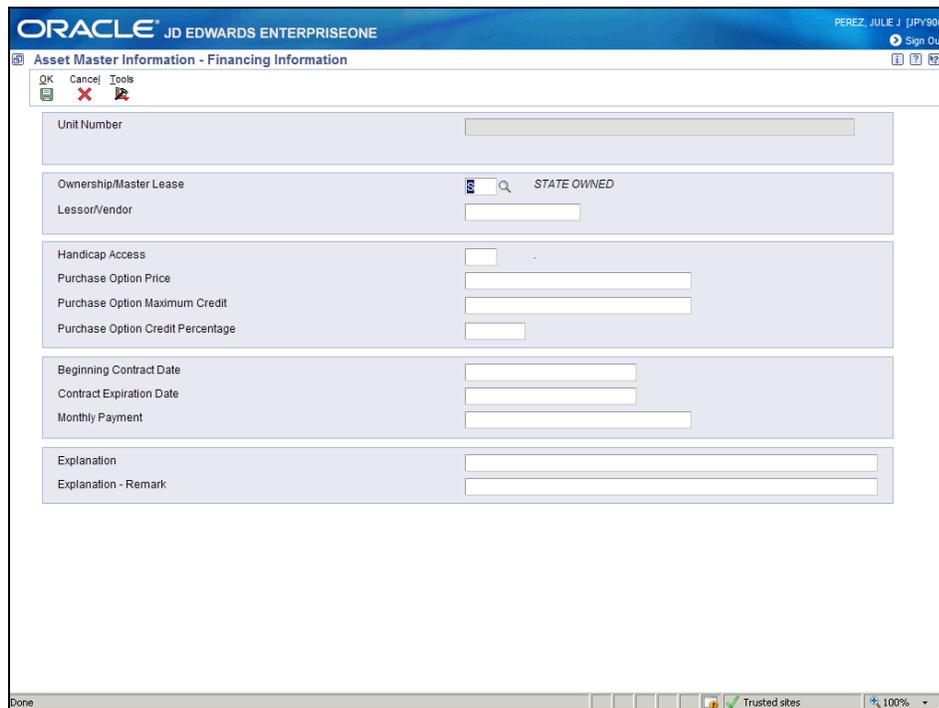
Enter an Asset Master



Step	Action
47.	Click the Save button. 



Step	Action
48.	Click the Form button. 
49.	Click the Asset Master Info menu. 
50.	Click the Finance menu. 



The screenshot shows the Oracle JD Edwards EnterpriseOne interface for 'Asset Master Information - Financing Information'. The window title is 'ORACLE JD EDWARDS ENTERPRISEONE' and the user is 'PEREZ, JULIE J [JPY900]'. The window contains several sections of input fields:

- Unit Number:** A single-line text input field.
- Ownership/Master Lease:** A dropdown menu currently set to 'STATE OWNED'.
- Lessor/Vendor:** A single-line text input field.
- Handicap Access:** A checkbox.
- Purchase Option Price:** A single-line text input field.
- Purchase Option Maximum Credit:** A single-line text input field.
- Purchase Option Credit Percentage:** A single-line text input field.
- Beginning Contract Date:** A date input field.
- Contract Expiration Date:** A date input field.
- Monthly Payment:** A single-line text input field.
- Explanation:** A multi-line text area.
- Explanation - Remark:** A multi-line text area.

Step	Action
51.	For Personal Property and Donated Property 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
52.	Click the OK button. 

Training Guide

Enter an Asset Master

ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Asset Master Information - Asset Master Revisions

OK Cancel Form Tools

Last Asset Number Entered

Asset Information Location Category Codes 1-10 Category Codes 11-20 **Additional Info**

Location: Building/Room/Comments

STATE CAPITOL

Extended Category Codes

SPN Number

County

Date Sold

Other Information

New or Used NEW

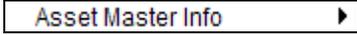
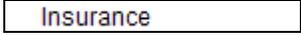
Ownership/Master Lease STATE OWNED

Scan

Tax Entity

Fair Market Value

Done Trusted sites 100%

Step	Action
53.	Click the Form button. 
54.	Click the Asset Master Info menu. 
55.	Click the Insurance menu. 

The screenshot shows the Oracle JD Edwards EnterpriseOne interface for entering asset master information. The window title is "Asset Master Information - Insurance Information". The form contains the following fields:

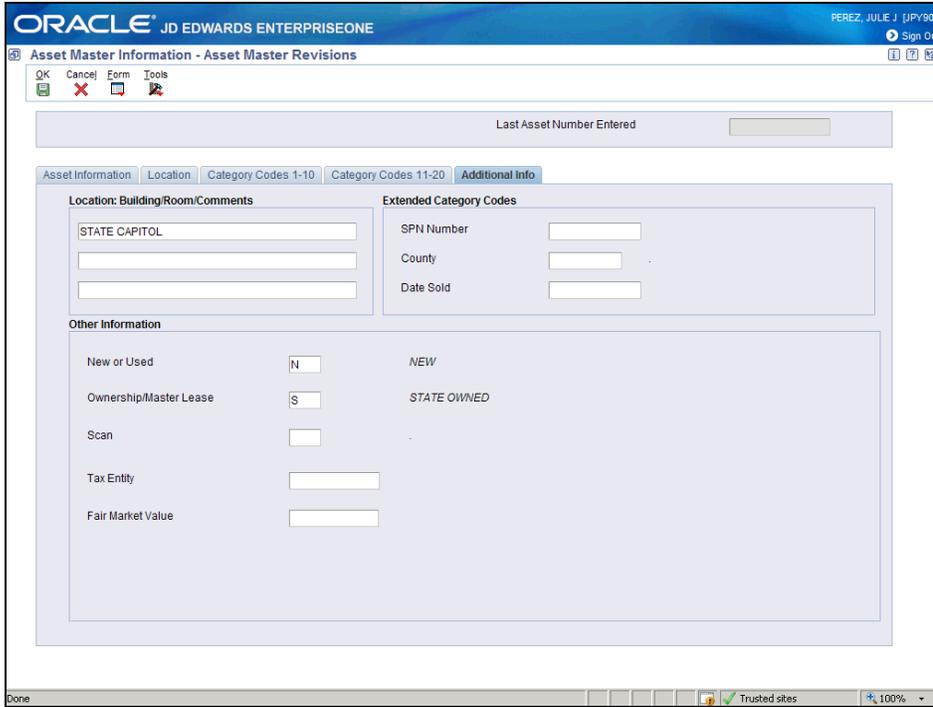
- Tag Number
- Insurance Company
- Insurance Policy Number
- Renewal Month
- Contents Insurance
- Insurance Value
- Replacement Cost
- Last Years Replacement Cost

The interface includes standard window controls (OK, Cancel, Tools) and a "Sign Out" button. The browser status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

Step	Action
56.	<p>Enter any insurance information pertinent to the new asset (i.e. insurance company, policy number, premium, value, replacement cost, etc.)</p> <p>For Capital Projects complete the following required fields: Insurance Value Replacement Cost</p> <p>Complete the remaining fields as fully as possible or necessary: Insurance Policy Number Renewal Month Insurance Premium Insurance Value</p>
57.	<p>Click the OK button.</p> 

Training Guide

Enter an Asset Master



Step	Action
58.	Click the OK button. 
59.	Write down the Last Asset Number Entered for future reference. Click the Cancel button. 
60.	Click the Close button. 
61.	You have successfully completed this lesson. End of Procedure.