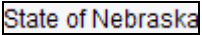
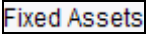
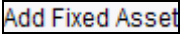


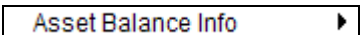





## Cost Summary Inquiry via Asset Master Information

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Fixed Assets</b> link. 
3.	Click the <b>Add Fixed Asset</b> link. 
4.	Click the <b>Asset Master Information</b> link. 
5.	Click in the <b>Tag Number</b> field in the QBE line. 
6.	Enter the tag number in the <b>Tag Number</b> field.
7.	Click the <b>Find</b> button. 
8.	Choose the record to review by clicking the check box next to it. 
9.	Click the <b>Row</b> button. 
10.	Click the <b>Asset Balance Info</b> menu. 
11.	Click the <b>Cost Summary</b> menu. 
12.	Click the <b>Find</b> button. 
13.	View the results.  <b>Note:</b> Revise <b>From Date/Period</b> or <b>Thru Date/Period</b> in header then click <b>Find</b> to determine balances at different points in time.
14.	Click the <b>Close</b> button. 
15.	Click the <b>Close</b> button. 
16.	You have successfully completed this lesson. <b>End of Procedure.</b>

