

Post Costs to a Fixed Asset

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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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Post Costs to a Fixed Asset

Post Costs to a Fixed Asset Overview

The system allows you to review, update, and post fixed assets to the Fixed Assets system. These transactions are posted to accounts in the general ledger that are defined in the Automatic Accounting Instructions (AAIs) as relating to Fixed Assets (i.e. 58XX00).

These transactions are generated from payments to suppliers for capital outlays, journal entry creating a fixed asset cost, master lease transactions, and Pass Through IT Equipment purchases rebilled by the OCIO (IBT coded to a 58XX00).

However, there are situations where asset costs should not post to Fixed Assets (i.e. miscoding). You can assign a posting code of "P" (passed) to these unposted asset costs, which will alert the system to ignore them during the fixed asset posting process.

Post Costs to a Fixed Asset Lesson

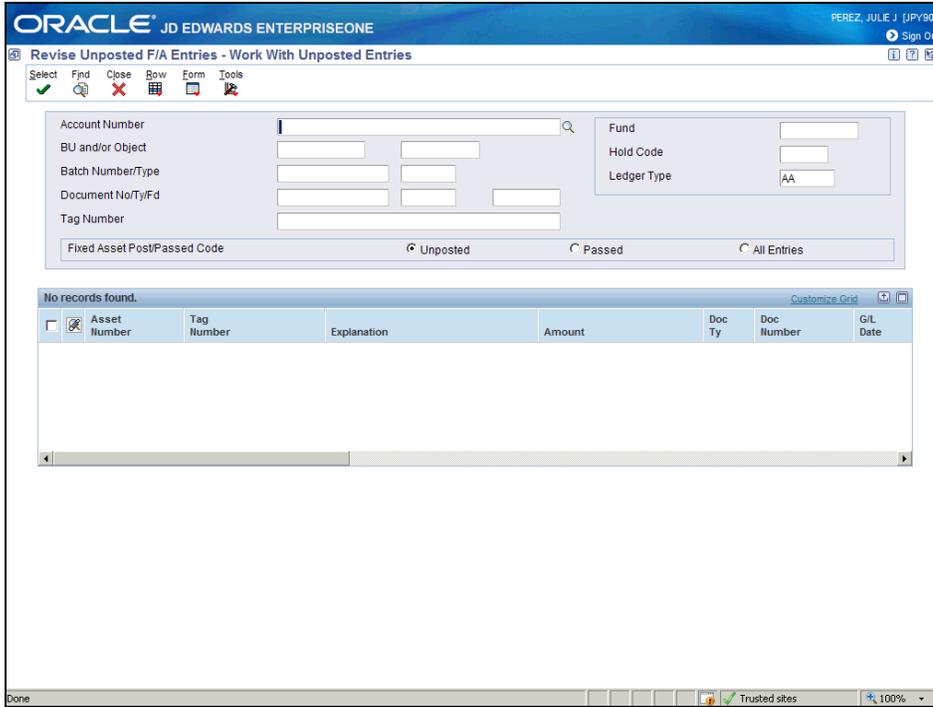
Procedure

A Fixed Asset journal entry or Capital Outlay voucher must be entered and posted to start this instruction.

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Post Fixed Assets Transactions link. Post Fixed Assets Transactions
4.	Click the Revise Unposted F/A Entries link. Revise Unposted F/A Entries

Training Guide

Post Costs to a Fixed Asset



Step	Action
5.	In the header, populate: <ul style="list-style-type: none"> 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. 

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Revise Unposted F/A Entries - Work With Unposted Entries

Select Find Close Row Form Tools

Account Number:
 BU and/or Object:
 Batch Number/Type:
 Document No/Ty/Fd: 407057 OV
 Tag Number:
 Fixed Asset Post/Passed Code: Unposted Passed All Entries

Fund:
 Hold Code:
 Ledger Type: AA

Records 1 - 4 Customize Grid

<input type="checkbox"/>	Asset Number	Tag Number	Explanation	Amount	Doc Ty	Doc Number	G/L Date
<input checked="" type="checkbox"/>			Filter system	195.00	OV	407057	01/19
<input type="checkbox"/>			Ice dispenser	2,350.00	OV	407057	01/19
<input type="checkbox"/>			Ice machine	2,160.00	OV	407057	01/19
<input type="checkbox"/>			Total	4,705.00			

Step	Action
8.	Choose the row with the desired Document Number or Tag Number . <input type="checkbox"/>
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. <input checked="" type="checkbox"/>

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Post Costs to a Fixed Asset

Step	Action
11.	Enter the Tag Number into the Tag Number field.
12.	Click the OK button. 

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Revise Unposted F/A Entries - Work With Unposted Entries

Select Find Close Row Form Tools

Account Number:
 BU and/or Object:
 Batch Number/Type:
 Document No/Ty/Fd: 407057 OV
 Tag Number:

Fund:
 Hold Code:
 Ledger Type: AA

Fixed Asset Post/Passed Code: Unposted Passed All Entries

Asset Number	Tag Number	Explanation	Amount	Doc Ty	Doc Number	G/L Date
<input type="checkbox"/>		Filter system	195.00	OV	407057	01/19
<input checked="" type="checkbox"/>	179783	Ice dispenser	2,350.00	OV	407057	01/19
<input type="checkbox"/>		Ice machine	2,160.00	OV	407057	01/19
<input type="checkbox"/>		Total	4,705.00			

Step	Action
13.	Click the Find button. 

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Revise Unposted F/A Entries - Work With Unposted Entries

Select Find Close Row Form Tools

Account Number:
 BU and/or Object:
 Batch Number/Type:
 Document No/Ty/Fd: 407057 OV
 Tag Number:

Fund:
 Hold Code:
 Ledger Type: AA

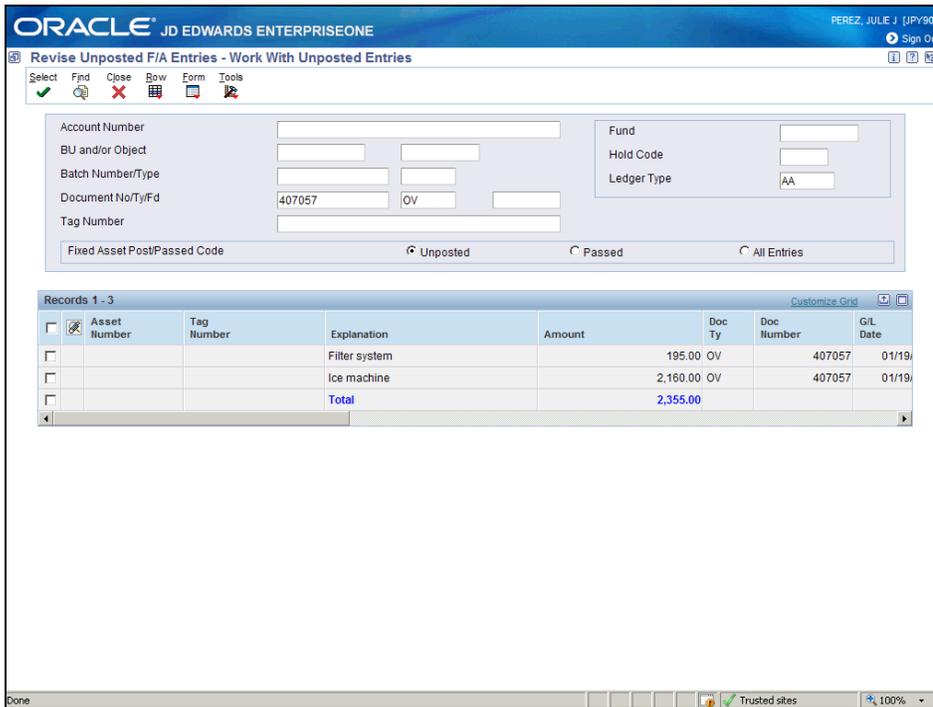
Fixed Asset Post/Passed Code: Unposted Passed All Entries

Asset Number	Tag Number	Explanation	Amount	Doc Ty	Doc Number	G/L Date
<input type="checkbox"/>		Filter system	195.00	OV	407057	01/19
<input type="checkbox"/>	179783 85M09001	Ice dispenser	2,350.00	OV	407057	01/19
<input type="checkbox"/>		Ice machine	2,160.00	OV	407057	01/19
<input type="checkbox"/>		Total	4,705.00			

Training Guide

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Step	Action
14.	Choose the row with the desired Tag Number .
15.	Click the Row button.
16.	Click the Post menu.



Step	Action
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.