

Pass on an Unposted Fixed Asset Entry

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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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Pass on an Unposted Fixed Asset Entry

Pass on an Unposted Fixed Asset Entry Overview

It may be necessary to pass on an unposted fixed asset entry. Situations requiring this action include, but are not limited to, the following:

- Journal Entry created due to lack of originating financial transaction. Pass on the credit portion of the Journal Entry. Post the debit portion of the Journal Entry to the the fixed asset.
- A Voucher or Journal Entry miscoded to a capital outlay object account. An additional Journal Entry must be created to correct the miscoding. This will produce another fixed asset transaction that will need to be passed on. This corrects the financial impact of the original miscoding.

Pass on an Unposted Fixed Asset Entry Lesson

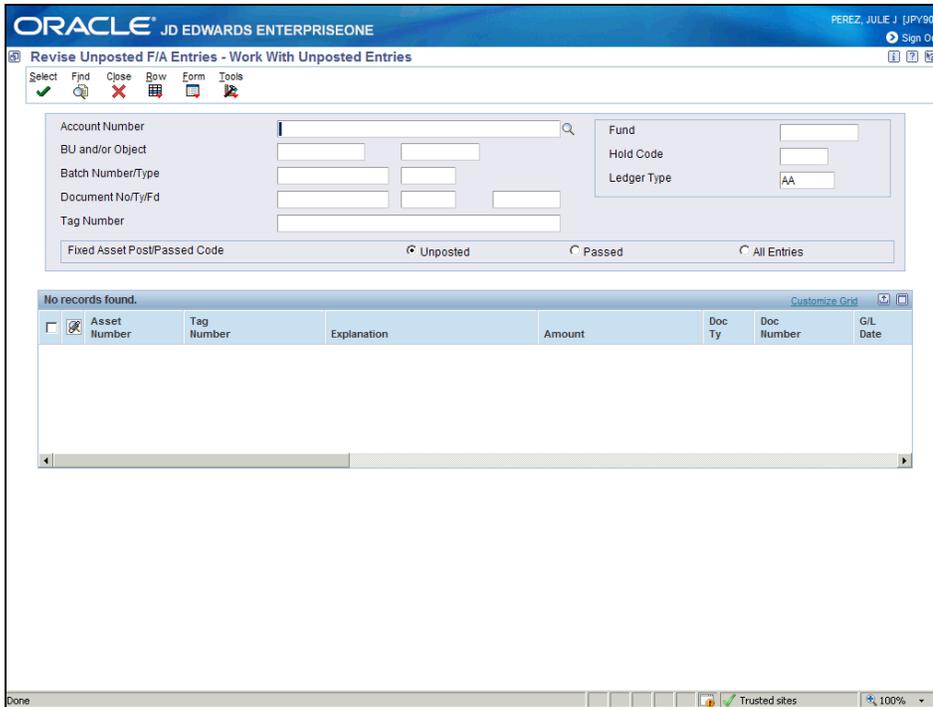
Procedure

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

Pass on an Unposted Fixed Asset Entry



Step	Action
5.	In the header, populate: <ul style="list-style-type: none"> o Batch Number, OR o Document Number
6.	Verify the Fixed Asset Post/Passed Code: Unposted button is selected.
7.	Click the Find button. 

Step	Action
8.	Choose the row with the invalid transaction to pass without posting (Asset Number field should be blank). <input type="checkbox"/>
9.	Click the Select button. <input checked="" type="checkbox"/>

Training Guide

Pass on an Unposted Fixed Asset Entry



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Revise Unposted F/A Entries - Revise Unposted Entries

OK Cancel Form Tools

Account Number	65043100.586900	Fund	56500
Batch Number/Type	2068494 O	Ledger Type	AA
Document No/Ty/Fd	407057 OV 56500	P.O. Number	00299574
GL Date	01/19/2010		
Line Number	5.0	Amount	195.00

Tag Number

Explanation - Remark

Post/Passed Code

F/A Hold Code

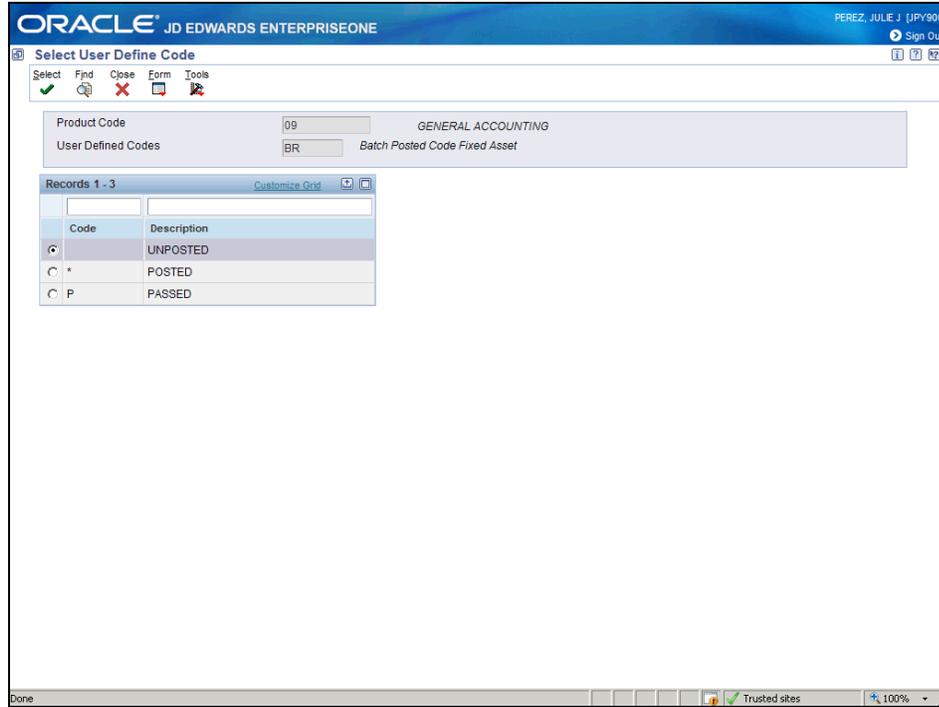
Energy

Bill Code

DOI

Done Trusted sites 100%

Step	Action
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. <input type="text"/>
13.	Click the Post/Passed Code Visual Assist. 



Step	Action
14.	Choose Code P for PASSED. 
15.	Click the Select button. 

Training Guide

Pass on an Unposted Fixed Asset Entry



ORACLE JD EDWARDS ENTERPRISEONE PEREZ, JULIE J (JPY900) Sign Out

Revise Unposted F/A Entries - Revise Unposted Entries

OK Cancel Form Tools

This form has 0 Errors 1 Warnings Enable Error Pop-ups

Issues (click each label for more information):
 ▶ [Posting Code to P or Blank WARNING](#) ▶ [Go to warning.](#)

Please look for the highlighted fields, correct the entries, and resubmit your request.

Account Number: 65043100.588900 Fund: 56500
 Batch Number/Type: 2088494 O Ledger Type: AA
 Document No/Ty/Fd: 407057 OV 56500 P.O. Number: 00299574
 G/L Date: 01/19/2010
 Line Number: 5.0 Amount: 195.00

Tag Number:
 Explanation - Remark: Passing because...
 Post/Passed Code: (highlighted yellow)
 F/A Hold Code:
 Energy:
 Bill Code:
 DOI:

Done Trusted sites 100%

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

Step	Action
21.	Click the Close button. 
22.	End of Procedure.