Revise Asset Master(s)

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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.

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Revise Asset Master(s)

Revise Asset Master(s) Overview

Once an Asset Master is created, data about the Fixed Asset should be maintained/kept current.

Fields commonly updated, but are not limited to, the following:

- Tag Number (life cycle/history of a fixed asset is related to the system assigned Asset Number)
- Description fields
- Serial Number
- Equipment Status (see Disposing of an Asset Through Surplus Process)
- Category Codes
- Location fields

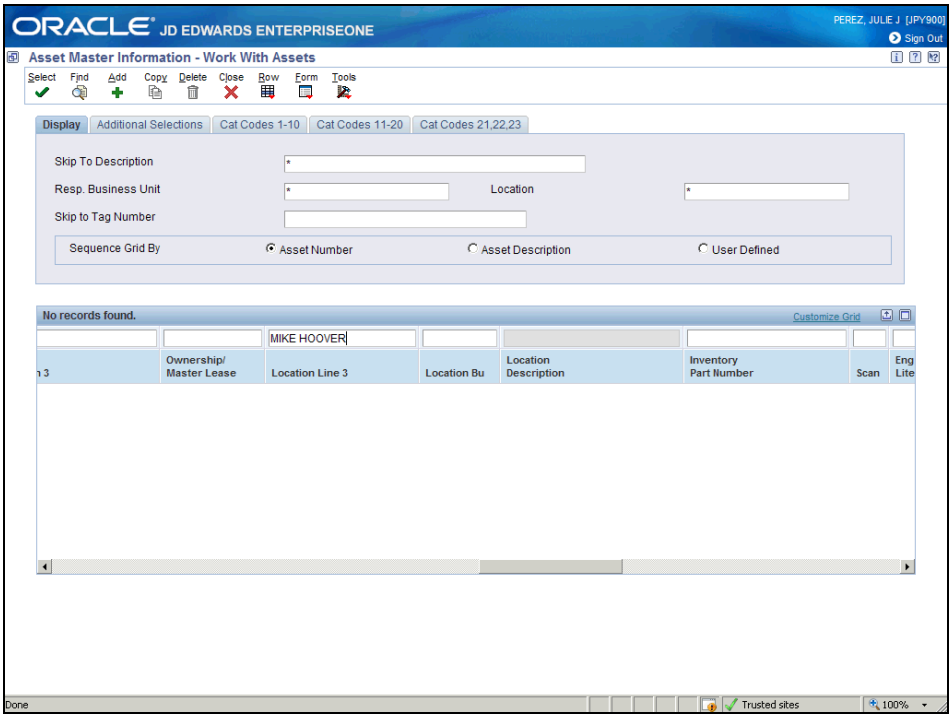
It is possible to select mulitple assets in the Asset Master Information - Work With Assets grid. This enables you to identify and update specific records without requiring you to enter each record individually through teh Work with Assets screen. This process is included in this lesson.

Revise Asset Master(s) Lesson

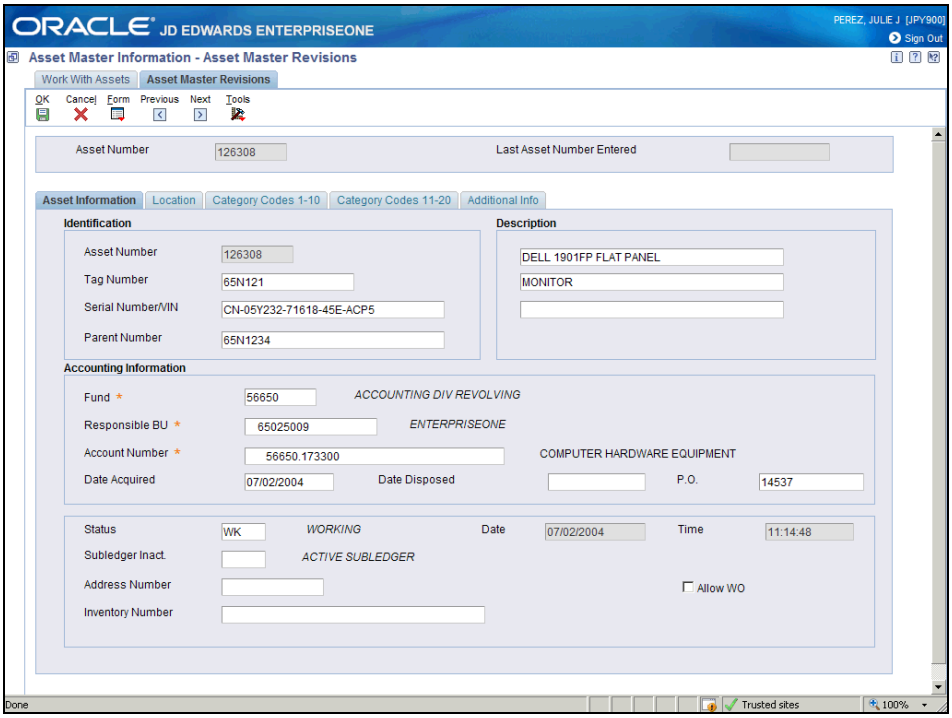
Procedure

Asset Master data can be updated as changes to the Fixed Asset occur. Each fixed asset master must be update individually; however, this process allows you to select multiple records at one time.

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.



Step	Action
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.


ORACLE JD EDWARDS ENTERPRISEONE
PEREZ, JULIE J (JPY900)
Sign Out
Asset Master Information - Asset Master Revisions
Work With Assets
Asset Master Revisions
OK
Cancel
Form
Previous
Next
Tools
Asset Number
126308
Last Asset Number Entered
Asset Information
Location
Category Codes 1-10
Category Codes 11-20
Additional Info
Identification
Asset Number
126308
Tag Number
65N121
Serial Number/VIN
CN-05Y232-71618-45E-ACP5
Parent Number
65N1234
Description
DELL 1901FP FLAT PANEL
MONITOR
Accounting Information
Fund *
56650
ACCOUNTING DIV REVOLVING
Responsible BU *
65025009
ENTERPRISEONE
Account Number *
56650.173300
COMPUTER HARDWARE EQUIPMENT
Date Acquired
07/02/2004
Date Disposed
P.O.
14537
Status
WK
WORKING
Date
07/02/2004
Time
11:14:48
Subledger Inact.
ACTIVE SUBLEDGER
Address Number
Allow WO
Inventory Number
Done
Trusted sites
100%

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.

Step	Action
15.	Click the **Close** button.
16.	**End of Procedure.**