

Split an Asset Transaction

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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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Split an Asset Transaction

Split an Asset Transaction Overview

The system allows you to split the fixed asset costs to multiple business units utilizing the Voucher Entry without Purchase Order program and during the posting of the cost to the fixed asset process. During posting of the cost to fixed assets, you can split the cost of a fixed asset to multiple business units **ONLY** for costs entered using the Voucher Entry with Purchase Order program or the Journal Entry program.

Split an Asset Transaction Lesson

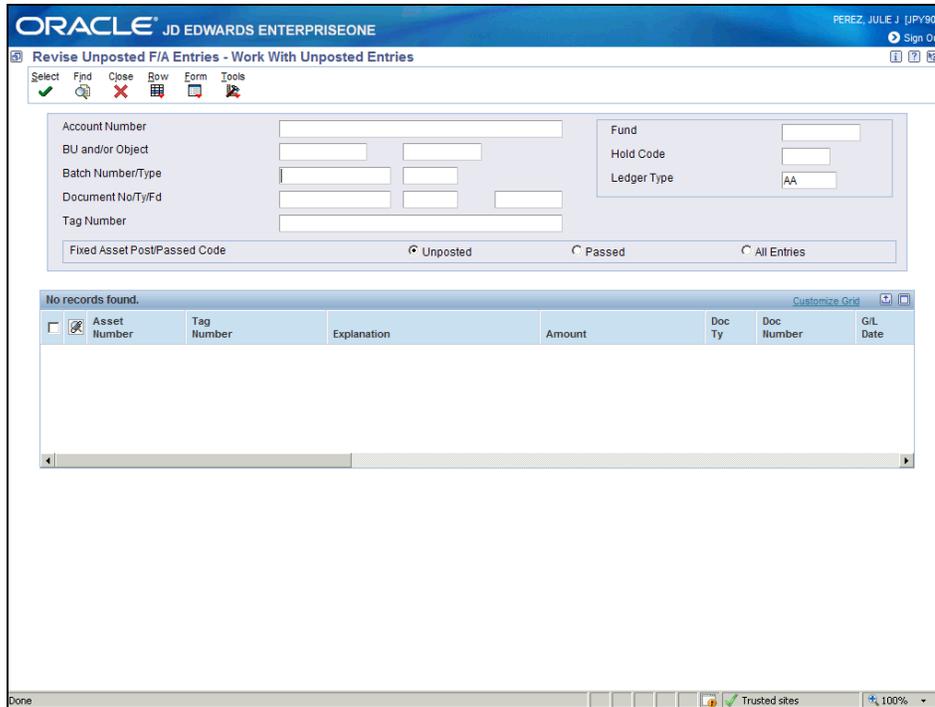
Procedure

Fixed Asset Masters must exist prior to applying costs to the assets.

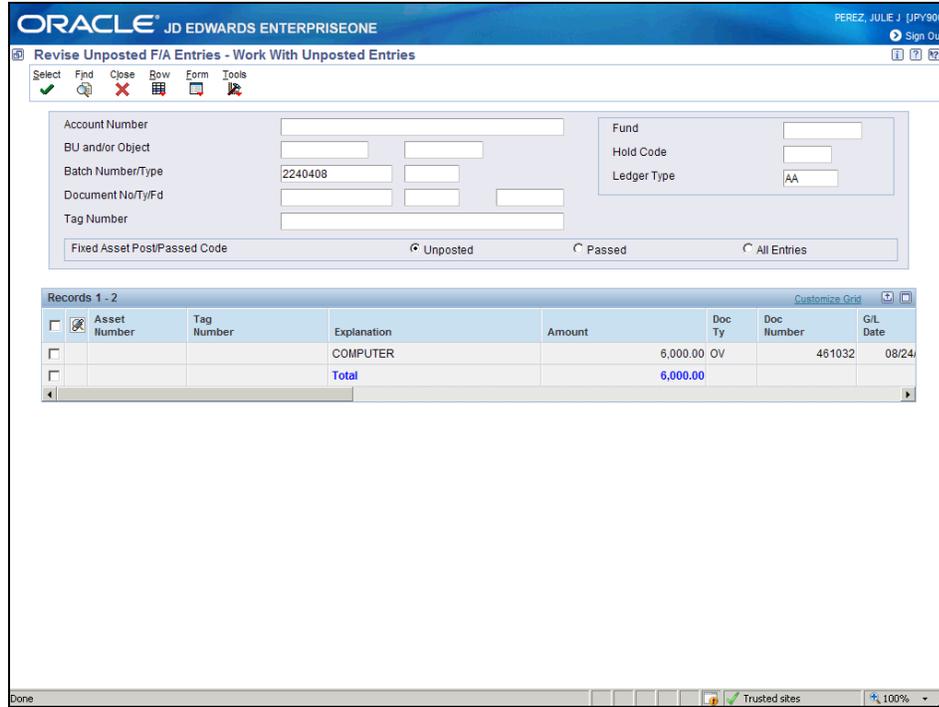
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Fixed Assets link. Fixed Assets
3.	Click the Post Fixed Assets Transactions link. Post Fixed Assets Transactions
4.	Click the Revise Unposted F/A Entries link. Revise Unposted F/A Entries

Training Guide

Split an Asset Transaction



Step	Action
5.	Enter the number of the Batch containing the line to be split into the Batch Number/Type field.
6.	Click the Find button. 

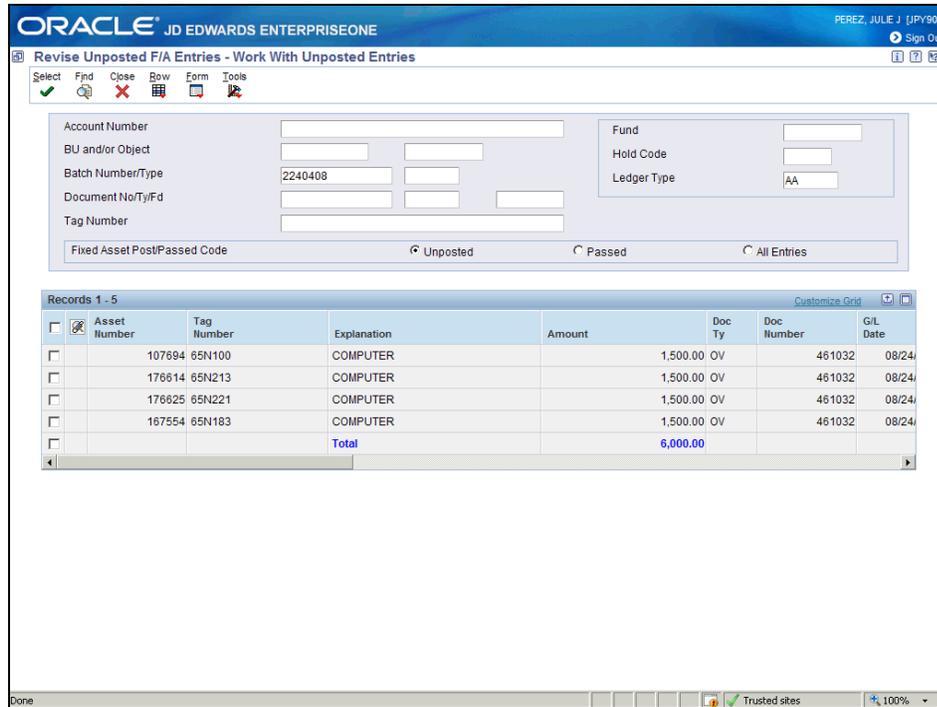


Step	Action
7.	Select the row containing the OV receipt line or Journal Entry (JE) line to be split by clicking the check box. <input type="checkbox"/>
8.	Click the Row button. 
9.	Click the Split menu. <input type="text" value="Split"/>

Training Guide

Split an Asset Transaction

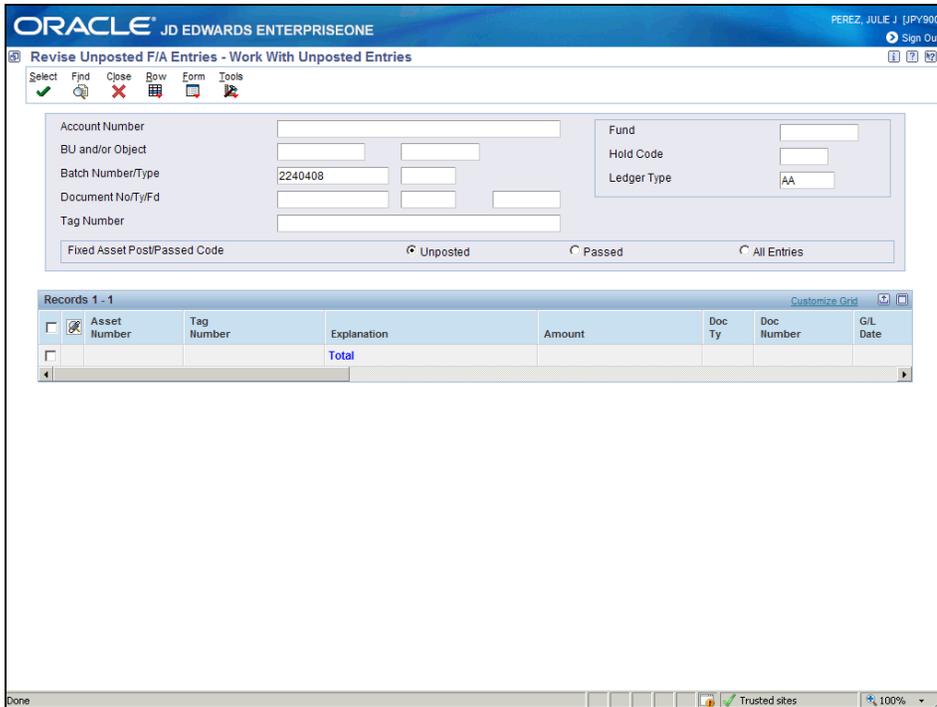
Step	Action
10.	Enter the first tag number to post costs into the Tag Number field.
11.	Enter the dollar amount to be posted to the Tag Number into the Amount field.
12.	Enter the number of units into the Units field.
13.	Continue to add lines by Tag Number until Original Transaction Amount and Original Transaction Units are applied to Fixed Assets.
14.	Once all rows are added for the Split Journal Entry, click the OK button. 



Step	Action
15.	Select all rows to be posted by clicking the Select all fetched records option. <input type="checkbox"/>
16.	Unselect the bottom "Total" row - this will not be posted. <input checked="" type="checkbox"/>
17.	Click the Row button. 
18.	Click the Post menu. <input type="text" value="Post"/>

Training Guide

Split an Asset Transaction



Step	Action
19.	Click the Close button. 
20.	End of Procedure.