







Pass on an Unposted Fixed Asset Entry 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, OR o Document Number
6.	Verify the Fixed Asset Post/Passed Code: Unposted button is selected.
7.	Click the Find button. 
8.	Choose the row with the invalid transaction to pass without posting (Asset Number field should be blank). 
9.	Click the Select button. 
10.	Click in the Explanation - Remark field.
11.	Enter the reason you are passing on the fixed asset transaction into the Explanation - Remark field.
12.	Click in the Post/Passed Code field. 
13.	Click the Post/Passed Code Visual Assist. 
14.	Choose Code P for PASSED. 
15.	Click the Select button. 

Step	Action
16.	<p>The Post/Passed Code field will be yellow. This is just a warning indicating the Posting Code is either "P" or [blank].</p> <p>Click the OK button.</p> 
17.	<p>Click the OK button.</p> 
18.	<p>If desired, verify the invalid transaction has moved from an Unposted status to a Passed status within the Fixed Assets module.</p> <p>Click the Find button.</p> 
19.	<p>Click the Passed option.</p> 
20.	<p>Click the Find button.</p> 
21.	<p>Click the Close button.</p> 
22.	<p>End of Procedure.</p>