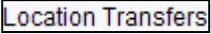
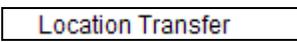


## Change Location Business Unit (Transfer)

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Location Transfers</b> link. 
4.	Click the <b>Location Transfer</b> link. 
5.	Enter Tag Number to find one asset or leave blank to find all assets.
6.	Click the <b>Find</b> button. 
7.	Choose the asset you want to update by clicking the check box next to it.  <b>Note:</b> You must update the record with the "C" (Current) in the location code. 
8.	Click the <b>Row</b> button. 
9.	Click the <b>Location Transfer</b> menu. 
10.	Complete the <b>To Location</b> field.
11.	Complete the <b>Effective Date</b> field.
12.	Complete the <b>Transfer Number</b> field (assigned at the Agency's discretion).
13.	Complete the <b>From Location</b> field.
14.	Click the <b>OK</b> button. 
15.	Click the <b>Close</b> button. 
16.	You have successfully completed this lesson. <b>End of Procedure.</b>