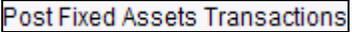


Post Costs to a Fixed Asset Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Fixed Assets link. 
3.	Click the Post Fixed Assets Transactions link. 
4.	Click the Revise Unposted F/A Entries link. 
5.	In the header, populate: o Batch Number o Document Number, OR o Tag Number
6.	Verify the Fixed Asset Post/Passed Code: Unposted button is selected.
7.	Click the Find button. 
8.	Choose the row with the desired Document Number or Tag Number . 
9.	It is only necessary to add the Tag Number to the Unposted Entry when it is not included on the voucher, or purchase order receipt/reverse to be posted to the Fixed Asset. If the Tag Number is entered, proceed to Row > Post .
10.	Click the Select button. 
11.	Enter the Tag Number into the Tag Number field.
12.	Click the OK button. 
13.	Click the Find button. 
14.	Choose the row with the desired Tag Number . 
15.	Click the Row button. 

Step	Action
16.	Click the Post menu. 
17.	Verify the row(s) selected disappeared from the grid but that the accompanying Total row remains. This signifies the transaction has moved from an Unposted status to a Posted status within the Fixed Assets module.
18.	Click the Close button. 
19.	End of Procedure.