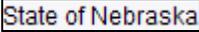
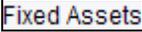
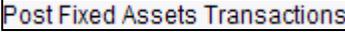
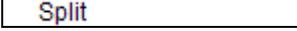


## Split an Asset Transaction Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Post Fixed Assets Transactions</b> link. 
4.	Click the <b>Revise Unposted F/A Entries</b> link. 
5.	Enter the number of the Batch containing the line to be split into the <b>Batch Number/Type</b> field.
6.	Click the <b>Find</b> button. 
7.	Select the row containing the OV receipt line or Journal Entry (JE) line to be split by clicking the check box. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Split</b> menu. 
10.	Enter the first tag number to post costs into the <b>Tag Number</b> field.
11.	Enter the dollar amount to be posted to the Tag Number into the <b>Amount</b> field.
12.	Enter the number of units into the <b>Units</b> field.
13.	Continue to add lines by Tag Number until Original Transaction Amount and Original Transaction Units are applied to Fixed Assets.
14.	Once all rows are added for the Split Journal Entry, click the <b>OK</b> button. 
15.	Select all rows to be posted by clicking the <b>Select all fetched records</b> option. 
16.	Unselect the bottom "Total" row - this will not be posted. 
17.	Click the <b>Row</b> button. 

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Step	Action
18.	Click the <b>Post</b> menu. 
19.	Click the <b>Close</b> button. 
20.	<b>End of Procedure.</b>