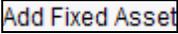


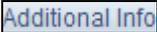
Copy an Asset Master Record Lesson

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. 
5.	Click in the Tag Number field. 
6.	Enter the Tag Number of the Asset you are going to copy in the Tag Number field.
7.	Click the Find button. 
8.	Choose the Asset Number by clicking the check box next to it. 
9.	Click the Copy button. 
10.	Enter the Tag Number in the Tag Number field. Note: Fixed Asset Number format is: <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>
11.	The Parent Number field defaults to the Tag Number of the "Copy From" asset. Clear the Parent Number field to automatically populate with the new Tag Number.
12.	Change or complete the Description field if necessary. The first line is required.
13.	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. <i>Example:</i> 2009A.3.1

Step	Action
14.	Change or complete the Fund field if necessary. 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.
15.	<p>Note: To find the correct fund, complete the following steps:</p> <ul style="list-style-type: none"> o Click on the Responsible BU Visual Assist o Enter the business unit in the Business Unit field o Click Find o Make note of the fund (i.e. 56650) o Click Close o Enter the fund in the Fund field on the Asset Master Revisions window
16.	Change or complete the Responsible Business Unit (BU) field if necessary.
17.	<p>Change or complete the Account Number field if necessary.</p> <p>Note: The Account Number value is 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>
18.	Change or complete the Date Acquired field if necessary.
19.	Change or complete the Status field if necessary.

Step	Action
20.	<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>
21.	<p>Complete the remaining fields as fully as possible. All remaining fields are optional but some may be required by your agency, particularly:</p> <ul style="list-style-type: none"> o P.O. o Address Book
22.	<p>Click the Location tab.</p> 
23.	<p>Complete or change the Location field if necessary.</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>

Step	Action
24.	<p>Complete or change the Start Date field with the the date acquired.</p> <p>Warning: The start date must be equal to or less than the date acquired.</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>
25.	<p>Complete the remaining fields as fully as possible or necessary:</p> <p>Current Qty/Net/Area Original Qty/Gross Area</p>
26.	<p>Click the Category Codes 1-10 tab.</p> <p>Category Codes 1-10</p>
27.	<p>Make sure the following required fields are completed:</p> <p>Item Code – defaults in from account number Agency - three digit agency number (ex. 065) Division - three digit division number (ex. 017)</p> <p>Warning: These fields are required and will flag red if left blank.</p>
28.	<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
29.	<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>
30.	<p>Click the Category Codes 11-20 tab.</p> <p>Category Codes 11-20</p>

Step	Action
31.	<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
32.	<p>Click the Additional Info tab.</p> 
33.	<p>Complete or change the Location field if necessary. At least one line should be filled in.</p>
34.	<p>Enter appropriate New or Used Code:</p> <ul style="list-style-type: none"> o N - New o U - Used o D - Donated
35.	<p>Complete the Ownership/Master Lease field. The following are several examples of ownership codes:</p> <ul style="list-style-type: none"> o F - Federal Owned o M - Master Lease o S - State Owned
36.	<p>Click the OK button.</p> 
37.	<p>Click the Close button.</p> 
38.	<p>You have successfully completed this lesson. End of Procedure.</p>