Revise Asset Master(s) 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.	Use the Query by Example, QBE, line to narrow your search for the Asset Masters to be updated.
6.	Click the **Find** button.
7.	Select the row(s) containing the Asset Master(s) you want to update or click the **Select all fetched records** option.
8.	Click the **Select** button.
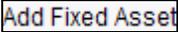
Step	Action
9.	If a **Serial Number** exists, enter the Serial Number/VIN. It is very important to complete this information. The system does not allow duplicate Serial Numbers. Entering this information prevents duplicate Fixed Assets (including Equipment Masters created in Capital Asset Management (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.
10.	Update field(s) as needed.
11.	Click the **OK** button after you make a change to the Asset Master to update the record.
12.	Advance to the Next record selected on the Work with Assets grid. Continue updating records until complete.
13.	Clicking **Next** will advance you to next Fixed Asset selected on the Work With Assets grid. Once all selected records have been accessed using the **Next** button, the last Asset Master will remain available for update.
14.	Click the **Cancel** button.
15.	Click the **Close** button.

Step	Action
16.	**End of Procedure.**